



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, September 19, 2019  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AGENDA

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**CALL TO ORDER**      1:30 p.m.

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

2. Sechelt Public Library      Annex A  
Elle Archibald, Chief Librarian      Pages 1-5  
Regarding: Sechelt Public Library 5 Year Budget Negotiation  
(Voting – A, B, D, DoS and SIGD)

#### **REPORTS**

3. General Manager, Corporate Services / Chief Financial Officer      Annex B  
Sechelt Public Library Draft Funding and Service Agreement      pp. 6-30  
(Voting – A, B, D, DoS and SIGD)
4. Senior Leadership Team – Budget Project Status Report –      Annex C  
September 2019      pp. 31-38  
(Voting – All Directors)
5. General Manager, Corporate Services / Chief Financial Officer      Annex D  
2020-2024 Financial Plan Process and Timetable      pp. 39-48  
(Voting – All Directors)
6. Corporate Officer      Annex E  
Extraordinary Meetings Remuneration Review      pp. 49-55  
(Voting – All Directors)
7. Corporate Officer      Annex F  
2020 Meeting Schedule      pp. 56-69  
(Voting – All Directors)
8. Manager, Information Technology / GIS      Annex G  
Award Report for Request for Proposal 1911701 Cellular Mobility      pp. 70-71  
Voice, Data, and Device Services  
(Voting – All Directors)

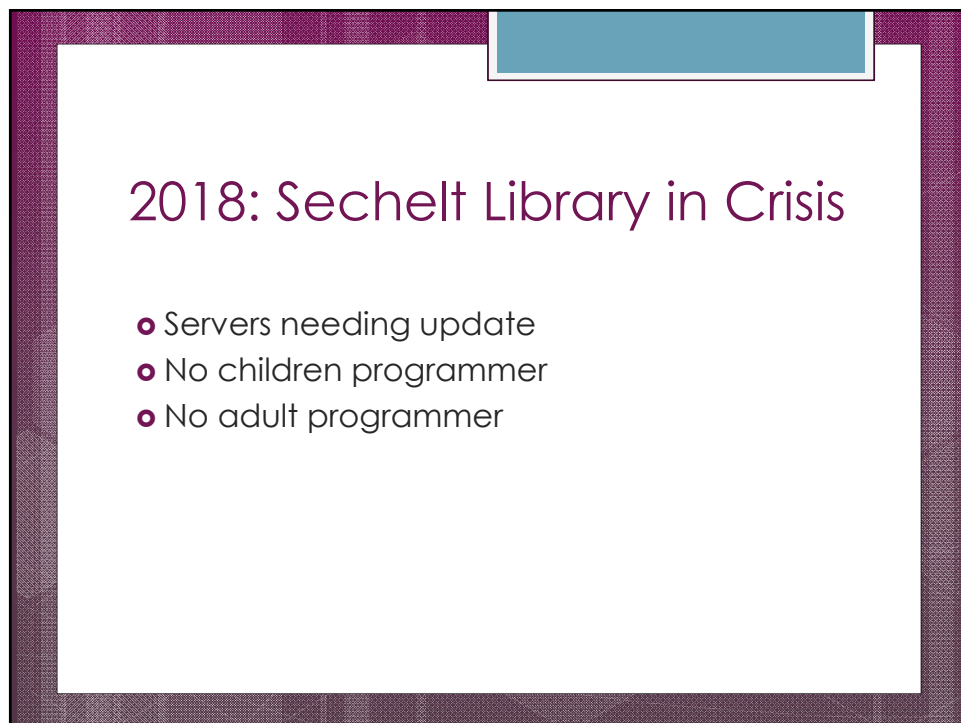
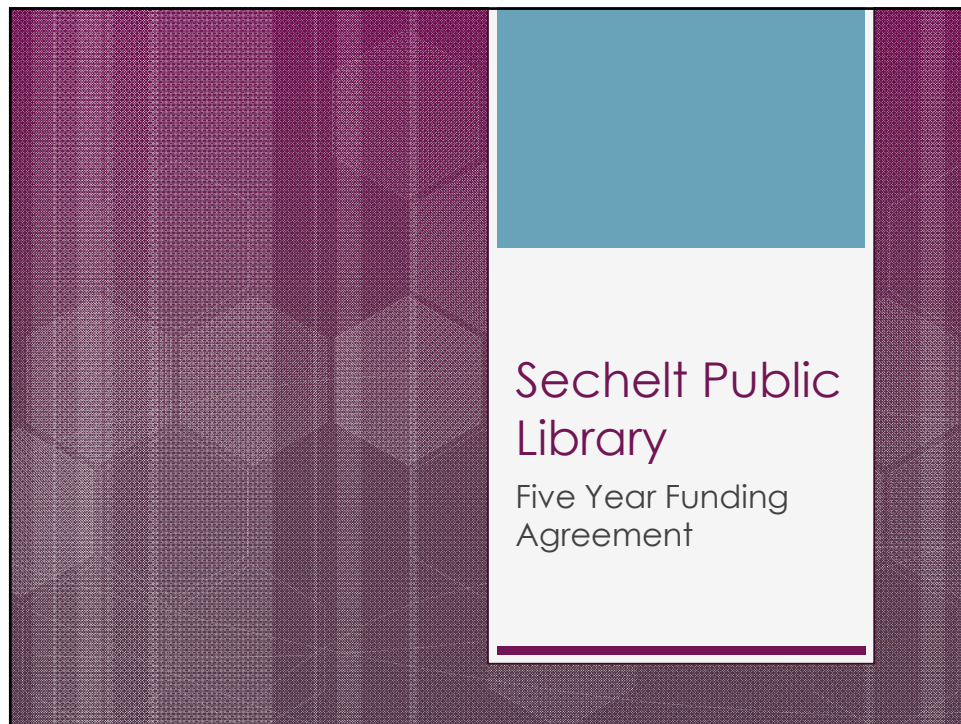
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| <b>9.</b> Financial Analyst<br>Grant Status Update<br><b>(Voting – All Directors)</b>   | Annex H<br>p. 72-77  |
| <b>10.</b> General Manager, Corporate Services / Chief Financial Officer<br>Sunshine Coast Conservation Association - Rural Areas' Grant-<br>in-Aid Request for Streamkeepers Training<br><b>(Voting – A, B, D, E, F)</b> | Annex I<br>pp. 78-85 |
| <b>11.</b> General Manager, Corporate Services / Chief Financial Officer<br>Coast Rogue Arts Society – Request for Support<br><b>(Voting – A, B, D, E, F)</b>   | Annex J<br>pp. 86-87 |

**COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**



## 2019: No Longer in Crisis

- IT infrastructure updated
- Children programmer
- Adult programmer

## From crisis to stability: Increased impact

- Dementia Care Kits

### Costs:

- Increase for Managing Supervisor: \$23,857

### Costs:

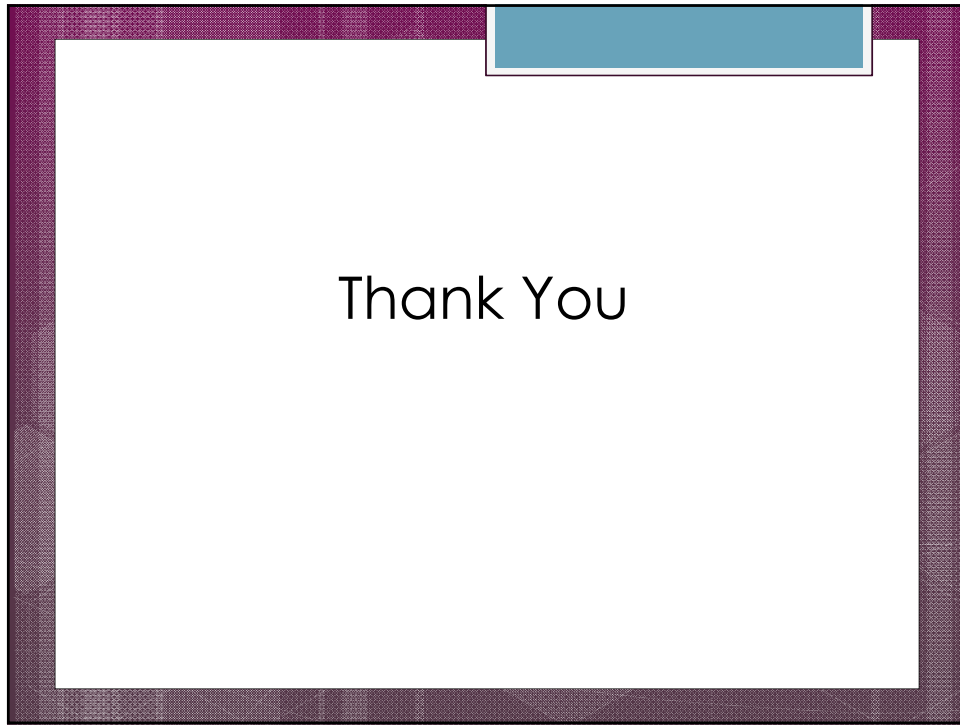
- Chief Librarian Salary: \$11,000

## Costs:

- Job Evaluations: \$10,000

## Unpredictable costs:

- Union negotiations in 2022



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

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

**SUBJECT:** SECHELT PUBLIC LIBRARY DRAFT FUNDING AND SERVICE AGREEMENT

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### RECOMMENDATION(S)

**THAT the report titled Sechelt Public Library Draft Funding and Service Agreement be received;**

**AND THAT the SCRD funding partners (Area A, B, and D) approve the Agreement as amended or presented;**

**AND THAT the authorized SCRD signatories be authorized to sign the Agreement;**

**AND FURTHER THAT the Agreement be forwarded to the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public Library Board for feedback and approval.**

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) Board adopted the following resolution at the June 13, 2019 Regular Board Meeting:

172/19      **Recommendation No. 1**      *Sechelt Public Library Service Establishment*

THAT the report titled Sechelt Public Library Service Establishment be received;

AND THAT staff negotiate a five year funding and service agreement between Electoral Areas A, B and D, the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public Library.

At the 2019 Pre-Budget, the Sechelt Public Library Association made a request to the funding partners to increase their operational budget by \$84,215 over 2018, with various increases for the proceeding 4 years. This was in anticipation for a new Funding and Service Agreement with the District of Sechelt, Sechelt Indian Government District (SIGD) and the SCRD, which expired at the end of December 2018.



A revised proposal, submitted as part of the SCRD's 2019 Round 1 Budget deliberations for Community Partners and Stakeholders, from the Sechelt Public Library made the following requests:

<b>Budget 2019 Operating Request and 2020-2024 Ask</b>
<p>\$88,683 increase (12.2% increase overall)</p> <ul style="list-style-type: none"> <li>• Adult Programmer position</li> <li>• Full time Children and Youth position</li> <li>• On call staff</li> <li>• Increase to book budget</li> <li>• Maintain inter-library loan</li> <li>• Increase bandwidth</li> </ul> <p>2020 – 2023: plus 4 % for remaining 4 years of 5 year agreement</p>

Capital Requests Urgent	Capital Requests less urgent	Operating Requests
<p>Total: \$10,000</p> <ul style="list-style-type: none"> <li>• Public Computers past end of life: \$5,000</li> <li>• Server at end of life: \$5,000</li> </ul>	<p>Total: \$31,800</p> <ul style="list-style-type: none"> <li>• Business Phone System 2nd line and voice mail for librarian \$1,800 (+\$500 year phone bill)</li> <li>• Website Development: \$10,000</li> <li>• Furniture: \$20,000</li> </ul>	<p>Total: \$108,516</p> <ul style="list-style-type: none"> <li>• Materials budget: \$28,516</li> <li>• Supervisor Position: \$70,000</li> <li>• Recruitment Costs Reserve: \$10,000</li> </ul>

The SCRD resolved to fund the Sechelt Public Library as follows:

074/19 **Recommendation No. 15** *Sechelt Library Funding Apportionment for 2019 Budget*

THAT Sechelt Library Funding Apportionment for 2019 Budget be received;

AND THAT Sechelt Public Library Association be funded as follows:

- Electoral Area A [643] at \$40,731;
- Electoral Area D [646] at \$71,171;
- Electoral Area B [645] at \$165,578;

AND FURTHER THAT staff report to a future Committee regarding the legislative, funding and internal resources implications to establish a service for the Sechelt Public Library.

With respect to the 2019 funding request, the approved funding of \$277,480 was roughly \$25,579 less than the total amount requested of the SCRD based on the funding shares from the previous Agreement. There are two reasons for the discrepancy:

1. None of the electoral areas provided funding towards the \$10,000 request for the 'recruitment cost reserve' as the existing service Bylaws do not allow for the creation of reserves.

2. Electoral Area D approved an increase in its funding of only 2.5% over 2018. This area has historically provided equal funding to both the Gibsons and Sechelt libraries and the 2.5% increase was aligned with what was provided to the Gibsons library in 2019. The increase was enough to cover only a portion of the Area's share of the base operating request.

Based on these decisions, the approved SCRD funding for 2019 is as follows:

	<b>Base Operating</b>	<b>Library Supervisor</b>	<b>Material</b>	<b>One Time Capital</b>	<b>Recruitment</b>	<b>Total</b>
SCRD Area A	34,065	3,325	1,355	1,986	-	40,731
SCRD Area B	138,483	13,517	5,506	8,072	-	165,578
SCRD Area D	71,171	-	-	-	-	71,171
SCRD Total	243,719	16,842	6,861	10,058	-	277,480

	<b>Base Operating</b>	<b>Library Supervisor</b>	<b>Material</b>	<b>Total Ongoing</b>	<b>One Time Capital</b>	<b>Recruitment</b>	<b>2019 One Time</b>
SCRD Area A	34,065	3,325	1,355	38,745	1,986	-	1,986
SCRD Area B	138,483	13,517	5,506	157,506	8,072	-	8,072
SCRD Area D	71,171	-	-	71,171	-	-	-
SCRD Total	243,719	16,842	6,861	267,422	10,058	-	10,058
District of Sechelt	449,705	44,170	17,994	511,869	26,376	6,310	32,686
Sechelt Indian Government District	12,739	1,253	510	14,502	748	179	927
<b>Totals</b>	<b>706,163</b>	<b>62,265</b>	<b>25,365</b>	<b>793,793</b>	<b>37,182</b>	<b>6,489</b>	<b>43,671</b>
Funding Request	712,687	70,000	28,516	811,203	41,800	10,000	51,800
Shortfall	(6,524)	(7,735)	(3,151)	(17,410)	(4,618)	(3,511)	(8,129)
% of Request Funded	99.08%	88.95%	88.95%	97.85%	88.95%	64.89%	84.31%

The purpose of this report is to provide funding options considerations get further direction from the SCRD partners.

## **DISCUSSION**

### *Options and Analysis*

Staff from the District of Sechelt (DoS), Sechelt Indian Government District, Sechelt Library and the Sunshine Coast Regional District met in early July 2019 to discuss the draft 2019-2023 Sechelt Public Library Funding and Service Agreement, which is attached for consideration (Attachment A). Several sections of the new draft Agreement have been updated or modernized by the various partners, such as the "Schedule A" from the Sechelt Library. The prior 2013-2019 Agreement has also been attached for reference (Attachment B).

Each SCRD electoral area funds the Library through distinct regional district library service (Area A-function 643, Area B-function 645 and Area D-function 646), which means that the Directors for each of those areas can make independent funding decisions.

Funding Option 1-2% Inflationary increase

The 2019-2023 draft includes a 2% per annum increase as a starting point for discussion as this amount aligns with Consumer Price Index (CPI) at the time of the July 2019 meeting. This value has been used in many internal and external contractual increases or funding agreements, such as for the Gibsons and Area Public Library, who requested and received an inflationary increase of 2.5% for 2019.

All the proposed funding allocation percentages for the local government partners have been calculated based on the 2019 amounts. The funding allocations included in the appending draft are as follows:

	Base Operating	Library Supervisor	Material	Total Ongoing					Allocation %
					2020	2021	2022	2023	
					0.02	0.02	0.02	0.02	
SCRD Area A	34,065	3,325	1,355	38,745	39,520	40,310	41,116	41,938	4.9%
SCRD Area B	138,483	13,517	5,506	157,506	160,656	163,869	167,146	170,489	19.8%
SCRD Area D	71,171	-	-	71,171	72,594	74,046	75,527	77,038	9.0%
SCRD Total	243,719	16,842	6,861	267,422	272,770	278,225	283,789	289,465	33.7%
District of Sechelt	449,705	44,170	17,994	511,869	522,106	532,548	543,199	554,063	64.5%
Sechelt Indian Government District	12,739	1,253	510	14,502	14,792	15,088	15,390	15,698	1.8%
<b>Totals</b>	<b>706,163</b>	<b>62,265</b>	<b>25,365</b>	<b>793,793</b>	<b>809,668</b>	<b>825,861</b>	<b>842,378</b>	<b>859,226</b>	<b>100.0%</b>
Funding Request	712,687	70,000	28,516	811,203					
Shortfall	(6,524)	(7,735)	(3,151)	(17,410)					
% of Request Funded	99.08%	88.95%	88.95%	97.85%					

Option 2-Sechelt Library Proposal #1-4% Inflation

As part of the 2019 Budget deliberations, the Sechelt Public Library requested an approximate increase of 4% per year “...to keep pace with inflation and achieve parity with similar libraries and the local government support per capita they receive. More detailed information and rational will be provided as part of the Sechelt Public Library delegation presentation at this September 19, 2019 Corporate & Administrative Services Committee meeting.

If the SCRD and other local government partners would like to consider this level of funding from the Library for 2020-2023, Section 1.2 of the agreement would be modified as follows:

	Base Operating	Library Supervisor	Material	Total Ongoing					
					2020	2021	2022	2023	
					0.04	0.04	0.04	0.04	
SCRD Area A	34,065	3,325	1,355	38,745	40,295	41,907	43,583	45,326	
SCRD Area B	138,483	13,517	5,506	157,506	163,806	170,358	177,172	184,259	
SCRD Area D	71,171	-	-	71,171	74,018	76,979	80,058	83,260	
SCRD Total	243,719	16,842	6,861	267,422	278,119	289,244	300,813	312,845	
District of Sechelt	449,705	44,170	17,994	511,869	532,344	553,638	575,784	598,815	
Sechelt Indian Government District	12,739	1,253	510	14,502	15,082	15,685	16,312	16,964	
<b>Totals</b>	<b>706,163</b>	<b>62,265</b>	<b>25,365</b>	<b>793,793</b>	<b>825,545</b>	<b>858,567</b>	<b>892,909</b>	<b>928,624</b>	
Funding Request	712,687	70,000	28,516	811,203					
Shortfall	(6,524)	(7,735)	(3,151)	(17,410)					
% of Request Funded	99.08%	88.95%	88.95%	97.85%					

This option would see an additional \$134,831 or 17% of additional funding to the Sechelt Public Library by 2023.

**Option 3-Sechelt Library Proposal #2**

As part of the negotiation, the Sechelt Public Library provided an alternative funding proposal. This proposal would see a top-up of \$34,857 in 2020, which is a 4.4% over 2019, with an additional \$10,000 plus 2%- total of \$26,573 or 3.21% increase over 2020 in 2021, with a 2% in years 2022 and 2023. This would provide the Library with an additional \$95,981 or 12.09% of funding by 2023.

If the SCR D and other local government partners would like to consider this level of funding from the Library for 2020-2023, Section 1.2 of the agreement would be modified as follows:

	Base Operating	Library Supervisor	Material	Total Ongoing	2020	2021	2022	2023	Allocation %
					\$34,857 increase	\$10,000 increase to base + 2%	2% increase	2% increase	
					4.4%	3.2%	2.0%	2.0%	
SCR D Area A	34,065	3,325	1,355	38,745	40,295	41,907	43,583	45,326	4.9%
SCR D Area B	138,483	13,517	5,506	157,506	163,806	170,358	177,172	184,259	19.8%
SCR D Area D	71,171	-	-	71,171	74,018	76,979	80,058	83,260	9.0%
SCR D Total	243,719	16,842	6,861	267,422	278,119	289,244	300,813	312,845	33.7%
District of Sechelt	449,705	44,170	17,994	511,869	532,344	553,638	575,784	598,815	64.5%
Sechelt Indian Government District	12,739	1,253	510	14,502	15,082	15,685	16,312	16,964	1.8%
<b>Totals</b>	<b>706,163</b>	<b>62,265</b>	<b>25,365</b>	<b>793,793</b>	<b>828,650</b>	<b>855,223</b>	<b>872,327</b>	<b>889,774</b>	<b>100.0%</b>
Funding Request	712,687	70,000	28,516	811,203					
Shortfall	(6,524)	(7,735)	(3,151)	(17,410)					
% of Request Funded	99.08%	88.95%	88.95%	97.85%					

***Organizational and Intergovernmental Implications***

The draft funding and service agreement will be forwarded to the District of Sechelt, the SIGD and the Sechelt Public Library Board for approvals and authorizations once the SCR D Board has approved the agreement as presented or amended.

***Financial Implications***

This is a Five year agreement and based on the funding approved by each of the SCR D rural area funders (Area A, B, and D), the respective function and 2020-2024 Financial Plan will be amended accordingly.

***Timeline for next steps or estimated completion date***

Once direction is provided, the draft agreement will be modified in preparation for adoption.

Subsequent to direction to negotiate the new 2019-2023 Sechelt Public Library Funding and Service Agreement, the SCR D Board made the following motion at the June 13, 2019 meeting:

172/19      **Recommendation No. 2**      *Sechelt Public Library Service Establishment*

THAT the report titled Sechelt Public Library Service Establishment be forwarded to the District of Sechelt and Sechelt Indian Government District Councils for comment;

AND THAT the report be forwarded to the Sechelt Public Library Board for information.

**Recommendation No. 3**      *Sechelt Public Library Service Establishment*

THAT staff investigate and report back by the fourth quarter of 2019 regarding the implications of implementing a service with the Sunshine Coast Regional District, District of Sechelt and Sechelt Indian Government District for the Sechelt Public Library;

AND THAT the report include cost sharing allocations, options and impact on the provincial funding model and to the Roberts Creek Community Library and Pender Harbour Reading Room.

Information has just recently been sent to the District of Sechelt and Sechelt Indian Government District Councils for comment. All reports and resolutions have also been sent to the respective staff in May 2019. Once comments have been received from the various stakeholders, SCRD Staff will provide a report to a future Committee.

**STRATEGIC PLAN AND RELATED POLICIES**

The new 2019-2023 Sechelt Public Library Funding and Service Agreement aligns with the Boards strategic focus of “*Engagement and Communications*” and “*Regional Collaboration and Partnership*”.

**CONCLUSION**

At the 2019 Pre-Budget, the Sechelt Public Library Association made a request to increase their operational budget, with additional increases for the proceeding 4 years. This was in anticipation for a new Funding and Service Agreement with the District of Sechelt, Sechelt Indian Government District (SIGD) and the SCRD, which expired at the end of December 2018. For 2019 the funders provided all but \$17,410 for operational funding as well as one-time items in the amount of \$43,671.

Staff met in early July 2019 to discuss the draft 2019-2023 Sechelt Public Library Funding and Service Agreement, and three options have been provided for the SCRD funders for consideration: a 2% or inflationary increase for 2020-2023; a 4% increase for 2020-2023; and a third proposal from the Sechelt Library which has a top-up of \$34,857 in 2020, with an additional \$10,000 plus 2% increase in 2021, with a 2% increase in years 2022 and 2023.

The draft funding and service agreement will be forwarded to the District of Sechelt, the SIGD and the Sechelt Public Library Board for approvals and authorizations once the SCRD Board has approved the agreement as presented or amended.

Information on a Sechelt Public Library Service Establishment has just recently been sent to the Councils and once comments have been received from the various stakeholders, SCRD Staff will provide a report to a future Committee.

Attachments:

1. Attachment A- Draft 2019-2023 Sechelt Public Library Funding and Service Agreement
2. Attachment B- 2013-2018 Sechelt Public Library Funding and Service Agreement

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X-M. Brown	Other	

## FUNDING AND SERVICE AGREEMENT

### SECHELT PUBLIC LIBRARY

This Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

**SUNSHINE COAST REGIONAL DISTRICT**

**As Represented by:**

**Area A- Egmont/Pender Harbour;**

**Area B- Halfmoon Bay; and**

**Area D- Roberts Creek**

1975 Field Road

Sechelt, BC

V0N 3A1

(the "Regional District")

AND:

**SECHELT INDIAN GOVERNMENT DISTRICT**

Box 740

Sechelt, BC

V0N 3A0

(the "SIGD")

AND:

**DISTRICT OF SECHELT**

Box 129

Sechelt, BC

V0N 3A0

(the "District")

(referred to collectively as the "Funders")

AND:

**SECHELT PUBLIC LIBRARY**

Box 2104

Sechelt, BC

V0N 3A0

(the "Library")

WHEREAS:

- A. The Regional District and the District have the authority under Section 176(1)(c) of the *Local Government Act* “to provide assistance for the purposes of benefitting the community or any aspect of the community” and under Section 21(a) of the *Community Charter* “to provide assistance to a business in accordance with the agreement”.
- B. In addition, the Regional District and District have established library services for Egmont / Pender Harbour, Halfmoon Bay and Roberts Creek.
- C. SIGD has the authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community.
- D. The Funders wish to enter into a five year Funding and Service Agreement (the “Service Agreement”) with the Library for the purpose of providing library services as noted in Schedule A.
- E. The authority under legislation to grant assistance includes the ability to provide a grant-in-aid and the Funders wish to provide certainty up to and including the year 2023 under this Service Agreement.
- F. The Library is an Association, formed by the Province of British Columbia, under the “Library Act”, and has the authority to enter into this Service Agreement under Section 2 of the *Library Act*.

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

**1.0 Funding Commitment**

- 1.1 The Funders’ objective for funding the Library, is to provide surety and stability for local government support.
- 1.2 The Funders shall provide assistance to the Library, within the ‘terms’ set out in Section 4.0, in the years 2019 to 2023 inclusive. In 2019 the Funders’ assistance will be in the amount of \$793,793. In years 2020 to 2023, the Funders’ assistance will increase at 2% per annum based on the 2019 base amounts, rounded to the nearest dollar as shown below, and payable as per related agreement:



	<b>2019 (Base Amount)</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Area A	\$38,745	\$39,520	\$40,310	\$41,116	\$41,938
Area B	157,506	160,656	163,869	167,146	170,489
Area D	71,171	72,594	74,046	75,527	77,038
SIGD	14,502	14,792	15,088	15,390	15,698
DOS	511,869	522,106	532,548	543,199	554,063
<b>Total</b>	<b>\$793,793</b>	<b>\$809,668</b>	<b>\$825,861</b>	<b>\$842,378</b>	<b>\$859,226</b>

- 1.3 In addition, the Funders' will provide \$43,671 in one-time capital funding in 2019 only, as shown below:

	<b>2019 (One-time capital)</b>
Area A	\$1,986
Area B	8,072
Area D	0
SIGD	927
DOS	32,686
<b>Total</b>	<b>\$43,671</b>

- 1.4 The Funders will pay the annual amounts outlined in Sections 1.2 and 1.3 over four equal payments, at the beginning of each quarter.

## 2.0 The Library Agrees

- 2.1 The Library shall provide the library services set out in Schedule A to all residents within the jurisdictional boundaries of the Funders. Unless specifically indicated otherwise, such services shall be provided free of charge. The Library acknowledges and agrees that the funds provided pursuant to this Service Agreement shall only be used for the purpose of operating the library.
- 2.2 The Library shall not assign any services, as outlined in Schedule A, during the term of the agreement, unless mutually agreed upon by the Funders. All Parties acknowledge this will be a modification of the agreement, and executed per Section 4.0.
- 2.3 The Library shall provide a preliminary report on the current year's operating results and the coming years budget to the Funders by November 1 of each year, and final operating results report by January 15 of each year detailing how the funds were used for the previous year as set out in Schedule A.

- 2.4 The Library, should there be a surplus of funds (10% or less of operating expenses), will provide details to the Funders of how the surplus will be used, as outlined in Schedule A.
- 2.5 If there is a reduction of Library Services, due to unforeseen events, which causes a significant surplus (10% or more of operating expenses), the funders reserve the right to reduce or reallocate funding by an agreed to amount for the following year. If a reduction is made, Funders agree to share in the reduction on the same percentage allocation as per funding allocation outlined in Section 1.2 of this Service Agreement.
- 2.6 Requests for “additional” capital or one-time special operating projects outside of the funding provided per Section 1.2 will be provided in writing as part of the reporting at November 1 of each year. All “additional” funding requests from the Library to the Funders will be presented with an individual business case analysis, as part of the individual Funders’ budget processes. In the event of a surplus, consideration of funding for capital or one-time special operating projects, must first come from surplus funds.
- 2.7 The Library shall indemnify and hold harmless the Funders, and its directors, councillors, officers, employees, successors and assigns, against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind arising from any property damage, or personal or bodily injury, arising from or connected with the provision of the Library Services, and for any breach of this Service Agreement by, or from any act or omission of the Library or its invitees, licensees, employees, agents, contractors, officers or any other person for whom the Library is liable, provided that claims, damages, losses, costs and expenses arising out of the independent negligent acts of the Funders shall be exempt from the indemnification provisions of this Service Agreement.
- 2.8 No provision or purpose of this Service Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Library.
- 2.9 Under the terms of the Library Lease Agreement and pertaining to the Landlord / Tenant relationship, Sections 2.7 and 2.8 would not apply to the District or SIGD.

### **3.0 Counterparts**

- 3.1 This Service Agreement may be executed in any number of original counterparts, with the same effect as if all the Funders had signed the same document, and will become effective

when one or more counterparts have been signed by all the Funders and delivered to each of the Funders. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose.

#### **4.0 Terms**

- 4.1 This Service Agreement may be renewed, modified or terminated only with the express written consent of each party.
- 4.2 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 1.2, before September 30 in any year.
- 4.3 The Parties shall agree to meet six months prior (June 2023) to the expiration of the current Service Agreement to negotiate renewal of a future funding agreement.
- 4.4 Any one of the Funders or the Library, by giving written notice to the other parties before September 30 in any year, may terminate or modify their participation in this Service Agreement, effective December 31 of that year.
- 4.5 In the event any party provides notice of termination or a modification from the Service Agreement, all Funders will agree to meet within 30 days to discuss the reasons for the termination or modification, the impact it will have on funding and the library service, and the terms of this Service Agreement.
- 4.6 If any of the Funders withdraws from this Service Agreement, and in the event that “additional” capital or one-time special operating projects funding has been approved over more than one year, regardless of withdrawal all parties commit to their share of the “additional” capital or one-time special operating projects funding.

#### **5.0 Dispute Resolution**

##### **5.1 Mediation**

Where there is an unresolved dispute arising out of this Service Agreement, then, within 7 days of written notice from one party to the other, or such time as agreed to by both parties, the parties will participate in good faith in order to resolve and settle the dispute. In the

event that the parties are unable to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both parties, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

## 5.2 Arbitration

The parties may, by mutual agreement, participate in resolving all unresolved disputes arising out of or in connection with this Service Agreement, or in respect of any legal relationship associated therewith, or derived or entered into, by arbitration. Arbitrator shall be mutually agreed upon by the participants. Matters not settled through the process in Section 5.1 within 45 days notice of the dispute may go to arbitration unless the parties agree to extend the 45 day period. Each party will bear its own costs of the arbitration regardless of the arbitrator's decision. The Arbitrator's decision will be final and binding on all parties.

## Signatures

This Sechelt Library Funding and Service Agreement has been executed on behalf of the Local Government by the Mayor, Chair or Chief, and the duly authorized Corporate Officers pursuant to a resolution of Council in the case of a municipality or by a Board, with Area A, B, and D represented, in the case of a Regional District, and on behalf of the Sechelt Public Library by the Chair and the Chief Librarian.

SECHELT PUBLIC LIBRARY:	)
	)
	)
	)
_____	)
Chair	)
	)
	)
_____	)
Chief Librarian	)

SUNSHINE COAST REGIONAL  
DISTRICT:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director Area A – Egmont/Pender Harbour

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Director Area B – Halfmoon Bay

\_\_\_\_\_  
Director Area D – Roberts Creek

SECHELT INDIAN GOVERNMENT  
DISTRICT:

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Chief Administrative Officer

DISTRICT OF SECHELT:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## SCHEDULE 'A'

### Description of Library Services

1. Open to the public library service at forty two (42) hours of service per week and approximately 2100 hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
2. Access to continuously updated collection of physical and digital items; books, audiobooks, magazines, newspapers, DVDs and video games. Acquisitions with patron driven collection development.
3. Unlimited interlibrary loan. No limits per person or weekly, monthly, yearly limits. No non-pick up fees. Access to provincial and interprovincial resources. Access to the physical collections of member libraries of InterLINK.
4. Business services, printing, fax, copying, scanning. Small business and employment-seeking support.
5. Services for people who are print impaired: large print, audiobook on CD, audiobook player, ebook player with enlarged font, e-audiobook with staff assistance when needed.
6. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
7. Reference desk, reader's advisory, internet help, government information. Federal, provincial and local government information dissemination.
8. Access to public computers and Wi-Fi with technical and customer service support. Providing training to the public on internet use and downloading library digital resources.
9. Supporting the community through informal learning opportunities, information, recreation and social interaction. Offering adult, young adult, and children's programmes such as Summer Reading Program (Provincial) for children and young adults.
10. Outreach services to children. Supporting the larger community through promotion of various literacies and providing opportunities for parents and children to learn; reading, making, STE(A)M (Science, Technology, Engineering, Art & Math) and kinetic learning. Provision of children's reading materials, audio-visual, language learning, and literacy kits.
11. Reaching out to under-served populations within the Community:
  - a. First Nations services: weekly visits by children's librarian with new library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaison with First Nations education department. Providing space, organization and access to Sechelt First Nation collections.

- b. Pender Harbour Reading Room services: courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers.
- 12. Marketing of library services and events using traditional and social media. Promotion of essential community information and services. Maintenance of library website.
- 13. Collaboration with libraries, schools, colleges, universities, literacy groups and other non-profits in the Region and the Province. Membership in many professional library groups.
- 14. Use of vendors for the purposes of augmenting public programming.
- 15. Supporting fundraising activities through Friends of the Library.
- 16. Maintenance of safe, clean, and organized facilities for public use.

#### Library Reporting

- 1. The following reports for a given year will be available for distribution to the Funders by May 15<sup>th</sup> of the following year:
  - a. Statement of Financial Information along with engagement report
  - b. Annual Grants Report
  - c. Annual Survey Report
  - d. Strategic Plan
  - e. Annual Library Report
  - f. Statement of Surplus and Intended Uses.

**FUNDING AND SERVICE AGREEMENT**

**SECHELT PUBLIC LIBRARY**

This Memorandum of Understanding dated for reference the 8<sup>th</sup> day of **January, 2014**.

**BETWEEN:**

**SUNSHINE COAST REGIONAL DISTRICT**

**As Represented by:**

**Area A- Egmont/Pender Harbour;**

**Area B- Halfmoon Bay; and**

**Area D- Roberts Creek**

1975 Field Road

Sechelt, BC

V0N 3A1

(the "Regional District")

**AND:**

**THE SECHELT INDIAN GOVERNMENT DISTRICT**

Box 740

Sechelt, BC

V0N 3A0

(the "SIGD")

**AND:**

**THE DISTRICT OF SECHELT**

Box 129

Sechelt, BC

V0N 3A0

(the "District")

(referred to collectively as the "Funders")

**AND:**

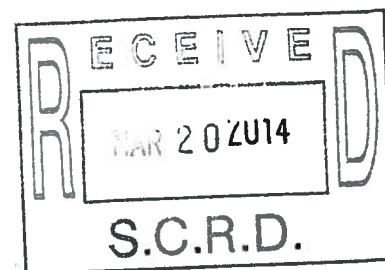
**SECHELT PUBLIC LIBRARY**

Box 2104

Sechelt, BC

V0N 3A0

(the "Library")





WHEREAS:

- A. The Regional District and the District have the authority under Section 176(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community" and under Section 21(a) of the *Community Charter* "to provide assistance to a business in accordance with the agreement".
- B. In addition, the Regional District and District have established library services for Halfmoon Bay and Roberts Creek under Section 796 of the *Local Government Act* "a regional district may operate any service the Board considers necessary or desirable for all or part of the regional district".
- C. SIGD has the authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community.
- D. The Funders wish to enter into a five year Funding and Service Agreement (the "Service Agreement") with the Library for the purpose of providing library services as noted in Schedule A.
- E. The authority under legislation to grant assistance includes the ability to provide a grant-in-aid and the Funders wish to provide certainty up to and including the year 2018 under this Service Agreement.
- F. The Library is an Association, formed by the Province of British Columbia, under the "Library Act", and has the authority to enter into this Service Agreement, and has authority to enter into this agreement under Section 2(1).

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

**1.0 Funding Commitment**

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

- 1.2 The Funders shall provide assistance to the Library, within the 'terms' set out in Section 4.0, in the years 2014 to 2018 inclusive. In 2013 the Funders' assistance will be in the amount of \$504,558 which includes \$34,927 one time funding. In years 2014 to 2018, the Funders' assistance will increase per annum based on the 2013 base amount of \$469,631 as shown below, and payable as per related agreement:

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

- 1.3 The Funders will pay the amounts outlined in Section 1.2 over four payments, each at the beginning of each quarter as follows; 30% for each of the first two quarters and 20% for each of the last two quarters.
- 1.4 The Funders will meet with the Library in October of each year at a Library Planning Meeting (the "Meeting").

## 2.0 The Library Agrees

- 2.1 The Library shall provide the library services set out in Schedule A to all residents within the jurisdictional boundaries of the Funders. Unless specifically indicated otherwise, such services shall be provided free of charge. The Library acknowledges and agrees that the funds provided pursuant to this Service Agreement shall only be used for the purpose of operating the library.
- 2.2 The Library shall not assign any services, as outlined in Schedule A, during the term of the agreement, unless mutually agreed upon by the Funders. All Parties acknowledge this will be a modification of the agreement, and executed per Section 4.0.
- 2.3 The Library shall provide a preliminary report on the current year's operating results and the coming years budget to the Funders at the "Meeting", and final operating results report by February 21<sup>st</sup> of each year detailing how the funds were used for the previous year as set out in Schedule A.

- 2.4 The Library, should there be a surplus of funds (10% or less of operating expenses), will provide details to the Funders of how the surplus will be used, as outlined in Schedule A.
- 2.5 If there is a reduction of Library Services, due to unforeseen events, which causes a significant surplus (10% or more of operating expenses), the funders reserve the right to reduce or reallocate funding by an agreed to amount for the following year. If a reduction is made, Funders agree to share in the reduction on the same percentage allocation as per funding allocation outlined in Section 1.2 of this Service Agreement.
- 2.6 Requests for "additional" capital or one-time special operating projects outside of the funding provided per Section 1.2 will be dealt with at the Meeting. All "additional" funding requests from the Library to the Funders will be presented with an individual business case analysis, to be reviewed at the Meeting. In the event of a surplus, consideration of funding for capital or one-time special operating projects, must first come from surplus funds.
- 2.7 The Library shall indemnify and hold harmless the Funders, and its directors, councillors, officers, employees, successors and assigns, against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind arising from any property damage, or personal or bodily injury, arising from or connected with the provision of the Library Services, and for any breach of this Service Agreement by, or from any act or omission of the Library or its invitees, licensees, employees, agents, contractors, officers or any other person for whom the Library is liable, provided that claims, damages, losses, costs and expenses arising out of the independent negligent acts of the Funders shall be exempt from the indemnification provisions of this Service Agreement.
- 2.8 No provision or purpose of this Service Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Library.
- 2.9 Under the terms of the Library Lease Agreement and pertaining to the Landlord / Tenant relationship, Sections 2.7 and 2.8 would not apply to the District.

### **3.0 Counterparts**

- 3.1 This Service Agreement may be executed in any number of original counterparts, with the same effect as if all the Funders had signed the same document, and will become effective when one or more counterparts have been signed by all the Funders and delivered to each of the Funders. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose.

### **4.0 Terms**

- 4.1 This Service Agreement may be renewed, modified or terminated only with the express written consent of each party.
- 4.2 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 1.2, before September 30th in any year.
- 4.3 The Parties shall agree to meet six months prior (July 2018) to the expiration of the current Service Agreement to negotiate renewal of a future funding agreement.
- 4.4 Any one of the Funders or the Library, by giving written notice to the other parties before September 30th in any year, may terminate or modify their participation in this Service Agreement, effective December 31st of that year.
- 4.5 In the event any party provides notice of termination or a modification from the Service Agreement, all Funders will agree to meet within 30 days to discuss the reasons for the termination or modification, the impact it will have on funding and the library service, and the terms of this Service Agreement.
- 4.6 If any of the Funders withdraws from this Service Agreement, and in the event that "additional" capital or one-time special operating projects funding has been approved over more than one year, regardless of withdrawal all parties commit to their share of the "additional" capital or one-time special operating projects funding.

## **5.0 Dispute Resolution**

### **5.1 Mediation**

Where there is an unresolved dispute arising out of this Service Agreement, then, within 7 days of written notice from one party to the other, or such time as agreed to by both parties, the parties will participate in good faith in order to resolve and settle the dispute. In the event that the parties are unable to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both parties, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

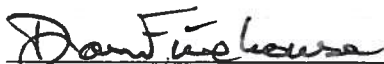
### **5.2 Arbitration**

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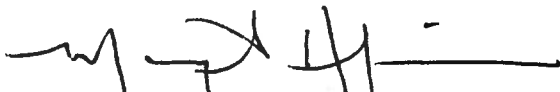
## **Signatures**

This Sechelt Library Funding and Service Agreement has been executed on behalf of the Local Government by the Mayor, Chair or Chief, and the duly authorized Corporate Officers pursuant to a resolution of Council in the case of a municipality or by a Board, with Area A, B, and D represented, in the case of a Regional District, and on behalf of the Sechelt Public Library by the Chair and the Chief Librarian.

SECHELT PUBLIC LIBRARY:



Chair

  
Chief Librarian


SUNSHINE COAST REGIONAL  
DISTRICT:

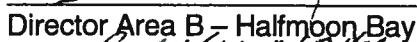


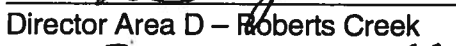
Chair



Corporate Officer

  
Director Area A – Egmont/Pender Harbour  
FRANK MAURO

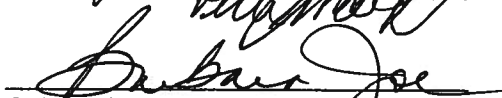
  
Director Area B – Halfmoon Bay  
GARY NORTH

  
Director Area D – Roberts Creek  
DONNA SUGAR

SECHELT INDIAN GOVERNMENT  
DISTRICT:



Chief

  
Chief Administrative Officer

DISTRICT OF SECHELT:

  
Mayor

  
Corporate Officer

## **SCHEDULE 'A'**

### **Description of Library Services**

1. Open to the Public library service at forty two (42) hours of service per week and approximately 2100 hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
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4. Business services, fax, copy, scanning. Small business and employment-seeking support.
5. Visually handicapped services: large print, audiobook on CD, ebook with enlarged font, e-audiobook with staff assistance when needed.
6. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
7. Reference desk, reader's advisory, internet help, government information. Government liaison, federal, provincial and local government information dissemination and support for information gathering surveys.
8. Access to public computers and wi-fi with technical and customer service support. Providing training to the public on internet use and downloading digital resources.
9. Supporting the community through informal learning opportunities, information, recreation, and social interaction. Offering adult, young adult, and children's programmes such as Summer Reading Program (Provincial) for children and young adults and the CAP YI (Federal) for assisting the public with adapting to the digital environment.



10. Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading. Provision of children's reading materials, audio-visual, language learning, and early literacy kits.
11. Reaching out to under-served populations within the Community:
  - a. First Nations services: weekly visits by children's librarian with new library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaison with First Nations education department. Providing space, organization and access to Sechelt Indian Band collections.
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14. Supporting fundraising activities through Friends of the Library and the Sechelt Public Library Foundation.
15. Maintenance of safe, clean, and organized facilities for public use.

#### Library Reporting

1. The following reports for a given year will be available for distribution to the Funders by May 15<sup>th</sup> of the following year:
  - a. Statement of Financial Information along with engagement report
  - b. Annual Grants Report
  - c. Annual Survey Report
  - d. Strategic Plan
  - e. Annual Library Report
  - f. Statement of Surplus and Intended Uses.



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

**AUTHOR:** SCRD Senior Leadership Team

**RE:** **BUDGET PROJECT STATUS REPORT – SEPTEMBER 2019**

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### RECOMMENDATION(S)

**THAT the report titled Budget Project Status Report – September 2019 be received.**

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### BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2019 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 2019 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 and various other core documents forward. It also meets the Value of “*Transparency*” and supports 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. The Administration is working to improve this process as we continue to use this tool.

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X - I. Hall X - R. Rosenboom	Legislative	
Interim CAO	X - M. Brown	Human Resources	X - G. Parker

Attachment – Budget Project Status Report – September 2019

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	110	Brown	\$25,000	\$12,360	Reserves	2018	Sep-19	Regional	Regional	Consulting Services - 2019-2023 Strategic Plan Development	Consulting services to assist with development of new strategic plan. Consultant has been retained and work will continue in to 2019. Workshops held and revised draft reviewed by Board. Staff input on tactics and targets provided. Final draft provided by consultant for consideration for adoption by the Board at the September 12, 2019 Regular Board meeting.	Carryforward	In Progress 75%
2	CA	114	Perreault	\$75,000	\$47,833	Reserves / SS	2017	Nov-19	All	Regional	SCRD Corporate Space and Site Planning (including Field Road, Mason Works Yard and South Pender Water Office)	Project Charter/Plan completed and RFP in Sept/Oct 2018. RFP released mid-November 2018. Contract awarded and kick-off and site meetings occurred in February 2019. Staff engagement and detailed site information gathered April 2019. Draft report completed in Q2 with presentations to occur in Q3. <b>Draft Final Report received from Cornerstone in late August with internal review/edits to be completed. Presentation of the final report to staff and Board to be scheduled for October/November.</b>	Carryforward	In Progress 75%
3	PCD	220	Treit	\$97,500	\$0	Capital Reserves	2014		All	All	Replace Gibsons Tower	Assessment of radio channels ongoing. Emergency Services staff are completing a full evaluation of the project. Q1 update delayed due to staff transition. Negotiating co-location agreement with RCMP.	Carryforward	In Progress 50%
4	PCD	220	Treit	\$180,000	\$0	Taxation / Capital Reserves	2015		All including Islands	All	Chapman Creek Tower	Assessment of radio channels ongoing. Emergency Services staff are completing a full evaluation of the project. Q1 update delayed due to staff transition. Review of tower siting in progress.	Carryforward	In Progress 50%
5	CA	110	Reid	\$10,000	\$0	Reserves	2019		All	Regional	Website (Phase 1) - Consulting Services	Consulting services to review and make recommendations on the SCRD website, as well as develop a scope of work for an RFP to re-design the site. The last major update to the website was completed in 2011. <b>Scope of Work in progress.</b>	Other	Started
6	CA	110	Reid	\$25,000	\$0	Taxation	2019		All	Regional	Video Streaming Meetings	Allow for recording and streaming Standing Committee and Board meetings to YouTube. <b>Scope of work and RFP completed. No successful bidders and assessing options.</b>	Other	Started
7	CA	113	Cropp	\$25,000	\$0	Reserves	2019		All	Regional	Insurance Asset Approval	Determine Statement of Values required for Insurance coverage (last done in 2014).	Mandatory / BC	Started
8	CA	115	Parker	\$20,000	\$0	Reserves	2019		All	Regional	Collective Agreement Negotiations Support	The Collective Agreement expires December 31, 2019 and will need to be renegotiated between September – December, 2019. Additional assistance for consultant and/or legal services is anticipated.	Mandatory / BC	Not Started
9	CA	135	Hall	\$60,000	\$0	CARIP / SS	2017		All	Regional	Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan completed. Tendering for energy audits planned for Q2 2019.	Carryforward	Started
10	PCD	220	Treit	\$25,000	\$0	Taxation	2018		All	All	911 Tower and Spectrum Upgrading	To be completed by Q2 2019. Applications for new repeater frequencies submitted (to improve communications)	Carryforward	Started
11	PCD	210-218	Treit	\$10,000	\$0	Reserves	2018		A, B, D, E, F and ToG	A, B, D, E, F and ToG	VFD Document System - Fire Pro 2 Software Package	Awaiting Manager of Protective Services for project coordination. <b>Draft project initiation brief developed. Fire Chiefs, IT &amp; RMS team to meet in Q4.</b>	Carryforward	Started
12	PCD	210-218	Treit	\$82,000	\$0	Reserves	2019		Various	Various	Portable and Mobile Radio Replacements	Portable and mobile radio replacement for all SCRD Fire Departments. Preliminary discussion scheduled for Q2 Chief's meeting <b>Draft scope of work developed. Fire Chiefs to meet with purchasing and issue RFP in Q4, 2019.</b>	Imminent Asset Failure	Started
13	PCD	345	Hall	\$676,830	\$36,686	Short Term Debt	2018		B, D, E, F and Islands	B	Ports - Vaucroft Capital Works	Consulting engineer reviewing condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendered Q2 2019. Project tendered and <b>awarded, material order and pre-fabrication underway.</b>	Carryforward	In Progress 50%
14	PCD	345	Hall	\$130,000	\$6,142	Taxation	2018		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 and consulting engineer recruited. Reviewed condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendered Q2 2019. <b>Further design work completed and budget report prepared for Board decision.</b>	Carryforward	In Progress 25%
15	PCD	400	Hall	\$25,000	\$0	Reserves	2018		All	D and E with Regional Impact	Cemetery Business Plan	Planned for initiation of project in Q4 2019.	Carryforward	Not Started
16	PCD	540	Hall	\$60,000	\$0	Grant / Operating Reserves	2018		Regional	F	Hillside Development Project Investment Attraction Analysis	Economic Development Readiness Program - Grant Application pending. Scope of work developed.	Carryforward	In Progress 25%

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
17	PCD	615	Hall	\$25,000	\$0	Reserves	2018		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 completed. Final phase of project to be coordinated with sports field water efficiency project/grant (received Q4 2018). Balance of work completed early 2019.	Carryforward	In Progress 50%
18	PCD	615	Hall	\$270,000	\$142,124	Reserves	2018		B, D, E, F DoS, ToG and SIGD	All	Arena Regulatory Projects	Addressing regulatory orders from WorkSafeBC and Technical Safety BC with the SCRD Arena Facilities. Q1 2019 - all GACC WorkSafeBC orders addressed. Continued progress on Technical Safety BC orders and remaining WorkSafeBC orders at SCA. New SCA exhaust fan to be installed Q3. <b>Installation of SCA exhaust fan has started, scheduled for completion by Sept 6th.</b>	Carryforward	In Progress 75%
19	PCD	650	Hall	\$592,843	\$165,766	Capital Reserves, Gas tax, short term debt, IPP CBA	2015		All EA's including Islands	F	Granthams Hall Restoration Design and Engineering and Construction	The construction contract was awarded to Summerhill fine homes on April and construction began on June 7, 2019. To date the entire hall structure was lifted vertically over 10 feet and construction of the reinforced concrete full perimeter crawl space perimeter wall has been completed. <b>A new roof, complete with new roof trusses is in the process of being completed.</b> Construction is scheduled to be completed by this December. The construction oversight is being overseen by District staff with Technical assistance from the Architect of Record. <b>Canada Cultural Spaces Fund grant approval received. Construction well underway.</b>	Carryforward	In Progress 75%
20	PCD	650	Hall	\$127,000	\$69,357	Gas Tax	2016		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. Design to be completed Q1 2019. Balance of work will be a carryforward item. Application to Investing in Canada Infrastructure Program completed Q1 2019, aligned with capital funding plan.	Carryforward	In Progress 50%
21	PCD	212	Higgins	\$150,000	\$0	Reserves	2018		D	D	Roberts Creek VFD Roof Replacement	Scoping being prepared.	Carryforward	In Progress 25%
22	IS	370	Misiurak	\$100,000	\$5,761	Reserves	2018		Regional	F	Langdale Well - Pump Station Upgrade	Design and planning underway. Preliminary in house staff design of pump station upgrading is 100% complete and tendering progress will be initiated shortly. The District during the well replacement portion of the project will utilize Hopkins Landing intertie water to supply water to the District during that period of time. A temporary intertie was completed in early June to test the fill and draw capability of the Hopkins water source and the results of the this temporary intertie was extremely good with no major operational issues encountered.	Carryforward	In Progress 50%
23	IS	370	Misiurak	\$50,000	\$0	Reserves	2018		Regional	E	Regional Water - Well Protection Planning - Phase 2	Design contract awarded - <b>Construction tendering Q4 2019.</b>	Carryforward	In Progress 25%
24	IS	370	Misiurak	\$112,500	\$0	Reserves	2018		Regional	B, D and Dos	Regional Water - Exposed Water Main Rehabilitation	Tendering process has not resulted in any bids within budget. Staff are considering options for next steps. <b>Construction tendering 2020.</b>	Carryforward	In Progress 25%
25	IS	370	Misiurak	\$692,000	\$0	Reserves	2018		Regional	B, D, E, F and DoS	<b>Chapman Water Treatment Plant Disinfection System Improvements</b>	Engineering tendering is in progress. Construction tender scheduled for <b>Q1 2020</b> and anticipated completion in late 2020.	Carryforward	In Progress 25%
26	IS	370	Misiurak	\$15,000	\$0	User Fees	2019		Regional	D	Regional Water - Edwards Lake Dam Safety Audit	Technical assessment of the weir structure at Edwards Lake as required under the Dam Safety regulation.	Regulatory Compliance	Not Started

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
27	IS	370	Misiurak	\$300,000	\$0	Reserves	2019		Regional	Regional	Groundwater Investigation Phase 3	A 8 inch diameter test well was drilled in the vicinity of Grantham's Hall in mid July. A 48 hour pump test to determine water yield and water quality <b>has been completed</b> and the results of those tests will determine the viability of utilizing this test well as a full production well. The District submitted to the Province of BC a primary water right application for the new production well system in late July. It is expected to take at least a year for the Province to process and review this application, Once the results of the pump test have been completed, design of converting the test well into a production well will commence as well as the water system distribution upgrades to supplement water within this quadrant of the District's water system. It was determined during preliminary design to drill the larger diameter test well as, if it proves out to yield the water quantity, this test well can be converted into a full production well without the cost to drill the production well.	Mandatory / BC	In Progress 25%
28	IS	370	Misiurak	\$350,000	\$0	DCC	2019		Regional	Regional	Raw Water Reservoir - Phase 3	Feasibility Study Phase 3 includes several field based assessments to provide more detailed information on the four selected sites. These assessments would focus on aspects such as: - Suitability of the ground conditions (type and landslide risk) - Presence and mitigation options for ecological values - Hydrological impacts - First Nation interest - Confirmation of preliminary Dam Safety Classification - Detailed assessments of the operations benefits and, - Refinement of conceptual designs and cost estimates. Initial field visits were conducted the week of July 22, 2019, and the results of those field visits will populate a portion of the project's aspects	Mandatory / BC	Started
29	IS	382	Misiurak	\$40,000	\$0	Reserves	2019		E	E	Woodcreek Wastewater Treatment Plant - Sand Filter Remediation - Engineering Design	Filter is not functioning properly and requires a replacement system - engineering review and detailed design for a remediation solution. An RFP for final design and engineering services will be issued in the fall 2019.	Mandatory / BC	<b>Started</b>
30	IS	312	Rosenboom	\$15,000	\$0	Reserves	2019		All	DoS	Fleet - exhaust vending system	July 24: Quotes being obtained from vendors prior to ordering. Expansion of the current vehicle exhaust system in fleet shop to accommodate larger number of buses and trucks being repaired simultaneously .	Safety	In Progress 25%
31	IS	350	Rosenboom	\$10,000	\$0	Eco-Fee	2017		All	Regional	Solid Waste Management Plan (SWMP) 5-Year Effectiveness Review	Scope of work being considered with cross reference to legislation changes.	Carryforward	Deferred
32	IS	365	Rosenboom	\$145,000	\$0	Reserves	2019		A and SIGD	A	Garden Bay UV Reactor Purchase	Drinking Water Regulations require that treatment facilities have redundancy in major treatment steps. The SCRD currently only has one UV reactor at the Garden Bay treatment facility and therefore does not meet this requirement and putting the SCRD at risk of not being able to provide adequately treated water if this UV-treatment system fails.	Regulatory Compliance	In Progress 25%
33	IS	365	Rosenboom	\$7,500	\$0	Reserves	2019		A and SIGD	A	Daniel Point Reservoir Water Quality Monitoring Improvement	Daniel Point Reservoir requires a chlorine analyzer to increase regulatory compliance for chlorine residual levels while reducing operational costs.	Mandatory / BC	Not Started
34	IS	365	Rosenboom	\$7,000	\$0	User Fees	2019		A and SIGD	A	Katherine Creek Flow Summary Report	Environmental assessment to support amendment request for our current Water License on Katherine Creek to Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). The requested amendment would reduce the annual operating cost for flow monitoring while maintaining the current level of environmental protection.	Low Cost / High Value	Not Started
35	IS	366	Rosenboom	\$18,000	\$0	Reserves	2019		A and SIGD	A	South Pender Harbour Water Treatment Plant Streaming Current Monitor	The streaming current meter required to ensure compliance with water quality potability at all times is failing frequently and places the SCRD out of compliance during these events and therefore needs to be replaced urgently.	Imminent Asset Failure	Not Started
36	IS	366	Rosenboom	\$5,000	\$0	User Fees	2019		A	A	South Pender Harbour Water Treatment Plant - Building Maintenance	Preventative Maintenance for South Pender Water Treatment Plant	Mandatory / BC	Not Started
37	IS	370	Rosenboom	\$120,000	\$0	Reserves	2019		Regional	D	Regional Water - Chapman Water Treatment Plant Water Quality Monitoring System Upgrades	Replacement water quality instrumentation equipment at the Chapman Water Treatment Plant required for the SCRD to remain compliant with Drinking Water Regulations. Equipment is at end of lifespan and increasingly prone to failing.	Imminent Asset Failure	Not Started
38	IS	370	Rosenboom	\$25,000	\$0	User Fees	2019		Regional	Regional	Water Sourcing Policy	Technical engineering support for the development of the Water Sourcing Policy	Mandatory / BC	Not Started

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
39	IS	312 / 370	Rosenboom	\$10,000	\$0	Reserves	2019		All	All	Mason Road Forklift Replacement	July 24: Specifications confirmed, package for Purchasing being assembled by Fleet. The SCRD currently owns a forklift to load and unload trucks as the Mason Road facility. The forklift does not meet safety requirements and is at the end of its useful life. This forklift with be shared by Fleet Maintenance, Regional Water Service and Community Parks.	Other	In Progress 25%
40	IS	365	Walkey	\$20,000	\$18,350	Capital Reserves	2016		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%
41	IS	365	Walkey	\$10,000	\$0	Reserves	2019		A and SIGD	A	Pool Road Right of Way Acquisition	Survey and legal services required as part of the water main installation project completed in 2017.	Regulatory Compliance	Not Started
42	IS	366	Walkey	\$240,000	\$0	Reserves	2019		A and SIGD	A	Mark Way / Chris Way / Bargain Harbour Road Water Main Replacements	Replacement of 50mm PVC water main in the South Pender Harbour water service area that required a significant amount of emergency repairs in 2017 and 2018.	Imminent Asset Failure	Started
43	IS	370	Walkey	\$25,000	\$0	User Fees	2019		Regional	Regional	Regional Water - Building Maintenance	Preventative Maintenance for Chapman Creek Water Treatment Plant and the building at Mason Road. <b>Painting and flooring upgrades are underway.</b>	Mandatory / BC	In Progress 25%
44	IS	387	Walkey	\$25,000	\$6,000	Reserves	2019		B	B	Square Bay Wastewater Treatment Plan - Infiltration Reduction	It is recommended the openings of manholes in the collection system be raised and other components be repaired to reduce the infiltration of drainage and groundwater. <b>One section of collection system has been replaced and staff is reviewing other areas in need of repair.</b>	Mandatory / BC	In Progress 50%
45	PCD	212	Higgins	\$5,000	\$0	Reserves	2018		D	D	Roberts Creek VFD Site Design	Scoping being prepared.	Carryforward	In Progress 25%
46	PCD	210	Michael	\$75,000	\$61,560	Reserves	2018	Q2 2019	E, F and ToG	E, F and ToG	Fire Prevention Officer Vehicle	Replacement vehicle for 2002 Ford Ranger. Purchase order issued. Delivered Q1 2019, light and siren package installed in Q2. <b>Project is 85+% complete, mobile data terminal remains.</b>	Carryforward	In Progress 75%
47	PCD	210	Michael	\$50,000	\$0	Reserves	2019		E, F and ToG	ToG	Replace Auto Extrication Equipment	Replacement of auto extrication equipment for the GDVFD. <b>Equipment committee struck, currently evaluating project requirements and scope of work.</b>	Imminent Asset Failure	Started
48	PCD	210	Michael	\$20,000	\$0	Taxation	2019		E, F and ToG	ToG	Hazardous Material Response Equipment - GDVFD	Hazardous material response equipment required for ammonia response at the Gibsons and Area Community Centre (GACC). <b>Equipment committee struck, currently evaluating project requirements and scope of work.</b>	Regulatory Compliance	Started
49	PCD	615	Preston	\$251,650	\$182,942	Reserves	2018		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. Supply contract awarded Q1 2019. Installation in Q2 2019. Most equipment installed June 2019. <b>Final items being received and invoiced.</b>	Carryforward	In Progress 75%
50	PCD	222	Treit	\$20,000	\$0	Reserves	2019		All	Regional	Contracted Services for Statutory, Regulatory and Bylaw Review	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties.	Low Cost / High Value	Not Started
51	PCD	613	Robinson	\$19,150	\$0	Taxation	2017		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. Scope of work completed. RFP released in Q2 2019. Closes June 24, 2019. <b>Project awarded, scheduled to be completed by end of Q3.</b>	Carryforward	In Progress 50%
52	PCD	650	Robinson	\$14,479	\$9,287	Taxation	2017		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. Lions Park bridge deck improvement planned, other projects in development for delivery late 2018/early 2019. Lions bridge work complete April 04, 2019. Final projects planned for completion Q2/Q3 2019.	Carryforward	In Progress 75%
53	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. Work will carryforward into 2019. Scope of work being confirmed. Scope of work confirmed. Tender documents being prepared for Q3.	Carryforward	In Progress 25%
54	PCD	650	Robinson	\$68,000	\$0	Reserves	2019		A, B, D, E, F	All	Vehicle Replacement - Parks	2008 model/150,000 km diesel truck with irreparable emissions problem. Scope of work/specification developed. Scope of work / specifications complete. Bundled tender for fleet vehicles Q3. <b>Awarded, vehicle delivery pending.</b>	Mandatory / BC	In Progress 50%

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
55	PCD	650	Siao	\$60,500	\$ 45,037	Taxation	2016		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. SCRD 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. Community engagement to commence in November. Open house/dialogues Q4 2018. Project planned for completion very early 2019. The public participation report was presented in March and the route concept report will be presented in April 2019. Route concept endorsed by Board. On the ground trail refinement and further discussion with land managers to commence in Q2. <b>Some dialogue with land managers completed in Q3.Referral responses anticipated late Q3/early Q4, which will complete the project.</b>	Carryforward	In Progress 75%
56	PCD	650	Siao	\$20,000	\$0	Gas Tax	2019		A, B, D, E, F	D and E	Ocean Beach Esplanade Connector Trail	Adding to existing SCRD infrastructure including trails in Whispering Firs Park and Ocean Park. The Oak Street trail has winding stairs with moderate grades.	Other	Not Started
57	PCD	504	Siao	\$75,000	\$26,610	Reserves	2017	Oct-19	A-F	B-F	Zoning Bylaw 310	Consultant selected August 2017 with initial meeting in August 2018. Background report identifying areas of interest with preliminary set of recommendations. White paper and questionnaire presented to PCDC February 2018. SCRD advisory committee engagement March 2018. Advisory Committee Summit 1 took place on June 4, 2018 and meeting 2 on June 20, 2018. Advisory committee members assist in setting the scope for and context for engagement with stakeholders and general public. Advisory summits completed and feedback summary provided to committees. Focus group consultation currently underway. Two public meetings are scheduled for early December. An online questionnaire was released on March 25. A strong response has been received to date from the questionnaire. The results will be utilized in the on-going creation of the draft of the new zoning bylaw. Questionnaire results and draft bylaw under review. <b>Consultant has provided the final draft and completed the work within the scope of their project proposal. Staff will be reviewing the draft while preparing for focus group engagement to be carried out in the Fall.</b>	Carryforward	In Progress 75%
58	PCD	650	Siao	\$60,000	\$50,644	Taxation	2015, 2016, 2017		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 shishálh Nation. Production anticipated in Q3, 2018. Confirming timing of final phase of work. Sign templates with shishálh nation language are under design. Entrance signs and parks within shishálh nation territory to be placed in May/June 2019. <b>Many signs installed, project scheduled for completion late Q3/early Q4.</b>	Carryforward	In Progress 75%
59	IS	391	Walkey	\$40,000	\$0	Reserves	2019		A, B, D, E, F	B	Curran Road - Marine Outfall Anchor Weights Replacement	Replace all existing marine outfall anchors. 2018 underwater inspection and condition assessment revealed 80% of piping ballasts (anchors) are failing or have already failed. An RFP for design and engineering services will be issued in the late fall 2019 followed by construction in the spring/summer 2020.	Imminent Asset Failure	Not Started
60	IS	381-395	Walkey	\$45,000	\$0	Debt	2019		All	All	Vehicle Replacement - Wastewater	Replace Unit 435 - 2008 Ford Ranger with Service Body (mileage: 144,067 kms)	Other	Not Started
Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	IS	370	Rosenboom	\$200,000		DDC's	2018	Feb-19	Regional	Regional	Regional Water Storage Capacity	Project has started and results presented at the February 21, 2019 ISC Meeting.	Carryforward	Completed
2	PCD	210	Michael	\$15,000		Taxation	2018	Mar-19	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. Project complete.	Low Cost / High Value	Completed

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
3	IS	350	Rosenboom	\$10,000		Taxation	2019	Mar-19	All	Regional	2019 WildSafeBC Program	SCRD application was approved and WildSafeBC Program Coordinator for 2019 will start in May 2019	Mandatory / BC	Completed
4	IS	352	Kumar	\$25,000		Reserves	2018	Mar-19	Regional	Regional	Sechelt Landfill 4 x 4 Truck Replacement	Purchase of the to-be-replaced truck scheduled for March 2019.	Carryforward	Completed
5	IS	370	Rosenboom	\$200,000		Existing User Fees	2015	Mar-19	Regional	F	Soames Well Chlorination Project	New chlorination station has been commissioned and is now online. Project completed in early 2019.	Carryforward	Completed
6	IS	370	Rosenboom	\$5,545,000		Grant / Capital Reserves	2016	Mar-19	A, B, D, E, F, F Islands and DoS	A, B, D, E, F	Universal Metering Phase 2 - Rural Areas	Meter installations are continuing and the project is complete.	Carryforward	Completed
7	IS	370	Rosenboom	\$325,000		Reserves	2018	Mar-19	Regional	E, F and DoS	Regional Water - Groundwater Investigation - Stage 2	Project completed.	Carryforward	Completed
8	IS	389	Walkey	\$75,000		Grant/Loan	2017	Mar-19	A	A	Canoe Road Septic Field System Replacement	Construction completed by the end of March 2019	Carryforward	Completed
9	IS	390	Walkey	\$65,000		Grant/Loan	2017	Mar-19	A	A	Merrill Crescent Septic Field Replacement	Construction completed by the end of March 2019	Carryforward	Completed
10	PCD	650	Robinson	\$3,349		Taxation	2017	Mar-19	A, B, D, E, F	A-F including Islands	Hazard Tree Assessment Plan / Phase 1 Assessment	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. Project completed.	Carryforward	Completed
11	PCD	670	Hall	\$4,000		Taxation	2019	Mar-19	All (except F Islands)	D	Recreation Partnership with School District 46 - Roberts Creek School	Formalizing funding for SD46 Community space program offered Saturdays at Roberts Creek School. Budget amendment completed, funds committed and to be invoiced per agreement with SD46.	Mandatory / BC	Completed
12	CA	506 / 510	Nelson	\$80,000		Reserves / SS	2017	Mar-19	All	All	Ortho-Photo Acquisition	RPF issued, vendor selected. New aerial photographs taken in May 2018. Project completion will be Fall 2018 to allow for image consistency QA work. Image release to SCRД webmap scheduled for December 2018.	Carryforward	Completed
13	IS	365	Walkey	\$1,546,908		Grant	2017	May-19	A and SIGD	A	North Pender Harbour Water Main Upgrades	Waterline and paving complete	Carryforward	Completed
14	IS	381-394	Walkey	\$977,303		Operating Reserve	2016	May-19	B	B	Square Bay Waste Water Treatment Plant [387] Replacement - Detailed Engineering Design	Minor Landscaping required	Carryforward	Completed
15	CA	110	Legault	\$50,000		Reserves	2018	Jun-19	Regional	Regional	Update Electronic Document Management System to a new version of Content Server 16	Scoping complete and RFP issued September 2018. RFP to close Oct 17. Contract awarded. Go Live - March 11.	Mandatory / BC	Completed
16	IS	312	Dykstra	\$20,000		Capital Reserve	2017	Jun-19	All	Regional	Rear Overhead Door on Fleet Wash Bay	all construction completed	Carryforward	Completed
17	IS	370	Walkey	\$75,000		Existing User Fees	2015	Jun-19	Regional	All	Zone 2 Reservoir Repairs	Repairs completed	Carryforward	Completed
18	IS	370	Walkey	\$200,000		5 Year Loan	2018	Jun-19	Regional	All	Regional Water (Utility Services) - Vehicle Replacements	One vehicle delivered second vehicle to be delivered in May 2019	Carryforward	Completed
19	PCD	540	Hall	\$10,000		Taxation	2018	Jun-19	Regional	F	Dike Maintenance (Dakota Creek)	Planning ongoing. Project brief developed. Tender prepared for fall work. RFP October 2018. Schedule for work to be confirmed in October. Work completed Q1 2019. Final invoicing to come. Project complete.	Carryforward	Completed
20	PCD	625	Cole	\$8,000		Reserves	2018	Jun-19	A	A	Fitness Equipment Replacement	Replace one piece of gym equipment. Purchase coordinated with other facilities for install Q2 2019. Equipment has been received and installed. Invoicing is in progress.	Carryforward	Completed
21	CA	113	Perreault	\$412,000		Reserves / Grant	2016	Jun-19	All	Corporate	Asset Management / Maintenance Management System project	Total project \$412,000 - First phase of Asset Management System-Cityworks implementation went live January 2017. Grant funds still available and extension from UBCM granted to December 31, 2019. Next phase focuses on enhancing the system for Asset Management and extending condition assessments. Asset Management Coordinator (temp), hired late March 2018, 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 facility condition assessments. Project scope being developed for ports as well as wastewater facilities to assist with asset management planning for these facilities and scheduled completion by Q4 2018. Some projects s completed by year-end 2018, others scheduled for Q1 and Q2 2019. Projects planned for remainder of funds came well under Budget, so staff are scoping additional Asset Management Projects within workplans for funds, such as software improvements and additional condition assessments. Project nearing completion which is scheduled for June 30, 2019. <b>Final Report submitted to UBCM for Project</b>	Carryforward	Completed



Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
22	PCD	222	Treit	\$23,487		Grant	2018	Sep-19	Regional	All	Community Emergency Preparedness Fund - Emergency Operations Centre and Training	Training secured and will be completed March 29, 2019. Awaiting final invoicing. <b>Final report issued, funding received &amp; project complete.</b>	Carryforward	Completed
23	PCD	222	Treit	\$0		n/a	2019	Sep-19	All	Regional	Sunshine Coast Emergency Planning	Changes to SCEP resources as outlined in the service review conducted by Dave	Mandatory / BC	Completed
24	IS	350	Kumar	\$15,000		Taxation	2019	Sep-19	Regional	Regional	Regional Solid Waste (Sechelt Landfill [352]) - Upgrade to Infiltration Pond	Permitting, design and construction of overflow of the infiltration pond at the Sechelt Landfill. <b>This component of the project was canceled due to the amount of work required to update the DOCP thought the Minister of Environment. To safe guard against future regulatory noncompliance, several steps and processes have been implemented. This included rising of the emergency discharge pipe.</b>	Regulatory Compliance	Completed
25	IS	366	Walkey	\$2,038,412		Grant	2017	Sep-19	A	A	South Pender Harbour Water Main Upgrades	<b>Project substantially complete final invoicing underway</b>	Carryforward	Completed
26	PCD	210 / 650	Michael / Robinson	\$150,000		Capital Reserves	2017	Sep-19	A, B, D, E, F and ToG	E	Frank West Hall / Cliff Mahlman Fire Station Roof Replacement	Project brief and Contractor quotes for project scope in progress. Scope of work being reviewed and project being carried forward to 2018 due to the seasonality. The RFP 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 item. RFP re-issued and awarded. Substantial completion in July 2019. <u>Construction has commenced and project is on schedule for substantial completion</u>	Carryforward	Completed
27	PCD	345	Hall	\$20,000		Reserves	2018	Oct-19	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 2018. Draft deliverables received in Q1 2019. Review and final invoicing in Q2 2019. Project balance funded using asset	Carryforward	Completed
28	IS	370	Rosenboom	\$4,853,915		Debt / DCCs	2016		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. On February 7, 2019 the SCRД received a decision letter from Minster Heyman (MOE) indicating a refusal of the required amendment of the Management Plan for the Tetrahedron Park. Staff will bring forward a report to a future committee with the implications of this decision, including	Carryforward	Cancelled

Open Projects by Year	
Prior to 2015	2
2015	2
2016	3
2017	6
2018	18
2019	29
TOTAL	60

% Complete Summary		DEFINITION
Not Started	14	15.9% Work has not been started for project.
Started	12	13.6% Work is in preliminary stages.
In Progress 25%	13	14.8% Up to 25% progress
In Progress 50%	9	10.2% Up to 50% progress
In Progress 75%	11	12.5% Up to 75% progress
Completed	27	30.7% 100% Finished
Deferred	1	1.1% 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	100%

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

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

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

**SUBJECT:** 2020-2024 FINANCIAL PLAN PROCESS AND TIMETABLE

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### RECOMMENDATION(S)

**THAT** the report titled **2020-2024 Financial Plan Process and Timetable** be received;

**AND THAT** the proposed **2020-2024 Financial Plan process and timetable** be approved as presented.

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### BACKGROUND

Section 374(1) of the *Local Government Act* stipulates that a Regional District must adopt a Financial Plan Bylaw annually and institute a public participation process to explain the plan. The Financial Plan in the form of a bylaw must be adopted by March 31 of each year.

After the annual Financial Plan (FP) has been adopted a debrief is scheduled to discuss the current year's budget process, identifying where improvements or changes can be made for the following year. At the May 9, 2019 Regular Board meeting the following resolution (139/19) was adopted, excerpts below (Attachment A - April 25, 2019-CAS Staff Report 2019 Budget Debrief):

#### **Recommendation No. 7**     *2019 Budget Debrief*

THAT the report titled 2019 Budget Debrief be received;

AND THAT recommended improvements be incorporated into the 2020-2024 Financial Planning Process.

The purpose of this report is to outline the proposed process and timelines for the development and adoption of the 2020-2024 Financial Plan Bylaw.

### DISCUSSION

#### *Process and Timelines*

The development of the FP includes several different stakeholders, such as community partners and stakeholders, member municipalities, and the public. This requires coordination with all the various groups in moving toward the adoption of the Financial Plan.

As part of the 2019 debrief discussions, it was suggested that staff explore moving toward adoption of a draft Financial Plan by December 31 of each year. There are many benefits of having a draft completed prior to year-end, for example, projects and initiatives can begin

sooner in the year, whereas, traditionally the FP Bylaw has been adopted the last week of March. Staff recommend an incremental approach toward this new timeline for the 2020-2024 Financial Plan and have drafted proposed dates for consideration:

Activity	2019				2020	
	September	October	November	December	January	February
<b>Board Strategic Plan Adoption</b>	12					
<b>Pre-Budget Overview</b>		24				
<b>Round One</b>						
<b>Community Partners and Stakeholders (Museums, Libraries, Community Schools. etc.)</b>				4		
<b>SCRD: 2019 Carry-Forwards, 2020 Budget Proposal</b>				5 and 6		
<b>Public Consultation</b>						
<b>Public Meetings</b>		X		X	X	X
<b>Public and Municipal Presentations</b>					20-24	
<b>Round 2</b>						
<ul style="list-style-type: none"> <li>• <b>Budget Stakeholders</b></li> <li>• <b>SCRD-2020 Budget Proposals</b></li> <li>• <b>Final 2019 Carry-forwards</b></li> <li>• <b>2019 Surplus/Deficit Report</b></li> </ul>						10 and 11
<b>Adoption of Financial Plan</b>						27

The revised process and timelines for 2019-2020 would use the previously scheduled pre-budget meetings in December for Round 1 deliberations. A pre-budget overview report would be provided as part of the October 24, 2019 Corporate and Administrative Services (CAS) meeting and would include key items that will be coming forward for consideration during budget deliberations, along with any projected impacts to taxation, resources and service levels. Preliminary property assessment impacts would not be available until Round 2.

The modified process would have Community Partners and Stakeholders submit and present budget submissions at Round 1. Previously the Committee would simply receive submissions at pre-budget and updated information would be submitted at Round 1. This would streamline the process for community groups.

If the Committee approves the revised process and timelines, and once the dates are adopted by the Board, the timetable will be distributed to the Member Municipalities and Community Partners and Stakeholders. Staff would also begin to draft dates for the 2021-2025 Financial Plan and bring them forward for consideration as part of 2020 budget debrief.

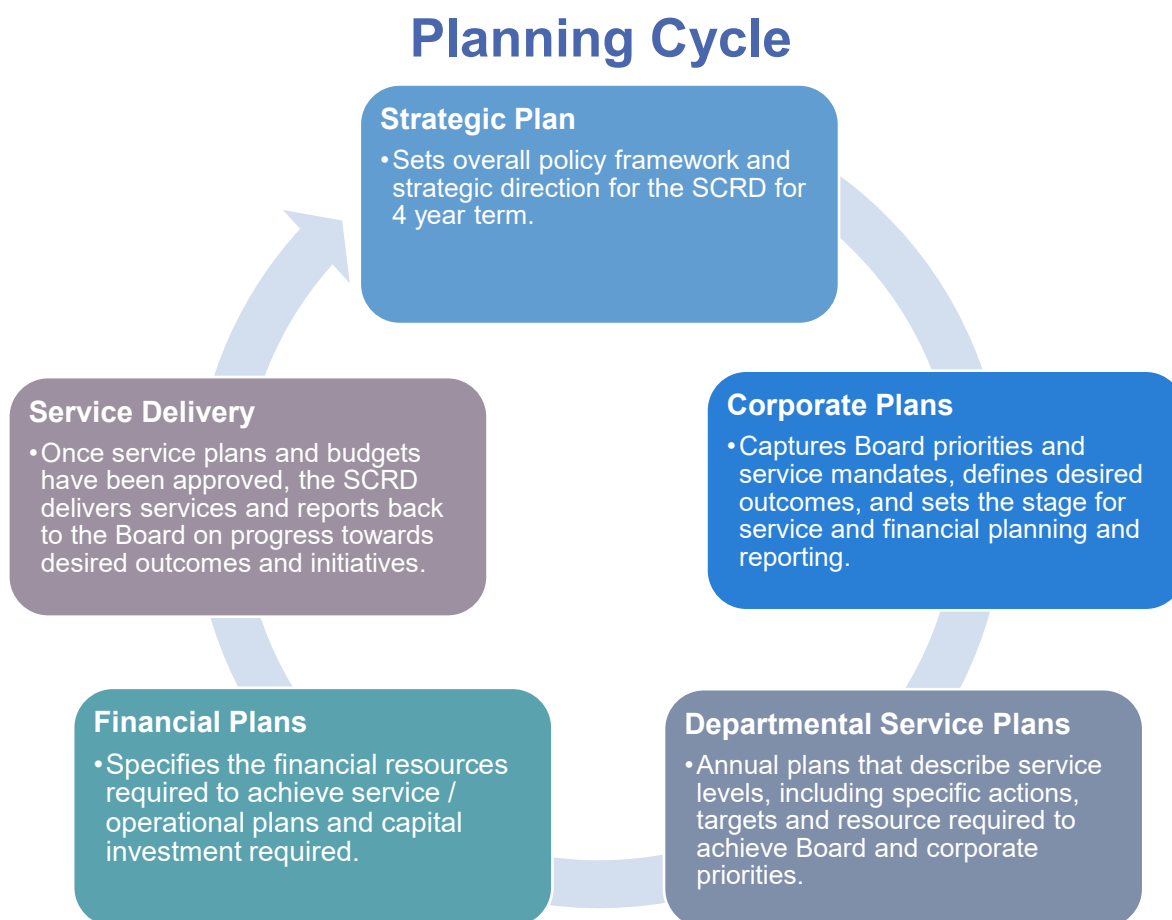
Alternatively, the Board could proceed with status quo process and timelines as outlined in the April 25, 2019 CAS - 2019 Budget Debrief report, which would have pre-budget deliberations in

early December, Round 1 in February, Round 2 in early March and conclude with Financial Plan Bylaw adoption on March 26, 2020.

### *Service Plans*

One of the key internal initiatives that staff are working toward is the development of comprehensive service plans. This aligns with the ongoing comprehensive asset management planning work currently under way with various services. For example, the 15 Wastewater Facility services/functions are scheduled to be complete by the end of 2019.

As this work continues to evolve, staff propose providing the Committee with an abridged divisional service summary as part of Round 1 deliberations. The purpose of an annual service plan is to describe established service levels, including specific actions, targets and resource required to achieve Board and corporate priorities. This is one of the key steps in the planning process, with the goal of providing a broad snapshot of each service as the Board contemplates Budget Proposals.



### *New Strategic Plan and Rating Criteria*

The Board's draft 2019-2023 Strategic Plan was presented at the September 12, 2019 Regular Board Meeting. This will guide and focus the preparation of the 2020-2024 Financial Planning process.

In an effort to align the 2020 budget proposals with the Board's strategic goals, the following set of criteria prioritizes the various items, providing an overall corporate perspective and ensuring strategic alignment. The criteria has been modified to remove the prior reference of the "Five Year Integrated Plan" with the following:



All the budget proposals are then summarized based on the associated rating for each function/service, including overall financial, human resource and taxation implications. An example of the summary is included as Attachment B.

#### 2020 Budget Proposal Template Amendments

The Budget proposal templates have also been slightly modified to align with the Boards new Strategic Plan priorities related to Climate Action considerations. A Lifecycle cost breakdowns

1	Function Number – Project Name:	[###] – Project Name
	Rating:	Choose an item.
	Areas Affected (A-F, Regional, Islands):	(text)
	2020 Funding Required:	\$\$,###.##
	Funding Source(s):	(text)
	Asset Management Plan Implications:	(text)
	Rational / Service Impacts:	(text)
	Climate Action Impact:	(text)
	Lifecycle Cost Breakdown (including operations and replacement costs):	(text)

#### STRATEGIC PLAN AND RELATED POLICIES

Establishing a clear process and timeline for development and adoption of the 2020-2024 Financial Plan Bylaw is a key responsibility of the SCRD Board. The financial planning process incorporates all major plans of the SCRD with the Strategic Plan being the key guiding

document. The Financial Sustainability Policy goals align in creating awareness of economic, social and environmental changes and responsiveness.

## **CONCLUSION**

The Board must adopt a Financial Plan Bylaw annually by March 31 and undertake a process of public consultation prior to adoption.

As part of the 2019 debrief discussions, it was suggested that we explore moving toward adoption of a draft Financial Plan by December 31 of each year. Staff recommend an incremental approach toward this new timeline for the 2020-2024 Financial Plan and have drafted proposed dates for consideration. If approved, these will be communicated with stakeholders.

Staff also propose providing the Committee with an abridged divisional service summary as part of Round 1 deliberations, with the goal of providing a broad snapshot of each service as the Board contemplates budget proposals.

In an effort to align the 2020 budget proposals with the Board's new Strategic Plan, the rating criteria and inclusion of key priorities with the body of the template has been modified. This will help determine if proposals have an overall corporate perspective and ensure strategic alignment.

Attachments:

1. April 25, 2019-CAS Staff Report- 2019 Budget De-brief
2. Budget Proposal Summary Worksheet (Proposed Initiatives)

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X – M. Brown	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Service Committee – April 25, 2019

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

**SUBJECT:** 2019 BUDGET DEBRIEF

---

### RECOMMENDATION(S)

**THAT the report titled 2019 Budget Debrief be received;**

**AND THAT the recommended improvements be incorporated into the 2020-2024 Financial Planning Process.**

---

### BACKGROUND

Sections 374 and 375 of the *Local Government Act* requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan.

The Annual Budget is also one of the key processes to ensure the Board's Strategic Goals are met by allocating resources based on strategic objectives and priorities.

Each year after the Annual Budget is concluded, a debrief is scheduled to discuss the current year's budget process, identifying where improvements or changes can be made for future years.

### DISCUSSION

One of the key objectives of the debrief is to discuss the budget process overall, review how the current process aligns with the Board's Strategic initiatives and incorporate any recommended changes for the future. Some suggestions for improvements are outlined below, and items from the Committee can be added for discussion as part of the debrief process.

#### *New Strategic Plan*

The newly elected Board is currently setting its new strategic goals and objectives as part of developing their 2019-2023 Strategic Plan. It was not available for the 2019 Budget process. As this is one of the highest level criteria in prioritizing the various proposals, it will be one of the key guiding documents and focuses in preparation of the 2020-2024 Financial Planning process.

#### *Public Engagement*

One of the legislative pillars in developing the Financial Plan is to institute a public participation process to explain the plan. Engagement on Regional District services occurs all year long

through various formats, including (not limited to) local community events, advertising and social media, open houses during events such as “*local government awareness week*”, and individual meetings with community or user groups, as well as the member municipalities. Part of the Regional District’s public consultation process takes place between Rounds 1 and 2, when the budget has progressed, to provide a realistic representation of taxation and service impacts.

There are some opportunities that can be further explored, such as:

- Develop further public education opportunities for regional services.
- Explore innovative ways to inform and engage residents.
- Evolve the budget consultation process.

#### *Education and Learning Opportunities*

Throughout the year, there are several educational opportunities to expand knowledge on emerging issues for local government, implementing best practices, or build more understanding on how items may impact the Regional District as it relates to the Financial Planning Process. Examples planned for 2019 are as follows:

- Staff have invited BC Assessment to hold a special session in May 2019 for elected officials (including member municipalities) and senior staff, to build an understanding of how assessments impact the Regional District model.
- Staff have invited the Municipal Insurance Association of BC (MIABC) to present to elected officials (including member municipalities) and senior staff on risk management and insurance best practices for local government.
- Staff are working to hold a session for elected officials and senior staff on an Asset Management primer and status of asset management at the SCRD.

#### *Budget Documents*

For 2019, staff have prepared a new “5 year Financial Plan/Budget Book” which includes the details of the budget process and financial planning documents. The goal is to make the information more transparent and accessible for the public. Since this is the first version, staff will be continuing to improve and expand on the information yearly as feedback is received.

One item that has already been identified, is to provide the average residential tax impacts for each jurisdiction. This can be a challenge to provide in a simplistic manner, as there are several different combinations of service participants within the rural areas, as well as many different residential property types and assessment value ranges within each area. For example, in Area A-Egmont/Pender Harbour, there are a range of unique waterfront properties to more modest homes; there are 3 water systems, 7 waste water facilities, and many local area services. Therefore there are inherent assessment variations within the residential class as well as not one rate that applies unilaterally to the entire jurisdiction, therefore, using averages is the most simplistic way to articulate the information.

Staff have developed a section within the 2019-2023 Financial Plan Book (page 35), including 14 different illustrative combinations of average residential tax impacts for 2019 and will continue to look at ways to improve this information in future.

*2020-2024 Financial Planning/Budget Process*

If the SCRD remains with similar timelines for the 2020-2024 Financial Planning/Budget process, draft dates have already been incorporated as part of the approved 2019 calendar and those for 2020 will still need to be approved.

The detailed process and dates will be presented at the July 25, 2019 Corporate and Administrative Services Committee for formal approval, with proposed timelines as follows:

Activity	2019	2020		
	December	January	February	March
<b>Pre-Budget:</b> 2019 Carry-Forwards, 2020 Proposed Initiatives – SCRD and Budget Stakeholders	5 and 6			
<b>Round 1</b>			3 and 4	
<b>PUBLIC AND MUNICIPAL PRESENTATIONS</b>			25-28	
<b>Round 2</b>				2 and 3
<b>Adoption of Financial Plan</b>				26

**STRATEGIC PLAN AND RELATED POLICIES**

The five-year financial planning and budget process incorporates all major plans of the SCRD with the Strategic Plan being the key guiding document. The Financial Sustainability Policy goals align in creating awareness of economic, social and environmental changes and responsiveness. Effectively refining the budget process over time shows commitment to collaboration, communication, community, and transparency.

**CONCLUSION**

As the Annual Budget is one of the key processes in ensuring the Board's Strategic Goals are met by allocating resources based on strategic objectives and addresses requests based on priorities, refining the process provides transparency and clarity to staff and the community.

This budget debrief provides information on our learning through the 2019 budget process and it is recommended that the suggested changes be approved in preparation for the 2020-2024 Financial Planning process.

Items for improvement include: the new strategic plan, budget engagement, education and learning opportunities, budget documents, and the 2020-2024 financial planning/budget process, with others for consideration.

Reviewed by:			
Manager		Finance	
GM		Legislative	
Acting CAO	X – A. Leguault	Other	



# Attachment #2

Function No.	Project Title	Description	Carry-Forward Amounts	Service Participants	Affected Areas (A.F., Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
CARRY-FORWARDS														
		Net Cost of all Carry-Forward	\$ -											
PRE-BUDGET - CATEGORIZED MANDATORY														
PRE-BUDGET - CATEGORIZED MANDATORY / IMMINENT ASSET FAILURE														

Function No.	Project Title	Description	Carry-Forward Amounts	Service Participants	Affected Areas (A-F, Regional, Islands)	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount	
C - LOW COST, HIGH VALUE															
	SUBTOTAL C						\$	-			-				\$ -
D - OTHER / NOT CURRENTLY CLASSIFIED															
	SUBTOTAL D						\$	-			-				\$ -
	Net Cost of Budget Proposals					\$	-			-			-	\$ -	
						TOTALS:									
						\$	-	1	1-Taxation						
						\$	-	2	2-User Fees						
						\$	-	3	3-Support Services						
						\$	-	4	4-Reserves						
						\$	-	5	5-Other (Grant, Fees, etc.)						
						\$	-	TOTAL OF ALL PROJECTS							

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** EXTRAORDINARY MEETINGS REMUNERATION REVIEW

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### RECOMMENDATION(S)

**THAT the report titled Extraordinary Meetings Remuneration Review be received.**

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### BACKGROUND

At the July 25, 2019 Regular Board meeting the following resolution was adopted:

206/19      **Recommendation No. 18**      *Extraordinary Meetings Remuneration Review*

THAT staff provide a report to the September 2019 Corporate and Administrative Services meeting that identifies all extraordinary meetings attended by Directors retroactive to January 1, 2019;

AND THAT the report include options for Director remuneration, as defined by Board Remuneration Bylaw No. 636.

### DISCUSSION

*Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636.4 defines extraordinary meetings as follows:*

***“Extraordinary Meeting” means a meeting of a subcommittee established by the Board; an intergovernmental meeting; an SCRD Strategic Planning meeting; or a special meeting that has been deemed as such by Board resolution.***

By this definition, a meeting deemed by resolution of the Board to be an extraordinary meeting is eligible for remuneration. Attachment A to this report lists meetings that were scheduled on the SCRD Board Calendar between January 1 and July 31, 2019 that potentially could be deemed extraordinary meetings by Board resolution.

To authorize Director remuneration for extraordinary meetings the standard practice has been:

During a Standing Committee or Board meeting Directors may make a recommendation / resolution authorizing one or more Directors to attend an event, conference, interagency meeting, special meeting or other external event. The recommendation / resolution should also include a recommendation authorizing remuneration for those

Directors attending. This may mean stipend, expenses or both stipend and expenses. The recommendation / resolution as adopted by the Board provides the authority for remuneration.

#### *Financial Implications*

Directors are eligible to receive \$131.70 remuneration per meeting for “extraordinary meetings” deemed by Board resolution

The budget for 2019 Director Remuneration is set at \$348,934. To date \$175,455 has been expended to August 31<sup>st</sup> with a remaining variance of \$173,478. It is expected to be drawn down an additional \$100,000 to year-end leaving a budget surplus of approximately \$73,000.

#### *Timeline for next steps*

A Directors Remuneration review report is scheduled to come forward in Q4 2019. Staff recommend that should amendments or changes to Remuneration Bylaw 636 be identified, they be referred to the Q4 2019 report for further consideration.

### **STRATEGIC PLAN AND RELATED POLICIES**

#### **CONCLUSION**

A list of meetings scheduled on the Board Calendar retroactive to January 1, 2019 is provided in Attachment A. Options and a process for remuneration has been identified.

Staff recommend that should amendments or changes to Remuneration Bylaw 636 be identified, they be referred to the Directors Remuneration Review report for further consideration in Q4 2019.

Attachment A – Meetings scheduled between January 1 and July 31, 2019

Attachment B – Director Remuneration Bylaw 636.4

Reviewed by:			
Manager		Finance	
GM	X – T. Perreault	Legislative	
CAO	X – M. Brown	Other	

# Attachment A

Date		Meeting	Type of Meeting	Attendance Record
1	Wed, Jan 9	Executive Emergency Management Training for Elected Officials	Information Session	Not documented
2	Mon, Jan 14	Regionally-focused forestry webinar for coastal communities by FLNRO	Information Session	Not documented
3	Wed, Jan 23	Ministry of Indigenous Relations and Reconciliation	Information Session	Not documented
4	Mon, Feb 25	Ministry of Forests, Lands, Natural Resource Operations and Rural Development & SCRD meeting / webinar	Intergovernmental	Not documented
5	Fri, Mar 15	Squamish Territory Leadership Forum	Forum	Not documented
6	Tue, Mar 26	Regional District Chairs/CAO Forum (Pratt)	Forum	Pratt
7	Fri, Apr 26	Howe Sound Community Forum	Forum	Not documented
8	Mon, Apr 29	Coast Forest Sector Revitalization & Coastal Communities - Webinar	Information Session	Not documented
9	Tue, May 21	Open House - Local Government Awareness Week	Public Engagement	Not documented
10	Tue, May 21	Water Public Engagement Meeting	Public Engagement	Not documented
11	Wed, May 22	ALC Regional Seminar	Information Session	Not documented
12	Mon, Jun 3	Water Dialogues - Sechelt Legion	Public Engagement	Not documented
13	Tue, Jun 4	Water Dialogues - Sechelt Legion	Public Engagement	Not documented
14	Wed, Jun 5	Breakfast Meeting - Mayors, Chair, Chief & Detachment Commander	Intergovernmental	Not documented
15	Wed, Jun 5	Water Dialogues Series - Gibsons Legion	Public Engagement	Not documented
16	Mon, Jun 10	Sunshine Coast Community Forest - Urban Interface Fire Prevention - Chatelech	Information Session	Not documented
17	Wed, Jun 19	BC Assessment Workshop	Information Session	Not documented
18	Wed, Jul 3	Interim CAO Interviews	CAO Recruitment	Not documented
19	Tue, Jul 9	ALUI/AWDM Project - Roberts Creek Hall	Information Session	Not documented
20	Thu, Jul 11	Breakfast with shíshálh Nation Chief	Intergovernmental	Not documented
21	Thu, Jul 11	Grant Smith, Waterhouse Executive Recruitment - CAO Recruitment	CAO Recruitment	Not documented
22	Wed, Jul 17	Sechelt Nation & SCRD Networking Breakfast	Intergovernmental	Not documented

# Attachment B

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 636

#### **A Bylaw to provide for the remuneration and expenses of Directors and Alternate Directors (consolidated for convenience only to include 636.4)**

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

1. This Bylaw may be cited as “*Sunshine Coast Regional District Directors’ Remuneration Bylaw No. 636, 2011*”.
2. Definitions:

In this bylaw:

Amended by  
Bylaw 636.1

“**Acting in the capacity of Board Chair**” means those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or prior to the one week period when the Vice Chair is required to attend to business in the place of the Chair e.g. for document execution.

“**Budget Meeting**” means a Corporate and Administrative Services Committee Budget or Pre-Budget meeting.

“**Committee**” means an SCRD Standing Committee, the Transportation Committee or the Sunshine Coast Policing Committee.

“**Extraordinary Meeting**” means a meeting of a subcommittee established by the Board; an intergovernmental meeting; an SCRD Strategic Planning meeting; or a special meeting that has been deemed as such by Board resolution.

“**Intergovernmental Meeting**” means a meeting between the SCRD Board and any other local government, including but not limited to the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and School District No. 46.

“**Meeting**” means a meeting of the SCRD Board, an SCRD Standing Committee, the Transportation Committee, the Sunshine Coast Policing Committee, or an “Extraordinary Meeting” as defined in this bylaw.

Amended by  
Bylaw 636.4

“**Public Hearing**” means a public hearing held in accordance with section 464 of the *Local Government Act*.

Amended by  
Bylaw 636.4

“**Standing Committee**” means the Planning and Community Development Committee, the Infrastructure Services Committee or the Corporate and Administrative Services Committee.

**“Standing Committee Vice Chair”** means the Director appointed as Vice Chair to a Standing Committee, but also includes a Director appointed as Acting Chair to a Standing Committee in the absence of the Standing Committee Chair and Standing Committee Vice Chair.

3. The remuneration for the Directors of the Sunshine Coast Regional District Board shall be as per Schedule A to this bylaw.

Amended by  
BL 636.2

4. Despite Section 3, a Meeting that goes beyond 3 hours in duration shall be paid at 2 times the regular meeting rate.

Amended by  
BL 636.3

5. On January 1<sup>st</sup> each year all stipends on Schedule A to this bylaw shall be adjusted by the percentage change over the preceding twelve (12) months in the Consumer Price Index for Vancouver at October 31<sup>st</sup>.

6. When a Director attends a portion of a meeting and the Alternate Director attends another portion of the same meeting, each shall be compensated as though they had attended the entire meeting.

Added by BL  
636.2

7. When the Chair leaves a meeting and the Vice Chair is required to preside over said meeting for a period of 30 minutes or more, each shall be compensated as though they had presided over the entire meeting.

Added by BL  
636.2

8. Electoral Area Directors shall be entitled to Provincial Medical, Extended Health and Dental benefits as are provided to employees of the Regional District and the Regional District will pay one hundred (100)% of the cost of monthly premiums.

Added by BL  
636.2

9. All Directors and Alternate Directors shall be entitled to Accidental Death and Dismemberment insurance for injuries sustained while travelling on the business of the Regional District as per the terms of the policy and the Regional District will pay one hundred (100%) of the cost of monthly premiums.

10. The remuneration as set out in Schedule A of this Bylaw shall be paid bi-weekly.

11. A Director or Alternate Director may be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:

- i. representing the Regional District,
- ii. engaging in Regional District business,
- iii. attending a meeting, course or convention, or
- iv. attending a meeting of the Board.

Amended by  
BL 636.4

12. In addition to the above, the Chair, any Director or Alternate Director shall be entitled to \$158.54 per day for attending the annual conference of the Union of British Columbia Municipalities, or the Association of Vancouver Island and Coastal Communities, the UBCM Annual Electoral Area Directors Forum or Local Government Leadership Academy Conference.

Amended by  
BL 636.4

13. The Chair, a Director or Alternate Director may, prior to attending a conference not listed in Section 12, request approval by the Board to receive \$158.54 per day to attend such conference..
14. All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board or the Corporate and Administrative Services Committee before they are incurred to be eligible for reimbursement.
15. All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Treasurer. Receipts need not be given for non-commercial accommodation, private motor vehicle use and meal charges (set amounts).
16. Within two weeks of delivery by a Director or Alternate Director to the Treasurer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Treasurer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.

Section 17  
deleted by BL  
636.4

18. *"Sunshine Coast Regional District Directors' Remuneration Bylaw No. 568, 2005"* and amendments thereto are hereby repealed.



**Bylaw 636 - Schedule A**  
**Effective January 1, 2019**

	Annual Stipend	Standing Committee Chair	\$ per Board Meeting Chaired	\$ per Committee Meeting Chaired	\$ per meeting attended	\$ for any day attending Meetings	\$ for acting in capacity of Board Chair (per day)
Chair	\$ 39,800.14	\$ 1,476.82			\$ 131.70 (Extraordinary & Special meetings only)		
Vice Chair	\$ 11,763.65	\$ 1,476.82	\$ 245.27		if not chair \$ 131.70		\$ 153.65
Director (if not Board Chair or Vice Chair)	\$ 9,438.34	\$ 1,476.82		\$ 131.70	\$ 131.70		
Rural Area Director Supplement	\$ 1,351.70						
Alternate Director	\$ 1,476.82				\$ 131.70	\$ 116.69	
Public Hearing Chair				\$ 131.70			
Public Hearing Alternate Chair					\$ 131.70		
Policing & Transportation Chair				\$ 131.70			

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** 2020 MEETING SCHEDULE

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### RECOMMENDATION(S)

**THAT** the report titled 2020 Meeting Schedule be received;

**AND THAT** the 2020 Meeting Schedule be considered for adoption 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 <sup>nd</sup> and 4 <sup>th</sup> Thursdays (1:30 pm)
Planning and Community Development Committee	2 <sup>nd</sup> Thursday (9:30 am)
Infrastructure Services Committee	3 <sup>rd</sup> Thursday (9:30 am)
Corporate and Administrative Services Committee	4 <sup>th</sup> Thursday (9:30 am)
Policing and Public Safety Committee	Quarterly on the 3 <sup>rd</sup> Thursday of the month in January, April, July, and October (1:30 pm)
Transportation Advisory Committee	Quarterly on the 3 <sup>rd</sup> Thursday of the month in January, April, July, and October (2:45 pm)

The Parcel Tax Roll Review Panel meeting has been scheduled for Thursday, February 27, 2020 at 9:00 am, just prior to the regularly scheduled Corporate and Administrative Services Committee meeting.

The suggested exceptions to the above schedule are as follows:

August

- No meetings scheduled – summer break

September

- Corporate and Administrative Services Committee moved to 1:30 pm on September 17 following Infrastructure Services Committee to accommodate Directors attending the Union of BC Municipalities (UBCM) Convention.
- Only one Board meeting scheduled in September to accommodate Directors attending the UBCM Convention.

December

- Only one Board meeting scheduled in December.
- No Corporate and Administrative Services Committee meeting scheduled.
- Office closed on December 25, 28 and January 1 for statutory holidays. Office closed December 29, 30 and 31 for the annual holiday office closure. Office to re-open on Monday, January 4, 2021.

**STRATEGIC PLAN AND RELATED POLICIES**

The adoption of a 2020 Meeting Schedule is in alignment with the Board's strategic value of Engagement.

**CONCLUSION**

Staff are requesting approval for the 2020 Meeting Schedule.

Attachment: 2020 Meeting Schedule

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – M. Brown	Other	

# January 2020

January 2020							February 2020						
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								

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

# February 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6	7	8
			LGLA - Leadership Forum (Richmond)			
9	10	11	12	13	14	15
				9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)		
16	17	18	19	20	21	22
	Family Day			9:30am Infrastructure Services Committee (Room - FieldRd - Board Room) - Team - SCRD Board		
23	24	25	26	27	28	29
				9:00am Parcel Tax Roll Review Panel (Room - 9:30am Corporate & Administrative 1:30pm Regular Board meeting (Room -		

# March 2020

March 2020							April 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		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3	4	5	6	7
8	9	10	11	12 9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)	13	14
15	16	17	18	19 9:30am Infrastructure Services Committee (Room - FieldRd - Board Room) - Team - SCRD Board	20	21
22	23	24	25	26 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board meeting (Room - FieldRd - Board)	27 High Ground Civic Governance Forum (Vancouver)	28
29	30	31	Apr 1	2	3	4

# April 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
5	6	7	8	9 9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)	10 Good Friday	11
12	13 Easter Monday	14	15	16 9:30am Infrastructure Services Committee 1:30pm Policing and Public Safety 2:45pm Transportation Advisory Committee	17 AVICC AGM & Convention (Nanaimo) - Team - SCRD Board	18
19 AVICC AGM & Convention	20	21	22	23 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board meeting (Room - FieldRd - Board)	24	25
26	27	28	29	30	May 1	2

# May 2020

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

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



# June 2020

June 2020							July 2020						
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
	29	30							29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4 Federation of Canadian Municipalities (FCM) Annual Convention (Toronto)	5	6
7 Federation of Canadian M	8	9	10	11 9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)	12	13
14	15	16	17	18 9:30am Infrastructure Services Committee (Room - FieldRd - Board Room) - Team - SCRD Board	19	20
21	22	23	24	25 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board meeting (Room - FieldRd - Board)	26	27
28	29	30	Jul 1	2	3	4

# July 2020

July 2020							August 2020						
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	31					29

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

# August 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 BC Day	4	5	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	Sep 1	2	3	4	5

# September 2020

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

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

# October 2020

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

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

# November 2020

November 2020							December 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	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
Nov 1	2	3	4	5	6	7
8	9	10	11 Remembrance Day	12 9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)	13	14
15	16	17	18	19 9:30am Infrastructure Services Committee (Room - FieldRd - Board Room) - Team - SCRD Board	20	21
22	23	24	25	26 9:30am Corporate & Administrative Services Committee 1:30pm Regular Board meeting (Room - FieldRd - Board)	27	28
29	30	Dec 1	2	3	4	5

# December 2020

December 2020							January 2021						
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	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30
		29	30	31			31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5
6	7	8	9	10 9:30am Planning & Community Development 1:30pm Regular Board meeting (Room - FieldRd - Board)	11	12
13	14	15	16	17 9:30am Infrastructure Services Committee (Room - FieldRd - Board Room) - Team - SCRD Board	18	19
20	21	22	23	24	25 Christmas Day	26
27	28 Boxing Day STAT	29 Field Road Holiday Office Closure	30 Field Road Holiday Office Closure	31 Field Road Holiday Office Closure	Jan 1, 21 New Years Day	2

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

**AUTHOR:** David Nelson – Manager, IT and GIS

**SUBJECT:** **AWARD REPORT FOR REQUEST FOR PROPOSAL (RFP) 1911701 CELLULAR MOBILITY VOICE, DATA, AND DEVICE SERVICES**

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### RECOMMENDATION(S)

**THAT the report titled Award Report for Request for Proposal (RFP) 1911701 Cellular Mobility Voice, Data, and Device Services be received;**

**AND THAT a 3 year contract for cellular and device services be awarded to TELUS for total contract value of \$102,440 (plus applicable taxes).**

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### BACKGROUND

In November 2019, the existing three-year cellular mobility services agreement between TELUS and the Sunshine Coast Regional District (SCRD) expires. The SCRД currently utilizes a fleet of 107 cellular mobility devices with recent monthly bills averaging \$4,200.

### DISCUSSION

#### *Options and Analysis*

An RFP process was completed in July 2019 that identified TELUS as the preferred proponent for a new 3 year contract to procure and operate cellular mobile devices and services. Services include a refresh of devices, management of cellular plans, technical and administrative support; plus continued access to two local service centers.

Purchasing received two proposals and lead an evaluation team that consisted of three team members. The evaluation committee reviewed and scored the proposals against the criteria set out. Staff recommend that a 3 year contract be awarded to TELUS based on best meeting the specifications as outlined at the lowest estimated three-year cost.

#### *Financial Implications*

Overall contract costs are based on recent average cellular voice and data usage and comparable new devices at the new contract rates. TELUS proposes a signing bonus and discounted device prices that results in an estimated reduction in costs of over \$50,000 compared to current 3-year contract expenditures. The new contract is expected to be within plus or minus 10% of the estimated contract value and the discounts are built into the contract costs below.



<b>COSTS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Voice and Data plans usage (based on 2019 avg usage)	\$ 32,820	\$ 32,820	\$ 32,820	\$ 98,460
Devices (based on 1.4 x device refresh/replace)	\$ 1,327	\$ 1,327	\$ 1,327	\$ 3,980
<b>Totals (*based on 2019 usage + 1.4 X device refresh)</b>	<b>\$ 34,147</b>	<b>\$ 34,147</b>	<b>\$ 34,147</b>	<b>\$ 102,440</b>

Total costs are within the existing budgets and no Financial Plan amendments are recommended at this time.

#### **STRATEGIC PLAN AND RELATED POLICIES**

This Contract meets SCRD procurement policies for competitive bidding, aligns with the Board Financial Sustainability Policy with a reduction in overall costs, while providing enhanced user features and management options.

#### **CONCLUSION**

The existing three-year cellular mobility services agreement with TELUS expires November 2019. A competitive RFP process identified TELUS as the preferred proponent for a new three-year contract that will improve services and reduce overall costs. Staff recommend a new contract be awarded to TELUS. No Financial Plan amendments are required as the total costs are within the existing budgets.

Reviewed by:			
Manager	X-D. Nelson	CFO/Finance	X-T. Perreault
GM		Legislative	
Interim CAO	X – M. Brown	Purchasing	X-V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee - September 19, 2019

**AUTHOR:** Brad Wing, Financial Analyst

**SUBJECT:** GRANTS STATUS UPDATE

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### RECOMMENDATION(S)

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

**AND THAT the project funding for the Granthams Community Hall Renovation be updated to incorporate Canadian Cultural Spaces funding of \$235,414 with offsetting reductions to Short Term borrowing of \$100,000 and Area F Gas Tax Community Works Fund of \$135,414;**

**AND THAT the 2019-2023 Financial Plan be amended accordingly.**

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### 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, Corporate Plans 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 March 28, 2019 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:

<b>Program Name</b>	<b>Administered By</b>	<b>Project</b>	<b>Funding Requested / Received</b>	<b>Status</b>	<b>Area(s) Affected</b>
Canada Summer Jobs (2019)	Employment and Social Development Canada	Community Parks -Seasonal Student Parks Workers	\$1,941	Approved	Rural Areas
Canada Cultural Spaces Fund	Department of Canadian Heritage	Granthams Community Hall Renovation	\$235,414	Approved	Area F
2019 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
Child Care Planning Program	Union of British Columbia Municipalities	Sunshine Coast Child Care Plan (SCRD is a project partner along with the DOS and TOG).	N/A (DOS is the lead organization)	Approved	Regional
Community Resiliency Investment Program	Union of British Columbia Municipalities	Community Wildfire Protection Plan – SCR D Parks	\$25,000	Withdrawn	Rural Areas
Agriculture Area Planning Program	Investment Agriculture Foundation	Agricultural Land Use Inventory and Water Demand Model	\$2,500	Approved	Regional

A Financial Plan amendment is required to address the recent successful announcement of the Canadian Cultural Spaces Fund funding approval for the Granthams Community Hall Renovation. Previously, the Board adopted the following recommendation (excerpt) at its regular meeting on April 25, 2019:

127/19 **Recommendation No. 12** *RFP 18 323 Granthams Landing Community Hall Rehabilitation Award Report*

*AND THAT the project budget be increased from \$427,000 to \$592,483 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 \$392,843, including the \$227,000 previously committed.*

*AND THAT any grant support received for the Granthams Hall Rehabilitation project offset taxation required for Short Term Borrowing or Gas Tax;*

Based on this recommendation, the proposed amendment to the project funding mix is as follows:

<b>Funding Source</b>	<b>Current</b>	<b>Amended</b>
IPP Community Benefit Funds	\$100,000	\$100,000
Short Term Borrowing	100,000	-
Area F Gas Tax Community Works Fund	392,843	257,429
Canadian Cultural Spaces Fund	-	235,414
<b>Total Funding</b>	<b>\$592,843</b>	<b>\$592,843</b>

#### *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:

<b>Program Name</b>	<b>Administered By</b>	<b>Project</b>	<b>Funding Request</b>	<b>Submission Date</b>	<b>Area(s) Affected</b>
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
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Coopers Green Hall Replacement	\$2,013,641	Jan. 23, 2019	Area B
Housing Needs Report Program	BC Ministry of Municipal Affairs and Housing	Regional Housing Needs Assessment ( <i>TOG is the lead organization responsible for managing the grant, SCRD is a partnering organization</i> )	\$125,000	May 31, 2019	Regional
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 for project works and programs which are currently planned or in progress or which are substantially complete pending submission of a final grant claim and report:

<b>Program Name</b>	<b>Administered By</b>	<b>Project</b>	<b>Approved Funding</b>	<b>Project Completion Deadline</b>	<b>Area(s) Affected</b>
Canada Summer Jobs (2019)	Employment and Social Development Canada	Community Parks - Seasonal Student Parks Workers	\$1,941	Sep. 1, 2019	Rural Areas
Agriculture Area Planning Program	Investment Agriculture Foundation	Agricultural Land Use Inventory and Water Demand Model	\$2,500	Sep. 1, 2019	Regional
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Pender Harbour Water Systems Water Main Upgrades	\$2,739,000	Mar. 31, 2020	A
Canada Cultural Spaces Fund	Department of Canadian Heritage	Granthams Community Hall Renovation	\$235,414	Mar. 31, 2020	Area F
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
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Sunshine Coast Arena and Sports Fields Water Efficiency Study	\$10,000	Mar. 31, 2021	Regional
Child Care Planning Program	Union of British Columbia Municipalities	Sunshine Coast Child Care Plan (SCRD is a project partner along with the DOS and TOG).	N/A (DOS is the lead organization)	N/A (DOS is the lead organization)	Regional

*Completed Grants*

The table below is a summary of recently completed grants:

<b>Program Name</b>	<b>Administered By</b>	<b>Project</b>	<b>Funding Received</b>	<b>Completion Date</b>	<b>Area(s) Affected</b>
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 (Final claim pending)	May 10, 2019	B
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Operations Centre Telecommunications Upgrade Project	\$23,467	Jun. 26, 2019	Regional
Gas Tax Strategic Priorities Fund	Union of British Columbia Municipalities	Enterprise Asset Management Software Implementation	\$345,953	Jun. 30, 2019	Regional
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Canoe Road WWTP Septic System Replacement	\$62,250 (Final claim pending)	Jul. 30, 2019	A
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Merill Crescent WWTP Septic System Replacement	\$53,950 (Final claim pending)	Aug. 12, 2019	A

*Upcoming Opportunities*

Staff continuously seek out and monitor grant funding opportunities that align with approved or future planned projects identified in long-term capital plans. Approximately 75 grant programs and funding streams are tracked on an ongoing basis.

At present, no imminent grant funding opportunities have been identified for projects currently included in the 2019-2023 Financial Plan.

Investing in Canada Infrastructure Program

All intakes under this program are currently closed; however, it is likely that future intakes will be made available under various funding streams. Staff will bring forward a report detailing projects that meet the program criteria as intakes become available. Two applications have been submitted through this program's initial intakes and are currently being reviewed.

Community Emergency Preparedness Fund

There are multiple funding streams available under this program intended to enhance the resiliency of local governments. The SCRD has received funding under this program for the Emergency Social Services Group Lodging Resiliency project and the Emergency Operations Center Telecommunication Upgrade project.

Staff are currently assessing potential eligible projects for an application to the Volunteer and Composite Fire Department Training and Equipment funding stream. A report will be brought forward to the October 10, 2019 Planning and Community Development Committee meeting detailing options and seeking a resolution to proceed with an application prior to the November 15 deadline.

*Financial Implications*

Grants received and in progress have been incorporated into the 2019-2023 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 departmental 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**

Reviewing grant opportunities for projects identified in the Strategic Plan or capital plans is consistent with the Financial Sustainability Policy 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 Financial Plan and/or 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	X-T. Perreault
GM		Legislative	
Interim CAO	X – M. Brown	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

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

**SUBJECT:** SUNSHINE COAST CONSERVATION ASSOCIATION RURAL AREAS' GRANT-IN-AID  
REQUEST FOR STREAMKEEPERS TRAINING

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### RECOMMENDATION(S)

**THAT the report titled Sunshine Coast Conservation Association Rural Areas' Grant-in-Aid Request for Streamkeepers Training be received;**

**AND THAT the Committee provide direction on the request for assistance.**

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### BACKGROUND

Due to the fall timing of this program the Sunshine Coast Conservation Association has submitted a grant-in-aid application for Streamkeepers Training. They have requested an extension through the Electoral Area Director and as per Rural Areas' Grant-in-Aid (RAGIA) Policy Section 1.17 as follows:

- 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.

### DISCUSSION

The Sunshine Coast Conservation Association submitted a RAGIA application (attached) for \$1,000.00 towards costs associated with a Streamkeepers Training Program for the Fall of 2019.



**Staff Report to Corporate and Administrative Services Committee – September 19, 2019**  
**Sunshine Coast Conservation Association Rural Areas' Grant-in-Aid Request** Page 2 of 2

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2019 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	\$4,485	\$3,635	\$1,000	\$1,000	\$440	\$510	\$4,375

**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**

Due to the fall timing of this program the Sunshine Coast Conservation Association has submitted a grant-in-aid application for Streamkeepers Training. They have requested an extension through the Electoral Area Director and as per Rural Areas' Grant-in-Aid (RAGIA) Policy Section 1.17. Their RAGIA application is for \$1,000.00 towards costs associated with a Streamkeepers Training Program for the Fall of 2019. Staff request the Committees' direction regarding the application.

Attachment: Rural Areas' Grant-in-Aid Application from Sunshine Coast Conservation Association received July 23, 2019.

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X – M. Brown	Other	



**SUNSHINE COAST REGIONAL DISTRICT  
RURAL AREAS' GRANT-IN-AID APPLICATION - 2019**

**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 type="checkbox"/> No If yes, name the benefitting organization: _____ <i>(For applications exceeding \$500, applicant must be a registered Society. Proof of registration is required.)</i>	
Society/Organization's Legal Name: _____	
Bank Account in Society / Organization Name: _____      Yes (payments will not be made to individuals)	
Societies Act No. <i>(required for applications exceeding \$500)</i> _____	
Business No. _____	
Mailing Address: _____ _____ _____	Phone No.: _____ Cell No.: _____ E-mail: _____
Contact Person: _____      Title: _____	
Did you receive Grant-in-Aid funding from the SCRd last year? <input type="checkbox"/> Yes <input 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 type="checkbox"/> No <i>(see "Reporting Out" form attached)</i>	
Which Rural Area(s) does your project, program, service or special event benefit? Egmont / Pender Harbour <input type="checkbox"/> Halfmoon Bay <input 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 type="checkbox"/> No If yes, have you applied to the appropriate municipal grant programs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name _____      Amount \$ _____ <i>(Municipal Areas being: Town of Gibsons, District of Sechelt, Sechelt Indian Government District)</i>	
Amount of Rural Areas' Grant-in-Aid being requested:      \$ _____	
<b>Category:</b> Arts and Culture <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Social / Educational / Environmental / Other <input type="checkbox"/> <b>Type of Request:</b> 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 type="checkbox"/>	

Describe your organization's purpose and goals (add pages where required).
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).
Describe how the requested grant money will be used and how the SCRD contribution will be recognized (add pages where required).
Does your organization own it's own facility or rent / lease space? <span style="float: right;"><input type="checkbox"/> Own <input type="checkbox"/> Rent / Lease</span>
How many members does your organization currently have? <span style="float: right;">_____</span>
Do you charge a membership fee? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, what is your annual fee? <span style="float: right;">\$ _____</span>
Did you have a surplus last year? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, briefly explain:

**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)

<b>Sunshine Coast Regional District Rural Areas' Grant-in-Aid PROJECT Budget Template</b>				
<b>Organization Name:</b>				
<b>For Period:</b>		From		To

<b>REVENUE</b>	
Grants (provide Names of Grantors)	
e.g. Government	
e.g. Foundations	
e.g. Corporations	
Earned Income (i.e. interest)	
Individual Contributions	
Fundraising events and sales	
Membership Income	
Additional Revenue (please specify):	
<b>TOTAL INCOME</b>	
<b>EXPENSES</b>	
Salaries and Wages	
Consultant and Professional Fees	
Travel	
Equipment	
Supplies	
Advertising and printing	
Rent	
Utilities	
Other Expenses (please specify):	
<b>TOTAL EXPENSES</b>	
<b>IN KIND SUPPORT (PROVIDE DETAILS):</b>	

### **Details on Streamkeepers Training:**

With Streamkeepers training, people gain knowledge about aquatic habitats and water monitoring protocols to assess aquatic health of a creek. Participants in the training become certified Streamkeepers and will have the ability to collect meaningful water quality data on local streams to contribute to community-based water monitoring efforts.

'Streamkeepers' is a BC-developed water monitoring protocol designed by the Pacific Streamkeepers Federation. Data is collected by volunteers trained in citizen science and can be used for many purposes, including providing data to community members, industry and all levels of government as well as prioritizing sites for restoration/enhancement activities. For more information on the Pacific Streamkeepers Federation, visit their [website](#).

We believe we all benefit when everyone becomes aware of how important good watershed practices are to the long-term protection of our environment. With Streamkeepers Training, participants will be able to write a report card and the 2-day workshop will cover the following topics:

**Introductory Stream Mapping:** The mapping process helps you relate land and water use with stream health in the watershed. You will be able to identify habitats in need of protection or restoration. Documenting habitat problems, such as erosion, insufficient stream bank vegetation, pollution sources, or stream barriers, helps you choose appropriate restoration projects.

**Advanced Stream Habitat Survey:** This module conducts a detailed habitat assessment and will include measuring water discharge, streambed material, bank stability, stream bank vegetation, overhead canopy, and riparian zone assessments.

**Water Quality Survey:** Water quality measurements provide basic information about your stream. You will learn to measure turbidity, dissolved oxygen, pH, and temperature.

**Stream Invertebrate Survey:** Invertebrates play an important role in the aquatic food chain. They eat algae, leaves, or organic debris and are food for fish, birds, amphibians, reptiles, and other insects in the stream ecosystem. The various kinds of invertebrates you find in your stream tell a lot about the health of your watershed.

**Streamside Planting:** Riparian vegetation is a very important part of a stream ecosystem. Plants stabilize stream banks, reduce erosion, and provide protective cover for fish. Trees provide shade, which helps control water temperatures. Logs fall into the stream, where they create diverse habitat and help dissipate erosion energy. Leaf litter provides an important source of food for stream organisms. Plants trap sediment and filter out pollutants before they reach the stream. They help the soil absorb precipitation and release it slowly during dry spells. The riparian area provides habitat and travel routes for birds and wildlife.

For more detailed information on the training, see this link to the [Streamkeepers Handbook and Modules](#).

Sunshine Coast Streamkeepers

## **PROJECTED 2019 BUDGET**

*Sunshine Coast Conservation Association*

<b>REVENUE</b>	<b>2019 PROJECTED</b>
<b>Federal Funding</b>	
Canada Summer Jobs - Service Canada	10,300.00
<b>Municipal Funding</b>	
District of Sechelt - Oceans Day	1,000.00
Membership Fees	1,600.00
Fundraising (event income)	7,000.00
Donations	23,100.00
Newsletter Advertising	500.00
Education Fees	700.00
<b>Grants</b>	
Pacific Salmon Foundation Streamkeepers	2,100.00
SCRD	1,000.00
<b>SUB-TOTAL</b>	<b>\$47,300.00</b>
<b>In-Kind Income</b>	
Labour & Professional expertise	47,820.00
Materials / Equipment	
<b>TOTAL</b>	<b>\$95,120.00</b>

<b>EXPENSE</b>	<b>2019 PROJECTED</b>
Program Manager & Administrator	23,920.00
Summer Coordinators	11,000.00
Research, Writers, Honorariums	500.00
Bookkeeper	1,000.00
Insurance	650.00
General Operating Costs (Office, supplies, website)	2,000.00
Fundraising	1,000.00
Project: Streamkeepers Training - Spring	2,500.00
Project: Streamkeepers Training - Fall	1,500.00
Newsletter	1,000.00
Conservation and Biodiversity Education program	1,250.00
Community Engagement & Advocacy program	980.00
SCCA Legacy Project: facility & nature sanctuary	-
<b>SUB-TOTAL</b>	<b>\$47,300.00</b>
<b>In-Kind Expenses</b>	
Labour & Professional expertise	47,820.00
Materials	
<b>TOTAL</b>	<b>\$95,120.00</b>
<b>Surplus/Deficit</b>	<b>\$0.00</b>



**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

*Althea*  
CAROL PREST

## CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **SUNSHINE COAST CONSERVATION ASSOCIATION**

Incorporation Number: S0037722

Business Number: 87322 0446 BC0001

Filed Date and Time: November 27, 2018 05:58 PM Pacific Time

The name of the Society is **SUNSHINE COAST CONSERVATION ASSOCIATION**

The purposes of the Society are:

The purpose of the Sunshine Coast Conservation Association is to preserve the natural biodiversity of the Sunshine Coast region for the present and future benefit of humanity and all life; specifically to:

1. Conduct research to inventory and describe our remaining natural areas with the goal of identifying land and waters important for the preservation of biodiversity. All information collected will be freely available to the public.
2. Work to retain such lands and waters in a natural state and make them available for the public enjoyment where possible.
3. Raise public environmental and conservation awareness by sponsoring educational programs, workshops and access infrastructure (for example: maps and trails to facilitate low-impact recreation).



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – September 19, 2019

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

**SUBJECT:** COAST ROGUE ARTS SOCIETY – REQUEST FOR SUPPORT

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### RECOMMENDATION(S)

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

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### BACKGROUND

The Coast Rogue Arts Society received a Rural Areas' Grant-in-Aid award of \$2,000 in 2019.

### 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 2020 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, 2019 and they are requesting acknowledgement and signature by September 29, 2019.

### STRATEGIC PLAN AND RELATED POLICIES

By assisting small non-profit groups towards achieving self-sufficiency supports the Rural Areas' Grant-in-Aid Policy.

### 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 2020 Rogue Arts Festival by approving signature of the attached form.

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X – M. Brown	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: 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.**

<b>CASH</b>	
This amount <b>must</b> appear in the budget.	
Total:	\$2,000

<b>IN-KIND</b> (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.
	Rural Areas' Grant-in-Aid
Total:	

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):	