

SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE



Thursday, July 30, 2020
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

- | | | |
|----|--|----------------------|
| 2. | Ministerial Order M192 – In-Person Participation at Board Meetings
<i>Corporate Officer</i>
(Voting – All Directors) | Annex A
Pages 1-3 |
| 3. | Sunshine Coast Regional District COVID-19 Re-Start Plan
<i>Chief Administrative Officer</i>
(Voting – All Directors) | <i>To Follow</i> |
| 4. | BC Energy Step Code Survey Results Update
<i>Chief Building Official</i>
(Voting – A, B, D, E, F and SIGD) | Annex B
pp. 4-26 |
| 5. | Updated Community Recreation Facilities [615] COVID-19 Budget Implications
<i>Manager, Recreation Services</i>
(Voting – B, D, E, F Sechelt, Gibsons, SIGD) | <i>To Follow</i> |
| 6. | Long Term Debt as at June 30, 2020
<i>Manager, Financial Services</i>
(Voting – All Directors) | Annex C
pp. 27-31 |
| 7. | Gas Tax Community Works Fund Update
<i>Manager, Financial Services</i>
(Voting – A, B, D, E, F) | Annex D
pp. 32-35 |
| 8. | Director Constituency and Travel Expenses (April to June 2020)
<i>Accounts Payable Technician</i>
(Voting – All Directors) | Annex E
pp. 36-37 |

9. 1st Update for 2020 – Corporate and Administrative Services Department (January to June)
Joint Report
(Voting – All Directors) Annex F
pp. 38-47

COMMUNICATIONS

10. Amanda Girard, Planning Forester, BC Timber Sales
Regarding: BCTS Sunshine Coast 2020-2024 Operational Plan
North Lake Amendment
(Voting – All Directors) Annex G
pp. 48-55
11. Mike Farnworth, Minister of Public Safety and Solicitor General and Selina Robinson, Minister of Municipal Affairs and Housing
Regarding: COVID-19 Related Measures Act (Bill 19)
(Voting – All Directors) Annex H
pp. 56-57
12. Lexa Pomfret, Quartermaster, Royal Canadian Marine Search and Rescue, Station 12, Halfmoon Bay (RCMSAR 12)
Regarding: Grant Application Letter of Support
(Voting – All Directors) Annex I
pp. 58-59

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – July 30, 2020

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: MINISTERIAL ORDER M192 – IN-PERSON PARTICIPATION AT BOARD MEETINGS

RECOMMENDATIONS

1. **THAT the report titled Ministerial Order M192 – In-Person Participation at Board Meetings be received;**
 2. **AND THAT pursuant to Ministerial Order M192, in-person attendance of the public at Sunshine Coast Regional District (SCRD) Board meetings cannot be fully accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act* because of limitations on mass gatherings and the inability to provide for adequate physical distancing with the full Board, staff and members of the public present in the SCRD Boardroom;**
 3. **AND THAT this resolution applies to SCRD meetings of the Board, Standing Committees, Select Committees, Advisory Committees, Advisory Planning Commissions, Public Hearings and the Board of Variance for the duration of the Order of the Provincial Health Officer on Mass Gathering Events and the Provincial State of Emergency and any extension of the duration of that declaration in effect;**
 4. **AND FURTHER THAT the SCRD is ensuring openness, transparency, accessibility, and accountability for meetings by:**
 - i. **allowing the public to hear, watch, and participate in electronic meetings in real time by electronic means or other communication facilities;**
 - ii. **allowing the public to hear and watch electronic meetings via live-stream broadcasting on SCRD's YouTube channel;**
 - iii. **archiving meeting video on SCRD's YouTube channel for future viewing by members of the public;**
 - iv. **providing notice of the meeting and the means of watching, hearing, and participating in the electronic meeting in accordance with the requirements of the *Local Government Act*;**
 - v. **making the meeting agenda, links to join electronic meetings, links to watch recorded or live-stream meetings, as well as all other relevant documents, available on the SCRD website;**
 - vi. **making meeting agendas, as well as other relevant documents available upon request in print copy at the Field Road Administration Office;**
 - vii. **allowing the public to ask questions or submit input on agenda items by email;**
 - viii. **exploring options to re-open the SCRD Boardroom to facilitate combining electronic and in-person public attendance at SCRD Board and Standing Committee meetings in alignment with provincial public health orders and guidance.**
-

BACKGROUND

On June 17, 2020, the Province of British Columbia issued Ministerial Order No. M192 under the *Emergency Program Act*. This order replaced Ministerial Order No. 139 and provided new direction to local governments for open meetings and timing requirements for bylaw passage.

Order M192 continues to authorize local governments to hold electronic meetings and public hearings while encouraging a transition back to 'normal' operations through the restart process. The Order also requires local governments to undertake "best efforts" to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the Public Health Officer's recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt resolution to provide a rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility.

DISCUSSION

The purpose of this report is to advise the Board of Ministerial Order M192, provide information on how the Sunshine Coast Regional District's processes have met the "best efforts" test for meetings and seek a resolution on future meetings.

Ministerial Order M192 continues to authorize electronic meetings; however, this order now requires local governments to undertake "best efforts" to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.

The provincial M192 guidelines provide examples of best efforts that include:

- electronic meetings should attempt to resemble the in-person public meeting as much as possible;
- explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting;
- explore available technology that will enable the public to hear, or watch and hear, the meeting; and,
- anticipate technology issues and consider allowing additional time on the agenda to resolve any technical issues that may occur.

With respect to in-person attendance at meetings, the current Order of the Provincial Health Officer on Mass Gathering Events does not allow for gatherings of more than 50 people. The size of the SCRD Boardroom does not allow for appropriate physical distancing with full participation of Directors, staff and the public. Staff were unable to identify an alternate location that would allow additional in-person participation and provide the technical infrastructure necessary to support meetings.

The following summarizes how the SCRD has met the “best efforts” test for its meetings to date:

- All meetings, starting with the March 19, 2020 Infrastructure Services Committee, have been hosted on the Zoom Online Platform and live-streamed to YouTube allowing the public to see, hear and participate in the electronic meeting. A virtual Public Gallery facilitates electronic participation of the public so they may attend and ask questions in real time. Delegations and applicants for land use applications have also been provided access to meetings through this platform.
- Electronic meetings via the Zoom Online Platform allow members of the public to participate in SCRD meetings on a computer, mobile device or a landline telephone ensuring accessibility for most.
- All meetings conclude with a question period where members of the public are given the opportunity to have their questions read into the meeting or to directly speak into the meeting if they have joined as an attendee. Written submissions sent by email may also be read aloud during the meeting.
- Each meeting has been live-streamed and archived online allowing members of the public to either watch the broadcast live or at a later date at their convenience.
- Instructions on how to participate or watch meetings are available on the SCRD website.

Order M192 also repeals the authority for the expedited passage of bylaws for regional districts; however, the existing authority to pass certain bylaws on the same day under Section 228 of the *Local Government Act* (with 2/3 of the votes cast) remains.

STRATEGIC PLAN AND RELATED POLICIES

Ensuring openness, transparency, accessibility, and accountability for all SCRD meetings is supported by the Board’s strategic goal for Engagement and Communications.

CONCLUSION

Staff recommend the adoption of a resolution to provide a rationale for the continued need to hold open meetings where the public can attend electronically or by other communication facilities, but cannot attend in person, and to also demonstrate how the SCRD has met the “best efforts” test for legislative requirements with respect to prior meetings.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Service Committee – July 30, 2020

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: BC ENERGY STEP CODE SURVEY RESULTS UPDATE

RECOMMENDATION(S)

THAT the report titled BC Energy Step Code Survey Results Update be received for information;

AND THAT staff prepare a communications strategy for the implementation of the BC Energy Step Code and report to a future Committee;

AND FURTHER THAT staff prepare bylaw amendments to implement the BC Energy Step Code to Step 1 for all new Part 3 and Part 9 buildings.

BACKGROUND

The SCRD Board adopted the following resolution on February 27, 2020:

068/20 **Recommendation No. 9** *Energy Step Code Update*

THAT the report titled Energy Step Code Update be received for information;

AND THAT the Chief Building Official indicate to the Energy Step Code Council the Sunshine Coast Regional District's intention to consult the community and local building industry about implementation of the BC Energy Step Code;

AND THAT staff proceed with a regionally coordinated public consultation process for the purpose of receiving input from the community on implementing the Energy Step Code in the Sunshine Coast Regional District;

AND FURTHER THAT staff report to a Committee in Q4 2020 with recommendations to support implementation of the Energy Step Code.

Following Board direction staff notified the Energy Step Code Council through the Province's Building and Safety Standards Branch of the Ministry of Municipal Affairs and Housing of the Sunshine Coast Regional District's (SCRD) intention to consult on the implementation of the Step Code. Staff worked together with staff from the Town of Gibson, District of Sechelt, and Sechelt Indian Government District (SIGD) to draft and launch a region-wide survey.

This report summarizes the feedback received from the survey and seeks direction on next steps for the implementation of the Step Code.

PUBLIC CONSULTATION

SCRD staff, together with Town of Gibsons, District of Sechelt, and SIGD staff prepared a survey to seek relevant input from builders and developers via targeted stakeholder emails and a public online survey. This was intended to gain insight into how implementing the Step Code might potentially affect the local building industry and help shape future communications around implementation.

The information to solicit via survey included:

- Level of knowledge about the BC Energy Step Code;
- Role as it relates to the development community
- Barriers to constructing energy efficient buildings;
- Importance of regional consistency;
- Types of buildings being constructed;
- Energy efficient standards that builders have used; and,
- Step Code level appropriate for the SCRD.

The survey was launched May 11, 2020, and closed June 21, 2020. The survey was promoted by each local government through targeted emails to stakeholders, social media posts, and local government websites.

Survey Results Summary

A total of 48 individuals responded to the survey. The survey results data summary is enclosed as Attachment A, and summarized below:

- Of the respondents, 51% identified as homeowners, 38% identified as part of the building industry, 24% identified as owner-builders, and 11% identified as architects or designers.
- More than 50% of the responders were knowledgeable/experienced with the Step Code.
- 93% designed/constructed Part 9 buildings (houses and small buildings), and 7% designed/constructed Part 3 buildings (large, complex buildings).
- 63% represented buildings in the SCRD, 61% in the District of Sechelt, 53% in the Town of Gibsons, and 16% in the SIGD.
- 40% of the respondents are planning to build their own home in the next two years.
- 59% are building in the SCRD, 35% are building in the District of Sechelt, and 6% are building in the SIGD.
- 88% of the respondents supported the provincial implementation of the Step Code, while 12% opposed, and 26% was neutral.

- 60% of the respondents support the Sunshine Coast implementation of Step 1 in fall/winter 2020, while 16% opposed (citing concerns with increased cost to build), and 21% was neutral.
- 74% of the respondents felt it is important that the local governments of the Sunshine Coast implement the Step Code at the same pace (with comments noting the importance of a level playing field, optimizing public and industry education, and enabling the provision of needed services, such as energy advisors and blower door testing).
- 55% of the respondents support the amount of lead-in time before the adoption of Step 1 in fall/winter 2020, while 21% opposed, and 24% was neutral. Comments noted the importance of resources for training to be delivered.
- When asked, “what steps have you taken to prepare for the implementation of the Step Code?”, respondents cited reading, research, courses, online training, and preparing their clients.
- When asked, “what challenges do you expect to face during the implementation of the BC Energy Step Code?”, respondents cited increased costs, increased time to build, lack of knowledge/trades (such as energy advisors), impacts to the aesthetics and structural value, and local training needs.
- When asked how we can help make the implementation easier, 83% asked for information about local resources, 59% asked for training sessions, and 51% asked for an information meeting. Other comments included requests for grants/tax rebates, offering free blower door tests, and consistency across the Sunshine Coast.
- Additional themes in the open-ended comments included:
 - Help with education, resources, and training
 - Concerns with increased costs to the homeowner and increased cost of housing
 - Ensure implementation is consistent across the Coast

The representation breakdown of the respondents by local government was generally consistent with the populations of each local government, and most respondents were very knowledgeable about the Step Code.

Most new buildings built on the Sunshine Coast are Part 9 buildings, typically single-family dwellings, and typically in the SCRD. Most of the Part 3 buildings are in the Town of Gibsons and District of Sechelt; this is consistent with the results, with 93% of the respondents designing or constructing Part 9 buildings.

Although the number of respondents may seem low with only 48 responses, the building industry is small on the Sunshine Coast, and those who responded provided very good insight into the benefits and potential challenges. Given that most respondents supported the Provincial implementation of the Step Code, and most respondents supported a regional implementation of the Step Code to Step 1 in Fall/Winter 2020, staff recommend proceeding with the implementation of the Step Code to Step 1 for all new Part 9 and Part 3 buildings.

The initial intent was to implement in Fall 2020, however, since the COVID-19 pandemic, it delayed the launch of the survey, and may impact training as it must now be virtual. Staff recommend preparing a communications strategy for the implementation of the Step Code,

which should include how resources and information will be shared, upcoming training sessions, and potentially a virtual public information meeting. To accommodate this delay, staff recommends preparing bylaws to aim for implementation of Step 1 on January 1, 2021, as shown in Table 1.

This timing will support the “head start” and smooth transition to the Province’s mandatory roll out of Step Code in 2022 discussed in prior staff reports.

At the staff level, there has been discussion about recommending consistent timing to Board/Councils.

Table 1: BC Energy Step Code Implementation timeline

Energy Step Code Level	Implementation
Step 1	Jan 2021 for Part 9 & Part 3 buildings
Step 2	2022 for Part 3 buildings only (Province will roll out)
Step 3	2022 for Part 9 buildings (Province will roll out)
Step 4	<i>To be determined</i>
Step 5	<i>To be determined (if before Jan 2032)</i>

The survey results data summary is enclosed as Attachment A.

STRATEGIC PLAN AND RELATED POLICIES

The subject of this report relates to strategic priorities of **Engagement and Communications**, **Regional Collaboration and Partnership**, and **Climate Change and Resilience**. Proactive work toward a smooth transition to Step Code requirements support local economic development.

CONCLUSION

Should the Board adopt the recommendations, staff will prepare a communications strategy in consultation with the Town of Gibsons, District of Sechelt, and SIGD staff, and report back to a future Committee. Staff will also begin preparation of the bylaw amendments to implement the Step Code in January 2021.

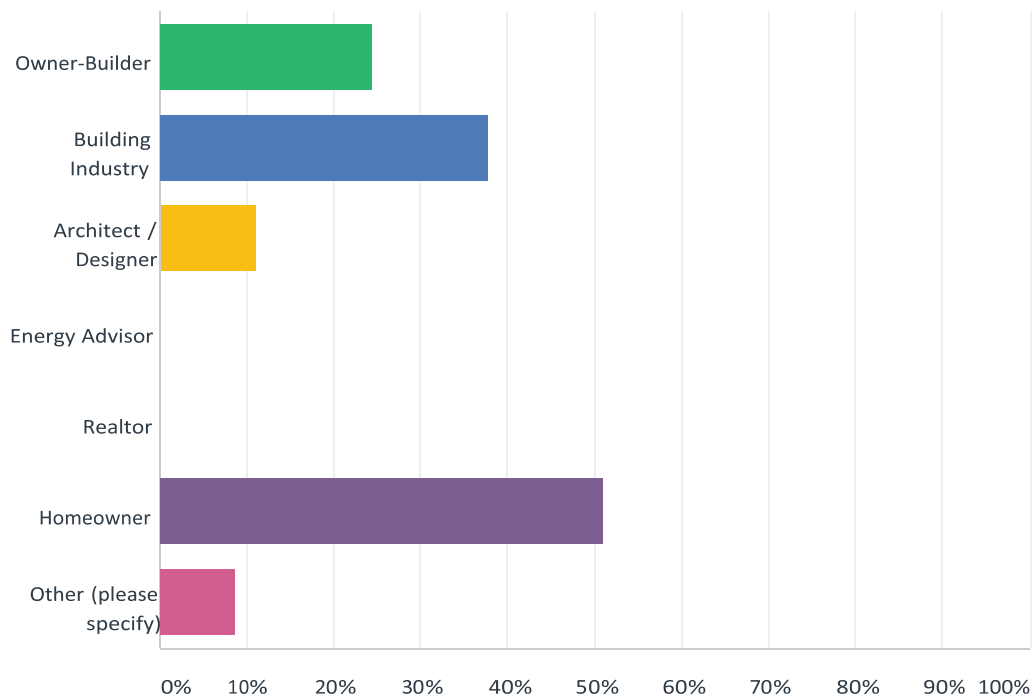
ATTACHMENTS

Attachment A: Survey Results Data Summary

Reviewed by:			
Manager	X – A. Whittleton	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

Q2 How would you describe your role as it relates to development and building on the Sunshine Coast? (Please check all that apply.)

Answered: 45 Skipped: 3



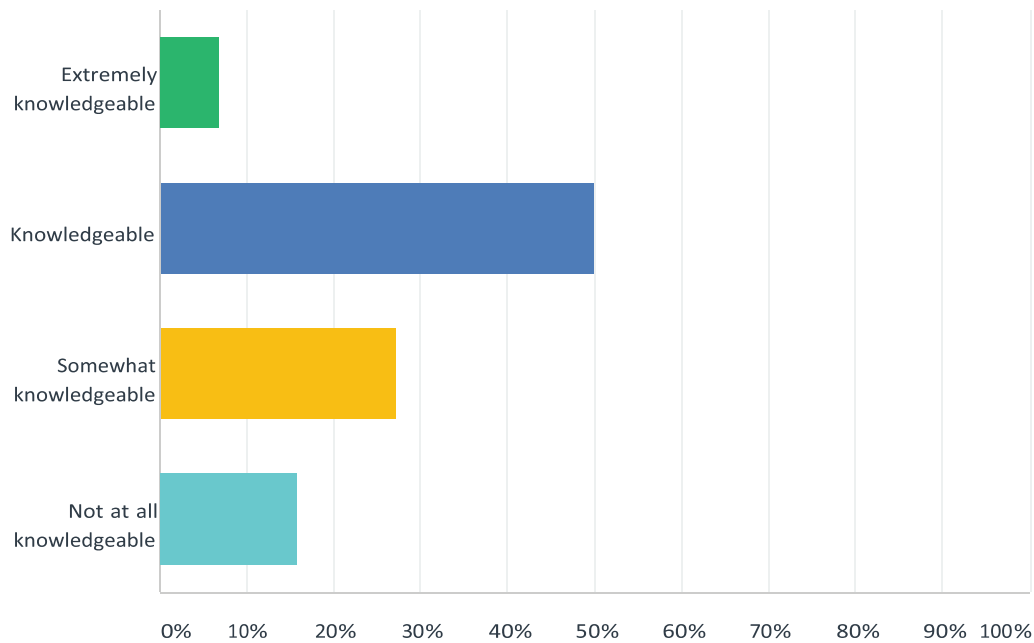
ANSWER CHOICES	RESPONSES
Owner-Builder	24.44% 11
Building Industry	37.78% 17
Architect / Designer	11.11% 5
Energy Advisor	0.00% 0
Realtor	0.00% 0
Homeowner	51.11% 23
Other (please specify)	8.89% 4

Total Respondents: 45

#	OTHER (PLEASE SPECIFY)	DATE
1	Structural Engineer	6/16/2020 3:08 PM
2	Long time renter looking to buy or build a home in the next year or two..	5/26/2020 11:08 AM
3	Involved in the construction supply chain.	5/13/2020 7:19 PM
4	Renter	5/12/2020 9:48 AM

Q3 How knowledgeable about/experienced with the BC Energy Step Code are you?

Answered: 44 Skipped: 4

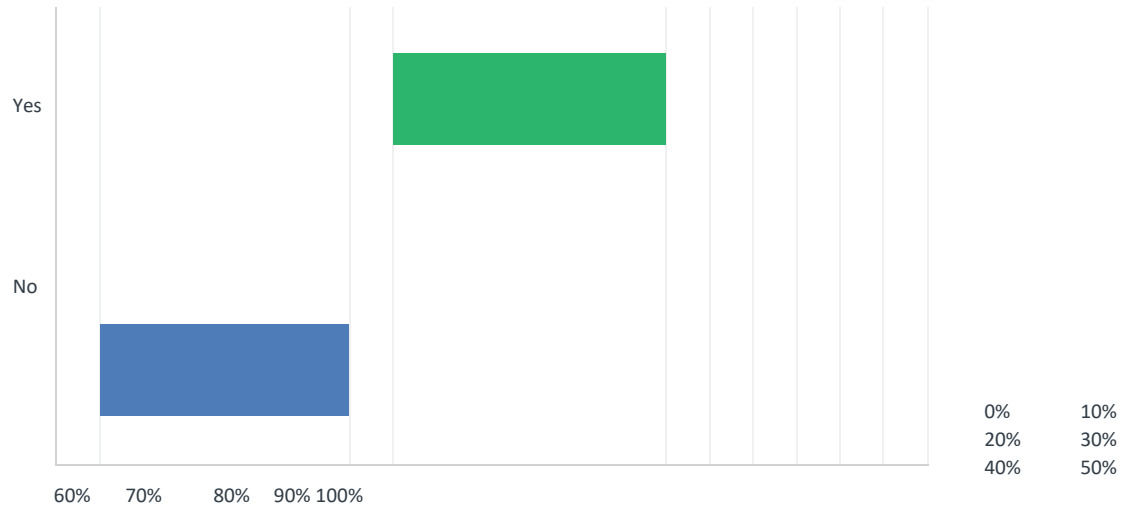


ANSWER CHOICES	RESPONSES	
Extremely knowledgeable	6.82%	3
Knowledgeable	50.00%	22
Somewhat knowledgeable	27.27%	12
Not at all knowledgeable	15.91%	7
TOTAL		44

Q4 Are you a member of the building industry?

Answered: 44

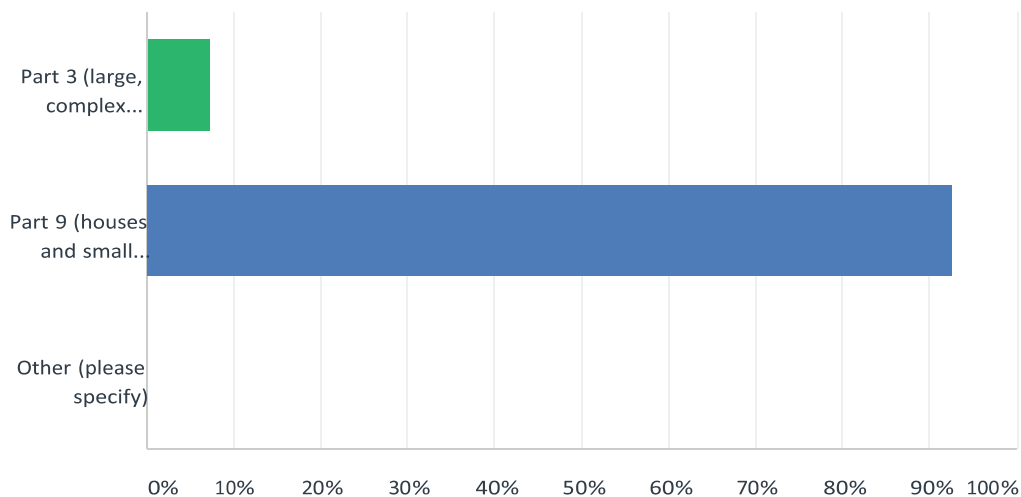
Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	61.36%	27
No	38.64%	17
TOTAL		44

Q5 What type of buildings do you typically design or construct? Choose the answer the best applies.

Answered: 27 Skipped: 21

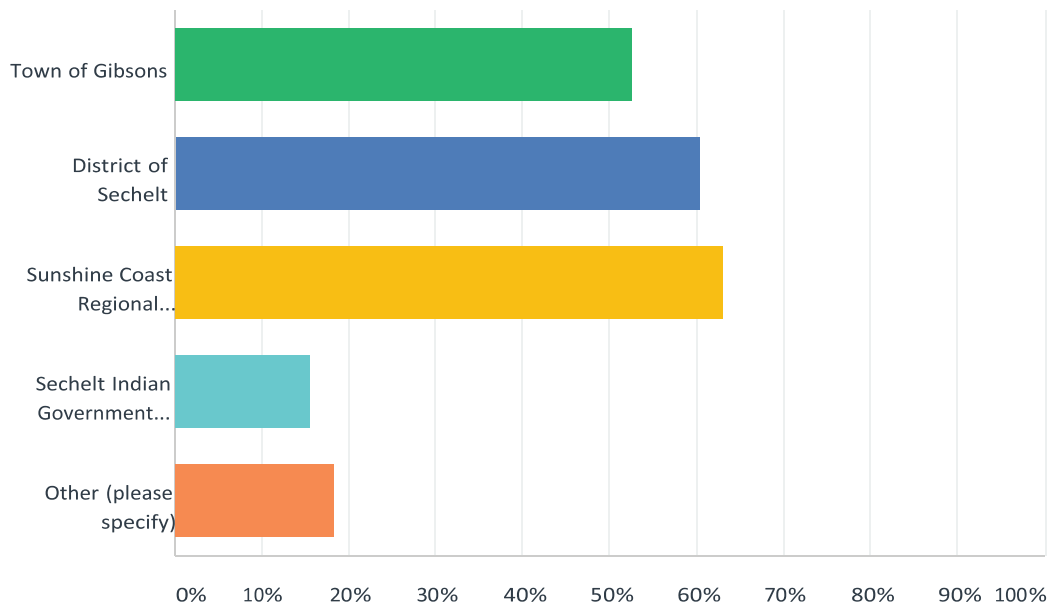


ANSWER CHOICES		RESPONSES	
Part 3 (large, complex buildings)		7.41%	2
Part 9 (houses and small buildings)		92.59%	25
Other (please specify)		0.00%	0
TOTAL			27
#	OTHER (PLEASE SPECIFY)	DATE	

There are no responses.

Q6 Where are the buildings that you design or construct located? Select all that apply.

Answered: 38 Skipped: 10



ANSWER CHOICES		RESPONSES	
Town of Gibsons		52.63%	20
District of Sechelt		60.53%	23
Sunshine Coast Regional District (Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound)		63.16%	24
Sechelt Indian Government District		15.79%	6
Other (please specify)		18.42%	7

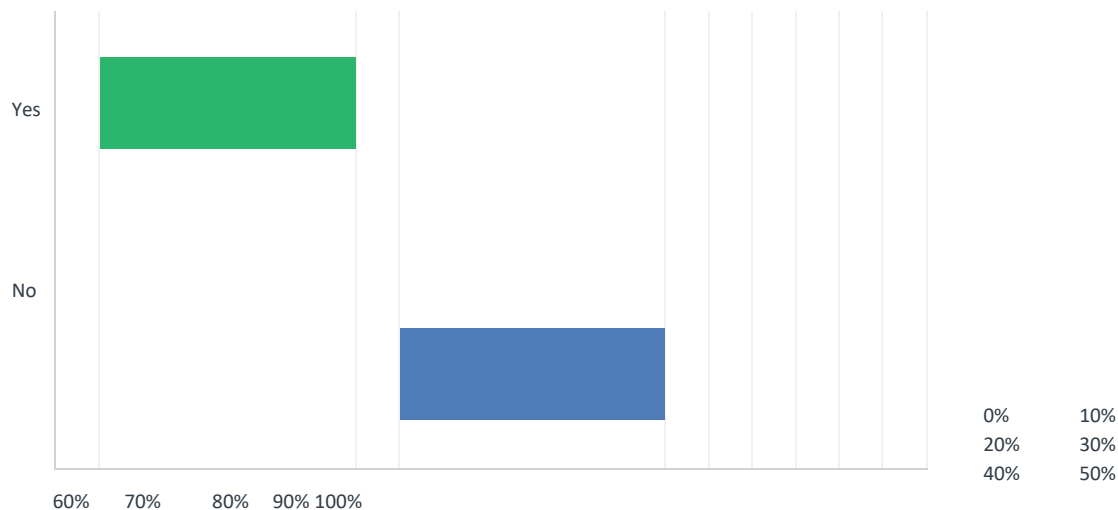
Total Respondents: 38

#	OTHER (PLEASE SPECIFY)	DATE
1	Not applicable	6/19/2020 11:22 PM
2	Lower Mainland/ Gulf Islands/ Interior	6/16/2020 3:08 PM
3	Off coast	6/10/2020 5:22 PM
4	I don't design nor construct buildings.	6/5/2020 5:44 PM
5	Lower Mainland	6/1/2020 11:08 AM
6	I work on projects throughout the province the majority of which are in the lower mainland.	5/26/2020 11:10 AM
7	N/a	5/12/2020 9:49 AM

Q7 Are you planning to build your own home in the next two years?

Answered: 43

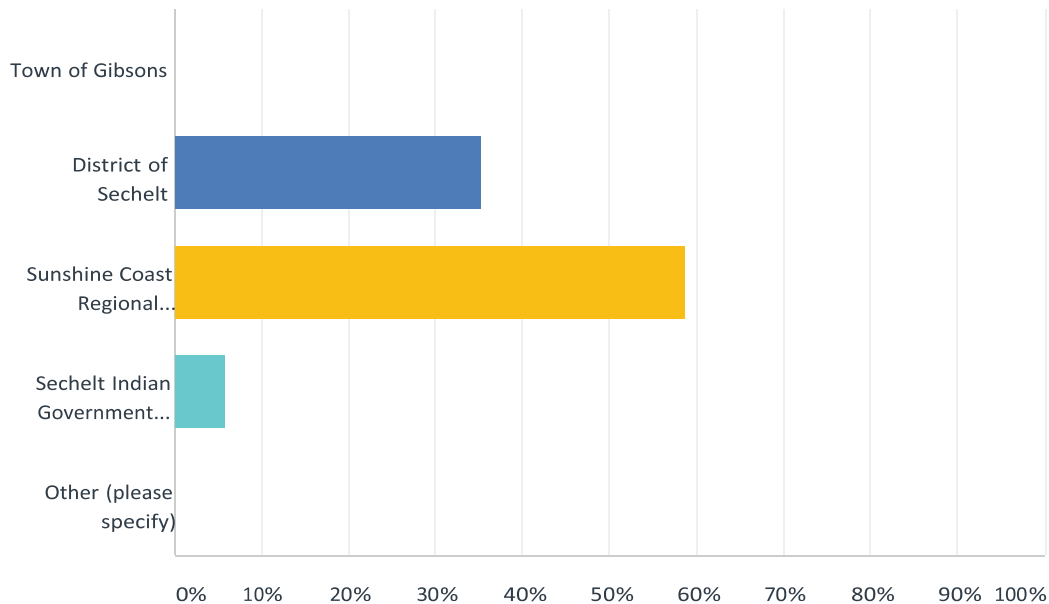
Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	39.53%	17
No	60.47%	26
TOTAL		43

Q8 Where are you planning to build your new home?

Answered: 17 Skipped: 31

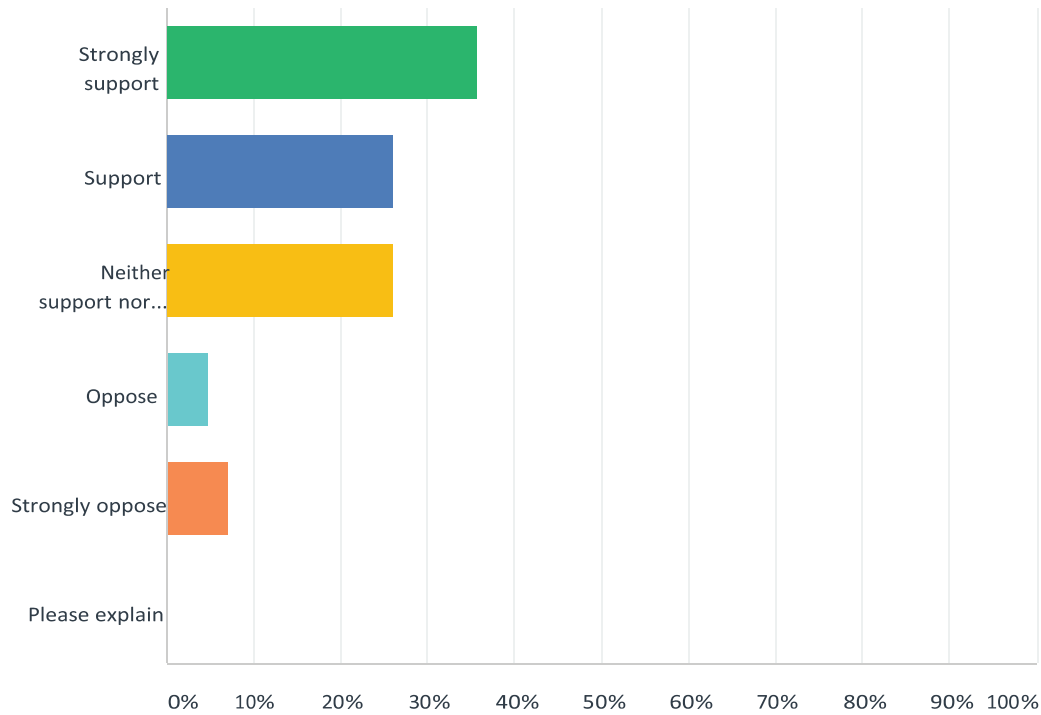


ANSWER CHOICES		RESPONSES	
Town of Gibsons		0.00%	0
District of Sechelt		35.29%	6
Sunshine Coast Regional District (Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, West Howe Sound)		58.82%	10
Sechelt Indian Government District		5.88%	1
Other (please specify)		0.00%	0
TOTAL			17
#	OTHER (PLEASE SPECIFY)	DATE	

There are no responses.

Q9 Do you support the Province's implementation of the BC Energy Step Code, as outlined in the introduction to this survey and in the links provided?

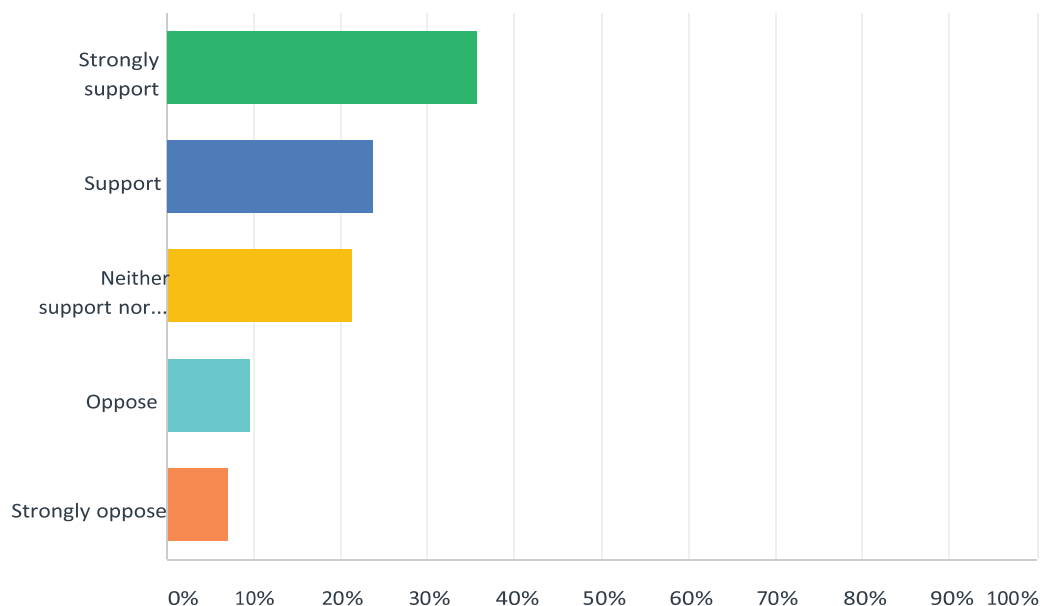
Answered: 42 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly support	35.71%	15
Support	26.19%	11
Neither support nor oppose	26.19%	11
Oppose	4.76%	2
Strongly oppose	7.14%	3
Please explain	0.00%	0
TOTAL		42

Q10 Do you support the Sunshine Coast's implementation of Step 1 in fall/winter 2020, in an effort to transition to the mandatory provincial standard? (i.e. adoption of BC Energy Step 3 in 2022.)

Answered: 42 Skipped: 6

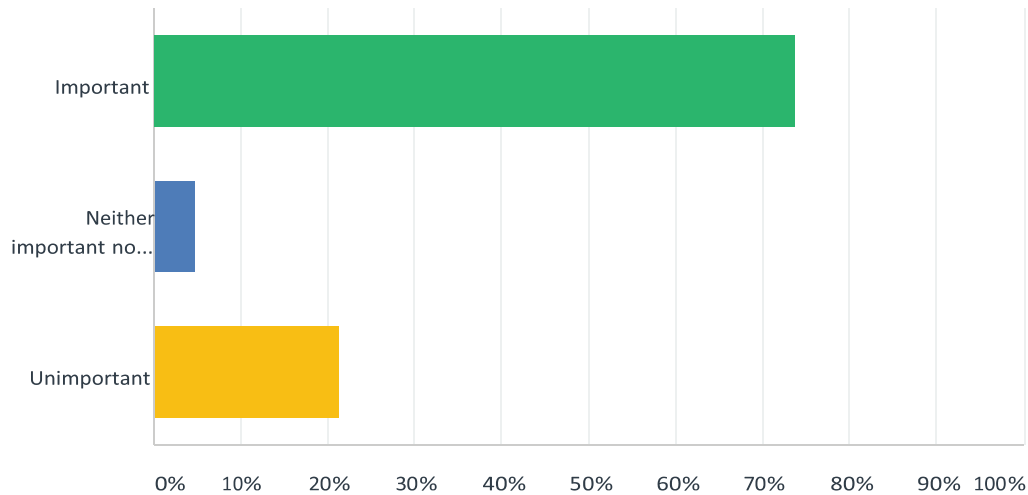


ANSWER CHOICES	RESPONSES	
Strongly support	35.71%	15
Support	23.81%	10
Neither support nor oppose	21.43%	9
Oppose	9.52%	4
Strongly oppose	7.14%	3
TOTAL		42

#	OTHER (PLEASE SPECIFY)	DATE
1	Although I agree in principal I am concerned about the increased cost to build a home. Houses prices are already far too high.	6/19/2020 11:25 PM
2	energy use is not honest, shared, equitable by owner(the investment in recommended changes, exceeds the gains made by savings of the suggestions, energy prices only increase, regardless of energy savings by the private owner, there is too much energy made, yet we pay more, both towards saving and towards using. The gambling of excess energy is not sovereign to purpose and unfair to distribution possibilities of true savings and true investment to the public.	6/16/2020 8:18 PM
3	Currently dealing with the Step Code in other districts has significantly increased the costs of building for homeowners. I don't think that the reduction in energy usage is worth the significant cost premium associated with the energy requirements. Unless there are significant changes to the way the building industry works and the cost of materials the Step Code could push new home construction out of the realm of possibility for the average person. 2x6 walls and a truss roof have worked well for a long time, in our reality mild climate I don't see the need to make such drastic changes that will have such an effect on the cost of building.	6/16/2020 3:15 PM
4	I	5/25/2020 3:46 PM

Q11 How important is it to you that the local governments of the Sunshine Coast implement the BC Energy Step Code at the same pace?

Answered: 42 Skipped: 6

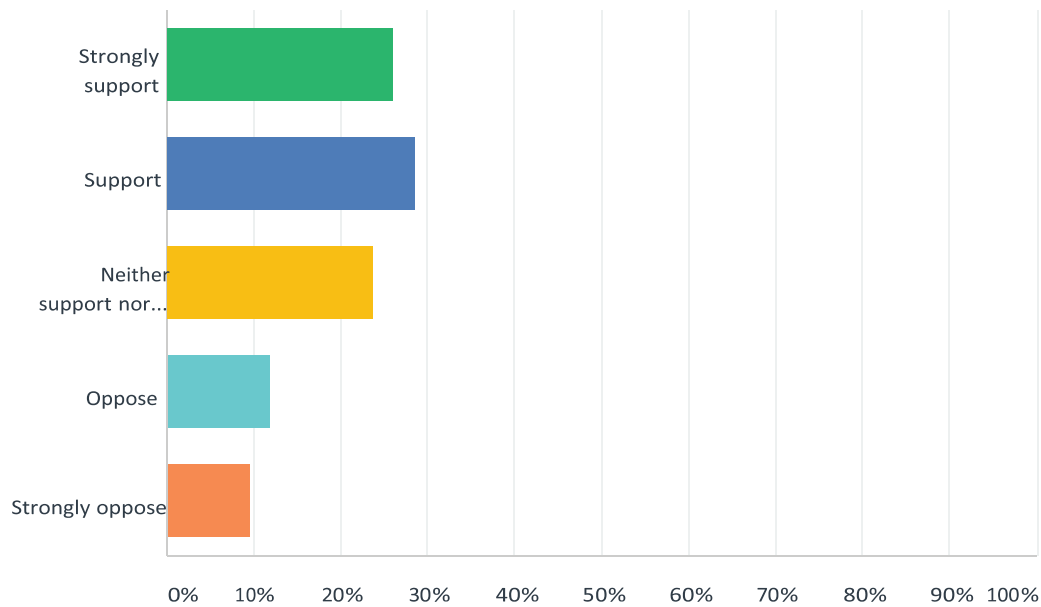


ANSWER CHOICES		RESPONSES	
Important		73.81%	31
Neither important nor unimportant		4.76%	2
Unimportant		21.43%	9
TOTAL			42

#	OTHER (PLEASE SPECIFY)	DATE
1	we must maintain a better relationship with affordability and reuse, tiny homes, and shared values of survival, endless growth should be harnessed to 'manageable growth' you are governing, you should have obligation more to humans and not divisive ideals to monetary gains and social pains. We must learn recessionary economics or be left with more homeless, more stress, more sickness, more health costs and more corrosive measures of austerity.	6/16/2020 8:23 PM
2	Implementing the BC Energy Step Code on a unified basis is very important. To provide a level playing field. And to optimize the delivery of public and industry education. Further, to enable the provision of needed services related to energy advisors and blower door testing.... that are currently lacking on the Sunshine Coast.	6/14/2020 5:09 AM

Q12 Do you support the amount of lead-in time before adoption of Step 1 in fall/winter 2020?

Answered: 42 Skipped: 6



ANSWER CHOICES		RESPONSES	
Strongly support		26.19%	11
Support		28.57%	12
Neither support nor oppose		23.81%	10
Oppose		11.90%	5
Strongly oppose		9.52%	4
TOTAL			42

#	OTHER (PLEASE SPECIFY)	DATE
1	Providing adequate lead time is crucial to making sure that resources for training can be delivered. That is, to support buy-in by everyone involved in the building process. Also, to understand the benefits are attainable in terms of being cost effective....and not simply added costs and work providing no value.	6/14/2020 5:12 AM

Q13 What steps have you taken to prepare for the implementation the BC Energy Step Code?

Answered: 32 Skipped: 16

#	RESPONSES	DATE
1	This is the first I heard of it. You Need to make further efforts to make the public aware of the initiative.	6/19/2020 11:29 PM
2	read up on the step code and asked local building officials about it.	6/18/2020 9:15 AM
3	none, I will grandfather every possible way to survive, until society breaks down the walls of stupid cronyism that believes endless growth on a finite planet is possible while glaciers the size of cities, tumble into the ocean every day, from economic disparity and colonial divisions upon its people in the name of profit. My house is insulated, the heating is the best efficiency available, yet still it is unaffordable to survive on a fixed income because renewal is the only mandate available. What about hemp blocks, what about log cabins, what about traditional values, nothing is affordable when the land has been taken and vacuumed away for quick sales for foreign interests, even local lumber is 1 million dollars for us, half a log cabin, v an entire forest cut down that could build 100 homes of thick insulated woodyness. Not cheap 2X4 high maintenance, short life, museum staged homes for the wealthy investor. The future is uncertain tinkering makes it even more uncertain.	6/16/2020 8:38 PM
4	None	6/16/2020 5:17 PM
5	Online training and reading	6/16/2020 3:16 PM
6	Cpd training and education	6/15/2020 10:03 PM
7	webinars, lots of reading, talking to builders	6/15/2020 12:29 PM
8	Step one is just another consultant. So no real prep required	6/15/2020 10:55 AM
9	Reading ESC material. Taken an overview course on the ESC. Built a net-zero ready passive solar residence just prior to the introduction of the ESC. In effect the introduction of the ESC validates the design build process I had already undertaken....	6/14/2020 5:14 AM
10	Research of standards.	6/9/2020 1:57 PM
11	We are actively implementing prescribed construction improvements into our builds in as much as our clients are willing to comply.	6/9/2020 6:52 AM
12	none yet, just deciding to build	6/8/2020 5:02 PM
13	None. I have an old house, low income and can't afford to build.	6/5/2020 5:49 PM
14	Preparing to explain to customers why pricing on building is going to get even higher then it already is.	6/4/2020 8:21 AM
15	Established a working relationship with E3 eco group to partner as our energy advisors and taken a course to get familiar with the B.C. energy step code. As well, we've sent staff to BCIT for training in the Passive House for trades people course.	6/3/2020 8:47 PM
16	Try to identify energy modelers. Try to understand construction implications of Step Codes. Try to figure out why nobody recognizes that our electricity is already a renewable resource.	6/1/2020 11:15 AM
17	I'm designing Net-Zero homes	5/29/2020 10:13 AM

BC ENERGY STEP CODE COMMUNITY CONSULTATION: MAY 2020

18	None	5/28/2020 11:36 AM
19	Reading the step code and resources from the Step Code Council, BC Housing, and various studies.	5/26/2020 11:14 AM
20	We are already building to step 4.	5/25/2020 3:47 PM
21	Training and voluntary compliance on several projects over the last 2 years up to Step 4.	5/25/2020 3:06 PM
22	none	5/25/2020 2:32 PM
23	educating myself, making connections with energy consultants, asking questions at the SCRD office, building my own net zero ready home in 2018	5/25/2020 10:37 AM
24	Gained knowledge of the Step Code.	5/25/2020 8:59 AM
25	Online reading to educate myself	5/25/2020 7:50 AM
26	Taken courses and building easily to this level at present	5/25/2020 7:03 AM
27	Building residential homes to Level 1 currently	5/24/2020 7:34 PM
28	Online Training	5/22/2020 1:44 PM
29	none at this point	5/22/2020 1:35 PM
30	Furthering education and research into product supply and the entire Net Zero and B.C. step plans.	5/13/2020 7:22 PM
31	I am furious you even consider the early adoption with what, a few months lead time for early adoption. The ENTIRE point of the "step code" was to usher builders/homeowners to sustainability standards. You are essentially destroying the social license to regulate, by demonstrating you cannot adhere to provincial standards and timelines. I have been gathering materials and planning the design for my build based on current code and an out of the blue code change, we'll see you in court.	5/12/2020 1:45 PM
32	None	5/12/2020 12:04 PM

Q14 What challenges do you expect to face during the implementation of the BC Energy Step Code?

Answered: 33 Skipped: 15

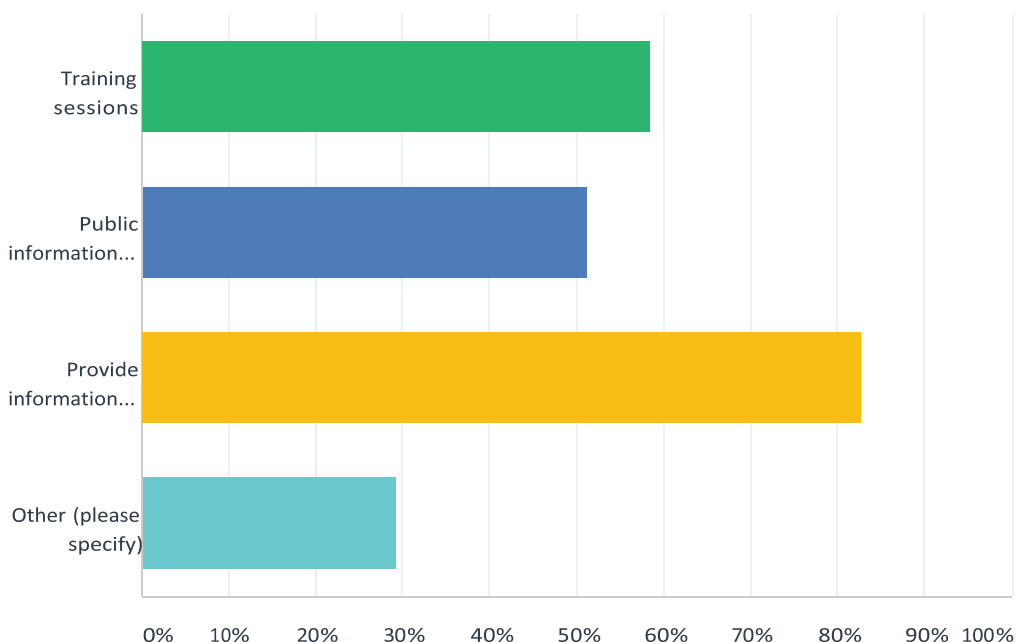
#	RESPONSES	DATE
1	Increased costs.	6/19/2020 11:29 PM
2	higher building costs to clients	6/18/2020 9:15 AM
3	angry people, poor public relations, more cost, no flexibility.	6/16/2020 8:39 PM
4	Dont know	6/16/2020 5:18 PM
5	Complications to structural design based on insulation requirements. Limitations to architectural design as insulation requirements will make certain architectural features difficult to accomplish. Significant cost increases to client for additional consultant time, labour, and material costs.	6/16/2020 3:18 PM
6	As a timber builder I see it making our builds difficult to achieve without sacrificing the aesthetics and structural values. Also this is just another major cost in an already over priced building industry with so many products and professionals involved.	6/15/2020 10:06 PM
7	lack of access to training/information here on the coast and online. Mentoring?	6/15/2020 12:31 PM
8	Builder and owner push back. Cost increase.	6/15/2020 10:56 AM
9	As with any new concept, all players will need the time to step up to the plate in terms of becoming familiar with the ESC, and integrating it so that the ESC becomes the norm for building planning, design, and implementation. ESC 1 is a great place to start.... while reaching low.... this provides a chance for participants to crawl before walking and running..... And perhaps to focus on a core or fundamental aspect of the ESC..... That of integrating energy modelling and verification (blower door) routines into the process. And hopefully to see that these are not just added mandatory requirements, but tools to use to their and their clients advantage. However, this points to a significant challenge.... that currently there is marginal expertise for providing energy modelling and verification services based on the Sunshine Coast. This will need to be addressed. So that such services can be provided and be easily available without having to rely on service providers coming from afar and off the Sunshine Coast area.	6/14/2020 5:22 AM
10	Increasing costs, lack of knowledge and training in the trades, lack of public awareness, lack of energy advisors	6/10/2020 10:47 AM
11	Budgeting the cost into construction	6/9/2020 3:00 PM
12	Cost and timeline increase, due to EA location and availability.	6/9/2020 1:58 PM
13	Client education and perception of increased costs if not the reality of increased costs due to increases in system equipment as well as increased cost of labour and education.	6/9/2020 6:56 AM
14	no sure	6/8/2020 5:02 PM
15	?	6/5/2020 5:50 PM
16	Finding the right trades to use to meet the requirements. In turn seeing higher pricing from the bigger companies on the coast.	6/4/2020 8:24 AM
17	Additional planning pre-permit to incorporate the work of the EA into the permit application documents	6/3/2020 8:49 PM

BC ENERGY STEP CODE COMMUNITY CONSULTATION: MAY 2020

18	Construction Industry will argue that costs are not justified in our relatively gentle climate, and that workers will need additional training to think along Step Code lines (air-tightness in particular).	6/1/2020 11:17 AM
19	It must be well communicated to the construction industry	5/28/2020 11:36 AM
20	Sub-trades who will be skeptical or fearful, particularly regarding air-tightness. I believe education is key. The high performance building courses at BCIT are very good.	5/26/2020 11:16 AM
21	Consumer willingness to sacrifice on certain design details or face increases in construction costs, specifically doors and windows.	5/25/2020 3:48 PM
22	Increased cost of building for customers. Familiarity with requirements of all trade contractors. Staying up to date on product developments and determining best practice, while still maintaining a cost effective approach.	5/25/2020 3:08 PM
23	none	5/25/2020 2:33 PM
24	I feel that the process has increased the cost of building to a level that makes it difficult for many families and people starting out. When I have clients and propose energy applications, they are reluctant because of cost. The inspection and engineering fees and elongated time frames with so many planning processes is prohibitive for some needing to figure out the timing of their personal funding. I would like to see a strong informational and education component to implementation by the governing districts. Careful consideration must be given to the cost of requirements for approval of a project which makes building prohibitive beyond the actual cost of the actual construction.	5/25/2020 10:42 AM
25	The availability of energy advisors on the Sunshine Coast may be a challenge.	5/25/2020 9:24 AM
26	scheduling and adjusting to the requirements needed to meet step1	5/25/2020 7:54 AM
27	Access to timely service from energy modelers	5/25/2020 7:04 AM
28	Costs passed along to homeowners	5/22/2020 1:44 PM
29	Our home is 40 years old although it has been kept up to date. c)Consumption wise. It will be difficult to improve basic insulation etc,	5/22/2020 1:37 PM
30	The added costs that may be difficult to explain to others, especially at the step 4 and 5 levels.	5/13/2020 7:23 PM
31	None if they are implemented as per provincial timetables.	5/12/2020 1:46 PM
32	Lack of trades people able to implement step code.	5/12/2020 12:05 PM
33	Costs? Listening to people whine and complain	5/12/2020 9:38 AM

Q15 How can we help make the implementation of the BC Energy Step Code easier for you? Choose all that apply.

Answered: 41 Skipped: 7



ANSWER CHOICES	RESPONSES	
Training sessions	58.54%	24
Public information meeting	51.22%	21
Provide information about local resources re) implementing the BC Energy Step Code	82.93%	34
Other (please specify)	29.27%	12
Total Respondents: 41		

#	OTHER (PLEASE SPECIFY)	DATE
1	grants for a method forced upon those that can not comply. Or fix the energy crisis.	6/16/2020 8:40 PM
2	None	6/16/2020 5:18 PM
3	the first year, offer free blower door test. publicity campaigns promoting better build. Publicly promoting companies who achieved a high score to create a positive & competitive environment. Educate citizens on what it is, why, and how they will benefit from it. Will it cost more? yes, how much more at lock up and how much amortized over 20 years. Create a "hype" and create perceived value around the product to reward builders who invest into the step code.	6/15/2020 12:39 PM

4	There is also an opportunity here that should be considered of providing information about leveraging the ESC to better future proof all buildings.... Whether single family residence, MURB, institutional, commercial... The ESC is one of the core pillars of the provincial CleanBC program. Other aspects of CleanBC include measures related to encouraging electric vehicles adoption for example. In addition, the ESC promotional material clearly discusses the concept of future proofing buildings to be "net-zero ready". Adoption rates for EVs, and interest for integrating solar energy is receiving rapid uptake on the Sunshine Coast. Consequently, encouraging future proofing current builds to be EV charger ready and solar ready should be integrated into the public information and training messaging. Energy Step Code or not, all construction undertaken today should be including EV ready charging.	6/14/2020 5:31 AM
5	Offer tax rebate for early higher compliance to offset the increased cost of construction for lower income home construction.	6/9/2020 3:03 PM
6	Ensuring that the bureaucracy does not complicate the transition or in any way increase fees etc as a result of more oversight or mandatory use of more expensive materials or specialized equipment. The transition should be as user friendly as possible and should be logical and easily understandable, so as not to scare clients or builders. Building officials will need to be allies in the whole process.	6/9/2020 7:09 AM
7	More of these surveys to gauge how important this is and how many people/contractors agree with the steps in the new code	6/4/2020 8:27 AM
8	Training sessions should try to show lots of examples.	6/1/2020 11:18 AM
9	Online public meeting	5/28/2020 11:37 AM
10	consistent enforcement of the requirements through all districts.	5/25/2020 3:49 PM
11	nothing thanks	5/25/2020 2:33 PM
12	Don't do it 2 years ahead of schedule. Stick to the plan, and it's all good. Give people "4 months" (for Fall) to adjust, what a load of bull. We're not anti sustainability, it's the "gotcha" Aspect of your approach. It's the opposite of a stepped approach. The stepped approach brings everyone along. You are excluding people from the get go	5/12/2020 1:49 PM

Q16 Do you have any other comments you would like local government staff and Councils to consider prior to implementing the BC Energy Step Code?

Answered: 22 Skipped: 26

#	RESPONSES	DATE
1	come together with community that doesn't care about you, or even know what you do, or even have time for you, the indigenous do not speak, neither do those you chose to represent, you have to beg, not pretend. Begging is not shameful, it is the sign of a true political debate. Get real.	6/16/2020 8:44 PM
2	I don't see the SCR D having much say in this as it is to be in bc building code. Help with education and resources is helpfull	6/15/2020 10:10 PM
3	It is time to go forward with this, but help us get training and tools to do the job.	6/15/2020 12:43 PM
4	Try to streamline and make the transition simple and uniform. Diffculties arise with varying interpretation and acceptance criteria. Also, rely on the consultants.	6/15/2020 10:58 AM
5	Two comments: 1. Accessible design, universal design, ADA, aging in place: This should be actively encouraged as a core design principle for all builds. On a personal basis for my recently built net-zero ready passive solar residence, the actually number one design principal was that the core areas of the residence must adhere to accessible design standards.... to enable aging in place. This needs to be done from the initial design stage. Not as an afterthought. And future proofs the residence (or build). Also, adds marginal or incidental costs. The current COVID-19 situation should provide further impetus as to why such approaches need to be taken seriously. If not mandated, then provide recommendations for inclusion. The more builds that enable aging in place, the less pressure on the need for assisted living residences. Which appear to have been the single most serious sector impacted during COVID19. 2. Net-zero ready: Actually, reaching ESC 5 (for residences) ESC 4 (for Part 3),is not a requirement for a building to be a candidate for reaching a net-zero status. In fact ALL buildings can be candidates for becoming net-zero. And the most common approach for buildings would be installing solar panels.... most often solar PV. Solar thermal as well. Obviously, the higher the quality building envelope, the less solar needed. The reality is, that for my secondary residence (30 + year old), the least expensive route to achieve a net-zero energy status would simply be to add solar PV. Not even bother upgrading the building envelope! However, it makes sense to target upgrading the building envelope first. Here given end of life for components such as windows. Which would also allow require a smaller solar system. In any case, a great local example of solar PV being added to existing buldings..... that wouldn't have been constructed to ESC 4/5 is that work being done by SD46 on local schools! But something that is important is to integrate solar ready features into the design of new builds. Along with EV charging ready features. Again, this is about future proofing.... Integrating solar ready and EV charger ready features into builds requires incidental or marginal costs. And provides significant savings to what the might be renovation costs if not done. Such measures should be encouraged and or mandated. In the cases of the SCR D and the District of Sechelt, the current requirements under the BC Solar Hot Water Regulation should be maintained. Actually enhanced to fully embraces solar PV. As for the Town of Gibsons, measures should be adopted to align with the SCR D and Sechelt.... so as too make the implementation of the ESC consistent across jurisdictions. We are on the Sunshine Coast.... and should leverage this identity!	6/14/2020 5:53 AM
6	Going to make it harder for owner-builders. All it will do is raise construction costs.	6/10/2020 5:08 PM
7	Have a trained staff member who will specialize in supporting the builders.	6/9/2020 3:05 PM
8	Please be very careful.	6/9/2020 7:11 AM
9	not yet	6/8/2020 5:03 PM

BC ENERGY STEP CODE COMMUNITY CONSULTATION: MAY 2020

10	Not sure if I should have taken this survey as have an older home and don't expect to build a new one. If changes ever come about for existing homes then I would have a huge problem with finances.	6/5/2020 5:55 PM
11	Please factor in price of building to your decisions. In my opinion building material and labour is getting too high. Adding more rules and regulations is only going to add cost. They have already made it harder to be a home owner builder and I fear these steps might make it impossible.	6/4/2020 8:31 AM
12	Making sure that the approach towards the step code is consistent throughout the different jurisdictions on the Sunshine Coast is key. Our organization is looking forward to the coming changes.	6/3/2020 9:00 PM
13	If this is a provincial inevitability, then the early adoption will make the transition through to Step[4 and 5 a bit easier. The new Arbutus Seniors Housing Proposal is Step 4 already in conformance with BC Housing requirements. That could be a good example.	6/1/2020 11:20 AM
14	No	5/28/2020 11:37 AM
15	Implementing BC's Energy Step Code is critical to enable the construction of energy efficient buildings, achieve meaningful carbon reductions, and to provide consumer choice that doesn't exist with the minimum Code building stock. The best time to implement energy savings is when a building is first constructed and the increased cost is relatively marginal. We can economically build homes that use 75% less energy than current code. Every building built today to minimum Code is a multi-generational mistake. Implementing Step 1 will be a good start to familiarize local designers and builders with the coming requirements and begin to give consumers information on building performance which should help develop the market for homes that achieve greater energy efficiency much like the gas mileage sticker on the car. However, implementing Step 3 would provide greater value for performance and is achievable with existing construction techniques so there is little reason not to. Building more efficient buildings has broader economic benefits to the community. Energy dollars for electricity and gas are sent to utilities off-coast. Energy dollars saved however, are more likely to be spent in the community. Choosing not to move forward with the Step Code would be a competitive disadvantage for the local construction industry as the rest of the province moves ahead. I urge all local governments on the Coast to work together to adopt the Step Code to the highest level possible, as soon as possible. Thank you.	5/26/2020 4:45 PM
16	I would rather be part of a community that leads than follows, here on the coast we have long accepted mediocrity in our construction practices, this is an opportunity for change on that front and I hope we take it.	5/25/2020 3:51 PM
17	more costs????	5/25/2020 2:34 PM
18	be realistic in your implementation and be well organized with a clear agenda on what people need to do	5/25/2020 10:42 AM
19	Step WILL INCREASE the cost of housing.	5/22/2020 1:44 PM
20	No	5/22/2020 1:38 PM
21	STICK TO THE PLAN. LEAVE LYING DOGS SLEEP. There will be zero goodwill and nothing of consequence accomplished by an out of the blue pre-mature implementation of this, and I'll see what my legal options are if these are implemented on such short timelines when designs are already underway	5/12/2020 1:52 PM
22	There were no question about climate change. I want this to reduce our carbon emissions	5/12/2020 9:51 AM

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 23, 2020

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: LONG TERM DEBT AS AT JUNE 30, 2020

RECOMMENDATION(S)

THAT the report titled Long Term Debt as at June 30, 2020 be received for information.

BACKGROUND

The purpose of this semi-annual report is to provide the Committee with current information regarding the Sunshine Coast Regional District's (SCRD) long term debt obligations and any market updates which may impact debt for the SCRD.

DISCUSSION

A summary of the SCRD's long term debt obligations as at June 30, 2020 is provided in Attachment A.

Specifics of new debt issues, budgeted unissued debt, and expiring debt affecting the 2020-2024 Financial Plan are detailed below along with information on member municipality debt and historical debt levels.

New Debt Issued

On February 27, 2020, a short-term loan agreement was entered into to provide funding for the Vaucroft Dock Capital Works project per Board resolution 015/20 No. 5. The principal amount of the loan is \$450,000. Proceeds were advanced on March 6, 2020 and are scheduled to be repaid in five annual installments on or before August 31 of each year beginning in 2020 and ending in 2024.

Budgeted Unissued Debt

As of June 30, 2020, budgeted unissued funding from borrowing proceeds for two capital projects and ten equipment purchases included in the 2020 Financial Plan totaled \$17,344,500 as detailed in Table 1 below.

Of the budgeted amount, \$305,000 is related to carry forward projects from 2019 and \$17,039,500 is for budget proposals approved for inclusion in the budget during 2020 deliberations.

The timing for issuance of new borrowing is estimated based on individual project timelines and is subject to final authorization through either a Security Issuing Bylaw or Board resolution if not already in place.

Table 1: Summary of Budgeted Unissued Debt				
Project/Equipment Purchase	Budgeted Proceeds	Proposed Term	Estimated Issuance	Authorization
Regional Water Vehicle Replacements*	170,000	5 Years	Q3 2020	Resolution 206/19 No. 9
North Pender Harbour Water Vehicle Replacement*	90,000	5 Years	Q3 2020	Resolution 038/19 No. 18
Waste Water Vehicle Replacement*	45,000	5 Years	Q3 2020	Resolution 038/19 No. 25
GDVFD Engine #1 Replacement	350,000	5 Years	2021	004/20 No. 9
HMBVFD Tanker (Tender) Replacement	200,000	5 Years	2021	004/20 No. 11
Building Maintenance Vehicle	25,000	5 Years	Q4 2020	004/20 No. 19
Water Meter Installations – Phase 3	7,000,000	20 Years	Fall 2021	Requires elector approval
Vehicle Purchase – Strategic Infrastructure Division	93,000	5 Years	Q4 2020	065/20 No. 37
Regional Water Utility Vehicle Purchase	46,500	5 Years	Q4 2020	004/20 No. 31
Regional Water Excavator & Trailer	200,000	5 Years	Q4 2020	004/20 No. 32
Church Road Well Field Project	9,000,000	30 Years	Fall 2021	<i>Elector approval process in progress- results expected at July 23, 2020 Board Meeting</i>
North Pender Harbour Water Emergency Generator	125,000	5 Years	Q3 2020	065/20 No. 38
Total	\$17,344,500			

*denotes a carry forward project from 2019

Loan Authorization Bylaw No. 704

Issuance of \$5,000,000 in borrowing approved under Loan Authorization Bylaw No. 704 for the Chapman Lake Supply Expansion project is not anticipated based on the current project status (project not proceeding); however, the authority to borrow remains in place for the specified purpose until such time as the Loan Authorization Bylaw is repealed or five years from the date of adoption on July 28, 2021, whichever comes first. This authorized borrowing is not included in the draft 2020-2024 Financial Plan.

Expiring Debt

An equipment financing loans for [117] Information Technology was fully repaid in May 2020. The annual debt servicing cost for this loan of \$26,707 was reduced to \$11,665 in the 2020 Financial Plan based on timing of the final payout.

An equipment financing loan for [117] Information Technology was fully repaid in December 2019. The annual debt servicing cost for this loan of \$26,707 was fully allocated in the 2019 Financial Plan based on timing of the final payout.

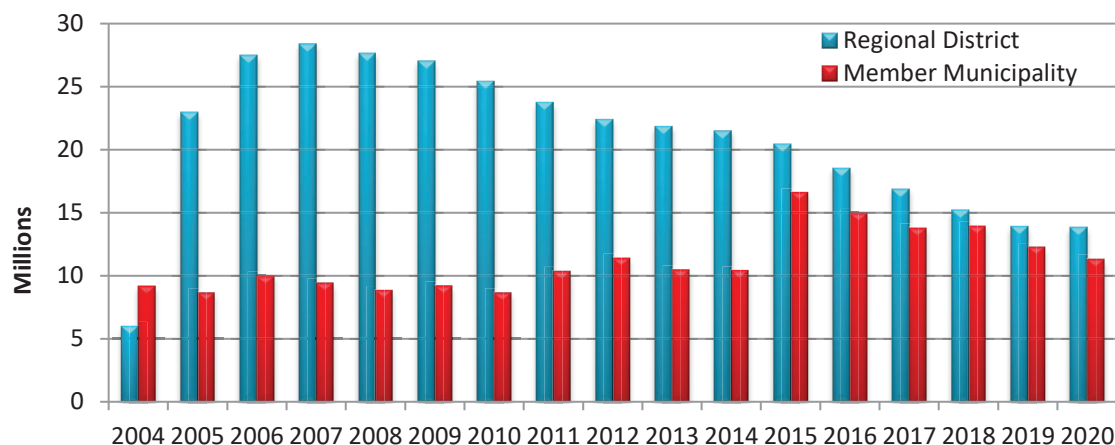
One additional equipment financing loans is set to expire before the end of 2020 for [650] Community Parks. The annual debt servicing cost for this loan of \$8,921 has been reduced to \$7,254 in the 2020 Financial Plan based on timing of the final payout.

Member Municipality Debt

Municipal financing under loan authorization bylaws (other than temporary borrowing) must be undertaken by the applicable Regional District. As at June 30, 2020, the outstanding principal balance of debt recoverable from Member Municipalities by the SCRD was as follows:

Gibsons	\$ 6,586,634
Sechelt	4,751,866
Total	\$ 11,338,500

The Town of Gibsons has \$5,089,000 in authorized unissued debt to fund Sewer Capital Improvements (\$1.760M) and Water Capital Improvements (\$3.329M). Issuance of this borrowing is subject to the adoption of Security Issuing Bylaws by the Regional District Board. Bylaws will be brought forward upon receipt of a Municipal Security Issuing Resolution from the Town.

Historical Debt Balances*Financial Implications*

All debt servicing costs are included in the Financial Plan and are updated annually to reflect actual repayment schedules and interest rates. Funding for expiring debt is automatically removed from the Financial Plan as a loan expires. Debt servicing costs for budgeted unissued borrowings are estimated based on current interest rates and are included in the Financial Plan no sooner than when the borrowing is expected to occur.

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report is consistent with the SCRD's Debt Management Policy.

CONCLUSION

A short-term loan to provide funding for the Vaucroft Dock Capital Works project was issued in March 2020. The principal balance of this loan was \$450,000.

Budgeted unissued debt funding for capital projects and equipment purchases totaled \$17,344,500 as at June 30, 2020. This debt will be issued in accordance with project timelines and funding requirements, subject to any required authorizations.

The elector approval process is in progress for the Church Road Well Field Project which would allow for up to \$9 million to be borrowed over 30 years. The results are expected to be released at July 23, 2020 Board Meeting.

One equipment financing loans was fully repaid in the six-month period ending June 30, 2020. There is one additional equipment financing loan scheduled to expire prior to the end of 2020.

As at June 30, outstanding debt issued on behalf of member municipalities totaled \$11,338,500 and authorized unissued member municipality debt totaled \$5,089,000.

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

Sunshine Coast Regional District

Attachment A

Schedule of Long Term Debt

Projected Balances as at June 30, 2020

Purpose	Interest Rate	Annual Servicing Costs	Principal Balance Remaining	Maturity	Rate Reset / Early Payout
Borrowing Under Loan Authorization Bylaw					
Parks Master Plan	2.25%	88,480	304,855	2022	N/A
Community Recreation Facilities Construction	4.77%	1,461,424	6,616,351	2025	N/A
Chapman Water Treatment Plant	1.80%	175,018	1,222,106	2025	2020
Field Road Administration Building	4.88%	243,191	1,138,662	2026	N/A
Community Recreation Facilities	4.88%	167,664	785,029	2026	N/A
Fleet Maintenance Building Expansion	4.88%	33,530	156,990	2026	N/A
Egmont & District Fire Department Equipment	4.88%	8,238	38,572	2026	N/A
Pender Harbour Pool	2.25%	48,519	473,322	2029	2024
South Pender Water Treatment Plant	3.00%	82,479	1,061,259	2034	2024
North Pender Harbour Water UV & Metering	3.00%	29,300	310,000	2035	N/A
South Pender Harbour Water Metering	3.00%	43,950	465,000	2035	N/A
Square Bay Waste Water Treatment Plant	2.66%	17,868	269,580	2039	2029
		\$ 2,399,661	\$ 12,841,726		
Liabilities Under Agreement					
Merrill Crescent Septic Field Replacement	1.52%	3,278	11,383	2024	Open
Canoe Road Septic Field Replacement	1.52%	4,382	15,217	2024	Open
Vaucroft Dock Capital Works	1.52%	99,466	450,000	2024	Open
		\$ 107,126	\$ 476,600		
Equipment Financing					
Community Parks - Vehicle (2015)	1.52%	8,921	2,772	2020	Open
Regional Water - Vehicle (2016)	1.52%	14,341	22,350	2021	Open
Information Technology Hardware (2018)	1.52%	24,326	35,443	2021	Open
Gibsons Fire Ladder Truck	1.52%	71,210	177,210	2022	Open
Building Maintenance - Vehicle	1.52%	24,104	22,129	2022	Open
Community Parks - Vehicle	1.52%	8,587	26,249	2023	Open
SPHWS - Vehicle	1.52%	6,424	21,286	2023	Open
Information Technology Hardware (2019)	1.52%	24,326	58,559	2023	Open
Regional Water Vehicle Replacements (2018)	1.52%	42,546	168,003	2024	Open
		\$ 224,785	\$ 534,001		
Budgeted Unissued Borrowing					
Regional Water Vehicle Replacements (2019)	TBD	35,330	170,000		
North Pender Harbour Water Vehicle Replacement	TBD	18,704	90,000		
Waste Water Vehicle Replacement	TBD	9,352	45,000		
GDVFD Engine #1 Replacement	TBD	72,738	350,000		
HMBVFD Tanker (Tender) Replacement	TBD	41,565	200,000		
Building Maintenance Vehicle	TBD	5,196	25,000		
Water Meter Installations - Phase 3	TBD	414,097	7,000,000		
Vehicle Purchase - Strategic Infrastructure Division	TBD	19,328	93,000		
Regional Water Utility Vehicle Purchase	TBD	9,664	46,500		
Regional Water Excavator & Trailer	TBD	41,565	200,000		
Church Road Well Field Project	TBD	382,049	9,000,000		
North Pender Harbour Water Emergency Generator	TBD	25,978	125,000		
		\$ 1,075,564	\$ 17,344,500		
SCRD Long Term Debt Totals		\$ 3,807,135	\$ 31,196,827		
Debt Servicing Ratio*		9.75%			

*annual debt servicing cost/recurring revenue

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 23, 2020

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: GAS TAX COMMUNITY WORKS FUND UPDATE

RECOMMENDATION(S)

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

BACKGROUND

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

Since 2005, \$8,648,663 has been received from the Gas Tax Fund under the 2005-2015 CWF Agreement and the renewed 2014-2024 CWF Agreement. Funding is based on Regional District rural area population and payments are advanced on a semi-annual basis with funds allocated to the five rural areas per the following resolution adopted at the May 11, 2017 Board meeting:

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

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

DISCUSSION

Funding Allocation

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

Summary of Funding Commitments

Unspent funding received as at December 31, 2019 totaled \$5,726,685. This year's first installment payment totalling \$332,274 is expected to be received in late July. The second installment of \$332,274 is also expected to be received in late July as a result of the Government of Canada's announcement on June 1 that payments would be accelerated in 2020 as part of its COVID-19 response plan. The total available funding for eligible projects in 2020 is

\$6,391,233. Of this, \$377,643 is currently budgeted or committed for projects and \$6,013,590 remains uncommitted.

A summary of CWF allocations and funding commitments by Electoral Area for 2020 is provided in Table 1 below with more detailed information in Attachment A, titled Gas Tax Community Works Fund Summary of Commitments.

Table 1: Summary of Gas Tax Community Works Funding				
Electoral Area	Unspent Funding as at December 31, 2019	2020 Funding Allocations	2020 Funding Commitments	Uncommitted Funds for Available for 2020
Area A- Egmont/Pender Harbour	\$ 1,380,892	\$ 120,444	\$ -	\$ 1,501,336
Area B - Halfmoon Bay	884,755	125,124	(357,643)	652,236
Area D - Roberts Creek	1,188,127	157,026	(10,000)	1,335,153
Area E - Elphinstone	1,492,297	168,180	(10,000)	1,650,477
Area F - West Howe Sound	780,614	93,774	-	874,388
Totals	\$ 5,726,685	\$ 664,548	\$ (377,643)	\$ 6,013,590

Cooper's Green Hall Funding Commitment

\$300,000 of 2020 funding commitment for Area B - Halfmoon Bay is related to the following resolution adopted by the Board at its regular meeting on June 22, 2017

209/17 Recommendation No. 3 Coopers Green Hall Replacement – Fundraising

THAT the report titled Coopers Green Hall Replacement – Fundraising be received;

AND THAT donations received by the Regional District for the Coopers Green Hall Replacement capital project be reserved and committed towards this project only;

AND FURTHER THAT \$100,000 from the Electoral Area B Gas Tax Community Works Fund be committed for the Coopers Green Hall Replacement capital project for the 2017, 2018 and 2019 fiscal years.

The capital funding plan approved by the Board in support of the successful application to the Investing in Canada Infrastructure Program (ICIP) did not include this funding commitment due to grant stacking limits with respect to Federal funding.

Due to their pending ineligibility, these funds will be de-committed and become available for use towards other Gas Tax eligible projects upon execution of a formal ICIP grant funding agreement for the Coopers Green Hall Replacement project.

Incomplete Projects

There are several incomplete projects which remain open on the SCRD's Annual Expenditure Report to UBCM. Expenditures to date for these projects have not yet resulted in a tangible

capital asset, there is no further direction on the projects, and they were not included in the 2020-2024 Financial Plan. These projects are as follows:

Project Title	CWF Funding Applied
Gower Point Road Bicycle/Walking Path - Secret Beach to Gibsons	20,812
Redroofs Road Bicycle/Walking Path - Hwy 101 to Mintie Rd	24,036
Hwy 101 Bicycle/Walking Path Barrier Fencing at Chaster Creek	7,468
Lower Road Bicycle/Walking Path Remaining Sections	11,306
Roberts Creek Village to Pier Bicycle/Walking Path	10,153
Beach Avenue Bicycle/Walking Path from Flume Road South	2,957
Egmont Road Bicycle/Walking Path	5,393
Garden Bay Road Bicycle/Walking Path	6,793
	<u>\$ 88,918</u>

Staff, in coordination with AVICC Regional District members, worked with the Ministry of Transportation & Infrastructure (MoTI) and UBCM on an approach to developing active transportation infrastructure in MoTI right of ways that would allow the above noted projects to proceed.

The Board authorized the signing of the *Active Transportation Infrastructure Memorandum of Understanding* with the Ministry of Transportation and Infrastructure at its regular meeting on January 23, 2020 per resolution 015/20 No. 2. UBCM continues to consider the use of CWF funding for active transportation projects located on provincial lands.

Staff will bring a report to a future Committee on recommended next steps for these projects, along with funding recommendations and Financial Plan amendments.

STRATEGIC PLAN AND RELATED POLICIES

Gas Tax Community Works Funds are intended for capital purposes and, subject to eligibility requirements, can be considered as a funding strategy in the continued development and implementation of a comprehensive asset management strategy.

CONCLUSION

This report is an update on the current status of the CWF (provided through the Federal Gas Tax Fund) including funding commitments, year to date spending and uncommitted funds available to be spent on eligible projects. There is \$6,391,233 of CWF available to fund eligible projects in 2020. Of this, \$377,643 has been committed for projects and \$6,013,590 remains uncommitted.

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

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

**Gas Tax Community Works Fund
Summary of Commitments
2020 Funding Year**

		A	B	D	E	F	Total
CWF Funding	Function	Z10159	Z10160	Z10161	Z10162	Z10163	
Balance of 2019 Uncommitted Funds to 2020		\$ 1,346,720	\$ 507,390	\$ 1,151,205	\$ 1,447,134	\$ 757,058	\$ 5,209,507
2019 Interest Earned		34,172	19,722	26,922	35,163	23,556	139,535
Balance of 2019 Committed Funds to 2020 (Carry Forwards)			357,643	10,000	10,000	-	377,643
Funding Available as at December 31, 2019		\$ 1,380,892	\$ 884,755	\$ 1,188,127	\$ 1,492,297	\$ 780,614	\$ 5,726,685
2020 Anticipated Funding Allocation (based on 2016 Census data)							
First Installment (July)		120,443	125,125	157,026	168,180	93,775	664,548
Second Installment (included with first installment for 2020)		-	-	-	-	-	-
Funding Available for Projects in 2020		\$ 1,501,336	\$ 1,009,879	\$ 1,345,153	\$ 1,660,477	\$ 874,388	\$ 6,391,233
2020 Budgeted and Committed Funding							
Area B - Coopers Green Park - Hall & Parking Design Plans (CF)	650		57,643				57,643
Area B - Coopers Green Hall Replacement (Committed Funds per Res. 209/17 No. 3)	650		300,000				300,000
Area D&E - Lower Road - Ocean Beach Esplanade Connector Trail (CF)	650			10,000	10,000		20,000
		\$ -	\$ 357,643	\$ 10,000	\$ 10,000	\$ -	\$ 377,643
Uncommitted CWF Gas Tax Funds for 2020		\$ 1,501,336	\$ 652,236	\$ 1,335,153	\$ 1,650,477	\$ 874,388	\$ 6,013,590
CWF Funds allocation (per capita basis using 2016 Census data)		18.12%	18.83%	23.63%	25.31%	14.11%	100.00%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 23, 2020

AUTHOR: Michelle Goetz, Accounts Payable Technician

SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING JUNE 30, 2020

RECOMMENDATION

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2020 be received for information.

BACKGROUND

The 2020 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$20,300 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District (SCRD) business.

DISCUSSION

The total amount posted to Constituency Expenses for the period ending June 30, 2020 is \$3,023 leaving a surplus balance of \$17,277. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$6,620 leaving a remaining balance of \$29,524. Figures are based on expense reports submitted up to July 10, 2020 for the period ended June 30, 2020 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A	\$882	\$1,982	\$-
Director Area B	\$104	\$2,261	\$-
Director Area D	\$1,450	\$251	\$-
Director Area E	\$404	\$1,131	\$-
Director Area F	\$182	\$708	\$180
Director DOS (2)	\$-	\$107	\$-
Director TOG	\$-	\$-	\$-
Director SIGD	\$-	\$-	\$-
Totals	\$3,023	\$6,620	\$-
Budget	\$20,300	\$36,144	
Surplus (Deficit)	\$17,277	\$29,524	
* Alternate included with Director travel totals.			

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Director Constituency and Travel Expenses aligns with the Financial Sustainability Policy.

CONCLUSION

The 2020 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$56,444. For the period ending June 30, 2020, the total amount posted to Constituency and Electoral Expenses is \$ 9,642 leaving a remaining balance of \$46,802.

Reviewed by:			
Manager		Finance	X – B. Wing
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – July 23, 2020

AUTHORS: Sherry Reid, Corporate Officer
 Gerry Parker, Senior Manager, Human Resources
 Tina Perreault, General Manager, Corporate Services and Chief Financial Officer
 Valerie Cropp, Manager, Purchasing and Risk Management
 David Nelson, Manager, Information Technology and GIS
 Brad Wing, Manager, Financial Services
 Kyle Doyle, Manager, Asset Management

SUBJECT: CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR JANUARY TO JUNE 2020

RECOMMENDATION(S)

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2020 received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Corporate and Administrative Services (CAS) Divisions for the first half of 2020 (January to June).

Administration / Legislative [110]

PROJECTS

- a. Video Live-Streaming and facilitation of electronic meetings for Board and Committee meetings – Implemented a live video streaming system. Extended functionality to facilitate electronic meetings using Zoom services in response to COVID-19 remote meeting requirements for SCRD standing committees, select committees, advisory committees, advisory planning commission meetings, and public hearings.
- b. SCRD Website Audit – Completed the work plan including staff and community engagement lead by Kimbo Design consultants who delivered an assessment report with future-state objectives for the SCRD website.
- c. Alternative Approval Process (AAP) Phase 4 Church Road Well Field Project – preparation for the AAP and management of the process. The deadline for elector response is July 20th
- d. Communications Projects – Drought Management Plan Communications support, 2019 Annual Report Production, Development of Water Conservation Plan, Development of Green Bin Program Communications Plan, Granthams Hall Reopening Communications, Emergency Operations Centre COVID-19 updates, Church Well Project communications, Local Government Awareness Week social media campaign, Let's Talk Water (Utility Billing

information session) communications, Alternative Approval Process communications plan for Church Well project loan authorization.

- e. Electronic Bylaw Register – an electronic spreadsheet has been prepared and is currently being populated with all the bylaws that have been adopted by the SCRD to date, including readings, considerations, and approvals.
- f. Bylaw Consolidation Pages – a bylaw consolidation cover page template has been prepared and is being implemented in order to efficiently track bylaw amendment numbers, dates, and each modification that has been made to the parent bylaw.
- g. Records Management for Emergency Operations Centre (EOC) – In addition to day-to-day Documentation Unit duties, new record classifications in the LGMA Schedule were created for COVID-19 response and re-start and a user guide for external EOC staff creating or accessing EOC records was developed and circulated.
- h. Taking Physical Records Home During COVID-19 – policy and procedures were developed and implemented to ensure that physical records were tracked, protected and stored securely when they were taken home by SCRD staff working remotely during the pandemic.
- i. Transitory Documents Retention Policy – created a policy to allow for the review and deletion of transitory documents three months after being stored in the recycle bin of Dr. Know.

OPERATIONS

Statistics

Inactive Record Centre Retrievals

	Q1	Q2	Q3	Q4	Total
2020*	73	43			116
2019*	112	54	109	65	340
2018	234	155	105	105	580
2017	146	84	76	72	378
2016	133	159	110	237	639
2015	142	75	94	69	380

*2019 Q1-Q2 lower retrievals and requests due to delay of annual destruction to Q3

*2020 Q1-Q2 lower retrievals and requests due to COVID-19 lock-down

Records Management Help Desk requests

	Q1	Q2	Q3	Q4	Total
2020	252	236			488
2019	229	182	112	184	707
2018	331	265	182	115	893
2017	260	255	200	215	930
2016	398	337	227	296	1258
2015	226	763	419	352	1760

2015 Q2 = EDRMS Go Live

Twitter account maintenance

"Followers"	Q1	Q2	Q3	Q4
2020	1,593	1,701		
2019	1,505	1,566	1,589	1,603
2018	1397	1432	1470	1475
2017	1245	1293	1324	1351
2016	1051	1108	1169	1204
2015	752	est. 811	972	1003
2014	510	573	637	685

Facebook account maintenance

"Likes"	Q1	Q2	Q3	Q4
2020	2,239	2,288		
2019	1,836	1,921	1,963	1,990
2018	1,506	1611	1784	1844
2017	1142	1237	1350	1480
2016	737	875	949	1038
2015	180	227	650	695
2014	-	-	-	103

Facebook Advertising Campaigns (paid/boosted posts) 2020 Q1 and Q2

Campaign	*Reach	*Post Engagement	Comments	Shares
SCRD Website Feedback survey (March)	4,998	195	14	7
Board Compensation Review Task Force Recruitment	4,920	113	18	5
Emergency Operations Centre "Explore the Sunshine Coast Later" campaign (April)	22,316	1,696	26	86
Utility Bills Education Campaign (April)	6,146	453	15	7
Water Supply Advisory Committee Recruitment (May)	7,756	341	45	17

* Reach is the number of unique people who saw content.

* Post engagement includes actions such as reacting to, commenting on or sharing the ad, claiming an offer, viewing a photo or video, or clicking on a link.

Coast Currents e-newsletter.

"Subscribers"	Q1	Q2	Q3	Q4
2020	701	728		
2019	374	394	593	693
2018	339	354	348	367
2017	260	281	297	322
2016	227	246	263	270
2015	163	180	191	207

News Releases

	Q1	Q2	Q3	Q4	Total
2020	10	3			
2019	1	9	6	7	23
2018	2	6	5	4	17
2017	8	4	5	3	20
2016	8	11	8	2	29
2015	6	3	10	10	29

FOI Requests

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Rec'd
	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	Rec'd	Comp'd	
2020	11	11	8	3					19
2019	6	6	3	1	4	4	13	13	26
2018	10	9	0	1	13	11	4	6	27
2017	9	6	10	8	6	11	9	6	32
2016	11	9	7	7	6	6	5	5	29
2015	7	6	4	3	7	6	7	8	25

Summary of Freedom of Information Requests Received in 2020 Q1 and Q2

Type of Information Request	Total
Property information (incl. plans, drawings, permits, inspection reports, etc.)	8
Personal information	3
Motor vehicle incidents	1
Fire incidents	2
Waterline servicing/maintenance information	1
Planning documents (incl. planning processes, zoning amendments, OCP amendments, etc.)	2
Safety/emergency response documents (incl. correspondence, reports, memos, recommendations, etc.)	2

Human Resources [115]

PROJECTS

- a. Collective Agreement negotiations continued through to early March with agreement to postpone in response to COVID-19.
- b. Annual Joint Health and Safety Committee review processes supported by HR occurred January – May, 2020.
- c. Senior Manager, HR, led a panel and discussion in a Local Government Management Association pre-conference workshop for CAO's on best HR practices.
- d. New Sick Leave During COVID-19 Policy, Safety Policy, Working Remotely Policy, and new Business World training all in response to COVID-19 developed and/or provided to staff.

- e. New Letters of Understanding agreed upon between HR and Union to address Flexible Work Schedules and Temporary Layoffs in response to COVID-19. New Flexible Work Schedule Policy for Exempt staff as well.
- f. New Respectful Workplace policy and associated complaint form and procedures developed and distributed. Two (2) WorkSafeBC Inspections occurred and confirmed full compliance with WorkSafeBC Regulations and the Act.
- g. New SCRD WorkSafeBC Safety Plan created in response to COVID-19 along with updates to the Pandemic Exposure Control Plan and associated risk assessments and control measures.
- h. New SCRD CAO Performance Evaluation Template finalized with Committee and ready for distribution.

OPERATIONS

Statistics

First Aid and WorkSafeBC Reports. HR reviews and ensures appropriate follow-up occurs with Joint Health and Safety Committees for all reported staff injuries, time loss, and/or medical attention resulting in creation of a First Aid report or WSBC documentation.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Rec'd	Total Rec'd
	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC
2020	2	9	0	4						
2019	2	8	7	9	7	7	7	3	9	17
2018	6	4	8	11	4	8	8	8	22	31
2017	8	8	3	8	6	5	10	6	27	27
2016	8	1	11	4	6	4	14	6	39	15

Job Postings and Applications – HR posts jobs, receives applications, reviews, shortlists, supports interviews, check references and processes job offers.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total	Total
	Posts	Applicants.	Posts	Appl	Posts	Appl	Posts	Appl	Posts	Appl
2020	8	114	18	350						
2019	14	131	21	371	28	222	23	274	86	998
2018	15	79	20	265	18	223	14	166	67	634
2017	16	105	15	81	19	97	29	233	79	516
2016	10	96	14	271	27	226	14	235	65	828

Training and Development (BEST - Building Essential Skills for Tomorrow). Numerous sessions held throughout the year that include such topics as communication skills, leadership development, project management, Word, Excel, emergency preparedness, and safety training.

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Sess.	Total Att.
	Sessions	Attendees	Sess.	Att.	Sess.	Att.	Sess.	Att.		
2020	6 - Online	82	20 - Online	*285 (144 COVID -19 Training)						
2019	3	30	3	27	3	55	7	137	16	248
2018	2	14	9	40	3	42	1	20	15	116
2017	0	0	8	108	2	28	9	131	19	267
2016	4	55	5	79	3	49	5	59	17	242

Corporate Services - Asset Management, Corporate Finance, Finance Operations, Purchasing and Risk Management-[111,112,113,116]; Field Road Administration Building-[114]; IT, GIS and Civic Addressing-[117,506, 510]; SCRHD Administration-[118], Rural Grant-in-Aid-[121-129], Member Municipal Debt-[140]; PH Health Clinic-[410], Economic Development-[531-535], Library Services-[625,626, 627 and 640], Museums-[648]

PROJECTS

a. Finance

- 2020-2022-Financial Plan process completed and further amended due to COVID-19
- 2020 Annual Requisition – Funds were requisitioned in April 2020 for Ad Valorem and February 2020 for Parcel Tax. Funds will be received from the Town of Gibsons, District of Sechelt, Sechelt Indian Government District and Province of BC by August 1, 2020.
- 2019 Audit – BDO LLP – Year-end audit was completed in April 2020. Audited Financial Statements were presented by BDO LLP and approved by the Board on April 23, 2020.
- Canadian Award for Financial Reporting (CAnFR) – 2019 CAnFR award was applied for in June 2020. Results are typically received in November.
- Statutory Filings for 2020 – Local Government Data Entry (LGDE), Climate Action Revenue Incentive Program (CARIP), Statement of Financial Information (SOFI) and Annual Report completed by the end of June 2020.

b. As of June 30, 2020 the approved Rural Areas' Grant-in-Aid to be funded August 1, 2020 totals \$89,228.

c. Risk Management:

- Continues with the second phase of the Statement of Values evaluation contract
- Ongoing development of a maintenance cycle for assessing future insurance requirements.

- Continues to develop a multi-year annual risk review plan with a corporate wide options for risk registry process
- d. Purchasing:
- Continues with Social Procurement training with staff and vendor community outreach.
 - Develop and implement procurement training program sessions.
- e. Asset Management:
- Wastewater:
 - i. Continued Community Engagement seminars for potential impacts on residents of the wastewater local service areas.
 - ii. User Fee increases presented/approved at Jan 2020 Board meeting
 - iii. Ongoing Capital Planning for 15 Wastewater service areas
 - iv. Successfully received grants for two wastewater service areas, preparing to put projects to tender
 - Ongoing development of Asset Registry for Water, Parks and Ports.
 - Provided interdepartmental support for life-cycle costing on various projects.
- f. Information Technology - Significant unplanned COVID-19-initiated work to quickly enable work-from-home technology, connectivity, security controls, and loaner equipment for staff.

Corporate Software:

- Continued routine updates to software systems.
 - Iteratively improved on internal workflow and business processes around job posting requests, onboarding and offboarding of staff, and position control in our ERP (Enterprise Resource Planning) software.
 - Ongoing development of new and improved reporting from all software systems in response to requests for better information accessibility.
 - Developed protocols and procedures for using Zoom in conjunction with YouTube, and live-streaming equipment to deliver regular public board and committee meetings and a consistent, reliable and publicly accessible fashion. Now expanding this to include Public Hearings, dialogues, and other public attendance events.
- g. GIS – Developed a variety of web mapping applications for several SCRD departments to meet changing needs. Began providing GIS service to the Town of Gibsons.
- h. Administration Building (Field Rd.)
- Worked on modifications and safety changes related to COVID-19.
- i. Library Services:
- Gibsons and District Public Library
 - i. Service/Funding agreement signed for 2020
 - ii. Regular Building Maintenance items complete.
 - Sechelt Public Library - Staff to staff meetings to work on drafting updated five-year funding agreement and Memorandum of Understanding.

OPERATIONS

Finance Statistics

of Invoices and Payments Issued

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments
2020	2,096	2,525				
2019	2,195	2,757	2,540	2,667	4735	5424
2018	802	2,918	2,003	2,436	2,805	5,354
2017	944	2,385	885	2,832	1,829	5,217
2016	674	2,873	669	2,860	1,343	5,733
2015	617	2,738	677	2,834	1,294	5,572
2014	708	2,881	652	2,857	1,360	5,738

Purchasing Statistics

of Purchase Orders Issued

	January to June	July to December	Total
	Processed	Processed	
2020	321		
2019	350	259	609
2018	314	349	663
2017	559	334	893
2016	484	247	731
2015	523	314	837
2014	374	322	696

of RFX's Tendered and Awarded

	January to June		July to December		Total Awarded
	Tendered	Awarded	Tendered	Awarded	
2020	21	14			
2019	19	18	27	21	39
2018	16	9	27	17	26
2017	19	18	19	20	38
2016	12	6	17	12	18
2015	9	9	11	10	19
2014	9	8	9	8	16

NOTE: A total of 157 contracts/purchase orders were issued during the time period April 1 to June 30, 2020 with zero valued between \$50,000 and \$100,000. As there were no contract awards between the above noted values there will not be a separate Staff Report for Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2020.

Utility Billing Statistics

of Active mySCRD Users

	mySCRD Users	All Other UB Customers	Total
2020YTD	5,385	8,668	15,053
2019	4,273	9,758	14,031
2018	3,426	10,490	13,916
2017	2,602	11,071	13,673
2016	1,729	11,655	13,384

of Active mySCRD Users receiving paper vs electronic invoices

	Paper Invoices	E-bill Invoices	Total
2020	3,156	2,229	5,385
2019	2,639	1,634	4,273
2018	2,119	1,307	3,426
2017	1,589	1,013	2,602
2016	1,024	705	1,729

of Payments Received for Each Payment Method

	mySCRD	Online banking	In Person	Total
2020YTD	3,867	9,595	3,271	16,733 (YTD)
2019	2,916	10,277	6,361	19,554
2018	2,746	10,122	6,609	19,477
2017	2,422	9,786	7,078	19,286
2016	2,093	8,632	7,586	18,311

\$ Value of Utility Accounts with Balances Outstanding Dec 31

Jurisdiction	2017	2018	2019	2020	Change
570	86,393	82,930	92,800		9,870
746	182,357	190,245	246,885		56,640
Total	268,750	273,175	339,685		126,510

Information Technology (IT) and Geographic Information Services (GIS) Statistics

of Addresses Assigned

	January to June	July to December	Total
2020	150		
2019	239	200 (not including 150 renumberings)	439
2018	205	183	388
2017	185	182	367
2016	236	172	408

of Public Enquiries regarding Property Information and Mapping Section (PIMS)

	January to June	July to December	Total
2020	390		
2019	269	198	467
2018	296	201	497
2017	387	317	704
2016	402	344	746

of Town of Gibsons GIS Tickets

	January to June	July to December	Total
2020	34		34

of IT Help Request Tickets

	January to June	July to December	Total
2020	1596		
2019	1846	1770	3616
2018	1454	2190	3644
2017	1715	1829	3544
2016	2706		2706

Other (Education and Training)

- a. GIS Staff – participated in a variety of professional development opportunities including online webinars, user groups and conferences for ESRI, Latitude Geographics, BCFED, AssetFinda and MISA BC.
- b. Manager, Purchasing and Risk Management – Attended the Municipal Insurance Association of British Columbia- COVID-19 Webinar Series – April to June 2020
- c. General Manager, Corporate Service/CFO attended:
 - a. Emergency management of BC- COVID-19 related webinars March and April.
 - b. Government of Finance Officer (International)- Webinars on COVID recovery
 - c. The Government Finance Officers Association of BC virtual conference June 3-5, 2020.
 - d. Participation as member of Municipal Finance Authority of BC-Pooled Fund Advisory Committee. Focus has been on economic impacts of COVID.

Reviewed by:			
Mgr., IT	X – D. Nelson	CFO/Finance	X.-T. Perreault
SM, HR	X – G. Parker	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	



File: 18046-40/DSC/03-Annual Op Plans/2020

July 08, 2020

Sunshine Coast Regional District
1975 Field Road
Sechelt, British Columbia
V0N 3A1

Sent via Email: Julie.Clark@scrd.bc.ca

Re: BCTS Sunshine Coast 2020-2024 Operational Plan North Lake Amendment

Dear Board Members:

On June 15th, 2020 BC Timber Sales (BCTS) referred the Sunshine Coast 2020-2024 Operating Plan North Lake Amendment (the Amendment) to the SCRD. We indicated in the referral that the comment period is 60 calendar days, which is shorter than the typical 90-day period for BCTS apportionment for the SCRD. The requirement for a shorter comment period is due to the fact that the volume in the referral is being delivered by BCTS under a 5-year Non-Replaceable Forest Licence (NRFL) that has been issued to Tsain-Ko as part of the shíshálh Nation Foundation Agreement. Under the terms of the NRFL, which is in its 3rd year and expires in July 2023, the volume must be harvested and scaled prior to expiry of the NRFL. The NRFL volume is Tsain-Ko's (TKO) volume and BCTS and TKO partnered to develop and sell the planned volume as part of a disposition agreement. The plan was originally referred in 2019.

The Amendment is composed solely of blocks and roads that are part of the Tsain-Ko and BCTS partnership. On June 29th, 2020, representatives from BCTS met with the SCRD planning team. The SCRD planning team suggested we prepare a summary of changes for the amendment to help the SCRD meet the comment period timeframe. Changes that have been incorporated in the Amendment are provided below.

Community Engagement

Through a series of small group meetings with the Egmont Community Club and the North Lake Residents Association we were able to address key community values and adapt our operating plan to reflect the community's values. We also met with the Ruby Lake Landowners Association to discuss the plan and gather their input on the community values and held a large community meeting online on June 25th, 2020. We are committed to further

Page 1 of 3

engagement with the community groups. The main values identified from the community group engagements were:

- 1) Safety – haul traffic and road conditions
- 2) Water quality – for Waugh Lake and North Lake
- 3) Potential impacts to tourism – visual disturbance, trail aesthetics, traffic

Other values such as biodiversity, species-at-risk, silviculture systems, and proximity to private land were also identified. For more detailed information on specific mitigation strategies to address community comments please see the [Fact Sheet: BC Timber Sales and Tsain-Ko Partnership Blocks](#).

Proposed Harvest Area Changes

Originally, on the North Lake operating map there were a total of 24 proposed preliminary blocks. These blocks covered 168.7 hectares at an estimated volume of 75,000 m³. These block shapes had not been field verified.

Original Proposal

Timber Sale Licence	Year Originally Scheduled for Sale	Number of Blocks	Gross Hectares	Est. Cruise Volume (m ³)
TA0333	2019	10	65.9	29,290
TA0334	2020	7	51.5	22,889
TA0335	2021	7	51.3	22,821

In the North Lake Operating Plan Amendment there are a total of 14 blocks. These blocks cover an estimated area of 155.2 hectares and have an estimated volume of 75,000 m³. The blocks were consolidated into two Timber Sales Licences, TA0333 and TA0334. TA0333 is substantially complete but there will be some minor revisions to block size and volume will decrease slightly. The field work for TA0334 is underway.

North Lake Operating Plan Amendment

Timber Sale Licence	Scheduled for Sale Date	Number of Blocks	Gross Hectares	Est. Cruise Volume (m ³)
TA0333	August 15 th , 2020	4	59.3	35,662
TA0334	Oct.1 st -Dec.31 st 2020	10	95.9	39,338

For TSL TA0333 there are no new proposed blocks or roads. Changes were made to block shapes and some blocks were amalgamated. The overall composition of TA0333 remains primarily unchanged. Block boundary amendments are underway to reduce EGG6 by 2.9 ha in response to the hydrology report for TA0333. The hydrology report indicates that hydrologic risk will be low to very low for all watershed subunits assessed.

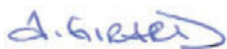
TSL TA0334 (and previously TA0335) have had several changes, we are seeking comment on the newly proposed roads and blocks:

- A total of 8 blocks were dropped from the original plan
 - EGG10, EGG11, EGG12, and EGG21 were dropped because of adjacency to the Brown Lake trail.
 - EGG14 and EGG19 were dropped because they were not economically viable.
 - EGG17 was dropped due to proximity to the Klein Lake campground.
 - EGG20 was dropped due to species-at-risk concerns

- EGG26, near the Brown Lake trail was also dropped. This block was never formally on an operating plan, but it was proposed during community engagement as possible addition to the Amendment.
- No blocks are located within the Waugh Lake watershed but EGG25 and EGG1 may be on the edge with a small overlap still to be quantified in the field.
- Two newly proposed blocks
 - EGG446 was added to provide an alternative road option to remove most of the haul traffic off North Lake br01 and alleviate concerns around dust and safety.
 - EGG25 was added to make up volume lost when the blocks around the Brown Lake trail were dropped.
- Two newly proposed roads
 - EGG8-01 is in block EGG446 and removes traffic from North Lake br01
 - EGG25-01 is in block EGG25 and connects North Lake br01 through to Egmont Rd to bypass the North Lake br01 and alleviate concerns around dust and safety.
- We have committed to a second hydrologic assessment for TA0334 to determine hydrologic risk for watershed subunits.
- We have contacted Ministry of Transportation Infrastructure (MOTI) staff on the Sunshine coast to confirm Egmont Road has capacity to handle the increased traffic and they have confirmed the road is capable of supporting the associated use.

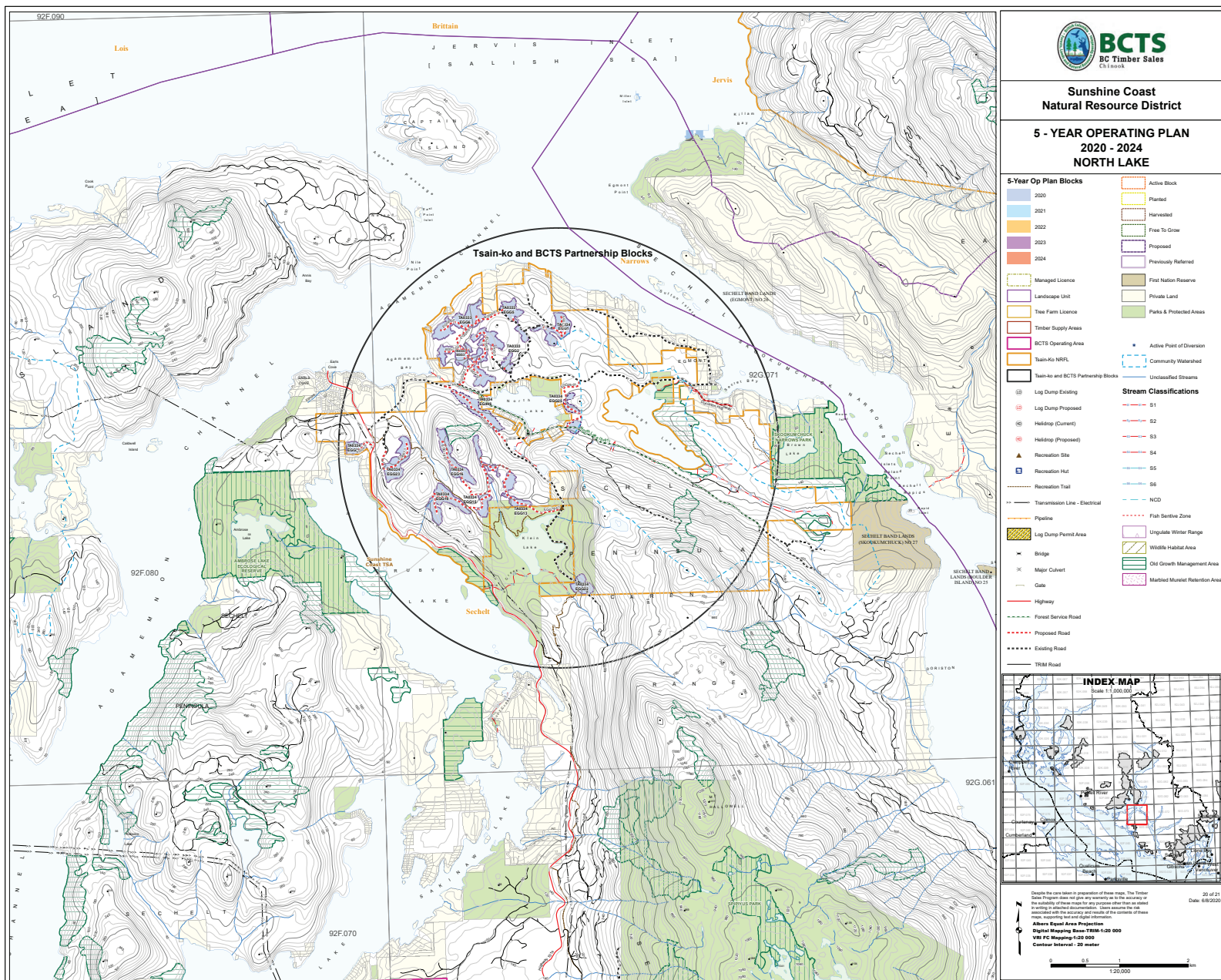
Additional information related to the North Lake partnership blocks including a professional hydrology report for TA0333, a Frequently Asked Questions document, a Fact Sheet, and timeline for community engagement can be found under Chinook (TCH) here: <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/updates>. If you have any further questions or require more information, please don't hesitate to email (Amanda.Girard@gov.bc.ca) or call 778-572-1800.

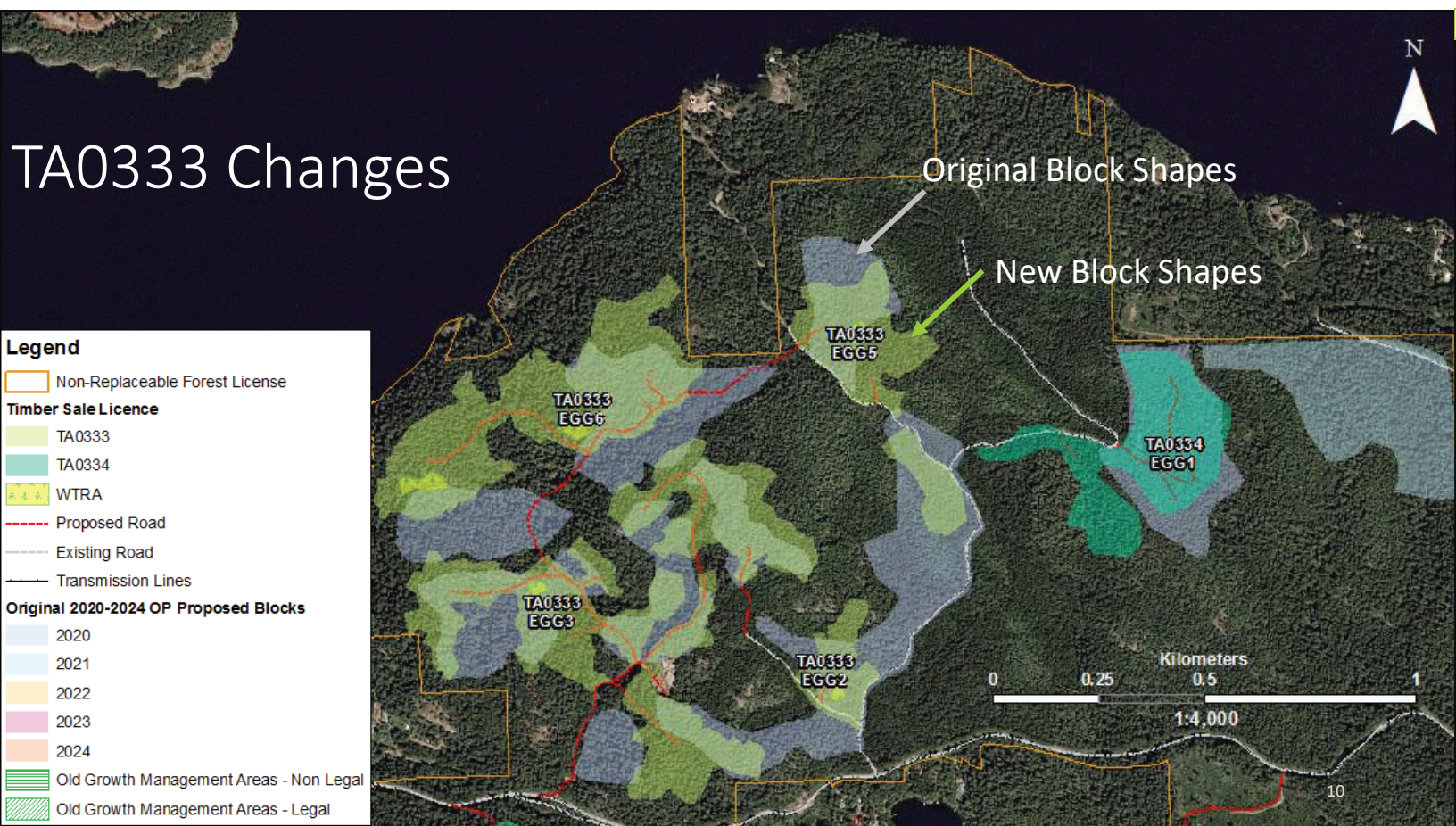
Yours truly,



Amanda Girard
Planning Forester
BC Timber Sales
Chinook Business Area

cc (via email): Ian.Hall@scrd.ca; Dave.Pady@scrd.ca



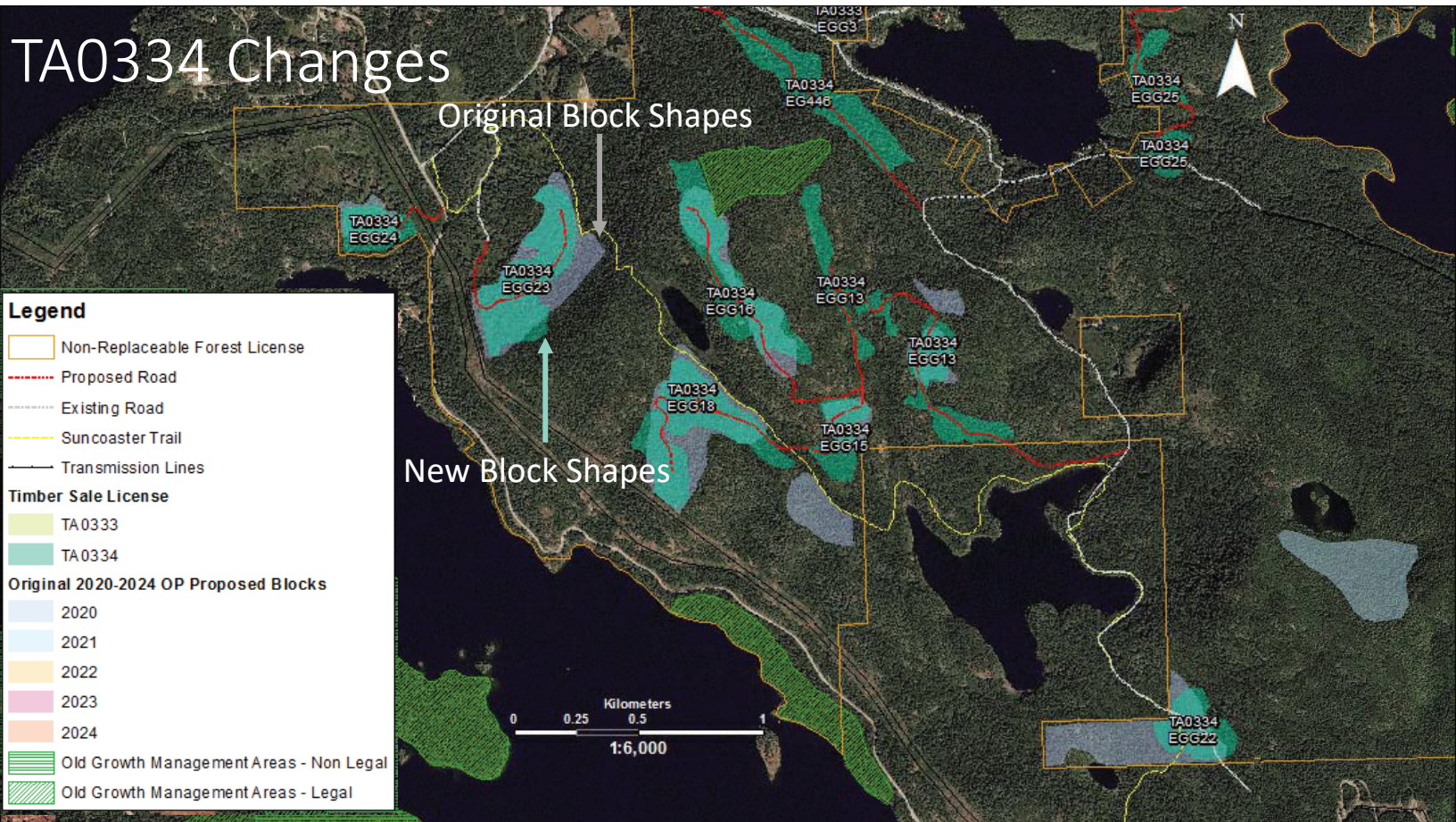


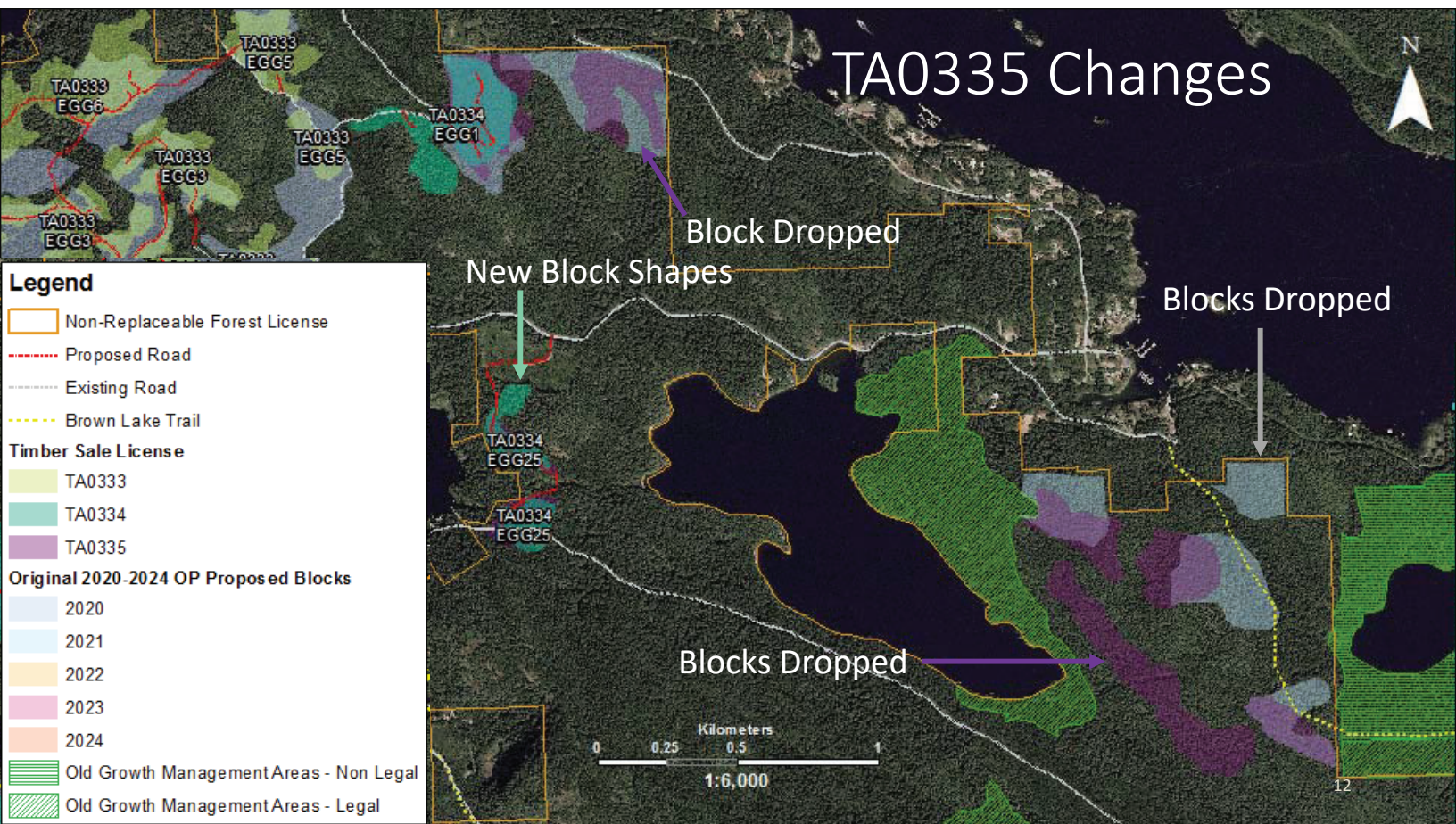
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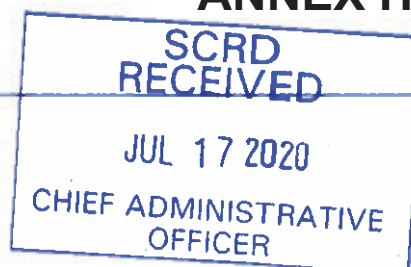
JTEF4

TA0333

Johnson, Tom E FLNR:EX, 2020-06-24







July 17, 2020

Ref: 256068

Dear Mayors, Regional District Chairs and Chief Administrative Officers:

Re: COVID-19 Related Measures Act (Bill 19)

We are writing to advise you that the above-captioned Bill was introduced by the Attorney General in the Legislative Assembly on June 22, 2020, and received Royal Assent on July 8, 2020.

The Act will ensure that the Province has a smooth transition to manage the effects of the COVID-19 pandemic beyond the end of the provincial state of emergency and to support BC's Restart Plan. This includes ensuring continuity for authorities provided by Ministerial Orders that allow local governments to continue to conduct their business in accordance with orders and guidance of the Provincial Health Officer.

The Act does the following:

1. Enacts Ministerial Orders made under the Emergency Program Act (EPA) in response to the COVID-19 pandemic and allows them to be extended beyond the end of the provincial state of emergency for 45 days or 90 days after the Act comes into force on July 10, 2020;
2. Establishes authority for the Lieutenant Governor in Council (LGIC) to make regulations to provide for a different expiry date for the Ministerial Orders, either immediately, at the end of the provincial state of emergency, or for a longer duration up to one year after the Act is brought into force. Ministerial Orders may only be extended if the LGIC is satisfied it is necessary to respond to or alleviate the effects of the COVID-19 pandemic;
3. Establishes authority for the LGIC to make regulations that provide protection from civil liability for COVID-19-related damages in circumstances to be defined by regulation;
4. Amends the EPA to provide clarity that the list of the Minister's powers under Section 10(1) is not exhaustive;
5. Amends the EPA to provide a limited authority for the LGIC to temporarily suspend or modify the application of provisions of enactments by regulation during a provincial state of emergency; and

.../2

6. Requires the Attorney General and Solicitor General, respectively, to provide a report to the Speaker of the Legislative Assembly on regulations made under the COVID-19 Related Measures Act and regulations or Ministerial Orders made under the EPA, within five days of them being made.

Nothing in the Act affects Orders or guidance issued by the Provincial Health Officer.

The intent is that all Ministerial Orders impacting local governments will initially be extended for 90 days. During that time, those Orders will be reviewed to determine whether they should be extended for an additional period, up to one year after the proposed Act comes into force.

It is expected that MO192, the Local Government Meetings and Bylaw Process Order No.3, will be continued for some months to come to ensure local governments have the appropriate authorities to govern their communities while ensuring continued compliance with Provincial Health Officer orders and guidance. MO159, the Local Government Finance Order, is also expected to be continued for some months to provide local governments with needed continuity for the financial measures that have been put in place during the emergency.

MO82, the Bylaw Enforcement Officer Order, will be reviewed in conjunction with the Office of the Provincial Health Officer and the Ministry of Health to determine whether it should continue beyond the 90-day extension. MO84, the Local Authorities and Essential Goods and Supplies Order, will be reviewed by Emergency Management BC to determine which provisions should be extended for a further period (for example, the requirement that local authorities seek approval of the Minister of Public Safety and Solicitor General before declaring a state of local emergency in relation to the COVID-19 pandemic), and which could be terminated (for example, the setting aside of earlier declarations of states of local emergency). We will keep you apprised as those reviews are done. Additional information is available in the online news release at: <https://news.gov.bc.ca/releases/2020AG0043-001126>

This is an unprecedented situation, and we want to recognize the extraordinary efforts of you and your staff in supporting British Columbia's all-of-society approach to managing the COVID-19 pandemic.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Selina Robinson
Minister of Municipal Affairs
and Housing

pc: Silas Brownsey, Acting Deputy Minister, Ministry of Municipal Affairs and Housing
Lori Halls, Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Gary MacIsaac, Executive Director, Union of BC Municipalities

From: Lexa Pomfret [REDACTED] >
Sent: Friday, July 24, 2020 5:38 AM
To: Lori Pratt
Subject: Re: letter of support

External Message

Thanks for your reply, Lori!

We are hoping to submit our application the in early August - hopefully by August 10.

Thanks again,

Lexa

From: Lori Pratt <Lori.Pratt@scrd.ca>
Sent: July 23, 2020 10:12 PM
To: Lexa Pomfret <[REDACTED]>
Subject: Re: letter of support

Hello Lexa;

I would be more than happy to lend my voice of support to RCM-SAR. [REDACTED]
[REDACTED] I know of the tremendous work of RCM SAR in our community.
If you would like one on SCRD letterhead, I will need a board motion to do so. When do you require the letter?

Regards,
Lori

From: Lexa Pomfret [REDACTED] >
Sent: Wednesday, July 22, 2020 12:49:37 PM
To: Lori Pratt
Subject: letter of support

External Message

Dear Lori,

I'm writing on behalf of Royal Canadian Marine Search and Rescue, Station 12, Halfmoon Bay (RCMSAR 12). We are in the process of applying for operational grants from the provincial government, and one of the grant requirements is letters of support from community organizations and businesses. You wrote such a letter last year, and I hope you will support us again this year! RCMSAR volunteers work diligently to enhance safety and lifestyle in our ocean community: we provide timely assistance to mariners in distress - including summer visitors who are unfamiliar with our waters and/or may not be experienced boaters - as the nearest Coast Guard stations are in Comox and Kitsalano. I think that it is worthy to note that we are a 100% volunteer organization; no member receives a salary, stipend, or any other payment.

We have two rescue boats, one serving the entire Sechelt Inlet and the other serving the outside waters from Trail Islands to Secret Cove. Operating these boats and maintaining crew training is dependent on funding, so if you could express your support in a letter on SCRD letterhead to enhance our grant application it would be much appreciated.

Thank you very much for your consideration. If you have any questions you can contact me by email or cell phone [REDACTED].

Yours truly,
Lexa Pomfret, Quartermaster
RCMSAR 12 Halfmoon Bay