



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Thursday, March 26, 2020
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Dr. Meena Dawar, Medical Health Officer, Vancouver Coastal Health
Regarding: COVID-19 (Coronavirus)
3. Paul Kamon, Executive Director, Sunshine Coast Tourism
Regarding: Response to Resolution: Online Accommodation Platform and Municipal Regional District Tax

REPORTS

4. Senior Leadership Team
Budget Project Status Report
(Voting – All Directors) Annex A
Pages 1-9
5. Financial Analyst
Grants Update
(Voting – All Directors) Annex B
pp. 10-13
6. Financial Analyst
Financial Closeout of the Chapman Lake Water Supply
Expansion Project
(Voting – All Directors) Annex C
pp. 14-16

COMMUNICATIONS

7. Parliamentary Committees Office – Legislative Assembly of British Columbia Annex D
Regarding Budget 2021 Consultation
(Voting – All Directors) p. 17

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|---|------------------------------|
| <p>8. <u>Union of British Columbia Municipalities (UBCM)</u>
Regarding UBCM Resolution Process Review
(Voting – All Directors)</p> | <p>Annex E
p. 18</p> |
| <p>9. <u>The Office of the Ombudsperson, Province of British Columbia</u>
Regarding Quarterly Report: October 1 – December 31,
2019
(Voting – All Directors)</p> | <p>Annex F
pp. 19-22</p> |

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 26, 2020

AUTHOR: SCRD Senior Leadership Team

RE: **BUDGET PROJECT STATUS REPORT – MARCH 2020**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – March 2020 be received.

BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2020 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

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

New information on this edition of the BPSR includes a tally of the open projects by the year that they were approved. The 2020 budget projects are included in this report and most of the projects will start to show more comprehensive updates in the next report scheduled for May 2020.

STRATEGIC PLAN AND RELATED POLICIES

The BPSR is a metric for reporting on projects that move the Strategic Plan and various other core documents forward.

CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board. The Administration is working to improve this process as we continue to use this tool.

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

Attachment – Budget Project Status Report – March 2020

Mar-20

2020 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	110	Reid	\$10,000	\$0	Reserves	2019	Apr-20		All	Regional	Website Consulting Services (Phase 1)	Consulting services to review and make recommendations on the SCRD website, as well as develop a scope of work for an RFP to re-design the site. RFP closed and evaluation meeting scheduled for November 20, 2019. Kimbo Design was awarded the contract. Work is underway with final report due March 31.	Carryforward	In Progress 75%
2	CA	110	Reid	\$25,000	\$0	Operating Reserves	2020			All	Regional	Public Engagement Platform		Board Strategic and Corporate Goals	Not Started
3	CA	110	Nelson	\$125,000	\$0	Operating Reserves	2020			All	Regional	Website Redesign (Phase 2)		Board Strategic and Corporate Goals	Not Started
4	CA	110	Reid	\$10,000	\$0	Operating Reserves	2020			All	Regional	Audio / Visual Improvements in Boardroom		Low Cost / High Value	Not Started
5	CA	115	Parker	\$20,000	\$0	Reserves	2019			All	Regional	Collective Agreement Negotiations Support	The Collective Agreement expires December 31, 2019 and will be renegotiated between September – December, 2019. Additional assistance for consultant and/or legal services is anticipated. First meeting October 11, 2019.	Carryforward	Started
6	CA	115	Parker	\$10,000	\$0	Support Services	2020			All	Regional	Public Engagement Training		Board Strategic and Corporate Goals	Not Started
7	CA	115	Parker	\$12,000	\$0	Support Services	2020			All	Regional	First Nations Cultural Appreciation Initiatives		Board Strategic and Corporate Goals	Not Started
8	CA	115	Parker	\$10,000	\$0	Support Services	2020			All	Regional	Employee Recognition Program		Board Strategic and Corporate Goals	Not Started
9	CA	115	Parker	\$8,000	\$0	Operating Reserves	2020			All	Regional	Certificate of Recognition (COR)		Low Cost / High Value	Not Started
10	CA	136	Hall	\$60,000	\$0	CARIP/SS	2017			All	Regional	Corporate Energy Management Program	Scope of work for energy audits coordinated with Asset Management Plan. Tendering for energy audits planned for Q4 2019.	Carryforward	Started
11	PCD	136	Hall	\$50,000	\$0	Taxation	2020			All	Regional	Community Emissions Analysis		Board Strategic and Corporate Goals	Not Started
12	PCD	136	Hall	\$20,000	\$0	Taxation	2020			All	Regional	Building Adaptive and Resilient Communities		Board Strategic and Corporate Goals	Not Started
13	IS	150	Rosenboom	\$30,000	\$0	Taxation / Surplus	2020			All	Regional	Watershed Governance Feasibility Study		Board Strategic and Corporate Goals	Not Started
14	CA	210	Michael	\$74,950	\$63,962	Reserves	2018			E, F, and ToG	Gibsons	Fire Prevention Officer Vehicle	Command vehicle for GDVFD, complete with light and siren package for emergency response. Project is 85+% complete, mobile data terminal remains.	Carryforward	In progress 75%
15	CA	210	Michael	\$50,000	\$0	Reserves	2019			E, F, and ToG	Gibsons	Replace auto extrication equipment	Rescue equipment for GDVFD to respond to motor vehicle incidents. Equipment committee struck, currently evaluating project requirements and scope of work.	Carryforward	Started
16	CA	210	Michael	\$20,000	\$0	Taxation	2019			E, F, and ToG	Gibsons	Hazardous materials response equipment	Hazardous material response equipment required for ammonia response at the Gibsons and Area Community Centre (GACC). Equipment committee struck, currently evaluating project requirements and scope of work.	Carryforward	Started
17	CA	210	Michael	\$350,000	\$0	Short Term Debt	2020			E, F, and ToG	Gibsons	Fire Truck Replacement		Business Continuity	Not Started
18	CA	210	Michael	\$30,000	\$0	Capital Reserves	2020			E, F, and ToG	Gibsons	Automatic Garage Door Openers		Low Cost / High Value	Not Started
19	CA	212	Higgins	\$150,000	\$0	Reserves	2018			D	D	Roof Replacement	Replace portion of the roof at the Roberts Creek firehall. Scope being prepared.	Carryforward	In Progress 25%
20	CA	212	Higgins	\$5,000	\$0	Reserves	2018			D	D	Site Design	Redesign of fire department site to allow for expanded and secure training area. Scope being prepared.	Carryforward	In Progress 25%
21	CA	212	Higgins	\$350,000	\$0	Capital Reserves	2020			D	D	Engine #1 Replacement		Imminent Asset Failure	Not Started

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22	CA	216	Daley	\$500,000	\$0	Capital Reserves / ST Loan	2020			B	B	Tanker (Tender) Replacement		Imminent Asset Failure	Not Started
23	CA	216	Daley	\$20,000	\$0	Capital Reserves	2020			B	B	Gear Washing Machine		Regulatory Compliance	Not Started
24	CA	216	Daley	\$35,000	\$0	Capital Reserves	2020			B	B	Facility Upgrades		Safety Requirement	Not Started
25	CA	216	Daley	\$7,000	\$0	Operating Reserves	2020			B	B	Facility Audit Report		Other	Not Started
26	CA	220	Treit	\$25,000	\$0	Taxation	2018			All	Regional	911 Tower and Spectrum Upgrading	Applications for new repeater frequencies submitted (to improve communications).	Carryforward	Started
27	CA	220	Treit	\$46,600	\$0	Capital Reserves	2020			All	Gibson	Gibsons Radio Tower		Imminent Asset Failure	Not Started
28	CA	220	Treit	\$268,900	\$0	Capital Reserves	2020			All	Sechelt	Chapman Creek Radio Tower		Imminent Asset Failure	Not Started
29	CA	220	Treit	\$128,000	\$0	Capital Reserves	2020			All	Regional	Emergency Telephone 9-1-1 Consulting		Business Continuity	Not Started
30	CA	220	Treit	\$141,400	\$0	Capital Reserves	2020			All	Regional	Emergency Equipment Upgrade		Business Continuity	Not Started
31	CA	222	Treit	\$20,000	\$0	Reserves	2019			All	Regional	Contracted Services for Statutory, Regulatory and Bylaw Review	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties.	Carryforward	Not Started
32	CA	222	Treit	\$10,000	\$0	Taxation	2020			All	All	Mass Communication System		Other	Not Started
33	IS	310	Walton	\$14,271	\$0	Taxation	2020			B, D, E, F, ToG, DoS, SIGD	Regional	Youth Transit Demand Assessment Survey and Pilot Project	Discussion with SD36 and TRAC initiated	Other	Started
34	IS	312	Walton	\$15,000	\$0	Reserves	2019			All	Sechelt	Maintenance Facility (Fleet) - Exhaust Venting System	Expansion of the current vehicle exhaust system in fleet shop to accommodate larger number of buses and trucks being repaired simultaneously. Construction in Q2 2020	Carryforward	In Progress 50%
35	IS	312	Walton	\$10,000	\$0	Capital Reserves	2020			All	Regional	Fleet Loaner Vehicle		Business Continuity	Not Started
36	IS	312	Walton	\$10,000	\$0	Operating Reserves	2020			All	All	Electric Vehicle Maintenance		Board Strategic and Corporate Goals	Not Started
37	PCD	313	Robinson	\$25,000	\$0	Short Term Debt	2020			All	All	Building Maintenance Vehicle		Business Continuity	Not Started
38	PCD	345	Hall	\$156,250	\$3,996	FP Change	2019			B, D, E, F, and Islands	F	Ports Services - Keats Landing Emergency Repairs	Repairs at Keats due to boat collision; insurance revenue to be applied (subject to Board approval)	Carryforward	In Progress 25%
39	PCD	345	Hall	\$447,666	\$22,360	Taxation	2018			B, D, E, F, and Islands	All	Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float)	Design work and recruitment of consulting engineer complete. Reviewed condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendered Q2 2019. Further design work completed and budget report prepared for Board decision.	Carryforward	In Progress 25%
40	PCD	345	Hall	\$676,830	\$545,130	Short Term Debt	2018			B, D, E, F, and Islands	B	Vaucroft Capital Works	Consulting engineer reviewing condition reports in preparation for design review. Early Q4 outreach to community planned. Construction tendered Q2 2019. Project tendered and awarded, material order and pre-fabrication underway.	Carryforward	In Progress 50%
41	IS	350	Cooper	\$20,000	\$0	Taxation	2020			All	Sechelt	Hydrogeological Assessment Update	Project will be initiated in Q2 2020	Regulatory Compliance	Not Started
42	IS	350	Cooper	\$10,000	\$0	Taxation	2020			All	Sechelt	Leachate Management Update	Project will be initiated in Q2 2020	Regulatory Compliance	Not Started
43	IS	350	Cooper	\$200,000	\$0	Taxation	2020			All	Sechelt	Remediation Measures Sechelt Landfill Drop-Off Area	Engineering review of issues and remediation options is underway.	Safety Requirement	In Progress 25%
44	IS	350	Cooper	\$175,000	\$0	Taxation	2020			All	Regional	Future Waste Disposal Options Analysis Study		Business Continuity	Not Started
45	IS	350	Rosenboom	\$10,000	\$0	Taxation	2020			All	Sechelt	Sechelt Share Shed Sinkhole Repairs		Business Continuity	Not Started
46	IS	350	Cooper	\$27,000	\$0	User Fees (Tipping)	2020			All	A	Food Waste Drop-offs		Board Strategic and Corporate Goals	Not Started

2020 BUDGET PROJECT STATUS REPORT

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47	IS	350	Cooper	\$10,000	\$0	Eco-Fee Reserves	2020			All	Regional	Backyard Composter Rebate		Board Strategic and Corporate Goals	Not Started
48	IS	350	Cooper	\$15,000	\$0	Taxation	2020			All	Sechelt	Sechelt Landfill Biocover Feasibility		Board Strategic and Corporate Goals	Not Started
49	IS	350	Cooper	\$47,680	\$0	Taxation	2020			All	Regional	Drywall Screening Process Improvements		Board Strategic and Corporate Goals	Not Started
50	IS	350	Cooper	\$10,000	\$0	Taxation	2020			All	Regional	WildSafeBC Program	Staffing position to be confirmed shortly	Low Cost / High Value	Started
51	IS	355	Cooper	\$15,000	\$0	Operating Reserves	2020			B, D, E, F	B, D, E, F	Education and Outreach Materials		Board Strategic and Corporate Goals	Not Started
52	IS	355	Cooper	\$8,000	\$0	Operating Reserves	2020			B, D, E, F	B, D, E, F	App for Curbside Collection Services		Board Strategic and Corporate Goals	Not Started
53	IS	365	Walkey	\$11,650	\$0	Reserves	2019			A and SIGD	A	Pool Road Waterline Replacement / Right of Way Acquisition	Survey and legal services required as part of the water main installation project completed in 2017. ROW acquisition is pending other work in the immediate area that will impact ROW discussions.	Carryforward	In Progress 50%
54	IS	365	Walkey	\$90,000	\$0	Short Term Debt	2019			A and SIGD	A	North Pender Harbour Water Service - Vehicle Replacement	Truck ordered and awaiting delivery	Carryforward	In Progress 75%
55	IS	365	Walkey	\$7,000	\$0	User Fees	2019			A and SIGD	A	Katherine Creek Flow Monitoring Summary Report	Assess and report to MFLNRORD on whether the requirement for seasonal instream flow augmentation in Katherine Creek under Conditional Water License #121237 is necessary, or may be removed as a requirement from this license. MFLNRORD requires a Final Recommendation Report by a qualified biologist that summarizes the flow monitoring program conducted by the SCRD including future requirements (if any). Staff are working with consultant collecting stream information.	Carryforward	In Progress 50%
56	IS	365	Walkey	\$2,500	\$0	Operating Reserves	2020			A and SIGD	A	Confined Space Document Review		Safety Requirement	Not Started
57	IS	365	Rosenboom	\$75,000	\$0	Operating Reserves	2020			A and SIGD	A	North Pender Harbour Water Service - Water Supply Plan		Board Strategic and Corporate Goals	Not Started
58	IS	365	Walkey	\$125,000	\$0	Short Term Debt	2020			A	All	Emergency Generator		Other	Not Started
59	IS	366	Walkey	\$250,000	\$18,000	Reserves	2019			A	A	Mark Way / Chris Way / Bargain Harbour Road Water Main Replacements	Replacement of 50mm PVC water main in the South Pender Harbour water service area that required a significant amount of emergency repairs. Design underway.	Carryforward	Started
60	IS	366	Walkey	\$18,000	\$17,630	Reserves	2019			A	A	Streaming Current Monitor - Water Treatment Plant	The streaming current meter required to ensure compliance with water quality potability at all times is failing frequently and places the SCRD out of compliance during these events. Streaming current instrument will be delivered and being installed.	Carryforward	In Progress 50%
61	IS	366	Walkey	\$40,000	\$0	Operating Reserves	2020			A	A	McNeil Lake Dam Safety Audit	RFP will be issued shortly	Regulatory Compliance	Not Started
62	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020			A	A	Confined Space Document Review		Safety Requirement	Not Started
63	IS	366	Walkey	\$50,000	\$0	Capital Reserves	2020			A	A	Treatment Plant Upgrades		Business Continuity	Not Started
64	IS	366	Rosenboom	\$75,000	\$0	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan		Board Strategic and Corporate Goals	Not Started
65	IS	370	Rosenboom	\$25,000	\$0	User Fees	2019			A, B, D, E, F and DoS	Regional	Water Sourcing Policy	Technical engineering support for the development of the Water Sourcing Policy	Carryforward	Not Started
66	IS	370	Misiurak	\$15,000	\$0	User Fees	2019			A, B, D, E, F and DoS	D	Edwards Lake Dam Safety Audit	Additional budget included in 20920 budget. RFP to be issue shortly	Carryforward	In Progress 25%
67	IS	370	Walkey	\$50,000	\$17,627	Reserves	2020			A, B, D, E, F and DoS	D	Chapman Lake Siphon System Upgrade	An engineered review was completed in 2019 for system improvements required for the Chapman siphon system for ongoing work in 2020.	Carryforward	In Progress 50%
68	IS	370	Misiurak	\$94,229	\$11,363	Reserves	2018			A, B, D, E, F and DoS	F	Langdale Well - Pump Station Upgrade	RFP for final construction to be issued shortly. Construction to begin in Q2 2020 and be completed in 2020.	Carryforward	In Progress 25%
69	IS	370	Misiurak	\$50,000	\$5,699	Reserves	2018			A, B, D, E, F and DoS	E	Chaster Well Upgrades (Well Protection Plan - Phase 2)	Preliminary design is complete. Construction in 2020.	Carryforward	In Progress 25%

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70	IS	370	Misiurak	\$112,500	\$0	Reserves	2018			A, B, D, E, F and DoS	B, D, DOS	Exposed Water Main Rehabilitation	Initial tendering process has not resulted in any bids within budget. Additional budget approved in 2020 budget. New RFP to be issued in Q2 2020.	Carryforward	In Progress 25%
71	IS	370	Misiurak	\$692,000	\$176	Reserves	2020			A, B, D, E, F and DoS	B, D, E, F, DOS	Chapman Water Treatment Plant Chlorination System Upgrade	Detailed design underway. Construction tender scheduled for Q3 2020.	Carryforward	In Progress 25%
72	IS	370	Rosenboom	\$25,000	\$2,097	Reserves	2020			A, B, D, E, F and DoS	Regional	Implementation of shisháhl Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement	Carryforward	In Progress 50%
73	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020			A, B, D, E, F, and DoS	A	Cove Cay Pump Station Rebuild and Access Improvements	A kick-off meeting for the planning stages of this project will take place as soon as possible.	Imminent Asset Failure	Not Started
74	IS	370	Walkey	\$25,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Edwards Lake Dam Safety Audit - Additional Funding	see line 24	Regulatory Compliance	Not Started
75	IS	370	Walkey	\$40,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Lake Dam Safety Audit	RFP will be issued shortly	Regulatory Compliance	Not Started
76	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Confined Space Document Review		Safety Requirement	Not Started
77	IS	370	Walkey	\$750,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	E	Reed Road and Elphinstone Road Water Main Replacement	design started	Business Continuity	Started
78	IS	370	Walkey	\$50,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Instrumentation		Business Continuity	Not Started
79	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant UV Upgrade		Business Continuity	Not Started
80	IS	370	Walkey	\$30,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Bylaw 422 Update		Business Continuity	Not Started
81	IS	370	Walkey	\$200,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Sludge Residuals Disposal and Planning	Tender document for drying of dispoal will be issued in March 2020. Tender Document for planning component to follow	Business Continuity	Started
82	IS	370	Walkey	\$125,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Regional Pressure Reducing Valve Replacements	Planning stage	Business Continuity	Started
83	IS	370	Walkey	\$87,500	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	A, B, D, and Sechelt	Exposed Water Main Rehabilitation (Funding Increase)	see line 28	Business Continuity	In Progress 25%
84	IS	370	Walkey	\$175,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	F	Langdale Pump Station (Phase 2)	see line 29	Business Continuity	In Progress 25%
85	IS	370	Walkey	\$46,500	\$0	Short Term Debt	2020			A, B, D, E, F, F Islands and DoS	All	Utility Vehicle Purchase	Options and analysis currently being reviewed.	Business Continuity	Started
86	IS	370	Walkey	\$7,000,000	\$0	Long Term Loan	2020			A, B, D, E, F, F Islands and DoS	Sechelt and SIGD	Metering Program 1: Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District		Board Strategic and Corporate Goals	Not Started
87	IS	370	Misiurak	\$200,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	B	Groundwater Investigation - Phase 3 - Grey Creek		Board Strategic and Corporate Goals	Not Started
88	IS	370	Walkey	\$375,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Groundwater Investigation - Phase 2 (Part 2)		Board Strategic and Corporate Goals	Not Started
89	IS	370	Walkey	\$8,270,000	\$0	Capital Reserves / Long Term Loan	2020			A, B, D, E, F, F Islands and DoS	F	Groundwater Investigation - Phase 4 - Church Road	Contract to be awarded late March 2020	Board Strategic and Corporate Goals	Started
90	IS	370	Walkey	\$40,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	F Island	Feasibility Study Upgrades Eastbourne Water System		Board Strategic and Corporate Goals	Not Started

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91	IS	370	Walkey	\$250,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Reservoir Feasibility Study Phase 4	Contract to be awarded late March 2020	Board Strategic and Corporate Goals	Started
92	IS	370	Rosenboom	\$35,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	All	Water Supply and Conservation Public Engagement 2020 (including Water Summit)		Board Strategic and Corporate Goals	Not Started
93	IS	370	Rosenboom	\$50,000	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Creek Environmental Flow Requirements Update	Tendering to be initiated in March 2020	Board Strategic and Corporate Goals	Started
94	IS	370	Walkey	\$10,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	Regional	Emergency Water Storage Tanks		Board Strategic and Corporate Goals	Not Started
95	IS	370	Walkey	\$22,000	\$0	User Fees	2020			A, B, D, E, F, F Islands and DoS	Regional	Summer Student (4 months) - Water Asset Inventory Update	Posting available soon.	Board Strategic and Corporate Goals	Started
96	IS	370	Walkey	\$93,000	\$0	Short Term Debt	2020			A, B, D, E, F, F Islands and DoS	Regional	Vehicle Purchases - Strategic Infrastructure Division	Options and analysis currently being reviewed.	Board Strategic and Corporate Goals	Not Started
97	IS	370	Walkey	\$25,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Hot Water Upgrade	Planning stage.	Other	Started
98	IS	370	Walkey	\$25,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	E	Cemetery Reservoir Fencing Access	Planning underway. Discussions with MoTI regarding roadway have been initiated.	Other	Started
99	IS	370	Walkey	\$15,000	\$0	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	All	Equipment Purchase - Utility Trailer		Other	Started
100	IS	370	Walkey	\$200,000	\$0	Short Term Debt	2020			A, B, D, E, F, F Islands and DoS	All	Equipment Purchase - Excavator and Trailer		Other	Started
101	IS	382	Misiurak	\$40,000	\$0	Reserves	2019			E	E	Woodcreek Waste Water Treatment Plant - Sand Filter Remediation	Contract awarded for engineering review and construction cost estimate expected to be complete in 2020.	Carryforward	In Progress 25%
102	IS	382	Walkey	\$6,000	\$0	Operating Reserves	2020			E	E	Woodcreek Park Wastewater Treatment Plant Inspection Chamber Repairs	Planning stage.	Business Continuity	Not Started
103	IS	386	Walkey	\$20,000	\$0	Operating Reserves	2020			A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs		Business Continuity	Not Started
104	IS	386	Walkey	\$17,000	\$0	Operating Reserves	2020			A	A	Lee Bay Wastewater Treatment Plant - Disposal Primary Drain Field Repairs and Vegetation Management	Piping repairs are underway an quates for vegetation removal is underway.	Business Continuity	Started
105	IS	387	Walkey	\$25,000	\$11,362	Reserves	2019			B	B	Square Bay Waste Water Treatment Plant - Infiltration Reduction	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway.	Carryforward	In Progress 75%
106	IS	387	Walkey	\$25,000	\$2,359	Operating Reserves	2020			B	B	Square Bay Waste Water Treatment Plant - Infiltration Reduction (2020)	Further analysis of various sections of collection system is underway.	Imminent Asset Failure	Started
107	IS	391	Walkey	\$40,000	\$0	Reserves	2019			B	B	Curran Road Waste Water Treatment Plant - Marine Outfall Anchor Weights Replacement	Replace all existing marine outfall anchors. 2018 underwater inspection and condition assessment revealed 80% of piping ballasts (anchors) are failing or have already failed. An RFP for design and engineering services will be issued in the Spring of 2020 and construction in the spring/summer 2020. The tender documents will be issued in March 2020.	Carryforward	In Progress 25%
108	PCD	400	Hall	\$25,000	\$0	Reserves	2018			All	D and E with Regional Impact	Cemetery - Business Plan	Planned for initiation of project in Q4 2019. Scope of work draft started, in order to prepare tender documents. Anticipate tendering in 1st quarter 2020.	Carryforward	Started
109	PCD	500	Pady	\$10,000	\$0	Taxation	2020			All	Regional	Regional Housing Conference Partnership		Board Strategic and Corporate Goals	Not Started
110	PCD	500	Pady	\$50,000	\$0	Operating Reserves	2020			All	Regional	Regional Growth Framework - Baseline Research		Board Strategic and Corporate Goals	Not Started
111	PCD	504	Hall	\$43,990	\$25,705	Reserves	2017			A, B, D, E, F	B, D, E, F	Rural Planning - Zoning Bylaw 310	Consulting contract and other project costs to assist with review/drafting of new zoning bylaw. Consultant has provided the final draft and completed the work within the scope of their project proposal. Staff are reviewing the draft and preparing for focus group engagement for the Fall 2019.	Carryforward	In Progress 75%

2020 BUDGET PROJECT STATUS REPORT

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
112	CA	506	Nelson	\$5,000	\$0	Rate Stabilization	2020			All	Regional	Reduce revenues as a result of change to subscription service with Land Title and Survey Authority of BC		Other	Not Started
113	PCD	520	Hall	\$50,000	\$0	Capital Reserves	2020			A, B, D, E, F, and SIGD	All	Replacement Vehicle		Business Continuity	Not Started
114	PCD	540	Hall	\$60,000	\$0	Grant / Operating Reserves	2018			All	F	Hillside Development Project - Investment Attraction Analysis	Baseline study, market analysis and development recommendations related to Hillside Industrial Park. Scope of work developed.	Carryforward	In Progress 25%
115	PCD	613	Hall	\$1,272,500	\$716,501					B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Recreation Capital Plan for Rec Facilities - GACC \$12,000; GDAF \$54,000, SAC \$172,000, SCA \$317,399	Carryforward	
116	PCD	615	Hall	\$127,876	\$120,376	Reserves	2018			B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Arena Regulatory Projects	Addressing regulatory orders from WorkSafeBC and Technical Safety BC with the SCRD Arena Facilities. Fan installation substantially completed, invoicing pending. WorkSafeBC notified of project completion. Follow up inspection by WorkSafeBC pending. All WorkSafeBC orders have been addressed with only some minor TSBC orders outstanding. Confirmation of compliance with remaining TSBC orders from TSBC safety officer is pending.	Carryforward	In Progress 75%
117	PCD	615	Hall	\$410,000	\$25,862					B, D, E, F, DoS, ToG, SIGD	Sechelt	Community Recreation Facilities - Sechelt Aquatic Centre Facility Projects	Various projects identified.	Carryforward	
118	PCD	615	Robinson	\$13,000	\$0	Taxation	2020			B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Sunshine Coast Arena Refrigeration Plant Regulatory Items		Regulatory Compliance	Not Started
119	PCD	615	Robinson	\$25,000	\$0	Taxation	2020					Gibsons and District Aquatic Facility - Critical Capital Components		Business Continuity	Not Started
120	PCD	615	Robinson	\$25,000	\$0	Taxation	2020			B, D, E, F (Except F Islands), ToG, DoS, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Future Planning - End of Useful Life Assessment		Board Strategic and Corporate Goals	Not Started
121	PCD	615	Robinson	\$166,500	\$0	Taxation	2020			B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Capital - Classified as "non-critical" in Asset Management Plan		Other	Not Started
122	PCD	625	Donn	\$30,420	\$0	Capital Reserves	2020			A	A	Replacement of Main Pool Circulation Pump and Replace Three Filters	Currently preparing RFP's	Imminent Asset Failure	Started
123	PCD	625	Donn	\$17,450	\$0	Operating Reserves	2020					Spare Main Pool Circulation Pump and Spare Hot Tub Jet Circulation Pump	Staff are currently working on requisitions	Business Continuity	Started
124	PCD	650	Hall	\$9,410	\$2,598	Taxation	2015			All EA including Islands	All EA including Islands	Community Parks - Signage Upgrade	Collaboration with First Nations on names/translation. Local woodworker preparing sign post for large signs. Sign mockups being confirmed with shishálh Nation. Production and completion anticipated in Q4.	Carryforward	In Progress 75%
125	PCD	650	Hall	\$62,263	\$4,620	Gas Tax	2016			All EA including Islands	B	Community Parks - Coopers Green Park - Hall and Parking Design Plans	Approval from MoTI for parking on road right of way received. Application approved by Board of Variance (2016-Sep-30). Consulting with shishálh Nation re archaeological review. Engagement activities completed. RFP released May 19. Archaeology permit application confirmed. Task Force applications being collated for Board appointment. Architect hired; Task Force underway. Report to community on progress and open house March 2018. Design revised following open house. Project update included in Q2 departmental report. Schematic design completed. Design development and project update report to CAS Committee in Q3. Design to be completed Q1 2019. Balance of work will be a carryforward item. Application to Investing in Canada Infrastructure Program completed Q1 2019, aligned with capital funding plan.	Carryforward	In Progress 50%
126	PCD	650	Robinson	\$5,192	\$1,113	Taxation	2017			All EA including Islands	All EA including Islands	Community Parks - Parks Bridge Capital Maintenance	Repairs to parks bridges. Final projects planned for completion Q3 2019. Replaced a red trail bridge and board walk in Cliff Gilker. Vinebrook Bridge is the next one with anticipated completion in the 2nd or 3rd QTR of 2020 dependent on weather and water levels. Nothing new to report at this update.	Carryforward	In Progress 75%
127	PCD	650	Robinson	\$30,000	\$0	Reserves	2018			All EA including Islands	B, D, F	Community Parks - Sports Field Potable Water Use Reduction	Analysis of strategies, including ground water use, to reduce potable water use at fields. Scope of work confirmed. Tendering complete and awarded to ISL	Carryforward	In Progress 50%

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
128	PCD	650	Pady	\$20,000	\$0	Gas Tax	2019			All EA including Islands	D and E	Community Parks - Lower Road / Ocean Beach Esplanade Connector Planning	Planning for a connector trail, including public participation.	Carryforward	Not Started
129	PCD	650	Robinson	\$68,000	\$154	Reserves	2019			All EA including Islands	All EA including Islands	Community Parks - Parks Vehicle Replacement	2008 model/150,000 km diesel truck with irreparable emissions problem. Scope of work/specification developed. Scope of work / specifications complete. Bundled tender for fleet vehicles Q3. Awarded, vehicle delivered and being outfitted with required accessories.	Carryforward	In Progress 75%
130	PCD	650	Hall	\$32,370	\$32,370		2019			All EA including Islands	F	Community Parks - Goodwin House Removal	Removal of surplus building at Shirley Macey Park.	Carryforward	Started
131	PCD	650	Hall	\$300,000	\$0	Capital Reserves	2020					Parks Building (Partial Replacement / Upgrade)		Business Continuity	Not Started
132	PCD	650	Hall	\$15,000	\$0	Taxation	2020					Suncoaster Trail (Phase 2)		Business Continuity	Not Started
133	PCD	650	Hall	\$60,000	\$0	Capital Reserves	2020			A, B, D, E, F	All	Sports Field Equipment - Deep Aerator		Business Continuity	Not Started
134	PCD	680	Hall	\$25,000	\$0	Operating Reserves	2020			A, B, D, E, F	D	Pisten Bully Track Replacement		Business Continuity	Not Started
135	PCD	680	Hall	\$33,500	\$0	Operating Reserves	2020			A, B, D, E, F	D	One-Time Minor Capital - Upgrades and Renewal		Low Cost / High Value	Not Started
136	VARIOUS	110 / 115 / 117 / 135 / 136 / 200-290 / 365 / 366 / 370 / 504 / 520 / 650	Perreault	\$80,689	\$0	Taxation / Operating Reserves / Support Services	2020			Various	Sechelt	Field Road Space Planning		Business Continuity	Not Started
137	CA	113 (116)	Cropp	\$25,000	\$0	Operating Reserves	2020			All	Regional	Insurance Asset Appraisal (Phase 2)		Business Continuity	Not Started
138	CA	210, 212, 216, 218	Treit	\$10,000	\$0	Reserves	2018			A, B, D, E, F and ToG	Various	Fire Department Records Management Software	VFD Document System - Fire Pro 2 Software Package. Draft project initiation brief developed. Fire Chiefs, IT and RMS team meeting in Q4.	Carryforward	Started
139	VARIOUS	310 / 312 / 650/ 370	Rosenboom / Hall	\$30,000	\$0	Capital and Operating Reserves	2020			All	Regional	Replacement of Mason Road Gate		Business Continuity	Not Started
140	IS	365 - 370	Walkey	\$19,000	\$0	User Fees	2020			All	All	New or Expansion of Water Conservation Programs		Business Continuity	Not Started
141	IS	365 - 370	Rosenboom	\$25,000	\$0	Operating Reserves	2020			All	Sechelt	Mason Road Utility Building Space Planning		Business Continuity	Not Started
142	IS	365-370	Rosenboom	\$60,000	\$0	User Fees	2020			All	Regional	Metering Program 2: Water Meter Data Analytics		Board Strategic and Corporate Goals	Not Started
143	IS	381 - 390	Walkey	\$0	\$0	Operating Reserves / Grant	2020			Various	Various	Feasibility Study for Wastewater Treatment Plants	pending grant application decision	Business Continuity	Started
144	IS	381 - 395	Walkey	\$45,000	\$0	Short Term Debt	2019			All Areas	All	Wastewater Service Vehicle Replacement	The tender has been awarded and awaiting delivery.	Carryforward	In Progress 75%
145	IS	381-395	Walkey	\$2,500	\$0	Operating Reserves	2020			Various	Various	Capital Planning Engagement Seminars		Business Continuity	Not Started
146	CA	Various	Various	\$33,900	\$0	Taxation / Support Services	2020			Various	Various	SCRD Corporate Recycling Program		Board Strategic and Corporate Goals	Not Started

Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	110	Reid	\$25,000		Taxation	2019		Mar-20	All	Field Road	Video Streaming Meetings	Consulting services to design, install, commission, and optionally maintain a video and audio live-streaming solution for the SCRD Board Room. Scope of work in negotiation with selected vendor (Soundwerks). System installed and running.	Carryforward	Completed
2	IS	365	Walkey	\$145,000		Reserves	2019		Mar-20	A and SIGD	A	Garden Bay UV Reactor Purchase	The UV unit has been delivered and being installed.	Carryforward	Completed
3	IS	370	Walkey	\$120,000		Reserves	2019		Mar-20	A, B, D, E, F and DoS	D	Chapman Water Treatment Plant Water Quality Monitoring Upgrades	The equipment has been received and being installed.	Carryforward	Completed
4	IS	370	Walkey	\$170,000		Short Term Debt	2018		Mar-20	A, B, D, E, F and DoS	All	Regional Water Service - Vehicle Replacements	Tender awarded and awaiting delivery.	Carryforward	Completed

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
			Open Projects by Year					% Complete Summary				DEFINITION	Policy Codes Key		
			2015	1				Not Started		82	55.4%	Work has not been started for project.	SP - Strategic Plan		
			2016	1				Started		28	18.9%	Work is in preliminary stages.	WE - We Envision		
			2017	3				In Progress 25%		15	10.1%	Up to 25% progress	ITSP - Integrated Transportation Study Plan		
			2018	14				In Progress 50%		9	6.1%	Up to 50% progress	CRWP - Comprehensive Regional Water Plan		
			2019	21				In Progress 75%		10	6.8%	Up to 75% progress	PRM - Parks and Rec Master Plan		
			2020	104				Completed		4	2.7%	100% Finished	SARP - Chapman Creek Watershed Source Assessment Response Plan		
			TOTAL	144				Deferred		0	0.0%	Project was deferred by motion.	EVDF, HMBF, RCF, GF - Fire Departments (strategic plans)		
								Cancelled		0	0.0%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)	PDTNP - Parks Division Trail Network Plan		
								TOTAL		148	100%		TFP - Transit Future Plan		
													AAP - Agricultural Area Plan		
													AMP - Asset Management Plan		
													ZW/S - Zero Waste / Sustainability		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee - March 26, 2020

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

THAT the report titled Grants Status Update be received for information.

BACKGROUND

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

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

The last grants status update was presented at the September 19, 2019 Corporate and Administrative Services Committee meeting.

DISCUSSION

Information on recent grant application notifications, pending applications, grants received and in progress and completed grants are detailed in the tables that follow:

Grant Application Notifications

The table below summarizes recent grant application notifications:

Program Name	Administered By	Project	Funding Requested / Received	Status	Area(s) Affected
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Chapman Lake Water Supply Expansion	\$3,913,622	Denied	A, B, D, E, F and DOS
Housing Needs Report Program	BC Ministry of Municipal Affairs and Housing	Regional Housing Needs Assessment (TOG is the lead organization responsible for managing the grant, SCRD is a partnering organization)	\$125,000	Approved	Regional

Community Resiliency Investment Program	Union of British Columbia Municipalities	Community Wildfire Protection Plan – Regional Application	\$114,850	Approved	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Volunteer and Composite Fire Department Equipment and Training - SCRD Wildfire Resiliency Project	\$100,000	Approved	Gibsons, Roberts Creek, Halfmoon Bay & Egmont Fire Protection Areas

Pending Grant Applications

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

Program Name	Administered By	Project	Funding Request	Submission Date	Area(s) Affected
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Coopers Green Hall Replacement	\$2,013,641	Jan. 23, 2019	Area B
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Waste Water Feasibility Studies (Greaves, Merrill, Sunnyside, Langdale, Secret Cove & Jolly Roger)	Six separate applications totaling \$42,500	Jan. 14, 2020	Areas A, B, E & F
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Support Services – ESS 20/20 (Equipment & Training)	\$19,290	Feb. 11, 2020	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Operations Centres & Training - SCRD EOC/Mass Communications Project	\$24,635	Mar. 13, 2020	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Evacuation Route Planning – Water Evacuation Plan	\$25,000	Mar. 13, 2020	Regional
Economic Development Readiness Program	Islands Coastal Economic Trust	Hillside Development Project Investment Attraction Analysis	TBD	Pending	Regional

Grants Received and in Progress

The table below summarizes approved grant funding for project works and programs which are currently planned or in progress or which are substantially complete pending submission of a final grant claim and report:

Program Name	Administered By	Project	Approved Funding	Project Completion Deadline	Area(s) Affected
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Volunteer and Composite Fire Department Equipment and Training - SCRD Wildfire Resiliency Project	\$100,000	Feb 12, 2021	Gibsons, Roberts Creek, Halfmoon Bay & Egmont Fire Protection Areas
Community Resiliency Investment Program	Union of British Columbia Municipalities	Community Wildfire Protection Plan – Regional Application	\$114,850	Feb 12, 2021	Regional
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Sunshine Coast Arena and Sports Fields Water Efficiency Study	\$10,000	Mar. 31, 2021	Regional
Housing Needs Report Program	BC Ministry of Municipal Affairs and Housing	Regional Housing Needs Assessment <i>(TOG is the lead organization responsible for managing the grant, SCRD is a partnering organization)</i>	\$125,000	N/A (TOG is the lead organization)	Regional

Completed Grants

The table below is a summary of recently completed grants:

Program Name	Administered By	Project	Funding Received	Completion Date	Area(s) Affected
Canada Summer Jobs (2019)	Employment and Social Development Canada	Community Parks - Seasonal Student Parks Workers	\$1,940	Sep. 1, 2019	Rural Areas
Agriculture Area Planning Program	Investment Agriculture Foundation	Agricultural Land Use Inventory and Water Demand Model	\$2,500	Dec. 20, 2019	Regional
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Regional Water Storage Capacity Planning	\$10,000	Nov. 14, 2019	A, B, D, E, F and DoS
Clean Water and Waste Water Fund	BC Ministry of Municipal Affairs & Housing	Pender Harbour Water Systems Water Main Upgrades	\$2,739,000	Dec. 31, 2019	A

Canada Cultural Spaces Fund	Department of Canadian Heritage	Granthams Community Hall Renovation	\$235,414	Feb. 14, 2020	Area F
Child Care Planning Program	Union of British Columbia Municipalities	Sunshine Coast Child Care Plan (SCRD is a project partner along with the DOS and TOG).	N/A (DOS is the lead organization)	Report received; PCD, March 12, 2020	Regional

Upcoming Opportunities

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

At present, no imminent grant funding opportunities have been identified for projects currently included in the 2020-2024 Financial Plan.

Financial Implications

Grants received and in progress have been incorporated into the 2020-2024 Financial Plan. Staff will bring a further report detailing any financial implications if the SCRCD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

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

STRATEGIC PLAN AND RELATED POLICIES

Reviewing grant opportunities for projects identified in the Strategic Plan or capital plans is consistent with the Financial Sustainability Policy and embodies the spirit of the Mission Statement "To provide leadership and quality services to our community through effective and responsive government."

CONCLUSION

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

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

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

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 26, 2020

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: FINANCIAL CLOSEOUT OF THE CHAPMAN LAKE WATER SUPPLY EXPANSION PROJECT

RECOMMENDATION(S)

THAT the report titled Implications of the Financial Closeout of the Chapman Lake Supply Expansion Project be received;

AND THAT a bylaw to repeal Chapman Lake Water Supply Expansion Loan Authorization Bylaw No. 704 be prepared;

AND THAT project expenditures for consulting services totaling \$374,061 be funded from Regional Water Service operating reserves.

BACKGROUND

On February 7, 2019 the SCRD received a letter from the Honorable Minister of Environment and Climate Change Strategies, George Heyman, denying the park boundary amendment for Tetrahedron Provincial Park that was required in order for the Chapman Lake Water Supply Expansion Project to proceed. Staff provided a report to the April 18, 2019 Infrastructure Services Committee, however, direction on financial treatment of the project was not concluded.

As a result, the following disclosure was included in the Notes to the Financial Statements for the Year Ended December 31, 2018:

25. Subsequent Event

On February 7, 2019, the Minister of Environment and Climate Change Strategy denied the Regional District's request to amend the boundaries of a provincial park, which had been made for the purpose of the Chapman Lake Water Supply Expansion Project. As at December 31, 2018, \$392,119 is included in Work in Progress in relation to this project.

Management is currently analyzing the implications and options remaining to the Regional District. The Board will make a decision on the status of the project. If the project does not move forward, there will be an impact on approved debt, tangible capital assets and the fund balances.

The project was included as a carry forward in the 2019-2023 Financial Plan and an additional \$14,327 in project related expenditures, consisting mainly of staff wages, were incurred in the first quarter of the 2019 fiscal year.

The project was not included as a carry forward in the 2020-2024 Financial Plan adopted on March 12, 2020. Final project expenditures totaled \$406,446.

The purpose of this report is to summarize and closeout any remaining financial considerations with respect to project funding, the 2019 Financial Statements and Loan authorization Bylaw No. 704.

DISCUSSION

Project funding

Budgeted funding for the project consisted of long-term borrowing with the exception of capitalized staff wages which are funded from parcel taxes. Capitalized wages totaled \$32,385 resulting in \$374,061 in expenditures for which the budgeted funding source was long-term borrowing.

Loan Authorization Bylaw No. 704 for the borrowing of up to \$5,000,000 was adopted on July 28, 2016 after received approval of the electors through an alternate approval process.

Prior to adoption of the Loan Authorization Bylaw, the Board adopted the following recommendation at its regular meeting on January 14, 2016:

Contract Award *It was moved and seconded*

021/16 *THAT Chapman Lake Water Supply Expansion RFP 15 248 consulting services contract be awarded to AECOM with a value of \$503,490 including taxes, to be funded through Regional Water [370] reserves;*

AND THAT the reserves be replenished once the project borrowing is complete;

AND FURTHER THAT the 2016 Financial Plan be amended accordingly.

Per the recommendation above, Regional Water reserves were utilized to temporarily fund the \$374,061 in expenditures for consulting services incurred up to receipt of the Minister's decision in February 2019.

Given that the borrowing for this project will not be completed, it is recommended that the Regional Water Service operating reserves be permanently drawn down to fund the \$374,061 in project expenditures for consulting services originally intended to be funded through long-term borrowing. This will reduce the uncommitted operating reserve balance from \$2,098,288 to \$1,724,227.

2019 Financial Statements

Based on the change to the project status in 2019, Public Sector Accounting Standards require that the balance of the project currently capitalized as work in process be charged to operations in the current period.

This will result in a decrease to the value of tangible capital assets and an increase to operating expenses of \$406,446 in 2019.

Loan Authorization Bylaw No. 704

As noted above, Loan Authorization Bylaw No. 704 for the borrowing of up to \$5,000,000 to fund the Chapman Lake Water Supply Expansion Project was adopted on July 28, 2016.

Despite the project being cancelled, the authorization remains in place for a period of five years from the date of adoption and the SCRD is required to disclose this in our financial statements and other statutory reporting to the Province.

As such, staff recommend preparing a bylaw to repeal Chapman Lake Water Supply Expansion Loan Authorization Bylaw No. 704.

Alternatively, the Bylaw can be left to expire on July 21, 2021.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

On February 7, 2019 the SCRD received a letter from the Honorable Minister of Environment and Climate Change Strategies, George Heyman, denying of the park boundary amendment for Tetrahedron Provincial Park that was required in order for the Chapman Lake Water Supply Expansion Project to proceed.

As a result, the project has not been carried forward in the 2020-2024 Financial Plan. Final project expenditures totaled \$406,446 that were capitalized as work in process will be charged to operation expenses in 2019 based on Public Sector Accounting Standards.

Additionally, staff recommend that \$374,061 in project expenditures for consulting services that were intended to be funded from long-term borrowing be funded through operating reserves and that Loan Authorization Bylaw No. 704 be repealed.

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

Tracey Hincks

From: Finance Committee <FinanceCommittee@leg.bc.ca>
Sent: Monday, March 2, 2020 9:47 AM
To: Tracey Hincks
Subject: Budget 2021 Consultation – Taking Place in June



Good morning,

On behalf of the Select Standing Committee on Finance and Government Services, I am writing to provide an important update with respect to the Committee's annual budget consultation.

As you may know, the Committee invites British Columbians to share their priorities and ideas for the next provincial budget during a public consultation. The *Budget Transparency and Accountability Act* requires the Minister of Finance to release a budget consultation paper, which is referred to the Committee, by September 15, and for the Committee to report on the results of the consultation with recommendations by November 15.

While this consultation has typically taken place in the fall, last year, the Committee held the consultation in the summer. **Following a review of this change, the Committee will again be holding the budget consultation in the summer. Accordingly, the Minister of Finance is expected to release the budget consultation paper no later than June 1, with the consultation taking place during the month of June. The Committee is expected to issue its report by early August.**

As in previous years, the Committee will be visiting communities across the province to meet with British Columbians, as well as providing opportunities to make written, audio and video submissions and complete an online survey. **Further details about the consultation, including the public hearing schedule, registration and participation options, will be released later this spring.**

Would you kindly share this update with your networks?

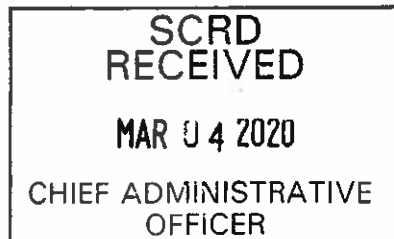
For further information on the budget consultation and the work of the Committee generally, please visit the Committee's website, www.leg.bc.ca/cmt/finance, or contact the Parliamentary Committee's Office at 250-356-2933 (or toll-free in BC 1-877-428-8337).

Kind regards,

Susan Sourial
 Committee Clerk
 Parliamentary Committees Office
 Legislative Assembly of British Columbia
 Room 224 Parliament Buildings Victoria BC V8V 1X4
 T: 250-356-2933
 Toll-free in BC 1 877-428-8337 | fax: 250-356-8172
FinanceCommittee@leg.bc.ca

March 4, 2020

To: Chair and Board
Chief and Council
Mayor and Council



Re: UBCM Resolutions Process

In response to member feedback, the UBCM Executive is undertaking a review of the resolutions process. This will include consultation with members at Area Association spring conferences, and a subsequent report to the membership at the 2020 Annual Convention. While the review progresses, the Executive has committed to exercise their existing authority more fully, and apply greater rigour to the screening and vetting of resolutions submitted to UBCM for 2020.

With the understanding that a resolutions process review is already underway, the Resolutions Committee of the UBCM Executive has identified measures that UBCM can implement in the immediate term to streamline the process and address the number and repetitiveness of resolutions. In 2020, the Committee will seek to:

- Identify more directly the resolutions that address issues of priority to the membership, and ensure that debate of these priority issues takes place early on.
- Be more firm in sending resolutions back to the sponsor if resolutions do not meet UBCM criteria for format, clear writing, factual information, or relevance to local government administration or operations.
- Standardize language to be gender neutral and, where applicable, refer to local governments or First Nations rather than municipalities or regional districts. The goal is to avoid using debate time to make such amendments.
- Combine similar resolutions, without losing or changing their intent.
- Offer further education and support to members on writing clear, effective resolutions.
- Work more closely with Area Associations to improve the quality of resolutions debated at their spring conventions.

These streamlining measures could affect resolutions that your community submits to Area Associations or to UBCM this year.

Please feel free to contact Reiko Tagami, Policy Analyst (rtagami@ubcm.ca or 604 270 8226 ext. 115), with questions about resolutions streamlining, or the resolutions process review.

Sincerely,

A handwritten signature in black ink, appearing to read "Maja Tait".

Maja Tait
UBCM President

A handwritten signature in black ink, appearing to read "Claire Moglove".

Claire Moglove
Chair, Resolutions Committee



The Office of the
Ombudsperson

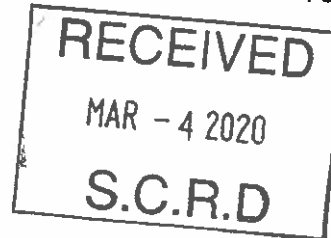
2nd floor – 947 Fort Street
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General Inquiries: 250-387-5855
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Fax: 250-387-0198

www.bcombudsperson.ca

Ms. Lori Pratt
Chair
Sunshine Coast Regional District
1975 Field Road
SECHLT BC V0N 3A1

February 24, 2020



MASTER FILE COPY

Dear Ms. Pratt,

RE: Quarterly Report: October 1 – December 31, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **Sunshine Coast Regional District** between October 1 and December 31, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qtr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



The Office of the Ombudsperson

2nd floor – 947 Fort Street
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www.bcombudsperson.ca

General inquiries: 250-357-5555
Toll-Free: 1-866-567-3247
Fax: 250-357-0198

Quarterly report for Sunshine Coast Regional District for October 1 – December 31, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	2
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
Reason for closing an investigation:	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

40
years
experience

B.C.'s Independent Voice for Fairness

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	2%
Bylaw Enforcement	64	34%
Council Member Conduct (incl. Conflict of Interest)	6	3%
Official Community Plan/Zoning/Development	36	19%
Fees/Charges (incl. Taxes)	14	7%
Open Meetings	3	2%
Procurement	2	1%
Services (incl. Garbage, Sewer, Water)	14	7%
Response to Damages Claim	4	2%
Other	42	22%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	89	34%
Delay	11	4%
Administrative error	11	4%
Treatment by staff	19	7%
Communication	35	14%
Process/Procedure	67	26%
Complaint/Review/Appeals Process	13	5%
Employment/Labour Relations	1	0%
Other	13	5%