



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, May 28, 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

REPORTS

2. Budget Project Status Report
Senior Leadership Team
(Voting – All Directors)
Annex A
Pages 1-9
3. Sunshine Coast Regional District Corporate Financial Variance and Forecast Analysis- COVID-19 (Attachment A – Year to Date Variance by Service not included (112 pages) please see this link <https://www.scrd.ca/agendas-2020>)
General Manager, Corporate Services / Chief Financial Officer and Senior Leadership Team
(Voting – All Directors)
Annex B
pp. 10-20
4. Church Road Well Field Project Alternative Approval Process
Corporate Officer
(Voting – A, B, D, E, F and Sechelt)
Annex C
pp. 21-26
5. Directors' Constituency and Travel Expenses for Period Ending March 31, 2020
Accounts Payable Technician
(Voting – All Directors)
Annex D
pp. 27-28
6. Union of British Columbia Municipalities Resolutions
Corporate Officer
(Voting – All Directors)
Annex E
pp. 29-30

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| 7. Katherine Lake Campground Service Overview and Operations
Impact Scenario Analysis
Parks Superintendent
(Voting – A, B, D, E, F) | Annex F
pp. 31-36 |
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COMMUNICATIONS

- | | |
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| 8. <u>Library Director, Gibsons and District Public Library</u>
Regarding: Plans for Phased Re-Opening of the Library
(Voting – All Directors) | Annex G
p. 37 |
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NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020

AUTHOR: SCRD Senior Leadership Team

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

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – May 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.

The 2020 budget projects are included in this report and most of the projects are showing more comprehensive updates in this report. Also to note is that due to COVID-19 a number of projects were deferred to 2021 or amended in funding source. The deferred projects and completed projects are listed near the bottom of the BPSR. Staff have added some proposed completion dates wherever possible.

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 – May 2020

May-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	IS	382	Walkey	\$6,000	\$0	Operating Reserves	2020	Jul-20		E	E	Woodcreek Park Wastewater Treatment Plant Inspection Chamber Repairs	Repairs are required on some inspection chambers to reduce infiltration. Staff are currently planning repairs.	Business Continuity	Started
2	IS	386	Walkey	\$20,000	\$0	Operating Reserves	2020	Jul-20		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs.	Business Continuity	Not Started
3	IS	386	Walkey	\$17,000	\$10,326	Operating Reserves	2020	Jul-20		A	A	Lee Bay Wastewater Treatment Plant - Disposal Primary Drain Field Repairs and Vegetation Management	The Lee Bay Field Vegetation has been removed and initial pipe testing of the transmission lines has taken place with good results. Further testing of the distribution plumbing will continue.	Business Continuity	In Progress 75%
4	CA	110	Reid	\$10,000	\$0	Operating Reserves	2020	Aug-20		All	Regional	Audio / Visual Improvements in Boardroom		Low Cost / High Value	Not Started
5	IS	350	Kumar	\$20,000	\$0	Taxation	2020	Aug-20		All	Sechelt	Hydrogeological Assessment Update	Project will be initiated in Q2 2020	Regulatory Compliance	Started
6	IS	370	Walkey	\$200,000	\$0	Operating Reserves	2020	Sep-20		A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Sludge Residuals Disposal and Planning	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. Tender documents for this work have been received and are under review.	Business Continuity	In Progress 25%
7	IS	370	Walkey	\$46,500	\$0	Short Term Debt	2020	Sep-20		A, B, D, E, F, F Islands and DoS	All	Utility Vehicle Purchase	Options and analysis currently being reviewed. This will be advertised for tender soon.	Business Continuity	In Progress 25%
8	IS	370	Walkey	\$10,000	\$0	Capital Reserves	2020	Sep-20		A, B, D, E, F, F Islands and DoS	Regional	Emergency Water Storage Tanks	Portable water tanks are required to provide emergency water supply to support SCRD services or small communities.	Board Strategic and Corporate Goals	Not Started
9	IS	370	Walkey	\$25,000	\$0	Capital Reserves	2020	Sep-20		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
10	IS	391	Walkey	\$40,000	\$0	Reserves	2019	Sep-20		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 A building permit has been obtained and staff are receiving quotes from contractors to complete the building modifications.	Carryforward	In Progress 25%
11	IS	365 - 370	Walkey	\$25,000	\$0	Operating Reserves	2020	Sep-20		All	Sechelt	Mason Road Utility Building Space Planning		Business Continuity	In Progress 50%
12	CA	110	Reid	\$25,000	\$0	Operating Reserves	2020	Oct-20		All	Regional	Public Engagement Platform		Board Strategic and Corporate Goals	Not Started
13	IS	350	Cooper	\$27,000	\$0	User Fees (Tipping)	2020	Oct-20		All	A	Food Waste Drop-offs	Project will be initiated in Q3 2021.	Board Strategic and Corporate Goals	Not Started
14	IS	381 - 390	Walkey	\$0	\$0	Operating Reserves / Grant	2020	Oct-20		Various	Various	Feasibility Study for Wastewater Treatment Plants	Grants were applied for at Grieves, Sunny side, Jolly Roger, Secret Cove, Langdale and Merrill. Merrill and Grieves were successful.	Business Continuity	In Progress 25%
15	IS	350	Cooper	\$10,000	\$0	Taxation	2020	Nov-20		All	Regional	WildSafeBC Program	Staffing position to be confirmed shortly. Staff hired and started WildSafeBC training on May 11, 2020.	Low Cost / High Value	Started
16	IS	312	Walton	\$15,000	\$0	Reserves	2019	Dec-20		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%
17	IS	312	Walton	\$10,000	\$0	Capital Reserves	2020	Dec-20		All	Regional	Fleet Loaner Vehicle	Not Started	Business Continuity	Not Started
18	IS	312	Walton	\$10,000	\$0	Operating Reserves	2020	Dec-20		All	All	Electric Vehicle Maintenance	Not Started	Board Strategic and Corporate Goals	Not Started
19	IS	350	Kumar	\$10,000	\$0	Taxation	2020	Dec-20		All	Sechelt	Leachate Management Update	Project will be initiated in Q2 2020	Regulatory Compliance	Started
20	IS	350	Kumar	\$200,000	\$140,000	Taxation	2020	Dec-20		All	Sechelt	Remediation Measures Sechelt Landfill Drop-Off Area	Final engineering report received. Internal review of options under way.	Safety Requirement	In Progress 25%
21	IS	350	Kumar	\$175,000	\$0	Taxation	2020	Dec-20		All	Regional	Future Waste Disposal Options Analysis Study	Procurement to be initiated in Q2 2020	Business Continuity	Started
22	IS	350	Kumar	\$10,000	\$0	Taxation	2020	Dec-20		All	Sechelt	Sechelt Share Shed Sinkhole Repairs	To be considered with Remediation Measures Sechelt Landfill Drop-Off Area.	Business Continuity	Started
23	IS	350	Kumar	\$15,000	\$0	Taxation	2020	Dec-20		All	Sechelt	Sechelt Landfill Biocover Feasibility	Project to be initiated in Q3 2020.	Board Strategic and Corporate Goals	Not Started
24	IS	355	Cooper	\$15,000	\$0	Operating Reserves	2020	Dec-20		B, D, E, F	B, D, E, F	Education and Outreach Materials	Development of education and outreach materials is underway. Introductory brochure, display panels and curbside collection guide are drafted. Awaiting finalization of curbside food waste collection contract to align timing.	Board Strategic and Corporate Goals	In Progress 50%

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25	IS	355	Cooper	\$8,000	\$0	Operating Reserves	2020	Dec-20		B, D, E, F	B, D, E, F	App for Curbside Collection Services	Procurement to be initiated in June 2020. Awaiting the finalization of the curbside food waste collection contract to align timing.	Board Strategic and Corporate Goals	Started
26	IS	365	Walkey	\$11,650	\$0	Reserves	2019	Dec-20		A and SIGD	A	Pool Road Waterline Replacement / Right of Way	completed in 2017. ROW acquisition is pending other work in the immediate	Carryforward	In Progress 50%
27	IS	365	Walkey	\$90,000	\$0	Short Term Debt	2019	Dec-20		A and SIGD	A	North Pender Harbour Water Service - Vehicle Replacement	Truck ordered and awaiting delivery. Vehicle manufacturing and delivery delayed by Covid.	Carryforward	In Progress 75%
28	IS	365	Walkey	\$7,000	\$0	User Fees	2019	Dec-20		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 continuing to work with a consultant collecting stream information.	Carryforward	In Progress 50%
29	IS	366	Misiurak	\$250,000	\$18,000	Reserves	2019	Dec-20		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 drawings are 95 % complete. Project construction timeline is unknown at this time due to the SCRD water crew availability and the impacts of COVID 19.	Carryforward	In Progress 25%
30	IS	366	Misiurak	\$40,000	\$0	Operating Reserves	2020	Dec-20		A	A	McNeil Lake Dam Safety Audit	Staff is currently reviewing the proposals and will be completing its evaluation for the consultant selection shortly for an award report to be presented at June ISC. Work will begin in July 2020 followed by completion of their work in Q4 2020.	Regulatory Compliance	Started
31	IS	366	Walkey	\$50,000	\$0	Capital Reserves	2020	Dec-20		A	A	Treatment Plant Upgrades	Replacement of treatment system components will allow for more efficient operation of the SP water treatment plant. Procurement of equipment will take place in Q3.	Business Continuity	Not Started
32	IS	370	Misiurak	\$15,000	\$0	User Fees	2019	Dec-20		A, B, D, E, F and DoS	D	Edwards Lake Dam Safety Audit	Staff is currently reviewing the proposals and will be completing its evaluation for the consultant selection shortly for an award report to be presented at June ISC. Work will begin in July 2020 followed by completion of their work in Q4 2020.	Carryforward	In Progress 25%
33	IS	370	Misiurak	\$94,229	\$11,363	Reserves	2018	Dec-20		A, B, D, E, F and DoS	F	Langdale Well - Pump Station Upgrade	Staff is finalizing final tender documents for issuance in Q2 2020.	Carryforward	In Progress 75%
34	IS	370	Misiurak	\$50,000	\$5,699	Reserves	2018	Dec-20		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%
35	IS	370	Misiurak	\$112,500	\$0	Reserves	2018	Dec-20		A, B, D, E, F and DoS	B, D, DOS	Exposed Water Main Rehabilitation	Staff is drafting the tender documents for issuance in Q3 2020.	Carryforward	In Progress 75%
36	IS	370	Misiurak	\$25,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	D	Edwards Lake Dam Safety Audit - Additional Funding	Staff is currently reviewing the proposals and will be completing its evaluation for the consultant selection shortly for an award report to be presented at June ISC.	Regulatory Compliance	Started
37	IS	370	Misiurak	\$40,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	D	Chapman Lake Dam Safety Audit	Staff is currently reviewing the proposals and will be completing its evaluation for the consultant selection shortly for an award report to be presented at June ISC. Work will begin in July 2020 followed by completion of their work in Q4 2020.	Regulatory Compliance	Started
38	IS	370	Misiurak	\$87,500	\$0	Capital Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	A, B, D, and Sechelt	Exposed Water Main Rehabilitation (Funding Increase)	see line 51	Business Continuity	In Progress 75%
39	IS	370	Misiurak	\$175,000	\$0	Capital Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	F	Langdale Pump Station (Phase 2)	see line 49	Business Continuity	In Progress 75%
40	IS	370	Misiurak	\$200,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	B	Groundwater Investigation - Phase 3 - Grey Creek	Contract scheduled to awarded at May 28 Board meeting. Project will start in June and be completed in October 2020	Board Strategic and Corporate Goals	Started
41	IS	370	Misiurak	\$375,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	Regional	Groundwater Investigation - Phase 2 (Part 2)	Contract scheduled to awarded at May 28 Board meeting. Project will start in June and be completed in October 2020	Board Strategic and Corporate Goals	Started
42	IS	370	Misiurak	\$40,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	F Island	Feasibility Study Upgrades Eastbourne Water System	The RFP was posted on May 13, 2020. Feasibility design work is expected to begin in Q3 2020 followed by completion in Q4 2020.	Board Strategic and Corporate Goals	Started
43	IS	370	Misiurak	\$250,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Reservoir Feasibility Study Phase 4	Contract was awarded to Integrated Sustainability in April 2020. A kick off meeting was held in mid May with the consultant and the SCRD. Next steps include the Site B field soil drilling and geophysical field work in Q3 2020.	Board Strategic and Corporate Goals	Started
44	IS	370	Rosenboom	\$50,000	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	D	Chapman Creek Environmental Flow Requirements Update	Project awarded in May and project execution started with development of monitoring plan for summer 2020	Board Strategic and Corporate Goals	Started

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45	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	Regional	Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this	Safety Requirement	Not Started
46	IS	370	Walkey	\$125,000	\$0	Capital Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	Regional	Regional Pressure Reducing Valve Replacements	Staff are currently reviewing requirements for upgrades and will issue a RFQ for a PRV station in Q3.	Business Continuity	Started
47	IS	370	Walkey	\$25,000	\$0	Capital Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Hot Water Upgrade	Staff are coordinating this project with the on site generation project to find efficiencies and cost savings.	Other	In Progress 25%
48	IS	370	Walkey	\$15,000	\$0	Capital Reserves	2020	Dec-20		A, B, D, E, F, F Islands and DoS	All	Equipment Purchase - Utility Trailer	This equipment will be tendered in Q3.	Other	Started
49	IS	370	Walkey	\$200,000	\$0	Short Term Debt	2020	Dec-20		A, B, D, E, F, F Islands and DoS	All	Equipment Purchase - Excavator and Trailer	The Utilities crew excavates for water mains and infrastructure regularly and an excavator will increase job efficiency and mobilization. Tender documents have are currently being developed.	Other	In Progress 25%
50	IS	382	Misurak	\$40,000	\$0	Reserves	2019	Dec-20		E	E	Woodcreek Waste Water Treatment Plant - Sand Filter Remediation	Contract was awarded in March 2020 to MSR Solutions and engineering investigative work has begun. A draft design report will be provided to the SCRD Q3 2020.	Carryforward	In Progress 25%
51	IS	387	Walkey	\$25,000	\$13,638	Reserves	2019	Dec-20		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%
52	IS	387	Walkey	\$25,000	\$5,997	Operating Reserves	2020	Dec-20		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
53	VARIOUS	310 / 312 / 650/ 370	Walton	\$30,000	\$0	Capital and Operating Reserves	2020	Dec-20		All	Regional	Replacement of Mason Road Gate	Project to be started in Q2 2020	Business Continuity	Not Started
54	IS	381 - 395	Walkey	\$45,000	\$0	Short Term Debt	2019	Dec-20		All Areas	All	Wastewater Service Vehicle Replacement	The tender has been awarded and awaiting delivery. Delivery has been delayed due to Covid 19	Carryforward	In Progress 75%
55	IS	365 - 370	Rosenboom	\$19,000	\$0	User Fees	2020	Dec-20		All	All	New or Expansion of Water Conservation Programs	Expended Rainwater Harvesting Program is implemented and contract with BC Hydro for washing machine rebate program signed for implementation this fall.	Business Continuity	In Progress 25%
56	PCD	615	Robinson	\$25,000	\$0	Operating Reserves	2020	Dec-20		B, D, E, F (Except F Islands), ToG, DoS, SIGD	Gibsons	Gibsons and District Aquatic Facility - Critical Capital Components	Pool Heat Exchangers. Quotes being obtained currently. Domestic Hot Water Storage Tank. Not Started. Heat Exchanger Control Valves - Not Started.	Business Continuity	Started
57	CA	110	Reid	\$125,000	\$0	Operating Reserves	2020	Feb-21		All	Regional	Website Redesign (Phase 2)		Board Strategic and Corporate Goals	Not Started
58	IS	350	Cooper	\$10,000	\$0	Eco-Fee Reserves	2020	Mar-21		All	Regional	Backyard Composter Rebate	Project to be initiated in Q1 2021.	Board Strategic and Corporate Goals	Not Started
59	IS	370	Rosenboom	\$35,000	\$0	Operating Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	All	Water Supply and Conservation Public Engagement 2020 (including Water Summit)	Outings currently limited to online outings only. Potential for in person events to be determined over time.	Board Strategic and Corporate Goals	Started
60	IS	365-370	Rosenboom	\$60,000	\$0	User Fees	2020	Jun-21		All	Regional	Metering Program 2: Water Meter Data Analytics	Project to be started in Q3 2020	Board Strategic and Corporate Goals	Not Started
61	IS	370	Rosenboom	\$25,000	\$2,097	Reserves	2020	Jun-21		A, B, D, E, F and DoS	Regional	Implementation of shishálh Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement	Carryforward	In Progress 75%
62	IS	370	Rosenboom	\$30,000	\$0	Operating Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	Regional	Bylaw 422 Update	Scope of work is currently being drafted and procurement process to start in Q3 2020	Business Continuity	Started
63	IS	365	Walkey	\$2,500	\$0	Operating Reserves	2020	Jun-21		A and SIGD	A	Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. Work to begin in Q3 2020.	Safety Requirement	Not Started
64	IS	365	Walkey	\$125,000	\$0	Short Term Debt	2020	Jun-21		A	All	Emergency Generator	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. Staff need to develop tender documents to begin this process. RFQ to be issued in Q3.	Other	Not Started
65	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	Jun-21		A	A	Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q3.	Safety Requirement	Not Started

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
66	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020	Jun-21		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
67	IS	370	Walkey	\$50,000	\$0	Capital Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant Instrumentation	Replacement of treatment system components at the Chapman Creek Water Treatment Plant are required and procurement of equipment will take place in Q3.	Business Continuity	Started
68	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	D	Chapman Water Treatment Plant UV Upgrade	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Preliminary review of design is underway.	Business Continuity	Started
69	IS	370	Walkey	\$93,000	\$0	Short Term Debt	2020	Jun-21		A, B, D, E, F, F Islands and DoS	Regional	Vehicle Purchases - Strategic Infrastructure Division	Options and analysis currently being reviewed. This will be advertised for tender soon.	Board Strategic and Corporate Goals	Not Started
70	IS	370	Misiurak	\$692,000	\$176	Reserves	2020	Dec-21		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 late Q3 2020. followed by construction in 2021.	Carryforward	In Progress 25%
71	IS	370	Misiurak	\$750,000	\$0	Capital Reserves	2020	Dec-21		A, B, D, E, F, F Islands and DoS	E	Reed Road and Elphinstone Road Water Main Replacement	This is a component of the Groundwater Investigation - Phase 4 A- Church Road project. Design of the replacement water lines is underway. Construction	Business Continuity	Started
72	IS	370	Misiurak	\$8,270,000	\$0	Capital Reserves / Long Term Loan	2020	Dec-21		A, B, D, E, F, F Islands and DoS	F	Groundwater Investigation - Phase 4A - Church Road	Contract was awarded to Associated Environmental services in March 2020 and engineering design work has begun on the project. Well drilling is scheduled for Q3 2020 followed by final design and tender issuance in Q4 2020. Construction will begin late 2020 and continue into the summer of 2021 and is contingent upon construction monies being allocated to the project.	Board Strategic and Corporate Goals	Started
73	IS	365	Rosenboom	\$75,000	\$0	Operating Reserves	2020	Dec-21		A and SIGD	A	North Pender Harbour Water Service - Water Supply Plan	Project to start in Q4 2020	Board Strategic and Corporate Goals	Not Started
74	IS	366	Rosenboom	\$75,000	\$0	Operating Reserves	2020	Dec-21		A	A	South Pender Harbour Water Service - Water Supply Plan	Project to start in Q4 2020	Board Strategic and Corporate Goals	Not Started
75	IS	370	Rosenboom	\$25,000	\$0	User Fees	2019	Dec-21		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
76	PCD	615	Robinson	\$166,500	\$0	Operating Reserves	2020	2020 / 2021		B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Capital - Classified as "non-critical" in Asset Management Plan	SCA - Parking Lot Lighting. Not started. SAC Diving Board Replacement - Quotes requested. SAC Sound baffles and Re-Hang Lights. Project Brief Completed.	Other	Started
77	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
78	CA	115	Parker	\$10,000	\$0	Support Services	2020			All	Regional	Public Engagement Training		Board Strategic and Corporate Goals	Not Started
79	CA	115	Parker	\$12,000	\$0	Support Services	2020			All	Regional	First Nations Cultural Appreciation Initiatives		Board Strategic and Corporate Goals	Not Started
80	CA	115	Parker	\$10,000	\$0	Support Services	2020			All	Regional	Employee Recognition Program		Board Strategic and Corporate Goals	Not Started
81	CA	115	Parker	\$8,000	\$0	Operating Reserves	2020			All	Regional	Certificate of Recognition (COR)		Low Cost / High Value	Not Started
82	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
83	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%
84	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
85	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. Equipment is on order. Expected to be fully complete by Q3, 2020	Carryforward	In Progress 25%

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
86	CA	210	Michael	\$350,000	\$0	Short Term Debt	2020			E, F, and ToG	Gibsons	Fire Truck Replacement (Engine #1)		Business Continuity	Not Started
87	CA	210	Michael	\$30,000	\$28,305	Capital Reserves	2020			E, F, and ToG	Gibsons	Automatic Garage Door Openers	PO issued and installation underway. To be complete by Q2, 2020	Low Cost / High Value	In Progress 50%
88	CA	212	Higgins	\$150,000	\$0	Reserves	2018			D	D	Roof Replacement	Consultant hired. Draft reviewed.	Carryforward	In Progress 25%
89	CA	212	Higgins	\$5,000	\$0	Reserves	2018			D	D	Site Design	In progress. Waiting for Telus tower project.	Carryforward	In Progress 25%
90	CA	212	Higgins	\$350,000	\$0	Capital Reserves	2020			D	D	Engine #1 Replacement	In progress. Truck spec being designed.	Imminent Asset Failure	Not Started
91	CA	216	Daley	\$500,000	\$0	Capital Reserves / ST Loan	2020			B	B	Tanker (Tender) Replacement		Imminent Asset Failure	Not Started
92	CA	216	Daley	\$20,000	\$0	Capital Reserves	2020			B	B	Gear Washing Machine		Regulatory Compliance	Not Started
93	CA	216	Daley	\$35,000	\$0	Capital Reserves	2020			B	B	Facility Upgrades		Safety Requirement	Not Started
94	CA	216	Daley	\$7,000	\$0	Operating Reserves	2020			B	B	Facility Audit Report		Other	Not Started
95	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
96	CA	220	Treit	\$46,600	\$0	Capital Reserves	2020			All	Gibson	Gibsons Radio Tower		Imminent Asset Failure	Not Started
97	CA	220	Treit	\$268,900	\$0	Capital Reserves	2020			All	Sechelt	Chapman Creek Radio Tower		Imminent Asset Failure	Not Started
98	CA	220	Treit	\$128,000	\$0	Capital Reserves	2020			All	Regional	Emergency Telephone 9-1-1 Consulting		Business Continuity	Not Started
99	CA	220	Treit	\$141,400	\$0	Capital Reserves	2020			All	Regional	Emergency Equipment Upgrade		Business Continuity	Not Started
100	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
101	CA	222	Treit	\$10,000	\$0	Taxation	2020			All	All	Mass Communication System		Other	Not Started
102	PCD	313	Robinson	\$25,000	\$0	Short Term Debt	2020			All	All	Building Maintenance Vehicle		Business Continuity	Not Started
103	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%
104	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	Carryforward	In Progress 25%
105	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%
106	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%
107	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	Timing to be confirmed pending direction from Province regarding public participation in more complex electoral approval processes	Board Strategic and Corporate Goals	Not Started
108	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	This posting has been on hold due to Covid 19.	Board Strategic and Corporate Goals	Started
109	PCD	400	Ken	\$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. Project has been delayed. Now anticipating 3rd quarter tendering.	Carryforward	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

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
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%
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		2019			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 Started and on going.	Carryforward	Started
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. Request was sent but no response has been given by TSBC. Sending a second request.	Carryforward	In Progress 75%
117	PCD	615	Hall	\$410,000	\$25,862		2019			B, D, E, F, DoS, ToG, SIGD	Sechelt	Community Recreation Facilities - Sechelt Aquatic Centre Facility Projects	Various projects identified. Currently working on reassessing wall panel conditions to develop a scope of work for repair based on current conditions.	Carryforward	Started
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	Second Ammonia Detector - Have requested. Design work for vent stack extension. Not Started. Estimate completion of design work in 3rd QTR of 2020.	Regulatory Compliance	Not Started
119	PCD	615	Robinson	\$25,000	\$0	Operating Reserves	2020			B, D, E, F (Except F Islands), ToG, DoS, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Future Planning - End of Useful Life Assessment	Asset Management (Kyle) taking the lead on this project for facility services. Not started.	Board Strategic and Corporate Goals	Not Started
120	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
121	PCD	625	Donn	\$17,450	\$0	Operating Reserves	2020			A	A	Spare Main Pool Circulation Pump and Spare Hot Tub Jet Circulation Pump	Staff are currently working on requisitions	Business Continuity	Started
122	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	Carryforward	In Progress 50%
123	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. Tender was issued but not awarded as none of the quotes come with in budget. Needs GM review before proceeding further.	Carryforward	Started
124	PCD	650	Ken	\$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	Ken	\$300,000	\$0	Capital Reserves	2020			A, B, D, E, F	Sechelt	Parks Building (Partial Replacement / Upgrade)		Business Continuity	Not Started
126	PCD	650	Ken	\$60,000	\$0	Capital Reserves	2020			A, B, D, E, F	All	Sports Field Equipment - Deep Aerator	Quotes have been requested.	Business Continuity	Started
127	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. Project costing for two options currently under way.	Carryforward	Started
128	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. Some major repairs work taking place on the Blue (Cliff Gilker) bridge in May.	Carryforward	In Progress 75%
129	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. Start up meeting with contractor May 8th.	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
130	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%
131	PCD	680	Ken	\$25,000	\$0	Operating Reserves	2020			A, B, D, E, F	D	Pisten Bully Track Replacement	Anticipate this work taking place in 2nd and 3rd qtr.	Business Continuity	Not Started
132	PCD	680	Ken	\$33,500	\$0	Operating Reserves	2020			A, B, D, E, F	D	One-Time Minor Capital - Upgrades and Renewal	Anticipate this work starting in 2nd and 3rd qtr. Projects include new visitor entry stairs, renovation of existing Kiosk and signage, new covered entrance to warming hut. New trail grooming drag. Roof replacement on storage container. New pass printer.	Low Cost / High Value	Not Started
133	VARIOUS	110 / 115 / 117 / 135 / 136 / 200-290 / 365 / 366 / 370 / 504 / 520 / 650	SLT	\$80,689	\$0	Taxation / Operating Reserves / Support Services	2020			Various	Sechelt	Field Road Space Planning		Business Continuity	Not Started
134	CA	113 (116)	Cropp	\$25,000	\$0	Operating Reserves	2020			All	Regional	Insurance Asset Appraisal (Phase 2)		Business Continuity	Not Started
135	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
136	IS	381-395	Walkey	\$2,500	\$0	Operating Reserves	2020			Various	Various	Capital Planning Engagement Seminars	Development of alternatives to in-person meetings is underway	Business Continuity	Started
137	CA	Various	Various	\$33,900	\$0	Taxation / Support Services	2020			Various	Various	SCRD Corporate Recycling Program		Board Strategic and Corporate Goals	Not Started

DEFERRALS (TO FUTURE YEARS AS NOTED UNDER PROPOSED COMPLETION DATE)

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	PCD	136	Hall	\$20,000	\$0	Operating Reserves	2020	Dec-21		All	Regional	Building Adaptive and Resilient Communities		Board Strategic and Corporate Goals	Deferred
2	PCD	136	Hall	\$50,000	\$0	Operating Reserves	2020	Dec-21		All	Regional	Community Emissions Analysis		Board Strategic and Corporate Goals	Deferred
3	PCD	500	Pady	\$10,000	\$0	Operating Reserves	2020	Dec-21		All	Regional	Regional Housing Conference Partnership		Board Strategic and Corporate Goals	Deferred
4	PCD	650	Hall	\$15,000	\$0	Operating Reserves	2020	Dec-21		A, B, D, E, F	All	Suncoaster Trail (Phase 2)		Business Continuity	Deferred
5	IS	150	Rosenboom	\$30,000	\$0	Operating Reserves / Surplus	2020	Dec-21		All	Regional	Watershed Governance Feasibility Study		Board Strategic and Corporate Goals	Deferred
6	IS	310	Walton	\$14,271	\$0	Taxation	2020	Dec-21		B, D, E, F, ToG, DoS, SIGD	Regional	Youth Transit Demand Assessment Survey and Pilot Project	Discussion with SD36 and TRAC initiated	Other	Deferred

COMPLETED

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	DoS	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
5	IS	366	Walkey	\$18,000		Reserves	2019		Apr-20	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 has been installed.	Carryforward	Completed
6	CA	110	Reid	\$10,000		Reserves	2019	Apr-20	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. Review complete. Final report received April 6, 2020.	Carryforward	Completed
7	IS	350	Kumar	\$47,680		Taxation	2020		Apr-20	All	Regional	Drywall Screening Process Improvements	Outreach, Education and Training nearing completion (0.5 FTE is underway)	Board Strategic and Corporate Goals	Completed

Open Projects by Year	
2015	1
2016	1
2017	3
2018	14
2019	21
2020	97
TOTAL	137

% Complete Summary		
Not Started	51	34.0% Work has not been started for project.
Started	42	28.0% Work is in preliminary stages.
In Progress 25%	19	12.7% Up to 25% progress
In Progress 50%	10	6.7% Up to 50% progress
In Progress 75%	15	10.0% Up to 75% progress
Completed	7	4.7% 100% Finished
Deferred	6	4.0% Project was deferred by motion.
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)
TOTAL	150	100%

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020

AUTHORS: Tina Perreault, General Manager Corporate Services/Chief Financial Officer and Senior Leadership Team

SUBJECT: SUNSHINE COAST REGIONAL DISTRICT CORPORATE FINANCIAL VARIANCE AND FORECAST ANALYSIS- COVID-19

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Regional District Corporate Financial Variance and Forecast Analysis- COVID-19 be received;

AND THAT the Board provide direction on potential mitigation options on service level and financial objectives for the areas where deficits are anticipated.

BACKGROUND

The COVID-19 pandemic has resulted in several new challenges, impacts, and risks for the Sunshine Coast Regional District (SCRD). It can be expected that these impacts will continue for the foreseeable future and will inevitably result in economic implications for many months to come. Another difficulty, is forecasting what these implications might have as assumptions change rapidly. The ongoing policy response from the federal and provincial governments is also evolving. Recovery is anticipated to be slow and projections estimate that signs of 'normalcy' may not be realized until 2021. During this time it is also important that these impacts are monitored continuously to ensure consistent, high level, transparent financial reporting is provided to the Committee, the public, and all our stakeholders.

As part of the SCRDs' financial process, quarterly variance reports are typically provided to the Committee for the second and third quarters, with the fourth quarter provided at year-end. However, due to the ongoing nature of the COVID-19 pandemic and the fact that the SCRD amended its 2020-2024 Financial Plan as a result of COVID-19, staff are providing a preliminary variance up to April 30, 2020. The purpose is to assess what the financial impacts have been to the various services to date and seek direction from the Board on possible mitigation options, including service level and financial objectives.

Staff have also prepared some financial forecast scenarios for services most impacted by COVID-19. These include a review of Transit, Solid Waste, Building Inspection, Recreation, and Parks.

DISCUSSION

The week of March 16, 2020, the SCRD began the process of closing its offices to the public, including the closure of parks and recreation facilities. This was in response to the Provincial

Health Officer-Dr. Bonnie Henry's order to reduce the spread of COVID-19. At this same time, the Province issued orders and measures, Emergency Operations Centres (EOC) were opened to help assist in supporting the Provincial Health Order for communities. An EOC for the Sunshine Coast was established for the SCRD, the Town of Gibsons and the District of Sechelt. The shíshálh nation is operating its own EOC, however, the effort has been a community collaboration throughout, with over 30 entities working together.

The SCRD

As the Provincial Health Order was issued, the SCRD was quickly able to mobilize inside staff to work from home. Local governments are deemed an essential service, therefore, many SCRD services had to quickly change the way it delivered services to ensure staff and public safety. These changes either resulted in additional expenses, or in some cases, some cost savings. Examples include the following:

- In mid-March, BC Transit mandated that fare collection be discontinued and that back door service be offered to protect the safety of drivers. This results in lost revenue of an average of \$55,000 per month. BC Transit is working with the Province and the Federal Government on compensation for this lost revenue.
- In Mid-March, BC Transit mandated additional cleaning of the busses, requiring additional staff resources in part funded by BC Transit.
- Transit service on the Sunshine Coast was reduced to 'Saturday Service' in April. Driver hours were reduced and some custom services for health care workers were offered.
- Additional personal protective equipment (PPE) and cleaning supplies had to be sourced for most services. This resulted in additional costs for the organization which are expected to continue throughout 2020 into 2021. Staff are working with the Province and BC Transit to seek recovery or cost share for some of the PPE.
- Recreation and Parks facilities were closed to the public resulting in lost revenues since mid-march and operational cost are ongoing.
- Solid Waste services saw an increase services at the landfill, transfer stations, resource centres and green waste drop off facilities. Although this is expected to result in higher tipping fee revenues for the landfills, contract and operations costs are also expected to increase due to increased service demand and additional safety measures.
- On March 18, 2020, divisions cancelled or severely limited the utilization of casual employees. From March 23 and through to May 2, 2020, 38 Records of Employment (ROE's) were issued to SCRD staff impacted by a shortage of work. On April 23, 2020, agreement was reached with the union and flexible work schedules went into effect. On May 1, 2020, further agreement was reached with the union that enabled the introduction of voluntary and temporary layoffs without notice and 11 notices of layoff were issued through to May 11, 2020. Further agreement was also reached with the union to support two staff reducing their work schedules as accommodative measures.
- At the SCRD's May 14, 2020 Regular Board Meeting the following resolution from the April 17th In Camera meeting was released to facilitate programs which were not yet

approved by the Province. Some of these costs are now approved going forward, but not retrospective.

181/20 THAT the continuation of COVID-19 special services of public washrooms and showers and community bylaw ambassadors until May 2, 2020, be implemented, at a cost of up to \$38,000 funded from:

- Washrooms/showers: Recreation Facilities (615) operating budget;
- Bylaw ambassadors: Bylaw Enforcement (200) operating reserves;

AND THAT staff provide a report on the impact, uptake and performance of these service offerings to the April 23, 2020 In Camera Board meeting;

AND THAT any financial variances related to the foregoing be reported to the Board;

AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

On May 6, 2020, the Province announced its plans to slowly re-open the local economy. The SCRD has already begun developing its plan to safely open its public offices and facilities to staff and public. Modifications to work-spaces and additional cleaning supplies will likely result in unexpected expenditures. However, the EOC is looking to get some of these costs recovered through the Province.

More information will be provided on these items through the variance and forecast analysis below.

Variance Analysis to April 30, 2020

The Variance by Service - YTD report provides a Statement of Revenues and Expenses by Service for the period ending April 30, 2020 and it is listed as Attachment A and can be viewed at [SCRD-Agendas-2020](#). Please note the 'Budget YTD (\$)' column represents the budget from January to April 2020. The anticipated percentage for this period is 100%. A summary report is attached hereto as Attachment B.

The variance report aligns with the revenue and expense groupings found in the SCRD's Annual Financial Statements. This report includes expenses relating to operations, one-time operating projects and capital expenditures to date. Capital projects are currently reported as part of the Budget Project Status Report, provided every other month.

Accrual estimates are necessary in some functions as actual information was not available at the time of the report. Actual results could differ from these estimates. Adjustments, if any, will be reflected in the third quarter variance report.

Timing Differences

There are a number of normal variances to revenues and expenses which are affected by timing throughout the year. These include debt payments, grants to or from organizations, contract fees, dues, insurance and project costs that occur during specific times of the year or as

contracts are awarded. Debt payments and investments occur at specified dates throughout the year and as a result, the percentage realized varies by function.

Overall Revenue and Expenditure Position

Revenues for operations in most functions are within the anticipated range for this time period (as at April 30). Revenues and expenses are recognized equally across the 12 months of the year when feasible to ensure revenue is matched with applicable expenses. Revenue from grants and for capital projects are recognized as the project progresses and expenses are incurred.

The overall expenses for operations are less than the anticipated range for this time period. This is consistent with previous years.

Line Item Review

The anticipated Administration expenses percentage should be 100% for this period; actual expenses incurred overall total 100%.

The anticipated Wages and Benefits expense percentage should be 100% for this period (to April 30); actual expenses incurred overall total 89%.

The anticipated Operating expense percentage should be 100% for this period; actual expenses incurred overall total 81%. This total is impacted by the following:

- Natural gas and hydro costs as invoices received to date may not cover the full four months of costs.
- Grants are recognized when paid to Community Organizations. This causes variances depending on timing of payments, which is typically on August 1.
- Debt repayments and interest are recognized when paid. This causes variances depending on timing of payments.

Surplus/Deficit Positions

The majority of functions are in a slight surplus position, with the SCRD's overall surplus being \$387,187. As per the Local Government Act (LGA), and unlike a municipality, each Regional District Service must be distinct from one another, therefore, surplus or funds from one service can't be transferred to another. Likewise for reserve funds. The surplus/deficit position on the variance report is located under the 'Variance (\$)' column. Deficits are indicated in brackets (). An analysis of deficit positions greater than \$2,500 has been provided and further monitoring, mitigation and reporting will be provided for Q2 at the July 23, 2020 Corporate & Administrative Services Committee. As expected, functions with deficits are those most impacted by the loss of fee and charges revenues. Functional area summaries are as follows:

- [110] General Government- Deficit of (\$54,686) is as a result of timing differences for some revenue line items and higher than expected expenditures. Staff will continue to monitor these items and will look to provide mitigation options if deficit continues into Q2.

- [135] Corporate Sustainability- Deficit of (\$2,824) is due to higher than budgeted wages. Staff will continue to monitor and report back as part of Q2 variance report to July Corporate & Administrative Services Committee.
- [222] Sunshine Coast Emergency Planning- Deficit of (\$162,798) is as a result of operating the EOC up to April 30. This amount will continue to grow slightly as the EOC remains open but it is currently at Level 1 status. Incremental staff time (overtime), approximately \$73,800 will be recovered by the Province, which will positively reduce the deficit. There has also been several resource requests, such as public showers and washrooms at the recreation facilities, portions of the community ambassadors, and transit service for health-care workers, all which have been denied by the Province for reimbursement. Staff are in process of submitting claims to the Province as well as doing a reconciliation for denied items to establish the deficit for this service. Staff anticipate bringing a report forward to the June 25 Corporate & Administrative Services Committee for further information and decision by the Committee.
- [310] Transit Service- Deficit of (\$25,907) is the result of lower than budgeted revenues as a result of fare revenues no longer being collected as of mid-March as well as higher than budgeted wages, benefits, materials for additional cleaning and increase in repairs and maintenance. There was also a significant drop in ridership (about 80%), so if we would have collected revenue. Fares collection will start again on June 1. Anticipated recoveries from BC Transit have been factored into the April variance. It is unknown if BC Transit will provide compensation for loss revenue for reduction of fares. Staff hope to report back to the Board as part of Q2 variance.
- [345] Ports Service- Deficit of (\$8,045) is due to timing of external recoveries revenues and capital project expenditures. Staff are working to process recoveries in May, therefore plan to have balances budget.
- [346] Langdale Dock- The deficit of (\$20,953) is timing due to recorded revenue against the full contract payment. This budget is expected to be balances for 2020.
- [350] Regional Solid Waste- The deficit of (\$83,029) is the result of an increase in activity at the landfill/transfer station resulting in higher revenues and higher than expected expenditures and additional safety measures. Funding and matching expenditures for the landfill erosion repairs are not a contributing factor to the current deficit. Any mitigation options will be brought forward as part of the Q2 variance report. Solid Waste Services have been included for future forecast analysis.
- [386] Lee Bay Waste Water Plant- Deficit of (\$13,247) is due to project cost being allocated incorrectly. Once project is complete these costs will be reallocated. There have also been additional staff time spent than budgeted due to unexpected repairs and maintenance. Staff will further report back as part of Q2 variance.
- [386] Square Bay Waste Water Plant- Deficit of (\$13,694) is due to additional staff time for unexpected repairs and maintenance. Staff will further report back as part of Q2 variance.
- [410] Pender Harbour Health Clinic- Deficit of (\$23,672)-Timing difference due to payments of the operating grant and is expected to have a balanced budget.

- [520]- Building Inspection- Deficit of (\$45,502)- Lower than expected permit revenue up to April 30. Staff will continue to monitor in addition to what can be expected in the coming months and report back as part of the Q2 variance. There are sufficient operating reserves to cover any potential budget shortfalls. This is one service where staff have provided a forecast analysis.
- [615] Community Recreation Services- Deficit of (\$207,198)- Lower than expected user fees and charges due to closure of recreation facilities on March 16. There are also several expense items that are higher than budgeted, such as wages and benefits, overhead costs for utilities, contracted services, and increase in bank charges to issue refunds. Staff will need to bring forward options to mitigate ongoing deficit. A forecast analysis has also been provided.
- [630] School Facilities-Joint Use- Deficit of (\$3,213) is due to the recognition of the 2019 prior year deficit recovery. Staff will report back as part of the Q2 and Q3 variance for this function.
- [640] Gibsons and Area Library- Deficit of (\$96,538)
- [643] Egmont/Pender Harbour Library Service- Deficit of (\$5,793)
- [645] Halfmoon Bay Library Service- Deficit of (\$26,251)
- [646] Roberts Creek Library Service- Deficit of (\$14,245)
- [648] Museum Services- Deficit of (\$21,853)
 - All due to timing difference of grant payments to the Library Associations, Reading Rooms and Museums. Budgets expected to be balanced by year-end.

Forecast Analysis

The [310] Public Transit, [350] Solid Waste, [520] Building Inspection, [615] Community Recreation, [625] Pender Harbour Pool and [650] Parks services are all reliant on user fee revenue that has been impacted to varying degrees by the COVID-19 pandemic. User fees are critical to balancing these budgets and cover operational costs.

The below assumptions are also based on operating expenditures remaining static. As noted above, some services are experiencing higher overhead costs due to COVID-19, for example, purchase of additional cleaning and safety supplies. In order to reduce operational costs in a meaningful way, staff seek direction from the Board on any service level or financial objectives to mitigate the projected deficits.

There are three scenarios provided based on impacts to lost revenue and the associated projected deficit. The focus has been on the services where the most material deficits are projected, recognizing that other services may experience deficits as noted above.

[310] Transit Service

Fee revenue for Transit consists of cash fares along with tickets and pass sales which are budgeted at approximately \$66,000/month. Revenue to the end of April was \$98,400 less than budgeted as a result of the suspension of fare collection on March 19.

Fare collection is set to begin again on June 1; however, it is likely that ridership levels will not return to pre-pandemic levels in the near term and in particular, during the summer tourist months where there is typically a seasonal bump in revenue.

Three potential revenue shortfall scenarios are detailed below based revenue collected to date and 25%, 50% and 75% of budgeted fee revenue being collected over the remaining seven months of the fiscal year beginning June 1:

Percentage of Budgeted Fee Revenue Collected (May to December)	Estimated Year End Revenue Shortfall and Projected Deficit
25%-Low	\$513,487
50%-Medium	397,263
75%-High	281,038

[350] Regional Solid Waste

Year to date tipping fee revenue at the Sechelt Landfill and Pender Harbour Transfer Station is up by \$26,135 (3%) over the same period in 2019 which is reflective of the increased activity at the Landfills to date this year.

Despite this, it is likely that lower tourism activity during the summer months will have a negative impact on tipping fees as there will presumably be less material being disposed of at the Landfill.

In 2019, tipping fee revenue was approximately \$70,000 higher per month on average over the six month period from May to October than it was over the six month period from November 2019 to April 2020. If this seasonal bump in revenue does not materialize in 2020, a significant deficit position is likely at year end.

It can be expected that some variable cost savings would result from lower volumes which will mitigate potential revenue shortfalls; however, this would only be applicable to diversion materials as fees collected for landfilled waste fund a majority of the fixed costs. Some short-term safety measures are being replaced with long-term less expensive ones.

[520] Building Inspection

Year to date permit fee revenue is \$32,180 (13%) lower as compared to the same period in 2019 and is \$47,263 less than the YTD budget value. Permit revenue tends to fluctuate from month to month and year to year depending on building activity so it is difficult to ascertain if COVID-19 has had a material impact.

Specifically looking at the month of April, revenue in 2020 was 23% higher revenue than for the same month in 2019 which would indicate that the current YTD trend is more a result of typical market fluctuations than COVID-19. That being said, the long-term impacts will likely be a factor going forward and will be factored into future budget projections and variance analysis.

If the current trend holds for the remainder of the current year, a revenue shortfall of approximately \$142,000 would be anticipated at year end.

[615] Community Recreation

Base budget user fee revenue accounts for approximately \$1.76M (30%) of operating revenue for this service with the balance of funding coming from taxation.

As part of the amendments to the 2020-2024 Financial Plan Bylaw as a result of the facility closures due to COVID-19, budgeted operating expenses were reduced by \$708,493 and budgeted wages for casual staffing were reduced by \$147,555. These reductions were offset by decreases to budgeted taxation of \$200,000 and budgeted user fees of \$656,048. Budgeted user fee revenue per the amended financial plan is \$1.10M

For the four months ending April 30, \$284,362 in fee revenue has been recognized which is \$82,757 less than budgeted to this point. This unfavorable variance is somewhat understated due to the fact that seasonal ice rental revenue up to the point of facility closure is included in actuals whereas the budget does not account for this seasonality.

Given the four facilities currently remain closed; this variance is expected to continue to grow and will result in a significant deficit at year end if further mitigating measure are not taken.

Three potential revenue shortfall scenarios are detailed below based revenue collected to date and 0%, 25% and 50% of budgeted fee revenue being collected over the remaining eight months of the fiscal year beginning May 1:

Percentage of Budgeted Fee Revenue Collected (May to December)	Estimated Year End Revenue Shortfall and Projected Deficit
0%-Low	\$816,995
25%-Medium	633,436
50%-High	449,876

[625] Pender Harbour Pool

Base budget user fee revenue accounts for approximately \$90,000 (20%) of operating revenue for this service with the balance of funding coming from taxation. There were no adjustments to the Pender Harbour Pool budget in the amended Financial Plan.

For the four months ending April 30, \$16,587 in fee revenue has been recognized which is \$13,446 less than budgeted to this point.

Given the facilities currently remain closed; this variance is expected to continue to grow and will result in a significant deficit at year end if mitigating measures are not taken.

Three potential revenue shortfall scenarios are detailed below based on revenue collected to date and 0%, 25% and 50% of budgeted fee revenue being collected over the remaining eight months of the fiscal year beginning May 1:

Percentage of Budgeted Fee Revenue Collected (May to December)	Estimated Year End Revenue Shortfall and Projected Deficit
0%	\$73,513
25%	58,496
50%	43,480

[650] Community Parks

Budgeted fee revenue for the Community Parks Service totals \$75,600 for the year with \$14,436 having been recognized to date. On a year to date basis, fee revenue is \$10,764 less than budgeted. It should also be noted that this line item was \$20,738 under budget in 2019.

Fees are derived from Community Hall Rentals (\$23,230 in 2019) and the Katherine Lake Campground (\$31,632 in 2019). 100% of the revenue recognized to date in 2020 is attributable to Hall Rentals; however, this amount is subject to change as refunds for cancellations are still being processed.

It is unknown at this time how much revenue will be generated over the remaining eight months of the year. Assuming a worst case scenario where no additional revenue is collected, the revenue shortfall will be approximately \$60,000.

Financial Implications

As part of the amendments made to the 2020-2024 Financial Plan, several projects, new staff resources, and one-time funding to mitigate taxation for 2020 were deferred to 2021. Taxation for 2021 is currently estimated to increase by 6.03% over 2020. This increase does not account for any wage increases as part of a newly ratified Collective Agreement which has not been formalized. Therefore, any additional taxation required to cover 2020 deficits would further increase the tax burden for 2021. Each \$211,000 represents an overall 1% increase in taxation. As at April 30, an estimated additional 2.5% of taxation would be required to cover the current deficits.

It is also important to note these values only relate to property taxation (ad valorem) and do not include increases for user rates and parcel taxes for the water, waste water and refuse collection functions.

In order to make any meaningful reductions or mitigate ongoing service deficits, staff seek Board direction on service level or financial objectives in preparation of the Q2 variance analysis.

Communications Strategy

As this information is critical to the upcoming 2021-2025 Financial Planning process, it is important the Board and public is made aware of the current situation. As the Budget process is

planned for discussion at the June/July Corporate and Administrative Services meetings, the communication strategy and public engagement plan will need to be contemplated.

If the Board chooses to explore service level reductions, a clear communication plan would also need to be contemplated for these decisions.

STRATEGIC PLAN AND RELATED POLICIES

Reviewing and analyzing the overall financial results aligns with the Boards Strategic Plan and Financial Sustainability Policy.

CONCLUSION

The COVID-19 pandemic has resulted in several new challenges for the SCRD which can be expected to continue for the foreseeable future and will inevitably result in economic implications for many months to come.

Due to the ongoing nature of the COVID-19 pandemic and the fact that the SCRD amended its 2020-2024 Financial Plan a preliminary variance up to April 30, 2020 has been provided. The purpose is to assess what the financial impacts have been to the various services to date and seek direction from the Board on possible mitigation options, including service level and financial objectives.

Staff have also prepared some financial forecast scenarios for services most impacted by COVID-19. These include a review of Transit, Solid Waste, Building Inspection, Recreation, and Parks.

As part of the amendments made to the 2020-2024 Financial Plan, several projects, new staff resources, and one-time funding to mitigate taxation for 2020 were deferred to 2021. Taxation for 2021 is currently estimated to increase by 6.03% over 2020 and as at April 30, an estimated additional 2.5% of taxation would be required to cover the current deficits. It is also important to note these values only relate to property taxation (ad valorem) and do not include increases for user rates and parcel taxes for the water, waste water and refuse collection functions.

In order to make any meaningful reductions or mitigate ongoing service deficits, staff seek Board direction on service level or financial objectives in preparation of the Q2 variance analysis.

Attachment A: Year to Date Variance, by Service: January 1 to April 30, 2020
(available at: <https://www.scrd.ca/agendas-2020>)

Attachment B: Year to Date Variance- Summary: January 1 to April 30, 2020

Reviewed by:			
Manager	X – B. Wing	Finance	X – T. Perreault
GM	X - R. Rosenboom	Legislative	X – S. Reid
CAO	X – D. McKinley	Human Resources	X – G. Parker



Sunshine Coast Regional District

Attachment B

Year to Date Variance

Budget Version: Amended Budget

From Period: 202001

To Period: 202004

Revenues	Actuals YTD (\$)	Budget YTD (\$)	Variance (\$)	Actuals/ Budget (%)
Grants in Lieu of Taxes	1,635	24,000	22,365	7%
Tax Requisitions	6,997,011	7,056,212	59,201	99%
Frontage & Parcel Taxes	1,877,640	1,873,434	(4,206)	100%
Government Transfers	634,482	961,851	327,369	66%
User Fees & Service Charges	3,964,698	4,396,646	431,948	90%
Member Municipality Debt	445,885	625,425	179,540	71%
Investment Income	214,920	227,959	13,039	94%
Contributed Assets	0	0	0	
Internal Recoveries	2,197,463	2,165,112	(32,351)	101%
Other Revenue	206,301	219,416	13,115	94%
Total Revenues	16,540,061	17,550,064	(1,010,003)	94%
Expenses	Actuals YTD (\$)	Budget YTD (\$)	Variance (\$)	Actuals/ Budget (%)
Administration	1,559,372	1,559,381	9	100%
Wages and Benefits	6,356,510	6,482,999	126,489	98%
Operating	5,177,665	6,360,715	1,183,050	81%
Debt Charges Member Municipalities	445,885	454,830	8,945	98%
Debt Charges - Interest	429,276	433,478	4,202	99%
Amortization of Tangible Capital Assets	0	1,607,480	1,607,480	0%
Total Expenses	13,966,092	16,898,922	(2,932,830)	83%
Other	Actuals YTD (\$)	Budget YTD (\$)	Variance (\$)	Actuals/ Budget (%)
Capital Expenditures (Excluding Wages)	656,031	8,849,735	8,193,704	7%
Proceeds from Long Term Debt	(450,000)	(5,598,167)	(5,148,167)	8%
Debt Principal Repayment	691,786	706,125	14,339	98%
Transfer to/(from) Reserves	675,137	(2,465,553)	(3,140,690)	-27%
Transfer to/(from) Appropriated Surplus	(10,800)	187,302	198,102	-6%
Transfer to/(from) Other Funds	384,404	150,000	(234,404)	256%
Transfer to/(from) Accumulated Surplus	0	(9,895)	(9,895)	0%
Prior Year (Surplus)/Deficit	15,230	15,230	0	100%
Unfunded Amortization	0	(1,607,480)	(1,607,480)	0%
Transfer (to)/from Unfunded Liability	225,000	225,000	0	100%
Total Other	2,186,782	452,244	1,734,538	484%
Suplus/(Deficit)	387,187	198,898	188,289	195%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: CHURCH ROAD WELL FIELD PROJECT ALTERNATIVE APPROVAL PROCESS

RECOMMENDATION(S)

1. **THAT the report titled Church Road Well Field Project Alternative Approval Process be received;**
 2. **AND THAT the deadline for receiving elector responses be July 20, 2020 at 4:30 p.m.;**
 3. **AND THAT the elector response form be established as presented;**
 4. **AND THAT the total number of electors of the area to which the approval process applies (Water Supply and Distribution Service Area) be determined to be 19,600 (10% threshold = 1,960);**
 5. **AND THAT participating area approval is to be obtained for the entire Water Supply and Distribution Service Area;**
 6. **AND FURTHER THAT this recommendation be forwarded to the May 28, 2020 Regular Board meeting.**
-

BACKGROUND

The following resolution was adopted at the February 27, 2020 Board meeting:

065/20 **Recommendation No. 33** *Groundwater Investigation Phase 4 – Church Road Budget Proposal*

THAT the report titled Groundwater Investigation Phase 4 – Church Road Budget Proposal be received;

AND THAT staff prepare an Alternate Approval Process (AAP) to authorize long term borrowing of up to \$9,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project.

DISCUSSION

Loan Authorization Bylaw No. 725 was given three readings on March 12, 2020. A schedule for an AAP (Attachment A) has been prepared for review and adoption of the deadline for receiving elector response forms, and an elector response form (Attachment B) has been drafted for review and Board approval.

Staff have calculated the total number of electors of the area to which the approval process applies (the Sunshine Coast Regional District Water Supply and Distribution Service Area) at **19,600**. The number of electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on April 24, 2018 (19,272), and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area (328). This figure must be adopted by the Board (4th Recommendation). Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total (**1,960**).

Staff also recommend that the Board adopt a resolution (5th Recommendation) stating that participating area approval is to be obtained for/across the entire Water Supply and Distribution Service Area (vs by individual electoral area or municipality). This resolution must be adopted by at least 2/3 of the votes cast.

Financial Implications

The cost of statutory advertising for the AAP is estimated to be \$1,500 which will be funded by the Regional Water Service [370] operational budget. Additional public information advertising and outreach is being proposed at a cost of \$3,500 which will also be funded by the Regional Water Service [370] operational budget.

Communications Strategy

A communications plan has been developed for the AAP. In addition to statutory advertising, an information package will be prepared prior to the start of the AAP. The information package will include a copy of the Loan Authorization Bylaw and the AAP formal notice as well as information on the project and a comparison of cost implications for both short term and long term borrowing. Information packages will be made available at the following locations:

- Online on the SCRD website
- SCRD office (1975 Field Road)

Recognizing the current provincial state of emergency and global pandemic, additional health and safety considerations are being implemented to support public participation in this AAP. Specifically:

- Providing a longer timeline for public response. The statutory required timeline to receive elector responses has been extended by 1 week, from 30 days to 37 days.
- Ensuring AAP response forms and information packages are available both electronically and also for pick-up at the Field Road Office during regular office hours. Completed forms may be submitted by mail or drop-off at Field Road.
- Enhanced communication efforts beyond the required statutory advertising to ensure public access to information and staff resources. This includes a dedicated project webpage, social media posts, print advertising, virtual information session(s), and ensuring direct access to staff by telephone or email for project-related AAP inquiries.

STRATEGIC PLAN AND RELATED POLICIES

Utilizing long term borrowing to finance an asset with a significant lifespan supports the **Strategic Focus Area for Infrastructure Management**. This project supports strategy 2.1 of the 2019-2023 Strategic Plan to plan for and ensure year round water availability now and in the

future and specifically the tactic to “investigate and/or develop water supply plans/sources for North and South Pender, Langdale, Soames, Grantham’s, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems”.

Climate change is having an impact on the water system. The Church Road Well Field project will support the **Strategic Focus Area for Climate Change and Resilience**.

Clear communication with respect to the AAP supports the Board’s **Strategic Focus Area for Engagement and Communications**.

CONCLUSION

Local governments wishing to pursue long term debt financing must do so with approval of the electors. Staff have been directed to proceed with an AAP to authorize long term borrowing of up to \$9,000,000 to design and construct the Church Road Well Field Project to expand the available potable water supply to the Sunshine Coast Regional District Water Supply and Distribution Service Area.

As part of the process, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the total number of electors to which the AAP applies (Electoral Areas A, B, D, E, F and the District of Sechelt).

If less than 10% of electors within the service area (1,960) sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board can proceed to adopt the bylaw.

Staff recommend the Committee approve the recommendations relating to the AAP.

Attachments:

Attachment A - Schedule for alternative approval process

Attachment B - Elector response form

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

ATTACHMENT A

Schedule for Alternative Approval Process for *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020*

Date	Action
Mar 12	Loan Authorization Bylaw No. 725 receives 3 readings
Mar 22	Bylaw forwarded to Ministry of Municipal Affairs and Housing for approval of the Inspector of Municipalities
Jun 5	First Notice of AAP published
Jun 12	Second Notice of AAP published
Jul 20*	Deadline for submission of AAP forms (extended timeline)
Jul 23	Report on results of AAP at Board
Jul 23	Adopt Bylaw No. 725 if less than 1,960 elector responses submitted
Aug 24	Apply for Certificate of Approval (COA) following 30 day quashing period
Subject to receipt of COA and cash flow requirements	Security Issuing Bylaw
	Apply for Certificate of Approval following 10 day quashing period

- * The statutory deadline for submission of AAP forms could be as early as July 13th. Staff recommend that the timeline for the AAP be extended an additional 7 days in consideration of any limitations that may result from the current provincial state of emergency in relation to the global pandemic.



SUNSHINE COAST REGIONAL DISTRICT

ELECTOR RESPONSE FORM

Alternative Approval Process for *Church Road Well Field Project* *Loan Authorization Bylaw No. 725, 2020*

By completing this elector response form, I **OPPOSE** the Regional District Board's intention to adopt *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* which authorizes the borrowing of up to \$9,000,000 to be repaid over a period not exceeding 30 years to finance the costs of the Phase 4 Church Road Well Field project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the SCRD Water Supply and Distribution Service Area (Electoral Areas A – Egmont/Pender Harbour, B – Halfmoon Bay, D – Roberts Creek, E – Elphinstone, F – West Howe Sound and the District of Sechelt);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Church Road Well Field Project Loan Authorization Bylaw No. 725, 2020* unless a vote is held.

Full Name of Elector _____
(please print)

Signature _____

Address _____

Date _____

Choose one: ☐ I am a resident elector (see reverse for eligibility requirements)

☐ I am a non-resident property elector who lives in another community and own property in the service area at:

(address) (see reverse for eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, MONDAY, July 20, 2020.**

Elector Response Forms may only be returned **by mail or delivered in person** Monday through Friday excluding statutory holidays.

Approval of the electors by alternative approval process is obtained if less than **1,960** elector responses are received by the stated deadline. Submit the Elector Response Form to:

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
Phone: 604-885-6800

Office Hours Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

RESIDENT ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a resident of the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

NON-RESIDENT PROPERTY ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place.
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

NOTE: No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020

AUTHOR: Michelle Goetz, Accounts Payable Technician

SUBJECT: REVISED DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING MAR. 31/20

RECOMMENDATION

THAT the report titled Revised Director Constituency and Travel Expenses for Period Ending March 31, 2020 be received for information.

BACKGROUND

The report submitted at the April 23, 2020 Corporate and Administrative Services Committee meeting included some 2019 expense figures. This revised report shows the correct figures for the period ending March 31, 2020.

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 March 31, 2020 is \$2,494 leaving a surplus balance of \$17,806. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$7,727 leaving a remaining balance of \$28,417. Figures are based on expense reports submitted up to April 9, 2020 for the period ended March 31, 2020 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A	\$467	\$2,198	\$-
Director Area B	\$104	\$2,707	\$-
Director Area D	\$1,450	\$697	\$-
Director Area E	\$291	\$1,130	\$-
Director Area F	\$182	\$708	\$180
Director DOS (2)	\$-	\$-	\$107
Director TOG	\$-	\$1,064	\$-
Director SIGD	\$-	\$-	\$-
Totals	\$2,494	\$7,727	\$-
Budget	\$20,300	\$36,144	
Surplus (Deficit)	\$17,806	\$28,417	*
* 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 \$7,727. For the period ending March 31, 2020, the total amount posted to Constituency and Electoral Expenses is \$ 2,494 leaving a remaining balance of \$46,223.

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 – May 28, 2020

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTIONS – ICI
PACKAGING AND PAPER PRODUCTS RECYCLING REGULATION AMENDMENT

RECOMMENDATION(S)

THAT the report titled Union of British Columbia Municipalities (UBCM) Resolutions – ICI Packaging and Paper Products Recycling Regulation Amendment be received;

AND THAT the updated resolution for ICI Packaging and Paper Products Recycling Regulation Amendment be approved or amended and submitted to UBCM prior to the June 30, 2020 deadline.

BACKGROUND

The following recommendation (in part) was adopted at the May 14, 2020 Board meeting:

Recommendation No. 6 *2020 Union of British Columbia Municipalities Resolutions*

...AND THAT the following resolution be amended and brought forward to a future Committee with added wording to “reflect the disproportionate impact on remote and rural communities where private or commercial services are unavailable”:

BC Recycling Regulation

WHEREAS resolution 2018-B68 ‘Packaging and Printed Paper Recycling Regulation Amendment’ was previously endorsed by the UBCM membership;

AND WHEREAS the Province has indicated it will consider expanding BC’s Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products as part of their commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility’:

THEREFORE BE IT RESOLVED THAT UBCM re-affirm support for amending the Recycling Regulation to expand BC’s Extended Producer Responsibility (EPR) programs to include product categories for Industrial, Commercial and Institutional packaging and paper products.

DISCUSSION

Staff have prepared an amended resolution for the Committee's consideration as follows:

ICI Packaging and Paper Products Recycling Regulation Amendment

WHEREAS resolution 2018-B68 'Packaging and Printed Paper Recycling Regulation Amendment' was previously endorsed by the UBCM membership;

AND WHEREAS the Province responded it would consider expanding BC's Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products as part of their commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility';

AND WHEREAS BC's EPR programs have yet to be expanded to include ICI packaging and paper products which is having a disproportionate impact on remote and rural communities where access to private or commercial recycling services is limited and often unavailable:

THEREFORE BE IT RESOLVED THAT UBCM re-affirm support for amending the Recycling Regulation to expand BC's Extended Producer Responsibility (EPR) programs to include product categories for Industrial, Commercial and Institutional packaging and paper products.

Timeline for next steps or estimated completion date

Resolutions must be submitted to UBCM by June 30, 2020.

STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to UBCM is consistent with the SCRD strategic focus areas for Advocacy, and Regional Collaboration and Partnership.

CONCLUSION

In response to the Recommendation made at the April 23, 2020 Corporate and Administrative Services Committee meeting, staff have prepared an amended resolution for the Committee's consideration that advocates for a Recycling Regulation amendment to include Industrial, Commercial and Institutional packaging and paper products noting the disproportionate impact on remote and rural communities where private or commercial recycling services are limited or unavailable.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – May 28, 2020

AUTHOR: Kevin Clarkson, Parks Superintendent

SUBJECT: KATHERINE LAKE CAMPGROUND SERVICE OVERVIEW AND OPERATIONS IMPACT SCENARIO ANALYSIS

RECOMMENDATION(S)

THAT the report titled Katherine Lake Campground Service Overview and Operations Impact Scenario Analysis be received;

AND THAT Sunshine Coast Regional District (SCRD) continue to operate the park at Katherine Lake for day use and plan for a restart of public camping services following health advice;

AND THAT the Board approve a projected deficit of up to (\$18,660) for the 2020 seasonal operations Katherine Lake Park;

AND FURTHER THAT staff report back on current and estimated Parks [650] budget variance in Q2 and Q3.

BACKGROUND

The Sunshine Coast Regional District (SCRD) Senior Leadership Team is providing an update to the Board regarding variance and forecast analysis. One of the areas impacted is the Parks service, which directly effects service levels at Katherine Lake Park and Campground (Parks [650]) including an overview of the park to identify services available and provide annual comparisons for the costs of servicing the park. The purpose of this report is to anticipate various revenue projection scenarios for the 2020 operational season and to seek direction from the Board for decisions regarding adjusted service levels in response to the COVID-19 health advisories.

Overview of Katherine Lake Park and Campground

Katherine Lake, is within the traditional territory of the *shishalh* Nation. Classified as a regional-service level park in the 2014 SCRD Parks and Recreation Master Plan, Katherine Lake Park and Campground is identified as a '*Destination Park*' and is included as part of the Community Parks budget [650].

“Destination parks draw visitors from the entire region and beyond. People visit these parks because of the parks’ natural or cultural features and recreation opportunities. Destination parks draw people who specifically travel to “spend time in the park,” to participate in activities as diverse as hiking, mountain biking, enjoying the waterfront, and attending special events and sports. Most destination parks offer a wide range of activities”.

Originally designated as a portion of the BC Ministry of Forests UREP (Use for Recreation and Enjoyment of the People) #0239079, the approximately 37 hectare Katherine Lake Park and Campground was acquired by SCRD purchase in 1990.

The land surrounding Katherine Lake is zoned PA-2 (Park, Assembly and Institutional). The land around Katherine Lake is SCRD park that includes a campground on the north shore for recreational vehicles and tent camping.

Picturesque Katherine Lake is located on Garden Bay Road in Pender Harbour and is a popular swimming spot. The campground provides 19 RV (fully-serviced) and 10 additional camp sites, picnic facilities, washroom facilities with showers and a small playground. Each RV site rents for \$22 per night, while each tent site rents for \$18 per night.

The park and campground are serviced by a seasonal, contracted onsite caretaker (annually, from early May-late September). The lake itself has a sandy swimming beach and the park has a variety of hiking trails. Katherine Lake Park and Campground is serviced with water, electricity, garbage pickup, and fire wood and ice sales.

The park contains sensitive wetland habitat and a small protected Western Painted Turtle nesting area. The proximity of Katherine Lake Parks also makes it an important ecological corridor between Mical and Garden Bay Lakes. Endemic fish species include healthy seasonal populations of Sockeye Salmon and resident Trout. The park also provides visitor opportunities for hiking, fishing, non-motorized boating and paddling, and serves as a family-friendly regional destination on the Sunshine Coast.

A range of documents guide the management and operation of Katherine Lake Park and Campground and its related facilities, including but not limited to:

- SCRD Strategic Plan
- SCRD Parks and Recreation Master Plan (2014)
- Parks Bylaw No. 356 and associated regulations
- Electoral Area A Official Community Plan
- Sunshine Coast Trails Strategy (2014)
- Park management plan
- Terms of provincial permits/licences/leases/partnership agreements

DISCUSSION

Given the undetermined forecast for the duration of COVID-19 pandemic measures, operations at Katherine Lake Park and Campground will be required to adjust service levels during the 2020 operating season.

These adjustments will need to align with Provincial emergency operations guidelines, as well as SCRD Board directives. Service level adjustments will have financial impacts and may range from facility use restrictions, revisions to operational duties and responsibilities, or even full park site and campground closures. Specifically, Katherine Lake Campground, has already seen a delayed opening. It is possible, the campground may not be open at all, or may be safely opened at a reduced capacity at a later date during the 2020 operating season. Parks' staff aim to ensure that Katherine Lake operations closely adhere to any upcoming restart directives from the Province and the Board.

Organizational and Intergovernmental Implications

Operational service levels will need to be aligned with other related land management jurisdictions and their phased-in approach towards the new normal for public park and campground operations. Early insight into the BC Restart Program indicates that BC Parks' and Recreation Sites and Trails BC's campgrounds will most likely be open to the public and operational by June 1, 2020. However, the Province maintains that public campgrounds will only be operated at half-capacity until further notice. Provincial campgrounds may also see various reductions in service and available amenities during this time.

Financial Implications

The table below illustrates SCRD's total costs to operate Katherine Lake Park and Campground from the 2017, 2018 and 2019 operational season. Note that total costs have not yet been incurred or calculated for 2020.

		<i>Electricity</i>	<i>Telecommunications</i>	<i>Clothing & Laundering</i>	<i>Waste Disposal</i>	<i>Water</i>	<i>Materials and supplies (includes road maintenance)</i>	<i>Landscaping</i>	<i>Insurance</i>	<i>Caretaker</i>	<i>Repairs & Maintenance</i>	<i>Tree Mitigation</i>	<i>Septic</i>	<i>Bank Fees</i>	<i>Advertising & Promotion</i>	<i>Equipment & Machinery</i>	<i>Rentals & Leases</i>	<i>TOTAL Yearly Operating Burden</i>
Year	2017	\$4,442.43	\$1,345.34		\$1,296.00	\$585.31	\$15,014.68	\$1,423.56	\$339.12	\$25,823.51	\$2,645.88	\$2,870.00		\$2,621.14				\$58,406.97
	2018	\$4,347.57	\$1,634.22		\$793.50	\$2,891.20	\$7,010.73	\$2,461.32	\$343.82	\$29,080.20	\$652.50	\$1,600.00	\$430.00	\$1,105.04	\$52.97		\$5,947.92	\$52,403.07
	2019	\$4,508.33	\$1,010.04	\$83.46	\$777.50	\$2,265.71	\$9,149.39	\$1,950.27	\$355.13	\$30,608.90	\$2,276.47	\$1,980.00	\$990.50	\$1,014.60				\$56,970.30
	2020 (to date)	\$647.94	\$237.92		\$56.00		\$96.78	\$176.39	\$180.60			\$3,700.00		\$30.00	\$29.67	\$259.96		\$5,415.26
	TOTAL	\$13,946.27	\$4,227.52	\$83.46	\$2,923.00	\$5,742.22	\$31,271.58	\$6,011.54	\$1,218.67	\$85,512.61	\$5,574.85	\$10,150.00	\$1,420.50	\$4,770.78	\$82.64	\$259.96	\$5,947.92	

The average cost to SCRD to operate Katherine Lake Park and Campground, calculated over 2017, 2018 and 2019 is **\$55,926.78**.

Average revenues from Katherine Lake Campground from 2017, 2018 and 2019 operations are as follows:

Year	Revenue
2017	\$43,659.62
2018	\$34,907.05
2019	\$33,456.17
Annual Average Revenue	\$37,340.00

For consideration, staff have provided 3 generalized scenarios for campground operations at Katherine Lake. Each scenario outlines anticipated operational and financial impacts. Anticipated offsets in both revenues and expenses for each scenario are provided, for Committee and Board reference, as well as to inform any future decision-making when altering service levels at the park while in COVID-19 pandemic response and restart phases.

Scenario 1 - 2020 Campground Closure

This scenario forecasts a complete campground closure for the entire 2020 operating season from May long weekend-September long weekend. Day-use would be permitted at the park itself, with limited washroom and associated park amenities available.

**note: assume anticipated revenues based on annual average of \$37,340.00.*

Scenario 1 (status quo) - 2020 Campground does not re-open for 2020

Impact to service	Anticipated Expenses	Anticipated Revenues	Impact to 2020 Budget
-Park and campground are day-use only (7am-10pm) -minimal washroom facilities open and cleaned regularly -park users encouraged to comply with physical distancing guidelines -anticipate consistent bylaw and community ambassador presence	\$45,000.00-\$50,000.00 Most operational costs are constant, with some negligible savings in utilities like water, etc.	\$0.00 There may be some incremental revenue opportunities from firewood, ice and refreshments sales, sold during day-use hours)	*-\$37,340.00

Scenario 2 - 2020 Campground Open at half capacity (beginning June 15, 2020)

This scenario would see Katherine Lake Campground open for public use, but only at half capacity for the duration of the 2020 operating season.

**note: assume anticipated revenues based on annual average of \$37,340.00.*

***note: assume anticipated revenues based on full available occupancy for the duration of the season.*

Scenario 2 - 2020 Campground Open at half capacity (beginning June 15, 2020)

Impact to service	Anticipated Expenses	Anticipated Revenues	Impact to 2020 Budget
<ul style="list-style-type: none"> -Aligns with BC restart Phase 2 guidelines for Provincial campgrounds -every second camp site could be rented -campground visitors encouraged to comply with physical distancing guidelines -anticipate consistent bylaw and community ambassador presence 	\$56,000.00 (based on calculated average above)	**\$19,285.50	*-\$36,714.50

Scenario 3 - 2020 Campground open at full capacity (beginning June 15, 2020)

This scenario would see Katherine Lake Campground open for public use, beginning mid-June 200 and for the duration of the 2020 operating season.

**note: assume anticipated revenues based on annual average of \$37,340.00.*

***note: assume anticipated revenues based on full occupancy for the duration of the season.*

Scenario 3 - 2020 Campground open at full capacity (beginning June 15, 2020)

Impact to service	Anticipated Expenses	Anticipated Revenues	Impact to 2020 Budget
<ul style="list-style-type: none"> -campground visitors encouraged to comply with physical distancing guidelines -additional resources required to provide a higher degree of bylaw and community ambassador presence 	<p>\$56,000.00 (based on calculated average above)</p> <p>Incremental associated costs with regular bylaw, compliance and ambassador support</p>	**\$37,340.00	*-18,660.00

Staff recommend that SCRD continue to operate the park for day use, plan for a safe restart of the camping season following Provincial health advisories.

Timeline for next steps or estimated completion date

Following preferred Board direction, staff will implement the required service levels and report on Parks [650] projected and current budget variance at Q2 and Q3.

Communications Strategy

Any future service level changes that may impact user experience in Katherine Lake Park and Campground would be supported by a communication plan.

STRATEGIC PLAN AND RELATED POLICIES

Proficient, sustainable parks service delivery reflects the SCRD 2019-2023 Strategic Plan priorities of **Engagement and Communications, Infrastructure Management, Regional Collaboration and Partnership, Climate Change and Resilience and Advocacy.**

CONCLUSION

Staff are providing this report with an overview of various service level changes and the associated implications for Katherine Lake Park and Campground during COVID-19 response.. SCRD Parks will respond and adjust as required through the Community Parks [650] service.

Reviewed by:			
Manager	X – K. Robinson	CFO/Finance	X-T. Perreault
GM	D.Pady for I. Hall	Legislative	
CAO	X – D. McKinley	Other	

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May 7, 2020

SCRD Area Directors
Sunshine Coast Regional District
1975 Field Rd, Sechelt, B.C.

Dear SCRD Area Directors,

I hope you have all been as well as can be during these past weeks. I am writing to thank you for continuing to support the Gibsons & District Public Library to provide the very best library services possible to our community, and to update you on our phased re-opening plans.

After the Library closure on March 16, we quickly mobilized our staff to work from home to offer technical support, online programming using Zoom, expanded database offerings and e-book/ audio-book acquisitions. Using email and a new mobile phone service, we focused on assisting people to access library resources from home, and worked in collaboration with SD46 to offer students, teachers and families help in navigating home based education. Our new online Library card registration allowed everyone in our area to access a GDPL card, and many new memberships have been processed. At a percentage of already more than 65% of our service population having a GDPL card- this new membership wave is very positive.

We re-allocated financial resources to obtain Kanopy, a juried collection of 30,000 ad free movies, documentaries and learning resources including the Great Courses- we encourage you to enjoy it at <https://gibsons.kanopy.com/>. We also added Niche Academy to our databases to provide easy video tutorials on using GDPL databases, answering common technology questions and e-book/ audio-book use. The GDPL Wi-Fi was left on 24 hours a day to help people with free connectivity.

Our next step is a Library Takeout service we will be starting May 19th. Attached is the online form patrons can fill out to request items, and a copy of our service plan with a clear outline of the safety measures we are implementing to quarantine and sanitize materials. We are working in partnership with the Association of BC Public Library Directors and Vancouver Coastal Health to develop a plan for re-opening sometime in June once all safety measures are in place including Plexiglas shields, a limited number of patrons in the building, sanitization of surfaces and physical distancing. Attached is a copy of the guidelines provided by VCH in Vancouver for Libraries. We will continue to keep you informed as our plans develop.

Thank you all for your commitment to keeping our community safe and healthy, and for supporting GDPL to offer our patrons the very best services we can during these unprecedented times.

Sincerely,



Heather Evans-Cullen
GDPL Library Director