



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, October 22, 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. Corporate General Ledger Budget Variance Report – 3rd Quarter
(Attachment A: Year to Date Variance by Service not included (96 pages) please see this link <http://www.scrd.ca/agendas-2020>)
General Manager, Corporate Services / Chief Financial Officer
(Voting – All Directors) Annex A
Pages 1-6
3. Gas Tax Community Works Fund Policy
General Manager, Corporate Services / Chief Financial Officer
(Voting – A, B, D, E, F) Annex B
pp. 7-20
4. Gas Tax Community Works Fund Update
Manager, Financial Services / Budget and Financial Analyst
(Voting – A, B, D, E, F) Annex C
pp. 21-24
5. Process for Establishing a Community or Police Based Victim Service
Corporate Officer
(Voting – All Directors) Annex D
pp. 25-28
6. 2020 Rural Areas Grant-in-Aid Debrief
General Manager, Corporate Services / Chief Financial Officer
(Voting – A, B, D, E, F) Annex E
pp. 29-48
7. Request For Proposal (RFP) 2035008 Contract Award for Future Waste Disposal Options Analysis Study
General Manager, Infrastructure Services
(Voting – All Directors) Annex F
pp. 49-50

- | | |
|---|----------------------|
| 8. Director Constituency and Travel Expenses (July to September 2020)
<i>Accounts Payable Technician</i>
(Voting – All Directors) | Annex G
pp. 51-52 |
| 9. Contracts between \$50,000 and \$100,000
<i>Manager, Purchasing and Risk Management</i>
(Voting – All Directors) | Annex H
pp. 53-54 |

COMMUNICATIONS

- | | |
|--|------------------|
| 10. <u>Julie Davidson, Chair, Sunshine Coast Trails Society</u>
Regarding: Letter of Support Request for Community Economic
Recovery Infrastructure Program Grant Applications
(Voting – All Directors) | Annex I
p. 55 |
|--|------------------|

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

- 11.** Business Licensing in Rural Areas – Notice of Motion from Director Tize

WHEREAS the SCRD has a large number of businesses and home-based businesses in the rural areas, and a large number of short-term rentals and potential new policy regarding small-scale cannabis production;

AND WHEREAS a business licensing program would create greater transparency and business development statistics, bylaw compliance, as well as revenue to help provide increased use of infrastructure and utilities;

THEREFORE BE IT RESOLVED that staff prepare a report about the feasibility of introducing business licensing in SCRD rural areas.

(Voting – All Directors)

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

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

SUBJECT: **SUNSHINE COAST REGIONAL DISTRICT Q3 CORPORATE FINANCIAL VARIANCE**

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

BACKGROUND

During the COVID-19 pandemic, it is important that consistent monitoring and financial reporting is provided to the Committee, the public, and all our stakeholders. As part of the Sunshine Coast Regional District's (SCRD) 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.

Due to the foreseeable impacts of the pandemic, the SCRD amended its 2020-2024 Financial Plan Bylaw prior to March 31, 2020. Additional variance reports have been provided at the May 28 Corporate and Administrative Services Committee (CAS) including several service level specific reports for Transit [310], Solid Waste Services [350], Building Inspection [520], Community Recreation [615], Pender Harbour Pool [625] and Parks [650].

This budget variance report provides an overview for line items that make up the financial impacts in the amended 2020-2024 Financial Plan for the third quarter (Q3) period ending September 30, 2020.

DISCUSSION*Variance Analysis to September 30, 2020*

The Variance by Service - YTD report provides a Statement of Revenues and Expenses by Service for the period ending September 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 September 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 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.

User fees and charges in most functions are within budget or have recovered to the estimated range, such as for Landfills and Building Inspection. This is not the case for the Community Recreation Facilities [615], Pender Harbour Pool [625] and Community Parks [650].

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 September 30); actual expenses incurred overall total 90%.

The anticipated Operating expense percentage should be 100% for this period; actual expenses incurred overall total 82%. This total is impacted by the following:

- Natural gas and hydro costs as invoices received to date may not cover the full nine 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.

Surplus/Deficit Positions

The majority of functions are in a slight surplus position, with the SCRD's overall surplus being \$2,349,511 (\$1,127,205 – June 30). 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. Updates are also provided for functions that reported a deficit in Q2 but which are now in a surplus position. Functional area summaries are as follows:

- [121, 122, 125, 128] Grants in Aid – Area A, B, E and Community Schools - Deficits ranging from \$2,054 to \$4,769 due to timing difference based on grant payments being issued in August. These budgets are expected to be balanced by year-end.
- [222] Sunshine Coast Emergency Planning- Deficit of (\$124,051) up to September 30 (\$120,767 - June 30). This amount will continue to grow slightly as the EOC remains open as a result of the COVID-19 but it is currently at Level 1 status. The majority of the recoveries have been recorded, therefore, the deficit is likely to remain at this level to the end of the year. The deficit is the result of unrecoverable amounts from EMBC with the majority coming from internal SCRD staff time. This function currently has approximately \$50,000 in uncommitted operational reserves which may be an option for consideration to reduce the projected year-end deficit.
- [310] Transit Service - Surplus of \$32,750 up to September 30 (\$90,752 Deficit - June 30). The shift to a surplus is related to additional funding provided through BC transit for cleaning, the reinstatement of fare revenue collection and continued operation at reduced service levels.
- [345] Ports Service- Surplus of \$15,664 as of September 30 (Deficit of \$3,189 – June 30). The shift to a surplus position is due to recognition of anticipated external recoveries to offset repair and maintenance expenses resulting from accidental damage at the Keats landing dock.
- [346] Langdale Dock- Deficit of (\$7,858) as of September 30 (\$15,715 - June 30). The deficit is a result of timing differences due to the annual contract payment recorded being recorded in advance of revenue. This budget is expected to be balanced for 2020.
- [350] Regional Solid Waste- Deficit of (\$141,635) up to September 30 (\$159,717 - June 30) is the result of higher than expected volumes of green waste which result in increased hauling and processing costs than budgeted. Higher than budgeted administrative wages are also contributing to the deficit but are expected to be mitigated in Q4 based on reduced resource allocations. The Sechelt Landfill and Pender Harbour Transfer Station are operating with a small surplus; however, processing of wood waste and gypsum which were identified as contributing to the Q2 deficit are mitigating what would be an even greater surplus. Funding and matching expenditures for the landfill ground disturbance repairs are not a contributing factor to the current deficit. Staff resources required to address the landfill ground disturbance and COVID-19 Pandemic are contributing to the deficit. This service will likely be in a large deficit position at year end which will most likely need to be funded from taxation in 2021 due to a lack of reserves.
- [386] Lee Bay Waste Water Plant - Surplus of \$7,399 up to September 30 (Deficit of \$13,863 - June 30). The shift to a surplus position is the result of funding transfers being completed for project costs that were initially miscoded as regular operating expenses.

- [387] Square Bay Waste Water Plant- Surplus of \$4,085 up to September 30 (Deficit of \$15,987 - June 30). The shift to a surplus position is the result of a budgeted allocation from appropriated surplus/operating reserves that had not previously been recorded for Q2. This funding is a temporary measure intended to mitigate or smooth out the rate increase required to fund increased base budget operating costs approved for 2020 budget.
- [389] Canoe Road Waste Water Plant – Surplus of \$1,020 up to September 30 (Deficit of \$3,297 - June 30). The shift to a surplus position is due to lower than budgeted Q3 expenses.
- [390] Merrill Crescent Waste Water Plant - Deficit of (\$1,243) up to September 30 (\$3,473 – June 30) is due to an unfunded prior year deficit. Any portion of the unfunded deficit remaining at year end will be carried forward to 2021.
- [391] Curran Road Waste Water Plant - Deficit of (\$4,821) up to September 30 (\$5,445 - June 30) is due to additional staff time for unexpected repairs and maintenance.
- [531, 532, 533, 535] Economic Development Areas A, B, D and F – Deficits ranging from (\$2,482) to (\$14,879) due to timing difference based on grant payments being issued in August. These deficits are expected to balance by year-end.
- [615] Community Recreation Services – Surplus of \$28,947 up to September 30 (Deficit of \$9,567 – June 30). The shift to a surplus is a result of continued service reductions and cost mitigation strategies through Q3 including temporary staff layoffs due to closure of facilities. It is anticipated that with the phased re-opening of facilities, this service will end up in a deficit position at year end due reduced user fee revenue and increased operating expenses.

Financial Implications

As stated prior variance reports, taxation for 2021 is currently estimated to increase by 6.03% over 2020. This increase does not account for any further items approved to date, such as 2021 required revenue to cover additional expenditures for the Sechelt Landfill ground disturbance. 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 September 30, an estimated additional 2-3% of taxation will be required to cover funding shortfalls for current and projected deficits.

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

Although there have been some positive gains due to the actions taken to mitigate impacts related to COVID, there are still several unknowns and a possibility of a 'second wave', therefore, it is recommended these measures continue.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

As part of the SCRD budget process, quarterly variance reports are provided to the Committee for the second and third quarters, with the fourth quarter provided as part of the year-end audit process.

Due to the ongoing nature of the COVID-19 pandemic and the fact that the SCRD amended its 2020-2024 Financial Plan a variance up to September 30, 2020 has been provided. The purpose is to assess what the financial impacts have been to the various services prior to the preliminary 2021 Budget deliberations. A number of normal variances to revenues and expenses are noted in the report and are affected by timing throughout the year.

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 September 30, an estimated additional 2-3% of taxation would be required to cover the current and anticipated 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.

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

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

Reviewed by:			
Manager		Finance	X-B-Wing
GM	X- R.Rosenboom	Legislative	
CAO	X – D. McKinley	Human Resources	



Budget Version: Amended Budget
From Period: 202001
To Period: 202009

Revenues	Actuals YTD (\$)	Budget YTD (\$)	Variance (\$)	Actuals/ Budget (%)
Grants in Lieu of Taxes	93,104	54,000	(39,104)	172%
Tax Requisitions	15,762,488	15,876,477	113,989	99%
Frontage & Parcel Taxes	4,226,344	4,215,226	(11,118)	100%
Government Transfers	2,111,521	2,204,242	92,721	96%
User Fees & Service Charges	9,345,999	9,743,604	397,605	96%
Member Municipality Debt	1,303,136	1,407,207	104,071	93%
Investment Income	479,602	512,908	33,306	94%
Contributed Assets	0	0	0	
Internal Recoveries	4,757,951	4,871,501	113,550	98%
Other Revenue	795,151	493,686	(301,465)	161%
Total Revenues	38,875,350	39,378,870	(503,520)	99%
Expenses				
Administration	3,508,587	3,508,608	21	100%
Wages and Benefits	13,170,340	14,586,778	1,416,438	90%
Operating	11,988,336	14,620,152	2,631,816	82%
Debt Charges Member Municipalities	1,046,237	1,407,207	360,970	74%
Debt Charges - Interest	963,447	975,325	11,878	99%
Amortization of Tangible Capital Assets	3,726,341	3,616,831	(109,510)	103%
Total Expenses	34,375,942	38,714,976	(4,339,034)	89%
Other				
Capital Expenditures (Excluding Wages)	2,446,298	19,971,682	17,525,384	12%
Proceeds from Long Term Debt	(450,000)	(12,595,875)	(12,145,875)	4%
Debt Principal Repayment	1,551,817	1,588,781	36,964	98%
Transfer to/(from) Reserves	462,617	(5,845,787)	(6,308,404)	-8%
Transfer to/(from) Appropriated Surplus	1,383,309	421,430	(961,879)	328%
Transfer to/(from) Other Funds	(58,289)	222,296	280,585	-26%
Transfer to/(from) Accumulated Surplus	0	(22,263)	(22,263)	0%
Prior Year (Surplus)/Deficit	34,267	34,267	0	100%
Unfunded Amortization	(3,726,341)	(3,616,831)	109,510	103%
Transfer (to)/from Unfunded Liability	506,250	506,250	0	100%
Total Other	2,149,897	663,840	1,486,057	324%
Suplus/(Deficit)	2,349,511	54	2,349,457	4350946%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

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

SUBJECT: **FEDERAL GAS TAX-COMMUNITY WORKS FUND FRAMEWORK**

RECOMMENDATION(S)

THAT the report titled Federal Gas Tax- Community Works Fund Framework be received;

AND THAT the recommended changes be incorporated into the draft Federal Gas Tax-Community Works Fund Policy and presented at a future Committee in preparation of final Policy approval.

BACKGROUND

The Community Works Fund (CWF) is provided through the Federal Gas Tax Fund (Gas Tax Agreement or GTA) and is allocated on a per-capita basis twice-a-year to all local governments in British Columbia (BC).

In BC, the federal GTA is administered by the Union of British Columbia Municipalities (UBCM) through a tripartite agreement between Canada, British Columbia and UBCM, which is effective up to the end of 2024. Funding is distributed up front, twice annually to local governments who have signed a Funding Agreement with UBCM. Payments to each recipient consist of a base amount of approximately \$55,000 annually with the remainder allocated on a per capita basis.

Regional Districts receive funding based on rural area populations only. The Sunshine Coast Regional District (SCRD) signed the *2014-2024 Community Works Fund Agreement* with UBCM on July 14, 2014 and has received an average of \$644,000 annually over the first five years of the agreement. Included as part of this agenda is the CWF funding update. At the direction of the Board, these funds have been allocated to each of the five rural areas based on rural area populations for use towards projects within each rural area per the following motion:

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

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

There is a need to document and formalize past Board direction regarding how the SCRD allocates the Federal Gas Tax – Community Works Fund monies it receives each year, as well as how the funds are administered. This has not been done in the form of Board Policy prior to this.

At the July 30, 2020 Special Board meeting, the following motion was passed:

287/20 **Recommendation No. 10** *Gas Tax Community Works Funds Policy*

THAT staff report to a future Committee in 2020 regarding a policy for the administration of the Community Works Fund Gas Tax funding.

Prior to that, the following motion was also passed (partial excerpt):

139/19 **Recommendation No. 8** *Federal Gas Tax Fund Overview*

AND THAT a policy framework be developed in Q3 of 2019 for the administration of the Gas Tax Community Works Fund.

The delay in the draft policy framework has partially been attributed to the SCRD's participation between the Association of Vancouver Island and Coastal Communities (AVICC) and the Ministry of Transportation and Infrastructure (MoTI) on a memorandum of understanding (MOU) about authorizing the construction of Regional District active transportation infrastructure (ATI) within the Ministry's right of way. This work is ongoing and the SCRD has not yet finalized an agreement with MoTI.

The purpose of this report is to provide the Committee with suggested framework in preparation of a draft Board policy for the Federal Gas Tax-Community Works Fund.

DISCUSSION

Staff solicited other Regional Districts in BC and five have a Policy for the administration and distribution of the Community Works Gas Tax Funds. These have been factored into the suggested framework for the Boards consideration.

To date, the SCRD has used Community Works Funds primarily toward funding active transportation within the Rural Areas. Most of these projects have been on MoTI right-of-way's, therefore, these projects have been delayed in anticipation of an agreement. In recent years, funds have also been used toward eligible projects such as portions of the Granthams and Coopers Green Halls. On one occasion, CWF funds were used in collaboration with an eligible community group for improvements to the Sarah Wray Hall.

With the ongoing development of Asset Management Plans for SCRD services, the Board may want to prioritize use of the funds toward critical infrastructure renewal. The GTA's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water also align with the Boards Strategic focus area of *Community Resilience & Climate Adaptation*.

Options and Analysis

Generally, the framework should contemplate the purpose, scope, policy content, the authority to act, and any procedures to administer the new Policy. A draft Policy has been provided for reference and discussion purposes (Attachment A). Any recommended changes will be incorporated and presented in preparation of final Policy approval.

Policy Statement and Purpose

The main purpose of the Policy is to define a process for distribution of the Community Works Gas Tax funds consistent with the terms and conditions of the “Agreement” signed with the UBCM. It should also define a process for expenditure of funds and ensure compliance with the Community Works Funds Agreement. A draft *Policy Statement and Purpose* have been provided with a focus on ensuring compliance from the SCRD with the Agreement it has signed with UBCM.

Scope and Authority

The draft *Scope and Authority* focuses on ensuring compliance with the *Agreement* as well as legislative framework and other relevant SCRD Bylaws.

Policy

The draft Policy includes how funds will be allocated and how funds can and will be used.

It is proposed that CWF continue to be allocated to the Electoral Areas on a per capita basis, which has been the current practice since inception of the CWF program. There is an option that if an Electoral Area would like to ‘pool’ its funds for projects that have a regional benefit, it may do so. That being said, services such as the Regional Water Service or Community Recreation Facilities that fit within eligible project categories include member municipalities as participants for which the SCRD does not receive any CWF per capita funding. An option would be that funds could be pooled for services where there are Electoral Area participants only such as Community Park [650]. This section of the draft Policy has been highlighted for discussion. Clarity on Policy related to ‘regional’ projects would be helpful in contemplating the following motion (287/20), partial excerpt below:

Recommendation No. 9- *Gas Tax Community Works – Recreation Project*

THAT staff explore the feasibility of using Gas Tax Community Works Funds for a solar roof project at the Gibsons and Area Community Centre.

The ‘*Use of Funds*’ section of the draft Policy has provided options for eligibility, governance and priority areas for projects. It also provides an option to explore joint partnerships with eligible community groups. An active example of this is as follows (motion 287/20):

Recommendation No. 8- *Gas Tax Community Works Fund Update*

AND THAT staff work with the Coast Mountain Bike Trail Association regarding possible collaboration of a pump track at Sprockids Park;

AND FURTHER THAT staff confirm that multiple Electoral Area Gas Tax funds can be provided to support the project.

Based on the draft Policy, clarification on who, when, and how funds can be used would be addressed for the above project. It is important to also highlight that any projects with community groups would be based within an already established SCRD service and is not recommended to be integrated with Rural Areas’ Grant-in-Aid process. Any collaboration with eligible community groups would be followed with a subsequent funding agreement.

Responsibilities and Procedures

This section outlines the proposed responsibilities and procedures related to the draft Policy for staff, the Electoral Area Directors and the Board.

Timelines

This section of the Policy articulates timelines for project proposals which align with the SCRD's Financial Planning process. Any approved projects must be approved and incorporated into the annual Financial Plan Bylaw, therefore, as with any project, they must, at minimum, be presented prior to or at pre-budget meetings.

Reporting

It is a requirement of the Agreement that the SCRD provide annual reporting to UBCM, including measured outcomes on recent past projects. If funds are provided to third parties, they will need to provide this information back to the SCRD.

It is also recommended that regular reporting of the funds be done on a bi-annual basis as well as part of the SCRD's pre-budget process.

Financial Implications

The Policy itself would not have financial implications, however, any changes to the allocation or administration of the Policy may have future implications, including use of funds for future projects.

Timeline for next steps or estimated completion date

Following the Committees review and recommended changes to the policy framework, the draft Federal Gas Tax-Community Works Fund Policy will be amended and presented at a future Committee in preparation of final Policy approval. The goal would be to have it approved in Q4 2020 or early Q1 2021.

STRATEGIC PLAN AND RELATED POLICIES

A Policy for the Community Works Gas Tax Funds aligns with the Boards Strategic focus areas of Asset Stewardship; Community Resilience & Climate Change Adaptation; and Working Together. This also aligns with the Boards Financial Sustainability Policy.

CONCLUSION

The CWF is provided through the GTA and is administered in BC by UBCM. The CWF Agreement is effective up to the end of 2024 and funding is distributed up front, twice annually to local governments who have signed an Agreement with UBCM. Regional Districts receive funding based on rural area populations only.

There is a need to document and formalize past Board direction regarding how the SCRD allocates the Federal Gas Tax – Community Works Fund monies it receives each year, as well as how the funds are administered. This has not been done in the form of Board Policy prior to this.

The framework contemplates the purpose, scope, policy content, the authority to act, and any procedures to administer the new Policy. A draft Policy has been provided for reference and discussion purposes (Attachment A). Any recommended changes will be incorporated and presented in preparation of final Policy approval.

Attachment A: Draft Federal Gas Tax-Community Works Fund Policy

Attachment B: April 25, 2019 - CAS STAFF REPORT- Federal Gas Tax Fund Overview

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	
Subsection:	Gas Tax	
Title:	Federal Gas Tax - Community Works Fund	

1. POLICY STATEMENT

Community Works Funds (CWF) are made available to eligible local governments, including the Sunshine Coast Regional District (SCRD), by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues or Gas Tax Agreement (the “GTA”) between the Union of British Columbia Municipalities (UBCM) and the Governments of Canada and British Columbia. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the GTA’s intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

All local governments receive CWF. The formula for dispersing the funding is based on a formula which includes a base amount and an amount per capita. Member Municipalities within the SCRCD receive their own share of the CWF according to their population as does the Regional District.

2. PURPOSE

The purpose of this policy is to define a process for a fair and equitable distribution of the funding received from the CWF consistent with the terms and conditions of the GTA and to define a process for expenditures of funds and ensure compliance with the CWF Agreement (as defined below).

3. DEFINITIONS

Federal Gas Tax Funds- means those funds received annually by the Federal Gas Tax - Community Works Fund, overseen by UBCM, to the SCRCD.

“Agreement”- refers to the 2014-2024 Community Works Fund Agreement signed between the Regional District and the Union of BC Municipalities (UBCM)

“Annual Funding”- means the annual amount received from UBCM in two instalments in July and December of each year.

“Supplemental Funding”- means any additional payments received from UBCM from the Community Works Fund program.

4. SCOPE

Proposed projects or initiatives must meet the eligible criteria and guidelines as outlined by the Agreement.

In order for funds to be expended, the Regional District must have an established service under which an eligible project can be undertaken.

5. AUTHORITY TO ACT

- 5.1. *Local Government Act*, Section 263 (1) (a), (b), and (c).
- 5.2. The Board will be designated to review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF.
- 5.3. The SCRD Board has both statutory and budgetary limitations and wish to ensure that these funds are disbursed as fairly and equitably as possible.

6. POLICY

6.1. Allocation of Funds

- 6.1.1. The SCRD receives CWF funds each year from the Federal Government of Canada, under Gas Tax Fund Agreements (GTA) between the Federal Government of Canada, the Province of British Columbia, UBCM and the SCRD. Under this policy, these funds are allocated for use in the Electoral Areas (EA) of the Regional District (Areas A, B, D, E and F).
- 6.1.2. No portion of these funds are allocated to member municipalities as they receive their own share of Federal Gas Tax funds under separate agreement with UBCM.
- 6.1.3. Funds received are allocated as follows:
 - 6.1.3.1. Regular Annual and or Supplemental Funds are 100% allocated to individual EA's A, B, D, E and F on a per-capita basis, based on most recent census using the Census Voting Strength reports published by the Province of British Columbia following each census taking.
 - 6.1.3.2. Regular Annual and or Supplemental Funds will be allocated based on a prospective basis. Subsequent changes in population will not cause unspent funds to be re-allocated.
 - 6.1.3.3. Interest earned on unspent balances will be allocated annually to the respective balances of each EA.
 - 6.1.3.4. Despite this allocation process, CWF belong to the SCRD as a whole. As such, EA Directors are free to re-distribute funds allocated to the area they represent to any other area of the SCRD or may 'pool' funds as they desire.

6.2. Use of Funds

- 6.2.1. All CWF must be used in accordance with eligibility criteria contained in the master agreement with UBCM, and any subsequent changes or updates thereto.
- 6.2.2. The Chief Financial Officer is responsible to determine whether specific projects or proposed expenditures meet eligibility criteria, but may consult with UBCM as necessary in making such determination.

6.2.3. The following project areas shall be given priority:

- a) Projects which align with the SCRD's strategic priorities;
- b) Projects which address critical infrastructure needs, capacity building, including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans for the SCRD;
- c) Infrastructure projects that are owned or leased by the SCRD;
- d) Projects which benefit the greatest portion of an EA or region as a whole.

6.2.4. Projects that appear eligible will require a detailed project plan and budget with eligible project categories. CWF can be applied to all of a project or only the portion that meets the requirements.

6.2.5. Funding for projects from eligible outside agencies will be considered only if, after examining the SCRD's short and long-term financial commitments, there is available unallocated funding.

7. RESPONSIBILITIES AND PROCEDURES

7.1. The responsibilities and procedures related to this policy are as follows:

7.1.1. Staff:

- a) Develop eligible proposals to present the EA Directors
- b) Complete all reporting requirements.

7.1.2. EA Directors:

- a) The EA Directors shall review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and recommend to the Board of Directors approval of chosen projects

7.1.3. Board:

- a) Adopt the Federal Gas Tax-Community Works Fund Policy and consider updates from time to time;
- b) Approve funding of CWF projects during the annual financial plan process and any required financial plan amendments;
- c) Approve contribution agreements with non-project organizations received CWF monies.

8. TIMELINES

- 8.1. In order to be included in the Financial Plan for the following year, proposals for eligible projects must be presented prior to or as part of the SCRD's pre-budgeting process. Proposals received after this date will only be considered if the project is considered an emergency. This deadline is provided to allow the EA Directors to review the proposed projects in advance of the financial planning process and to reduce the occurrence of financial plan amending bylaws.

9. REPORTING

- 9.1. The SCRD is required to provide annual reporting to UBCM, including measured outcomes on recent past projects.
- 9.2. Third party recipients must agree to provide necessary information to enable that reporting upon request, or be subject to a requirement to repay the CWF previously provided for the project and/or not be considered eligible for future funding.
- 9.3. SCRD staff will provide bi-annually (April and October) a report to the Corporate and Administrative Services Committee on the current status of the Gas Tax-Community Works Fund, including budgeted project commitments, year to date spending and uncommitted funds available to be spent on eligible projects. This information will also be provided as part of the annual Financial Planning process.

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – April 25, 2019

AUTHOR: Brad Wing, Financial Analyst

SUBJECT: FEDERAL GAS TAX FUND OVERVIEW

RECOMMENDATION(S)

THAT the report titled Federal Gas Tax Fund Overview be received;

AND THAT a policy framework be developed in Q3 of 2019 for the administration of the Community Works Fund-Gas Tax funding.

BACKGROUND

The federal Gas Tax Fund (GTF) is a permanent source of predictable, long-term funding allocated on a per-capita basis twice-a-year to provinces, territories and First Nations in Canada since 2005.

Guided by three national program objectives, which include productivity and economic growth, a clean environment, and strong cities and communities, funding flows through the provinces and territories to local governments and communities in order to support local infrastructure priorities.

In British Columbia, delivery of the federal GTF is administered by the Union of British Columbia Municipalities (UBCM) through a tripartite agreement between Canada, British Columbia and UBCM. The current *Administrative Agreement on the Federal Gas Tax Fund in British Columbia* (hereby referred to as the 'Administrative Agreement') took effect on April 1, 2014 and covers a ten year period ending in 2024.

Funding is delivered to local governments in British Columbia through three program funding streams: Community Works Fund; Strategic Priorities Fund; and Greater Vancouver Regional Fund.

The purpose of this report is to provide the Committee with an overview of the Administrative Agreement and the applicability of the three program funding streams to the Sunshine Coast Regional District (SCRD).

DISCUSSION

Administrative Agreement

The Administrative Agreement sets out the administrative framework for the delivery of federal Gas Tax funding to local governments in British Columbia as well as the terms and conditions

which specify eligible project categories, eligible and ineligible expenditures, program funding streams and the use of funds by local governments.

Eligible Project Categories

Schedule B of the Administrative Agreement specifies the eligible project categories under which gas tax funds can be invested towards the construction, renewal or material enhancement of infrastructure. These categories are as follows:

1. **Highways** – highway infrastructure.
2. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
3. **Short-line rail** – railway related infrastructure for carriage of passengers or freight.
4. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
5. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
6. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
7. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
8. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
9. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
10. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy.
11. **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes: – the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or; – the construction of Local Government public parks and publicly-owned social housing.
12. **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
13. **Recreational infrastructure** – recreational facilities or networks.
14. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
15. **Tourism infrastructure** – infrastructure that attract travelers for recreation, leisure, business or other purposes.
16. **Disaster mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.
17. **Local roads, bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
18. **Capacity building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

As an additional caveat on these eligible project categories, a Regional District must have an established service under which an eligible project can be undertaken.

It is also explicitly stated in the agreement that investments in health infrastructure are not eligible.

Eligible and Ineligible Expenditures

Generally, eligible expenditures include expenditures of the local government associated with acquiring, planning, designing, constructing or renovating a tangible capital asset as defined by Generally Accepted Accounting Principles. This means that the asset must be owned or controlled by the local government and used in the provision of programs or services on an ongoing basis.

For capacity building projects only, eligible expenditures include those related to strengthening the ability of the local government to improve local and regional planning and asset management. This can include development of studies, strategies, systems or training related to asset management as well as long-term infrastructure plans.

Ineligible expenditures include overhead costs and employee salaries of the local government, purchase of land, legal fees and routine repair and maintenance costs.

Program Funding Streams

Community Works Fund

The Community Works Fund (CWF) is available to all local governments in British Columbia and provides funding for eligible projects that meet local priorities. Funding is distributed up front, twice annually to local governments who have signed a Funding Agreement with UBCM. Payments to each recipient consist of a floor amount of approximately \$55,000 annually with the remainder allocated on a per capita basis.

Regional Districts receive funding based on rural area populations only. The SCRD signed the *2014-2024 Community Works Fund Agreement* with UBCM on July 14, 2014 and has received an average of \$644,000 annually over the first five years of the agreement. At the direction of the Board, these funds have been allocated to each of the five rural areas based on rural area populations for use towards projects within each rural area.

It is important to note that allocation to each rural area is an internal restriction. There are no requirements in the CWF funding agreement with UBCM which would preclude the pooling of these funds for projects that have a regional benefit. That being said, services such as the Regional Water Service or Community Recreation Facilities that fit within eligible project categories include member municipalities as participants for which the SCRD does not receive any CWF per capita funding.

Strategic Priorities Fund

The Strategic Priorities Fund (SPF) is available to Local Governments outside of the Greater Vancouver Regional District. 25% of per capita funding from all non GVRD Local Governments is pooled in this fund to provide application based funding for eligible projects that are larger in scale, regional in impact or innovative. Funding is provided for up to 100% of eligible project expenditures.

Under the current administrative agreement, the SCRD received funding approval through the 2015 SPF intake of up to \$412,831 for the Enterprise Asset Management Software Implementation project which is currently nearing completion.

The SCRD also submitted an application to the 2017 SPF intake for funding of up to \$5,896,550 for Phase 3 of the Universal Water Metering Project. This application was unsuccessful.

The SPF is not currently accepting applications; however, future intakes are anticipated. Staff continue to monitor this program and will seek Board direction on priority projects to be considered for future applications when funding is made available.

Greater Vancouver Regional Fund

This fund provides funding for regional transportation initiatives within the Greater Vancouver Regional District (GVRD) and its member municipalities. 95% of GVRD and its member municipalities' per capita allocation is pooled together in this fund with the remainder allocated through to the applicable communities through the Community Works Fund.

The Sunshine Coast Regional District and its member municipalities are not eligible to receive any funding through the Greater Vancouver Regional Fund.

Use of Funds

GTF funding received by a local government and any interest earned thereon must only be used in accordance with the Administrative Agreement and any other funding agreement in place with UBCM. For the purposes of other federal programs, GTF funds are considered federal funds for determining stacking limits. In other words, GTF funds are generally not available to top-up other federal grant funding.

In addition to the above, use of GTF funding by a local government must result in incremental spending. It cannot replace or displace existing sources of funding for expenditures on tangible capital assets. For instance, where a fully funded capital plan is in place, GTF funds could not be used towards expenditures identified in the plan.

2019 Federal Budget

The 2019 Federal Budget proposed an additional one-time transfer of \$2.2 billion through the federal GTF. If confirmed, this will result in \$278.6 million for British Columbia. Based on the program delivery model, an estimated \$109 million would be allocated to the CWF, \$138 million to the GVRF and \$30.7 million to the SPF.

The SCRD's share of the \$109 million CWF allocation is estimated at \$677,881 and is expected to be advanced in July 2019 along with the first semi-annual installment payment.

Reporting Requirements

By June 1st of each year, Eligible Recipients who received funding through the Community Works Fund and/or have approved projects through a pooled fund program stream (SPF/IF/RSP/GSPF) are required to complete an Annual Expenditure Report describing Gas Tax expenditures between January 1st and December 31st of the previous year.

Policy and Procedural Development

Several Regional Districts have developed Community Works Gas Tax policies which outline how the funds will be used in compliance with the CWF agreement. There is no such policy at the SCRD and only the receipt of funds is being managed through past Board direction, whereas, the funds are allocated to each of the five rural areas based on population, for use towards projects within each rural area.

In the past there have been expenditures incurred by the SCRD that did not result in a tangible capital asset, which is one of the key criteria for Gas Tax eligibility. Therefore, projects have been abandoned, which may not be the best use of the funds.

The purpose of a policy and procedural guidelines would strengthen the evaluation criteria in determining eligible projects, before funds are committed. Staff recommend bringing a policy framework forward in Q3 of 2019 for the Board's consideration.

STRATEGIC PLAN AND RELATED POLICIES

Section 4.3.2 of the Financial Sustainability Policy states that: *'The Regional District will apply for grant funding for projects only after consideration is given to the full lifecycle costs of the project. When considering grant funding, the Regional District will focus on projects that are already included in the Five-Year Financial Plan, the adopted long-term capital plans or the Strategic Plan.'*

CONCLUSION

The federal Gas Tax Fund is a permanent source of predictable, long-term funding allocated on a per-capita basis twice-a-year to provinces, territories and First Nations in Canada who in turn, flow this funding to local governments to support local infrastructure priorities.

In British Columbia, delivery of the federal Gas Tax Fund is administered by the Union of British Columbia Municipalities with funding delivered to local governments in British Columbia through three program funding streams: Community Works Fund; Strategic Priorities Fund; and Greater Vancouver Regional Fund.

Gas tax funds can be invested towards the construction, renewal or material enhancement of infrastructure in any of eighteen eligible project categories, subject the terms and conditions outlined in the *Administrative Agreement on the Federal Gas Tax Fund in British Columbia*.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
Acting CAO	X – A. Legault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

AUTHOR: Brad Wing, Manager, Financial Services
Alexander Taylor, Budget and Financial Analyst

SUBJECT: GAS TAX COMMUNITY WORKS FUND UPDATE

RECOMMENDATION(S)

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

BACKGROUND

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

Since 2005, \$9,313,485 has been received from the Gas Tax Fund under the 2005-2015 CWF Agreement and the renewed 2014-2024 CWF Agreement. Funding is based on Regional District rural area population and payments are advanced on a semi-annual basis with funds allocated to the five rural areas per the following resolution adopted at the May 11, 2017 Board meeting:

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

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

DISCUSSION

Funding Allocation

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

Summary of Funding Commitments

Unspent funding received as at December 31, 2019 totaled \$5,726,685. This year's first installment payment totalling \$332,411 was received in late July. The second installment for the same amount originally scheduled for December was also received in late July as a result of the Government of Canada's announcement on June 1 that payments would be accelerated in 2020

as part of its COVID-19 response plan. The total available funding for eligible projects in 2020 is \$6,391,509. Of this, \$377,643 is currently budgeted or committed for projects and \$6,013,866 remains uncommitted.

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

Electoral Area	Unspent Funding as at December 31, 2019	2020 Funding Allocations	2020 Funding Commitments	Uncommitted Funds for Available for 2020
Area A- Egmont/Pender Harbour	\$ 1,380,892	\$ 120,493	\$ -	\$ 1,501,385
Area B - Halfmoon Bay	884,755	125,177	(357,643)	652,289
Area D - Roberts Creek	1,188,127	157,091	(10,000)	1,335,218
Area E - Elphinstone	1,492,297	168,249	(10,000)	1,650,546
Area F - West Howe Sound	780,614	93,814	-	874,428
Totals	\$ 5,726,685	\$ 664,824	\$ (377,643)	\$ 6,013,866

Cooper's Green Hall Funding Commitment

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

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

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

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

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

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

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

Incomplete Projects

There are several incomplete projects which remain open on the SCRD's Annual Expenditure Report to Union of British Columbia Municipalities (UBCM). Expenditures to date for these projects have not yet resulted in a tangible capital asset, there is no further direction on the

projects, and they were not included in the 2020-2024 Financial Plan. These projects are as follows:

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

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

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

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

This report is an update on the current status of the CWF (provided through the Federal Gas Tax Fund) including funding commitments, year to date spending and uncommitted funds available to be spent on eligible projects. There is \$6,391,509 of CWF available to fund eligible projects in 2020. Of this, \$377,643 has been committed for projects and \$6,013,866 remains uncommitted.

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

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

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

		A	B	D	E	F	Total
CWF Funding	Function	<u>Z10159</u>	<u>Z10160</u>	<u>Z10161</u>	<u>Z10162</u>	<u>Z10163</u>	
Balance of 2019 Uncommitted Funds to 2020		\$ 1,346,720	\$ 507,390	\$ 1,151,205	\$ 1,447,134	\$ 757,058	\$ 5,209,507
2019 Interest Earned		34,172	19,722	26,922	35,163	23,556	139,535
Balance of 2019 Committed Funds to 2020 (Carry Forwards)			357,643	10,000	10,000	-	377,643
Funding Available as at December 31, 2019		\$ 1,380,892	\$ 884,755	\$ 1,188,127	\$ 1,492,297	\$ 780,614	\$ 5,726,685
2020 Anticipated Funding Allocation (based on 2016 Census data)							
First Installment (July)		120,493	125,177	157,091	168,249	93,814	664,822
Second Installment (included with first installment for 2020)		-	-	-	-	-	-
Funding Available for Projects in 2020		\$ 1,501,386	\$ 1,009,931	\$ 1,345,218	\$ 1,660,546	\$ 874,427	\$ 6,391,507
2020 Budgeted and Committed Funding							
Area B - Coopers Green Park - Hall & Parking Design Plans (CF)	650		57,643				57,643
Area B - Coopers Green Hall Replacement (Committed Funds per Res. 209/17 No. 3)	650		300,000				300,000
Area D&E - Lower Road - Ocean Beach Esplanade Connector Trail (CF)	650			10,000	10,000		20,000
		\$ -	\$ 357,643	\$ 10,000	\$ 10,000	\$ -	\$ 377,643
Uncommitted CWF Gas Tax Funds for 2020		\$ 1,501,386	\$ 652,288	\$ 1,335,218	\$ 1,650,546	\$ 874,427	\$ 6,013,864
CWF Funds allocation (per capita basis using 2016 Census data)		18.12%	18.83%	23.63%	25.31%	14.11%	100.00%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

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

SUBJECT: PROCESS FOR ESTABLISHING A COMMUNITY OR POLICE BASED VICTIM SERVICE

RECOMMENDATION

THAT the report titled Process for Establishing a Community or Police Based Victim Service be received;

AND THAT direction to proceed with an Alternative Approval Process (AAP) to establish a new service to fund community or police based victim services be confirmed as well as the timeline to initiate and conduct the process.

BACKGROUND

The Board adopted the following resolution at the January 30, 2020 regular Board meeting (in part):

025/20 **Recommendation No. 2** *Police Based Victims Services Funding*

... AND THAT staff report to a future Committee with respect to the feasibility and legislative process for establishing a Community or Police Based Victim Service.

DISCUSSION

The purpose of this report is to outline the feasibility and legislative process to establish a new contribution service or function to fund community or police based victim services on an ongoing basis.

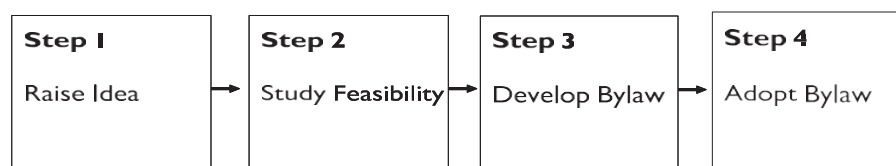
Police based victim services are primarily funded through the Ministry of Public Safety and Solicitor General, however, due to the need to meet increasing demands for programs, local governments are also expected to contribute funding. Municipalities with a population over the 5,000 threshold that contribute to policing costs, may meet that expectation by contributing funds from traffic fine revenues. Some municipalities and regional districts may contribute funding through Grants of Assistance, but cannot commit to ongoing grant funding year after year; while other regional districts have established contribution services to create an ongoing funding function for these programs. Program providers of community or police based victim services have indicated that the variability of overall funding from year to year creates instability with respect to their ability to maintain core services for the community. Further, funding uncertainty limits their capacity to adequately develop, plan for, deliver, and sustain services on an ongoing basis.

The Sunshine Coast Regional District (SCRD) currently provides funding assistance for community or police based victim services through the Rural Areas' Grant-in-Aid functions. The SCRD Grant-in-Aid Board Policy however has no provision to fund ongoing services or to "replace any financial responsibilities of senior levels of government or other government agencies..." and funding through the policy should not exceed \$5,000 per application.

If the intent is to continue to provide funding for community or police based victim services over the long-term, a new service should be established.

Legislative Process to Establish a New Service

Establishing a new contribution service or function to fund community or police based victim services will require an elector approval process. The general process for establishing any new service or function is as follows:



Once the idea has been raised, the following steps are then required:

- **Feasibility Study/Consideration of service decisions**
 - Define service area, service level and proposed annual budget
 - Define the boundaries of the service
 - Identify the participants of the service (municipalities and electoral areas)
 - Determine the method of cost recovery
 - Calculate tax rate (should be sufficient to ensure amendment isn't required for at least five years)
 - Public consultation via online survey/information sessions to determine community support for a contribution service to support community or police based victim services
 - Staff report to Board summarizing community response
- **Develop/Draft bylaw**
 - Bylaw must receive 3 readings and be approved by the Inspector of Municipalities prior to commencing AAP
- **Prepare for and initiate AAP**
 - Order and prepare voters lists, calculate eligible electors
 - Develop response forms and AAP information package
 - Report to Board to authorize AAP process
 - Draft statutory advertising (run for two consecutive weeks)
 - Manage communications - website updates, respond to public inquiries
 - Receive and register elector responses, determine final results
- **If elector approval obtained - bylaw adoption and submission to Province**
- **Information to BC Assessment for service area coding**

BC Assessment is responsible for assigning minor taxing codes to service areas established by Regional Districts. In order to 'recover taxation, BC Assessment requires the following be completed:

Bylaw Adoption Date	Received by BCA	Coding reflected on Roll	Requisition Year
August 15, 2020	On or before Oct 1, 2020	2021 Completed Roll	2021
November 30, 2020	On or before Dec 31, 2020	2021 Revised Roll	2021
December 31, 2020	On or before Feb 1, 2021	2021 Revised Roll	2021
January 1, 2021	On or before Oct 1, 2021	2022 Completed Roll	2022

Based on these timelines, the soonest a new service could be established and recovered is 2022.

Financial Implications

With the timeline extending past the BC Assessment deadline for establishing a new service for 2021 and if there was a desire to proceed with a feasibility study of a new service, it is recommended that a Proposed Initiative/Budget Proposal be presented as part of the 2021 Budget deliberations. In addition, staff require an indication whether the service will be regional in scope or limited to electoral areas only. A preliminary estimate to conduct a feasibility' in 2021 would include: work to define the service, carry out public consultation and conduct an AAP.

The estimated costs for an AAP are as follows:

Legal (contingency)	\$ 500
Statutory Advertising	1,500
Meetings and Supplies	500
Staff Time*	<u>9,500</u>
Total	\$12,000

**Staff time will be dependent on the amount of public interest generated.*

Depending on which areas were preliminarily included as part of the feasibility, the costs would be funded through a temporary feasibility service through taxation. If a service is ultimately established, the costs incurred as part of the feasibility are deemed to be a cost of the service and would be recovered as such. This means the feasibility service participants would be credited and the new service participants would be charged the feasibility costs and any new costs of the service.

Timeline for next steps

It is estimated that it may take at least 6 months for the entire feasibility and elector approval process to unfold. The timing to roll-out an elector approval process for a new contribution service will need to be contemplated alongside current 2021 workplan commitments already established by the Board, such as:

- An AAP to seek elector approval for long-term borrowing to fund the final phase of water meter installations in the District of Sechelt and in the Sechelt Indian Government District (SIGD) scheduled for spring 2021, with the possibility of going to an assent vote in the fall of 2021.

- An AAP to seek elector approval for curbside recycling in Halfmoon Bay and Roberts creek tentatively scheduled for late 2021 or early 2022 subject to results of public consultation.
- Multiple processes to be confirmed to seek elector approval via AAP or assent vote to amend and/or dissolve various wastewater treatment local service areas.

If direction is to proceed with a process to establish a service, staff recommend aligning the timeline with BC Assessment timelines for cost recovery in addition to ensuring availability of adequate staffing resources as well as the community's capacity to engage in the elector approval process. As such, staff recommend delaying the commencement of the AAP until the elector approval process for water meter installation has concluded and a Board decision whether to proceed with an AAP for a curbside recycling service has been determined. This would delay initiation of the process until Q3 and Q4 2021 or potentially into early 2022.

STRATEGIC PLAN AND RELATED POLICIES

The establishment of service to fund community or police based victim services aligns with SCRD's strategic goals of "**Working Together**", to lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.

CONCLUSION

This report provides an overview of the process for establishing a new contribution service or function to fund community or police based victim services on an ongoing basis. Staff are seeking confirmation with respect to proceeding with the establishment of a new service as well as the timeline to initiate the process.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
Tara Crosby, Administrative Assistant-Corporate and Administrative Services

SUBJECT: 2020 RURAL AREAS' GRANT-IN-AID DEBRIEF

RECOMMENDATION(S)

THAT the report titled 2020 Rural Areas' Grant-in-Aid Debrief be received.

BACKGROUND

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* “to provide assistance for the purposes of benefitting the community or any aspect of the community”. The Rural Areas Grant-in-Aid (RAGIA) Policy 5-1850-1 (Attachment A) states “The funding of Rural Areas' Grant-in-Aid is provided by the Sunshine Coast Regional District's (SCRD) five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).”

On May 4, 2020 the Corporate and Administrative Services Committee convened to review RAGIA applications and recommend grants to organizations. A total of \$89,228 was approved as grants to various organizations from the discretionary line item. Overall funding from RAGIA functions including the above discretionary approved, Halfmoon Bay Restorative Justice, Youth Outreach, School District 46 bursaries and Pender Harbour Community Schools Recreation Programs totaled \$152,032. A RAGIA funding history report is attached (Attachment B) for comparison of annual funding allocation.

During the application and grant intake and approval process, the Committee made observations to be brought forward for further consideration. The purpose of this report is to provide an overview of the 2020 process and explore/incorporate any changes the electoral area would like to make in preparation for the 2021 RAGIA process.

DISCUSSION

At the Special In-Camera Corporate and Administrative Services Committee meeting held on May 4, 2020 and due to COVID-19 pandemic at the June 25, 2020 In-Camera Corporate and Administrative Services Committee meeting. Directors discussed the 2020 applications and for applicants whose events or projects may be affected by COVID-19, made recommendations regarding grants for organizations through RAGIA Functions 121-129.

One recommendation was made for two RAGIA application intakes per year, excerpt as follows:

025/20 AND FURTHER THAT staff report to a future Corporate and Administrative Services Committee meeting with options, budget implications and timelines for providing two Rural Areas' Grant-in-Aid intakes per year.

There is precedent where late applications have been received outside of the regular process which do not meet the current policy guidelines (time sensitive). The late applications have typically been put forward to the Board for consideration, whereas, two intakes may provide a more equitable opportunity for community groups as a whole.

The Board has considered conducting workshops to discuss and revise the RAGIA Policy though no formal recommendation has been made to this effect. Previous recommended actions to review have been as follows:

- Policy application guidelines;
- Review "Section 1.10 – Rural Areas' Grant-in-Aid will not be approved for:";
- "Section 1.18 – Rural Areas' Grant-in-Aid Preference will be given to the following:";
- Add definitions for fire and safety equipment, capital projects and purchases, etc.;
- Review the type of information included in the applications packages; and determine whether applications should be included in the Economic Development considerations or RAGIA.

Two RAGIA Intakes Per Calendar Year

If there were to be two RAGIA intakes per year staff suggest one in the standard March timing and one July. The March process begins in February with advertising, deadline for applications end of March / start of April, deliberations and Board resolutions in May, letters sent to applicants regarding decisions and ending August 1 with payments that are aligned with tax requisition determinations. A July intake would need to be shorter in duration in order for grant recipients to complete the project or event prior to SCRD year end. Advertising would start in June with deadline for applications end of July / start of August, deliberations would likely be a Special Corporate and Administrative Services committee Meeting beginning of September with letters upon adoption of the recommendation and cheques to follow shortly thereafter.

Financial requirements for Functions 121-129 would be additional administration, advertising and a review of the budget requirements in discretionary amounts for these functions.

Policy considerations for the community groups with applications later in the year would be if the funds could be expended within the same fiscal year as carry-overs into another fiscal year would be a challenge to manage.

If a second intake with the schedule suggested was adopted by the Board, the RAGIA Policy would be updated to reflect all the amendments and brought forward for approval.

Late Applications

In the RAGIA Policy Section 1.1 addresses late application guidelines as follows:

- 1.1 If an applicant's project, program, service or special event is time sensitive where:
 - a. funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
 - b. funding for a project that was not realized by the announced application deadline date and / or the August 1st payment date;

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

Late applications may be addressed by a second intake. Currently these applications require staff administration time and Board decision. For transparency and fairness to all applicants who have planned for the submission deadline in March / April, staff suggest that this section be moved in the RAGIA policy as a standalone Section.

RAGIA Policy Review

Given the nature of the deliberations and the Board's interest in fairness to applicants, staff suggest a full review of the RAGIA Policy at a Special Meeting for this purpose. The Committee referenced the number of edits that the Policy has undergone since 2001.

A history of the changes to the policy or discussions surrounding the policy is listed below for the Committee's information:

- Organizations receiving grants for similar programs or events on an ongoing basis and for operational purposes has been a topic of discussion over many years with no resolution. This is not in line with the Local Government Act and the SCRD's Auditors have also done a review and recommended this be addressed;
- A consideration to reduce the amount of documentation included in the application packages (Resolution 124/03 #12 March 13, 2003) was brought up as a suggested, though only the following was resolved and this was not added to the Policy that staff have been able to determine:
 - AND THAT the Grant-In-Aid Policy be amended to eliminate the requirement for audited financial statements from societies/organizations with an annual budget over \$100,000.
- A review of scholarships, bursaries and subsidies was completed in 2006 and again in 2008 and is detailed in Sections 1.4, 1.5 and 1.6 of the current RAGIA Policy.
- In 2007 the Board resolved to address criterion for organizations funded in previous years (ongoing) and where one organization may be making multiple applications for funding of various of their programs limit be capped at \$5,000 maximum grant for the total of these applications, though it was later resolved:

- AND FURTHER THAT the GIA Advisory Committee be advised that, with respect to the concern around multiple applications by one organization, the board feels that, provided the funding is requested for completely separate projects, multiple applications may be accepted from one organization.
- The Board resolved that the policy was to also be amended to say “travel costs to Provincial championships do not meet the criteria” and “Board decisions are final” though staff are unable to find the status of these statements which do not appear in the current version of the policy.
- In 2007 the following was added to the Policy and still form part of the wording in the current version:
 - Applicants are required to provide detailed project budgets including where all funding for the project will come from.
 - Applicants are required to explain how their project will benefit either the “Local” or “Regional” Community.
 - Applicants are required to indicate if they are submitting the application on behalf of another organization.
- In 2008 at a Special Corporate and Administrative Services Committee meeting the Directors discussed the process for the RAGIA program and this forms part of the current RAGIA Policy.
- In 2009 the Board amendments to the Policy were adopted which remain in the current version, there is an exception that though this statement was removed from the Policy, it was later requested that the letters to applicants include this information “Individual award letters will include the breakdown of which electoral areas contributed to the grant.”.
- In 2012 the Policy was amended to include the following wording and information:
 - The funding of Rural Area Grant-In-Aid is provided by the unincorporated areas of Egmont/Pender Harbour – Area A, Halfmoon Bay – Area B, Roberts Creek – Area D, Elphinstone – Area E and West Howe Sound – Area F only.
 - All project applications that have a measurable benefit to communities outside of these areas are required to apply to the appropriate municipal grants-of-assistance programs (Town of Gibsons, District of Sechelt or Sechelt Indian Government District).”;
 - Links to the Municipal grants-of assistance programs and deadlines for those applications be included in the SCRD Rural Areas Grant-In-Aid website information and advertising;
 - A copy of the Rural Areas Grant-In-Aid advertisement, when ready for submission, be sent to Area Directors for inclusion in their local newsletters.
- Fire Protection and Life Safety Equipment applications, especially for areas outside the SCRD Fire Protection Boundaries have been considered over the last 7 years as potential liability to the SCRD and therefore the policy was been amended to include wording to this effect.

- In May 2013 the Board made the resolution #208/13 21 (excerpt below) and therefore staff completed a full review of the policy including comparisons to other local governments RAGIA programs. An amended policy was presented to the Corporate and Administrative Services Committee in October 2013:
 - AND THAT staff draft a Rural Areas Grant-in-Aid Policy for consideration that includes the following: • include a process for unclaimed bursary amounts; • provide a contingency for late (emergent) items received where Directors have recommended consideration; • allow for those applications that require funding outside the timelines; • change the Rural Grant-In- Aid Application deadline to April 1 of each year
 - AND FUTHER THAT staff responsible for Grant-in-Aid contact staff at the District of Sechelt and the Town of Gibsons regarding the coordination of Grant in Aid applications and processes and come back with recommendations.
- With the following amendments made the Board adopted the Policy by resolution #500/13 9 on November 14, 2013:
 - In the Policy Section 1 first bullet change wording to “...in order to assist non-profit societies and registered charitable organizations / societies...”;
 - In all instances of the wording “Future applications from recipients not fulfilling this requirement will automatically be rejected” remove the words “will automatically” and replace with “may”.
- Staff were requested to work to coordinate the Grant-in-Aid processes with the member municipalities. Due to fiscal timelines and various avenues of funding support streams available it was determined that the process were difficult to align.
- Further changes to the policy were adopted in 2015 as follows:
 - Minor wording changes for clarity;
 - revise the Rural Area’s Grant-in-Aid Policy to describe acceptable reasons for late applications and provide parameters for emergency/early approval and/or disbursements of funds prior to the August 1 policy date (i.e. using funds from prior surplus, etc.), and provide a procedure for submission of any grant requests outside of the normal process.
- In 2018 staff reorganized the content of the Policy to better align with Section categories and the flow of the document and to provide complete transparency and avoid confusion with community organizations or societies, under Section 1.10 a bullet was added as follows:
 - 1.10 Rural Areas' Grant-in-Aid will not be approved for:
 - Capital costs for equipment or improvements to owned properties;
 - **Fire Suppression and Life or Emergency Safety Equipment.**
- A Debrief of the RAGIA process was requested in 2019 and 2020.

- In 2020 options for two intakes of RAGIA applications has been requested and included in this report.
- A Social and Community Services function has also been considered and a report to the effect has been included as part of the October 22, 202 CAS meeting.

Financial Implications

Changes to the RAGIA Policy, such as two intakes, will likely have financial implications. Therefore, any changes to the Policy should be made in time for the 2021 Financial Plan Bylaw and GIA process.

Communications Strategy

Notification of grant applications will be sent to recipients. The SCRD also includes a detailed list of all the community groups who have received rural grant-in-aid funding in the corporate Annual Report.

STRATEGIC PLAN AND RELATED POLICIES

The Electoral Areas Grant-in-Aid funding aligns with the Boards Strategic Focus Areas of Working Together and is administered by the Rural Areas' Grant-in-Aid Policy 5-1850-1.

CONCLUSION

The Regional District has the authority under Section 263(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community". This report is provide to highlight areas for discussion from the conclusion of the 2020 RAGIA process. Staff request the Committees direction regarding two intakes of the RAGIA Application process and suggest that a Special Committee to review the 5-1850-1 Rural Areas' Grant-in-Aid Policy and discuss the RAGIA process be considered.

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

Attachment A: Rural Areas' Grant-in-Aid Policy 5-1850-1

Attachment B: RAGIA Funding History Report

Attachment C RAGIA Application Package

BOARD POLICY MANUAL

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

1. POLICY

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

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

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

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

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

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

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

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

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

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

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

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

2. REASON FOR POLICY

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

3. AUTHORITY TO ACT

- 3.1 *Local Government Act*, Section 263 (1) (c).
- 3.2 The SCRD Board has both statutory and budgetary limitations on Rural Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

4. PROCEDURE

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

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

Approval Date:	June 14, 2001	Resolution No.	336/01
Amendment Date:	March 13, 2003	Resolution No.	124/03
Amendment Date:	July 8, 2004	Resolution No.	428/04 Rec. #14
Amendment Date:	April 27, 2006	Resolution No.	358/06 Rec. #8
Amendment Date:	June 8, 2006	Resolution No.	471/06 Rec. #12
Amendment Date:	October 12, 2006	Resolution No.	652/06 Rec. #8
Amendment Date:	April 12, 2007	Resolution No.	231/07 Rec. #10
Amendment Date:	December 13, 2007	Resolution No.	597/07 Rec. #15
Amendment Date:	October 16, 2008	Resolution No.	468/08 Rec. #2
Amendment Date:	November 13, 2008	Resolution No.	512/08 Rec. #19
Amendment Date:	November 12, 2009	Resolution No.	455/09 Rec. #22
Amendment Date:	June 10, 2010	Resolution No.	263/10 Rec. #8
Amendment Date:	November 28, 2013	Resolution No.	500/13 Rec #9
Amendment Date:	October 8, 2015	Resolution No.	385/15 Rec #6
Amendment Date:	October 11, 2018	Resolution No.	293/18 Rec #9
Amendment Date:	July 11, 2019	Resolution No.	196/19 Rec #8

	<u>Cumulative Total</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Arts & Culture							
Coast Arts Building School and Centre Society	3,450	-	-	-	1,300	1,250	900
Coast Recital Society	3,250	500	500	500	400	600	750
Coast Rogue Arts Society	10,400	-	2,000	3,600	2,500	2,300	-
Coasting Along Theatre Society	3,000	-	1,500	1,500	-	-	-
Deer Crossing - The Art Farm Society: Rainforest Circus	1,150	-	-	-	-	650	500
Deer Crossing - The Art Farm Society: Synchronicity Festival	1,500	-	-	-	-	-	1,500
Deer Crossing - The Art Farm Society: Imagination Network	2,100	-	-	-	-	1,300	800
Deer Crossing - The Art Farm Society - Reurgence	1,000	-	-	-	1,000	-	-
Deer Crossing - The Art Farm Society - Emergence	1,900	1,350	300	250	-	-	-
Deer Crossing - The Art Farm Society - Submerged	1,500	-	-	1,500	-	-	-
Deer Crossing - The Art Farm Society - Raising the Curtain	2,250	1,350	900	-	-	-	-
Gibsons Landing Heritage Society	18,450	4,300	3,000	-	5,000	4,200	1,950
Gibsons Public Art Gallery	8,700	-	2,000	1,700	1,500	1,750	1,750
Only Animal Theatre Society (The)	1,500	-	-	-	-	1,500	-
Pender Harbour Living Heritage Society	8,000	-	1,800	1,200	-	2,900	2,100
Pender Harbour Music Society	16,500	1,500	3,000	3,000	3,000	3,000	3,000
Roberts Creek Arts Festival Society	1,000	-	-	-	-	-	1,000
Roberts Creek Community Association: Earth Day Festival	4,500	-	1,000	1,000	1,000	1,000	500
Roberts Creek Community Association: Slow Sundays in the Creek	6,800	1,700	1,500	3,600	-	-	-
Roberts Creek Mandala Project Society	20,700	4,500	3,700	3,500	3,000	2,500	3,500
Suncoast Woodcrafters Guild	3,000	500	500	500	500	500	500
Sunshine Coast Arts Council	1,350	-	-	-	-	650	700
Sunshine Coast Driftwood Players Society	7,250	2,000	3,000	-	-	1,550	700
Sunshine Coast Driftwood Players Society for Driftwood Theater School	1,000	-	-	-	-	-	1,000
Sunshine Coast Festival of Written Arts	500	-	-	-	-	-	500
Sunshine Coast Jazz & Entertainment Society	6,000	-	-	-	2,000	2,000	2,000
Sunshine Coast Spinners' and Weavers' Guild	2,250	-	-	-	-	1,550	700
Arts & Culture Subtotal	\$ 139,000	\$ 17,700	\$ 24,700	\$ 21,850	\$ 21,200	\$ 29,200	\$ 24,350
Sports & Recreation							
BC Special Olympics Society	2,300	1,500	-	-	-	-	800
Chinook Swim Club	800	-	-	-	-	-	800
Coast Mountain Bike Trail Association	1,700	-	1,700	-	-	-	-
Daniel Kignsbury Memorial 3-on-3 Basketball Tournament	1,500	-	500	500	500	-	-
Sunshine Coast Lacrosse Society	500	-	-	-	-	500	-
Sunshine Coast Sockeye Water Polo Club	2,750	500	500	500	250	500	500
Sunshine Coast Trails Society	6,170	3,500	-	-	970	1,700	-
Tetrahedron Outdoor Club / Dakota Ridge Nordics	7,960	-	1,760	2,200	-	-	4,000
Transportation Choices (TraC)	9,100	-	1,000	1,650	1,650	2,400	2,400
Sports & Recreation Subtotal	\$ 32,780	\$ 5,500	\$ 5,460	\$ 4,850	\$ 3,370	\$ 5,100	\$ 8,500
Social, Educational, and Environmental							
Bridgade Bay Homeowners Society	2,200	-	-	2,200	-	-	-
British Columbia Conservation Foundation (BCCF) for Sunshine Coast Wildlife Project (SCWP)	13,150	4,000	2,200	2,150	-	2,600	2,200
Cedar Grove Elementary School PAC	1,500	-	-	-	500	500	500
Eastbourne Community Association	6,000	2,000	2,000	-	-	2,000	-
Egmont Community Club	500	-	-	-	-	-	500
Elphinstone Community Association	6,300	1,300	5,000	-	-	-	-
Farm Gate (The)	2,070	-	1,070	-	500	-	500
Gambier Community Centre Society	10,750	-	4,000	2,900	-	1,850	2,000
Gambier Island Community Association	13,300	2,400	2,100	4,400	-	4,400	-
Gambier Island Conservancy	400	-	-	-	-	-	400
Gibsons and District Chamber of Commerce - Sea to Sky Marine Trail	750	-	-	-	-	-	750
Gibsons Elementary School Parent Advisory Committee	1,000	-	-	-	-	500	500
Gibsons Marine Education Centre Society	4,300	2,200	2,100	-	-	-	-
Halfmoon Bay Child Care Centre Society	9,235	3,260	2,600	1,275	-	1,100	1,000
Halfmoon Bay Citizen's Association	3,788	3,788	-	-	-	-	-
Halfmoon Bay Community Association	7,800	-	2,100	1,200	4,500	-	-
Halfmoon Bay Community School	1,211	-	-	-	-	1,211	-
Halfmoon Bay Community School - Friday Night Teen Program Extension	8,100	2,700	-	2,700	2,700	-	-
Halfmoon Bay Community School - PAC	500	-	-	500	-	-	-
Halfmoon Bay Community School - Restorative Justice	60,000	10,000	10,000	10,000	10,000	10,000	10,000
Hopkins Landing Heritage Path Society	2,500	-	-	-	-	-	2,500
Howe Sound Biosphere Region Initiative Society (Anvil Island Clean-up)	4,400	4,400	-	-	-	-	-
Howe Sound Biosphere Region Initiative Society (Sustainable Development Goals)	500	500	-	-	-	-	-
Howe Sound Marine Reference Guide (Tides Canada)	1,000	-	-	1,000	-	-	-
Huckleberry Coast Childcare Society	1,260	-	-	-	-	-	1,260
North Thormanby Community Association	3,200	1,000	-	2,200	-	-	-
One Straw Society	1,500	-	-	-	1,500	-	-
Pender Harbour Advisory Committee	5,550	-	-	1,100	2,400	1,250	800

*2020 this project was later cancelled due to COVID-19

SCRD Rural Areas Grants-in-Aid History (By Classification Type)

Updated 10/16/2020

	Cumulative Total	2020	2019	2018	2017	2016	2015
Pender Harbour and Area Residents Association	5,200	2,500	2,700	-	-	-	-
Pender Harbour and District (Egmont) Chamber of Commerce	4,100	-	-	-	1,400	1,200	1,500
Pender Harbour Community Club	11,278	-	-	2,650	2,200	2,500	3,928
Pender Harbour Community School (2014 part moved to [670])	48,000	8,000	8,000	8,000	8,000	8,000	8,000
Pender Harbour Lions Club	1,500	-	1,500	-	-	-	-
Pender Harbour Living Heritage Society	1,400	-	-	1,400	-	-	-
Pender Harbour Reading Centre Society	5,300	-	-	2,000	1,200	1,600	500
Pender Harbour Wildlife Society	525	-	525	-	-	-	-
Restorative Justice Program of the Sunshine Coast	13,050	5,000	3,100	1,650	1,100	1,300	900
Roberts Creek Childcare Society	1,000	-	1,000	-	-	-	-
Roberts Creek Community Association: Creek Daze	1,200	-	1,200	-	-	-	-
Roberts Creek Community Association: Creek Events	6,400	-	-	-	3,200	3,200	-
Roberts Creek Community Association: Hall Repair	21,000	-	-	5,000	5,000	5,000	6,000
Roberts Creek Community Association: Kitchen Repair	4,000	-	4,000	-	-	-	-
Roberts Creek Community Association: Pathways Project	3,070	-	-	1,450	-	-	1,620
Roberts Creek Community Association: Xeriscaping	3,000	3,000	-	-	-	-	-
Roberts Creek Community School	5,000	-	3,000	2,000	-	-	-
Royal Canadian Legion Branch #112	6,100	-	-	-	2,400	-	3,700
Ruby Lake Lagoon Nature Reserve Society	9,161	2,000	2,200	1,961	500	-	2,500
School District No 46 (bursaries)	17,375	4,000	3,000	3,000	2,485	1,890	3,000
Sechelt Public Library (Area A)	109,800	-	-	29,894	28,202	26,605	25,099
Sechelt Seniors' Activity Centre Society	1,550	-	-	1,550	-	-	-
Serendipity Child Development Society	5,000	5,000	-	-	-	-	-
Society for the Prevention of Cruelty to Animals (SPCA)	5,200	-	-	-	2,900	2,300	-
Society for the Protection of Sargeant Bay	800	800	-	-	-	-	-
Southwest Gambier Fire Equipment Group (GICA)	2,200	-	-	2,200	-	-	-
Sunday in the Park with Pride Society	8,250	2,700	2,900	1,200	1,450	-	-
Sunset Estates at Long Bay Owners' Society	830	830	-	-	-	-	-
Sunshine Coast Affordable Housing Society	2,000	2,000	-	-	-	-	-
Sunshine Coast Bear Alliance Society	3,000	3,000	-	-	-	-	-
Sunshine Coast Clean Air Society	3,300	-	-	-	2,000	-	1,300
Sunshine Coast Community Foundation	850	850	-	-	-	-	-
Sunshine Coast Community Resource Centre (Seniors' Planning)	8,000	4,000	4,000	-	-	-	-
Sunshine Coast Community Services (Cold Weather Shelter)	1,800	-	-	-	-	-	1,800
Sunshine Coast Community Services (Parent and Tot Program)	300	-	-	-	-	-	300
Sunshine Coast Community Services (RCMP Victim Services)	6,750	5,000	-	500	250	-	1,000
Sunshine Coast Conservation Association	2,500	1,500	1,000	-	-	-	-
Sunshine Coast Hospice Society	4,100	1,500	1,000	600	1,000	-	-
Sunshine Coast Marine Rescue Society & Halfmoon Bay Auxiliary Unit 12	9,500	-	-	-	4,000	2,900	2,600
Sunshine Coast Quilters Guild	461	-	-	-	-	-	461
Sunshine Coast Sea Cavalcade Society	20,000	-	-	5,000	5,000	5,000	5,000
Sunshine Coast Sea Cavalcade Society: Caravan	5,000	-	-	-	5,000	-	-
Sunshine Coast VegFest	500	-	-	-	-	-	500
syiyaya Reconciliation Project	7,500	-	-	7,500	-	-	-
Tides Canada Initiatives Society (formerly Howe Sound Marine Reference)	2,000	1,000	1,000	-	-	-	-
United Canadian Metis Nation	1,400	-	-	1,400	-	-	-
Vaucroft Improvement District: Dinghy Storage	3,000	-	-	-	-	3,000	-
Welcome Beach Community Association	500	-	-	-	-	-	500
West Howe Sound Community Association	2,650	-	-	-	1,450	1,200	-
Woodcreek Park Neighbourhood Association	500	500	-	-	-	-	-
Youth Outreach	225,259	40,803	39,486	38,712	36,006	35,126	35,126
Social, Educational, and Environmental Subtotal	\$ 784,924	\$ 131,531	\$ 112,781	\$ 149,292	\$ 136,843	\$ 126,232	\$ 128,244
Total GIA Funding	\$ 956,704	\$ 154,731	\$ 142,941	\$ 175,992	\$ 161,413	\$ 160,532	\$ 161,094



2020
SUNSHINE COAST REGIONAL DISTRICT
Rural Areas' Grant-In-Aid Policy (5-1850-1) Information

PLEASE REVIEW BEFORE COMPLETING THIS APPLICATION

only applications fully completed and meeting the specified criteria will be subject to review

IMPORTANT:

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

Eligibility*:

- Must be a non-profit society/organization. (Registration Number required if requesting more than \$500.)
- Required to explain how their project will benefit either the "Local" or "Regional" Community.
- Use the attached application form and be able to supply the following information:
 - Latest financial statement (Balance Sheet / Revenue and Expenses)
 - Detailed project, program, service or special event budget (including all funding sources for same)
 - Summary society / organization budget for current year (including anticipated grants)
 - Annual Report (if applicable).
- If applicant was a recipient of a previous year's grant-in-aid, a report on how the funds were used will be required in order to proceed (through "Reporting Out" form or letter to SCRD Board)

Criteria:

Preference will be afforded to the following type of requests:

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

2020
SUNSHINE COAST REGIONAL DISTRICT
Rural Areas' Grant-In-Aid Policy (5-1850-1) Information

Secondary Applicants: If an organization is applying under another organization's society status, a letter of support from the sponsoring society must be included.

Grants will not be awarded to societies / organizations for:

- Use as scholarships , bursaries or subsidies;
- Capital costs for equipment or improvements to owned properties;
- Annual expenses;
- Remuneration (wages, salaries, other fees)
- Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), education institutions, hospitals / healthcare;
- Religious organization servicing primarily their membership and / or their direct religious purpose;
- Ethnocultural organizations serving primarily their membership and / or their own ethnic promotion;
- Annual fundraising campaigns;
- Endowment funds;
- Debt retirement, interest payments or reserve;
- Cost of developing a proposal or undertaking a facility study; or
- Non-profit societies operating at a regional, provincial or Federal level and conducting fundraising by means of tag days, mail-outs or door to door campaigns.

Maximum Grant is \$5,000.

Grant requests exceeding \$500 will only be accepted from a registered society and proof of registration must be provided (Page 1 of Society's tax return will suffice).

Application Deadline: **March 30, 2020.**

Use only SCRD Application Form. Incomplete Applications will be returned to the applicant.

Application Submitted to: **SCRD, 1975 Field Road, Sechelt, BC V0N 3A1**

Applicants will be notified in writing of Board decision on their application.

Successful applicants will receive their Rural Grant-In-Aid after August 1.

*Please note: funding is not guaranteed year to year to encourage organizations to work toward financial independence.



SUNSHINE COAST REGIONAL DISTRICT RURAL AREAS' GRANT-IN-AID APPLICATION - 2020

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

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

Describe your organization's purpose and goals (add pages where required).
Explain how your project, program, service or special event will benefit either the "Local" or "Regional" Community and promote volunteering, participation and citizen involvement (add pages where required).
Describe how the requested grant money will be used and how the SCRD contribution will be recognized (add pages where required).
Does your organization own it's own facility or rent / lease space? <input type="checkbox"/> Own <input type="checkbox"/> Rent / Lease
How many members does your organization currently have? _____
Do you charge a membership fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your annual fee? \$ _____
Did you have a surplus last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly explain:

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

- ☐ Detailed **project, program, service or special event** budget *(including all funding sources for the project) or see attached template*
- ☐ Latest Financial Statement *(Balance Sheet and Revenue / Expense Statement)*
- ☐ **Organizational** budget for current year *(including anticipated grant)*
- ☐ Proof of Society's registration number *(front page of tax return is sufficient)*
- ☐ Letter of support from society *(if application is made on behalf of a second organization)*
- ☐ Annual Report (if available)

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

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

OFFICE USE ONLY

Applicant:

Date application received:

Date application confirmed to be complete: _____

Checklist: ☐ Society No. (if application over \$500)
☐ Completed Application Form
☐ Latest Financial Statement
 Audited: ☐ Yes ☐ No ☐ N/A
☐ Budget Summary for current year
☐ Project Budget
☐ Annual Report
☐ Notification of last year's GIA expenditure ☐ N/A

Category: ☐ Arts & Culture ____
☐ Sports & Recreation ____
☐ Social/Educational/Environmental/Other ____

Amount of Grant-in-Aid Applied For: \$ _____

Amount Approved: \$ _____

Application Denied: ☐

Comments:

Letter sent to applicant informing of decision

Date:

Cheque sent to applicant

Date:



**SUNSHINE COAST REGIONAL DISTRICT
RURAL AREAS' GRANT-IN-AID REPORTING OUT FORM for 2019 Grant**

Society/Organization's Legal Name: _____	
Mailing Address: _____ _____ _____	Phone No.: _____ Cell No.: _____ E-mail: _____
Contact Person: _____	Title: _____
What Area(s) were reached by your project, program, service or special event? Egmont / Pender Harbour <input type="checkbox"/> Halfmoon Bay <input type="checkbox"/> Roberts Creek <input type="checkbox"/> Elphinstone <input type="checkbox"/> West Howe Sound & Islands <input type="checkbox"/> Regional (All Areas including Municipalities) <input type="checkbox"/> Town of Gibsons <input type="checkbox"/> District of Sechelt <input type="checkbox"/>	
Amount of Rural Areas' Grant-in-Aid received: _____ \$ _____	
Describe the project, program, service or special event for which the Society / Organization is reporting out (attach receipts, if applicable):	
Describe how the project, program, service or special event's anticipated goals / objectives and timelines were or were not met:	
Describe how this project, service or special event will continue to be sustainable past the grant time period:	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: REQUEST FOR PROPOSAL (RFP) 2035008 CONTRACT AWARD FOR FUTURE WASTE DISPOSAL OPTIONS ANALYSIS STUDY

RECOMMENDATION(S)

THAT the report titled Request For Proposal (RFP) 2035008 Contract Award for Future Waste Disposal Options Analysis Study be received;

AND THAT a contract for Future Waste Disposal Options Analysis Study be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 (plus GST);

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT these recommendations be forwarded to the October 22, 2020 Regular Board meeting.

BACKGROUND

As part of the 2020 budget process a budget was approved for the Future Waste Disposal Options Analysis Study of \$175,000 (res (004/20).

In accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, a Request for Proposal (RFP) 2035008 was issued August 24, 2020 and closed September 18, 2020. There were three addendums issued. The RFP sought service providers to conduct an analysis of future waste disposal options for waste disposed on the Sunshine Coast. Part one of this project consists of a high level assessment of the long-term demand for waste disposal. Part two consists of a feasibility study for the following options:

- Option 1: Siting a New Landfill.
- Option 2: Disposal at Third Party Facility (waste export).
- Option 3: Development of a Waste to Energy facility.
- Option 4: A to be determined alternative solution.

The options will be compared in a Multi Criteria Analysis and result in recommendations on next steps to be presented to the Board at a January 2021 Committee meeting. Based on Board direction received staff and contractor will undertake further detailed analyses for one or two of the options. This work is anticipated to be completed by March 31, 2021.

DISCUSSION

Analysis

Four compliant proposals were received.

Led by Purchasing, and an evaluation team which consisted of four team members, reviewed and scored the proposals against the criteria set out in the RFP. Staff recommend that a contract be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 as per the specifications as outlined in the RFP for the above-mentioned project.

Name	Total Contract Value (in the amount up to, not including GST)
Tetra Tech Canada Inc.	\$101,577

Included within this budget is a contingency allowance of 15%. This contingency is only to be used on an as-needed basis and must be approved by the SCRD in writing and in advance of performing the work.

Financial Implications

The approved budget for this project is \$175,000 and is funded from Regional Solid Waste [350]. The contract value is within the approved budget.

STRATEGIC PLAN AND RELATED POLICIES

This project is listed in the 2019-2023 Strategic Plan as one of the initiatives in support of the strategy to Achieve Sustainable Solid Waste Management.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2035008 was issued for completion of a Future Waste Disposal Options Analysis Study.

Staff recommend that the contract for the Future Waste Disposal Options Analysis Study be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 (plus GST). This includes a contingency allowance of 15%.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

AUTHOR: Michelle Goetz, Accounts Payable Technician

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

RECOMMENDATION

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

BACKGROUND

The 2020 Financial Plan for line items Legislative Services Constituency Expenses and UBCM/AVICC Constituency Expenses provide a budget of \$20,300 (\$2,500 allowance per Director from [110] and \$1,000 for Electoral Area Directors from [130]) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy.

Travel Expenses within Legislative Services and UBCM/AVICC – Electoral Area Services provide an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District (SCRD) business.

DISCUSSION

The total amount posted to Constituency Expenses for the nine month period ending September 30, 2020 is \$3,881 leaving a remaining budget of \$16,419.

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$8,957 leaving a remaining budget of \$27,187.

Figures are based on expense reports submitted up to October 9, 2020 for the nine month period ended September 30, 2020 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Director Area A	\$ 882	\$ 2,332
Director Area B	344	2,924
Director Area D	2,050	601
Director Area E	423	1,681
Director Area F*	182	1,312
Director DOS (2)	-	107
Director TOG	-	-
Director SIGD	-	-
YTD Totals	\$ 3,881	\$ 8,957

**Includes alternate Director travel expenses of \$180*

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

The 2020 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$56,444. For the period ending September 30, 2020, the total amount posted to Constituency and Electoral Expenses is \$12,838 leaving a remaining budget of \$43,606.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – October 22, 2020

AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management

SUBJECT: **CONTRACTS BETWEEN \$50,000 AND \$100,000 FROM JULY 1 TO SEPTEMBER 30, 2020**

RECOMMENDATION

THAT the report titled Contracts between \$50,000 and \$100,000 from July 1 to September 30, 2020 be received for information.

BACKGROUND

The Sunshine Coast Regional District's (SCRD) Delegation Bylaw No. 710 directs staff to provide the Committee with a quarterly report of all new contracts entered into that fall between \$50,000 and \$100,000.

This report includes vendor, purpose, function, amount and the authoritative budget.

DISCUSSION

A total of 291 contracts/purchase orders were issued during the time period April 1 to September 30, 2020 with four valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Diamond Head Consulting Ltd 2022202 Community Wildfire Protection Plan	222 – SC Emergency	\$57,825	Operating
2.	Salish Soils Inc. 2035005 Truck, Driver and Bin Rental Service for Sechelt Landfill	352 – Sechelt Landfill	\$57,700	Operating
3.	WSP Canada Group Limited 2037003: Consulting Services for Dam Safety Review, Operation and Maintenance Manuals and Dam Emergency Plans for the Chapman Lake	370 – Regional Water	\$98,406	Operating
4.	XCG Consultants Ltd 2035201 Consulting Services for the Detailed Design of the Public Drop-off Area Relocation for Sechelt Landfill	352 – Sechelt Landfill	\$52,150	Operating

STRATEGIC PLAN AND RELATED POLICIES

The disclosure of Contract Awards aligns with the Board's Purchasing Policy, Delegation Bylaw and the value of transparency.

CONCLUSION

SCRD Delegation Bylaw No. 710 requires that a report be provided quarterly to Committee on contracts between \$50,000 and \$100,000.

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

Subject: FW: CERIP funding - correspondence and request for letter of support

From: Julie Nash Davidson

Sent: Thursday, October 15, 2020 9:34 PM

To: Ian Hall <Ian.Hall@scrd.ca>; Kevin Clarkson <Kevin.Clarkson@scrd.ca>; Sam Adams <Sam.Adams@scrd.ca>

Cc: Alun Woolliams, Elise Rudland; Jesse Janzen; Robert Martin

Subject: CERIP funding

External Message

Hi Kevin,

The SCTS plans to submit two grant applications under the CERIP destination development program and are looking for assistance from the SCRD by way of a letter of support for:

1) Washroom facilities at B&K parking under the power lines. (Note: SCTS has an MOU with BC Timber Sales to grade the parking area, the work is to be done this fall). This is a long overdue project as this is a hub for setting off on Roberts Creek trails and with increased daily use, it is essential to have washroom facilities here.

2) Improved Trail Signage - It is becoming more apparent that physical signage and trail map apps have deficiencies and inconsistencies that are an issue for both locals and visitors. An evaluation of current signage deficiencies is an essential starting point. We then need to work with the various parties involved (governments and volunteer organizations) to provide comprehensive and accurate way-finding signage.

Both projects fit several of the key themes identified in the Destination Development Strategy, including: Maintain trails and parks to the highest standard; develop and maintaining a comprehensive information source to provide visitors with information on hiking trails as well as personal safety and environmental care; secure grant funding to help offset costs of maintaining trails by volunteer organizations.

We have been in contact with CMBTA and will be working with them to submit ours and their grant applications, we will also have a letter of support from Sunshine Coast Tourism.

I thank you for your offer to help with project costing and information on [construction standards](#), as well as [economic development business case details](#). Much appreciated.

Julie Davidson
SCTS Chair

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Julie Davidson

This message originated outside the SCRD. Please be cautious before opening attachments or following links.