



## **CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

**Thursday, January 28, 2021**

**Held Electronically in Accordance with Ministerial Order M192  
and Transmitted via the SCRD Boardroom, 1975 Field Road,  
Sechelt, B.C.**

### **AGENDA**

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**CALL TO ORDER**      9:30 a.m.

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

#### **REPORTS**

2. Electoral Areas' Grant-in-Aid Policy, Procedures and Timelines  
*General Manager, Corporate Services / Chief Financial Officer*  
**(Voting – A, B, D, E, F)**      Annex A  
Pages 1-20
3. Parcel Tax Roll Review Panel  
*Manager, Financial Services*  
**(Voting – All Directors)**      Annex B  
pp. 21-22
4. Award Report – 3 Year Wide Area Network Connectivity Contract  
Renewal  
*Manager, Information Technology and GIS*  
**(Voting – All Directors)**      Annex C  
pp. 23-25
5. Service Agreement with Town of Gibsons for Geographic  
Information Services  
*Manager, Information Technology and GIS*  
**(Voting – All Directors)**      Annex D  
pp. 26-28
6. Long Term Debt as at December 31, 2020  
*Budget and Financial Analyst*  
**(Voting – All Directors)**      Annex E  
pp. 29-33
7. Contracts Between \$50k and \$100k (September to December)  
*Manager, Purchasing and Risk Management*  
**(Voting – All Directors)**      Annex F  
p. 34

- |   |                      |
|---|----------------------|
| <b>8.</b> Director Constituency and Travel Expenses for Period Ending December 31, 2020<br><i>Accounts Payable Technician</i><br><b>(Voting – All Directors)</b>  | Annex G<br>pp. 35-36 |
| <b>9.</b> Gibson and District Public Library Association – Request for Letter of Support<br><i>General Manager, Corporate Services / Chief Financial Officer</i><br><b>(Voting – D, E, F and Gibsons)</b> | Annex H<br>pp. 37-39 |
| <b>10.</b> Corporate and Administrative Services – Semi-Annual Report for 2020<br><i>Joint Report</i><br><b>(Voting – All Directors)</b>  | Annex I<br>pp. 40-51 |
| <b>11.</b> Coopers Green Hall Replacement Project – Professional Services Contract Update<br><i>General Manager, Planning and Community Development</i><br><b>(Voting – A, B, D, E, F)</b>                | Annex J<br>pp. 52-53 |
| <b>12.</b> Egmont Fire Department Purchase of Forestry Pump<br><i>Manager, Protective Services</i><br><b>(Voting – All Directors)</b>   | Annex K<br>pp. 54-56 |

## COMMUNICATIONS

- |   |                      |
|---|----------------------|
| <b>13.</b> <u>Francine Clohosey, Manager, Pender Harbour Community School Society</u><br>Regarding: Harbour Learning Centre Replacement Project – Letter for Support for Federal COVID-19 Resilience Infrastructure Stream Grant<br><b>(Voting – All Directors)</b> | Annex L<br>pp. 57-59 |
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## NEW BUSINESS

### IN CAMERA

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

## ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee Meeting – January 28, 2021

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

**SUBJECT:** ELECTORAL AREAS' GRANT-IN-AID POLICY, PROCEDURES AND TIMELINES

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### RECOMMENDATION(S)

**THAT the report titled Electoral Areas' Grant-in-Aid Policy, Procedures and Timelines be received;**

**AND THAT the Policy, Procedures and Timeline be approved as presented or amended.**

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### BACKGROUND

Electoral Areas' Grant in Aid has been a program to assist the Sunshine Coast communities on embarking on new ideas, prosperous ventures and economically viable projects.

The program, provided by the Electoral Areas' of the Sunshine Coast is budgeted by Electoral Areas through individual area taxation and seeks to provide assistance to Coast-wide and local progression.

At the Sunshine Coast Regional District (SCRD) January 14, 2021 Regular Board meeting, the following motion (006/21) was approved, excerpts below:

#### **Recommendation No. 2**     *Rural Areas' Grant-in-Aid Policy*

The Corporate and Administrative Services Committee recommended that staff report back to a future Committee with a revised Rural Areas' Grant-in-Aid Policy for consideration.

#### **Recommendation No. 3**     *Recurring Rural Areas' Grant-in-Aid Applications*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee on the frequency of recurring Rural Areas' Grant-in-Aid funded community projects;

AND THAT the report include funding options through other SCRD services or the Rural Areas' Grant-in-Aid process.

#### **Recommendation No. 4**     *Rural Areas' Grant-in-Aid – Electoral Areas E, F and Town of Gibsons*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee with a history and rationale for Functions [123] – Electoral Areas E and F and [126] – Greater Gibsons Community Participation (GGCP) and a list of how the funding has been granted;

AND THAT the bylaw for [126] GGCP be included in the report.

For consistency and clarity, it is suggested to change “Rural Areas’ Grant-in-Aid” to “Electoral Areas’ Grant-in-Aid”.

For 2021, it was suggested that there will be one intake of Electoral Areas’ Grant-in-Aid which occurs prior to April 1 of each year, with a second intake contemplated for 2022.

## **DISCUSSION**

### *New Policy and Procedure*

On December 3, 2020 at a Special Corporate and Administrative Services Committee meeting the Electoral Areas’ Grant-in-Aid Policy was reviewed and several amendments were suggested, including transitioning the policy into the new Board Policy format. Staff have created a new draft Electoral Areas’ Grant-in-Aid Policy for the Committee’s review and comment (**Attachment A**). To ensure that the process is to proceed for 2021 staff have included in this report a timeline which aligns with the suggested policy.

The recommended deadline to have Electoral Areas’ Grant-in-Aid applications received at the Field Road office is Wednesday, March 31, 2021. Per the *Local Government Act* (LGA) it is required that the SCRDP advertise publicly the invitation for applications for grants of assistance.

Procedurally, once applications are received, staff complete a summary sheet for each application, only to confirm that all required documentation is attached. Copies of all applications will be scanned and printed to attach to the Special In-Camera Corporate and Administrative Services (CAS) Committee meeting agenda tentatively scheduled on May 6, 2021. Along with the application copies, staff will also provide the Directors with a Electoral Areas’ Grant-in-Aid historical report as well as current Electoral Areas’ Grant-in-Aid budget status report and schedule showing what the funding allocations were for 2020.

### *Recurring Electoral Areas’ Grant-in-Aid Applications*

Attached is a copy of the Rural Areas’ Grant-in-Aid funded community projects from 2015-2020 (**Attachment B**) which shows the organizational name and frequency of grants awarded over the time period.

Included in the draft Policy a statement has been included for consideration of how to address ongoing applications:

- 4.3 Electoral Areas’ Grant-in-Aid funding for the same project or event may be granted up to a maximum of 3 consecutive years.

It was also requested that other funding options through other SCRDP services or the Electoral Areas’ Grant-in-Aid process be considered. It should be noted that if a group requests funding where a Regional District Service is already established, such as a community supported/facilitated project on an existing Park asset, the project cannot be funded through a rural grant of assistance (per LGA), but could be contemplated through the service. There are many caveats that would need to be explored depending on the project request, whereas, staff would come back with alternative options for consideration. It was unclear to staff what was intended on alternatives through the Electoral Areas’ Grant-in-Aid process, however, often, staff

do suggest alternative granting programs such as gaming grants, Sunshine Coast Foundation, or provincial intakes as another option of funding for groups.

*Greater Gibsons Community Participation (GGCP)*

In 2004, the SCRD Board proceeded with the legislative process of establishing a new service with the purpose of raising an amount in addition to that raised through the regular grant-in-aid function in order to provide funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound). A couple of examples of organizations and/or events that could be funded under this service are the Visitor Information Bureau and the annual Sea Cavalcade celebrations. The participating areas in the service are the Electoral Areas of Elphinstone and West Howe Sound. The Bylaw has been attached for reference (**Attachment C**).

*Timeline and Next Steps*

Staff recommends the following timeline with respect to the 2021 Electoral Areas' Grant-in-Aid process:

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline.
- April 7-9, 2021 Electoral Area Directors will receive the Special In-Camera CAS Committee meeting agenda to review;
- May 6, 2021 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

*Communications Strategy*

Advertisements will be placed in the local newspapers by mid-February should this be appropriate timing based on the draft policy and Committee's approval of the proposed timeline.

**STRATEGIC PLAN AND RELATED POLICIES**

The Electoral Areas Grant-in-Aid process supports the Board's strategic focus area for "Working Together". The granting processes offered by the SCRD ensures financial sustainability and continued facilitation of Community Development

**CONCLUSION**

Staff request the Committee's approval of the draft Electoral Areas' Grant-in-Aid Policy.

Staff also recommends the following timeline with respect to the 2021 Electoral Areas' Grant-in-Aid process:

- March 31, 2021 – Electoral Areas' Grant-in-Aid intake for applications deadline.
- April 7-9, 2021 Electoral Area Directors will receive the Special In-Camera CAS Committee meeting agenda to review;
- May 6, 2021 – Special In-Camera CAS Committee meeting 9:30 a.m. to 12:00 p.m.;
- May 20, 2021 – recommendations placed on May 27, 2021 CAS Committee Agenda;
- May 27, 2021 – discussion of recommendations, if applicable, and referred to the Board meeting for adoption.

Attachments

- A- Draft Electoral Areas' Grant-in-Aid Policy
- B- SCRD Rural Areas Grant-In-Aid History
- C- Bylaw 1060 - Greater Gibsons Community Participation

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	X – T. Crosby



Section:	Finance	BRD5
Subsection:	Grants to Organizations	1850
Title:	Electoral Areas' Grant-in-Aid	1

## 1. PURPOSE

This policy provides the framework to enable the Sunshine Coast Regional District (SCRD) 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. SCOPE

This policy applies to all SCRD officers, employees, Board members, and applicants to the Grant-in-Aid process.

The SCRD 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.

## 3. DEFINITIONS

**Electoral Areas:** means SCRD's 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).

## 4. POLICY

This policy establishes open and transparent guidelines for the evaluation and distribution of Electoral Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.

- 4.1 The maximum allowable grant request for a single Electoral Areas' Grant-In-Aid application (per project / per event) is \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations, societies, or 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 must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society.
- 4.2 To be considered for funding, 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.
- 4.3 Electoral Areas' Grant-in-Aid funding for the same project or event may be granted up to a maximum of 3 consecutive years.
- 4.4 Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.



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- 4.5 Organizations funded on an ongoing basis through taxation or those that receive a fee for service from the SCR D are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- 4.6 The SCR D is subject to the provincial *Freedom of Information and Protection of Privacy Act* and cannot guarantee the information provided on Grant-in-Aid applications can or will be held in confidence.
- 4.7 On or before April 1st of each year, the SCR D will accept applications for Electoral Areas' Grant-in-Aid funding.
- 4.8 Late applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.9 Grant funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.

### 5. POLICY – BURSARY, SCHOLARSHIP, SUBSIDY

- 5.1 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 SCR D.
- 5.2 Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 5.3 Grant allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCR D budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCR D on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCR D to be re-allocated as the SCR D Board sees fit.

### 6. EXCEPTIONS

- 6.1 Funding requests that do not meet the basic criteria of the policy will be considered on a case- by-case basis at the discretion of the SCR D Board.

### 7. AUTHORITY TO ACT AND RESPONSIBILITIES

#### 7.1 Legislation

The authority to provide grants of assistance is set out in the *Local Government Act*, section 263(1) as follows: "Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:...(c) to provide assistance for the purpose of benefitting the community or any aspect of the community."





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### **7.2 SCRD Board**

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.

The SCRD Board has both statutory and budgetary limitations on Electoral 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.

## **8. EVALUATION CRITERIA**

8.1 The Electoral Areas' Grant-in-Aid Committee shall use some or all of the following criteria to assess applications (in no particular order):

- Evidence of community need or desire for proposed program, project, service or event
- Potential benefit to the residents of the Sunshine Coast - 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
- Evidence of community partnerships or support (financial or in-kind)
- Capacity to deliver the proposed program, project, service or event
- Level of volunteer participation and citizen involvement
- Evidence of financial need
- Evidence of funding from other sources
- Ability to demonstrate or anticipate future outcomes
- Public accessibility
- Exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events

8.2 Electoral Areas' Grant-in-Aid will not be approved for:

- Large capital costs for equipment or improvements to (Privately) 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 or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose;
- Annual fundraising campaigns;
- Endowment funds;
- Debt retirement, interest payments or reserves;
- Cost of developing a proposal or undertaking a facility study;
- Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns



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8.3 If an applicant's project, program, service or special event is time sensitive where:

- funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
- 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 Electoral Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

## **9. ACCOUNTABILITY AND ACKNOWLEDGEMENT**

- 9.1 In the event that the Electoral 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 as soon as possible.
- 9.2 Recipients must acknowledge the SCRD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an SCRD event nor may the society / organization hold itself out as an agent of the SCRD in anyway.

## **10. PROGRAM GUIDE**

- 10.1 All applications should detail how they contribute to the general interests and advantage of the Electoral Areas. Those applications that have a measurable benefit to communities outside of the Electoral Areas should 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.
- 10.2 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.
- 10.3 It should be noted that the Electoral Areas' Grant-in-Aid process is very competitive and applicants should submit the best and most complete application possible.
- 10.4 The application form (Appendix 1) must be used and accompanied by the required additional documentation listed below:
- latest financial statement (Balance Sheet and Revenue and Expense Statement)
  - detailed project, program, service or special event budget (including all funding sources for same)
  - summary budget for current year (including anticipated grants)
  - annual report (if available).



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- 10.5 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.
- 10.6 Applicants are required to explain how their project will benefit either the “Local” or “Regional” Community.
- 10.7 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.
- 10.8 Applicants must have a bank account in the society’s / organization’s name.
- 10.9 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.
- 10.10 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 Electoral Areas’ Grant-in-Aid was provided.

## 11. PROCEDURE

- 11.1 Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Electoral Areas’ Grant-in-Aid funding for the following year’s budget.
- 11.2 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 1<sup>st</sup>.
- 11.3 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. 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.
- 11.4 Due to the volume of applications, individual presentations to the Board are discouraged and will be considered only in exceptional circumstances.
- 11.5 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



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supplied with the application or via letter to the SCRD Board. Future applications from recipients not fulfilling this requirement may be rejected.

- 11.6 All applications should detail how they contribute to the general interests and advantage of the Electoral Areas. Those applications that have a measurable benefit to communities outside of the Electoral Areas should 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.

## 12. REFERENCES (Bylaws, Procedures, Guiding documents)

- Terms of Reference – Rural Areas' Grant-in-Aid Review Committee

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



**Appendix 1**

**Electoral Areas' Grant-in-Aid Application**

**(See Next Pages)**



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

**Note:** 1) The funding of Electoral Areas' 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.

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

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

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

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

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

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



**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  
ELECTORAL AREAS' GRANT-IN-AID REPORTING OUT FORM**

Society/Organization's Legal Name: _____	
Mailing Address: _____ _____ _____	Phone No.: _____ Cell No.: _____ E-mail: _____
Contact Person: _____	Title: _____
<b>What Area(s) were reached by your project, program, service or special event?</b> 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:	

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

	<u>Cumulative Total</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>Arts &amp; Culture</b>							
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
<b>Arts &amp; Culture Subtotal</b>	<b>\$ 139,000</b>	<b>\$ 17,700</b>	<b>\$ 24,700</b>	<b>\$ 21,850</b>	<b>\$ 21,200</b>	<b>\$ 29,200</b>	<b>\$ 24,350</b>
<b>Sports &amp; Recreation</b>							
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
<b>Sports &amp; Recreation Subtotal</b>	<b>\$ 32,780</b>	<b>\$ 5,500</b>	<b>\$ 5,460</b>	<b>\$ 4,850</b>	<b>\$ 3,370</b>	<b>\$ 5,100</b>	<b>\$ 8,500</b>
<b>Social, Educational, and Environmental</b>							
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 1/22/2021

	<b>Cumulative Total</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
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 Referen	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
<b>Social, Educational, and Environmental Subtotal</b>	<b>\$ 784,924</b>	<b>\$ 131,531</b>	<b>\$ 112,781</b>	<b>\$ 149,292</b>	<b>\$ 136,843</b>	<b>\$ 126,232</b>	<b>\$ 128,244</b>
<b>Total GIA Funding</b>	<b>\$ 956,704</b>	<b>\$ 154,731</b>	<b>\$ 142,941</b>	<b>\$ 175,992</b>	<b>\$ 161,413</b>	<b>\$ 160,532</b>	<b>\$ 161,094</b>

## SUNSHINE COAST REGIONAL DISTRICT

### Bylaw No. 1060

A bylaw to establish a service within the Electoral Areas of “E” – Elphinstone and “F” – West Howe Sound for the purpose of providing funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound)

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WHEREAS under section 796 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound);

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the Board has received the approval of the electors in the proposed service area by alternative approval process in accordance with Section 801.3 of the *Local Government Act* and Section 86 of the *Community Charter*;

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

1. Citation

This bylaw may be cited for all purposes as the *Greater Gibsons Community Participation Service Establishing Bylaw No. 1060, 2005*.

2. Service

The service established by this bylaw is the Greater Gibsons Community Participation Service (the “Service”) for the purpose of providing funding to benefit the greater Gibsons community (including Elphinstone, Gibsons and West Howe Sound).

3. Boundaries

The boundaries of the Service Area shall be the boundaries of Electoral Areas “E” – Elphinstone and “F” – West Howe Sound.

4. Participating Areas

The Participating Areas are Electoral Areas “E” – Elphinstone and “F” – West Howe Sound.

5. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Cost

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.05/\$1000 applied to the net taxable value of land and improvements in the Service Area.

READ A FIRST TIME                      this    14<sup>th</sup>    day of            July, 2005

READ A SECOND TIME                      this    14<sup>th</sup>    day of            July, 2005

READ A THIRD TIME                      this    14<sup>th</sup>    day of            July, 2005

APPROVED BY THE INSPECTOR OF MUNICIPALITIES  
    this    29<sup>th</sup>    day of            July, 2005

RECEIVED THE APPROVAL OF THE ELECTORS BY  
ALTERNATIVE APPROVAL PROCESS  
    this    13<sup>th</sup>    day of            September, 2005

ADOPTED                                      this    22<sup>nd</sup>    day of            September, 2005

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Brad Wing, Manager, Financial Services

**SUBJECT:** **PARCEL TAX ROLL REVIEW PANEL**

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### RECOMMENDATION

**THAT** the report titled Parcel Tax Roll Review Panel be received;

**AND THAT:**

- Three members of the Board be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 25, 2021 at 9:00 a.m. to be held electronically in accordance with Ministerial Order M192 and transmitted from the SCRD Boardroom; and
- The Chief Financial Officer be appointed Collector for the SCRD;

**AND FURTHER THAT** this recommendation be referred to the January 28, 2021 Regular Board Meeting.

---

### BACKGROUND

The purpose of the Parcel Tax Roll review is to ensure that the billing information is correct for the 2021 parcel tax, and to authenticate the Parcel Tax Roll.

As authorized under the Pender Harbour Pool Parcel Tax Roll Bylaw No. 612, Community Recreation Facilities Parcel Tax Roll Bylaw No. 577, and the Water Rates Bylaw No. 422, including Regional Water, South Pender Harbour Water and North Pender Harbour Water Service Areas, parcel taxes will be assessed on all eligible parcels listed on the Parcel Tax Roll.

### DISCUSSION

The *Community Charter* requires that a Parcel Tax Roll Review Panel (PTRRP) process be held to hear any matters referred to in *Community Charter Section 205 (1) [complaints to the parcel tax roll review panel]* and to authenticate the parcel tax roll.

Complaints to the review panel are to be in writing and are to make corrections only with respect to the following:

- there is an error or omission respecting a name or address on the parcel tax roll;
- there is an error or omission respecting the inclusion of a parcel;
- there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- an exemption has been improperly allowed or disallowed.

The Parcel Tax Roll will be made available to the public for inspection commencing Monday, February 8, 2021, with notice that corrections will be accepted up to Monday, February 22, 2021. Information regarding requests for correction will be provided to the Parcel Tax Roll Review Panel on Thursday, February 25, 2021.

Normally 3 members of the Board are appointed to the Review Panel.

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

The Parcel Tax Roll Review is in accordance with the *Community Charter* legislation as a statutory requirement.

### **CONCLUSION**

A Property Tax Roll Review Panel must meet annually to address complaints and authenticate the assessment roll.

Staff recommend three members of the Board be appointed to the Parcel Tax Roll Review Panel which will meet electronically on Thursday, February 25, 2021 at 9:00 a.m. and to appoint the Chief Financial Officer as Collector for the SCRD.

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



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** David Nelson, Manager Information Technology and GIS

**SUBJECT:** **AWARD REPORT – THREE YEAR WIDE AREA NETWORK CONNECTIVITY CONTRACT RENEWAL**

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### RECOMMENDATION(S)

**THAT the report titled Award Report – 3 Year Wide Area Network Connectivity Contract Renewal be received;**

**AND THAT the three-year renewal for the wide area network connectivity contract for a total value of \$215,460 (excluding GST) be awarded to Eastlink as a sole source provider.**

---

### BACKGROUND

Since 2007 Eastlink (Coast Cable) provides Wide Area Network (WAN) private fibre connectivity and Internet services between all Sunshine Coast Regional District (SCRD) facilities. Attachment A shows the SCRD WAN facility sites that are connected via this service. The current three-year contract provides these services for \$5,985/month and expired December 31, 2020. The contract then operates on a month-to-month basis.

These private network services are very reliable, affording operational simplicity and responsive support that maintains SCRD internal management costs. There has been ongoing rate stability by the vendor over the life of these services.

Competitors to Eastlink (Coast Cable) have appeared on the Sunshine Coast, but do not currently have fibre connectivity to all SCRD facility areas including Mason Road. While gradual build out of competitor fibre is expected over time, current service levels are not sufficient for our business continuity needs and the solutions are not comparable.

The purpose of this report is to seek approval to renew our contract for three years with Eastlink (Coast Cable) as a sole source provider at the same cost per month.

### DISCUSSION

#### *Options and Analysis*

Option 1 – Extend contract with Eastlink (Coast Cable) for three years with capacity upgrades

The three-year renewal quotation includes staff-requested capacity upgrades at our Field Road dedicated Internet connection from 100 Mbps to 300Mbps, at no additional cost. These upgrades will increase our Internet speed and maintain our business continuity (data backup

and recovery) capabilities. Eastlink is absorbing the upgrade build-out fees on this three-year option. Extending the contract represents the least disruptive and lowest risk method to proceed with the lowest downtime potential. Staff recommend this option.

Option 2 – Extend the contract with Eastlink (Coast Cable) for a period of one year or less.

The advantage of this option is greater procurement flexibility should competitive providers with comparable services become available on the Sunshine Coast. The disadvantage of this option is greater risks to business operations and rate stability that come with a shorter contract. A further disadvantage is the disincentive for Eastlink (Coast Cable) to build the desired service upgrades at no additional cost without a longer commitment to recoup their investment. Staff does not recommend this option.

#### *Financial Implications*

For the Eastlink (Coast Cable) three year offering, this amounts to \$5,985 per month x 12 = \$71,820 per year for a total of \$215,460 for the three-year contract (not inclusive of tax). The costs are within the existing budget and no Financial Plan amendments are required.

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

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

#### **CONCLUSION**

Our Wide Area Network connectivity service with Eastlink (Coast Cable) has been reliable and the vendor is responsive in offering service enhancements at ongoing stable rates. There currently is only one supplier who can meet our WAN connectivity requirements and service levels. Staff recommend proceeding with three-year contract renewal with Eastlink (Coast Cable).

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

**ATTACHMENT A: EASTLINK 3-YR WIDE AREA NETWORK CONNECTION SITES**

Account	Circuit ID	Address	Services
8125 2138 5018 7297	00/117763	1975 FIELD RD, Sechelt	100MB DIA
8125 2138 5018 7289	00/117761	1975 FIELD RD, Sechelt	1000MB LAN
8125 2138 5018 7305	00/117764	5982 SHOAL WAY, Sechelt	100MB LAN
8125 2138 5018 7321	00/117766	700 Park Road, Gibsons	100MB LAN
8125 2138 5018 7370	00/119406	5500 SHORNCLIFFE RD, Sechelt	100MB LAN
8125 2138 5018 7354	00/117770	8972 Redrooffs Rd, Halfmoon Bay	100MB LAN
8125 2138 5018 7347	00/117768	1302 ROBERTS CREEK RD	100MB LAN
8125 2138 5018 7313	00/117767	953 GIBSONS WAY, GIBSON	100MB LAN
8125 2138 5018 7339	00/117769	790 NORTH RD, GIBSONS	100MB LAN
8125 2138 5018 7362	00/117762	OFF-5920 MASON RD	1000MB LAN
8125 2138 6002 8523	00/117771	12828 Lagoon Road, MADEIRA PARK	10MB LAN
8125 2138 6002 3474	00/120365	13639 Sunshine Coast HWY, MADEIRA PARK	10MB LAN

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** David Nelson – Manager, Information Technology and Geographical Information Services

**SUBJECT:** SERVICE AGREEMENT WITH TOWN OF GIBSONS FOR GEOGRAPHIC INFORMATION SERVICES

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### RECOMMENDATION(S)

**THAT the report titled Service Agreement with Town of Gibsons for Geographic Information Services be received;**

**AND THAT the Sunshine Coast regional District enter into an agreement with the Town of Gibsons for Geographic Services for up to 5 years;**

**AND THAT the delegated authorities be authorized to execute the proposed service agreement.**

---

### BACKGROUND

The Town of Gibsons (the Town) and the Sunshine Coast Regional District (SCRD) have both successfully fulfilled obligations under a trial service agreement: 2020 Agreement for Service for Geographic Information Services (GIS) Mapping Service; which expired at the end of 2020. A renewal agreement for similar services has been drafted which, if approved by respective Council and Board, would provide the Town with GIS mapping services and applications from the SCRД for period of five years, 2021 through 2025.

### DISCUSSION

#### *Background and Intergovernmental Implications*

The SCRД and the Town of Gibsons executed a trial services agreement for 2020 as authorized by the SCRД Board and Town Council. Management staff at both organizations report satisfaction with the trial service agreement and recommend continuing the arrangement.

#### *Analysis and Benefits*

A 5-year service agreement has the advantage of not needing a renewal agreement negotiated and executed each year.

There are numerous benefits to continuing this collaboration: ongoing leveraging of technical skillsets and technologies, consolidated work efficiencies, and decreased duplication of effort. Under the agreement the public has access to a consistent set of dynamic tools plus an *open data portal* serving mapping data with a similar look and feel across the Town and SCRД areas.

### *Service Process*

GIS mapping work requests are submitted by the Town to the SCRD as electronic tickets. The type of requests include routine data maintenance (of parcel fabric and addresses, planning layers, parks, and Town infrastructure), map creation, data analysis, application development, and special project work.

### *Financial and Management Implications*

SCRD staff estimate the revenue to be received from the Town over the life of this service agreement will average \$5,000 per quarter, for a total annual revenue projected at \$20,000. This is not currently reflected in the 20221-2025 Financial Plan, therefore, staff have prepared a Budget Proposal for Round 1 to formalize this amount if the agreement is approved.

The financial approach for this service collaboration is full cost recovery to the SCRD for service time and materials provided to the Town with the rates based on those already specified per Bylaw 627 (plus reasonable inflation adjustments), see excepted/edited image below:

#### **Bylaw 627.3 Schedule A continued**

### **3. MAPPING**

3.1	Scan / print to PDF	
	Per page	\$ 2.00
3.2	Scan to paper copy	
	Line drawing per square foot of paper	\$ 1.20
	Full colour drawing per square foot of paper	\$ 4.90
3.3	Plot / print paper copy	
	Line drawing per square foot of paper	\$ 0.85
	Full colour drawing per square foot of paper	\$ 4.20
3.4	Repealed	
3.5	Repealed	
3.6	Custom requests and mapping, not including printing	<b>\$ 75.00 per hour</b>
3.7	Shipping/handling  fees are charged at cost... in addition to the fees quoted above.	

SCRD GIS staff track time through a ticket system for the Town and charges are billed quarterly. SCRD management staff find the impact to GIS staff's capacity is supportable. SCRD GIS staff have succeeded in meeting the Town's service demand by achieving economies of scale through the use of automation routines and service delivery methods already in place.

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

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

The above report aligns with the SCRD Board's strategic focus area of Working Together.

### **CONCLUSION**

The SCRD and the Town successfully administered a trial GIS service agreement through 2020. Analysis by staff at both organizations confirm expected benefits, operational supportability, and

satisfaction with the service agreement; and seek renewal of a similar arrangement for a further 5-year period. Staff recommend the delegated authorities be authorized to execute the proposed renewal agreement for GIS Service 2021 - 2025 and recognized the expected revenues in the 2021–2025 financial plan of \$20,000 per year.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Alex Taylor, Budget and Financial Analyst

**SUBJECT:** LONG TERM DEBT AS AT DECEMBER 31, 2020

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### RECOMMENDATION(S)

**THAT the report titled Long Term Debt as at December 31, 2020 be received for information.**

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### BACKGROUND

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

### DISCUSSION

A summary of the SCRD's short and long term debt obligations as at December 31, 2020 is provided in Attachment A.

Specifics of new debt issues, budgeted unissued debt, MFA Issue 95 rate reset and expiring debt affecting the 2021-2025 Financial Plan are detailed below along with information on member municipality debt and historical debt levels.

#### *New Debt Issued*

On December 4, 2020, an equipment financing loan agreement was entered into to provide funding for a Waste Water Service vehicle replacement per Board resolution 038/19 No. 25. The principal amount of the loan is \$44,966. Proceeds were advanced on December 18, 2020 and are scheduled to be repaid over a term of 60 months.

On December 4, 2020, an equipment financing loan agreement was entered into to provide funding for three Regional Water Service vehicle replacements per Board resolution 206/19 No. 9. The principal amount of the loan is \$125,986. Proceeds were advanced on December 18, 2020 and are scheduled to be repaid over a term of 60 months.

On December 4, 2020, an equipment financing loan agreement was entered into to provide funding for a Vehicle Replacement for the North Pender Harbour Water Service per Board resolution 038/19 No. 18. The principal amount of the loan is \$66,763. Proceeds were advanced on December 18, 2020 and are scheduled to be repaid over a term of 60 months.

*Budgeted Unissued Debt*

Budgeted funding from borrowing proceeds for two capital projects and seven equipment purchases totaling \$17,043,789 are included in the draft 2021-2025 Financial Plan at the beginning of Round 1 and are detailed in Table 1 below.

All unissued debt (\$17,043,789) is related to carry forward projects from 2020 and is not inclusive of budget proposals that may be approved for inclusion in the budget during 2021 Round 1.

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

<b>Table 1: Summary of Budgeted Unissued Debt</b>				
<b>Project/Equipment Purchase</b>	<b>Budgeted Proceeds</b>	<b>Proposed Term</b>	<b>Estimated Issuance</b>	<b>Authorization</b>
GDVFD Engine #1 Replacement*	400,789	5 Years	2021	004/20 No. 9
HMBVFD Tanker (Tender) Replacement*	200,000	5 Years	2021	004/20 No. 11
Building Maintenance Vehicle*	25,000	5 Years	2021	004/20 No. 19
Water Meter Installations – Phase 3*	7,000,000	20 Years	Fall 2021	Requires elector approval
Vehicle Purchase – Strategic Infrastructure Division*	46,500	5 Years	2021	065/20 No. 37
Regional Water Utility Vehicle Purchase*	46,500	5 Years	2021	004/20 No. 31
Regional Water Excavator & Trailer*	200,000	5 Years	2021	004/20 No. 32
Church Road Well Field Project*	9,000,000	30 Years	Fall 2021	<i>Elector approval process complete-results received at July 23, 2020 Board Meeting. Security Issuing estimated for Fall 2021/Spring 2022.</i>
North Pender Harbour Water Emergency Generator*	125,000	5 Years	2021	065/20 No. 38
<b>Total</b>	<b>\$17,043,789</b>			

*\*denotes a carry forward project from 2020*

*Loan Authorization Bylaw No. 704*

Issuance of \$5,000,000 in borrowing approved under Loan Authorization Bylaw No. 704 for the Chapman Lake Supply Expansion project is not anticipated based on the current project status (project not proceeding); however, the authority to borrow remains in place for the specified purpose until such time as the Loan Authorization Bylaw is repealed or five years from the date of adoption on July 28, 2021, whichever comes first. This authorized borrowing is not included in the draft 2021-2025 Financial Plan.



*MFA Issue 95 Rate Reset*

On October 14, 2020, the interest rate associated with MFA Issue 95 was reset at 0.91% (down from 1.80%) and actuarial adjustment was reset at 3% (down from 3.5%) for the next five years. As a result, the annual interest payments for the [370] Regional Water Service debenture for the Chapman Water Treatment Plant will be reduced by \$28,444 while the annual principal payment will increase by \$12,742 in 2021, continuing until the loan has been repaid in October 2025.

*Expiring Debt*

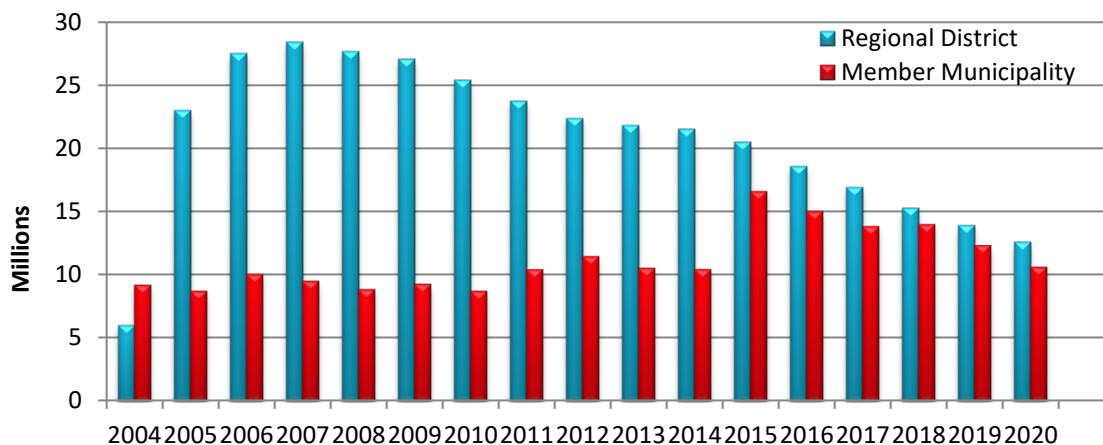
An equipment financing loan for [650] Community Parks was fully repaid in September 2020. The annual debt servicing cost for this loan of \$7,175.

There are no financing loans or debt issues that are set to expire in 2021.

*Member Municipality Debt*

Municipal financing under loan authorization bylaws (other than temporary borrowing) must be undertaken by the applicable Regional District. As at December 31, 2020, the outstanding principal balance of debt recoverable from Member Municipalities by the SCRD was as follows:

Gibsons	\$ 6,410,508
Sechelt	4,183,928
<b>Total</b>	<b>\$ 10,594,436</b>

*Historical Debt Balances**Financial Implications*

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

**STRATEGIC PLAN AND RELATED POLICIES**

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

**CONCLUSION**

Equipment financing loans for Waste Water, Regional Water Service and North Pender Harbour Water Service Vehicle Replacements were issued in December 2020. The principal balance of these loans was \$44,966, \$125,986 and \$66,763 respectively.

Budgeted unissued debt funding for capital projects and equipment purchases totals \$17,043,789 as at the beginning of 2021 Round 1 budget. This debt will be issued in accordance with project timelines and funding requirements, subject to any required authorizations.

The interest rate and actuarial adjustment rate for MFA Issue 95 was reset on October 14, 2020 at 0.91% and 3% for the next five years. Annual interest debt servicing costs for the Regional Water Service will be reduced by \$28,444 and principal servicing will increase by \$12,742 as a result.

One equipment financing loan was repaid since the last debt report, with no financing loans or debt issues set to expire in 2021.

Member municipality debt totaled \$10,594,436 as at December 31, 2020.

Attachment:

- A-SCRD Schedule of Short and Long Term Debt as at December 31, 2020

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

# Sunshine Coast Regional District

# Attachment A

## Schedule of Short & Long Term Debt

Projected Balances as at December 31, 2020

Purpose	Interest Rate	Annual Servicing Costs	Principal Balance Remaining	Maturity	Rate Reset / Early Payout
<b>Borrowing Under Loan Authorization Bylaw</b>					
Parks Master Plan	2.25%	88,480	207,195	2022	N/A
Community Recreation Facilities Construction	4.77%	1,530,409	5,606,244	2025	N/A
Chapman Water Treatment Plant	0.91%	159,316	1,035,529	2025	N/A
Field Road Administration Building	4.88%	243,191	1,138,662	2026	N/A
Community Recreation Facilities	4.88%	167,664	785,029	2026	N/A
Fleet Maintenance Building Expansion	4.88%	33,530	156,990	2026	N/A
Egmont & District Fire Department Equipment	4.88%	8,238	38,572	2026	N/A
Pender Harbour Pool	2.25%	48,519	473,322	2029	2024
South Pender Water Treatment Plant	3.00%	82,479	1,008,259	2034	2024
North Pender Harbour Water UV & Metering	3.00%	28,850	300,000	2035	N/A
South Pender Harbour Water Metering	3.00%	43,275	450,000	2035	N/A
Square Bay Waste Water Treatment Plant	2.66%	17,868	269,580	2039	2029
		\$ 2,451,819	\$ 11,469,382		
<b>Liabilities Under Agreement</b>					
Merrill Crescent Septic Field Replacement	1.22%	3,278	11,383	2024	Open
Canoe Road Septic Field Replacement	1.22%	4,382	15,217	2024	Open
Vaucroft Dock Capital Works	1.22%	99,466	360,000	2024	Open
		\$ 107,126	\$ 386,600		
<b>Equipment Financing</b>					
Regional Water - Vehicle (2016)	1.21%	15,420	15,314	2021	Open
Information Technology Hardware (2018)	1.21%	23,641	23,491	2021	Open
Gibsons Fire Ladder Truck	1.21%	71,210	142,729	2022	Open
Building Maintenance - Vehicle	1.21%	8,892	17,823	2022	Open
Community Parks - Vehicle	1.21%	8,587	22,125	2023	Open
SPHWS - Vehicle	1.21%	6,424	18,211	2023	Open
Information Technology Hardware (2019)	1.21%	24,232	46,814	2022	Open
Regional Water Vehicle Replacements (2018)	1.21%	42,546	147,829	2024	Open
Regional Water Vehicle Replacements (2019)	1.21%	25,986	125,986	2025	Open
Waste Water Vehicle Replacement (2019)	1.21%	9,275	44,966	2025	Open
NPH Water Service Vehicle Replacement (2019)	1.21%	13,770	66,763	2025	Open
		\$ 249,983	\$ 672,051		
<b>Budgeted Unissued Borrowing</b>					
GDVFD Engine #1 Replacement	TBD	82,659	400,789		
HMBVFD Tanker (Tender) Replacement	TBD	41,248	200,000		
Building Maintenance Vehicle	TBD	5,156	25,000		
Water Meter Installations - Phase 3	TBD	414,097	7,000,000		
Vehicle Purchase - Strategic Infrastructure Division	TBD	9,590	46,500		
Regional Water Utility Vehicle Purchase	TBD	9,590	46,500		
Regional Water Excavator & Trailer	TBD	41,248	200,000		
Church Road Well Field Project	TBD	382,049	9,000,000		
North Pender Harbour Water Emergency Generator	TBD	25,780	125,000		
		\$ 1,011,418	\$ 17,043,789		
<b>SCRD Long Term Debt Totals</b>					
		\$ 3,820,346	\$ 29,571,822		

### Debt Servicing Ratio\*

9.70%

\*annual debt servicing cost/recurring revenue

Grants in Lieu	93,104
Property Tax	20,943,759
Frontage/Parcel Taxes	5,634,590
User Fee/ Service charges	12,684,809

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Valerie Cropp – Manager, Purchasing and Risk Management

**SUBJECT:** **CONTRACTS BETWEEN \$50,000 AND \$100,000 FROM OCTOBER 1 TO DECEMBER 31, 2020**

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### RECOMMENDATION

**THAT the report titled Contracts between \$50,000 and \$100,000 from October 1 to December 31, 2020 be received for information.**

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### 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 155 contracts/purchase orders were issued during the time period October 1 to December 31, 2020 with one valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Mearl's Machine Works Ltd	370 – Utility Services	\$76,940	Capital
	2037012 Supply and Delivery of Pressure Reducing Valves			

### 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	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Michelle Goetz, Accounts Payable Technician

**SUBJECT:** DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING DECEMBER 31, 2020

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### RECOMMENDATION

**THAT the report titled Director Constituency and Travel Expenses for Period Ending December 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 twelve month period ending December 31, 2020 is \$6,477 leaving a remaining budget of \$13,823.

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$9,701 leaving a remaining budget of \$26,443.

Figures are based on expense reports submitted up to January 15, 2020 for the twelve month period ended December 31, 2020 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Director Area A	\$ 1,917	\$ 2,332
Director Area B	419	3,233
Director Area D	2,650	601
Director Area E	787	2,052
Director Area F*	704	1,376
Director DOS (2)	-	107
Director TOG	-	-
Director SIGD	-	-
<b>YTD Totals</b>	<b>\$ 6,477</b>	<b>\$ 9,701</b>

*\*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 December 31, 2020, the total amount posted to Constituency and Electoral Expenses is \$16,178 leaving a remaining budget of \$40,266.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 28, 2021

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

**SUBJECT:** GIBSONS AND DISTRICT PUBLIC LIBRARY ASSOCIATION - REQUEST FOR LETTER OF SUPPORT

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### RECOMMENDATION(S)

**THAT the report Gibson and District Public Library Association – Request for Letter of Support be received;**

**AND THAT a letter of support be written for Gibsons and District Public Library Association's grant application to the Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream for Washroom Renovation Project;**

**AND THAT the SCRD support the proposed washroom renovation to the Gibson and District Public Library;**

**AND FURTHER THAT THIS recommendation be forwarded to the January 28, 2021 Regular Board meeting.**

---

### BACKGROUND

The Gibsons and District Public Library Association (GDPLA) is applying to Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream to renovate the Library's existing public washrooms.

The Sunshine Coast Regional District (SCRD) is the Library Building owner and has a Lease agreement with the GDPLA which was revised and renewed in 2017.

### DISCUSSION

As per the attached letter dated January 12, 2021 from the Gibsons and District Public Library Association the Library's objective is to renovate the Library's three existing washrooms to be gender neutral and environmentally sustainable.

Per the Building Lease, the SCRD is responsible for replacement of plumbing fixtures. As these have been inspected by internal Building Maintenance staff and remain in good working order, the esthetic and current functionality would benefit Library patrons. Therefore, as the building owner, the SCRD should approve the small renovation and staff are also in support of the project. Excerpt from the lease terms have been included below.

Maintenance Item	Association's Responsibilities	Regional/District's Responsibilities
Building Services – Plumbing	Minor maintenance of plumbing fixtures and piping <u>Includes:</u> <ul style="list-style-type: none"> <li>Unplugging of debris in fixtures and piping</li> <li>Repair of minor leaks in toilets, urinals, sinks, and faucets</li> </ul>	Replacement of plumbing fixtures and maintenance of plumbing services <u>Includes:</u> <ul style="list-style-type: none"> <li>Repair and/or Replacement of toilets, urinals, sinks, and faucets including major leaks</li> <li>Repair or replacement of water heater</li> <li>Repair or replacement of failing water and wastewater piping</li> </ul>

### Financial Implications

There are no direct financial implications to the SCRD to support the grant application, however, the Library would benefit from these improvements and the SCRD would likely see a reduction in maintenance costs.

### Timeline for next steps or estimated completion date

The deadline for applying to Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream is January 27, 2021 therefore staff request this recommendation be forwarded to the January 28, 2021 Board Meeting. The Library has advised the ICIP of the timing.

### STRATEGIC PLAN AND RELATED POLICIES

As the Library building belongs to the SCRD, supporting the Gibsons and District Library Association in this endeavor will benefit the SCRD by improving an asset, and improving the quality of resources available to the community.

### CONCLUSION

The Gibsons and District Public Library Association is applying to Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream to renovate the Library's existing public washrooms.

The deadline for applying to Investing in Canada Infrastructure Program - British Columbia – COVID-19 Resilience Infrastructure Stream is January 27, 2021 therefore staff request this recommendation be forwarded to the January 28, 2021 Board Meeting.

Attachment: Correspondence from the Gibsons and District Public Library Association dated January 12, 2021.

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



470 South Fletcher Road, Box 109  
Gibsons, BC V0N 1V0

T: 604.886.2130 / gibsons.bclibraries.coop

January 12, 2021

SCRD Directors c/o  
Tina Perreault, Chief Financial Officer  
Sunshine Coast Regional District  
1975 Field Road Sechelt, BC V0N 3A1

RE: Gibsons & District Public Library Association Grant Application

Dear SCRD Directors,

I hope you are all well. This letter is a request to the SCRD for a letter of support for a grant application the Library is in the midst of completing for the Federal COVID-19 Resilience Infrastructure Stream Grant to renovate our existing public washrooms. Our objective is to renovate our three existing washrooms to be gender neutral and environmentally sustainable.

As you know, the Library offers the public some of the only free inside washroom facilities in our community. During the pandemic, our facilities were often the only place people could access a washroom, particularly more marginalized individuals. We have been wanting to renovate them for years to ensure the public has access to clean, aesthetically pleasant, inclusive and eco-friendly facilities.

Considering the Library building belongs to the SCRD, we hope you will support this endeavor as it will benefit the SCRD by improving your asset, and will improve the quality of resource available to our community. Please let me know if you have any questions or require further information.

Sincerely,



Heather Evans-Cullen  
Library Director, MLIS

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 28, 2021

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

**SUBJECT:** **CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR JULY TO DECEMBER 2020**

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### RECOMMENDATION(S)

**THAT the report titled Corporate and Administrative Services – Semi Annual Report for July to December 2020 received for information.**

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### BACKGROUND

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

### *Administration / Legislative [110]*

### PROJECTS

- a. Alternative Approval Process (AAP) Phase 4 Church Road Well Field Project – Conducted the AAP to seek elector approval for long-term borrowing to fund the design and construction of the Church Road Well Field project. Attended Field Road office in-person to facilitate at-the-door service during the elector response period for the Church Road Well AAP.
- b. Re-opening of SCRD Field Road Administration office – Coordinated with other divisions/departments to safely resume in-person front counter services at SCRD Field Road office.
- c. Audio Visual (AV) Improvements in the Boardroom - Worked with IT team to coordinate AV improvements in the Boardroom to facilitate hybrid electronic / in-person meetings for SCRD Board and Committee meetings in response to COVID-19 public health order requirements for meetings and gatherings.
- d. Established new position for Manager, Communications and Engagement - Developed job description and worked with HR to recruit, screen, hire, onboard and provide orientation to the new Communications and Engagement Manager.

- e. Communications Projects – Public Engagement Online Platform contract award, Let's Talk Water information session support, Recreation Restart communications, Food Waste Curbside Collection Communications, Drought Response Plan Implementation, SCRD Restart Plan communications, mattress tipping fee communications, SCRD Collects App communications, Strategic Plan Update Communications, Dakota Ridge marketing, launched a regular update newsletter on Board and Committee meetings.
- f. Updated the permissions and folders matrix for the Electronic Document and Records Management Software (EDRMS) to include the new organizational structure.
- g. User disk space volumes – worked with IT to bring users disk space volumes into compliance with the 500 MB desktop limit. This included discussions and one on one training with individual users.
- h. Records Disposition – records are dispositioned (destroyed/deleted) annually as set out by the LGMA classification and retention schedule. Generated lists for each manager and provided a manual and training on how to proceed with disposition in the EDRMS.

## **OPERATIONS**

### *Statistics*

#### Inactive Record Centre Retrievals

	Q1	Q2	Q3	Q4	Total
2020*	73	43	60	125	301
2019*	112	54	109	65	340
2018	234	155	105	105	580
2017	146	84	76	72	378
2016	133	159	110	237	639
2015	142	75	94	69	380

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

*\*2020 Q1-Q3 lower retrievals and requests due to COVID-19 lock-down*

*\*2020 Q4 higher retrievals and requests due to managers reviewing files for disposition*

#### Records Management Help Desk requests

	Q1	Q2	Q3	Q4	Total
2020	252	236	208	235	931
2019	229	182	112	184	707
2018	331	265	182	115	893
2017	260	255	200	215	930
2016	398	337	227	296	1258
2015	226	763	419	352	1760

*2015 Q2 = EDRMS Go Live*

Twitter account maintenance

"Followers"	Q1	Q2	Q3	Q4
2020	1,593	1,701	1,723	1,755
2019	1,505	1,566	1,589	1,603
2018	1397	1432	1470	1475
2017	1245	1293	1324	1351
2016	1051	1108	1169	1204
2015	752	est. 811	972	1003
2014	510	573	637	685

Facebook account maintenance

"Likes"	Q1	Q2	Q3	Q4
2020	2,239	2,288	2,366	2,706
2019	1,836	1,921	1,963	1,990
2018	1,506	1611	1784	1844
2017	1142	1237	1350	1480
2016	737	875	949	1038
2015	180	227	650	695
2014	-	-	-	103

**Facebook Advertising Campaigns (paid/boosted posts) 2020 Q3 and Q4**

<b>Campaign</b>	<b>*Reach</b>	<b>*Post Engagement</b>	<b>Comments</b>	<b>Shares</b>
Church Road Well Field AAP	7,598	264	22	5
Stage 3 Water Conservation Regulations	9,914	832	33	29
Rainwater Harvesting Rebate Program	5,358	400	7	15
Mattress Tipping Fee Increase	9,984	318	36	19
SCRD Collects App	6,264	150	48	4
New Property Reporting Tool	7,946	1353	15	11

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

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

News Releases

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

FOI Requests

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total Rec'd
2020	11	8	6	7	32
2019	6	3	4	13	26
2018	10	0	13	4	27
2017	9	10	6	9	34
2016	11	7	6	5	29
2015	7	4	7	7	25

Summary of Freedom of Information Requests Received

Type of Information Request	Q1 - Q2	Q3 - Q4	2020 Total
Property information (incl. plans, drawings, permits, inspection reports, etc.)	7	6	13
Personal information	3	1	4
Motor vehicle incidents	1	-	1
Fire incidents	2	2	4
Waterline servicing/maintenance information	1	-	1
Planning documents (incl. planning processes, zoning amendments, OCP amendments, etc.)	2	3	5
Safety/emergency response documents (incl. correspondence, reports, memos, recommendations, etc.)	3	-	3
Water usage	-	1	1

*Other (Education and Training)*

- a. The Corporate Officer attended:
  - Annual Corporate Officers' Forum (virtual sessions). Sessions included: First Nations Relationship Building through an UNDRIP Lens; Ethics and the Leadership of the Office; COVID-19: Local Government Responses to the Pandemic; Legal Updates.
  - Local Government Management Association (LGMA) Townhall - Administering a By-Election During a Pandemic.
- b. The Deputy Corporate Officer attended:
  - FOI Advancements (LGMA) Webinar
  - Building Your Social Media Team (LGMA) Webinar
  - Managing Documents in Content Server V16.2.8 Webinar
  - Administering a By-Election During a Pandemic (LGMA) Townhall
  - MI TEL'NEXW Leadership Custom Workshop
- c. The Records Management Coordinator attended
  - Managing Documents in Content Server V16.2.8 3-day course
  - Information Management and Governance: Defensible Disposition (ARMA) Webinar
  - Managing Records Through the Pandemic (ARMA) Webinar
  - The Future of Data Retention: Employee Validation (ARMA) Webinar
  - Best Practice Guidance: Information Security and Privacy in a Time of Crisis (ARMA) Webinar

- d. The Communications and Engagement Manager attended the MI TEL'NEXW Leadership Custom Workshop.
- e. The Communications Officer attended:
  - 15<sup>th</sup> Annual Municipal Communications Conference (virtual sessions): Sessions attended: [summersdirect.com/conference/municipal-communications-conference-2020-2/#tab-id-2-active](https://summersdirect.com/conference/municipal-communications-conference-2020-2/#tab-id-2-active)
  - BC Healthy Communities - Equitable public engagement: Navigating power when engaging underrepresented populations.

### ***Human Resources [115]***

#### **PROJECTS**

- a. Several meetings held with HR/IT staff to pursue the new project of creating new metrics for bi-annual reporting. Customized changes to Unit 4 reporting in progress but goal of introducing year-end report unattainable due to lack of resources/capacity. Anticipate new reports in 2021 – Q2.
- b. Senior Manager, HR, continued as EOC Director throughout the balance of 2020, reviewing and revising all COVID-19 Safety plans, introducing a daily check-in process, supporting development of the Restart Plan, and purchasing/distributing 1000 SCRd logo cloth face masks.
- c. Senior Manager, HR, attended the online 4-week version and then organized and scheduled a MI TEL'NEXW Leadership Custom Workshop for senior staff and Board members (28 participants). All participants indicated growth in their understanding of Squamish Nation history, 92% of respondents enjoyed it and would recommend to others, and 36% want 'lunch-n-learns'.
- d. HR contacted the Union from September through to December to resume Collective Agreement negotiations. The Union had two recent resignations from their Executive, have advised they remain unavailable to meet through to mid-February, and have declined the request to conduct bargaining in a virtual online platform.
- e. The LGMA held its Member Awards Ceremony recognizing local government staff across BC for their significant contributions made to the local government profession and the Senior Manager, HR, was honoured with the Professional Award for Volunteer Service for serving on the HR Advisory Committee that revised the Human Resources Manual for local governments in BC.

## OPERATIONS

### Statistics

**Grievance Activity - New** – HR receives directly or through managers, investigates, coaches and provides expert advice on the communication and management of grievances through to resolution, including referrals to third parties (e.g. arbitration or mediation). Anticipate further changes to this table.

Year	# of Grievances Received
2020	8
2019	5
2018	24
2017	15
2016	19

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

	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Total Rec'd	Total Rec'd
	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC	First Aid	WSBC
2020	2	9	0	4	7	1	1	3	10	17
2019	2	8	7	9	7	7	7	3	23	27
2018	6	4	8	11	4	8	8	8	22	31
2017	8	8	3	8	6	5	10	6	27	27
2016	8	1	11	4	6	4	14	6	39	15

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

	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Total	Total
	Posts	Applicants.	Posts	Appl	Posts	Appl	Posts	Appl	Posts	Appl
2020	8	114	18	350	23	389	18	240	67	1093
2019	14	131	21	371	28	222	23	274	86	998
2018	15	79	20	265	18	223	14	166	67	634
2017	16	105	15	81	19	97	29	233	79	516
2016	10	96	14	271	27	226	14	235	65	828

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

	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Total Sess.	Total Att.
	Sessions	Attendees	Sess.	Att.	Sess.	Att.	Sess.	Att.		
2020	6 - Online	82	20 - Online	*285 (144 COVID -19 Training)	2	2	3	80	31	449
2019	3	30	3	27	3	55	7	137	16	248
2018	2	14	9	40	3	42	1	20	15	116
2017	0	0	8	108	2	28	9	131	19	267
2016	4	55	5	79	3	49	5	59	17	242

### **Corporate Services**

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

### **PROJECTS**

#### **a. Asset Management:**

- Wastewater
  - i. Finalized 50 year Capital plan for 15 wastewater service area
  - ii. Prepared and delivered 15 engagement sessions for residents of each wastewater service area
  - iii. Established ongoing dialogue with residents
  - iv. Reviewed annual operating expenses for each of 15 wastewater service areas
  - v. Developed and presented rate adjustments to accommodate future operational and capital expenses identified
  - vi. initiated consultant-led feasibility studies on 3 wastewater treatment plants (ongoing)
- Recreation
  - i. Augmented annual capital review to explore possible mechanisms to offset financial impact of Covid-19
  - ii. Initiated Life cycle assessment on 2 recreation facilities to provide additional capital planning information
- Water
  - i. Reviewed asset registry
  - ii. Identified gaps in asset information
  - iii. Initiated reconciliation of data



- Parks
  - i. Initiated comparison of existing infrastructure with inter-governmental permits held by SCRD
- b. Finance
  - 2021-2025-Financial Plan process commenced with pre-budget meetings and preparation for Round 1 budget meetings in February. The 2021-2025 Financial Plan bylaw is slated for adoption on March 25, 2021
  - 2020 Interim Audit – BDO LLP – Interim audit was completed in December 2020. All audit work was done remotely due to COVID-19.
  - Completed annual review and analysis in support of water and refuse collection fee reviews and Bylaw amendments.
  - Submitted claims and financial reporting to Emergency Management BC and BC Housing for recovery of approved EOC COVID-19 response expenses.
  - Completed 2<sup>nd</sup> and 3<sup>rd</sup> quarter corporate variance reporting including detailed review and analysis of COVID-19 impacts
  - GM Corporate Services/CFO- Participated in SCRD Board Strategic Plan Review
  - Developed new Community Works Fund Gas Tax Policy and presented to Committee in September and October 2020.
  - Held a Special Corporate & Administrative Service Committee on December 3, 2020 for the revision of the Electoral Areas Grant-in-Aid Policy
  - GM Corporate Services/Chief Financial Officer-Attended quarterly meetings as member of Municipal Finance Authority of BC-Pooled Fund Advisory Committee- held virtually in July and August.
- c. Purchasing:
  - Continues with Social Procurement training with staff and vendor community outreach.
  - Develop and implement procurement training program sessions.
- d. Risk Management:
  - Finished the second phase of the Statement of Values evaluation contract
  - Finalized and launched the Loss Control Program
  - Ongoing development of a maintenance cycle for assessing future insurance requirements.
  - Continues to develop a multi-year annual risk review plan with a corporate wide options for risk registry process
- e. Information Technology Infrastructure:
  - Ongoing refinement of pandemic-initiated work-from-home technology, connectivity, security controls, and loaner equipment for staff.
- f. Information Technology Corporate Software:
  - Continued routine updates to software systems.

- Through a continuous improvement framework, continued to evolve the available tools in several key software systems, including our Unit4 ERP (Financials), Tempest (Land Management, and ActiveNet (Recreation).
- Ongoing development of new and improved reporting from all software systems in response to requests for better information accessibility.
- Provided ongoing support and technical supervision for all public meetings streamed through Zoom/YouTube.
- Initiated the implementation of “Bang the Table” engagement platform in partnership with Communications, to be debuted early in 2021.
- Geographic Information Services (GIS):
- Developed a variety of web mapping applications for several SCRD departments to meet changing needs.
- Continued to provide GIS services to the Town of Gibsons as per services agreement.
- Upgraded 4 servers and related software to a new security standard; and converted all web content and applications to the new environment.

g. Administration Building (Field Rd.)

- Developed and implemented COVID-19 safety plans
- Implemented site modifications such as barriers, traffic flow, hand-wash stations and other safety changes related to COVID-19.
- Made minor modifications to employee staff room

h. Library Services:

- Gibsons and District Public Library
  - i. Service/Funding agreement signed for 2020
  - ii. Regular Building Maintenance items complete.
- Sechelt Public Library - Staff to staff meetings to work on drafting updated five-year funding agreement and Memorandum of Understanding.

**OPERATIONS**

*Finance Statistics*

*# of Invoices and Payments Issued*

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments
2020	2,096	2,525	2,018	2,354	4,114	4,879
2019	2,195	2,757	2,540	2,667	4,735	5,424
2018	802	2,918	2,003	2,436	2,805	5,354
2017	944	2,385	885	2,832	1,829	5,217
2016	674	2,873	669	2,860	1,343	5,733
2015	617	2,738	677	2,834	1,294	5,572
2014	708	2,881	652	2,857	1,360	5,738

*Purchasing Statistics*

*# of Purchase Orders Issued*

	January to June	July to December	Total
	Processed	Processed	
2020	321	286	607
2019	350	259	609
2018	314	349	663
2017	559	334	893
2016	484	247	731
2015	523	314	837
2014	374	322	696

*# of RFX's Tendered and Awarded*

	January to June		July to December		Total
	Tendered	Awarded	Tendered	Awarded	Awarded
2020	21	14	26	35	49
2019	19	18	27	21	39
2018	16	9	27	17	26
2017	19	18	19	20	38
2016	12	6	17	12	18
2015	9	9	11	10	19
2014	9	8	9	8	16

Utility Billing Statistics

*# of Active mySCRD Users*

	mySCRD Online Accounts (Count & Percentage Uptake)		Total UB Accounts
2020	5,567	39.4%	14,133
2019	4,273	30.5%	14,031
2018	3,426	24.6%	13,916
2017	2,602	19.0%	13,673
2016	1,729	12.9%	13,384

*# of Active mySCRD Users receiving paper vs electronic invoices*

	Paper Invoices	E-bill Invoices	Total
2020	2,915	2,652 (48%)	5,567
2019	2,639	1,634	4,273
2018	2,119	1,307	3,426
2017	1,589	1,013	2,602
2016	1,024	705	1,729

*# of Payments Received for Each Payment Method*

	mySCRD	Online banking	In Person	Total
2020	4,425	11,718	4,164	20,307
2019	2,916	10,277	6,361	19,554
2018	2,746	10,122	6,609	19,477
2017	2,422	9,786	7,078	19,286
2016	2,093	8,632	7,586	18,311

*\$ Value of Utility Accounts with Balances Outstanding Dec 31*

	2017	2018	2019	2020
\$ Outstanding	268,750	273,175	339,685	389,389
Total Billed	4,887,342	5,070,099	5,531,193	7,232,508
<b>Percentage Outstanding</b>	<b>5.5%</b>	<b>5.4%</b>	<b>6.1%</b>	<b>5.4%</b>

At the May 20, 2020 regular Board meeting, the Board amended the relevant user fee Bylaws applicable to utility billing such that penalties would not be imposed on unpaid balances prior to October 1, 2020, in response to the COVID-19 pandemic state of emergency. In conjunction with these amendments, the Board directed staff to report back on the status of unpaid utility bills (Res. 190/20 No. 1).

As shown in the table directly above, unpaid bills as a percentage of the total amount billed as of December 31, 2020 was less than the amount reported on the same date in 2019 and consistent with the amount reported in 2017 and 2018.

This same trend was also observed as at September 30, 2019 and 2020. The unpaid balance on this date was approximately 6.9% in 2020 as compared to 8.8% in 2019. That said, the percentage of payments received in August and September 2020 increased from approximately 2% to 8% indicating that a number of accounts benefitted the Board's decision to defer penalties.

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

*# of Addresses Assigned*

	January to June	July to December	<b>Total</b>
2020	150	241	<b>391</b>
2019	239	200 (not including 150 renumberings)	<b>439</b>
2018	205	183	<b>388</b>
2017	185	182	<b>367</b>
2016	236	172	<b>408</b>

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

	January to June	July to December	<b>Total</b>
2020	390	606	<b>996</b>
2019	269	198	<b>467</b>
2018	296	201	<b>497</b>
2017	387	317	<b>704</b>
2016	402	344	<b>746</b>

*# of Town of Gibsons GIS Tickets*

	January to June	July to December	<b>Total</b>
2020	34	70	<b>104</b>

*# of IT Help Request Tickets*

	January to June	July to December	Total
2020	1885 + 1201*	2037 + 2217*	3922 + 3418*
2019	1846	1770	3616
2018	1454	2190	3644
2017	1715	1829	3544
2016	2706		2706

*\*2020 figures show client request tickets plus automated alert tickets*

*Other (Education and Training)*

- a. General Manager Corporate Services/Chief Financial Officer
  - a. Nov.2020-Attended Government Finance Officers Association of BC, Regional District Finance Day
  - b. Nov/Dec-2020-BDO Canada- New Public Sector Accounting Standards and Asset Retirement Obligations
  - c. Nov/Dec- Thompson Rivers University-Business Ethics and Society
- b. Manager, Purchasing and Risk Management attended:
  - a. Municipal Insurance Association of British Columbia- COVID-19 Webinar Series
  - b. Social Procurement Measuring What Matters - A Regional Approach to Impact Measurement
  - c. Municipal Insurance Association of British Columbia- Virtual Workshop Managing Risk for Local Government Parks and Are We Covered? Coverage Issues and Risk Transfer
  - d. Justice Institute of BC-Emergency Operations Centre Logistics Section
  - e. National Institute of Government Procurement Performance Metrics

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Ian Hall, General Manager, Planning and Community Development

**SUBJECT:** COOPERS GREEN HALL REPLACEMENT PROJECT - PROFESSIONAL SERVICES CONTRACT UPDATE

---

### RECOMMENDATION(S)

**THAT** the report titled Coopers Green Hall Replacement Project – Professional Services Contract Update be received;

**AND THAT** the contract with Principle Architecture Inc for professional design services for the Coopers Green Hall Replacement Project be increased to up to \$138,349 (excluding GST);

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

**AND FURTHER THAT** this recommendation be forwarded to the January 28, 2021 Regular Board Meeting.

---

### BACKGROUND

The SCRD Board adopted the following resolution on November 26, 2020:

**382/20      Recommendation No. 8      *Coopers Green Hall Public Consultation Process***

THAT the report titled Coopers Green Hall Public Consultation Process be received;

AND THAT staff proceed with public participation activities as described in this report, engaging the services of Principle Architecture through an amended contract;

AND FURTHER THAT results be reported to a future Committee prior to Round 2 of the 2021 Budget process.

As described in the staff report and following Directive 382/20, staff have prepared an amendment to this contract to proceed with the work in late January and early February 2021.

As the contract value is over \$100,000, Board direction is required for the amendment per Board Delegation Bylaws and Purchasing Policy.

## **DISCUSSION**

### *Financial Implications*

As reported in November 2020, the Coopers Green Hall design projects has adequate remaining budget available (\$57,000) for the public participation work, and a contract amendment was noted as required. This item is identified as a carry-forward and is included in the draft 2021-2025 Financial Plan. Staff have worked with the consultant on a contract amendment representing the additional work requested, valued at up to \$24,740.

Based on prior contract commitments, the total value of the amended contract inclusive of this amendment will be \$138,349.

Staff also stated, in November 2020:

“The total contract for design services will need to be reviewed in light of next steps.

Even if the project proceeds “as-is” additional costs will be incurred based on new work required to update plans currently developed to reflect the 2018 BC Building Code. A revised scope or new location would require additional design resources.

Planning and design costs of up to \$52,500 were identified in the ICIP grant application; subject to grant rules (and caps) the public participation work... is an eligible grant expense if the project proceeds to construction. Staff will report back on public participation and design costs as part of ongoing project reporting.”

This remains accurate; future reports are planned.

### *Timeline for next steps*

As the work is imminent, advancing the recommendation direct to the Board is requested to enable staff to fulfill the Board’s earlier directive.

## **STRATEGIC PLAN AND RELATED POLICIES**

N/A - operational

## **CONCLUSION**

The purpose of this report is administrative in order to amend the SCR D’s contract with Principle Architecture to align with the work that Principle will be conducting in January/February 2021, following Board directive 382/20.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Corporate and Administrative Services Committee – January 28, 2021

**AUTHOR:** Matt Treit, Manager, Protective Services

**SUBJECT:** EGMONT FIRE DEPARTMENT PURCHASE OF FORESTRY PUMP

---

### RECOMMENDATION(S)

**THAT the report titled Egmont Fire Department Purchase of Forestry Pump be received;**

**AND THAT the project budget for the Egmont and District Fire Department - Community Emergency Preparedness Fund Wildfire Resiliency Project be increased to \$35,000 from \$25,000 toward the purchase of a forestry pump**

**AND THAT the additional \$10,000 be funded from the Egmont and District Fire Department Capital Reserve Fund;**

**AND THAT the 2021-2025 Financial Plan be amended accordingly;**

**AND FURTHER THAT this recommendation be forwarded to the January 28, 2021 Regular Board meeting.**

---

### BACKGROUND

On October 10, 2019 the SCRD Board adopted the following resolution:

246/19      **Recommendation No. 13**      *Community Emergency Preparedness Fund Grant Application*

THAT the report titled Community Emergency Preparedness Fund – Volunteer & Composite Fire Department Training & Equipment Grant Application be received;

AND THAT an application be submitted on behalf of the four SCRD fire departments to the 2019 Community Emergency Preparedness Fund -Volunteer & Composite Fire Department Training & Equipment funding stream for the purchase of wildland urban firefighting equipment and facilitation of 'team leader' training in accordance with provincial standards

On July 9, 2020 the SCRD Board adopted the following resolution:

### CEPF Grant

260/20      THAT the Emergency Support Services 2020 Project in the amount of \$16,300 funded by the Community Emergency Preparedness Fund Grant be approved;



AND THAT Emergency Operations Centre / Mass Communications Project in the amount of \$24,635 funded by the Community Emergency Preparedness Fund Grant be approved;

AND FURTHER THAT the 2020-2024 Financial Plan for Sunshine Coast Emergency Planning [222] be amended accordingly.

The four SCRD fire departments received grants of \$25,000 through the Community Emergency Preparedness Fund- Wildfire Resiliency stream. The Egmont and District Fire Department is seeking to apply the grant to the purchase of a pump to be used for wildland firefighting. Three quotes were received, and the lowest one was accepted. The total cost of the pump, including delivery will be \$30,962, with an additional \$4,038 included to the project for any additional items that may arise. Therefore, additional funds of up to \$10,000 are requested toward the successful completion of the project.

## **DISCUSSION**

### *Options and Analysis*

As the purchase is for a single item (forestry pump), there is no way to adjust the scope of the project, so additional funds are required. If additional funds are not accessed, then the purchase cannot proceed, and the \$25,000 grant will have to be forfeited.

Under the terms of the grant, funds must be used to enhance preparedness. The proposed pump was the highest-ranked option during a review of eligible enhancements.

### *Financial Implications*

Funding is available from the Egmont Fire Protection Capital Reserve fund which has a current uncommitted balance of \$122,908.

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

Subject to Board approval and once the Financial Plan has been amended, the purchase can proceed with the expected delivery of the pump to be in March of 2021. Taking into account lead time for delivery and as the grant was to be spent by February 12, 2021, an extension has been requested from the Community Emergency Preparedness Fund.

If the grant is not used, the funds will need to be returned to the Community Emergency Preparedness Fund.

## **STRATEGIC PLAN AND RELATED POLICIES**

This project aligns with the Boards Strategic focus areas of Asset Stewardship, Community Resiliency and Climate Adaptation, and the Boards Financial Sustainability Policy.

## **CONCLUSION**

The \$25,000 grant received covers approximately 80% of the cost of the purchase of the new forestry pump. The balance of funding required to proceed with the purchase of a forestry pump

is available from capital reserves. Staff are prepared to proceed, on Board approval, with delivery of the pump possible before the 2021 wildfire season.

Reviewed by:			
Manager		Finance	X-T. Perreault
GM		Legislative	X -
CAO	X – D. McKinley	Purchasing	X-V. Cropp

**Tracey Hincks**SCRD  
RECEIVED

JAN 14 2021

CHIEF ADMINISTRATIVE  
OFFICER

**From:** Pender Community <pendercommunity@gmail.com>  
**Sent:** Thursday, January 14, 2021 9:59 AM  
**To:** Leonard Lee  
**Cc:** Tracey Hincks; Dean McKinley  
**Subject:** Request for Letter of Support ~ Harbour Learning Centre

**External Message**

Hello Director Lee,

As a follow up to our previous communication regarding the Harbour Learning Centre replacement project, we have decided at this time to pursue the BC Infrastructure (C-19 Resilience Infrastructure) Grant. We are hopeful that a successful grant from them will eliminate our need to seek funding from the SCRD.

To this end, we are kindly requesting a letter of support from the SCRD for this important infrastructure investment for our community.

Thank you in advance for your support,  
Francine

Francine Clohosey, Manager  
Pender Harbour Community School Society  
Box 232 Madeira Park, BC V0N 2H0  
p: 604.883.2826 Work days: Tue/Wed/Fri  
w: [www.pendercommunity.ca](http://www.pendercommunity.ca)

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

## Tracey Hincks

---

**From:** Pender Community <pendercommunity@gmail.com>  
**Sent:** Thursday, January 14, 2021 11:08 AM  
**To:** Leonard Lee  
**Cc:** Tracey Hincks; Dean McKinley  
**Subject:** Re: Request for Letter of Support ~ Harbour Learning Centre

### External Message

The Harbour Learning Centre Project is to replace structure with a new, larger and better equipped facility. The plan is to remove the existing 50-year structure (that lacks water and washroom facilities, has rotten foundation, no insulation, etc.) and replacing it with a 24' X 60' open-space modular units that comes fully-ready. We propose to have the replacement take place during the summer of 2021 and to be re-open to serve Pender Harbour/Area A by September. We have building details finalized, cost estimates in place, and the conditional approval from the School District.

Francine Clohosey, Manager  
Pender Harbour Community School Society  
Box 232 Madeira Park, BC V0N 2H0  
p: 604.883.2826 Work days: Tue/Wed/Fri  
w: [www.pendercommunity.ca](http://www.pendercommunity.ca)

On Thu, Jan 14, 2021 at 10:28 AM Leonard Lee <[Leonard.Lee@scrd.ca](mailto:Leonard.Lee@scrd.ca)> wrote:

Hi Francine

Can we have a quick description of the project to assist with Board Approval?

Len

**From:** Pender Community [mailto:[pendercommunity@gmail.com](mailto:pendercommunity@gmail.com)]  
**Sent:** Thursday, January 14, 2021 9:59 AM  
**To:** Leonard Lee <[Leonard.Lee@scrd.ca](mailto:Leonard.Lee@scrd.ca)>  
**Cc:** Tracey Hincks <[Tracey.Hincks@scrd.ca](mailto:Tracey.Hincks@scrd.ca)>; Dean McKinley <[Dean.McKinley@scrd.ca](mailto:Dean.McKinley@scrd.ca)>  
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Francine Clohosey, Manager

Pender Harbour Community School Society

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