



**SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES
COMMITTEE
Round 2 Budget Meetings**

Thursday, March 4, 2021 and Friday, March 5, 2021

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

AGENDA

CALL TO ORDER 9:30 a.m. (March 4, 2021)

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Directors Reports – Public Information Sessions VERBAL
3. Introduction to 2021 Round 2 Budget VERBAL
Chief Administrative Officer
4. Pat Harvey, Board Chair and Leianne Emery, Library Director VERBAL
Sechelt Public Library
Regarding: Sechelt Public Library Service Plan Over 5
Years

REPORTS

5. Sechelt Public Library Draft Funding and Service Agreement Annex A
General Manager, Corporate Services / Chief Financial Officer Pages 1-24
(Voting – All Directors)
6. Final 2020 Project Carry-Forwards Annex B
Senior Leadership Team pp. 25-27
(Voting – All Directors)
7. 2020 Final Surplus / Deficits Annex C
Senior Leadership Team pp. 28-32
(Voting – All Directors)

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 8. Round 2 Budget Proposal Funding Options- COVID 19 Safe Restart Grants for Local Governments
<i>General Manager, Corporate Services / Chief Financial Officer</i>
(Voting – All Directors) | Annex D
pp. 33-39 |
| 9. 2020 Carry-Forwards / 2021 Proposed Initiatives Summary at Round 2 Budget
(Voting – All Directors) | Annex E
pp. 40-59 |
| 10. 2021 Round 2 Budget Proposal [212] Roberts Creek Fire Protection
<i>Fire Chief</i>
(Voting – All Directors) | Annex F
pp. 60-62 |
| 11. 2021 Round 2 Budget Proposal [218] Egmont and District Fire Protection
<i>Manager, Protective Services</i>
(Voting – All Directors) | Annex G
pp. 63-64 |
| 12. 2021 Round 2 Budget Proposal [520] Building Inspection Services
<i>General Manager, Planning and Community Development</i>
(Voting –A, B, D, E, F, SIGD) | Annex H
pp.65-67 |
| 13. 2021 Round 2 Budget Proposal [345] Ports Services
<i>General Manager, Planning and Community Development</i>
(Voting – B, D, E, F) | Annex I
pp. 68-71 |
| 14. 2021 Round 2 Budget Proposal [615] Community Recreation Facilities
<i>Manager, Recreation Services and Manager, Facility Services and Parks</i>
(Voting – B, D, E, F, DoS, ToG, SIGD) | Annex J
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| 15. 2021 Round 2 Budget Proposal [625] Pender Harbour Aquatic and Fitness Centre
<i>Manager, Recreation Services and Assistant Manager, Recreation Services</i>
(Voting – All Directors) | Annex K
pp. 79-82 |
| 16. 2021 Round 2 Budget Proposal [650] Community Parks
<i>General Manager, Planning and Community Development and Parks Superintendent</i>
(Voting – A, B, D, E, F) | Annex L
pp. 83-88 |

17. 2021 Round 2 Budget Proposal for [650] Community Parks –
Coopers Green Hall Replacement Project
General Manager, Planning and Community Development
(Voting – A, B, D, E, F) Annex M
pp. 89-95
18. 2021 Round 2 Budget Proposal – [150] Feasibility (Regional)
General Manager, Infrastructure Services
(Voting – All Directors) Annex N
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19. 2021 Round 2 Budget Proposal – [310] Public Transit
Manager, Transit and Fleet
(Voting – B, D, E, F, DoS, ToG, SIGD) Annex O
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20. Pender Harbour Transfer Station Food Waste Drop-off Program
Tipping Fees
Manager, Solid Waste Services
(Voting – All Directors) Annex P
pp. 105-109
21. Sechelt Landfill and Pender Harbour Transfer Station – Operating
Hours and Schedule Considerations
*General Manager, Infrastructure Services and Manager, Solid
Waste Services*
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22. Book Recycling Considerations
Manager, Solid Waste Services
(Voting – All Directors) Annex R
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23. 2021 Round 2 Budget Proposal – [350] Regional Solid Waste
*General Manager, Infrastructure Services and Manager, Solid
Waste Services*
(Voting – All Directors) Annex S
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24. Water Supply Advisory Committee Response to Referral of 2021
Round 1 Budget Proposals
General Manager, Infrastructure Services
(Voting – A, B, D, E, F, DoS) Annex T
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25. 2021 Round 2 Budget Proposal – [365] North Pender Harbour
Water Service
*General Manager, Infrastructure Services and Manager, Utility
Services*
(Voting – All Directors) Annex U
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26. 2021 Round 2 Budget Proposal – [366] South Pender Harbour Water Service
General Manager, Infrastructure Services and Manager, Utility Services
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27. 2021 Round 2 Budget Proposal – [370] Regional Water Service
General Manager, Infrastructure Services and Manager, Capital Projects
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28. 2021 Round 2 Budget Proposal – [381-395] Wastewater Treatment Plans Asset Management Plans
Manager, Utility Services
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pp. 164-167
29. Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2021
General Manager, Corporate Services / Chief Financial Officer
(Voting – A, B, D, E, F) Annex Y
pp. 168-176

COMMUNICATION

30. Pender Harbour and District Chamber of Commerce – Request for Additional Economic Development Funding
(Voting – All Directors) Annex Z
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IN CAMERA

NEW BUSINESS

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – February 25, 2021

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

SUBJECT: SECHELT PUBLIC LIBRARY DRAFT FUNDING AND SERVICE AGREEMENT

RECOMMENDATION(S)

THAT the report titled Sechelt Public Library Draft Funding and Service Agreement be received;

AND THAT the Sunshine Coast Regional District (SCRD) funding partners (Area A, B, and D) approve the Agreement as amended or presented;

AND THAT the authorized SCRD signatories be authorized to sign the Agreement;

AND FURTHER THAT the Agreement be forwarded to the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public Library Board for feedback and approval.

BACKGROUND

The Sunshine Coast Regional District (SCRD) Board adopted the following resolution at the February 27, 2020 Regular Board Meeting:

065/20 **Recommendation No. 41** *Sechelt Library Funding Apportionment for 2020 Budget*

THAT Sechelt Public Library 2020 Budget request of \$828,720 be approved and allocated for SCRD Electoral Area Funders as follows:

- Electoral Area A [643] - \$48,803 (33% of population served for basis of funding at 4.4% increase on 2019 funding plus shortfall of Electoral Areas B and D to 4.4%);
- Electoral Area B [645] - \$140,583 (100% of population served for basis of funding at 3.0% increase on 2019 funding);
- Electoral Area D [646] - \$87,784 (50% of population served for basis of funding at 2.5% increase on 2019 funding);

AND THAT staff forward this information to the District of Sechelt and Sechelt Indian Government District in support of the negotiation of a 5-year Memorandum of Understanding.

The purpose of this report is to provide an updated draft funding and service agreement for the SCRD funding partners' consideration.

DISCUSSION

Staff from the District of Sechelt (DoS), Sechelt Indian Government District (SIGD), Sechelt Library and the SCRD have met several times over the past year to discuss the draft Sechelt Public Library Service Agreement, which is attached for consideration (Attachment A).

Several sections of the new draft Agreement have been updated or modernized by the various partners, such as the "Schedule A" from the Sechelt Library, the addition of Schedule B which outlines the funding apportionment, the addition of Section 2.6 which outlines the process if the Library has a drop in Provincial funding, and amendments/addition to section 1.2 and 1.3 on payment terms. The prior 2013-2019 Agreement has also been attached for reference (Attachment B).

As part of the SCRD's 2021 Pre-Budget deliberations, the Sechelt Public Library provided a preliminary Budget for the next five years where a 4% increase per year was requested. The Sechelt Library conducted a significant review of their budget for Round 1 which requested a 2.5% for 2021, 4% for 2022, 3% for 2023-2025 (Attachment C). The draft agreement has been updated to reflect these new figures.

Each SCRD Electoral Area funds the Library through distinct regional district library services (Area A – [643], Area B – [645] and Area D – [646], which means that the Directors for each of those areas can make independent funding decisions. For 2020 the funders decided in principle on apportioning the funding based on the estimated population served. The revised agreement reflects this same apportionment model.

Financial Implications

The base funding and apportionment have been updated in the draft funding and service agreement as follows:

	Area A	Area B	Do Sechelt	SIGD	Area D	Total
Population	2624	2726	10216	671	3421	29970
% Served by SL	33%	100%	100%	46%	50%	
Pop served by SL	866	2726	10216	309	1711	15827
% of Total Pop/Tax Base	5.47%	17.22%	64.55%	1.95%	10.81%	100%
Sechelt Library Budget Requests						
2020	\$ 45,417	\$ 142,978	\$ 535,828	\$ 14,781	\$ 89,715	\$ 828,720
2021 (+2.5)	\$ 46,553	\$ 146,553	\$ 549,223	\$ 15,151	\$ 91,958	\$ 849,438
2022 (+4%)	\$ 48,394	\$ 152,350	\$ 570,950	\$ 16,125	\$ 95,596	\$ 883,416
2023 (+3%)	\$ 49,825	\$ 156,854	\$ 587,829	\$ 16,988	\$ 98,422	\$ 909,918
2024 (+3%)	\$ 51,298	\$ 161,491	\$ 605,207	\$ 17,888	\$ 101,332	\$ 937,216
2025 (+3%)	\$ 52,815	\$ 166,265	\$ 623,099	\$ 18,826	\$ 104,328	\$ 965,332

This is a five-year agreement and based on the direction provided from the Committee, the funding approved by each of the SCRD rural area funders (Area A, B, and D) will be forwarded to the Round 2 Budget deliberations for inclusion of the 2021-2025 Financial Plan for each of the SCRD funding services.

Timeline for next steps or estimated completion date

The partners are working together to present the draft funding and service agreements to Councils and Boards. Any suggested amendments or approval from the SCRDC will be forwarded to all the parties accordingly.

Communications Strategy

Based on the various approval timeline, a joint press release could be coordinated amongst all the parties. Communications teams could work on a collaborative message on the new funding and service agreement.

STRATEGIC PLAN AND RELATED POLICIES

The renewed funding and service agreement aligns with the Boards strategic focus areas of working together.

CONCLUSION

Staff from the DoS, SIGD, Sechelt Library and the SCRDC have collaborated to draft a revised five-year funding and service agreement for the Sechelt Public Library. Many sections of the agreement have been modernized, including the funding apportionment.

Based on the direction provided from the Committee, the funding approved by each of the SCRDC Electoral Area funders (Area A, B, and D) will be forwarded to the Round 2 Budget deliberations for inclusion of the 2021-2025 Financial Plan for each of the SCRDC funding services.

The draft funding and service agreement will be forwarded to the DoS, SIGD and the Sechelt Public Library Board for approvals and authorizations once the SCRDC Board has approved the agreement as presented or amended.

Attachments:

- A - Draft 2021-2025 Sechelt Public Library Funding and Service Agreement
- B - 2013-2018 Public Library Funding and Service Agreement
- C - Sechelt Public Library 5 Year Budget Proposal Summary

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

FUNDING AND SERVICE AGREEMENT

SECHELT PUBLIC LIBRARY

This Agreement dated for reference the _____ day of _____, 2021.

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT

As Represented by:

Area A- Egmont/Pender Harbour;

Area B- Halfmoon Bay; and

Area D- Roberts Creek

1975 Field Road

Sechelt, BC

V0N 3A1

(the "Regional District")

AND:

SECHELT INDIAN GOVERNMENT DISTRICT

Box 740

Sechelt, BC

V0N 3A0

(the "SIGD")

AND:

DISTRICT OF SECHELT

Box 129

Sechelt, BC

V0N 3A0

(the "District")

(referred to collectively as the "Funders")

AND:

SECHELT PUBLIC LIBRARY

Box 2104

Sechelt, BC

V0N 3A0

(the "Library")

WHEREAS:

- A. The Regional District and the District have the authority under Section 176(1)(c) of the *Local Government Act* “to provide assistance for the purposes of benefitting the community or any aspect of the community” and under Section 21(a) of the *Community Charter* “to provide assistance in accordance with the agreement”.
- B. In addition, the Regional District and District have established library services for Egmont / Pender Harbour, Halfmoon Bay and Roberts Creek.
- C. SIGD has the authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community.
- D. The Funders wish to enter into a five year Funding and Service Agreement (the “Service Agreement”) with the Library for the purpose of providing library services as noted in Schedule A.
- E. The authority under legislation to grant assistance includes the ability to provide a grant-in-aid and the Funders wish to provide certainty up to and including the year 2025 under this Service Agreement.
- F. The Library is an Association, formed by the Province of British Columbia, under the “Library Act”, and has the authority to enter into this Service Agreement under Section 2 of the *Library Act*.

NOW THEREFORE, in consideration of the mutual promises set out herein, the parties agree as follows:

1.0 Funding Commitment

- 1.1 The Funders’ objective for funding the Library, is to provide surety and stability for local government support.
- 1.2 The Funders shall provide assistance to the Library, within the ‘terms’ set out in Section 4.0, in the years 2021 to 2025 inclusive. The 2020 amount will be used as the base for funding apportionment in the amount of \$ 828,720. In years 2021 to 2025, the Funders’ assistance will provide increases on the 2020 base amounts, rounded to the nearest dollar as shown below, and payable as per related agreement:

	2020 (Base Amount)	2021	2022	2023	2024	2025
Area A	\$48,803	\$46,553	\$48,394	\$49,825	\$51,298	\$52,815
Area B	140,583	146,553	152,350	156,854	161,491	166,265
Area D	87,784	91,958	95,596	98,422	101,332	104,328
SIGD	14,792	15,151	16,125	16,988	17,888	18,826
DOS	537,048	549,223	570,950	587,829	605,207	623,099
Total	\$828,720	\$849,438	\$883,416	\$909,918	\$937,216	\$965,332

1.3 The District of Sechelt will pay the annual amounts outlined in Section 1.2 over four equal payments, at the beginning of each quarter. 30% for each of the first two quarters and 20% for each of the last two quarters.

The Sunshine Coast Regional District will pay the annual amounts outlined in Section 1.2 over four equal payments, at the beginning of each quarter.

The Sechelt Indian Government District will pay the annual amounts outlined in Section 1.2 over two equal payments, the first payment will be January 5th and the second payment will be May 31st.

1.4 The District of Sechelt does not impose restrictions on the Sechelt Public Library as to how it's portion of the funds are applied toward operating or capital purchases.

2.0 The Library Agrees

2.1 The Library shall provide the library services set out in Schedule A to all residents within the jurisdictional boundaries of the Funders. Unless specifically indicated otherwise, such services shall be provided free of charge. The Library acknowledges and agrees that the funds provided pursuant to this Service Agreement shall only be used for the purpose of operating the library.

2.2 The Library shall not assign any services, as outlined in Schedule A, during the term of the service agreement, unless mutually agreed upon by the Funders. All Parties acknowledge any assignment would be a modification of the agreement, and executed per Section 4.0.

2.3 The Library shall provide a preliminary report on the current year's operating results and the coming years budget to the Funders by November 1 of each year, and final operating

- results report by January 15 of each year detailing how the funds were used for the previous year as set out in Schedule A.
- 2.4 The Library, should there be a surplus of funds (10% or less of operating expenses), will provide details to the Funders of how the surplus will be used, as outlined in Schedule A.
- 2.5 If there is a reduction of Library Services, due to unforeseen events, which causes a significant surplus (10% or more of operating expenses), the funders reserve the right to reduce or reallocate funding by an agreed to amount for the following year. If a reduction is made, Funders agree to share in the reduction on the same percentage allocation as per funding allocation outlined in Section 1.2 of this Service Agreement.
- 2.6 If there is a reduction in annual funding from the BC Provincial Government, Ministry of Education (for Per Capita Operating Grant, Resource Sharing Grant, BC One Card Grant and Equity and Literacy Grant), to levels less than was received in 2020 (\$77,183 Cdn), the Library reserves the right to request additional funds to cover the reduction. If the request is not granted, then the Library reserves the right to invoke a reduction in service hours as per Schedule A #1.
- 2.7 Requests for “additional” capital or one-time special operating projects outside of the funding provided per Section 1.2 will be provided in writing as part of the reporting at November 1 of each year. All “additional” funding requests from the Library to the Funders will be presented with an individual business case analysis, as part of the individual Funders’ budget processes. In the event of a surplus, consideration of funding for capital or one-time special operating projects, must first come from surplus funds.
- 2.8 The Library shall indemnify and hold harmless the Funders, and its directors, councillors, officers, employees, successors and assigns, against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind arising from any property damage, or personal or bodily injury, arising from or connected with the provision of the Library Services, and for any breach of this Service Agreement by, or from any act or omission of the Library or its invitees, licensees, employees, agents, contractors, officers or any other person for whom the Library is liable, provided that claims, damages, losses, costs and expenses arising out of the independent negligent acts of the Funders shall be exempt from the indemnification provisions of this Service Agreement.

2.9 No provision or purpose of this Service Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Library.

2.10 Under the terms of the Library Lease Agreement and pertaining to the Lessor/Lessee relationship, Sections 2.8 and 2.9 would not apply to the Regional District or SIGD.

3.0 Counterparts

3.1 This Service Agreement may be executed in any number of original counterparts, with the same effect as if all the Funders had signed the same document, and will become effective when one or more counterparts have been signed by all the Funders and delivered to each of the Funders. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose.

4.0 Terms

4.1 This Service Agreement may be renewed, modified or terminated only with the express written consent of each party.

4.2 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 1.2, before September 30 in any year.

4.3 The Parties shall agree to meet six months prior (June 2024) to the expiration of the current Service Agreement to negotiate renewal of a future funding agreement.

4.4 Any one of the Funders or the Library, by giving written notice to the other parties before September 30 in any year, may terminate or modify their participation in this Service Agreement, effective December 31 of that year.

4.5 In the event any party provides notice of termination or a modification from the Service Agreement, all Funders will agree to meet within 30 days to discuss the reasons for the termination or modification, the impact it will have on funding and the library service, and the terms of this Service Agreement.

- 4.6 If any of the Funders withdraws from this Service Agreement, and in the event that “additional” capital or one-time special operating projects funding has been approved over more than one year, regardless of withdrawal all parties commit to their share of the “additional” capital or one-time special operating projects funding.

5.0 Dispute Resolution

5.1 Mediation

Where there is an unresolved dispute arising out of this Service Agreement, then, within 7 days of written notice from one party to the other, or such time as agreed to by both parties, the parties will participate in good faith in order to resolve and settle the dispute. In the event that the parties are unable to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both parties, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

5.2 Arbitration

The parties may, by mutual agreement, participate in resolving all unresolved disputes arising out of or in connection with this Service Agreement, or in respect of any legal relationship associated therewith, or derived or entered into, by arbitration. Arbitrator shall be mutually agreed upon by the participants. Matters not settled through the process in Section 5.1 within 45 days notice of the dispute may go to arbitration unless the parties agree to extend the 45 day period. Each party will bear its own costs of the arbitration regardless of the arbitrator’s decision. The Arbitrator’s decision will be final and binding on all parties.

Signatures

This Sechelt Library Funding and Service Agreement has been executed on behalf of the Local Government by the Mayor, Chair or Chief, and the duly authorized Corporate Officers pursuant to a resolution of Council in the case of a municipality or by a Board, with Area A, B, and D represented, in the case of a Regional District, and on behalf of the Sechelt Public Library by the Chair and the Chief Librarian.

SECHELT PUBLIC LIBRARY:)

Chair)

Director of Sechelt Public Library)

SUNSHINE COAST REGIONAL
DISTRICT:)

Chair)

Corporate Officer)

Director Area A – Egmont/Pender Harbour

Director Area B – Halfmoon Bay

Director Area D – Roberts Creek

SECHELT INDIAN GOVERNMENT
DISTRICT:)

Chief)

Chief Administrative Officer)

DISTRICT OF SECHELT:)

Mayor)

Corporate Officer)

SCHEDULE 'A'

Description of Library Services

1. Open to the public library service at forty two (42) hours of service per week and approximately 2100 hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
2. Access to continuously updated collection of physical and digital items; books, audiobooks, magazines, newspapers, DVDs and video games. Acquisitions with patron driven collection development.
3. Unlimited interlibrary loan. No limits per person or weekly, monthly, yearly limits. No non-pick up fees. Access to provincial and interprovincial resources. Access to the physical collections of member libraries of InterLINK.
4. Business services, printing, fax, copying, scanning. Small business and employment-seeking support.
5. Services for people who are print impaired: large print, audiobook on CD, audiobook player, ebook player with enlarged font, e-audiobook with staff assistance when needed.
6. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
7. Reference desk, reader's advisory, internet help, government information. Federal, provincial and local government information dissemination.
8. Access to public computers and Wi-Fi with technical and customer service support. Providing training to the public on internet use and downloading library digital resources.
9. Supporting the community through informal learning opportunities, information, recreation and social interaction. Offering adult, young adult, and children's programmes such as Summer Reading Program (Provincial) for children and young adults.
10. Outreach services to children. Supporting the larger community through promotion of various literacies and providing opportunities for parents and children to learn; reading, making, STE(A)M (Science, Technology, Engineering, Art & Math) and kinetic learning. Provision of children's reading materials, audio-visual, language learning, and literacy kits.
11. Reaching out to under-served populations within the Community:
 - a. First Nations services: weekly visits by children's librarian with new library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaison with First Nations education department. Providing space, organization and access to Sechelt First Nation collections.

- b. Pender Harbour Reading Room services: courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers.
- 12. Marketing of library services and events using traditional and social media. Promotion of essential community information and services. Maintenance of library website.
- 13. Collaboration with libraries, schools, colleges, universities, literacy groups and other non-profits in the Region and the Province. Membership in many professional library groups.
- 14. Use of vendors for the purposes of augmenting public programming.
- 15. Supporting fundraising activities through Friends of the Library.
- 16. Maintenance of safe, clean, and organized facilities for public use.

Library Reporting

- 1. The following reports for a given year will be available for distribution to the Funders by May 15th of the following year:
 - a. Statement of Financial Information along with engagement report
 - b. Annual Grants Report
 - c. Annual Survey Report
 - d. Strategic Plan
 - e. Annual Library Report
 - f. Statement of Surplus and Intended Uses.

SCHEDULE 'B'

Library Apportionment Calculation

1. Population 2020, 2021, 2022
Population based on the 2016 Census

	Area A	Area B	DOS	SIGD	Area D	Total
Population	2624	2726	10216	671	3421	29970

2. Population 2023
Population for calculation to be based on 2021 Census
3. Calculation of Local Government funding

2020

Sechelt Public Library 2020 Budget request of \$828,720 be approved and allocated for the Local Government Funders as follows:

- Electoral Area A [643] - \$48,803 (33% of population served for basis of funding at 4.4% increase on 2019 funding plus shortfall of Electoral Areas B and D to 4.4%);
- Electoral Area B [645] - \$140,583 (100% of population served for basis of funding at 3.0% increase on 2019 funding);
- Electoral Area D [646] - \$87,784 (50% of population served for basis of funding at 2.5% increase on 2019 funding);
- District of Sechelt - \$ 536,758 (100% of population served for basis of funding approved);
- Sechelt Indian Government District – (42% of population served for basis of funding approved);

2021

Sechelt Public Library 2021 Budget request of \$849,438 be approved and allocated for Local Government Funders as follows:

- Electoral Area A [643] - (33% of population served for basis of funding approved);
- Electoral Area B [645] - (100% of population served for basis of funding approved);
- Electoral Area D [646] - (50% of population served for basis of funding approved);
- District of Sechelt -(100% of population served for basis of funding approved);
- Sechelt Indian Government District - (42% of population served for basis of funding approved);

2022

Sechelt Public Library 2021 Budget request of \$883,416 be approved and allocated for Local Government Funders as follows:

- Electoral Area A [643] - (33% of population served for basis of funding approved);
- Electoral Area B [645] - (100% of population served for basis of funding approved);
- Electoral Area D [646] - (50% of population served for basis of funding approved);
- District of Sechelt -(100% of population served for basis of funding approved);

- Sechelt Indian Government District - (43% of population served for basis of funding approved);

2023

Sechelt Public Library 2021 Budget request of \$909,918 be approved and allocated for Local Government Funders as follows:

- Electoral Area A [643] - (33% of population served for basis of funding approved);
- Electoral Area B [645] - (100% of population served for basis of funding approved);
- Electoral Area D [646] - (50% of population served for basis of funding approved);
- District of Sechelt -(100% of population served for basis of funding approved);
- Sechelt Indian Government District - (44% of population served for basis of funding approved);

2024

Sechelt Public Library 2021 Budget request of \$937,216 be approved and allocated for Local Government Funders as follows:

- Electoral Area A [643] - (33% of population served for basis of funding approved);
- Electoral Area B [645] - (100% of population served for basis of funding approved);
- Electoral Area D [646] - (50% of population served for basis of funding approved);
- District of Sechelt -(100% of population served for basis of funding approved);
- Sechelt Indian Government District - (45% of population served for basis of funding approved);

2025

Sechelt Public Library 2021 Budget request of \$965,332 be approved and allocated for Local Government Funders as follows:

- Electoral Area A [643] - (33% of population served for basis of funding approved);
- Electoral Area B [645] - (100% of population served for basis of funding approved);
- Electoral Area D [646] - (50% of population served for basis of funding approved);
- District of Sechelt -(100% of population served for basis of funding approved);
- Sechelt Indian Government District - (46% of population served for basis of funding approved).

FUNDING AND SERVICE AGREEMENT

SECHELT PUBLIC LIBRARY

This Memorandum of Understanding dated for reference the 8th day of **January, 2014**.

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT

As Represented by:

Area A- Egmont/Pender Harbour;

Area B- Halfmoon Bay; and

Area D- Roberts Creek

1975 Field Road

Sechelt, BC

V0N 3A1

(the "Regional District")

AND:

THE SECHELT INDIAN GOVERNMENT DISTRICT

Box 740

Sechelt, BC

V0N 3A0

(the "SIGD")

AND:

THE DISTRICT OF SECHELT

Box 129

Sechelt, BC

V0N 3A0

(the "District")

(referred to collectively as the "Funders")

AND:

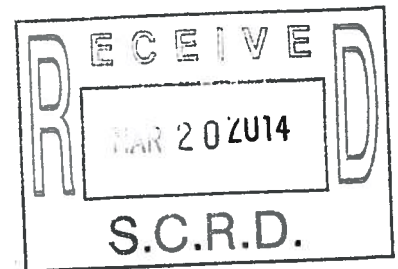
SECHELT PUBLIC LIBRARY

Box 2104

Sechelt, BC

V0N 3A0

(the "Library")



WHEREAS:

- A. The Regional District and the District have the authority under Section 176(1)(c) of the *Local Government Act* "to provide assistance for the purposes of benefitting the community or any aspect of the community" and under Section 21(a) of the *Community Charter* "to provide assistance to a business in accordance with the agreement".
- B. In addition, the Regional District and District have established library services for Halfmoon Bay and Roberts Creek 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".
- C. SIGD has the authority under the *Sechelt Indian Band Self-Government Act* and the *Sechelt Indian Government District Enabling Act* to provide assistance for the purposes of benefitting the community.
- D. The Funders wish to enter into a five year Funding and Service Agreement (the "Service Agreement") with the Library for the purpose of providing library services as noted in Schedule A.
- E. The authority under legislation to grant assistance includes the ability to provide a grant-in-aid and the Funders wish to provide certainty up to and including the year 2018 under this Service Agreement.
- F. The Library is an Association, formed by the Province of British Columbia, under the "Library Act", and has the authority to enter into this Service Agreement, and has authority to enter into this agreement under Section 2(1).

NOW THEREFORE, in consideration of the mutual promises set out herein, the parties agree as follows:

1.0 Funding Commitment

- 1.1 The Funders' objective for funding the Library, will be to move toward parity for local government support per capita as shown in the *Ministry of Education British Columbia Public Libraries Statistics as updated from time to time*.

- 1.2 The Funders shall provide assistance to the Library, within the 'terms' set out in Section 4.0, in the years 2014 to 2018 inclusive. In 2013 the Funders' assistance will be in the amount of \$504,558 which includes \$34,927 one time funding. In years 2014 to 2018, the Funders' assistance will increase per annum based on the 2013 base amount of \$469,631 as shown below, and payable as per related agreement:

	Base Amount	2013	2014	2015	2016	2017	2018
Area A	\$ 22,338	\$ 25,103	\$ 23,679	\$ 25,099	\$ 26,605	\$ 28,202	\$ 29,894
Area B	\$ 90,695	\$ 105,664	\$ 96,136	\$ 101,905	\$ 108,019	\$ 114,500	\$ 121,370
Area D	\$ 51,886	\$ 58,439	\$ 54,999	\$ 58,299	\$ 61,797	\$ 65,505	\$ 69,435
SIGD	\$ 8,395	\$ 10,095	\$ 8,899	\$ 9,433	\$ 9,999	\$ 10,599	\$ 11,234
DOS	\$ 296,317	\$ 305,257	\$ 314,096	\$ 332,942	\$ 352,918	\$ 374,093	\$ 396,539
Total	\$ 469,631	\$ 504,558	\$ 497,809	\$ 527,677	\$ 559,338	\$ 592,898	\$ 628,472

- 1.3 The Funders will pay the amounts outlined in Section 1.2 over four payments, each at the beginning of each quarter as follows; 30% for each of the first two quarters and 20% for each of the last two quarters.
- 1.4 The Funders will meet with the Library in October of each year at a Library Planning Meeting (the "Meeting").

2.0 The Library Agrees

- 2.1 The Library shall provide the library services set out in Schedule A to all residents within the jurisdictional boundaries of the Funders. Unless specifically indicated otherwise, such services shall be provided free of charge. The Library acknowledges and agrees that the funds provided pursuant to this Service Agreement shall only be used for the purpose of operating the library.
- 2.2 The Library shall not assign any services, as outlined in Schedule A, during the term of the agreement, unless mutually agreed upon by the Funders. All Parties acknowledge this will be a modification of the agreement, and executed per Section 4.0.
- 2.3 The Library shall provide a preliminary report on the current year's operating results and the coming years budget to the Funders at the "Meeting", and final operating results report by February 21st of each year detailing how the funds were used for the previous year as set out in Schedule A.

- 2.4 The Library, should there be a surplus of funds (10% or less of operating expenses), will provide details to the Funders of how the surplus will be used, as outlined in Schedule A.
- 2.5 If there is a reduction of Library Services, due to unforeseen events, which causes a significant surplus (10% or more of operating expenses), the funders reserve the right to reduce or reallocate funding by an agreed to amount for the following year. If a reduction is made, Funders agree to share in the reduction on the same percentage allocation as per funding allocation outlined in Section 1.2 of this Service Agreement.
- 2.6 Requests for "additional" capital or one-time special operating projects outside of the funding provided per Section 1.2 will be dealt with at the Meeting. All "additional" funding requests from the Library to the Funders will be presented with an individual business case analysis, to be reviewed at the Meeting. In the event of a surplus, consideration of funding for capital or one-time special operating projects, must first come from surplus funds.
- 2.7 The Library shall indemnify and hold harmless the Funders, and its directors, councillors, officers, employees, successors and assigns, against and from any and all actions, causes of actions, claims, suits, costs and expenses of any kind arising from any property damage, or personal or bodily injury, arising from or connected with the provision of the Library Services, and for any breach of this Service Agreement by, or from any act or omission of the Library or its invitees, licensees, employees, agents, contractors, officers or any other person for whom the Library is liable, provided that claims, damages, losses, costs and expenses arising out of the independent negligent acts of the Funders shall be exempt from the indemnification provisions of this Service Agreement.
- 2.8 No provision or purpose of this Service Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Funders and the Library.
- 2.9 Under the terms of the Library Lease Agreement and pertaining to the Landlord / Tenant relationship, Sections 2.7 and 2.8 would not apply to the District.

3.0 Counterparts

- 3.1 This Service Agreement may be executed in any number of original counterparts, with the same effect as if all the Funders had signed the same document, and will become effective when one or more counterparts have been signed by all the Funders and delivered to each of the Funders. All counterparts shall be construed together and evidence only one agreement, which, notwithstanding the dates of execution of any counterparts, shall be deemed to be dated the reference date set out above, and only one of which need to be produced to any purpose.

4.0 Terms

- 4.1 This Service Agreement may be renewed, modified or terminated only with the express written consent of each party.
- 4.2 The Funders may, by mutual consent, review and modify the funding assistance allocation, within the total outlined in Section 1.2, before September 30th in any year.
- 4.3 The Parties shall agree to meet six months prior (July 2018) to the expiration of the current Service Agreement to negotiate renewal of a future funding agreement.
- 4.4 Any one of the Funders or the Library, by giving written notice to the other parties before September 30th in any year, may terminate or modify their participation in this Service Agreement, effective December 31st of that year.
- 4.5 In the event any party provides notice of termination or a modification from the Service Agreement, all Funders will agree to meet within 30 days to discuss the reasons for the termination or modification, the impact it will have on funding and the library service, and the terms of this Service Agreement.
- 4.6 If any of the Funders withdraws from this Service Agreement, and in the event that "additional" capital or one-time special operating projects funding has been approved over more than one year, regardless of withdrawal all parties commit to their share of the "additional" capital or one-time special operating projects funding.

5.0 Dispute Resolution

5.1 Mediation

Where there is an unresolved dispute arising out of this Service Agreement, then, within 7 days of written notice from one party to the other, or such time as agreed to by both parties, the parties will participate in good faith in order to resolve and settle the dispute. In the event that the parties are unable to resolve the dispute within 14 days of the first written notice, or such other time period agreed to by both parties, each party will agree to use a mutually agreed upon independent mediation practitioner versed in the resolution of commercial disputes. Each party will bear their own costs of the mediation process.

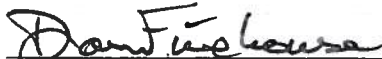
5.2 Arbitration


The parties may, by mutual agreement, participate in resolving all unresolved disputes arising out of or in connection with this Service Agreement, or in respect of any legal relationship associated therewith, or derived or entered into, by arbitration. Arbitrator shall be mutually agreed upon by the participants. Matters not settled through the process in Section 5.1 within 45 days notice of the dispute may go to arbitration unless the parties agree to extend the 45 day period. Each party will bear its own costs of the arbitration regardless of the arbitrator's decision. The Arbitrator's decision will be final and binding on all parties.

Signatures

This Sechelt Library Funding and Service Agreement has been executed on behalf of the Local Government by the Mayor, Chair or Chief, and the duly authorized Corporate Officers pursuant to a resolution of Council in the case of a municipality or by a Board, with Area A, B, and D represented, in the case of a Regional District, and on behalf of the Sechelt Public Library by the Chair and the Chief Librarian.

SECHELT PUBLIC LIBRARY:

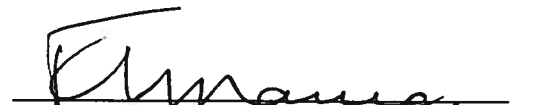

Chair

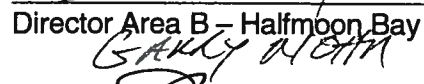

Chief Librarian

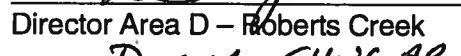
SUNSHINE COAST REGIONAL
DISTRICT:


Chair


Corporate Officer


Director Area A – Egmont/Pender Harbour
FRANK MAURO


Director Area B – Halfmoon Bay
GARY NORTH

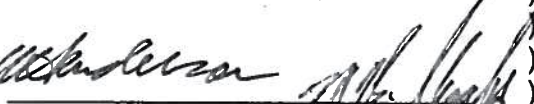

Director Area D – Roberts Creek
DONNA SUGAR

SECHELT INDIAN GOVERNMENT
DISTRICT:


Chief


Chief Administrative Officer

DISTRICT OF SECHELT:


Mayor


Corporate Officer

SCHEDULE 'A'

Description of Library Services

1. Open to the Public library service at forty two (42) hours of service per week and approximately 2100 hours of service per year. The funders recognise in the event that funding is unavailable at the levels outlined in this agreement, that the Library reserves the right to reduce hours of service to fit the approved funding level. The Library agrees to consult with the funders in setting the level of service.
2. Access to continuously updated collection of physical and digital items: books, audio-books, magazines, newspapers, and DVDs. Acquisitions with patron driven collection development.
3. Unlimited interlibrary loan. No limits per person or weekly, monthly, yearly limits. No non-pick up fees. Access to provincial and interprovincial resources. Access to the physical collections of member libraries of InterLINK.
4. Business services, fax, copy, scanning. Small business and employment-seeking support.
5. Visually handicapped services: large print, audiobook on CD, ebook with enlarged font, e-audiobook with staff assistance when needed.
6. BC one card convenience. BC one card enables patrons to drop off materials at any library in the province.
7. Reference desk, reader's advisory, internet help, government information. Government liaison, federal, provincial and local government information dissemination and support for information gathering surveys.
8. Access to public computers and wi-fi with technical and customer service support. Providing training to the public on internet use and downloading digital resources.
9. Supporting the community through informal learning opportunities, information, recreation, and social interaction. Offering adult, young adult, and children's programmes such as Summer Reading Program (Provincial) for children and young adults and the CAP YI (Federal) for assisting the public with adapting to the digital environment.

10. Outreach services to children. Supporting the larger community through promotion of literacy and providing opportunities for parents and children to learn through reading. Provision of children's reading materials, audio-visual, language learning, and early literacy kits.
11. Reaching out to under-served populations within the Community:
 - a. First Nations services: weekly visits by children's librarian with new library material to support literacy development, maintain current and complete collection of local First Nations material, support any groups such as First Nations study groups, and liaison with First Nations education department. Providing space, organization and access to Sechelt Indian Band collections.
 - b. Pender Harbour Reading Room services: courier service, internet connection provision, support through donation of materials and providing administrative expertise when requested. Increasing digital resources to create more convenience for patrons and to overcome geographical barriers.
12. Marketing of library services and events using traditional media and social software. Promotion of community information and services. Maintenance of library webpage.
13. Collaboration with libraries, schools, colleges, universities, literacy groups and other non-profits in the Region and the Province. Membership in many professional library groups.
14. Supporting fundraising activities through Friends of the Library and the Sechelt Public Library Foundation.
15. Maintenance of safe, clean, and organized facilities for public use.

Library Reporting

1. The following reports for a given year will be available for distribution to the Funders by May 15th of the following year:
 - a. Statement of Financial Information along with engagement report
 - b. Annual Grants Report
 - c. Annual Survey Report
 - d. Strategic Plan
 - e. Annual Library Report
 - f. Statement of Surplus and Intended Uses.

Sechelt Public Library
5 Year Budget Proposal Summary (2021-2025)

	2020 Budget	2021 Budget	\$ Change	% Change	2022 Budget	\$ Change	% Change	2023 Budget	\$ Change	% Change	2024 Budget	\$ Change	% Change	2025 Budget	\$ Change	% Change
REVENUES																
District of Sechelt	\$536,758	\$550,177	\$13,419	2.50%	\$572,184	\$22,007	4.00%	\$589,350	\$17,166	3.00%	\$607,030	\$17,680	3.00%	\$625,241	\$18,211	3.00%
Sunshine Coast Regional District (ABD)	\$277,170	\$284,099	\$6,929	2.50%	\$295,463	\$11,364	4.00%	\$304,327	\$8,864	3.00%	\$313,457	\$9,130	3.00%	\$322,861	\$9,404	3.00%
Sechelt Indian Government District	\$14,792	\$15,162	\$370	2.50%	\$15,768	\$606	4.00%	\$16,241	\$473	3.00%	\$16,729	\$488	3.00%	\$17,230	\$501	2.99%
Provincial and Federal Grants	\$80,562	\$80,587	\$25	0.03%	\$80,655	\$68	0.08%	\$80,724	\$69	0.09%	\$80,795	\$71	0.09%	\$80,867	\$72	0.09%
Donations and Other Grants	\$12,240	\$2,330	-\$9,910	-80.96%	\$2,330	\$0	0.00%	\$2,330	\$0	0.00%	\$2,330	\$0	0.00%	\$2,330	\$0	0.00%
Library Revenue	\$13,107	\$9,972	-\$3,135	-23.92%	\$12,075	\$2,103	21.09%	\$12,231	\$156	1.29%	\$12,390	\$159	1.30%	\$12,552	\$162	1.31%
Transfer from Surplus		\$44,764	\$44,764	0.00%	\$4,600	-\$40,164	-89.72%	\$0	-\$4,600	-100.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
TOTAL REVENUE	\$934,629	\$987,091	\$52,462	5.61%	\$983,075	-\$4,016	-0.41%	\$1,005,203	\$22,128	2.25%	\$1,032,731	\$27,528	2.74%	\$1,061,081	\$28,350	2.75%
EXPENSES																
Human Resources & Staff Development	\$724,807	\$764,940	\$40,133	5.54%	\$759,911	-\$5,029	-0.66%	\$772,910	\$12,999	1.71%	\$790,449	\$17,539	2.27%	\$811,864	\$21,415	2.71%
Materials and Delivery of Materials	\$118,242	\$121,950	\$3,708	3.14%	\$124,070	\$2,120	1.74%	\$127,249	\$3,179	2.56%	\$129,247	\$1,998	1.57%	\$136,644	\$7,397	5.72%
Building	\$32,054	\$32,000	-\$54	-0.17%	\$33,060	\$1,060	3.31%	\$34,733	\$1,673	5.06%	\$35,540	\$807	2.32%	\$36,447	\$907	2.55%
Computer and Information Technology	\$12,546	\$15,790	\$3,244	25.86%	\$16,165	\$375	2.37%	\$17,552	\$1,387	8.58%	\$18,410	\$858	4.89%	\$18,995	\$585	3.18%
Office, Communications and Other	\$47,308	\$47,804	\$496	1.05%	\$49,775	\$1,971	4.12%	\$52,085	\$2,310	4.64%	\$59,055	\$6,970	13.38%	\$57,045	-\$2,010	-3.40%
TOTAL EXPENSES	\$934,957	\$982,484	\$47,527	5.08%	\$982,981	\$497	0.05%	\$1,004,529	\$21,548	2.19%	\$1,032,701	\$28,172	2.80%	\$1,060,995	\$28,294	2.74%

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 5 and 6, 2021

AUTHOR: Senior Leadership Team

SUBJECT: FINAL 2020 PROJECT CARRY-FORWARDS

RECOMMENDATION

THAT the report titled Final 2020 Project Carry-Forwards be received;

AND THAT any remaining ongoing 2020 projects and associated funding be included in the 2021-2025 Financial Plan as presented.

BACKGROUND

The following resolution was adopted by the Board at its regular meeting on November 26, 2020:

381/20 Recommendation No. 16 2020 Project Carry-Forward Requests

THAT the report titled 2020 Project Carry-Forward Requests be received;

AND THAT the remaining 2020 Carry-Forward projects and associated funding be included in the 2021-2025 Financial Plan with the following amendments:

- [115] Collective Agreement Negotiations Support be reduced from \$20,000 to \$10,000 (Reserves);
- [370] Vehicle Purchases – Strategic Infrastructure Division - purchase of 1 vehicle only (Short Term Debt);

AND FURTHER THAT staff be authorized to proceed with the 2020 Carry-Forward projects prior to adoption of the 2021-2025 Financial Plan.

The purpose of this report is to confirm the final 2020 carry forward projects and associated values that have been incorporated into the 2021-2025 Financial Plan in preparation for budget adoption.

DISCUSSION

Staff have reconciled all the 2020 project carry-forwards and updated the recommended carry forward listing based on project status as at December 31, 2020. The remaining project budgets and associated funding have been included in the 2021 Round 2 Budget with the final list attached for reference (Attachment A).

The carry-forward projects will be incorporated into the Budget Project Status Report (BPSR), which will be presented at the April 22, 2021 Corporate and Administrative Services Committee. Staff continue to work on these projects prior to budget adoption and will provide a status of the projects at that time.

Financial Implications

Carry-forward projects do not have a financial or taxation impact for the newly adopted Financial Plan and only remaining unused funding for the projects is carried over.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

CONCLUSION

The final 2020 carry-forward list has been compiled to be included in the 2021-2025 Financial Plan in preparation for adoption.

Carry-forward projects do not have a financial or taxation impact for the current Budget and only remaining unused funding for the projects is carried over.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	X – A. Taylor X – T. Crosby

Attachment A:

1. 2020 Final Carry-Forward Projects

2020 Final Carry-Forward Projects

Attachement A

Function No.	Project No.	Project Description	2020 Budget Value	2020 Expenditures	2021 Carry Forward
220	CP1006	Chapman Creek Radio Tower	268,900	-	268,900
220	CP1007	Gibsons Radio Tower	46,600	-	46,600
650	CP1032	Coopers Green Park Hall & Parking Design Plans	57,643	-	57,643
613	CP1098	Capital Renewal Fund (SCA)	3,000	-	3,000
370	CP1116	Langdale Well Pump Station Upgrade	126,545	8,020	118,525
370	CP1117	Chaster Well Upgrades (Well Protection Plan - Phase 2)	44,301	843	43,458
210	CP1124	Fire Department Records Management Software	2,500	-	2,500
212	CP1127	Fire Department Records Management Software	2,500	-	2,500
216	CP1129	Fire Department Records Management Software	2,500	-	2,500
218	CP1131	Fire Department Records Management Software	2,500	-	2,500
370	CP1135	Exposed Water Main Rehabilitation	200,000	-	200,000
370	CP1136	Chapman Water Treatment Plant Chlorination System Upgrade	691,824	46,921	644,903
613	CP1147	SAC Facility Projects	384,138	-	384,138
370	CP1150	Universal Water Meter Installations - Phase 3 (DOS & SIGD)	7,000,000	-	7,000,000
210	CP1159	Hazardous Material Response Equipment	19,966	17,127	2,839
365	CP1165	Pool Road Right of Way Acquisition	11,650	-	11,650
366	CP1167	Mark Way/Chris Way/Bargain Harbour Road Water Main Replacements	233,378	89,868	143,510
387	CP1185	Square Bay Infiltration Reduction	36,362	19,887	16,475
382	CP1187	Woodcreek Park Sand Filter Remediation	40,000	33,290	6,710
210	CP1196	Replacement of Engine #1 (Unit 371)	400,789	-	400,789
212	CP1198	Engine #1 Replacement	350,000	-	350,000
216	CP1200	Tanker (Tender) Replacement	500,000	-	500,000
312	CP1202	Loaner Vehicle	10,000	-	10,000
370	CP1203	Cove Cay Pump Station Rebuild and Access Improvements	250,000	-	250,000
370	CP1204	Reed Road and Elphinstone Watermain Replacement	750,000	-	750,000
370	CP1206	Chapman Creek Water Treatment UV Upgrade	250,000	-	250,000
370	CP1207	Regional Pressure Reducing Valve Replacements	125,000	-	125,000
370	CP1208	Langdale Pump Station - Phase 2	175,000	-	175,000
370	CP1209	Chapman Creek Water Treatment Plant Hot Water Upgrade	25,000	6,026	18,974
370	CP1210	Cemetery Reservoir Fencing and Road Access	25,000	7,479	17,521
370	CP1214	Utility Vehicle Purchase	46,500	-	46,500
370	CP1215	Equipment Purchase – Excavator and Trailer	200,000	-	200,000
366	CP1218	South Pender Harbour Water Treatment Plant Upgrades	50,000	12,181	37,819
650	CP1222	Parks Building (Partial Replacement / Upgrade)	300,000	-	300,000
650	CP1223	Sports Field Equipment – Deep Aerator	60,000	41,444	18,556
680	CP1224	Pisten Bully Track Replacement	25,000	-	25,000
680	CP1225	One-Time Minor Capital – Upgrades and Renewal	33,500	-	33,500
310	CP1227	Replacement of Mason Road Gate	6,000	-	6,000
650	CP1229	Replacement of Mason Road Gate	4,000	-	4,000
370	CP1230	Replacement of Mason Road Gate	14,000	-	14,000
220	CP1236	Radio Tower Capital Project Consulting Services	128,000	-	128,000
220	CP1237	911 Emergency Communications Equipment Upgrade	141,400	-	141,400
370	CP1239	Groundwater Investigation Phase 4 - Church Road	8,270,000	736,783	7,533,217
218	CP1243	Egmont & District Fire Department - CEPF Wildfire Resiliency Project - Capital Component	25,000	-	25,000
400	CP1245	Columbarium Purchase	24,000	-	24,000
680	CP1246	Snowmobile Purchase	22,000	-	22,000
650	OO1020	Signage Upgrade Project (\$20k annually 2015-2017)	6,812	3,516	3,296
504	OO1144	Zoning Bylaw 310 re-write	18,285	-	18,285
650	OO1155	Parks Bridge Capital Maintenance	4,079	2,734	1,345
220	OO1166	911 Tower and Spectrum Upgrading	25,000	1,701	23,299
212	OO1173	Roberts Creek Volunteer Fire Department Site Design	5,000	-	5,000
400	OO1176	Cemetery Business Plan	25,000	-	25,000
410	OO1183	Special Capital Project Request	20,000	-	20,000
650	OO1190	Goodwin House Removal	32,370	-	32,370
370	OO1195	Water Sourcing Policy	25,000	-	25,000
345	OO1197	Ports Major Inspections	40,000	2,400	37,600
222	OO1199	Contracted Services for Statutory, Regulatory & Bylaw Reviews	20,000	-	20,000
370	OO1201	Chapman Lake Siphon Upgrade (2019)	32,373	-	32,373
370	OO1211	Implementation of shishish Nation Foundation Agreement	37,903	24,970	12,933
152	OO1212	Manual Curbside Collection Service Establishment - Area B	42,944	-	42,944
350	OO1215	Future Waste Disposal Options Analysis Study	175,000	51,261	123,739
110	OO1217	Online Public Engagement Platform	25,000	6,206	18,794
115	OO1218	Health & Safety Certificate of Recognition	8,000	-	8,000
216	OO1220	Facility Audit and Report	7,000	-	7,000
312	OO1221	Electric Vehicle Maintenance - Charger/Tools/Diagnostic Equipment	10,000	-	10,000
370	OO1224	Confined Space Document Review	22,500	-	22,500
370	OO1225	Bylaw 422 Update	30,000	-	30,000
370	OO1226	Chapman Water Treatment Plant Sludge Residuals Disposal & Planning	200,000	89	199,911
370	OO1227	Water Metering Data Analytics	51,000	4,518	46,482
370	OO1229	Water Supply and Conservation Public Engagement 2020 (including Water Summit)	35,000	2,105	32,895
370	OO1230	Chapman Creek Environmental Flow Requirements Update	50,000	-	50,000
365	OO1232	Confined Space Document Review	2,500	-	2,500
365	OO1233	Water Supply Plan - NPHWS	75,000	-	75,000
365	OO1234	Water Meter Data Analytics - NPHWS	3,000	266	2,734
366	OO1236	Confined Space Document Review	5,000	-	5,000
366	OO1237	Water Supply Plan - SPHWS	75,000	-	75,000
366	OO1238	Water Meter Data Analytics - SPHWS	6,000	532	5,468
352	OO1241	Secheit Landfill Ground Disturbance (2020)	437,605	338,595	99,010
500	OO1244	Regional Growth Framework – Baseline Research	50,000	-	50,000
613	OO1245	Community Recreation Facilities – Future Planning	25,000	940	24,060
370	OO1249	Groundwater Investigation Phase 2, Part 2	375,000	64,678	310,322
370	OO1250	Regional Water Reservoir Feasibility Study Phase 4	360,000	275,035	84,965
370	OO1251	Groundwater Investigation Phase 3 - Gray Creek	200,000	138,145	61,855
386	OO1253	Lee Bay Collection System Repairs	20,000	5,652	14,348
222	OO1257	Regional Sunshine Coast Wildfire Protection Plan	114,850	-	114,850
212	OO1258	Roberts Creek Fire Department - CEPF Wildfire Resiliency Project - Operating Component	4,800	407	4,393
210	OO1259	Gibsons Fire Department - CEPF Wildfire Resiliency Project - Operating Component	25,000	-	25,000
216	OO1260	Halfmoon Bay Fire Department - CEPF Wildfire Resiliency Project - Operating Component	18,400	963	17,437
613	OO1261	SCA Refrigeration Plant Regulatory Items	13,000	1,264	11,736
370	OO1265	[370] Mason Road Utility Building Space Planning	20,000	18,885	1,115
381	OO1267	Greaves Road WWTP Asset Management Plan - Feasibility Study	7,500	61	7,439
390	OO1268	Merrill Crescent WWTP Asset Management Plan - Feasibility Study	7,500	61	7,439
222	OO1269	Emergency Support Services ESS 20/20 Project	16,300	-	16,300
222	OO1270	EOC/Mass Communications Project	24,635	-	24,635
352	OO1275	Secheit Landfill Remediation work	940,000	-	940,000
115	OO1192	Collective Agreement Negotiations Support	10,000	-	10,000
365	CP1240	Emergency Generator	125,000	-	125,000
345	CP1156	Ports 5 Year Capital Renewal Plan	425,306	327,268	98,038
613	CP1152	Capital Renewal Fund (SAC)	156,700	43,224	113,476
613	CP1153	Capital Renewal Fund (SCA)	466,476	13,992	452,484
613	CP1154	Capital Renewal Fund (GDAF)	114,000	1,835	112,165
370	CP1213	Vehicle Purchase – Strategic Infrastructure Division	46,500	-	46,500
613	CP1235	Community Recreation Facilities Non-Critical Capital Asset Renewal	166,500	25,273	141,227
382	OO1252	Woodcreek Park Inspection Chamber Repairs	6,000	36	5,964
110	OO1191	Website Redesign (phase 2)	125,145	-	125,145
114	OO1280	2020 Project Field Road Space Planning	35,755	-	35,755
117	CP1255	2020 Field Road Space Planning: IT Capital	37,934	-	37,934
Various	Various	SCRD Corporate Recycling Program - One time infrastructure costs	30,075	-	30,075
352	OO1214	Secheit Landfill One-time Operating Projects (2020)	10,000	-	10,000
625	CP1063	Annual Gym Equipment Replacement	10,000	-	10,000

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Senior Leadership Team

SUBJECT: 2020 FINAL SURPLUS / DEFICITS

RECOMMENDATION

THAT the report titled 2020 Final Surplus / Deficits be received;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2020 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following 2020 deficits be funded from operating reserves:

- [391] Curran Road Waste Water Plant – (\$8,026)
- [394] Painted Boat Waste Water Plant – (\$2,726)

AND THAT the [222] Sunshine Coast Emergency Planning deficit of (\$90,267) be funded \$66,596 from 2021 taxation and \$23,671 through operational reserves.

AND FURTHER THAT the [350] Regional Solid Waste deficit of (\$73,808) be funded from 2021 taxation.

BACKGROUND

The options for surplus are outlined within the Financial Sustainability Policy, excerpt below:

4.4 One-time Revenues

Using one-time revenues to fund ongoing expenditures results in unfunded expenditure obligations in future years.

4.4.1 Policy: Operating surpluses and one-time revenues will not be used to fund ongoing expenditures. Major one-time revenues will be applied to:

- Reserves and/or Rate Stabilization in keeping with levels set by the Board;
- One-time expenditures; or
- Repayment of outstanding debt.

The purpose of this report is to provide the Board a summary of all the 2020 year-end surpluses, final recommended transfers to reserves, and to report on any year-end deficits requiring approval on proposed funding mitigation.

If the Board wishes to have more detailed variance analysis on specific functional area surpluses or deficits, staff could provide this at a future Committee, and would seek direction accordingly.

DISCUSSION

Staff have completed the preliminary 2020 year-end processes in preparation of the annual SCRFD Financial Statements and external audit. Reconciliation of final surpluses, deficits and recommended allocation for each functional area has been attached for reference (Attachment A).

Surpluses

Several functions generated higher than average surpluses. Generally, these are the result of staff vacancies, medical leaves for extended periods of time resulting in lower wage expense, and temporary layoffs due to COVID-19 for some functions such as Recreation; higher than expected revenues such as Building Inspection; additional revenues from government subsidies to cover COVID-19 related expenditures (BC Transit); or lower than anticipated operating expenditures which are also partially attributed to COVID-19 impacts. A summary of surpluses can be found on Attachment A as well as within the functional area sections of the Round 2-2021-2025 Draft Financial Plan Book.

Surpluses in Electoral Areas' Grant-in-Aid [121-129] and Economic Development [531-535] functions are automatically carried forward in the 2021 budget and will be addressed during Round 2 budget deliberations.

Surpluses and deficits for the eleven Street Lighting functions [320-342] are also automatically carried forward to the 2021 budget as reserve funds do not exist for these services. These carry forwards are offset by an increase or decrease to taxation.

Additional surpluses for functions where there is no reserve fund have also been carried forward in the 2020 budget and used to reduce taxation where applicable. These are as follows: [118] SCRFD Administration (\$33,993), [150] Feasibility Studies – Regional (\$4,448), [291] Keats Island Dog Control (\$2,268), [395], and Sakinaw Ridge Waste Water Plant (\$26,422).

The remaining surpluses total \$3.06M are recommended to be transferred to operating reserves.

Deficits

Four services have unfunded 2020 deficits totaling \$174,826 as detailed on Attachment A.

At the time of this report, only a preliminary review of the deficits were undertaken and are generally the result of:

- [222] Sunshine Coast Emergency Planning - \$90,267
 - Higher than anticipated salaries and wages for the two Emergency Operation Centre (EOC) activations in the year which are non-recoverable from the Province, as only incremental wages or approved expenditures are covered. The operating reserve is not sufficient to fund the whole deficit, therefore it is

recommended that \$23,671 be funded from operating reserves and \$66,596 be funded from taxation. Staff do not recommend the full depletion of the reserve in order to ensure that any unplanned expenses can be funded in 2021. This aligns with the Financial Sustainability policy. Alternatively, a portion of COVID-19 Re-Start Funds could be considered; however, unallocated funds are limited.

- [350] Regional Solid Waste
 - \$73,808 deficit is as a result of \$413,968 planned in Green Waste Operations while \$536,734 was spent on Green Waste Operations. The landfill generated slightly higher than budgeted tipping fees which has offset some of the green waste program deficit. The Solid Waste Service has limited operating reserves of approximately \$52,000. As there are no other reserves for the Solid Waste service, it is recommended that either a small portion of up to \$25,000 of the reserves be used to fund the deficit or it be funded fully from taxation to allow or emerging items. Staff do recommend the later for 100% of the deficit to be funded from 2021 taxation.
- [391] Curran Road Waste Water Plant - \$8,026
 - Deficit is the result of performance issues requiring the services of an external consultant and a pump out and disposal of the septic sludge.
- [394] Painted Boat Waste Water Plant- \$2,726
 - The deficit is the result of unexpected replacements of the UV bulbs, SCADA alarm communication system and a pump at the facility.

Staff recommend that operating reserves be utilized to fund all deficits with the exception of Regional Solid Waste and \$66,596 from Sunshine Coast Emergency Planning. These services do not have sufficient funds in operating reserves to cover the entire deficit.

Financial Implications

Surpluses transferred to reserves are uncommitted and are available to fund future projects or one time expenditures.

Funding the Regional Solid Waste deficit through taxation in 2021 will result in a 0.35% increase in overall taxation in 2021. While the funding of the Sunshine Coast Emergency Planning deficit would result in a 0.31% increase in overall taxation in 2021.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

CONCLUSION

Staff have completed the year end process and reconciled all functional area surplus deficits. Options for allocation of surpluses are outlined in the Financial Sustainability Policy.

Staff are recommending that \$3.06M of surpluses be transferred to operating reserves as appropriate. Surpluses for Electoral Areas' Grant-in-Aid and Economic Development functions are automatically carried forward in the budget and will be addressed during Round 2 budget deliberations

There were four unfunded deficits totaling \$174,826 that must be funded. Staff are recommending that these deficits be funded through a transfer from operating reserves with the exception of Regional Solid Waste and \$66,596 from Sunshine Coast Emergency Planning. These services do not have sufficient funds in operating reserves to cover the entire deficit.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X – I. Hall X – R. Rosenboom	Legislative	X - S. Reid
CAO	X – D. McKinley	Other	

Attachment

A. 2020 Final Surplus/Deficits

Function	Year End Surplus / (Deficit)	Recommended Allocation		Unfunded Deficit
		Carried Forward in 2021 Budget	Transfer to Operating Reserves	
110 - General Government	155,457		(155,457)	-
113 - Finance	174,173		(174,173)	-
114 - Administration Office	83,280		(83,280)	-
115 - Human Resources	45,629		(45,629)	-
117 - Information Services	88,793		(88,793)	-
118 - SCRHD Administration	33,993	(33,993)		-
121 - Grants in Aid - Area A	7,971	(7,971)		-
122 - Grants in Aid - Area B	4,734	(4,734)		-
123 - Grants in Aid - Area E & F	2,824	(2,824)		-
125 - Grants in Aid - Community Schools	514	(514)		-
126 - Greater Gibsons Community Participation	7,774	(7,774)		-
127 - Grants in Aid - Area D	9,776	(9,776)		-
128 - Grants In Aid - Area E	3,286	(3,286)		-
129 - Grants In Aid - Area F	7,791	(7,791)		-
130 - Electoral Area Services - UBCM/AVICC	25,875		(25,875)	-
131 - Electoral Area Services - Elections	-			-
135 - Corporate Sustainability Services	-		-	-
136 - Regional Sustainability Services	17,810		(17,810)	-
140 - Member Municipality Debt	-	-		-
152 - Feasibility Studies - Regional	4,448	(4,448)		-
152 - Feasibility Studies - Area B	-		-	-
153 - Feasibility Studies - Area D	-			-
200 - Bylaw Enforcement	41,973		(41,973)	-
204 - Halfmoon Bay Smoke Control	872		(872)	-
206 - Roberts Creek Smoke Control	905		(905)	-
210 - Gibsons & District Fire Protection	21,450		(21,450)	-
212 - Roberts Creek Fire Protection	35,602		(35,602)	-
216 - Halfmoon Bay Fire Protection	11,886		(11,886)	-
218 - Egmont Fire Protection	40,979		(40,979)	-
220 - Emergency Telephone - 911	12,897		(12,897)	-
222 - Sunshine Coast Emergency Planning	(90,267)			(90,267)
290 - Animal Control	21,472		(21,472)	-
291 - Keats Island Dog Control	2,268	(2,268)		-
310 - Public Transit	688,387		(688,387)	-
312 - Fleet Maintenance	53,123		(53,123)	-
313 - Building Maintenance Services	27,563		(27,563)	-
320 - Regional Street Lighting	2,259	(2,259)		-
322 - Langdale Street Lighting	67	(67)		-
324 - Granthams Street Lighting	67	(67)		-
326 - Veterans Street Lighting	14	(14)		-
328 - Spruce Street Lighting	8	(8)		-
330 - Woodcreek Street Lighting	(147)	147		-
332 - Fircrest Street Lighting	15	(15)		-
334 - Hydaway Street Lighting	7	(7)		-
336 - Sunnyside Street Lighting	26	(26)		-
340 - Burns Road Street Lighting	27	(27)		-
342 - Stewart Road Street Lighting	14	(14)		-
345 - Ports Services	1,308		(1,308)	-
346 - Langdale Dock	0	(0)		-
350 - Regional Solid Waste	(73,808)			(73,808)
355 - Refuse Collection	56,019		(56,019)	-
365 - North Pender Harbour Water Service	120,393		(120,393)	-
366 - South Pender Harbour Water Service	66,517		(66,517)	-
370 - Regional Water Services	460,395		(460,395)	-
381 - Greaves Rd Waste Water Plant	1,496		(1,496)	-
382 - Woodcreek Park Waste Water Plant	7,264		(7,264)	-
383 - Sunnyside Waste Water Plant	1,474		(1,474)	-
384 - Jolly Roger Waste Water Plant	8,154		(8,154)	-
385 - Secret Cove Waste Water Plant	3,399		(3,399)	-
386 - Lee Bay Waste Water Plant	2,455		(2,455)	-
387 - Square Bay Waste Water Plant	3,620		(3,620)	-
388 - Langdale Waste Water Plant	12,731		(12,731)	-
389 - Canoe Rd Waste Water Plant	299		(299)	-
390 - Merrill Crescent Waste Water Plant	212		(212)	-
391 - Curran Rd Waste Water Plant	(8,026)			(8,026)
392 - Roberts Creek Co-Housing Treatment Plant	74		(74)	-
393 - Lillies Lake Waste Water Plant	5,974		(5,974)	-
394 - Painted Boat Waste Water Plant	(2,726)			(2,726)
395 - Sakinaw Ridge Waste Water Plant	26,422		(26,422)	-
400 - Cemetery	16,857		(16,857)	-
410 - Pender Harbour Health Clinic	(45)	45		-
500 - Regional Planning	46,640		(46,640)	-
504 - Rural Planning Services	22,127		(22,127)	-
506 - Geographic Information Services	29,493		(29,493)	-
510 - Civic Addressing	15,047		(15,047)	-
515 - Heritage Conservation Service	0	(0)		-
520 - Building Inspection Services	171,821		(171,821)	-
531 - Economic Development Area A	1,260	(1,260)		-
532 - Economic Development Area B	10,058	(10,058)		-
533 - Economic Development Area D	1,017	(1,017)		-
534 - Economic Development Area E	11,036	(11,036)		-
535 - Economic Development Area F	5,856	(5,856)		-
540 - Hillside Development Project	40,996		(40,996)	-
615 - Community Recreation Facilities	97,223		(97,223)	-
625 - Pender Harbour Pool	103,249		(103,249)	-
630 - School Facilities - Joint Use	7,323		(7,323)	-
640 - Gibsons & Area Library	28,753		(28,753)	-
643 - Egmont/Pender Harbour Library Service	(0)	0		-
645 - Halfmoon Bay Library Service	2	(2)		-
646 - Roberts Creek Library Service	0	(0)		-
648 - Museum Service	-	-		-
650 - Community Parks	52,955		(52,955)	-
665 - Bicycle & Walking Paths	17,401		(17,401)	-
667 - Area A Bicycle & Walking Paths	9,980		(9,980)	-
670 - Regional Recreation Programs	38,624		(38,624)	-
680 - Dakota Ridge Recreation Service Area	9,927		(9,927)	-
Totals	\$ 2,976,841	\$ (116,919)	\$ (3,034,748)	\$ (174,826)

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

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

SUBJECT: **ROUND 2 BUDGET PROPOSAL FUNDING OPTIONS- COVID 19 SAFE RESTART GRANTS
FOR LOCAL GOVERNMENTS**

RECOMMENDATION(S)

THAT the report titled Round 2 Budget Proposal Funding Options- COVID 19 Safe Restart Grants for Local Governments be received;

AND THAT \$50,000 of COVID-19 Re-Start Funding remain unallocated for 2021 to allow the SCRD to address any emerging items resulting from the ongoing effects of COVID-19.

BACKGROUND

In November 2020 the Sunshine Coast Regional District (SCRD) received notice of its share of the “COVID-19 Safe Restart Grants for Local Governments” which amounted to \$521,000. Staff provided a report to the December 17, 2020 Infrastructure Services Committee with proposed options for the funds for the 2021-2025 Financial Planning process (Attachment A). The SCRD also received COVID-19 Re-Start Funds specifically for the Regional Transit service through BC Transit in the amount of \$814,000 which is also being allocated to the 2020-2021/2022 Budget.

As part of the 2021 Round 1 Budget Deliberations, the Corporate and Administrative Services Committee (CAS) approved that the following proposals be approved for funding from the COVID-19 Restart funds which totaled \$400,000 (partial excerpts below):

Recommendation No. 27 *Various Functions – Field Road and Mason Road - 2021 R1 Budget Proposals*

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Addition to Field Road Space Planning Carry-forward Project [114], \$100,000 funded by a Federal / Provincial COVID-19 Restart Grant;

Recommendation No. 30 *Information Technology [117] - 2021 R1 Budget Proposals*

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 2 – Information Technology One-Time Staff Overtime Budget Expansion for 2021, \$15,000 funded by a Federal / Provincial COVID-19 Restart Grant;

- Budget Proposal 3 – Expansion of SCRD digital, virtual, online collaboration software assets and related hardware, two year project with \$105,000 for 2021 and \$180,000 for 2022, funded by a Federal / Provincial COVID-19 Restart Grant which includes an internal resource 1.0 FTE prorated 7 months in 2021 and 12 months for 2022;

The Committee requested that four Budget Proposals presented at Round 1 for the Community Recreation Facilities [615], Pender Harbour Pool [625], and the Community Parks [650] services be forwarded to Round 2 Budget deliberations for further consideration of funding from the COVID-19 Re-Start Funding.

The purpose of this report is to provide an update of funding allocations and options for additional projects in advance of the 2021-2025 Financial Plan Bylaw adoption.

DISCUSSION

The following Budget Proposals were requested to be forwarded to Round 2 for further consideration of funding from COVID-19 Restart funding versus taxation.

	Re-Start Funds Received		\$521,000
	<u>Less: Allocated</u>		<u>\$400,000</u>
	<u>Available Funding</u>		<u>\$121,000</u>
Function	Budget Proposal Description	Service Participants	Proposal Amount
615	Community Recreation Facilities - Programming Review	Regional	\$16,000
625	**NEW - Pender Harbour Fitness and Aquatic Centre - One-time Base Budget Adjustment to Address Impacts of COVID-19	A	\$37,940
625	Pender Harbour Fitness and Aquatic Centre - Programming Review	A	\$4,000
650	Community Parks - Bike Park / Pump Track Development at Sprockids Park	Rural	\$40,000
	<u>Total Funding for Budget Proposal-</u>		<u>\$97,940</u>
	<u>Remaining Unallocated:</u>		<u>\$23,060</u>

If all of the above Budget Proposals were funded from the Re-Start funds, there would be \$23,060 unallocated, which would not leave many funds remaining to address any emerging items resulting from the ongoing effects of COVID-19 to the SCRD operations such as unanticipated deficits. Therefore, it is recommended that a contingency of up to \$50,000 of COVID-19 Restart Funds remain unallocated for 2021. If the Board approves a contingency, some of the proposals could not be funded through the Re-Start funds.

Other considerations

Included in today's Committee agenda is the final 2020 year-end surplus/deficits, where it is reported that Sunshine Coast Emergency Planning has incurred a deficit of (\$90,267) as a result of non-recoverable costs from the Province for the regional COVID-19 Emergency

Operations Centre (EOC) being activated. The Solid Waste Service and a couple waste-water service also incurred deficits, but are not directly attributed to COVID-19 impacts. As part of the December 2020 report, it was suggested that potentially some of the Re-Start funds could be used to offset the EOC or other COVID related deficits. As there are limited Re-Start funds remaining, using a portion toward deficits would result in the full allocation of funds which would not allow for a contingency for potential emerging needs from the ongoing nature of COVID-19.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

The SCRD received \$521,000 of COVID-19 Safe Restart Grants for Local Governments in late 2020 as well as an additional sum for the Transit Service.

As part of the 2021 Round 1 Budget Deliberations, proposals totaling \$400,000 were approved for funding through the COVID-19 Restart funds and an additional four proposals from the Community Recreation Facilities [615], Pender Harbour Pool [625], and the Community Parks [650] services were forwarded to Round 2 Budget deliberations for further consideration of funding from the Re-Start funding. These additional requests total \$97,940 which would leave approximately \$23,060 unallocated.

It was also proposed that potential 2020 year-end deficits be offset by Re-Start Funds, however, based on current commitments and additional proposals, there are limited funds for this purpose.

It is also recommended that a contingency of up to \$50,000 of COVID-19 Restart Funds remain unallocated for 2021 toward a contingency for potential emerging needs from the ongoing nature of COVID-19. This would not allow for all of the proposals to be funded.

Attachments:

- A- December 17, 2020- ISC Staff Report- COVID-19 Safe Restart Grants for Local Governments

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee- December 17, 2020

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

SUBJECT: COVID-19 SAFE RESTART GRANTS FOR LOCAL GOVERNMENTS

RECOMMENDATION(S)

THAT the report titled COVID-19 Safe Restart Grants for Local Governments be received;

AND THAT proposals for the allocation of the COVID-19 Safe Restart Grant be provided as part of the SCRD's Round 1 Budget Deliberations for the Boards consideration.

BACKGROUND

This past September the Province announced joint federal/provincial funding support for local governments to address fiscal impacts related to COVID-19. The spending consists of several streams which will include two application-based streams with the third being a direct grant to local governments called the *COVID-19 Safe Restart Grants for Local Governments*.

The funding is intended to support local governments address the increased operating costs and lower revenue due to the COVID-19 pandemic. Eligible costs include:

- ☐ addressing revenues shortfalls;
- ☐ facility reopening and operating costs;
- ☐ emergency planning and response costs;
- ☐ bylaw enforcement and protective services like fire protection and police;
- ☐ computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- ☐ services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- ☐ other related costs.

The Province has outlined its guidelines for the Safe Restart Grant. First, the Board must fully allocate the grant funds before December 31, 2021 and there will be two reporting requirements for regional districts. The initial report will come as part of the 2021 audited financial statements, where the regional district must provide a summary on how the funds were allocated to its various services. The second reporting requirement is an annual report on how the grant funds were spent in that year.

The provincial government has also placed an emphasis on municipalities for the allocation of the Safe Restart Funding due to the mandate from the province requiring all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. The portion of Safe Restart funding received by local member municipalities was as

follows: District of Sechelt- \$2,563,000; Town of Gibsons-\$1,512,000; and the Sechelt Indian Government District received \$387,000.

At the November 26, 2020 Regular Board meeting, the following motion was passed:

381/20 cont. **Recommendation No. 18** *COVID-19 Safe Restart Grants for Local Governments*

THAT the correspondence from Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing regarding COVID-19 Safe Restart Grants for Local Governments be received.

The purpose of this report is to provide an update on the COVID-19 Safe Restart Grant and provide options for allocating the funds in 2021.

DISCUSSION

Options and Analysis

In November the Sunshine Coast Regional District (SCRD) received notice of its share of the "COVID-19 Safe Restart Grants for Local Governments" which amounted to \$521,000. Separate funding for the SCRD's Transit Service [310] will flow through the Annual Operating Agreement (AOA) with BC Transit which is expected in the coming weeks.

Staff have engaged with the Regional Districts in BC and local member municipalities on how they propose on using funds. Through this information sharing, several options are being explored with the goal of presenting these to the SCRD Board as part of the Round 1 Budget deliberations for consideration. These initiatives range from addressing internal needs to partnering for a regional initiative and are outlined below.

Allocation 1- Program Goal- Address Increased Operating Costs and Lower Revenue

Since mid-March, the SCRD has incurred both additional expenses and lost revenues due to the COVID-19 pandemic. Additional expenses have been to purchase additional PPE, increased cleaning regiments, facility retrofits for safe opening, increased staffing costs in support of the local Emergency Operations Centre (EOC) as well as facilitating a remote work environment. Increased expenses within the Solid Waste division has been the result of higher than normal program costs such as green waste due to more people using the service this year. Lost revenues have mostly impacted the Recreation and Parks divisions for 2020.

As reported at the October 22, 2020 Corporate and Administrative Services Committee-Q3 variance, the majority of services were in a surplus position, however, services such as Sunshine Coast Emergency Planning [222] and Regional Solid Waste [350] were showing deficits of approximately (\$124,051) and (\$141,635) respectively. Final year-end surplus/deficit positions as at December 31 will not be completed until Round 1 Budget deliberations in February 2021 and it is likely that there will be a modest deficit for the Community Recreation Facilities service [615]. At this time, there are limited or no operating reserves to offset these costs so they would need to be funded through taxation in 2021.

Alternative funding of the anticipated deficit for the Sunshine Coast Emergency Planning [222] could also be considered, including contributions from the other Local Governments participating in this service.

Revenue shortfalls within the recreation and parks are expected to continue into 2021. For example, user fees for Community Recreation [615] are typically approximately \$1.8 million and for 2020 approximately \$600,000 will be collected. With all four facilities opening in 2021, expenses are expected to exceed revenues so it is likely a significant increase in property tax will be needed if the existing service level is to be maintained. Staff are working on providing further analysis and options related to the recreation budgets prior to Round 1 Budget.

Therefore, one option that will be put forward for consideration will be to allocate funds to offset portions of 2020 deficits and 2021 revenue shortfalls. These are both a result of higher than expected expenses and loss revenues due to COVID-19.

Allocation 2- Program Goal- Improve Interconnectivity and Virtual Communications

The COVID-19 pandemic pushed organizations to establish virtual working environments in a short amount of time. The SCRD was fortunate to already have a significant amount of IT infrastructure and expertise in place to facilitate this change almost immediately. However, what has been unexpected is the duration and support required to continue the virtual work environment. This includes the staff time, equipment and software needed to enable, as well as sustain these new working conditions.

There is also an increased need to offer the public remote options to do business with the SCRD in order to facilitate physical distancing. This includes (but not limited to) more options to pay online, submit documents electronically, issue customer service requests, and virtual communication interfaces with staff/elected officials.

A proposal will be brought forward to allocate funds toward improving interconnectivity and virtual communications.

Allocation 3- Program Goal- Facility Reopening

With the impending roll-out of COVID-19 vaccines, it is hopeful that sometime in 2021 we will see an increase in staff at the various SCRD worksites. There still remains the need for space modifications at both the Field Rd. Administration Building and the Mason Rd. Works Yard as well as the need to place new staffing that have recently been approved by the Board. Since the last space analysis, appropriate social distancing, sanitization protocols, as well as opportunities for shared/remote work need to be incorporated into the new analysis.

Therefore, a proposal to allocate a portion of funds toward revised space needs analysis and implementation will be presented.

Allocation 4- Program Goals- Services for Vulnerable Persons and Other Related Costs (Collaborative/Regional Project)

One suggestion shared amongst other BC Regional District's and local government partners is projects which would have a regional community benefit. These may include parks projects which support people safely spending time outside, more public washrooms in parks which could also support the vulnerable population, or a regional cost-sharing project with all/some local governments on the Coast. The projects could also include partnering with community members where seed funding could be leveraged further.

This option requires further exploration and consideration. One constraint may be the limited funds to meet the SCRD's primary needs, however, this will not preclude us from further exploring these opportunities as they may be achieved in a different manner.

Organizational and Intergovernmental Implications

One factor in considering initiatives will be internal resourcing constraints especially if projects are not within the current operational or proposed work plan. Therefore, priority is recommended to be given to those items that meet these workplans and support the organization in delivering services through the COVID-19 pandemic.

Financial Implications

Proposals for funding allocations from the \$521,000 of COVID-19 Safe Restart Grants for Local Governments will consider alignment with the program goals and the corporate and community needs. Options on how these funds can be leveraged with other sources to further enhance proposals will also be considered.

Timeline for next steps or estimated completion date

Proposals for consideration of funding allocation will be put forward as part of the Round 1 Budget Deliberations and 2020 Year-end surplus/deficit reporting.

STRATEGIC PLAN AND RELATED POLICIES

Matching the Safe Restart Grant Funds aligns with the Boards Strategic Focus Areas of Working Together and the Boards Financial Sustainability Policy.

CONCLUSION

The Province announced joint federal/provincial funding support for local governments to address fiscal impacts related to COVID-19. The spending consists of several streams with one being a direct grant to local governments called the *COVID-19 Safe Restart Grants for Local Governments*. In November the SCRD received notice of its share of the Safe Restart Grant which was \$521,000.

Four options based on the program goals have been considered which include: allocate funds to offset portions of 2020 deficits and 2021 revenue shortfalls; improving interconnectivity and virtual communications; revised space needs analysis and implementation; and services for vulnerable persons and or a collaborative/regional projects.

Allocation of the Safe Restart Grant will consider alignment with the program goals as well as the corporate and community needs. Options on how these funds can be leveraged with other sources to further enhance proposals will also be considered.

Proposals for consideration of funding allocation will be put forward as part of the Round 1 Budget Deliberations and 2020 Year-end surplus/deficit reporting.

Reviewed by:			
Manager		Finance	
GM	X - R. Rosenboom X - I. Hall	Legislative	
CAO	X - D. McKinley	Other	X- G. Parker

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
CORPORATE SERVICES															
110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 650	Field Road Space Planning	On hold and pending further review in light of COVID-19, health orders and WorkSafeBC requirements.	\$73,689	All	Regional										
110	Public Engagement Platform	To procure an online community engagement platform which will create a central online meeting place where SCRD staff can initiate public engagement through a range of tools designed to inform, seek public feedback, exchange ideas, and measure community response to issues of interest.	\$18,794	All	Regional										
110	Website Redesign (Phase 2)	Contracted services to develop and implement a re-designed website that provides optimal content organization, integration with applications, ease of content manageability, and improved functionality and user experience.	\$125,145	All	Regional										
110	General Government - Casual Support for Administration and Legislative	Legislative Assistant support 0.5 FTE to support backfill coverage and offset increasing workload pressures within the department. Existing Legislative staff must take on additional roles to cover positions for staff on leave. Helping ensure the department is adequately resourced to meet an ambitious 2021-2022 workplan including preparation for the 2022 general election. The need for casual assistance will be re-evaluated at the end of 2022 to determine whether ongoing support is required.		All	Sechelt	M-BusCon	1	\$ 35,000.00	1	1-Taxation	Includes 30% for payroll costs/benefits and an added 10% to cover other employer costs such as software licenses. Year two (2022): \$35,650 is estimated based on 2% per year increase to reflect cost of wages and benefits increases.	0.50		0.50	\$ 35,000.00
111 / 113	Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO)	In 2021, the SCRD will need to implement the new Public Sector Accounting Standard (PSAS) for Asset Retirement Obligations (ARO). Internal and external professional services will be needed to facilitate the implementation.		All	Sechelt	CM - RC	1	\$ 100,000.00	4	4-Reserves	Operating (\$50,000 to [111] and \$50,000 to [113])				\$ 100,000.00
113	Financial Services - 0.5 FTE Senior Accountant	Over the past 2.5 years, the work-load in Finance has increased considerably as a result of more projects, increase in regulatory standards, increase in statutory and regulatory reporting requirements, public inquiries, etc. To reduce overtime and to meet deadlines and demands, a more Senior level position is required to address more complex financial and accounting items.		All	Sechelt	M-BusCon	2	\$ 28,500.00	3	3-Support Services	2021 for 7 months - \$25,812 wage and benefits plus \$2,688 O/H 2022 - \$44,250 and \$2,688	0.50		0.50	\$ 28,500.00
114 / 210 / 216 / 212 / 312 / 613 / 625	Corporate Recycling Program	Staff will reassess project and timelines once facilities are re-opened.	\$30,075	All	Regional										

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110 / 115 / 117 / 200- 290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	Various Functions - Addition to Field Road Space Planning C/F Project	The 2021 proposal seeks to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach		All	Sechelt	M-BusCon	2	\$ 100,000.00	5	5-Other (Grant, Fees, etc.)	COVID 19 Restart Funding				\$ 100,000.00
114- Field Rd / 310 / 312 / 370 / 650 / Mas on Rd	Various Functions - Health and Safety Programs (Field Road and Mason Road)	At Field Road and Mason Road, WSBC requires us to have First Aid Attendants (FAA's) and there is a premium entitlement based on Collective Agreement language. Additionally, the Joint Health and Safety Committees at these locations are for the entire site and any associated leave and the associated premiums should be allocated across all Divisions at those worksites akin to a Support Services Model.		All	Sechelt	CM - RC	1	\$ 20,000.00	3	3-Support Services					\$ 20,000.00
114 / 310 / 312 / 370 / 650	Electric Vehicle (EV) Charging Stations-Field Rd and Mason Rd (Phase 1)	Install EV charging stations at both Field Road Administration and Mason Road Works yard to facilitate the electrification of the corporate fleet. This will be Phase 1 of this initiative which will facilitate the immediate needs for vehicles being replaced in the next 1-3 years		All	Sechelt	BSCG	3	\$ 40,000.00	5	5-Other (Grant, Fees, etc.)	CARIP Funds				\$ 40,000.00
115	Collective Agreement Negotiations Support	The Collective Agreement term ended on December 31, 2019 but will continue in full force until it is renegotiated (unless a strike or lockout). Negotiations delayed due to COVID-19 and unavailability of union.	\$10,000	All	Regional										
115	Certificate of Recognition (COR)	Delayed due to extended absence and impact on capacity.	\$8,000	All	Regional										
115	Human Resources - Employer Paid Leave	Collective Agreement requirements compel regular meetings of various Joint Committees including Job Evaluation, Labour Management, Grievance meetings, paid negotiating time, and related leave. Historically, operating budgets have covered the associated costs, however, a Regional District funding model should see these costs allocated across all user groups, similar to the Support Services model.		All	Regional	CM - RC	1	\$ 15,000.00	3	3-Support Services	Estimate 400 hours per year at varied rates (e.g. \$25 - 40 per hour). Ongoing \$15,000 + estimated 2% per year to reflect cost of wages and benefits increases.				\$ 15,000.00
117	Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements	To implement advanced Content Server functionality that was not turned on during the initial system roll out, which will increase digital enablement of business processes and electronic interaction with and between staff and the public.		All	Regional	M-BusCon	1	\$ 75,000.00	4	4-Reserves	Move \$75,000 from capital budget to operations to fund 2021 project. Net \$0 implication.				\$ 75,000.00
117	Information Technology - Cyber Security Culture 2021	Support security culture development using cyber threat awareness training and testing for SCRD staff. Objective is to reduce risks related to external attack vectors which could capture login credentials and expose SCRD data to unauthorized third parties, potentially resulting in BC Privacy Commissioner investigations and ensuing reputational damage.		All	Regional	LCHV	4	\$ 5,000.00	4	4-Reserves	Operating				\$ 5,000.00
117	Information Technology - Information Technology Staff Overtime Budget Expansion	Temporary increase to IT staff overtime budget to meet 2021 goals.		All	Regional	M-BusCon	2	\$ 15,000.00	5	5-Other (Grant, Fees, etc.)	COVID 19 Restart Funding - One Time				\$ 15,000.00

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117	Information Technology - Digital Collaboration Solutions	This request is for a 2-year increase in funding for IT operating and capital budgets to expedite online collaborative software tools, digital services, and related equipment/devices. The project includes a temporary 2-year internal resource (1.0 FTE for 7 months in 2021, and 12 months in 2022). 2021: \$105,000 - comprised of: a) Temporary staffing: 2021 (7months) b) Professional services consulting c) Hardware purchases d) Software purchases/subscriptions		All	Regional	M-BusCon	3	\$ 105,000.00	5	5-Other (Grant, Fees, etc.)	COVID 19 Restart Funding 2022: \$180,000 - comprised of: a) \$108,000 temporary staffing b) 72,000 for hardware and software				\$ 105,000.00
131	Elections / Electoral Area Services - Ballot Tabulators	Contracted services to provide vote tabulating machines for 2022 local government election.		A, B, D, E, F	A-F, Islands, SD46	LCHV	1	\$ 30,000.00	4	4-Reserves	Operating - The SCRD traditionally supports School District 46 and the Gambier Island Local Trust Area with election administration and opportunities for cost-sharing can be investigated.				
150	Feasibility (Regional) - Feasibility for Establishment of Community Social Service	Initiate a feasibility study for the establishment of a new contribution service for Community Social Services.		All	Regional	Other	3	\$ 20,000.00	1	1-Taxation					\$ 20,000.00
410	Special Project for Pender Harbour Health Centre	Partner and Stakeholder Request for Project - PHHC to invoice when project complete.	\$20,000	A	A										
506	Geographical Information Systems Revenue increase resulting from 5-Year Service Agreement by the SCRD and Town of Gibsons for Geographic Information Services	Refer to report: Report CAS January 28, 2021 - Five-year GIS Service Agreement by SCRD and Town of Gibsons		All	Gibsons	M-BusCon	2	(\$20,000.00)	4	4-Reserves	Support Services and Operating				-\$ 20,000.00
506 / 510	Geographical Information Systems / Civic Addressing - Mapping Orthophoto Imagery Refresh 2021	To maintain currency of SCRD Maps digital orthophoto imagery, last acquired during the spring of 2018. The GIS Services Section will acquire digital orthophoto imagery during leaf-off conditions in the spring of 2021, procured through an RFP process. The area of interest (aoi) would match the area captured in the 2018 acquisition. SCRD with 3rd party digital orthophoto providers, with outcome also benefitting District of Sechelt, Sechelt Indian Government District, Town of Gibsons, Islands Trust and BC Assessment.		All	Regional	M-BusCon	1	\$ 75,000.00	4	4-Reserves	Operating Reserves - (506 - \$60,000 and 510 - \$15,000)				\$ 75,000.00
	SUBTOTAL CS		\$ 285,703.00					\$ 643,500.00				1.00		1.00	\$ 613,500.00

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PLANNING AND COMMUNITY DEVELOPMENT															
200	Bylaw Enforcement - Bylaw Vehicle	Purchase additional vehicle for bylaw department.		A, B, D, E, F	A, B, D, E, F	M-BusCon	1	\$ 50,000.00	4	4-Reserves	Capital				\$ 50,000.00
200	Bylaw Enforcement - Senior Bylaw Officer (0.80 FTE)	Full time Senior Bylaw Officer (wages)		A, B, D, E, F	A, B, D, E, F	BSCG	2	\$ 66,000.00	1	1-Taxation	1.0 FTE; prorated to 0.8 FTE in 2021 Total 2021: \$66,000 (prorated) Salary: 2021: \$64,000 (Q2 2021 hire) Non-salary: \$2,000 Salary 2022 and onwards: \$80,000	0.80		0.80	\$ 66,000.00
210 / 212 / 216 / 218	Fire Department Records Management Software	VFD Document System - Fire Pro 2 Software Package. Draft project initiation brief developed. Fire Chiefs, IT and RMS team meeting in Q4.	\$10,000	Various	A, B, D, E, F and ToG										
210 / 212 / 216 / 218	Fire Departments - CEPF Wildfire Resiliency Project	Various Operating and Capital Components for each of the Fire Departments	\$71,830	Various	A, B, D, E, F and ToG										
210	Fire Truck Replacement	Fire truck replacement (Engine #1)	\$400,789	E, F and ToG	E, F and ToG										
210	Hazardous Material Response Equipment		\$2,839	E, F and ToG	E, F and ToG										
210	Gibsons and District Volunteer Fire Department - Hazardous Materials Response Trailer	Trailer for the storage and transportation of hazardous materials response equipment.		E, F and ToG	E, F and ToG	M-BusCon	4	\$ 25,000.00	4	4-Reserves	Capital - Additional operating budget of approximately \$1,500 per year for insurance and maintenance.				\$ 25,000.00
210	Gibsons and District Volunteer Fire Department - Rescue Truck Upgrade	End of life upgrades to rescue truck to extend service life.		E, F and ToG	E, F and ToG	M-BusCon	5	\$ 100,000.00	4	4-Reserves	Capital				\$ 100,000.00
210	Gibsons and District Volunteer Fire Department - Fire Department Facility Sanitization	The GDVFD has traditionally utilized fire department staff and volunteers for janitorial service for both fire halls in Gibsons. In an effort to alleviate the workload on staff and volunteers, and particularly with the COVID-19 pandemic, it is both timely and imperative that this service continues as a janitorial service.		E, F and ToG	E, F and ToG	CM -SR	1	\$ 12,000.00	1	1-Taxation					\$ 12,000.00
210	Gibsons and District Volunteer Fire Department - Emergency Generator	Backup power generation for both fire halls.		E, F and ToG	E, F and ToG	CM -SR	2	\$ 150,000.00	4	4-Reserves	Capital - Additional operating budget of approximately \$1,000 per year for maintenance and fuel.				\$ 150,000.00
210	Gibsons and District Volunteer Fire Department - Exempt Deputy Fire Chief (0.6 FTE)	With the increased responsibilities, additional management staff are required to support the GDVFD. With a full complement of 45 volunteer firefighters and three support staff, a Deputy Fire Chief is required for business continuity, vacation planning and off hours duty coverage		E, F and ToG	E, F and ToG	M-BusCon	3	\$ 58,801.00	1	1-Taxation	*This position is intended to combine with the vacant 0.4 Corporate Safety Officer to make a 1.0 FTE* 0.45 FTE for 2021 (\$58,801) increasing to a 0.6 for 2022 (\$78,402) and beyond.	0.60	Authority to Proceed	0.60	\$ 58,801.00
210	Gibsons and District Volunteer Fire Department - Benefits for Volunteer Firefighters	Insurance Benefits for Volunteer Firefighters		E,F and ToG	E,F and ToG	LCHV	6	\$ 70,000.00	1	1-Taxation					\$ 70,000.00
212	Engine #1 Replacement	In progress. Committee working. Truck spec being designed. All bids received exceeded the budgeted amount.	\$350,000	D	D										

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212	Roberts Creek Fire Department - Site Design	In progress. Waiting for Telus tower project.	\$5,000	D	D										
212	APPROVED (Report Back on Funding Sources) Roberts Creek Volunteer Fire Department - Self Contained Breathing Apparatus and Fill Station	Current SCBA has exceeded its lifespan. In order to improve on scene capabilities and ensure consistency coastwide, SCBA will be increased from 2216PSI to 4500PSI. This requires replacement of existing fill system.		D	D	M-BusCon	1	\$ 220,000.00	5	5-Other (Grant, Fees, etc.)	Short Term Loan (CHANGED FROM CAPITAL FINANCE)				
212	Roberts Creek Volunteer Fire Department - Assistant Chief Community Safety and Training (0.25 FTE)	With the increased responsibilities, additional management staff are required to support the RCVFD. With a full complement of 30 volunteer firefighters and one support staff, an Assistant Fire Chief is required for business continuity, vacation planning and off hours duty coverage		D	D	M-BusCon	2	\$ 17,500.00	1	1-Taxation	0.25 FTE for 2021 (\$17,500) increasing to a 0.5 FTE for 2022 (\$35,000) and beyond.	0.25		0.25	\$ 17,500.00
212	Roberts Creek Volunteer Fire Department - Training Structure	A facility is required where training materials and equipment can remain in place and not interfere with operations. Engineering is in progress for the structure and site prep has begun as a staging pad for the Telus tower project. The clearing of the site is complete and paid for by Telus with an estimated value of \$10,000		D	D	M-BusCon	3	\$ 75,000.00	4	4-Reserves	Operating				\$ 75,000.00
212	Roberts Creek Volunteer Fire Department - Benefits for Volunteer Firefighters	Insurance Benefits for Volunteer Firefighters		D	D	LCHV	4	\$ 32,792.00	1	1-Taxation					\$ 32,792.00
216	Tanker Truck	Replacement of tanker truck for HMB FD	\$500,000	B	B										
216	Facility Audit Report		\$7,000	B	B										
216	Halfmoon Bay Volunteer Fire Department - 0.25 FTE New Deputy Chief	Halftime Assistant Fire Chief (wages).		B	B	M-BusCon	2	\$ 17,500.00	1	1-Taxation	0.25 FTE for 2021 (\$17,500) increasing to a 0.5 for 2022 (\$35,000) and beyond	0.25		0.25	\$ 17,500.00
216	Halfmoon Bay Volunteer Fire Department - Firehall #2 Redevelopment	External consultants to conduct a study to replace Firehall #2 The first phase (2021) of the project includes a needs assessment, conceptual design, and a class D estimate. The projected timeline of the entire project is to be completed in 2025.		B	B	CM -SR	1	\$ 45,000.00	1	1-Taxation					\$ 45,000.00
216	Halfmoon Bay Volunteer Fire Department - Benefits for Volunteer Firefighters	Insurance Benefits for Volunteer Firefighters		B	B	LCHV	3	\$ 52,930.00	1	1-Taxation					\$ 52,930.00
218	REFERRED TO R2 Egmont Volunteer Fire Department - Fire Chief (0.5 FTE)	With the increased responsibilities facing fire chiefs, it is no longer reasonable to expect an individual to take on this function on a fully volunteer basis. The role of the fire chief has changed dramatically in the last 20-30 years, particularly with the advent of the Playbook and the associated requirements to ensure proper training and record keeping. As we look to the future, it is increasingly unlikely to find someone to take on this responsibility on a volunteer basis. Residents within the Egmont Fire Protection Area benefit greatly through savings on their fire insurance premiums by having a recognized fire department, and to ensure that this continues, it is prudent to build the capacity to ensure that the department has long term viability.		A	A	M-BusCon	1	\$ 36,537.00	1	1-Taxation	0.33 FTE Prorated 2021 \$31,527 Wages and \$5,000 Overhead Costs - 2022 at \$52,561 Base Budget Increase	0.50			
218	Egmont Volunteer Fire Department - Benefits for Volunteer Firefighters	Insurance Benefits for Volunteer Firefighters		A	A	LCHV	2	\$ 31,200.00	1	1-Taxation					\$ 31,200.00
220	Chapman Creek Radio Tower	Currently getting quotes for geotech.	\$268,900	All	D										
220	Gibsons Radio Tower	Signal Testing has been completed.	\$46,600	All	ToG										
220	Radio Tower Capital Project Consulting Services	Waiting for authorization agreement to be signed by SCRD	\$128,000	All	Regional										
220	911 Emergency Communications Equipment Upgrade	Signal Testing has begun. Waiting for SCRD to sign agreement with Telus.	\$141,400	All	Regional										

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220	911 Tower and Spectrum Upgrading	Applications for new repeater frequencies submitted (to improve communications). Waiting for SCRD to sign Letter of Authorization with Planetworks Consulting.	\$23,299	All	Regional										
222	Contracted Services for Statutory, Regulatory and Bylaw Reviews	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties.	\$20,000	All	Regional										
222	Regional Sunshine Coast Wildfire Protection Plan		\$114,850	All	Regional										
222	Emergency Support Services ESS 20/20 Project		\$16,300	All	Regional										
222	Emergency Operations Centre / Mass Communications Project		\$24,635	All	Regional										
222	Sunshine Coast Emergency Planning - Trailer Removal	Removal and disposal of trailer at Mason Road, formerly used as secondary Emergency Operation Centre location		A-F, DoS, ToG	Sechelt	CM - SR	1	\$ 17,000.00	4	4-Reserves	Operating				\$ 17,000.00
345	Ports 5 Year Capital Renewal Plan	*From Preliminary Carry Forwards Value and Projects not listed on Carryforward values spreadsheet	\$98,038	B, D, E, F, Islands	B, F, Islands										
345	Ports Major Inspections	* as above. Not listed on BPSR	\$37,600	B, D, E, F, Islands	B, F, Islands										
345	REFERRED TO R2	Ports Services - New Brighton Dock Study		B, D, E, F, Islands	F Islands	Other	1	\$ 25,000.00	1	1-Taxation	Potential Grants				
345	Abandoned	Ports Services - Economic and Design Study of Boat Ramps		B, D, E, F, Islands	Various	Other	2	\$ -							\$ -
400	Cemetery Business Plan	Develop and issue request for proposal to perform a comprehensive business and service review of SCRD Cemeteries. Scope to include a review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review.	\$25,000	A, B, D, E, F	Regional										
400	Seaview Cemetery- Additional Columbarium Purchase	Purchase and install an additional columbarium at the Seaview Cemetery be approved in the amount of \$24,000 and funded from Cemetery [400] operating reserves;	\$24,000	All	Regional										
500	Regional Growth Framework – Baseline Research	Regional Planning Initiative	\$50,000	Regional	Regional										
504	Zoning Bylaw 310 re-write	Rural Planning Initiative	\$18,285	A, B, D, E, F, Islands	A, B, D, E, F, Islands										
520	NEW	**NEW - Building Inspection Services - Reduction to Taxation		A, B, D, E, F, and SIGD	All	M-BusCon	1	(\$48,659.00)	1	1-Taxation	User fees (offset by an equivalent reduction in taxation)				
615	Community Recreation - Capital Renewal Plan	Outstanding or in-progress capital projects at recreation facilities. Figure (as of October 6, 2020) includes SCA Bitumen roof replacement (\$110,772), SCA plant upgrade MCC panel (\$97,076) and SAC leisure pool UV light replacement completed but not invoiced (\$109,822).	\$681,125	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										
615	Community Recreation Facilities - Sechelt Aquatic Center Facility Projects	To perform building envelope repairs and contingency for future possible pool leaks.	\$384,138	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										

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615	SCA Refrigeration Plant Regulatory Items - 2020	To install additional ammonia sensor and extend ammonia relief vent line. Ammonia sensor completed, ammonia relief line extension not started	\$11,736	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										
615	Community Recreation Facilities - Future Planning - End of Useful Life Assessment	Facility study to model investment scenarios for building end-of-life for SCRD legacy recreation facilities (SCA and GDFA). Project tender has closed with award and completion anticipated by end of 2020.	\$24,060	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										
615	Capital - Classified as "non critical" in Asset Management Plan	Replace failing or end of life non critical capital components. SCA parking lot lighting replacement, SAC sound baffle replacement and re-hang lights still remain to be completed	\$141,227	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										
615	Community Recreation Facilities - Fire Safety Systems Maintenance Cost Increase (Base Budget)	Increase base budget to cover additional mandatory maintenance costs to fire safety systems including fire alarm, sprinkler systems, roll up fire door releases, magnetic locks and backup power systems at GACC, GDAF, SAC, SCA.		B, D, E, F, DoS, SIGD, ToG	DoS, ToG	CM - RC	1	\$ 5,000.00	1	1-Taxation	Base Budget Increase				\$ 5,000.00
615	Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One	In December of 2019 fall protection audits were completed at GACC, GDAF, SAC and SCA. Recommendations were noted in the audits. Based on estimated total project costs and staff capacity to complete projects, staff are recommending a phased approach to completing recommended upgrades. Projects will be prioritized based on a risk assessment with priority given to highest risk areas. Projects designated for phase one include GACC roof access ladders and hatch upgrades, SAC roof access ladders and hatch upgrades, SAC fall protection anchor points for surge tank maintenance, SAC fall protection anchor points for mechanical room floor hatch used to lift heavy equipment from lower mechanical room and SCA fixed ladder in mechanical room to access ammonia sensor located above mechanical equipment.		B, D, E, F, DoS, SIGD, ToG	DoS, ToG	CM - SR	2	\$ 60,000.00	1	1-Taxation					\$ 60,000.00
615	Community Recreation Facilities - Building Water Systems Management Plan	Stagnant water in a building water systems can facilitate the growth of disease-causing micro-organisms such as legionella bacteria. A water management plan, best practice and strongly recommended by VCH, identifies areas of concern within plumbing and building systems, establishes flushing, treatment, testing routines and documentation requirements. Requires expert analysis. A water system issue could lead to substantial business interruption.		B, D, E, F, DoS, ToG and SIGD	All	M-BusCon	3	\$ 4,000.00	1	1-Taxation					\$ 4,000.00
615	REFERRED TO R2	Community Recreation Facilities - Sechelt Aquatic Centre (SAC) Starting Platforms Retrofit or Replacement		B, D, E, F, DoS, ToG and SIGD	Sechelt	M-BusCon	4	\$ 6,500.00	4	4-Reserves	Operating \$6,500 (one dive block, with others proposed to be purchased by Chinook Swim Club)				
615	Community Recreation Facilities - Scheduling Software	Software will save staff time (hundreds of hours annually); increase clarity; support internal engagement, communication and retention. Use of scheduling software is an industry standard. Ongoing annual cost.		B, D, E, F, DoS, SIGD, ToG	All	BSCG	6	\$ 6,000.00	1	1-Taxation	Base Budget Increase				\$ 6,000.00
615	DEFERRED TO 2022	Community Recreation Facilities - Sechelt Aquatic Centre (SAC) (Failed) Heat Pump Replacement		B, D, E, F, DoS, SIGD, ToG	Sechelt	BSCG	5	\$ -							\$ -

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615	REFERRED TO R2	Community Recreation Facilities - Programming Review	The COVID-19 Pandemic has affected service levels in Recreation and has provided an opportunity and a need to review and align recreation service levels to match resources and maximize the impact to the community. Results will be used to increase focus, transparency and foster fiscal sustainability.	B, D, E, F, DoS, SIGD, ToG	Regional	LCHV	7	\$ 16,000.00	1	1-Taxation	Or COVID RESTART (Other Funding Options?)				
615	NEW	**NEW Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement	On December 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping.	B, D, E, F, DoS, SIGD, ToG	DoS	CM - SR	8	\$ 180,700.00	5	5-Other (Grant, Fees, etc.)	\$5,200 Taxation \$175,000 Short-term MFA debt financing -(estimated Debt Servicing cost 2021 \$18,000) Total tax req-2021 \$23,200				
625		PHAFC Annual Fitness Equipment Replacement	To do: Confirm that this is a carryforward Note: this was listed on the Preliminary Carry Forward Values and Projects not listed on Carryforward Values spreadsheet.	A	A			\$10,000							
625	Approved (Report Back on Funding Sources)	Pender Harbour Fitness and Aquatic Centre - One-time Base Budget Adjustment to Address Impacts of COVID-19	The operating budget for Pender Harbour Aquatic and Fitness Centre will be impacted by COVID-19 in 2021. A revenue reduction of \$48,600 (about 50%) is forecast based on current information and anticipated gradual recovery. On a one-time basis operating expenditures can be reduced by \$10,660 due primarily to a reduction in programming that is allowed to be offered under Public Health Orders. The remaining gap of \$37,940 must be addressed as part of the budget process, in alignment with SCRD's Financial Sustainability Policy.	A	A	M-BusCon	1	\$ 37,940.00	1	1-Taxation	\$37,940 increase to taxation; based on a \$10,660 reduction to overall operating expenditures (OR COVID RESTART / Funding Options?)				
625		Pender Harbour Fitness and Aquatic Centre - Building Water Systems Management Plan	Stagnant water in a building water systems can facilitate the growth of disease-causing micro-organisms such as legionella bacteria. A water management plan, best practice and strongly recommended by VCH, identifies areas of concern within plumbing and building systems, establishes flushing, treatment, testing routines and documentation requirements. Requires expert analysis. A water system issue could lead to substantial business interruption.	A	A	M-BusCon	2	\$ 1,000.00	4	4-Reserves	Operating				\$ 1,000.00
625		Pender Harbour Fitness and Aquatic Centre - Scheduling Software	Software will save staff time (hundreds of hours annually); increase clarity; support internal engagement, communication and retention. Use of scheduling software is an industry standard. Ongoing annual cost.	A	A	BSCG	4	\$ 400.00	1	1-Taxation	Base Budget Increase				\$ 400.00
625	REFERRED TO R2	Pender Harbour Fitness and Aquatic Centre - Programming Review	The COVID-19 Pandemic has affected service levels in Recreation and has provided an opportunity to review and align recreation service levels to match resources and maximize the impact to the community.	A	A	LCHV	3	\$ 4,000.00	4	4-Reserves	COVID RESTART / Other Funding Options?				
650		Coopers Green Park Hall & Parking Design Plans		B	B			\$57,643							
650		Parks Building (Partial Replacement / Upgrade)	New modular shop, storage and work station space to house parks operations at Mason Road.	A, B, D, E, F	Regional			\$300,000							
650		Sports Field Equipment – Deep Aerator	Equipment Purchase for sports fields maintenance.	A, B, D, E, F	Regional			\$18,556							
650		Signage Upgrade Project (\$20k annually 2015-2017)	Phase 1 of the dual-language parks signage project and various sign repairs and replacements throughout regional SCRD parks.	A, B, D, E, F	Regional			\$3,296							

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650	Parks Bridge Capital Maintenance	Engineering-recommended upgrades to strategic bridge repair priorities within SCRD Parks. Most recent work on 2 bridges in 2020 within Cliff Gilker Park.	\$1,345	A, B, D, E, F	Regional										
650	Goodwin House Removal	Demolition and removal of the surplus vacant building at Shirley Macey Park.	\$32,370	E	E										
650	Community Parks - Asset Management Summer Youth Staffing Support (up to 0.6 FTE increase)	One-time human resources lift to advance asset management planning in Parks. Potential grant opportunity.		A, B, D, E, F	Regional	BSCG	3	\$ 10,000.00	1	1-Taxation	Grant	0.60		0.60	\$ 10,000.00
650	Community Parks - Priority Repairs to Community Halls	Strategic priority repairs related to asset stewardship and community resilience. Projects identified and prioritized through condition assessments. Include minor capital and small energy efficiency projects that do not fit within capital plan.		A, B, D, E, F	Various	M-BusCon	2	\$ 26,700.00	4	4-Reserves	Operating				\$ 26,700.00
650	Community Parks - Equipment Purchase- (Sports Fields) - New Cab Tractor	2020 inspections indicate asset due for retirement. This equipment essential to delivering service level. In-year failure is possible and would require urgent response but staff consider this as asset stewardship rather than imminent failure based on condition.		A, B, D, E, F	All	CM - IAF	1	\$ 70,000.00	5	5-Other (Grant, Fees, etc.)	MFA Vehicle and Equipment Loan				\$ 70,000.00
650	REFERRED TO R2	Community Parks - Coopers Green Hall Replacement / Upgrade		A, B, D, E, F	B	Other	5	\$ 3,088,020.00	5	5-Other (Debt, Grant, Fees, etc.)	\$2,013,642 ICIP grant funding \$201,000 IPP amenity contributions \$345,000 HMBCA fundraising contribution \$528,378 SCRD contribution				
650	Approved (Report Back on Funding Sources)	Community Parks - Bike Park / Pump Track Development at Sprockids Park		A, B, D, E, F	F	LCHV	4	\$ 40,000.00	4	4-Reserves	Operating (Other Funding Sources?)				
680	Pisten Bully Track Replacement	Equipment repair costs for parts, delivery and service on Pisten Bulley Groomer	\$25,000	A, B, D, E, F	Regional										
680	One-Time Minor Capital – Upgrades and Renewal	One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment.	\$33,500	A, B, D, E, F	Regional										
680	Dakota Ridge Snowmobile Replacement and UTV Repair	Replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge [680] operating reserve;	\$22,000	A, B, D, E, F	Regional										
680	Dakota Ridge - Increase User Fee/Reduce Tax Subsidy	Over the last three years and especially in 2020, Dakota Ridge has experienced a steady increase in use which has generated higher than expected revenue, resulting in a year-end surplus. Therefore, it is recommended that this be formalized in the Budget for 2021 with an increase in the user fee of \$12,000 and a reduction to the tax subsidy of the same amount		A, B, D, E, F	Regional	Other	1	\$ -	5	5-Other (Debt, Grant, Fees, etc.)	\$12,000 Increase to User Fee (\$12,000) Decrease to Taxation				\$ -
	SUBTOTAL PCDC		\$ 4,130,359.16					\$ 4,609,861.00				3.00		2.50	\$ 1,003,823.00

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INFRASTRUCTURE SERVICES															
150	REFERRED TO R2	Water Service - Water Sustainability Technician (0.40 FTE) (formerly project: Senior-Coordinator Strategic Initiatives (1.0 FTE))		All	Regional	BSCG	2	\$ 21,974.00	5	5-Other (Grant, Fees, etc.)	Grant Update	0.40			
150	REFERRED TO R2	Water Service - Regional Watershed Management Plan (formerly project: Watershed Management Action Plan Development)		All	Regional	BSCG	1	\$ 89,836.00	5	5-Other (Grant, Fees, etc.)	Grant Update				
152 / 153		Manual Curbside Collection Service Establishment - Area B / D	\$42,944	B, D	B, D										
310 / 312 / 370 / 650		Replacement of Mason Road Gate	\$24,000	All	Regional										
310	REFERRED TO R2	Public Transit - COVID-19 Expenses – Materials and Supplies		B, D, E, F, DoS, SIGD, ToG	Regional	CM - SR	1	\$ 24,000.00	4	4-Reserves	Operating reserves and BC Transit Safe Restart Fund - AOA				
310	REFERRED TO R2	Public Transit - COVID-19 Expenses – Wages (1.4 FTE)		B, D, E, F, DoS, SIGD, ToG	Regional	CM - SR	2	\$ 110,888.00	4	4-Reserves	Operating reserves and BC Transit Safe Restart Fund - AOA	1.40			
310		Public Transit - Increase Funding for Free Transit Ticket Program		B, D, E, F, DoS, SIGD, ToG	B, D, E, F, DoS, SIGD, ToG	BSCG	4	\$ 6,000.00	1	1-Taxation	Base Budget Increase				\$ 6,000.00
310		Public Transit - Annual Training Safety and Customer Service (0.19 FTE)		B, D, E, F, DoS, SIGD, ToG	Regional	Other	5	\$ 20,416.00	1	1-Taxation	Base budget increase	0.19		0.19	\$ 20,416.00
310		Public Transit - Building Improvements - Increased Safety		B, D, E, F, DoS, SIGD, ToG	Sechelt	M-BusCon	3	\$ 6,000.00	4	4-Reserves	Operating - Shared Cost with [312] of \$12,000 project - Future \$480 annual security monitoring fee cost shared with [312]				\$ 6,000.00

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310	NEW **NEW Public Transit – COVID-19 Expenses – Wages (Overtime)	At the Infrastructure Services Committee meeting on February 11, 2021 the Board was advised of a 33% increase of overtime in 2020 compared to an average pre-pandemic operating year and that the forecasted overtime for 2021 is estimated to be 30% to 40% higher as well. The increase in overtime is a direct result of the following operational challenges due to COVID-19 and is a one-time for 2021.		B, D, E, F, DoS, SIGD, ToG	Regional	M-BusCon	6	\$ 80,000.00	4	4-Reserves	Operating				
310	NEW **NEW Public Transit – COVID-19 Expenses – Recruitment Wages and Campaign	At the Infrastructure Services Committee meeting on February 11, 2021 the Board was advised of a 33% increase of overtime in 2020 compared to an average pre-pandemic operating year and that the forecasted overtime for 2021 is estimated to be 30% to 40% higher as well. To offset the potential increase in operating costs associated with overtime, staff are working with BC Transit to develop a recruitment campaign to hire more drivers. This budget would allow for the recruitment and training of four additional drivers and expenditures related to a recruitment campaign.		B, D, E, F, DoS, SIGD, ToG	Regional	M-BusCon	7	\$ 16,182.00	4	4-Reserves	Operating - \$16,182 Breakdown Salary: \$11,382 (.17 FTE) Expenditures: \$4,880 (License/Certificate and Professional Membership, Uniform Pieces and Marketing Campaign)				
312	Fleet Loaner Vehicle	Awaiting replacement vehicle to become available in Q4 2020 or Q1 2021.	\$10,000	All	Regional										
312	Electric Vehicle Maintenance	Initiation of this project is dependent on pending decision on type of EVs and EV-charging stations to be purchased.	\$10,000	All	Regional										
312	Maintenance Facility (Fleet) - Remove Contaminates, Polish and Paint Fuel Tanks	Preventative Maintenance (cleaning and painting) of fuel tanks used by transit and corporate fleet.		All	Sechelt	CM - IAF	1	\$ 25,000.00	4	4-Reserves	Operating				\$ 25,000.00
312	Maintenance Facility (Fleet) - HVAC Maintenance Safety System	Additional safety system for fleet staff to perform HVAC maintenance on top of buses.		All	Sechelt	M-BusCon	3	\$ 4,000.00	4	4-Reserves	Operating				\$ 4,000.00
312	Maintenance Facility (Fleet) - Building Improvements - Increased Safety	Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting).		All	Sechelt	M-BusCon	2	\$ 6,000.00	4	4-Reserves	Operating - Shared Cost with [310] of \$12,000 project - Future \$480 annual security monitoring fee cost shared with [310]				\$ 6,000.00
322-342	Various Street Lighting - Transition to LED-streetlights	Rate increase to fund capital investment for transition to LED-lights.		Various	Various	M-BusCon	1	\$ 4,276.56	1	1-Taxation	See Breakdown in BP				\$ 4,276.56
350	Sechelt Landfill One-time Operating Projects (2020)	Includes: Sechelt Biocover Feasibility, Hydrogeological Assessment Update, Leachate Management Update, Share Shed Sinkhole Repairs	\$10,000	All	Sechelt										
350	Future Waste Disposal Options Analysis Study	Results were presented at January 20, 2021 Special Infrastructure Services Committee meeting	\$123,739	All	Regional										
350	Regional Solid Waste - Generator Replacement for Pender Harbour Transfer Station	Purchase and installation of a new generator for the Pender Harbour Transfer Station as current generator is failing. Generator is used as back-up power for the site.		All	A	CM - IAF	1	\$ 5,000.00	1	1-Taxation					\$ 5,000.00
350	NEW **NEW Regional Solid Waste - Generator Replacement for Sechelt Landfill	The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill has failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and telephone for example. Without sufficient power the site would need to close. This would also be required if the diesel generator would be required as emergency power source for a water or wastewater system.		All	Regional	CM - IAF	21	\$ 15,000.00	1	1-Taxation					

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350	Regional Solid Waste - Sechelt Landfill Stage H+ Closure	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste.. Stage H+ represents an area that has reached its fill capacity based on height and now requires closure.		All	Regional	CM - RC	2	\$ 2,500,000.00	4	4-Reserves	Landfill Closure Reserve Fund				\$ 2,500,000.00
350	Regional Solid Waste - Sechelt Landfill Monitoring Well Installation	As per the Operating Certificate, the SCRD is required to monitor groundwater conditions in and around the Sechelt Landfill. The SCRD samples water via 18 wells multiple times throughout the year. A recent Hydrogeological Assessment recommended installation of 4 new wells and decommissioning 2 old wells.		All	Regional	CM - RC	3	\$ 67,900.00	1	1-Taxation	\$65,000 plus \$2,900 water quality analyses to additional wells - Base Budget increase funded from Tipping Fees				\$ 67,900.00
350	Regional Solid Waste - Sechelt Landfill Semi-Annual Surveying	Frequent surveying of the contours of the Sechelt landfill is required to maximize use of the regulatory allowable airspace and hence maximize landfill life. to date, the lacking of this kind of surveying has occasionally resulted in loss of landfill life due to over or underfilling and hence being in non-compliance.		All	Regional	CM - RC	4	\$ 5,000.00	2	2-User Fees	Base Budget Increase - Tipping Fees				\$ 5,000.00
350	REFERRED TO R2 Regional Solid Waste - Rediversion of Waste from Sechelt Landfill	The Sechelt Landfill has an annual capacity limit of 15,000 tonnes. In 2019, the total tonnage was over 12,000 tonnes. If the annual limit is reached, the landfill would be required by MoE to close and re-open on January 1, when the annual tonnage is "reset" to zero. The budget will fund the transportation and disposal costs of materials being re-diverted to a landfill off-coast. Materials to be targeted for re-diversion to be determined by the Board in Q4 2020 and thus the project budget might need to be amended afterwards.		All	Regional	M-BusCon	5	\$ 25,000.00	2	2-User Fees	Estimated at this time - Tipping Fees - 2022 - \$50,000 base budget increase				
350	Regional Solid Waste - Future Solid Waste Disposal Option Study (Phase 2)	Board directions on next steps with respect to the development of long-term waste disposal options. This budget proposal is for the development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station		All	Regional	M-BusCon	6	\$ 150,000.00	1	1-Taxation					\$ 150,000.00
350	Regional Solid Waste - Forklift for Sechelt Landfill	Purchase of a used forklift for loading the mattress trailer at the Sechelt landfill to full capacity thereby reducing possible injury to staff not having to manually load the truck and full trailers reduce shipping costs and lowers transportation-related GHG emissions. This is the recommended loading measure by WorkSafe BC.		All	Regional	M-BusCon	7	\$ 29,500.00	5	5-Other (Grant, Fees, etc.)	MFA Equipment Loan \$25,000 One Time. Additional annual operating and maintenance costs: \$4,500 (Base Budget increase)				\$ 29,500.00
350	REFERRED TO R2 Regional Solid Waste - Increase to Landfill Operations Funding	All local governments on the coast have or are in the process of implementing a residential curbside collection program for food waste. The implementation of these programs is reducing the material tonnages disposed of at the landfill and hence the revenue received from tipping fees for Municipal Solid Waste (MSW). The proposed budget amount did only consider the expected tonnage decreases related to the implementation of the SCRD organics curbside collection program ("green bin program") while such program for the District of Sechelt is expected to be initiated sometime in 2021.		All	Regional	M-BusCon	8	\$ 97,500.00	1	1-Taxation	Base Budget Increase - DEFERRAL?				
350	Regional Solid Waste - Increase to Green Waste Program Funding	Green Waste Recycling Program variable costs have increased due to increased tonnage received.		All	Regional	M-BusCon	9	\$ 100,000.00	1	1-Taxation	One Time (with a Review in 2022)				\$ 100,000.00

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350	NEW	NEW Regional Solid Waste - Solid Waste Programs Coordinator	The Solid Waste Programs Coordinator position is responsible for key programs and services delivered by the Solid Waste Services Division. From 2013 to 2020 this position was funded 50% from Eco Fee Reserves. A recent review concluded that this is not supported by the use of Eco Fee Reserves as defined by Bylaw 670 and this situation needs to be rectified. The appropriate funding is through Taxation from Regional Solid Waste [350].	All	Regional	M-BusCon	22	\$ 42,000.00	1	1-Taxation	Base Budget Increase				
350	REFERRED TO R2	Regional Solid Waste - Waste Composition Study	Conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of the implementation of new organics diversion services and guide the SWMP update (incl. waste disposal post landfill closure).	All	Regional	BSCG	10	\$ 100,000.00	4	4-Reserves	Eco-Fee Reserves (updated from Taxation)				
350	REFERRED TO R2	Regional Solid Waste - Solid Waste Management Plan Update	Update the SCRD's Solid Waste Management Plan (SWMP) as per MoE guidelines, the expectation is at a minimum of every 10 years. The SWMP was last updated in 2011. SWMP update is dependent on decision on long-term solid waste disposal option and required to be updated for that option to be implemented.	All	Regional	BSCG	11	\$ 150,000.00	4	4-Reserves	Eco-Fee Reserves (updated from Taxation)				
350		Regional Solid Waste - Recycling Depot Funding	Over last several years the actual revenue from Recycle BC is less than budgeted to over initial estimation of tonnage collected materials. Contribution from taxation needs to be increased to offset this.	All	Regional	BSCG	12	\$ 30,000.00	1	1-Taxation	One-Time				\$ 30,000.00
350		Regional Solid Waste - Pender Harbour Site Assessment	On-site improvements that need addressing are site drainage and drop-off area (loc bloc wall stability and ramp access). These improvements are beyond the scope and budget of annual site maintenance and require expertise beyond site operator and SCRD staff.	All	A	BSCG	13	\$ 8,000.00	1	1-Taxation					\$ 8,000.00
350		Regional Solid Waste - Road Maintenance Budget increase for Pender Harbour Transfer Station	Increase budget for maintenance of access road to maintain an acceptable driving surface by conducting more frequent grading.	All	A	BSCG	14	\$ 8,000.00	2	2-User Fees	Tipping Fees, one time with future staff report for ongoing. Potential collaboration with MOTI.				\$ 8,000.00
350	REFERRED TO R2	Regional Solid Waste - Site Attendant (0.47 FTE)	This budget proposal was prepared based on Option 2b - Medium customer service and medium waste screening (new FTE: 0.47).	All	Regional	BSCG	15	\$ 27,450.00	2	2-User Fees	Tipping Fees - HOURS Total 2021: \$27,450 2021 Salary - \$26,800 (Q2 2021 hire) 2021 Non-salary - \$650 Total 2022 \$35,740 Base Budget Increase	0.47			
350	Approved (Report Back on Eco Fees)	Regional Solid Waste - Audit of South Coast Green Waste Drop-Off Depot	Feasibility and financial implications of an audit at the South Coast Green Waste Drop-off site to determine who is using the facility, what material is being dropped off including invasive species, the volume of material and the approximate percentage of users that are commercial and residential.	All	Gibsons	BSCG	16	\$ 6,200.00	4	4-Reserves	Eco-Fee Reserves (Updated from Taxation) - Base Budget Increase				
350	REFERRED TO R2	Regional Solid Waste - Biocover Feasibility Study - Phase 2	As a result of the 2020 Biocover Feasibility Study project this Budget Proposal will be updated based on direction received from the Board and presented at 2021 Round 2.	All	Sechelt	BSCG	17	\$ 150,000.00	1	1-Taxation	2020 Biocover Feasibility Study Result				

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350	Regional Solid Waste - Traffic Control Lights for Pender Harbour Transfer Station	Installation of traffic control lights for Pender Harbour Transfer Station to increase safety for customers and staff at site.		All	A	LCHV	18	\$ 10,000.00	1	1-Taxation					\$ 10,000.00
350	Regional Solid Waste - WildSafeBC	Contribution for hiring WildSafeBC Program Coordinator for the 2021 season. SCRD has had a WildSafeBC Program Coordinator 2006-2008 and 2012-2020. As Provincial co-funding is not likely in 2021, position will be 100% funded by SCRD with in-kind support from Wildsafe BC		All	Regional	LCHV	19	\$ 15,000.00	1	1-Taxation					\$ 15,000.00
350	REFERRED TO R2 Regional Solid Waste - Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill	As per Board direction received in October 2020. Container rental, hauling and recycling of books received from residents at the Sechelt Landfill and Pender Harbour Transfer Station. This would be a new diversion program.		All	Regional	Other	20	\$ 15,000.00	1	1-Taxation	Base Budget Increase				
350	Sechelt Landfill Ground Disturbance	Ground remediation and construction of new drop-off area to be completed in Q1 2021	\$99,010	All	Sechelt										
350	Sechelt Landfill Remediation		\$940,000	All	Sechelt										
365 / 366 / 370	Metering Program 2: Water Meter Data Analytics	Delayed due to Delayed hiring associated staff	\$54,684	All	Regional										
365 / 366 / 370	Mason Road Utility Building Space Planning	A building permit has been obtained and staff are receiving quotes from contractors to complete the building modifications. On hold due to COVID-19 pandemic	\$1,115	All	DoS										
365 / 366 / 370	Water Service - Water Metering Program: Leak Correlator	Purchase Leak Correlator equipment and required staff training as per Board direction received following December 17, 2020 staff report.		A, B, D, E, F, F Islands and DoS	Regional	BSCG	2, 6, 15	\$ 40,000.00	4	4-Reserves	Operating reserves \$2,000 [365] \$4,000 [366] \$34,000 [370]				\$ 40,000.00
365 / 366 / 370	Water Service - Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot)	The pilot project allows for the testing of the leak correlator equipment to sample a portion of the water mains in all water systems to determine how much effort should be carried out as an ongoing plan; In the North and South Pender systems about 50% of the system would be tested (about 15 km each), while for the Regional system 9% (30 km) would be tested. In all cases mains with a high potential for leaks will be selected		A, B, D, E, F, F Islands and DoS	Regional	BSCG	3, 7, 16	\$ 30,000.00	4	4-Reserves	Operating reserves \$7,500 [365] \$15,000 [370] \$7,500 [366]	0.43		0.43	\$ 30,000.00
365 / 366 / 370	Water Service - Water Metering Program: Neptune 360 - Software and Hardware	Software and hardware are required to read the water meters owned by the SCRD. Allows the purchase of some hardware to support the meters installed as part of the Meter Installation Phase 3 project.		A, B, D, E, F, F Islands and DoS	Regional	BSCG	4, 8, 17	\$ 33,000.00	2	2-User Fees	\$3,300 [366] \$28,050 [370] \$1,650 [365] 2022: \$15,500 2023: \$24,000				\$ 33,000.00
365 / 366 / 370	Water Service - Water Metering Program: Development of Customer Relationship Management Tool	Development of software to allow for: 1)on-line tool linked to MySCRD, 2)automatization of leak-detection and notification process and 3)improved customer support by staff		A, B, D, E, F, F Islands and DoS	Regional	BSCG	5, 9, 18	\$ 50,000.00	4	4-Reserves	Operating reserves - \$2,500 [365] \$5,000 [366] \$42,500 [370]				\$ 50,000.00
365 / 366 / 370	REFERRED TO R2 Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources	Study to confirm the technical, regulatory and financial feasibility of several options for additional surface water supply sources to address long-term water demand		A, B, D, E, F, F Islands and DoS	Regional	BSCG	6, 10, 21	\$ 225,000.00	4	4-Reserves	Operating reserves - \$5,000 [365] \$210,000 [370] \$10,000 [366] WASAC				
365 / 366 / 370	Water Service - Capital Infrastructure Project Technician (1.5 FTE)	Engineering technicians to provide construction design and permitting support and oversight on capital projects undertaken by the Capital Projects Division		A, B, D, E, F, F Islands and DoS	Regional	BSCG	7, 11, 22	\$ 103,024.00	2	2-User Fees	2022 \$136,441 \$5,151 [365] \$87,571 [370] \$10,302 [366]	1.50		1.50	\$ 103,024.00
365	Pool Road Waterline Replacement / Right of Way Acquisition	Survey and legal services required as part of the water main installation project completed in 2017. ROW acquisition is pending other work in the immediate area that will impact ROW discussions. Recent discussions with property owners suggests more work required.	\$11,650	A and SIGD	A										

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365	Confined Space Document Review - North Pender Water System	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. Work to begin in Q1 2021.	\$2,500	A and SIGD	A										
365	See Budget Proposal [365] #8 - Changed funding source to Gas Tax	Emergency Generator	\$125,000	A	All										
365	North Pender Harbour Water Service - Water Supply Plan	Delayed due to Delayed hiring associated staff	\$75,000	A and SIGD	A										
365	North Pender Harbour Water Service - Garden Bay Pump Station – Treatment Improvements (Phase 1)	The Garden Bay Water Treatment facility is a Class 2 facility that utilizes UV treatment and chlorination for disinfection of water drawn from Garden Bay Lake. As per the Canadian Drinking Water Quality Standards and the Canadian Council of Ministers of the Environment guidelines, surface water treatment facilities should achieve less than 1 NTU (nephelometric turbidity units) for turbidity leaving the facility. Prolonged periods of warm weather resulting from the changing climate is causing more frequent turbidity and organics level spikes in Garden Bay Lake and increasing the likelihood for non-compliances with regulatory standards. While such non-compliances are currently still rare, staff are recommending that a feasibility study be commissioned to review engineering solutions to address this increasing risk in a timely manner. The study will evaluate the feasibility of treatment systems that will be capable of reducing turbidity and organics. Completed studies such as these are advantageous when applying for future Provincial or Federal grant programs.		A and SIGD	A	CM - RC	1	\$ 20,000.00	4	4-Reserves	Operating				\$ 20,000.00
366	South Pender Harbour Water Service - Water Supply Plan	Delayed due to Delayed hiring associated staff	\$75,000	A	A										
366	Treatment Plant Upgrades	Replacement of treatment system components will allow for more efficient operation of the SP water treatment plant. Procurement of equipment initiated in Q3 and to be continued in Q4 2020.	\$37,819	A	A										
366	Confined Space Document Review - South Pender Water System	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q1 2021.	\$5,000	A	A										
366	Mark Way / Chris Way / Bargain Harbour Road Water Main Replacements	Replacement of 50mm PVC water main in the South Pender Harbour water service area that required a significant amount of emergency repairs in 2017 and 2018. Carry forward for paving	\$143,510	A	A										
366	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will include the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure.		A	A	CM - IAF	1	\$ 108,000.00	5	5-Other (Grant, Fees, etc.)	Gas Tax				\$ 108,000.00
366	South Pender Harbour Water Service - McNeil Lake Dam Upgrades	Various structural improvements and analyses are required to meet Dam Regulation Safety Regulation requirements		A	A	CM - RC	2	\$ 149,500.00	5	5-Other (Grant, Fees, etc.)	Gas Tax				\$ 149,500.00

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
366	South Pender Harbour Water Service - Upgrades - Phase 2	Additional funds are required to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances.		A	A	M-BusCon	3	\$ 50,000.00	5	5-Other (Grant, Fees, etc.)	Gas Tax				\$ 50,000.00
366	South Pender Harbour Water Service - 2021 Vehicle Purchases	Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities.		A	A	M-BusCon	4	\$ 80,000.00	5	5-Other (Grant, Fees, etc.)	MFA Equipment Loan				\$ 80,000.00
366 / 370	South Pender Harbour Water Service / Reginal Water Service - Dam Inspections and Emergency Response	Under the Dam Safety Regulations inspections of the dams is required, this require training staff, helicopter flight and the ongoing technical support by a dam safety engineer to oversee regular inspections and emergency responses.		A, B, D, E, F, F Islands and DoS	Regional	CM - RC	3, 1	\$ 56,650.00	2	2-User Fees	\$14,150 [366] \$42,500 [370]				\$ 56,650.00
370	Langdale Well - Pump Station Upgrade	Various upgrades to Langdale well and pump station. Construction will carry over into Spring 2021	\$118,525	A, B, D, E, F and DoS	F										
370	Chaster Well Upgrades (Well Protection Plan - Phase 2)	Installation of pitless adapter and surface seal at Chaster Well. Construction will begin in 2021	\$43,458	A, B, D, E, F and DoS	E										
370	Exposed Water Main Rehabilitation	Resurfacing several sections of exposed water mains. Work to occur in Spring/summer 2021	\$200,000	A, B, D, E, F and DoS	B, D, DOS										
370	Langdale Pump Station (Phase 2)	Various upgrades to Langdale well and pump station. Construction will carry over into Spring 2021	\$175,000	A, B, D, E, F, F Islands and DoS	F										
370	Groundwater Investigation - Phase 3 - Grey Creek	Results were presented at January 20, 2021 Special Infrastructure Services Committee meeting	\$61,855	A, B, D, E, F, F Islands and DoS	B										
370	Groundwater Investigation - Phase 2 (Part 2)	Results were presented at January 20, 2021 Special Infrastructure Services Committee meeting	\$310,322	A, B, D, E, F, F Islands and DoS	Regional										
370	Regional Water Reservoir Feasibility Study Phase 4	Results to be presented at Q2 2021 Committee meeting	\$84,965	A, B, D, E, F, F Islands and DoS	Regional										
370	Chapman Water Treatment Plant Chlorination System Upgrade	Construction of on-site hypochlorite generation system to replace chlorine gas at Chapman WTP. Construction to occur in 2021.	\$644,902	A, B, D, E, F and DoS	B, D, E, F, DOS										
370	Reed Road and Elphinstone Road Water Main Replacement	Work included in construction tender of Church Road project, will occur in 2021.	\$750,000	A, B, D, E, F, F Islands and DoS	E										
370	Groundwater Investigation - Phase 4A - Church Road	Permitting and tendering to be completed in Q4 2020 with construction to start in Q1 2021	\$7,533,217	A, B, D, E, F, F Islands and DoS	F										
370	Chapman Water Treatment Plant Sludge Residuals Disposal and Planning	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. RFP was issued and all bids were significantly in excess of budget, hence RFP was cancelled. Staff are currently exploring alternative approaches	\$199,911	A, B, D, E, F, F Islands and DoS	D										
370	Utility Vehicle Purchase	Tender documents have been generated and will be advertised soon.	\$46,500	A, B, D, E, F, F Islands and DoS	All										
370	Cemetery Reservoir Fencing Access	Planning underway. MOTI has upgraded their part of the road. SCRD will upgrade their part of the road this fall and install the fencing.	\$17,521	A, B, D, E, F, F Islands and DoS	E										
370	Confined Space Document Review- Regional Water System	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q1 2021.	\$22,500	A, B, D, E, F, F Islands and DoS	Regional										
370	Regional Pressure Reducing Valve Replacements	Staff are currently reviewing requirements for upgrades and will issue a RFQ for a PRV station in Q3.	\$125,000	A, B, D, E, F, F Islands and DoS	Regional										
370	Chapman Water Treatment Plant Hot Water Upgrade	Staff are coordinating this project with the on site generation project to find efficiencies and cost savings.	\$18,974	A, B, D, E, F, F Islands and DoS	D										

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
370	Equipment Purchase - Excavator and Trailer	The Utilities crew excavates for water mains and infrastructure regularly and an excavator will increase job efficiency and mobilization. Product specifications are completed, procurement to be initiated shortly.	\$200,000	A, B, D, E, F, F Islands and DoS	All										
370	Cove Cay Pump Station Rebuild and Access Improvements	Procurement preparations in Q4 2020 with tendering to follow in Q1 2021.	\$250,000	A, B, D, E, F, and DoS	A										
370	Chapman Water Treatment Plant UV Upgrade	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Preliminary review of design is underway.	\$250,000	A, B, D, E, F, F Islands and DoS	D										
370	Vehicle Purchases - Strategic Infrastructure Division	Options and analysis currently being reviewed. This will be advertised for tender soon. ONLY 1 VEHICLE PURCHASE FOR 2021 \$93,000 / 2	\$46,500	A, B, D, E, F, F Islands and DoS	Regional										
370	Chapman Lake Siphon System Upgrade	An engineered review was completed in 2019 for system improvements required for the Chapman siphon system for ongoing work in 2020.	\$32,373	A, B, D, E, F and DoS	D										
370	Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District	Process and timing of electoral approval process to be initiated in 2021 confirmed on October 8, 2020 Board meeting.	\$7,000,000	A, B, D, E, F, F Islands and DoS	Sechelt and SIGD										
370	Chapman Creek Environmental Flow Requirements Update	EFN analyses to be completed and submitted to FLNRORD for review	\$50,000	A, B, D, E, F, F Islands and DoS	D										
370	Water Supply and Conservation Public Engagement 2020 (including Water Summit)	Delayed implementation of some initiatives due to pandemic	\$32,895	A, B, D, E, F, F Islands and DoS	All										
370	Water Sourcing Policy	Rescheduled until 2021 as depended on results water supply expansion feasibility studies completed in 2020	\$25,000	A, B, D, E, F and DoS	Regional										
370	Implementation of shisháhl Nation Foundation Agreement	Ongoing	\$12,933	A, B, D, E, F and DoS	Regional										
370	Bylaw 422 Update	Delayed due to Delayed hiring associated staff	\$30,000	A, B, D, E, F, F Islands and DoS	Regional										
370	Regional Water Service - Chapman and Edwards Dam Improvements	Various structural improvements and analyses are required to meet Dam Regulation Safety Regulation requirements		A, B, D, E, F, F Islands and DoS	Regional	CM - RC	2	\$ 240,500.00	4	4-Reserves	Capital Reserves				\$ 240,500.00
370	Regional Water Service - Chapman Creek Water Treatment Plant (WTP) Chlorine Upgrades	Upgrade of existing chlorine gas system to an onsite chlorine generation system. Additional funding request for the construction phase of this project, based on preliminary design and class B (± 15%) cost estimates.		A, B, D, E, F, F Islands and DoS	Regional	M-BusCon	3	\$ 1,000,000.00	4	4-Reserves	Capital				\$ 1,000,000.00
370	Regional Water Service - Reed Road Pump Station Zone 4 Improvements	Installation of additional pump in Reed Road pump station to improve fire flow towards Zone 4 (Cemetery Rd Reservoir) as that's currently not meeting target flows.		A, B, D, E, F, F Islands and DoS	E	M-BusCon	5	\$ 70,000.00	4	4-Reserves	Capital				\$ 70,000.00
370	Regional Water Service - Regional Water Minor Capital Base Budget Increase	The existing minor capital base budget is used for minor repairs and part replacements in our treatment and distribution systems. This current \$80,000 budget has not changed since it was established over ten (10) years ago while the aging infrastructure increasingly requires minor capital repairs and part replacements and material costs have increased significantly. Given the ongoing nature of these expenditures, staff are seeking a base budget increase instead of requesting additional budget annually.		A, B, D, E, F, F Islands and DoS	Regional	M-BusCon	4	\$ 50,000.00	2	2-User Fees	Parcel Taxes - Base Budget Increase				\$ 50,000.00
370	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. System will also allow for video monitoring of infrastructure at the lakes.		A, B, D, E, F, F Islands and DoS	Regional	M-BusCon	6	\$ 74,125.00	4	4-Reserves	Capital				\$ 74,125.00

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
370	Regional Water Service - 2021 Vehicle Purchases	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet: 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful life and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck, Ongoing significant repairs.		A, B, D, E, F, F Islands and DoS	Regional	M-BusCon	7	\$ 210,000.00	5	5-Other (Grant, Fees, etc.)	MFA Equipment Loan				\$ 210,000.00
370	Regional Water Service - SCADA Technician Staffing Increase (0.30 FTE)	The SCADA technicians provides technical support for computer trending, supervisory control and data acquisition and the management of operational components of all water and wastewater systems. Additional 0.30 FTE SCADA Technician position to add to existing 1.4 FTE would improve the ability to provide SCADA support 24/7, and would allow for occasionally some SCADA support to be provided to the Facility Maintenance division and potentially the water and wastewater systems operated by the Town of Gibsons and the District of Sechelt. The potential for such intergovernmental collaboration was identified as the start of the COVID-19 pandemic.		A, B, D, E, F, F Islands and DoS	All	M-BusCon	8	\$ 20,219.00	2	2-User Fees	2022: \$26,958 Base Budget Increase	0.30		0.30	\$ 20,219.00
370	REFERRED TO R2 Regional Water Service - Water Supply Plan: Public Participation Regional Water System	Budget to allow for communication and public participation activities in support of this process (e.g. mail outs, surveys, digital communication and if possible in-person events)		A, B, D, E, F, F Islands and DoS	Regional	BSCG	19	\$ 20,000.00	4	4-Reserves	Operating Reserves Base Cost \$2,000, Chapman / Soames / Granthams \$15,000, Langdale \$1,000, Eastbourne \$1,000, Cove Cay / Egmont \$1,000 - WASAC				
370	REFERRED TO R2 Regional Water Service - Groundwater Investigation Round 2 Phase 3	Phase 2 - Round 2 Groundwater Investigation and Gray Creek Phase 3 project has resulted in the drilling of 4 deep test wells between Langdale and Gray Creek. The results were presented at the Special Infrastructure Services meeting on January 20, 2021. As per the direction received at that meeting, the requested budget would allow for the initiation of the first steps to develop wells at the Langdale well site and to confirm the feasibility of the Maryanne West Park well site. The cost breakdown per site is: - Maryanne West Park: \$100,000 - Langdale: \$1,277,100		A, B, D, E, F, F Islands and DoS	Regional	BSCG	9	\$ 1,377,600.00	4	4-Reserves	Capital Reserves: \$931,100 Operation Reserves: \$100,000 DCC: \$346,500 WASAC				
370	REFERRED TO R2 Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek	Explore the feasibility to upgrade the existing surface water intake instead of a groundwater well field in this area.		A, B, D, E, F, F Islands and DoS	Regional	BSCG	10	\$ 125,000.00	4	4-Reserves	Operating WASAC				
370	Regional Water Service - Eastbourne Groundwater Development	Budget proposal includes several options for the development of additional water supply wells for this water system, including the development of an existing private well or the drilling and testing of several test wells. Required budget for options vary between \$175,000 and \$475,000.		A, B, D, E, F, F Islands and DoS	F	BSCG	11	\$ 350,000.00	4	4-Reserves	Capital Reserves / Gas Tax / DCC				\$ 350,000.00
370	ABANDONED Regional Water Service - Raw Water Reservoir - Development Phase 1	Scope and associated budget will be based on direction received from Board following presentation of results of prior phase presented at Jan 6, 2021 special ISC meeting		A, B, D, E, F, F Islands and DoS	DoS, B, D, E, F	BSCG	12	\$ -	4	4-Reserves					\$ -

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
370	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District (Additional funding)	Additional funding required to cover cost increases that are not expected to be covered by the budget approved in 2020 based on anticipated project initiation in late 2021. Final budget amount to be confirmed based on detailed cost estimates that will be completed prior to Round 1 budget.		A, B, D, E, F, F Islands and DoS	DoS and SIGD	BSCG	13	\$ 250,000.00	5	5-Other (Grant, Fees, etc.)	Long-term Loan				\$ 250,000.00
370	Regional Water Service - Metering Program: Electoral Approval Process Meters Installation Phase 3	Additional funding required to cover cost increases that are not expected to be covered by the budget approved in 2020 based on anticipated project initiation in late 2021. Final budget amount to be confirmed based on detailed cost estimates that will be completed prior to Round 1 budget.		A, B, D, E, F, F Islands and DoS	DoS and SIGD	BSCG	14	\$ 113,500.00	4	4-Reserves	Operating				\$ 113,500.00
370	REFERRED TO R2 Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis	This model was developed in support of CWRP and since never kept up-to-date. Model update and technical analyses in support of updated strategic water supply plan.		A, B, D, E, F, F Islands and DoS	Regional	BSCG	20	\$ 214,000.00	4	4-Reserves	Operating Reserves Base Cost \$18,000, Chapman / Soames / Granthams - \$156,000, Langdale \$13,500, Eastbourne \$12,000, Cove Cay / Egmont \$13,500 WASAC				
381	Feasibility Study Greaves Wastewater Service Area	Feasibility study on future infrastructure improvements	\$7,439	A	A										
381 - 388 and 390 - 395	Various Wastewater Treatment Plants - Wastewater Treatment Facilities Pumping Expenses Base Budget Increase	In May 2020 the District of Sechelt increased septage waste disposal fees to achieve full cost recovery for septage disposal fees. The septage disposal fees increased to \$0.13/L from \$0.05.		A, B, D, E, F	A, B, D, E, F	M-BusCom	8	\$ 44,620.00	2	2-User Fees					\$ 44,620.00
382	Woodcreek Waste Water Treatment Plant - Sand Filter Remediation	Final report expected in Q4 2020	\$6,710	E	E										
382	Woodcreek Waste Water Treatment Plant - Inspection Chamber Repairs		\$5,964	E	E										
382	Woodcreek Park Wastewater Treatment Plant – Collection System Designs	On October 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In order to allow for an expedited start of this project phase, this budget proposal allows for the inclusion of essential upgrades to the collection system to the final design and tendering package that is currently being prepared as part of the ongoing project started in 2020.		E	E	CM-IAF	1	\$ 20,000.00	4	4-Reserves	\$10,000 Operating Reserves and \$10,000 Gas Tax				\$ 20,000.00
383 / 384 / 385 / 387 / 388 / 393	Wastewater Treatment Plants (Various) - Outstanding Right of Way	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons.		A, B, E, F	A, B, E, F	CM-RC	4	\$ 30,000.00	4	4-Reserves	Operating - Breakdown Supplied in BP - Base Budget Increases				\$ 30,000.00
384 / 385	Jolly Roger/Secret Cove Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements.		B	B	CM - IAF	2	\$ 18,000.00	4	4-Reserves	\$9,000 Capital Reserves and \$9,000 Gas Tax.				\$ 18,000.00
386	Lee Bay Wastewater Treatment Plant - Collection System Repairs	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs.	\$14,348	A	A										
387	Square Bay Waste Water Treatment Plant - Infiltration Reduction	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway.	\$16,475	B	B										

Function No.	Project Title	Description	Carry Forward Amounts	Service Participants	Location(s) of Work / Proposal	Category	Pkg #	Amount	Funding Source Code	Funding Source	Additional Funding Source (or Other description)	FTE Request	Approved/Rec #	HR Adjust	Amount
387	Square Bay Waste Water Treatment Plant - Square Bay Infiltration Reduction	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required.		B	B	CM-RC	6	\$ 25,000.00	4	4-Reserves	Operating Reserves				\$ 25,000.00
387	Square Bay Waste Water Treatment Plant - Square Bay Collection System Upgrade Planning	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required.		B	B	CM-RC	7	\$ 15,000.00	4	4-Reserves	Capital Reserves and Gas Tax				\$ 15,000.00
390	Feasibility Study Merrill Wastewater Service Area	Feasibility study on future infrastructure improvements	\$7,439	A	A										
391	Curran Road Waste Water Treatment Plant - Ocean Outfall Anchor Replacement Phase 2	In 2020, Phase 1 of the project included the replacement of 30 anchor weights and the engineer confirmed during the field work that 19 additional anchors are failing and will need to be replaced.		B	B	CM - IAF	3	\$ 26,814.00	4	4-Reserves	Capital Reserves and Gas Tax				\$ 26,814.00
392	REFERRED TO R2 Roberts Creek Co-Housing Waste Water Treatment Plant - Treatment System and Regulatory Enhancements	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. The Co-Housing representatives have indicated that the community members fully support this budget proposal and the use of the service areas reserves for this purpose.		D	D	CM-RC	5	\$ 30,000.00	4	4-Reserves	Operating Reserves and Gas Tax - Pending Consultation				
	SUBTOTAL ISC		\$ 20,131,695.64					\$ 9,240,674.56				4.69		2.42	\$ 6,278,044.56
	Net Cost of Budget Proposals		\$ 24,547,757.80					\$ 14,494,035.56				8.69		5.92	\$ 7,895,367.56
								TOTALS:							
								\$ 1,347,033.56	1	1-Taxation					
								\$ 372,963.00	2	2-User Fees					
								\$ 63,500.00	3	3-Support Services					
								\$ 7,903,009.00	4	4-Reserves					
								\$ 4,807,530.00	5	5-Other (Debt, Grant, Fees, etc.)					
								\$ 14,494,035.56	TOTAL OF ALL PROJECTS						

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Patrick Higgins, Fire Chief

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [212] ROBERTS CREEK FIRE PROTECTION

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [212] Roberts Creek Fire Protection be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 2 - Assistant Chief Community Safety and Training 0.5 FTE, prorated to 0.25 FTE in 2021 funded \$17,500 through Taxation, and future base budget increase to \$35,000 [212] – Incorporated in Round 1.
- Budget Proposal 3 - Training Structure, \$75,000 [212] – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal 4 - Benefits for Volunteer Firefighters, \$32,792 [212] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 1 - as follows, was referred to 2021 Round 2 Budget per the following recommendation:

Recommendation No. 36 *Roberts Creek Fire Protection [212] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [212] Roberts Creek Fire Protection be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget confirming available Capital Reserves and providing options for other funding sources:

- Budget Proposal 1 – Self Contained Breathing Apparatus and Fill Station, \$220,000 funded from Capital Reserves;

DISCUSSION

2021 R1 Budget Proposals by Category

D- BUSINESS CONTINUITY (Mandatory – requires decision)

1	<i>Function Number – Project Name:</i>	[212] – Self Contained Breathing Apparatus and Fill Station
	<i>Areas Affected (A-F, Regional, Islands):</i>	D
	<i>2021 Funding Required:</i>	\$220,000
	<i>Funding Source(s):</i>	Short Term Debt Financing (MFA) (Changed from Capital Reserves)
	<i>Asset Management Plan Implications:</i>	SCBA is scheduled for replacement in 2021.
	<i>Rationale / Service Impacts:</i>	Current SCBA has exceeded its lifespan. In order to improve on scene capabilities and ensure consistency coastwide, SCBA will be increased from 2216PSI to 4500PSI. This requires replacement of existing fill system.
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	This piece of equipment is expected to have a life expectancy of approximately 20 years. The maintenance costs for this equipment are included in the current operating budget for the current equipment that is being replaced. The yearly principle/interest cost is expected to be \$47,000 per year with 2021 being a ½ year (\$23,500). This will also be the tax impact.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve – Cap	\$ 32,537	\$252,537	\$402,537	\$552,537	\$702,537
Annual Contributions	\$ 150,000	\$150,000	\$150,000	\$150,000	\$150,000
2021 Estimated Surplus	\$ 70,000	\$ -	\$ -	\$ -	\$ -
SCBA	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 252,537	\$402,537	\$552,537	\$702,537	\$852,537

Five-Year Operating Reserve Plan					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$133,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Training Structure	-\$ 75,000	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000

Reviewed by:			
Manager	X – M. Treit	Finance	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	HR	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [218] EGMONT AND DISTRICT FIRE
PROTECTION

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [218] Egmont and District Fire Protection be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 2 – Benefits for Volunteer Firefighters - \$31,200 Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 1 - as follows, was referred to 2021 Round 2 Budget per the following excerpted resolution made at February 25, 2021 Board:

AND THAT that the following budget proposal be referred to 2021 Round 2 Budget for further financial information::

- Budget Proposal 1 – Egmont Fire Chief, \$36,537 funded through Taxation;

DISCUSSION

2021 R1 Budget Proposals by Category

D- BUSINESS CONTINUITY (Mandatory – requires decision)

1	Function Number – Project Name:	[218] – Egmont Fire Chief (0.5 FTE)
	Rating:	Enhancement to Service
	Areas Affected (A-F, Regional, Islands):	A
	2021 Funding Required:	\$31,537 for wages (0.33 Prorated for 2021) \$5,000 for additional overhead costs (cell phone, software licenses, mileage etc.)

	(updated from R1 which was \$40,000)
<i>Funding Source(s):</i>	Taxation
<i>Asset Management Plan Implications:</i>	n/a
<i>Rationale / Service Impacts:</i>	With the increased responsibilities facing fire chiefs, it is no longer reasonable to expect an individual to take on this function on a fully volunteer basis. The role of the fire chief has changed dramatically in the last 20-30 years, particularly with the advent of the Playbook and the associated requirements to ensure proper training and record keeping. As we look to the future, it is increasingly unlikely to find someone to take on this responsibility on a volunteer basis. Residents within the Egmont Fire Protection Area benefit greatly through savings on their fire insurance premiums by having a recognized fire department, and to ensure that this continues, it is prudent to build the capacity to ensure that the department has long term viability.
<i>Climate Action Impact</i>	n/a
<i>Life Cycle Cost Breakdown</i>	The funding required for 2022 and subsequent years for wages and benefits will be \$52,561 increase to 0.5 FTE.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$122,908	\$127,908	\$132,908	\$137,908	\$142,908
Contributions Surplus	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$127,908	\$132,908	\$137,908	\$142,908	\$147,908

Reviewed by:			
Manager	X - Matt Treit	Finance	X-T. Perreault
GM		Legislative	
CAO	X - D. McKinley	HR	X-G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

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

SUBJECT: 2021 R2 BUDGET PROPOSAL FOR [520] BUILDING INSPECTION

RECOMMENDATION(S)

THAT the report titled 2021 R2 Budget Proposal for [520] Building Inspection be received.

BACKGROUND

This is a new proposal, developed following R1 meetings.

DISCUSSION

2021 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory)

1	<i>Function Number – Project Name:</i>	***NEW [520] Base Budget Funding
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	A, B, D, E, F, SIGD
	<i>2021 Funding Required:</i>	(\$48,659) Reduction to taxation
	<i>Funding Source(s):</i>	User fees (offset by an equivalent reduction in taxation)
	<i>Asset Management Plan Implications:</i>	None.
	<i>Rationale / Service Impacts:</i>	<p>Staff have identified that during the recent strong building and development cycle the taxation requisitioned to support Building Inspection can be reduced and offset by user fees.</p> <p>In the 2019 budget, Building Inspection was supported by taxation (\$190,000 or about 24% of operating budget) and user fees (\$604,000 or about 76% of operating budget).</p>

		<p>In 2020, a one-year reduction in taxation of \$180,000 to be funded from user fees was approved.</p> <p>Continuing this reduction in taxation for 2021 is suggested based on current conditions.</p> <p>Staff will continue to monitor the need for tax support for this service, recognizing that building activity occurs in cycles and user fee revenue may diminish during a slow cycle.</p>
	<i>Climate Action Impact</i>	Not applicable.
	<i>Life Cycle Cost Breakdown</i>	<p>Staff continuously monitor operating budget funding sources. At this time no future funding implications are identified.</p> <p>This service has a significant operating reserve that could be drawn from during a very slow cycle to prevent or limit future tax increases.</p> <p>It is recommended that this be a permanent adjusted in the 2021-2025 Financial Plan as there is sufficient operating reserves to offset any emerging items.</p>

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$945,193	\$941,138	\$941,138	\$941,138	\$941,138
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-\$ 4,055	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$941,138	\$941,138	\$941,138	\$941,138	\$941,138

Five-Year Vehicle Replacement Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 17,761	\$ 23,761	\$ 29,761	\$ 35,761	\$ 41,761
Contributions Surplus	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 23,761	\$ 29,761	\$ 35,761	\$ 41,761	\$ 47,761

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

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

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [345] PORTS

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [345] Ports be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 - as follows, was referred to 2021 Round 2 Budget per the following recommendation:

051/21 **Recommendation No. 41** *Ports [345] - 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [345] Ports be received;

AND THAT that the following budget proposal be referred to 2021 Round 2 Budget for further rationale, funding required and funding sources:

- Budget Proposal 1 – New Brighton Dock Study;

AND FURTHER THAT the following budget proposal be abandoned and for staff to collaborate with the Sunshine Coast Regional Economic Development Organization (SCREDO):

- Budget Proposal 2 – Economic and Design Study of Boat Ramps

The SCRD Board adopted the following resolution on January 28, 2021:

027/21 **Recommendation No. 5** *New Brighton Dock – SCRD Work in 2021*

THAT the report titled New Brighton Dock – SCRD Work in 2021 be received;

AND THAT staff seek an agreement with the Sk̓wx̓wú7mesh Nation to work together on a plan for the future of New Brighton dock, including divestment to a new owner;

AND FURTHER THAT, pending an agreement in principle with the Sk̓wx̓wú7mesh Nation, staff prepare a 2021 budget proposal for condition and business analysis related to the New Brighton dock.

DISCUSSION

2021 R2 Budget Proposals by Category

G- OTHER or NOT CURRENTLY CLASSIFIED

1	Function Number – Project Name:	[345] – New Brighton Dock Study
	Rating:	Enhancement to Service
	Areas Affected (A-F, Regional, Islands):	B, D, E, F, Islands
	2021 Funding Required:	\$25,000
	Funding Source(s):	Taxation, with possible grant offset (ICET or other)
	Asset Management Plan Implications:	N/A
	Rationale / Service Impacts:	<p><u>Rationale:</u></p> <p>For background on this item, please see January 21, 2021 Planning and Community Development Committee staff report (pp 19-24).</p> <p>At a meeting with Squamish Nation Marine Group (SNMG), it was shared that decisions about the future/divestment of New Brighton dock are in a holding pattern while an application for provincial water lot tenure is in process. Based on SCRD's experience, confirmation of tenure could be provided by the Province in 2 weeks, 2 months or 2 years.</p> <p>SNMG stated that community access and a future for the dock that works for everyone are seen as important.</p> <p>Ensuring that Skwxwú7mesh Nation has access to Gambier Island for eco-tourism and cultural uses is important.</p> <p>If SCRD is interested in being involved with planning for the dock, SNMG requested a letter from SCRD stating such. SNMG was clear that decision about the dock are made by Chief and</p>

		<p>Council. An SCRD letter could inform decision making.</p> <p>If pursuing this item is a priority, staff recommend that a letter be sent to Skwxwú7mesh Nation and SNMG offering SCRD's support for planning for public access, sustainable business planning, and community economic development at New Brighton dock.</p> <p>The Island Coastal Economic Trust <u>Economic Readiness Program</u> may be a source of support for this work. This program has a continuous intake process and offers 50% matched funding up to \$30,000. Staff will evaluate this and other grant opportunities as offsets to funding required.</p> <p>The project scope would be matched to the budget available.</p> <p><u>Service Impacts</u></p> <p>The Ports [345] service has a complement of 0.9FTE (0.2 currently filled; recruitment underway). The complement is fully committed to managing capital projects, routine maintenance and providing communications. Very, very little time is available for proactive/planning projects.</p> <p>If planning work at New Brighton is directed workplan items associated with improving control of derricks and planning to address fire protection requirements would be postponed.</p> <p>The degree of grant support generated would influence core workplan impacts. Assistance from Gambier Island Community Association, Islands Trust, SCREDO and/or SNMG may help offset impacts.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 39,587	\$ 12,587	\$ 30,587	\$ 12,587	\$ 30,587
Major Inspections Contribution	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Major inspections projects	-\$ 45,000	\$ -	-\$ 36,000	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 12,587	\$ 30,587	\$ 12,587	\$ 30,587	\$ 48,587

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$495,851	\$860,851	\$910,851	\$ 960,851	\$1,010,851
Cap. Maint. Contribution	\$315,000	\$315,000	\$315,000	\$ 315,000	\$ 315,000
Sig. Damages Contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 5,000
Capital projects	\$0*	-\$315,000	-\$315,000	-\$ 315,000	-\$ 315,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$860,851	\$910,851	\$960,851	\$1,010,851	\$1,015,851

*2021 capital project funding requirement is pending ICIP grant result.

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Graeme Donn, Manager, Recreation Services
Ken Robinson, Manager, Facility Services and Parks

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [615] COMMUNITY RECREATION FACILITIES

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [615] Community Recreation Facilities be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 - Fire Safety Systems Annual Maintenance Cost Increase (Base Budget), \$5,000 [615] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 2 - Fall Protection Systems Upgrades Phase One, \$60,000 [615] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 3 - Building Water Systems Management Plan, \$4,000 [615] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 6 - Scheduling Software (Base Budget), \$6,000 [615] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 4 and 7 - as follows, was referred to 2021 Round 2 Budget per the following recommendation:

Recommendation No. 42 *Community Recreation Facilities [615] – 2021 R1
Budget Proposals*

AND THAT the following budget proposal be referred to the 2021 Round 2 Budget pending further consultation with the Chinook Swim Club on replacement options and funding available:

- Budget Proposal 4 – Sechelt Aquatic Centre (SAC) Starting Platforms Retrofit or Replacement;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget with further options for funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 7 – Programming Review.

The SCRD Board adopted the following resolution on February 25, 2021:

Recommendation No. 4 *Sechelt Aquatic Centre Fire Sprinkler System*

The Planning and Community Development Committee recommended that the report titled Sechelt Aquatic Centre Fire Sprinkler System Repair or Replacement be received for information;

AND THAT the staff report be referred to the Sunshine Coast Fire Departments for information;

AND FURTHER THAT a proposal for Sechelt Aquatic Centre fire sprinkler system repair or replacement be brought to 2021 Round 2 budget.

DISCUSSION

2021 R2 Budget Proposals – Categorized Mandatory

C MANDATORY – Safety Requirement

8	<i>Function Number – Project Name:</i>	**NEW [615] – Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F (Except F Islands), ToG, DoS, SIGD
	<i>2021 Funding Required:</i>	Total Project Cost \$180,700 \$5,200 Taxation \$175,000 Short-term MFA debt financing -(estimated Debt Servicing cost 2021 \$18,000) Total tax req-2021 \$23,200
	<i>Funding Source(s):</i>	Funding options were described in the February 18, 2021 Planning and Community Development Committee staff report (pp. 23-24).

		<p>Option 1- Short term Debt Financing through Municipal Finance Authority (recommended)</p> <p>Option 2- Operational Reserves (combine 2020 estimated surplus)</p> <p>Option 3- Amendment to the Capital Renewal Funding Plan</p> <p>Option 3- Fund through 2021 Property Taxation</p>
	<p><i>Asset Management Plan Implications:</i></p>	<p>Replacement of the fire sprinkler system at the Sechelt Aquatic Center is currently designated as a critical item in the Recreation Capital Plan and was originally planned for replacement in 2037.</p> <p>As a critical item it is funded through the capital renewal fund with an anticipated cost of \$242,800 in 2037.</p> <p>Based on the life-cycle performance of the current system it is likely that moving this item up to 2021 in the capital plan could result in an additional occurrence of life cycle replacement within the current 2021 – 2040 capital plan despite an originally anticipated 30-year component lifespan.</p> <p>If the cause of the microbiological growth is identified and corrected it may be possible to assume a 30-year lifespan for the sprinkler system.</p>
	<p><i>Rationale / Service Impacts:</i></p>	<p>On December 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping.</p>

		<p>This is a significant project. Replacement of the entire sprinkler system, if required, is estimated to take 8 weeks. This extends beyond the typical 4-week length of the annual facility shut down. It is expected that a reduction of service levels will be necessary to complete the repairs. The exact impacts will be known once a contractor has been chosen and a schedule prepared.</p> <p>Coordination of such a project will require staff resources and could delay other SCRD Facility Services capital projects.</p>
	<i>Climate Action Impact</i>	Not Applicable
	<i>Life Cycle Cost Breakdown</i>	<p>Annual sprinkler system maintenance and repair costs are estimated at \$3,000 (currently budgeted).</p> <p>Annual debt servicing will be approximately \$36,000/yr</p>

2021 R1 Budget Proposals by Category

D BUSINESS CONTINUITY (Mandatory – requires decision)

4	<i>Function Number – Project Name:</i>	[615] – Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Starting/Diving Block Platform Replacement
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F (Except F Islands), ToG, DoS, SIGD
	<i>2021 Funding Required:</i>	\$6,500 (one dive block, with others proposed to be purchased by Chinook Swim Club)
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	This new type of dive block has a longer life cycle compared to the original blocks. At the end of the next life cycle the SCRD can again review and

		consider the type of dive block needed as SCRD would not be obligated to replace like-for-like.
	<i>Rationale / Service Impacts:</i>	<p>The 6 swimming pool dive platforms at SAC are used by members of the Chinook Swim Club and other competitive level swimmers. These starting platforms are original equipment from when the facility opened in 2007 and the textured surface of the platforms has degraded over time. The starting / diving blocks were as of (January 2021) taken out of service due to condition but recently staff have worked with purchasing to develop a temporary fix for 2-3 blocks that have been re-installed to provide temporary service.</p> <p>Loss of starting/dive blocks would impact the ability of the Chinook Swim Club members and other competitive swimmers to train for swim meets and competitions. Staff have investigated options to repair or replace the current starting platforms and a simple repair is not possible due to replacement parts being obsolete.</p> <p>Since R1, staff have worked on a memorandum of understanding (currently in draft form) with the Chinook Swim Club that would support coordinated purchase of 1 block by SCRD and the remainder (up to 5) by the Swim Club.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Maintenance is minimal on these blocks.

F LOW COST, HIGH VALUE

7	<i>Function Number – Project Name:</i>	[615] – Programming Review
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, C, F, E, Dos, ToG, SIGD

	<i>2021 Funding Required:</i>	\$16,000
	<i>Funding Source(s):</i>	Taxation Or/ Federal / Provincial COVID-19 Restart Grant:
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>The COVID-19 Pandemic has affected service levels in Recreation and has provided an opportunity and a need to review and align recreation service levels to match resources and maximize the impact to the community. Results will be used to increase focus, transparency and foster fiscal sustainability.</p> <p>Deliverables would include tools to report on performance measures, community needs assessment and standardized program evaluation. These tools would be grounded in SCRD and community values and industry best practices.</p> <p>The outcome will provide the direction for staff to determine and maintain programming service levels based on the resources available.</p> <p>In the absence of this foundational work, staff will continue with historical methods which may have inherent biases and flaws.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$1,433,055	\$1,433,055	\$1,433,055	\$1,433,055	\$1,433,055
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$1,433,055	\$1,433,055	\$1,433,055	\$1,433,055	\$1,433,055

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 79,210	\$ 72,710	\$ 72,710	\$ 72,710	\$ 72,710
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Dive block	-\$ 6,500	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 72,710	\$ 72,710	\$ 72,710	\$ 72,710	\$ 72,710

Reviewed by:			
Manager	X - K. Robinson X - G. Donn	Finance	X-T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Asst Mgr	X - A. O'Donohue

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Graeme Donn, Manager, Recreation Services
Adrianne O'Donohue, Assistant Manager, Recreation Services

SUBJECT: **2021 ROUND 2 BUDGET PROPOSAL FOR [625] PENDER HARBOUR AQUATIC AND FITNESS CENTRE**

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [625] Pender Harbour Aquatic and Fitness Centre be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 2 - Building Water Systems Management Plan, \$1,000 [625] – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal 4 - Scheduling Software (Base Budget Increase), \$400 [625] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 1 and 3 - as follows, was referred to 2021 Round 2 Budget per the following recommendation:

Recommendation No. 43 *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R1 Budget Proposals for [625] Pender Harbour Aquatic and Fitness Centre be received;

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 1 – One Time Base Budget Adjustment to Address Impacts of COVID-19, \$37,940 increase to Taxation base on \$10,660 reduction to overall operating expenditures.

Recommendation No. 44 *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R1 Budget Proposals*

AND THAT that the following budget proposal be referred to the 2021 Round 2 Budget with a report back providing options for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 3 – Programming Review.

DISCUSSION

2021 R1 Budget Proposals by Category

D- BUSINESS CONTINUITY (Mandatory – requires decision)

1	<i>Function Number – Project Name:</i>	[625] – One-time Base Budget Adjustment to Address Impacts of COVID-19
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2021 Funding Required:</i>	\$37,940 increase to taxation; based on a \$10,660 reduction to overall operating expenditures.
	<i>Funding Source(s):</i>	Taxation Or/ Federal / Provincial COVID-19 Restart Grant:
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>The operating budget for Pender Harbour Aquatic and Fitness Centre will be impacted by COVID-19 in 2021.</p> <p>A revenue reduction of \$48,600 (about 50%) is forecast based on current information and anticipated gradual recovery.</p> <p>On a one-time basis operating expenditures can be reduced by \$10,660 due primarily to a reduction in programming that is allowed to be offered under Public Health Orders.</p> <p>The remaining gap of \$37,940 must be addressed as part of the budget process,</p>

		<p>in alignment with SCRD's <i>Financial Sustainability Policy</i>.</p> <p>Options to address:</p> <ol style="list-style-type: none"> 1. A one-time/single year increase to taxation; or 2. A reduction in service to balance the budget. <p>The proposal as drafted reflects Option 1.</p> <p>If Option 2 is preferred, staff request a motion THAT staff provide information at the 2021 Round 2 budget meetings on service reductions to reduce the Pender Harbour Aquatic & Fitness Centre [625] 2021 operating budget by at least \$37,940.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A – one-time, single year budget adjustment

F LOW COST HIGH VALUE

3	<i>Function Number – Project Name:</i>	[625] – Programming Review
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2021 Funding Required:</i>	\$4,000
	<i>Funding Source(s):</i>	Reserves Or/ Federal / Provincial COVID-19 Restart Grant:
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	The COVID-19 Pandemic has affected service levels in Recreation and has provided an opportunity and a need to review and align recreation service levels to match resources and maximize the impact to the community. Results will be used to increase focus, transparency and foster fiscal sustainability.

		<p>Deliverables would include tools to report on performance measures, community needs assessment and standardized program evaluation. These tools would be grounded in SCRD and community values and industry best practices.</p> <p>The outcome will provide the direction for staff to determine and maintain programming service levels based on the resources available.</p> <p>In the absence of this foundational work, staff will continue with historical methods which may have inherent biases and flaws.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$187,771	\$179,771	\$179,771	\$179,771	\$179,771
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
BP #1	-\$ 4,000	\$ -	\$ -	\$ -	\$ -
BP #2	-\$ 4,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$179,771	\$179,771	\$179,771	\$179,771	\$179,771

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 71,485	\$ 84,485	\$ 97,485	\$ 110,485	\$ 123,485
Annual contribution	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -
Annual gym equipment	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000
Closing Balance in Reserve	\$ 84,485	\$ 97,485	\$ 110,485	\$ 123,485	\$ 113,485

Reviewed by:			
Manager	X - G. Donn X - A. O'Donohue	Finance	X-T. Perreault
GM		Legislative	
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Ian Hall, General Manager, Planning and Community Development
Kevin Clarkson, Parks Superintendent

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [650] Community Parks be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 - New Cab Tractor (Sports Fields), \$70,000 [650] – Incorporated in Round 1. Funding from MFA 5- Year Vehicle and Equipment Loan;
- Budget Proposal 2 - Priority Repairs to Community Halls, \$26,700 [650] – Incorporated in Round 1. Funding from Operating Reserves;
- Budget Proposal 3 - Asset Management Summer Youth Staffing support (up to 0.6 FTE increase), \$10,000 with potential hours if grant approved [650] – Incorporated in Round 1. Funding from Taxation;
- Budget Proposal 4 and 5 - as follows, were referred to 2021 Round 2 Budget per the following recommendation:

Recommendation No. 46 *Community Parks [650] – 2021 R1 Budget Proposals*

AND THAT that the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back to 2021 Round 2 Budget with confirmation of available Operating Reserves and alternatives for other funding sources including the Federal / Provincial COVID-19 Restart Grant:

- Budget Proposal 4 – Sprockids – Bike Park / Pump Track Community Initiative – Design and Management Plan Stage 1, \$40,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending report to the February 18, 2021 Planning and Community Development Committee on outcomes from the Community Engagement session to review the project scope:

- Budget Proposal 5 – Coopers Green Hall Replacement.

There is a separate report related to the Coopers Green Hall.

DISCUSSION

2021 R2 Budget Proposals by Category

F LOW COST, HIGH VALUE

4	Function Number – Project Name:	[650] – Sprockids-Bike Park/Pump Track Community Initiative-Design and Management Plan
	Rating:	Status Quo Service
	Areas Affected (A-F, Regional, Islands):	A, B, D, E, F
	2021 Funding Required:	\$40,000 for the 2021 Stage 1 work (total project cost order-of-magnitude estimate of \$270,000)
	Funding Source(s):	[650] Community Parks Operating Reserves (see table below), with potential grant offset. As well, for this or future phases: 1. Opportunity for community investment and alternate offset funding and support leveraging. Local volunteers, businesses and community groups have informally offered varying levels of support and resources towards the project. 2. Grant opportunities: BC Ministry of Tourism, Arts, Culture and Sport (BCMTCAS) regional tourism destination development program. SCRD Parks has been invited to work with Destination BC and regional partners to prioritize projects

		<p>that target regional tourism development initiatives.</p> <p>3. The project is applicable for local funding contributions from sources like the Sunshine Coast Community Forest, Rotary, etc. and may be applicable for any economic resiliency funding streams that the province may announce in 2021.</p>
	<i>Asset Management Plan Implications:</i>	<p>Project to focus on design and management planning, but long-term project roll-out and operation includes asset management implications. This includes any maintenance and investment required to maintain standard over time.</p> <p>Phase 1 work would develop options for ongoing management and funding sources for required reinvestment/maintenance.</p>
	<i>Rationale / Service Impacts:</i>	<p>In December 2021, end-of-life bike skills structures at Sprockids were decommissioned and removed. There is community demand (and interest to support) redevelopment of the area. A pump track offers the opportunity to build skills and fitness.</p> <p>2-year project. Phase 1 focuses on planning and design using consultants and staff. Project would be shovel-ready at end of Phase 1.</p> <p>Stage 2 (construction) could be undertaken as early as 2022 and is (very preliminarily) estimated to cost an additional \$230,000. Grant, in-kind or partnership resources could reduce costs to SCRD.</p> <p>Project would see staff working with the community to engage a consultant in the required design and engineering work. Project consultations, costing and</p>

		management planning will be part of the scope.
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	<p>No lifecycle costs associated with work proposed in Phase 1.</p> <p>If developed, a pump track would require regular inspections, reporting, land management administration, vegetation management, debris clean-up, minor fixes, safety remediation, hazard tree assessments and removal. Typical operating costs are \$12,000 to \$18,000 per year. Re-capitalization costs are typically 5-15% of the construction value every 3-5 years (i.e. approximately \$5,000 per year).</p> <p>The specifics of these costs, and a model to support them, will be researched as part of Phase 1.</p>

G OTHER or NOT CURRENTLY CLASSIFIED

5	<i>Function Number – Project Name:</i>	[650] – Coopers Green Hall Replacement
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	A, B, D, E, F
	<i>2021 Funding Required:</i>	<p>\$3,088,020 total estimated project cost at approximately 50% design.</p> <p>Funded from:</p> <ul style="list-style-type: none"> \$2,013,642 ICIP grant funding \$201,000 IPP amenity contributions \$345,000 HMBCA fundraising contribution (may increase through continued efforts)

	<ul style="list-style-type: none"> \$528,378 SCRD contribution (may be reduced through additional fundraising). <p>Debt service will not begin until the project is complete. <u>There will be no tax impact in 2021.</u></p>
<i>Funding Source(s):</i>	<p>Grant funding, donations, amenity contributions and short-term borrowing.</p> <p>SCRD's contribution is recommended to be made through short term borrowing (5-year term).</p> <p>Repayment would begin when project is completed and is estimated at \$175,000-\$200,000 (depending on interest rate) annually.</p>
<i>Asset Management Plan Implications:</i>	<p>Previously reported through staff reports. Future operating and maintenance requirements proposed to be shared with Community Association through an operating agreement.</p>
<i>Rationale / Service Impacts:</i>	<p>This project is prioritized in the Coopers Green Park Management Plan.</p> <p>An Investing in Canada Infrastructure Program grant has been awarded to SCRD.</p>
<i>Climate Action Impact</i>	<p>Have been reported in prior staff reports.</p> <p>Energy sources other than fossil fuels are planned (same as existing building).</p>
<i>Life Cycle Cost Breakdown</i>	<p>Have been reported in prior staff reports.</p> <p>Future operating and maintenance requirements proposed to be shared with Community Association through an operating agreement.</p>

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 68,472	\$ 68,472	\$ 68,472	\$ 68,472	\$ 68,472
Annual Cap Plan Contribution	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Capital projects	-\$ 55,000	-\$ 55,000	-\$ 55,000	-\$ 55,000	-\$ 55,000
Closing Balance in Reserve	\$ 68,472	\$ 68,472	\$ 68,472	\$ 68,472	\$ 68,472

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 126,489	\$ 59,789	\$ 59,789	\$ 59,789	\$ 59,789
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
BP #2 - Hall Repairs	-\$ 26,700	\$ -	\$ -	\$ -	\$ -
BP #4 - Sprockids-Bike Park/Pump Track Community Initiative-Design and Management Plan	-\$ 40,000				
Closing Balance in Reserve	\$ 59,789	\$ 59,789	\$ 59,789	\$ 59,789	\$ 59,789

Reviewed by:			
Manager	X - K. Robinson	Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	HR	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget March 4 and 5, 2021

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

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [650] COMMUNITY PARKS – COOPERS GREEN HALL REPLACEMENT PROJECT

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [650] Community Parks – Coopers Green Hall Replacement Project be received;

AND THAT if the hall replacement project proceeds the project team be directed to complete further study of Coopers Green Park parking needs and opportunities.

BACKGROUND

The SCRD Board adopted the following resolution on February 25, 2021:

Recommendation No. 2 *Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback*

The Planning and Community Development Committee recommended that the report titled Coopers Green Hall Replacement Project – Community Engagement Session Summary of Feedback be received for information;

AND THAT staff provide additional information for the Coopers Green Hall Replacement Project R2 Budget Proposal regarding the operating plan, building emissions, building life expectancy, parking and boat ramp design and SCRD policy regarding community hall development/expansion as it relates to the Parks and Recreation Master Plan.

DISCUSSION

Analysis

Coopers Green Hall Operating Plan

An operating plan for the hall is proposed to be structured as a partnership between SCRD and the Halfmoon Bay Community Association (HMBCA). Such a partnership would be structured as a formal agreement and would require Board approval. The principles of such an agreement have been discussed with HMBCA.

Preliminarily, what has been discussed is:

- Everything would be documented in a formal partnership agreement to be reviewed and approved by each party's Board.
- A HMBCA committee would be responsible for hall operations. This committee would include representation from SCRD. An operating plan would be developed and be regularly reviewed by the parties. SCRD approval of the plan would be required.
- HMBCA would operate the hall and retain revenue from hall bookings. Revenue surplus to operating costs would be contributed to a building reserve.
- HMBCA would be responsible for operating costs such as utilities, janitorial and preventative maintenance.
- A plan for capital renewal, including sharing of costs, would be agreed between the parties.
- SCRD would insure the building and ensure regular inspections of the building are completed in keeping with insurance requirements. Park maintenance would remain SCRD's responsibility.

Estimated operating and capital replacement costs have been described in prior staff reports. See [page 59 of the July 2020 Corporate and Administrative Service Committee agenda](#) for a summary.

Building CO_{2e} Emissions

The current building is heated using lower-efficiency electric space heat and has limited insulation. The proposed building is proposed to be heated using a high-efficiency electric heat pump for space heating and a more efficient building envelope with increased insulation. Final mechanical design has not been completed. CO_{2e} emissions associated with the building are expected to remain minimal. No fossil fuels are planned for use for building operation.

Building Life Expectancy

The proposed building is designed for a 50-year life expectancy, which is a typical design life for a building of this type. There are many factors that affect building life, most notably preventative maintenance and capital renewal. Many "50-year buildings" can be expected to last considerably longer than 50 years. The majority of the current hall building was constructed in 1983 (38 years ago).

As the connection between building lifespan and flood construction level has been discussed, staff also note that additional due diligence work may be required re: FCL. The previous geotechnical study is dated. Western Geotechnical is no longer operating (now Metro Testing + Engineering) and an updated Geotechnical Report will be required for the Development Permit and Building Permit applications.

Parking and Boat Ramp Interface/Design

At the recent community engagement session, questions were raised about the adequacy and design of parking proposed for the new hall, as well as how the parking will support another key

park use: the boat ramp. A preliminary parking plan for the hall was developed prior to the design phase for the replacement hall. This conceptual approach to parking improvements received support from MOTI. The Park Management Plan identifies parking improvements (and boat ramp improvements as priorities, irrespective of hall replacement – work to date has aligned with objectives and strategies described in the management plan.



Figure 1: Coopers Green Parking Proposal – new parking shown in pink

Detailed design to implement this plan has not been completed. Further design development and detailed engineering for access roads and parking issues raised by the public engagement session is needed.

Developing an adequate parking minimum needs to be balanced against encouraging carpooling and active transportation and against the impact parking areas have on parks/public space. Events at Coopers Green Park are already working with this balance by, for example, arranging shuttles.

There are spatial dimensions to this balance as well as operational/behavioural dimensions. Strategies such as parking time limits, reserved parking (for hall users or for boat trailers, or at set times), or parking pricing are examples of ways that the efficiency of space utilization can be changed.

A \$50,000 allowance for development of on-grade site parking (gravel with curb stops) has been included in the project cost estimate. This allowance is based on the concept plan, not on engineering, so may or may not be sufficient. If a higher development standard such as paved

surface with painted lines; additional signage, etc. is desired in order to maximize spatial efficiency, this would be an increase to project scope or a new project/future phase.

Staff recommend that further study of parking needs and opportunities take place if the project proceeds. There are financial implications to this recommendation; see section of report following.

SCRD Policy re: Community Hall Development/Expansion

SCRD does not have a policy specifically related to facility expansion or development.

The **Strategic Plan**'s "Working Together" goal is to lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region. "Community Resilience and Climate Change Adaption" strategies include assessing vulnerability (4.1) – reflected in reviewing flood construction level and pushing for corporate carbon neutrality (4.3) – reflected in choosing hydroelectricity as a heating fuel.

The **Parks and Recreation Master Plan** sets goals that include strengthening community fabric, motivating individuals and families to be healthy and active and recommendations to:

- Program community-halls consistent with the Master Plan community building philosophy.
- Revise the SCRD hall-rental policy to give preference to neighbourhood groups that are willing to develop neighbourhood recreation programs.
- Develop a full building assessment of all SCRD halls. Plan for renovation, replacement, and decommissioning or ongoing maintenance, with an associated 10-year program where applicable.
- Complete a full accessibility audit of all public recreation buildings, and initiate alterations in a planned and timely manner.

Community halls are described in the Master Plan as providing primarily small-community (versus regional) services.

The **Coopers Green Park Management Plan** identifies hall replacement as one of the top priorities for the park, along with parking improvements and boat launch improvements.

A series of project-specific Board directives have guided work to date.

Organizational and Intergovernmental Implications

Coopers Green Park (tituls) is within the shíshálh swiya and is recognized as a culturally significant site. The shíshálh Nation has been a partner in this project to date. Continued partnership and coordination will be sought on any next steps.

A provincially-administered Federal-Provincial grant is associated with this project. Staff are in constant contact with provincial staff on grant administration.

Financial Analysis/Implications

As shared in the January/February community engagement session and summarized in the attachment to the [February 18, 2021 Planning and Community Development Committee staff report](#), this project is at the design development stage. A Class B (+/- 15%) cost estimate was prepared in 2018, for which staff have calculated a basic time escalation based on project start date, to arrive at an estimate of \$3,088,020.

There are a number of factors that will influence (both positively and negatively) final project cost, summarized in [slide 16 of the January 28, 2021 community engagement presentation](#). The project budget must be considered on the basis on where we are in the design process (roughly 50%). It is known that additional design fees beyond what was estimated will be required to restart the project as code requirements have changed, some work will need to be renewed, etc. If additional work related to parking design is undertaken, this will attract addition consultant fees.

In terms of the project budget, the ICIP grant contribution and IPP amenity contributions are fixed. Community fundraising continues under the leadership of the HMBCA.

In July 2020, the project's unfunded gap (the portion that would fall to SCRD) was estimated at \$651,378. This has previously been recommended to be addressed through short-term borrowing. Since that time, an additional \$123,000 has been raised by HMBCA (total of \$345,000). This reduces the estimated unfunded gap to \$528,378.

At this time, if there is a desire to include this project in the 2021 annual budget, a project cost of \$3,088,020 may be used, and SCRD's contribution to that total would need to be \$528,378. As community fundraising is still underway, staff recommend that any further funds received be used to reduce SCRD's borrowing obligation.

With regard to short-term borrowing, as debt service wouldn't begin until the project is completed, there will be no tax impact in 2021. Debt service would likely begin in 2023.

Staff will continue to provide project financial updates as a matter of course. A pre-tender financial review will be completed.

Timeline for next steps or estimated completion date

If this project is incorporated into the 2021 budget, design work would restart in Q2 2021. Timing for tendering requires further analysis but could be as early as Q3/Q4 2021.

Budget Proposal

G- OTHER or NOT CURRENTLY CLASSIFIED

5	Function Number – Project Name:	[650] – Coopers Green Hall Replacement
	Rating:	Enhancement to Service

	<i>Areas Affected (A-F, Regional, Islands):</i>	A, B, D, E, F
	<i>2021 Funding Required:</i>	<p>\$3,088,020 total estimated project cost at approximately 50% design.</p> <p>Funded from:</p> <ul style="list-style-type: none"> • \$2,013,642 ICIP grant funding • \$201,000 IPP amenity contributions • \$345,000 HMBCA fundraising contribution (may increased through continued efforts) • \$528,378 SCRD contribution (may be reduced through additional fundraising). <p>Debt service will not begin until the project is complete. <u>There will be no tax impact in 2021.</u></p>
	<i>Funding Source(s):</i>	<p>Grant funding, donations, amenity contributions and short-term borrowing.</p> <p>SCRD's contribution is recommended to be made through short term borrowing (5-year term).</p> <p>Repayment would begin when project is completed and is estimated at \$175,000-\$200,000 (depending on interest rate) annually.</p>
	<i>Asset Management Plan Implications:</i>	<p>Previously reported through staff reports. Future operating and maintenance requirements proposed to be shared with Community Association through an operating agreement.</p>
	<i>Rationale / Service Impacts:</i>	<p>This project is prioritized in the Coopers Green Park Management Plan.</p> <p>An Investing in Canada Infrastructure Program grant has been awarded to SCRD.</p>

	<i>Climate Action Impact</i>	Have been reported in prior staff reports. Energy sources other than fossil fuels are planned (same as existing building).
	<i>Life Cycle Cost Breakdown</i>	Have been reported in prior staff reports. Future operating and maintenance requirements proposed to be shared with Community Association through an operating agreement.

CONCLUSION

This report provides information about the Coopers Green Hall Replacement project following Board direction. This information, along with a budget proposal, are provided to assist the Board with decision making related to the consideration of this project as part of the 2021 budget process.

Staff recommend that if the hall replacement project proceeds the project team be directed to complete further study of Coopers Green Park parking needs and opportunities.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [150] FEASIBILITY (REGIONAL)

RECOMMENDATION(S)

THAT the report titled **2021 Round 2 Budget Proposal for [150] Feasibility (Regional)** be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 3 – Feasibility of Establishment of Community Social Service – Incorporated into Round 2. Funding from Taxation.

The following Budget Proposals, were referred to 2021 Round 2 Budget per the following recommendation (excerpts):

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending funding announcements for grants;

- Budget Proposal 1 – Regional Watershed Management Plan, \$25,463 funded by potential grant funding;
- Budget Proposal 2 – Senior Coordinator, Strategic Initiatives 1.0 FTE, funded \$74,652.75 in 2021 and \$24,884.25 in 2022 by potential grant funding.

DISCUSSION

Following the 2021 Round 1 budget deliberations the delivery concept for the Regional Watershed Management Plan budget changed from it primarily being undertaken by SCRD staff to it being led by a consultant and supported by SCRD staff. This to increase the likelihood of having a well-supported draft Regional Watershed Management Plan completed by the end of 2021. Budget Proposal 1 was updated to reflect the costs to retain the consultant, while Budget Proposal 2 is updated to reflect the revised additional staffing requirements to undertake this project and minimize the impacts to other priority projects.

2021 R2 Budget Proposals by Category

E - BOARD STRATEGIC AND CORPORATE GOALS

1	<i>Function Number – Project Name:</i>	[150] – Regional Watershed Management Plan (updated from Watershed Management Action Plan Development)
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$89,836 (updated from \$25,463)
	<i>Funding Source(s):</i>	Grant
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>The 2019-2023 Strategic Plan lists the tactic to “Develop strategic action plan for protection of watersheds and aquifers”. The purpose of this project is to develop a Regional Watershed Management Plan in support of the potential establishment of a new watershed management service.</p> <p>This budget would cover the cost for retaining watershed management or water governance consultants and other expenditures related to this project.</p> <p>The work to define the service, public consultation, and costs associated with an elector approval process will be funded through Budget Proposal #2 and the previously approved Watershed Governance Feasibility Study project.</p> <p><u>Updates compared to Round 1</u></p> <p>This budget proposal is updated to allow for a contractor experienced in this kind of project to be retained to undertake most of the work to address workload concerns for SCRD staff and to increase the likelihood of having a well-supported draft Regional Watershed Management Plan completed by the end of 2021.</p>

	<i>Climate Action Impact</i>	The Regional Watershed Management Plan will consider the impacts of climate change on the selected watersheds.
	<i>Life Cycle Cost Breakdown</i>	N/A

2	<i>Function Number – Project Name:</i>	[150] 0.4 FTE – Water Sustainability Technician (4 month position)
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$21,974 (updated from \$74,652)
	<i>Funding Source(s):</i>	Grant
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>Additional staff resource in support of the Regional Watershed Management Plan project (Budget Proposal #1).</p> <p><u>Updates compared to Round 1</u></p> <p>Due to the change in delivery concept of this project described in Budget Proposal #1, the involvement of existing staff in this project is reduced compared to the approach contemplated at Round 1.</p> <p>The hiring of a Water Sustainability Technician for a period of four months would support this project to be completed within the project timelines and reduces its impacts on other priority projects.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

Reviewed by:			
Manager	X – M. Edbrooke	Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	HR	X – G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: James Walton, Manager, Transit and Fleet

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [310] PUBLIC TRANSIT

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [310] Public Transit be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 3 – Public Transit – Building Improvements – Increased Safety [310] – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 4 – Public Transit – Increase Funding for Free Transit Ticket Program (Base Budget) [310] – Incorporated into Round 2. Funding from Taxation;
- Budget Proposal 5 – Annual Training Safety and Customer Service (0.19 FTE) (Base Budget Increase) – Incorporated into Round 2. Funding from Taxation.

Budget Proposals 1 and 2, as follows, were referred to 2021 Round 2 Budget per the following recommendation:

Recommendation No. 49 *Public Transit [310] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be referred to the 2021 Round 2 Budget pending other funding options available based on the draft 2021 BC Transit Annual Operating Agreement results:

- Budget Proposal 1 – COVID-19 Expenses – Materials and Supplies, \$24,000 total project, funded \$12,794 from Operating Reserves and \$11,206 by BC Transit;
- Budget Proposal 2 – COVID-19 Expenses – Wages (1.4 FTE) for 2021 only, \$110,888 total – funded \$59,114 from Operating Reserves / COVID-19 Restart Fund and \$54,773 by BC Transit.

At the February 11, 2021 Infrastructure meeting, a report on the 2021/2022 BC Transit Annual Operating Agreement was also brought forward where the following recommendation was approved at the February 25, 2020 Board meeting:

Recommendation No. 3

2021-22 BC Transit Annual Operating Agreement Draft Budget

The Infrastructure Services Committee recommended that the report titled 2021-22 BC Transit Annual Operating Agreement Draft Budget be received for information;

AND THAT staff work with BC Transit to continue the current conventional transit schedule based on approximately 80% of the pre-pandemic budgeted amount of service hours until late-June 2021;

AND THAT staff work with BC Transit to implement the conventional transit schedule based on approximately 100% of the pre-pandemic budgeted amount of service hours from late-June 2021 onwards;

AND THAT the 2021-2025 Financial Plan be updated to reflect the draft Annual Operating Agreement budget values while utilizing COVID-19 Safe Restart funding to mitigate tax increases;

AND FURTHER THAT staff bring forward budget proposals to the 2021 Round 2 budget meeting associated with anticipated additional overtime and a driver recruitment campaign.

DISCUSSION

2021 R2 Budget Proposals by Category

C- MANDATORY – Safety Requirement

1	<i>Function Number – Project Name:</i>	[310] Public Transit – COVID-19 Expenses – Materials and Supplies
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F, DoS, TOG, SIGD
	<i>2021 Funding Required:</i>	\$24,000
	<i>Funding Source(s):</i>	\$12,794 Operating Reserves (Safe Restart Fund) \$11,206 BC Transit
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	In support of the Provincial Health Orders and ongoing safety requirements due to COVID-19, it is required that all buses are disinfected daily as well as deep cleaned once per week. The SCRD is responsible for procuring all disinfecting and PPE products until the

		<p>safety requirement of disinfecting the buses is no longer required.</p> <p>While these costs have been incurred since Q2 2020, this budget proposal is intended to incorporate them into the 2021-2025 Financial Plan.</p> <p>At the January 14, 2021 Infrastructure Services Committee meeting staff informed the Board of the BC Transit Safe Restart Funds the SCRD is receiving in support of expenditures like these.</p> <p><u>Updates since Round 1</u></p> <p>This budget proposal was included in the financial outlook for 2021 as presented at the February 11, 2021 Infrastructure Services Committee meeting.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Until the status of COVID-19 is known, these expenses will be temporary for 2021, with re-evaluation in 2022.

2	<i>Function Number – Project Name:</i>	[310] Public Transit – COVID-19 Expenses – Wages (1.4 FTE)
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F, DoS, TOG, SIGD
	<i>2021 Funding Required:</i>	\$110,888 (2021 only)
	<i>Funding Source(s):</i>	<p>\$59,114 Operating Reserves (Safe Restart Fund)</p> <p>\$54,773 BC Transit</p>
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	In support of the Provincial Health Orders and ongoing safety requirements due to COVID-19, it is required that all buses are disinfected daily as well as deep cleaned once per week. This cleaning is over and above the regular cleaning undertaken by staff. As such the SCRD created two temporary full

		<p>time Transit Assistant positions to undertake this cleaning.</p> <p>While these costs have been incurred since Q2 2020, this budget proposal is intended to incorporate them into the 2021-2025 Financial Plan.</p> <p>At the January 14, 2021 Infrastructure Services Committee meeting staff informed the Board of the BC Transit Safe Restart Funds the SCR D is receiving in support of expenditures like these.</p> <p><u>Updates since Round 1</u></p> <p>This budget proposal was included in the financial outlook for 2021 as presented at the February 11, 2021 Infrastructure Services Committee meeting.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Until the status of COVID-19 is known, these positions will be temporary for 2021, with re-evaluation in 2022.

D- BUSINESS CONTINUITY (Mandatory – requires decision)

6	<i>Function Number – Project Name:</i>	**NEW [310] Public Transit – COVID-19 Expenses – Wages (Overtime)
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F, DoS, TOG, SIGD
	<i>2021 Funding Required:</i>	\$80,000
	<i>Funding Source(s):</i>	Operating Reserves (Safe Restart Fund)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	At the Infrastructure Services Committee meeting on February 11, 2021 staff informed the Board of a 33% increase of overtime in 2020 compared to an average pre-pandemic operating year and that the forecasted overtime for 2021 is estimated to be 30% to 40% higher as well.

		<p>The increase in overtime is a direct result of the following operational challenges due to COVID-19:</p> <ul style="list-style-type: none"> • Increased leave due to COVID-19 sick procedures and staff not feeling safe working during COVID-19; • Early retirement or resignations of some permanent staff; • Low response to job postings for hiring new drivers; • Daily thorough disinfecting of all buses requiring two additional staff positions. <p>This is a one-time increase for additional overtime to account for these anticipated expenditures.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

7	<i>Function Number – Project Name:</i>	**NEW [310] Public Transit – COVID-19 Expenses – Recruitment Wages and Campaign
	<i>Areas Affected (A-F, Regional, Islands):</i>	B, D, E, F, DoS, TOG, SIGD
	<i>2021 Funding Required:</i>	<p>\$16,182</p> <p><u>Breakdown</u></p> <p>Salary: \$11,382 (.17 FTE)</p> <p>Expenditures: \$4,880</p> <p>(License/Certificate and Professional Membership, Uniform Pieces and Marketing Campaign)</p>
	<i>Funding Source(s):</i>	Operating Reserves (Safe Restart Fund)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	At the Infrastructure Services Committee meeting on February 11, 2021 staff informed the Board of a 33% increase of overtime in 2020 compared to an

		<p>average pre-pandemic operating year and that the forecasted overtime for 2021 is estimated to be 30% to 40% higher as well</p> <p>To offset the potential increase in operating costs associated with overtime, staff are working with BC Transit to develop a recruitment campaign to hire more drivers.</p> <p>This budget would allow for the recruitment and training of four additional drivers and expenditures related to a recruitment campaign.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 207,088	\$ 879,976	\$ 879,976	\$ 879,976	\$ 879,976
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Safe Restart Fund	\$ 814,614				
COVID-19 Materials and Supplies	-\$ 12,794				
COVID-19 Wages	-\$ 59,114				
COVID-19 Driver Recruitment	\$ 16,182				
COVID-19 Wages (Overtime)	-\$ 80,000	\$ -	\$ -	\$ -	\$ -
Security Improvements	-\$ 6,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 879,976	\$ 879,976	\$ 879,976	\$ 879,976	\$ 879,976

Reviewed by:			
Manager		Finance	X-T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	HR	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM TIPPING FEES**

RECOMMENDATION(S)

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees be received;

AND THAT the Pender Harbour Transfer Station Food Waste Drop-off Program be implemented as of July 1, 2021;

AND THAT this program be funded through a combination of taxation through [350] Regional Solid Waste and tipping fees;

AND THAT the tipping fee for the disposal of food waste at the Pender Harbour Transfer Station be set at \$2.50 per container with a volume restriction of 10L and at \$10 per container with a volume restriction of 50L;

AND FURTHER THAT the Sanitary Landfill Bylaw 405 be amended accordingly.

BACKGROUND

As part of the 2020 budget process, the Sunshine Coast Regional District (SCRD) Board direction was to implement one food waste drop-off site, located at the Pender Harbour Transfer Station, for residents and small businesses, funded from tipping fees with a volume restriction of 50L as per the following resolution adopted at the January 30, 2020 Board meeting:

026/20 **Recommendation No. 7** *Food Waste Drop-off Program – Update*

THAT the report titled Food Waste Drop-off Program – Update be received;

AND THAT staff prepare a 2020 Round 2 Budget Proposal for one food waste drop-off site in Pender Harbour for residents and small businesses funded from tipping fees with a volume restriction of 50L;

AND FURTHER THAT staff bring forward a report showing the Solid Waste Programs and sources of funding to a future Committee meeting.

The approved annual budget for this service is \$54,000.

**Staff Report to Special Corporate and Administrative Services Committee – Round 2
Budget March 4 and 5, 2021
Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees Page 2 of 5**

Subsequently, at the July 30, 2020 Special Board meeting the following resolution was adopted:

284/20 **Recommendation No. 5** *Regional Solid Waste [350] Service Levels*

THAT the Area A Food Drop-off be delayed to 2021;

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

At the February 25, 2021 Board meeting the following resolution from the February 11, 2021 Infrastructure Services Committee was adopted:

Recommendation No. 7 *Pender Harbour Transfer Station Food Waste Drop-off Program*

The Infrastructure Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-off Program be received;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

The purpose of this report is to seek direction from the Board regarding tipping fees for the Pender Harbour Transfer Station Food Waste Drop-off Program.

DISCUSSION

Options and Analysis

The report titled Pender Harbour Transfer Station Food Waste Drop-Off Program Update presented at the February 11, 2021 Infrastructure Services Committee meeting included the following table with the financial overview of the program based on the funding of the container and hauling costs from taxation and funding of the processing costs from tipping fees at a cost of \$5 per container (container volume maximum 50L).

Table 1: Financial Implications Overview

	2021	2022
Anticipated container, hauling costs	\$12,100	\$24,550
Anticipated processing costs	\$14,000	\$28,000
Communication strategy	\$2,500	-
Total Expenditures	\$28,600	\$52,550
Anticipated revenue from Tipping Fees	\$13,000	\$26,000
Anticipated tipping fees Revenue shortfall to be funded from taxation collected thru [350] Regional Solid Waste	\$15,600	\$26,550
Total Revenue	\$28,600	\$52,550

As per the direction received from the Board, staff included on this Committees agenda a Budget Proposal to fund the anticipated Tipping Fees revenue shortfall of \$26,550 annually from taxation and collected through [350] Regional Solid Waste.

During the February 11, 2021 Committee meeting the Board discussed alternative tipping fee structures to generate the required \$26,000 annually. The following options were discussed:

Option 1: No Tipping Fee, Food waste accepted as Municipal Solid Waste (MSW)

Under this option customers would have their garbage and food waste weighed together as MSW, but dispose of their food waste in a separate bin. This option could be financially considered a status quo and will not generate the required \$26,000 annually from tipping fees as no tipping fees for food waste would be collected. This option is therefore not considered to be financially feasible and thus is not recommended.

Operationally, this option would not allow for enforcing of the volume restriction of 50 L and to ensure that only residential and small businesses use this program. The total volume delivered should therefore be closely monitored as this could result in cost overruns on the hailing and processing components of the program.

Option 2: Municipal Solid Waste (MSW) – Food Waste Program Surcharge

This option is similar to option 1 but with the difference that for only MSW collected at the PHTS a surcharge be implemented to fund the required \$26,000 for the Food Waste Drop-Off Program. Given that the average MSW tonnage for the PHTS over 2018-2020 was approximately 1,250 tonnes, the Food Waste Program Surcharge for MSW at the PHTS would be \$21 per tonne, resulting in an overall MSW rate of \$171 per tonne for MSW disposed at PHTS.

Under this option, all customers disposing of MSW at PHTS would be paying into the Food Waste Drop-Off Program. This option is expected to result in a high program participation in terms of ease of participation and would also result in non-household MSW being charged this surcharge which could be considered unfair.

This also creates a differential MSW tipping fee between the two SCRD disposal sites. As such, should the SCRD adopt a \$5 surcharge for re-diversion of waste, this would result in a MSW tipping fee of \$176 per tonne at the PHTS, while the MSW rate at Sechelt Landfill would be \$150 per tonne (\$155 with a \$5 surcharge). Given the disparity of tipping fees between the two disposal sites, this approach could be viewed as punitive and may result in increased illegal dumping. This option is not recommended.

Option 3: A per container tipping fee with a volume restriction of 50L

This option was included in the above-mentioned February 11, 2021 staff report. It's noted that most residents and small businesses will most likely have a much lower volume than 50L. Therefore, a \$5 per container fee could deter participation and result in customers mixing their food-waste in with their small amount of garbage and only pay the minimum charge of \$5 instead of \$5 for garbage and \$5 for food, for a total of \$10.

Operationally, this option would be easy to implement and would not result in any requirement for extra scaling of the resident. Based on an anticipated number of customers of 100 per week, this option would result in the required funding from tipping fees of \$26,000 annually.

Option 4: A tipping fees of \$2.50 per container with a volume restriction of 10L and a tipping fee of \$10 per container with a volume restriction of 50L (Recommended)

While this option is comparable with option 3, the lower fee for smaller volumes is expected to entice more customers to take part in the program. If 100 residents per week were depositing less than 10L of food-waste and 25 customers between 10L and 50L, then the program would also generate the required \$26,000 annually.

This option is likely to result in high participation and aligns with a user-pay funding model. Staff recommend this option.

Timeline for next steps

Based on Board direction received, and pending Board support for the 2021 Round 2 Budget Proposal for the program components to be funded from taxation, the Sanitary Landfill Site Bylaw 405 would be amended by July 1, 2021. Budget adoption will be followed by the execution of the contracts for the containers, hauling and processing of the collected materials.

Communications Strategy

A communications strategy will be developed and implemented prior to program implementation.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy.

The Regional Organics Diversion Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

As part of the implementation of the SCRD's Regional Organics Diversion Strategy, staff have been working on initiating a food waste drop-off program at the Pender Harbour Transfer Station. The approved budget for this program is \$54,000, however, the approved cost recovery method is tipping fees, which have yet to be established.

After reviewing various tipping fee revenue scenarios, it is apparent that a deficit is likely if the program was solely funded from tipping fees. Staff therefore recommend that a tipping fee be established for food waste at \$2.50 per container with a volume restriction of 10L and a tipping fee of \$10 per container with a volume restriction of 50L. For budgeting purposes staff presumed that on average 100 residents per week would deposit less than 10L of food-waste and 25 customers between 10L and 50L per week.

**Staff Report to Special Corporate and Administrative Services Committee – Round 2
Budget March 4 and 5, 2021**

Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees Page 5 of 5

Based on Board direction received, and pending Board support for the 2021 Round 2 Budget Proposal for the program components to be funded from taxation, the Sanitary Landfill Site Bylaw 405 would be amended by July 1, 2021. Budget adoption will be followed by the execution of the contracts for the containers, hauling and processing of the collected materials.

Reviewed by:			
Manager		CFO	X – T. Perreault
GM	X – R. Rosenboom	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **SECHELT LANDFILL AND PENDER HARBOUR TRANSFER STATION – OPERATING HOURS AND SCHEDULE CONSIDERATIONS**

RECOMMENDATION(S)

THAT the report titled Sechelt Landfill and Pender Harbour Transfer Station – Operating Hours and Schedule Considerations be received.

BACKGROUND

At the February 5, 2021 Round 1 Budget discussion, the Board made the following recommendations:

Recommendation No. 57 *Regional Solid Waste [350] – 2021 R1 Budget Proposals (in part)*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2021 Round 2 Budget pending staff report to February 2021 Infrastructure Services Committee reviewing the opening hours of both sites:

- Budget Proposal 15 – Site Attendant, 0.9 FTE, funded \$52,570 from User Fees (Tipping) for 2021 (\$51,320 wages and benefits and \$1,250 overhead costs), and future base budget increase to approximately \$68,430.

This recommendation will be brought forward for adoption at the February 25, 2021 Board meeting.

At the February 11, 2021 Board meeting, the following recommendation was adopted:

041/2 **Recommendation No. 4** *Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization*

AND THAT staff bring forward a schedule of operating hours for the Sechelt Landfill and Pender Harbour Transfer Station to 2021 Round 2 Budget deliberations, based on current staff levels and consideration of the forthcoming landfill disposal bans.

The purpose of this report is to provide the requested information regarding operating hours for the Sechelt Landfill and Pender Harbour Transfer Station to help inform the 2021 Budget deliberations.

DISCUSSION

During the February 11, 2021 Infrastructure Services Committee meeting the duties of a Site Attendant were discussed. These duties include:

- Ensuring site safety;
- Traffic management;
- Guiding customers about where to dispose of their materials;
- Screening waste for unauthorized materials;
- Back-fill for Scale Attendant during breaks;
- Supporting haulers of materials that are being diverted;
- Litter-pick up on and in the vicinity of the site; and,
- Minor repairs and maintenance projects.

Due to the traffic volumes at Sechelt Landfill a minimum of two site attendance are required at all times to ensure adequate customer support and guarantee site safety. Due to the lower traffic volumes at the Pender Harbour Transfer Station that minimum is one site-attendant. Issues or risks with inadequate staffing levels include inability to properly screen loads of material. For example, if a Site Attendant is screening a load of drywall (highest priority for waste screening), then a load of metal may not be screened and this has resulted in a deduction in revenue.

The following is a summary from the February 11, 2021 Infrastructure Services Committee report titled *Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization*, included as Attachment A.

Pressures

- Sechelt Landfill wait times in excess of 30 minutes most days of the week;
- Sundays and Tuesdays at Sechelt Landfill have wait times of 45 minutes and beyond; and,
- Sechelt Landfill on Monday only open for one commercial customer.

The wait times are an inconvenience to the residential sector, however, are a hardship to the commercial sector. Unfortunately, Dusty Road does not support a third lane that could be dedicated to the commercial sector and instead have to wait in the same line up. There is recognition that the current reduced public drop-off area at the Sechelt Landfill has contributed to increased wait times. However, wait times of thirty minutes on the weekends and Tuesdays were experienced prior to the reduced footprint.

Gaps

- Sechelt Landfill Site Attendant gap – Currently there are 3 days per week with two Site Attendants scheduled, resulting in 3 hours per day where only one Site Attendant is available due to breaks. During 3 days per week a third Site Attendant is scheduled for five hours reducing this gap in staffing; and
- Pender Harbour Transfer Station Site Attendant gap – 3 days per week the first 1.5 hours of opening no Site Attendant is present (only the Scale Attendant).

The gaps are of a concern in terms of safety, customer service levels and ability to screen waste for materials accepted, not-accepted at the sites or are designated recyclable or controlled (i.e. banned from garbage). Site Attendants are critical for customer service and direct customers to “what goes where” at the sites.

Options and Analysis

Based on the aforementioned pressures and gaps, the current and future landfill disposal bans and the discussions heard at the February 11, 2021 Infrastructure Services Committee meeting, Staff have prepared five options for the Board’s consideration.

The options presented incorporate high, medium and low rankings in terms of service level (the schedule, wait times) and ability to conduct waste screening (staffing levels) and the associated Site Attendant FTE required for each option.

Regardless of the Board’s decision to increase the staffing levels, staff recommend to at least adjust the opening hours for both site to allow for an increased site safety and medium levels of waste screening efforts during all opening hours of both sites. For the Pender Harbour Transfer Station this means that is always one Site Attendant scheduled and that the Sechelt Landfill, at a minimum, has a third Site Attendant scheduled for five hours mid-day. For this reason there is no option to maintain status quo included.

Option 1a – High service level and high waste screening (New FTE: 1.7)

Option 1a results in the following schedule and associated staffing:

- Openings hours aligned at both sites, 9am to 5pm on all operating days
- Sechelt Landfill open 7 days per week, year-round
- Pender Harbour Transfer Station open Sundays May 1 to Sep 30
- Pender Harbour Transfer Station closed Tuesdays year-round
- Both sites closed statutory holidays Thanksgiving through Easter inclusive (status quo)
- Staffing at Pender Harbour Transfer Station with one Site Attendant during all opening hours
- Staffing at Sechelt Landfill with three Site Attendants during all opening hours

Option 1 results in an increase to site hours and days of operation at the Sechelt Landfill. In particular, this option will benefit the commercial sector with the opening on Mondays and has increased hours on Sundays. Both of these increases are anticipated to reduce wait times. As well, this option has no net change of hours on a weekly basis for the Pender Harbour Transfer Station but results in increased Sundays in early May and later September.

For waste screening and other Site Attendant duties, this option results in the ranking of high given the increased staffing levels with this option. This is a good approach to achieve the desired outcomes of the landfill disposal bans and for maximum site safety.

This option is the best overall option to support customers in terms of improved service level (operating hours), reduced wait times, site safety and assistance from staff.

Option 1b – High customer service and medium waste screening (New FTE: 1.18)

Similar to Option 1a, with the following difference:

- Staffing at Sechelt Landfill with third Site Attendant at 5 hour shift during all operating days

This option results in a lower ranking for waste screening as three hours each operating day at the Sechelt Landfill will have reduced Site Attendant staffing. This will mean that not all loads will be able to be screened. However, this option results in high customer service for the reasons outlined in Option 1a.

Option 2a – Medium customer service and high waste screening (New FTE: 0.95)

Similar to Option 1a, with the following difference:

- Sechelt Landfill closed Mondays to all traffic year-round

This option results in increased hours on Sechelt Landfill on Sundays, benefitting primarily residential customers (net increase of 3 hours). The Monday closure will reduce the service level for one commercial hauler. Overall service levels could be considered medium.

This option is similar to Option 1a in terms of high waste screening potential and approach to achieve the desired outcomes of the landfill disposal bans and for maximum site safety.

Option 2b – Medium customer service and medium waste screening (New FTE: 0.47)

Similar to Option 1a, with the following differences:

- Sechelt Landfill closed Mondays to all traffic year-round
- Staffing at Sechelt Landfill with third Site Attendant at 5 hour shift during all operating days

For outcomes for this option, this is a combination of Options 1b and 2a. Service level is considered medium at Sechelt Landfill and medium waste screening potential for the reduced staffing capacity as compared to Option 1.

Option 3 – Low customer service and medium waste screening (no new FTE)

This option is similar to Option 2b, with the following differences:

- Pender Harbour Transfer Station closed Sundays and Tuesdays year-round
- Sechelt Landfill closed Mondays to all traffic year-round
- Sechelt Landfill Sunday hours 12pm to 5pm (status quo)

This option does not require additional FTE, however, results in lower service levels than current and will result in the required improved site safety and waste screening as identified above.

Recommended Options

To address the current site safety and waste screening concerns at both sites, staff considers option 3 as the no-regret option to be implemented even if no additional FTE for Site Attendants would be supported.

However, staff would recommend Option 2b as this would ensure that the service levels will be overall comparable to the current situation and it will result in the required improved site safety and waste screening as identified above. Under this option the current opening days of the Pender Harbour Transfer Station would be maintained, while the Monday closure of the Sechelt Landfill would have only minimal impacts.

The Board could also consider to implement Option 2b in 2021 and align the implementation of Option 2a with the start of the Enforcement Phase of the upcoming landfill disposal bans on July 1, 2022. This approach would align an increased waste screening with when it would be most beneficial.

Financial Implications

The financial implications for each of the options is summarized in the table below.

Option	2021 Budget Increase			Future Base Budget Increase
	Total	Wages & Benefits	Overhead Costs	
1a – 1.7 FTE	\$99,300	\$96,940	\$2,360	\$129,260
1b – 1.18 FTE	\$62,200	\$60,560	\$1,640	\$89,720
2a – 0.95 FTE	\$55,490	\$54,170	\$1,320	\$72,230
2b – 0.47 FTE	\$27,450	\$26,800	\$650	\$35,740
3 – no new FTE				

Timeline for next steps

Based on the approved budget for 2021 for Site Attendants and that a new schedule is to implemented, an anticipated start date would be late Q2 2021 or early Q3 2021.

Communications Strategy

A communications plan will be developed which will include information on SCRD website, social media, and newspapers and updated signage at both sites.

STRATEGIC PLAN AND RELATED POLICIES

Supports the SCRD Board's Strategic Plan's Strategic Focus Area of Asset Stewardship, Strategy of Achieve Sustainable Solid Waste Management and Tactic of implementing landfill disposal ban of organics.

CONCLUSION

The Board requested information regarding operating hours for the Sechelt Landfill and Pender Harbour Transfer Station to help inform the 2021 Budget deliberations.

Staff reviewed the pressures, gaps, current and future landfill disposal bans and the discussions heard at the February 11, 2021 Infrastructure Services Committee meeting and prepared five options for the Board's consideration.

The options presented incorporated high, medium and low rankings in terms of service level (the schedule, wait times) and ability to conduct waste screening (staffing levels) and the associated Site Attendant FTE required for each option.

Staff recommend Option 2b - Medium customer service and medium waste screening (New FTE: 0.47) as this would ensure that the service levels will be overall comparable to the current situation and it will result in the required improved site safety and waste screening as identified in the report. Under this option the current opening days of the Pender Harbour Transfer Station would be maintained, while the Monday closure of the Sechelt Landfill would have only minimal impacts.

Attachments:

A – February, 11, 2021 ISC Staff Report Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – February 11, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **SECHELT LANDFILL AND PENDER HARBOUR TRANSFER STATION SCHEDULE OPTIMIZATION**

RECOMMENDATION(S)

THAT the report titled Sechelt Landfill and Pender Harbour Transfer Station Schedule Optimization be received.

BACKGROUND

At the June 11, 2020 Board Meeting, the following resolution was adopted:

235/20 **Recommendation No. 5** *Landfill Staffing as a Result of COVID-19*

THAT staff report to the July 2020 Corporate and Administrative Services Committee meeting regarding the optimization of Sechelt Landfill and Pender Harbour Transfer Station in terms of staff hours, service and demand.

In the July 23, 2020 Corporate and Administrative Services Committee report titled [Regional Solid Waste Service Levels as a result of COVID-19](#), the report outlined the following: that a preliminary review of landfill and transfer station operations in terms of staff hours, service and demand showed that only minimal overall reduction in hours could be achieved without the risk of significant increased wait times for the public or exceeding the daily maximum capacities on each of the sites. The experience from earlier changes in opening hours is that any reduction in service would result in the requirement to bring in additional staffing resources on other days, thus negating any savings. However, this review highlighted the opportunity for optimization.

The purpose of this report is to provide further information regarding optimizing landfill and transfer station operating hours and staffing levels to help inform the 2021 Round 2 Budget deliberations.

DISCUSSION

Current Hours of Operation and Staffing Levels – Sechelt Landfill

The Sechelt Landfill has year-round operating hours with a Monday closure to the public since 2013. Tuesday to Saturday the landfill is open for 8.5 hours and Sundays for 5 hours with all days closing at 5:00 p.m. There is 1 Scale Attendant and 2 to 3 Site Attendants depending on the day of the week. However, the third Site Attendant is not there for the entire opening hours, and thus equates to 2.6 staff shifts when comparing hours worked to operating hours. Table 1 summarizes the current schedule.

A typical summer day has on average 170-230 customers and a typical winter day has on average 120-160 customers. The busiest summer days can result in 250 or more customers with the busiest day to date, in 2020, with 300 customers that day. Customer interactions occur while entering the site (inbound) and exiting the site (outbound), thus the customer counts are doubled in terms of interactions per day.

Table 1 – Current Sechelt Landfill Schedule

Sechelt Landfill – Current Schedule, Year-Round							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	12pm-5pm	closed	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm
# of Op Hrs	5 hrs	5 hrs commercial only	8.5 hrs	8.5 hrs	8.5 hrs	8.5 hrs	8.5 hrs
Staffing Levels (staff shifts)	Scale – 1 Site – 2.6	Scale – 0.5	Scale – 1 Site – 2.6	Scale – 1 Site – 2	Scale – 1 Site – 2	Scale – 1 Site – 2.6	Scale – 1 Site – 2.6

Current Hours of Operation and Staffing Levels – Pender Harbour Transfer Station

The Pender Harbour Transfer Station has a summer and winter schedule with Sundays open in the summer and closed in the winter. The summer and winter schedules are defined by the May and Labour Day long weekends. The site is closed year round on Tuesdays. Whereas the remaining days of the week are open the same 8 hours, from 8:30 a.m. to 4:30 p.m. There is 1 Scale Attendant and 1 Site Attendant, however, the Site Attendant is not there for the entire opening hours each operating day, and thus equates to 0.75 staff shifts when comparing hours worked to operating hours. Tables 2 and 3 summarize the summer and winter schedules respectively.

During the summer months, there is on average 115 to 190 customers per day, whereas during the winter months, there is on average 73 to 85 customers per day. Customer interactions occur while entering the site (inbound) and exiting the site (outbound), thus the customer counts are doubled in terms of interactions per day.

Table 2 – Current Pender Harbour Transfer Station Schedule, Summer

Pender Harbour Transfer Station – Current Schedule, Summer (Summer – Sunday of May long weekend to Sunday of Labour Day long weekend inclusive)							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	8:30am-4:30pm	8:30am-4:30pm	closed	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm
# of Op Hrs	8 hrs	8 hrs	0	8 hrs	8 hrs	8 hrs	8 hrs
Staffing Levels (staff shifts)	Scale – 1 Site – 1	Scale – 1 Site – 0.75	n/a	Scale – 1 Site – 0.75	Scale – 1 Site – 0.75	Scale – 1 Site – 1	Scale – 1 Site – 1

Table 3 – Current Pender Harbour Transfer Station Schedule, Winter

Pender Harbour Transfer Station – Current Hours of Operation, Winter (Winter – First Sunday after Labour Day to Sunday before May long weekend)							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	closed	8:30am-4:30pm	closed	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm
# of Op Hrs	0	8 hrs	0	8 hrs	8 hrs	8 hrs	8 hrs
Staffing Levels (staff shifts)	n/a	Scale – 1 Site – 0.75	n/a	Scale – 1 Site – 0.75	Scale – 1 Site – 0.75	Scale – 1 Site – 1	Scale – 1 Site – 1

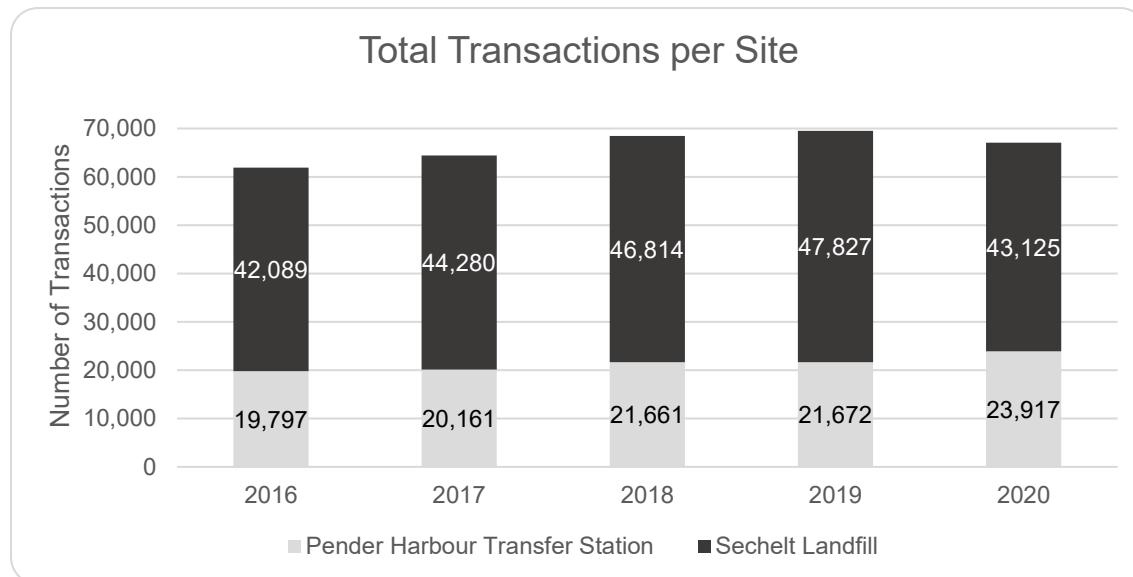
Opportunities for Optimization & Pressures

Overall, the Pender Harbour Transfer Station is the least busy site of the two. Although wait times are present in the summer months on Saturdays and Sundays, they are typically less than fifteen minutes. As well, an analyses of traffic patterns indicate that a later opening or earlier closing, would not negatively impact wait times, especially in the winter months.

For Sechelt Landfill, wait times on Tuesdays and weekends used to be in excess of thirty minutes. Due to the current reduced size of the drop-off area wait times on those days can be in excess of forty-five minutes. The traffic pattern analyses indicates that a slightly later opening would not negatively impact wait times. Closing the site earlier during weekdays would not accommodate the curbside collection trucks who typically arrive at or near the 5:00 p.m. closing and is therefore not suggested. Overall, the biggest pressure points in terms of wait times are generally on Sundays (due to shorter hours of operation) and Tuesdays (day after Monday closure) and lunch times on the remaining days. Tuesdays are so busy, that Site Attendant staffing levels were increased in 2013 shortly after the Monday closure was implemented.

Figure 1 below depicts numbers of transactions per year at the Pender Harbour Transfer Station and Sechelt Landfill over the last several years. Over five years, the number of customers served (data shown as number of transactions) ranged from 61,900 in 2016 to 67,000 in 2020. The highest was 69,500 in 2019. It should be noted that each transaction requires an inbound and outbound interaction with the Scale Attendant, thus the total number of interactions per site per year is double the number of transactions presented.

Figure 1 – Total Transactions per Year per Site



The data shows a continued upwards trend in transactions at both sites, with 2020 being an anomaly at the Sechelt Landfill, potentially due to the impacts of COVID on the local community. Since the introduction of the Green Bin program in October 2020 staff noticed a slight increase in transactions related to garbage during weeks with no curbside collection.

Given the ongoing growth and development of the Sunshine Coast community, the overall upward trend in transactions is expected to continue.

Options and Analysis

The goal of optimization is to balance service levels with the required staffing levels for safety and successful waste screening.

For service levels, this includes considering traffic patterns, wait times and daily maximum capacities on each of the sites.

For staffing, for Sechelt Landfill, it's recommended this includes increasing staffing levels to ensure three Site Attendants are present during all operating hours. For Pender Harbour Transfer Station, it's recommended to have one Site Attendant present during all operating hours.

The Site Attendant's primary role is waste screening and this is critical to the operations of the sites. For example, waste screening ensures only materials permitted at the sites are disposed and loads of drywall are screened to ensure the strict process for acceptance has been followed. As well, Site Attendants are instrumental in monitoring for compliance with current and future landfill disposal bans.

The optimized schedules presented below incorporates the 0.9 FTE brought forward to 2021 Round 1 Budget to achieve the aforementioned staffing levels.

For Sechelt Landfill, the proposed schedule incorporates a 9:00 a.m. opening and 5:00 p.m. closing each operating day. The site would be closed on Mondays for all customers. Overall, this results in a decrease in opening hours for commercial customers of 4.5 hours per week (due to Monday closure) and an overall increase of 0.5 hours for all other customers. However, this results in an increase of three hours on Sundays.

For Pender Harbour Transfer Station, the proposed schedule also incorporates a 9:00am opening each operating day with a 4:30 p.m. closure on Mondays, Wednesdays to Fridays and a 4:00 p.m. closure on Saturdays and Sundays. Overall this results in a decrease to opening hours per week of between 3 and 4 hours, depending on the season. As well, a clearer delineation of summer and winter hours for Pender Harbour Transfer Station is being proposed, with summer from May 1 to September 30 and winter from October 1 to April 30. This results in additional Sunday openings in early May and late September.

For statutory holidays, there are no changes being proposed – open statutory holidays May to September inclusive, closed the remaining statutory holidays.

Tables 4, 5 and 6 summarize the proposed optimized schedules for the Sechelt Landfill and Pender Harbour Transfer Station summer and winter respectively.

Table 4 – Proposed Optimized Sechelt Landfill Schedule

Sechelt Landfill – Proposed Schedule, Year-Round							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	9am-5pm	Closed	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm
# of Op Hrs	8 hrs	0	8 hrs	8 hrs	8 hrs	8 hrs	8 hrs
Staffing Levels (staff shifts)	Scale – 1 Site – 3	n/a	Scale – 1 Site – 3	Scale – 1 Site – 3	Scale – 1 Site – 3	Scale – 1 Site – 3	Scale – 1 Site – 3

Table 5 – Proposed Optimized Pender Harbour Transfer Station Schedule, Summer

Pender Harbour Transfer Station – Proposed Schedule, Summer (Summer – May 1 to September 30)							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	9am-4pm	9am-4:30pm	closed	9am-4:30pm	9am-4:30pm	9am-4:30pm	9am-4pm
# of Op Hrs	7 hrs	7.5 hrs	0	7.5 hrs	7.5 hrs	7.5 hrs	7 hrs
Staffing Levels (staff shifts)	Scale – 1 Site – 1	Scale – 1 Site – 1	n/a	Scale – 1 Site – 1	Scale – 1 Site – 1	Scale – 1 Site – 1	Scale – 1 Site – 1

Table 6 – Proposed Optimized Pender Harbour Transfer Station Schedule, Winter

Pender Harbour Transfer Station – Proposed Schedule, Winter (Summer – October 1 to April 30)							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Op Hrs	closed	9am-4:30pm	closed	9am-4:30pm	9am-4:30pm	9am-4:30pm	9am-4pm
# of Op Hrs	0	7.5 hrs	0	7.5 hrs	7.5 hrs	7.5 hrs	7 hrs
Staffing Levels (staff shifts)	n/a	Scale – 1 Site – 1	n/a	Scale – 1 Site – 1	Scale – 1 Site – 1	Scale – 1 Site – 1	Scale – 1 Site – 1

Other Service Levels and Required Staffing – Considerations

Should the Board desire to increase service levels beyond what is proposed, the following is a summary of the associated additional staffing levels required to do so:

- Open Sechelt Landfill on Mondays year-round - 0.9 FTE
This option would allow for a more even spreading of the traffic and hence reduce wait times early in the week.
- Open Pender Harbour Transfer Station each operating day from 9:00 a.m. to 5:00 p.m. – 0.3 FTE
This option would harmonize the hours of operation for both sites and would result in no change to total operating hours per week when compared to current schedule.
- Open Pender Harbour Transfer Station on Sundays year-round – 0.4 FTE
This option would allow for weekend travelers to access disposal services on Sundays year-round.

Should the Board desire to decrease service levels below what is proposed, the following is a summary of the associated staffing implications.

- Closing Pender Harbour Transfer Station on Thursdays during the winter schedule – 0.37 FTE reduction
This would increase traffic on other days but not to an unmanageable level. However, a second mid-week closure may negatively impact the commercial hauling contractors who service Pender Harbour residents and businesses. As well, the continued increase to the total number of transactions per year are also a consideration. Based on those reasons, staff do not recommend decreasing beyond the proposed.

Staff do not propose any decreases to service levels below what is proposed for the Sechelt Landfill as it is anticipated to result in traffic levels beyond a manageable level.

Organizational and Intergovernmental Implications

Any changes to hours of operation will result in impacts to Scale Attendant and Site Attendant staff and the hours they work. Some staff may see an increase to their weekly hours, whereas others may see a reduction.

None of the proposed options would impact the garbage curbside collection services provided by the SCRD or other local governments on the Coast.

Financial Implications

Scale Attendants and Site Attendants are funded from user fees (tipping fees) collected at the Pender Harbour Transfer Station and Sechelt Landfill when materials are disposed at the sites.

The proposed optimized schedule includes the 2021 Round 1 Budget Proposal of 0.9 FTE (\$52,570 for 2021, \$68,430 for 2022 and onwards) funded from user fees (tipping fees). Should this budget proposal not be approved, staff will bring forward a revised schedule for both sites based on current staffing levels but with a reduced waste screening at both sites.

Should the Board desire to increase staffing levels beyond the proposed optimized schedule, then additional FTE and budget would be required. A 2021 Round 2 Budget Proposal could be prepared with an increase to the FTE and budget value should the Board direct staff to do so. This increased value would also be proposed to be funded from user fees (tipping fees.)

Timeline for next steps

If the outcome from the 2021 budget process results in increased FTE and a new schedule is to be implemented, an anticipated start date would be late Q2 2021 or early Q3 2021.

Following implementation of a revised schedule staff will evaluate the impacts on traffic patterns and report back to the Board if additional revisions should be considered, for example to accommodate the ongoing increase of transactions.

Communications Strategy

If Board direction is received to alter the operating hours at both sites, a communications plan will be developed which will include information on website, social media, newspapers and updated signage at both sites.

STRATEGIC PLAN AND RELATED POLICIES

Supports the SCRD's Board's Strategic Plan's Strategic Focus Area of Asset Stewardship, Strategy of Achieve Sustainable Solid Waste Management and Tactic of implementing the landfill disposal ban of organics.

Support's the SCRD's Financial Sustainability Policy.

CONCLUSION

There is Board direction to optimize the schedule at the Pender Harbour Transfer Station and Sechelt Landfill.

The goal of optimization is to balance service levels with the required staffing levels for safety and successful waste screening.

For service levels, this includes considering traffic patterns, wait times and daily maximum capacities on each of the sites.

For staffing, for Sechelt Landfill, it's recommended this includes increasing staffing levels to ensure three Site Attendants are present during all operating hours. For Pender Harbour Transfer Station, it's recommended to have one Site Attendant is present during all operating hours.

To achieve this, Staff prepared an optimized schedule for both sites that incorporates the 2021 Round 1 Budget Proposal of 0.9 FTE (\$52,570 for 2021) funded from user fees (tipping fees). Should this budget proposal not be approved, the current hours of operation and staffing levels would remain.

For the Sechelt Landfill, the proposed schedule results in a decrease in opening hours for commercial customers of 4.5 hours per week (due to Monday closure) and an overall increase of 0.5 hours for all other customers. However, this results in an increase of three hours on Sundays.

For the Pender Harbour Transfer Station, the proposed schedule results in a decrease to opening hours per week of between 3 and 4 hours, depending on the season. As well, a clearer delineation of summer and winter hours that results in additional Sunday openings in early May and late September.

Should the Board desire to increase staffing levels beyond the proposed optimized schedule, then additional FTE and budget would be required. A 2021 Round 2 Budget Proposal could be prepared with an increase to the FTE and budget value should the Board direct staff to do so. This increased value would also be proposed to be funded from user fees (tipping fees.)

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **BOOK RECYCLING PROGRAM CONSIDERATIONS**

RECOMMENDATION(S)

THAT the report titled Book Recycling Program Considerations be received.

BACKGROUND

At the February 5, 2021 Round 1 Budget discussion, the following recommendation was adopted:

Recommendation No. 59 *Regional Solid Waste [350] – 2021 R1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2021 Round 2 Budget pending confirmation that funding required would be sufficient for the program in these locations and providing options available for book recycling services:

- Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$10,000 funded through Taxation.

The purpose of this report is to provide additional information regarding book recycling to help inform the 2021 Budget deliberations.

DISCUSSION

Recycling Regulation, Extended Producer Responsibility (EPR) and Books

The BC Ministry of Environment and Climate Change Strategy's (MoE) Recycling Regulation outlines the scope of BC's various Extended Producer Responsibility (EPR) programs. With EPR programs the producers pay for the recycling of specific items and consumers participate by "taking back" the items they purchase for recycling. There are EPR programs for items such as paint, tires and beverage containers. The newest BC EPR program was launched in 2014 for packaging and paper products (PPP). The Recycling Regulation specifically excludes books in the definition of paper products, thus, books cannot be collected for recycling in the PPP EPR program. This resulted in any recycling depot in BC that was collecting books along with paper, had to cease book recycling altogether or keep the books separate and find a recycling processor.

SCRD Book Recycling Program

Since 2014, the SCRD has had contracts with Gibsons Recycling Depot to collect and recycle residential books. This was implemented to ensure some books on the Sunshine Coast would be recycled instead of landfilled, given that with the launch of the provincial PPP EPR program books could no longer be accepted for recycling along with paper.

The current amount budgeted for book recycling is \$14,400 which is funded through Taxation Regional Solid Waste [350]. Approximately 70% of the budget funds fixed costs, to operate the program, and remaining budget is for variable costs, to fund the transportation and processing (per tonne recycling fee.) Note: There is no revenue paid for books.

On average, 28 tonnes of residential books are recycled through this program each year.

In 2019, the SCRD issued an RFP for up to three book recycling locations. Only one proposal was received, for a location in Gibsons. This was the precipice for the PMAC and Board adoption of the recommendation to host book recycling at the Pender Harbour Transfer Station and Sechelt Landfill. As well, if the SCRD hosted two locations at the disposal sites, there would not be additional monthly fixed costs to manage the book recycling program as this would be absorbed within the existing operating budget for the disposal facilities.

SCRD Advocacy

On February 3, 2015, the SCRD sent a letter to MoE requesting that the Recycling Regulation be amended to include books. The MoE responded that no amendments were being considered at the time.

Options and Analysis

Staff prepared three options for the Board's consideration.

Option 1 – Maximum book recycling: Book recycling at Pender Harbour Transfer Station, Sechelt Landfill and Gibsons Recycling Depot

Option 1 is an enhancement to the SCRD residential book recycling program and would result in three locations on the Sunshine Coast for the recycling of residential books. Based on the RFP initiated in 2019, there are no entities in Pender Harbour and Sechelt interested in taking on this program. Hence, the recommendation to add it to the programs managed at the two SCRD disposal sites.

Residential books would be dropped off for recycling at no cost at the time of drop off as this option is fully funded from taxation.

This option results in maximum residential book recycling and minimum landfilled.

After further review, Staff estimate that an estimated \$7,500 per SCRD disposal site per year is required to fund the transportation and recycling costs. The costs to manage the residential book recycling program would be funded from within existing operating budget.

Overall, this option would result in an increase to taxation in the amount of \$15,000 per year for a total annual budget of \$29,400. However, the actual expenditures are variable based on the tonnes of books received at each site and could be higher or lower.

With an estimated start date of this program of July 1, 2021 the required increase taxation increase for 2021 would be \$7,500.

Option 2 – Medium book recycling: Book recycling at Gibsons Recycling (status quo)

Option 2 is the status quo with one SCRD funded residential book recycling drop-off location in Gibsons.

This option results in a medium level of book recycling with books landfilled that are delivered at the Pender Harbour Transfer Station and the Sechelt Landfill, unless residents deliver their books to Gibsons Recycling Depot.

Option 2 is the status quo and has an annual approved budget of \$14,400. However, the actual expenditures are variable based on the tonnes of books received and could be higher or lower.

This option does not reduce taxation.

Option 3 – Discontinue book recycling

This option would result in no SCRD funded book recycling effective August 1, 2021. Books may or may not continue to be recycled at Gibsons Recycling Depot. There is some reuse of books through thrift stores and on-line, however, once the books are no longer reused, they would likely be landfilled.

This option would result in a reduction to taxation of approximately \$5,000 in 2021 and \$14,400 in 2022 and beyond.

Financial Implications

Option 1 would increase taxation by \$7,500 in 2021 and \$15,000 per year in 2022 and onwards. Staff updated Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget) accordingly.

Option 2 would result in no changes to taxation.

Option 3 would reduce taxation by approximately \$5,000 in 2021 and \$14,400 in 2022 and beyond.

Timeline for next steps

If Option 1 is supported by the Board, after budget adoption, procurement for container, hauling and recycling services would be initiated. It is anticipated that book recycling at Pender Harbour Transfer Station and Sechelt Landfill would launch in Q3 2021. For the Sechelt Landfill, the timing will be aligned for when the construction has concluded.

If Option 2 is selected, no further action is required.

If Option 3 is selected, staff would notify Gibsons Recycling Depot that the contract would not be extended and would be concluding on July 31, 2021.

Communications Strategy

Staff will develop and implement necessary communications based on the Board's direction on an SCRD book recycling program as well as update existing communications tools accordingly. E.g. SCRD Collects App, Recycling Directory.

STRATEGIC PLAN AND RELATED POLICIES

Book recycling supports the SCRD's Solid Waste Management Plan's target of 65%-69% diversion.

CONCLUSION

Currently, the SCRD funds one residential book recycling location is Gibsons at an annual cost of \$14,400 per year funded through taxation Regional Solid Waste [350]. To increase book recycling options and thus decrease books from being landfilled, two additional locations are being considered. These locations are the Pender Harbour Transfer Station and Sechelt Landfill. To implement, would require additional budget of \$15,000 per year, also funded through taxation. This budget would fund the transportation and recycling costs. The costs to manage the book recycling program would be funded from within existing operating budgets.

Alternatively, the Board could decide to continue at the status quo of one location (no net change to taxation) or to discontinue book recycling which would reduce taxation by approximately \$5,000 in 2021 and \$14,400 in 2022 and beyond.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services
Remko Rosenboom, General Manager, Solid Waste Services

SUBJECT: **2021 R2 BUDGET PROPOSAL FOR [350] REGIONAL SOLID WASTE**

RECOMMENDATION(S)

THAT the report titled 2021 R2 Budget Proposal for [350] Regional Solid Waste be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 – Generator Replacement for Pender Harbour Transfer Station, \$5,000 [350] – Incorporated in Round 1. Funding from Taxation;
- Budget Proposal 2 – Sechelt Landfill Stage H+ Closure, \$2,500,000 [350] – Incorporated in Round 1. Funding from Landfill Closure Reserve Fund;
- Budget Proposal 3 – Sechelt Landfill Monitoring Well Installation, \$67,900 [350] – Incorporated in Round 1. Funding from Taxation and User Fees (Tipping);
- Budget Proposal 4 – Sechelt Landfill Semi-Annual Surveying, \$5,000 (Base Budget) [350] – Incorporated in Round 1. Funding from User Fees (Tipping);
- Budget Proposal 6 – Future Solid Waste Disposal Options Study – Phase 2, \$150,000 [350] – Incorporated in Round 1. Funding from Taxation;
- Budget Proposal 7 – Forklift for Sechelt Landfill, \$29,500 [350] – Incorporated in Round 1. Funding from MFA 5-Year Equipment Finance Loan and User Fees (Tipping);

AND FURTHER THAT a loan of up to \$25,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Forklift for the Sechelt Landfill.

- Budget Proposal 9 – Increase to Green Waste Program Funding (One-Time with a Review of the Program Funding in 2022), \$100,000 [350] – Incorporated in Round 1. Funding from Taxation;

- Budget Proposal 12 – Recycling Depot Funding (One-Time), \$30,000 [350] – Incorporated in Round 1. Funding from Taxation;
- Budget Proposal 13 – Pender Harbour Transfer Station Site Assessment, \$8,000 [350] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 14 – Road Maintenance Budget Increase for Pender Harbour Transfer Station (One Time with future staff report regarding Road Maintenance Next Steps to a future Committee), \$8,000 [350] – Incorporated in Round 1. Funding from User Fees (Tipping);
- Budget Proposal 18 – Traffic Control Lights for Pender Harbour Transfer Station, \$10,000 [350] – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal 19 – WildSafeBC Program, \$15,000 [350] – Incorporated in Round 1. Funding from Taxation

The following Budget Proposals, were referred to 2021 Round 2 Budget per the following recommendations (excerpts):

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 budget for confirmation of the funding required:

- Budget Proposal 5 – Re-Diversion of Waste from Sechelt Landfill.

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding whether a reduction in tipping fees should be offset by an increase to taxation or through Municipal Solid Waste tipping fees:

- Budget Proposal 8 – Increase to Landfill Operations Funding (Base Budget), \$97,500 funded through Taxation;

AND FURTHER THAT the following budget proposals be referred to 2021 Round 2 Budget pending staff report to a February 2021 Committee Meeting regarding an update to the Eco-Fee Reserves:

- Budget Proposal 10 – Waste Composition Study (including options pertaining to the scope of the study (e.g. Commercial versus Residential service) and frequency of the data collection;
- Budget Proposal 11 – Solid Waste Management Plan Update, \$150,000 funded through Taxation.

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending staff report to February 2021 Infrastructure Services Committee reviewing the opening hours of both sites:

- Budget Proposal 15 – Site Attendant, 0.9 FTE, funded \$52,570 from User Fees (Tipping) for 2021 (\$51,320 wages and benefits and \$1,250 overhead costs), and future base budget increase to approximately \$68,430;

AND THAT the following budget proposal be approved and incorporated into the 2021 Round 2 Budget with a report back at 2021 Round 2 Budget investigating the use of Eco-Fee Reserves or other sources of funding available:

- Budget Proposal 16 – Audit of South Coast Green Waste Drop-off Depot (Base Budget Increase), \$6,200 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending further information to be presented at the February 2021 Infrastructure Services Committee meeting regarding the results of the 2020 Biocover Feasibility Study:

- Budget Proposal 17 – Biocover Feasibility Study – Phase 2, \$150,000 funded through Taxation;

AND THAT the following budget proposal be referred to 2021 Round 2 Budget pending confirmation that funding required would be sufficient for the program in these locations and providing options available for book recycling services:

- Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$10,000 funded through Taxation.

DISCUSSION

2021 R2 Budget Proposals by Category

A- MANDATORY – Imminent Asset Failure

21	<i>Function Number – Project Name:</i>	**NEW [350] – Generator Replacement for Sechelt Landfill
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$15,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	The generator will be incorporated into future financial and asset management planning documents in order to ensure funding is in place at the end of the asset's useful life.
	<i>Rationale / Service Impacts:</i>	The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill has failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and

		<p>telephone for example. Without sufficient power the site would need to close. This would also be required if the diesel generator would be required as emergency power source for a water or wastewater system.</p> <p>\$10,000 to fund capital costs and installation costs.</p> <p>\$5,000 to fund interim generator rental costs and fuel (diesel) costs.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Annual maintenance to be funded within approved budget as this is a replacement.

D - BUSINESS CONTINUITY (Mandatory – requires decision)

5	<i>Function Number – Project Name:</i>	[350] – Re-Diversion of Waste from Sechelt Landfill
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	<p>2021: \$25,000</p> <p>2022 and onwards: \$50,000 (base budget increase)</p>
	<i>Funding Source(s):</i>	User Fees (Tipping Fees)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>As per Board resolutions 267/20 No. 4 and 267/20 No. 10, staff were directed to investigate ad-hoc re-diversion of waste received at the Sechelt Landfill to an off-coast disposal facility.</p> <p><u>Updates compared to Round 1</u></p> <p>As per Board resolution 052/21 No.6, the re-diversion of materials may be initiated when 80% of annual authorized tonnage limit at Sechelt Landfill is reached. And that, a \$50,000 annual budget, funded</p>

		<p>from a \$5 surcharge applied to all materials landfilled was supported.</p> <p>The budget would fund the transportation and disposal costs of materials being re-diverted to a landfill off-coast if required to stay within the annual authorized tonnage limit.</p> <p>Discussions with the Ministry of Environment and Climate Change Strategy are ongoing to confirm if there specific regulatory requirements to be met before the SCRD could initiate the proposed waste re-diversion.</p>
	<i>Climate Action Impact</i>	Re-diversion of waste would result in an increase of trucks hauling containers of waste off-coast and thus would increase transportation related GHGs.
	<i>Life Cycle Cost Breakdown</i>	Base Budget Increase

8	<i>Function Number – Project Name:</i>	[350] – Increase to Landfill Operations Funding
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$97,500
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>All local governments on the coast have or are in the process of implementing a residential curbside collection program for food waste.</p> <p>The implementation of these programs is reducing the material tonnages disposed of at the landfill and hence the revenue received from tipping fees for Municipal Solid Waste (MSW).</p> <p>The proposed budget amount did only consider the expected tonnage decreases related to the implementation</p>

		<p>of the SCRD organics curbside collection program ("green bin program") while such program for the District of Sechelt is expected to be initiated sometime in 2021.</p> <p>As no Board direction has been received if the reduction in tipping fees should be offset by increasing taxation (as per this budget proposal) or thru an increase in MSW tipping fees, staff will bring forward a report on this subject to a February 2021 Committee meeting and will update this budget proposal as per the Board direction received at that meeting.</p> <p><u>Update since Round 1</u></p> <p>Staff are recommending the deferral of this budget proposal to 2022 to allow for more analyses and discussion with the Board on the funding of the operations of the SCRD solid waste disposal sites and the actual MSW tipping fees variance for 2021. If such variance would contribute to a deficit for the function as a whole this would need to be funded from 2022 taxation.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Base Budget Increase

22	<i>Function Number – Project Name:</i>	**NEW [350] – Solid Waste Programs Coordinator
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$42,000 (Base Budget Increase)
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	The Solid Waste Programs Coordinator position is responsible for key programs and services delivered by the Solid

		<p>Waste Services Division. Some of these include: Islands Clean Up, curbside collection services, Good Samaritan Program and Backroad Trash Bash. As well, this position supports the communication and outreach for SCRD recycling depots and the SCRD disposal sites.</p> <p>From 2013 to 2020 this position was funded 50% from Eco Fee Reserves. A recent review concluded that this is not supported by the use of Eco Fee Reserves as defined by Bylaw 670 and this situation needs to be rectified. The appropriate funding is through Taxation from Regional Solid Waste [350].</p> <p>The staff report titled Eco-Fee Reserve Fund Considerations presented at the February 25, 2021 Corporate and Administrative Services Committee outlined this situation.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Base Budget increase

E BOARD STRATEGIC AND CORPORATE GOALS

10	<i>Function Number – Project Name:</i>	[350] – Waste Composition Study
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$100,000
	<i>Funding Source(s):</i>	Eco-Fee Reserves (updated from Taxation)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	To guide current and future waste reduction and diversion efforts and evaluate current programs, a waste composition study is conducted to

		<p>determine what is still being disposed in the garbage.</p> <p>The SCRD last conducted such study in 2014/2015.</p> <p>The budget would be utilized to conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of any services the SCRD has implemented since 2014/2015 and informs the update to the SWMP and the future phases of the Future Solid Waste Disposal Option Study.</p> <p>Note: Should the SCRD proceed with implementing curbside collection of recycling, this budget item will be carry-forwarded to 2022 to ensure study is completed post-implementation of curbside recycling.</p> <p><u>Updates compared to Round 1</u></p> <p>Staff do not recommend conducting commercial only waste audit as costs would be approximately $\frac{3}{4}$ of the full study of all sectors due to audit at PHTS which by nature of the site, is for all sectors combined.</p> <p>The staff report titled Eco-Fee Reserve Fund Considerations presented at the February 25, 2021 Corporate and Administrative Services Committee outlined the eligibility of this project for funding from the Eco-fee Reserve Fund.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

11	<i>Function Number – Project Name:</i>	[350] – Solid Waste Management Plan Update
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$150,000
	<i>Funding Source(s):</i>	Eco-Fee Reserves (updated from Taxation)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>The <i>Environmental Management Act</i> requires that all regional districts prepare and submit a solid waste management plan to the provincial government. Final plans are approved by the Minister of Environment & Climate Change Strategy after sufficient public and stakeholder consultation has taken place.</p> <p>The Ministry's guidelines outline an expected update to Solid Waste Management Plans (SWMP) every 10 years. The SCRD's SWMP was last updated in 2011.</p> <p>This project is anticipated to be initiated in Q4 2021 if at that time Board direction has been received for future waste disposal, otherwise it will be postponed until 2022.</p> <p><u>Updates compared to Round 1</u></p> <p>The staff report titled Eco-Fee Reserve Fund Considerations presented at the February 25, 2021 Corporate and Administrative Services Committee outlined the eligibility of this project for funding from the Eco-fee Reserve Fund.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

15	<i>Function Number – Project Name:</i>	[350] – 0.47 FTE Site Attendant (updated from 0.9 FTE)
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	Total 2021: \$27,450 2021 Salary - \$26,800 (Q2 2021 hire) 2021 Non-salary - \$650 Total 2022 and onwards: \$35,740
	<i>Funding Source(s):</i>	User Fees (Tipping Fees)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>The current staffing levels do not allow for all loads delivered to the landfill or the transfer station to be screened for the appropriateness of the materials being disposed of. This is resulting in contamination of loads of recyclable materials being rejected by the recyclers, resulting in additional hauling and disposal costs for the SCRD.</p> <p>The implementation of the cardboard ban in 2021 and the food waste and paper ban in 2022 will further increase the need for adequate waste screening of loads delivered to the landfill or the transfer station.</p> <p><u>Updated Since Round 1</u></p> <p>At the February 11, 2021 Infrastructure Services Committee meeting the results of the review of the opening hours of both SCRD solid waste disposal sites were presented.</p> <p>As per Board resolution 041/21 No. 4, a staff report titled Sechelt Landfill and Pender Harbour Transfer Station Operating Hours and Schedule Considerations is included in this agenda</p>

		<p>package. The report outlines five options for the Board's consideration.</p> <p>This budget proposal was prepared based on Option 2b – Medium customer service and medium waste screening (new FTE: 0.47).</p> <p>This budget proposal would need to be updated should the Board provide different direction.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Base budget increase

16	<i>Function Number – Project Name:</i>	[350] - Audit of South Coast Green Waste Drop-off Depot
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$6,200
	<i>Funding Source(s):</i>	Eco-Fee Reserves (updated from Taxation)
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>As per Board resolution 384/20 No. 7 that staff bring forward a report to Round 1 budget to confirm the feasibility and financial implications of an audit at the South Coast Green Waste Drop-off site to determine who is using the facility, what material is being dropped off including invasive species, the volume of material and the approximate percentage of users that are commercial and residential.</p> <p>Staff propose the following approach for consideration:</p> <ul style="list-style-type: none"> -2 casual landfill site attendants to conduct the audit; attend the site as a pair -2 audits per day of the week for a total of 14 days over the months of April and

		<p>May; 6 hours per day -Total of 168 site attendant staff hours to conduct audit that requires budget -Infrastructure Services Assistant, Solid Waste Programs Coordinator and Manager, Solid Waste Services to review audit results and prepare summary report within approved budget.</p> <p><u>Updates compared to Round 1</u></p> <p>The staff report titled Eco-Fee Reserve Fund Considerations presented at the February 25, 2021 Corporate and Administrative Services Committee outlined the eligibility of this project for funding from the Eco-fee Reserve Fund.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

17	<i>Function Number – Project Name:</i>	[350] – Biocover Feasibility Study – Phase 2
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$150,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p><u>Updated since Round 1</u></p> <p>At the Round 1 Budget deliberations this project was referred to 2021 Round 2 Budget pending further information to be presented at the February 2021 Infrastructure Services Committee meeting regarding the results of the 2020 Biocover Feasibility Study.</p> <p>At the February 11, 2021 Infrastructure Service Committee meeting the results of the 2020 Biocover Feasibility Study project were presented. A Phase 2</p>

		<p>project was supported to bring forward to Round 2 budget deliberations.</p> <p>Phase 2 with help determine whether or not a biocover could be utilized for the final closure phase for the Sechelt Landfill. Benefits of a biocover include reduced methane emissions and reduced closure costs.</p>
	<i>Climate Action Impact</i>	The installation of Biocover could reduce the methane emissions from the landfill.
	<i>Life Cycle Cost Breakdown</i>	N/A

G OTHER or NOT CURRENTLY CLASSIFIED

20	<i>Function Number – Project Name:</i>	[350] – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$15,000 (updated from \$10,000)
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p><u>Updates since Round 1</u></p> <p>The staff report titled Book Recycling Program Considerations included in this agenda package outlines options for the SCRd book recycling program for the Board's consideration.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	Base Budget Increase

Financial Implications

Regional Solid Waste Operating

Five-Year Operating Reserve Plan - Reg. Solid Waste [Taxation Function]					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 52,452	\$ 52,452	\$ 52,452	\$ 52,452	\$ 52,452
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 52,452	\$ 52,452	\$ 52,452	\$ 52,452	\$ 52,452

Eco-Fee

Five-Year Operating Reserve Plan - Eco Fees					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 277,470	\$ 74,220	\$ 137,220	\$ 200,220	\$ 263,220
Contributions	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
SWMP Update	-\$ 150,000				
Waste Composition Study	-\$ 100,000				
Audit S.Coast Green Waste	-\$ 6,250				
Home Composter Rebate Prog.	-\$ 10,000				
Closing Balance in Reserve	\$ 74,220	\$ 137,220	\$ 200,220	\$ 263,220	\$ 326,220

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station.

Landfill Operating

Five-Year Operating Reserve Plan - Landfill					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 197	\$ 197	\$ 197	\$ 197	\$ 197
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 197	\$ 197	\$ 197	\$ 197	\$ 197

Landfill Closure

Five-Year Capital Reserve Plan - Landfill Closure					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 2,589,533	\$ 889,533	\$ 1,689,533	\$ 2,489,533	\$ 3,289,533
Contributions	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Stage H+ Closure	-\$ 2,500,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 889,533	\$ 1,689,533	\$ 2,489,533	\$ 3,289,533	\$ 4,089,533

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **WASAC RESPONSE TO REFERRAL OF 2021 ROUND 1 BUDGET PROPOSALS**

RECOMMENDATION(S)

THAT the report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals be received.

BACKGROUND

At the February 5, 2021 Special Corporate and Administrative Services Round 1 Budget meeting, the Board referred the following budget proposals to the Water Supply Advisory Committee (WASAC):

North Pender Harbour Water Service [365]

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources.

South Pender Harbour Water Service [366]

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources.

Regional Water Service [370]

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2;
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek;
- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis;
- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources.

The purpose of this report is to update the Board on these referrals.

DISCUSSION

Staff presented the referrals to WASAC at their March 1, 2021 meeting and the staff report is included as Attachment A. Minutes from the March 1, 2021 WASAC meeting will not be presented to the Board in time for recommendations to be considered at 2021 Budget Round 2.

This report provides an opportunity for staff to verbally convey conclusions from WASAC's discussion with respect to the selected budget proposals to assist the Board in its decision making on the listed budget proposals.

STRATEGIC PLAN AND RELATED POLICIES

These budget proposals support the advancement of the SCRD 2019-2023 Strategic Plan through the following strategies:

- The Engagement and Communications goal “to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.”
- The Asset Stewardship goal, specifically the strategy to have a “plan for and ensure year-round water availability now and in the future,” as well as the tactics to:
 - “Complete and adopt Water Sourcing Policy,”
 - “Expand water conservation programs and increase engagement with residents and stakeholders on water conservation,”
 - “Hold water summit to engage community stakeholders on long term water management strategy.”
- The Community Resilience and Climate Adaptation goal “to reduce GHG emissions and enhance our region’s resiliency to the effects of a changing climate”.

CONCLUSION

This report presents the budget proposals that the Board referred to WASAC for comment following 2021 Budget, Round 1. The March 1, 2021 WASAC meeting minutes are not available in time for this meeting, and therefore, staff will present a verbal update regarding WASAC's recommendations to the Board.

ATTACHMENT

Attachment A: 2021-MAR-01 WASAC staff report Referral of 2021 Round 1 Budget Proposals

Reviewed by:			
Manager	X – M. Edbrooke	Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	X - R. Shay

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: 2021 Budget, Round 2 – March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **WASAC RESPONSE TO REFERRAL OF 2021 ROUND 1 BUDGET PROPOSALS**

RECOMMENDATION(S)

THAT the report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals be received.

BACKGROUND

At the February 5, 2021 Special Corporate and Administrative Services Round 1 Budget meeting, the Board referred the following budget proposals to the Water Supply Advisory Committee (WASAC):

North Pender Harbour Water Service [365]

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources.

South Pender Harbour Water Service [366]

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources.

Regional Water Service [370]

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2;
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek;
- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis;
- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources.

The purpose of this report is to update the Board on these referrals.

DISCUSSION

Staff presented the referrals to WASAC at their March 1, 2021 meeting and the staff report is included as Attachment A. Minutes from the March 1, 2021 WASAC meeting will not be presented to the Board in time for recommendations to be considered at 2021 Budget Round 2.

This report provides an opportunity for staff to verbally convey conclusions from WASAC's discussion with respect to the selected budget proposals to assist the Board in its decision making on the listed budget proposals.

STRATEGIC PLAN AND RELATED POLICIES

These budget proposals support the advancement of the SCRD 2019-2023 Strategic Plan through the following strategies:

- The Engagement and Communications goal “to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.”
- The Asset Stewardship goal, specifically the strategy to have a “plan for and ensure year-round water availability now and in the future,” as well as the tactics to:
 - “Complete and adopt Water Sourcing Policy,”
 - “Expand water conservation programs and increase engagement with residents and stakeholders on water conservation,”
 - “Hold water summit to engage community stakeholders on long term water management strategy.”
- The Community Resilience and Climate Adaptation goal “to reduce GHG emissions and enhance our region’s resiliency to the effects of a changing climate”.

CONCLUSION

This report presents the budget proposals that the Board referred to WASAC for comment following 2021 Budget, Round 1. The March 1, 2021 WASAC meeting minutes are not available in time for this meeting, and therefore, staff will present a verbal update regarding WASAC's recommendations to the Board.

ATTACHMENT

Attachment A: 2021-MAR-01 WASAC staff report Referral of 2021 Round 1 Budget Proposals
<http://cs.scrd.ca/OTCS/llisapi.dll/link/4098046>

Reviewed by:			
Manager	X – M. Edbrooke	Finance	- T. Perreault
GM		Legislative	
CAO	-D. McKinley	Other	X- R. Shay

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Shane Walkey, Manager, Utility Services

SUBJECT: **2021 ROUND 2 BUDGET PROPOSAL FOR [365] NORTH PENDER HARBOUR WATER SERVICE**

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [365] North Pender Harbour Water Service be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 – Garden Bay Pump Station – Treatment Improvements-Phase 1 – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 2 – Water Metering Program: Leak Correlator – Incorporated into Round 2. Funding from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 3 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot) – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 4 – Water Metering Program: Neptune 360 Software and – Incorporated into Round 2. Funding from User Fees;
- Budget Proposal 5 – Water Metering Program: Development of Customer Relationship Management Tool – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 7 – Capital Infrastructure Project Technicians, 1.5 FTE Incorporated into Round 2. Funding from User Fees and future base budget increase;
- Budget Proposal 8 – 2020 Carryforward Project Funding Amendment– Emergency Generator — Incorporated into Round 2. Funding from Electoral Area A - Federal Gas Tax- Community Works Fund.

The following Budget Proposal, was referred to 2021 Round 2 Budget per the following recommendation (excerpts):

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources, \$5,000 (\$225,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

DISCUSSION

2021 R2 Budget Proposals by Category

E - BOARD STRATEGIC AND CORPORATE GOALS

6	<i>Function Number – Project Name:</i>	[365] – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	Total \$225,000 \$5,000 [365] \$210,000 [See BP through 370] \$10,000 [See BP through 366]
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River. Staff recommend to reconsider the timing of this project based on the confirmed potential for and associated workload with the development additional water sources in the upcoming years. The development of these

		sources could result in an expansion of the water supply such that it eliminates the 2025 Water Supply Deficit and significantly reduced that of 2035.
	<i>Climate Action Impact</i>	<p>This study would assess the impact of climate change on the potential use of these sources as water supply. The impacts of climate change will also be included in the updated Water Supply Deficit and Conservation targets analyses for the Chapman System and develop them for the other water systems.</p> <p><u>Referral to WASAC</u></p> <p>The report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 39,530	\$102,530	\$ 102,530	\$ 102,530	\$ 102,530
2020 Operating Surplus	\$ 80,000	\$ -	\$ -	\$ -	\$ -
2021 Budget Proposals	-\$ 17,000	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 102,530	\$102,530	\$ 102,530	\$ 102,530	\$ 102,530

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 323,432	\$ 403,432	\$ 483,432	\$ 563,432	\$ 643,432
2021 Budget Proposals	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Closing Balance in Reserve	\$ 403,432	\$ 483,432	\$ 563,432	\$ 643,432	\$ 723,432

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Shane Walkey, Manager, Utility Services

SUBJECT: **2021 ROUND 2 BUDGET PROPOSAL FOR [366] SOUTH PENDER HARBOUR WATER SERVICE**

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [366] South Pender Harbour Water Service be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 – Dogwood Reservoir – Engineering and Construction – Incorporated into Round 2. Funding from Electoral Area A - Federal Gas Tax-Community Works Fund;
- Budget Proposal 2 – McNeil Lake Dam Upgrades-Phase 1 – Incorporated into Round 2. Funding from Electoral Area A – Federal Gas Tax-Community Works Fund;
- Budget Proposal 3 – Dam Inspections and Emergency Response – Incorporated into Round 2. Funding from User Fees;
- Budget Proposal 4 – South Pender Harbour Water Treatment Plant – Upgrades – Phase Two – Incorporated into Round 2. Funding from Electoral Area A - Federal Gas Tax Community Works Fund;
- Budget Proposal 5 – Vehicle Purchases – Incorporated into Round 2. Funding from MFA 5-Year Equipment Finance Loan (with potential for Grant Funding),

AND THAT a loan of up to \$80,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Vehicle for South Pender Harbour Water Service.

- Budget Proposal 6 – Water Metering Program: Leak Correlator – Incorporated into Round 2. Funding from Operating Reserves (with potential for Grant Funding);

- Budget Proposal 7 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot) – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 8 – Water Metering Program: Neptune 360 Software and Hardware – Incorporated into Round 2. Funding from User Fees;
- Budget Proposal 9 – Water Metering Program: Development of Customer Relationship Management Tool – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 11 – Capital Infrastructure Project Technicians – Incorporated into Round 2. Funding from User Fees and future base budget increase.

The following Budget Proposal, was referred to 2021 Round 2 Budget per the following recommendation (excerpt):

AND THAT the following budget proposal be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring this project and timing consideration:

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$10,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves;

DISCUSSION

2021 R2 Budget Proposals by Category

E BOARD STRATEGIC AND CORPORATE GOALS

10	<i>Function Number – Project Name:</i>	[366] – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	Total \$225,000 \$10,000 [366] \$5,000 [See BP through 365] \$210,000 [See BP through 370]
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A

	<i>Rationale / Service Impacts:</i>	<p>As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River.</p> <p>Staff recommend to reconsider the timing of this project based on the confirmed potential for and associated workload with the development additional water sources in the upcoming years. The development of these sources could result in an expansion of the water supply such that it eliminates the 2025 Water Supply Deficit and significantly reduced that of 2035.</p> <p><u>Referral to WASAC</u></p> <p>The report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<i>Climate Action Impact</i>	<p>This study would assess the impact of climate change on the potential use of these sources as water supply. The impacts of climate change will also be included in the updated Water Supply Deficit and Conservation targets analyses for the Chapman System and develop them for the other water systems.</p>
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 511,138	\$ 554,638	\$ 554,638	\$ 554,638	\$ 554,638
2020 Operating Surplus	\$ 80,000	\$ -	\$ -	\$ -	\$ -
2021 Budget Proposals	-\$ 36,500	\$ -	\$ -	\$ -	\$ -
Contributions to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 554,638	\$ 554,638	\$ 554,638	\$ 554,638	\$ 554,638

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 446,408	\$ 647,831	\$ 849,254	\$ 1,050,677	\$ 1,252,100
2021 Budget Proposals	-	\$ -	\$ -	\$ -	\$ -
Contributions to Reserve	\$ 201,423	\$ 201,423	\$ 201,423	\$ 201,423	\$ 201,423
Closing Balance in Reserve	\$ 647,831	\$ 849,254	\$ 1,050,677	\$ 1,252,100	\$ 1,453,523

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget March 4 and 5, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Steve Misiurak, Manager, Capital Projects

SUBJECT: 2021 ROUND 2 BUDGET PROPOSAL FOR [370] REGIONAL WATER SERVICE

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [370] Regional Water Service be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 – Dam Inspections and Emergency Response – Incorporated into Round 2. Funding from User Fees;
- Budget Proposal 2 – Chapman and Edwards Dam Improvements – Incorporated into Round 2. Funding from Capital Reserves;
- Budget Proposal 3 – Chapman Creek Water Treatment Plant Chlorine – Incorporated into Round 2. Funding from Capital Reserves;
- Budget Proposal 4 – Regional Water Minor Capital (Base Budget) – Incorporated into Round 2. Funding from Parcel Taxes;
- Budget Proposal 5 – Reed Road Pump Station Zone 4 Improvements – Incorporated into Round 2. Funding from Capital Reserves;
- Budget Proposal 6 – Chapman and Edwards Lake Communication System Upgrade – Incorporated into Round 2. Funding from Capital Reserves.
- Budget Proposal 7 – Vehicle Purchases – Incorporated into Round 2. Funding from MFA 5-Year Equipment Finance Loan (with potential for Grant Funding),

AND THAT a loan of up to \$210,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of a Vehicle for Regional Water Service.

- Budget Proposal 8 – SCADA Technician Staffing Increase 0.3 FTE, prorated to 2021 Q2 – Incorporated into Round 2. Funding from User Fees and future base budget increase;

- Budget Proposal 11 – Eastbourne Groundwater Development – Incorporated into Round 2. Funding from Capital Reserves, Electoral Area F – Federal Gas Tax Community Works Funding and Development Cost Charges;
- Budget Proposal 13 – Metering Program: Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District (Additional Funding) – Incorporated into Round 2. Funding from Long-Term Loan;
- Budget Proposal 14 – Metering Program: Electoral Approval Process Meters Installation Phase 3 – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 15 – Water Metering Program: Leak Correlator – Incorporated into Round 2. Funding from Operating Reserves (with potential for Grant Funding);
- Budget Proposal 16 – Water Metering Program: Leak Correlator Pilot (0.43 One Time Casual Employee for Pilot) – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 17 – Water Metering Program: Neptune 360 Software and Hardware – Incorporated into Round 2. Funding from User Fees;
- Budget Proposal 18 – Water Metering Program: Development of Customer Relationship Management Tool – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 22 – Capital Infrastructure Project Technicians, 1.5 FTE, prorated to 2021 Q2 – 1.125 FTE – Incorporated into Round 2. Funding from User Fees and future base budget increase.

The following Budget Proposals, were referred to 2021 Round 2 Budget per the following recommendations (excerpts):

AND THAT the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for input into scoping of the projects:

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2, \$1,377,600 funded from Capital Reserves (\$931,100), Operating Reserves (\$100,000) and Development Cost Charges (\$346,500);
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek, \$125,000 funded from Operating Reserves;

AND FURTHER THAT the following budget proposal be abandoned as the 2020 Raw Water Reservoir project is ongoing and staff will be providing progress reporting:

- Budget Proposal 12 – Raw Water Reservoir – Development Phase 1.

AND THAT that the following budget proposals be referred to 2021 Round 2 Budget after consultation with Water Supply Advisory Committee (WASAC) in March 2021 for feedback pertaining to deferring these projects and timing considerations:

- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis, \$214,000 funded from Operating Reserves;
- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$210,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves.

DISCUSSION

2021 R2 Budget Proposals by Category

E BOARD STRATEGIC AND CORPORATE GOALS

9	<i>Function Number – Project Name:</i>	[370] – Groundwater Investigation Phase 3 - Round 2
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$1,377,600
	<i>Funding Source(s):</i>	Capital Reserves: \$931,100 Operation Reserves: \$100,000 DCC: \$346,500
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	Developing new water supply sources is one of the tactics listed in the 2019-2023 Strategic Plan. The Phase 2 - Round 2 Groundwater Investigation and Gray Creek Phase 3 project has resulted in the drilling of 4 deep test wells between Langdale and Gray Creek. The results were presented at the Special Infrastructure Services meeting on

		<p>January 20, 2021. As per the direction received at that meeting, the requested budget would allow for the initiation of the first steps to develop wells at the Langdale well site and to confirm the feasibility of the Maryanne West Park well site.</p> <p>The cost breakdown per site is:</p> <ul style="list-style-type: none"> - Maryanne West Park: \$100,000 - Langdale: \$1,277,100 <p><u>Referral to WASAC</u></p> <p>The report tilted WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<i>Climate Action Impact</i>	The development of these wells will increase the resilience of the water supply for the Chapman system during drought conditions.
	<i>Life Cycle Cost Breakdown</i>	The requirement for any additional staff capacity or resources to operate and maintain the proposed well fields and associated infrastructure can only be quantified once the detailed design and operating regimes of the infrastructure are complete.

10	<i>Function Number – Project Name:</i>	[370] – Feasibility Study Surface Water Intake Upgrades Gray Creek
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$125,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	Developing new water supply sources is one of the tactics listed in the 2019-2023 Strategic Plan. The Phase 2 - Round 2 Groundwater Investigation and Gray Creek Phase 3 project has resulted in the drilling of 4 deep test wells between Langdale and Gray Creek. The results

		<p>were presented at the Special Infrastructure Services meeting on January 20, 2021. As per the Board direction received at that meeting direction was provided to explore the feasibility to upgrade the existing surface water intake well field in this area to allow for a year-round use of that water supply source. This project will include creek-flow monitoring and modelling and assessments to determine the appropriate treatment system for this site. A preliminary design and cost estimate will also be prepared.</p> <p><u>Referral to WASAC</u></p> <p>The report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<i>Climate Action Impact</i>	The feasibility study will consider the impacts of climate change on the Gray Creek water system
	<i>Life Cycle Cost Breakdown</i>	The requirement for any additional staff capacity or resources to operate and maintain the proposed well fields and associated infrastructure can only be quantified once the detailed design and operating regimes of the infrastructure is complete.

19	Function Number – Project Name:	[370] – Water Supply Plan: Public Participation Regional Water System	
	Rating:	Enhancement to Service	
	Areas Affected (A-F, Regional, Islands):	Regional	
	2021 Funding Required:	\$20,000 Breakdown per water system: Base cost \$2,000 Chapman/Soames/Granthams \$15,000 Langdale \$1,000 Eastbourne \$1,000 Cove Cay/Egmont \$1,000	

		<u>Referral to WASAC</u> The report tilted WASAC Response To Referral Of 2021 Round 1 Budget Proposals which is also part of this Committees agenda addressed this referral.
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	Budget to allow for communication and public participation activities in support of the development of Water Supply Plans for each of the water systems (e.g. mail outs, surveys, digital communication and if possible in-person events).
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	N/A

20	<i>Function Number – Project Name:</i>	[370] – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	\$213,000 Breakdown per water system: Base cost \$18,000 Chapman/Soames/Grantham \$156,000 Langdale \$13,500 Eastbourne \$12,000 Cove Cay/Egmont \$13,500
		<u>Referral to WASAC</u> The report tilted WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee’s agenda addressed this referral.
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A

	<p><i>Rationale / Service Impacts:</i></p>	<p>In preparation of the Comprehensive Regional Water Plan (2013) the SCRD had a consultant prepare a hydraulic model of the distribution systems within the Regional Water system. These models have been used by the consultant to perform analyses for small areas when asked by the SCRD or developers. The model is not up-to-date and hence is not able to perform system wide analyses as required for development of a new Strategic Water plan for the water systems within the Regional Water system.</p> <p>This model, once updated, would be used to assess current and future states with respect to a variety of objects including for:</p> <ul style="list-style-type: none"> - Fire Flows - Water Pressures - Average Daily Demand - Maximum Daily Demand - Peak Hourly Demand - Chlorine levels - Water Treatment capacity <p>These analyses are intended to be used to guide future improvements for the water systems.</p> <p>The technical analyses undertaken in support of this plan would include an update of the Water Supply Deficit and the effectiveness of water conservation measures for e.g. 2025, 2035 and 2050.</p> <p><u>Referral to WASAC</u></p> <p>The report titled WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<p><i>Climate Action Impact</i></p>	<p>N/A</p>
	<p><i>Life Cycle Cost Breakdown</i></p>	<p>Annual licensing fee 2022 onwards: \$5,000 (Base budget increase)</p>

21	<i>Function Number – Project Name:</i>	[370] – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2021 Funding Required:</i>	Total \$225,000 \$ 210,000 [370] \$ 10,000 [See BP through 366] \$ 5,000 [See BP through 365]
	<i>Funding Source(s):</i>	Operational Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River.</p> <p>Staff recommend to reconsider the timing of this project based on the confirmed potential for and associated workload with the development of additional water sources in the upcoming years. The development of these sources could result in an expansion of the water supply such that it eliminates the 2025 Water Supply Deficit and significantly reduced that of 2035.</p> <p><u>Referral to WASAC</u></p> <p>The report tilted WASAC Response to Referral of 2021 Round 1 Budget Proposals which is also part of this Committee's agenda addressed this referral.</p>
	<i>Climate Action Impact</i>	This study would assess the impact of climate change on the potential use of these sources for water supply. The impacts of climate change will also be

		included in the updated Water Supply Deficit and Conservation targets analyses for the Chapman System and confirm the Water Supply Deficit and Conservation targets for the other water systems.
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 1,633,867	\$ 1,410,867	\$ 1,410,867	\$ 1,410,867	\$ 1,410,867
2020 Operating Surplus	\$ 650,000	\$ -	\$ -	\$ -	\$ -
2021 Budget Proposals	-\$ 873,000	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 1,410,867	\$ 1,410,867	\$ 1,410,867	\$ 1,410,867	\$ 1,410,867

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 4,126,069	\$ 3,302,938	\$ 4,902,938	\$ 6,502,938	\$ 8,102,938
2021 Budget Proposals	-\$ 2,423,131	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Closing Balance in Reserve	\$ 3,302,938	\$ 4,902,938	\$ 6,502,938	\$ 8,102,938	\$ 9,702,938

Development Cost Charges					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 2,121,265	\$ 1,816,765	\$ 3,176,765	\$ 4,776,765	\$ 6,376,765
2021 Budget Proposals	-\$ 544,500	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 240,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 1,816,765	\$ 3,176,765	\$ 4,776,765	\$ 6,376,765	\$ 7,976,765

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: **2021 ROUND 2 BUDGET PROPOSAL FOR [381-395] WASTEWATER TREATMENT PLANTS**

RECOMMENDATION(S)

THAT the report titled 2021 Round 2 Budget Proposal for [381-395] Wastewater Treatment Plants be received.

BACKGROUND

Following is a summary of the Round 1 2021 Budget meeting recommendations:

- Budget Proposal 1 – [382] Woodcreek Park Wastewater Treatment Plant – Collection System Designs – Incorporated into Round 2. Funding from Operating Reserves and from Electoral Area E - Federal Gas Tax Fund;
- Budget Proposal 2 – [384-385] Jolly Roger / Secret Cover – Wastewater Treatment Plants – Headworks – Incorporated into Round 2. Funding from Capital Reserves and from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 3 – [391] Curran Road Wastewater Treatment Plant – Ocean Outfall Anchor Replacement – Phase 2 – Incorporated into Round 2. Funding from Capital Reserves and from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 4 – [383, 384, 385, 387, 388 and 393] Outstanding Rights of Way – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 6 – [387] Square Bay Wastewater Treatment Plant – Infiltration Reduction – Incorporated into Round 2. Funding from Operating Reserves;
- Budget Proposal 7 - [387] Square Bay Wastewater Treatment Plant – Collection System Upgrade Planning – Incorporated into Round 2. Funding from Capital Reserves and from Electoral Area B - Federal Gas Tax Community Works Fund;
- Budget Proposal 8 – [381-388 and 390-395] Wastewater Treatment Plants – Treatment Facilities Pumping Expenses (Base Budget) from User Fees.

The following Budget Proposal, was referred to 2021 Round 2 Budget per the following recommendation (excerpts):

AND FURTHER THAT the following budget proposal be referred to 2021 Round 2 Budget pending consultation with Roberts Creek Co-Housing:

- Budget Proposal 5 – [392] Roberts Creek Co-Housing Wastewater Treatment Plant – Treatment System and Regulatory Enhancements, \$30,000 funded \$22,101 from Operating Reserves and \$7,899 from Electoral Area D - Federal Gas Tax Community Works Fund.

DISCUSSION

2021 R2 Budget Proposals – Categorized Mandatory

B MANDATORY – Regulatory Compliance

5	<i>Function Number – Project Name:</i>	[392] - Roberts Creek Co-Housing Wastewater Treatment Plant – Treatment System and Regulatory Enhancements
	<i>Areas Affected (A-F, Regional, Islands):</i>	D
	<i>2021 Funding Required:</i>	\$30,000
	<i>Funding Source(s):</i>	\$22,101 Operating Reserves \$7,899 Gas Tax (3 year per capita allocation)
	<i>Asset Management Plan Implications:</i>	The replacement of any assets will be incorporated into the Asset Management Plan for this facility in order to ensure funding is in place at the end of the asset's useful life.
	<i>Rationale / Service Impacts:</i>	The Roberts Creek Co-Housing wastewater treatment facility was put into service in 2003. The treatment facility was designed to treat a total of 51m ³ /day of effluent flow however the plant averages less than 10m ³ /day of flow which is causing significant issues with effluent quality and overall system performance. Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current

		<p>permit with the Municipal Wastewater Regulation (MWR).</p> <p>Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required.</p> <p>This project will involve staff time to manage the infrastructure and regulatory enhancements as well as oversee communication and engagement with the community members of Roberts Creek Co-Housing.</p> <p><u>Updates Compared to Round 1</u></p> <p>During Round 1 budget deliberations staff were directed to meet with representatives of the Roberts Creek Co-Housing Wastewater Treatment Plant to discuss this budget proposal, to provide answers to any questions and to determine if the community supported this proposal.</p> <p>Staff met with the Roberts Creek Co-housing representatives via a video meeting on March 19. An in depth and open discussion regarding this proposal and the entire wastewater system took place.</p> <p>The Co-Housing representatives have indicated that the community members fully support this budget proposal and the use of the service areas reserves for this purpose.</p>
	<i>Climate Action Impact</i>	N/A
	<i>Life Cycle Cost Breakdown</i>	<p>This project may result in operational cost reductions and efficiencies through improvements in overall facility functionality and associated staff resources, permitting/sampling, and administrative time.</p>

Financial Implications

Roberts Creek Cohousing Wastewater Service Area					
Five-Year Operating Reserve Plan					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 35,850	\$ 13,749	\$ 13,749	\$ 13,749	\$ 13,749
2020 Operating Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Budget Proposals	-\$ 22,101	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 13,749	\$ 13,749	\$ 13,749	\$ 13,749	\$ 13,749

Roberts Creek Cohousing Wastewater Service Area					
Five-Year Capital Reserve Plan					
(use table illustrating capital contributions and expenditures, if available)					
	2021	2022	2023	2024	2025
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 8,852	\$ 13,352	\$ 17,852	\$ 22,352	\$ 26,852
2021 Budget Proposals	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions to Reserves	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Closing Balance in Reserve	\$ 13,352	\$ 17,852	\$ 22,352	\$ 26,852	\$ 31,352

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

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

SUBJECT: **ELECTORAL AREAS' GRANT-IN-AID AND ECONOMIC DEVELOPMENT REVIEW OF
DISCRETIONARY BALANCES FOR 2021**

RECOMMENDATION(S)

THAT the report titled Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2021 be received;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be approved as presented or amended as required;

AND THAT the Rural Areas Economic Development Functions (531-535) Discretionary amounts be reduced to a Base Budget amount of \$3,000;

AND FURTHER THAT the Draft 2021-2025 Financial Plan be amended accordingly

BACKGROUND

Discretionary funding is budgeted in anticipation of the Electoral Areas' Grant-in-Aid intake process, to provide funding for non-profit societies and organizations in support of one-time projects or initiatives. This process occurs in the spring of each year and funds are paid on August 1 after tax requisition funds have been received.

As well Economic Development funding is approved to Community Partners and Stakeholders through the budget process and to the Sunshine Coast Regional Economic Development Organization (SCREDO) through a 5 year agreement.

Staff present this report to clarify and confirm the current discretionary balances for 2021, what they will do with current year-end surpluses, and establish the overall budgets for Grants-in-Aid and Economic Development functions so the Committee can plan accordingly for the upcoming intake from the various community groups which is then formalized in the 2021-2025 Financial Plan Bylaw.

DISCUSSION

The tables following show the discretionary in the 2021 Budget currently and the surpluses from 2020 Actuals. The Committee has the options to increase discretionary by the surplus amount or use to reduce taxation.

Financial Implications

Tables below show updated Electoral Areas' Grant-in-Aid Budgets [121-129] for the Committee's information. The Electoral Area Director confirms the amount of the Discretionary Funding for the 2021 year and whether the Surplus figures shown might be added to discretionary or used to reduce taxation. The Base Budget Discretionary does not include the items in white, this base budget figure will be allocated to the Electoral Areas' Grant-in-Aid Process.

ELECTORAL AREAS' GRANT-IN-AID 2021

	2020	Proposed 2021	
Electoral Area A [121]	\$19,000	\$19,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$4,423	\$7,970	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$23,423	\$26,970	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$8,220	Pender Harbour Community School – Community Recreation Program – Approved
		\$8,978	Youth Outreach Worker - Approved

	2020	Proposed 2021	
Electoral Area B [122]	\$18,627	\$18,627	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$1,323	\$4,733	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$19,950	\$23,360	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$8,592	Youth Outreach Worker - Approved

	2020	Proposed 2021	
Electoral Area E&F [123]	\$4,000	\$4,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$1,260	\$2,824	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$5,260	\$6,824	Decision to increase or decrease

	2020	Proposed 2021	
Community Schools [125]	-\$655	-\$514	*Surplus used to reduce taxation
		\$10,000	Halfmoon Bay-Chatelech Community School Restorative Justice Program

	2020	Proposed 2021	
Electoral Area Greater Gibsons Community Participation [126]	\$10,000	\$10,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$1,260	\$7,774	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$11,260	\$17,774	Decision to increase or decrease

	2020	Proposed 2021	
Electoral Area D [127]	\$25,000	\$25,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$229	\$9,776	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$25,229	\$34,776	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$8,596	Youth Outreach Worker - Approved

	2020	Proposed 2021	
Electoral Area E [128]	\$15,000	\$15,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$38.	\$3,286	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$15,038	\$18,286	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$8,057	Youth Outreach Worker - Approved

	2020	Proposed 2021	
Electoral Area F [129]	\$14,000	\$14,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$5,174	\$7,791	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$19,174	\$21,791	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$7,807	Youth Outreach Worker – Approved

Tables below show updated Electoral Areas' Economic Development Budgets [531-535] for the Committee's information.

In prior years, the Electoral Area Economic Development (ED) Functions have had a large discretionary amount prior to the SCREDO agreement. For the past two years, this amount has been reduced down to a nominal amount. Staff recommend the discretionary amounts in the Electoral Areas Economic Development Functions be reduced to a Base Budget amount of

\$3,000 and that the 2021-2025 Financial Plan be amended accordingly. Alternatively, a different base budget amount can be chosen.

The 2020 year-end surplus will roll over into to 2021 which will further reduce taxation.

It is also noted that there is not a process like the Electoral Area Grant-In Aid (GIA) process for community groups to access funds. In some cases, GIA applications that come in which align with ED activities are funded from these functions.

ELECTORAL AREAS' ECONOMIC DEVELOPMENT

Electoral Area A [531]	2020	Proposed 2021	
	\$1,338	\$26,960	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		-\$23,960	*Decision-Proposed Reduction to Discretionary/taxation
Discretionary	\$1,338	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$37,589	\$42,288	SCREDO
	\$18,650	\$19,150	Pender Harbour Chamber of Commerce – Approved
	\$540	\$540	Gibsons and District Chamber of Commerce – Approved
	\$1,440	\$1,500	Coast Cultural Alliance – Approved
	\$4,992	\$4,919	Sunshine Coast Tourism – Approved
Surplus	-\$2,745	-\$1,259	Reduction to taxation

Electoral Area B [532]	2020	Proposed 2021	
	\$4,328	\$44,775	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		-41,775	*Decision-Proposed Reduction to Discretionary/taxation
Discretionary	\$4,328	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$33,941	\$38,184	SCREDO
	\$540	\$540	Gibsons and District Chamber of Commerce – Approved
	\$1,440	\$1,500	Coast Cultural Alliance – Approved
	\$4,526	\$4,411	Sunshine Coast Tourism – Approved
Surplus	-\$5,394	-\$10,058	Reduction to taxation

Electoral Area D [533]	2020	Proposed 2021	
	\$1,096	\$35,344	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		-\$32,344	*Decision-Proposed Reduction to Discretionary/taxation
Discretionary	\$1,096	\$3,000	Proposed new Base-Budget Discretionary Amount
		\$34,575	SCREDO
	\$540	\$540	Gibsons and District Chamber of Commerce – Approved
	\$1,440	\$1,500	Coast Cultural Alliance – Approved
	\$3,380	\$3,454	Sunshine Coast Tourism – Approved
Surplus	-\$1,845	-\$1,017	Reduction to taxation

Staff Report to Special Corporate and Administrative Services Committee
 2021 Round 2 Budget – March 4 and 5, 2021
 Electoral Areas' Grant-in-Aid and Economic Development - Review of Discretionary
 Balances for 2021

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Electoral Area E [534]	2020	Proposed 2021	
	\$10,289	\$16,549	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		-\$13,549	*Decision-Proposed Reduction to Discretionary/taxation
Discretionary	\$10,289	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$20,228	\$22,757	SCREDO
	\$2,207	\$2,207	Gibsons and District Chamber of Commerce – Approved
	\$1,440	\$1,500	Coast Cultural Alliance – Approved
	\$2,613	\$2,606	Sunshine Coast Tourism – Approved
Surplus	-\$10,922	-\$11,036	Reduction to Taxation

Electoral Area F [535]	2020	Proposed 2021	
	\$5,965	\$43,738	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		-\$40,738	*Decision-Proposed Reduction to Discretionary/taxation
Discretionary	\$5,965	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$33,089	\$37,225	SCREDO
	\$3,873	\$3,873	Gibsons and District Chamber of Commerce – Approved
	\$1,440	\$1,500	Coast Cultural Alliance – Approved
	\$4,489	\$4,608	Sunshine Coast Tourism – Approved
Surplus	-\$5,088	-\$5,856	Reduction to Taxation

STRATEGIC PLAN AND RELATED POLICIES

Providing continued support to the Community is one of the Boards Strategic focus areas of Working Together.

CONCLUSION

Electoral Areas Grants-In-Aid and Economic Development functions contain discretionary amounts which are distributed to Community Groups Partners.

In prior years, the Electoral Area Economic Development (ED) Functions have had a large discretionary amount prior to the SCREDO agreement, which has been reduced down to a nominal amount since the agreement has been in place. Staff recommend the discretionary amounts in the Economic Areas Economic Development Functions be reduced to a Base Budget amount of \$3,000 or an amount the Directors see as appropriate.

These values are established each year for the upcoming intake from the various community groups which is then formalized in the 2021-2025 Financial Plan Bylaw.

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

**PENDER HARBOUR & DISTRICT
CHAMBER OF COMMERCE**



February 25, 2021

Sunshine Coast Regional District

c/o Tara Crosby

Dear Tina Perreault, CPA, CMA:

This message is to convey a request for additional funding to cover costs associated with maintaining the "Pender Info Centre" washrooms as required for CO-Vid precautions, and as stipulated by PHO and WorkSafeBC.

Subsequent to September 2020 we "The Chamber" were required to reopen and maintain the public washrooms in Madeira Park. The Harbour Authority had carried this responsibility up to that point in time. Extra funding was to be provided by the Prov. (EOC) and we were assured of the necessary resources to cover the additions to our budget for 2020 and forward.

This funding is not coming through as of our latest news in this regard; we have been covering this responsibility and therefore need to request compensation from the District.

Our summary of costs:

1. Additional monthly maintenance from October to December 2020 amounts to \$25 per day or \$2,300., which sent us over budget by \$ 300. Our actual financial results (see attached report) left us about \$2,000 short for the year.
2. For 2021 we budgeted \$ 7,000 as opposed to the normal \$3,900 anticipating the funding source to bridge the difference between SCRD annual funding and the actual required to comply with the current requirements.
3. Therefore, we appear to be short funded about \$3,500.

We respectfully request the District's assistance with this community obligation for 2021. Lastly, could we expect this funding to come earlier in the year; rather than in August.?

Submitted on behave of the Board,

Ron Seymour

Per: Ron Seymour, CPA, CGA., Director

cc. *Len Lee*

P.O. Box 265, Madeira Park, BC. V0N 2H0

email: chamber@penderharbour.ca

Pender Harbour & District Chamber of Commerce

BUDGET VS. ACTUALS: CHAMBER BUDGET - 2020 - FY20 P&L

January - December 2020

	TOTAL	
	ACTUAL	BUDGET
Income		
Brochure Racking Fees - current	1,100.00	950.00
Chamber Group Insurance Plan Comm	742.56	260.00
Community Fundraising	901.00	1,000.00
Interest/Dividend Income	3.12	10.00
Marquee Tent Rental		300.00
Membership Dues - Current	9,240.00	
Class C1		3,020.00
Class C2		3,240.00
Class C3		1,800.00
Class N/C		540.00
Total Membership Dues - Current	9,240.00	8,600.00
Sandwich Board Fees	250.00	100.00
SCRD - Economic Development Funding	2,500.00	2,500.00
SCRD Sanitation Grant	2,650.00	2,650.00
SCREDO Revenue		500.00
Service Grants - Other	1,000.00	
Sign Maintenance - Current	5,000.00	6,700.00
Visitor Information Center		
Grant Income - Employment	4,552.00	6,000.00
Grant Income - VIB Ambassadors	8,000.00	8,000.00
Grant Income - W/R Maintenance	5,500.00	5,500.00
Guides & Maps		400.00
Washroom Subsidy		2,000.00
Total Visitor Information Center	18,052.00	21,900.00
Total Income	\$41,438.68	\$45,470.00
GROSS PROFIT	\$41,438.68	\$45,470.00
Expenses		
Advertising & Promotion	1,056.41	1,200.00
Bad Debts	875.00	
Bank Service Charges	484.50	600.00
Computer and Internet Expenses	782.08	700.00
Contract Labour	217.00	500.00
Dues and Subscriptions	1,201.20	750.00
Insurance Expense	575.00	600.00
Marketing Expense	840.00	2,600.00
Meeting Expense		500.00
Office Supplies	129.58	200.00
Payroll Expenses		
Taxes	1,058.03	1,200.00
Wages	14,824.57	14,500.00
Total Payroll Expenses	15,882.60	15,700.00
Postage and Delivery		150.00
Reimbursements	408.04	
SCRD - Economic Dev Initiatives	1,400.00	1,500.00

Pender Harbour & District Chamber of Commerce

BUDGET VS. ACTUALS: CHAMBER BUDGET - 2020 - FY20 P&L

January - December 2020

	TOTAL	
	ACTUAL	BUDGET
SCRD Portable Toilet Expenses	2,184.00	2,300.00
Sign Maintenance	605.10	1,000.00
Trail Booklets Expense/Recovery		400.00
Visitor Information Centre		
Cleaning	3,605.00	3,900.00
Maintenance of VIC & Washrooms	1,289.29	500.00
Office Supplies		500.00
Repairs & Maintenance	630.00	
Sign Expense	954.69	
Telephone Expense	2,691.43	2,800.00
Utilities	1,670.00	1,300.00
Washroom Supplies	36.37	1,800.00
Total Visitor Information Centre	10,876.78	10,800.00
Website & Social Media	2,548.05	2,500.00
Worksafe BC	14.01	75.00
Total Expenses	\$40,079.35	\$42,075.00
NET OPERATING INCOME	\$1,359.33	\$3,395.00
NET INCOME	\$1,359.33	\$3,395.00