



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

**Monday, March 4, 2019**

**SCRD Boardroom, 1975 Field Road**

**AMENDED AGENDA**

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**CALL TO ORDER:** 9:30 a.m.

**AGENDA**

1. Adoption of Agenda

**PETITIONS AND DELEGATIONS**

**REPORTS**

2. Senior Leadership Team  
Final 2018 Project Carry-Forwards  
**(Voting – All Directors)** Annex A  
Pages 1-3
3. Senior Leadership Team  
2018 Final Surplus / Deficits  
**(Voting – All Directors)** Annex B  
pp. 4-8
4. ⇒**ADD** Senior Manager, Administration and Legislative Services  
Budget Allocations for Board Advocacy Travel **p. 8a**  
**(Voting – All Directors)**
5. Senior Manager, Administration and Legislative Services  
General Government [110] - 2019 Round 2 Budget Proposal Annex C  
pp. 9-21  
**(Voting – All Directors)**
6. ⇒**ADD** General Manager, Corporate Services / Chief Financial  
Officer **pp. 21a to**  
Emergency Planning and Protective Services Budget Proposal 1 **21e**  
**(Voting – All Directors)**
7. Chief Administrative Officer Annex D  
Protective Services [210, 212, 216, 218] – 2019 Round 2 Budget  
Proposal pp. 22-24  
**(Voting – All Directors)**

8. Chief Administrative Officer  
Sunshine Coast Emergency Planning [222] – 2019 Round 2  
Budget Proposal  
**(Voting – All Directors)** Annex E  
pp. 25-27
9. General Manager, Infrastructure Services  
2019 Budget – Forklift Cost Comparison  
**(Voting – All Directors)** Annex F  
pp. 28-30
10. Manager, Transit and Fleet  
Maintenance Facility (Fleet) [312] – 2019 Round 2 Budget  
Proposal  
**(Voting – All Directors)** Annex G  
pp. 31-33
11. General Manager, Infrastructure Services  
Regional Water Service [370] – 2019 Round 2 Budget Proposal  
**(Voting – A, B, D, E, F, Sechelt)** Annex H  
pp. 34-55
12. General Manager, Planning and Community Development  
Community Recreation [615] – 2019 Round 2 Budget Proposal  
**(Voting – B, D, E, F, Sechelt, Gibsons, SIGD)** Annex I  
pp. 55-58
13. General Manager, Planning and Community Development  
Community Parks [650] – 2019 Round 2 Budget Proposal  
**(Voting – A, B, D, E, F)** Annex J  
pp. 59-61
14. General Manager, Corporate Services / Chief Financial Officer  
Seniors Planning Table Funding Request  
**(Voting – All Directors)** Annex K  
pp. 62-70
15. ⇒**ADD** General Manager, Corporate Services / Chief Financial  
Officer  
Sechelt Library Funding Apportionment for 2019 Budget  
**(Voting – A, B, D, Sechelt)** pp. 70a –  
70d

#### **COMMUNITY PARTNERS AND STAKEHOLDERS**

16. Sechelt Public Library – 2019 Budget Request (previously  
received and with February 28, 2018 Staff Report titled Sechelt  
Library Apportionment Options attached)  
**(Voting – All Directors)** Annex L  
pp. 71-99

#### **COMMUNICATIONS**

#### **NEW BUSINESS**

#### **IN CAMERA**

#### **ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Special Corporate and Administrative Services Committee – March 4, 2019  
**AUTHOR:** Angie Legault, Senior Manager, Administration and Legislative Services  
**SUBJECT:** BUDGET ALLOCATIONS FOR BOARD ADVOCACY TRAVEL

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**RECOMMENDATION(S)**

**THAT the report titled Budget Allocations for Board Advocacy Travel be received.**

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**BACKGROUND**

The following recommendation was made at the February 28, 2019 Board meeting:

063/19 **Recommendation No. 6** *Strategic Priority Advocacy – General Government [110]*

THAT staff report to Round 2 Budget regarding the General Government [110] budget allocations for travel and expenses for advocacy of Sunshine Coast Regional District issues.

**DISCUSSION**

The line item for travel is intended to reimburse the costs of mileage, meals, hotel and other various charges associated with travelling on Sunshine Coast Regional District business. There is no specific allocation for advocacy work.

Director travel expenses are budgeted in two functions – [110] General Government (all areas participate) and [130] Electoral Area Services (only rural areas participate). Expenses charged to Electoral Area Services predominantly relate to attending the annual conferences of the Union of BC Municipalities and the Association of Vancouver Island and Coastal Communities.

The current budget within General Government for Board travel is \$24,700. Actual expenditures over the past few years varied between \$18,000 and \$29,449.

The current budget within Electoral Area Services for Board travel is \$11,444. Actual expenditures over the past few years varied between \$10,278 and \$15,319.

**STRATEGIC PLAN AND RELATED POLICIES**

This report is aligned with the strategic priority to Enhance Board structure and processes, as well as with the value of Transparency.

**CONCLUSION**

This information report, provides an overview of the budget allocations for Board travel expenses.

|              |  |             |  |
|--------------|--|-------------|--|
| Reviewed by: |  |             |  |
| Manager      |  | Finance     |  |
| GM           |  | Legislative |  |
| CAO          |  | Other       |  |

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Corporate and Administrative Services Committee – March 4, 2019  
**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer  
**SUBJECT:** EMERGENCY PLANNING AND PROTECTIVE SERVICES BUDGET PROPOSAL 1

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### RECOMMENDATION(S)

**THAT** the report titled Emergency Planning and Protective Services Budget Proposal 1 be received.

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### BACKGROUND

Following Round 1 budget, the following resolution was adopted at the Regular Board meeting on February 21, 2019:

038/19 **Recommendation No. 12** *Protective Services {210-218} and Sunshine Coast Emergency Planning [222] - 2019 R1 Budget Proposal*

*THAT the following budget proposals be referred to 2019 Round 2 Budget pending a report to a February 2019 Committee meeting with the results of the consultation:*

- *Budget Proposal 1 – [210-218] Manager, Protective Services, an additional 0.4 FTE, funded \$32,000 for Q2 2019 start date through Taxation, and estimated \$20,000 future base budget increase;*
- *Budget Proposal 1 – [222] Sunshine Coast Emergency Planning, with no financial impact in 2019 and approximately \$15,000 funded through Taxation in 2020;*
- *Budget Proposal 2 – [222] Contracted Services for Statutory, Regulatory and Bylaw Reviews, funded \$20,000 from Operating Reserves.*

The purpose of this report is to clarify the HR Plan and financial implications associated with the [210-218] Protective Services and [222] Emergency Planning Budget Proposal 1.

All values referenced in this report are budgeted values, actuals may vary.

**DISCUSSION**

Current HR Plan

The HR Plan includes 7.0 Full Time Equivalent (FTE) positions within the Protective Service and Emergency Planning divisions. A breakdown of the baseline FTE count and budgeted dollars by service is included in Table 1 below.

Table 1 represents the baseline annual salaries and wages budget for currently approved positions including the Career Fire Chief positions for Roberts Creek and Halfmoon Bay. Actual values in the 2019 budget vary due to pro-rating of the transition for these positions and vacancies.

| <b>Table 1: Baseline Annual Budget</b>  |                                                           |            |                     |
|-----------------------------------------|-----------------------------------------------------------|------------|---------------------|
| <b>Service</b>                          | <b>Positions</b>                                          | <b>FTE</b> | <b>Budget Value</b> |
| [210] Gibsons and District Fire         | Fire Chief, Training Officer, Fire Prevention Officer x 2 | 4.0        | \$363,488           |
| [212] Roberts Creek Fire                | Fire Chief                                                | 1.0        | 111,233             |
| [216] Halfmoon Bay Fire                 | Fire Chief                                                | 1.0        | 111,233             |
| [218] Egmont and District Fire          | -                                                         | -          | -                   |
| [222] Sunshine Coast Emergency Planning | SCEP Coordinator                                          | 1.0        | 97,381              |
| <b>Total</b>                            |                                                           | <b>7.0</b> | <b>\$683,335</b>    |

In addition, 50 hours (0.03 FTE) of administrative support is budgeted within the Sunshine Coast Emergency Planning service.

Budget Proposal 1

The [210-218] Protective Services and [222] Emergency Planning budget proposals are related, and for the purposes of this report, are considered one and the same.

In summary, Budget Proposal 1 is a request for an additional permanent 0.4 FTE to support the Fire Services.

If approved, the planned implementation would see the SCEP Coordinator position converted into a Manger, Protective Services position with a budgeted allocation of 60% to the Sunshine Coast Emergency Planning service and 10% to each of the four Fire Protection services.

A new 0.4 FTE SCEP support position would be created and budgeted 100% to the Sunshine Coast Emergency Planning service to maintain existing resourcing in this service.

The revised baseline annual budget and change from current baseline are shown in Table 2 below. These values are based on the proposed allocation and anticipated salary for the Manager, Protective Services and SCEP Support positions.

| <b>Table 2: New Proposed Baseline Annual Budget</b> |                                                                                                  |            |                     |                                     |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|------------|---------------------|-------------------------------------|
| <b>Service</b>                                      | <b>Positions</b>                                                                                 | <b>FTE</b> | <b>Budget Value</b> | <b>Change from Current Baseline</b> |
| [210] Gibsons and District Fire                     | Fire Chief, Training Officer, Fire Prevention Officer x 2 + 0.1 FTE Manager, Protective Services | 4.1        | \$376,243           | \$12,755                            |
| [212] Roberts Creek Fire                            | Fire Chief + 0.1 FTE Manager, Protective Services                                                | 1.1        | 122,988             | 12,755                              |
| [216] Halfmoon Bay Fire                             | Fire Chief + 0.1 FTE Manager, Protective Services                                                | 1.1        | 123,988             | 12,755                              |
| [218] Egmont and District Fire                      | 0.1 FTE Manager, Protective Services                                                             | 0.1        | 12,755              | 12,755                              |
| [222] Sunshine Coast Emergency Planning             | 0.6 FTE Manager, Protective Services, 0.4 FTE SCEP Support                                       | 1.0        | 116,673             | 19,292                              |
| <b>Total</b>                                        |                                                                                                  | <b>7.0</b> | <b>\$753,647</b>    | <b>\$70,312</b>                     |

Taxation Impact

The net taxation impact for each area of the proposed changes to the baseline annual budget are shown in Table 3 below.

All areas are impacted based on participation in Sunshine Coast Emergency Planning service.

| <b>Table 3: Baseline Taxation Impact</b>                                                                                                                                                                                                                                          |                     |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|
| <b>Jurisdiction</b>                                                                                                                                                                                                                                                               | <b>Tax Increase</b> | <b>% Increase</b> |
| Area A*                                                                                                                                                                                                                                                                           | \$15,461            | 0.68%             |
| Area B                                                                                                                                                                                                                                                                            | 15,373              | 0.49%             |
| Area D                                                                                                                                                                                                                                                                            | 14,639              | 0.61%             |
| Area E                                                                                                                                                                                                                                                                            | 5,242               | 0.28%             |
| Area F                                                                                                                                                                                                                                                                            | 5,022               | 0.17%             |
| SIGD                                                                                                                                                                                                                                                                              | 391                 | 0.13%             |
| DOS                                                                                                                                                                                                                                                                               | 5,357               | 0.15%             |
| TOG                                                                                                                                                                                                                                                                               | 8,826               | 0.38%             |
| <b>Overall</b>                                                                                                                                                                                                                                                                    | <b>\$70,312</b>     | <b>0.37%</b>      |
| <p><i>*Applies to entire area. Due to its small tax base, the impact on residential properties within the Egmont Fire Protection Service area is estimated at approximately \$6.85 per \$100,000 in assessed value. This is equivalent to an estimated 4.5% tax increase.</i></p> |                     |                   |

*Alternative Option*

Should the budget proposal to increase Fire Services support by 0.4 FTE not be approved, an alternative option would be to convert the SCEP Coordinator position into a Manager, Emergency Services position.

The estimated annual baseline budget impact of this option would be \$30,170, within the Sunshine Coast Emergency Planning service only, based on higher anticipated salary.

| <b>Table 4: Alternative Option Tax Impact</b> |                     |                   |
|-----------------------------------------------|---------------------|-------------------|
| <b>Jurisdiction</b>                           | <b>Tax Increase</b> | <b>% Increase</b> |
| Area A                                        | \$4,231             | 0.19%             |
| Area B                                        | 4,094               | 0.13%             |
| Area D                                        | 2,947               | 0.12%             |
| Area E                                        | 2,266               | 0.12%             |
| Area F                                        | 3,827               | 0.13%             |
| SIGD                                          | 612                 | 0.20%             |
| DOS                                           | 8,378               | 0.23%             |
| TOG                                           | 3,815               | 0.17%             |
| <b>Overall</b>                                | <b>\$30,170</b>     | <b>0.16%</b>      |

*Financial Implications*

The full year budget and taxation impact of the proposed changes and alternative option are detailed in Tables 1 through 4 above.

2019 Impact

Based on an anticipated hire date of June 1, the 2019 impact of the proposed changes would be a \$7,653 tax increase to each of the four fire departments and a \$11,916 tax decrease for Sunshine Coast Emergency Planning.

The increase to the fire departments is attributable to the pro-rated 10% allocation of the proposed Manager, Protective Services position.

The decrease to Sunshine Coast Emergency Planning is attributable to the current vacancy and differences in salary levels for the current SCEP Coordinator position and the proposed Manager, Protective Service and SCEP Support positions.

2019 Impact of Alternative Option

The 2019 impact of the alternative option would be an increase of \$6,948 to Sunshine Coast Emergency Planning based on a June 1 hire date. The increase is attributable to the higher salary as compared to the Coordinator position offset by the current vacancy.

**STRATEGIC PLAN AND RELATED POLICIES**

The content in this report supports the Strategic Value of transparency.

**CONCLUSION**

The [210-218] Protective Services and [222] Emergency Planning Budget Proposal 1 was referred to 2019 Round 2 budget pending a Staff report.

Budget Proposal 1 is a request for an additional 0.4 Full Time Equivalent HR Plan resource to support the Fire Services while maintaining existing staffing in Emergency Planning.

The baseline annual impact of the proposed changes is a \$70,312 (0.37%) taxation increase. 2019 values are less based on timing differences and vacancies.

|              |              |             |  |
|--------------|--------------|-------------|--|
| Reviewed by: |              |             |  |
| Manager      |              | Finance     |  |
| GM           |              | Legislative |  |
| A/CAO        | X-A. Legault | Other       |  |



**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Special Corporate and Administrative Service Committee - March 4, 2019  
**AUTHOR:** Tina Perreault-General Manager Corporate Services/Chief Financial Officer  
**SUBJECT:** SEHELTL LIBRARY FUNDING APPORTIONMENT FOR 2019 BUDGET

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**RECOMMENDATION(S)**

**THAT the report titled Sechelt Library Funding Apportionment for 2019 Budget be received.**

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**BACKGROUND**

At the February 28, 2019 Regular Board meeting the following motion (063/19) was passed, excerpt below:

**Recommendation No. 2**                      *Sechelt Library Apportionment Options*

THAT the report titled Sechelt Library Apportionment Options be received;

AND THAT staff report to Round 2 Budget with total apportionment information based on the following Electoral Area requests:

- Area D funding only an increase similar Gibsons and District Public Library at 2.5%;
- Area A funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516;
- Area B funding the base increase of \$88,683 including the one-time capital requests of \$41,800 and one-time operating requests of \$98,516.

**DISCUSSION**

The Sechelt Public Library Association (SPLA) made a total funding request of \$867,471 and based on the SCR D’s Library Service Bylaws, it can only consider funding \$857,471.

| <b>Library 2019 Request</b> |                      |                |
|-----------------------------|----------------------|----------------|
|                             | <b>SCRD Eligible</b> | <b>Total</b>   |
| 2019 Request                | 717,155              | 717,155        |
| Library supervisor          | 70,000               | 70,000         |
| Total on-going request      | 787,155              | 787,155        |
| One-time capital            | 41,800               | 41,800         |
| Material                    | 28,516               | 28,516         |
| Recruitment                 | -                    | 10,000         |
| Total one-time request      | 70,316               | 80,316         |
| <b>Total Request</b>        | <b>857,471</b>       | <b>867,471</b> |

Based on the direction provided from the SCRD Library funders: Area A-Pender Harbour; Area B-Halfmoon Bay; and Area D-Roberts Creek, as well as information provided by the District of Sechelt and the shíshálh Nation, the following funding options can be considered:

Option 1- Reduce Area D Funding

This option is based on what prior funders have previously committed to, based on historical SPLA MOU allocation, however the Area D contribution has been reduced, which then reduces the overall funding to the SPLA to \$833,893 versus \$857,471 as above. This is a \$23,578 shortfall or \$33,578 if the \$10,000 reserve is included. How this option relates to the overall funding for the SCRD Library services is included in **Attachment A-2019 Round 2 Budget Library Funding Summary**.

|                                | Proposed Cost Apportionment | Revised % of funding | Allocation per MOU | Residential Tax Rate / \$100,000 | \$ Change from 2018 | % Change from 2018 |
|--------------------------------|-----------------------------|----------------------|--------------------|----------------------------------|---------------------|--------------------|
| <b>Sechelt Library Funders</b> |                             |                      |                    |                                  |                     |                    |
| District of Sechelt            | \$541,065                   | 64.88%               | 63.10%             | \$12.86                          | \$144,526           | 36.4%              |
| shíshálh Nation (SIGD)         | 15,348                      | 1.84%                | 1.79%              | 4.99                             | 4,114               | 36.6%              |
| SCRD Area A                    | 40,731                      | 4.88%                | 4.76%              | 1.91                             | 10,837              | 36.3%              |
| SCRD Area B                    | 165,578                     | 19.86%               | 19.31%             | 8.00                             | 44,208              | 36.4%              |
| 50% of SCRD Area D             | 71,171                      | 8.53%                | 11.05%             | 9.56                             | 1,736               | 2.5%               |
| <b>Total</b>                   | <b>\$833,893</b>            |                      |                    |                                  | <b>\$205,421</b>    |                    |

Option 2 - Other funders make up the shortfall

If the other funders wanted to make up the shortfall of \$23,578 (SCRD allowable share), the following options could be considered:

2A- SCRD Area A and Area B covers 50/50 (\$11,789 each) for the \$23,578, it would result in the following apportionment:

| Proposed Cost Apportionment |                  |        |
|-----------------------------|------------------|--------|
| Sechelt Library Funders     |                  |        |
| District of Sechelt         | \$541,065        | 63.10% |
| shíshálh Nation (SIGD)      | 15,348           | 1.79%  |
| SCRD Area A                 | 52,520           | 6.12%  |
| SCRD Area B                 | 177,367          | 20.68% |
| 50% of SCRD Area D          | 71,171           | 8.30%  |
| <b>Total</b>                | <b>\$857,471</b> |        |

The District of Sechelt or the shíshálh Nation would need to determine if they would like to make up the additional \$10,000 toward the recruitment reserve.

2B - Funding partners share up to historical MOU

| Proposed Cost Apportionment |                 |                  |                          |
|-----------------------------|-----------------|------------------|--------------------------|
| Sechelt Library Funders     |                 |                  | New cost apportionment % |
| District of Sechelt         | \$14,878        | \$555,943        | 65.03%                   |
| shishálh Nation (SIGD)      | 422             | 15,770           | 1.84%                    |
| SCRD Area A                 | 1,120           | 41,851           | 4.90%                    |
| SCRD Area B                 | 4,553           | 170,131          | 19.90%                   |
| 50% of SCR D Area D         | 0               | 71,171           | 8.33%                    |
| <b>Total</b>                | <b>\$20,973</b> | <b>\$854,866</b> |                          |

This option is approximately \$2,605 short from the full cost share request, changes the overall apportionment for the funders and doesn't cover the full funding request from the SPLA and doesn't include the \$10,000 to replenish the reserve.

**STRATEGIC PLAN AND RELATED POLICIES**

n/a

**CONCLUSION**

The Sechelt Public Library Association is requesting an increase to its base operational funding, an increase for staffing, materials and recruitment reserve, as well as a one-time capital request for 2019, all totaling \$857,471 (as the SCR D can't fund the \$10,000 for establishment of a reserve). Staff have provided three apportionment options for consideration.

|              |               |             |  |
|--------------|---------------|-------------|--|
| Reviewed by: |               |             |  |
| Manager      |               | Finance     |  |
| GM           |               | Legislative |  |
| A/CAO        | X - A.Legault | Other       |  |

**Attachment A - 2019 Round 2 Budget Library Funding Summary**

## 2019 Round 2 Budget Library Funding Summary

|                                  | Gibsons & District Public Library<br>2019 Proposed Funding |               |                |                | Sechelt Public Library 2019<br>Funding Allocation (based on<br>committed funding) |               |                | Reading Rooms 2019<br>Base Budget Funding |            |               |
|----------------------------------|------------------------------------------------------------|---------------|----------------|----------------|-----------------------------------------------------------------------------------|---------------|----------------|-------------------------------------------|------------|---------------|
|                                  | Grant                                                      | Admin         | SCRD<br>Maint  | Total          | 2019                                                                              | Admin         | Total          | Grant                                     | Admin      | Total         |
| Area A                           |                                                            |               |                |                | 40,731                                                                            | 1,971         | <b>42,702</b>  | 2,000                                     | 97         | <b>2,097</b>  |
| Area B                           |                                                            |               |                |                | 165,578                                                                           | 7,638         | <b>173,216</b> |                                           |            |               |
| Area D                           | 56,016                                                     | 4,652         | 10,503         | <b>71,171</b>  | 71,171                                                                            | 4,388         | <b>75,559</b>  | 13,500                                    | 832        | <b>14,332</b> |
| Area E                           | 126,769                                                    | 10,528        | 23,769         | <b>161,065</b> | -                                                                                 |               | -              |                                           |            |               |
| Area F                           | 214,110                                                    | 17,781        | 40,145         | <b>272,036</b> | -                                                                                 |               | -              |                                           |            |               |
| TOG                              | 213,413                                                    | 17,723        | 40,014         | <b>271,150</b> | -                                                                                 |               | -              |                                           |            |               |
| SIGD                             |                                                            |               |                |                | 15,348                                                                            |               | <b>15,348</b>  |                                           |            |               |
| DOS                              |                                                            |               |                |                | 541,065                                                                           |               | <b>541,065</b> |                                           |            |               |
|                                  |                                                            |               |                |                |                                                                                   |               | -              |                                           |            |               |
|                                  | <b>610,309</b>                                             | <b>50,683</b> | <b>114,430</b> | <b>775,422</b> | <b>833,893</b>                                                                    | <b>13,997</b> | <b>847,890</b> | <b>15,500</b>                             | <b>929</b> | <b>16,429</b> |
| Unfunded Portion of 2019 Request |                                                            |               |                |                | 23,580                                                                            |               |                |                                           |            |               |
| Regional Dist                    |                                                            |               |                |                | 291,477                                                                           |               |                |                                           |            |               |
| 2018 Grant                       | 595,309                                                    |               |                |                | 628,472                                                                           |               |                |                                           |            |               |
| % change                         | 2.52%                                                      |               |                |                | 32.69%                                                                            |               |                |                                           |            |               |