



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, September 17, 2015
SCRD Boardroom, 1975 Field Road

AGENDA

CALL TO ORDER: 1:30 p.m.

AGENDA

1. Adoption of Agenda

REPORTS

- | | |
|--|-----------------------|
| 2. Acting Chief Administrative Officer – 2015 Budget Project Status Report
(Voting – All Directors) | Annex A
Pages 1-12 |
| 3. Treasurer – 2016-2020 Financial Plan Timetable
(Voting – All Directors) | Annex B
pp. 13-15 |
| 4. Sustainability and Education Coordinator –Regional Roundtable on Sustainability - Terms of Reference
(Voting – All Directors) | Annex C
pp. 16-20 |
| 5. Manager, Legislative Services – Ports Service Establishment Bylaw Amendment
(Voting – Electoral Areas B, D, E, F) | Annex D
pp. 21-23 |
| 6. Manager, Legislative Services – History of Youth Engagement
(Voting – All Directors) | Annex E
pp. 24-25 |
| 7. Treasurer – Rural Areas' Grant-in-Aid Policy and Application
(Voting – Electoral Area Directors) | Annex F
pp. 26-40 |
| 8. Accounts Payable Technician – August 2015 Director Constituency and Travel Expenses
(Voting – All Directors) | Annex G
p. 41 |

9. Purchasing Officer and Risk Manager – Contracts Between \$20,000 and \$100,000
(Voting – All Directors) Annex H
p. 42
10. Manager, Legislative Services – Hardy Island Restructure Study Request
(Voting – Electoral Area Directors) Annex I
pp. 43-44

COMMUNICATIONS

11. Union of British Columbia Municipalities
Re: Gas Tax Agreement Community Works Fund Payment
(original and correction letter)
(Voting – All Directors) Annex J
p. 45-46
12. Honourable Steven Thomson, Minister of Forests, Lands and Natural Resource Operations
Re: Clean-up of Sunshine Coast Beach and Shoreline Debris
(Voting – All Directors) Annex K
pp. 47-48
13. Colin MacLean, Vice-President, Sunshine Coast Accommodation Association
Re: Sunshine Coast Tourism Municipal and Regional District Tax (MRDT) Application
(Voting – All Directors) Annex L
pp. 49-92

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

SCRD STAFF REPORT

DATE: September 4, 2015
TO: Corporate and Administrative Services Committee – September 17, 2015
FROM: Angie Legault, Acting Chief Administrative Officer
RE: **BUDGET PROJECT STATUS REPORT – SEPTEMBER 2015**

RECOMMENDATION(S)

THAT the Acting Chief Administrative Officer's report titled "Budget Project Status Report – September" be received.

BACKGROUND

The Budget Project Status Report (BPSR) is a summary of the progress on projects approved through the budget process and includes carryforward projects from previous fiscal periods.

DISCUSSION

Staff have updated the report and welcome comments/questions on the progress being made on the listed projects.

2015 Budget Project Status Report

Sep-15

Line No.	Dept.	Funct	Mgr.	Budget \$	Funding Source	Budget Year	Estimated Comp. Date	Revised Comp. Date	Actual Comp. Date	Function Participants	Work Location	Description	Current Status	Category	Policy CODES		% Complete
1	PD	504	Olmstead	Base Budget	Base Budget	2013	Jun-14	Dec-14		All EA's	D	Finalize Roberts Creek OCP - Incorporate updated geotechnical DP guidelines, clarification of policy for subdivision in ALR, and establish criteria that would allow development within the Village Core that increases density without the need to for a Liquid Waste Management Strategy	Open house was held in April on geotechnical study/proposed DP guidelines and areas. Housekeeping, Zoning, Geotech - issues will be brought forward to PDC July 2014 meeting. Other priorities have been taking precedence. Report to June 2015 PDC. First Reading of geotech bylaw on June 25, 2015; bylaw presently on referral; second reading and scheduling PH targetted for September. Waiting on RCOCPC comments.	Carry forward	SP		In Progress 50%
2	IS	365	Crosby	\$40,000	Surplus / Deferred Revenue	2014	Jul-14	Apr-15	May-15	A	A	Potts Lane Waterline Replacement (Garden Bay)	Waterline completed and customers changed over to new line May 4, 2015	Carryforward			Completed
3	IS	370	Crosby	\$30,000	Parcel Tax / BC Hydro Rebate	2014	Jul-14	Mar-15	May-15	Regional	All	Pump Station Energy Optimization Study	Final report submitted to SCRD and BC Hydro May 13, 2015	Carryforward	SP	CEEP	Completed
4	PD	500	Olmstead	\$1,000	Surplus	2014	Jul-14	Nov-14	Apr-15	All	All	Establishing a Sunshine Coast Invasive Species Council (advertising and meeting expenses)	Staff to draft a terms of reference for an Invasive Species Public Advisory Committee; develop an organizational chart showing relationship of invasive species committees to Board/Councils; and to organize two additional community meetings. Terms of reference endorsed and first Technical Working Group meeting is being scheduled for April, 2015. The Invasive Species Technical Working Group held its first meeting on April 27th. At the meeting the group suggested some minor changes to the Terms of Reference, designated a Chair and Vice-chair, then proceeded to discuss priorities and set goals. The next meeting will be held June 15th and will deal with priority invasive plant species, disposal challenges, and how to best coordinate efforts with funding, work plans and community groups. At its second meeting on June 15, 2015 the Invasive Species Technical Working Group finalized the Terms of Reference and agreed upon a current list of priority plant species for the Sunshine Coast. Disposal challenges were discussed, and members will be looking into solutions. The next meeting date is scheduled for September 14, 2015.	Carryforward			Completed
5	PD	504	Olmstead	Base Budget	Base Budget	2013	Jul-14	Dec-14		EA's except Islands B & F	EA's except Islands B & F	Bylaw 310 - Zoning Bylaw for Agriculture	Draft bylaw completed. Progress has been affected by work relating to completion of Ag Plan. September target date is dependent on finalization of Ag Area Plan per Board resolution to defer zoning pending completion of the plan. Work being re-initiated on agriculture zoning issues. Bylaw 310.148 (New AG Zone) 1st Reading April 9/15. Presentations to APCs - June. Second reading as amended scheduled for September, Public info meeting to be scheduled for late October, further amendments, if necessary in November, PH in early December.	Carry forward	SP		In Progress 75%
6	CS	625	Cole	\$20,000	Surplus	2014	Jul-14	Aug-15		A	A	Hot Tub Refurbishment (new tiles, updated safety items and repair/update fixtures)	Work has been completed. Final inspection to be done September 23.	Carryforward			In Progress 75%
7	CS	650	Mortensen	\$5,000	Taxation	2012	Jul-14	Dec-15		All EA's	F	Keats Island Park Trail Development	Working with Volunteers on public process Keats Conservation Association endorsed trail development, needs more community consultation to identify islander priorities. Keats Island trail brochure to be updated with input from Islands Trust meeting. Additional intercommunity consensus needed before planning moves forward. Update report take to CSC Nov meeting. Community consultation will be ongoing. Waiting on the community for consensus. Signage and barriers will be install in the park for 2015.	Carry forward	PRMP		In Progress 50%
8	CS	220	Loveys	\$97,500	Capital Reserves	2014	Aug-14	Dec-15		All	All	Replace Gibsons Tower - pending Consultant's review	Approach changed to find alternatives to new tower at North Road fire hall. RCMP have been consulted, existing fire hall tower will be assessed for structural integrity (complete). Proposed to install equipment on Gibsons RCMP tower, work in progress with scheduling priority at the discretion of the tower owner. Assessment of radio channels ongoing.	Carryforward			In Progress 50%
9	CS	665	Mortensen	\$175,000	Gas Tax	2014	Aug-14	Dec-14	Feb-15	B D E F	D	Area D Roberts Creek - Beach Avenue from Roberts Creek Road to Cedar Grove Road - 1000m of Active Transport enhancement (unpaved section)	Project now "Beach Avenue from RC Road to Cedar Grove Road." Final consultation with property owners underway. RFP to go out in September. Staff working with legal regarding last ROW agreement. Legal is finalizing last ROW. Construction to begin Feb 2015. Construction completed. Final landscaping to be finished.	Carryforward	PDTNP		Completed
10	CS	220	Loveys	\$63,000	Debt	2013	Sep-14	Mar-15	Mar-15	All	All	Radio upgrade, Gibsons Fire Paging.	911 Project has evolved over time and has several components. Board passed motion June 26, 2014 to sign VDT and VUB Agreements which is complete. Scheduling is at ECOMMS discretion. 911 completed December 17, 2014. Search and Rescue paging completed in March 2015.	Carry forward			Completed

2015 Budget Project Status Report

Line No.	Dept.	Funct	Mgr.	Budget \$	Funding Source	Budget Year	Estimated Comp. Date	Revised Comp. Date	Actual Comp. Date	Function Participants	Work Location	Description	Current Status	Category	Policy CODES		% Complete
11	CS	650	Mortensen	\$6,500	Taxation	2013 - in Base Budget	Sep-14	ongoing		All EA's	All EA's	Volunteer Program - pilot projects, stewardship arrangements	Staff turnover and other priorities affected implementation. Outcomes to be reported on in 2014 to show activities in support of volunteer program. Current volunteer inventory completed. Trail maintenance volunteers assisted with Suncoast Trail cleanup for BC Bike Race. 26 volunteers helped with Dakota Ridge trail work in October. Gibsons Garden Club to clean up Macey garden October 26th. Staff working on setting up systems and protocols for volunteers in Nov/Dec. Staff attended 2 volunteer workshops in 2014. 40+ students and volunteers helped with Sprockids Park skills park rebuild in March. Ongoing progress on this however funding is needed for FTE to implement properly. Looking at data base software for volunteers.	Carry forward	PRMP		In Progress 75%
	CS	650	Mortensen	\$9,000	PMP Funds	2013	Sep-14	unknown		All EA's	D	Henderson Beach Access ON HOLD as described in Comments	Engineering in progress, require permit from MOTI to proceed. Knotweed Issues and protocol with MOTI. Project budget and timeline amended into 2014. MOTI withholding permit until knotweed is eradicated. Volunteer group wants to control knotweed. Plan for signage and fencing. Working on regional plan with invasive special committee meeting. Unable to proceed until knotweed is eradicated. Meeting held with RC OCPC and they will be submitting a plan to mechanically manage the knotweed. Planning dept working on invasive policy and community invasive meetings terms of reference. Policy adopted in Jan 2015. This project will be delayed until knotweed is eradicated. Working with RC OCPC to allow invasive to be treated. RCOPC have advised that they don't have capacity to mechanically manage the knotweed but are meeting in Sept 15 to review again if they have capacity to do this. This was not on MoTI workplan for treatment this year.	Carry forward	PRMP		In Progress 25%
13	CS	665	Mortensen	\$40,000	Gas Tax	2014	Sep-14	unknown		B D E F	E	Area E - Highway 101 Maintenance Repairs - East of Poplars Park (Phase I)	In process of hiring engineers. Serious geotechnical issues with Hwy 101 and these areas. Staff have had initial meeting with MOTI and are continuing discussions. Reported to CSC in September and presentation to TAC in Nov. Letter written to MoTI re cost share estimated at 300K. Carry forward to 2015 and budget proposal for 2015 for additional funding. Staff met with MoTI on August 2015 and MoTI engineers will provide costing and a response by Oct 2015.	Carryforward	WE		In Progress 25%
	CS	667	Mortensen	\$30,000	Taxation	2013	Sep-14	Dec-15		A	A	New function - Lily Lake Path (Area A) - Planning and Engineering	Consultant selected. Working on concept plan with community advisory committee and consultant. In conjunction with line 108. Path options to be confirmed in July 2014. MoTI permit submitted and part of project is approved. Archeological study complete and draft drawings for Sections A,B,C completed. . Delays connected to consultant and permits from Ministry of Environment. Staff have met with MoTI and SD46 and working on agreement with SD46 for Section D. Meeting scheduled in April with new engineer to review plan, action steps and finalize trail through sections A, B, C. Survey scheduled for Tyner Park section in June 2015. Meeting with MoTI, SD46 and engineer scheduled for June 2015. Proposal sent to SD46 for SROW for June committee meeting. Property line survey along Lily Lake completed. RFP closes Sept 15 for Tyner Park trail. Open house planned for Sept 17 for Madeira Park section. Working with SD46 for SROW through elementary school property.	Carry forward	WE		In Progress 25%
15	IS	350	Cooper	\$30,000	Tipping Fees (User)	2014	Sep-14	Apr-15	Apr-15	All	All	Sechelt Landfill Drop-off Bins - Installation of Guardrails and Curbs	Guard Rails installed in April.	Carryforward			Completed
16	IS	366	Crosby	\$95,000	Operating Reserve	2014	Oct-14	May-15	Jun-15	A	A	McNeil Lake Dam - Stability Improvement Project	Installation and testing of pins completed May 4, 2015. Final report received from Consulting Engineer June 26, 2015.	Carryforward	SP		Completed
17	IS	366	Crosby	\$48,000	User Fees	2013	Oct-14	Sept.-15		A	A	McNeil Dam Upgrades	Diving for preliminary design for slide gate retro-fit completed May 12, 2015. Preliminary Engineered design for slide gate retrofit submitted by Consulting Engineer for staff review July 6, 2015.	Carry forward			In Progress 25%
18	IS	388	Crosby	\$20,000	Operating Reserve	2014	Oct-14	Dec-15		F	F	Langdale Waste Water Treatment Plant - Connection to Camp Elphinstone (YMCA) System	Reported to Oct 2014 ISC. Delayed due to flow data acquisition problems. Working with YMCA officials and their consultants to verify capacity and cost allocation.	Carryforward			Started

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19	PD	504	Olmstead	\$30,000	Surplus	2014	Oct-14	Dec-14		EA's except Islands B & F	F	Geo-Technical Study (Twin Creeks OCP review including McNab Creek) - update information and develop guidelines	Ortho photos received and under review by GIS staff, contract for work awarded to KWL, project initiation meeting held by teleconference on September 15, desktop hazard analysis is underway. Acquiring the background GIS data to support the analysis has been a bit of an extended process with some back and forth between KWL and SCRD GIS division to resolve some missing data issues. The desktop hazard review for both Twin Creek and Pender Harbour/Egmont has completed the "first pass". Draft slope hazard mapping has been reviewed and the geoscientist provided some feedback. KWL is currently working on turning the hazard mapping into DPA zones, as well as identifying any areas that would benefit from field review, which is tentatively planned for either late November or early December. Presentation at the SCRD Board Planning Committee meeting (Jan. 8, 2015). Consultant is presently (March, 2015) working through final revisions to the report text. Internal technical review and final report edits for final reports completed and submitted to SCRD. Final GIS deliverables assembled and submitted . All technical work has been completed: the reports will be finalized in September.	Carryforward			In Progress 75%
20	PD	504	Olmstead	\$35,000	Surplus / Operating Reserve	2014	Oct-14	Dec-14		EA's except Islands B & F	A	Geo-Technical Study (Egmont / Pender Harbour OCP review) - update information and develop guidelines	Ortho photos received and under review by GIS staff, contract for work awarded to KWL, project initiation meeting held by teleconference on September 15, desktop hazard analysis is underway. Proceeding concurrently with the Twin Creeks study (see above). The OCP Review Advisory Group meeting is the only item outstanding on the work program. To be finalized in September.	Carryforward			In Progress 75%
21	CS	650	Mortensen	\$5,000	Surplus	2014	Oct-14	Dec-15		All EA's	D	Community Consultation ONLY (and Park Plan) for Property behind Roberts Creek Hall (5 acres) assumes technical survey and public engagement by consultants)	Planning for community consultation options. Reviewing Roberts Creek OCP survey, engagement strategy and consultants. Consultation in progress with current hall users. Delays due to staff capacity and priorities. Carry forward to 2015. Staff met with RC community association in July and will be meeting again in fall. Meeting with engineer in Sept for feasible options for property.	Carryforward	PRMP		In Progress 25%
22	CS	650	Mortensen	Base Budget	Base Budget	2013	Oct-14	ongoing		All EA's	F	Gambier and Keats Consultation and Planning for parks priorities on Islands	Site visits June 2013 Community info flyer complete. Consultation commenced for 2014. Attended Island Trust meeting and attending Gambier Island general meeting in July 2014. Brochures are updated. Staff are drafting MOU with Gambier Island Conservation Association. Report planned for February CSC with island priorities. Several Gambier projects ongoing currently and community is meeting together to discuss collaborative steps for trail development. Staff to attend special GICA trail meeting in July. Community is divided over trail plan presented and further consultation is needed.	Carry forward	PRMP		Completed
23	CA	110	Legault	\$25,000	Surplus	2014	Nov-14	Jun-15	Apr-15	All	All	Electronic Document Management System (EDRMS) Consultant - to assist with RFP preparation, product selection and implementation	Responses to price requests evaluated & consultant selected; initial meeting May 2; met with depts. to collect needs; RFP issued, proposals shortlisted, vendor demonstrations held, site visits and reference checks done; recommendation approved; negotiations complete; software purchased; final deliverable (staff workshop on benefits of EDRMS) to be done prior to May 'go-live' date	Carryforward	SP		Completed
24	IS	135	Shoji	\$7,500	Support Services	2014	Nov-14	Dec-15		All	All	Citizen Engagement Framework, Toolkit and Training (creation of tools and training)	Research complete. Tools developed. HR developing communications and effective report writing training program ahead of engagement training. Recreation carrying out community development training. Completion date on hold until staff resourcing allocation determined.	Carryforward	SP	WE	In Progress 50%
25	IS	370	Crosby	\$15,000	User Fees	2013	Nov-14	Dec-15		All	All	Set-up Weather Monitoring Station	Currently working with provincial staff on logistics. Cost provided by Province is prohibitive. Site visit June 9, 2015 to determine sight for weather station with BC Parks & MOF staff. Site has been selected.	Carryforward	SARP	SP	In Progress 25%
26	IS	370	Crosby	\$70,000	User Fees	2013	Nov-14	Aug-15		Regional	All	Water Treatment Plant Residual Management Area Expansion	Design work is in draft. Negotiating land rights issues outstanding. Additional meetings and presentation to SIB in 2015.	Carryforward			In Progress 25%
27	IS	370	Shoji	\$30,000	Parcel Tax	2014	Nov-14	Dec-14	Feb-15	All	All	Regional Water Service Area Development Cost Charge (DCC) Review	Public Open Houses held Oct 6, 7 and 8th. Final report presented to Dec. 2014 ISC and Bylaw to Board Feb 2015.	Carryforward	SP	CRWP	Completed
28	CS	625	Cole	\$40,659	Grants / Taxation	2013	Nov-14	Sep-16		A	A	Enabling Accessibility - PHAFC . Project did not go forward - Now for 2014	Grant awarded by phone (\$25,660). Report coming to September CSC.	Carryforward	WE	SP	In Progress 25%

2015 Budget Project Status Report

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29	CS	667	Mortensen	\$240,000	Gas Tax	2014	Nov-14	Dec-15		A	A	Lily Lake Area Bicycle and Walking Path Project	Consultant selected. Working on concept plan with community advisory committee and consultant. Construction is in work plan for 2014. In conjunction with line 79. Path options to be confirmed in July 2014. MoTI permit submitted and part of project is approved. Archeological study complete. Agreement with SD46 is needed. Delay connected to consultant and permit from Ministry of Environment. Meeting scheduled in April with new engineer to review plan, action steps and finalize trail through sections A, B, C. Survey scheduled for Tyner Park section in June 2015. Meeting with MoTI, SD46 and engineer scheduled for June 2015. Proposal sent to SD46 for SROW for June committee meeting. Property line survey along Lily Lake completed. RFP closes Sept 15 for Tyner Park trail. Open house planned for Sept 17 for Madeira Park section. Working with SD46 for SROW through elementary school property.	Carryforward	WE		In Progress 25%
30	IS	370-379	Crosby	\$5,000	User Fees	2013	Nov-14	May-15	Apr-15	All	All	Reinstate Snow Survey	Delayed due to competing priorities and staffing not available. Training by Ministry staff and first measurement completed April 30. 2015. Will now become ongoing program.	Carryforward	SARP	SP	Completed
31	CS	615/625 /650	Bauman	\$10,000	User Fees	2014	Nov-14	Feb-15	Feb , 2015	All	All	Business Practice Review (ACTIVENET) - Regional Recreation (615) including Pender Harbor [625] \$1,500 and Parks [650] \$1,000	On line website redesigned and went live May 31, 2014. Scheduled February 3/4/11/12, 2015. Complete.	Carryforward			Completed
32	IS	135	Perreault	\$98,000	Support Services	2014	Dec-14			All	All	Asset Management Plan Development and Implementation	Asset Management Coordinator position posted and closes June 13th. Corporate Asset Management Plan adopted Feb/2015. CMMS System scope to be re-tendered. Support Staff to be hired at a later date.	Carryforward			In Progress 75%
33	CS	210	Loveys	\$5,000	Capital Reserves	2014	Dec-14	Dec-15		E & F and TOG	E & F and TOG	Enhanced Volunteer Training (volunteer turnover and to meet standards)	Chief and Training officer positions in recruitment process. New Chief and Training Officer are planning to implement enhanced training. New Provincial guidelines issued late in year, added work to process. Chief position closed. Will be shortlisted	Carryforward			In Progress 25%
34	CS	216	Loveys	\$2,000	Taxation	2014	Dec-14	Jun-15		B	B	Enhanced Volunteer Training (extra volunteers added in 2013)	In planning to implement enhanced training. New Provincial guidelines issued late in year, added work to process.	Carryforward			Started
35	CS	220	Loveys	\$180,000	Taxation / Capital Reserves	2015	Dec-14	Dec-15		All including Islands	All	Chapman Creek Tower	Consultants hired and mobilized	1 - Safety			Started
36	IS	350	Cooper	\$50,000	Closure Reserve	2014	Dec-14		Dec-15	All	A	Pender Harbour Landfill Closure Detailed Design	Detailed design completed. Tender for landfill closure issued in April.	Carryforward			Completed
37	IS	350	Cooper	\$360,000	Debt	2014	Dec-14	May-15	May-15	All	A	Pender Harbour Transfer Station Installation (deferred pending results of Tender Process for the project)	Construction completed in May.	Carryforward			Completed
38	IS	370	Crosby	\$20,000	User Fees	2012	Dec-14	Sep-15		All	All	Micro-Hydro Feasibility Study	Rescoped and reported to November ISC. Received direction to proceed with pre-design of PRV micro-hydro station. Construction to 2016 budget process. RFP for design closed July 13, 2015.	Carryforward	WE		In Progress 25%
39	IS	370	Crosby	\$20,000	User Fees	2012	Dec-14	Dec-16		All	All	Micro-Hydro Demonstration Project	Working in conjunction with Micro-hydro Feasibility Study (Line 38). Construction targeted for 2016.	Carryforward	WE		Not Started
40	IS	370	Shoji	\$20,000	User Fees	2012	Dec-14	Dec-15		All	All	Water Utility Performance Assessment	Kick off meeting Sep 2013. Project delayed due to data collection issues. In process of collecting data. Competing staff priorities.	Carryforward	SP		In Progress 25%
41	PD	500	Olmstead	Base Budget	Base Budget	2013	Dec-14			All	All	Regional Integrated Transportation Study Implementation - Memorandum of Understanding (MOU)	Progress has been limited due to other priorities and lack of a clear direction on how to proceed and which potential initiatives to undertake. Planning Department 2015 work plan identifies a key priority is to agree on the short term priorities from the Regional Integrated Transportation Study and develop an effective lobbying approach to achieve their implementation. The first step in this process is to have an orientation/refresher workshop this spring to review the study.	Carryforward	SP	ITSP	In Progress 25%
42	PD	504	Olmstead	\$23,203	Taxation	2014	Dec-14			EA's except Islands B & F	EA's except Islands B & F	Sunshine Coast Housing Committee (MOU) (Year 3 of 3)	Progress on potential sites is mixed as some sites may not be possible or could be delayed. Discussions are ongoing to try to find resolutions and alternative sites being considered. Progress on establishing a housing land trust have progressed (draft bylaws undergoing legal review, registration process starting, potential board members identified) . Report will be provided to the SCRD, Town of Gibsons and District of Sechelt in November from the coordinator focusing on the land trust. Coordinator provided report and presentation to the SCRD, Town of Gibsons and District of Sechelt in May 2015 focusing on the land trust. A workshop for Directors and Councilors was held on May 29. Public meetings held in June for Sechelt and Gibsons; meetings will be held in Electoral Areas in September. Committee met on August 11, 2015.	Carryforward			In Progress 75%

2015 Budget Project Status Report

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43	CS	615	Bauman	\$10,000	Taxation	2014	Dec-14	May-15		All Except A and Islands	All Except A and Islands	Community Development Training - create a common understanding of "Community Development" principles as they apply to Parks and Recreation - enhance toolkit public engagement in programs and services.	Completed June 16/17, 2015	Carryforward	PRMP		Completed
44	CS	665	Mortensen	\$84,000	Gas Tax	2014	Dec-14		Feb-15	B D E F	B	Area B - Brooks Road to Redrooffs (along Highway 101) - Planning, details, cost sharing and construction permit (Parks Division Trail Network Plan)	Highways needs to have budget for this. Staff are in consultation with MOTI and they are securing their portion of funding for this project. MoTI will be completing by end of February 2015.	Carryforward	PDTNP	WE	Completed
45	IS	352	Cooper	\$15,000	Tipping Fees (User)	2013	Jan-15	Oct-15		All	All	Landfill Asbestos Sampling and Disposal (Worksafe)	AECP report/plan complete - implementation of plan delayed due to competing priorities.	Carryforward			In Progress 75%
46	CA	506	Heppner	\$12,000	Capital Reserve	2015	Mar-15		Mar-15	All	Corporate	Plotter Replacement	Purchase Order issued and product on site and installed.	Service Enhancement	SP		Completed
47	IS	352	Cooper	\$6,000	Surplus	2015	Mar-15		Mar-15	All including Islands	Sechelt	Sechelt Landfill Vehicle Replacement	Complete.	2 - Imminent Asset Failure			Completed
48	CA	117	Heppner	\$120,000	MFA Equipmet Financing Program	2015	Apr-15		Apr-15	All	Corporate	Storage Area Network (SAN) Replacement	RFQ issued & closed; responses reviewed & awarded; SAN arrived Apr 1st with installation complete mid April.	2 - Imminent Asset Failure	SP		Completed
49	IS	310	Williams	\$32,000	Taxation	2015	Apr-15		Apr-15	All except Area A	All Except A and Islands	Increase Transit Service Person .5 FTE	Staff hours are now being scheduled.	Service Enhancement	WE		Completed
50	IS	352	Cooper	\$20,000	Surplus	2015	Apr-15		Apr-15	All including Islands	Sechelt	Sechelt Landfill Guardrails and Curbs installed - budget increase	Additional budget for Line item 16.	1 - Safety			Completed
51	IS	351 / 352	Cooper	\$5,000	User Fees	2015	Apr-15		Apr-15	All including islands	Sechelt / Pender Harbour	Sechelt and Pender Harbour Landfill Annual Reporting	Reports submitted to MoE.	3 - Regulatory Compliance	WE		Completed
52	CS	212	Loveys	\$5,000	Surplus / Grant	2015	May-15			D	D	Firehall Facility Audit - Condition Assessment	Draft report received	Service Enhancement			In Progress 50%
53	CS	216	Loveys	\$5,000	Reserves / Grant	2015	May-15			B	B	Firehall Facility Audit - Condition Assessment	Draft report received	Service Enhancement			In Progress 50%
54	CS	218	Loveys	\$50,000	Capital Reserve	2015	May-15			A	A	Purchase 550 Crew Cab and Chassis	Order Placed	1 - Safety			In Progress 50%
55	CS	218	Loveys	\$5,000	Surplus / Grant	2015	May-15			A	A	Firehall Facility Audit - Condition Assessment	Draft report received	Service Enhancement			In Progress 50%
56	CS	222	Loveys	\$5,000	Surplus	2015	May-15	Apr-15		All including Islands	All	Purchase 12' enclosed utility trailer for storage and trasport for water purification unit	Complete.	Service Enhancement			Completed
57	IS	370	Crosby	\$10,000	Existing User Fees / Potential Grant	2015	May-15		May-15	Regional	All	Condition Review of Exposed Watermains	Final report received May 13, 2015.	Service Enhancement	SP		Completed
58	IS	387	Crosby	\$10,000	Capital Reserve	2015	May-15	Jul-15		B	B	Square Bay Waste Water Treatment Plant - Perimeter Fencing Replacement	Purchase order issued May 5, 2015 to fencing contractor for installation of new fence. Delayed due to availability of materials. Installation commenced July 2015.	1 - Safety	SP		In Progress 75%
59	PD	504	Olmstead	Base Budget	Base Budget	2013	May-15			EA's	EA's	Transition House Zoning Provisions	Planner presented draft bylaw to APCs in February in conjunction with referral. Report to be brought forward to May or June PDC. (Delay of one or two months due to RCOCP focus on Goldmoss issue.) First reading in May 2015. Re-referred to APCs and agencies July 15th; report to October PDC re second reading.	Carryforward			In Progress 75%
60	CA	640	Perreault	\$10,000	Taxation / Surplus	2015	May-15			E, F, F Islands and TOG	TOG	Conduct FAME Facility Audit Report (Structural and Mechanical)	All facility audits are complete. Gibsons report presented at Special CAS April 20, 2015 & Fire Department Audits to go to May or June CSC meeting.	2 - Imminent Asset Failure	SP		Completed
61	CA	115	Parker	\$6,000	Surplus	2015	May-15		May-15	All	Corporate	North American Occupational Safety and Health Week Activities (May 3 - May 9)	Event occurred and summary now being completed. Anticipate came in under budget and was well received.	Service Enhancement	SP		Completed
62	IS	310	Williams	\$6,000	Taxation / BC Hydro	2015	May-15		Apr-15	All including islands and excluding Area A	All excluding A	Mobile heavy-duty vehicle lifts for Transit Buses (BC Transit to pay 50%) - Annual cost \$3,000 for 7 years to a total of \$21,000	Lifts have been delivered and are in operation	2 - Imminent Asset Failure	WE	TFP	Completed
63	IS	312	Williams	\$32,500	Internal Cost Recovery	2015	May-15		May-15	All including Islands	All	Increase Mechanic FTE by 0.4	New mechanic schedule implemented in May.	Service Enhancement	WE		Completed

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64	IS	387	Crosby	\$15,000	Operating Reserve	2015	Jun-15	Jul-15		B	B	Square Bay Waste Water Treatment Plant - Condition Assessment Study	Purchase order issued to consultant March, 2015. Site visit for consultant scheduled for May 12, 2015. First draft of report to be completed by Consulting Engineer week of July 13, 2015.	Service Enhancement	SP		In Progress 75%
65	CS	650	Mortensen	\$2,900	Taxation	2015	Jun-15		Jun-15	All excluding Munis	D	Cliff Gilker Washroom Lighting	Potential rebate of \$1,100 from BC Hydro. Lighting has been ordered. New lighting has been installed.	Other	SP	WE	Completed
66	IS	384 / 385	Crosby	\$10,000	Capital Reserve	2015	Jun-15		Apr-15	B	B	Jolly Roger / Secret Cove Waste Water Treatment Plant - Marine Outfall Re-Anchoring	Installation of anchors completed by diving contractor April 30, 2015.	Service Enhancement	SP		Completed
67	IS	352	Cooper	\$5,500	Surplus	2015	Jun-15		Jul-15	All including islands	Sechelt	Increase Photo-Voltaic capacity at Sechelt Landfill	Installed in July. Complete.	Service Enhancement	WE		Completed
68	CS	650	Mortensen	\$53,000	Equipment Financing Progam	2015	Jun-15		Jun-15	All EA including Islands	All EA including Islands	Fleet Vehicle Replacement - Parks Truck	Truck has been ordered. Awaiting shipment. Arrived in June.	2 - Imminent Asset Failure	SP	AMP	Completed
69	CS	650	Mortensen	\$60,000	Equipment Financing Progam	2015	Jun-15		Jun-15	All EA including Islands	All EA including Islands	Equipment Replacement - Parks Tractor	Tractor has been ordered. Awaiting shipment. Scheduled to arrive May 21. Tractor has been received.	2 - Imminent Asset Failure	SP	AMP	Completed
70	CS	650	Mortensen	\$8,000	Surplus / Operating Reserves	2015	Jun-15		Jun-15	All EA including Islands	F	Granthams Hall Site Plan	Site Analysis and parking options taked to R2 Budget in March. Community Meeting planned for May 13. Report going to June CSC.	Service Enhancement	PRMP		Completed
71	CS	650	Mortensen	\$12,000	Surplus	2015	Jun-15		Jul-15	All excluding Munis	All excluding Munis	Parks Utility Terrain Vehicle	50% paid by Parks 650 / 50% paid from Dakota 680. Specs have been forwarded to purchasing and PO generated. Awaiting shipment. Received.	Service Enhancement	PRMP		Completed
72	CS	680 / 650	Mortensen	\$19,900	Surplus	2015	Jun-15		Jul-15	All including Islands		Utility Terrain Vehicle (UTV) purchase (For Dakota Ridget and Parks)	Includes shed for storage. 50% paid by Parks 650 / 50% paid from Dakota 680. Specs have been forwarded to purchasing and PO generated. Awaiting shipment. UTV received container to be installed.	Service Enhancement	SP		Completed
73	CS	615	Bauman	\$37,500	Taxation / Revenues	2015	Jul-15	Aug-15		All except Area A	All Except A and Islands	Recreation Coordinator Increase (1 FTE)	Employee started September 8, 2015	Service Enhancement	PRMP		Completed
74	CS	621	Bauman	\$10,000	Taxation	2015	Jul-15	Oct-15		All except Area A	DOS	Sechelt Aquatic Centre Pancel Repair	Consultants and contractor mobilized. Waiting upon final report and scope of work for repair.	2 - Imminent Asset Failure			In Progress 50%
75	CS	650	Mortensen	\$4,000	Taxation	2015	Jul-15		Jun-15	All EA including Islands	F	Sports Field Equipment Replacement and Enhancement - 2015 Project Soccer Goal Replacement Shirley Macey Park Field	\$4,000 base budget increase for 5 years. Nets for Shirley Macey to be ordered by end of April. Sunshine Coast Youth Soccer Association contributed matching funds for additional nets for Shirley Macey Park in 2015. Awaiting shipment. Nets have been received.	1 - Safety	PRMP	WE	Completed
76	CS	625	Cole	\$9,000	Capital Reserve	2015	Jul-15	Aug-15		A	A	Hot Tub Refurbishment / Retiling	Hot tub scheduled for August, contractor hired, tiles/railing/grate purchased on site ready to go. Work has been completed	Service Enhancement	SP		In progress 75%
77	CS	650	Mortensen	\$20,000	Taxation	2015	Jul-15		Jul-15	All EA including Islands	A	Dan Bosch Parking Lot Expansion	Prep for parking lot is progress. Fill has been added and lot leveled. Parking plan finalized and curb stops ordered. Staff working to install curbs.	Service Enhancement	PRMP		Completed
78	IS	365	Crosby	\$15,000	Operating Reserve	2015	Aug-15			A	A	North Pender Harbour Water - Chlorination System Upgrades	Engineered design completed July 15, 2015 and submitted for permits.	1 - Safety	SP		In Progress 50%
79	CS	625	Cole	\$5,500	Taxation	2015	Aug-15			A	A	Gym Equipment Replacement	Expecting delivery in August 2015. Equipment Received	Service Enhancement			Completed
80	IS	352	Cooper	\$10,000	Surplus	2015	Aug-15			All including islands	Sechelt	Sechelt Landfill Hydrogeological Characterization	Report submitted to MOE in July.	3 - Regulatory Compliance	WE		Completed
81	CS	216	Loveys	\$15,000	Capital Reserve	2015	Sep-15			B	B	#1 Firehall Overhad Metal Door Repair	Purchase order given contractor mobilized	1 - Safety			In Progress 50%
82	IS	365	Crosby	\$15,000	Specific Grant	2015	Sep-15			A	A	North Pender Harbour Water - FCM/GMF Project Reporting Requirement	Funded 100% by FCM/GMF Project Reporting Grant and Condition of FCM/GMF Grant Reporting Agreement. Purchase order issued to consultant March 2015. First draft of report submitted to staff by Consultant June 26, 2015.	Other	SP	CRWP	In Progress 50%
83	IS	366	Crosby	\$75,000	Operating Reserve	2015	Sep-15			A	A	South Pender Harbour Water - McNeil Lake Dam Upgrades Project Funding Increase	For budget process only. Not a project.	1 - Safety	SP		Started
84	IS	366	Crosby	\$20,000	Operating Reserve	2015	Sep-15			A	A	South Pender Harbour Water - Pressure Reducing Valve (PRV) Upgrade - Sunshine Coast Highway	Preliminary design has commenced.	2 - Imminent Asset Failure	SP		Started
85	IS	366	Crosby	\$15,000	Specific Grant	2015	Sep-15			A	A	South Pender Harbour Water - FCM/GMF Project Reporting Requirement	Funded 100% by FCM/GMF Project Reporting Grant and Condition of FCM/GMF Grant Reporting Agreement Purchase order issued to consultant March 2015. First draft of report submitted to staff by Consultant June 26, 2015.	Other	SP	CRWP	In Progress 50%
86	IS	383	Crosby	\$6,500	Capital Reserve	2015	Sep-15		May-15	E	E	Sunnyside Waste Water Treatment Plant - Septic Tank Repair	Work order issued to staff for repairs. Repair scheduled for May 20, 2015. Repairs completed May 21, 2015.	Service Enhancement	SP		Completed
87	CS	617	Bauman	\$10,000	Capital Reserve	2015	Sep-15			All excluding A	All excluding A	Gibsons and Area Community Centre (GACC) - Plant Room Venitlation Extension	Scope of work being developed by Engineer.	3 - Regulatory Compliance	SP		In Progress 75%
88	CS	616 / 620	Bauman	\$20,000	Capital Reserve	2015	Sep-15			All excluding A	All excluding A	Gibsons and District Aquatic Facility (GDAF) and Sechelt Arena (SA) - Eyewash / Shower	Completed August 2015	1 - Safety	SP		Completed

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89	IS	345	Williams	\$3,000	Taxation	2015	Sep-15			B, D, E. F and Islands	B, F and Islands	Bylaw Amendment Regarding Ports Funding Allocation	Board revisiting direction. Special ISC meeting May 22, 2015.	3 - Regulatory Compliance			Not Started
90	IS	354	Cooper	\$935,000	Closure Reserves	2015	Sep-15			All including Islands	Pender Harbour	Pender Harbour Landfill Closure Construction	Contract awarded. Construction to be completed by end of September.	3 - Regulatory Compliance	SP		In Progress 25%
91	CS	650	Mortensen	\$20,000	Reassignmen t / Surplus	2015	Sep-15			All EA including Islands	D	Roberts Creek Park Improvements (Phase 1)	Preparing park plan and furniture replacement. Site visit completed and reviewing furniture options/pricing. New park furniture has been ordered and one kiosk completed. New park furniture installed. Garbage cans on backorder. Parking curbs to be installed.	Service Enhancement	PRMP		In Progress 50%
92	CS	667	Mortensen	\$10,000	Gas Tax	2015	Sep-15			A	A	Area A - Egmont Road - Planning (from Waugh Lake - Egmont)	Meeting with engineered scheduled in April. Plans being prepared.	Service Enhancement	PDTNP	WE	In Progress 25%
93	CS	667	Mortensen	\$10,000	Gas Tax	2015	Sep-15			A	A	Area A - Garden Bay Road - Planning (Pool Road to John Henry's)	Meeting with engineered scheduled in April. Plans being prepared.	Service Enhancement	PDTNP	WE	In Progress 25%
94	CA	110-112	Legault	\$30,000	Surplus	2015	Sep-15			All including Islands	All	Consultant for Strategic Plan Process and 2015-2018 Strategic Plan	Special CAS Mar 13/15 to review options, 2nd meeting to be held April 2; Consultant engaged; Staff meeting scheduled for Apr 22; Board/Sr Mgrs to meet May 12 & Jun 2; Plan adopted July 9. Communication plan implementation underway.	Service Enhancement	SP		Completed
95	IS	366	Crosby	\$120,000	Operating Reserve	2015	Oct-15			A	A	South Pender Harbour Water - Wesjac Road Watermain Replacement	Survey for preliminary design work has been completed and received from the surveyor. Design drawings completed July 15, 2015 and submitted for permits.	2 - Imminent Asset Failure	SP		In Progress 25%
96	IS	370	Crosby	\$200,000	Existing User Fees	2015	Oct-15			Regional	F	Soames Well Chlorination Project	Purchase order issued to surveyor for field survey work May 6, 2015. Survey received July 10, 2015.	Service Enhancement	SP		In Progress 25%
97	CS	400	Mortensen	\$18,000	Revenue	2015	Oct-15			All	All	Seaview Cemetery - 2nd Columbarium	To be ordered in the summer for fall instalation. Ordered	Service Enhancement	SCP		In Progress 25%
98	CS	650	Mortensen	\$4,500	Taxation	2015	Oct-15			All excluding Munis	F	Gambier Island Community Information and Amenities	Staff have been in contact with GICA re budget proposal. GICA meeting with Islands Trust re broader trail plan for Gambier Island. Locations under review. Staff visit and meeting with GICA in July. Furniture on order	Service Enhancement	PRMP		In Progress 25%
99	CS	650	Mortensen	\$30,000	Taxation	2015	Oct-15			All excluding Munis	A	Ruby Lake Boat Launch	Applying for necessary permits. Design and cost estimates have been completed. Construction will start in late August early Septemeber when the lake is at the lowest level. Considerable staff time spent on community engagement due to various issues. Ramp and new dock to be installed Sept 21-24. Signage will be completed in fall.	Service Enhancement	PRMP		In Progress 25%
100	IS	392	Crosby	\$4,000	Capital Reserve	2015	Nov-15			D	D	Roberts Creek Co-Housing Waste Water Treatment Plant - Treatment System Modification	Application for a Permit Amendment has commenced with MOE. Received tentative approval May 12, 2015.	Service Enhancement	SP		Started
101	CS	400	Mortensen	\$20,000	Surplus	2015	Nov-15			All	All	Seaview Cemetery Perimeter Fence Replacement	Researching fencing options. Site prep and brush clearing has been completed.	Service Enhancement	SCP		In Progress 25%
102	CS	650	Mortensen	\$32,000	Surplus	2015	Nov-15			All EA including Islands	B	Coopers Green Park Management Plan	Plan is out for tender. Consultant selected and initial meeting set up for end of May. Community engagement scheduled for June/July. Questionnaire distributed June 16-July 17. Engagement was held on July 12 at Halfmoon Bay Fair with information booth and additional information collection from the public. Draft plan to be presented on Sept 28.	Service Enhancement	PRMP	WE	In Progress 50%
103	CA	117	Heppner	\$22,000	Support Services	2015	Dec-15			All	Corporate	Electronic Data and Records Management System (EDRMS) Annual Maintenance	To be included in base budget - will be due in December 2015; request for PO received from vendor; PO issuance in progress.	3 - Regulatory Compliance	SP		In Progress 75%
104	CS	220	Loveys	\$25,000	Operating Reserve	2015	Dec-15			All including Islands	All	9-1-1 Channel Frequency Upgrade, Location Analysis Future Towers	Industry Canada and EComm Standards. Consultant hired and mobilized. Meeting with Fire Chiefs April 2015.	1 - Safety			Started
105	IS	366	Shoji	\$10,000	Operating Reserve	2015	Dec-15			A	A	South Pender Harbour Water - Vessel Operation Restrictions for McNeill and Harris Lakes	Sent letter to Enforcement Agencies to confirm their support for the VORR application in March. Received confirmation from RCMP by letter dated April 10, 2015. Public Open House scheduled for July 21, 2015.	Service Enhancement			In Progress 25%
106	IS	370	Crosby	\$75,000	Existing User Fees	2015	Dec-15			Regional	All	Zone 2 Reservoir Repairs	Viewing for contractors held.	Service Enhancement	SP		Started
107	PD	500	Olmstead	Base Budget	Base Budget	2013	Dec-15			All	All	Sustainable Land Use Principles	Being pursued in conjunction with the We Envision Roundtable. One or more meeting(s) in 2015 of senior land use planners on the Coast to determine appetite for adopting shared land use principles: including SIB, DOS, TOG, SCRD. Meeting between SCRD and municipal planners scheduled for late August. Meeting held on August 28, 2015.	Carryforward	WE		In Progress 50%
108	CS	621	Bauman	\$500,000	Taxation	2015	Dec-15			All except Area A	DoS	GDAF Boiler/Lighting/Chemical Feed/Toilet replacement, SCA Dehumidifier/Electrical/Exterior Doors	GDAF Boiler Complete. GDAF Lighting 75% complete (could not do underwater lights as did not drain pool) GDAF Toilet replacement complete. Dehumidifier in transit. Exterior doors PO released	2 - Imminent Asset Failure			In Progress 75%
109	CS	621	Loveys	\$153,093	Taxation	2015	Dec-15			All except Area A	DoS	Sechelt Aquatic Centre - Legal Fees	First discoveries scheduled in June 2015	Service Enhancement			In Progress 50%
110	CS	650	Mortensen	Base Budget	Base Budget	2013	Dec-15			All EA's	B	Welcome Beach Community Association - Improvements to Coopers Green Hall	On hold pending decision to build new hall. In conjunction with Coopers Green Hall Redevelopment Project (this project is a duplicate)	Carryforward			Cancelled

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111	CS	650	Mortensen	\$0		2014	Dec-15	Dec-17		All EA's	B	Coopers Green Hall Redevelopment	See Welcome Beach Community Association - Improvements to Coopers Green Hall Project (CANCELLED as duplicate) . Liaise with community in 2014. Do some related work for Parks Management Plan. Starting preparation for Environmental and Parks Management Plan. Archeological study request submitted. Draft MOU signed. Environmental Study completed in Nov 2014. Staff meeting regularly with WBCA to move project forward. SCRD has received \$140,00 from Welcome Beach towards new Coopers Green Hall. Project charter and timeline completed. 2015 Budget proposal for Park Management Plan and staff preparing for this process with the Association and the community. Park Management Plan has gone out to tender (April). Consultant selected (May). Plan to be developed once Park Management Plan is completed.	Carryforward	PRMP		In Progress 25%
112	IS	310	Williams	\$10,000	Taxation / User Fees	2015	Dec-15			All except Area A	All Except A and Islands	Implement Transit Marketing Initiatives	Initiaives will occur throughout the year.	Service Enhancement	WE		Started
113	IS	345	Williams	\$120,000	Taxation / Capital Reserves	2015	Dec-15			B, D, E, F and Islands	B, F and Islands	Ports Capital Plan	2014 carry forward Halkett Bay abutment work completed. Tender issued.	2 - Imminent Asset Failure	SP		Started
114	IS	350	Cooper	\$30,000	Zero Waste Inititaive Operating Reserve (Eco Fee)	2015	Dec-15			All including islands	All	Residential Waste Composition Audit - Phase 2	Audits to be completed mid-August and November. Final report completed in December.	Service Enhancement	SP	SWMP	In Progress 50%
115	IS	350	Cooper	\$5,000	Eco Fees	2015	Dec-15			All including islands	All	Waste Redution Initiatives Grant Program	Program development initiated.	Service Enhancement	SWMP		In Progress 25%
116	IS	350	Cooper	\$5,500	User Fees	2015	Dec-15			All including islands	All	WildSafe BC Program Funding	Approved by WildSafeBC. Community Coordinator started April 20. Program runs until November	Service Enhancement			In Progress 50%
117	IS	352	Cooper	\$5,000	Surplus	2015	Dec-15			All including islands	Sechelt	Sechelt Landfill Leachate Management Plan	Draft report completed.	3 - Regulatory Compliance	WE		In Progress 25%
118	CS	625	Cole	\$17,000	Taxation	2015	Dec-15			A	A	Energy Project - Mechanical Upgrades	Engineers review in process for portion to be complete by December 31, 2015. Other portions in progress to be completed by October 2015	Service Enhancement	SP	WE	In Progress 25%
119	CS	650	Mortensen	\$35,000	Operating Reserve	2015	Dec-15			All EA including Islands	All EA including Islands	Capital Building Maintenance - Community Halls	Painting completed at PH Cultural Cente. Painting at Shirley Macey and Chaster House completed in August.	Service Enhancement	PRMP		In Progress 50%
120	CS	650	Mortensen	\$5,000	Surplus	2015	Dec-15			All EA including Islands	E	Chaster Park - Acquisition of Crown Land	Letter given to MoTI re knotweed on this property - to be treated in 2015 by MoTI. Surveyor looking at parcel to see if it was created through accretion. Surveyor has confirmed that land in front of Chaster House can be applied for through the Surveyor General. The legal surveyor will be making application for the SCRD.	Service Enhancement	PRMP	WE	In Progress 50%
121	CS	650	Mortensen	\$14,000	Surplus	2015	Dec-15			All EA including Islands	F	Shirley Macey Park -Off Leash Dog Park	Staff preparing to level site. Community meeting being planned for June 2015. Seeding will begin after summer. Bylaw to be ammended. Public engagement meeting held on June 15. Staff are working on incorporating feedback into plans and options are being reviewed. Seeding/irrigation cannot begin until water ban is lifted. Revised plan sent back out to attendees of public mtg. Site to be cleared and seeded once water ban is lifted.	Service Enhancement	PRMP		In Progress 25%
122	CS	650	Mortensen	\$15,000	Surplus	2015	Dec-15			All EA including Islands	All EA including Islands	Sea to Sky Marine Trail and Dunham Park	Site meeting being planned for June 2015. Site preparation completed in June. Planning to improve parking and ammenities and signage. Work is complete on the parking, beach access and road repair. Signage to be completed.	Service Enhancement	PRMP	WE	In Progress 75%
123	CS	650	Mortensen	\$15,000	Taxation	2015	Dec-15			All excluding Munis	F	Sir Thomas Lipton Park Bridge Repair	Staff have communicated budget decision to BC Hydro. Developing material list. Bridges being repaired in September.	1 - Safety	PRMP		In Progress 50%
124	CS	650	Mortensen	\$12,000	Taxation	2015	Dec-15		Sep-15	All excluding Munis	E	Frank West Hall Lighting	Potential rebate of \$1,200 from BC Hydro. Lighting has been ordered. Completed	Other	SP	WE	Completed
125	CS	650	Mortensen	\$9,000	Taxation	2015	Dec-15			All excluding Munis	F	Shirley Macey Park - Volleyball Court - outdoor shower and footwash	MOU with Spirit of Excellence (SoE) prepared. RPSAC and Board to review. Staff continuing to work with SoE on design and specs. Site leveled and in kind dontations in place. Construction to start late June. Construction delayed over summer but will be resuming in Sept.	Service Enhancement	PRMP		In Progress 50%
126	CS	665	Mortensen	\$100,000	Gas Tax	2015	Dec-15			B, D, E, F	F	Area E - Gower to Gibsons - Construction	Confirming construction plans and consulting with property owners. Consultation with Town of Gibsons, plans forwarded to TraC. TraC has questions they are bringing forward to TAC. This may delay project.	Service Enhancement	PDTNP	WE	In Progress 25%
127	CS	665	Mortensen	\$20,000	Gas Tax	2015	Dec-15			B, D, E, F	D	Area D- Lower Road - Planning	Met with engineer in April. Concept plans under development.	Service Enhancement	PDTNP	WE	In Progress 25%
128	CS	665	Mortensen	\$20,000	Gas Tax	2015	Dec-15			B, D, E, F	D	Area D - Roberts Creek Village to Pier - Planning	Met with engineer in April. Concept plans under development.	Service Enhancement	PDTNP	WE	In Progress 25%

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129	CS	665	Mortensen	\$145,000	Gas Tax	2015	Dec-15			B, D, E, F	B	Area B Highway 101 to Mintie Road - Planning and Construction	Community consultation Walk and Talk on June 13. 20 citizens participated and met with staff and engineer. Meetings with Hydro and Telus scheduled. Hydro and Telus consulted. Meeting with MoTI and property owners completed.	Service Enhancement	PDTNP	WE	In Progress 25%
130	CS	665	Mortensen	\$340,000	Gas Tax	2015	Dec-15			B, D, E, F	F	Area F - Marine Drive (Phase 2) - Construction	Bike BC Grant application submitted May 15. RFP for engineering to be issued mid June. Engineering contract has been awarded to ISL Engineering. Bike BC grant not awarded. RFP will go out with original scope in Sept.	Service Enhancement	PDTNP	WE	In Progress 25%
131	CS	680	Mortensen	\$3,000	Surplus	2015	Dec-15			All	All	Signal Booster	Researching options	1 - Safety	SP		In Progress 25%
132	CS	680	Mortensen	\$25,000	Taxation	2015	Dec-15			All including Islands		Alternate Power Source for Dakota Ridge	Project to proceed only if Grant funding confirmed from Telus or other sources for the reaminging \$25,000. Researching options and funding. Applying for SC Community Forest grant funding.	Service Enhancement	SP		In Progress 25%
133	IS	370	Crosby	\$50,000	Existing User Fees	2015	Mar-16			Regional	All excluding B Islands and ToG	Universal Water Metering - Planning and Outreach	Staff position filled May 26, 2015.	Service Enhancement	SP	WE, CRWP	Started
134	PD	504	Olmstead	Base Budget	Base Budget	2013	May-16			EA's except Islands B & F	A	Egmont / Pender Harbour Official Community Plan (OCP)	Report regarding OCP working committee selection on March 2015 PDC in camera agenda. Working committee appointed and first meeting held on April 13/15. The second advisory committee meeting was on May 1st. The review committee is reviewing the existing plan and providing recommendations for how to develop the new plan. It is expected that the goals and layout of the plan will be considered in May and then in June drafting the plan will commence. Working committee will take a break in the month of July and then commence meetings in August and review each chapter of the new plan.	Carryforward	SP		In Progress 25%
135	PD	504	Olmstead	Base Budget	Base Budget	2013	May-16			EA's except Islands B & F	F	Twin Creeks Official Community Plan review, including McNab Creek	Draft terms of reference on referral. Planning staff with Director Winn did an orientation site visit to OCP area on May 7/15. Project initiation meeting scheduled for July 29th. Report on September, 2015 PDC agenda.	Carryforward	SP		Started
136	IS	352	Cooper	\$1,003,282	Grant	2008	Dec-16		Jul-15	All	All	Sechelt Landfill Gas to Energy Project	Project abandoned as per recommendation from July 9, 2015 Board Meeting.	Carryforward	WE	SP	Cancelled
137	PD	504	Olmstead	Base Budget	Base Budget	2013	Dec-16			EA's	EA's	Land Use Plan for Mt. Elphinstone	On March 23, 2015 Heritage Protocol Committee agenda. Discussed at March 23rd meeting. Staff to collate existing information and identify actions that the SCRD and SIB can do jointly.	Carryforward	SP		Started
138	CS	621	Loveys	\$200,000	Taxation	2014	Mar-17	Dec-16		All Except A and Islands	Sechelt	Sechelt Aquatic Centre 2014 Legal Claim	Claim filed. SCRD lawyer continuing to move process forward. First discoveries scheduled in June 2015	Carryforward			In Progress 50%
139	CS	650	Mortensen	\$20,000	Taxation	2015	Dec-17			All EA including Islands	All EA including Islands	Signage Upgrade	\$20,000 Base Budget Increase for 3 years. Parks staff doing assessment of signage needs in all parks. Copy for safety signs being developed and site locations determined.	3 - Regulatory Compliance	PRMP	WE	In Progress 25%
140	CS	665	Mortensen	\$7,500	Taxation	2015	ongoing			B, D, E, F	B, D, E, F	Bicycle and Walking Path Maintenance	remove - ongoing in base budget. Obtaining quotes for service. Sweeping contractor hired. First sweep completed.	Service Enhancement	PDTNP	WE	In Progress 50%
141	CA	117	Heppner	\$10,000	Surplus	2015	TBD			All	Corporate	Consultant - Corporate Software Replacement	Presentation to the Board complete; use of remaining funds for service as required; anticipate funds to be carried over to 2016.	Service Enhancement	SP		In Progress 50%
142	CA	114	Day	\$20,000	Support Services	2015				All including Islands	All	Boardroom Sound System Upgrade		2 - Imminent Asset Failure			Not Started
143	CA	115	Parker	\$30,000	Operating Reserve	2015				All	Corporate	Collective Bargaining Consultant - Contingency Plan		3 - Regulatory Compliance	SP		Not Started
144	CA	115	Parker	\$12,000	Surplus	2015				All	Corporate	Exempt Compensation Review		3 - Regulatory Compliance	SP		Not Started
145	CS	210	Michaels	\$25,000	Capital Reserve	2015				E, F, TOG	TOG	Turn-Out Gear Purchase		1 - Safety			Completed
146	CS	210	Michaels	\$7,000	Surplus	2015				E, F, TOG	TOG	Thermal Imaging Camera Repair		2 - Imminent Asset Failure			In Progress 50%
147	CS	210	Michaels	\$2,000	Taxation	2015				E, F, TOG	TOG	Training		3 - Regulatory Compliance	SP		Not Started
148	CS	210	Michaels	\$23,000	Surplus / Operating Reserves	2015				E, F, TOG	TOG	Firehall Maintenance		2 - Imminent Asset Failure			Not Started
149	CS	210	Michaels	\$10,000	Surplus	2015				E, F, TOG	TOG	Two New Thermal Imaging Cameras		Service Enhancement			Completed
150	CS	210	Michaels	\$10,000	Surplus	2015				E, F, TOG	TOG	Training Facility		Service Enhancement			Not Started
151	CS	210	Michaels	\$5,000	Reserves / Grant	2015				E, F, TOG	TOG	Firehall Facility Audit - Condition Assessment		Service Enhancement			Completed

2015 Budget Project Status Report

Line No.	Dept.	Funct	Mgr.	Budget \$	Funding Source	Budget Year	Estimated Comp. Date	Revised Comp. Date	Actual Comp. Date	Function Participants	Work Location	Description	Current Status	Category	Policy CODES		% Complete
152	PD	500	Olmstead	\$6,000	Surplus	2015				All including Islands	All	Agricultural Area Plan Implementation Advisory Committee - Project Prioritization	Staff having internal discussions about how to approach this project. Consultant to be selected in August. Staff to coordinate in conjunction with AAC.	Service Enhancement	WE	AAP	In Progress 25%
153	PD	500	Olmstead	\$1,000	Surplus	2015				All including Islands	All	Establish a Sunshine Coast Invasive Species Technical Working Group	Terms of reference endorsed. First Technical Working Group meeting was held on April 27, 2015. Final terms of reference to be endorsed at July 23 Board meeting.	Service Enhancement	WE		Completed
154	CS	650	Mortensen	???	???	2015			May-15	All excluding Munis	F	Grantham's Hall Public Consultation and Vision for Future of Site	Remove - this is part of Granthams Hall Site Plan	Service Enhancement			Completed
155	CS	665	Mortensen	\$25,000	Gas Tax	2015				B, D, E, F	D	Area D - Beach Avenue (south of Flume Park) curb retrofit - Construction	Met with MoTI. Preparing tender for bid. Resolving trail conflict issues. Additional funding needed. Report to Sept CSC.	Service Enhancement	PDTNP	WE	In Progress 25%
156																	
157																	
158																	
159																	
160																	
161																	
162																	
163																	
164																	
165																	

DEFERRED PROJECTS BY BUDGET YEAR

1	PD	504	Olmstead	Base Budget	Base Budget	2012	Nov-15			EA's except Islands B & F	EA's except Islands B & F	Bylaw 310 - Zoning Bylaw for Electoral Areas B, D, E and F Review	Internal Draft bylaw has been prepared. AG Plan and Zoning, will feed into zoning bylaw update. Presently on hold pending completion of agriculture zoning review. In January 2015 the Board resolved that the comprehensive review and update of 1989 zoning bylaw be deferred and any review be approached on an issue-by-issue basis.	Carryforward			Deferred
2	IS	310	Williams	\$3,000	Surplus	2013	Deferred			All Except A	All, except A	Park and Ride Pilot Project Development	This is part of Transit Future Plan expansion initiatives which are on hold due to flat BC Transit funding over the next three years, 2015-2018.	Carry forward	ITSP-SP		Deferred
3	IS	365	Crosby	\$34,938	User Fees	2013	Sep-14			A	A	Garden Bay Lake Control Structure	Approval from Province to monitor Katherine Creek (Garden Bay Lake) for three years to determine whether a control structure is needed. On work plan for 2014. Deferred until monitor complete in 2016 then possible new project.	Carry forward			Deferred
4	IS	370	Crosby	\$15,000	User Fees	2013	Jun-14	Dec-16		Regional	D	Chapman Lake Engineer's Report - Drought Mitigation Options	Reported to Oct ISC and received direction to investigate additional options and report to Jan ISC. Reported to Jan 2015 ISC and received direction to re-scope the terms of reference and defer until 2016 budget process.	Carry forward	SP	CRWP	Deferred
5	PD	500	Olmstead	Base Budget	Base Budget	2013	Jan-15			All	All	Fringe Area Agreement(s)	Fringe Area Agreements policy framework be acted upon only if approached by municipalities (January 22, 2015 Board meeting)	Carryforward	SP		Deferred
6	CS	650	Mortensen	\$25,000	PMP Funds	2013	Oct-14	Dec-14		All EA's	D	Roberts Creek Shoreline Mitigation - Estuary	Consultants report received. Recommendation to not do any works at this time to monitor. Staff will be working with consultant and community to set up monitoring program. Initial design plans for shoreline and park improvement are completed. No work needed on the shoreline at this time. Recommend that funds be moved to park improvements needed at RC Park. Being reallocated to Roberts Creek Park Improvements #128	Carry forward			Deferred
7	CA	110	Legault	\$10,000	Surplus	2014				All	All	Squamish Nation Servicing Agreement - Legal Fees	Ongoing. Draft agreement prepared for discussion. SN submitted negotiating principles. Squamish has advised project on hold for 2-3 years	Carryforward	SP		Deferred
8	IS	310	Williams	\$3,300	Taxation	2014	Deferred			All Except A	Sechelt	Divert Service via Chatelech School (deferred pending completion of the Cowrie Street and Norwest Bay Road connection)	Awaiting completion of the Cowrie Street development. Project will be reviewed as part of the work plan review in late 2014.	Carryforward	TFP		Deferred
9	CA	114	Day	\$30,000	Support Services	2015				All including Islands	All	HVAC Control Optimziation	Deferred to 2016 pending scope of work and payback information received from the Consultant	Service Enhancement	SP	WE	Deferred
10	CA	114	Day	\$18,000	Support Services	2015				All includng Islands	All	Boardroom Video System Upgrade	Deferred to 2016 for consideration	Service Enhancement	ZW/S		Deferred
11	CA	114	Day	\$20,000	Support Services	2015				All including Island	All	Meeting Room Upgrades (Cedar and Arbutus Rooms)	Deferred to 2016 for consideration	Service Enhancement	ZW/S		Deferred
12	CA	114	Day	\$10,000	Support Services	2015				All including Islands	All	Camera Recording and Streaming Equipment	Deferred to 2016 for consideration	Service Enhancement			Deferred
13	IS	350	Cooper	\$70,000	Eco Fees	2016	Dec-16			All including islands	All	Residential Household Hazardous Waste Roundup Event	DEFERRED to 2016 budget process during 2015 R1 budget.	Service Enhancement	SP	SWMP	Deferred
14	PD	540	Olmstead	\$50,000	Taxation	2015				All Areas including Islands	F	Business Plan for Hillside	Deferred as site visit and Special PDC not in time for Round 2 Budget	Service Enhancement	SP		Deferred

2015 Budget Project Status Report

Line No.	Dept.	Funct	Mgr.	Budget \$	Funding Source	Budget Year	Estimated Comp. Date	Revised Comp. Date	Actual Comp. Date	Function Participants	Work Location	Description	Current Status	Category	Policy CODES		% Complete
15	CS	617	Bauman	\$140,000	Revenues / Taxation / Grant	2015	Dec-16			All except Area A	ToG	Gibsons and Area Community Centre (GACC) - Lighting Retrofit	Deferred pending contribution of reserves in 2016	Service Enhancement	SP		Deferred
16	CS	665	Mortensen	\$225,000	Gas Tax	2015				All EA excluding A and F Islands	E	Area E - Poplars Park (Phase 2)	Deferred pending information from Ministry of Transportation and Infrastructure (MoTI) on funding commitment. Same project as #16 in open section	Service Enhancement	PDTNP		Deferred
17	CA	110-112	Legault	\$25,000	Surplus	2015				All including Islands	All	Citizen Survey	Deferred to 2016 pending Strategic Plan	Service Enhancement	SP		Deferred
18																	
19																	
20																	

\$8,241,775

% Complete Summary		DEFINITION		Policy Codes Key	
Not Started	8	4.7%	Work has not been started for project.	SP	- Strategic Plan
Started	13	7.6%	Work is in preliminary stages.	WE	- We Envision
In Progress 25%	39	22.7%	Up to 25% progress	ITSP	- Integrated Transportation Study Plan
In Progress 50%	27	15.7%	Up to 50% progress	CRWP	- Comprehensive Regional Water Plan
In Progress 75%	16	9.3%	Up to 75% progress	PRM	- Parks and Rec Master Plan
Completed	50	29.1%	100% Finished	SARP	- Chapman Creek Watershed Source Assessment Response Plan
Deferred	17	9.9%	Project was deferred by motion.	EVDF, HMBF, RCF, GF	- Fire Departments (strategic plans)
Cancelled	2	1.2%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)	PDTNP	- Parks Division Trail Network Plan
	172	100%		TFP - Transit Futures Plan	
				AAP - Agricultural Area Plan	
				AMP - Asset Management Plan	
				ZW/S - Zero Waste / Sustainability	

SCRD STAFF REPORT

DATE: August 27, 2015
TO: Corporate and Administrative Services Committee – September 17, 2015
FROM: Tina Perreault, Treasurer
RE: 2016-2020 FINANCIAL PLAN TIMETABLE

RECOMMENDATION(S)

THAT the Treasurer's report titled '2016-2020 Financial Plan Timetable' be received;
AND THAT the proposed Timetable for the Financial Plan be approved as presented.

BACKGROUND

At the July 30, 2015 Special Board meeting the following resolution (335/15) was adopted, excerpts below:

Recommendation No. 17 *2016-2020 Financial Plan Timetable and Budget Proposal Amendments*

THAT the Treasurer's report titled "2016-2020 Financial Plan Timetable and Budget Proposal Amendments" be received;

AND THAT the 2016-2020 Financial Plan Timetable and amendments to the 2016 Budget Proposal be deferred to September 2015 Corporate and Administrative Services Committee meeting.

DISCUSSION

In general terms, it is recommended that the task timelines be considered as follows:

i.	Board Strategic Plan	Adopted-July 2015
ii.	Departmental Goals and Objectives per Strategic plan & Integrated Five Year Plan objective- <i>Create integrated five-year service plan that incorporates all major plans</i>	September-November 2015
iii.	Base Budget Review	October 2015 Corporate and Administrative Services Committee Meeting
iv.	Departmental Work Plans and Initiatives, Operating and Capital, and Carry-forward Projects – including Work Plan at the beginning of the year, status of the current Work Plan (what is completed, in progress or still outstanding – per the Budget Project Status Report) and proposals for the upcoming years' Work Plan for Board consideration.* Mandatory Budget Proposals will be presented at these meetings.	November/December 2015 Special Corporate and Administrative Services Committee Meeting

v.	Annual Budget – Preparation of Budget Proposals	December 2015/January 2016
vi.	Budget Communication & Engagement	December-March 2016
vii.	Two Rounds of Budget Discussions	February-March 2016
viii.	Budget Project Status Reports	Monthly (after Budget adoption)
ix.	Variance Reporting	Month Ends: June, September and December

The purpose of the Pre-Budget and Work Plan meeting is to review the functions that typically have a considerable amount of Budget Proposals, establish which projects are the priority based on the Boards Strategic Goals, and defer any items if a department is over subscribed. For 2016 the following functions are scheduled to present their 2016 Pre-Budget/Work-Plans in late October:

- 310 Transit
- 345 Ports
- 365 North Pender Water Service
- 366 South Pender Water Service
- 370 Regional Water Service
- 350-353 Regional Solid Waste
- 500 Regional Planning
- 504 Rural Planning
- 615-621 Community Recreation Facilities
- 650 Community Parks
- 665 & 667 Bicycle and Walking Paths

The Board is also in the process of creating an *Integrated Five Year Plan that will incorporate all the major plans that have been adopted by the Board since 2009*. This is a key objective from the Sunshine Coast Regional District's 2015-2018 Strategic Plan. The process of developing the Plan has just commenced and the Board has yet to determine how it will integrate with developing departmental work plans, budget proposals and the Budgeting process as a whole. The second draft of the proposed Integrated Plan is anticipated to come to a Special Corporate and Administrative Services Committee this October.

During the Boards Budget de-brief session this past April it was suggested that community groups requesting funding through economic development, library and museums have a special day reserved during the Budget to present to the Board. These groups have typically presented during the two rounds of Budget proceedings. Staff have reserved a date specifically for these groups as part of the Budget schedule for 2016, which is scheduled in for the first of February.

Attached is a copy of the revised timeline to be approved. Once the dates are adopted by the Board, staff recommend the timetable be distributed to the Member Municipalities and other Community Stakeholders for scheduling.

2016-2020 FINANCIAL PLAN TIMETABLE

Activity	Responsible Party / Assigned	2015				2016		
		September	October	November	December	January	February	March
Create an integrated 5 Year Service Plan	Board / SCRD Staff	4						
Develop Financial Sustainability Policy	Board / SCRD Staff							
Inflationary Rate Established	Board / SCRD Staff		22					
Review of 2016 Proposed Initiatives and 2015 Carry-Forwards ISC and PDC	SCRD Senior Managers		21					
DEPARTMENTAL WORK PLANS								
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (2016 Proposed Initiatives and 2015 Carry-Forwards - ALL DEPT.)	Board / SCRD Staff		29					
Libraries / Museums / Economic Development Pre-Budget Meetings (1 hours for Libraries and Museums and 1/2 hour each for ED Presentations)	Chief Librarians / Libraries' Board / Museum Staff / SCRD Board / SCRD Staff					29		
COMMUNICATION AND ENGAGEMENT								
Letters to Budget Stakeholders	SCRD Staff			1				
Community / Public Engagement Presentation	Board / SCRD Staff				TBD	TBD		
ROUND ONE								
Review Draft R1 Budget and Budget Proposals	SCRD Senior Managers and Budget Managers			TBD - If these exist based on 5 year plan				
Review Draft R1 Budget and Budget Proposals	SCRD Senior Managers and Budget Managers			TBD - If these exist based on 5 year plan				
Final R1 Budget Proposal Review	SCRD Senior Managers			TBD - if these exist based on 5 year plan				
Final R1 Budget Proposals Due	SCRD Senior Managers and Budget Managers			TBD - if these exist based on 5 year plan				
R1 Agenda Packages Distributed	Administrative Assistant						1	
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R1 Budget)	Board / SCRD Staff						9	
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R1 Budget)	Board / SCRD Staff						10	
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R1 Budget)	Board / SCRD Staff						11 (morn)	
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R1 Budget) - TENTATIVE DATE	Board / SCRD Staff						12	
ROUND TWO								
Final R2 Budget Proposals DUE	SCRD Senior Managers and Budget Managers					TBD - if these exist based on 5 year plan		
PUBLIC AND MUNICIPAL PRESENTATIONS (ToG)	Board / CAO / Treasurer / Senior Managers							1
PUBLIC AND MUNICIPAL PRESENTATIONS (SIGD)	Board / CAO / Treasurer / Senior Managers							2
PUBLIC AND MUNICIPAL PRESENTATIONS (DoS)	Board / CAO / Treasurer / Senior Managers							2
PUBLIC AND MUNICIPAL PRESENTATIONS (SCRD Filmed)	Board / CAO / Treasurer / Senior Managers							3
Local Government Show (Coast Cable)	Board							3
R2 Agenda Packages Distributed	Administrative Assistant						29	
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R2 Budget)	Board / SCRD Staff							7
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R2 Budget)	Board / SCRD Staff							8
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING (R2 Budget)	Board / SCRD Staff							9
ADOPTION								
Financial Plan Bylaw Produced	SCRD Staff							17
Adoption of Financial Plan at REGULAR BOARD	Board / SCRD Staff							24

SCRD STAFF REPORT

DATE: August 31, 2015
TO: Corporate and Administrative Services Committee – September 17, 2015
FROM: Raphael Shay, Sustainability and Education Coordinator
RE: REGIONAL ROUNDTABLE ON SUSTAINABILITY TERMS OF REFERENCE

RECOMMENDATION(S)

THAT Sustainability and Education Coordinator's report titled "Regional Roundtable on Sustainability Terms of Reference" be received.

BACKGROUND

The following resolution was adopted by the Board at its December 11, 2014, regular meeting:

583/14 **Recommendation No. 6** *Sustainability Round Table*

THAT the Sustainability and Education Coordinator's report dated November 19, 2014 titled "We Envision Progress Update" be received for information.

DISCUSSION

The Regional Roundtable on Sustainability (the Roundtable) was created to oversee the implementation of the We Envision Regional Sustainability Plan. The SCRD is a member of the Regional Roundtable on Sustainability and acts as the facilitator.

The Roundtable convened three times in the latter half of 2014. It then convened in August of 2015 and adopted the attached Terms of Reference (Attachment A). As the Roundtable is a community based committee which the SCRD is just one member, the Terms of Reference do not have to be formally adopted by the Board, however, they are provided for information and comment.

Any concerns with or suggested amendments to these Terms of Reference can be provided by the Board with direction to Staff to take them back to the Roundtable for consideration.

Regional Roundtable on Sustainability

1. Purpose

- 1.1 The purpose of the “Regional Roundtable on Sustainability” is to:
- a. To implement, facilitate action, monitor and report on actions of the (lower) Sunshine Coast’s Regional Sustainability Plan entitled “We Envision: One Coast, Together in Nature, Culture and Community” (the Plan).
 - b. To provide input and advice with respect to periodic updates to the Plan for consideration by all the organizations participating at the Roundtable and the community at large.

2. Duties

- 2.1 The “Regional Roundtable on Sustainability” will:
- a. Annually develop a set of prioritized actions for implementation of the Plan.
 - b. Recommend implementation of specific priority actions to organizations in the community, within the scope of those organizations’ regular business or mandate, for acceptance or decline.
 - c. Participate in team projects that further the implementation of the plan.
 - d. Maintain an up-to-date inventory of all recommendations made to community organizations, their response, and the resulting actions that were implemented (if any).
 - e. Develop indicators for measuring the success of Plan implementation and oversee the development of an annual monitoring report or “report card” based on these indicators.
 - f. Raise the level of awareness about the Plan and action being taken in support of Plan implementation across the region. Members will present the Plan implementation and monitoring process to their respective organization and/or stakeholder group and encourage others to participate.
 - g. Act as a stakeholder advisory group during periodic Plan updates and revisions, by providing content recommendations, and reviewed drafts to each of the participating organizations. Plan updates are expected to take place every five years and be formally adopted by local governments and others.
 - h. Distribute public engagement information to their respective organization and other interested parties.

3. Membership

3.1 The “Regional Roundtable on Sustainability” is typically comprised of representatives from groups or organizations that have the knowledge, expertise and mandate to take meaningful action in one or more of the Plan’s focus areas and/or have access to information that could be used to measure the success of Plan implementation. The committee will consist of members from:

- a. Local businesses, and business associations/leaders
- b. Social services organizations
- c. Vancouver Coastal Health
- d. School District #46
- e. Sunshine Coast Tourism
- f. Agricultural associations
- g. Youth/young adult advocacy organizations
- h. Environmental organizations
- i. Cultural services organizations
- j. Sunshine Coast Community Foundation
- k. District of Sechelt (municipality)
- l. Town of Gibsons (municipality)
- m. Sechelt Indian Band/Sechelt Indian Government District
- n. Squamish Nation
- o. Sunshine Coast Regional District
- p. Province of British Columbia
- q. Independent experts
- r. Members at large

3.2 Representatives will also fit the criteria outlined in the invitation, summarized here:

- a. Passionate about, and skilled in one or more areas of community resilience and sustainability (economic, social, cultural and environmental aspects);
- b. Applying a professional, positive, innovative approach in your work;
- c. Thinking ahead about the future of the Sunshine Coast, and able to let go of circumstances of the past;
- d. Interested in working together with other individuals and organizations to accomplish community-wide goals that benefit everyone; and
- e. Able to actively focus and work beyond one’s own organization’s goals.

Ideally members would serve for a period of two years to ensure consistency.

3.3 Regional District staff may be assigned to serve in a liaison capacity. The role of the staff liaison may include:

- a. Providing information and professional advice;
- b. Facilitating and/or co-chairing meetings;

- c. Assisting the committee secretary in writing reports and recommendations to the Board as requested by the committee;
- d. Following up on recommendations made by the committee to community organizations;
- e. Assisting in the preparation of the annual monitoring report as directed by the committee;
- f. Bringing such matters to the committee's attention as are appropriate for it to consider;
- g. Serving as one of the communication channels to and from the Board; and

Providing advice to the Board that is at variance to a committee recommendation.

- 3.4 The Chair and Vice Chair will be elected by the members of the committee. Where no Chair and Vice Chair have been appointed, the Regional District staff liaison will facilitate the meeting.

4. Operations

- 4.1 A majority of the voting members of the committee, as listed in Section 3 will constitute a quorum (or other number as may be appropriate).
- 4.2 The “Regional Roundtable on Sustainability” will meet a minimum of 4 times a year and may choose to establish smaller working groups as required.
- 4.3 The authority of the Roundtable is limited as follows:
 - a. The “Regional Roundtable on Sustainability” does not have the authority to bind any participating organization in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing any of the participating organizations.
 - b. The “Regional Roundtable on Sustainability” will communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the “Regional Roundtable on Sustainability” wishes to express opinions or make recommendations to external organizations and agencies, it will first consider the potential impacts of such on participating organizations.
- 4.4 Members are encouraged to:
 - a. Attend and participate in meetings;
 - b. Share experiences and ideas while maintaining an open mind to other perspectives;
 - c. Report back to their respective organizations and/or groups so as to keep them abreast of the Roundtable’s activities;

- d. Be able to dedicate approximately two to three hours per month to the work of the Committee.
- 4.5 In carrying out its mandate, the Roundtable will work towards conducting operations in a way that:
- a. Improves the economic, environmental and social well-being for present and future generations;
 - b. Encourages and fosters community involvement;
 - c. Enhances the friendly, caring character of the community;
 - d. Maintains an open, accountable and effective operation;
 - e. Preserves and enhances the unique mix of natural ecosystems and green spaces in the region;
 - f. Is consistent with the goals and objectives of the Regional Sustainability Plan for the lower Sunshine Coast ("We Envision").
- 4.6 The SCRd will provide a recording secretary whose duties will include:
- a. Preparing meeting agendas and distributing them to the Roundtable members in advance of the meeting;
 - b. Forwarding the minutes to the Chair for review prior to meetings or submissions.
- 4.7 Committee members must respect and maintain the confidentiality of the issues brought before them.

SCRD STAFF REPORT

DATE: September 8, 2015

TO: Corporate and Administrative Services Committee – September 17, 2015

FROM: Angie Legault, Manager, Legislative Services

RE: **PORTS SERVICE ESTABLISHING BYLAW AMENDMENT**

RECOMMENDATION(S)

THAT the Manager, Legislative Services' report entitled Ports Service Establishing Bylaw Amendment be received;

AND THAT Bylaw 1038.2 be forwarded to the Board for three readings.

BACKGROUND

The Board adopted the following recommendation at the Regular meeting held October 9, 2014:

503/14 **Recommendation No. 8** *Ports [345] Funding Allocation*

THAT the Manager of Transit and Fleet's report dated September 15, 2014 titled "Ports [345] Funding Allocation" be received for information;

AND THAT an amendment to *Ports Local Service Establishment Bylaw No. 1038* be added to the 2015 work plan to reflect the following cost apportionment:

- Area B – 21%
- Area D – 17%
- Area E – 12%
- Area F – 50%

AND THAT the creation of a new service to fund Ports service level enhancements from Areas B and F be added to the 2015 Work Plan at the November meeting;

AND FURTHER THAT the relative funding apportionment and the relationship to property tax assessments be reviewed every five years.

DISCUSSION

Action on this resolution was deferred pending a Special Infrastructure Services meeting on ports held May 22, 2015. A draft bylaw amendment addressing the apportionment issue has now been prepared and is attached to this report. The issue of establishing a new service to fund 'enhancements' has not yet been addressed as it appeared that more discussion on the matter was forthcoming.

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1038.2

A bylaw to amend *Sunshine Coast Regional District Ports Local Service Establishment Bylaw No. 1038, 2000* to reapportion costs.

WHEREAS the Board of the Sunshine Coast Regional District established the Ports Service by way of *Sunshine Coast Regional District Ports Local Service Establishment Bylaw No. 1038, 2000* for the purpose of establishing, acquiring and operating ports;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Sunshine Coast Regional District Ports Local Service Establishment Bylaw No. 1038, 2000* to update the cost apportionment;

AND WHEREAS consent on behalf of the electors in the participating areas has been given in writing by at least two-thirds of the participants in accordance with section 802 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as the *Sunshine Coast Regional District Ports Local Service Amendment Bylaw No. 1038.2, 2015*.
2. *Sunshine Coast Regional District Ports Local Service Establishment Bylaw No. 1038, 2000* is hereby amended as follows:

a. Delete Section 5 in its entirety and replace with a new Section 5 as follows:

5. Cost Recovery

As provided for in Section 816(1) of the *Local Government Act*, the annual cost of providing the service shall be recovered by

- (a) the requisition of money under Sections 822 and 823 to be collected by a property value tax apportioned amongst the participants as follows:

Electoral Area B – Halfmoon Bay – 21%

Electoral Area D – Roberts Creek – 17%

Electoral Area E – Elphinstone – 12%

Electoral Area F – West Howe Sound – 50%; and

- (b) the imposition of fees and other charges.

SCRD STAFF REPORT

DATE: September 8, 2015

TO: Corporate and Administrative Services Committee – September 17, 2015

FROM: Angie Legault, Manager, Legislative Services

RE: **HISTORY OF YOUTH ENGAGEMENT**

RECOMMENDATION(S)

THAT the Manager, Legislative Services' report entitled History of Youth Engagement be received.

BACKGROUND

The Board adopted the following recommendation (in part) at the Regular meeting held June 11, 2015:

253/15 ...AND FURTHER THAT staff report to the September Corporate and Administrative Services Committee meeting regarding a history of engagement activities with youth and School District 46 regarding local government and options for activities which could be explored for youth and school groups during Local Government Awareness Week.

DISCUSSION

Staff recognize the value of involving youth in local government and have provided outreach in a number of different areas including:

1. Grad transit pass (for safe transportation)
2. Bus travel training
3. Invasive species presentation
4. YMCA leadership program for students
5. Waste reduction education
6. Water treatment plant tours
7. Emergency preparedness presentation
8. Fire department participation in mock distracted driving MVA
9. Office tours and Boardroom use for debate (home school group)
10. Career fair participation.
11. Interactive GIS workshop for SPIDER home school program (held on GIS Day)

Although staff and individual Directors have been involved with successful youth outreach activities, the SCRD has been less successful in garnering interest in Local Government Awareness Week (LGAW). LGAW is held in May in conjunction with National Public Works Week. Various SCRD activities have been tied to LGAW in the past, including the Backroad Trash Bash, fruit tree planting, etc. In recent years, staff have provided information about SCRD services but have also made efforts to develop a connection with youth.

In 2011, a contest was held asking individuals to write about what they would do if they were the Mayor or Chairperson of their community. The contest was well-promoted and included a prize of a three-month Recreation membership for the adult winner, and an iPod Touch for the youth (19 and under) category. Only a handful of entries were received.

Subsequently, staff have attempted to connect with school groups through principals and teachers with limited success. In 2013, staff offered a mock Emergency Operations Centre exercise that could be held at Field Road or in-class.

In 2014, staff invited school groups for tours of 1.5 hours with an offer to tailor the opportunity to match grade level and curriculum needs around:

1. How local decisions are made
2. Mapping
3. Waste reduction, water and energy conservation
4. Health and recreational opportunities.

Neither invitation resulted in any uptake.

In evaluating our efforts, staff have identified the following challenges to participation:

1. Transportation to Field Road
2. Availability of class time and volume of other potential activities
3. Matching offerings with required learning outcomes
4. Teacher capacity
5. Timing of Local Government Awareness Week (May)
6. Awareness about regional districts vs. municipalities.

As the new school year is now underway, staff will renew efforts to connect with schools in hopes of providing opportunities for youth to learn more about local government.

SCRD STAFF REPORT

DATE: September 8, 2015

TO: Corporate and Administrative Services Committee Meeting – September 17, 2015

FROM: Tina Perreault, Treasurer

RE: **RURAL AREAS' GRANT-IN-AID POLICY AND APPLICATION - AMENDED**

RECOMMENDATION(S)

THAT the Treasurer's report titled "Rural Areas' Grant-in-Aid Policy and Application - Amended" be received;

AND THAT the Rural Areas' Grant-in-Aid Policy be approved as amended.

BACKGROUND

335/15 AND THAT staff revise the Rural Area's Grant-in-Aid Policy to describe acceptable reasons for late applications and provide parameters for emergency/early approval and/or disbursements of funds prior to the August 1 policy date (i.e. using funds from prior surplus, etc.), and provide a procedure for submission of any grant requests outside of the normal process;

AND THAT the amended policy be brought forward to the September 2015 Corporate and Administrative Services Committee for approval.

DISCUSSION

Rural Areas' Grant-in-Aid Policy

At the July 23, 2015 Corporate and Administrative Services Committee staff presented proposed revisions to the Rural Areas' Grant-in-Aid Policy and Application. One suggested amendment was treatment of applications outside the normal parameters of the Application deadline. A clause has now been added to request a justification for late application and that the application be made to staff rather than the Electoral Area Director or Board Chair.

Staff have done some further research of other Local Government Grants of Assistance programs and have included additional modifications to the policy and Rural Areas' Grant-in-Aid application. These revisions were added to provide further clarification for grant applicants and create clear alignment with legislation where funding benefits the community as a whole. A copy of the proposed Policy and Application have been attached for reference.

RECOMMENDATIONS

Staff recommends the Committee approve the Rural Areas' Grant-in-Aid Policy and Application form as amended.

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Grants to Organizations	1850
Title:	Rural Areas' Grants-in-Aid	<u>2</u>

1. POLICY

- The funding of Rural Areas' Grant-in-Aid is provided by the Sunshine Coast Regional District's (SCRD) five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F). The Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide ~~a~~ community, tourism or regional benefit and enrichment, enhancing the quality of life for residents. Not all societies or organizations meeting the basic criteria will automatically receive a grant, funding is not guaranteed from year to year to encourage organizations to work toward financial independence.
- The project, program, service or special event proposed should fill a need in the community with no overlap to identifiable or competing projects, programs, services or special events.
- All ~~project~~ applications should detail how they contribute to the general interests and advantage of the Rural Areas. Those applications that have a measurable benefit to communities outside of the ~~Rural Areas~~ are required to apply to the appropriate municipal grants-of-assistance programs and provide confirmation of that application or provide details of other forms of assistance provided by the municipality or municipalities. Not doing so may result in an application being returned or denied.
- Applicants are generally required to provide a local component of funding, either through fundraising, donation, work-in-kind, contribution from local municipalities or corporate support.
- Grants will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- Grants may be awarded to ~~SD46 School District No. 46~~ if the grant provides a direct benefit to a project that has significant benefit to the community.
- Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Rural Areas' Grant-in-Aid funding for the following year's budget.

- No single Rural Areas' Grant-In-Aid will exceed the amount of \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations / societies / groups demonstrating a community need and / or that the objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization / society must be registered.
- On or before April 1st of each year, the SCRD will accept applications for Rural Areas' Grant-in-Aid funding. Applications arriving after the announced application deadline will be accepted in exceptional circumstances only. Applications will only be received from non-profit societies and organizations. ~~If the request is for more than \$500 (five hundred dollars), the society must be registered.~~
- The attached application form must be used and accompanied by the required additional documentation listed below:
 - latest financial statement (*Balance Sheet and RevenueIncome and Expense Statement*)
 - detailed project budgets (*including all funding sources for the project*)
 - summary budget for current year (*including anticipated grants*)
 - annual report (*if available*)..
- Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be subject to review.
- If an applicant's event or project is time sensitive where:
 - funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
 - funding for a project that was not realized by the application deadline date and / or the August 1st payment date;

the applicant may submit an application to the SCRD~~make a request to their Electoral Area Director or the Board Chair to bring an application to be brought~~ forward to a standing committee for SCRD Board review. The applicant must use the Rural Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.~~The Electoral Area Director or the Board Chair will provide direction to staff.~~
- In the event that the Rural Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for an event or project for which it was intended or described in the application, the SCRD will be notified immediately and any remaining funding must be returned to the SCRD forthwith.
- Unclaimed bursary funding to SD46 will be reported to the SCRD on an annual ~~yearly~~ basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.

- Recipients must acknowledge the SCRD as a sponsor in any program publications or marketing. Though the project, program, service or special event may not be represented as a project, program, service or special event of the SCRD nor may the society / organization hold itself out as an agent of the SCRD in anyway.
- The society / organization will complete and submit the Reporting Out form no later than January 31 of the year immediately following the year for which the Rural Areas' Grant-in-Aid was provided.
- Rural Areas' Grant-in-Aid will not be approved for:
 - Capital costs for equipment or improvements to owned properties;
 - Annual Expenses;
 - Remuneration (wages, salaries, other fees);
 - Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member of stakeholder), educational institutions hospitals / healthcare;
 - Religious organizations serving primarily their membership and / or their direct religious purpose;
 - Ethnocultural organizations serving primarily their membership and / or their own ethnic promotion;
 - Annual fundraising campaigns;
 - Endowment funds;
 - Debt retirement, interest payments or reserves;
 - Cost of developing a proposal or undertaking a facility study.
- Non-profit societies operating at a regional, Provincial or Federal level and conducting fundraising by means of tag days, mail-outs or door-to-door campaigns.
- Organizations funded ongoing through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- Without limiting the discretion of the SCRD or creating a commitment thereto, grants to the following organizations are considered to be of a standing nature:
 - Sechelt Public Library Operating
 - Community Service Centre Youth Outreach Worker
 - Pender Harbour Reading Room
 - School District 46 Bursaries
 - Halfmoon Bay-Chatelech Community School
- The SCRD is subject to Provincial Freedom of Information and Privacy and Protection Act and cannot guarantee the information provided can or will be held in confidence.

2. REASON FOR POLICY

- To provide a process to enable the Electoral Area Directors to make fair and equitable recommendations to the SCRD Board ~~(the Board)~~ on behalf of their respective areas in the granting of funds to the community.

- The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Rural Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.
- Rural Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.
- The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to liability that could arise as a result of its funding relationships.
- It should be noted that the Rural Areas' Grant-in-Aid process is very competitive and applicants should submit the best and most complete application possible.

3. AUTHORITY TO ACT

- Retained by the Board.
- The SCRD Board has both statutory and budgetary limitations on Rural Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

4. PROCEDURE

- In March of each year, on the SCRD website and through local media, as appropriate, the SCRD staff will advertise for the five (5) Electoral Areas collectively inviting the submission of applications on or before April 1st.
- After April 1st, staff will complete and attached the "office use only" ~~prepare a~~ summary report ~~to for~~ each of the applications received, confirming eligibility requirements and criteria. ~~This report will be attached to the applications.~~ Staff will photocopy all applications and submit them to the Electoral Area Directors along with an alphabetized summary of applicants with requested amounts.
- Electoral Area Directors will each conduct a preliminary review of all applications to determine those that will be awarded a grant from their area and the desired contribution amount. Each Electoral Area Director may have a community consultative process to assist them in their deliberations. Once the individual review is completed, the Electoral Area Directors will meet as a group to review and discuss their decisions. When the award decisions are final, they will be brought forward to a standing cCommittee for a recommendation directing staff to prepare cheques as well as award and denial letters for distribution to the applicants.
- ~~Under this process,~~ due to the volume of applications, individual presentations to the Board are discouraged and will be considered only in exceptional circumstances.
- Rural Areas' Grant-in-Aid preference will be given to the following:
 - requests for one time only start up costs for new projects, programs, services or special events;

- requests that show a society's / organization's initiative to work toward financial independence;
 - requests from societies / organizations showing a significant benefit to the SCRD Regional District or specific Electoral Areas - Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F) and (as per the following criteria) that:
 - have a demonstrated financial need:
 - ~~societies/organizations that~~ promote volunteer participation and citizen involvement;
 - ~~societies/organizations that~~ use new approaches and techniques in the solution of community needs;
 - ~~societies/organizations whose~~ project, program, service or special event/activities/programs ~~is/are~~ accessible to a large portion of the community's residents;
 - ~~societies/organizations that~~ exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events;
 - requests for operating costs only from those ~~for~~ societies/organizations without the ability to become self-supporting; and
 - requests from societies / organizations that have a demonstrated track record of community service.
- Applicants are required to explain how their project will benefit either the "Local" or "Regional" Community.
 - Applicants are required to indicate if they are submitting the application on behalf of another organization and that organization is also a non-profit organization.
 - Applicants must have a working set of rules, regulations and a bank account in the society's/organization's name.
 - Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive. No funding will be available until after the adoption of the Final Budget. Unless other arrangements have been approved by the Board, applicants will receive their funding after August 1st.
 - Once grant monies have been expended, the successful applicants must notify the SCRDC in writing, providing an evaluation of the use of the funds ~~detail on how the money was used~~. Future applications from recipients not fulfilling this requirement may be rejected.

Approval Date:	June 14, 2001	Resolution No.	336/01
Amendment Date:	March 13, 2003	Resolution No.	124/03
Amendment Date:	July 8, 2004	Resolution No.	428/04 Rec. #14
Amendment Date:	April 27, 2006	Resolution No.	358/06 Rec. #8
Amendment Date:	June 8, 2006	Resolution No.	471/06 Rec. #12
Amendment Date:	October 12, 2006	Resolution No.	652/06 Rec. #8
Amendment Date:	April 12, 2007	Resolution No.	231/07 Rec. #10
Amendment Date:	December 13, 2007	Resolution No.	597/07 Rec. #15
Amendment Date:	October 16, 2008	Resolution No.	468/08 Rec. #2
Amendment Date:	November 13, 2008	Resolution No.	512/08 Rec. #19
Amendment Date:	November 12, 2009	Resolution No.	455/09 Rec. #22
Amendment Date:	June 10, 2010	Resolution No.	263/10 Rec. #8
Amendment Date:	November 28, 2013	Resolution No.	500/13 Rec #9
Amendment Date:	<u>September 17, 2015</u>	<u>Resolution No.</u>	



2016
SUNSHINE COAST REGIONAL DISTRICT
Rural Areas' Grant-In-Aid Policy (5-1850-3) Information

PLEASE REVIEW BEFORE COMPLETING THIS APPLICATION

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

IMPORTANT:

- 1) The funding of Rural Areas' Grant-In-Aid is provided by the unincorporated areas of Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E) and West Howe Sound & Islands (Area F).
- 2) All project applications that have a measurable benefit to communities outside of these rural areas are **required** to apply to the appropriate municipal grants-of-assistance programs:
Town of Gibsons (<http://www.gibsons.ca/grants-of-assistance>)
District of Sechelt (<http://www.district.sechelt.bc.ca/Live/CommunityInvestmentProgram.aspx>)
Sechelt Indian Government District (<http://www.shishalh.com/docuploads/forms-and-applications/SIGD-Grant-In-Aid-Application-Form-1416421452-1.pdf>)

Eligibility*:

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

Criteria:

Preference will be afforded to the following applicants:

- Requests for one-time only start-up costs for new projects, programs, services or special events;
- Requests that show a society's / organization's initiative to working toward financial independence;
- Requests from societies/organizations showing a significant benefit to the SCRD or specific Electoral Areas region or specific rural area - Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E) and West Howe Sound & Islands (Area F) —within the region (per the following criteria): and that:
 - have a demonstrated financial need;
 - promote volunteer participation and citizen involvement;
 - use new approaches and techniques in the solution of community needs;
 - whose project, program, service or special event is activities/programs are accessible to a large portion of the community's residents;
 - exercise co-ordination, co-operations and collaboration with other groups to prevent duplication of projects, programs, services or special events;

- Requests for operating costs ~~only from those for~~ societies / organizations without ~~the~~ ability to become self-supporting; ~~and~~
- ~~Requests from societies / organizations that have a demonstrated track record of community service~~
- Requests from societies / organizations that have a bank account in the name of the society / organization.

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

Grants will not be awarded to societies / organizations for:

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

Page 1 of 2

2015
SUNSHINE COAST REGIONAL DISTRICT
Rural Grant-In-Aid Policy (263/10) Information (cont'd)

Maximum Grant is \$5,000.

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

~~Grants will not be paid to individuals, ensure that the name of the society/organization is correct on the application (i.e. bank account name).~~

Application Deadline: **March 25, 2015 TBD each year.**

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

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

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

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

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



**SUNSHINE COAST REGIONAL DISTRICT
RURAL AREAS' GRANT-IN-AID APPLICATION - 20165**

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

Are you a Society submitting this application on behalf of another organization? ☐ Yes ☐ No

If yes, name the benefitting organization: _____

(For applications exceeding \$500, applicant must be a registered Society. Proof of registration is required.)

Society/Organization's Legal Name: _____

Bank Account No.: _____

Societies Act No. *(required for applications exceeding \$500)* _____

Business No. _____

Mailing Address: _____

Phone No.: _____

~~Cell No. Fax No.:~~ _____

E-mail: _____

Contact Person: _____

Title: _____

Did you receive Grant-in-Aid funding from the SCRCD last year? ☐ Yes ☐ No

If yes, what was the amount of last year's grant? \$ _____

If yes, have you complied with the SCRCD reporting requirements? ☐ Yes ☐ No

(see "Reporting Out" form attached)

Which Rural Area(s) does your project, program, service or special event benefit?

Egmont / Pender Harbour ☐ Halfmoon Bay ☐ Roberts Creek ☐

Elphinstone ☐ West Howe Sound & Islands ☐

Does your project have a measurable benefit outside of the rural areas? ☐ Yes ☐ No

If yes, have you applied to the appropriate municipal grant programs? ☐ Yes ☐ No

If yes, provide name _____ Amount \$ _____

(Municipal Areas being: Town of Gibsons, District of Sechelt, Sechelt Indian Government District)

Amount of Rural Areas' Grant-in-Aid being requested: \$ _____

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

Type of Request: One-Time Operations ☐ One-Time Special Event ☐ Specific Project in Special Event ☐

Specific Project ☐ New Program or Service ☐

Describe your organization's purpose and goals (add pages where required) ~~and how your programs and services help you to achieve these.~~

Explain how your project, program, service or special event will benefit either the "Local" or "Regional" Community and promote volunteering, participation and citizen involvement (add pages where required).:-

Describe how the requested grant money will be used and how the SCRD contribution will be recognized-
(add pages where required).

~~Total operating budget of organization for current year:~~ _____ \$ _____

~~If the grant request is for a specific project or program, what is~~
~~the total budget (current year) for this project or program?~~ _____ \$ _____

Does your organization own it's own facility or rent / lease space? ☐ Own ☐ Rent / Lease

How many members does your organization currently have? _____

Do you charge a membership fee? ☐ Yes ☐ No

If yes, what is your annual fee? \$ _____

Did you have a surplus last year?

☐ Yes ☐ No

If yes, briefly explain:

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

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

~~*In order to keep paper to a minimum, please complete the application form and attach the requested documentation only.*~~

Sunshine Coast Regional District Rural Areas' Grant-in-Aid PROJECT Budget Template				
Organization Name:				
For Period:		From		To
REVENUE				
<u>Grants (provide Names of Grantors)</u>				
<u>e.g. Government</u>				
<u>e.g. Foundations</u>				
<u>e.g. Corporations</u>				
<u>Earned Income (i.e. interest)</u>				
<u>Individual Contributions</u>				
<u>Fundraising events and sales</u>				
<u>Membership Income</u>				
<u>Additional Revenue (please specify):</u>				
TOTAL INCOME				
EXPENSES				
<u>Salaries and Wages</u>				
<u>Consultant and Professional Fees</u>				
<u>Travel</u>				
<u>Equipment</u>				
<u>Supplies</u>				
<u>Advertising and printing</u>				
<u>Rent</u>				
<u>Utilities</u>				
<u>Other Expenses (please specify):</u>				
TOTAL EXPENSES				
IN KIND SUPPORT (PROVIDE DETAILS):				

OFFICE USE ONLY

Applicant:

Date application received:

Date application confirmed to be complete: _____

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

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

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

Amount Approved: \$ _____

Application Denied: ☐

Comments:

Letter sent to applicant informing of decision

Date:

Cheque sent to applicant

Date:



**SUNSHINE COAST REGIONAL DISTRICT
RURAL AREAS' GRANT-IN-AID REPORTING OUT FORM – 2016**

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

SCRD STAFF REPORT

DATE: September 10, 2015

TO: Corporate and Administrative Services Committee – September 17, 2015

FROM: Michelle Goetz – Accounts Payable Technician

RE: AUGUST 2015 DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES

RECOMMENDATION

THAT the Accounts Payable Technician's Report regarding Directors' Constituency and Travel Expenses received to August 31, 2015 be received for information.

BACKGROUND

The 2015 Financial Plan for line items 01-2-111-263 Legislative and 01-2-130-263 UBCM/AVICC Constituency Expenses provide a budget of \$19,800 (\$2,500 allowance per director from 111 and \$1,000 for Electoral Area Directors from 130) for the expense of running an elected official office. Based on historical use, the amount budgeted is less than the amount available under the policy. Line item 01-2-111-320 Legislative and 01-2-130-320 UBCM/AVICC Travel Expenses provides an allowance of \$36,144 for mileage, meals, hotel and other various charges associated with travelling on SCRD business.

DISCUSSION

As of March 31, 2015 the total amount posted to Constituency Expenses is \$3,335, leaving a surplus balance of \$16,465. The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$12,030, leaving a surplus balance of \$24,114. Figures are based on expense reports submitted to the end to August 31, 2015 and a breakdown by Director is provided below.

Detail	Constituency Expense	Travel Expense (Excluding GST)	Travel Expense (Alternate)
Director Area A/Vice Chair	\$ 513	\$ 1,571	\$ -
Director Area B/Chair	\$ 64	\$ 6,518	\$ 27
Director Area D	\$ 1,152	\$ 711	\$ -
Director Area E	\$ 96	\$ -	\$ 51
Director Area F	\$ 1,020	\$ 2,438	\$ 83
Director DOS	\$ -	\$ 93	\$ -
Director TOG	\$ 490	\$ 473	\$ 65
Director SIGD	\$ -	\$ -	\$ -
Totals	\$ 3,335	\$ 11,804	\$ 226
Budget	\$ 19,800	\$ 36,144	
Surplus (Deficit)	\$ 16,465	\$ 24,114	*
* Alternate included with Director travel totals.			

SCRD STAFF REPORT

DATE: August 31, 2015

TO: Corporate and Administrative Services Committee –September 17, 2015

FROM: Robert McKee, Purchasing Officer and Risk Manager

RE: Contracts between \$20,000 and \$100,000 – to August 31, 2015

RECOMMENDATION

That the Purchasing Officer and Risk Manager's report on Contracts for the period from July 6, 2015 to August 31, 2015 be received for information.

BACKGROUND

Sunshine Coast Regional District Delegation Bylaw No. 532, 2003 directs staff to provide the Committee with a monthly report on all new contracts entered into that fall between \$20,000 and \$100,000. Reports include purpose, function and vendor information.

DISCUSSION

There were some 99 contracts/purchase orders entered into in the above time period with 10 of which fall between \$20,000 and \$100,000 value. Amounts noted include applicable taxes.

1.	Associated Engineering (BC) Ltd Burnaby, BC	Water / 6436 / 370 Consulting Services Micro-Hydro Generating Station	\$28,373.11
2.	Canadian Doormaster Electric Ltd Burnaby, BC	Rec / 6443 / 620 Exterior Door Upgrade	\$76,287.76
3.	Dillion Consulting Richmond, BC	Solid Waste / 6421 / 350 Waste Composition Analysis	\$33,544.00
4.	Guillevin International Co. Vancouver, BC	EGVFD / 6394 / 218 Fire Truck Pump	\$26,521.60
5.	ISL Engineering & Land Services Langley, BC	Parks / 6395 / 665 Engineering Services for Bike Paths	\$40,383.00
6.	Prism Engineering Ltd Burnaby, BC	Energy / 6386 / 135 Energy Manager Services	\$69,999.97
7.	Rocket Appliance Sechelt, BC	Solid Waste/ 6406 / 350 Ozone Depleting Substance Removal	\$35,700.00
8.	Sandale Utility Products Surrey, BC	Water / 6453 / 370 Siphoning Services at Chapman Creek	\$78,460.43
9.	Waterhouse Environmental Services Lions Bay, BC	Water / 6467 / 370 ISOPAC & HYDROFLOC	\$25,324.95
10.	Wolseley Canada Inc Langley, BC	Water / Various POs / 370 Various Parts	\$27,394.42

SCRD STAFF REPORT

DATE: September 8, 2015
TO: Corporate and Administrative Services Committee – September 17, 2015
FROM: Angie Legault, Manager, Legislative Services
RE: **HARDY ISLAND RESTRUCTURE STUDY REQUEST**

RECOMMENDATION(S)

THAT the Manager of Legislative Services' report entitled Hardy Island Restructure Study Request be received.

BACKGROUND

The Board adopted the following recommendation at the Regular meeting held July 9, 2015:

292/15 **Recommendation No. 8** *Hardy Island*

THAT the correspondence from resident of Hardy Island, Ron Woznow regarding changing the jurisdiction of Hardy Island from the Sunshine Coast Regional District to the Powell River Regional District be received.

DISCUSSION

Mr. Woznow remains committed to a boundary adjustment and has been in contact with the Powell River Regional District, MLA and the Ministry of Community, Sport and Cultural Development.

The boundaries of municipalities and regional districts in B.C. are defined by Letters Patent granted by the Province and can only be amended by an order of Cabinet. To initiate a change the Province would require a compelling reason along with evidence of local and regional agreement to the proposal.

If the Committee is interested in pursuing the requested boundary change, the first step would be to review the financial impact of the transfer. The Boards of both the Powell River Regional District and the SCRD would need to make a joint request outlining the objectives of the change, how the change would impact each regional district and a summary of a public consultation process.

There are approximately 48 private properties on Hardy Island.

Staff request direction on a response to the request for boundary change.

ATTACHMENT

From: Ron Woznow [<mailto:rjwoznnow@gmail.com>]

Sent: Thursday, May 21, 2015 9:55 PM

To: SCRD General Inquiries

Subject: email for Garry Nohr



Dear Mr. Nohr;

Further to my voice message of today, I am writing to initiate discussion on the process that would move Hardy Island from the SCRD to PRRD. As mentioned, Patrick Babazon, your counterpart at the PRRD and Hope Preston in the Local government division of the Ministry of Community, Sport and Culture concur that discussions should start with you. As a land owner on Hardy island since 1995, I have heard from many different parties that since the owners of property and the residents of Hardy almost exclusively use community services provided for or in the PRRD, it would make sense that Hardy fall within the PRRD. I understand that the process normally takes about 3 years if it was to go to fruition. I would like to meet with you at your convenience to start the process.

Thank you for your consideration of this request.

Best regards;

Ron

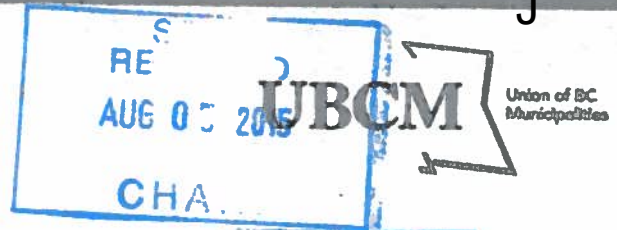
Ron Woznow

604.485.5774

604.414.5844 (c)

July 24th, 2015

Chair Garry Nohr
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1



Dear Chair Garry Nohr:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

Please note that the previous Community Works Fund Payment letter received had a minor error on the interest calculation, however it did not affect the Total EFT Transfer. Below you will find the correct half-year interest payment.

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2015/2016. An electronic transfer of \$312,985.12 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

UBCM is also making an additional payment towards CWF funding for fiscal 2015/2016 from interest accumulated over the term of the first Gas Tax Agreement.

First CWF Payment (2015/2016): \$308,118.97
First Interest Payment (2015/2016): \$4,866.15
Total EFT Transfer: \$312,985.12

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,

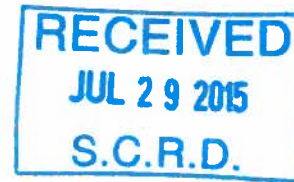
A handwritten signature in black ink that reads "Sav Dhaliwal".

Councillor Sav Dhaliwal
UBCM President

Pc: Tina Perreault, Treasurer

July 24th, 2015

Chair Garry Nohr
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1



MASTER FILE COPY

Dear Chair Garry Nohr:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2015/2016. An electronic transfer of \$312,985.12 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

UBCM is also making an additional payment towards CWF funding for fiscal 2015/2016 from interest accumulated over the term of the first Gas Tax Agreement.

First CWF Payment (2015/2016): \$308,118.97
First Interest Payment (2015/2016): \$9,732.29
Total EFT Transfer: \$312,985.12

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

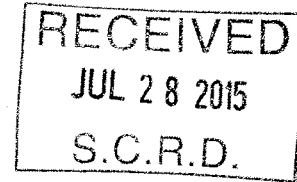
For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,

A handwritten signature in black ink that reads "Sav Dhaliwal".

Councillor Sav Dhaliwal
UBCM President

Pc: Tina Perreault, Treasurer

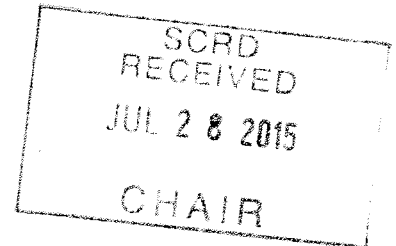


Reference: 216465

July 22, 2015

Garry Nohr, Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt, British Columbia
V0N 3A1

MASTER FILE COPY



Dear Garry Nohr:

Thank you for your letter of July 6, 2015, to Honourable Steven Thomson, Minister of Forests, Lands and Natural Resource Operations, regarding costs associated with the clean-up of debris floating near beaches or washed ashore.

Your comments have been noted and I appreciate you writing to share them with me. As we review your letter in detail, please be assured your comments will be given every consideration.

Sincerely,

Steve Thomson
Minister

Sunshine Coast Regional District

1975 Field Road
Sechelt, British Columbia
Canada V0N 3A1

P 604.885.6800
F 604.885.7909
Toll free 1.800.687.5753

info@scrd.ca
www.scrd.ca



July 6, 2015

Minister Lisa Raitt
Transport Canada
820-800 Burrard Street
Vancouver, BC V6Z 2J8

Honourable Steve Thomson
Ministry of Forest, Lands and Natural Resources
PO Box 9049
Victoria, BC V8W 9E2

John Weston, MP
West Vancouver – Sunshine Coast – Sea-to-Sky Country
Ste. 21 – 285 17th Street
West Vancouver, BC V7V 3S6

Dear Minister Raitt, Minister Thomson and Mr. Weston:

Re: Debris Clean Up

The Sunshine Coast Regional District Board at their Regular Meeting on March 12, 2015 discussed the issues of debris floating near or washing up on beaches and the costs associated with removal of the debris.

The Board reviewed a list of beach debris that was disposed of by SCRD staff and noted that debris disposition is becoming a common situation for the Sunshine Coast. Best practices for public safety would be to ensure that all large or hazardous items located on our shorelines are handled in a timely manner.

As you know, the clean-up of floating and washed up debris on the Canadian coastline is a Federal and Provincial responsibility. In 2014, the SCRD funded the disposal costs of approximately \$4000. Currently we have two pieces of large debris including a concrete float that may cost up to \$10,000 for disposal.

We are hereby requesting your intervention to help us access financial assistance. The burden of the debris issue could be mitigated in the long term by providing funding and developing a process to support local governments.

Thank you for your consideration on this important issue. We look forward to your response.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

Garry Nohr
Chair

/sh

COPY

Sent: September-04-15 8:45 AM
Subject: FW: Attn: Angie Legault. SUNSHINE COAST TOURISM MRDT APPLICATION PROCESS FAILS to MEET LEGISLATION
Attachments: 2015 August 26 SCT Annie Schroeder Email 2 Attachment -SCT Business Plan 2015 (3).pdf; 2015 August 26 SCT Annie Schroeder Email 2.docx; 2015 July 22 SCT E-News.docx; 2015 March 19 Annie Schroeder Attachment - MRDT Budget Proposal.pdf; 2015 March 19 SCT Annie Schroeder email.docx; 2015 March 24 SCT News Letter.docx; 2015 SCT Budget Compare 1.xlsx; 2015 MRDT Fails Legislation.docx

From: Carole James [<mailto:discover@discoveryplaceretreat.com>]
Sent: Tuesday, September 1, 2015 4:00 PM
To: Angie Legault <Angie.Legault@scrd.ca>
Subject: Attn: Angie Legault. SUNSHINE COAST TOURISM MRDT APPLICATION PROCESS FAILS to MEET LEGISLATION

September 01, 2015

Without Prejudice

SUNSHINE COAST TOURISM MRDT APPLICATION PROCESS FAILS to MEET LEGISLATION

C/O Angie Legault, Chief Administrative Officer (604-885-6825)

Dear SCRD Chair & Board,

Further to my brief conversation with Garry Nohr, Tuesday August 25, I submit the following in support of Sunshine Coast Accommodation Associations (SCAA) contention that Sunshine Coast Tourism Association has (SCT(A)) has knowingly failed to meet the requirements of MRDT legislation from which they hope to benefit, and that SCT pretenses themselves as having acted in full compliance with MRDT legislation. We deem this to be "An intentional misrepresentation of a material fact". We also attest that SCT utilized 3rd party interference which equates to Voter fraud.

SCT wants all Affected Accommodation Providers and all Local Governments to believe their current MRDT application process meets compliance with BC Ministry of Finance Tax Bulletin, Bulletin MRDT001, Revised September 2012, (<http://www.docstoc.com/docs/134558858/Bulletin-MRDT-Municipal-and-Regional-District-Tax-Information>): The documentation states under "Additional Information and Documentation, you also need to provide the following with your application. (1) A complete list of all qualifying operators located within the area where the tax will apply. (2) Documented evidence that you have consulted with the local accommodation industry, and that the majority support both the business plan and the application for the new tax." (Numbers inserted are mine, added for clarity).

The above intends that the Business Plan, and the Budget which is part of any business plan, must first be finally decided upon, before majority approval is sought. SCT fails absolutely to meet legislation. We submit therefore that although local government acted in good faith when deciding to submit a letter in support of SCT's MRDT application, Council must now retract that support immediately. Council delay in retracting such support can only be viewed as Council acting in bad faith to benefit SCT's MRDT Application. SCT must not now continue to rely open local government support for their 2015 MRDT Application. We submit that council has a duty to represent the demands of legislation, and a duty to act, now that Council has been informed, to retract the support previously given. We will be forwarding our arguments

and evidence to MLA Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training, in the immediate near future.

Please find attached SCTs February Budget, and SCTs current proposed budget, besides other attachments identified at the bottom of this letter. Please notice that the current budget is still defined by SCT as being Sunshine Coast Proposed Budget. Therefore it is still a proposal and not a finally concluded budget. Legislation demands a final business plan inclusive of a final budget be presented to eligible parties from the onset.

An analysis of both budgets reveals material differences.

1. Various line items have been renamed. Under Revenue: Provincial 50/50 Grant is renamed Destination BC 50/50 Grant. Under Expenses: Trade Shows is renamed Consumer shows. Collateral Distribution is renamed Collateral. Destination Guide is renamed Visitor Guides. VCM Co-ops is renamed VCM Programs. Meetings and Retreats is renamed Meetings and Retreats Campaign. We do not take issue with the above renaming.
 2. The Current Proposed budget has collapsed two expenditure line items into a single line expenditure. VCM Co-ops and Destination Guide is now a single line item called Visitor Guides/VCM Programs. We do not take issue with the above collapsing of expenditure line items.
 3. Whereas the February budget presents a 2 year plan, current (2015) and future year (2016), the Current Proposed Budget presents a 6 year plan, 2013, 2014, current (2015), and 3 future years (2016, 2017, 2018). This is considered to be a material improvement not only in that it reflects back 2 years , but it also projects forward an additional 2 years. There is no reason why the February plan could not have presented a 6 year budget.
 4. The Current Proposed budget contains material differences over the February budget by INCLUSION of an expenditure line items. Travel Trade (Tour Operators), Rent, Insurance, Travel. NONE of these expenditures were identified in the February budget. These are all NEW thoughts which were added AFTER SCTs March 2 MRDT Application kick off meeting.
 5. The Current Proposed budget contains material differences over the February budget by EXCLUSION of an expenditure line item. The Current Proposed budget excludes Online Marketing, (\$40,000), (-100%).
 6. The February budget years 2015 and 2016, when compared with the same years in the Current Proposed Budget reveal significant differences in Totals revenues allocated to each Line Item. The Current Proposed Budget Revenues and Expenditures of \$425,000 compared with the February Budget of \$365,000 for year 2016, equates to \$60,000, 17%. The Current Proposed Budget identifies the following total increases (decreases) by line item, for years 2015 and 2016. REVENUES. Marketing: Memberships, \$12,000, 17%. Member Co-op Programs, \$7,000, 18%. Local Governments, 0%. Destination BC 50/50 Grant, \$108,000, 257%!! MRDT, 0%. EXPENDITURES: Trade Shows, \$18,000, 64%. Shoulder Season Campaigns \$83,000, 100%. Website/ Communications (-\$1000), (-4%), Online Marketing removed (-\$40,000), (100%). Collateral \$34,000, 126%. Visitor Guides/VCM Programs (-\$50,000 PLUS -\$20,000), (-77% PLUS -100%). Meetings and Retreat Campaign, (-11,000), (-31%). Media: Media Relations (0%). Travel Tour (tour operators) \$32,000, 100%. Administration \$6,000, 8%. Accounting/ Banking \$15,000, 100%. PLUS Rent \$15000, 100%, (commencing 2016), Insurance \$3000, 100%. Travel \$8000, 100%. PLUS Contingency Fund \$41,500, 415%!! The above represent a material change of funding distribution over the February budget. The Current Proposed Budget constitutes a NEW budget! The new budget derived over several months as SCTs July E-News letter reports.
- Sunshine Coast Tourism's March 2 kick-off meeting and MRDT campaign was materially flawed.
7. SCTs MRDT Application Kick-off Meeting at Pebbles Restaurant Sechelt made the announcement that '11 or 12' letters of support for the MRDT had already been received from affected accommodation providers. There is NO evidence to support that any of those letter-signors, other than those on the SCT Board of Directors, ever saw or were

given a copy of SCT's Business Plan or Budget. In the spring one signor was told, "just trust me, we need this". The signor signed. The evidence DOES support that each of the '11 or 12' signors signed at the time the February plan or some version of it was in place. Therefore, they did not sign off on Sunshine Coast Tourism's (Current) Proposed Budget! This violates legislation.

8. On March 3rd, the day after SCT's MRDT Application kick-off meeting at Pebbles, Shawna Leung, Vancouver Coast and Mountains (VCM now demised) sent out to each affected provider a mere 2 page Executive Summary of the Business Plan and not the Business Plan itself, of which the Budget is part of that Plan. SCT thus failed to meet Legislation. That same day, when I requested a copy of the Budget, SCT's Annie Schroeder replied by email saying, "I have requested the most up to date version of the proposed budget from the Board of Directors that would be part of any MRDT application. As I'm sure you can understand, with the very recent revisions to the co-operative marketing program being delivered from Destination BC, the proposed budget needed to be reviewed once again." Note that Annie says "that would be part of any MRDT application". In other words, the final budget did not actually exist. I did not receive a copy of the requested budget until March 19, as stated below. Annie's comments above, and her email contents of March 19, support the February budget was being materially revised, and that budget therefore, was not available to any affected providers. Affected providers who received the letters asking for their support of the MRDT application could not legitimately approve of a budget of which they were not informed. All letters received pursuant to Shawna Leung's email request fail to meet legislation. Shawna Leung, by her participation, intervened as a 3rd party.

9. On March 19, Annie Schroeder, Marketing Assistant | Sunshine Coast Tourism, responded to my March 3rd email request for a copy of the budget, as follows. "As per your request, I've attached SCT's proposed budget draft should there be MRDT. The FY2015 (which begins April 1) funding is still awaiting final confirmation from Destination BC so these are the best estimates available at this time. If you have any questions, please feel free to ask." Again, the evidence proves that SCT's March version of the budget was subject to changes. It was just a Draft. Not a final budget as required by MRDT legislation. The above evidence proves SCT understood that their budget was not final, and thus totally disregarded legislation. SCT prematurely commenced their MRDT campaign by receiving supporting letters prior to a final budget. This is in violation of legislation.

10. SCT's July E-News letter states: "Update – MRDT Status. For the past few months, SCT has been actively consulting with and incorporating feedback from our hotel, motel and resort owners to finalize a plan for how the Sunshine Coast Region could opt into this provincial program. A majority of those who would collect the tax must signal their support for an application to proceed." The above is a direct acknowledgment by SCT that over the preceding months they actively continued to incorporate news ideas into their Business strategy. The majority must not only 'signal their support', they must 'sign' in support.

11. SCT's July E-News Letter further states: "Current Status: A majority of PST collecting accommodations have now signed on in support of an MRDT application. SCT has been appearing before local governments to update on status and ask for letters of support from each government to accompany an application. SCT continues to meet with the accommodation owners to incorporate suggestions as to how the MRDT could make a significant difference to our region. An application to the province is expected to be submitted this summer. If the application is successful, MRDT would go into effect on the Sunshine Coast in 2016." Again, SCT acknowledges continued incorporation of members' ideas into their Business Plans. This violates legislation.

12. Whereas on March 3, 2015, one day after the March 2 MRDT Application Kick-off meeting Annie Schroeder, stated that the Budget was being reprocessed and was not available, she again, on March 19 provided a version of the Budget which was still subject to changes. Then SCT's March E-News letter stated the following. "11. Proposed Budget with MRDT. The MRDT application process requires a three year budget forecast. This document is a proposal of your board of directors. We are open to discussion and suggestions in order to shape the final forecast for the application. [View details](#). How would the new funds be used? - [See the business plan executive summary](#). Again, this is a flexible process

responsive to stakeholder input. SCT needs to be a good partner with you, the individual businesses. Please share your ideas and opportunities.” The above acknowledges that the budget is still in progress. It is flexible. Please submit ideas. As well, the above link notes “see the business plan executive summary”. SCT is still offering an Executive Business Summary and not the full Business Plan as mandated by MRDT legislation. SCT hereby acknowledges the February Business Plan and Budget fail to meet legislation in that it did not project 3 years forward. Legislation is disregarded.

13. Further to the above paragraph, it is imperative to note that on March 3rd, VCM’s Shauna Leung, (NOT SCT!) forwarded a request directly to affected accommodation owners asking for their support. Shauna provided a 2 page Executive summary of the legislation mandated Business Plan, but not the Business Plan, and a letter for MRDT affected providers to sign and submit. It is critically important to note that the above notifications in SCT’s March News Letter, and SCT’s July E-News is item number 11, broadcast out to all members, held the assumption that all MRDT Affected Providers would notice and read the new Proposed Budget. SCT has not attached the same degree of importance to the March proposed budget, when it finally became available, as they did to their direct request sent only to affected providers to sign a letter of support on March 3rd. There is no evidence to support, and no probability that all affected providers saw March’s “Proposed Budget With MRDT”, or July’s item 11. All who submitted letters of support prior to July ‘proposed’ budget did not have opportunity to approve it. March budget was not the final budget amendment. Even now in August SCT still does not purport to have a final budget! Which version of SCT’s Proposed Budget did Council review and approve?!

Sunshine Coast Tourism was repeatedly notified they failed to meet legislation but acted with impunity.

14. SCT MRDT Director Bob Crosbie, Driftwood Inn owner, emailed to me asking to meet and discuss the MRDT. In the course of talking we discussed compliance with legislation. I mentioned the issues of non-compliance presented in this correspondence. I had presented these arguments several times prior through correspondence to affected MRDT providers which included SCT Directors. Bob’s response was to simply dismiss my allegations that SCT failed to meet legislation. Bob did not find the issue of value. This attitude of dismissal of legislation portrays Sunshine Coast Tourism Board and President.

15. Celia Robben, SCTA President, 2012 MRDT campaign, Email September 11, 2012, states: “The only reason this discussion is limited to the accommodation sector today is that the MRDT specifically requires the approval of a majority of eligible accommodations. The provincial legislation gives this sector power and self-determination in return for the responsibility of collecting taxes from the consumer. (1) If the path forward were not to include the MRDT, (2) then a consensus of the entire membership should make the decision. (3) It would no longer be fair for only one sector of the organization to have the approval.” (Numeric insets added)

16. The above statements characterize SCT President and Board, in both, the 2012 and 2015 MRDT campaigns. SCT President has remained the same. SCT President is famously noted for her double speak, when, in her email September 11, 2012, she announced upcoming discussions on the MRDT, and made the above statement. At point (1) she overrides Legislation, at point (2) with her first justification, and at point (3) with her second justification. After a never-ending campaign to implement the MRDT, on December 12, 2012 Minister Bell terminated SCT’s MRDT application request. On December 31, 2012 we notified Minister Bell that we had lost confidence in SCTA President. Humpty Dumpty said that a word meant whatever he wanted it to mean whenever he used it. We continue to hold no confidence in SCT Board and President.

Sunshine Coast Tourism invokes third party interference, equating to voter fraud.

17. SCT coordinated their March 2, 2015 MRDT Application kick off meeting at Pebbles Restaurant, Sechelt, with Destination BC and Vancouver Coast and Mountains (defunct effective March 31, 2015). SCTAs guest participants: Destination BC’s CEO Marsha Walden; Vancouver Coast & Mountains President & CEO Kevin J. Ridgeway, presented their support of an MRDT funded vision, by their involvement in the meeting. They did little to not show their support for

the MRDT. They emphasized their desire that everyone would make the right decision, based on their speeches of course. That is why these people were invited in the first place, to influence the MRDT vote. MRDT is the only Issue. March 2 was the MRDT Application campaign kick-off meeting!

18. Destination BC's Peter Harrison, Director Partnership Marketing, participated in the meeting by discussing the MRDT. Later he actively 'changed roles' by participated directly in asking the audience to support the MRDT initiative. Mr. Harrison crossed the line of integrity, his provincial department's code of conduct, and his official responsibility, when he read out loud Jack Barr's letter (who was absent). SCT Director Mr. Barr has been leading the campaign to implement the MRDT. While reading Mr. Barr's letter, Mr. Harrison 'burst out an exclamation of glee', and then acknowledged that what he had just exclaimed was not in Mr. Barr's letter. Mr. Harrison 'crossed the line' by reading the letter, by adding his personal words of support, and by becoming emotionally involved in the MRDT campaign.

19. After the meeting Shawna Leung, Director, Community Relations Vancouver, Coast & Mountains Tourism Region sent an email to MRDT providers requesting that they sign and submit, an attached letter, and she provided an attachment entitled "Sunshine Coast Tourism Strategic Business Plan Executive Summary 2015 – 2019". By their involvement, Destination B.C., and Vancouver Coast & Mountains created 3rd party interference, in their joint effort with SCT to implement the MRDT on the Sunshine Coast. This amounts to voter fraud, and implicates MLA Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training; as though she herself were present, in support of SCTAs MRDT initiative. Neither she, her ministry, nor her staff, have such jurisdiction to intervene.

20. By definition, "**Electoral fraud** or **vote rigging** is illegal interference with the process of an [election](#). Acts of [fraud](#) affect vote counts to bring about an election result, whether by increasing the vote share of the favored candidate, depressing the vote share of the rival candidates, or both." We deem this 3rd party intervention to be acts morally unacceptable, outside the spirit of electoral laws or in violation of the principles of democracy. SCTA's 2015 MRDT process has been fatally compromised, by 3rd parties acting to increase the MRDT vote. Gibsons or Powell River would not insert themselves into a Sechelt election to influence the outcome, or vice versa. This would constitute 3rd party intervention.

21. In response to my allegations of 3rd party interference, SCTs March 2015 Newsletter states, "We want to be very clear, due to some unfounded claims that have been circulated, that Destination BC's role in the March 2 event was to share information about its new brand and programs. Destination BC staff did not advocate for any strategies which our region might choose to implement. Destination BC's role is to share experiences from across the province and to showcase its own programs."

22. This above statements are categorically false! Destination BC staff DEFINITELY did advocate for strategies which SCT region has chosen to implement. Destination BC and Vancouver Coast & Mountains were central to SCTs MRDT Application kick-off meeting strategy, by their attendance and participation. SCT, Destination BC, and Vancouver Coast and Mountains did not all just happen to arrive from Vancouver Island, the Mainland, and Sunshine Coast, at Pebbles Restaurant, at 2pm, on March 2nd, and a meeting room happen to be available, with a bunch of guests gathered to listen to these people talk, in a scheduled and well-coordinated meeting, about the benefits of MRDT. No one went home afterwards, saying, "Wasn't that a coincidence?". SCT did not question the timing of Vancouver Coast & Mountains, Shauna Leung's email and attachments which requested MRDT accommodators to support the MRDT initiative. NO! This was SCTs MRDT kick off meeting! It was premeditated, preplanned, pre-organized and executed on schedule! MRDT was the issue!

In summary, we submit to Council that the above unequivocally proves Sunshine Coast Tourism has blatantly and intentionally failed to meet MRDT legislation requirements from which it hopes to benefit. The evidence supports that SCT presents themselves as having met all MRDT legislative requirements. We deem this to be "An intentional misrepresentation of a material fact". We believe that each local government and the Provincial Minister responsible has a duty of responsibility and a duty to act to immediately to withdraw support for Sunshine Coast Tourism 2015 MRDT

Application.

We respectfully request your immediate consideration and reply.

Sincerely,

Colin F. MacLean
Vice President
Sunshine Coast Accommodation Association

Attachments:

2015 August 26 SCT Annie Schroder Email Attachment – SCT Business Plan 2015 (incl. Current Proposed Budget

2015 August 26 SCT Annie Schroder Email 2

2015 July 22 SCT E-News

2015 March 19 Annie Schroeder Attachment – MRDT Budget Proposal (March Proposed Budget not analysed in letter above)

2015 March 19 SCT Annie Schroeder email

2015 March 24 SCT News Letter

2015 SCT Budget Compare (Excell Spreadsheet) Analyzes February and August Proposed Budgets received from Annie



SUNSHINE COAST TOURISM STRATEGIC BUSINESS PLAN 2015-2019

Where We've Been

Strategic planning has provided a critical foundation to the development of Sunshine Coast Tourism as the region's Destination Marketing Organization (DMO). Efforts funded by Community Futures, Human Resource Development Canada, and Western Economic Diversification in 2002 laid out a vision for creating a regional DMO and laid out early marketing tactics. As a result, Sunshine Coast Tourism Partnership (SCTP) was formed and began working with Tourism Powell River (TPR)...both predecessors of today's Sunshine Coast Tourism. Through Destination BC's Community Tourism Foundations Program, planning workshops were held to bring SCTP and TPR together under one regional umbrella to focus scarce resources on bold steps in marketing the region. A Memorandum of Understanding was signed in 2007 between the two organizations to create a framework and objectives for a regional DMO and the founding of Sunshine Coast Tourism. A multi-year plan was established with many objectives being achieved over the following years.

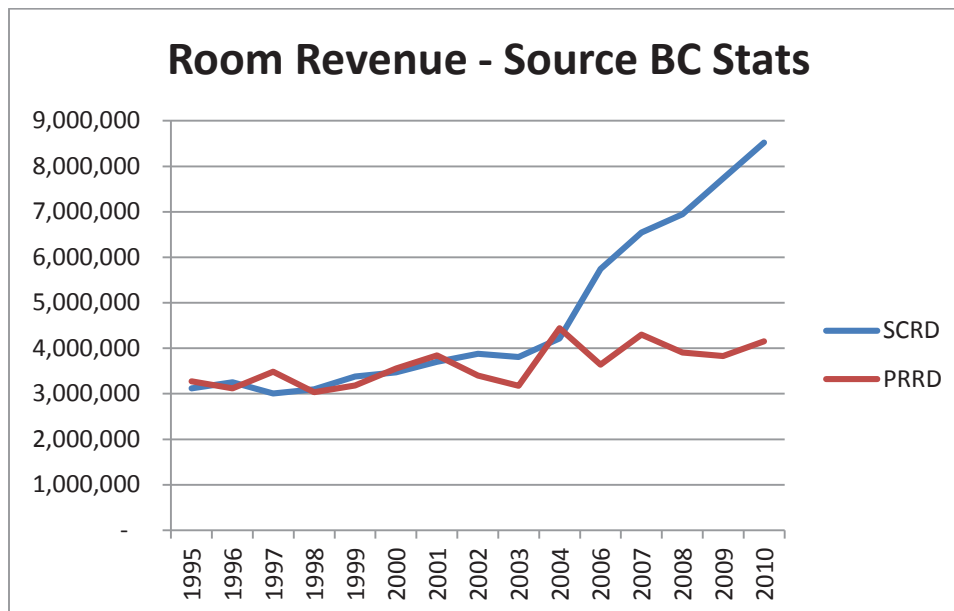
Size and value of the visitor economy

In 2002, SCTP surveyed accommodations on occupancy rates in 2001. The southern Sunshine Coast had the lowest average accommodation occupancy in British Columbia at an estimated 43%. Summer months met the provincial average but other seasons were significantly below average. Overall room revenues reported by BC Stats in 2001 were \$3.7 million for Sunshine Coast Regional District and \$3.8 million for Powell River Regional District.

Tourism BC conducted a study to provide information on the characteristics and volume of travellers to the Sunshine Coast via BC Ferries in the summer of 2007. In those three months, 343,000 visitors were counted whose expenditures on the Sunshine Coast were estimated at \$77.6 million. In that same year, room revenues totalled \$6.5 million for Sunshine Coast Regional District and \$4.3 million for Powell River Regional District. It should be noted that two months of data are missing from PRRD statistics that year due to low volumes of individual hotels reporting in those months and BC Stats confidentiality requirements. The true number was likely \$4.8 million. 29% of non-business overnight travellers reported staying with friends and family.

For the period 2006-2010, room revenues in Sunshine Coast Regional District increased an average of 10% each year reaching \$8.5 million. Significant increases were seen across each quarter except for the January-March quarter, showing improvements in the spring and fall seasons but not winter. Data cannot be compared in a similar manner for Powell River as there is missing monthly data due to low volumes of individual hotels reporting in certain months and BC Stats confidentiality requirements.

However, there is enough data to reasonably estimate that room revenues were fairly static over this period.

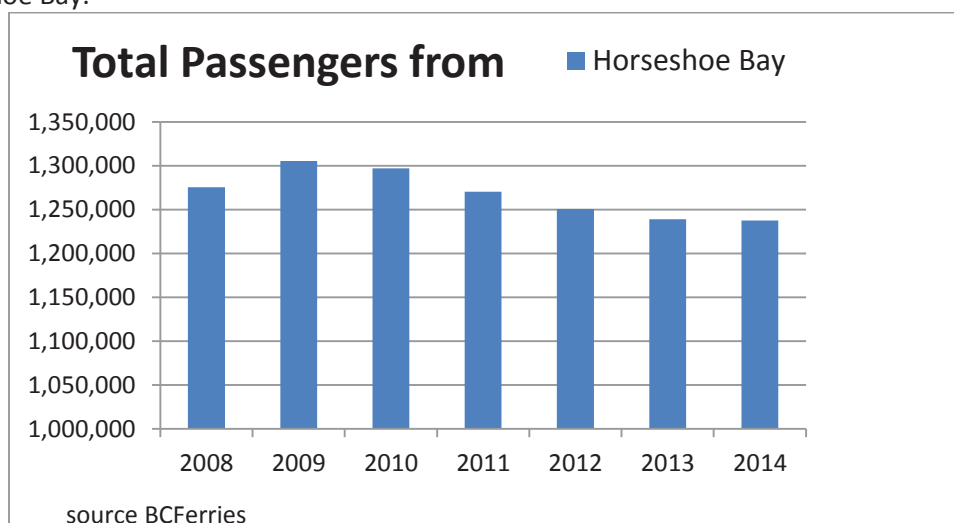


There are three major factors which correspond to the increases in the Sunshine Coast Regional District:

- Significant Investment – Rockwater Resort replaced Lord Jim's, Painted Boat replaced Loew's Resort, West Coast Wilderness Lodge expanded and upgraded. Higher revenues per room.
- Worldwide recession led to "Staycations". The southern Sunshine Coast is Vancouver's backyard
- First focused Sunshine Coast marketing with the founding of Sunshine Coast Tourism

Unfortunately, room revenue data has not been available for the Sunshine Coast since British Columbia introduced HST in 2011. Currently room revenues are only reported based on Municipal & Regional District Tax (MRDT) reporting, leaving communities like the Sunshine Coast who do not currently collect MRDT without an important metric.

The next best concrete statistic is BC Ferries passenger statistics. An important item of note is that there is no way to separate visitor versus resident passenger statistics. Nonetheless, significant changes to visitor volumes would be reflected in this data. The vast majority of visitors to the Sunshine Coast arrive via Horseshoe Bay.

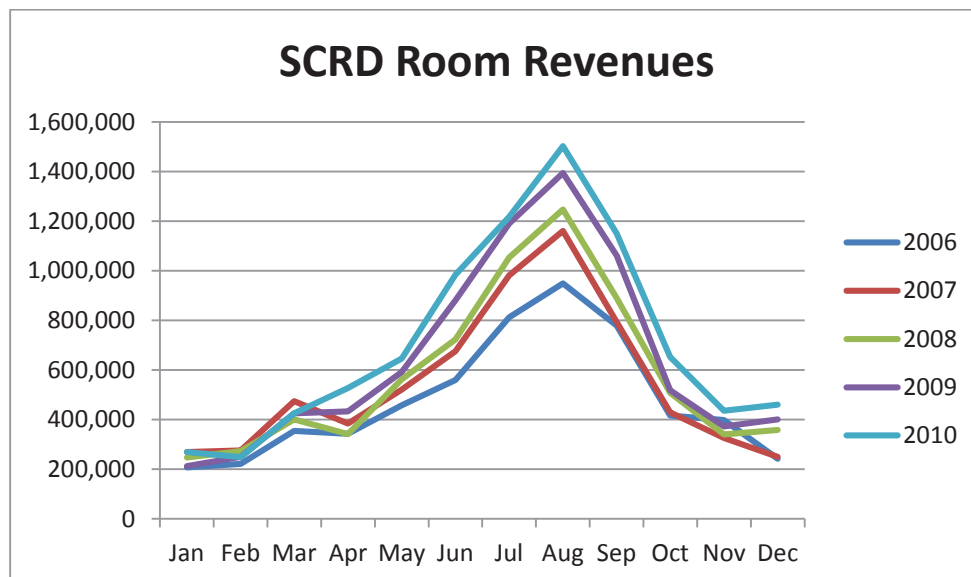


Approximately 1.3 million people arrive from Horseshoe Bay each year. Passenger arrivals increased from 2007-2008 levels by 2% in 2009 and held steady in 2010. In 2011 volumes fell back to 2007-2008 levels and were down 1% in both 2012 and 2013. 2014 was on par with 2013.

176,000 people arrive in Powell River from Comox each year. Passenger arrivals decreased steadily 2009-2012 from a high of 197,000. 2013 saw a slight increase whereas 2014 will again decrease primarily due to the terminal construction and rerouting at the beginning of the year.

Given that decreased resident travel due to higher fares is a component in these numbers, it is reasonable to expect that overall room revenue data would not be significantly different than when last measured in 2010.

While overall SCRD room revenues increased each year 2006-2010, this chart shows the extreme cyclical nature of the Coast's industry. Without adding rooms or properties, there is huge potential to increase revenues outside the summer months. Relatively good weather months of April, May, June and October should have strong focus for marketing initiatives.



The PRRD chart is similar in shape with peak revenues in summer months and significantly less the rest of the year. However as explained earlier, reporting limitations leave some months void of data skewing any chart.

Mission

Sunshine Coast Tourism's mission is to build a strong tourism economy on the Sunshine Coast consistent with the values of residents. Sunshine Coast Tourism will:

- Promote the Sunshine Coast to leisure and business travelers as a year-round destination in targeted markets through a strategic, research-based marketing strategy
- Facilitate the continuing evolution of the destination
- Increase awareness of the value, contribution, and importance of tourism among the government, population, and businesses on the Sunshine Coast.

In the fall of 2011, Sunshine Coast Tourism again took the opportunity to engage the Community Tourism Foundation Program to facilitate a revisit check-up and set course for the next five years. That report set out the following priorities:

1. Continue to develop a strong, unified organizational structure and maintain efforts to strengthen the partnership-based approach to supporting the growth and development of tourism through:
 - a. Completing the 2% MRDT application process
 - b. Adjusting the structure of the SCT board to ensure representation from all key partners, including the 2% accommodation properties (assuming a successful application)
 - c. Working with Tourism Powell River to define complementary roles and responsibilities
 - d. Establishing a regional vision, goals and objectives for tourism that reflect a renewed regional perspective on developing tourism
2. Consolidate the positioning of Sunshine Coast as a destination through the implementation of an integrated marketing communications program that focuses on differentiating the Region on the basis of its unique selling propositions
3. Work with stakeholders to promote new market-ready experiences and encourage an on-going commitment to developing product and visitor experiences that will strengthen the core attributes of the Sunshine Coast
4. Expand SCT's role in providing leadership to the tourism industry

Decision Time

A common element all previous strategic reviews have identified is actual funding levels falling well below proposed plans. This has played a major role in limiting the size and scope of SCT's initiatives, marketing campaigns, member programs, and staffing levels. SCT has relied on a number of partnerships in order to achieve positive results to date. These partnerships include funding cooperation from the Town of Gibsons, District of Sechelt, Sechelt First Nation and the Sunshine Coast Regional District. The City of Powell River provides a part-time staff position through funding to Tourism Powell River and the Powell River Regional District provides funding to Tourism Powell River.

Vancouver, Coast & Mountains and Tourism Vancouver Island have provided access to programs and countless hours of professional guidance and support over the years. In addition to ongoing marketing and media programs this has included critical foundational support at SCT's formation, development of initial media kits and media relations efforts, and access to a digital asset management system. SCT has leveraged many provincial programs including Community Tourism Foundations, Community Tourism Opportunities, and Governing for Success – Enhancing Board Performance.

All of the previous planning processes have outlined the need to implement one more provincial program, the 2% Municipal and Regional District Tax (MRDT). It is estimated that the MRDT would raise \$250,000 annually to be used for Sunshine Coast regional tourism initiatives. In comparison, the organization currently operates on a \$115,000 annual budget plus a 50% staff member provided by Powell River. Formal presentations were held in 2010 and 2011 with the boards of Sunshine Coast Tourism and Tourism Powell River who both agreed to pursue MRDT implementation as a regional organization. Presentations were made to seven local governments who each gave their support to the

MRDT initiative. This document lays out a business plan for the next 5 years for consideration by the region's accommodation sector should they approve an MRDT application submission.

MRDT is a tax of up to 2% charged on sales of taxable accommodation in participating municipalities and regional districts in British Columbia. The MRDT assists municipalities, regional districts and other eligible entities in promoting tourism in their area and financing new tourism facilities or programs. Approximately 45 communities in British Columbia currently collect MRDT. For further details, please refer to the PST and MRDT Guide for Accommodation Providers http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf.

The following requirements must be met for a successful MRDT application:

- A five year organizational business plan (MRDT must be implemented for a period of 5 years)
- A three year organizational budget
- Letters of support from all relevant local governments
- Approval of the eligible accommodation sector (a minimum of both 51% of businesses and 51% of eligible rooms)

Operating Plan – 2015-2019

Position the Destination based on our Unique Selling Propositions

Unique Selling Propositions – qualities and products that set the Sunshine Coast region apart from other regions such as Victoria, the Okanagan, or Whistler

Three Unique Selling Propositions have been defined and considerable effort should be made so that all marketing and media relations efforts tie back to those three points.

1. A string of rural, ocean-side communities
 - a. This is not a metropolitan area. Slow down & escape from the city.
 - b. There are many communities to explore, each with their own character.
 - c. The Pacific Ocean is here on our doorstep alongside stunning scenery
2. Outdoor Adventure
 - a. Super Natural British Columbia is our attraction, not a supermall or a structured venue
 - b. Hike, bike, sail, paddle, golf, dive, swim, climb, ski, ride...your adventure starts here surrounded in natural beauty
 - c. A partnership of land and water activities and natural attractions
3. Arts, Culture & Heritage
 - a. Home to three First Nations who have a remarkable story to tell & continue to develop
 - b. Historic Townsite – national heritage district as well as our forestry and fishing heritage
 - c. An amazing concentration of artists in all genres who live and work and are inspired by place
 - d. Festivals and events celebrating a range of interests all year long

Destination BC announced its new three year marketing strategy in November 2014. "Our target consumers most connect with the unique combination of ocean, rainforest and mountains in BC, as well as the stunning natural beauty and wildlife." SCT needs to highlight its strengths in these areas.

Destination BC has identified 5 iconic experiences that showcase those aspects of BC in a compelling way: Canadian Rockies, *Rainforests*, Cities in Wilderness, *Ocean Coast*, and Ski.

Destination BC has defined key trip-motivating travel experiences as: *Touring & Exploring*, City Stays, *Outdoor Adventure*, Skiing, *Aboriginal Cultural Tourism*, Cruise, Wine Touring, Golfing and *Fishing*. International marketing campaigns will highlight these areas. The Sunshine Coast can leverage its strong positioning in the highlighted experiences.

Key Markets and Target Audience

Markets and target audiences can be defined based on geography, demographics and by targeted activities and interests. Once defined, they guide marketing tactics as you have identified who you most want to see your message. The tactics and specific tools will vary and change as trends and society change over time, but articulating your audience always come first. In 2015 we expect to undergo more training related to Explorer Quotient (EQ). This will help us define our target audience by using psychographics, looking at the types of travelers who best match our Sunshine Coast product offerings.

The Sunshine Coast's largest visitor base is the BC resident with primary focus on the close-in markets of the Lower Mainland and Vancouver Island. With a growing population of 2.5 million, BC's Lower Mainland includes the province's two largest cities and neighbouring metro communities. Vancouver Island is home to .75 million residents. Together this makes up 70% of the British Columbia population all in close physical proximity to the Sunshine Coast.

Alberta, Washington, Oregon and northern California form the next key geographic targets, specifically the metropolitan areas of Calgary, Edmonton, Seattle, Bellingham and Portland. For Alberta there is the strong draw of the landlocked to the shores of the Pacific Ocean. Milder temperatures and year-round adventure are also strong messages. For the U.S. Pacific Northwest, there is the draw of international travel up-close and driveable. Canada remains a bit wilder, more natural, yet with comforts of home. The relationship of the US/Canadian dollar is very important in this market. The current dip in the loonie should be seen as an opportunity. Destination BC has targeted Alberta, Washington and California as growth investment areas in its marketing strategy.

Ontario is a tertiary market largely driven by visits to friends and family or business travel to Vancouver. Saskatchewan is of growing interest with a growing youth population and strong economy for many of the same reasons as Alberta.

Visitors from Western Europe, especially Germany, the Netherlands, Switzerland and the UK have traditionally made up the region's largest international demographic. These travelers are highly educated, usually speak English, and are seeking the wild Canadian wilderness. Products such as the Sunshine Coast Trail, guided kayaking or boating excursions are high value to this audience. Destination BC sees Germany, UK and Australia as key markets for its international marketing focus.

Australia and New Zealand visitors have grown in recent years and are similarly affected by international currency markets. High youth populations from these countries have found employment in Whistler and Vancouver strengthening the Commonwealth relationship and bringing friends and family to visit. There are natural ties to Australia's Sunshine Coast that can be played up in any advertising campaigns.

The fastest growing geographic market is international visitors from Asia visiting friends and family in greater Vancouver. International visitors from China to BC are growing at a rate of 20% each year. These visitors stay for longer periods and often include multiple short trips around BC within their stay. This makes the Lower Mainland Asian resident population an even more desirable target audience as they

are more likely to showcase a close-by region such as the Sunshine Coast full of natural beauty to visiting friends and relatives.

As stated in SCT's mission, it will promote the Sunshine Coast to leisure and business travelers as a year-round destination. The majority of SCT's marketing efforts to date have been related to leisure travel. However, significant work was completed in 2009-2011 to develop a basis for a meetings and retreats sector. The objective of this project was to increase visitation to the Sunshine Coast, specifically during the off-season period and create awareness of the Sunshine Coast as a tourism destination. The project encompassed research and development of a venue database as well as creation of a branding initiative for the Sunshine Coast as a corporate retreat destination. The overall goal was to build a sustainable and vibrant tourism economy on the Sunshine Coast that will increase direct tourism spending and indirect economic impact through secondary industries resulting in the creation of new jobs, products and services on the Sunshine Coast. New hotels and conference centres are on the drawing board for both Gibsons and Sechelt. Should one of those move forward, SCT gains a strong partner to re-engage with attracting larger conferences, corporate retreats, and additional destination weddings to the region. Powell River already has facilities capable of conferences. All of these events should be seen as an opportunity to WOW attendees on their first visit to the region so that they become ambassadors to distant family and friends and return visitors for a longer leisure experience through more of the region.

Marketing Tactics and Campaigns

As mentioned earlier, tactics and specific tools will change over time. Who would have included facebook and twitter in a strategic plan written 5-10 years ago? This document seeks to lay out some broad objectives which are more defined for 2015 and less so for later years. It is meant to be a foundation that is developed on as trends emerge and new tools become available.

No matter the medium, compelling imagery is critical in telling our story and selling our brand. This includes photography, video, and use of infographics and other graphic design tools alongside the imagery. SCT has made significant strides in collecting high quality photos of the region. However, this content must be renewed and refreshed over time. Areas where current imagery is lacking includes Aboriginal content, boating activity, and large festivals and events. Video content has improved over the past year, but needs to be championed. Short active clips can be used in so many ways. Significant funding allows for growth into television and a range of online video ad placement options.

Destination BC has launched a new 3 year strategy to increase overall visits to British Columbia. It relies on a magnetic brand whose goal is to move people to visit now rather than to visit someday. It will feature experiences and encourages travelers to become our best ambassadors in sharing those BC experiences with family and friends. SCT's marketing plan needs to leverage partnership opportunities with Destination BC and to highlight areas where the province's larger brand marketing reach aligns with specific Sunshine Coast USP's.

It goes without saying that a destination needs to put its best self forward online. This means an active, engaging and informative website and social media strategies. This means up to date technology ready for mobile devices and whatever comes next in this fast changing digital world. It means providing succinct information to a variety of audiences while being available to answer questions and inquiries in whatever form potential travellers choose to engage. It must include strong and enticing imagery that is easily sharable so that consumers can share with friends and family. Websites and social media strategies need daily attention which means appropriate staffing levels to carry out initiatives.

Sunshine Coast Tourism has completed significant improvements to <http://sunshinecoastcanada.com/> in 2014. Compelling images and videos have stronger placement and effect. A weekly blog project has championed #52weeksoftrails highlighting 52 different trails (hiking, biking, skiing, snowshoeing, and even paddling) throughout the region. The blog has attracted significant new website visits, has built a great deal of new content for Search Engine Optimization, and has been leveraged across facebook, twitter and instagram. Activities and members who provide those activities have much greater profile throughout the site making trip planning easier. The Member Directory has new features that allow members to better showcase their services and make direct contact easier. Unique visitors to the website were up 30% in 2014 compared to the previous year and topped 95,000 by year end. Work continues, specifically around updating the member information into the increased directory capabilities and adding Aboriginal content and images from our three First Nations.

Vancouver, Coast & Mountains and Tourism Vancouver Island are Regional DMOs (RDMOs) who execute a variety of marketing programs under the Destination BC umbrella. Currently, SCT cannot participate in the vast majority of these programs due to limited financial resources. Provincial tourism changes mean that VCM will no longer exist as of March 31, 2015. Much is unknown as to exactly how Destination BC will replace those functions, but the concepts remain true even if the specific partner changes. MRDT funding would allow for a significant increase in regional participation. The strongest examples include:

- Regional print co-op advertising spreads before major long weekends in The Province, Vancouver Sun, and Victoria Times Colonist newspapers. These are timed for the close-in market weekend getaway decisions. The Sunshine Coast should have a significant presence alongside Whistler, Tofino, and other communities.
- Ride BC <http://604pulse.com/things-to-do/?cat=1015> is an example of niche market targeted campaigns facilitated by VCM, in this case motorcyclists. SCT should be a significant participant whenever there is a strong match to regional product offerings. BC Chinese Residents campaign is a similar niche market initiative complete with Chinese language ads and articles focused on attracting close proximity residents and their visiting family members.
- Regional experience guides are mailed to thousands of enquiring future travellers by Destination BC and are on display at consumer trade shows and in visitor information centres. The Sunshine Coast should be well represented with both editorial and compelling advertising.
- VCM and TVI tear off maps and other Visitor Information Centre presence across the province should always include Sunshine Coast content and direct travellers to SCT's online network
- All major Sunshine Coast events and festivals should be listed on <http://www.hellobc.com/> as well as other wide exposure media calendars including Georgia Straight, CBC and others.
- SCT should be sure it is well represented in provincial initiatives such as Mountain Bike BC and BC Ocean Boating Tourism Association. These sector driven associations cater to specific interest groups and offer additional cooperative marketing programs.

Consumer shows and active networking opportunities are highly valuable experiences as they give face to face opportunities to introduce or deepen someone's awareness of the Sunshine Coast. SCT has limited itself to 2-3 opportunities each year due to limits on staff and funding. The Outdoor Adventure Show in Vancouver has been a mainstay with expansion to Calgary and Saskatoon in 2014. SCT should seek other opportunities for face to face contact with potential travellers. This could include women's shows, bridal expos, boat shows, craft beer festivals, film festivals and other lifestyle events. Events should be chosen based on priority match to USP's and target markets mentioned earlier. Professional networking events such as Meeting Planners International, BC Rural Tourism Conference, Aboriginal Tourism Association should all be evaluated for attendance on an annual basis. In 2015, SCT will attend

the Outdoor Adventure Travel Show in Vancouver and Calgary, the Vancouver Boat Show, and the International Sportsman's Exposition in Sacramento, California.

Media relations have been SCT's most successful marketing tactic over the past few years. SCT's goal has been to bring a variety of writers and journalists to enjoy a Sunshine Coast experience which they can then write & publish in various online and print publications. Independent media articles are always more relevant and believable to the reader than straight advertising. Much of SCT's work to date has depended on funding partnerships from Destination BC and VCM as well as voluntary contributions of product and activities by SCT member businesses. Concentrated resources and effective relationship management resulted in over \$700,000 in advertising equivalency in more than 130 stories and 27 media visits in 2012-13. This tactic can be expanded to more targeted approaches matching both USP and target market fit if additional staff time can be devoted.

Attracting small to medium corporate meetings and retreats to the regions brings an entirely new clientele. The intent is not only the immediate business created by the event itself, but hopes to deliver a positive experience to the business traveller who will then want to return and explore the region further in his or her leisure time with friends and family. Low hanging fruit awaits if SCT could devote staff and resources to actively seeking and responding to RFP's by companies and organizations who seek new locations for annual meetings and conferences. This tactic offers significant potential for strengthening spring, fall and winter.

A similar strategy focusing on sport tourism has the ability to leverage Powell River's work in this area outlined in a 2012 Sport & Recreation Tourism Strategy funded by the City. Sporting venues exist as do large host hotels. The community's experience in hosting Kathaumixw and PRISMA position it well to host such events and efforts in accessibility offer an expanded view of sport tourism. New venues such as the Gibsons Community Recreation Centre, Sechelt Aquatic Centre and the recently improved Sechelt Arena are also capable of hosting events. This strategy requires dedicated staff and resources in order to move forward and offers significant potential for strengthening spring, fall and winter.

Promote and develop product and experiences

The tourism industry is never stagnant. Product and attractions continue to develop as the region evolves. The following assets have truly come into their own as prime visitor attractions in recent years:

- Sunshine Coast Trail – Canada's longest hut to hut hiking trail
 - 13 overnight huts, welcome kiosk, 2014 passport program, 180km and growing international reputation
 - A significant challenger to the West Coast Trail. Strong product to European, Australian and New Zealand trekking communities
 - Year round snow free hiking in the first 70km of the trail
- Powell River Historic Townsite – national historic district & Canada's longest running movie theatre
 - Significant rejuvenation, improved accommodation, brewery, nightlife
- Dakota Ridge Winter Recreation Area
 - 20km groomed ski trails and 7km marked snowshoe trails (expanded 2013/14)
- Sunshine Coast Botanical Garden
 - New rhododendron gardens, regular expert programming, new viewpoints, wedding venue
- Powell Forest Canoe Route – 57km route including 8 lakes and 5 portages
 - Improved infrastructure 2012/13/14

These attractions are not represented by individual businesses. They are significant attractions to the region, just as our never ending beaches and trails are important attractions. It is SCT's role to be sure that collateral showcasing these attractions is developed and distributed widely. They must be part of marketing strategies and media relations efforts. SCT must play a communication role with Destination BC to build awareness and to be sure these attractions are represented on <http://www.hellobc.com> and included in media and travel trade itineraries and story ideas.

Other traditional major attractions for the region that continue to draw visitors and media attention year after year:

- Skookumchuck Narrows Provincial Park
- Desolation Sound
- Princess Louisa Inlet
- Savary Island

Attractions on the horizon:

- Coast Gravity Park – a private company, but has potential to rival Whistler Mountain Bike Park with the added feature of year-round downhill riding with lift
- Craft Beer & Winery Tour – A brewery at each end of the coast and a new winery in the middle
- Davis Bay – wharf expansion in 2014 complimenting new park areas in 2012/13
- Regional Trails Strategies debuting at each end of the Coast in 2014 delivering improved signage, maps, trailheads and offering priorities for trail improvements
- Gibsons Public Market – a new anchor attraction for Gibsons Landing, renovations in 2015

Implementation Tactics:

SCT has steadily built a strong digital library of compelling images of the region. This includes photography and video and can be seen across <http://sunshinecoastcanada.com/>, social media channels, trade show collateral and marketing advertisements. This library must be continuously updated and expanded to include new product developments and new technologies. This digital library will feed all other marketing tactics. Focus for 2015 will be on Aboriginal Tourism content and expanded video content of the region.

The Sunshine Coast lacks a region-wide visitor guide that reflects the preferred positioning of the region. Messaging and advertising within the guide should be consistent with desired positioning and brand of the destination. Today, independent media companies offer a variety of printed guides that separate the region into smaller communities and do not reflect Sunshine Coast branding. Without resources to develop its own region-wide visitor guide, SCT is increasing its efforts to partner with the individual publishers to influence content and imagery. Contests are planned for 2015 which will link the print publications to social media opportunities to encourage our visitors be our online ambassadors.

First impressions are key when setting oneself apart at a busy trade show or conference. Compelling imagery is key to attracting participant attention and engaging collateral starts them down the individual trip planning path. Engaging and knowledgeable hosts, regional maps, targeting sector information (i.e. boat show, outdoor adventure show, wedding show), and methods to keep in touch (social media, e-newsletters, follow-up invitations) are required for a truly successful consumer show.

The Sunshine Coast is unique in that this geographic region that includes three municipalities does not have any large nationally branded hotels. This means visitors have an extra step in finding accommodation. They don't just find the closest Fairmont or Hyatt. They must discover what is available to fit their personal needs. A regional accommodation calendar & reservation system would take much of the work out of finding appropriate accommodation. There are 50 resorts, hotels and motels in the region of which many do not offer online reservations. In addition there are a large number of campgrounds, bed and breakfasts, and vacation rentals which can potentially make the work of finding accommodation for a given date tedious and time consuming. There is an opportunity to offer a regional accommodation tool, which would bring value to visitors. An example of such a model is the Whistler/Blackcomb Central Reservation System:
<http://www.whistlerblackcomb.com/reservations/Plan/ContactUs.aspx>.

Evaluation Metrics

No strategy is complete without a means to measure success. Today, we have a major disadvantage in that British Columbia no longer publishes Hotel Room Revenue and related data outside of MRDT collecting communities. In the absence of voluntary reporting from our accommodation sector, we have no metrics to show occupancy levels or room revenues. We only have anecdotal evidence from individual properties. This key indicator becomes immediately available when the Sunshine Coast opts into the MRDT program.

Understanding the accommodation sector is a huge step in calculating the value of tourism in a region. In 2012, Accommodation and Food Services contributed to 33% of the \$13.5 Billion of annual tourism industry generated revenues in BC. Transportation makes up the next third of the picture. Ferry statistics must continue to be collected. A missing piece of information is the volume of visitors arriving by plane and by boat. SCT needs to work with the Powell River and Sechelt airports as well as private float plane operators to measure this component. SCT needs to work with private marinas and harbour authorities in the region to understand the size and strength of the boating sector.

Individual marketing strategies also require evaluation so that continuous improvement is possible. This includes elements such as web traffic, social media interactions, distribution of printed collateral, and value of media coverage.

Where we go from here

Sunshine Coast Tourism has made significant progress in developing branding and messaging since its formation in 2007. It represents businesses across the tourism sector and has the support and partnership of local governments. If current annual funding of \$100,000 remains the same, similar results should be expected. The organization's success will greatly rely on the passion of volunteers which must constantly be renewed and rotated to prevent burnout and collapse. Staff will turn over as creative and developing personnel will seek other opportunities to grow and expand skill sets. Marketing opportunities will be missed for lack of financial and personnel resources. The list of desires will remain long while incremental steps slowly move the region forward. The gap between well-funded destinations like the Okanagan and Tofino will continue to increase.

The accommodation sector of the region can unite and decide to implement a provincial program that triples the current funding levels and is completely funded by visitors. It can follow the lead of 45 other

British Columbia communities and all its major cities. The region can hire the necessary staff and equip them with the resources to carry out the projects and objectives listed earlier in this document.

Sunshine Coast Tourism's Board of Directors unanimously supports implementation of MRDT across the region.

Timeline

December 2014 – Ratification of MRDT application by the Sunshine Coast accommodation sector

January 2015 – Letters of Support from all local governments; submission of MRDT application to Ministry of Finance

Early 2015 – BC Cabinet approval, official notice to accommodation sector, normally a 3-6 month notice of implementation.

2016 – First funds received into Sunshine Coast Tourism's operating budget

Proposed Budget

	2015	2016
Revenue:		
Memberships	\$ 35,000	\$ 35,000
Local Governments	\$ 40,000	\$ 40,000
Provincial 50/50 Grants	\$ 21,000	\$ 21,000
Co-operative Programs	\$ 19,000	\$ 19,000
MRDT	-	<u>\$250,000</u>
Total Revenue:	\$115,000	\$365,000
Expenses:		
Media Relations	\$ 23,000	\$ 45,000
Marketing		
VCM Co-ops	\$ 15,000	\$ 50,000
Online Marketing	\$ 15,000	\$ 25,000
Shoulder Season Campaigns	\$ 13,000	\$ 70,000
Trade Shows	\$ 8,000	\$ 20,000
Collateral Distribution	\$ 7,000	\$ 20,000
Meetings & Retreats	\$ 6,000	\$ 30,000
Destination Guide		\$ 20,000
Website/Communications	\$ 9,000	\$ 15,000
Administration	\$ 19,000	\$ 60,000
Contingency -	-	<u>\$ 10,000</u>
Total Expenses:	\$115,000	\$365,000

Actual expenditures would be governed by Sunshine Coast Tourism's elected Board of Directors. These Directors are composed of:

- 4 members of MRDT accommodations (2 north and 2 south)
- 4 members at large (2 north and 2 south)
- 1 member representing the Recreation Sector
- 1 member representing the Arts Culture & Heritage Sector
- 1 member representing small accommodations and campgrounds

Directors are elected at the Annual General Meeting with a number of alternating terms so that approximately half the board remains in place at any given time.

To: Sunshine Coast Tourism
PO Box 1883
Gibsons, BC V0N 1V0

Sunshine Coast Tourism
c/o Tourism Powell River
4760 Joyce Ave
Powell River, BC V8A 2M4

From: [business name]
[business address]

This will confirm that I, the undersigned, with [business name] acts as the Primary Signatory and as such has the authority to sign for the said property in matters regarding the implementation of the Municipal and Regional District Tax (MRDT) in the Sunshine Coast Regional District and Powell River Regional District. I also acknowledge and accept that this representation involves discussions relating to this matter.

This letter will confirm I am in support of the application for the Municipal and Regional District Tax (MRDT) in the Powell River Regional District and Sunshine Coast Regional District and administration of the collected tax funds will be conducted by the established local destination marketing organization, Sunshine Coast Tourism.

Respectfully,

SIGNATURE

PRINT NAME

Dated: _____

From: Sunshine Coast Tourism [mailto:info@sunshinecoastcanada.com]
Sent: August-26-15 12:30 PM
To: Carole James
Subject: Re: Hi Annie

Hi Colin,

Attached is an earlier version of the Business Plan that was distributed in February 2015. There are some differences between this one and the most current version I linked you yesterday based on the Board of Director's consultations with the accommodation sector.

Again, if you have specific questions, please let me know.

Regards,

Annie

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Annie Schroeder
Marketing Assistant / Sunshine Coast Tourism
p: 604-740-6170
e: info@sunshinecoastcanada.com

From: Sunshine Coast Tourism [<mailto:info=sunshinecoastcanada.com@mail26.wdc03.rsgsv.net>] **On**
Behalf Of Sunshine Coast Tourism
Sent: July-22-15 2:35 PM
To: Colin
Subject: July 2015 Member News

July 2015

[View this email in your browser](#)



Hello July and Hello Tourists!

We're sure you and your business are busy as ever. [Ferry ridership statistics](#) are showing increases in ridership over 2014 as of May 2015, and our visitor information centres are seeing increases as well.

We are also grateful that the Sechelt fire is now 100% contained thanks to the amazing efforts of the firefighters and crew and their continued effort to keep our communities safe. With continued dry weather and other fires burning around the province, we must work together to educate our customers and travellers regarding campfire bans and fire safety, but also to encourage those with upcoming trips that our air quality is back to normal, and that the Sechelt fire has been contained. Since the fire reached containment, SCT has been using all our social media channels to showcase our blue skies and beautiful outdoor activities and

appreciate those of you doing the same.



Sunset on July 18th overlooking Sechelt Inlet. Photo: Maya Wolf

Update – MRDT Status

For the past few months, SCT has been actively consulting with and incorporating feedback from our hotel, motel and resort owners to finalize a plan for how the Sunshine Coast Region could opt into this provincial program. A majority of those who would collect the tax must signal their support for an application to proceed.

Background: The 2% Municipal and Regional District Tax (MRDT) applies to sales of short-term accommodation in the same manner as anyone currently collecting the 8% PST on accommodation. Exemptions for PST and MRDT are the same. Funds raised by MRDT can only be spent for local tourism marketing and related projects. Based on BC Stats, the Sunshine Coast could raise \$250,000 per

year to greatly increase the quality and quantity of existing marketing efforts. SCT would invest the funds in accordance with a strategic marketing plan developed in consultation with the tourism industry with a key focus on growing business in the shoulder season. Once implemented, MRDT is in effect for 5 years and then must be evaluated and can be renewed with the approval of the accommodation sector and local governments.

Current Status: A majority of PST collecting accommodations have now signed on in support of an MRDT application. SCT has been appearing before local governments to update on status and ask for letters of support from each government to accompany an application. SCT continues to meet with accommodation owners to incorporate suggestions as to how the MRDT could make a significant difference to our region. An application to the province is expected to be submitted this summer. If the application is successful, MRDT would go into effect on the Sunshine Coast in 2016.

Want to know more? http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf

Want to provide feedback or ask questions? president@sunshinecoastcanada.com

**Join SCT for the [West Coast Women's Show](#), Oct 16-18
or [Here & There Travel Fest](#), Oct 10-11th!**



As an exhibitor, we will be representing the entire Sunshine Coast as a travel destination in these consumer shows. We provide the booth display and staffing, and include excellent visuals and video screens to display images, maps, and video of the Sunshine Coast.

As a member, we would love for you to participate!

- **Rack fee - \$75** - Up to 125 rack cards/brochures on display, with SCT staff helping distribute to show attendees
- **Level 1 - \$175** - Up to 300 brochures, 5 images on slide show screen, opportunity for 1 business representative to attend 1 shift to promote your individual business
- **Level 2 - \$300** - Unlimited brochures, business cards, 10 images on slide show, opportunity for 1 business representative to attend the whole

show

If you would like to participate in this marketing opportunity or have more questions, please contact Annie at info@sunshinecoastcanada.com

Marketing & Media Update

In case you missed it in our June newsletter, please take a moment to look at our [Spring Campaign Portfolio](#), which encompasses the work of our marketing, media, and communications team over the last several months.

We're now preparing our fall campaign, with more great co-op advertisement opportunities coming your way. In the meantime, be sure to let us know if you have news to share, would like to [update your business listing](#) on our website, [list an event](#) on our calendar, or a special offer on our [Specials](#) page.

We're hosting an Instameet & you're invited!



This BC Day, August 3, 2015, [Hello BC](#) is coordinating Instameets throughout the province. We'll meet together on the Sunshine Coast in Gibsons and in Powell River to take some great photos of our beautiful BC. Join us for this fun, social event to come out from behind our screens and meet fellow Instagrammers in real life, share photography tips, and enjoy this BC Day together. And please, tell your customers! Share your photos from the Instameet and be sure follow us [@sunshinecoastbc](#) and to tag [#sunshinecoastbc](#) and [#explorebc](#).

Executive Travel & Corporate Meeting Planners

On Wednesday, September 9, Travel Trade Canada is hosting its annual luncheon event in Vancouver for professional meeting and conference planners. Read more about the event at http://www.traveltrade.ca/images/pdf/2015_PPT.pdf.

Sunshine Coast Tourism would like to attend this event and we're inviting you, our members to participate. This is an ideal opportunity for businesses looking and able to host larger meetings and events or activity providers able to provide programming/team building. The rate for this program is \$1950 per booth, and cost per member will be dependant upon number of participants. Please contact [Annie](#) for more information.

Destination Canada's Canada Specialist Program - 2016 Special Offers

The Canada Specialist Program is looking for more special offers for its specialists in 2016. If you're not familiar with the program, you can read more here: <http://csp-caen.canada.travel/about-csp>. In a nutshell, its an educational tool designed to promote travel and tourism to Canada by training Canada Specialists-- experts on Canadian experiences. One of the perks to these specialists is discounted travel opportunities provided by tourism businesses; for example, 30% off a hotel room rate or discounts on an activity/experience. Please contact [Annie](#) for the intake form if you would like to provide a special offer.



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Sunshine Coast Tourism
Proposed Budget
Fiscal Year May 1 - Apr 30

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Revenue						
Memberships	39,000	41,000	41,000	40,000	40,000	40,000
Member Co-op Programs	16,000	7,000	15,000	20,000	20,000	20,000
Local Government	43,000	41,000	40,000	40,000	40,000	40,000
Destination BC 50/50 Grant	21,000	21,000	50,000	75,000	75,000	75,000
MRDT				250,000	262,500	275,625
Total Revenue	119,000	110,000	146,000	425,000	437,500	450,625
Expenses						
Marketing						
Consumer Shows	9,000	14,000	21,000	25,000	25,000	25,000
Shoulder Season Campaigns	30,000	26,000	57,000	100,000	109,000	119,000
Website/Communications	6,000	9,000	5,000	15,000	15,000	15,000
Collateral	3,000	2,000	21,000	40,000	40,000	40,000
Visitor Guides/VCM Programs	21,000	17,000		13,000	15,000	17,000
Meetings and Retreats Campaign				25,000	25,000	25,000
Total Marketing	69,000	68,000	104,000	218,000	229,000	241,000
Media Relations	23,000	23,000	23,000	45,000	45,000	45,000
Travel Trade (tour operators)	-	-	-	30,000	30,000	30,000
Administration	4,000	10,000	10,000	75,000	75,000	75,000
Accounting/Banking	6,000	5,000	5,000	10,000	10,000	10,000
Rent				15,000	15,000	15,000
Insurance	1,000	1,000	1,000	2,000	2,000	2,000
Travel	3,000	3,000	3,000	5,000	5,000	5,000
Total Expenses	106,000	110,000	146,000	400,000	411,000	423,000
Contingency Fund	13,000			25,000	26,500	27,625
Gain/(Loss)	-	-	-	-	-	-

SCT's marketing director is a half-time position funded by the City of Powell River via Tourism Powell River. It is a local government in-kind contribution which is not reflected in SCT's financial statements. SCT contracts media relations services, marketing assistant, general administration, and accounting services. SCT does not have any direct employees today.

MRDT assumes 5% growth per year in regional room revenues.

From: anniem.schroeder@gmail.com [<mailto:anniem.schroeder@gmail.com>] **On Behalf Of** Sunshine Coast Tourism
Sent: March-19-15 11:49 AM
To: Carole James
Subject: Re: Don't forget! March 2: Meet Destination BC's CEO & find out more about SCT's Strategic Plan

Hello Colin,

As per your request, I've attached SCT's proposed budget draft should there be MRDT. The FY2015 (which begins April 1) funding is still awaiting final confirmation from Destination BC so these are the best estimates available at this time. If you have any questions, please feel free to ask.

Also, the current SCT Board of Directors:

Jack Barr – Powell River Town Centre Hotel & Beach Gardens Resort & Marina

JP Brosseau – The Old Courthouse Inn

Bob Crosbie – Driftwood Motor Inn

John Hermesen – Footprint Nature Explorations

Jami Mani – Alpha Adventures

Jock McLauchlan – Stillwater Beach House

Lori Pratt – Painted Boat Resort, Spa & Marina

Martin Prestage – Up The Creek Backpackers Hostel

Celia Robben – Arcturus Retreat B&B

Eagle Walz – Powell River Parks and Wilderness Society

Linda Williams – Coast Cultural Alliance

Best Regards,

Annie

From: Sunshine Coast Tourism [<mailto:info=sunshinecoastcanada.com@mail183.wdc02.mcdlv.net>] **On Behalf Of** Sunshine Coast Tourism
Sent: March-24-15 12:33 PM
To: discover@discoveryplaceretreat.com
Subject: Investing in the Sunshine Coast

March 2015

[View this email in your browser](#)



Sunshine Coast Tourism & the MRDT

Thank you to all those who attended the March 2nd presentation from Destination BC and Sunshine Coast Tourism regarding the strategy and vision for the future of tourism in our region and our province.

The landscape in which we operate is changing. How people make travel choices is changing. Even a significant partner like Vancouver, Coast and Mountains, which we have relied on for years, will no longer exist in a few days. Your elected board of directors wants Sunshine Coast Tourism to do the absolute best job possible of promoting our region to give your business the opportunity to thrive in a growing tourism sector. Since its inception in 2007, Sunshine Coast Tourism has done its best to leverage your investment with grants and local government funding

to raise the profile of the region with the travelling public.

We have had some success. Destination BC and VCM staff will tell you that the Sunshine Coast region is one of the most asked about destinations when they attend media conferences and industry shows. We are a model for multiple rural communities working together across municipal boundaries to create an effective regional brand. But the truth is, the vast majority of tourism focused communities across BC are significantly outspending us in their investment in marketing and promotion.

Across BC, 53 communities generated a total of \$28 million dollars from their visitors through the Municipal and Regional District Tax (MRDT) in 2014 which was spent by those communities to promote their tourism industry. Also known as the additional hotel room tax, a 2% fee added to the guest accommodation folio is reinvested in the communities where it is collected and managed by the local tourism industry. The Sunshine Coast raised \$0 in this manner.

Your elected board of directors would be negligent if it did not highlight the growing gap between our communities and our neighbours. Thus, the board has launched an initiative to bring the MRDT to our region effective 2016.

We want to be very clear, due to some unfounded claims that have been circulated, that Destination BC's role in the March 2 event was to share information about its new brand and programs. Destination BC staff did not advocate for any strategies which our region might choose to implement. Destination BC's role is to share experiences from across the province and to showcase its own programs. Please speak to anyone who attended for their impressions on how Destination BC presented its part of the event.

Destination BC - Wild at Heart

A new provincial strategy to increase tourism revenues in British Columbia is underway with the goal of becoming the most highly recommended destination in North America. Tactics, focus areas and evaluation metrics can be found ... [read more](#)

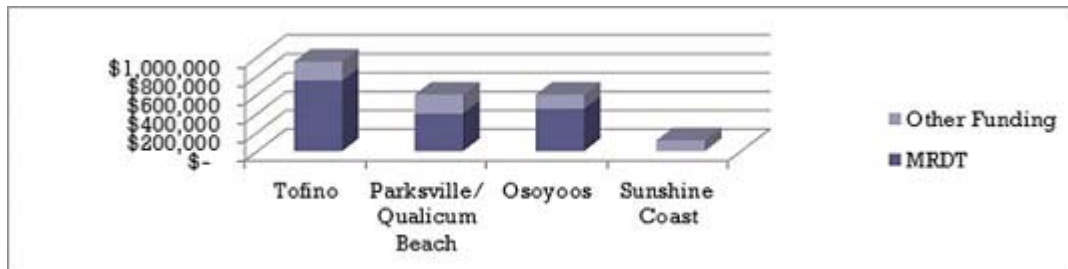


How are you aligning your business within the broader message being sent to international and Canadian travellers?

Sunshine Coast - What is our Message?

- The Pacific Ocean and the rainforest! - We are a string of rural, ocean-side communities each with their own character. Escape from the city and breathe.
 - Outdoor Adventure - hike, bike, sail, paddle, golf, dive, swim, climb, ski, ride...Your adventure starts here surrounded by our Super Natural BC
 - Arts, Culture & Heritage - Three First Nations who have a remarkable story to share. Historic Townsite, a national heritage district, and our forestry & fishing heritage. Our high concentration of artists and festivals inspired by this amazing setting.
-

How do we compare with our peers?



<u>Community</u>	<u>MRDT</u>	<u>Other Funding</u>	<u>Total Annual</u>
<u>Investment</u>			
Tofino	\$750,000	\$200,000	\$950,000
Parksville/Qualicum Beach	\$400,000	\$200,000	\$600,000
Osoyoos	\$450,000	\$150,000	\$600,000
Sunshine Coast	0	\$115,000	\$115,000

The Sunshine Coast could raise \$250,000 per year if MRDT was implemented which could then be leveraged into other matching grant programs. The figures above do not include additional investments made by individual companies in their individual marketing budgets. [Read more...](#)

Proposed Budget with MRDT

The MRDT application process requires a three year budget forecast. This document is a proposal of your board of directors. We are open to discussion and suggestions in order to shape the final forecast for the application. [View details](#)

How would the new funds be used? - [See the business plan executive summary](#)

Again, this is a flexible process responsive to stakeholder input. SCT needs to be a good partner with you, the individual businesses. Please share your ideas and

opportunities.

Timeline

The province requires that a majority of accommodations who currently collect PST sign letters of support if they wish to have MRDT implemented in their community.

March/April - Conversations with our accommodation sector.

April - Conversations with our municipal councils and regional districts

May - Submit the application to the provincial government

Summer - receive approval to implement in 2016

January 2016 - begin collecting MRDT

SCT Elected Board of Directors

Accommodators:

Jack Barr – Powell River Town Centre Hotel & Beach Gardens Resort & Marina

JP Brosseau – The Old Courthouse Inn

Bob Crosbie – Driftwood Motor Inn

Lori Pratt – Painted Boat Resort, Spa & Marina

Small Accommodator:

Martin Prestage – Up The Creek Backpackers Hostel

Recreation:

John Hermsen – Footprint Nature Explorations

Arts, Culture & Heritage:

Linda Williams – Coast Cultural Alliance

Members at Large:

Jamie Mani – Alpha Adventures

Jock McLauchlan – Stillwater Beach House

Celia Robben – Arcturus Retreat B&B

Eagle Walz – Powell River Parks and Wilderness Society

Your elected board is always available for your input and questions. Please contact any of them at your convenience or email president@sunshinecoastcanada.com.

Would you like more detail on how MRDT is collected and processed from the Provincial government? You can read more about it [here on the BC government website](#).

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The MailChimp logo, featuring the brand name in a white, handwritten-style script font, centered within a dark gray rounded rectangular box. This box is positioned in the upper center of a white rectangular area, which is itself enclosed by a thin orange border. The entire composition is set against a light gray background.

Sunshine Coast Proposed Budget									
FEBRUARY BUDGET									
	2015	2016	2013	2014	2015	2016	2017	2018	
REVENUE									
Memberships	35000	35000	39000	41000	42000	40000	4000	4000	
Member Co-op Programs	19000	19000	16000	17000	25000	20000	20000	20000	
Local Governments	40000	40000	43000	41000	40000	40000	40000	40000	
Provincial 50/50 Grant	21000	21000	21000	21000	75000	75000	75000	75000	
MRDT	250000								
Total Revenue	115000	365000	119000	114000	162000	425000	437500	450625	
EXPENSES									
Marketing									
Trade Shows	8000	20000	9000	14000	21000	25000	25000	25000	
Shoulder Season Campaigns	13000	70000	30000	26000	66000	100000	109000	119000	
Website/Communications	9000	15000	6000	9000	8000	15000	15000	15000	
Online Marketing	15000	25000							
Collateral Distribution	7000	20000	3000	2000	21000	40000	40000	40000	
VCM Co-ops	15000	50000	21000	17000	2000	13000	15000	17000	
Destination Guide	20000								
Meetings and Retreats	6000	30000				25000	25000	25000	
Total Marketing			69000	68000	118000	218000	229000	241000	
Media Relations	23000	45000	23000	23000	23000	45000	45000	45000	
Travel Trade (tour operators)					2000	30000	30000	30000	
Administration	19000	60000	4000	10000	10000	75000	75000	75000	
Accounting / Banking			6000	5000	5000	10000	10000	10000	
Rent						15000	15000	15000	
Insurance			1000	1000	1000	2000	2000	2000	
Travel			3000	5000	3000	5000	5000	5000	
Total Expenses	115000	365000	106000	112000	162000	400000	411000	423000	
Contingency		10000	13000	2000	25000	26500	27625	Gain/Loss	

FEBRUARY BUDGET					Sunshine Coast Proposed Budget			% Change Over Feb
2015	2016	TOTALS	2015	2016	TOTALS			
35000	35000	70000	42000	40000	82000			1.17
19000	19000	38000	25000	20000	45000			1.18
40000	40000	80000	40000	40000	80000			1.00
21000	21000	42000	75000	75000	150000			3.57
250000			250000					1.00
115000	365000	480000	162000	425000	587000			1.22
8000	20000	28000	21000	25000	46000			1.64
13000	70000	83000	66000	100000	166000			2.00
9000	15000	24000	8000	15000	23000			0.96
15000	25000	40000						1.00
7000	20000	27000	21000	40000	61000			2.26
15000	50000	65000	2000	13000	15000			0.23
20000								-1.00
6000	30000	36000		25000	25000			0.69
73000	250000	323000	118000	218000	336000			1.04
23000	45000	68000	23000	45000	68000			1.00
19000	60000	79000	2000	30000	32000			1.00
			10000	75000	85000			1.08
			5000	10000	15000			1.00
				15000	15000			1.00
			1000	2000	3000			1.00
			3000	5000	8000			1.00
115000	365000	480000	162000	400000	562000			1.17
	10000	10000	25000	26500	51500			5.15

September 01, 2015

Without Prejudice

SUNSHINE COAST TOURISM MRDT APPLICATION PROCESS FAILS to MEET LEGISLATION

Dear SCRD Chair & Board

Further to my brief conversation with Garry Nohr, Tuesday August 25, I submit the following in support of Sunshine Coast Accommodation Associations (SCAA) contention that Sunshine Coast Tourism Association has (SCT(A)) has knowingly failed to meet the requirements of MRDT legislation from which they hope to benefit, and that SCT pretenses themselves as having acted in full compliance with MRDT legislation. We deem this to be “An intentional misrepresentation of a material fact”. We also attest that SCT utilized 3rd party interference which equates to Voter fraud.

SCT wants all Affected Accommodation Providers and all Local Governments to believe their current MRDT application process meets compliance with BC Ministry of Finance Tax Bulletin, Bulletin MRDT001, Revised September 2012, (<http://www.docstoc.com/docs/134558858/Bulletin-MRDT-Municipal-and-Regional-District-Tax-Information>): The documentation states under “Additional Information and Documentation, you also need to provide the following with your application. (1) A complete list of all qualifying operators located within the area where the tax will apply. (2) Documented evidence that you have consulted with the local accommodation industry, and that the majority support both the business plan and the application for the new tax.” (Numbers inserted are mine, added for clarity).

The above intends that the Business Plan, and the Budget which is part of any business plan, must first be finally decided upon, before majority approval is sought. SCT fails absolutely to meet legislation. We submit therefore that although local government acted in good faith when deciding to submit a letter in support of SCT’s MRDT application, Council must now retract that support immediately. Council delay in retracting such support can only be viewed as Council acting in bad faith to benefit SCT’s MRDT Application. SCT must not now continue to rely open local government support for their 2015 MRDT Application. We submit that council has a duty to represent the demands of legislation, and a duty to act, now that Council has been informed, to retract the support previously given. We will be forwarding our arguments and evidence to MLA Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training, in the immediate near future.

Please find attached SCTs February Budget, and SCTs current proposed budget, besides other attachments identified at the bottom of this letter. Please notice that the current budget is still defined by SCT as being Sunshine Coast Proposed Budget. Therefore it is still a proposal and not a finally concluded budget. Legislation demands a final business plan inclusive of a final budget be presented to eligible parties from the onset.

An analysis of both budgets reveals material differences.

1. Various line items have been renamed. Under Revenue: Provincial 50/50 Grant is renamed Destination BC 50/50 Grant. Under Expenses: Trade Shows is renamed Consumer shows. Collateral Distribution is renamed Collateral. Destination Guide is renamed Visitor Guides. VCM Co-ops is renamed VCM

Programs. Meetings and Retreats is renamed Meetings and Retreats Campaign. We do not take issue with the above renaming.

2. The Current Proposed budget has collapsed two expenditure line items into a single line expenditure. VCM Co-ops and Destination Guide is now a single line item called Visitor Guides/VCM Programs. We do not take issue with the above collapsing of expenditure line items.

3. Whereas the February budget presents a 2 year plan, current (2015) and future year (2016), the Current Proposed Budget presents a 6 year plan, 2013, 2014, current (2015), and 3 future years (2016, 2017, 2018). This is considered to be a material improvement not only in that it reflects back 2 years, but it also projects forward an additional 2 years. There is no reason why the February plan could not have presented a 6 year budget.

4. The Current Proposed budget contains material differences over the February budget by INCLUSION of an expenditure line items. Travel Trade (Tour Operators), Rent, Insurance, Travel. NONE of these expenditures were identified in the February budget. These are all NEW thoughts which were added AFTER SCTs March 2 MRDT Application kick off meeting.

5. The Current Proposed budget contains material differences over the February budget by EXCLUSION of an expenditure line item. The Current Proposed budget excludes Online Marketing, (\$40,000), (-100%).

6. The February budget years 2015 and 2016, when compared with the same years in the Current Proposed Budget reveal significant differences in Totals revenues allocated to each Line Item. The Current Proposed Budget Revenues and Expenditures of \$425,000 compared with the February Budget of \$365,000 for year 2016, equates to \$60,000, 17%. The Current Proposed Budget identifies the following total increases (decreases) by line item, for years 2015 and 2016. REVENUES: Marketing: Memberships, \$12,000, 17%. Member Co-op Programs, \$7,000, 18%. Local Governments, 0%. Destination BC 50/50 Grant, \$108,000, 257%!! MRDT, 0%. EXPENDITURES: Trade Shows, \$18,000, 64%. Shoulder Season Campaigns \$83,000, 100%. Website/ Communications (-\$1000), (-4%), Online Marketing removed (-\$40,000), (100%). Collateral \$34,000, 126%. Visitor Guides/VCM Programs (-\$50,000 PLUS - \$20,000), (-77% PLUS -100%). Meetings and Retreat Campaign, (-11,000), (-31%). Media: Media Relations (0%). Travel Tour (tour operators) \$32,000, 100%. Administration \$6,000, 8%. Accounting/ Banking \$15,000, 100%. PLUS Rent \$15000, 100%, (commencing 2016), Insurance \$3000, 100%. Travel \$8000, 100%. PLUS Contingency Fund \$41,500, 415%!! The above represent a material change of funding distribution over the February budget. The Current Proposed Budget constitutes a NEW budget! The new budget derived over several months as SCTs July E-News letter reports.

Sunshine Coast Tourism's March 2 kick-off meeting and MRDT campaign was materially flawed.

7. SCTs MRDT Application Kick-off Meeting at Pebbles Restaurant Sechelt made the announcement that '11 or 12' letters of support for the MRDT had already been received from affected accommodation providers. There is NO evidence to support that any of those letter-signors, other than those on the SCT Board of Directors, ever saw or were given a copy of SCTs Business Plan or Budget. In the spring one signor was told, "just trust me, we need this". The signor signed. The evidence DOES support that each of the '11 or 12' signors signed at the time the February plan or some version of it was in place. Therefore, they did not sign off on Sunshine Coast Tourism's (Current) Proposed Budget! This violates legislation.

8. On March 3rd, the day after SCTs MRDT Application kick-off meeting at Pebbles, Shawna Leung, Vancouver Coast and Mountains (VCM now demised) sent out to each affected provider a mere 2 page Executive Summary of the Business Plan and not the Business Plan itself, of which the Budget is part of that Plan. SCT thus failed to meet Legislation. That same day, when I requested a copy of the Budget, SCTs Annie Schroeder replied by email saying, “I have requested the most up to date version of the proposed budget from the Board of Directors that would be part of any MRDT application. As I’m sure you can understand, with the very recent revisions to the co-operative marketing program being delivered from Destination BC, the proposed budget needed to be reviewed once again.” Note that Annie says “that would be part of any MRDT application”. In other words, the final budget did not actually exist. I did not receive a copy of the requested budget until March 19, as stated below. Annie’s comments above, and her email contents of March 19, support the February budget was being materially revised, and that budget therefore, was not available to any affected providers. Affected providers who received the letters asking for their support of the MRDT application could not legitimately approve of a budget of which they were not informed. All letters received pursuant to Shawna Leung’s email request fail to meet legislation. Shawna Leung, by her participation, intervened as a 3rd party.

9. On March 19, Annie Schroeder, Marketing Assistant | Sunshine Coast Tourism, responded to my March 3rd email request for a copy of the budget, as follows. "As per your request, I've attached SCT's proposed budget draft should there be MRDT. The FY2015 (which begins April 1) funding is still awaiting final confirmation from Destination BC so these are the best estimates available at this time. If you have any questions, please feel free to ask." Again, the evidence proves that SCTs March version of the budget was subject to changes. It was just a Draft. Not a final budget as required by MRDT legislation. The above evidence proves SCT understood that their budget was not final, and thus totally disregarded legislation. SCT prematurely commenced their MRDT campaign by receiving supporting letters prior to a final budget. This is in violation of legislation.

10. SCTs July E-News letter states: “Update – MRDT Status. For the past few months, SCT has been actively consulting with and incorporating feedback from our hotel, motel and resort owners to finalize a plan for how the Sunshine Coast Region could opt into this provincial program. A majority of those who would collect the tax must signal their support for an application to proceed.” The above is a direct acknowledgment by SCT that over the preceding months they actively continued to incorporate news ideas into their Business strategy. The majority must not only ‘signal their support’, they must ‘sign’ in support.

11. SCT’s July E-News Letter further states: “Current Status: A majority of PST collecting accommodations have now signed on in support of an MRDT application. SCT has been appearing before local governments to update on status and ask for letters of support from each government to accompany an application. SCT continues to meet with the accommodation owners to incorporate suggestions as to how the MRDT could make a significant difference to our region. An application to the province is expected to be submitted this summer. If the application is successful, MRDT would go into effect on the Sunshine Coast in 2016.” Again, SCT acknowledges continued incorporation of members’ ideas into their Business Plans. This violates legislation.

12. Whereas on March 3, 2015, one day after the March 2 MRDT Application Kick-off meeting Annie Schroeder, stated that the Budget was being reprocessed and was not available, she again, on March 19

provided a version of the Budget which was still subject to changes. Then SCTs March E-News letter stated the following. “11. Proposed Budget with MRDT. The MRDT application process requires a three year budget forecast. This document is a proposal of your board of directors. We are open to discussion and suggestions in order to shape the final forecast for the application. [View details](#). How would the new funds be used? - [See the business plan executive summary](#). Again, this is a flexible process responsive to stakeholder input. SCT needs to be a good partner with you, the individual businesses. Please share your ideas and opportunities.” The above acknowledges that the budget is still in progress. It is flexible. Please submit ideas. As well, the above link notes “see the business plan executive summary”. SCT is still offering an Executive Business Summary and not the full Business Plan as mandated by MRDT legislation. SCT hereby acknowledges the February Business Plan and Budget fail to meet legislation in that it did not project 3 years forward. Legislation is disregarded.

13. Further to the above paragraph, it is imperative to note that on March 3rd, VCM’s Shauna Leung, (NOT SCT!) forwarded a request directly to affected accommodation owners asking for their support. Shauna provided a 2 page Executive summary of the legislation mandated Business Plan, but not the Business Plan, and a letter for MRDT affected providers to sign and submit. It is critically important to note that the above notifications in SCTs March News Letter, and SCTs July E-News is item number 11, broadcast out to all members, held the assumption that all MRDT Affected Providers would notice and read the new Proposed Budget. SCT has not attached the same degree of importance to the March proposed budget, when it finally became available, as they did to their direct request sent only to affected providers to sign a letter of support on March 3rd. There is no evidence to support, and no probability that all affected providers saw March’s “Proposed Budget With MRDT”, or July’s item 11. All who submitted letters of support prior to July ‘proposed’ budget did not have opportunity to approve it. March budget was not the final budget amendment. Even now in August SCT still does not purport to have a final budget! Which version of SCTs Proposed Budget did Council review and approve?!

Sunshine Coast Tourism was repeatedly notified they failed to meet legislation but acted with impunity.

14. SCT MRDT Director Bob Crosbie, Driftwood Inn owner, emailed to me asking to meet and discuss the MRDT. In the course of talking we discussed compliance with legislation. I mentioned the issues of non-compliance presented in this correspondence. I had presented these arguments several times prior through correspondence to affected MRDT providers which included SCT Directors. Bob’s response was to simply dismiss my allegations that SCT failed to meet legislation. Bob did not find the issue of value. This attitude of dismissal of legislation portrays Sunshine Coast Tourism Board and President.

15. Celia Robben, SCTA President, 2012 MRDT campaign, Email September 11, 2012, states: “The only reason this discussion is limited to the accommodation sector today is that the MRDT specifically requires the approval of a majority of eligible accommodations. The provincial legislation gives this sector power and self-determination in return for the responsibility of collecting taxes from the consumer. (1) If the path forward were not to include the MRDT, (2) then a consensus of the entire membership should make the decision. (3) It would no longer be fair for only one sector of the organization to have the approval.” (Numeric insets added)

16. The above statements characterize SCT President and Board, in both, the 2012 and 2015 MRDT campaigns. SCT President has remained the same. SCT President is famously noted for her double speak, when, in her email September 11, 2012, she announced upcoming discussions on the MRDT, and

made the above statement. At point (1) she overrides Legislation, at point (2) with her first justification, and at point (3) with her second justification. After a never-ending campaign to implement the MRDT, on December 12, 2012 Minister Bell terminated SCT's MRDT application request. On December 31, 2012 we notified Minister Bell that we had lost confidence in SCTA President. Humpty Dumpty said that a word meant whatever he wanted it to mean whenever he used it. We continue to hold no confidence in SCT Board and President.

Sunshine Coast Tourism invokes third party interference, equating to voter fraud.

17. SCT coordinated their March 2, 2015 MRDT Application kick off meeting at Pebbles Restaurant, Sechelt, with Destination BC and Vancouver Coast and Mountains (defunct effective March 31, 2015). SCTAs guest participants: Destination BC's CEO Marsha Walden; Vancouver Coast & Mountains President & CEO Kevin J. Ridgeway, presented their support of an MRDT funded vision, by their involvement in the meeting. They did little to not show their support for the MRDT. They emphasized their desire that everyone would make the right decision, based on their speeches of course. That is why these people were invited in the first place, to influence the MRDT vote. MRDT is the only Issue. March 2 was the MRDT Application campaign kick-off meeting!

18. Destination BC's Peter Harrison, Director Partnership Marketing, participated in the meeting by discussing the MRDT. Later he actively 'changed roles' by participated directly in asking the audience to support the MRDT initiative. Mr. Harrison crossed the line of integrity, his provincial department's code of conduct, and his official responsibility, when he read out loud Jack Barr's letter (who was absent). SCT Director Mr. Barr has been leading the campaign to implement the MRDT. While reading Mr. Barr's letter, Mr. Harrison 'burst out an exclamation of glee', and then acknowledged that what he had just exclaimed was not in Mr. Barr's letter. Mr. Harrison 'crossed the line' by reading the letter, by adding his personal words of support, and by becoming emotionally involved in the MRDT campaign.

19. After the meeting Shawna Leung, Director, Community Relations Vancouver, Coast & Mountains Tourism Region sent an email to MRDT providers requesting that they sign and submit, an attached letter, and she provided an attachment entitled "Sunshine Coast Tourism Strategic Business Plan Executive Summary 2015 – 2019". By their involvement, Destination B.C., and Vancouver Coast & Mountains created 3rd party interference, in their joint effort with SCT to implement the MRDT on the Sunshine Coast. This amounts to voter fraud, and implicates MLA Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training; as though she herself were present, in support of SCTAs MRDT initiative. Neither she, her ministry, nor her staff, have such jurisdiction to intervene.

20. By definition, "**Electoral fraud** or **vote rigging** is illegal interference with the process of an [election](#). Acts of [fraud](#) affect vote counts to bring about an election result, whether by increasing the vote share of the favored candidate, depressing the vote share of the rival candidates, or both." We deem this 3rd party intervention to be acts morally unacceptable, outside the spirit of electoral laws or in violation of the principles of democracy. SCTA's 2015 MRDT process has been fatally compromised, by 3rd parties acting to increase the MRDT vote. Gibsons or Powell River would not insert themselves into a Sechelt election to influence the outcome, or vice versa. This would constitute 3rd party intervention.

21. In response to my allegations of 3rd party interference, SCT's March 2015 Newsletter states, "We want to be very clear, due to some unfounded claims that have been circulated, that Destination BC's role in the March 2 event was to share information about its new brand and programs. Destination BC staff did not advocate for any strategies which our region might choose to implement. Destination BC's role is to share experiences from across the province and to showcase its own programs."

22. The above statements are categorically false! Destination BC staff DEFINITELY did advocate for strategies which SCT region has chosen to implement. Destination BC and Vancouver Coast & Mountains were central to SCT's MRDT Application kick-off meeting strategy, by their attendance and participation. SCT, Destination BC, and Vancouver Coast and Mountains did not all just happen to arrive from Vancouver Island, the Mainland, and Sunshine Coast, at Pebbles Restaurant, at 2pm, on March 2nd, and a meeting room happen to be available, with a bunch of guests gathered to listen to these people talk, in a scheduled and well-coordinated meeting, about the benefits of MRDT. No one went home afterwards, saying, "Wasn't that a coincidence?". SCT did not question the timing of Vancouver Coast & Mountains, Shauna Leung's email and attachments which requested MRDT accommodators to support the MRDT initiative. NO! This was SCT's MRDT kick off meeting! It was premeditated, preplanned, pre-organized and executed on schedule! MRDT was the issue!

In summary, we submit to Council that the above unequivocally proves Sunshine Coast Tourism has blatantly and intentionally failed to meet MRDT legislation requirements from which it hopes to benefit. The evidence supports that SCT presents themselves as having met all MRDT legislative requirements. We deem this to be "An intentional misrepresentation of a material fact". We believe that each local government and the Provincial Minister responsible have a duty of responsibility and a duty to act to immediately to withdraw support for Sunshine Coast Tourism 2015 MRDT Application.

We respectfully request your immediate consideration and reply.

Sincerely,

Colin F. MacLean
Vice President
Sunshine Coast Accommodation Association

Attachments:

2015 August 26 SCT Annie Schroder Email Attachment – SCT Business Plan 2015 (incl. Current Proposed Budget)
2015 August 26 SCT Annie Schroder Email 2
2015 July 22 SCT E-News
2015 March 19 Annie Schroeder Attachment – MRDT Budget Proposal (March Proposed Budget not analysed in letter above)
2015 March 19 SCT Annie Schroeder email
2015 March 24 SCT News Letter
2015 SCT Budget Compare (Excell Spreadsheet) Analyzes February and August Proposed Budgets received from Annie