



Notice of Meeting and Meeting Agenda Finance Committee

Wednesday, December 7, 2016

9:00 AM

6th Floor Boardroom

**D. Howe (Chair), K. Williams (Vice Chair), R. Atwell, S. Brice, V. Derman, A. Finall,
L. Helps, M. Hicks, C. Plant, J. Ranns, B. Desjardins (Board Chair, ex-officio)**

1. Approval of Agenda

2. Adoption of Minutes

2.1. [16-1151](#) Minutes of the November 2, 2016 Finance Committee Meeting

Recommendation: That the minutes of the November 2, 2016 Finance Committee meeting be adopted as circulated.

Attachments: [Minutes: 2016-11-02 Finance Committee Meeting](#)

2.2. [16-1152](#) Minutes of the November 8, 2016 Special Finance Committee Meeting

Recommendation: That the minutes of the November 8, 2016 Special Finance Committee meeting be adopted as circulated.

Attachments: [Minutes: 2016-11-08 Special Finance Committee Meeting](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. [16-1144](#) Capital Regional District (CRD) Grants Update

Recommendation: That the Finance Committee receive this report and recommend to the Capital Regional District Board that it be received for information.

Attachments: [Staff Report: Capital Regional District \(CRD\) Grants Update](#)
[Appendix A: CRD Grants Dashboard](#)

5.2. [16-1133](#) Community Works Fund (CWF) Request - Salt Spring Island and Southern Gulf Islands Regional Trails Plan

Recommendation: That the Finance Committee recommends to the Capital Regional District Board:

That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to expedite completion of the Salt Spring Island and Southern Gulf Islands Regional Trails Plan be authorized.

Attachments: [Staff Report: CWF Request - SSI/SI Regional Trails Plan](#)
[Appendix A: Schedule A - SGI Community Works Fund](#)

5.3. [16-1134](#) Community Works Fund (CWF) Request - Galiano Museum Society

Recommendation: That the Finance Committee recommends to the Capital Regional District Board:

- a) That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to purchase and install a heat pump as the primary source of heating for the public museum building on Galiano Island be authorized, and
- b) That the CRD enter into an agreement with the Galiano Museum Society with terms and conditions of the Community Works Funding.

Attachments: [Staff Report: CWF Request - Galiano Museum Society](#)
[Appendix A: Schedule A - SGI Community Works Fund](#)

5.4. [16-1150](#) Operating Reserve Bylaws No. 4144, 4145, 4146 and 4147

Recommendation: That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4144 cited as the "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
2. That Bylaw No. 4145 cited as the "Capital Regional District Arts and Recreation Service Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
3. That Bylaw No. 4146 cited as the "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
4. That Bylaw No. 4147 cited as the "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No.1, 2016" be introduced and read a first and second time, read a third time and adopted.

Attachments: [Operating Reserve Bylaws No. 4144, 4145, 4146 and 4147](#)
[Attachment 1: Operating Reserves Bylaw No. 4144](#)
[Attachment 2: Operating Reserves Bylaw No. 4145](#)
[Attachment 3: Operating Reserves Bylaw No. 4146](#)
[Attachment 4: Operating Reserves Bylaw No. 4147](#)

5.5. [16-1142](#) Revenue Anticipation Resolution for Current Capital Regional Hospital District (CRHD) Operating Expenditures

Recommendation: The Finance Committee recommends to the Capital Regional Hospital District Board:

That the resolution be adopted to allow the temporary borrowing of up to \$10,000,000 for operating expenditures.

Attachments: [Staff Report: Revenue Anticipation Resolution for CRHD Operating Expenditure](#)
[Appendix A: Revenue Anticipation Resolution](#)

6. New Business**7. Adjournment**

To ensure quorum, please advise Pat Perna (pperna@crd.bc.ca) if you or your alternate CANNOT attend.

Meeting Minutes

Finance Committee

Wednesday, November 2, 2016

9:30 AM

6th Floor Boardroom

PRESENT:

Directors: D. Howe (Chair), K. Williams (Vice Chair), V. Sanders (for R. Atwell), V. Derman, A. Finall (9:47), J. Loveday (for L. Helps), M. Hicks (9:34), C. Plant, J. Ranns, B. Desjardins (Board Chair, ex-officio) (9:37)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; D. Lokken, General Manager, Technology and Initiatives; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; R. Sharma, Senior Manager, Financial Services; A. Genero, Manager, Accounting Services; N. Moore, Manager, Risk and Insurance; L. Ferris, Climate Action Analyst, Risk, Insurance, and Facility Management; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

ABSENT: Director S. Brice

The meeting was called to order at 9:31 am.

1. Approval of Agenda

MOVED by Director Derman, **SECONDED** by Director Williams,
That the agenda for the November 2, 2016 Finance Committee meeting be approved as amended to move Items 5.6, 5.7, and 5.9 to follow Item 5.3, Item 5.5 to follow Item 5.9, Item 5.4 to follow Item 5.5, and Item 5.8 to be last.
CARRIED

2. Adoption of Minutes

2.1. [16-1042](#) Minutes of the October 5, 2016 Finance Committee Meeting

MOVED by Director Derman, **SECONDED** by Director Williams,
That the minutes of the October 5, 2016 Finance Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks

The Chair remarked on the opportunity to hear about innovative topics on today's agenda as it relates to risk and stated that he is satisfied with the direction that this committee has been going and with the support provided from staff and the committee.

4. Presentations/Delegations - None

5. Committee Business

- 5.1. [16-1035](#) Capital Regional District (CRD) Grants Update
- N. Chan provided an overview of the report.
- M. Hicks arrived at 9:34 am.
B. Desjardins arrived at 9:37 am.
- Discussion ensued on clean water and waste water funds as well as the Rick Hansen accessibility funds.
- MOVED by Director Williams, SECONDED by Director Plant,
That the Finance Committee receive this report and recommend to the Capital Regional District Board that it be received for information
CARRIED**
- 5.2. [16-1005](#) Union of BC Municipalities 2017 Age-friendly Communities Grant
- K. Lorette provided an overview of the report.
- MOVED by Director Plant, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District (CRD) Board:
That the submission of an application to UBCM for a 2017 Age-friendly Communities Grant on behalf of the Health and Capital Planning Strategies Division be approved.
CARRIED**
- 5.3. [16-1037](#) Bylaw No. 4131: 2016-2020 Financial Plan Amendment
- N. Chan provided an overview of the report and the bylaw.
- MOVED by Director Derman, SECONDED by Director Williams,
That the Finance Committee receive this report and recommend to the Capital Regional District Board:
That Bylaw No. 4131, cited as “2016 to 2020 Financial Plan, Amendment Bylaw No. 3, 2016”, be introduced and read a first and second time, read a third time, and adopted.
CARRIED**
- 5.6. [16-1030](#) Bylaw No. 4130: Revenue Anticipation Borrowing (General Purpose)
- N. Chan provided an overview of the report and the bylaw.
- MOVED by Director Derman, SECONDED by Director Williams,
That the Finance Committee receive this report and recommend to the Capital Regional District Board:
That Bylaw No. 4130, “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2017” be read a first and second time, read a third time, and adopted.
CARRIED**
- 5.7. [16-1017](#) Peninsula Health Unit Roof Replacement 2016 - Award of Contract FM2016-120
- D. Lokken provided an overview of the report.

A. Finall arrived at 9:47 am.

Discussion ensued on the provision and ability to have wifi in the building and following up with Vancouver Island Health Authority to install the wifi.

**MOVED by Director Williams, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District Board:
That Contract FM2016-120, Peninsula Health Unit Roof Replacement 2016, be
awarded to Top Line Roofing Ltd. in the amount of \$214,850 (plus GST) and that a
construction contingency of \$10,000 (plus GST) be approved.
CARRIED**

5.9. [16-1049](#) Corporate Climate Action Strategy

L. Ferris provided an overview of the CRD Corporate Climate Action Strategy and spoke to a presentation.

Discussion ensued on the following:

- * timelines and expectations to meet goals
- * pathways towards 2020 and identifying projects to meet the greenhouse gas emissions reductions target of 33%
- * monthly progress reports from the Project Board on the sewage project
- * reviewing opportunities for fuel switching for both greenhouse gas benefits and cost savings
- * boiler replacement projects
- * price of natural gas affecting projects
- * designing around resource recovery including siting and location
- * prioritizing projects

**MOVED by Director Derman, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District Board:
That the Corporate Climate Action Strategy be endorsed and staff be directed to
implement the policy framework and 5-year action plan.
CARRIED**

5.5. [16-1015](#) Capital Regional Hospital District 2017-2026 Ten Year Capital Plan

R. Sharma provided an overview of the report.

Discussion ensued on the following:

- * Hospital District funding versus Island Health funding projects
- * the Capital Plan developed in consultation with Island Health
- * the consideration and assessment of projects in the Capital Plan
- * wifi installation in hospitals

**MOVED by Board Chair Desjardins, SECONDED by Alternate Director Sanders,
That the Finance Committee recommend to the Capital Regional Hospital District
Board:
That the 2017-2026 Capital Regional Hospital District Capital Plan be approved as
submitted.
CARRIED**

5.4. [16-1032](#) 2017 Capital Regional Hospital District Provisional Budget

R. Sharma provided an overview of the report.

MOVED by Director Derman, SECONDED by Alternate Director Sanders.
That the Finance Committee recommend to the Capital Regional Hospital District Board:
That the 2017 Capital Regional Hospital District Provisional Budget be approved as submitted.
CARRIED

5.8. [16-1038](#) Summit at Quadra Village (Project) Financing Options Analysis

N. Chan provided an overview of the report and spoke to the Summit Financing Presentation.

Due to time constraints, the Committee recommended postponing the item to a Special Finance Committee meeting prior to the next Capital Regional District Board meeting.

MOVED by Board Chair Desjardins, SECONDED by Director Derman,
That the report, Summit at Quadra Village (Project) Financing Options Analysis, be deferred to a Special Finance Committee meeting to be held prior to the next Capital Regional District Board meeting.
CARRIED

6. New Business - None

7. Motion to Close the Meeting

7.1. [16-1045](#) Motion to Close the Meeting

MOVED by Director Plant, SECONDED by Director Derman,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) litigation or potential litigation affecting the regional district; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; (k) negotiations and related discussions respecting the proposed provision of a regional service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.
CARRIED

The Committee moved to the closed session at 10:56 am.

The Committee rose from the closed session at 11:31 am without report.

8. Adjournment

MOVED by Director Finall, SECONDED by Director Plant,
That the November 2, 2016 Finance Committee meeting be adjourned at 11:31 am.
CARRIED

Chair

Recorder

Meeting Minutes

Finance Committee

Tuesday, November 8, 2016

1:30 PM

6th Floor Boardroom

Special Meeting

PRESENT:

Directors: D. Howe (Chair), K. Williams (Vice Chair), R. Atwell, V. Sanders (for S. Brice), V. Derman, J. Loveday (for L. Helps), J. Ranns, B. Desjardins (Board Chair, ex-officio)
Staff: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; R. Sharma, Senior Manager, Financial Services; A. Genero, Manager, Accounting Services; P. Perna, Committee Clerk (Recorder)

ABSENT: Directors M. Hicks, A. Finall, C. Plant

The meeting was called to order at 1:35 pm.

1. Approval of Agenda

MOVED by Director Atwell, **SECONDED** by Alternate Director Loveday,
That the agenda for the November 8, 2016 Special Finance Committee meeting
be approved as circulated.
CARRIED

2. Presentations/Delegations - None

3. Special Meeting Matters

The Chair remarked that the presentation today is historic and this will provide the opportunity to make a 25 year debt amortization with MFA.

3.1. [16-1038](#) Summit at Quadra Village (Project) Financing Options Analysis

N. Chan provided an overview of the report and spoke to a PowerPoint presentation.

Discussion ensued on the following:

- * the various types of financing
- * the types of risk in each type of financing
- * the possible interest rates over the term of borrowing
- * risk of rising interest rates due to world events
- * environment and climate change effects
- * stress tests performed on impacts of increasing interest rates and how far it would have to climb before the structured financing becomes unfavourable
- * the responsibility to minimize risk to the taxpayer and the cost premium of an interest rate risk free scenario

Board Chair Desjardins left the meeting at 2:38 pm.

MOVED by Director Derman, **SECONDED** by Director Ranns,
That the Finance Committee recommend to the Capital Regional Hospital District
Board:

That MFA Structured Financing strategy be approved in principle and execution
of the strategy be delegated to the Chief Financial Officer.

CARRIED

OPPOSED: Director Atwell and Alternate Director Loveday

4. Adjournment

MOVED by Director Derman, **SECONDED** by Alternate Director Sanders,
That the November 8, 2016 Special Finance Committee meeting be adjourned at
3:04 pm.

CARRIED

Chair

Recorder

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 7, 2016**

SUBJECT **Capital Regional District (CRD) Grants Update**

ISSUE

This report provides an update since the previous Finance Committee meeting.

BACKGROUND

The CRD Grants Dashboard (see Appendix A) summarizes grant calls and agreements in progress, as well as grants awarded since January 1, 2015.

Grants / Contributions Awarded

BC Rural Dividend (\$72,080)

On October 7, 2016, the CRD was awarded a grant of \$72,080 for the SSI Rural Accelerator Project. Over \$8.16 million in new grants province-wide were announced on this date.

New Applications Submitted or In Progress

Clean Water and Wastewater Fund (4 applications totalling \$5.4M)

In accordance with Board/Committee/Director direction (as specified), applications have been submitted for:

1. Anderson Cove Water Service Extension, \$2.7M (Board Nov. 9)
2. Magic Lake Estates Sewer System Improvements, 1.1M (Board Nov. 9)
3. Port Renfrew Water Service, \$.5M (JDF Electoral Area Director)
4. Salt Spring Island Septage Facility Improvements, \$1.1M (Electoral Area Services, Nov. 16)

A grant program compliant resolution to support each of these application will be proposed for Board approval at the December 14, 2016 meeting.

New Grant Opportunities Announced

No new grants announced since the last reporting period.

GRANTS FORECAST

Details of Federal Infrastructure Funding – Phase 2 are anticipated in the first quarter of 2017. In his fall fiscal update, Finance Minister Bill Morneau announced that Phase 2 will be expanded from \$48 million over 8 years to \$81 billion over 11 years. Minister Morneau also announced that \$15 billion from the expanded Phase 2 plan would be delivered through a new Canada Infrastructure Bank.

RECOMMENDATION









That the Finance Committee receive this report and recommend to the Capital Regional District Board that it be received for information.

Submitted by:	Rajat Sharma, B.Eng., MBA, CPA, CMA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix A: CRD Grants Dashboard

Grants Administration Dashboard ➤ Externally Sourced Grant Funding

STATUS LEGEND:	 Work in Progress (Red cell means delay)	 Board Resolution Needed	 Application Done	 Project Done	 Application Declined	 Links to Information provided
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Grant Program Links	Application Deadline	Project	Status	Board Resolution	Comments	Grant Ask	% of Total Project Cost
New Building Canada - Small Communities Fund	28-Apr-16	JDF-Kemp Lake Water Main Extension		9-Mar-16		\$ 1,600,000	88%
New Building Canada - Small Communities Fund	28-Apr-16	SGL-Magic Lake Estates Infrastructure Renewal		9-Mar-16		\$ 1,466,677	84%
New Building Canada - Small Communities Fund	28-Apr-16	SSI-Ganges Wastewater System Renewal		9-Mar-16		\$ 3,300,499	83%
Provincial Investment in Affordable Housing	15-Jun-16	3816 Carey Road Affordable Housing Project		8-Jun-16		\$ 6,000,000	36%
Canada 150 Community Infrastructure Program	22-Jun-16	SEAPARC Leisure Complex Fitness & Multi-Purpose Space		8-Jun-16	Outcome received on Nov. 24, 2016. 1800 applications requesting \$320M were submitted; nearly 7 times the amount of grant funding available (\$46.2M). Work in progress to obtain feedback on why the submissions were unsuccessful.	\$ 500,000	29%
Canada 150 Community Infrastructure Program	22-Jun-16	Todd Creek Trestle Upgrade		8-Jun-16		\$ 450,000	45%
Canada Cultural Spaces Program	Ongoing Intake	Royal Theatre Upgrade Project		8-Jun-16		\$ 543,500	50%
Real Estate Foundation of BC	8-Sep-16	Onsite Wastewater Systems Maintenance Assessment Study		NA		\$ 20,000	16%
Age-Friendly Community Grant	4-Nov-16	Community Map - Connecting Older Adults		9-Nov-16		\$ 20,000	100%
Clean Water - Wastewater Fund	23-Nov-16	Port Renfrew Water Infrastructure Upgrade			CWWF program compliant resolutions to support the grant applications will be proposed for Board approval at the December 14, 2016 meeting.	\$ 488,103	78%
Clean Water - Wastewater Fund	23-Nov-16	Salt Spring Island Septage Facility Improvements				\$ 1,069,123	78%
Clean Water - Wastewater Fund	23-Nov-16	Magic Lake Estates Sewer		9-Nov-16		\$ 1,156,228	65%
Clean Water - Wastewater Fund	23-Nov-16	Anderson Cove		9-Nov-16		\$ 2,692,334	80%
BC Fleet Champions Program	Ongoing Intake	CRD Fleet Data Logger Telematics Initiative - Business Case Analysis for Conversion to Zero-Emissions Electric Vehicles		NA		TBD	TBD
Green Municipal Fund	Ongoing intake	Zero Emissions Fleet Initiative		12-Oct-16		\$ 350,000	TBD
BC & Yukon Swim To Survive	Ongoing Intake	Swim To Survive Program 2016 - Panorama Recreation		NA		\$ 5,340	100%
TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)						\$ 19,661,812	

GRANT APPLICATIONS IN PROGRESS

FOR DIRECT ACCESS TO: (1) Grant calls in progress, see page 4; (2) Grants forecast, see page 5























Grants Administration Dashboard ➤ Externally Sourced Grant Funding

STATUS LEGEND:	 Work in Progress (Red cell means delay)	 Board Resolution Needed	 Application Done	 Project Done	 Application Declined	 Links to information provided
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CORE AREA LIQUID WASTE MANAGEMENT - GRANT FUNDING STATUS							
Grant Program Links	Contribution Terms and Purpose	Status	Comments	Max. Grant Available	Grant Award		
GRANT APPLICATIONS IN PROGRESS	Infrastructure Canada - 3P Funding Agreement (Federal funding)	Lesser of 25% of eligible costs or \$83.4M for a bio-solids energy centre treatment facility for wastewater sludge.		A conditional agreement with PPP Canada allows a 6-month funding extension to September 30, 2016.	\$ 83,400,000		
	Infrastructure Canada - Building Canada Fund (Federal funding)	Up to 50% of eligible costs to a maximum of \$120M for construction of the McLoughlin Point Wastewater Treatment Plant, marine outfall pipe, and completion of the Victoria Harbour crossing.		The CRD and the Province of BC are working in collaboration to determine a new project for the Core Area. Once this project is chosen, the grants will be re-examined by the funders to see how they fit with the new project, and will be reappportioned based on the new project's system components. Additionally, the Federal Government's goals regarding infrastructure investments under the 2016 Budget will also be taken into consideration.	\$ 120,000,000		
	Infrastructure Canada - Green Infrastructure Fund (Federal funding)	Up to 50% of eligible costs to a maximum of \$50M to upgrade Clover Point and Macaulay Point pump stations, implement attenuation tanks, and upgrade existing pump stations and piping systems.			\$ 50,000,000		
	Provincial Funding	The lesser of 1/3 total cost (excluding land acquisition cost) or \$248M for construction of the wastewater treatment plant, the energy centre for sludge treatment, and conveyance system upgrades - all serving the Core Area.			\$ 248,000,000		
TOTAL GRANT CORE AREA LIQUID WASTE MANAGEMENT GRANTS IN PROGRESS				\$ 501,400,000			

Grants Administration Dashboard ▶ Externally Sourced Grant Funding









STATUS LEGEND:	 Work in Progress (Red cell means delay)	 Board Resolution Needed	 Application Done	 Project Done	 Application Declined	 Links to information provided
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Grant Program Links	Dept	Project Deadline	Project	Status	Lead	Project Cost (Estimate)	Grant Award
Climate Action Rebate Incentive Program	F&T	NA	F&T Risk and Facilities Management projects		Risk and Facilities Management	\$ 66,959	\$ 66,959
BC Rural Dividend	SSI	TBC	SSI Rural Accelerator		SSI Administration and SSI Community Economic Development Commission	\$ 90,080	\$ 72,080
BC Rural Dividend	PPS	TBC	Port Renfrew Tourism Trail		Local Area Planning	\$ 10,000	\$ 10,000
BC Hydro Custom Incentive Program	PPS	NA	SEAPARC Lighting Retrofit		SEAPARC	\$ 270,525	\$ 35,752
Community Wellness Grant (Island Health)	PPS	NA	For community population health initiatives.		Health and Capital Planning Strategies, Community Health	\$ 186,667	\$ 186,667
BC Community Energy Leadership Program	PPS	30-Mar-16	1070 Kings Rd. Building Boiler Replacement		Capital Region Housing Corporation - Project Completed	\$ 74,235	\$ 20,780
Pacific Institute for Climate Solutions, Uvic	IWS	30-Mar-16	Research on climate change impact and adaptation for the Greater Victoria Water System watershed		Watershed Protection Division	\$ 10,000	\$ 10,000
BC Asset Management (AM) Planning Program	PES	30-May-16	Regional Parks Asset Management		Regional Parks	\$ 25,465	\$ 10,000
BC Asset Management (AM) Planning Program	F&T	31-Aug-16	To develop AM tools for all CRD facility groups.		Facilities and Risk Management	\$ 24,000	\$ 10,000
BC Asset Management (AM) Planning Program	F&T	31-Aug-16	IT Systems Assessment For Asset Management		Information Technology	\$ 20,000	\$ 9,850
Age-Friendly Communities	PES	31-Dec-16	Reducing the Barriers to Low Income Seniors		Capital Region Housing Corporation	\$ 20,000	\$ 20,000
Federal Gas Tax - Strategic Priorities Fund	PPS	31-Dec-16	SSI and SGI Integrated Service Plan		Regional and Strategic Planning	\$ 50,000	\$ 50,000
BC Ministry of Energy and Mines - Contribution	F&T	30-Apr-17	Fuel Cell Electric Vehicle Project - Feasibility Analysis		Risk and Facilities Management	\$ 15,000	\$ 30,000
UBCM - Strategic Wildfire Prevention Initiative	PPS	31-Jan-17	Piers Island FireSmart Protection Project		Protective Services	\$ 10,000	\$ 10,000
New Horizons for Seniors	PPS	31-Jan-17	Community Arts and Health Project		Panorama Recreation Centre	\$ 25,000	\$ 25,000
Infrastructure Planning Grant (2015)	F&T	31-Mar-17	Asset Management Framework Development		Financial Services	\$ 15,000	\$ 10,000
Trans-Canada Trail Foundation	PPS	30-Jun-17	Sooke Hills Wilderness Regional Trail		Regional Parks	\$ 1,935,000	\$ 650,000
Bike BC 2016	PES	20-Jul-17	E&N Rail Trail Phase 1 - Maplebank to Hallowell		Regional Parks	\$ 2,600,000	\$ 1,000,000
Canada 150 Community Infrastructure Grant	PES	31-Dec-17	Panorama Arena Floor and Dasherboards		Panorama Recreation Centre	\$ 1,300,000	\$ 500,000
Victoria Foundation Community Grants	PPS	31-Mar-18	Active Transportation and Healthy Communities Program (ATHCP)		Regional and Strategic Planning	\$ 444,790	\$ 100,000
Real Estate Foundation of BC	PPS	31-Mar-18	Active and Safe Routes To School A cornerstone initiative budgeted in ATHCP		Regional and Strategic Planning	Included in ATHCP budget: \$444,790	\$ 50,000
Homelessness Partnering Strategy	PPS	2019	To fund a variety of housing projects		Regional Housing (The project cost includes grant contribution only; the amount shown increases the 2014-2019 agreement to \$3,962,767.	\$ 793,652	\$ 793,652
GRANTS AWARDED SINCE JANUARY 1, 2015						\$ 7,986,373	\$ 3,670,740

GRANTS AWARDED AS OF JANUARY 1, 2015

Grants Administration Dashboard ➤ Externally Sourced Grant Funding

STATUS LEGEND:	 Work in Progress (Red cell means delay)	 Board Resolution Needed	 Application Done	 Project Done	 Application Declined	 Links to information provided
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Grant Program Links	Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
BC Real Estate Foundation	Ongoing	15-Dec-16	Depends on \$ value	PES, PPS	 Grant alert sent: follow-up in progress.
Bike BC 2016	14-Oct-16	16-Dec-16	Depends on \$ value	PES,PPS	 Grant alert sent: follow-up in progress.
Green Municipal Fund	Ongoing	01-Mar-17	Yes	F&T IWS PES PPS	 Ongoing item: staff scan continuously for suitable opportunities. Immediate focus is successful pursuit of Zero Emissions Initiative
BC Rural Dividend Program (Intake 3)	TBA - 2017	TBA - 2017	Yes	Forthcoming	Forthcoming once details of Intake 3 are announced
Investment Agriculture Fund	Ongoing	TBA - 2017	Depends on \$ value	Forthcoming	Forthcoming once details of Intake 3 are announced
Affordable Rental Innovation - CMHC	30-Sep-16	Ongoing intake	Yes	PPS	 PPS - Regional Housing following up. Funds available for 5 years or until all funds are assigned; whichever comes first.
Canada-BC Agri-Innovation Program	Ongoing	Ongoing intake	Depends on \$ value	PPS	 Grant alert sent: follow-up in progress.
Connecting British Columbia Program	17-Jun-16	Ongoing intake	Depends on \$ value	Referred to IT for review	 Referred to IT for review given the work conducted in the past to explore ways on increasing connectivity in the Electoral Areas.
BC Hydro Custom Incentive Program	Ongoing	Ongoing intake	Yes	PES	 Several CRD facilities have been identified as having the potential to qualify for this program which can cover up to 75% of lighting retrofit costs for projects that save more than 50,000 kWh of electricity annually. Work is ongoing to determine which ones qualify for funding.
BC Francophone Affairs Program	12-Sep-16	Ongoing intake	No	PPS, PES	 Grant alert sent: follow-up in progress.

STATUS LEGEND: Work in Progress (Red cell means delay) Board Resolution Needed Application Done Project Done Application Declined Links to Information provided

Funding Sources / Plans	Description	Possible Timing	Links
Federal Infrastructure Funding	A variety of budget commitments relate directly to CRD's mandate in the following areas: Climate Action, Asset Management, Water and Wastewater, Affordable Housing, Recreation and Cultural infrastructure. The website link in the right-most cell provides an overview of infrastructure funding programs. Additionally, links to media coverage providing insight on senior level government direction and timeline are listed.	Known programs are included in the grants forecast below. Additional information will be released in the near term as noted on the website (see web link listed at the top of the right-most cell).	<p>NEW: Ph 2 of Federal Infrastructure Funding to be expanded - details in early 2017</p> <p>Federal Infrastructure Funding Website (aligns with 2016 Budget)</p> <p>Small communities won't miss out on next wave of Infrastructure funding (Sept. 20, 2016)</p> <p>Infrastructure Ministers Plan for Phase 2 of Infrastructure Investment (Sept 8, 2016)</p> <p>Ottawa to survey municipalities on Infrastructure needs (Sept 6, 2016)</p> <p>Federal consultations on infrastructure plan point to need for flexibility (Sept 6, 2016)</p> <p>Social Benefits from Infrastructure (Discussions in progress with Provincial/Municipal leaders)</p>
Federation of Canadian Municipalities (FCM) - Federal funding for Green Initiatives (\$75 million)	The Federal Government has announced \$75 million in funding to help local governments reach climate action objectives. This funding will be dedicated to new programming that will provide a suite of grants to support studies, plans and pilot projects to enable better planning, analysis and decision-making related to municipal capital investments. These financial supports will be complemented by capacity-building initiatives such as peer learning groups, case studies, workshops, conferences and webinars. Program details/launch forthcoming in early 2017.	Announced Mar. 2, 2016; details forthcoming as noted in the GREEN section of the Infrastructure Canada website (link in right-most cell of the line above)	<p>FCM News Release, March 2, 2016: \$75 million for Building Capacity in Municipalities to Address Climate Change</p> <p>See title: "Building Capacity in Municipalities to Address Climate Change" in the GREEN section of the In</p>
BC On The Move - Bike BC	Under the BC on the Move 10-Year Transportation Plan, BikeBC will award approximately \$18 million province-wide to support infrastructure projects over the period from 2015-2017. The 2016 round of funding was announced February 12, 2016 (see Proposal Assessment section).	2017 Bike BC funding call expected Spring 2017. Program parameters anticipated to remain constant.	BC On the Move - 10 Year Transportation Plan

FUNDING INITIATIVES: ONGOING SCAN

GRANTS FORECAST

See website links in the right-most column for program information available to date. Note that typically, infrastructure grants will require SHOVEL READY projects (e.g: Asset plan is current; design drawings and environmental assessments are complete; matching funding - usually 50%- is assigned.)

- [Bike BC 2017 \(3rd Round; link to 2016 program\)](#)
- [Clean Water / Wastewater Infrastructure \(1st Round; generic grant information\)](#)
- [Gas Tax - Strategic Priorities Fund \(2nd; generic grant information\)](#)
- [New Building Canada - Small Communities Fund \(3rd Round; generic grant information\)](#)
- [Green Initiatives and Infrastructure \(Preview of forthcoming initiatives\)](#)
- [Energy Innovation - Clean Energy Innovation](#)
- [UBCM Asset Management Program \(3rd, generic grant information\)](#)



**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 7, 2016**

SUBJECT **Community Works Fund (CWF) Request – Salt Spring Island and Southern Gulf Islands Regional Trails Plan**

ISSUE

Funding is required to expedite completion of the Salt Spring Island (SSI) and Southern Gulf Islands (SGI) Regional Trails Plan.

BACKGROUND

The Regional Parks Strategic Plan, approved in April 2012, includes a strategic action “In partnership with other public agencies, local government and private landowners, initiate planning for the regional trails system on Salt Spring Island and Southern Gulf Islands”. In the fall of 2012, the SGI Community Economic Sustainability Commission (CESC) introduced the “Experience the Gulf Islands” (ETGI) proposal. The proposal recognized the need for an interconnected trail system on the islands. In December 2012, the Capital Regional District (CRD) Board authorized Regional Parks to undertake planning for a regional trail system for the SGI. This project was separate from, but related to, the “ETGI” initiative.

Regional Parks contracted Valhalla Trails Ltd. to develop the conceptual trail plan which was to include a regional spine trail on each of the SGI, to which other island trails could connect. The consultant worked with groups on each island to identify desired trail routes. A draft SGI cycling and pedestrian trail plan that included potential community, regional and national park trails, was taken out for public review in 2014. Support for the draft plan was mixed, with some people expressing strong support and a desire to move forward with the plan as quickly as possible and others expressing a high level of concern around the proposed trails, particularly where trails were shown over private lands.

In 2014, the ETGI initiative was expanded to include both the SGI and SSI and the Electoral Area Services Committee (EASC) recommended to the CRD Board that a cycling and pedestrian trail map for SSI be integrated into the ETGI and the SGI regional trail planning initiatives.

In 2016, consideration was given to both the public input received in 2014 and the request to include SSI in the trail planning project. It was confirmed that moving forward, both the SGI and SSI would be addressed and that the trail planning project should focus on regional trail routes only.

The ETGI Concept Plan has been completed and is under review by the SSI Community Economic Development Commission (CEDC) and the SGI CESC, and will be presented to the EASC and to the CRD Board in the new year. From a community tourism perspective, on-islands and inter-islands transportation is a key challenge, and opportunity, that was recognized as a core community tourism goal of the plan namely:

“Build sustainable, low-carbon, inter-island and on-island transportation connections and linkages that limit or lower on-island car traffic.”

Trail infrastructure, for pedestrians and cyclists, is also an important component of the visitor experience and residents on-island transportation network.

The SGI Electoral Area Director supports the allocation of \$20,000 from the SGI Electoral Area`s CWF for the proposed project.

ALTERNATIVES

That the Finance Committee recommends to the Capital Regional District Board:

1. That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to expedite completion of the Salt Spring Island and Southern Gulf Islands Regional Trails Plan be authorized.
2. That an alternative source of funds be identified for the proposed project.

IMPLICATIONS

Funds for the proposed project are available in the SGI Electoral Area`s CWF (see Schedule A).

The proposed project does not relate to CRD owned infrastructure and will not affect CRD operations. The funds will support additional resources to be assigned to Regional Parks to expedite completion of the plan.

Economic

The identification and development of regional trail network is required to support active transportation modes for residents and visitors on the islands as well as a key infrastructure component of ETGI as well.

Social

The provision of regional trails on the islands will provide an alternative to private vehicle trips by residents and visitors.

Environmental

The provision of regional trails on the islands will help reduce greenhouse gas emissions related to transportation on the islands.

CONCLUSION

Funding is required to expedite completion of the SSI and SGI Regional Trails Plan.

This project is eligible for funding under the CWF Agreement. The required funding is available in the SGI Electoral Area CWF.

The SGI Electoral Area Director supports the allocation of \$20,000 from the SGI's CWF for the Regional Trails project.

RECOMMENDATION

That the Finance Committee recommends to the Capital Regional District Board:

That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to expedite completion of the Salt Spring Island and Southern Gulf Islands Regional Trails Plan be authorized.

Submitted by:	June Klassen, MCIP, RPP, Manager SGI Service Delivery
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: Schedule A - SGI Community Works Fund

Schedule A - SGI Community Works Fund

SOUTHERN GULF ISLANDS COMMUNITY WORKS FUNDS					
CWF PROJECT CATEGORY	(GL:215093)	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT APPROVED	CWF BALANCE BASED ON FUNDING TO BE RECEIVED IN 2016
Public Transit/Active Transportation					
Mayne Island Demo Trail		For development of a demonstration trail on Mayne Island	Nov-14	\$ 60,000	
Mayne Island Bus Society		To acquire 2 vehicles for Galiano Island and North Pender Island community bus groups.	May-16	\$ 50,000	
Magic Lake Estates Emergency Access/Egress Route		To construct a trail for recreational and safety purposes	Oct-16	\$ 50,000	
Community Energy Systems					
PI Community Hall		Energy efficiency retrofit - scope analysis	Aug-11	\$ 11,000	
PI Community Hall		Energy efficiency retrofit	Mar-12	\$ 132,000	
Pender School Solar Roof Project		Installation of a solar roof energy system	Feb-16	\$ 20,000	
Greening Satuma Community Hall		Energy audit and implementation of energy efficiency upgrades	Feb-16	\$ 30,000	
Pender Library (part of SGI Library Service)		Installation of a solar roof energy system	Dec-16	TBC: \$15,000	
Disaster Mitigation					
Gardom Pond lower dam		For emergency repairs to Gardom Pond	Oct-14	\$ 50,000	
Water and Wastewater					
Water Meters		For the purchase of water metering equipment to be installed in a number of SGI water services on the SGI.	May-08	\$ 265,700	
Infrastructure Inventory		Water and sewer infrastructure inventory, inclusive of a complete island-wide standpipe inventory.	Aug-11	\$ 150,000	
Pender Islands Fire Hall No. 1		Water supply infrastructure upgrade for the Pender Islands Fire Hall No. 1	Apr-14	\$ 75,000	
Lyall Harbour/Boot Cove		For the Lyall Harbour/Boot Cove water system project	Aug-12	\$ 120,000	
Lyall Harbour/Boot Cove		For the Lyall Harbour/Boot Cove water system project	Mar-13	\$ 20,000	
North Galiano Fire Hall Well		A well for potable water supply for Nth Galiano Fire Hall	Dec-13	\$ 18,000	
Magic Lake Estates		For the Magic Lake Estates water system project.	May-14	\$ 60,000	
Magic Lake Estates Septic System Upgrade		For phase 1 of the MLE septic system upgrade	Oct-14	\$ 60,000	
Lyall Harbour/Boot Cove		For capital works to LHBC Money Lake #1 Dam	Nov-14	\$ 112,000	
Magic Lake Estates Sewerage Treatment Options		As part of MLE sewer system renewal, the project involves analyzing alternative sewerage treatment system options	Aug-15	\$ 15,000	
Solid Waste management					
Capacity Building					
Cycling/Pedestrian Trail Plan		Cycling and pedestrian trail plan for SGI	Dec-12	\$ 60,000	
SGI Community Economic Sustainability Commission Economic Development Framework		For preparation of an economic development framework for SGI	Sep-16	\$ 50,000	
Community Quality of Life and Needs Assessment Inventory		To undertake a Community Quality of Life and Needs Assessment Inventory	Jul-13	\$ 15,000	
Social Finance Model for Economic Development on the SGI		To develop a social finance model for the SGI:	Jul-14		
SGI Food System and Agriculture Strategy		For development of a food system and agriculture strategy	Aug-13	\$ 66,000	
Experience the Gulf Islands (ETGI) Concept Plan		To develop the plan	Mar-16	\$ 35,000	
Housing Needs Assessment for the SGI		To conduct a housing needs assessment	Oct-16	\$ 40,000	
SSI and SGI Regional Trails Plan		To expedite completion of the SSI and SGI Regional Trails Plan	Dec-16	TBC: \$20,000	
CWF 2005-2016: Summary				\$ 1,564,700	\$ 434,470

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 7, 2016**

SUBJECT Community Works Fund (CWF) Request – Galiano Museum Society

ISSUE

Funding is required to purchase and install a heat pump as the primary source of heating for the public museum building on Galiano Island.

BACKGROUND

The Galiano Museum Society is constructing a new museum building located at 519 Georgeson Bay Road. To date the Society has raised over \$50,000 through a variety of sources. The Society has requested funding for the purchase and installation of a heat pump to heat the building. They are proposing to purchase a heat pump system from Salish Sea Heating & Ventilation Ltd. based on Salt Spring Island.

The Southern Gulf Islands (SGI) Electoral Area Director supports the allocation of \$20,000 from the SGI Electoral Area's CWF for the proposed project.

ALTERNATIVES

That the Finance Committee recommends to the Capital Regional District (CRD) Board:

1. (a) That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to purchase and install a heat pump as the primary source of heating for the public museum building on Galiano Island be authorized, and
 - (b) That the CRD enter into an agreement with the Galiano Museum Society with terms and conditions of the Community Works Funding.
2. That an alternative source of funds be identified for the proposed project.

IMPLICATIONS

Funds for the proposed project are available in the SGI Electoral Area's CWF (see Schedule A).

The proposed project does not relate to CRD owned infrastructure and will not affect CRD operations.

Social

The funds will assist the society to move towards completion of a museum on Galiano Island, which is a long sought objective for the island community to preserve, inform and showcase its rich history and culture.

CONCLUSION

Funding is required to purchase and install a heat pump as the primary source of heating for the public museum building on Galiano Island.

This project is eligible for funding under the CWF Agreement. The required funding is available in the SGI Electoral Area CWF.

The SGI Electoral Area Director supports the allocation of \$20,000 from the SGI's CWF for the heat pump project.

RECOMMENDATIONS

That the Finance Committee recommends to the Capital Regional District Board:

- a) That funding of \$20,000 from the Southern Gulf Islands Community Works Fund to purchase and install a heat pump as the primary source of heating for the public museum building on Galiano Island be authorized, and
- b) That the CRD enter into an agreement with the Galiano Museum Society with terms and conditions of the Community Works Funding.

Submitted by:	June Klassen, MCIP, RPP, Manager SGI Service Delivery
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: Schedule A - SGI Community Works Fund

Schedule A - SGI Community Works Fund

SOUTHERN GULF ISLANDS COMMUNITY WORKS FUNDS				
CWF PROJECT CATEGORY (GL:215093)	DESCRIPTION	APPROVAL DATE (MY)	AMOUNT APPROVED	CWF BALANCE BASED ON FUNDING TO BE RECEIVED IN 2016
Public Transit/Active Transportation				
Mayne Island Demo Trail	For development of a demonstration trail on Mayne Island	Nov-14	\$ 60,000	
Mayne Island Bus Society	To acquire 2 vehicles for Galiano Island and North Pender Island community bus groups.	May-16	\$ 50,000	
Magic Lake Estates Emergency Access/Egress Route	To construct a trail for recreational and safety purposes	Oct-16	\$ 50,000	
Community Energy Systems				
PI Community Hall	Energy efficiency retrofit - scope analysis	Aug-11	\$ 11,000	
PI Community Hall	Energy efficiency retrofit	Mar-12	\$ 132,000	
Pender School Solar Roof Project	Installation of a solar roof energy system	Feb-16	\$ 20,000	
Greening Saturna Community Hall	Energy audit and implementation of energy efficiency upgrades	Feb-16	\$ 30,000	
Pender Library (part of SGI Library Service)	Installation of a solar roof energy system	Dec-16	TBC: \$15,000	
Galiano Museum Society	Installation of a heat pump to heat the new museum building	Dec-16	TBC: \$20,000	
Disaster Mitigation				
Gardom Pond lower dam	For emergency repairs to Gardom Pond	Oct-14	\$ 50,000	
Water and Wastewater				
Water Meters	For the purchase of water metering equipment to be installed in a number of SGI water services on the SGI.	May-08	\$ 265,700	
Infrastructure Inventory	Water and sewer infrastructure inventory , inclusive of a complete island-wide standpipe inventory.	Aug-11	\$ 150,000	
Pender Islands Fire Hall No. 1	Water supply infrastructure upgrade for the Pender Islands Fire Hall No. 1	Apr-14	\$ 75,000	
Lyllal Harbour/Boot Cove	For the Lyllal Harbour/Boot Cove water system project	Aug-12	\$ 120,000	
Lyllal Harbour/Boot Cove	For the Lyllal Harbour/Boot Cove water system project	Mar-13	\$ 20,000	
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Magic Lake Estates	For the Magic Lake Estates water system project.	May-14	\$ 60,000	
Magic Lake Estates Septic System Upgrade	For phase 1 of the MLE septic system upgrade	Oct-14	\$ 60,000	
Lyllal Harbour/Boot Cove	For capital works to LHBC Money Lake #1 Dam	Nov-14	\$ 112,000	
Magic Lake Estates Sewerage Treatment Options	As part of MLE sewer system renewal, the project involves analyzing alternative sewerage treatment system options	Aug-15	\$ 15,000	
Solid Waste management				
Capacity Building				
Cycling/Pedestrian Trail Plan	Cycling and pedestrian trail plan for SGI	Dec-12	\$ 60,000	
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SSI and SGI Regional Trails Plan	To expedite completion of the SSI and SGI Regional Trails Plan	Dec-16	TBC: \$20,000	
CWF 2005-2016: Summary			\$ 1,564,700	\$ 434,470

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 7, 2016**

SUBJECT **Operating Reserve Bylaws No. 4144, 4145, 4146 and 4147**

ISSUE

To request Capital Regional District (CRD) Board approval of Bylaws No. 4144, 4145, 4146 and 4147 relating to the administration of Operating Reserve Funds.

BACKGROUND

In June 2016, the CRD Board approved establishment of two Operating Reserve Fund bylaws: (1) Bylaw No. 4102 for a number of CRD regional services, and (2) Bylaw No. 4103 for legacy services that receive donations. These bylaws enabled CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Since the June Board meeting, staff have continued work on evaluating the need for operating reserves for other regional and local services. As a result, four bylaws are now proposed for the Board's approval to enable operating reserve funds to be set up for the service categories noted:

Bylaw No.	Service Category
4144	Sewer and water services
4145	Arts and recreation services
4146	Electoral Area services
4147	Regional services (this amendment bylaw adds 3 regional services)

These bylaws enable a separate reserve fund to be established for each service listed in the bylaw such that monies assigned will not be pooled across services. The CRD auditors also concur with this approach.

ALTERNATIVES

1. That the Finance Committee recommend to the Capital Regional District Board:
 - a. That Bylaw No. 4144 cited as the "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
 - b. That Bylaw No. 4145 cited as the "Capital Regional District Arts and Recreation Service Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
 - c. That Bylaw No. 4146 cited as the "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time and adopted.
 - d. That Bylaw No. 4147 cited as the "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No.1, 2016" be introduced and read a first and second time, read a third time and adopted.
2. That the Finance Committee recommend to the Capital Regional District Board that Bylaws No. 4144, 4145, 4146, and 4147 be deferred pending further information from staff.

FINANCIAL IMPLICATIONS

The proposed bylaws will enable the transfer of surplus funds to reserve for future operating expenditures and revenue stabilization as required.

Funds transferred to these reserves will be approved by the Board as part of the annual financial planning process will be held in separate funds for each service.

CONCLUSION

Operating Reserve Funds enable services to set aside operating fund surpluses for use in future budget cycles to stabilize revenues, cover unforeseen expenditures and to cover one-time projects. The transfer of monies to the reserves require Board approval as part of the annual financial planning process.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4144 cited as the “Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016” be introduced and read a first and second time, read a third time and adopted.
2. That Bylaw No. 4145 cited as the “Capital Regional District Arts and Recreation Service Operating Reserve Fund Bylaw No. 1, 2016” be introduced and read a first and second time, read a third time and adopted.
3. That Bylaw No. 4146 cited as the “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016” be introduced and read a first and second time, read a third time and adopted.
4. That Bylaw No. 4147 cited as the “Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No.1, 2016” be introduced and read a first and second time, read a third time and adopted.

Submitted by:	Rajat Sharma, B.Eng., MBA, CPA, CMA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment 1: Bylaw No. 4144

Attachment 2: Bylaw No. 4145

Attachment 3: Bylaw No. 4146

Attachment 4: Bylaw No. 4147

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4144

A BYLAW TO ESTABLISH OPERATING RESERVE FUNDS FOR SEWER AND WATER SERVICES

WHEREAS:

- A. The Capital Regional District, pursuant to supplementary Letters Patent, bylaws, or the Local Government Act have established sewer and water services;
B. Pursuant to Section 377 of the Local Government Act, the Board of the Regional District is empowered by Section 188 of the Community Charter, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the Reserve fund;
C. It is deemed desirable to establish operating reserves for certain Capital Regional District services to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

NOW THEREFORE the Board of the Capital Regional District enacts as follows:

- 1. The Regional District hereby establishes a separate operating reserve fund for each of the Capital Regional District sewer and water services listed in SCHEDULE A;
2. Money from current revenues, or as otherwise available may from time to time be paid into separate reserve funds, and will be reflected as part of the annual financial planning process.
3. The monies set aside in Section 1 may be invested in the manner provided by the Local Government Act. All funds, including any interest earned, shall be used exclusively for the benefit of the services as indicated in Section 1.
4. This Bylaw may be cited as "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016."

READ A FIRST TIME THIS th DAY OF 2016
READ A SECOND TIME THIS th DAY OF 2016
READ A THIRD TIME THIS th DAY OF 2016
ADOPTED THIS th DAY OF 2016

CHAIR

CORPORATE OFFICER

SCHEDULE A

- 1) Trunk Sewers & Sewage Disposal
- 2) Saanich Peninsula Wastewater

Salt Spring Island:

- 1) Highland/Fernwood Water
- 2) Beddis Water
- 3) Fulford Water
- 4) Cedar Lane Water
- 5) Septage Composting – Salt Spring
- 6) Ganges Sewer Utility
- 7) Maliview Sewer Utility

Southern Gulf Islands:

- 1) Magic Lake Estates Water
- 2) Lyall Harbour Boot Cover Water (Saturna)
- 3) Skana Water (Mayne)
- 4) Sticks Allison Water (Galiano)
- 5) Surfside Park Estates (Mayne)
- 6) Magic Lake Sewer Utility

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4145

A BYLAW TO ESTABLISH OPERATING RESERVE FUNDS
FOR ARTS AND RECREATION SERVICES

WHEREAS:

- A. The Capital Regional District, pursuant to supplementary Letters Patent, bylaws, or the Local Government Act have established Arts and Recreation services;
B. Pursuant to Section 377 of the Local Government Act, the Board of the Regional District is empowered by Section 188 of the Community Charter, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the Reserve fund;
C. It is deemed desirable to establish operating reserves for certain Capital Regional District services to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

NOW THEREFORE the Board of the Capital Regional District enacts as follows:

- 1. The Regional District hereby establishes a separate operating reserve fund for each of the following Capital Regional District Arts and Recreation services:
1) Arts and Cultural Grants
2) Sooke and Electoral Area Recreation and Facilities
3) Panorama Recreation
2. Money from current revenues, or as otherwise available may from time to time be paid into separate reserve funds, and will be reflected as part of the annual financial planning process.
3. The monies set aside in Section 1 may be invested in the manner provided by the Local Government Act. All funds, including any interest earned, shall be used exclusively for the benefit of the services as indicated in Section 1.
4. This Bylaw may be cited as "Capital Regional District Arts and Recreation Services Operating Reserve Fund Bylaw No. 1, 2016."

READ A FIRST TIME THIS th DAY OF 2016
READ A SECOND TIME THIS th DAY OF 2016
READ A THIRD TIME THIS th DAY OF 2016
ADOPTED THIS th DAY OF 2016

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4146

A BYLAW TO ESTABLISH OPERATING RESERVE FUNDS FOR ELECTORAL AREA SERVICES

WHEREAS:

- A. The Capital Regional District, pursuant to supplementary Letters Patent, bylaws, or the Local Government Act have established Electoral Area services;
B. Pursuant to Section 377 of the Local Government Act, the Board of the Regional District is empowered by Section 188 of the Community Charter, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the Reserve fund;
C. It is deemed desirable to establish operating reserves for certain Capital Regional District services to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

NOW THEREFORE the Board of the Capital Regional District enacts as follows:

- 1. The Regional District hereby establishes a separate operating reserve fund for each of the following Capital Regional District Electoral Area services listed in SCHEDULE A;
2. Money from current revenues, or as otherwise available may from time to time be paid into separate reserve funds, and will be reflected as part of the annual financial planning process.
3. The monies set aside in Section 1 may be invested in the manner provided by the Local Government Act. All funds, including any interest earned, shall be used exclusively for the benefit of the services as indicated in Section 1.
4. This Bylaw may be cited as "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016."

READ A FIRST TIME THIS th DAY OF 2016
READ A SECOND TIME THIS th DAY OF 2016
READ A THIRD TIME THIS th DAY OF 2016
ADOPTED THIS th DAY OF 2016

CHAIR

CORPORATE OFFICER

SCHEDULE A

- 1) Durrance Road Fire
- 2) SGI Emergency Program
- 3) SSI Emergency Program
- 4) Nuisance and Unsightly Premises
- 5) Electoral Area Fire Services
- 6) Soil Deposit and Removal
- 7) Noise Control
- 8) Animal Care Services
- 9) Community Planning – JDF
- 10) Community Transit (SSI)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4147

**A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT
OPERATING RESERVE FUNDS BYLAW**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 4102, "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016" is hereby amended as follows:

By deleting Section 1 in its entirety and replacing it with the following:

" 1. The Regional District hereby establishes a separate operating reserve fund for each of the following Capital Regional District regional services:

- a) Legislative and Government
- b) Regional Parks
- c) Regional Planning Services
- d) Regional Growth Strategy
- e) Climate Action and Adaptation
- f) Regional Source Control
- g) Land Assembly, Housing and Land Banking
- h) Hazardous Materials Incident Response
- i) Emergency Response Telephone "

2. This Bylaw may be cited as "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment No. 1, 2016".

READ A FIRST TIME THIS	th	DAY OF	2016
READ A SECOND TIME THIS	th	DAY OF	2016
READ A THIRD TIME THIS	th	DAY OF	2016
ADOPTED THIS	th	DAY OF	2016

CHAIR

CORPORATE OFFICER



Making a difference...together

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 7, 2016**

SUBJECT **Revenue Anticipation Resolution for Current Capital Regional Hospital District (CRHD) Operating Expenditures**

ISSUE

Adoption of a revenue anticipation resolution (General Purpose) authorizing borrowing up to \$10,000,000 early in 2017, if so required, prior to receipt of requisition revenues in August 2017.

BACKGROUND

Section 31 of the *Hospital District Act* permits monies to be borrowed for the interim period for the purpose of meeting current operating expenditures, including debt servicing costs, until revenue is received from member municipalities. All money if so borrowed must be repaid within nine months of the date of the borrowing.

Although the CRHD Board has previously approved a revenue anticipation resolution for this purpose, it has not had to act on the resolution. However, given the scope of operations including the construction of the Summit project, it is considered appropriate to have the flexibility to enable the Board to respond to opportunities or unforeseen circumstances, and have the ability to access funds should the CRHD require access to funding between January 1, 2017 and August 1, 2017.

The CRHD can borrow funds by making overdraft arrangements within our current banking agreement or by using the Municipal Finance Authority's (MFA) Interim Financing Program. Currently, the MFA's short term borrowing rate (as of November 25, 2016) is 1.37% (variable rate). The CRHD can also provide the opportunity to its current banking service provider to offer a competitive rate in the event it becomes necessary to secure interim operating funds.

ALTERNATIVE

The Finance Committee recommends to the Capital Regional District Board:

1. That the resolution be adopted to allow the temporary borrowing of up to \$10,000,000 for operating expenditures.
2. That the report be referred to staff for additional information.

FINANCIAL IMPLICATIONS

The proposed resolution provides the CRHD access to funds as of January 2017 to cover expenditures if so required, pending receipt of requisition revenues later in the year. Borrowed funds will be repaid upon receipt of anticipated revenues by August 2017. In the past, the CRHD has never had to act on the revenue anticipation resolution. The purpose of approving this resolution is to ensure that borrowing authority will be available in the unlikely event that funds are required to meet short-term operational cash flow needs.

CONCLUSION

The adoption of the resolution is necessary in order to permit borrowing to meet current operating expenditures in 2017 prior to the receipt of annual requisition funding in August.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional Hospital District Board:

That the resolution be adopted to allow the temporary borrowing of up to \$10,000,000 for operating expenditures.

Submitted by:	Rajat Sharma, MBA, CPA, CMA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: Revenue Anticipation Resolution

CAPITAL REGIONAL HOSPITAL DISTRICT

RESOLUTION

Victoria, BC, December 14, 2016

No. _____

WHEREAS, pursuant to Section 31 of the *Hospital District Act*, the Board may by resolution with the approval of the Minister of Health or a person authorized by him to act on his behalf, borrow money for purposes other than capital expenditures by temporary loan such sums as the Board may deem necessary to meet the current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board;

AND WHEREAS pursuant to Section 25 of the said *Act*, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a Hospital District until August 1st of each year;

AND WHEREAS it is anticipated that a maximum of \$10,000,000 of borrowed funds will be required to meet 2017 current operating expenditures of the Board including the amounts required for principal and interest falling due within the year upon any debt of the Board;

NOW THEREFORE BE IT RESOLVED that the Board of the Capital Regional Hospital District borrow pursuant to Section 31 of the *Hospital District Act* a sum not exceeding \$10,000,000 for the purpose of paying the said current operating expenditures;

AND THAT the aforesaid monies or any part thereof may be borrowed for the purpose of aforesaid by means of bank overdrafts, bankers' acceptances, or promissory notes, bearing the Corporate Seal and signed by the Chair or Acting Chair and the Treasurer or Acting Treasurer. All monies borrowed pursuant to this resolution shall be repaid within nine months of the date of the first monies borrowed pursuant to this resolution;

AND THAT the Board of the Capital Regional Hospital District hereby pledges as security for liability incurred hereby, that part of current revenues necessary to fully satisfy any liability so created and the money borrowed shall be a first charge against current revenues received.