



**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE
REVISED AGENDA**

Thursday, November 28, 2024, 9:30 a.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

Pages

-
1. **CALL TO ORDER**
 2. **AGENDA**
 - 2.1 Adoption of Agenda
 3. **PRESENTATIONS AND DELEGATIONS**
 4. **REPORTS**
 - 4.1 Budget Project Status Report 3
Senior Leadership Team
(Voting - All Directors)
 - 4.2 INSERT: Regional Water Service Area 2025 Rate Bylaw Amendment - Updated 27
Chief Administrative Officer / Chief Financial Officer
Manager, Budgeting and Grants
(Voting - A, B, D, E, F, Sechelt)
 - 4.3 New Recycle BC Agreements for Recycling Depots 38
Manager, Solid Waste Services
(Voting - All Directors)
 - 4.4 2025 Call for Resolutions to the Association of Vancouver Island and Coastal 41
Communities (AVICC)
Executive Coordinator
(Voting - All Directors)
 - 4.5 Pender Harbour Transfer Station Site Operations Contract Extension 52
Manager, Solid Waste Services
(Voting - All Directors)
 5. **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (b) and (k) of the *Community Charter* – "personal information about an identifiable individual who holds or is being considered for a position...", "personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity" and "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public"..

6. REPORTS CONTINUED

- 6.1 Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement Amendment No. 1 54
Manager, Capital Projects
(Voting - A, B, D, E, F, Sechelt)
- 6.2 Request for Proposal 2435204 Contract Award for Sechelt Landfill Contact Water Pond Relocation Construction 56
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Manager, Solid Waste Services
(Voting - All Directors)
- 6.3 Request for Proposal 2434504 Dock Upgrades at Hopkins Landing - Award Report 59
General Manager, Community Services
(Voting - B, D, E, F)

7. COMMUNICATIONS

8. NEW BUSINESS

9. ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024
AUTHOR: Tina Perreault, Chief Administrative Officer/Chief Financial Officer
SUBJECT: BUDGET PROJECT STATUS REPORT – NOVEMBER 2024

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – November 2024 be received for information.

BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2024 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

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

The approved projects through the 2024 Budget are included in this report as well as carried forward projects from prior years. Approved funding related to base budget increases are not included in the BPSR. Staff have added proposed completion dates wherever possible.

STRATEGIC PLAN AND RELATED POLICIES

The BPSR is a metric for reporting on projects that move the Strategic Plan and various other core documents forward.

CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board.

ATTACHMENT

Budget Project Status Report Update

Reviewed by:			
GM, Community Services	X - S. Gagnon	Finance	
GM, Planning and Development	X - I. Hall	Legislative	X - S. Reid
GM, Infrastructure Services	X - R. Rosenboom	Human Resources	

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: November 21, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CA	110	Reid	\$119,650	\$70,455	COVID-19 Restart Funding	2022	2024-Q4		All	Regional	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	L-Service Delivery Excellence L- Government Excellence L- Climate Resilience & Environment	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. Further recommendation that the scope for the project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new A/V hybrid technology in the Boardroom. Boardroom chairs ordered and replaced. A kick-off meeting with an audio-visual service provider was scheduled for November 21, 2023. Procurement of sound system and Boardroom furniture under way. Tables and Chairs have been ordered for Staff, Delegation, and Media. Contract signed with AV service provider for sound system equipment and install. Sound equipment sourced and ordered. Sound and new camera installation is complete. Development and configuration of a meeting room control panel is underway.	Carryforward (Other)	2022 Q2	In Progress 75%
2	CA	110	Shay	\$4,500	\$2,250	Taxation	2024			All	E and F	General Government - Howe Sound Community Forum - Hosting	L-Service Delivery Excellence L- Government Excellence L- Climate Resilience & Environment	Jul 2024: venue and date booked. supporting HSBRS with agenda.	Board Directive	2024-04	In Progress 25%
3	CA	110	Perreault	\$40,000	\$25,648	Operating Reserves	2024			All	Regional	General Government - Corporate Workplan	L- Government Excellence	July 24-Consultants and senior leadership team to work on resource planning, reviewing past board directives and corporate and board initiatives. Board Workshop to take place in Q3 2024 which will inform 2025 Budget. Ongoing into 2025 - prioritizations.	Business Continuity	2024-07	In Progress 75%
4	CA	110	Perreault	\$40,000	\$3,657	Operating Reserves	2024			All	Regional	General Government - Organization Review - Phase 2 Implementation	L- Government Excellence	Organization Review (includes \$10,000 Phase 1) – Phase II Implementation builds upon the Organizational Review begun in Fall 2023. Have initiated some preliminary internal improvements and have items on the 2025 Budget for consideration.	Business Continuity		Started
5	CA	115	Parker	\$12,000	\$0	Operating Reserves	2023			All	Regional	Human Resources - LinkedIn Recruiter Package (Pilot Project) - Online Tool License (Discretionary)	L- Service Delivery Excellence	Ongoing recruitment needs, creation of advertisements, testing methodology, contacting applicants, setting up interviews, and all other activities in pursuit of talent acquisition, especially in the difficult to fill roles, has increased substantially over the past number of years. This was approved as a pilot project only for 2023 for purposes of a LinkedIn Recruiter package, vital to ongoing talent acquisition.	Carryforward		Not Started
6	CA	116	Cropp	\$18,000	\$0	Support Services	2023	2024-Q4		All	Regional	Purchasing and Risk Management - Business Continuity Management Program (Non-Discretionary)	L- Service Delivery Excellence L- Government Excellence	2023 Provincial mandate for local governments to have business continuity management program (BCMP). The SCRD does not have a completed BCMP and this project is to develop a comprehensive corporate plan using a combination of staff and external consultants. Development phase of the Business Continuity Management Program Framework and Charter is underway. Framework, Committee Member Selection and Charter - complete. Stage 1: Risk Analysis and Impact Assessment - 50% complete. THE PLAN DEVELOPMENT IS 75% COMPLETE. WE ARE NOW MOVING TO STAGE 2: STRATEGY DESIGN. THIS STAGE INVOLVES INCORPORATING RISK MITIGATION STRATEGIES, RECOVERY STRATEGIES, AND RESOURCE ALLOCATION.	Carryforward	2023-11	In Progress 75%
7	CA	116	Cropp	\$50,000	\$0	Operating Reserves	2024	2024-Q4		All	Regional	Purchasing and Risk Management - Statement of Values - Asset Appraisal for Insurance Requirements	L- Service Delivery Excellence	A statement of values is a requirement under SCRD insurance program as a tool for the SCRD and its insurer to determine the value of insured assets. Every couple of years SCRD insurer underwriters require a formal appraisal of SCRD's insured assets. Quote received from Vendor and contract signed for 1st Phase of appraisal. THE APPRAISER HAS COMPLETED THE ASSESSMENT AND IS FINALIZING THE REPORT.	Strategic or Other Plan	2024-09	In Progress 75%
8	CA	117	Nelson	\$20,000	\$0	Support Services	2024			All	Regional	Information Services - Staff Cyber Security Awareness Program	L-Service Delivery Excellence	Support security culture development using cyber threat awareness software, training and testing for SCRD staff. March 2024 update: Completed first phishing campaign. May 2024 - Awaiting hiring of Cybersecurity Officer to resource 2nd campaign. September 2024 - implementation held pending Cyber Resiliency Assessment RFP. November 2024 - Cyber Resiliency Assessment RFP produced no respondents. Second RFP sent to 7 targeted providers, closes mid-December.	Business Continuity	2024-01	In Progress 50%
9	CA	117	Nelson	\$65,000	\$0	Capital Reserves	2024			All	Regional	Information Services - Vehicle Replacement	L- Service Delivery Excellence L- Climate Resilience & Environment	Replacement of 20-year-old vehicle. IT Chevy Tracker with EV vehicle per Fleet staff recommendation maintaining transport of IT staff and equipment to 16+ SCRD facility sites. May 2024 - Developed specifications and procurement approach. September 2024 - held pending proposed charging upgrades at Field Road. November 2024 - held pending proposed charging upgrades at Field Road.	Business Continuity	2024-02	In Progress 25%
10	CA	117	Nelson	\$80,000	\$7,076	Support Services	2024			All	Regional	Information Services - Conversion of Records to Microsoft SharePoint	L- Service Delivery Excellence	Enable migration of all SCRD digital records from obsolete/unsupportable EDRMS (Electronic Document & Records Management Solution). Operational replication of pilot migration processes completed for Planning records, now for all remaining business units. May 2024 - Reviewing Professional services providers proposals. September 2024 - converted several business units from OpenText to SharePoint solution. Procured records migration professional services. November 2024 - Executing per roll out plan to business units. Ahead of schedule.	Business Continuity	2024-02	In Progress 75%
11	CA	155	Perreault	\$2,500	\$0	Taxation	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Connected Coast Connectivity - Feasibility Study (Discretionary)	L- Service Delivery Excellence	Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coast.	Carryforward		Not Started
12	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$136,314	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included and IT Portion to be completed (Business Continuity)	L- Service Delivery Excellence	2020 project delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of a 2021 proposal was to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction. It is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been re-framed as an Alternative Work Strategy to allow for flexible work for staff. The IT equipment, furniture and staff needs assessments have been completed with the implementation considerations as part of COVID-19 re-start for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed. Additional work stations installed. Field Road currently now has 98 stations. April 23 - Modifications continue to add more workstations, with most recent being the Bylaw office and Finance areas.	Carryforward		In Progress 75%
13	CA	110 / 117	Reid	\$124,000	\$39,000	Operating Reserve / Support Services / Taxation	2023	2025-Q3		All	Regional	General Government / Information Services - Electronic Data Records Management System Conversion (Discretionary)	L- Service Delivery Excellence	Retire SCRD's current on-premises Electronic Document Records Management System (Content Server) and replace it with a modernized cloud-based solution configured to manage both physical and electronic records in the Teams / SharePoint cloud environment. Development of information architecture/records classification model and migration of Planning and Development records complete. Next migration for Building, Bylaw, Sustainable Services, and Information Services is underway. Third-party RM software tendering process is underway.	Carryforward	2023 Q2	In Progress 50%

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14	CA	111 / 117	Doyle	\$35,000	\$4,336	Support Services / Operating Reserves	2024			All	Regional	Asset Management / Information Services - Cityworks Process and Configuration Review / Expansion to Mobile Applications	L - Service Delivery Excellence	The Cityworks software, first went live in 2017, however, was not fully implemented and full utilization of the system is not being realized. The software is intended to act as the maintenance and asset management system which is primarily used by the utilities (water/wastewater) divisions. The vision is to roll the software out to other divisions. Incremental improvements have been made over the past year and staff have taken it as far as they can. Additional training and implementation support is needed to facilitate improved usage of Cityworks software. A specialty consultant would deliver training modules to administration and field staff, provide updated user documentation, and review the software implementation to make recommended improvements. March Update: Internal review of current work processes completed. Inspection/work template review underway. Final training/integration scoping targeted for mid April with training delivery anticipated to commence prior to Q3. May 15, 2024: Scheduling Training for June 2024. Sep 2024: Admin/GIS/IT training completed, End user training underway.	Business Continuity	2024-03	Started
15	CA	112 / 117	Perreault / Taylor	\$250,000	\$15,889	Operating Reserves	2024			All	Regional	Corporate Finance - Budget Software	L - Service Delivery Excellence	July 24-Scope of work drafted and on hold pending recruitment of 2 vacant finance staff.	Strategic or Other Plan		Not Started
16	CA	114 / 116 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615	Cropp	\$100,000	\$0	Operating Reserves / Support Services	2024	2024-Q4		Various	Various	Various Functions - Corporate Security Enhancement and Implementation	L - Service Delivery Excellence	The Physical Security project aims to comprehensively assess the physical security measures, practices, and vulnerabilities within all the SCRDS facilities. The primary objective is to ensure the safety of personnel, assets, and sensitive information by identifying weaknesses in our physical security infrastructure and recommending improvements. The security assessment and report are a critical component to support to the privacy impact assessment for the Privacy and Information Commissioner to ensure compliance of consideration of installing closed circuit tv (CCTV) as recommended by the RCMP with recent theft/security events at the SCRSD. Contractor evaluations being conducted. THE CONTRACTOR HAS COMPLETED THE WORKSHOPS AND SITE VISITS AND IS CURRENTLY DEVELOPING THE REPORT. THE PROJECT IS ON SCHEDULE FOR COMPLETION IN DECEMBER.	Business Continuity	2024-08	In Progress 75%
17	CA	506 / 510	Nelson	\$75,000	\$0	Operating Reserves	2024			All	Regional	Geographic Information Services and Civic Addressing - Mapping Orthophoto Refresh 2024	L - Service Delivery Excellence	Maintaining the currency of SCRSD Maps digital orthophoto imagery. The GIS Services Section will acquire digital orthophoto imagery during leaf-off conditions in the spring of 2024. This is a 3-yearly, ongoing refreshment of SCRSD Maps digital orthophoto imagery assets, last acquired in 2021. Objective is to support staff and public with research, planning and development activities in SCRSD. May 2024: Contract amended after Board approval; aircraft has flown and captured photographs, awaiting provider ortho processing. November 2024 - Provider has delivered the 7.5mm high-resolution corridor imagery through Gibsons to Sechtell. Awaiting 15nmrm imagery for remaining tiles.	Business Continuity	2024-02	In Progress 75%
18	CS	310	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Sechtell	Public Transit - Building Improvements - Security System and CCTV - Lighting and Increased Safety (see additional approved in 2022) (Low Cost, High Value)	L - Service Delivery Excellence	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTVs. (see CF - Building Improvements Increased Safety) Exterior parking lot light install completed. Sep 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Mar 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding. May 15 and July, 2024: No change - as per March 19/24 update Sep 13/24: No change - Per Jul 12/24 update. Nov 28, 2024: No change - Per Sept 13, 2024 update.	Carryforward	2022-04	In Progress 25%
19	CS	310	Kidwai	\$65,000	\$0	Operating Reserves	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Sechtell	Public Transit - Transit Vehicle Replacement	L - Service Delivery Excellence L - Climate Resilience & Environment	Replacement of the Escape with an SUV type Hybrid (Electric-Gasoline or Electric-Diesel) 4WD / AWD vehicle, set of winter tires and rims, and installation of charging infrastructure. Mar 19/24: Building vehicle specification phase has commenced. May 15/24: Vehicle specifications have been finalized, RFP request to be released in Q2. Jul 12/24: Procurement on hold due to EV infrastructure assessment. Sep 13/24: As per Jul 12/24 update. Nov 28, 2024: Purchase in progress.	Discretionary	2024-05	In Progress 25%
20	CS	312	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		All	Sechtell	Maintenance Facility (Fleet) - Building Improvements - Security system and CCTV - Lighting and Increased Safety	L - Service Delivery Excellence	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Exterior parking lot light install completed. Jul 14: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Mar 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding. May 15 and July, 2024: No change - as per March 19/24 update Sep 13/24: No change - Per Jul 12/24 update. Nov 28, 2024: Purchase in progress.	Carryforward	2022-04	In Progress 25%
21	CS	312	Kidwai	\$10,000	\$6,068	Operating Reserves	2020	2025-Q1		All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal)	L - Climate Resilience & Environment	Jun 22/23: Three out of four EV's arrived. The EV maintenance training for all mechanics to be scheduled. Identified tools required for diagnostic purpose, e.g., EV Scanner and SCRSD Purchasing process to be initiated. Sep 28/23: The required EV diagnostic tools list is being finalized. Reviewing relevant workshops/courses for staff training (including on-line options). Nov 14/23: Have purchased the scanner. Identification of other tools and training still underway. Will likely request to carry forward this project. Mar 19/24: On-line EV course through AC Delco / Lortco registration for mechanics has commenced. The EV service focus tools list is being finalized. May 15/24: Course registrations are being revised to account for staff changes and availability, as well as to match business demands. New EV tools list being finalized for orders to be placed in Q2. Jul 12/24: Staff are currently researching other options and will review based on the available budget. Sep 13/24: Employees were unable to participate in online courses due to staffing constraints; nevertheless, online EV courses are now being selected. The EV tool list will be finalized immediately after the courses. Nov 28, 2024: Staff have started taking courses. 1 mechanic has taken three courses and the second mechanic has one course.	Carryforward (Strategic)	2023-03	In Progress 75%

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22	CS	312	Kidwai	\$75,000	\$0	Operating Reserves	2023	2025-Q1		All	Sechelt	Fleet Maintenance - Corporate Fleet Strategy (Discretionary)	L - Service Delivery Excellence	A Corporate Fleet Management System or Strategy has been a corporate priority for years. A fleet strategy (or fleet management plan) would address the acquisition, maintenance, safety, budgeting and monitoring of the units in the corporate fleet. The objective of the strategy would be to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible, improve service management and workflow automation, improve its customer service, streamline repair and maintenance services, increase staff efficiency and productivity, enable complete, real-time, easily accessible data that will enhance staff and management ability to analyze and maximize availability usage and cost effectiveness of this resource. May 15/24: RFP posted. Jul 12/24: Project Charter and internal team in place. RFP released, submissions reviewed and in the process of awarding the project. Anticipate kick off of project in early Q3. Sep 13/24: Project consultant secured, kick off meeting occurred and background documentation sent to consultant for review. Nov 28, 2024: In progress. Anticipate final report in Q1 2025.	Carryforward	2024-08	In Progress 50%
23	CS	345	Gagnon	\$715,039	\$123,372	Taxation (2018+) and CWF (2024)	2018	2025-Q1		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float, Gambier structural, Eastbourne pile/footings, Keats Landing float).	L - Service Delivery Excellence L - Climate Resilience & Environment	This project dates back to 2018. Budget lift approved in 2024. Dec '23 - Keats float replacement complete. May 15/24: Eastbourne, Halkett, West Bay and Gambier: 90% design underway. Project scope submitted to DFO for permitting. Estimating RFP posting for construction in July. Construction estimated to start in fall. Completion by end of 2024. Keats Landing - Engineer secured for design. Estimated to RFP construction in July with completion by end of 2024. Vehicle access re-instated following engineer approval of work. Jul 12/24: Halkett/Gambier/West Bay/ Eastbourne - 90% design has been completed by the Engineer and under internal review. Tender documents started, expected to be released in late July/early August. Construction expected to start October. Keats Landing - Anticipate design submission from Engineer in mid-July. Tender documents will need to be drafted and are expected to be released in early August. Construction expected to start October. Sep 13/24: Issue for Tender (IFT) package for four ports has been received from engineer. Internal review complete. Project on hold due to staff vacancy. Keats Landing project is on schedule for late fall construction. Internal capacity has been shifted to continue to support this project during staff vacancy. Nov 28, 2024: Project for Eastbourne, Halkett, West Bay and Gambier on HOLD, due to staff vacancy. Cost estimate for Keats Landing project exceeds current budget. 2025 Budget proposal for budget lift submitted. Will complete tender documents, but then project is on hold pending additional funding, and will not proceed until August 2025.	Strategic or Other Plan	2023-03	In Progress 50%
24	CS	345	Gagnon	\$497,336	\$60,976	CWF and Capital Reserves	2023	2025-Q1		B, D, E, F, and Islands	F	Ports Services - Hopkins Landing Port Major Replacements (Other)	L - Service Delivery Excellence	Nov 14/23: RFP was posted on BC bid October 23, 2023. Closes November 20, 2023. RFP review process to follow. Mar 19/24: Engineer has been secured, kick off meeting held in March. Public engagement tentatively scheduled for early Q2. Construction estimated Q3-Q4. May 15/24: Community engagement open house held May 1st. Information gathered will progress design to next steps. 60% to be submitted by engineer by June. Anticipate posting construction RFP by July, with construction completion by year end. Jul 12/24: Community engagement is complete. 90% design in final stages, tender documents being drafted. Tender documents expected to be released in late July/early August. Construction expected to start October. Sep 13/24: Still awaiting 90% design from Engineer. Project is behind schedule by approx. 2 months. Due to position vacancy, internal capacity has been temporarily shifted to review the design once submitted. Project timeline and capacity to support will be evaluated at that time. Communications related to project impact will be provided through the Let's Talk page. Nov 28, 2024: Construction RFP closed. Anticipate award report in December for construction to occur in January 2025.	Carryforward (Other)	2024-01	In Progress 50%
25	CS	400	Huntington	\$589,600	\$41,588	Operating Reserves / MFA Loan	2023	2025-Q2		All	D / E	Cemetery Service - Seaview Cemetery Expansion (0.05 FTE) (Non-Discretionary)	L - Service Delivery Excellence	Nov. 14/2023: Scope of work in RFP being revised. Anticipated release by end of year. Mar 19/24: RFP finalized and should be posted in March. May 15/24: RFP Posted. Jul 12/24: Contract Awarded. Kick off anticipated early Q3. Sep 13/24: Project well underway. Anticipated completion for construction of immediate burial needs and design for new expansion area Q2 2025. Nov 28, 2024: Site survey, geotechnical assessment, site visit with project team, and site analysis completed. Draft Interment Plan and phasing diagram completed. New columbarium on order.	Carryforward	2023-Q3	In Progress 25%
26	CS	613	van Velzen	\$462,600	\$185,084	Capital Reserves	2024	2025-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller	L - Service Delivery Excellence	Mar 19/24: Phase 1 chiller replacement design work completed, chiller pre-order awarded, construction tender posted and closes March 18. May 15/24: Awarded, in progress. Jul 12/24: Chiller was scheduled for shipping from the manufacturer on July 8th, shipping has not commenced as of July 11th and is now anticipated for July 22nd. The shipping delay has resulted in the project being deferred to Q2 2025. Sep 13/24: No change. Nov 28, 2024: Contractor has received chiller, project is on track for 2025 Q3 completion.	Carryforward	2023-06	In Progress 50%
27	CS	613	van Velzen	\$900,000	\$0	MFA Equipment Loan	2024	2026-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Condenser, Heat Exchanger, and Pump Replacement	L - Service Delivery Excellence	Jun 22/23: Final decarbonization reports received and being reviewed. Procurement for detailed design started June 2023. Sep 28/23: Design contract awarded, detailed design work has commenced. Nov 14/23: Detailed design work ongoing, project is being scheduled to be completed in 2 phases to minimize impacts to ice operating season. Phase 1 Chiller replacement planned for 2024 and Phase 2 Condenser replacement planned for 2025. Mar 19/24: Phase 2 Condenser replacement design work started and in progress. Project has been split into two separate projects on BPSR, see line 37 for Phase 1 updates. Jul 12/24: Due to the delay of Phase 1 to 2025, phase 2 will likely be delayed to 2026. Current non ice season does not allow sufficient time to complete both phases in one year without impacting the scheduled ice season. Sep 13/24: No change. Nov 28, 2024: No change.	Carryforward	2023-06	Started

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28	CS	615	van Velzen	\$801,577	\$590,749	MFA 5- Year / Taxation	2021	2024-Q3	2024-Q3	B, D, E, F, DoS, ToG, SNGD	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement (MANDATORY - Safety)	L - Service Delivery Excellence	Dec 31/20 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. Work planned 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Sep 28/23: Phase 1 substantially completed July 14/23, invoicing pending. Phase 2 scheduled for May - June 2024. Nov 14/23: Draw 1 invoice payment completed, draw 2 invoice payment pending. Mar 19/24: Phase 1 invoicing complete. Phase 2 construction scheduling has commenced. May 15/24: Phase 2 construction scheduled to commence May 27. Jul 12/24: Phase 2 substantially completed, final inspections and invoicing pending. Sep 13/24: Final inspections and invoicing anticipated to be completed by end of September. Nov 28, 2024: Final inspections delayed pending completion of project deficiencies. Completion of deficiencies and final inspections anticipated prior to year end.	Carryforward (Mandatory)	2022-07	In Progress 75%
29	CS	615	van Velzen	\$63,000	\$0	Taxation	2024	2024-Q4		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sunshine Coast Arena Water Well Investigation	F - Water Stewardship	Engage professional services to determine the viability and feasibility of the well adjacent to the SCA as a water source for ice operations (thereby reducing demand on the Chapman system). This well is currently decommissioned and is no longer licensed. Mar 19/24: Not Started May 15/24: Contract amendment with Kalwij Water Dynamics Inc approved by Board. Contract amendment in progress. Jul 12/24: Award in progress, project scheduled to start Aug 6. Sep 13/24: Project has commenced with video inspection completed, pumping test is pending. Nov 28, 2024: Well inspection and pumping test completed. Report outlining results is pending.	Strategic or Other Plan	2024-03	In Progress 75%
30	CS	615	van Velzen	\$250,000	\$0	Local Government Climate Action Program (LGCAP)	2024	2024-Q4		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sechelt Aquatic Centre Heat Pump Replacements	L - Service Delivery Excellence	Replace three heat pumps at SAC that have experienced critical failures, two provide heat recovery heating to the Lap and Leisure pools and one provides heat recovery domestic water pre-heating. The pools and domestic water have two systems that can be used to provide heat: one relies on the heat pumps and the other is gas boilers. The heat pumps have failed, so we are relying on the boilers, which impacts operating efficiency, and GHG emissions. Through a basic comparison of pre and post heat pump failure data staff estimate there is an approximate 115% increase in natural gas usage and corresponding 192 tCO2e GHG emissions increase from the failed heat pumps. This is 15.5% of the SCRD's total GHG emissions. These heat pumps are not currently designated as critical in the capital plan and therefore are not funded for replacement within the annual capital renewal funding. Mar 19/24: Procurement process started. Tender posted and closes April 23. May 15/24: Tender closed, reviewing bids. Jul 12/24: Awarded, in progress. Sep 13/24: Initial contractor site visit completed, equipment ordering in progress. Nov 28, 2024: Equipment scheduled to arrive onsite in November. Project is on track for completion before year end.	Strategic or Other Plan	2024-02	In Progress 25%
31	CS	615	Donn	\$130,300	\$14,969	Capital Reserves	2023	2025-Q1		All	Sechelt and Gibsons	Community Recreation Facilities Fitness Equipment Replacement	L - Service Delivery Excellence	May 15/24: Procurement documents drafted and under review. Jul 12/24: Small fitness equipment and accessories have been ordered. The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway. Sep 13/24: RFP for larger items to be issued early in Q4. Small fitness equipment and accessories order has been received. Nov 28, 2024: Board staff report for contract award forthcoming in Q4 2024 with equipment arriving by the end of Q1 2025.	Carryforward	2024-06	In Progress 50%
32	CS	615	Donn	\$36,100	\$0	Capital Reserves	2024	2025-Q1		All	Sechelt	Community Recreation Facilities Fitness Equipment Replacement	L - Service Delivery Excellence	May 15/24: Procurement documents drafted and under review. Jul 12/24: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway. Sep 13/24: RFP to be issued early in Q4 of 2024. Nov 28, 2024: Board staff report for contract award forthcoming Q4 2024 with equipment arriving by the end of Q1 2025.	Business Continuity	2024-06	In Progress 50%
33	CS	615	van Velzen	\$2,899,900	\$7,348	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Roof Replacement	L - Service Delivery Excellence L - Climate Resilience & Environment	Nov. 14/23: Tender process has commenced for GACC and SAC roof replacement engineering design. Mar 19/24: Engineering design awarded and in progress. Design requirements for GACC upper roof solar readiness being discussed with engineer. Roof replacement construction anticipated for Q2 - Q3 2025. May 15/24: Design work started. Jul 12/24: Engineer site visits completed, design work in progress. Sep 13/24: Engineer's design brief completed, currently being reviewed by staff. Nov 28, 2024: Design documents for construction tender in final stages of development. Construction tender anticipated to be posted prior to year end.	Carryforward	2023-10	Started
34	CS	615	van Velzen	\$566,300	\$6,146	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Community Recreation - Capital Renewal Plan Project - Sechelt Aquatic Centre Roof Replacement	L - Service Delivery Excellence	Nov 14/23: Tender process has commenced for GACC and SAC roof replacement engineering design. Mar 19/24: Engineering design awarded and in progress. Roof replacement construction anticipated for Q2 - Q3 2025. May 15/24: Design work started. Jul 12/24: Engineer site visits completed, design work in progress. Sep 13/24: Engineer's design brief completed, currently being reviewed by staff. Nov 28, 2024: Design documents for construction tender in final stages of development. Construction tender anticipated to be posted prior to year end.	Carryforward	2023-10	Started

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35	CS	615	van Velzen	\$63,515	\$6,256	Taxation	2024	2025-Q4		B, D, E, F, DoS, ToG, SNGD	Gibsons	Recreation Facilities Services - Gibsons and Area Community Centre Facility Upgrades (Junior Hockey Project Leadership) (0.38 FTE)	L - Service Delivery Excellence	Proposed enhancements to the GACC to facilitate the Junior Hockey team franchise (The Sunshine Coast Junior Hockey Society). Projects will continue into 2025. Given that it is unknown at this time how many projects the Society will initiate in 2024 or 2025, the hours proposed for project leadership will need to be flexible and will be used only as required. Any unused hours in 2024 would be carried forward into 2025. May 15/24: Seat project approved by Board, projected to install while ice is out, may be delayed due to supply lead time. Execution of appropriate agreements in process. Jul 12/24: Documents completed for seat project, install date TBD. Sep 13/24: Seating installation complete. Awaiting final documentation for project signoff. Remaining hours and FTE to be carried forward in 2025 as additional projects are anticipated. Nov 28, 2024: No change.	Business Continuity	2023-03	Started
36	CS	615	Donn	\$100,000	\$0	Operating Reserves	2024	2026-Q2		All	Regional	Recreation Facilities Services - Recreation Facilities Needs Assessment and Business Case	L - Service Delivery Excellence	The current SCRDP 10-year Parks and Recreation Master Plan was introduced in September 2013 and expires at the end of 2023. As identified in the Master Plan, the SCRDP needs to determine the future of the two aging Recreation Facilities (Gibsons and District Aquatic Facility (GDAF) and Sunshine Coast Arena (SCA)). Future considerations could include reinvesting in the facilities, operating them until the end of their useful life, decommissioning, construction of new facilities, community engagement and a review of current and future participation needs and trends. This budget proposal seeks to conduct a thorough needs assessment, including community engagement, to help inform the future with the community regarding the future of Recreation Services on the Sunshine Coast. July 12/24: Not Started. Sep 13/24: Not Started. Nov 28, 2024: Project started.	Business Continuity	2024-11	Started
37	CS	615	van Velzen	\$2,172,244	\$236,437	Capital Renewal Fund	2023	Ongoing		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	L - Service Delivery Excellence	Jul 12/24: Projects completed 9. Projects awarded and in progress 9. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 9. Projects in tender drafting phase 1. Projects not started 22. Two projects were deferred to a future year and replaced with one future year project moved up to 2024 due to unanticipated equipment failure. Total projects remaining to complete 48 (16 are multiyear projects with estimated completion in 2025 or beyond.) Sep 13/24: Projects completed - 15. Projects awarded and in progress - 6. Projects in professional design phase - 4. Projects in tender phase - 1. Projects requiring retendering due to no bids received - 9. Projects in tender drafting phase - 1. Projects not started - 21. Total projects remaining to complete - 42 (16 are multiyear projects with estimated completion in 2025 or beyond.) Nov 28, 2024: Projects completed - 17. Projects awarded and in progress - 7. Projects in professional design phase - 4. Projects in tender phase - 2. Projects in tender drafting phase - 1. Projects requiring retendering due to no bids received - 8. Projects not started - 18. Total projects remaining to complete - 40 (16 are multiyear projects with estimated completion in 2025 or beyond).	Carryforward	Ongoing	In Progress 25%
38	CS	615	Shay	\$50,000	\$35,216	BC Hydro Rebate (Grant)	2022			All	Sechelt / Gibsons	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (Strategic Goal)	L - Service Delivery Excellence L - Climate Resilience & Environment	Apr / 23: completed, awaiting final reports with revisions. Nov / 23: Additional detailed engineering design work planned. May 15/24: scope of work being discussed for electrical engineering	Carryforward (Strategic)		In Progress 75%
39	CS	625	Donn	\$10,000	\$7,895	Operating Reserves	2022	2024-Q4	2024-Q4	A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity)	L - Service Delivery Excellence	PHAFAC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the School District (SD), however the SD is replacing this container with a much smaller one, and the needs of PHAFAC have increased. Apr 27/23: Staff have reinitiated work on this project and re-engaged the SD in preparation for procurement of the unit. Jun 22/23: SD has approved and confirmed the location for placement of the unit on site and staff are currently working on procuring the item. Sep 28/23: Staff were not successful in receiving quotes and are reviewing options for procurement. Nov 14/23: Staff were not successful in receiving quotes and are reviewing options for procurement. Mar 19/24: Staff were not successful in receiving quotes and are reviewing options for procurement. May 15/24: Very challenging to find a container the appropriate size. Continue to search. Jul 12/24: Staff are exploring securing a larger and more readily available container within the allocated budget for this project. Sep 13/24: C-Can has been delivered and is now on site. Insulating and mounting work to be completed in Q4 of 2024. Nov 28, 2024: Final mounting work and insulating underway, project will be completed by end of Q4, 2024.	Carryforward	2023-04	In Progress 75%
40	CS	625	Donn	\$14,437	\$572	Taxation	2020	2025-Q1		A	A	PHAFAC Annual Fitness Equipment Replacement (Low Cost, High Value)	L - Service Delivery Excellence	Oct 8: Staff identified which item is to be replaced and have received budgetary quotes for replacement. Mar 22: PO issued, invoice submitted. Project complete and residual funds carried-forward. Apr 27/23: Equipment order placed in Q3 of 2022, however, complications with shipping resulted in delivery of the equipment being delayed until Feb 2023. Anticipate fully expending the budget in 2023. Jun 22/23: No further updates to provide at this time, project is on track. Sept 28/23: Items have been identified for replacement and the procurement process has been initiated and is on track for completion. Nov 14/23: Procurement has been initiated, however delivery is not confirmed and will likely arrive Q1 2024. Mar 19/24: As a result of the initial delays, and as directed by Purchasing, staff have combined the PHAFAC Fitness Equipment replacement with the Recreation Facility Fitness Equipment replacement, as identified in the Capital Plan, and RFP development is currently underway. May 15/24: RFP drafted and under review for procurement. Jul 12/24: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway. Sep 13/24: RFP to be issued early in Q4 of 2024. Nov 28, 2024: Board staff report for contract award forthcoming in Q4 2024 with equipment arriving by the end of Q1 2025.	Carryforward	2023-04	In Progress 50%

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41	CS	650	Huntington	\$21,500	\$0	Taxation	2023	2024-Q4		A, B, D, E, F	Regional	Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application (Discretionary)	L - Service Delivery Excellence L - Social Equity & Reconciliation	Considerations for the application include the development of a parks management plan, Nation and community engagement and related fees. Apr 27/23: Staff have reviewed provincial tenure applications information and have notified Communications of the upcoming need for public engagement. Currently drafting notice of intent and request for recommendations to be submitted to Skw̓w̓7mesh Nation. Jun 22/23: Staff have begun populating administrative information required on provincial NRT application through provincial online portal Communications and Parks project team have met and set a Q3 target for initial community engagement sessions. Will be reaching out to Nation July 2023 to request engagement clarification of intent for land, as well as a letter of support. Sep 28/23: Delayed due to changes in staffing. Nov 14/23: Project lead assigned and planning initiated Rights and Titles submission to Squamish Nation. Initial exploratory meeting conducted to understand Squamish Nation's interest in DL 1313. Awaiting formal response. Mar 19/24: Formal response not yet as to SN intention/interest in land. Will proceed with NRT application while awaiting response. May 15/24: no change from March update. Jul 12/24: Formal response received from Squamish Nation Staff currently working on developing options for consideration and will bring forward in Q3 for Board consideration. Sep 13/24: Staff currently scheduling further consultation with Squamish Nation in preparation for an update for the Board anticipated for Q4. Nov 28, 2024: Staff report scheduled for Q4.	Carryforward	2023-05	In Progress 25%
42	CS	650	Huntington	\$62,263	\$21,874	Gas Tax	2016	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Park - Hall and Parking Design Plans	L - Service Delivery Excellence	Review parking and site circulation and provide recommendations for improvements. Mar 22: desk top study currently underway but not complete. Anticipate an update in Q2. Nov 24/22: On hold until site for Hall is confirmed. Nov 14/23: Project on hold, but will commence alongside of the park enhancement project. Mar 19/24: No update from Nov '23. May 15/24: Project on hold, but will commence alongside of the park enhancement project. Jul 12/24: No updates since May 15th. Sep 13/24: No updates. Nov 28, 2024: No updates.	Carryforward		Started
43	CS	650	Huntington	\$15,000	\$0	Capital and Operating Reserves	2023	2024-Q4		A, B, D, E, F	A	Community Parks - Katherine Lake Water System Replacements (Other)	F - Water Stewardship Excellence	Nov 14/23: Not started due to lack of staff capacity. Once back up to full staffing complement, will begin to work on this project. Mar 19/24: Scheduled to begin after the 2024 camping season. May 15/24: Scheduled to begin after the 2024 camping season. Jul 12/24: Scheduled to begin late Q3. Sep 13/24: No updates. Delays due to operational staffing challenges. Nov 28, 2024: No updates.	Carryforward (Other)		Not Started
44	CS	650	Huntington	\$18,800	\$29	Taxation	2023	2025 Q2		A, B, D, E, F	Regional	Community Parks - Sunshine Coast Sports Fields Strategy (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	SD30, ToG, D+S, sNGD, SD46. The intent of a joint sports field strategy would be to provide a long-term vision for the provision of field sport amenities on the Sunshine Coast, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets. Nov 14/23: Delayed due to changes in staffing. Project participations (DoS, sNGD, SD) ready for an anticipate kickoff in Q1 2024. ToG interested in participating but not able to financially contribute. Mar 19/24: Kick off meeting with participants. RFP in very early stages of being drafted. financial stewardship of project funding established. May 15/24: no change from March update. Jul 12/24: RFP release anticipated in Q3. Terms of Reference established for working group. Sep 13/24: Final Review of draft RFP completed by all participants in joint sport field strategy working group. Anticipated to be tendered by end of Q3. Nov 28, 2024: RFP finalized and out to tender.	Carryforward	2023-05	Started
45	CS	650	Huntington	\$200,000	\$61,382	Community Works	2024	2025-Q1		A, B, D, E, F	A	Community Parks - Katherine Lake Park Access Road Emergency Remediation and Upgrades	L - Service Delivery Excellence L - Climate Resilience & Environment	Katherine Lake Park Access Road Emergency Remediation and Upgrades. Awaiting survey and as built drawings. May 15, 2024: Survey and hydrology work completed. Design underway, provincial and federal permits to be submitted. Jul 12/24: Temporary repair to facilitate seasonal opening of park and campground complete. Permitting submitted to required federal/provincial agencies for permanent repair to commence in Q3. Sep 13/24: Project underway. Barring any unforeseen challenges, the project should be complete by early Q4. Nov 28, 2024: Culvert installation, hydroseeding and replanting completed. Awaiting survey and "as built" drawings.	Board Directive	2024- Q2	In Progress 75%
46	CS	650	Huntington	\$60,000	\$14,579	Taxation	2023	2025-Q2		A, B, D, E, F	F Islands	Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE) (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	Instability of the slope adjacent to the trail leading down to Wreck Beach (Keats Island). Associated costs include altering and adjusting the slope, erosion control blanket, ditching, and revegetation. Jun 22/23: Archaeological permitting complete and submitted. Staff awaiting response from Nation. Draft RFP in development. Sept 28/23: Communicating with adjacent private property. Acquiring archeological permitting currently underway for Squamish, Musqueam, and Tsleil-Waututh Nations (anticipate completion of PFR by late October). Recommendations from the geotech report has been included within RFP for engineering works and is currently being reviewed by Purchasing department. Nov 14/23: No change from September update. Continue to progress with planning. Mar 19/24: All archeological permitting received and archeological field work to commence in April 2024. May 15/24: No change from March update. Jul 12/24: Ongoing delays in archeological field work commencing. Sep 13/24: Archeological work scheduled to commence in Q3. Geotechnical assessment on adjacent private property required. Procurement of qualified professional to carry out this assessment underway. Nov 28, 2024: Geotechnical assessment completed. Awaiting report and recommendations.	Carryforward	2023-04	In Progress 50%

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47	CS	650	Huntington	\$13,940	\$4,866	Taxation	2024	2025-Q2		A, B, D, E, F	D	Community Parks - Cliff Glicker Sports Field Recovery (0.14 FTE)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	Poor turf quality, extreme drought, an inability to adequately irrigate due to extended water restrictions, as well as excessive use/traffic wear has resulted in turf failure on Cliff Glicker sports field. Anticipate being on schedule for fall 2024 reopening. This project will initiate an enhanced turf recovery program to improve the long-term health and resiliency of Cliff Glicker turf and reopen the field for public use in the fall of 2024. This project is in response to the May 18th EAS Committee adopting the recommendation that Cliff Glicker Field be closed until the fall of 2024 and "for staff to submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during 2024 budget deliberations." (132/23) Mar 19/24: Initiated additional product request for seed and fertilizer products required for further field recovery enhancement work. Planning under way by operations staff. May 15/24: Field recovery well underway. Jul 12/24: Field Recovery assisted by rainfall late spring and continued rest period. Regular maintenance tasks have been sufficient to further support recovery. Sep 13/24: Field scheduled to reopen September 2024, but will be closely monitored into 2025. Nov 28, 2024: Field continues to be closely monitored with maintenance of turf ongoing. Enhanced recovery activity limited due to operational capacity.	Business Continuity	2024-01	In Progress 75%
48	CS	650	Huntington	\$65,000	\$3,080	Capital Reserves	2023	2025-Q2		A, B, D, E, F	A	Community Parks - Vinebrook Bridge Replacement (Other)	L - Service Delivery Excellence L - Social Equity & Reconciliation	Nov 14/23: Delayed due to staff capacity. Estimated RFP draft to be completed by year end. Mar 19/24: Project still experiencing delays due to staff vacancy. Archeological assessment complete. RFP in draft. May 15/24: RFP for design work being reviewed, anticipate posting prior to end of Q2. Jul 12/24: RFP for design in late stages of final review. Sep 13/24: Contract awarded for engineering services for design. The identified project budget will only be sufficient for planning purposes, and not construction of a new bridge. Nov 28, 2024: Contract awarded for engineering and design services. Site meeting arranged with staff and contractor.	Carryforward (Other)	2024-05	In Progress 25%
49	CS	650	Huntington	\$33,963	\$1,615	Taxation	2020	2025-Q2		A, B, D, E, F	B	Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs)	L - Service Delivery Excellence L - Climate Resilience & Environment	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14: progress delayed due to staff capacity, will not commence until later in Q3. Nov 24/22: Confirming with BC MFLNRO on available environmental window to perform minor repairs and then will proceed with tendering the work to align with approved timing. Apr 27/23: No change. Jun 22/23: Staff have confirmed scope of services with land manager, and are currently drafting RFP for procurement by July. Sept 29/23: Engineer procured. Inspection and recommendation report anticipated in early Q4. Nov 14/23: No change from September update. Mar 19/24: Consultant Draft Inspection and recommendation Report Received. Staff comments submitted to consultant for consideration before report is finalized. May 15/24: no change from March update. Jul 12/24: No change, but will be considered along side the park enhancement project. Sep 13/24: No change from July update. Nov 28, 2024: No change from September update.	Carryforward	2023-05	In Progress 25%
50	CS	650	Huntington	\$60,000	\$0	Taxation	2024	2025-Q4		A, B, D, E, F	Regional	Community Parks - Inspections for Parks Engineered Structures and Reserve Contribution	L - Service Delivery Excellence L - Climate Resilience & Environment	The Regional District owns and maintains within the Parks division 43 structural bridges, 15 retaining walls, and 2 boat ramps. Currently the Parks staff completes annual inspections (visual only). As these items are engineered structural items, a detailed structural inspection that examines the internal condition of various components and subsequent reporting is required to be completed by qualified engineers every 5 years as per provincial policy (last inspections completed in 2016-2017). A bridge is classified as a permanent structure even though it may have untreated timber (non-permanent) components. Having the inspection reports will guide the SCR in minor maintenance which will prolong the assets service life. Each of the structures varies in size, material, and inspection needs. The project scope includes retaining an Engineer to inspect the structures inventoried by the SCR and to submit a corresponding report that includes current condition, load rating, maintenance required, end of life estimate, and replacement cost. Mar 19/24: Not started. May 15/24: Not started. Jul 12/24: RFP being Drafted. Sep 13/24: Delayed due to staff capacity challenges. Nov 28, 2024: RFP development in progress.	Mandatory	2024-07	Started
51	CS	650	Huntington	\$378,814	\$0	Canada Community - Building Fund (CWF)	2024	2025-Q4		A, B, D, E, F	D	Community Parks - Cliff Glicker Sports Field Irrigation System	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	To ensure the long-term health and resilience of Cliff Glicker sports field turf and protect potable water supply for public consumption, there is a need to explore/develop a reliable non-potable water supply for field irrigation. This project is result of EAS committee resolution 132/23 that directed staff to "submit a budget proposal for a turf recovery program as well as hooking up the irrigation system to an onsite well, for the Boards consideration during the 2024 budget deliberation." The project will involve engaging professionals to conduct the necessary investigation and testing, initiate proper licensing and permitting, procurement and installation of required irrigation infrastructure. Mar 19/24: Not started. May 15/24: Contract amendment with Kalwij Water Dynamics Inc approved by Board. Contract amendment in progress. Jul 12/24: Contract amendment finalized. Initial investigations set to commence in July. Sep 13/24: 24 hour pump testing completed. Awaiting consultants findings and analysis of results. Nov 28, 2024: Awaiting technical report from consultant.	Business Continuity	2024-05	In Progress 25%

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52	CS	650	Huntington	\$633,238	\$103	Gas Tax / Various	2023	2026-Q2		A, B, D, E, F	B	Community Parks - Coopers Green Park Enhancements (Other)	L - Service Delivery Excellence	Nov 14/23: Project lead assigned. Planning not yet initiated. Mar 19/24: RFP posted, will close in Q2. May 15/24: no change from March update. Jul 12/24: Contract for design and community engagement awarded. Project kick off anticipated for Q3. Sep 13/24: Project underway. Exploring internal staff capacity to develop a Let's Talk page for project updates. Nov 28, 2024: Project progressing. Public participation strategy completed. Let's Talk portal for initial round of public engagement launched.	Carryforward (Other)	2024-03	In Progress 25%
53	CS	650	Gagnon / Doyle	\$4,473,649	\$1,117,055	ICIP Grant / Various	2021	2027-Q2		A, B, D, E, F	B	Community Parks - Halfmoon Bay Community Hall (Coopers Green Hall Replacement / Upgrade (Other))	L - Service Delivery Excellence L - Climate Resilience & Environment	Jun 22/23: Undertaking pre-design planning, survey, geotechnical and archeological reviews. First community participation event planned for June 21. Sept 28/23: revised hall budget (at Connor Park) approved in July 2023. Community events hosted throughout the summer. Site survey complete. Preliminary geotechnical complete. Review with shishah Nation shows no known archeological sites. Staff to staff discussions with SD46 and MOTI (no noted concerns). Pre-Design planning underway, update report to Board anticipated in October. Nov 14/23: Pre-Design report presented to Board and site chosen. Moving forward with procurement process to progress to detail design and construction as per the October EAS staff report. Mar 19/24: RFP posted, will close in Q2. Mandatory site visit March 15th May 15/24: no change from March update. Jul 12/24: Contracts awarded for Construction management and Design of the hall. ICIP agreement amended received. ALR non-farm use application approved. Sep 13/24: Design and Construction Mgt. contractors producing conceptual design. Updates to Let's Talk page anticipated for early Q4. Nov 28, 2024: Utility Service upgrades planned. Schematic Design development underway. Documents submitted for Final Approval from ALC	Carryforward (Other)	2021-09	In Progress 25%
54	CS	665	Huntington	\$675,860	\$97,314	Capital Reserves (2021) / Gas Tax and MoTI Cost Share (2023)	2021	2025-Q4		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021 including 2023 budget increase and 0.009 FTE (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Nov 14/23: MOTI will conduct a culvert review over the next year. MoTI and SCRDR discussed possibility of a temporary measure until culvert study is complete. MOTI provided design requirements to SCRDR. SCRDR working with engineer to explore temporary design and costing. Once drafted, temporary design will be presented for MoTI and Fortis for approval prior to construction commencement. Mar 19/24: Preliminary archeological work completed. Tree/vegetation removal planned to start before nesting season. Awaiting response from MOTI for design approval. May 15/24: no change from March update. Jul 12/24: Ongoing discussions with MoTI. MoTI will take an active role in the project, to be determined. Anticipate meeting with a MoTI Project Manager in Q3 to determine next steps, roles and responsibilities. Sep 13/24: Met with MOTI. Staff report to update Board anticipated in Q4. MOTI has assumed design responsibilities and will look to the SCRDR to cost share for project. Anticipate 50% design end Q3, and 90% end Q4. Nov 28, 2024: No change from Sept 13th update.	Carryforward	2022-02	Started
55	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Gagnon	\$70,000	\$20,387	Operating and Capital Reserves / Grant	2022	2024-Q3		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (Strategic Goal)	L - Climate Resilience & Environment	Apr 2023: RFP Drafted. Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Nov 14/23: Focus to be on Field Rd to meet immediate needs and pending clarity on Mason Rd Site Plan. Electrical Engineer being hired for design work. Mar 19/24: Finalizing RFP for electrical assessment of both sites, should be posted in early Q2. May 15/24: Electrical assessment anticipated by end of summer, which will inform next steps. Jul 12/24: No change from May 15th. Sep 13/24: Electrical assessment substantially complete. Results will be used to inform next steps in the project. Will most likely result in a 2025 budget proposal. Nov 28, 2024: 2025 Budget proposal submitted.	Carryforward (Strategic)	2023-01	In Progress 50%
56	CS	310 / 312 / 370 / 650	Gagnon	\$42,500	\$12,534	Operating Reserves	2022	2024-Q4		All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (Business Continuity)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely Transit service expansion. Proposal for an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. Sep 22: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT. (Budget \$75,000 - Actual \$42,500) May 15/24: Working with BCT to review final report, also discussing options that might help address capacity over the next 5-7 years. Jul 12/24: Senior BCT and SCRDR staff meeting in early Q3. Reporting back to the Board anticipated in Q3/Q4. Sep 13/24: Same as July 12th update. Nov 28, 2024: Staff report scheduled for December.	Carryforward	2022-09	In Progress 75%
57	IS	151	Walkley	\$30,000	\$0	User Fees	2023			A	A	Dream Valley Estates Water System Feasibility (Other)	F - Water Stewardship	Associated costs for assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System. Project is delayed due to pending funding confirmation	Carryforward (Other)		Not Started
58	IS	155	Rosenboom	\$40,000	\$15,537	Infrastructure Planning Grant	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Hopkins Landing Waterworks District Feasibility Study (FP AMENDMENT)	F - Water Stewardship	Contractor has been obtained to complete technical analyses of the current water system as input to the broader feasibility study that is scheduled to be completed in Q4 2024.	Carryforward		In Progress 25%

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59	IS	350	Shoji	\$765,000	\$0	MFA Loan	2023	2024-Q4		All	A	Regional Solid Waste (Pender Harbour) - Pender Harbour Transfer Station Upgrades (Phase 2) (Discretionary)	F - Solid Waste Solutions	Due to degradation to the infrastructure, beyond the scope of available staffing resources XCG conducted a fulsome site assessment and recommended that a complete redesign and construction is necessary to address the numerous issues. Phase 1 of the proposed action will continue through 2023 and 2024. Some projects defined in Phase 1 made more sense to be included with Phase 2 of the redesign. The purpose of this proposal is to fund the completion of phase 2 of the Pender Harbour Transfer Station Site upgrades. Design is complete and construction RFP is scheduled to be issued soon.	Carryforward	2023-05	In Progress 25%
60	IS	350	Shoji	\$286,000	\$164,593	Taxation (2021) / Operating Reserves (2023)	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2 including additional funding in 2023 (Strategic Goal / Discretionary)	F - Solid Waste Solutions	Biocover - type of final cover applied to landfills, designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Phase 1 Feasibility Study was undertaken in 2020 and concluded a biocover would provide economic benefits to the SCRDP, the community, and provide significant GHG emission reductions. In March 2021, a budget of \$150,000 to conduct Phase 2 was adopted. Phase 2 will involve a pilot study where a biocover will be added to small portion of the Sechelt Landfill and monitored over a one-year period. Before posting the RFP for Phase 2, staff conducted a review to confirm the availability and approximate cost of identified biocover materials. Staff identified the approved \$150,000 budget is not sufficient to cover both the consulting fees and the materials for the pilot. Justification: The initial budget request did not take the cost of materials into account. Further, consulting fees and material costs have increased. Project completion is not possible with the current approved budget. Additional funding approved through 2023 budget process. RFP to secure professional services to carry out pilot program closed on May 24, 2023. Phase 2 Study to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. 2023 Budget proposal being submitted for additional funding for material costs. RFP closed on May 24, 2023 and awarded to Sperling Hansen. Biocover installation completed in December and one year monitoring period in progress.	Carryforward (Strategic)	2022-8	In Progress 75%
61	IS	350	Sole	\$70,000	\$13,300	Taxation	2024	2024-Q4		All	Sechelt	Regional Solid Waste - Sechelt Landfill Site Improvements	F - Solid Waste Solutions	Some areas of the Sechelt Landfill drop off area have been identified that require repair or improvement to ensure site safety for staff and the public and to ensure business continuity and regulatory compliance. These improvements include: the construction of a new propane tank storage, mattress trailer ramp repairs, handheld gas monitors, and electric fence maintenance. Fence repairs have been completed, hand-held gas monitors have been implemented. Remaining project components are underway.	Business Continuity		In Progress 50%
62	IS	350	Shoji	\$520,000	\$0	Growing Communities Funds	2024	2025-Q1		All	Sechelt	Regional Solid Waste - Sechelt Landfill Contact Water Pond Relocation - Construction (0.17 FTE)	F - Solid Waste Solutions	In 2021, SCRDP staff identified an opportunity to increase the lifespan of the Sechelt Landfill by relocating the contact water pond, which manages stormwater that comes in contact with solid waste. An options analysis and conceptual design were completed in 2023. This project is expected to extend the landfill life by approximately four years until mid to late 2030 at less than half the cost of exporting waste for disposal off Coast. Construction RFP closed on October 18th and currently under staff review.	Strategic or Other Plan	2024-03	Started
63	IS	350	Sole	\$3,250,000	\$0	Landfill Closure Reserve Fund 2021 / Capital Reserves 2024	2021	2025-Q4		All	Sechelt	Regional Solid Waste - Sechelt Landfill Stage K Closure - Additional Funding Added in 2024 (MANDATORY - Regulatory)	F - Solid Waste Solutions	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage K (previously Stage H+) represents an area that has reached its fill capacity based on height and now requires closure. Project deferred until Contact Pond relocation options analysis is completed. XCG contract amendment completed to include design work, which will be integrated with the contact pond options. July 2023 DOCP Update shows progressive closure to Stage K that will be budgeted for 2024 construction start in conjunction with Contact Water Pond relocation work. Additional funding is required to close the northern slope of the Sechelt Landfill. The total cost for closure of the northern slope, including the haul road, is estimated to be \$3.25 million (2023 cost estimate). \$2.5 million is budgeted; an additional \$750,000 is required to complete this work. Progressive closure reduces the amount of contact water (surface water that has come into contact with waste) that needs to be managed on site and spreads the cost of closing the landfill over several years. Work is dependent on the relocation of the contact water pond to the northeast corner of the property and cannot begin until that project is complete. Closure of the Sechelt Landfill must be done in accordance with provincial regulations.	Mandatory		Not Started
64	IS	350	Sole	\$150,000	\$128,800	Eco-Fee	2021	2025-Q4		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update (Strategic Goal)	F - Solid Waste Solutions	RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement on the Solid Waste Management Plan Update. Engagement Period 1 closed June 9, 2023. PTAC meetings and Engagement Period 1 identified proposed strategies for the SWMP update. PTAC meetings have continued to consider proposed strategies for the SWMP update with goal of developing a prioritized list of strategies. Staff are currently working with the consultant to develop the draft. List of strategies - Draft SWMP update report with long list of strategies will be presented at the November 27 PTAC meeting and to future Committee of the Whole meeting.	Carryforward (Strategic)	2022-06	In Progress 50%
65	IS	350	Sole	\$89,165	\$68,544	Taxation	2022			All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory)	F - Solid Waste Solutions	Mandatory Ministry of Environment reports to be prepared by the SCRDP's contracted engineering firm. Design, Operations and Closure Plan Update; Post-closure Operations and Maintenance Plan Update (COMPLETE); Geotechnical and Seismic Assessment Update COMPLETE; Environmental Monitoring Plan Update COMPLETE; Hydrogeological Assessment Update (DUE IN 2025); Leachate Management Update (DUE IN 2025); Gas Assessment and Generation Update (DUE IN 2026).	Carryforward (Mandatory)	2022-04	In Progress 75%
66	IS	350	Sole	\$87,000	\$77,363	MFA 5-Year / Taxation	2021			All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs (MANDATORY - Asset Failure)	F - Solid Waste Solutions	The old propane generator that was used to supplement the solar-based power system for the Sechelt Landfill failed mid-February 2021. The site is currently using two diesel generators on a temporary hook up until BC Hydro is able to connect us with power on their grid. Power is required for the scale, computer and telephone for example. Site is continuing to use generators until connection to BC Hydro grid is completed.	Carryforward (Mandatory)	2021-04	In Progress 75%
67	IS	350	Sole	\$264,224	\$0	MFA Loan	2023	2024		All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement (Non-Discretionary)	F - Solid Waste Solutions	Board direction to pursue a direct connection to BC Hydro grid. The total budget available for the project is \$264,224. Application submitted to BC Hydro and a final quote has been received. On November 6, 2023, BC Hydro came to the site to discuss the design and next steps. Connection construction timeline is unknown until payment to BC Hydro is made. A budget proposal will be forthcoming during the 2025 budget process to address a funding shortfall.	Carryforward	2023-5	In Progress 25%

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68	IS	350	Sole	\$165,000	\$0	Operating Reserves	2024			All	Sechelt	Regional Solid Waste (Sechelt) - Vertical Expansion Sechelt Landfill - Design Phase (0.13 FTE)	F - Solid Waste Solutions	The construction of a perimeter berm or wall on the south and west sides of Sechelt Landfill has the potential to provide additional airspace. Based on a preliminary analysis it's estimated that this could provide at least seven years of additional landfill life at the current annual infill rate. The construction of such berm or wall would not extend beyond the current limit of waste (i.e., within the Sechelt Landfill property) and would require an updated provincial permit and need to be included in the Solid Waste Management Plan that is currently being updated. This budget proposal allows for the engineering to refine the concept into preliminary design drawings and costs estimate. This cost estimate will be considered in a business case analysis of this option. This contract has been awarded.	Strategic or Other Plan	2024-04	Started
69	IS	355	Sole	\$27,000	\$22,600	Operating Reserves	2024	2025-Q2		B, D, E, F	B, D, E, F	Refuse Collection - Green Bin Purchase for Curbside Food Waste Collection	F - Solid Waste Solutions L - Service Delivery Excellence	The supply of Green Bins used for curbside food waste collection is in need of restocking. Staff have placed an order for new bins.	Business Continuity	2024-03	In Progress 50%
70	IS	365	Walkey	\$2,500	\$2,087	Operating Reserves	2020	2024-Q4		A and SNGD	A	North Pender Water System - Confined Space Document Review (MANDATORY - Safety)	L - Service Delivery Excellence	A qualified professional is required to review and update the SCRCD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to update the program. Staff are still coordinating with Pinchin to complete all documentation. Project completion expected in Q4 2024.	Carryforward (Mandatory)	2023-03	In Progress 75%
71	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	2024-Q4		A	All	North Pender Harbour Water Service - Emergency Generator (Other)	L - Service Delivery Excellence	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. Tender for generator to be issued in Q4 2024.	Carryforward (Other)		In Progress 50%
72	IS	365	Waldorf	\$850,000	\$7,179	Capital Reserves / Gas Tax	2022	2024-Q4		A and SNGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (Business Continuity)	F - Water Stewardship	Replacement of the existing 100 mm asbestos cement watermain on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 70 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and response from SCRCD Utilities staff. Due to staffing shortage and permitting issues, Project will be initiated late Q4 2023 for tendering. MOTI comments pending on SCRCD design and RoW (Watermain depth and path). Awaiting results of the Water System Modeling in Q4. Project still subject to fireflow analysis potential start in Q4 2024. Archeology field work Completed in Q3, awaiting reports and assessments.	Carryforward	2024-09	Started
73	IS	365	Walkey	\$200,000	\$0	Operating Reserves	2023	2025-Q2		A and SNGD	A	North Pender Harbour Water Service - Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work) (Non-Discretionary)	F - Water Stewardship	The North Pender Harbour water system is supplied by Garden Bay Lake. When the weather changes the lake experiences a turnover which increases the turbidity of the water drawn from the lake. The current treatment plant does not have filtration so when turbidity events occur the facility is not capable of treating for it. Additionally, due to the lack of filtration the facility is not capable of removing organics to eliminate the creation of disinfection byproducts (DBPs) which are created when water with elevated organics is chlorinated. The SCRCD does not meet the Canadian Drinking Water Quality Guidelines (CDWQG) for turbidity and DBPs at times throughout the year, this has been noted by the VCH Health officer in annual reports. This project is for preliminary engineering and pre-design which may include surveying, legal assessments, desktop conceptual design, improved estimates and/or archaeological and environmental assessments. Additional water testing recommended by consultant for surface water sources underway to improve data available for future work	Carryforward		Started
74	IS	366	Walkey	\$5,000	\$4,177	Operating Reserves	2020	2024-Q4		A	A	South Pender Water System - Confined Space Document Review (MANDATORY - Safety)	F - Water Stewardship L - Service Delivery Excellence	A qualified professional is required to review and update the SCRCD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q4 2024.	Carryforward (Mandatory)		In Progress 75%
75	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	2024-Q4		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction (MANDATORY - Asset Failure)	F - Water Stewardship	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will include the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analysis the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Preliminary modeling has been completed, staff are completing more detailed modeling regarding this reservoir and determining the correct high water level elevation to determine if we can upgrade the reservoir on the existing site or if an alternate site is preferred. This work will be completed in Q4 2024. Timeline for construction of new reservoir will be consequently confirmed.	Carryforward (Mandatory)		Started
76	IS	366	Walkey	\$100,000	\$81,319	Capital Reserves (2020) / Gas Tax (2021)	2021	2024-Q4		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades - Phase 2 including additional funding added in 2021 (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts. Additional funds approved to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues.	Carryforward		In Progress 75%
77	IS	366	Shoji	\$735,500	\$142,268	Reserves (2022) / Gas Tax (2023) / Capital Reserves (2024)	2022	2024-Q4		A	A	South Pender Harbour Water Service - McNeill Lake Dam Safety Improvements - Construction including additional funding in 2023 and in 2024 (Business Continuity / Non-Discretionary / Mandatory - Safety)	F - Water Stewardship L - Service Delivery Excellence	WSP Canada Inc., engineering consultant firm, completed a detailed dam safety analysis of the McNeill Lake Dam, which included design work, construction cost estimates and completion of tender ready construction documents for the upgrades to this dam. The cost estimate, due to global increases in construction costs and other inflationary increases resulted in a significant increase compared to the original construction budget for dam safety upgrades for McNeill Lake of \$515,000. WSP has recommended an additional 15% contingency on top of the May 2022 budget estimate, which increases the total projected cost to \$592,250, and represents a total project cost increase of \$76,750. Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement proceeding. Construction will begin following completion of Chapman and Edwards work. A comprehensive McNeill Lake Dam Safety Review was completed in 2020. The results of this dam safety review and subsequent annual safety reviews identified several deficiencies that require correction/upgrading. The upgrade work design and tender specifications were completed by WSP Canada Inc., in 2023 and construction awarded to Jim Dent Construction Ltd., in September 2023. Contractor mobilized week of August 1st and construction approximately 90% complete.	Mandatory	2023-01	In Progress 75%
78	IS	366	Waldorf	\$600,000	\$11,142	Capital Reserves / Gas Tax	2022	2024-Q4		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (Business Continuity)	F - Water Stewardship	Continuation of 2018 work, would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondview Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2023. Similar to North Pender but less urgent for construction. Project still subject to fireflow analysis, potential start in Q4 2024. Archeology field work booked for Q4 2024. No change.	Carryforward		In Progress 25%

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79	IS	366	Walkey	\$80,000	\$0	Capital Reserves	2024	2025-Q1		A	A	South Pender Harbour Water Service - Heater Replacement	L - Service Delivery Excellence	The SPHWTP was constructed in 2014 and the infrared heaters in the roof installed as a mechanism for building heating are almost ten years old. Most of the existing heating system has failed or are in poor operating condition, and the current situation presents a risk to the piping (freezing during the colder months), other mechanical and/or treatment related infrastructure and staff comfort. The heaters are located in hard to reach areas that require a arial lift to access, this presents a risk of having a heavy piece of equipment on top of the clear well which is under the main level of the treatment plant. Replacing the existing heaters with more efficient heaters that have a longer life cycle and locating them in areas that are easy to inspect and service. This work will be completed in Q1 2025	Mandatory		Not Started
80	IS	366	Walkey	\$85,000	\$0	Operating Reserves	2024	2025-Q2		A	A	South Pender Harbour Water Service - Water Supply Analyses South Pender	F - Water Stewardship	The South Pender water system relies on two main sources for its water supply: McNeill Lake and Harris Lake. Each lake has a water storage license. McNeill Lake is the primary source of water, while Harris Lake serves as a backup supply during periods of low water levels in McNeill Lake. This summer, the South Pender water system faced significant Stage 3 water restrictions due to the inadequate water levels in McNeill Lake to safely meet the system's demands. This project aims to improve the South Pender water sources, McNeill and Harris Lakes, to ensure they can meet the water demand from the system. An engineering firm will be hired for the review and will provide comment on operation and control methods complete with recommended upgrades recommendations for improvements, complete with Class D cost estimates. To assess the lakes' current conditions, an updated bathymetric survey will be necessary, either as part of the assessment or prior to it. The potential for amending the current water license requirements to allow for an increased diversion from McNeill Lake will also be assessed.	Business Continuity		Not Started
81	IS	366	Rosenboom	\$7,500	\$1,905	Operating Reserves	2022			A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal)	F - Water Stewardship L - Service Delivery Excellence L - Government Excellence	Draft Water Strategy to be presented to the Board in Q1 2024 and will be reintroduced in Q3 2024. Staff are also developing associated Action Plans. Water Strategy presented a second time to the Board at the May 23 COW meeting.	Carryforward (Strategic)		In Progress 75%
82	IS	366	Rosenboom	\$95,000	\$43,129	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modelling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward (Strategic)	2022-10	In Progress 75%
83	IS	370	Waldorf	\$475,000	\$16,859	Operating Reserves	2022	2023-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (Strategic Goal)	F - Water Stewardship	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to three additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells. Consultant drafted a presentation/report identifying the 5 proposed locations for wells in priority order. Project with shishah Nation for consultation and review. Initial feed back from shishah Nation positive and preliminary archeology is in progress. Staff have reached out to discuss the process and schedule with shishah Nation. Pumptests completed at Cliff Gilker Park Wells and RC Fire Hall. Next location is North of SCRD offices off Hilltop Road. Discussions on one new site inside shishah swiya SNL2 Hospital lands in progress with VCH and shishah Nation. Site would replace Proctor Bike Park site. Drilling completed at 3 locations, testing still to proceed at Hilltop location. VCH and shishah Nation have provided written support for the test well on hospital grounds. Whitaker Park and Hospital well to be drilled in Q4.	Carryforward (Strategic)	2023-07	In Progress 50%
84	IS	370	Walkey	\$22,500	\$18,797	Operating Reserves	2020	2024-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System (MANDATORY - Safety)	F - Water Stewardship L - Service Delivery Excellence	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q4 2024.	Carryforward (Mandatory)		In Progress 75%
85	IS	370	Waldorf	\$294,469	\$2,988	Capital Reserves / Operating Reserves (2024)	2023	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Exposed Watermain Rehabilitation Chapman Intake Line - New Project (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	In the spring of 2022, a structural assessment of the primary Chapman Water Intake transmission line was completed and the results of the inspection revealed the presence of corrosion and deterioration of the supporting steel waterline trestle structure is present. Geotechnical assessment is underway. Structural assessment for trestles will be tendered in 2024 Q3. Repairs to Trestle Footings and Drainage Trench. Work on site started early September 2024. Significant work was required to repair deteriorating footing conditions under the trestle footings. Final Geotechnical Report should complete in Q4.	Carryforward (Strategic)	2023-08	In Progress 75%
86	IS	370	Waldorf	\$1,277,600	\$647,123	Capital / Operating Reserves	2021	2024-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3 (Strategic Goal)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	Langdale: The consultant submitted the well testing report for internal review in May. The consultant will provide the final report to the Province as part of the preliminary water license application that will be submitted to the Province mid Q4. Tech Memo 4 identified proposed main path ways, pumps and treatments required based on water quality. Consultant presented to Committee of the Whole on Jan 11, 2024. Staff has procured a consultant to initiate and complete a value engineering review of treatment and engineering options, along with Final Design. Upon completion of the study, a presentation of the results of the study will be provided in early Q4. Value Eng Review in progress.	Carryforward (Strategic)	2022-1	In Progress 50%
87	IS	370	Walkey	\$155,000	\$0	Capital Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - HVAC Replacement (Imminent Asset Failure)	F - Water Stewardship L - Service Delivery Excellence	The Chapman WTP was constructed in 2004 and has a 19-year-old HVAC system which is failing. The mounting for the HVAC system is also causing issues with the roofing and has had instances of leaking over the last several years. Maintaining the existing system has become increasingly costly and the facility requires a new system altogether. A properly functioning HVAC system is critical to the safety and ongoing operational capabilities of the Chapman WTP. To be completed by Q4 2024	Mandatory		Not Started
88	IS	370	Walkey	\$130,000	\$0	Capital Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Raw Water Pump Station - Pump Maintenance and Upgrade	F - Water Stewardship L - Service Delivery Excellence	The Chapman WTP is supplied with water via the raw water pump station (CRWPS). The CRWPS was built in 2004 along with the treatment plant. A risk identified in 2022 is the inability of the plant to flow less than 80 L/sec. Operating at this low flow is required during Stage 4 when the community is encouraged to reduce flows to conserve water. A smaller pump and motor should be installed to enable flows down to as low as 40 L/sec. Having a pump/motor with the ability to run at lower flows will also provide options of right sizing which pumps are operated at different flows. Purchasing of new pumps is in process. Installation will be completed in 2025	Business Continuity		In Progress 50%

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Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
89	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity)	L - Service Delivery Excellence	Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle supply has been awarded and awaiting delivery in 2024-Q4.	Carryforward		In Progress 75%
90	IS	370	Waldorf	\$128,500	\$13,624	Reserves (2018) / Capital Reserves (2023)	2018	2024-Q4		A, B, D, E, F and DoS	E	Regional Water Service - Chastler Well Upgrades (Well Protection Plan - Phase 2) - plus additional funding added (2023 - Non Discretionary)	F - Water Stewardship L - Service Delivery Excellence	The tender for construction services for the well head improvements was issued on August 30, 2024. Construction planned to begin in late Q4 and carryover into 2025. Project design and tender documents were completed in house. Existing motor/pump failed during tender. Tender paused to update the scope and specification to include the hardware and equipment to install a new VFD controlled motor/pump in the well along with the original scope. New Expected completion date Q2 2025.	Carryforward	2023-10	In Progress 50%
91	IS	370	Shoji	\$1,000,000	\$8,373	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	F - Water Stewardship L - Service Delivery Excellence	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. High lake levels pushed construction start to mid-August and is currently 75% complete. Some work will be deferred to 2025 as high lake levels prevented work from being carried out.	Carryforward (Mandatory)	2023-01	In Progress 75%
92	IS	370	Shoji	\$730,000	\$7,304	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	F - Water Stewardship L - Service Delivery Excellence	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. The main construction program is completed with only a few minor items to address.	Carryforward (Mandatory)	2023-01	In Progress 75%
93	IS	370	Rosenboom/Perreault/Reid	\$30,000	\$180	Operating Reserves	2020	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	Reviewing potential proposals for changes to Bylaw 422. Staff are preparing proposals for the Board's consideration in early 2025 that focus on bylaw modernization. The update to Bylaw 422 is being supported by external consultant also in contemplation to other Bylaw revisions as well as volumetric billing considerations.	Carryforward		In Progress 25%
94	IS	370	Waldorf	\$921,200	\$0	Capital Reserves (2020 and 2024)	2020	2024-Q4		A, B, D, E, F, and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements (MANDATORY - Asset Failure) - Additional funding in 2024	F - Water Stewardship L - Service Delivery Excellence	The Cove Cay Pump Station, located at the North-East corner of Ruby Lake and pumps water into a reservoir that provides potable water and fire supply to the communities of Earls Cove and Jarvis Inlet, needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls, and fittings. A new intake line is also being considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is steep and challenging for service vehicle access. Options to relocate the pump station to a more accessible location will be considered. Preliminary planning for this project has begun and an RFP to complete conceptual design will be issued in Q3 2024. While the prior approved budget allowed for addressing the imminent asset failure of some of the pump station infrastructure, VCH has further ordered the SCRCD to apply add a multi-barrier treatment and complete the construction by summer 2025. Tender for design of treatment plant and pump/motor replacement in Progress. Tender Closes Sept 2024. Contractor to be selected and contract awarded in October 2024 Consultant selected, contract award in progress.	Carryforward (Mandatory)	2023-03	In Progress 25%
95	IS	370	Walkey	\$135,000	\$0	Capital Reserves	2023	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant - Mechanical Equipment Upgrades (Non-Discretionary)	L - Service Delivery Excellence	The treatment process includes a number of steps enabled by mechanical equipment to provide the high level of drinking water produced by the treatment plant. Two of the mechanical processes are the addition of soda ash to adjust the Ph and the Dissolved Air Flotation (DAF) tanks to remove solids and colour from the water. General maintenance on this equipment is ongoing but full replacement and upgrading is required. Project is for contracting an engineering consulting firm to recommend and design an upgrade/replacement solution for the soda ash system and the purchase and installation of replacement components for both the soda ash and DAF system. It may also require hiring a contractor to assist SCRCD staff with installation efforts as needed. Staff are working on a list and prioritizing work required.	Carryforward		Started
96	IS	370	Walkey	\$150,000	\$0	Operating Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Development and Implementation of Chapman Creek Environmental Monitoring Plan	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	In 2023 the SCRCD has applied for a water license amendment for the permanent reduction in Environmental Flow Needs (EFN) on the water license for Chapman Creek by 40L/s. The Province indicated that as part of the licensing requirement the SCRCD will likely have to develop and implement an Adaptive Management Plan (AMP) and Environmental Monitoring Plan (EMP). This project is proposed to fund works required to develop and implement the AMP, EMP and any other requirements in obtaining a permanent reduction in EFN. This budget proposal will allow for the development of the listed plans, installation of additional hydrological monitoring stations and up to 3 years of hydrological and fish habitat monitoring and any updates to the AMP and EMP based on these monitoring efforts. RFP have been developed in collaboration with the shishah Nation and contract award will be presented at a Q4 Board meeting	Strategic or Other Plan		In Progress 25%
97	IS	370	Walkey	\$155,000	\$0	User Fees	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Siphon Removal (Regulatory)	F - Water Stewardship	Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026.	Mandatory		Not Started
98	IS	370	Walkey	\$213,000	\$166,136	Operating Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCRCD Water Master Plan. A consultant has provided a hydraulic model which has been reviewed by staff. Additional Fireflow Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades. Three additional change orders added for further work/analysis.	Carryforward (Strategic)	2022-10	In Progress 75%
99	IS	370	Walkey	\$75,000	\$8,260	Reserves	2022	2025-Q1		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure)	F - Water Stewardship	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Quotes received, work has begun	Carryforward (Mandatory)		In Progress 25%
100	IS	370	Walkey	\$140,000	\$0	Capital Reserves	2024	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - Distribution Meters Install (Regulatory)	L - Service Delivery Excellence	New meters will be installed in the discharge lines from the Chapman Water Treatment Plant	Mandatory		Not Started
101	IS	370	Waldorf	\$250,000	\$73,522	Capital Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Final construction drawings received and reviewed. Tending in Q3 2024. Contract award scheduled for Oct 2024.	Carryforward	2024-01	In Progress 75%
102	IS	370	Waldorf	\$1,905,950	\$0	MFA Loan	2023	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 - Construction) (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	see base project. Project tendered and reviewed, 3 compliant bids, one within budget. Report for award going to Board in Q4.	Carryforward		Not Started
103	IS	370	Walkey	\$570,000	\$58,268	Operating Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. Further work with partners is required to formalize work plan. In collaboration with the shishah Nation and Leigh Hanson, a temporary measure is in place to avoid overflow during the fall, winter and spring seasons. The listed parties are discussing and collaborating on technical assessments related to the implementation of a long-term solution.	Carryforward		In Progress 50%

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104	IS	370	Walkey	\$375,000	\$0	Capital Reserves	2023	2025-Q2		A, B, D, E, F, F Islands and DoS	Various	Regional Water Service - Generator(s) Purchase for Various Sites (Discretionary)	L - Service Delivery Excellence	Utilities has two mobile generators which are well beyond their useful life and have high hours. These need to be replaced to maintain water supply in various areas where power outages are less impactful. Sandy Hook pump station requires a generator to ensure the Sandy Hook area always receives water. Egmont WTP requires a generator to maintain water flows depending on time of year and demand. RFO to be drafted and posted in Q4 of 2024	Carryforward		Not Started
105	IS	370	Walkey	\$70,000	\$0	Capital Reserves	2021	2025-Q2		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements (Business Continuity)	L - Service Delivery Excellence	Preliminary in house design has started. Construction anticipated spring 2025. The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is paused pending the results from the 2023 Water Modelling Report. Additional confirmation of FireFlow requirements needed before design can be completed	Carryforward		In Progress 25%
106	IS	370	Walkey	\$294,697	\$196,340	User Fees	2023	2025-Q2		A, B, D, E, F, F Islands and DoS	Gibsons	Regional Water Service - Church Road Well Field- Compliance Monitoring (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	One of the conditions of our Water License for the Church Road project is to undertake several years of impact and compliance monitoring. Staff have acquired ISL and AE Engineering services for this contract. Work is ongoing	Carryforward	2023-7	In Progress 50%
107	IS	370	Waldorf	\$125,000	\$35,595	Operating Reserves	2021	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek (Strategic Goals)	F - Water Stewardship L - Service Delivery Excellence	The flow monitoring equipment was installed in late September 2022 and has been recording creek flow data since that time. Project expected to be completed early 2025. No change	Carryforward (Strategic)	2023-09	In Progress 75%
108	IS	370	Walkey	\$295,000	\$0	MFA Short Terms Loan	2024	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Flat Bed Crane Truck and Medium Size Truck	L - Service Delivery Excellence	The Utility Services division is using a heavy-duty truck with a telescopic crane attachment to support the outside water crew in numerous tasks related to construction and repair work within the water distribution network on the Sunshine Coast. This vehicle is aged (30+ years old) and has undergone previous rebuilds and attempts at extending its lifespan but has reached the end of its useful and mechanical life and requires replacement with a similar type truck. A medium duty truck was written off after a vehicle accident during a snow event in the spring of 2023. The vehicle needs to be replaced with a similar type of truck to meet operational needs. Staff are recommending replacing this gas vehicle with an electric vehicle if possible. EV specifications with Procurement for purchase and tendering is pending organizational review of corporate EV charging station(s) determinations. Crane truck has been tendered and an award report will be presented in an October board meeting. Delivery of truck expected by year end.	Business Continuity		In Progress 75%
109	IS	370	Shoji	\$9,391,750	\$348,188	Long Term Loan	2020	2025-Q3		A, B, D, E, F, F Islands and DoS	Sechelt and sNGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District (Strategic Goal)	F - Water Stewardship	AAP successful to secure the electoral approval for the Long-Term Loan for this project. Meter supply and installation RFP awarded and Canada Community Building Fund-Strategic Priorities Fund grant accepted on April 20, 2023. Contract with Neptune finalized May 29, 2023. Field meter installation work started October 26, 2023. New meter pit installations started in early April 2024. Over 3,000 new meters installed by November 1st, representing approximately 69% complete.	Carryforward (Strategic)	2022-08	In Progress 50%
110	IS	370	Waldorf	\$1,200,000	\$0	Gas Tax / Capital Reserves	2023	2025-Q4		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Supply Expansion (Phase 2) (Discretionary)	F - Water Stewardship L - Service Delivery Excellence	Currently, the Eastbourne water system on Keats Island serves permanent and seasonal customers and the water system has a pumping and supply capacity limitation including a residential fire flow deficit. During the peak summer months there have been instances in which the residential customers have run out of water. The system also has inadequate fire protection storage capabilities, and lacks any water supply redundancy as the existing primary water well and pumps cannot be taken out of service as there is not any backup to them. Additional community engagement occurred in Q3 2024 with report back to Board late Q3/early Q4 2024 This project is to enable the development of the wells, tie in and construction required to connect these wells to the existing Eastbourne system. Based on discussion with the Board on the findings of the preliminary design for the new wellfield, further community consultation occurred in Q3 2024. Staff seeking approval for grant funding opportunities via DRIF Grants to offset contribution from currently approved funding sources. Grant EOI submitted awaiting feedback and next steps from Province.	Carryforward	2023-10	Started
111	IS	370	Rosenboom	\$25,000	\$17,461	Reserves	2020			A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shishah Nation Foundation Agreement	F - Water Stewardship	Resolution 266/19 No. 7 - Foundation Agreement, current focus on transfer D 1592	Carryforward		In Progress 75%
112	IS	370	Walkey	\$550,000	\$450,000	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Installation and Decommissioning of the Edwards Lake Siphon System and Drought Response Costs	F - Water Stewardship	Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026.	Carryforward		Started
113	IS	370	Rosenboom	\$164,844	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Building Repair	L - Service Delivery Excellence	Roof has been patched after windstorm damage. Damage has not impacted infrastructure inside the building.	Carryforward		Not Started
114	IS	370	Waldorf	\$275,000	\$0	Operating and Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	A	Regional Water Service - Egmont Water Treatment Plant - Feasibility Study and Preliminary Development (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	The Egmont water treatment facility does not have adequate filtration for removal of organics in the drinking water. A feasibility study is required to explore and recommend additional treatment options for managing the elevated organics in the water supply from water supply at Egmont (i.e. Waugh Lake). It is anticipated that this study will result in the development of preliminary corrective measures such as improved filtration options like upgraded cartridge filters and/or additional treatment improvements. RFP is drafted and with purchasing. Waiting for consultant feed back on treatment options, an RFP for design of additional treatment prior to chlorination is being drafted. Staff are completing a round of water quality testing to facilitate recommendations from consultant. Water testing delayed due to intake upgrades but is in progress as of Q3.	Carryforward	2024-05	In Progress 25%
115	IS	370	Shoji	\$250,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	sNGD	Regional Water Service - Sechelt Nation Government District - Zone Metering (Discretionary)	F - Water Stewardship	As sNGD is not installing water meters, zone metering of sNGD areas is required to analyze water use for the Chapman Water System. Project on hold until determination on Sechelt Nation metering is agreed upon. No change.	Carryforward		Not Started
116	IS	370	Walkey	\$30,550	\$0	Operating Reserves	2024			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Aquifer 560 Watershed Agreement	F - Water Stewardship	In September 2023, the SCRd signed the Aquifer 560 Watershed Agreement. The agreement was developed because both jurisdictions manage water systems that rely upon groundwater sources in Aquifer 560. The agreement covers several topics, including expanding the aquifer monitoring and additional engineering to optimize shared infrastructure and potential emergency response. Additional groundwater monitoring equipment is installed in SCRd Wells and invitation is being sent to residents to allow them to be installed in their wells as well. No uptake for volunteers to take part in monitoring network. Report on monitoring results expected in Q4 2024	Business Continuity		In Progress 50%
117	IS	370	Rosenboom	\$100,000	\$0	Reallocation of Long-Term Surface Water Project	2023			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Lower Crown Raw Water Reservoir	F - Water Stewardship	Staff are continuing to work with the shishah Nation on the engineering and design of this reservoir, including the confirmation of the operational and financial implications to the SCRd. Discussions about the lease agreement associated with the transfer of the land and constructed infrastructure to the SCRd have not been initiated yet. The Province confirmed that Electoral Assent would need to be obtained before the SCRd can execute this lease agreement. The Nation has not yet been able to secure the funding for the construction of the project. Contractor retained for engineering support on feasibility assessment and design work.	Board Directive		Started

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118	IS	381	Walkey	\$5,000	\$3,160	Reserves	2022	2024-Q4		A	A	Greaves Road Waste Water Plant - Septic Field Repairs (MANDATORY - Asset Failure)	L - Service Delivery Excellence L - Climate Resilience & Environment	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m have been removed to prevent further root intrusion. D box had repairs completed on it. With remaining funds siphon tank lid will be replaced.	Carryforward (Mandatory)		In Progress 75%
119	IS	382	Shoj	\$968,591	\$40,935	Operating Reserves / Gas Tax	2021	2024-Q4		E	E	Woodcreek Park Wastewater Treatment Plant - Collection System Designs (MANDATORY - Asset Failure)	L - Service Delivery Excellence	On Oct. 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In Apr. 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the Jun. 23, 2022 Board meeting, the Board approved entering into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. Engineering Services RFP closed January 4, 2023 and a contract to complete detailed design and tender specifications was issued in March 2023. Operational trials completed which pushed the project schedule back nearly seven months. Detailed design and tender specifications completed, final Provincial permit amendment received, and major equipment purchase awarded. Community Open House held July 3. Construction RFP closed on October 18th and under staff review.	Carryforward (Mandatory)	2022-10	In Progress 25%
120	IS	382	Shoj	\$5,964	\$0	Operating Reserves	2020	2025-Q2		E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs (Business Continuity)	L - Service Delivery Excellence	This project has been integrated with the overall wastewater treatment plant upgrade project.	Carryforward		Not Started
121	IS	383	Walkey	\$7,500	\$0	Operating Reserves	2023	2024-Q4		E	E	Sunnyside Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. The Sunnyside wastewater service area includes infrastructure such as collection piping, septic tanks and disposal fields that are approaching the end of their useful lives (in some cases) and this study will help the SCRD to develop a better understanding of the costs and timelines associated with the renewal of the infrastructure. In addition, legal consultation will further help the SCRD in determining what options exist in regards to the site and ownership and/or use considerations. Feasibility studies improve the success rate of receiving grants which will assist the users with associated costs. Owner has put property up for sale. Three SCRD departments are working together to determine next steps for the lot.	Carryforward		Not Started
122	IS	384	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	The Jolly Roger Wastewater Treatment Facility is located on Mercer Road in Halfmoon Bay. The Jolly Roger treatment facility services the Secret Cove Landing (formerly Jolly Roger) development and is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Jolly Roger is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions at the Jolly Roger wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help the Asset Management Department and Infrastructure Services Division develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024.	Carryforward		Not Started
123	IS	385	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	The Secret Cove Wastewater Treatment Facility is located on Secret Cove Road in Halfmoon Bay. The Secret Cove treatment facility services the marina, restaurant and residential properties within the development. The facility is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Secret Cove is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions of the Secret Cove wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024.	Carryforward		Not Started
124	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs (Business Continuity)	L - Service Delivery Excellence	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project. Staff to complete more repairs in Q1, 2025.	Carryforward		In Progress 25%
125	IS	386	Walkey	\$86,000	\$0	Operating Reserves	2024	2025-Q2		A	A	Lee Bay Wastewater Treatment Plant - Sand Filter Treatment System Integration (Regulatory)	L - Service Delivery Excellence	Due to gradually increasing effluent volumes being treated over the years at the Lee Bay wastewater treatment plant (WWTP), the treatment facility has reached a technical threshold in terms of effluent volume that now requires the commissioning of the existing sand filter system. The plant design regulates this filter system use during the expected future flows and wastewater treatment may degrade if not used. This system is part of the original design and construction but has been sitting dormant for almost two decades and will require re-commissioning work and/or upgrades to allow it to be utilized. The work required will involve hardware purchases and installations such as pump system(s) replacement as well as upgrades and reconditioning of the gravel filter system, cleaning of tankage, aeration and weir systems (to name a few). Work planning to take place in Q4 2024 and work completion in Q2 2025.	Mandatory		Not Started
126	IS	386	Walkey	\$81,000	\$0	Capital Reserves	2024	2025-Q4		A	A	Lee Bay Wastewater Treatment Plant - Generator Replacement	L - Service Delivery Excellence	The Lee Bay Wastewater Treatment Plant is the largest wastewater service area operated and managed by the SCRD and provides liquid wastewater treatment to approximately 120 users. The system utilizes a backup stationary generator to provide power to the facility during events where BC Hydro supplied power is disrupted (i.e. storms, fallen trees, upgrades, etc.). The generator is over 25 years old and is at the end of its useful life. The fleet supervisor and asset management team have recommended its replacement immediately due to its overall poor condition (leaking fuel pump), unavailability of replacement parts and the risks associated with continuing to rely on such an old piece of equipment. Staff recommend that the generator be replaced with a permanent generator on site at the Lee Bay wastewater treatment plant. Tendering scope is being finalized with likely tendering in Q4 2024.	Business Continuity		Not Started

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127	IS	387	Walkey	\$39,677	\$26,265	Operating Reserves (2020 and 2021) / User Fees (2023)	2020	2025-Q2		B	B	Square Bay Waste Water Treatment Plant - Collection System - Infiltration Reduction (Started 2019 - 2020 and additional in 2021 as Mandatory - Regulatory) - further additional phasing 1 and 2 in 2023 as Non-Discretionary	L - Service Delivery Excellence	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention. Staff have identified additional areas and have implemented the repairs. More repairs to the collection system are required to avoid future non-compliance incidents.	Carryforward		In Progress 50%
128	IS	387	Walkey	\$15,000	\$0	Operating Reserves / Infrastructure Planning Grant Program	2023	2025-Q2		B	B	Square Bay Wastewater Treatment Plant - Square Bay System - Upgrade Planning (Other)	L - Service Delivery Excellence	The collection system is in poor condition as noted in the Asset Management Plan. A system review is required for future upgrades to the collection system to reduce infiltration and maintenance. The tender will be advertised in Q4 2024.	Carryforward (Other)		In Progress 25%
129	IS	388	Walkey	\$1,024,966	\$0	Operating Reserves / Gas Tax / Loan	2022	2027-Q1		F	F	Langdale Wastewater Treatment System Upgrade Project (Business Continuity)	L - Service Delivery Excellence	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolition of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Staff continue discussions with the YMCA and undertake technical assessments and preliminary design work. SCRD was successful in receiving the grant. Project has been reassigned to support substantial progress being made in 2024 in the discussions with the YMCA.	Carryforward		Started
130	IS	389	Walkey	\$6,600	\$0	Operating Reserves	2024	2025-Q1		A	A	Canoe Road Wastewater Treatment Plant - Root Mitigation / Removal	L - Service Delivery Excellence L - Climate Resilience & Environment	The Canoe Rd WWTP has a small treatment and disposal field that is critical to the ongoing management of liquid wastewater on site. The field is located adjacent to a roadway as well as a forested area that has numerous large trees including a large maple. It has been noted during annual inspections that tree roots in the area pose a possible risk to the functionality and condition of both the treatment system and septic field piping. This project will involve various site works including (but not limited to) removal of adjacent tree(s) and/or preventative landscaping to help remove or prevent roots from entering the treatment and disposal site. Work to be completed in Q1, 2025.	Business Continuity		Not Started
131	IS	390	Walkey	\$30,300	\$0	Canada Community - Building Fund (CWF)	2024	2025-Q1		A	A	Merrill Crescent Wastewater Treatment Plant - Electrical Works Replacement (Imminent Asset Failure)	L - Service Delivery Excellence L - Climate Resilience & Environment	The electrical system that controls the treatment plant for liquid wastewater at Merrill Crescent is aged and requires replacement and/or upgrade work. The risk for plant failure is very high given the condition of the existing system and requires immediate replacement.	Mandatory		Not Started
132	IS	393	Walkey	\$35,000	\$19,227	Reserves	2022	2024-Q4		A	A	Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory)	L - Service Delivery Excellence	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Some modifications have been made, more to come. Staff have completed work in both trash tanks. As bulbs need to be updated.	Carryforward (Mandatory)		In Progress 75%
133	IS	365 / 366	Waldorf	\$50,000	\$0	Operating Reserves	2024			A and sNGD	A and sNGD	North and South Pender Harbour Water Services - Piping System Connection Feasibility Study and Design	L - Service Delivery Excellence	Review the opportunity to connect North and South water systems. Primarily the benefit would be redundancy and/or back-up for each water system. Water modelling components included added to existing contract for execution in upcoming months. Reviewing with Engineering Staff	Business Continuity		In Progress 25%
134	IS	365 / 366 / 370	Walkey	\$102,000	\$0	Capital Reserves	2024	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Pneumatic Boring Tool	L - Service Delivery Excellence	This proposal is to purchase the pneumatic boring tool in addition to the compressor and road plate. The current mole is past its useful life and doesn't meet current safety requirements and should be removed from service. In recent years there have been a couple serious near misses' using the mole. Tender awarded Delivery of equipment is expected by year end.	Business Continuity		In Progress 75%
135	IS	365 / 366 / 370	Rosenboom	\$50,000	\$0	Operating Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool (Strategic Goal)	F - Water Stewardship	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automation of leak-detection and notification process and 3) improved customer support by staff. Staff are working with IT to explore options.	Carryforward (Strategic)		In Progress 25%
136	IS	365 / 366 / 370	Waldorf	\$580,000	\$0	Capital Reserves	2024	2025-Q1		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Supervisory Control Data Acquisition (SCADA) Update / Upgrade	L - Service Delivery Excellence	Supervisory Control Data Acquisition (SCADA) is a system that monitors and controls field devices at remote sites. SCADA systems are critical to maintain efficiency and control by collecting and processing real-time data. The collected data is processed, organized, and presented for system operators to make appropriate responses and control decisions. If control decisions are warranted commands can be dispatched to affect specific operational or configuration changes. The entire SCRD water system including treatment plants, reservoirs and pump stations are controlled by a SCADA system that is now outdated and needs to be updated. The current license is no longer supported, additionally with upgrades and additional systems (such as Church Rd and the OSG system) the SCRD has commissioned, the new communication (Modbus and Profibus) cannot communicate with our current SCADA system. None of our facilities can operate without our SCADA system. Procurement process for engineering and design is underway. Tender was published in Q2 and awarded to MPE consulting for the map and evaluate the SCADA system and related control infrastructure, and provide specifications for upgrades and standardised architecture Work underway with consultant and staff on the master plan, and specifications for standardized equipment and identifying critical initial upgrades(hardware/software).	Business Continuity	2024-03	In Progress 50%

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137	IS	365 / 366 / 370	Walkey	\$250,000	\$0	Operating Reserves	2024	2025-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Fire Flow Action Plan	L - Service Delivery Excellence L - Climate Resilience & Environment	A report was brought to the January 11, 2024 Committee of the Whole to provide information on preliminary water system modelling results. These water system models suggested that in some areas, SCRD Water Systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties. The project will have several components: Part 1: More detailed water modelling analyses to confirm the areas of concern, including a sensitivity analysis. Part 2: Option analyses to identify the potential options for the areas of concern, including but limited to options with respect to zoning, covenants, and water system infrastructure upgrades to support currently approved zoning. The options for potential development in these areas will also be explored in collaboration with the development community. Part 1 and 2 will be undertaken in parallel. Part 3: Develop Fire Flow Action Plan (FFAP) This plan will outline the actions being proposed to address the identified fire flow concerns. This plan will be aligned with the OCP update processes from the SCRD and the District of Sechelt and will also outline the financial implications for the areas where infrastructure upgrades are the recommended approach. Detailed project plan is being drafted. Implementation is pending filling vacancies within Utilities division. Project workshop to take place in Q4 and funding of policies regarding funding options is underway.	Board Directive		Started
138	IS	365/ 366 / 370	Rosenboom	\$40,000	\$0	User Fees	2023	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Review of SCRD Subdivision Servicing Bylaw No. 320 (Discretionary)	L - Service Delivery Excellence L - Government Excellence	Bylaw 320 is outdated and requires review to ensure consistency with SCRD's practices and requirements. Staff has substantially completed an internal review of bylaw provisions and reaching out to DOS staff to seek opportunities for alignment where applicable. Redrafted of new bylaw has been initiated.	Carryforward		In Progress 50%
139	IS	365/ 366 / 370	Rosenboom	\$60,000	\$13,951	User Fees	2020	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Metering Program 2: Water Meter Data Analytics (Strategic Goal)	F - Water Stewardship	Staff are working with IT to explore options.	Carryforward (Strategic)		Started
140	IS	365/ 366 / 370	Rosenboom	\$87,000	\$0	User Fees	2023	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Strategy Implementation - Development of Water System Action Plans (Discretionary)	F - Water Stewardship	Work on these action plans has been delayed due to the need to first develop an Fire Flow Action Plan	Carryforward		Not Started
141	IS	365/ 366 / 370	Perreault	\$60,000	\$0	User Fees	2023			A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Rate Structure Review - Phase 2 (Discretionary)	F - Water Stewardship	Scope of this project is to be refined with Finance before an RFP can be drafted. Tendering expected in Q3-2024. Project now being lead by CFO and report planned to go to late Q2/Q3 on overall project plan to lead to volumetric billing. This involves Bylaw 320 update, Bylaw 422 update, metering program and lastly billing.	Carryforward		Started
142	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$2,351	Operating Reserves	2021	2025-Q4		A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way (MANDATORY - Regulatory)	L - Service Delivery Excellence L - Climate Resilience & Environment	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staff have begun working on this project. Project paused due to staffing.	Carryforward (Mandatory)		In Progress 25%
143	IS	384-385	Walkey	\$22,000	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove / Jolly Roger Wastewater Treatment Plants - Outfall Maintenance Phase 1 (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	The outfall needs more anchors installed to hold the outfall line on the ocean bottom. Staff are working on getting a contractor on site to complete the work. Parts have been ordered.	Carryforward		Started
144	PD	136	Shay	\$510,000	\$40,495	Grant	2023	2025-Q2		All	Regional	Regional Sustainability Services - Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation: Coastal Flooding Project (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	THAT the report titled Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction – Climate Adaptation Grant Application – Coastal Flood Mapping be received for information; AND THAT the Sunshine Coast Regional District (SCRD) supports the project application to the UBCM Disaster Risk Reduction – Climate Adaptation Program for development of a Coastal Flood Mapping for the SCRD and agrees to provide overall grant management; Sept 2023: RFP completed and inter-governmental project team created. Nov 2023: RFP to market RFP award in process; communication with project partners continues. Initiation in coming month. May 2024: contract negotiations ongoing. Jul 2024: contract signed and kickoff meeting scheduled. Project initiated.	Carryforward	2023-05	In Progress 25%
145	PD	136	Shay	\$40,000	\$21,072	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (Strategic Goal)	L - Climate Resilience & Environment	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Masters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch. Draft planned for presentation in Q2. Sept 2023: Draft CCAP presented and referred to strategic planning. Nov 2023: Updating draft with evolving field and draft Strategic Plan. Special Board meeting to be scheduled in Q2 for Board consideration of updated draft. Jul 2024: Plan adopted, activities and graphic design work being planned. Review of draft design in progress.	Carryforward (Strategic)	2022-01	In Progress 75%
146	PD	200	Hall	\$35,000	\$0	Operating Reserves	2023				Regional	Bylaw Enforcement Action (Other)	L - Service Delivery Excellence	In progress. Fall 2024: Progress toward compliance being made.	Carryforward (Other)		In Progress 50%
147	PD	210	Michael	\$240,648	\$160,326	Capital Reserves	2022	2024-Q3		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Projects (Business Continuity)	L - Service Delivery Excellence	Hall #1 - Lighting interior and exterior, Emergency Alarm, Gear Washing Machine, Vehicle, Ford #2 Transformer, Control Panel, Ford Explorer complete. Lighting nearly complete. Alarm and Gear washing next projects to work on.	Carryforward		In Progress 50%
148	PD	210	Michael	\$64,800	\$0	Operating Reserves	2024	2024-Q4		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Command Vehicle Budget Increase	L - Service Delivery Excellence	With a full complement of five fire apparatus and three support vehicles, increased call volume and climate change challenges, a replacement command vehicle is required to support the Gibsons and District Volunteer Fire Department. The current vehicle is a 2004 Ford E350 and is due for replacement per capital plan. Proposed to replace with a ¾ ton pickup, complete with emergency lighting and canopy to better meet current service requirements. Service level enhancement: to increase ability to tow hazardous materials or structure protection trailers, ability to transport equipment, ability to travel on back roads, ability to travel in snow, addition of lighting and siren for emergency response. RFQ for vehicle is posted. Project awarded.	Business Continuity		Started

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149	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	2024-Q4		E, F and TOG	E, F and TOG	Gibsons and District Volunteer Fire Department - Emergency Generator (MANDATORY - Safety)	L - Service Delivery Excellence	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3 2022. Investigating portable generator option. Evaluating partnership with Infrastructure for a combined RFP. Minor prep work complete (transfer switch).	Carryforward (Mandatory)		Started
150	PD	210	Michael	\$1,699,500	\$0	MFA Equipment Loan	2022	2026-Q4		E, F and TOG	E, F and TOG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (Business Continuity)	L - Service Delivery Excellence	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. Bid is currently out to market. Fire Commission meeting scheduled for April 18, 2023 to discuss project budget and next steps. Report scheduled for June 22 COW. Update expected for 2024 capital plan budget. AAP process being initiated. AAP Concluded (passed), obtaining bids Award report scheduled for 2024-Nov-14 COW.	Carryforward		In Progress 25%
151	PD	212	Higgins	\$30,000	\$12,483	Operating Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)	L - Service Delivery Excellence L - Climate Resilience & Environment	Expect final shipment end of Q4 2023	Carryforward		In Progress 75%
152	PD	212	Higgins	\$16,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (Business Continuity)	L - Service Delivery Excellence	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan. (Completion Q4). Electrical control panel. Estimate exceeded budget. Capital plan updated. 2024 Budget proposal. Tablets added per CF List	Carryforward		Started
153	PD	212	Higgins	\$15,000	\$5,073	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Department Uniform	L - Service Delivery Excellence	The department uniform will include station wear and jacket. XRC currently has very limited supply of station wear appropriate for events. This project will have a positive effect on our identity and morale.	Business Continuity		Started
154	PD	216	Daley	\$623,200	\$0	Capital Reserves	2023	2025-Q2		B	B	Halfmoon Bay Fire Protection - Rescue 1 Fire Apparatus Replacement	L - Service Delivery Excellence	Supplier ITB chosen and PO to be released shortly.	Carryforward		In Progress 25%
155	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - RESCOPEED project - Long Range Needs Assessment and Preliminary Design Initiatives for Fire Hall #2 Redevelopment Re-use (Business Continuity)	L - Service Delivery Excellence	Action plan being developed. Consultant required to update current pricing and availability.	Carryforward		In Progress 25%
156	PD	220	Hall	\$483,295	\$15,680	Capital Reserves	2020	2024-Q3		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure)	L - Service Delivery Excellence	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit being processed. RFP has been issued. Project award expected Q4 2022. Continuing to try to find a contractor. Contract has been awarded with construction expected to commence in Q4 2023, or Q1 2024. Final geotechnical checks underway. Geotechnical checks completed, final design being confirmed. Jul 2024: Required pre-construction tasks continue (final foundation design, archaeology and engineering review). Project budget being reviewed. Update report anticipated. Updated foundation design required in process.	Carryforward (Mandatory)		In Progress 25%
157	PD	220	Hall	\$128,000	\$71,709	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services (Business Continuity)	L - Service Delivery Excellence	Chapman Tower Equipment. Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting. Agreement signed. On track/progressing as planned. Contract value amendment to be requested to address higher than expected demand for services.	Carryforward		In Progress 50%
158	PD	220	Hall	\$141,400	\$73,083	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade (Business Continuity)	L - Service Delivery Excellence	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers. Two locations are being considered on Vancouver island as potential sites for back-up communication. On track/progressing as planned.	Carryforward		In Progress 25%
159	PD	220	Hall	\$45,000	\$0	UBCM grant	2024			All	Regional	Emergency Telephone 9-1-1 - Next Generation 9-1-1	L - Service Delivery Excellence	SCRD (and all Sunshine Coast local governments) have been provided grants to support data preparation, legal costs associated with data agreements, training and education related to the implementation of next generation (NG) 911 service. The change to this service is mandated by CRT. Intergovernmental dialogue on needs, collaboration opportunities and potential cost sharing is underway. Local governments are seeking additional information from senior governments and agencies on specific requirements and timing for these requirements. This proposal has the effect of incorporating grant funds into the budget and establishing a project that can be initiated, likely collaboratively/regionally, once more information is available. Staff continue to learn more about coming upgrades, more information still needed to build a plan. Some required GIS work required by system updates has been initiated.	Business Continuity		Started
160	PD	222	Hughes	\$10,000	\$0	Taxation	2024	2024-Q3		All	Regional	Sunshine Coast Emergency Program (SCEP) - Neighbourhood Emergency Preparedness Financial Support (Pilot Project)	L - Service Delivery Excellence	Grant opportunity for registered community and neighbourhood organizations to apply for funding to improve neighbourhood emergency preparedness and resiliency. Suggested to run first year as a "Pilot". Program to be developed for funding opportunities in early fall.	Board Directive		Started
161	PD	222	Hughes	\$20,000	\$0	Reserves	2019	2024-Q4		All	Regional	Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review	L - Service Delivery Excellence	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. Contract Awarded March 1 - Oct 31, 2024. Contract awarded. Project started in March. Work progressing, however regulations for new legislation are not expected until 2025. Draft will be prepared in anticipation of regulations, but will require regulations to ensure that draft is compliant with new regs. Draft preparation ongoing. Staff report anticipated Q4 2024.	Carryforward	2024-03	In Progress 50%
162	PD	222	Hughes	\$48,000	\$0	Provincial Capacity Funding	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency and Disaster Management Act - Indigenous Engagement Requirements	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	The Indigenous Engagement Requirements (IER) Funding Program will provide SCRD with up to \$48,000 of provincial funding for the implementation of the Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA). This funding will assist First Nations and local authorities to engage in activities related to capacity needs, relationship-building and collaboration. Some of these activities are requirements set in legislation. SCRD received a contribution agreement on January 15, 2024. Work done using this funding must be completed by March 31, 2025. Staff will analyze the current SCEP workplan and engage with municipal and First Nations partners to prepare an action plan, which will be presented to the Board. Staff recommend that the delegated authorities sign the contribution agreement to accept this funding. Staff engaging with First Nations on strategy to move forward together. Proposal drafted and signed by all local governments. Timelines varying for each local government and a tracking mechanism to be established to manage funding deadline. Preliminary discussion with shisháah and Skwxw'mesh nations has taken place, further planning anticipated.	Business Continuity	2024-01	In Progress 25%
163	PD	222	Hughes	\$28,095	\$0	CEPF Grant	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency Operations Centre Equipment and Training	L - Service Delivery Excellence	Accepted grant for Emergency Operations Centre Equipment and Training valued at \$28,095. Currently working through procurement requirements to purchase equipment.	Board Directive	2024-04	In Progress 75%

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164	PD	222	Hughes	\$30,000	\$0	CEPF Grant	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency Support Services Equipment and Training	L - Service Delivery Excellence	Accepted grant for Emergency Support Services Equipment and Training valued at \$30,000. Currently working through procurement requirements to purchase supplies.	Board Directive	2024-04	In Progress 50%
165	PD	222	Hughes	\$62,500	\$0	Taxation	2024			All	Regional	Sunshine Coast Emergency Program (SCEP) - Community Evacuation Plan Template and Workshops - funded over 3 years.	L - Service Delivery Excellence	Funding for a facilitator to develop a community evacuation plan template and to provide workshops for community associations to write their community evacuation plan, from a local knowledge perspective. RFP to be developed to hire contractor for three year project.	Board Directive		Not Started
166	PD	290	Kirkpatrick	\$100,000	\$0	Capital and Operating Reserves	2024			A, B, D, E, F, sNGD	A, B, D, E, F, sNGD	Animal Control - Vehicle Replacement	L - Service Delivery Excellence	Purchase of a new bylaw vehicle, preferably a four wheel drive hybrid or electric pickup truck with a canopy to replace current Ford Escape. The current vehicle is not practical for apprehending dogs as the catchpole cannot remain on the dog in the vehicle, there is no hygienic barrier between the dog and the BEO, and the cleaning of urine, feces and vomit is difficult. Scoping / spec confirmation completed. Procurement package ready pending electrical assessment at Field Rd.	Business Continuity		Started
167	PD	500	Hall	\$244,615	\$130,581	MRDT revenue (for 2021, 2023 and 2024)	2021			A, B, D, E, F	B, D, E, F	Rural Planning Services - Regional Housing Coordinator (including additional funding in 2023 and 2024 - Discretionary)	L - Social Equity & Reconciliation	RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. Award to Kelly Foley contractor, work initiated in Q2. Action plan draft being developed; report to Board in Q4 2022. Action plan report planned for December 2022. Notice of intent to award contract posted. Continuation of this contracted role to enable further progress on housing action plan. Involves extensive intergovernmental and community coordination. Contract in place, work continuing. Work progressing / on track.	Carryforward		In Progress 75%
168	PD	504	Jackson	\$75,000	\$0	Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Development Approvals Process Review Implementation	L - Service Delivery Excellence	The final report on SCRDR's Development Approvals Process Review (DAPR) was endorsed to guide enhancement of SCRDR's development approval processes and to be considered as part of the 2024 budget process. The final DAPR report determined that SCRDR's approval processes rely on multiple core technologies which are becoming outdated and not consistently used. Existing technology implementations and process workflows are in many cases no longer aligned with business needs and have in many cases been rendered ineffective. To reconcile existing technology deficits, the report made specific recommendations related to SCRDR's processes and use of Tempest to both enhance use of technology and application tracking. It has been determined that a full re-integration of Tempest will be required to achieve the desired outcome, which will involve a process that investigates all benefits that can be harnessed from the most modern version of Tempest. As part of this work, SCRDR must first document all its current and desired planning-related processes in order to harmonize Tempest capabilities to fully support each planning process. This will be a multi-year project and involve budget requests for at minimum 2024 and 2025. This proposal is for Budget 2024 budget year and involves the first project phase of project initiation and scoping. The project requires the following resources for 2024: 1) Planning and IT staff contracted resources are required to support change management, complete internal review of process mapping and identify technology solutions, and to 2) Funding for a consultant to assist with investigating how tempest functionality can better support planning processes. Detailed scoping underway.	Board Directive		Started
169	PD	504	Jackson	\$35,000	\$0	MRDT / Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Regional Land Evaluation - Housing Potential (formerly proposed as a [500] Regional Planning project)	L - Social Equity & Reconciliation	A Land Use Study is one of the key priorities outlined in the Sunshine Coast Housing Action plan. It will provide the community with an inventory and assessment of all public, institutional, non-profit, faith-based, and community-owned land in the region. The project will focus on electoral area lands, based on updated information that member municipalities have or will be considering separate approaches. Opportunities for inclusion, coordination and cooperation with member municipalities that could add shared value will be explored. Data will be housed on the SCRDR's GIS mapping platform, and will be accessible to local government, housing providers, developers and social service organizations in the community. Regional Housing Coordinator preparing project documentation.	Discretionary		Started
170	PD	540	Hall	\$120,000	\$0	Operating Reserves / Grant	2023	2024-Q4		All	F	Hillside Development Project - Investment Attraction Analysis (Discretionary)	L - Service Delivery Excellence	SCRDR has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development. A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCRDR to make effective and coordinated decisions for land use and property disposition opportunities. Planning meetings with SCREDO completed, partnership agreement prepared. Partnership agreement being signed by SCREDO. Partnership structure being reconsidered based on departure of Executive Director. To be confirmed in March. Alternative project delivery approaches being researched. Agreement with SCREDO terminated. Watercourse constraint assessment planned for fall 2024. Delivery model for land economics analysis aspect being re-planned. Recommended for cancellation as part of budget process.	Carryforward	2023-05	Started
171	PD	540	Hall	\$195,400	\$78,388	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Headlease Renewal (0.2 FTE) (Non-Discretionary)	L - Climate Resilience & Environment L - Social Equity & Reconciliation	Hillside water lot headlease from the Province expires December 31, 2023, prepare a renewal application that includes Consultation with First Nations, Preliminary Archaeological Field Reconnaissance (PAFR), updated environmental baseline study, management plan [introduce new operating requirements for SCRDR going forward; e.g. spill response and inspection plan]. Temporary (maximum 2-year) staffing lift to support project management. Project manager recruited, started Q2. Preliminary engagement initiated. 3-year headlease extension granted by province; engagement with First Nations initiated; archaeology/environmental assessments underway. OEP firm engaged/work underway in Q2/Q3. Board has directed planning for termination of head lease. Next steps being proposed as part of budget process.	Carryforward	2023-04	In Progress 75%
172	PD	540	Hall	\$200,000	\$0	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Hillside Culvert Repair	L - Service Delivery Excellence L - Climate Resilience & Environment	Resolution #358/23 THAT Option 2, remove the culvert and daylight the creek, as presented in the January 12, 2023 staff report is the preferred direction; AND THAT funding of up to \$200,000 from [540] Hillside Industrial Park operating reserves be approved for Hillside Culvert repair/Replacement Project - Option Development; AND THAT the 2023-2027 Financial Plan be amended accordingly; AND FURTHER THAT an update on progress be provided to a future Committee. Geotechnical field work and option development underway. Engagement with adjacent land owners planned for Q2 - not yet completed.	Carryforward		In Progress 25%

COMPLETED

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1	CA	110	McKinley	\$30,000		Operating Reserves	2023	2024-Q1	2024-Q1	All	Regional	General Government - Corporate Review - Organizational (Discretionary)		The Organizational Review Report was presented to the Board at the January 8, 2024, Special In-Camera Board Meeting.	Carryforward	2023-09	Completed
2	CA	117	Nelson	\$302,000		COVID-19 Restart Funding	2023			All	Regional	Information Technology - Server Replacements (FP AMENDMENT)	L - Service Delivery Excellence	Authorized project in October 2023 (resolution 305/23 #6) and RFQ Awarded #393/23 2311703 - 6 Rack Servers. March 2024 update: Servers received, being configured. May 2024 - 3 backend servers installed, awaiting VMware licenses to install 3 frontend servers. Servers are in production.	Other	2024-01	Completed
3	CA	117	Nelson	\$143,000		Operating and Capital Reserves	2024	2024-Q3		All	Regional	Information Services - Conversion to Microsoft Teams Phone	L - Service Delivery Excellence	The existing Nortel CS1000 phone system is obsolete, end-of-life and no longer supportable. The replacement solution is Microsoft Teams Phone, which offers superior integration with our entire Microsoft ecosystem already in place. March 2024 update: Completed implementation partner bidding process. May 2024 - Finalizing contract award for selected vendor. September 2024 - system implemented and in production - all staff converted and desk phones removed - training underway.	Business Continuity	2024-02	Completed
4	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,000		Taxation / Support Services	2020		2024-Q1	Various	Various	SCRD Corporate Recycling Program (Strategic Goal)		Field Road project started late 2021. Staff reassessed project and timelines as the COVID protocols changed and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation - Remaining to complete Fire Departments and Pender Pool.	Carryforward		Completed
5	CS	310	Kidwai	\$32,403		Taxation	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Expansion Priorities (1.56 FTE)	L - Service Delivery Excellence	On September 28, 2023, the Board adopted a resolution (278/23) to enter into a Memorandum of Understanding with BC Transit for 2024/25 service expansion priorities including increased weekday frequency of Route 90 and an annual increase of 550 service hours for handyDART, and to bring forward a budget proposal for the 2024-2027 financial plan deliberations. Route 90 expansion anticipated for a January 2025 commencement (requires additional bus which has been ordered) and handyDART expansion anticipated for July 2024. March 19/24: Awaiting notice regarding provincial funding contribution. May 15, 2024: Custom transit expansion approved and anticipated for a summer start; conventional transit expansion not approved. July 12, 2024: Additional Custom/HandyDart service hours will be introduced in the September. September 13, 2024: Additional HandyDART service hours implemented effective September 03, 2024.	Board Directive		Completed
6	CS	312	Kidwai	\$10,000		Capital Reserves	2020	2024-Q1	2024-Q1	All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle (Business Continuity)		Retire current loaner vehicle and replace with another vehicle that will be retired when new EVs are received. June 22/23: Still awaiting for SCRd all new EV to arrive so a selection can be made for the replacement. Sept 28/23: Most of the new EVs have arrived, however, still working with other departments to select new fleet loaner. Nov. 14/2023: No change from September update. March 19/24: Project complete	Carryforward	2023-03	Completed
7	CS	312	Kidwai	\$162,000		MFA Loan	2022	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (MANDATORY - Regulatory)		Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current ALL certification standards. Nov 24, 2022: Contract awarded. Hoist ordered, will take up to 6 months to receive. Project completion estimated for end of Q3 2023. Budget increased by Resolution 247/22 #6. June 22/23: Hoist arrived, but installation is stalled due to electrical compatibility issues. A temporary loaner hoist has been provided by the contractor until the installation can be completed. Sept 28/23: The installation issues are finally resolved. Project concluded. Invoicing (\$153,250 including taxes) pending to complete. March 19/24: Project substantially complete. Final invoice processed	Carryforward	2023-02	Completed
8	CS	312	Kidwai	\$4,000		Operating Reserves	2021	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Fall Arrest / HVAC Maintenance Safety System (Business Continuity)		Additional safety system for fleet staff to perform HVAC maintenance on top of buses. Harness system purchases and installation to occur in Q2/3 2022. July 14: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. April 27/23: Current engineering company not responding. Working with procurement to source another engineering company to complete the project. June 22/23: Working with procurement to secure an engineering service. Sept 14/23: Still working with procurement to secure contractor(s) to complete the work. Sept. 29 / 2023: Since no companies on the Sunshine Coast offer both equipment supply and installation, three (3) mainland businesses were approached and one provided a price. Nov. 14/2023: In negotiations with a company for the provision of both equipment and installation. It is possible this project will be completed by year end. March 19/24: Project substantially complete. Final invoice processed.	Carryforward	2023-03	Completed
9	CS	613	van Velzen	\$322,000		MFA Equipment Loan	2023	2024-Q3	2024-Q3	B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Zamboni Replacement (Other)	L - Service Delivery Excellence	Nov. 14/2023: Project awarded, Zamboni ordered - awaiting delivery. March 9/24: No change. May 15, 2024: No change, awaiting delivery anticipated for Q3 2024. July 12, 2024: Unit delivered July 10th, invoicing pending. Charger installation scheduled for July. September 13, 2024: Project complete, final invoicing pending.	Carryforward (Other)	2023-05	Completed
10	CS	615	van Velzen	\$105,000		Taxation	2022	2023-Q4	2024 - Q1	B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (MANDATORY - HS)		After a risk assessment and review of WorkSafeBC regulations, two emergency showers and an additional eye wash station are required at SAC. Mar 22: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022. Nov 24: Tender posted, closes Nov 21/22. Apr 27/23: Tender received no bids, direct negotiation with a contractor has commenced. Jun 22/23: Contractor conducting site visit May 31, bid to follow. Sept 28/23: Bid received, award in progress. Nov. 14/2023: Contract signing completed, construction scheduled for Q4 2023. March 19/24: Project Complete.	Carryforward	2022-10	Completed

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11	CS	615	van Velzen	\$21,500		Operating Reserves	2023	2024-Q2	2024-Q2	B, D, E, F, TOG, DOS, SNGD	Gibsons and Sechelt	Recreation Facility Maintenance - Health and Safety Equipment (Discretionary)	L - Service Delivery Excellence	Tasks were identified by the Joint Health and Safety Committee for the Gibsons and Area Community Centre (GACC), Sunshine Coast Arena (SCA) as well as the Sechelt Aquatic Center (SAC) with an elevated risk of injury. A Hazard Assessment was completed, and engineered controls were identified to improve staff safety while completing the tasks. The engineered controls include the purchase of a blade changing assistant for both arenas, a specialized rink glass transportation and lifting cart for both arenas, and an electric chain hoist to help lift heavy equipment from the lower-level pump room to the mid-level mechanical room at the Sechelt Aquatic Center (SAC). Nov. 14/2023: Quotes received for SAC chain hoist and SCA blade change assistant cart, requisitions in progress. Not proceeding with GACC blade change assistant, new ice resurfacer is a different brand that is not compatible. Rink glass transportation and lifting cart procurement is ongoing, no longer available from arena equipment supplier, looking for other suppliers. March 19/24: SAC chain hoist awarded, delivery pending. SCA blade change assistant cart, completed. Rink glass transportation cart, no change. May 15, 2024: No change. July 12, 2024: Complete final invoicing pending.	Carryforward	2023-09	Completed
12	CS	615	van Velzen	\$375,000		Capital Reserves / Debt	2023	2024-Q2	2024-Q2	B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Packaged Roof Top Unit Replacement	L - Service Delivery Excellence	Nov. 14/2023: Project awarded and in progress. March 19/24: Initial contractor work planning site visit and shop drawing review completed, units ordered with anticipated delivery in Q2. May 15, 2024: Substantially completed, invoicing pending. July 12, 2024: Complete final invoicing pending.	Carryforward	2023-05	Completed
13	CS	615	Donn	\$16,000		Operating Reserves	2021	2024-Q4	2024-Q4	B, D, E, F, DoS, SNGD, ToG	Regional	Community Recreation Facilities - Programming Review (Low Cost, High Value)	L - Service Delivery Excellence	May 9: Project awarded in March and underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Nov 14/23: Progress on implementation delayed due to staff capacity. Anticipated report to the Board in Q1 of 2024. Mar 19/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q2 of 2024. May 15/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q3 of 2024. Jul 12/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q4 of 2024. Sep 13/24: On track, anticipated report to the Board in Q4 of 2024. Nov 28, 2024: Completed and staff report forthcoming in Q4 2024	Carryforward	2022-03	Completed
14	CS	650	Huntington	\$20,000		Taxation	2022	2024-Q2	2024-Q6	A, B, D, E, F	B	Community Parks - Park Site Furniture Replacement (Minor Capital Repairs)	L - Service Delivery Excellence	Jun 22/23: PAFR completed for the install of various site fixtures, furniture, and receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Procurement process to purchase 6-7 pre-cast picnic tables underway. Will be installed in various parks that have empty concrete slabs. Nov. 14/2023: RFP for picnic tables closed. Evaluation process to begin for contract award. Anticipate project to carry into 2024 for completion. March 19/24: Picnic tables scheduled for installation starting week of March 18/24 May 15, 2024: Anticipate project completion by end of Q2. July 12, 2024: Completed.	Carryforward	2023-03	Completed
15	CS	650	Huntington	\$50,000		Taxation / Operating Reserves	2022	2024-Q4	2024-11	A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (Business Continuity)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. In 2022, this project will allow Parks to move forward on protective mitigation strategies specifically for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments. March 19/24: Archeological assessments complete for OBE. Archeological PFR's complete for Baker Beach. Further in depth Archeological Impact Assessment (AIA) required for Bakers Beach. Negotiating scope of work for the AIA to keep within remaining budget. July 12, 2024: Awaiting AIA scheduling for Baker Beach (scope of work was reduced to keep within budget). September 13, 2024: AIA scheduled to commence early September. This budget is related to studies required as part of the project planning only. Nov 28, 2024: AIA Report for Baker Beach received with recommendation for archeological monitoring that will be required.	Carryforward	2022-08	Completed
16	CS	650	Huntington	\$19,224		Taxation	2022	2024-Q1	2024-Q1	A, B, D, E, F	A, B, D, E, F	Community Parks - Garbage Receptacles (Minor Capital Repairs)	L - Service Delivery Excellence	Jun 22/23: PAFR completed for the install of receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Awaiting delivery of receptacles (Mid October 2023). Parks Operations staff have completed roughly 50% of concrete pad installations. Project completion anticipated by end of Q4. Nov. 14/2023: Garbage Receptacles received. Concrete slabs completed. Operations staff to start installing units once locking mechanisms are received. March 19/24: All ordered receptacles installed. Project Completed.	Carryforward	2022-10	Completed
17	CS	665	Huntington	\$24,504		Operating Reserve	2023	2024-Q3	2024-09	B, D, E, F	F	Bicycle and Walking Paths - Highway 101 Fencing Removal and Signage (Other)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Nov 14/23: Project planning initiated. Scope and requirements being discussed with MoTI and Squamish Nation. Plan to carry forward to 2024. Mar 19/24: RFP for project in development. SN approvals received. Working with MoTI on specifications for "reflective delineator" installation. May 15/24: no change from March update. Jul 12/24: Project set to commence in July. Sep 13/24: Project complete. Awaiting final invoicing to close out project. Nov 28, 2024: Completed.	Carryforward (Other)	2024-Q1	Completed
18	CS	665	Huntington	\$35,000		Operating Reserves	2024	2024-Q4	2024-11	B, D, E, F	B, D, E, F	Bicycle and Walking Paths - Connect the Coast Feasibility Study Phase 1	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Trac is proposing to conduct a feasibility study for the priority segments of the Connect the Coast report, of which two segments are located within Area E. The study will assess the technical feasibility of constructing the proposed segments, conduct conceptual and detailed design work, obtain cost estimates and engage with stakeholders. Trac indicated they would be actively pursuing grants throughout the coming year, in particular, the Green Municipal Funding grant (Transportation networks and community grant). If the application is successful, the GMF grant requires a contribution from municipal partners of 10% of the project costs. Mar 19/24: No update May 15/24: Board approved letter of support and funding for GMF application if successful. Jul 12/24: Awaiting word from Trac regarding grant application. Sep 13/24: Funding Agreement drafted and ready to execute upon when/if grant approved. Nov 28, 2024: Funding Agreement fully executed. Funding issued to Connect the Coast.	Discretionary	2024-05	Completed

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19	CS	680	Huntington	\$11,872		Operating Reserves	2020	2023-Q4	2024-Q1	A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One-Time Minor Capital - Upgrades and Renewal (Low Cost, High Value)		One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment. Nov 24/22: Finalizing the design for the new main entry kiosk signage. Supplier has updated that the new grooming drag is being manufactured and will be shipped as soon as possible. Revisiting a solution for storage. Apr 27/23: Grooming drag attachment purchased and received in Feb 2023. Sept 28/23: Wood stove and chimney replaced and Wett Certified. Nov. 14/2023: All Signage complete. March 19/24: All signage received and installed. Lighting system with generator installed in equipment storage hut. Project completed	Carryforward	2022-08	Completed
20	CS	400 / 650	Huntington	\$86,633		Taxation	2023	2024-Q4	2024-10	All	Regional	Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE) (Discretionary)	F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	A revised Solid Waste Bylaw was adopted that provided thresholds for the percentage of food waste and food soiled papers permitted in landfill waste disposal effective November 1, 2022. This project provides for the capital investment required to replace and/or add new waste receptacles throughout the various parks and cemetery) to align with the bylaw and provide for the separation of waste and compostable materials where appropriate Apr 27/23: Required archaeological assessment completed Project approval on sNGD lands pending. Skywuu7mesh Nation works permit submitted and reviewed Required PAFR procured mid-April. Jun 22/23: All archaeology completed excluding Katherine Lake and Trout Lake These two locations will require site monitoring for install Orders completed in June 2023 for all units. PAFR complete. Mapping completed Approximately three month supply chain delays Sep 28/23: Project underway, approximately 60% of concrete slabs have been installed. Receptacles still delayed Archeological assessments pending for some locations. Communication/public education plan development in progress (designing receptacle stickers and public awareness ad. Plan is to complete in Q4 Nov 14/23: Ongoing delays with delivery of new bear proof receptacles Installation will be prioritized once delivery date is known Receptacle stickers are nearing completion for design. Discussions continue around community education/communication plan. Mar 19/24: anticipate project completion in Q3. May 15/24 anticipate project completion in Q3. Jul 12/24: Receptacles for cemetery delivered Awaiting installation Sep 13/24: Receptacles for cemetery on operations workplan for installation Nov 28, 2024: Receptacles installed. Project completed.	Carryforward	2023-04	Completed
21	IS	350	Sole	\$25,000		Operating Reserves	2024		2024-Q2	All	Sechelt	Regional Solid Waste - Sechelt Landfill Internet Connectivity Improvements		Reliable internet access is required to process payments at the Sechelt Landfill, as well as for staff to perform their day-to-day work responsibilities. Currently, internet is provided through three methods: Starlink satellite internet, radio signal internet, and cell service. In part due to physical changes adjacent to the landfill all three connection types are unreliable and do not provide enough bandwidth for guaranteed site operations. Depending on the duration of the internet connectivity interruption and the number of customers waiting, staff will process payments manually, waive payment, or close the entire site. The total financial impact of the internet connectivity issues at the Sechelt Landfill is estimated to be approximately \$7,000 - \$9,000 per year. This estimate does not include staff time spent responding to each outage and the cost of lost productivity by divisional senior staff based at the Sechelt Landfill. Completed by the SCADA coordinator.	Business Continuity	2024-03	Completed
22	IS	350	Shoji	\$50,000		Taxation	2023	2024-Q4	2024-Q4	All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life (Discretionary)	F - Solid Waste Solutions	Design, permitting, and tendering for the Contact Water Pond Relocation project complete and contract award is coming to a future Board meeting	Carryforward	2022-06	Completed
23	IS	350	Sole	\$265,000		Taxation 2020, 2021, 2023	2020			All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1 - 2020 and Phase 2 2021 including additional Phase 2 funding 2023) (Business Continuity)	F - Solid Waste Solutions	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. RFP for feasibility study for one additional site and second opinion on landfill siting options did not result in securing contractor. Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1. Staff were directed to undertake a second opinion to confirm the landfill siting options identified in Phase 1. As such, confirmation of the feasibility landfill sites can be considered to be part of the scope of the Phase 2 project; this work is currently funded from the Phase 2 budget. Consequently additional funding is required to complete the original deliverable of this Phase 2 project. The results of Phase 2 were presented to the Board on January 25, 2024.	Carryforward		Completed
24	IS	350	Sole	\$70,000		Taxation	2024			All	Regional	Regional Solid Waste - Environmental Pollution Insurance Requirements for Landfills	F - Solid Waste Solutions L - Climate Resilience & Environment	New insurance requirements from the provincial government, through Municipal Insurance Association of British Columbia. Insurance documents received.	Mandatory	2023-12	Completed
25	IS	350	Shoji	\$96,000		Eco-Fee	2022	2024-Q4		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase 1 (Business Continuity)	F - Solid Waste Solutions	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2. Phase 1 upgrades in progress and XCG Contract Amended to include design work for 2023 upgrade program. Remaining Phase 1 upgrades will be completed in combination with Phase 2 works. Share shed roof repair work completed.	Carryforward	2022-10	Completed
26	IS	365	Walkey	\$95,000		Operating Reserves	2020		2024-Q4	A and SNGD	A	North Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modelling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward (Strategic)	2022-10	Completed
27	IS	366	Walkey	\$99,824		MFA 5- Year	2021	2024-Q2		A	A	South Pender Harbour Water Service - 2021 Vehicle Purchases (Business Continuity)		Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities. Vehicle ordered, expected delivery in Q4 2023. Truck delivered.	Carryforward		Completed
28	IS	370	Waldorf	\$375,000		Operating Reserves	2020	2024-Q1	2024-Q1	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Marianne West Park (Strategic Goal)		Additional scope added and well siting currently underway. Long-term monitoring at Langdale Creek has been completed and a final report of the findings has been received. Consultant Presented to Committee of the Whole on Jan 11, 2024.	Carryforward	2020-06	Completed

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: November 21, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
29	IS	370	Waldorf	\$600,000		Reserves (2016) / Operating Reserves and User Fees (2024)	2018	2024-Q3	2024-Q4	A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Watermain Rehabilitation - plus additional funding 2024 (Business Continuity)	F - Water Stewardship	Three segments were previously recoated. One tender was received in July and exceeded the available budget. Staff report regarding tender award made to November 23, 2023 Committee of the Whole. In 2023, the results of a tender for the recoating of the three Chapman Creek crossings were received and the one compliant tender received was more than \$500,000, not including staff time. Therefore, additional funds in the amount \$400,000, inclusive of staff time, are required to complete the retendering and coating of the primary exposed water mains across Chapman Creek. Board Approved 3 crossings/ revised budget. Contract award in progress along with notice or project. Project awarded. Project planning and site meetings held in June. Engineering of staging for elevated crossing work platforms in progress by contractor. Scaffolding Complete. Cleaning of transmission main in progress, with re-coating expected to start be applied starting early September 2024. Project Completed Sept 2024.	Carryforward (Mandatory)	2023-8	Completed
30	IS	370	Waldorf	\$100,000		Reserves	2022	2024-Q3	2024-Q4	A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re-chlorination Station Upgrade (MANDATORY - Asset Failure)	F - Water Stewardship L - Service Delivery Excellence	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. RFP put out. Awaiting bids from at least one interested party, for design/build replacement of the roof. Roof replacement design build contract awarded. Meetings schedule for July for review of designs. Roof structure and envelope design completed, demo completed, new roof in place with final work to be completed by late September 2024. Project Completed 2024.	Carryforward (Mandatory)	2024-04	Completed
31	IS	370	Waldorf	\$9,400,000		Capital Reserves / Long Term Loan (2020) / User Fees 2023	2020	2024-Q2		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Church Road Well Construction with additional funds in 2023 (Strategic Goal / Discretionary)		Conditional Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road. The temporary water intertie into Soames water system was completed in mid Nov and is supplying supplemental water to the entire SCRWD water system. 80 hour continuous test successfully completed in late June 2023. Leave to Commence Letter from the ministry has been received. Plant put on to service July 11, 2023. The two year Soames Creek monitoring and reporting has begun. Sine wave commissioning complete, construction contract total completion certificate issues. 72hr Pump Test scheduled for April 8th. Amp revision and EFN to be sent to ministry following this test. Expecting license to commence to be restored in May. 72hr Pump Test complete along with AMP update to ministry for comments. Expecting reply by May 31st 2024.	Carryforward	2020-4	Completed
32	IS	370	Walkey	\$150,000		User Fees	2022	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Service - Utility Crew - 2 New Vehicles plus aftermarket vehicle modifications - (Business Continuity)		This budget is for two new vehicles in support of the newly hired utility services staff. Staff are investigating options to purchase available vehicles from lots. One 1/2 ton truck delivered late Q3 of 2023. Staff are looking to purchase another truck off the lot for Q4 with remaining funds. Vehicles have been purchased.	Carryforward		Completed
33	IS	370	Waldorf	\$2,144,903		Reserves	2020	2024-Q1		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	F - Water Stewardship L - Service Delivery Excellence	This project is substantially complete and is in closeout. A final consultant change order will be taken to the Board in Q4 for extra consultant services. Minor Deficiencies are still being addressed by contractor. Manuals for Operation and Maintenance submitted for review by SCRWD staff.	Carryforward	2019-11	Completed
34	IS	370	Waldorf	\$169,000		User Fees	2023	2024-Q2		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	Decommissioning of the existing system will happen once the OSGH installation project is completed and when operations staff is confident the new system is performing as intended. The OSGH system has been operational but there remains some outstanding deficiencies, this has led to the delay of decommissioning. Chlorine Gas no longer onsite. Equipment decommissioning ongoing in 2024. Decommissioning completed.	Carryforward	2023-8	Completed
35	IS	370	Walkey	\$210,000		MFA 5- Year	2021	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases (Business Continuity)	L - Service Delivery Excellence	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet. 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful life and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck. Vehicle 1 and 3 have been delivered. Vehicle 2 to be delivered in 2024-Q2.	Carryforward		Completed
36	IS	370	Rosenboom	\$42,800		Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Sechelt	Regional Water Service - Chapman Creek Environmental Flow Requirements Update (Strategic Goal)	F - Water Stewardship	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Provincial order received in fall 2023 but to late for implementation and includes several complex requirements.	Carryforward (Strategic)		Completed
37	IS	370	Walkey	\$74,125		Capital Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade (Business Continuity)	L - Service Delivery Excellence	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. Starlink satellite installed at Chapman Lake, communication reliability improved. Wi-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Starlink being installed at Edwards Dam. Project is substantially complete.	Carryforward		Completed
38	IS	351 / 352	Sole	\$10,000		Taxation	2024		2024-Q4	All	Sechelt / A	Regional Solid Waste (Sechelt and Pender Harbour) Asbestos Exposure Control Plan and Silica Exposure Control Plan (Regulatory)	F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment	An update to the Asbestos Exposure Control Plan, as well as a Silica Exposure Control Plan, are required to ensure a safe work environment for staff at the Pender Harbour Transfer Station and Sechelt Landfill. Without an update to the Asbestos Exposure Control Plan and the development of a Silica Exposure Control Plan, service level reductions will occur, including the cessation of drywall collection for recycling, and site operations may cease in the event of a regulatory inspection that determines silicates (i.e. dust) to be above safe levels. Plans have been prepared by a consultant and staff training has occurred. New procedures have been implemented to improve safety on site. This project is now complete.	Mandatory		Completed
39	PD	210	Michael	\$35,000		Operating Reserves	2022	2024-Q2		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)		Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions. This project has started and is expected to conclude in Q4 2023 90% of the equipment has arrived. 10% still required to be ordered. Final equipment ordered. This project is complete.	Carryforward		Completed
40	PD	212	Higgins	\$7,934		Taxation	2024		2024-Q1	D	D	Roberts Creek Fire Protection - Duty Officer Vehicle		A fleet enhancement of one response/utility vehicle will eliminate the use of personal vehicles for department operations. The new command vehicle will not be received until 2025 and the surplus vehicle from Halfmoon Bay will fill this need until then at a very low cost with high return to XRC.	Business Continuity		Completed
41	PD	212	Higgins	\$10,600		Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Asphalt Repair	L - Service Delivery Excellence	Repair sinking asphalt against building foundation. Contingency included if perimeter drain damaged or non-existent.	Business Continuity		Completed
42	PD	222	Michael	\$188,803		Grant	2023		2024-Q4	All	Regional	Sunshine Coast Emergency Planning - 2023 Fire smart Community Funding and Supports (Other)	L - Service Delivery Excellence L - Social Equity & Reconciliation	FireSmart work is ongoing. Planning for 2024/2025 grant application to maintain program. Work progressing as planned including community outreach, property assessments. Ongoing as part of the SCRWD FireSmart program. Final reporting to UBCM Q4 2024.	Carryforward (Other)		Completed

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: November 21, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
43	PD	222	Hughes	\$120,000		Grant	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Extreme Heat Planning Grant (Discretionary)		The SCRDP applied for, and received, a grant to fund the development of an Extreme Heat Response Plan. The funding is part of a regional grant which has the support of the other three local jurisdictions. The grant will cover the entire cost of the development of the plan. RFP is being developed. RFP has been published. RFP closed and proposals are being evaluated. Vendor selected. Contract has been signed with work to begin early in Q4 of 2023. Plan presented and minor edits required. Project deliverables complete; close out and final invoicing in Q2.	Carryforward		Completed
44	PD	222	Hughes	\$58,000		Taxation	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update (Discretionary)	L - Service Delivery Excellence	The HRVA underpins all emergency planning on the Sunshine Coast. Updated climate, demographic, development and topographic information can be used to prepare an improved HRVA. Last update was 2005. RFP was awarded, work started in Q4 2023 and completed July 4, 2024. Final HRVA will be distributed to local authorities as a living document for further updates as necessary. Draft report received July 2024; being reviewed/finalized before reporting to Board and public.	Carryforward		Completed
45	PD	504	Jackson	\$433,050		UBCM grant (2021 and Taxation (2022))	2021	2026-Q3	2024-Q1	A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement Project (including additional funding in 2022 - Business Continuity)		The Development Approvals Process Review (DAPR) project under Planning Enhancement Project 1 (PEP1) has been successfully run with a report back to the Board in early Q3 of this year. The Board accepted the findings of the report and endorse it to inform Budget 2024, with approximately \$29,000 remaining in the grant-funded budget. UBCM has provided an extension to SCRDP until March 15, 2024. Staff are working to do further consulting work with the remaining funds (Contract amendment endorsed by Board in July Report) and are currently devising a plan to investigate medium-term solutions to improving the Subdivision application process, which is jointly held with MOTI. Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be ongoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 (amount adjusted to \$115,000 by Finance) with \$360,000 ongoing from taxation including a 0.5FTE. Position posted. Recruitment completed and detailed project design phase initiated. RFP and final Project Execution Plan Q4, 2023. Staff wages have begun being withdrawn from this project budget. All UBCM funds expended, final report prepared to close out grant.	Carryforward		Completed
46	PD	504	Jackson	\$55,000		Local Government Housing Initiatives Program Capacity Funding	2024			A, B, D, E, F	Regional	Rural Planning - Housing Needs Assessment	L - Social Equity & Reconciliation	New legislation enacted by the Province in 2023 (Bills 44, 46, 47) requires local governments to complete updated housing needs assessment reports by December 31, 2024. Staff will undertake to coordinate this work with member municipalities (as was done when the current report was prepared); this funding represents costs for a report only for SCRDP electoral areas. The province has provided SCRDP with \$174,383 in capacity funding ("Local Government Housing Initiatives program") to undertake regulatory updates, of which this Housing Needs Assessment work is one component. Staff will be providing an update report on the financial and workplan implications associated with these legislative changes and which will speak to utilization of unallocated capacity funding. Coordinated planning with municipalities underway. On track for Q4 2024 completion, as required by legislation. Report on November 21, 2024 Committee Agenda.	Board Directive		Completed
47	PD	520	Kennett	\$5,500		Operating Reserves	2023	2024-Q4		A, B, D, E, F, sNGD	Regional	Building Inspection Services - Digital Plan Review Preparedness - Hardware, Software and Training (Discretionary)	L - Service Delivery Excellence	The submission of digital building permit applications is a goal of the SCRDP Board and the Building Division. In order to succeed a system will need to be in place to digitally review the submitted drawings for compliance with the BC Building Code and applicable Bylaws. By acquiring the hardware, software and training prior to the acceptance of the digital building permit submissions, the Building Division will be prepared to review the digital plans when they are accepted. Privacy Impact Assessment completed. Software purchase / installation completed. Software deployed and working well. Monitors planned for Q2. Monitor installation ready pending (separate/corporate) server upgrade project completion. Monitors now installed and project is complete. Nov 1/24	Carryforward		Completed

CANCELLED PROJECTS

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete

Open Projects by Year	
2016	1
2018	2
2019	1
2020	22
2021	20
2022	28
2023	45
2024	55
TOTAL	172

% Complete Summary		DEFINITION
Not Started	25	11.4% Work has not been started for project.
Started	35	16.0% Work is in preliminary stages.
In Progress 25%	38	17.4% Up to 25% progress
In Progress 50%	31	14.2% Up to 50% progress
In Progress 75%	43	19.6% Up to 75% progress
Completed	47	21.5% 100% Finished
Deferred	0	0.0% Project was deferred by motion.
Cancelled	0	0.0% 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)
TOTAL	219	100%

Policy Codes Key
SP - Strategic Plan
WE - We Invision
ITSP - Integrated Transportation Study Plan
CRWP - Comprehensive Regional Water Plan
PRM - Parks and Rec Master Plan
SARP - Chapman Creek Watershed Source Assessment Response Plan
EVDF, HMBF, RCF, GF - Fire Departments (strategic plans)
PDTNP - Parks Division Trail Network Plan
TFP - Transit Future Plan
AAP - Agricultural Area Plan
AMP - Asset Management Plan
ZW/S - Zero Waste / Sustainability

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole– November 28, 2024

AUTHOR: Tina Perreault, Chief Administrative Officer / Chief Financial Officer
Alex Taylor, Manager, Budgeting and Grants

SUBJECT: REGIONAL WATER SERVICE AREA 2025 RATE BYLAW AMENDMENT UPDATE

RECOMMENDATION(S)

- (1) **THAT the report titled Regional Water Service Area 2025 Rate Bylaw Amendment Update be received for information;**
 - (2) **AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 6.50% for an overall rate increase of 5.51%;**
 - (3) **AND THAT the Gray Creek Intake and Water Treatment Plant Project be proposed to be funded from Community Works Funds (Funded evenly between Areas B, D, E)**
 - (4) **AND THAT the PRV for Advanced Optimization of Church Road Project be proposed to be funded from Community Works Funds (Funded evenly between Areas B, D, E and F)**
 - (5) **AND THAT the Water Supervisory Control Data Acquisition (SCADA) Upgrades Project be funded from Community Works Funds (Funded evenly between all Areas A-F)**
 - (6) **AND FURTHER THAT the Draft 2025-2029 Draft Financial Plan be amended accordingly.**
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BACKGROUND

Staff brought forward a report to the November 21, 2024 Finance Committee outlining three rate options to amend the 2025 Regional Water Service Area Rate Bylaw. The Committee made a recommendation for a staff report to be brought to the November 28, 2024 Committee of the Whole that provided options for rate increases in the Regional Water Service Area (RWSA) totalling 5% overall. Two new options in addition to the three previous options have been developed for the Board's consideration.

An amendment to Water Rates and Regulations Bylaw No. 422 must be adopted prior to January 1, 2025, in order to meet the legislated timelines for user fees and the parcel tax roll review process.

The current parcel tax and user rates per single family residential dwelling are \$449.99 and \$715.00, respectively.

The purpose of this report is to provide an update to the November 21, 2024 Finance Committee report which aligns with the current and short-term funding requirements of the service. **The updated information has been highlighted in blue below.**

DISCUSSION

The primary objective in rate determination is setting appropriate and sustainable fees that help achieve full cost recovery. This is achieved by determining the funding envelope required to service RWSA customers over the long term while maintaining financial sustainability.

The following capital and operating projects as well as staffing requests were presented as part of the 2025 Round 1 Budget deliberations. Projects that have been deferred to 2026, proposed to be funded through grants, or approved at Pre-Budget are not included in this overview. As some of these projects have been deferred to 2025 Round 2 Budget, decisions by the Board to not approve any of these projects will result in an increase in Operating Reserves and/or Capital Reserves.

Operating

	Project	Cost (Estimated)
1	Permit Requirements; Chapman & Edwards Lake Siphon Systems	235,000
2	Second Reservoir Feasibility Study Engineering Support	75,000
3	Leak Detection Equipment Phase 2	63,750
4	Concrete Reservoir Maintenance	169,000
5	Cross Connection Control Program	75,600
6	Service Review - Utility Services	51,000
7	Bylaw 320 Update - Phase 2	51,000
8	RWS Base Budget Increase	110,000
9	Fleet Rate Increase	32,000
		862,350

Capital

	Project	Cost (Estimated)
1	PRV for Advanced Optimization Use Church Rd	274,004
2	Gray Creek Intake & WTP Phase 1	825,000
3	Development Raw Water Reservoir Engineering Support	250,000
4	Senior Utility Operator; Light Duty Truck	95,000
6	Forklift Replacement & [312] Repatriation	12,741
7	Utility Engineering Equipment	25,000
8	SCADA Upgrades	204,000
9	Vehicle Replacement*	9,439
		1,695,184

* This represents 2 months of 5yr loan, total vehicle cost is \$250,000

New Staffing Requests	154,228
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The two primary sources of revenue for the RWSA are parcel taxes and user fees. Parcel taxes are calculated as a function of parcel size and levied against all parcels within the RWSA. User fees are composed of flat rate water user fees, which are levied on all residential water users within the RWSA, as well as metered water rates that are levied on industrial, commercial and institutional (ICI) water users.

The best practice for the allocation of expenditures and revenues within the RWSA is based on the principle that parcel tax revenues fund capital expenditures (and associated debt principal payments) and that user fee revenues fund operating related expenditures. This also aligns with the Board’s Financial Sustainability Policy.

In setting the rates, it is important to consider the current state of the infrastructure for this water system and its water supply. The infrastructure associated with the water supply and distribution system is extensive and there is an ongoing need to address performance issues with aging infrastructure and to facilitate improved asset stewardship. Significant financial investments into the operating and capital reserve funds have been made and will continue to be required to fund water supply expansion. As the SCR transitions to volumetric billing it is vital that operating reserves are sufficient to cover any operational shortfalls related to unanticipated consumption pattern changes.

Historical Rates

Historical rates and annual increases for the past five years are detailed in the table below:

	2020	2021	2022	2023	2024
Parcel Tax	276.94	290.79	305.33	392.05	449.99
User Fee	410.85	468.37	526.92	651.49	715
Total	687.79	759.16	832.25	1043.54	1164.99
Total \$ Increase	137.48	71.37	73.09	211.29	121.45
Total % Increase	24.98%	10.38%	9.63%	25.39%	11.64%

Historical Reserve Activity

Net contributions/(withdrawals) from the reserve funds for the past five years are detailed in the table below:

	2019	2020	2021	2022	2023
Operating	229,220	173,142	331,977	-93,180	1,060,275
Capital	631,826	2,562,309	1,579,725	-593,266	2,666,142

Options and Analysis

Five rate increase options are presented below for consideration. Note that the rates and increases presented are applicable to a single-family residential dwelling on a parcel up to 1 acre in size.

All amounts are estimates and will change based on final budget allocations (wage rates, support service allocation etc.) and 2024-year end surplus/deficit values. It should be noted that the capital cost related to the Langdale Wellfield Construction and its associated operational costs are not included below. Should this initiative proceed, the ending uncommitted capital and operating reserves may differ.

Total annual capital funding is equal to parcel tax revenue less any amount required to fund operations. The budgeted transfer to capital reserves is calculated by deducting existing and proposed base budget capital expenditures, debt principal repayments from total annual capital funding. The budgeted transfer to operating reserves is calculated by deducting existing and proposed base budget operating expenditures inclusive of operational salaries and wages, support service costs, and operational costs from total user Fee funding.

For every 1% (\$7.15) increase to user fees and 1% (\$4.50) increase to parcel tax, it results in approximately \$89,899 and \$52,763 increase to the Operating and Capital Reserve balance respectively.

During 2025 Round 1 Budget deliberations staff presented the use of Growing Communities Funds as a funding option for the Pressure Reducing Valves (PRV) for Advanced Optimization Use of Church Road and Gray Creek Intake and Water Treatment Plant Phase 1 (Gray Creek) projects. Staff have also considered funding these projects, as well as the Supervisory Control Data Acquisition (SCADA) Upgrades project, from Community Works Funds in Option #1 to better develop suitable Capital Reserve balances. The options presented below outline the required Parcel Tax increase required to move toward obtaining more a sustainable Capital Reserve balance depending on the use of non-reserve funding options for these projects.

Option 1—\$64.25 overall rate increase (\$35 increase to user fees, \$29.25 increase to parcel taxes)

Option #1 proposes that both the PRV, Gray Creek and SCADA Upgrade projects are 100% funded from Community Works Funds.

Fee Summary	User Fee	Parcel Tax	Overall
Current Rate	\$715.00	\$449.99	\$1,164.99
Proposed Increase	\$35.00	\$29.25	\$64.25
2025 Rate	\$750.00	\$479.24	\$1,229.24
	4.90%	6.50%	5.51%
Reserve Summary	Operating Reserve	Capital Reserve	
Opening Uncommitted Balance	\$3,821,075	\$7,559,863	
Projected 2024 Surplus/(Deficit)	770,144	449,837	
Budgeted Transfers to Reserves	2,395,824	1,453,808	
Budgeted Transfers from Reserves	(950,100)	(1,376,598)	
Ending Uncommitted Balance	\$6,036,943	\$8,086,911	
Total Annual Capital Funding from Parcel Taxes: \$5,619,256			
Parcel Taxes Required to Fund Operations: \$NIL			

Staff recommend this option for the following reasons:

- Provides for a projected increased ending uncommitted capital reserve balance. Working toward building a healthy capital reserve balance is important as the RWS expects significant financial investments associated with replacement of existing infrastructure and water supply expansion projects under development. Industry best practice states that a capital reserve should be equal to or greater than 2% of the replacement value of the assets in a service in order fund future asset replacement. This assumes that the service has an effective and robust maintenance plan and only considers the replacement of existing assets. The RWSA does not have a robust maintenance plan and is expected to continue to add assets to meet constrained water supply. Based on preliminary estimates, the RWSA has approximately \$800M in asset replacement value. A 2% target would require approximately \$16M in capital reserves. A more detailed amount can be confirmed once the capital plans are finalized.
- The projected ending uncommitted operational reserve balance improves the financial capacity to respond to emergency situations and components of the capital investment required in the upcoming years including feasibility studies and engineering design.

The Regional Water service will continue to require significant financial investments in the years to come; therefore, it is important to strengthen both the operating and capital reserves. Consequently, additional long-term loans might be required to fund these projects with the associated debt servicing costs being funded by Parcel Taxes.

If the Board elects to proceed with this option, the recommendation would be as follows:

- (1) AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 6.50% for an overall rate increase of 5.51%;**
- (2) AND THAT the Gray Creek Intake and Water Treatment Plant Project be proposed to be funded from Community Works Funds (Funded evenly between Areas B, D, E)**
- (3) AND THAT the PRV for Advanced Optimization of Church Road Project be proposed to be funded from Community Works Funds (Funded evenly between Areas B, D, E and F)**
- (4) AND THAT the Water Supervisory Control Data Acquisition (SCADA) Upgrades Project be funded from Community Works Funds (Funded evenly between all Areas A-F)**

Option 2 –\$58.31 overall rate increase (\$15.02 increase to user fees, \$43.29 increase to parcel taxes)

Option #2 proposes that there is no funding from Community Works Funds or Growing Community Funds.

Fee Summary	User Fee	Parcel Tax	Overall
Current Rate	\$715.00	\$449.99	\$1,164.99
Proposed Increase	\$15.02	\$43.29	\$58.31
2025 Rate	\$730.02	\$493.28	\$1,223.30
	2.10%	9.62%	5%
Reserve Summary	Operating Reserve	Capital Reserve	
Opening Uncommitted Balance	\$3,821,075	\$7,559,863	
Projected 2024 Surplus/(Deficit)	770,144	449,837	
Budgeted Transfers to Reserves	2,144,556	1,618,429	
Budgeted Transfers from Reserves	(950,100)	(2,718,647)	
Ending Uncommitted Balance	\$5,785,675	\$6,909,482	
Total Annual Capital Funding from Parcel Taxes: \$5,783,877			
Parcel Taxes Required to Fund Operations: \$NIL			

This option presents an ending uncommitted operating reserve that is approximately 4% less than the other options presented in this report. Moreover, this option presents an uncommitted capital reserve that is 9% less than the estimated 2025 opening balance. The Regional Water service will continue to require significant financial investments in the years to come; therefore, it is important to strengthen both the operating and capital reserves. Consequently, additional long-term loans might be required to fund these projects with the associated debt servicing costs being funded by parcel taxes.

If the Board elects to proceed with this option, the recommendation would be as follows:

- (1) AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 2.10% and parcel taxes by 9.62% for an overall rate increase of 5%;**

Option 3 – \$115.01 overall rate increase (\$35 increase to user fees, \$80.01 increase to parcel taxes)

Option #3 proposes that both the PRV and Gray Creek projects are 100% funded from Growing Communities Funds.

Fee Summary	User Fee	Parcel Tax	Overall
Current Rate	\$715.00	\$449.99	\$1,164.99
Proposed Increase	\$35.00	\$80.01	\$115.01
2025 Rate	\$750.00	\$530.00	\$1,280
	4.90%	17.78%	9.87%
Reserve Summary	Operating Reserve	Capital Reserve	
Opening Uncommitted Balance	\$3,821,075	\$7,559,863	
Projected 2024 Surplus/(Deficit)	770,144	449,837	
Budgeted Transfers to Reserves	2,395,824	2,048,975	

Budgeted Transfers from Reserves	(950,100)	(1,580,598)	
Ending Uncommitted Balance	\$6,036,943	\$8,478,077	
Total Annual Capital Funding from Parcel Taxes: \$6,214,423			
Parcel Taxes Required to Fund Operations: \$NIL			

If the Board elects to proceed with this option, the recommendation would be as follows:

- (1) **AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user Fees and Metered Usage Fees by 4.90% and parcel Taxes by 17.78% for an overall rate increase of 9.87%;**
- (2) **AND THAT the Gray Creek Intake and Water Treatment Plant and PRV for Advanced Optimization of Church Road Projects be proposed to be funded 100% from Growing Communities Funds;**

Option 4 –\$160.01 overall rate increase (\$35 increase to user fees, \$125.01 increase to parcel taxes)

Option #4 proposes that both the PRV and Gray Creek projects are 50% funded from Growing Communities Funds and 50% from Capital Reserves.

Fee Summary	User Fee	Parcel Tax	Overall
Current Rate	\$715.00	\$449.99	\$1,164.99
Proposed Increase	\$35.00	\$125.01	\$160.01
2025 Rate	\$750.00	\$575.00	\$1,325
	4.90%	27.78%	13.73%
Reserve Summary	Operating Reserve	Capital Reserve	
Opening Uncommitted Balance	\$3,821,075	\$7,559,863	
Projected 2024 Surplus/(Deficit)	770,144	449,837	
Budgeted Transfers to Reserves	2,395,824	2,576,604	
Budgeted Transfers from Reserves	(950,100)	(2,149,622)	
Ending Uncommitted Balance	\$6,036,943	\$8,436,683	
Total Annual Capital Funding from Parcel Taxes: \$6,742,052			
Parcel Taxes Required to Fund Operations: \$NIL			

If the Board elects to proceed with this option, the recommendation would be as follows:

- (1) **AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 27.78% for an overall rate increase of 13.73%;**

(2) AND THAT the Gray Creek Intake and Water Treatment Plant and PRV for Advanced Optimization of Church Road Projects be proposed to be funded 50% from Growing Communities Funds and 50% from Capital Reserves;

Option 5 –\$210.01 overall rate increase (\$35 increase to user fees, \$175.01 increase to parcel taxes)

Option #5 proposes that both the PRV and Gray Creek projects are 100% funded from capital reserves and require a substantial increase to parcel tax as a result.

Fee Summary	User Fee	Parcel Tax	Overall
Current Rate	\$715.00	\$449.99	\$1,164.99
Proposed Increase	\$35.00	\$175.01	\$210.01
2025 Rate	\$750.00	\$625.00	\$1,375
	4.90%	38.89%	18.03%
Reserve Summary	Operating Reserve	Capital Reserve	
Opening Uncommitted Balance	\$3,821,075	\$7,559,863	
Projected 2024 Surplus/(Deficit)	770,144	449,837	
Budgeted Transfers to Reserves	2,395,824	3,162,906	
Budgeted Transfers from Reserves	(950,100)	(2,718,647)	
Ending Uncommitted Balance	\$6,036,943	\$ 8,453,960	
Total Annual Capital Funding from Parcel Taxes: \$7,328,354			
Parcel Taxes Required to Fund Operations: \$NIL			

If the Board elects to proceed with this option the recommendation would be as follows:

(1) AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area user fees and Metered Usage Fees by 4.90% and parcel taxes by 38.89% for an overall rate increase of 18.03%;

Financial Implications

The following table highlights the additional revenue and net capital funding increase that will result under each of the three options presented:

	Option 1	Option 2	Option 3	Option 4	Option 5
Additional User Fee Revenue	\$440,057	\$188,789	\$440,057	\$440,057	\$440,057
Additional Parcel Tax Revenue	\$342,959	\$507,580	\$938,126	\$1,465,755	\$2,052,057
Total Additional Revenue	\$783,017	\$696,368	\$1,378,183	\$1,905,813	\$2,492,115

Net capital funding increase over prior year	\$342,959	\$507,580	\$938,126	\$1,465,755	\$2,052,057
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The following table summarizes the net operating and net capital impact from each of the proposed options, including a \$0 increase to both user fees and parcel taxes.

Operating

	2024	No Change	Option 1	Option 2	Option 3	Option 4	Option 5
User Fee Revenue	8,989,938	8,989,938	9,429,995	9,178,727	9,429,995	9,429,995	9,429,995
Expenses							
Administrative	(1,206,100)	(1,377,017)	(1,377,017)	(1,377,017)	(1,377,017)	(1,377,017)	(1,377,017)
Salaries & Wages	(3,788,158)	(3,730,382)	(3,730,382)	(3,730,382)	(3,730,382)	(3,730,382)	(3,730,382)
Operating Costs	(1,848,136)	(1,926,772)	(1,926,772)	(1,926,772)	(1,926,772)	(1,926,772)	(1,926,772)
Funding Required from PT	-	-	-	-	-	-	-
Operating Project Costs*	(890,905)	(950,100)	(950,100)	(950,100)	(950,100)	(950,100)	(950,100)
Net Operating Surplus/ (Deficit)	1,256,639	1,005,667	1,445,724	1,194,456	1,445,724	1,445,724	1,445,724

*Excludes carryforward projects approved in prior years

Capital

	2024	No Change	Option 1	Option 2	Option 3	Option 4	Option 5
Parcel Tax Revenue	5,276,297	5,276,297	5,619,256	5,783,877	6,214,423	6,742,052	7,328,354
Expenses							
Long Term Debenture Debt	(704,309)	(741,960)	(741,960)	(741,960)	(741,960)	(741,960)	(741,960)
Equipment Financing Loans	(158,727)	(271,904)	(271,904)	(271,904)	(271,904)	(271,904)	(271,904)
LUA Short-Term Debt	(61,326)	(472,309)	(472,309)	(472,309)	(472,309)	(472,309)	(472,309)
Base Budget Expenses	(1,508,940)	(1,508,940)	(1,508,940)	(1,508,940)	(1,508,940)	(1,508,940)	(1,508,940)
Salaries & Wages	(760,619)	(1,170,335)	(1,170,335)	(1,170,335)	(1,170,335)	(1,170,335)	(1,170,335)
Funding of Operations	-	-	-	-	-	-	-
Transfer to Reserves	2,082,376	1,110,849	1,453,808	1,618,429	2,048,975	2,576,604	3,162,906
Capital Project Costs*	(1,593,815)	(2,718,647)	(1,376,598)	(2,718,647)	(1,580,598)	(2,149,622)	(2,718,647)
Net Capital Surplus/(Deficit)	488,561	(1,607,798)	77,210	(1,100,218)	468,377	426,982	444,259

*Excludes carryforward projects approved in prior years

Future Implications

In Q4 2024 a second draft Water Strategy will be presented to the Board. The Water Strategy will be the strategic plan for the SCRD Water Services. It seeks to identify strategic priorities, objectives, and actions that will guide the future planning and delivery of SCRD Water Services, and acts as a workplan for SCRD staff. The Water Strategy supports SCRD Board priorities, provides context for policy making, strategic planning, and aligns with other SCRD strategies and management plans. The Water Strategy should be reviewed and updated at a minimum every 5 years, with a planning horizon of 10 years. There are four Strategic Priorities identified in the draft Water Strategy:

- Water Supply;
- Water Infrastructure;
- Water Efficiency;
- Source Water Protection.

Work is underway to identify action plans for each of the Strategic Priorities within the water strategy. These plans will include both initiatives that are currently underway as well as identify new ones. The following information and initiatives should be considered in setting rates for 2025:

- The SCRD is collaborating with the shíshálh Nation to confirm the feasibility of a Lower Crown Raw Water Reservoir on Nation owned land. Pending the funding confirming for the actual construction of this reservoir by the Nation, the reservoir could be operational in 2026. The financial implications for the SCRD's operating and maintenance of this reservoir are not yet considered in the rate analyses as they are to be confirmed.
- The infrastructure associated with the water supply and distribution system for this water system is extensive and aging and there is an ongoing need to address performance issues with aging infrastructure such as pump stations, valves, water supply and treatment infrastructure.
- A preliminary finding of the water modelling analyses is that substantial investments in watermains replacements and upgrades are required to improve the fire flow in parts of this water system.
- Significant financial investments have been made and will continue to be required to address the current water supply situation in 2025 and beyond. This will include further studies to confirm the feasibility of additional water supply sources, the technical studies in support of the design and permitting of new supply sources as well as the funding of the actual construction of the infrastructure for these new water supply sources from capital reserves and long-term debt.
- Climate change is resulting in unanticipated consequences for our water supply, including performance issues that could result in the need to undertake major upgrades to the water treatment. Additionally, climate change results in increased damage to our infrastructure resulting from more intense storms.
- The Asset Management plans under development for this system will guide the future rates required to adequately operate and maintain the system and replace the infrastructure components in a timely manner. Therefore, staff recognize that it is likely that user fee and parcel tax rates will increase sufficiently to grow reserves balances to service future water supply and asset management projects.
- Staff are working on the implementation of volumetric billing for all SCRD water services. The current schedule for the implementation of this rate structure within the Regional Water Service is January 1, 2027.
- While the SCRD is continuing to monitor for grants to reduce the financial burden of the required investments to the Regional Water Service, most of these grants are heavily oversubscribed which impacts the likelihood of being successful in obtaining grants.

Timeline for next steps or estimated completion date

Once approval is received to amend the user rates and parcel taxes, the Water Rates Bylaw 422, Schedule B will be amended to increase the Regional Water Service Area user Fees and parcel taxes and forwarded to the December 12, 2024 Board Meeting for three readings and adoption.

Communications Strategy

The increase to these user fees will be communicated as part of a comprehensive communication effort regarding the 2025 Utility rates. This will include advertisement in news papers, a mail-out to all service participants, virtual information sessions, through the SCRD social media and website, budget documentation as well as additional information included with the utility bill when distributed.

STRATEGIC PLAN AND RELATED POLICIES

Annual reviews and adjustments of fees and charges is consistent with Section 4.2.2 of the Financial Sustainability Policy.

CONCLUSION

In the Regional Water Service Area, parcel taxes are intended to fund capital expenditures (acquiring or maintaining fixed assets), and user fees are intended to fund operational expenditures (ongoing costs of running the service).

At the November 21st Finance committee, the Committee recommended that staff report with an option for a 5% overall rate increase. Pending Board direction, Water Rates and Regulations Bylaw No. 422, Schedule B will be updated and forwarded to the December 12, 2024, Board Meeting for three readings and adoption.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO / CFO	X – T. Perreault	Other	X – K. Doyle

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: NEW RECYCLE BC AGREEMENTS FOR RECYCLING DEPOTS

RECOMMENDATION(S)

- 1) **THAT the report titled New Recycle BC Agreements for Recycling Depots be received for information;**
 - 2) **AND THAT the delegated authorities be authorized to execute the updated Master Service Agreement (MSA) and associated Statements of Work (SOW) Agreements with Recycle BC for operating recycling depots;**
 - 3) **AND FURTHER THAT the 2025-2029 Draft Financial Plan be updated accordingly.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has a Master Service Agreement (MSA) and associated Statements of Work (SOW) to operate three recycling depots on behalf of Recycle BC. These are set to expire at the end of 2024 and Recycle BC has provided updated versions of these agreements for the SCR D's consideration. Recycle BC is an Extended Producer Responsibility Program that manages the collection and recycling of residential packaging and paper products across the province, as required by the *Recycling Regulation*. The SCR D holds three separate contracts with private depot operators to provide collection of these materials on behalf of the Regional District. The depots are in Gibsons, Sechelt, and Pender Harbour. The SCR D's agreements with the individual depots, which are set to expire at the end of 2025, are separate from the MSA and SOW agreements that the SCR D has with Recycle BC.

The purpose of this report is to seek Board approval to enter into new agreements with Recycle BC to continue the collection of residential packaging and paper products on the Coast.

DISCUSSION

Recycle BC utilizes the same MSA for all local governments and other collectors and has different types of SOWs based on the collection methods of recycling depots or curbside collection. Recycle BC has updated both the MSA and SOWs and accompanying incentive rate structure. The rates are based on the type of recyclable material and tonnage collected.

Analysis

Staff have reviewed the changes to the updated MSA and SOWs for the SCR D's three recycling depots. The changes provide increased incentive rates and do not substantially change the current contractual obligations between Recycle BC and the SCR D.

The SCRD will be reviewing the depot system in early 2025 to assess the financial viability of the current depot model as per the following recommendation:

047/24 **Recommendation:** *Recycling Depot Site Operations*

THAT staff investigate options for the recycling of residential packaging and paper products and books on the Sunshine Coast, contingent upon required resources being approved as part of the 2024 budget process.

The current depot agreements are expiring at the end of 2025 and would require the updated MSA to be executed in support of these contract obligations.

The updated MSA and SOWs include increased incentive rates that could go in effect as of January 1, 2025. The updated MSA includes termination clauses, allowing the SCRD to cancel the agreement before its expiration if the Board decides to modify the current depot model in the future. Staff therefore recommend to enter into these updated agreements prior to January 1, 2025 and maintain the current model until the financial analysis is completed in 2025.

Financial Implications

The new incentive rate structure is projected to improve the financial viability of the depot service model. The SCRD’s current agreements with the three private depots that collect Recycle BC materials on behalf of the SCRD represent a fixed monthly cost to provide these services. These contracts saw significant price increases in 2023. The new incentive rates are expected to recover some of these costs; however, they are still not sufficient to fully fund the SCRD’s contracts with the depots as shown in Table 1. Taxation is required to recover shortfalls not funded by Recycle BC incentive payments.

Table 1: Cost recovery provided by Recycle BC incentive payments.

<u>Depot</u>	<u>Current Recycle BC Agreements</u>	<u>Proposed Recycle BC Agreements</u>	<u>Proposed Reduction in Taxation</u>
Gibsons	52%	67%	87,227
Sechelt	52%	92%	71,662
Pender Harbour	23%	41%	34,959
Total	As per		193,848

As per the table above, an estimated \$193,848 in taxation will be reduced due to increased Recycle BC incentives.

Timeline for next steps or estimated completion date

Recycle BC requires the signing and delivery of the updated MSA and SOWs by December 16, 2024. The SCRD must return authorized agreements to Recycle BC by this date to ensure that it receives the new incentive payments beginning January 1, 2025.

A financial analysis of the current depot model will be presented to the Board in Q2 2025 with an opportunity to provide direction on the future service delivery model for the depot collection of Recycle BC materials.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus area of Solid Waste Solutions: Enhance diversion and recycling programs and look for ways to reduce costs.

CONCLUSION

A recommendation is proposed to enter into updated agreements with Recycle BC to receive higher incentive payments and enable the continued depot collection of residential packaging and paper materials on the Sunshine Coast for recycling.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM	X - R. Rosenboom	Legislative	
CAO	X – T. Perreault	Purchasing and Risk	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Christine Armitage, Executive Coordinator

SUBJECT: 2025 CALL FOR RESOLUTIONS TO THE ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)

RECOMMENDATIONS

THAT the report titled **2025 Call for Resolutions to the Association of Vancouver Island and Coastal Communities (AVICC)** be received for information;

AND THAT the Board confirm topics for AVICC resolutions for staff to draft and present to the January 9, 2025, Committee of the Whole meeting.

BACKGROUND

The AVICC 2025 Annual Convention is being planned as an in-person event to be held April 11-13 in Nanaimo. The convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate.

AVICC is one of five area associations of local governments operating under the umbrella of the Union of BC Municipalities. AVICC represents the interests of the various local governments of Vancouver Island, Sunshine Coast, Powell River, and the Central Coast.

DISCUSSION

The purpose of this report is to confirm topics for Sunshine Coast Regional District (SCRD) sponsored resolutions to be presented at the 2025 AVICC Annual Convention. AVICC's call for resolutions has been provided in Attachment A. AVICC members are being asked to submit resolutions by the February 6, 2025, deadline.

AVICC encourages members to focus resolutions on new issues of provincial or AVICC-wide interest. Resolutions endorsed at AVICC will be automatically submitted to the Union of BC Municipalities (UBCM) for consideration at the 2025 Fall Convention.

Once topics have been confirmed, staff will draft resolutions to present for consideration at the January 9, 2025, Committee of the Whole meeting. Resolutions recommended for adoption by the Committee will be presented for final consideration at the January 23, 2025, Regular Board meeting.

AVICC strongly encourages members to submit their resolutions by the deadline so they may be considered. Issues that arise after the deadline of February 6, 2025, may need to be submitted directly to UBCM.

Resolutions must be adopted by the Board no later than the January 23, 2025, Regular Board meeting to meet the submission deadline. For further background context, a historical listing of SCR D sponsored resolutions from 2018 to 2024 has been provided in Attachment B.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend the Board confirm topics for AVICC resolutions that will be drafted and brought forward for consideration at the January 9, 2025, Committee of the Whole meeting.

ATTACHMENTS

Attachment A – 2025 AVICC Call for Resolutions

Attachment B – Historical SCR D Sponsored AVICC/UBCM Resolutions (2018 to 2024)

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



2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:>>*

And be it further resolved that **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

AVICC/UBCM Resolutions - 2018 to 2023

Resolution Title	BRD Resolution No. & Date	To AVICC (date)	AVICC Decision	To UBCM (date)	UBCM Decision
BC Ferries Medical Priority Loading	062/18/ Feb 8/18	Feb 14/18	R11 Referred to AVICC Executive, as amended		
Re-evaluation of Resolutions by the Province	062/18/ Feb 8/18	Feb 14/18	R13 Resolution Withdrawn		
Watershed Governance Model	062/18/ Feb 8/18	Feb 14/18	Endorsed		B67 Endorsed
Cycling Infrastructure Funding	064/18 Feb 8/18	Feb 14/18	Endorsed		C5 Not admitted for debate – referred to B15 Active Transportation Strategy (North Vancouver District)
Medical Cannabis Production	202/18 June 28/18			June 29/18	B93 Endorsed as amended
Modernization of <i>Local Government Act</i>	204/18 June 28/18			June 29/18	B4 Endorsed
Parking Enforcement in Rural Areas	016/19 rec. No. 10 Jan 31/19	Feb 7/19	Endorsed		B57 Endorsed
Logging in the Urban Interface	016/19 rec. No. 10 Jan 31/19	Feb 7/19	Endorsed		B47 Endorsed
Climate Emergency Declaration	016/19 rec. No. 10 Jan 31/19	Feb 7/19	Endorsed *Gold Star Award for Resolution		C35 Not admitted for debate – referred to B139 Call to Action on Global Climate Emergency sponsored by LMLGA Executive
Intergovernmental Collaboration on Land Use Planning	016/19 rec. No. 10 Jan 31/19	Feb 7/19	Endorsed		C42 referred to SR1 Provincial Consultation with Local Governments Special Resolution sponsored by the UBCM Executive
Alternative Transportation Infrastructure	172/19 rec. No. 4 Jun 13/19			Jun 28/19	B16 Endorsed

Resolution Title	BRD Resolution No. & Date	To AVICC (date)	AVICC Decision	To UBCM (date)	UBCM Decision
BC Ferries Foot Passenger Service	174/19 rec. No. 2 Jun 13/19			Jun 28/19	B119 Endorsed
BC Ferries Service Levels	174/19 rec. No. 2 Jun 13/19			Jun 28/19	B18 Endorsed
Coast Forest Revitalization	172/19 rec. No. 4 Jun 13/19			Jun 28/19	B166 Endorsed
Recreation Sites and Trails	184/19 Jun 27/19			Jun 28/19	B50 Endorsed
Tree Cutting Authority for Regional Districts	172/19 rec. No. 4 Jun 13/19			Jun 28/19	B58 Endorsed
Abandoned Vehicles	026/20 rec. No. 10 Jan 30/20	Cancelled due to COVID-19	Referred to UBCM		EB10 Endorsed
Business Licensing Authority for Regional Districts	015/20 rec. No. 8 Jan 23/20	Cancelled due to COVID-19	Referred to UBCM		EB73 Endorsed
Marine Debris	015/20 rec. No. 8 Jan 23/20	Cancelled due to COVID-19	Referred to UBCM		NR46 Not considered – automatic referral to UBCM Executive – Endorsed by Executive
Medical Cannabis	026/20 rec. No. 10 Jan 30/20	Cancelled due to COVID-19	Referred to UBCM		EB16 Referred to UBCM Executive – Endorsed as Amended by Executive
Secondary Rural Road Maintenance	026/20 rec. No. 10 Jan 30/20	Cancelled due to COVID-19	Referred to UBCM		EB18 Endorsed
Stormwater Management	026/20 rec. No. 10 Jan 30/20	Cancelled due to COVID-19	Referred to UBCM		EB62 Endorsed

Resolution Title	BRD Resolution No. & Date	To AVICC (date)	AVICC Decision	To UBCM (date)	UBCM Decision
Police Based Victim Services	175/20 rec. No. 6 May 14/20			Jun 30/20	EB2 Endorsed
ICI Printed Paper and Packaging Recycling Regulation Amendment	235/20 rec. No. 12 June 11/20			Jun 30/20	EB54 Endorsed
Cumulative Effects of Land Use Decisions	245/20 rec. No. 4 June 25/20			Jun 30/20	EB61 Endorsed
NOTE: No resolutions submitted in 2021	N/A				
Stormwater Management	026/22 Jan 27/22	Jan 28/22	Referred to UBCM		EB63 Endorsed as Amended
Enforcement Tools for Short-Term Rentals	026/22 Jan 27/22	Jan 28/22	Referred to UBCM		NR11 Endorsed
Accessing Vehicular GHG Emissions Data	173/22 rec. No. 6 Jun 23/22			Jun 30/22	EB57 Endorsed as Amended
Hybrid UBCM Conferences	173/22 rec. No. 6 Jun 23/22			Jun 30/22	NEB3 Not Endorsed
Shift to Non-Fuel-Based User-Pay Taxation Mechanisms to Fund Road Infrastructure in Rural Areas of BC	173/22 rec. No. 6 Jun 23/22			Jun 30/22	NR54 Not Endorsed
Standardize Health and Safety Rules/Regulations to Facilitate Year-Round Housing in RVs	173/22 rec. No. 6 Jun 23/22			Jun 30/22	NR22 Endorsed as Amended
Modernization of the Local Government Act	116/23 No. 3 Jan 26/23	Feb 7/23	Endorsed – to be referred to UBCM		EB66 Endorsed
BC Transit Service Delivery Model Flexibility	186/23 June 22/23			June 30/23	NR76 No Recommendation

Resolution Title	BRD Resolution No. & Date	To AVICC (date)	AVICC Decision	To UBCM (date)	UBCM Decision
Funding Formulas to RDs for Canada Community-Building Fund – Community Works Fund and Community Growth Fund	186/23 June 22/23			June 30/23	NR52 No Recommendation
ICI Packaging and Paper Products Recycling Regulation	186/23 June 22/23			June 30/23	RR20 Refer to Similar Recommendation
BC Transit Expansion Funding	135/23 May 25, 23			June 30/23	EB60 Endorsed
Improved Road Design for Vulnerable Road Users	019/24, Rec. No. 8	February 7, 2024	R49 Endorsed		EB74 Endorsed
Engagement with Local Governments with Respect to Road Network Planning			R52 Endorsed		EB76 Endorsed
Funding for Rural Road Maintenance			R50 Endorsed		EB78 Endorsed
Free Transit for Students			R53 Endorsed		NEB10 Not Endorsed
Ports Maintenance			R21 No Recommendation		NR86 No Recommendation
Ports Prioritization			R20 No Recommendation		NR87 No Recommendation

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: PENDER HARBOUR TRANSFER STATION SITE OPERATIONS CONTRACT EXTENSION

RECOMMENDATION(S)

- 1) **THAT the report titled Pender Harbour Transfer Station Site Operations Contract Extension be received for information;**
 - 2) **AND THAT the contract for Pender Harbour Transfer Station Site Operations be extended to Salish Environmental Group Inc. for an additional two-year period to December 31, 2026, and a value up to \$472,315 with the total contract value of \$1,132,999;**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Pender Harbour Transfer Station (PHTS) operates as a drop-off site for waste materials from residential and business sectors in Electoral Area A. Sunshine Coast Regional District (SCRD) staff operate the scale house and public drop-off site, an SCRD Operations Coordinator assists with day-to-day operational needs, and an SCRD Superintendent oversees the overall running of the site. Site operation services are provided by a contractor, Salish Environmental Group Inc. (Salish), and include operation of heavy equipment, provision of containers for garbage and hauling services, as well as other related site maintenance and operations services. These services are required for the safe and effective operation of the transfer station site.

The current contract for site operations consists of a base monthly fee for the daily operations work and additional charges for irregular or unforeseen work (extra work).

The purpose of this report is to seek Board approval for an extension to the current PHTS Site Operations Contract, which expires on December 31, 2024.

DISCUSSION

In January 2022 the SCRD retained the services of Salish to provide site operation services at the PHTS for three years, with the option to extend up to two additional one-year terms.

Salish is responsible for operational requirements including: loading green waste, wood waste, and fridges/freezers into containers, loading garbage from the commercial tipping pad into containers, compressing materials in all containers to minimize hauling, as well as other site requirements such as providing fire suppression. Additionally, they provide the containers for

residential and commercial garbage and haul those containers from the PHTS to Sechelt Landfill.

Given Salish’s satisfactory service delivery to date, staff recommend executing the contract option to extend the term of the contract with two additional one-year terms until December 31, 2026.

Financial Implications

The table below outlines the financial implications of this proposed contract extension.

	Cost
Original Contract Value – 3 year	\$660,684
First Contract Extension Value (2 year)	\$472,315
Total Contract Value	\$1,132,999

The current approved annual budget for this service is \$241,218. This contract extension amount can be funded through our current base budget and does not require an amendment to the Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Strategic Plan key lens of Service Delivery Excellence.

CONCLUSION

The current PHTS Site Operations Contract expires on December 31, 2024. Staff recommend extending the contract with the current site operator, Salish, for two years at \$472,315, and a maximum contract value of \$1,132,999.

Reviewed by:			
GM	X – R. Rosenboom	Finance	X – A. Taylor
CAO/CFO	X – T. Perreault	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Bryan Shoji, Manager, Capital Projects

SUBJECT: **UNIVERSAL WATER METERING PHASE 3 – ARCHAEOLOGICAL MONITORING SERVICE AGREEMENT AMENDMENT NO. 1**

RECOMMENDATION(S)

- 1) **THAT the report titled Universal Water Metering Phase 3 – Archaeological Monitoring Service Agreement Amendment No. 1 be received for information;**
 - 2) **AND THAT the Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement value be increased by \$255,068 to \$936,329 (excluding GST);**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the amended Service Agreement.**
-

BACKGROUND

The Universal Metering Phase 3 Project involves the supply and installation of water meters on all existing Sunshine Coast Regional District (SCRD) water service connections within the District of Sechelt.

The Board authorized entering into a servicing agreement with the shíshálh Nation at the March 14, 2024, regular meeting to carry out archaeological monitoring for the duration of the Phase 3 meter installation program, as follows:

080/24 THAT the report titled Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement be received for information;

AND THAT a Service Agreement in the amount of \$681,261 (excluding GST) be direct awarded to the shishalh Nation;

AND FURTHER THAT the delegated authorities be authorized to execute the Service Agreement.

The monitoring program includes field archaeological monitoring of 100% of the high potential, 25% of the moderate potential, and 5% of the low potential sites, resulting in a total of 1,837 expected sites which were used to develop the service agreement cost estimate.

DISCUSSION

The Phase 3 Meter Installation Program is approximately 71% complete with roughly 1,300 installations outstanding. The archaeological monitoring field work is nearing the \$681,261 budget limit. The shíshálh Nation estimates that an additional 35% funding will be required to

complete the meter program as many of the remaining meter sites are in archaeological high potential areas. The estimate also includes the addition of seven Evaluative Unit detailed archaeological work to satisfy provincial permit requirements, valued at \$54,096. This would increase the overall archaeological monitoring cost by \$255,068 over what has been committed to in the current Service Agreement.

Financial Implications

The increased cost of archaeological work can be accommodated within the approved project budget. The impact of the increased archaeological monitoring costs on the project budget is summarized in Table A below.

Table A: Archaeological Monitoring Cost Project Budget Impact

Budget Item	Approved Budget	Projected Final Cost	Variance
Meter Installation Contract	\$7,367,621	\$7,367,621	\$0.00
Archaeological Monitoring	\$681,261	\$936,329	(\$255,068)
Third Party & Internal Costs	\$237,489	\$110,000	\$127,489
Contingency	1,105,379	977,800*	\$127,579
TOTAL	\$9,391,750	\$9,391,750	\$0.00

*It is important to note that installing some of the larger and/or more complex water meters is currently not included in the meter installation contract cost estimate, which will reduce the project contingency value significantly when the work is incorporated. Staff currently anticipate that this work will be completed within the current remaining contingency of \$977,800.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Improve water demand management and increase the efficiency of water use by completing installation of water meters and implementing volumetric billing.

CONCLUSION

The Universal Metering Phase 3 archaeological monitoring costs are projected to exceed the budget estimate by \$255,068. This cost increase can be accommodated within the current Financial Plan limits and staff recommend that the Service Agreement be increased by \$255,068 to a total value of \$936,329.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM	X - R. Rosenboom	Legislative	
CAO/CFO	X - T. Perreault	Purchasing & Risk	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Bryan Shoji, Manager, Capital Projects
Marc Sole, Manager, Solid Waste Services

SUBJECT: REQUEST FOR PROPOSAL 2435204 CONTRACT AWARD FOR SECHELT LANDFILL CONTACT WATER POND RELOCATION CONSTRUCTION

RECOMMENDATION(S)

- 1) THAT the report titled Request for Proposal 2435204 Contract Award for Sechelt Landfill Contact Water Pond Relocation Construction be received for information;
 - 2) AND THAT a contract be awarded to Saxon Contracting Ltd., in the amount of up to \$887,345 (excluding GST);
 - 3) AND THAT the delegated authorities be authorized to execute the contract;
 - 4) AND THAT the Sechelt Landfill Extending Useful Life project budget be increased by \$421,012 to \$941,012 funded from Landfill Operating Reserves;
 - 5) AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.
-

BACKGROUND

The Sechelt Landfill Contact Water Pond Relocation Project will relocate the existing contact water pond from the active landfill footprint to the decommissioned public drop off area in the southwest corner of the landfill property. Relocating the contact pond will optimize landfill capacity and increase contact water storage capacity to meet the 200-year design storm.

Trace Associates completed the detailed design and construction specifications, which were incorporated into Request for Proposal (RFP) No. 2435204 to secure a qualified contractor to construct the works.

DISCUSSION

Request for Proposal Response

Six compliant bids were received in response to the RFP. Led by Purchasing, the evaluation team independently reviewed and scored the proposals based on the evaluation criteria set out in the RFP. Based on this evaluation, Saxon Contracting Ltd., (Saxon) was the highest ranked submission.

Financial Implications

A Class A estimate (+/-5%) was sought prior to issuing the tender and what established the budget for the project. The tendered values resulted in variances to unit values and costs, versus those of the Class A construction cost estimate provided by the design consultant resulting in a funding shortfall. Table A provides a summary of the budget shortfall.

Table A: Budget Variance Summary

Item Description	Approved Budget	Tendered/ Committed	Variance
Construction Contract	\$401,833	\$792,807	(\$374,962)
Construction Engineering Services	\$37,655	\$37,655	\$0.00
Contingency	\$64,500	\$94,538	\$(30,038)
Total	\$520,000	\$925,000	(\$421,012)

Based on the tendered price, the project has a \$374,962 budget shortfall without contingency. Given the increased construction costs, staff recommend also increasing the contingency allowance by \$30,038, increasing the budget shortfall to \$421,012. In comparing the bids received and the budget estimate prepared by our construction engineering consultant, it is apparent that the unit rates used for the budget estimate were significantly lower than current market rates. Staff recommend that the budget shortfall be funded from landfill operating reserves.

Relocating the contact water pond may extend the landfill service life by up to four years. Trace Associates estimates the yearly cost savings from extending the landfill at \$1.5 million annually compared to transporting waste off-Coast. Despite the increased project costs, proceeding with the project therefore remains cost beneficial.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Optimize use of Sechelt Landfill site to bridge to future long-term waste disposal solutions.

CONCLUSION

Six compliant proposals were received in response to the Sechelt Landfill Contact Water Pond Relocation Construction RFP, with the Saxon proposal receiving the highest ranking. The proposed price exceeds the Financial Plan budgetary limits by \$374,962. Staff recommend increasing the construction contingency allowance, further increasing the total budget shortfall to \$421,012.

Staff recommend increasing the project budget by \$421,012 and awarding a contract for the Sechelt Landfill Contact Water Pond Relocation Construction to Saxon in the amount up to \$887,345 (tendered value plus contingency).

Reviewed by:			
Manager		Finance	
GM	X - R. Rosenboom	Legislative	
CAO / CFO	X – T. Perreault	Purchasing/Risk	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 28, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: **REQUEST FOR PROPOSAL 2434504 DOCK UPGRADES AT HOPKINS LANDING – AWARD REPORT**

RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal 2434504 Dock Upgrades at Hopkins Landing – Award Report be received for information;**
 - (2) AND THAT the project budget be increased from \$519,366 to \$594,700, funded through Ports [345] Capital Reserves;**
 - (3) AND THAT the contract to provide Dock Upgrades for Hopkins Landing be awarded to Heavy Metal Marine Ltd. in the amount of up to \$503,805 (excluding GST);**
 - (4) AND THAT the delegated authorities be authorized to execute the contract;**
 - (5) AND THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly;**
 - (6) AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of November 28, 2024.**
-

BACKGROUND

In 2023, the Board approved \$519,366 (including a 0.2 FTE for project management) for the major repairs required to safely reopen Hopkins Landing dock (Resolution #183/23). The dock was closed in June 2023 after a structural assessment deemed it unsafe for public use.

Boundary Consulting Services Ltd. (BCS) was retained by the Sunshine Coast Regional District (SCRD) to be the engineer of record and to complete the design, specifications, permitting, tendering services, contract administration, construction management services, and post construction closeout, including the completion of record drawings of the major structural repairs and upgrades to the dock.

A Let's Talk page was developed (Hopkins Landing Renovation Project), public engagement initiated, and an open house was held on May 21, 2024. Three concepts were presented at the open house and on the Let's Talk page, open for feedback and comments by the community. An engagement summary report was posted on the Let's Talk page and feedback received from the public influenced the final design for the dock.

The final engineered drawings for the Hopkins Landing Renovation Project identified the repairs required to retain the current configuration of the dock (Concept 1), aligning with the priorities identified through community consultation including:

- Dock durability and climate resiliency
- Environmental impact
- Maintaining service levels
- Safety
- Community meaning
- Construction financial impact
- Ongoing financial impact

BCS completed the detailed design and tender specifications, and Request for Proposal RFP 2434504 was issued to seek proposals from qualified contractors to replace the deteriorated, damaged or otherwise compromised components of the dock, in order to safely reopen the dock.

In order to adhere to the Fisheries Act, construction works ‘in water’ must be conducted between August 15 and January 30. The construction contract needs to be awarded as soon as possible so that materials and supplies can be ordered, and crews can be mobilized to be on site in early January to meet these timelines.

The purpose of this report is to award the construction contract to carry out the necessary repairs and upgrades.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for Proposal 2434504 Dock Upgrades for Hopkins Landing was published October 11, 2024 and closed on November 8, 2024.

Purchasing received one compliant proposal. Led by Purchasing, the evaluation team consisted of three team members. The committee reviewed and scored the proposal against the criteria set out in the RFP. The proposal met the specifications as outlined in the RFP, had a strong score and staff are recommending that a contract be awarded to Heavy Metal Marine Ltd.

<u>Name</u>	<u>Value</u>
Heavy Metal Marine Ltd.	\$ 458,005 (before GST)

Staff are recommending that a contract not to exceed \$503,805 (which includes a 10% contingency) be awarded to Heavy Metal Marine Ltd.

Analysis

The revised cost of taking this project to completion, including a 10% contingency, is \$594,700, and exceeds the available budget. This increase in actual costs is in part no doubt due to inflationary increases realized since July 2023.

Due to the uncertainty of working in a marine environment, a contingency is highly recommended.

A budget lift of \$75,334 is required to complete the project.

Staff offer the following options for the Committee's consideration:

Option 1 – Support the staff recommendation for increased project funding, funding source, and financial plan amendment. (recommended)

This option would enable to project to proceed immediately and within the construction timeframe required by the Fisheries Act.

Option 2 – Redesign the dock (not recommended)

Staff have reviewed the project and suggest that short of a complete redesign, there are no ways to reduce the scope of work. The current design addresses priority repairs and aligns with the feedback received from the community. A redesign would also result in additional costs to the project.

Option 3 – Stop work on the project (not recommended)

If the project were to be abandoned, the dock would remain closed. Given the importance of this dock to the community, this option is not recommended. Further, this option would result in sunk costs of approximately \$91,000.

Staff would then bring forward a 2026 budget proposal for the proposed project

Financial Implications

In order to complete the project, staff are recommending a budget lift of up to a maximum of \$75,344 (not including tax). It is recommended that this lift be funded from Ports Capital Reserves. The current uncommitted capital reserves are \$1,300,480.

Timeline and Next Steps

Following the Board's decision, the contract award will be made and the project can proceed with an anticipated completion prior to the end of February 2025.

Communications Strategy

Project decisions and facility implications will be communicated to impacted parties through the Let's Talk "Hopkins Landing Renovation Project" page.

STRATEGIC PLAN AND RELATED POLICIES

Repair and upgrading the Hopkins Landing dock aligns with the SCRD Asset Management Policy goals.

CONCLUSION

In accordance with the SCRD’s Procurement Policy, RFP 2434504 was issued for Dock Upgrades at Hopkins Landing. One compliant proposal was received. Staff recommend that a contract for Dock Upgrades and Hopkins Landing be awarded to Havey Metal Marine Ltd. for the amount not to exceed \$503,805 (before GST), funded through capital reserves. Further staff are recommending that the project budget be increased by \$75,344 and the 2024-2028 Financial Plan Bylaw (764) be amended accordingly, and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager	X - J. Waldorf	Finance	X - A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X - T. Perreault	Purchasing	X - V. Cropp