

ATTACHMENT A

Function No.	Category	Rating	Capital Program (Y/N)	Project Title	Description	Service Participants	Location(s) of Work / Proposal	2025 Amount	Funding Source	Additional Information	FTE Request
MANDATORY											
110	Board Requirement	Extraordinary	N	CAO Recruitment	Expenses related to hiring of new Chief Administrative Officer	All	Regional	\$60,000	4-Reserves	Operating Reserves	
370	Imminent Asset Failure	Extraordinary	N	Chapman Raw Water Pump Station Upgrades - Phase 2	<p>The raw water pump station at the Chapman Water Treatment Plant, constructed in 2004, is in critical condition.</p> <p>Phase 1 included installation of a small pump to allow for lower flows from this station and to complete maintenance on the three existing pumps. During investigation and assessment from Phase 1 staff have concluded that replacement of the three existing raw water pumps, generator (20 years old and nearing end of useful life) and associated infrastructure is the most reliable and cost-effective solution to ensure ongoing operational efficiency. Due to the configuration of the pump station, the generator should be removed during water pump / motor replacement.</p>	A, B, D, E, F, Sechelt	D	\$783,973	4-Reserves	Capital Reserves	0.14
370	Imminent Asset Failure	Extraordinary	N	Chapman Intake Upgrades (Phase I) - Design, Engineering and Contract Administration	<p>A condition assessment in 2022 of the Chapman Creek Intake (constructed in 1989) showed that while the concrete structure is in acceptable condition, the Timber Wier that aids in directing water to the intake is deteriorating, specifically to the upstream side. Recently leakage under the log that forms the top of the barrier is beginning to affect the ability of the weir to direct flow to the intake during lower flows of the creek (when its most needed).</p> <p>The recommendation was to monitor both the concrete structure for erosion, and the condition of the Timber Wier. Since the inspection in 2022 staff have noted further deterioration of the structure and its functions. Maintenance activities like clearing rocks and debris requires heavy machinery and will continue to cause further deterioration.</p> <p>WSP the consultant, recommended "Given the age of the timber weir structure and its criticality to the water supply system, SCRD should consider options to replace the weir with a more robust concrete weir in the short to medium term."</p> <p>Phase 1 of this project would undertake a review of potential replacement solutions and impacts to, or improvements needed to the intake system, the design and engineering of the selected solution and provide a budget and tender ready design package including permitting and contract administration. Phase 1 would take place over the Q2 2025 to Q1 2026, and if Phase 2 is approved (based on the design and Class A budget) it would result in the tendering of the Phase 2 for construction in 2026.</p> <p>This project will require substantial staff time to complete the required consultations for First Nations, environmental, engineering/design input and review. Staff expertise will be required for a very specialized project, and directly affects the operations of Chapman Water system.</p> <p>Phase 2 construction work is currently estimated at \$400,000. The actual construction cost estimate will be provided by the engineering contractor in Phase 1 and included in a 2026 budget proposal.</p>	A, B, D, E, F, Sechelt	D	\$205,340	4-Reserves	Capital Reserves (2025 and 2026)	0.08
370	Regulatory Compliance	Extraordinary	N	Soames Creek Compliance Monitoring	<p>The Church Road Wellfield began operation in 2023 with the regulatory requirement for an Adaptive Management Plan (AMP) and a Monitoring Plan to ensure the protection of environmental resources, especially the Environmental Flow Needs (EFN) in Soames Creek.</p> <p>Recently, discussions with the Ministry of Water, Lands, and Resource Sustainability (MWLRS) have indicated that additional monitoring—extending beyond the original two-year period—may be necessary.</p> <p>This proposal seeks approval for additional funds for an extra year of compliance monitoring to ensure we meet regulatory standards and maintain uninterrupted water service.</p>	A, B, D, E, F, Sechelt	F	\$100,000	4-Reserves	Operating Reserves	
613 / 365 / 366 / 370	Regulatory Compliance / Base Budget	Operating	N	Confined Space Procedures and Documentation Updates	<p>Recreation facilities and Utilities have several confined spaces in which they conduct work (defined as an enclosed or partially enclosed space, not for continuous human occupancy with limited entry / exit), all of which require site specific documentation including Hazard Assessments, Entry Procedures, Lockout Procedures and First Aid Assessments. Documents need to be accurate and up to date to ensure safety for staff entering the spaces as serious injury or death can occur if spaces are not monitored or entered correctly. Examples: ammonia condenser, pool sand filters, maintenance holes or a wastewater tank.</p> <p>Work Safe BC Confined Spaces Section 9.11 requires these documents be prepared by a:</p> <ul style="list-style-type: none"> • Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH) • Certified Safety Professional (CSP) • Other education acceptable to the board <p>This budget proposal is for one-time funding (\$105,000) to procure professional services to review and update the confined space documents. This project will include the following:</p> <ul style="list-style-type: none"> • Review existing documents and site visits • Revisions of or creation of new documents for each location • Development of lockout and safe rescue procedures • Provide training to staff in the use of all the documents. 	Various	Various	\$105,000	1-Taxation	2025 - Taxation for 613 (\$30,000) and Operating Reserve for 365-370 (\$75,000) (cyclical cost ongoing)	
212	Regulatory Compliance	Operating	Y	RCVFD Firefighter Boots and Helmets (cyclical - base budget)	Firefighter structural firefighting personal protective equipment has a life cycle of 10 years according to National Fire Protection Association standard 1851. Our structural firefighting boots and helmets have exceeded 10 years of service and require replacement. Organizations bear the liability in the event of injury due to defective personal protective equipment that has exceeded the life cycle.	D	D	\$52,000	4-Reserves	Capital Reserves (Cyclical costs - Life Cycle every 10 years) \$24,000 Boots \$28,000 Helmets	

Function No.	Category	Rating	Capital Program (Y/N)	Project Title	Description	Service Participants	Location(s) of Work / Proposal	2025 Amount	Funding Source	Additional Information	FTE Request	
613	Regulatory Compliance	Operating	N	Collective Agreement Impacts (Rest Intervals, Standby) - Base Budget Lift	<p>This budget proposal requests an ongoing base budget lift in salaries and wages (\$13,000) to fund the overtime impacts of the rest interval changes in the 2024 – 2027 Collective Agreement as well as standby pay. The Collective Agreement prescribes the required rest intervals between work hours for employees. Facility services staff attend call outs typically after hours (e.g. alarm call out), within their rest hours, and then are often scheduled to work the next day, resulting in overtime. Over the past 4 years facility services staff have attended an average of 22 call outs per year for various facility alarms of which approximately 17 callouts would be impacted by the new rest interval language in the collective agreement resulting in additional overtime.</p> <p>Further, this proposal includes an ongoing base budget lift related to the required standby pay. The arena refrigeration systems have been granted risk assessed status by Technical Safety BC which allows for reduced staffing requirements. A condition of our risk assessed status is a timely response to refrigeration system alarms. To meet this requirement and compensate staff accordingly a standby plan and corresponding budget is in place, however is underfunded. The plan is based on certified regular staff performing restricted standby on a weekly rotation (based on a Facility Operator rate), however all certified regular staff including Coordinators and Supervisors are included in the rotation, resulting in a budget shortfall.</p>	B, D, E, F, Sechelt, Gibsons, sNGD	Various	\$13,000	1-Taxation	Ongoing - Base Budget Increase		
117	Imminent Asset Failure	Operating	N	Data Storage Expansion (PURE)	<p>Increased data storage capacity for SCRD's data storage arrays to accommodate the expanding data storage requirements of SCRD business. This initiative will provide three key benefits:</p> <ol style="list-style-type: none"> 1. Proactively address the risks associated with storage saturation. 2. Increased Storage Capacity. The array at Field Rd will increase by 44.5%, the array at Mason Rd will increase by 36.09%. 3. Upgrade to new storage technology: The storage expansion includes a one-time trade-in offer that will reduce the overall cost of the storage expansion by approximately \$200,000 while offering significant performance improvements over our current setup. 	All	Regional	\$57,188	3-Support Services	Ongoing - approx. \$7,000 fees for subscription		
625	Regulatory Compliance	Operating	N	Eye Wash Station - PHAFC	<p>An emergency eyewash/shower station in a work area where a worker's eyes or skin may be exposed to harmful or corrosive materials or other materials that may burn or irritate is a regulatory requirement.</p> <p>Through regular Joint Health and Safety inspections at the Pender Harbour Aquatic & Fitness Centre, it was noted in 2022 that the chemical room eyewash/shower station was not effective because it was not meeting flow and pressure requirements.</p> <p>This budget proposal is one time funds (\$35,000) to replace the emergency eyewash/shower station at the Pender Harbour Aquatic & Fitness Centre.</p>	A	A	\$35,000	4-Reserves	Capital Reserves		
650	Regulatory Compliance	Operating	N	Noxious Weed Removal John Daley Park (Ongoing Financial Implications)	<p>This budget proposal is to address the removal of Knotweed at John Daly Park, including the initial removal as well as 5 year monitoring costs. Knotweed is designated as a noxious plant under the BC Weed Control Act. Under the Act, land owners are required to control the spread of noxious weeds. A significant concentration of Knotweed is present within John Daly Park. Further the park is adjacent to a creek, and occurrences of Knotweed are visible within the wetlands, along the banks of the creek and also the walking path. A multi-year phased project is required to manage the existing occurrences and control further spread.</p> <p>First year costs (\$63,100) includes a detailed assessment of the Knotweed by a qualified professional, consultation with a qualified biologist (due to the proximity of a salmon bearing stream), development of a site-specific detailed treatment plan, submission of applicable provincial and federal permit applications, treatment and monitoring.</p> <p>The budget also includes multi-year treatment plan (five years, \$28,000-37,000/yr) for further treatment and monitoring, to initiate post-treatment native species replanting to re-vegetate the site, and annual reporting.</p>	A, B, D, E, F	A	\$63,100	1-Taxation	Annual average approx. \$33,000 a year		
SUBTOTAL								\$1,474,601			0.22	
								2025 TOTALS:				
								\$ 181,100.00	1-Taxation			
								\$ -	2-User Fees			
								\$ 57,188.00	3-Support Services			
								\$ 1,236,313.00	4-Reserves			
								\$ -	5-Other (Debt, Grant, Fees, etc.)			
								\$ 1,474,601.00				