



## SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Monday, November 1 and Tuesday, November 2, 2021**  
**Held Electronically and Transmitted Via the**  
**SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

### AGENDA

---

**CALL TO ORDER      9:30 a.m.**

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

2. Chief Administrative Officer and General Manager, Corporate Services / Chief Financial Officer  
Regarding Pre-Budget Overview *To Follow*

#### REPORTS

3. 2022-2026 Financial Plan Outlook *Annex A*  
*General Manager, Corporate Services / Chief Financial Officer* *Pages 1-5*  
**(Voting – All Directors)**
4. Budget 2022 – Community Check-in Survey *Annex B*  
*Manager, Communications and Engagement* *pp. 6-8*  
**(Voting – All Directors)**
5. 2021 Carry-Forwards and 2022 Proposed Initiatives *Annex C*  
*General Manager, Corporate Services / Chief Financial Officer* *pp. 9-13*  
**(Voting – All Directors)**
6. Attachment A to Annex C:  
2021 Carry-Forwards and 2022 Proposed Initiatives *pp. 14-17*  
Corporate and Administrative Services Functions  
    110 General Government  
    113 Finance  
    114 Admin Office Building Maintenance  
    115 Human Resources      117 Information Technology  
    131 Elections / Electoral Areas  
    150 Feasibility – Regional  
    506 Geographic Information Systems  
    510 Civic Addressing

**7. 2021 Carry-Forwards and 2022 Proposed Initiatives**

Community Services Functions

pp. 18-27

- 310 Public Transit
- 312 Maintenance Facility (Fleet)
- 345 Ports Services
- 400 Cemetery
- 615 Community Recreation Facilities
- 625 Pender Harbour Pool
- 650 Community Parks
- 680 Dakota Ridge Recreation Service Area

**8. 2021 Carry-Forwards and 2022 Proposed Initiatives**

Planning and Development Functions

pp. 28-31

- 136 Regional Sustainability Services
- 200 Bylaw Enforcement
- 210 Gibsons and District Fire Protection
- 212 Roberts Creek Fire Protection
- 216 Halfmoon Bay Fire Protection
- 218 Egmont Fire Protection
- 220 Emergency Telephone – 911
- 222 Sunshine Coast Emergency Planning
- 500 Regional Planning
- 504 Rural Planning
- 520 Building Inspection Services

**9. 2021 Carry-Forwards and 2022 Proposed Initiatives**

Infrastructure Services Functions

pp. 32-42

- 150 Feasibility – Regional
- 320 Regional Street Lighting
- 350 Regional Solid Waste
- 365 North Pender Harbour Water Service
- 366 South Pender Harbour Water Service
- 370 Regional Water Services
- 381 – 391 Various Wastewater Treatment Plants

**COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Special Corporate and Administrative Services Committee – November 1-2, 2021

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2022-2026 FINANCIAL PLAN OUTLOOK

---

### RECOMMENDATION(S)

**THAT the report titled 2022-2026 Financial Plan Outlook be received for information.**

---

### BACKGROUND

Sections 374 and 375 of the *Local Government Act* requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. The process for development of the Sunshine Coast Regional District's (SCRD) Financial Plan was presented at the April 22, 2021 Corporate and Administrative Services Committee (*2020 Budget Debrief and 2022-2026 Financial Planning Process – [Agenda Link](#)*).

The purpose of this report is to present preliminary budgetary information on factors which may affect the upcoming Financial Plan such as external and internal considerations, taxation, user rates, staff resourcing as well as items identified in the SCRD Boards 2019-2023 Strategic Plan. This information does not contain any impacts of assessment changes as the information is not available from BC Assessment until January 1, 2022 and will be presented as part of the Round 2 Budget deliberations scheduled for late January 2022.

All values are preliminary and are subject to change as base budgets, human resource allocations, support service recoveries, contractual obligations and timing of new debt issuances are refined through the Budget deliberations leading to the final Financial Plan Bylaw adoption scheduled for February 24, 2022.

### DISCUSSION

The overall economy appears to be rebounding from last year's recession and while growth is slow, projections from economists is that it will remain robust as we ease out of the pandemic.

Inflation is playing a big factor in the economy at the moment with increased demand and constrained supply chains causing sharp price increases. Over the past year, shipping costs soared, vehicle prices jumped, and housing prices boomed. Overall, prices appear to be stabilizing and as the pandemic fades, we should expect inflation to return to rates more in line with pre-pandemic levels, however, there is a possibility that inflation could run above normal for a few more years.

#### Economic Impacts-Covid-19

The COVID-19 pandemic continues to be a risk to the SCRD, the economy, and the community as a whole. For example, the virus is challenging or causing workforce burnout, retention and recruitment issues; commodity and micro-chip shortages; logistics constraints; and reduced competitive market conditions in sectors such as construction. These are just some of the impacts which directly effect the SCRD.

Governments are also turning to vaccine mandates and vaccine passports rather than lockdowns which caused significant hardships to the economy. Another risk for the broader economy is the likely shift or reversal in economic stimulus provided by the government during the pandemic.

### External Scan

At the end of September 2021, the labour market in BC recovered many of the jobs lost during the pandemic, with unemployment rates for the Province were 5.9% (Sept. 2020-7.5%) and 5.2% for the Vancouver Island/Coastal region ([Source: WorkBC- Labour market snapshots](#)). The sectors in steep decline or labour shortages ranked from high to low are utilities, healthcare, construction and hospitality. These shortages resonate with the impacts felt here on the Sunshine Coast.

The Vancouver Consumer Price Indices (CPI) at the end of September 2021, 12-month average percent change is up 2.0% over 2020, with the Canadian average also up 2.4% ([Source: BC Stats/Statistics Canada - September 2021](#)). Although CPI is one external economic indicator, generally local government spending does not align with consumer goods, therefore, other considerations such as fuel, labour, construction, energy, and commodities are segments which are most relevant.

The Municipal Finance Authority of BC's (MFA) long-term borrowing interest rates have increased over the past year by almost 1% in each of the 5-10-20 year terms as follows:

| Year |        | Issue # | 5 yr         | 10 yr        | 15 yr        | 20 yr        |
|------|--------|---------|--------------|--------------|--------------|--------------|
| 2021 | Fall   | 156     | <b>1.25%</b> | <b>1.98%</b> | <b>1.98%</b> | <b>2.58%</b> |
| 2021 | Summer | 154     | <b>1.47%</b> | <b>2.41%</b> | 2.88%        | 3.09%        |
| 2021 | Spring | 153     | <b>1.53%</b> | <b>2.41%</b> | 2.73%        | 2.99%        |
| 2020 | Fall   | 152     | <b>0.91%</b> | <b>0.91%</b> | 0.91%        | 0.91%        |

Conversely, MFA equipment financing and short-term daily floating rates have decreased from about 1.23% at the start of 2020 to the current rate of 0.94%. It is likely these rates will increase for 2022 as they are still very low.

The budgeted interest payments will be updated to reflect current rates prior to budget adoption. Based on current trends, budgeted interest payments in 2022 will increase for the 2022-2026 Financial Plan, as the SCRD executes currently approved project financing for the Church Road Well [370], Water Metering [370], new fire trucks [210], and Sechelt Landfill site remediation [350]).

Interest earned on investments year-to-date for SCRD funds range from 0.72% for short term placements up to 2.68% for longer term bonds. Investment returns for term or on bonds have been low in 2021 as increase in inflation brings instability.

BC Assessment releases preliminary non-market change to the assessment base in mid-November. This figure is mainly attributable to growth but does include other items such as changes in use/zoning or change in exemption status. Updated non-market change values for 2021 assessment roll impacting 2022 budget will be presented at Round 2.

### SCRD Current Situation

The total approved budget for 2021 was \$49 million for operating and \$35 million capital. The Water and Wastewater capital were budgeted at \$23 million with over \$5 million for Recreation and Culture, and many of these projects will be carried into 2022. Overall property tax increased 15.63% over 2020 for 2021, therefore the base taxation going into 2022 is negligible as 1X projects funded in 2021 have fallen off. Rural area refuse collection user rates increased 9% as a result of the new curbside organics program • Combined user rates and parcel taxes for the Regional water system increased by \$71, \$208 for the North Pender and \$85 for the South Pender water system. • Parcel taxes for Community Recreation went up \$5 to \$117 and Pender Harbour Pool Parcel taxes stayed at \$17. User rate and Parcel tax amendments for utilities are planned to come forward at upcoming November Committees with Bylaw adoption in December 2021.

The SCRD has not yet received its Annual Operating Agreement (AOA) from BC Transit (BCT) which is typically presented in October of each year, prior to the SCRD's pre-budgeting process. It is expected that the COVID-19 Re-Start stimulus funds received in 2020/21 will be required to fund both BCT and SCRD portions of the AOA and subsequent 2022 budget proposals.

Considerations regarding wage and benefits have been factored into the preliminary 2022 Budget. Collective Agreement rates for 2022 are 2.25% and exempt wages are increased by the October Vancouver CPI (12-month average) rate which is estimated around 2%. Director remuneration increases have also been approved which also increase an additional amount for the CPI as exempt wages. These amounts will be updated for the Round 1 Budget figures.

There are items which were previously approved by the Board which will impact the 2022-2026 Financial Plan as summarized below:

- The full year impact in 2022 of new hires approved in 2021;
- Support Services-additional \$50,000 capital funding for Information Technology (IT) Hardware are included in the support services budget and allocated to services based on the support services allocation policy.
- Re instatement of the Community Recreation Capital Renewal funding of \$770,669 has incorporated into 2022. User rates and taxation have also been adjusted back to 2019 levels which may require further amendments before 2022 as the service is slowly recovering from the effects of the pandemic.
- Debt servicing costs funded from taxation in the preliminary budget increase by approximately \$220,160 mainly as a result of planned borrowing for the Sechelt Landfill Drop-off Area Construction and the Self-Contained Breathing Apparatus and Fill Station for Roberts Creek Fire. Assumptions with respect to the timing of debt issuance will be updated leading into Round 1 and will likely result in a reduced tax impact in 2022.

The following table summarizes the preliminary overall Ad Valorem Tax for 2022 (increase over the 2021 Approved Budget) with all the above related items included. This is in effect the estimated tax increase required to maintain current approved service levels.

| Area         | Base Budget  | Change in Dollars                             |
|--------------|--------------|---|
| A            | 1.18%        | \$34,188                                      |
| B            | 0.62%        | \$25,141                                      |
| D            | 2.27%        | \$72,708                                      |
| E            | 0.72%        | \$17,690                                      |
| F            | -0.38%       | <span style="color: red;">(-\$14,763)</span>  |
| SIGD         | -1.99%       | <span style="color: red;">(-\$7,695)</span>   |
| DoS          | -2.59%       | <span style="color: red;">(-\$118,941)</span> |
| ToG          | -0.23%       | <span style="color: red;">(-\$6,844)</span>   |
| <b>Total</b> | <b>0.01%</b> | <b>\$1,484</b>                                |

It should be noted that these values are preliminary and subject to change leading into Round 1 as the base budget is refined and the 2022 assessment roll is released. For instance, the timing of new approved debt issuance will be updated to reflect current procurement timelines prior to Round 1. In addition, the 2022 assessment roll will be released on January 1 and will likely have an impact on the apportionment by electoral area.

2022 user rates and parcel taxes have yet to be approved for Regional Water Service [370], North Pender Harbour Water Service [365], South Pender Harbour Water Service [366], the Waste Water Facilities Services [380-395], and Rural Refuse Collection Service [355], and are scheduled to be presented through Committee meetings in November. The Community Recreation Facilities [615] and Pender Harbour Pool [625] parcel taxes for debt servicing are expected to remain the same or decrease slightly for 2022.

“What-if” taxation scenarios have been provided in the subsequent report for 2021 carry-forward and 2022 proposed initiatives estimating the effects if every proposal was approved.

### 5 Year Historical Budget Data

Below is an updated five year summary of taxes, full time employee counts and inflation data.

| Historical Budget Details  | 2018       | 2019       | 2020       | 2021       | Change<br>2018-2021 | Preliminary<br>2022 |
|----------------------------|------------|------------|------------|------------|---------------------|---------------------|
| <b>Ad Valorem Taxation</b> | 18,990,440 | 20,218,598 | 21,168,636 | 24,449,191 | 5,458,751           | 24,450,675          |
| % Change Over Prior Year   | 4.35%      | 6.47%      | 4.70%      | 15.50%     | 83.85%              | 0.01%               |
| <b>FTE Count</b>           | 195.65     | 198.03     | 206.00     | 223.50     | 27.85               | 223.32              |
| % Change Over Prior Year   | 1.75%      | 1.22%      | 4.02%      | 8.49%      | 82.86%              | -0.08%              |
| <b>Inflation*</b>          | 2.4%       | 2.9%       | 2.4%       | 2.0%       | 8.7%                | 2.0%                |

\*Statistics Canada, Table 18-10-0005-01-Vancouver

*Emerging Items for 2022*

The following items are currently in progress and have the potential to impact the budget in 2022:

- Result of project tendering and potential funding shortfalls;
- Successful approval or application toward future grant projects;
- Need to increase landfill closure-post closure funding (taxation);
- Funding for future water supply expansion projects;
- Utility Rate Reviews – water, wastewater and curbside collection rate reviews and Bylaw amendments;
- Possible amendments to street lighting services;
- Transit Annual Operating Agreement (AOA) – summary of proposed AOA will be presented prior to R1 Budget; final AOA is not executed until after budget adoption.

*Timeline for next steps or estimated completion date*

Round 1 Budget meetings are scheduled for December 13-15, 2021 with Round 2 Budget meetings scheduled for January 24-26, 2022. Community partners and stakeholders will present at Round 1.

Final adoption of the 2022-2026 Financial Plan Bylaw is scheduled for the February 24, 2022 Regular SCRD Board meeting.

*Communication Plan*

Included as part of this agenda includes the communication and engagement plan for the 2022 Budget. This includes results from the Budget survey which just concluded as well as pre-budget sessions for the public in mid-November.

**STRATEGIC PLAN AND RELATED POLICIES**

The financial planning process is directly linked to the Board's Strategic Plan, Corporate Plans, and Financial Substantiality Policy.

**CONCLUSION**

The overall economy appears to be rebounding from last year's recession and while growth is slow, projections from economists is that it will remain robust as we ease out of the pandemic.

Preliminary budgetary information shows an overall increase in taxation of 0.01% over 2021. Factors such as assessments, year-end results and future proposals may have significant impacts to the actual budget results.

This report summarizes the preliminary status of the 2022-2026 Financial Plan.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Special Corporate and Administrative Services Committee – November 1/2, 2021

**AUTHOR:** Aidan Buckley, Manager Communications and Engagement

**SUBJECT:** 2022 BUDGET – COMMUNITY CHECK-IN SURVEY

---

### RECOMMENDATION(S)

**THAT the report titled 2022 Budget – Community Check-In Survey be received for information.**

---

### BACKGROUND

At the September 23, Corporate and Administrative Services Committee meeting, [a Communications and Public Engagement Plan for Budget 2022](#) was provided to the Board.

A key part of this plan is a budget survey which ran from September 27, 2021 to October 22, 2021. A summary of the scope, promotion, number and location of responses are outlined below.

The verbal presentation accompanying this report at the Special Corporate and Administrative Services Committee Pre-Budget meeting will provide further insights and will be made available for the public via the SCRD website. A full survey report will also be made available at <https://letstalk.scrd.ca/budget>.

### DISCUSSION

#### *Scope of the 2022 Budget – Community Check-In*

The 2022 Budget – Community Check-In consisted of a survey hosted on a dedicated page on the SCRD's Engagement Platform, *Let's Talk SCRD*. This page also provided general information on the SCRD's budget along with a timeline and video to assist residents better understand the budget process. The page can be viewed at <https://letstalk.scrd.ca/budget>

The short survey was intended to be a first step in getting a sense of the following from residents;

1. What services are important to residents?
2. Where residents feel tax dollars are best spent?
3. The level of interest that residents have in the SCRD's budget process and what barriers may exist for residents who want to learn more?
4. Where residents get their information from?



There was also an opportunity for residents to provide general feedback on the SCRD's budget and services.

#### *Promotion & Distribution of the 2022 Budget – Community Check-In*

On September 27, the SCRD issued a news release promoting the survey and the *Let's Talk Budget* engagement page. Following this news release, further promotion was provided in the Coast Reporter newspaper, on banner advertisements on the Coast Reporter Website, through promoted Facebook Posts and via a one-week run of radio advertisements on Coast FM.

In addition to the above, paper copies of the survey were also made available at a number of locations including;

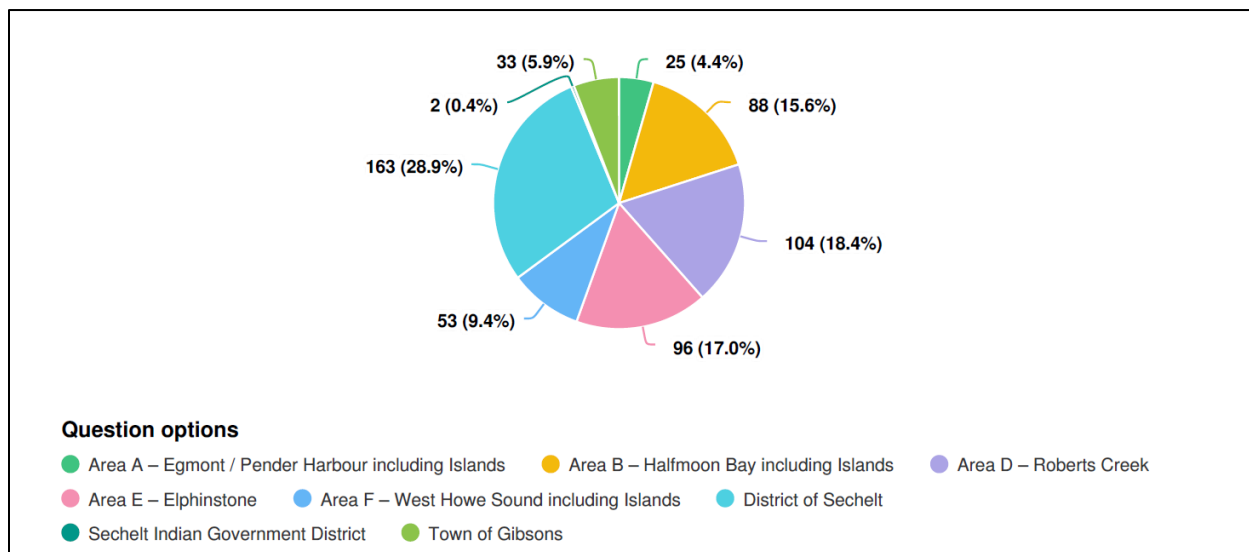
- SCRD Administration Building
- Gibsons and Area Community Centre
- Gibsons Public Library
- Sechelt Aquatic Centre
- Sechelt Public Library
- Pender Harbour Aquatic and Fitness Centre

#### *Responses to the Budget 2022 – Community Check-In*

The survey received a total of 564 responses. 534 of these responses were online, and 30 paper copies of the survey were completed at the locations outlined above in this report. The encouraging response rate on this survey has shown that there are residents on the Sunshine Coast who are interested and want to engage on budget matters with the SCRD. This survey is just the first step of our engagement with the community in this year's budget process.

#### *Overview of responses – Budget 2022 – Community Check-In*

The majority of respondents to the survey live in the District of Sechelt, followed by Roberts Creek and Elphinstone.



At the time of writing, analysis of the survey is ongoing and will be provided at the Pre-Budget meetings. Preliminary findings show that water and solid waste are the most important services for residents on the Sunshine Coast and also where residents would like to see tax dollars being spent.

85% of respondents have never taken part in a public meeting about the SCRD's budget with the majority stating that they do not know when the meetings are taking place. While many Sunshine Coast residents have awareness of the budget process, very few – under 10% rated their knowledge of the budget process as "Great" or "Good."

The majority of residents are receiving their information about the SCRD from the Coast Reporter, followed by the SCRD's Website and Facebook.

#### *Communications Strategy*

Survey results will be communicated to residents through a news release and will be posted on the Let's Talk Budget Engagement Page.

### **STRATEGIC PLAN AND RELATED POLICIES**

Engagement and Communication is a focus area in the SCRD Board's Strategic Plan.

### **CONCLUSION**

The 2022 Budget Community Check-in Survey received an encouraging response demonstrating there are residents on the Sunshine Coast who are interested in engaging on budget matters with the SCRD. This survey is just the first step of our engagement with the community in this year's budget process.

|              |                |             |             |
|--------------|----------------|-------------|-------------|
| Reviewed by: |                |             |             |
| Manager      |                | CFO         |             |
| GM           |                | Legislative | X – S. Reid |
| Acting CAO   | X-T. Perreault | Other       |             |

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

---

**TO:** Special Corporate and Administrative Services Committee – November 1-2, 2021

**AUTHOR:** Tina Perreault, General Manager, Corporate Services/Chief Financial Officer

**RE:** **2021 CARRY-FORWARD PROJECTS AND 2022 PROPOSED INITIATIVES**

---

### **RECOMMENDATION(S)**

**THAT the report titled 2021 Carry-Forward Projects and 2022 Proposed Initiatives be received for information;**

**AND THAT the funds taxed in 2014 for the purpose of exploring the feasibility of curbside recycling in Areas B [152] and D [153] in the amount of approximately \$28,000 for each area held in appropriated surplus be returned to the taxpayers in 2022;**

**AND FURTHER THAT the Feasibility funds for the purpose of exploring the establishment of a regional social services contribution service through function 150 be deferred to 2023.**

---

### **BACKGROUND**

This report serves as a guide as to the categories and the types of projects shown on the 2021 Carryforward and 2022 Proposed Initiatives spreadsheet. The Committee has been provided this list in two formats for ease of reference. One by department (included in the agenda) and one sorted by category rating.

The purpose of this report is to provide an overview of the information provided within the Pre-Budget agenda package.

### **DISCUSSION**

The 2021 Budget resulted in an ambitious work-plan with a total of 213 projects. Of these, 117 were new projects and 96 were carried forward from 2020.

For 2022 there are an estimated 134 projects from 2021 to be carried forward into 2022 with 82 new proposed initiatives.

Also approved for 2022, Categorized Mandatory proposals (health and safety / environmental, regulatory compliance and immanent asset failure) are provided as part of the Pre-Budget deliberations and will be directly incorporated into the Round 1 taxation figures. Budget proposals are not provided under this process. Those that are linked to maintaining core operations or business continuity, like base budget increase typically involve setting service level standards so Budget Proposals are prepared for these items.

2021 carry-forward projects are shown in pink boxes and only the project status and budget remaining are included.

## **Feasibility Initiatives**

### **Curbside Recycling**

In 2014 the SCRD approved funds to be taxed in the amount of \$25,000 each toward the feasibility of curbside recycling for Area's B [152] and D [153]. Those funds have been held in an appropriated surplus and have accumulated interest since that time. There is approximately \$28,100 for each area and it is recommended that these funds be returned to the taxpayers in 2022. Resolutions 122/21 and 174/21 related to status of curbside recycling next steps are included below:

#### **Recommendation No. 2**     *Curbside Recycling Questionnaire Results*

THAT the report titled Curbside Recycling Questionnaire Results be received for information;

AND THAT the SCRD consider implementation of Curbside Recycling Collection Services for SCRD Electoral Areas B, D, E and F (Option 1) through the Refuse Collection Service [355];

AND FURTHER THAT staff bring forward a report to a future Committee outlining curbside recycling service delivery options, including two stream vs single stream, the options for blue bins, *and incorporating the concerns raised during the Committee's discussion about diversion tonnage cost recovery and the effects on recycling depot operations.*

#### **Recommendation No. 2**     *SCRD Curbside Recycling Service – Additional Information for Consideration*

THAT the report titled SCRD Curbside Recycling Service – Additional Information for Consideration be received for information;

AND THAT curbside recycling services for the rural areas be reconsidered as part of the Solid Waste Management Plan update which would include solid waste services currently provided by member municipalities;

AND FURTHER THAT the SCRD request that the member municipalities make available financial and other information as required to inform the Solid Waste Management Plan Update.

### **Community Social Service**

In October 2020, staff were directed to bring a proposed initiative to the 2021 Budget process to fund a feasibility study to explore establishing a Community Social Service function. The related resolution no. 351/20 is below:

#### **Recommendation No. 5**     *Process for Establishing a Community or Police Based Victim Service*

THAT the report titled Process for Establishing a Community or Police Based Victim Service be received;

AND THAT staff report to November 2020 Special Corporate and Administrative Services Committee Pre-Budget meeting with a proposed initiative for a feasibility study regarding the establishment of a new Community Social Service function.

A Budget Proposal for \$20,000 for the feasibility study was approved in 2021 and the work was scheduled to commence in Q4 2021. Preliminary research and consultation with the Province indicate that achieving broad authority to provide financial support or funding, or to enter into agreements for service delivery with various organizations that work to address social issues, requires the establishment of a contribution service. Such a service would have a contribution limit for cost recovery and require an elector approval process to be established. For a regional service, it would also require approval of the participating municipal member councils. Many contribution services are for specific individual issues or for specific organizations, however the purpose of a social services contribution service could be fairly broad to allow the SCRD to make contributions to organizations working in those areas as long as those issues were clearly identified within the service establishment bylaw.

Staff have contemplated the scope of the study particularly with respect to the necessary consultation with both elected officials and the public and recommend that the process to establish a new contribution service be deferred to 2023 post- 2022 general election. This is in recognition of other competing priorities which will limit staff capacity to carry out the necessary consultation to fully define the scope of service, including cost recovery mechanisms, as well as the challenges associated with conducting a regional elector approval process during an election year.

### 2022 Proposed Initiatives

New projects on the agenda version are shown as white line items in two sections whereby each project that is specific to that rating category is listed. *Categorized Mandatory* projects are shown within dark blue headings, and *Other* categories are shown within the grey headings.

### 'What-if' Taxation Scenarios

A preliminary 'what-if' scenario has been provided if each category of the proposals were approved. For 2022 Mandatory items would automatically be included in the Round 1 Budget and Budget Proposals for the other categories would be presented for consideration. There are also emerging items which may have financial implications prior to the Financial Plan being adopted.

|                          | Area A | Area B | Area D | Area E | Area F | SIGD   | DoS    | ToG    | Total |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| Baseline Status Quo 2022 | 1.18%  | 0.62%  | 2.27%  | 0.72%  | -0.38% | -1.99% | -2.59% | -0.23% | 0.01% |
| Mandatory Initiatives    | 0.69%  | 0.96%  | 0.81%  | 0.88%  | 0.90%  | 1.69%  | 1.70%  | 1.13%  | 1.06% |
| Business Continuity      | 4.59%  | 9.53%  | 3.41%  | 3.48%  | 3.39%  | 2.16%  | 2.31%  | 1.77%  | 4.15% |
| Strategic                | 0.85%  | 0.54%  | 0.54%  | 1.12%  | 0.84%  | 0.91%  | 1.00%  | 1.53%  | 0.89% |
| Low Cost High Value      | 0.15%  | 0.10%  | 0.09%  | 0.09%  | 0.10%  | 0.16%  | 0.18%  | 0.13%  | 0.12% |
| Other                    | 1.19%  | 0.88%  | 0.84%  | 0.85%  | 0.92%  | 1.31%  | 1.40%  | 1.00%  | 1.03% |
|                          | 8.64%  | 12.61% | 7.96%  | 7.14%  | 5.77%  | 4.25%  | 4.00%  | 5.31%  | 7.26% |

Therefore, staff seek direction in the following areas:

- 2021 Carry-forward projects- if there are projects from prior years the Committee would like to defer or not carry-forward into the 2022-2026 Financial Plan?
- If there are specific projects the Committee would **not** like to come forward as a budget proposal to R1 in December?

- If the Board would like options for prioritization as outlined above.

All other remaining projects are to be brought forward for the Board to consider during the Round 1 Budget deliberations.

All the proposed initiatives are then summarized based on the associated rating for each function / service, including overall financial, human resource and taxation implications.

The Senior Leadership Team (SLT) have reviewed the projects proposed and will be present to respond to any queries the Committee may have.

### Strategic Plan

Included within the *Board Strategic and Corporate Plans* criteria are proposed initiatives to assist with the implementation of the Strategic Plans - *Strategies* and *Tactics* within the *Targeted* timelines. There are several factors in considering all these initiatives, including resourcing and financial implications.

### Financial Implications

Carry-forward projects do not have a direct financial or taxation impact for the following year's budget, however, there are staff or other resources still required. Only remaining unused funding for the projects is carried over as some projects may still expend funds prior to the end of 2021. There are approximately 134 projects to be carried into 2022.

For 2022 there are 82 proposed initiatives, including Strategic Plan implementation items have the following summarized financial implications:

| TOTALS:               |                              |                                   |
|-----------------------|------------------------------|-----------------------------------|
| \$1,673,734.67        | 1                            | 1-Taxation                        |
| \$717,500.00          | 2                            | 2-User Fees                       |
| \$20,000.00           | 3                            | 3-Support Services                |
| \$2,992,678.00        | 4                            | 4-Reserves                        |
| \$2,783,150.00        | 5                            | 5-Other (Debt, Grant, Fees, etc.) |
| <b>\$8,187,062.67</b> | <b>TOTAL OF ALL PROJECTS</b> |                                   |

## STRATEGIC PLAN AND RELATED POLICIES

The financial planning process incorporates all major plans of the SCRD with the Strategic Plan being the key guiding document. The Financial Sustainability Policy goals align in creating awareness of economic, social and environmental changes and responsiveness.

## CONCLUSION

The goal of the 2021 Carry-Forwards and 2022 Proposed Initiatives report is to provide project information for the Board to consider for the 2022 Budget deliberations.

For 2022 there are an estimated 134 projects from 2021 to be carried forward into 2022 with 82 new proposed initiatives.

It is recommended that the Area B and D feasibility funds for the purpose of curbside recycling be returned to the taxpayers in 2022. It is also recommended that the feasibility for a community social services be deferred to 2023 post the general election in 2022.

'What-if' property tax scenarios have been provided for each proposed initiative category. User rate, parcel tax, and frontage fee reports for utilities will be presented at November 2021 Committees for Bylaw approval prior to December 31, 2021.

This is preliminary information which will be provided through the Round 1 and 2 budget deliberations in anticipation of the 2022-2026 Financial Plan Bylaw adoption scheduled for February 24, 2022.

Attachments:

A. 2021 Carry-Forward and 2022 Proposed Initiatives Summary

|              |                |             |             |
|--------------|----------------|-------------|-------------|
| Reviewed by: |                |             |             |
| Manager      |                | CFO/Finance |             |
| GM/Sr. Mgr.  |                | Legislative | X – S. Reid |
| Acting CAO   | X-T. Perreault | Other       |             |

## Annex C Attachment A - Corporate and Administrative Services

[illegible]



| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount   | Funding Source Code | Funding Source     | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|----------|---------------------|--------------------|--|-------------|----------------|-----------|--------|
| 117          |        | Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements | Project implements advanced Content Server functionality that was not turned on during the initial system roll out, and increases digital enablement of business processes and electronic interaction with and between staff and the public. Awarded consulting contract to Cadence. Project kickoff meeting planned.  | \$75,000              | All                  | Regional                       |          |       |          |                     |                    |  |             |                |           |        |
| 117          |        | Information Technology - Digital Collaboration Solutions  | This request is for a 2-year increase in funding for IT operating and capital budgets to expedite online collaborative software tools, digital services, and related equipment/devices. The project includes a temporary 2-year internal resource (1.0 FTE for 7 months in 2021, and 12 months in 2022).<br>2021: \$105,000 - comprised of:<br>a) Temporary staffing: 2021 (7months)<br>b) Professional services consulting<br>c) Hardware purchases<br>d) Software purchases/subscriptions<br>New Job Description created and posted in late June 2021. Project Initiation complete. Detailed planning phase underway. Backfill TFT staff position hired. | \$42,000              | All                  | Regional                       |          |       |          |                     |                    |  |             |                |           |        |
| 117          |        | Information Technology - Cyber Security Culture 2021  | Support security culture development using cyber threat awareness training and testing for SCRD staff. Objective is to reduce risks related to external attack vectors which could capture login credentials and expose SCRD data to unauthorized third parties, potentially resulting in BC Privacy Commissioner investigations and ensuing reputational damage. Options research underway. Obtained market sounding quotations.  | \$5,000               | All                  | Regional                       |          |       |          |                     |                    |  |             |                |           |        |
| 117          |        | Information Technology - Let's Talk SCRD  | Annual subscription renewal for Bang the Table which is the online community engagement platform tool for Let's Talk SCRD. Procured in 2020 and fully implemented in early 2021, the Let's Talk online platform has proven to be an effective tool in support of the Board's strategic priority for public engagement. Annual subscription fees apply and are increased annually per the Consumer Price Index (CPI). The Budget request is for the 2022 subscription amount (not including taxes).   |                       | All                  | Regional                       | BSCG     |       | \$20,000 | 3                   | 3-Support Services |  |             |                |           |        |
| 131          |        | Elections / Electoral Area Services - Ballot Tabulators   | Contracted services to provide vote tabulating machines for 2022 local government election. Scope of work for procurement process under development.   | \$30,000              | A, B, D, E, F        | A-F, Islands, SD46             |          |       |          |                     |                    |  |             |                |           |        |
| 150          |        | Feasibility Studies (Regional) - Feasibility for Establishment of Community Social Service                    | Initiate a feasibility study for the establishment of a new contribution service for Community Social Services. Work is scheduled to commence Q4 2021.   | \$20,000              | All                  | Regional                       |          |       |          |                     |                    |  |             |                |           |        |

| Function No.  | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|---|--------|--|--|-----------------------|----------------------|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 110 /<br>115 /<br>117 /<br>200-290<br>/ 365 /<br>366 /<br>370 /<br>504 /<br>520 /<br>615 /<br>650 |        | Field Road Space Planning - additional funding approved 2021 included                                  | 2020 Project was delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of the 2021 proposal is 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. Staff engagement and questionnaire on alternative work strategy completed. Position space analysis classification summary completed, furniture assessment continuing. Project aims to be complete in late Q2/Q3 2021. The project has been reframed 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- 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 ordered and awaiting delivery. Staff moves are nearing completion. | \$126,473             | All                  | Sechelt                        |          |       |        |                     |                |  |             |                |           |        |
| 111 /<br>113  |        | Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO) | New staff resource job description has been drafted and is scheduled to be posted in late June 2021. In 2021, the SCRD will need to implement the new Public Sector Accounting Standard (PSAS) for Asset Retirement Obligations (ARO). Internal and external professional services will be needed to facilitate the implementation. Staff have begun project scoping and data collection for new standard. Continue to recruit for new Finance Resource to Assist with project (1 unsuccessful and 1 active recruitment underway). Internal work continues on project.   | \$100,000             | All                  | Sechelt                        |          |       |        |                     |                |  |             |                |           |        |
| 114 /<br>210 /<br>216 /<br>212 /<br>312 /<br>613 /<br>625   |        | SCRD Corporate Recycling Program.  | Staff have started the Field Rd project. Staff will reassess project and timelines once facilities are re-opened. Request for Proposal for Corporate Recycling for facilities, including food waste, has recently closed and phased implementation to begin in next month (Sept/Oct 21).   | \$30,075              | Various              | Various                        |          |       |        |                     |                |  |             |                |           |        |
| 114 /<br>310 /<br>312 /<br>370 /<br>650   |        | Electric Vehicle (EV) Charging Stations- Field Rd and Mason Rd (Phase 1)                               | Phase 1 to meet immediate needs for EV charging is underway. Business process flow completed and agreed upon. Business owners determined. Electrical contractor and scope ready for execution. RFQ for EV chargers under review. Recent RFP closed for EV purchase and installation at Field Rd and Mason Rd anticipated for Q4 2021.  | \$34,908              | All                  | Sechelt                        |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount        |   | Funding Source Code | Funding Source                                  | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|---------------|---|---------------------|---|--|-------------|----------------|-----------|--------|
| 114 / 312    |        | EV Charging Stations Program Field Road and Mason Road (Phase 2)                              | Phase 2 involves:<br>• electrical system assessments of Mason Rd and Field Rd sites;<br>• electrical system upgrades of the Field Rd site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the SAR building from the Field Rd building and SAR   |                       | All                  | Sechelt / Gibsons              | BSCG     |       | \$70,000      | 4 | 4-Reserves          | CleanBC Go Electric fleet Rebates<br>=~\$40,000 |  |             |                |           |        |
| 410          |        | Pender Harbour Health Centre - Special Capital Project Request                                | Vinyl Flooring project - has not be invoiced   | \$20,000              | A                    | A                              |          |       |               |   |                     |   |  |             |                |           |        |
| 506 / 510    |        | Geographical Information Systems / Civic Addressing - Mapping Orthophoto Imagery Refresh 2021 | RFP prepared, posted, and awarded. To maintain currency of SCRD Maps digital orthophoto imagery, last acquired during the spring of 2018. The GIS Services Section will acquire digital orthophoto imagery during leaf-off conditions in the spring of 2021, procured through an RFP process. The area of interest (aoi) would match the area captured in the 2018 acquisition. SCRD with 3rd party digital orthophoto providers, with outcome also benefitting District of Sechelt, Sechelt Indian Government District, Town of Gibsons, Islands Trust and BC Assessment. Received all imagery products for the coverage area from contracted service provider, showing good quality and overall appearance of the imagery. | \$30,287              | All                  | Regional                       |          |       |               |   |                     |   |  |             |                |           |        |
| SUBTOTAL CAS |        |   |  | \$ 646,888.02         |                      |                                |          |       | \$ 318,702.00 |   |                     |   | 2.00   |             | -              | \$ -      |        |
|              |        |   |  |                       |                      |                                |          |       |               |   |                     |   |  |             |                |           |        |

Annex C Attachment A - Community Services

| Function No.       | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants       | Location(s) of Work / Proposal | Category | Pkg # | Amount   | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------------|--------|--|--|-----------------------|----------------------------|--------------------------------|----------|-------|----------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| COMMUNITY SERVICES |        |  |  |                       |                            |                                |          |       |          |                     |                |  |             |                |           |        |
| 310                |        | Public Transit - Building Improvements Increased Safety  | Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Requested a Privacy Impact Assessment (PIA) be completed for CCTV and security system on April 6, 2021. Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). June 4 update, waiting for PIA to be completed for CCTV. Email sent to Electrical Contractor for quote on light pole installation. Update August 12 - Quotes received. Will be unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking lot lighting). Work anticipated to be completed in September. CCTV and security project to be carried forwarded to 2022, with most likely an additional budget request. | \$6,000               | B, D, E, F, DoS, SIGD, ToG | Sechelt                        |          |       |          |                     |                |  |             |                |           |        |
| 310                |        | Public Transit - COVID 19 Expenses Wages                 | It is anticipated that BC Transit will continue to require extra cleaning and sanitization of the conventional and custom transit fleet throughout the 2022 year. This request is for the SCRD's portion of the total Transit Assistants wages required to conduct this cleaning.  |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | CM-RC    |       | \$94,212 | 4                   | 4-Reserves     |  | 1.40        |                |           |        |
| 310                |        | Public Transit - COVID-19 Expenses Material and Supplies | It is anticipated that BC Transit will continue to require extra cleaning and sanitization of the buses throughout the 2022 year. This request is for the SCRD's portion of the total materials and supplies to conduct this cleaning.   |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | CM-RC    |       | \$12,000 | 4                   | 4-Reserves     |  |             |                |           |        |
| 310                |        | Public Transit - Security System and CCTV                | A budget was approved in 2021 for this project which also 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 CCTV's. (see CF - Building Improvements Increased Safety)  |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | CM-HSER  |       | \$3,250  | 4                   | 4-Reserves     |  |             |                |           |        |
| 310                |        | Public Transit - Transit Superintendent                  | This request is to recruit a second Transit Superintendent to address safety and support for drivers during operating hours, reduce overtime of current supervisory staff, address current capacity challenges, and support future expansion opportunities.  |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | M-BusCon |       | \$87,667 | 1                   | 1-Taxation     | One time of \$5,500 from operating reserves      | 1.00        |                |           |        |
| 310                |        | Public Transit - Driver Orientation and Training         | Over and above the qualifications for the position (i.e. Class 2 license) there are several other things that drivers need to learn prior to their first official shift including but not limited to: safety procedures, routes, bus care, etc. This budget request is to provide a budget for the ~ 76 hours/driver training prior to their first shift alone. This initiative also requires criminal record checks for 4 drivers at \$70 per record check.   |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | M-BusCon |       | \$11,500 | 1                   | 1-Taxation     |  |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants       | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source                    | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------------|--------------------------------|----------|-------|-----------|---------------------|-----------------------------------|--|-------------|----------------|-----------|--------|
| 310          |        | Public Transit - COVID-19 Backfill and Overtime                             | With the continued pandemic, driver recruitment and backfill continue to be a significant challenge resulting in much higher than normal overtime hours. A one time budget lift to address the anticipated unusual overtime hours is requested.  |                       | B, D, E, F, DoS, SIGD, ToG | Sechelt                        | M-BusCon |       | \$81,800  | 4                   | 4-Reserves                        |  |             |                |           |        |
| 310 / 312    |        | Public Transit / Maintenance Facility (Fleet) - Pressure Washer Replacement | The pressure washer has reached the end of its useful life and requires replacement. This heavy duty equipment is used daily for cleaning fleet.   |                       | All                        | Sechelt                        | CM-IAF   |       | \$10,500  | 4                   | 4-Reserves                        |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - Loaner Vehicle                               | Awaiting replacement vehicle to become available in Q4 2020 or Q1 2021.. Updated to Q2 2021 Update August 12 - New vehicles are not expected until 2022 so this project is stalled and will need to be carried forward to 2022.  | \$10,000              | All                        | Regional                       |          |       |           |                     |                                   |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - Electric Vehicle Maintenance                 | RFQ for electric charges closed on August 6. RFQ evaluation team met on August 17. Once contract is awarded it will determine what type of charges to purchase and Fleet will purchase appropriate tools and schedule staff training.  | \$10,000              | All                        | All                            |          |       |           |                     |                                   |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - HVAC Maintenance Safety System               | Additional safety system for fleet staff to perform HVAC maintenance on top of busses. Update August 12 - Expected to receive approved engineered anchor point in September and next step purchase harness system and install.   | \$4,000               | All                        | Sechelt                        |          |       |           |                     |                                   |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - Building Improvements - Increased Safety     | Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Requested a Privacy Impact Assessment (PIA) be completed for CCTV and security system on April 6, 2021. Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Personal Impact Assessment and procurement materials are underway Update August 12 - Quotes received. Will be unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking lot lighting). Work anticipated to be completed in September. CCTV and security project budget to be carried forwarded to 2022, with most likely an additional budget request. | \$6,000               | All                        | Sechelt                        |          |       |           |                     |                                   |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - Garage Hoist Replacement                     | Replace a hoist in garage which is at the end of life (2006) and does not meet current ALI certification standards . This hoist is used to service various fleet including buses, fire trucks, dump truck and backhoe.   |                       | All                        | Sechelt                        | CM-RC    |       | \$131,250 | 5                   | 5-Other (Debt, Grant, Fees, etc.) |  |             |                |           |        |
| 312          |        | Maintenance Facility (Fleet) - Security System and CCTV                     | A budget was approved in 2021 for this project which also 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 CCTV's. (see CF - Building Improvements - Increased Safety)  |                       | All                        | Sechelt                        | CM-HSER  |       | \$3,250   | 4                   | 4-Reserves                        |  |             |                |           |        |

| Function No.          | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants       | Location(s) of Work / Proposal | Category | Pkg # | Amount   |   | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|-----------------------|--------|--|--|-----------------------|----------------------------|--------------------------------|----------|-------|----------|---|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 310 / 312 / 370 / 650 |        | Mason Rd Lease Renewal and Site Plan Implementation  | This project proposes negotiating the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, especially for likely Transit service expansion.   |                       | All                        | Sechelt                        | M-BusCon |       | \$75,000 | 4 | 4-Reserves          |                |  |             |                |           |        |
| 320-342               |        | Street Lighting - Service  | Additional Street Lights identified: <b>Report to come to November Committee for service level decision</b>  |                       | B, D, E, F                 | B, D, E, F                     | M-BusCon |       | TBD      |   |                     |                |  |             |                |           |        |
| 345                   |        | Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float). | SCRD notified not successful in ICIP grant for ports capital renewal. Staff will review capital plan for phased tendering of work, aligned with Board-approved plan.   | \$669,736             | B, D, E, F, and Islands    | All                            |          |       |          |   |                     |                |  |             |                |           |        |
| 345                   |        | Ports Services - New Brighton Dock Study   | Potential condition review or other study of New Brighton Dock on Gambier Island. Scope to be determined. Letter inviting partnership sent to Squamish Nation. Staff in dialogue with Squamish Nation about partnership approach.  | \$25,000              | B, D, E, F, Islands        | F Islands                      |          |       |          |   |                     |                |  |             |                |           |        |
| 345                   |        | Ports Services - Ports Major Inspections   | Scope developed. Tendering of work to follow staff recruitment (in progress).  | \$57,660              | B, D, E, F, and Islands    | All                            |          |       |          |   |                     |                |  |             |                |           |        |
| 400                   |        | Cemetery - Business Plan   | Develop and issue request for proposal to perform a comprehensive business and service review of SCRD Cemeteries. Scope to include a review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review. Draft RFP in final review stage. once approved will be proceeding with purchasing to tender project early Q3 2021. October 7 Update: RFP finalized and currently out for bid. Anticipate project start up late November 2021  | \$25,000              | All                        | D and E with Regional Impact   |          |       |          |   |                     |                |  |             |                |           |        |
| 615                   |        | Community Recreation Facilities - Capital Renewal Plan                                     | <b>October 8 Update:</b><br>-17 projects have reached substantial completion. Projects substantially completed include SAC main pool, leisure pool and hot tub filters, SAC gym and cardio fitness room lighting, GACC ammonia compressor motors C1 and C2, SCA heat pad heat exchanger, SCA in floor heat hot water tank, GDAF exhaust fan replacements (2), <b>SAC exhaust fans #2 - #4, GACC ice install equipment.</b><br>-18 projects have been started with anticipated completion by Q4 2021. These projects include SAC replacement pumps ordered (11) to be installed during 2022 annual maintenance, SAC UV lights main pool and hot tub, GACC Zamboni battery and charger, SCA scoreboard, SCA fire alarm system, SCA office renovation.<br>-5 projects have been started and are anticipated to carry forward to 2022. These projects include SAC water piping - pump room, GDAF packaged roof top unit, SCA roof modified bitumen, SCA dehumidifier electric, <b>SAC domestic hot water boiler.</b><br>-1 project has not been started and is anticipated to carry forward to 2022, SCA exterior door glazed. | \$398,956             | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            |          |       |          |   |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description   | Carry-Forward Amounts | Service Participants                          | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|---|-----------------------|---|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 615          |        | Community Recreation Facilities - Linear Heat Detection System                                    |   | \$100,421             | B, D, E, F, DoS, ToG, SIGD                    | Gibsons and Sechelt            |          |       |        |                     |                |  |             |                |           |        |
| 615          |        | Community Recreation Facilities - Capital - Classified as "non-critical" in Asset Management Plan | Replace failing or end of life non critical capital components. SCA parking lot lighting replacement, SAC sound baffle replacement and re-hang lights still remain to be completed. RFP for SAC Baffles and Lights has now been completed and will be going to tender. SAC Baffles and Lights tender process completed, contract signing in progress. Project on track for completion Sept 2021. SCA parking lot lighting not started.<br>September 3 Update: SAC Baffles and Lights completed. SCA parking lot lighting tender process started, anticipated project completion Q4 2021.<br><b>October 7 Update: SCA parking lot tender documents submitted to procurement for review September 1. Tender posting pending. Due to procurement delay Q4 project completion unlikely. Carryforward to 2022.</b>   | \$15,000              | B, D, E, F (Except F Islands), ToG, DoS, SIGD | Sechelt                        |          |       |        |                     |                |  |             |                |           |        |
| 615          |        | Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One                    | In December of 2019 fall protection audits were completed at GACC, GDAF, SAC and SCA. Recommendations were noted in the audits. Based on estimated total project costs and staff capacity to complete projects, staff are recommending a phased approach to completing recommended upgrades. Projects will be prioritized based on a risk assessment with priority given to highest risk areas. Projects designated for phase one include GACC roof access ladders and hatch upgrades, SAC roof access ladders and hatch upgrades, SAC fall protection anchor points for surge tank maintenance, SAC fall protection anchor points for mechanical room floor hatch used to lift heavy equipment from lower mechanical room and SCA fixed ladder in mechanical room to access ammonia sensor located above mechanical equipment.<br><b>October 8 Update: This project is a carryforward and a priority for 2022.</b> | \$60,000              | B, D, E, F, DoS, SIGD, ToG                    | DoS, ToG                       |          |       |        |                     |                |  |             |                |           |        |
| 615          |        | Community Recreation Facilities - Sunshine Coast Arena Refrigeration Plant Regulatory Items       | To install additional ammonia sensor and extend ammonia relief vent line. Ammonia sensor completed, ammonia relief line extension not started. No change to progress but budget now shows as \$11,736 and expended zero dollars so far in 2021.<br><b>October 8 Update: Refrigeration engineer reviewing vent stack extension requirement with Technical Safety BC. Carryforward to 2022.</b>   | \$11,736              | B, D, E, F (Except F Islands), ToG, DoS, SIGD | Sechelt                        |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants       | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------------|--------------------------------|----------|-------|-----------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 615          |        | Community Recreation Facilities - Sechelt Aquatic Centre Facility Projects              | Various projects identified. Currently working on reassessing wall panel conditions to develop a scope of work for repair based on current conditions. Quotation requested and received for additional testing to determine current status of wall panel condition. Scope of work being finalized. Revised quotation for additional testing to also include development of updated scope of repairs based on testing results requested. Revised quotation received. Consideration of grant application to be recommended Q4 2020. Grant Applications were submitted. Two grant applications submitted for wall panel project both still under review.<br>September 3 Update: Received confirmation that one grant submission was not successful.<br><b>October 8 Update: Second grant submission is still under review. Project is on hold until grant funds are secured. (Panel Drying and Fire Alarm system)</b> | \$295,513             | B, D, E, F, DoS, ToG, SIGD | Sechelt                        |          |       |           |                     |                |  |             |                |           |        |
| 615          |        | Community Recreation Facilities - Programming Review                                    | October 8 update: RFP for this project has been issued with a closing date of September 29, 2021. Anticipated completion date for project is April 30, 2022.   | \$16,000              | B, D, E, F, DoS, SIGD, ToG | Regional                       |          |       |           |                     |                |  |             |                |           |        |
| 615          |        | Community Recreation Facilities - Sechelt Aquatic Centre - Sprinkler System Replacement |  | \$173,027             | B, D, E, F, DoS, SIGD, ToG | Regional                       |          |       |           |                     |                |  |             |                |           |        |
| 615          |        | <b>Community Recreation Facilities - Water Management Plan Implementation</b>           | During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans were developed in 2021 and this budget is to implement the ongoing safety recommendations in the plan.  |                       | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            | CM-RC    |       | \$26,500  | 1                   | 1-Taxation     | \$17,000 ongoing base budget                     |             |                |           |        |
| 615          |        | <b>Community Recreation Facilities - Health and Safety Requirements</b>                 | After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC.  |                       | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            | CM-HSER  |       | \$105,000 | 1                   | 1-Taxation     |  |             |                |           |        |
| 615          |        | <b>Community Recreation Facilities - Domestic Hot Water System</b>                      | The control system for the domestic hot water tank at SAC requires an upgrade to control water temperatures. After numerous attempts to address the ongoing issue, an upgrade to the control system is required to avoid drastically fluctuating temperatures that could be a safety issue.  |                       | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            | M-BusCon |       | \$35,000  | 1                   | 1-Taxation     |  |             |                |           |        |
| 615          |        | <b>Community Recreation Facilities - Non-Annual Maintenance</b>                         | This budget request includes larger maintenance items not covered through the base budget and not occurring annually. It includes refinishing the gym floor at SAC and some fascia repairs and exterior painting at GACC.  |                       | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            | Other    |       | \$28,600  | 1                   | 1-Taxation     |  |             |                |           |        |
| 615          |        | <b>Community Recreation Facilities - Entandem Licensing Fees</b>                        | Previously referred to as SOCAN, Entandem regulates the licensing fee paid to play live or recorded music in a business in an ethical, responsible and legal manner.   |                       | B, D, E, F, DoS, ToG, SIGD | All                            | CM-RC    |       | \$4,250   | 1                   | 1-Taxation     |  |             |                |           |        |



| Function No. | Status | Project Title   | Description   | Carry-Forward Amounts | Service Participants       | Location(s) of Work / Proposal | Category | Pkg # | Amount   | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|---|-----------------------|----------------------------|--------------------------------|----------|-------|----------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 615          |        | Community Recreation Facilities - Accessibility Lifts   | Current accessibility lifts have reached the end of their useful life and require replacement for GDAF and SAC  |                       | B, D, E, F, DoS, ToG, SIGD | Gibsons and Sechelt            | M-BusCon |       | \$8,000  | 1                   | 1-Taxation     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Programming Review  | October 8 update: RFP for this project has been issued with a closing date of September 29, 2021. Anticipated completion date for project is April 30, 2022.  | \$4,000               | A                          | A                              |          |       |          |                     |                |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Entandem Licensing Fees                                   | Previously referred to as SOCAN, Entandem regulates the licensing fee paid to play live or recorded music in a business in an ethical, responsible and legal manner.  |                       | A                          | A                              | CM-RC    |       | \$750    | 1                   | 1-Taxation     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Water Management Plan Implementation                      | During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans were developed in 2021 and this budget is to implement the ongoing safety recommendations in the plan.   |                       | A                          | A                              | CM-RC    |       | \$1,750  | 1                   | 1-Taxation     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Items - Water Storage solutions    | In 2022, during the annual maintenance period, the pool will be drained at the PHFAC. As the pool services as the fire suppression for the building, on site storage of water is required. This budget request includes the one time costs related to on site storage of water.   |                       | A                          | A                              | CM-RC    |       | \$10,000 | 4                   | 4-Reserves     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Storage Container   | PHAFC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the SD, however the SD is replacing this container with a much smaller one, and the needs of PHFAC have increased.  |                       | A                          | A                              | M-BusCon |       | \$10,000 | 4                   | 4-Reserves     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Accessibility Lift  | Current accessibility lifts have reached the end of their useful life and require replacement   |                       | A                          | A                              | M-BusCon |       | \$4,000  | 4                   | 4-Reserves     |  |             |                |           |        |
| 625          |        | Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Item - Natatorium Ceiling Painting | The natatorium ceiling is in desperate need of repainting and can only be done when the pool basin is drained. The pool is drained every 2-3 years, so 2022 provides the appropriate timing for this work.  |                       | A                          | A                              | Other    |       | \$12,000 | 4                   | 4-Reserves     |  |             |                |           |        |
| 650          |        | Community Parks - Equipment Purchase- (Sports Fields) - New Cab Tractor                               | 2020 inspections indicate asset due for retirement. This equipment essential to delivering service level. In-year failure is possible and would require urgent response but staff consider this as asset stewardship rather than imminent failure based on condition. Staff have started researching and are currently working with Purchasing to develop a scope and advertise for available pricing. Fleet services is working with parks in Q2 to develop and RFP.<br>October 7 Update: RFP re-scoped and released. RFP award being finalized and budget requisition being prepared today. Anticipate final order Q4 2021. | \$70,000              | A, B, D, E, F              | All                            |          |       |          |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title  | Description   | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|---|-----------------------|----------------------|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 650          |        | Community Parks - Suncoaster Trail (Phase 2) Community trail project   | Multi-year, phased and strategic approach to completion of the Suncoaster Trail (Halfmoon Bay to Gibsons/Langdale) based on the Final Trail Concept Design approved by the Board. Further information about phases and a supporting funding plan provided through the budget process. COVID-19 delayed community-led delivery of this portion of the project until summer/fall 2021.<br>August 21 Update: Community-led volunteer trail project postponed until at least Q4 2021 due to COVID 19. Staff will meet with partners in late Q3.                 | \$15,000              | A, B, D, E, F        | B, D, E, F                     |          |       |        |                     |                |  |             |                |           |        |
| 650          |        | Community Parks - Priority Repairs to Community Halls                  | Strategic priority repairs related to asset stewardship and community resilience. Projects identified and prioritized through condition assessments. Include minor capital and small energy efficiency projects that do not fit within capital plan. Set to review scope and work plan with Facility Services end of Q2.<br>October 7 Update: Facility Services assigning work plan to address items Q3-Q4 2021. Approx. half of projects are now complete. Plan is to re-assess scope feasibility and complete project and associated work by late Q4 2021 | \$25,786              | A, B, D, E, F        | Various                        |          |       |        |                     |                |  |             |                |           |        |
| 650          |        | Community Parks - Bike Park / Pump Track Development at Sprockids Park | Partnership opportunity with Coast Mountain Bike Trail Association. Engineering and costing work underway. Project partnerships and efficiencies being explored. Meeting set for early Q3 with partner CMBTA on next steps.<br>October 7 Update: Meeting with partner late Q3. Staff have met with CMBTA partner and discussed with province. RFP for consultation services slated for development mid Q4 2021  | \$40,000              | A, B, D, E, F        | F                              |          |       |        |                     |                |  |             |                |           |        |
| 650          |        | Community Parks - Coopers Green Hall Replacement / Upgrade             | Replacement/upgrade for Coopers Green Hall. Next steps on this project and community feed back results reported.<br>September 7 Update: Minor change in scope to include net zero readiness. Moving forward to re-engage community partners to develop an operating plan. Have reached out to meet with Sechelt Nation representatives. Met with Architect to review Board resolutions and timing. New project timelines and cost estimates anticipated by end of Q4.   | \$3,088,020           | A, B, D, E, F        | B                              |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title  | Description  | Carry-Forward Amounts |                          | Service Participants | Location(s) of Work / Proposal | Category | Pkg #    | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |  |
|--------------|--------|--|--|-----------------------|--------------------------|----------------------|--------------------------------|----------|----------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|--|
| 650          |        | Community Parks - Coopers Green Park - Hall and Parking Design Plans | Approval from MoTI for parking on road right of way received in 2016. Application for parking variance approved by Board of Variance (2016-Sep-30). shishálh Nation consulted re archaeological review. Engagement activities complete. RFP released May 19. Archaeology permit application confirmed. Architect hired; Task Force underway. Report to community on progress and design revised following March 2018 open house. Schematic design complete. Task Force dissolved. Design development and project update report in Q3. Design complete Q1 2019. Application to Investing in Canada Infrastructure Program completed Q1 2019, aligned with capital funding plan. Grant result announced July 2020. Staff preparing public participation analysis and recommendations for Q4 Committee, following Board direction. Staff to report back on resource requirements associated with additional/new project information (Q2).<br>September 7 Update: Community engagement session report presented Q1 2021. Budget approved in Q2 2021. Subsequent report reviewed in Q3 2021. Minor change in scope to include net zero readiness. Moving forward to re-engage community partners to develop an operating plan. Reached out to Sechelt Nation representatives. Met with Architect to review Board resolutions and timing. New project timelines and cost estimates anticipated by end of Q4. | \$33,788              | All EA including Islands | B                    |                                |          |          |        |                     |                |  |             |                |           |        |  |
| 650          |        | Community Parks - Parks Building                                     | Partial Replacement / Upgrade  | \$300,000             | A, B, D, E, F            | All                  |                                |          |          |        |                     |                |  |             |                |           |        |  |
| 650          |        | Community Parks - Capital Asset Renewal                              | Coopers Green Park Boat Ramp Concrete Repairs  | \$33,770              | A, B, D, E, F            | B                    |                                |          |          |        |                     |                |  |             |                |           |        |  |
| 650          |        | Community Parks - Human Resources Lift for Recreation Services       | Recreation currently supports Parks by providing services related to bookings of sport fields, community halls, parks as well as pass sales and support for Dakota Ridge. This proposal increases the number of hours funded to match the actual number of hours of support provided.  |                       | A, B, D, E, F            | Regional             | M-BusCon                       |          | \$40,000 | 1      | 1-Taxation          |                | 0.70   |             |                |           |        |  |
| 650          |        | Community Parks - Parks Labourers                                    | Addition of parks labourers to assist in maintaining current service levels in parks, especially in the peak seasons   |                       | A, B, D, E, F            | Regional             | M-BusCon                       |          | \$38,231 | 1      | 1-Taxation          |                | 0.62   |             |                |           |        |  |
| 650          |        | Community Parks - Temporary Parks Backfill                           | One year temporary position to address backlog of parks annual tasks and projects that accumulated during 2021 due to staff vacancies  |                       | A, B, D, E, F            | Regional             | M-BusCon                       |          | \$91,266 | 4      | 1-Taxation          |                | 1.00   |             |                |           |        |  |

| Function No. | Status | Project Title   | Description   | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount   |   | Funding Source Code | Funding Source                | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|---|-----------------------|----------------------|--------------------------------|----------|-------|----------|---|---------------------|-------------------------------|--|-------------|----------------|-----------|--------|
| 650          |        | Community Parks - Archeological and Environmental Studies                 | With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. This budget request not only allows Parks to move forward on protective mitigation strategies for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments, but also provides an ongoing base budget for these types of studies that are now becoming requirements of lease renewals, re-investment in to park spaces, etc.   |                       | A, B, D, E, F        | Various                        | M-BusCon |       | \$50,000 | 4 | 4-Reserves          | 1/2 Taxation and 1/2 Reserves |  |             |                |           |        |
| 650          |        | Community Parks - Katherine Lake and Lions Field Water Service Operations | The water systems at Katherine Lake and Lions Field are for the most part operated by Parks staff, there is expertise required for various annual tasks. This has historically been provided by the SCRD Utilities staff and charged back to Parks. Due to capacity challenges, Utilities are not able to continue with this service, therefore Parks needs to contract out this service.   |                       | A, B, D, E, F        | A                              | M-BusCon |       | \$15,500 | 1 | 1-Taxation          |                               |  |             |                |           |        |
| 650          |        | Community Parks - Disposal of Invasive Species Pilot                      | This proposes a two year pilot for disposal option for invasive species for Parks. <b>Staff continue to gather information which will be provided at future Committee.</b>  |                       | A, B, D, E, F        | Various                        | Other    |       | TBD      |   |                     |                               |  |             |                |           |        |
| 650          |        | Community Parks - Community Led Improvement Project Support               | Community groups are eager to provide capital funding for park improvements and also enter into partnership agreements for the ongoing operations/stewardship of parkland and assets. This budget request is to support the planning of these potential projects and includes such costs as public consultations, surveys, cost estimates, etc. Planning would include working through details such as capital and ongoing operating costs as well as roles and responsibilities of the parties involved. Specifically, in 2022, the two current community ideas for projects that require further exploration include a pathway around Katherine Lake and improvements / enhancements to Dan Bosch Park. |                       | A, B, D, E, F        | Various                        | Other    |       | \$20,000 | 1 | 1-Taxation          |                               |  |             |                |           |        |

| Function No. | Status | Project Title  | Description   | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount          | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|---|-----------------------|----------------------|--------------------------------|----------|-------|-----------------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 680          |        | Dakota Ridge Recreation Service Area One-Time Minor Capital - Upgrades and Renewal | 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. Parks planning and operations have begun work on the design, purchase and install of minor capital items in Q2 2021.<br>October 7 Update: Parks planning and operations are working on the design, purchase and install of minor capital items in Q2 2021. Some minor scope changes may are required. Cost increases and material delays dictate that this project budget focus on 3 main priorities for 2021. 1. new grooming drag 2. new visitor entry kiosk and signage, new roof/storage container. All other items deferred for later year considerations. Anticipate final purchase of all late Q4 2021. | \$33,500              | A, B, D, E, F        | D                              |          |       |                 |                     |                |  |             |                |           |        |
|              |        | SUBTOTAL CS  |   | \$ 5,527,912.87       |                      |                                |          |       | \$ 1,011,275.67 |                     |                |  | 4.72        |                | -         | \$ -   |
|              |        |  |   |                       |                      |                                |          |       |                 |                     |                |  |             |                |           |        |

Annex C Attachment A - ~Planning and Development

| Function No.             | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount   |   | Funding Source Code | Funding Source                 | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|----------|---|---------------------|--------------------------------|--|-------------|----------------|-----------|--------|
| PLANNING AND DEVELOPMENT |        |   |  |                       | All                  | A, B, D, E, F                  | BSCG     |       | \$15,000 | 4 | 4-Reserves          |                                |  |             |                |           |        |
| 135                      |        | Corporate Sustainability Services - Green House Gas (GHG) Quantification                                | Support to quantify GHG emissions reductions of projects and potential carbon offsets.   |                       | All                  | A, B, D, E, F                  | BSCG     |       | \$15,000 | 4 | 4-Reserves          |                                |  |             |                |           |        |
| 135                      |        | Corporate Sustainability Services - Carbon Neutral Design - Recreation Facilities                       | Class C design for decarbonizing three biggest carbon emitting recreation facilities (SAC, GDAF, GACC)   |                       | All                  | Sechelt / Gibsons              | BSCG     |       | \$50,000 | 4 | 4-Reserves          | BC Hydro Rebate Potential      |  |             |                |           |        |
| 136                      |        | Regional Sustainability Services - Building Adaptive and Resilient Communities                          | ICLEI Building Adaptive and Resilient Communities Framework started. Strategic plan priorities related to Climate Change and Resilience include, as a near-term action, reviewing climate change projections and completing climate change impact mapping. This analysis will guide many/most of the adaptation strategies that might be undertaken by SCRD or through community partnerships. Partnership initiated, and initial meeting of stakeholders being organized. | \$10,000              | All                  | Regional                       |          |       |          |   |                     |                                |  |             |                |           |        |
| 136                      |        | Regional Sustainability Services - Community Emissions Analysis   | Quantification and verification support for community energy and emissions inventory. Holistic inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. RFP results being evaluated. Award anticipate late Q3/early Q4.  | \$50,000              | All                  | Regional                       |          |       |          |   |                     |                                |  |             |                |           |        |
| 136                      |        | Regional Sustainability Services - Community Climate Plan Development                                   | Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000. Separately, will seek grant-funded summer student(s) at \$23,000, \$3,000 of which is overhead. Funding is \$40,000 from taxation; \$23,000 grant.   |                       | All                  | Regional                       | BSCG     |       | \$63,000 | 1 | 1-Taxation          | AND Grants for Summer Students | 0.33   |             |                |           |        |
| 200                      |        | Bylaw Enforcement - Bylaw Vehicle   | Purchase additional vehicle for bylaw department. RFQ is being developed. RFQ closes September 13.   | \$50,000              | A, B, D, E, F        | A, B, D, E, F                  |          |       |          |   |                     |                                |  |             |                |           |        |
| 210                      |        | Gibsons and District Fire Protection - Fire Truck Replacement (Engine #1)                               | Scope developed. Working with other fire departments for joint bid. Delivery not expected until 2021. RFQ issued, closes September 5, 2020. Award report to CAS Oct 22nd. Carryforward project. Pre-delivery meeting scheduled for September, expected delivery ahead of schedule.   | \$372,120             | E, F, and ToG        | Gibsons                        |          |       |          |   |                     |                                |  |             |                |           |        |
| 210                      |        | Gibsons and District Fire Protection - Hazardous Materials Response Trailer                             | Trailer for the storage and transportation of hazardous materials response equipment. Scope being developed for RFQ.   | \$25,000              | E, F and ToG         | E, F and ToG                   |          |       |          |   |                     |                                |  |             |                |           |        |
| 210                      |        | Gibsons and District Fire Protection - Emergency Generator  | Backup power generation for both fire halls.   | \$150,000             | E, F and ToG         | E, F and ToG                   |          |       |          |   |                     |                                |  |             |                |           |        |
| 210                      |        | Gibsons and District Fire Protection - Rescue Truck Upgrade   | End of life upgrades to rescue truck to extend service life. Awaiting delivery of new Engine 1 prior to starting this project.   | \$100,000             | E, F and ToG         | E, F and ToG                   |          |       |          |   |                     |                                |  |             |                |           |        |
| 210                      |        | Gibsons and District Fire Protection - CRI FireSmart Economic Recovery Fund - Firehall Roof Replacement |  | \$50,000              | E, F and ToG         | E, F and ToG                   |          |       |          |   |                     |                                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description   | Carry-Forward Amounts |              | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount    |   | Funding Source Code               | Funding Source  | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|---|-----------------------|--------------|----------------------|--------------------------------|----------|-------|-----------|---|-----------------------------------|---|--|-------------|----------------|-----------|--------|
| 210          |        | Gibsons and District Fire Protection Capital Plan Projects - Fire Truck Replacement | 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.                           |                       | E, F and ToG | E, F and ToG         | M-BusCon                       |          |       | \$585,000 | 5 | 5-Other (Debt, Grant, Fees, etc.) | Fire truck to be purchased using MFA 5 year loan. Minor adjustment to operating budget (taxation). *Insurance \$1,500, Fuel \$1,000, Maintenance \$5,000 = \$7,500* |  |             |                |           |        |
| 210          |        | Gibsons and District Fire Protection Capital Plan Projects - High Priority          | Non-critical (unfunded) Capital plan projects from fire department 20 year capital plan. Flooring and hot water tank replacement.   |                       | E, F and ToG | E, F and ToG         | M-BusCon                       |          |       | \$10,400  | 4 | 4-Reserves                        |   |  |             |                |           |        |
| 210          |        | Gibsons and District Fire Protection Deputy Fire Chief (0.4 FTE)                    | Increase to current .6 FTE Deputy Fire Chief.   |                       | E, F and ToG | E, F and ToG         | BSCG                           |          |       | \$48,100  | 1 | 1-Taxation                        | Estimated Wages and Benefits  | 0.40   |             |                |           |        |
| 210          |        | Gibsons and District Fire Protection Wildfire Preparedness                          | Wildland gear for volunteer firefighters  |                       | E, F and ToG | E, F and ToG         | LCHV                           |          |       | \$35,000  | 4 | 4-Reserves                        |   |  |             |                |           |        |
| 212          |        | Roberts Creek Fire Protection - Training Structure                                  | Expected Completion Q3 2022.  | \$70,484              | D            | D                    |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 212          |        | Roberts Creek Fire Protection - Engine #1 Replacement                               | Truck ordered, manufacturer's delays, chassis expected at builder mid November, final delivery Q2 2022.   | \$374,928             | D            | D                    |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 212          |        | Roberts Creek Fire Protection - Capital Plan Projects                               | Capital plan projects from fire department 20 year capital plan   |                       | D            | D                    | M-BusCon                       |          |       | \$8,500   | 4 | 4-Reserves                        |   |  |             |                |           |        |
| 212          |        | Roberts Creek Fire Protection - Wildfire Preparedness                               | Rescue / Wildland Personal Protective Equipment   |                       | D            | D                    | LCHV                           |          |       | \$30,000  | 4 | 4-Reserves                        |   |  |             |                |           |        |
| 216          |        | Halfmoon Bay Fire Protection - Tanker (Tender) Replacement                          | In Production, delivery date December 2021  | \$500,000             | B            | B                    |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 216          |        | Halfmoon Bay Fire Protection - Firehall #2 Redevelopment                            | Contractor selected, work in progress   | \$45,000              | B            | B                    |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 216          |        | Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project                   | Consultant to provide design and engineering services based off the report in progress by KMBR Consultants.   |                       | B            | B                    | M-BusCon                       |          |       | \$250,000 | 1 | 1-Taxation                        |   |  |             |                |           |        |
| 216          |        | Halfmoon Bay Fire Protection - Capital plan projects                                | Proposed 'high priority' capital item replacement - facility alarm system currently failed ~%10,000 . Critical Capital replacement as per 20-year capital plan - SCBA Equipment \$175,900 - requires funding through MFA equipment financing loan |                       | B            | B                    | M-BusCon                       |          |       | \$185,900 | 5 | 5-Other (Debt, Grant, Fees, etc.) | MFA Equipment Loan  |  |             |                |           |        |
| 218          |        | Egmont Fire Protection - Egmont Fire Truck - Donation                               |   | \$11,500              | A            | A                    |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 220          |        | Emergency Telephone 911 - Radio Tower Capital Project Consulting Services           | Waiting for authorization agreement to be signed  | \$105,491             | All          | Regional             |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 220          |        | Emergency Telephone 911 - 911 Tower and Spectrum Upgrading                          | Applications for new repeater frequencies submitted (to improve communications). Letter of Authorization with Planetworks Consulting to be signed.  | \$22,816              | All          | Regional             |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 220          |        | Emergency Telephone 911 - Gibsons Radio Tower                                       | Signal Testing has been completed.  | \$46,600              | All          | Gibson               |                                |          |       |           |   |                                   |   |  |             |                |           |        |
| 220          |        | Emergency Telephone 911 - Chapman Creek Radio Tower                                 | Waiting for geotech report. RFP for tower construction has been issued.   | \$262,700             | All          | Sequoia              |                                |          |       |           |   |                                   |   |  |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount   | Funding Source Code | Funding Source                    | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|----------|---------------------|-----------------------------------|--|-------------|----------------|-----------|--------|
| 220          |        | Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade  | Signal Testing has begun. Agreement with Telus to be signed.   | \$126,266             | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 220          |        | Emergency Telephone 911 - Project Support - 911 Towers  | Continuing project support (one-time) for mandatory tower renewal projects; continuing casual Fire Chief support   |                       | All                  | Regional                       | CM-IAF   |       | \$22,000 | 1                   | 1-Taxation                        |  | 0.20        |                |           |        |
| 220          |        | Emergency Telephone 911 - Dispatch Levy   | E-Comm 9-1-1 Dispatch Levy fee is increasing   |                       | All                  | Regional                       | CM-HSER  |       | \$10,020 | 1                   | 1-Taxation                        |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - Emergency Operations Centre / Mass Communications Project                         | Currently training with system.  | \$15,934              | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review                    | 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. RFP is being developed. | \$20,000              | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - Trailer Removal   | Removal and disposal of trailer at Mason Road, formerly used as secondary Emergency Operation Centre location Waiting for electrician to move electrical service on September 7.   | \$17,000              | All                  | Sechelt                        |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Fuel Management Demonstration              |  | \$107,800             | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - FireSmart Home Assessment                  |  | \$164,728             | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Smart Projects for Critical Infrastructure |  | \$110,000             | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Development that Leads to Employment       |  | \$11,660              | All                  | Regional                       |          |       |          |                     |                                   |  |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - Evacuation Route Planning   | CEPF 100% Grant-funded development of evacuation route(s), with area of work selected based on risk analysis   |                       | All                  | Regional                       | Other    |       | 25,000   | 5                   | 5-Other (Debt, Grant, Fees, etc.) | Grant (Community Emergency Preparedness Fund)    |             |                |           |        |
| 222          |        | Sunshine Coast Emergency Planning - Emergency Management Coordinator  | Increase position from 0.4 to 1.0 to correspond with increase to deputy position at GDVFD.   |                       | All                  | Regional                       | BSCG     |       | \$75,000 | 1                   | 1-Taxation                        |  | 0.60        |                |           |        |



| Function No.          | Status | Project Title   | Description   | Carry-Forward Amounts | Service Participants  | Location(s) of Work / Proposal | Category | Pkg # | Amount          | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|-----------------------|--------|---|---|-----------------------|-----------------------|--------------------------------|----------|-------|-----------------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 500                   |        | Regional Planning - Regional Growth Framework - Baseline Research | Planned for late 2020 initiation. Coordination with member municipalities will be part of next steps. Project brief developed and shared with member municipalities and First Nations. Tendered. In evaluation process. Kick off meeting with consultant (MODUS) and intergovernmental/regional project team anticipated late Q3/early Q4.  | \$50,000              | All                   | Regional                       |          |       |                 |                     |                |  |             |                |           |        |
| 504                   |        | Rural Planning Services - Zoning Bylaw 310                        | Consulting contract and other project costs to assist with review/drafting of new zoning bylaw. Consultant has provided the final draft and completed the work within the scope of their project proposal. Staff are reviewing the draft and refining. Focused time being applied to this project to finish draft. Staff working to have draft for introduction in Q4 2021.   | \$18,285              | A, B, D, E, F         | B, D, E, F                     |          |       |                 |                     |                |  |             |                |           |        |
| 504                   |        | Rural Planning Services - Planning Enhancement                    | 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. <b>2022 funding recommended to be pro-rated at 50% \$180,000 with \$360,000 ongoing from taxation including a 0.5FTE.</b> |                       | A, B, D, E, F         | Regional                       | M-BusCon |       | \$180,000       | 1                   | 1-Taxation     | Grant Opportunity                                | 1.00        |                |           |        |
| 520                   |        | Building Inspection Services - Building Clerk (1.0 FTE)           | Building Inspection Services Additional FTE for Building Clerk to respond to increased service demand   |                       | All                   | All                            | Other    |       | \$71,000        | 2                   | 2-User Fees    |  | 1.00        |                |           |        |
| 210 / 212 / 216 / 218 |        | Fire Department Records Management Software                       | VFD Document System - Fire Pro 2 Software Package. Draft project initiation brief developed. Fire Chiefs, IT and RMS team meeting in Q4.  | \$10,000              | A, B, D, E, F and ToG | Various                        |          |       |                 |                     |                |  |             |                |           |        |
|                       |        | SUBTOTAL PD   |   | \$ 2,898,312.82       |                       |                                |          |       | \$ 1,663,920.00 |                     |                |  | 3.53        | -              | \$ -      |        |

| Function No.            | Status | Project Title  | Description   | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|-------------------------|--------|--|---|-----------------------|----------------------|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| INFRASTRUCTURE SERVICES |        |  |   |                       |                      |                                |          |       |        |                     |                |  |             |                |           |        |
| 150                     |        | Feasibility Studies (Regional) - Water Service - Regional Watershed Management Plan (formerly project: Watershed Management Action Plan Development) | Development of a Regional Watershed Management Plan as part of Feasibility Study for new service establishment. Engagement of staff in Watershed Working Group and RFP to retain a consultant to provide strategic support is being developed and will be issued shortly. RFP closed in early June, and a contractor will be selected in June. Contractor selected. Kickoff meeting held in July 2021. Interim report for HWI grant submitted in June 2021. | \$126,571             | All                  | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Generator Replacement for Pender Harbour Transfer Station   | Purchase and installation of a new generator for the Pender Harbour Transfer Station as current generator is failing. Generator is used as back-up power for the site. Awaiting confirmation from Procurement re: procurement approach. Estimated work Q4 2021 / Q1 2022  | \$5,000               | All                  | A                              |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Sechelt Landfill Monitoring Well Installation   | As per the Operating Certificate, the SCRД is required to monitor groundwater conditions in and around the Sechelt Landfill. The SCRД samples water via 18 wells multiple times throughout the year. A recent Hydrogeological Assessment recommended installation of 4 new wells and decommissioning 2 old wells. Estimated work Q4 2021 / Q1 2022  | \$65,000              | All                  | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Traffic Control Lights for Pender Harbour Transfer Station  | Installation of traffic control lights for Pender Harbour Transfer Station to increase safety for customers and staff at site. Estimated work Q4 2021 / Q1 2022   | \$10,000              | All                  | A                              |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs  | The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill has failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and telephone for example. Development of RFP and SRW for connection to BC Hydro grid has been initiated                                      | \$204,000             | All                  | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Forklift for Sechelt Landfill   | Purchase of a used forklift for loading the mattress trailer at the Sechelt landfill to full capacity thereby reducing possible injury to staff not having to manually load the truck and full trailers reduce shipping costs and lowers transportation-related GHG emissions. This is the recommended loading measure by WorkSafeBC. Estimated work timing Q3 2022   | \$25,000              | All                  | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 350                     |        | Regional Solid Waste - Future Solid Waste Disposal Option Study (Phase 2)  | Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Second opinion of landfill siting options being initiated   | \$150,000             | All                  | Regional                       |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source | Additional Funding Source (or Other description)      | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|--|-----------------------|----------------------|--------------------------------|----------|-------|-----------|---------------------|----------------|---|-------------|----------------|-----------|--------|
| 350          |        | Regional Solid Waste - Sechelt Landfill Stage H+ Closure                           | 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 H+ represents an area that has reached its fill capacity based on height and now requires closure. Project to be initiated in Q4 2022  | \$2,500,000           | All                  | Regional                       |          |       |           |                     |                |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Waste Composition Study                                     | Conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of the implementation of new organics diversion services and guide the SWMP update (incl. waste disposal post landfill closure). Delayed until 2022 | \$100,000             | All                  | Regional                       |          |       |           |                     |                |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Biocover Feasibility Study - Phase 2                        | Phase 2 Study to be initiated to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Timing Q4 2021   | \$150,000             | All                  | Sechelt                        |          |       |           |                     |                |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Solid Waste Management Plan Update                          | Update the SCRD's Solid Waste Management Plan (SWMP) as per MoE guidelines, the expectation is at a minimum of every 10 years. The SWMP was last updated in 2011. SWMP update is dependent on decision on long-term solid waste disposal option and required to be updated for that option to be implemented. Delayed until 2022   | \$150,000             | All                  | Regional                       |          |       |           |                     |                |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Sechelt Landfill Cover Material Base Budget Increase        | Additional budget for the costs and trucking of cover material to the Sechelt Landfill site.   |                       | All                  | Regional                       | CM-RC    |       | \$40,000  | 2                   | 2-User Fees    | Tipping - Base Budget Increase                        |             |                |           |        |
| 350          |        | Regional Solid Waste - Regulatory Reporting for Sechelt Landfill                   | Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm   |                       | All                  | Regional                       | CM-RC    |       | \$89,165  | 1                   | 1-Taxation     |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I | 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   |                       | All                  | A                              | M-BusCon |       | \$100,000 | 1                   | 1-Taxation     |   |             |                |           |        |
| 350          |        | Sechelt Landfill Closure/Post Closure Funding                                      | Increase of the annual contribution to the Closure/Post Closure reserve fund for the Sechelt Landfill to address current underfunding of the landfill closure/post closure liability for this site based on an anticipated closure date of 2025  |                       | All                  | Regional                       | M-BusCon |       | \$125,000 | 1                   | 1-Taxation     |   |             |                |           |        |
| 350          |        | Staffing - Manager Special Solid Waste Projects - 0.7 FTE                          | Additional senior project-management resources are require to manage the development and construction of a new long-term waste disposal option, the design and construction of the partial (Stage H+) and final closure of the Sechelt Landfill and other capital projects for the solid waste and other divisions.  |                       | All                  | Regional                       | BSCG     |       | \$55,000  | 1                   | 1-Taxation     | 0.2 FTE (\$28,000) to be funded from capital projects | 0.60        |                |           |        |
| 350          |        | Regional Solid Waste - Home Composter Rebate                                       | The Home Composter Rebate Program is an initiative of the SCRD's Regional Organics Diversion Strategy to assist with providing options to divert food waste and other compostable materials from the landfill.   |                       | All                  | Regional                       | LCHV     |       | \$5,000   | 1                   | 1-Taxation     |   |             |                |           |        |
| 350          |        | Regional Solid Waste - Islands Clean-up  | Expansion of the Islands Clean-up program to include Hardy Island as part of the Nelson Island Clean up event day.   |                       | All                  | Regional                       | LCHV     |       | \$5,000   | 1                   | 1-Taxation     |   |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount    |   | Funding Source Code               | Funding Source  | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|-----------|---|-----------------------------------|---|--|-------------|----------------|-----------|--------|
| 350          |        | Regional Solid Waste - Waste Reduction Initiatives Program                                      | Program to provide funding to community groups, non-profit societies, charitable organizations and school groups to implement projects that contribute to waste reduction and diversion.   |                       | All                  | Regional                       | LCHV     |       | \$5,000   | 1 | 1-Taxation                        |   |  |             |                |           |        |
| 350          |        | Regional Solid Waste - WildSafeBC Base Budget Increase  | Contribution for hiring WildSafeBC Program Coordinator for the 2022 season May to November. SCRD has had a WildSafeBC Program Coordinator 2006-2008 and 2012-2021.   |                       | All                  | Regional                       | LCHV     |       | \$15,000  | 1 | 1-Taxation                        | Base Budget Increase                                  |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - Water Supply Plan  | RFP to be issued Q4  | \$75,000              | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - Confined Space Document Review - North Pender Water System | A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q1 2022.  | \$2,500               | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - Emergency Generator  | 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. Initial product specifications have been completed. Timing of procurement is dependent on specifications required for anticipated water treatment improvements. Awaiting results of Treatment Feasibility study.  | \$125,000             | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - Garden Bay Pump Station – Treatment Improvements (Phase 1) | Feasibility study to review engineering solutions to address the current risk of significantly increased turbidity levels and ensuring regulatory compliance in a timely manner. The study will evaluate the feasibility of treatment systems that will be capable of reducing turbidity and organics. Delayed due to staffing levels.   | \$20,000              | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - Garden Bay UV Reactor                                      |  | \$37,236              | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 365          |        | North Pender Harbour Water Service - North Pender Harbour Watermain Replacement                 | Replacement of the existing 100 mm asbestos cement water main 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 SCRD Utilities staff. |                       | A and SIGD           | A                              | M-BusCon |       | \$765,000 | 5 | 5-Other (Debt, Grant, Fees, etc.) | Community Gas Tax Funds and \$85,000 Capital Reserves |  |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - Confined Space Document Review - South Pender Water System | A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q1 2022.  | \$5,000               | A and SIGD           | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - Water Supply Plan  | RFP to be issued Q4  | \$75,000              | A                    | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - McNeil Lake Dam Upgrades                                   | Consultant completing preliminary design with design package submittal in Q4 2021  | \$149,315             | A                    | A                              |          |       |           |   |                                   |   |  |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - Treatment Plant Upgrades Phase I                           | Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Procurement of equipment initiated in Q3 and to be continued in Q4 2020. PO for additional instrumentation sent to supplier (turbidity meters and controllers)  | \$37,819              | A                    | A                              |          |       |           |   |                                   |   |  |             |                |           |        |

| Function No. | Status | Project Title  | Description   | Carry-Forward Amounts | Service Participants             | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source                    | Additional Funding Source (or Other description)      | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|---|-----------------------|----------------------------------|--------------------------------|----------|-------|-----------|---------------------|-----------------------------------|---|-------------|----------------|-----------|--------|
| 366          |        | South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction                   | The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure: This project will included 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 analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Delayed awaiting modelling project completion. | \$108,000             | A                                | A                              |          |       |           |                     |                                   |   |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - Upgrades - Phase 2  | Additional funds are required 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. Planning underway.   | \$17,812              | A                                | A                              |          |       |           |                     |                                   |   |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - 2021 Vehicle Purchases  | 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. Tender documents issued.   | \$80,000              | A                                | A                              |          |       |           |                     |                                   |   |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - McNeil Lake Dam Safety Improvements - Construction                | Complete the tendering and construction of the dam safety improvements which will consist of replacing the stop logs with a lifting device, reinstating low level outlet operation, increasing the height of the maintenance walkway above flood lake level, installing new public access signage, a water level gauge and new dam security gate.   |                       | A                                | A                              | CM-RC    |       | \$525,000 | 4                   | 4-Reserves                        |   |             |                |           |        |
| 366          |        | South Pender Harbour Water Service - South Pender Harbour Watermain Replacement                        | This Project is a continuation of 2018 work, and 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 Rondeviue Road. This section was selected for replacement as means of improving system reliability and improving protection in that portion of the South Pender Water Service Area.  |                       | A                                | A                              | M-BusCon |       | \$540,000 | 5                   | 5-Other (Debt, Grant, Fees, etc.) | Community Gas Tax Funds and \$85,000 Capital Reserves |             |                |           |        |
| 370          |        | Regional Water Service - Water Supply and Conservation Public Engagement 2020 (including Water Summit) | Delayed implementation of some initiatives due to pandemic. Initiatives are now being developed as part of the implementation of 2021 Water Public Participation Plan. Implementation of the Water Public Participation Plan is underway. This includes website updates, advertisements (print and digital), Let's Talk water events, and development of engagement strategies for Fall 2021.   | \$28,963              | A, B, D, E, F, F Islands and DoS | All                            |          |       |           |                     |                                   |   |             |                |           |        |
| 370          |        | Regional Water Service - Regional Water Reservoir Feasibility Study Phase 4                            | Project on Hold pending completion of First Nations consultation.   | \$84,965              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |           |                     |                                   |   |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Creek Environmental Flow Requirements Update                          | Project delayed due to impacts pandemic on contractor's ability to focus on project. Part of the components of the EFN analyses are being completed and initial discussions with FLNRORD have been initiated. Approval not expected prior to summer 2021.   | \$50,000              | A, B, D, E, F, F Islands and DoS | D                              |          |       |           |                     |                                   |   |             |                |           |        |

| Function No. | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants             | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|--|-----------------------|----------------------------------|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 370          |        | Regional Water Service - Chapman Lake Siphon System Upgrade                        | An engineered review was completed in 2019 for system improvements required for the Chapman siphon system for ongoing work. Siphon was inspected by divers and modifications were made to the screens and tie downs.   | \$3,583               | A, B, D, E, F, F Islands and DoS | D                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Edwards Lake Siphon System (Emergency)                    | Development of an Emergency Siphon System at Edwards Lake to be included in Emergency Response Plan for Chapman Water System   | \$175,000             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division     | Options and analysis currently being reviewed. This will be advertised for tender soon. ONLY 1 VEHICLE PURCHASE FOR 2021 \$93,000/2. Procurement process underway.   | \$46,500              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Water Sourcing Policy                                     | Project scoping based on current water supply source development status is underway.   | \$25,000              | A, B, D, E, F and DoS            | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Water Treatment Plant Hot Water Upgrade           | Staff are coordinating this project with the on site generation project to find efficiencies and cost savings. Design is complete and tanks are being installed. Removal of existing equipment completed and some new installed. Delayed due to contractor availability. | \$15,286              | A, B, D, E, F, F Islands and DoS | D                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2)    | On hold; design complete, specifications to be finalized   | \$43,458              | A, B, D, E, F, F Islands and DoS | E                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman and Edwards Dam Improvements                      | Consultant completing preliminary design with design package submittal in Q4 2021  | \$240,500             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Groundwater Investigation Round 2 Phase 3                 | RFP proposals are under review with a staff Contract award recommendation to be submitted at the November Board meeting.   | \$1,377,600           | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Implementation of shíshálh Nation Foundation Agreement    | Resolution 266/19 No. 7 - Foundation Agreement   | \$9,291               | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Groundwater Investigation - Phase 2 (Part 2)              | Additional scope added and well siting currently underway. Long-term monitoring at Langdale site to continue until Q2 2022.  | \$198,766             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade | Limited Notice to Proceed issued in early October. Construction material submittals and reviews underway.  | \$1,611,088           | A, B, D, E, F, F Islands and DoS | B, D, E, F, DOS                |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Reed Road and Elphinstone Road Water Main Replacement     | Work included in construction tender of Church Road project, will occur in 2022.   | \$750,000             | A, B, D, E, F, F Islands and DoS | F                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Groundwater Investigation - Phase 4A - Church Road        | Final construction documents completed. Tendering contingent upon water license issuance. Ongoing discussions with province and ToG-water rights. FN consultation completed with FN concurrence. Consultant preparing EFN response back to Province.                     | \$7,450,840           | A, B, D, E, F, F Islands and DoS | F                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Bylaw 422 Update  | Reviewing potential proposals for changes to Bylaw 422.  | \$30,000              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description   | Carry-Forward Amounts | Service Participants             | Location(s) of Work / Proposal | Category | Pkg # | Amount | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|---|-----------------------|----------------------------------|--------------------------------|----------|-------|--------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 370          |        | Regional Water Service - Water Supply Plan: Public Participation Regional Water System        | Budget to allow for communication and public participation activities in support of this process (e.g. mail outs, surveys, digital communication and if possible in-person events). Developing a framework to apply to the different water system, to apply to each water system.   | \$20,000              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning | The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. RFP was issued and all bids were significantly in excess of budget, hence RFP was cancelled. Staff are currently exploring alternative approaches. Staff are working with Lehigh (transferring residuals to Lehigh mine site for dewatering) and long term solution (TBD) for residuals.  | \$193,411             | A, B, D, E, F, F Islands and DoS | D                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman and Edwards Lake Communication System Upgrade                | 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. System will also allow for video monitoring of infrastructure at the lakes. Testing equipment for potential install.   | \$74,125              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Confined Space Document Review- Regional Water System                | A qualified professional is required to review and update the SCRD Confined Space Documents. Staff to develop tender documents to begin this process. RFQ to be issued in Q1 2022.  | \$22,500              | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Utility Vehicle Purchase   | Tender documents have been generated and will be advertised in Q4 2021. Tender documents issued.  | \$46,500              | A, B, D, E, F, F Islands and DoS | All                            |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements                | Preliminary planning has taken place and further staff time is required to generate tender documents, RFQ to be issued in Q2. RFP documents to be finalized in November.  | \$250,000             | A, B, D, E, F, and DoS           | A                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Water Treatment Plant UV Upgrade                             | 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. Preliminary review of design is underway. Staff currently drafting RFP. Draft of RFP completed.  | \$250,000             | A, B, D, E, F, F Islands and DoS | D                              |          |       |        |                     |                |  |             |                |           |        |
| 370          |        | Regional Water Service - 2021 Vehicle Purchases   | 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 live 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, Ongoing significant repairs. Tender Documents issued. | \$210,000             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |        |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants             | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source                    | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|--|--|-----------------------|----------------------------------|--------------------------------|----------|-------|-----------|---------------------|-----------------------------------|--|-------------|----------------|-----------|--------|
| 370          |        | Regional Water Service - Reed Road Pump Station Zone 4 Improvements  | On hold, design to be completed pending sufficient engineering capacity  | \$70,000              | A, B, D, E, F, F Islands and DoS | E                              |          |       |           |                     |                                   |  |             |                |           |        |
| 370          |        | Regional Water Service - Eastbourne Groundwater Development  | RFP being drafted  | \$350,000             | A, B, D, E, F, F Islands and DoS | F                              |          |       |           |                     |                                   |  |             |                |           |        |
| 370          |        | Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis | RFP to be issued in Q4.  | \$213,000             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |           |                     |                                   |  |             |                |           |        |
| 370          |        | Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District          | AAP successful to secure the electoral approval for the Long-Term Loan for this project. Kick off meeting to be held in Q4   | \$7,250,000           | A, B, D, E, F, F Islands and DoS | Sechelt and SIGD               |          |       |           |                     |                                   |  |             |                |           |        |
| 370          |        | Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek                                      | RFP draft complete, to be released in Q4 2021  | \$125,000             | A, B, D, E, F, F Islands and DoS | Regional                       |          |       |           |                     |                                   |  |             |                |           |        |
| 370          |        | Regional Water Service - Trout Lake Re-chlorination Station Upgrade  | 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.                |                       | A, B, D, E, F, F Islands and DoS | All                            | CM-IAF   |       | \$100,000 | 4                   | 4-Reserves                        |  |             |                |           |        |
| 370          |        | Regional Water Service - Valve Stems for Selma 2 Isolation   | 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.  |                       | A, B, D, E, F, F Islands and DoS | All                            | CM-IAF   |       | \$75,000  | 4                   | 4-Reserves                        |  |             |                |           |        |
| 370          |        | Regional Water Service - Chapman Lake Dam Safety Improvements - Construction   | Complete the tendering and construction of the dam safety improvements which will consist of strengthening the face and the base of the dam by adding steel reinforcement into adjoining bedrock, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate.     |                       | A, B, D, E, F, F Islands and DoS | All                            | CM-RC    |       | \$783,000 | 4                   | 4-Reserves                        |  |             |                |           |        |
| 370          |        | Regional Water Service - Edwards Lake Dam Safety Improvements - Construction   | Complete the tendering and construct the dam safety improvements which will consist of replacing the stop logs with a sluice gate and a lifting device, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate.   |                       | A, B, D, E, F, F Islands and DoS | All                            | CM-RC    |       | \$625,000 | 4                   | 4-Reserves                        |  |             |                |           |        |
| 370          |        | Regional Water Service - Single Axle Dump Truck Replacement  | Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage.  |                       | A, B, D, E, F, F Islands and DoS | All                            | M-BusCon |       | \$225,000 | 5                   | 5-Other (Debt, Grant, Fees, etc.) | 5-Year Municipal Finance Loan                    |             |                |           |        |
| 370          |        | Regional Water Service - Vehicle Purchases   | This project is to purchase four (4) vehicles for the following purposes:<br>• Two (2) new Fully Electric Vehicles to support staffing requirements (incl. the purchase of EV that was deferred as part of 2021 Budget process);<br>• Two (2) replacement vehicles of vehicles #465 (2012) Escape and #491 (2013 F150) is required due to high mileage and increasing maintenance costs. |                       | A, B, D, E, F, F Islands and DoS | All                            | M-BusCon |       | \$200,000 | 5                   | 5-Other (Debt, Grant, Fees, etc.) | 5-Year Municipal Finance Loan                    |             |                |           |        |



| Function No.    | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants                    | Location(s) of Work / Proposal | Category | Pkg # | Amount    |   | Funding Source Code | Funding Source   | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|-----------------|--------|---|--|-----------------------|---|--------------------------------|----------|-------|-----------|---|---------------------|--|--|-------------|----------------|-----------|--------|
| 370             |        | Regional Water Service - Budget Increase - Materials and Supplies                                 | The Operating Budget accounts for expenditures related to the supply and distribution of water to roughly 85% of the Sunshine Coast. Due to higher than anticipated inflationary pressures on the costs of goods, the current operating budget is insufficient and requires an increase in 2022.   |                       | A, B, D, E, F, F Islands and DoS        | All                            | M-BusCon |       | \$125,000 | 2 | 2-User Fees         | Base Budget Increase   |  |             |                |           |        |
| 370             |        | Regional Water Service - Staffing - Water Sustainability Technician - 0.5 FTE                     | Hire a Water Sustainability Technician that will focus on leak resolution in the Sechelt area, as meters are installed. The position will also be responsible for supporting education and outreach efforts, patrols, responding to inquiries and complaints.  |                       | A, B, D, E, F, F Islands and DoS        | All                            | BSCG     |       | \$36,000  | 4 | 4-Reserves          | Funding through Grants to be explored                              | 0.50   |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Water Metering Program: Development of Customer Relationship Management Tool      | Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff. Kick-off meeting occurred March and implementation scheduled for June. Developed criteria for a the CRM Management Tool, in collaboration with IT.   | \$50,000              | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       |          |       |           |   |                     |  |  |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Water Metering Program: Neptune 360 - Software and Hardware                       | Software and hardware are required to read the water meters owned by the SCRD. Allows the purchase of some hardware to support the meters installed as part of the Meter Installation Phase 3 project. Working with contractor on necessary data validation.   | \$19,350              | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       |          |       |           |   |                     |  |  |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Water Metering Program: Leak Correlator   | Purchase Leak Correlator equipment and required staff training as per Board direction received following December 17, 2020 staff report. RFP being developed <b>Tendering underway.</b>  | \$40,000              | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       |          |       |           |   |                     |  |  |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Metering Program 2: Water Meter Data Analytics                                    | Project has been initiated resulting from hiring new staff. Database solution project scoping with IT to develop a new database.   | \$54,684              | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       |          |       |           |   |                     |  |  |             |                |           |        |
| 365 / 366       |        | North and South Pender Harbour Water Service - Public Participation Water Supply Plan Development | In 2022 projects could be initiated to develop new Strategic Water Supply Plans for all the North Pender Harbour and South Pender Harbour water systems. Public participation will be conducted as part of the development of each of those plans and a budget would be required to fund any expenditures associated with such public participation.   |                       | A and SIGD                              | All                            | BSCG     |       | \$15,000  | 4 | 4-Reserves          |  |  |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Staffing - Utilities Engineering Coordinator - 1.0 FTE                            | A new position Utilities Engineering Coordinator is proposed to be responsible for the day to day oversight of engineering the staff within the Utilities Services Division. The workload of this team has increased significantly and is impacting progress on other priority work, including maintaining regulatory compliance, addressing imminent Asset Failures and improving the asset management for the water and wastewater infrastructure. |                       | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       | M-BusCon |       | \$100,000 | 2 | 2-User Fees         |  | 1.00   |             |                |           |        |
| 365 / 366 / 370 |        | Water Service- Staffing - Utility Crew - 3.0 FTE  | In support of expending water supply systems (including Church Rd), ongoing regulatory compliance, improved asset management and support for capital projects additional field staff area required:<br>1 FTE Utility Technician II<br>1 FTE Utility Technician I/ Operator 1 (casual)<br>1 FTE Utility Operator II   |                       | A, B, D, E, F, F Islands, SIGD, and DoS | Regional                       | M-BusCon |       | \$240,000 | 2 | 2-User Fees         | \$240,000 User Fees and \$100,000 in 5-Year Municipal Finance Loan | 3.00   |             |                |           |        |

| Function No.    | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants                    | Location(s) of Work / Proposal | Category | Pkg # | Amount    | Funding Source Code | Funding Source | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|-----------------|--------|---|--|-----------------------|---|--------------------------------|----------|-------|-----------|---------------------|----------------|--|-------------|----------------|-----------|--------|
| 365 / 366 / 370 |        | Water Service - Overtime Budget   | Increases to the annual Overtime (Account 5110) budgets for all of all three water systems is required to appropriately reflect actual anticipated amount Over Time  |                       | A, B, D, E, F, F Islands, SIGD, and DoS | All                            | M-BusCon |       | \$141,500 | 2                   | 2-User Fees    | Base Budget Increase                             |             |                |           |        |
| 365 / 366 / 370 |        | Water Service - Water Rate Structure Review   | The SCRD begin reviewing potential rate structure options, with the assistance of a consultant, based on water use and water conservation, and seek input from the public. User-based pricing would support water conservation by raising customer awareness about water use, and detecting and resolving leaks quickly, and in general, is widely supported by the public compared to a flat rate to increase equity.   |                       | A, B, D, E, F, F Islands, SIGD, and DoS | All                            | BSCG     |       | \$40,000  | 4                   | 4-Reserves     |  |             |                |           |        |
| 381             |        | Greaves Road Waste Water Plant - Septic Field Repairs                               | 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. Trees within 3m to 5m will be removed to prevent further root intrusion.  |                       | A                                       | A                              | CM-IAF   |       | \$50,000  | 4                   | 4-Reserves     |  |             |                |           |        |
| 382             |        | Woodcreek Park Waste Water Treatment Plant - Sand Filter Remediation                | Draft ITT completed. ITT to be updated to address conveyance system pending successful notification and receipt of the Federal Grant.  | \$707                 | E                                       | E                              |          |       |           |                     |                |  |             |                |           |        |
| 382             |        | Woodcreek Park Wastewater Treatment Plant – Collection System Designs               | On October 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In order to allow for an expedited start of this project phase, this budget proposal allows for the inclusion of essential upgrades to the collection system to the final design and tendering package that is currently being prepared as part of the ongoing project started in 2020. Included being draft ITT documents. <b>Conveyance system field inspection completed in late September.</b>   | \$20,000              | E                                       | E                              |          |       |           |                     |                |  |             |                |           |        |
| 382             |        | Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs             |  | \$5,964               | E                                       | E                              |          |       |           |                     |                |  |             |                |           |        |
| 386             |        | Lee Bay Waste Water Plant - Collection System Repairs                               | During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Some repairs have been completed.   | \$14,348              | A                                       | A                              |          |       |           |                     |                |  |             |                |           |        |
| 387             |        | Square Bay Waste Water Plant - Infiltration Reduction (Started 2019 - 2020 portion) | Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Review of options underway.   | \$15,910              | B                                       | B                              |          |       |           |                     |                |  |             |                |           |        |
| 387             |        | Square Bay Waste Water Plant - Square Bay Infiltration Reduction                    | Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. Review of as built drawings underway. | \$25,000              | B                                       | B                              |          |       |           |                     |                |  |             |                |           |        |

| Function No. | Status | Project Title   | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount       | Funding Source Code | Funding Source                    | Additional Funding Source (or Other description)   | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--------------|--------|---|--|-----------------------|----------------------|--------------------------------|----------|-------|--------------|---------------------|-----------------------------------|--|-------------|----------------|-----------|--------|
| 387          |        | Square Bay Waste Water Plant - Square Bay Collection System Upgrade Planning              | Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. RFP being drafted for release in Q4.  | \$15,000              | B                    | B                              |          |       |              |                     |                                   |  |             |                |           |        |
| 388          |        | Langdale Waste Water Plant - Remediation Project  | 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.  |                       | F                    | F                              | CM-IAF   |       | \$126,000    | 5                   | 5-Other (Debt, Grant, Fees, etc.) | \$126,000 Community Gas Tax Fund and 100 short-term loan and \$35,000 Operating Reserves |             |                |           |        |
| 392          |        | Roberts Creek Co-Housing Waste Water Plant - Treatment System and Regulatory Enhancements | Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. The Co-Housing representatives have indicated that the community members fully support this budget proposal and the use of the service areas reserves for this purpose. Several assessments completed and repairs made, additional repairs and upgrades are being planned and required materials obtained. Some parts received and when all are received work will begin to install and repair. Community meeting was held for updates. <b>Work to take place late October early November</b> | \$7,467               | D                    | D                              |          |       |              |                     |                                   |  |             |                |           |        |
| 393          |        | Lillies Lake Waste Water Plant - System Repairs and Upgrades                              | 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.   |                       | A                    | A                              | CM-RC    |       | \$ 35,000.00 | 4                   | 4-Reserves                        |  |             |                |           |        |
| 394          |        | Painted Boat Waste Water Plant - Flow Meter   | As per the Municipal Wastewater Regulation wastewater treatment plants must monitor and totalize flow through the treatment plant. Funds would be used to purchase the meter, excavation for the installation as well as the required wiring and programming.  |                       | A                    | A                              | CM-RC    |       | \$ 7,500.00  | 4                   | 4-Reserves                        |  |             |                |           |        |

| Function No.                                     | Status | Project Title  | Description  | Carry-Forward Amounts | Service Participants | Location(s) of Work / Proposal | Category | Pkg # | Amount          | Funding Source Code   | Funding Source                    | Additional Funding Source (or Other description) | FTE Request | Approved/Rec # | HR Adjust | Amount |
|--|--------|--|--|-----------------------|----------------------|--------------------------------|----------|-------|-----------------|-----------------------|-----------------------------------|--|-------------|----------------|-----------|--------|
| 383 /<br>384 /<br>385 /<br>387 /<br>388 /<br>393 |        | Wastewater Treatment Plants (Various) - Outstanding Right of Way | 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.<br><b>All outstanding ROW issues have ben identified and staff will be communicating with property owners.</b> | \$24,000              | A, B, E, F           | A, B, E, F                     |          |       |                 |                       |                                   |  |             |                |           |        |
|  |        | SUBTOTAL ISC   |  | \$ 25,726,059.09      |                      |                                |          |       | \$ 5,193,165.00 |                       |                                   |  | 5.10        |                | -         | \$ -   |
|  |        | Net Cost of Budget Proposals                                     |  | \$ 34,799,172.80      |                      |                                |          |       | \$ 8,187,062.67 |                       |                                   |  | 15.35       |                | -         | \$ -   |
|  |        |  |  |                       |                      |                                |          |       |                 |                       |                                   |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | TOTALS:         |                       |                                   |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 1,673,734.67 | 1                     | 1-Taxation                        |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 717,500.00   | 2                     | 2-User Fees                       |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 20,000.00    | 3                     | 3-Support Services                |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 2,992,678.00 | 4                     | 4-Reserves                        |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 2,783,150.00 | 5                     | 5-Other (Debt, Grant, Fees, etc.) |  |             |                |           |        |
|  |        |  |  |                       |                      |                                |          |       | \$ 8,187,062.67 | TOTAL OF ALL PROJECTS |                                   |  |             |                |           |        |