



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Monday, January 24, 2022

**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

REPORTS

2. 2022-2026 Financial Plan at Round 2
*Chief Administrative Officer /
General Manager, Corporate Services / Chief Financial Officer*
Verbal
3. 2022 Property Assessment Impacts
Budget and Financial Analyst
(Voting – All Directors)
Annex A
Pages 1-4
4. 2021 Service Deficits and Mitigation
Manager, Financial Services
(Voting – All Directors)
Annex B
pp. 5-7
5. Landfill Remediation – Solid Waste Deficit
General Manager, Infrastructure Services
(Voting – All Directors)
To Follow
6. Summary of Proposed Initiatives and Carryforwards at Round 2
Budget - Spreadsheet
Annex C
pp. 8-33
7. 2022 Round 2 Budget Proposal [110] General Government
Chief Administrative Officer and Corporate Officer
(Voting – All Directors)
Annex D
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8. 2022 Round 2 Budget Proposal Various Functions for Snow and
Ice Removal Contingency
Senior Leadership Team
(Voting – All Directors)
Annex E
pp. 37-38

9. 2022 Round 2 Budget Proposal for Ports Services [345]
General Manager, Community Services
(Voting – B, D, E, F) Annex F
pp. 39-41
10. 2022 Round 2 Budget Proposal [210] Gibsons and District Fire
Protection
Fire Chief
(Voting – E, F, and Gibsons) Annex G
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11. 2022 Round 2 Budget Proposal [216] Halfmoon Bay Fire
Protection
Fire Chief
(Voting – All Directors) Annex H
pp. 47-50
12. 2022 Round 2 Budget Proposal [222] Sunshine Coast
Emergency Program
Manager, Protective Services
(Voting – All Directors) Annex I
pp. 51-54
13. Pender Harbour Transfer Station Food Waste Drop-Off Program
Backgrounder
Manager, Solid Waste Services
(Voting – All Directors) Annex J
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14. 2022 Round 2 Budget Proposal [350] Solid Waste Services
Manager, Solid Waste Services
(Voting – All Directors) Annex K
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15. 2022 Round 2 Budget Proposal [370] Regional Water Service
Manager, Utility Services
(Voting – A, B, D, E, F and Sechelt) Annex L
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16. 2022 Round 2 Budget Proposal [366] South Pender Harbour
Water Service
Manager, Utility Services
(Voting – All Directors) Annex M
pp. 96-97
17. 2022 Round 2 Budget Proposal [365] North Pender Harbour
Water Service
Manager, Utility Services
(Voting – A and SIGD) Annex N
pp. 98-99
18. 2022 Round 2 Budget Proposal [381-395] Wastewater
Treatment Plants
Manager, Utility Services
(Voting – A, B, D, E, F) Annex O
pp. 100-103

- 19.** Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2022
General Manager, Corporate Services / Chief Financial Officer
(Voting – A, B, D, E, F) Annex P
pp. 104-110
- 20.** Gibsons and District Public Library - 2022 Revised Budget Submission
(Voting – All Directors) Annex Q
pp. 111-114
- 21.** Pender Harbour and District Chamber of Commerce – 2022 Special Project Funding Request Options
General Manager, Corporate Services / Chief Financial Officer
(Voting - All Directors) Annex R
pp. 115-116
- 22.** Update to 2022 Municipal Insurance Association (MIA) and Reed Stenhouse Inc. (AON) Premiums
Manager, Purchasing and Risk Management
(Voting – All Directors) Annex S
pp. 117-118

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
Alex Taylor, Budget and Financial Analyst

SUBJECT: 2022 PROPERTY ASSESSMENT IMPACTS

RECOMMENDATION(S)

THAT the report titled 2022 Property Assessment Impacts be received for information.

BACKGROUND

The 2022 Completed Assessment Roll was released by the BC Assessment Authority on January 1, 2022.

Assessed values are based on the estimated market value of properties on July 1 and condition on October 31 of the preceding year.

This report details the impacts that changes to the Assessment Roll will have on the tax apportionment for the Sunshine Coast Regional District (SCRD) services between service participants, property class changes, and impacts for an average residential property in each area.

All calculations in this report are based on the 2021 and 2022 preliminary taxation for the various services.

DISCUSSION

Overall, taxation apportionment varies from service to service depending on which areas participate. Unlike a Municipality, the apportionment between participating areas in a Regional District service changes from year to year as a result of changes in the assessment base due to market (market condition) and non-market factors (growth).

In general, if assessments in an electoral area, property class or individual property increase by more than the respective average, tax apportionment to that area, class or property will also increase. Conversely, if assessments increase by less than the respective average, tax apportionment will decrease.

Overall Change in Assessments

Overall, assessments in the Regional District increased by 34.27% in 2022 (5.44% increase in 2021) as detailed in Table 1 below:

Table 1: Overall Change in Assessed Values		
	Assessed Value	% Change
2021 (Cycle 10)	13,974,976,419	
Increase due to NMC*	207,339,339	1.48%
Increase due to Market	4,582,449,799	32.79%
2022 Total	18,764,765,557	34.27%
*Non-market Change		

Non-market change (NMC) is generally related to growth and results in an overall increase to the tax base. When all other factors remain equal, an increase due to NMC will result in reduced taxation to existing property owners in all areas as there are more properties to share the costs.

Market change refers to changes in assessment related to market shifts. These values are determined based on actual sales data in a particular area. When all other factors remain equal, if an individual property's market value increases by more than the average, taxation for that property will increase. If the value increases by less than the average, taxation will decrease.

Change in Apportionment by Area

Converted values are used to calculate the change in tax apportionment between areas and property classes. The total converted value for each area is used to multiply the tax rates for each property class. As an example, Residential properties have a conversion factor of 0.1 while businesses have a conversion factor of 0.245; therefore, the business tax rate is 2.45 times greater than the residential tax rate. Conversion factors for Regional Districts are prescribed by Provincial regulation.

Table 2 shows a comparison of 2020 and 2021 converted values. In general, areas where the percentage increase is greater than the total % increase will see an increase in overall tax apportionment. Areas where the increase is less than the average will see a decrease in apportionment.

Table 2: Comparison of Converted Values by Area					
Area	2021	2022	\$ Increase	% Increase	Apportionment
Area A	225,993,260	321,076,734	95,083,474	42.1%	↑
Area B	202,592,773	268,256,620	65,663,847	32.4%	↑
Area D	158,578,801	202,537,409	43,958,608	27.7%	↓
Area E	119,690,718	155,377,970	35,687,252	29.8%	↓
Area F	210,165,486	260,396,536	50,231,050	23.9%	↓
TOG	195,704,471	248,893,714	53,189,243	27.2%	↓
DOS	422,256,935	565,213,118	142,956,183	33.9%	↑
SIGD	32,566,912	40,436,849	7,869,937	24.2%	↓
Total	1,567,549,356	2,062,188,950	494,639,594	31.6%	

The actual impact on overall tax apportionment is dependent on service participation. Table 3 shows the actual change in tax apportionment by area as a result of changes in assessments with no overall increase in taxation.

Table 3: Overall Change in Tax Apportionment Due to Assessments				
Area	2021	2022	\$ Change	% Change
Area A	2,892,247	3,035,529	143,283	4.95%
Area B	4,076,382	4,053,907	(22,475)	-0.55%
Area D	3,203,955	3,176,094	(27,861)	-0.87%
Area E	2,452,232	2,466,298	14,066	0.57%
Area F	3,916,269	3,756,452	(159,817)	-4.08%
DoS	4,587,654	4,656,971	69,316	1.51%
ToG	2,934,150	2,909,955	(24,195)	-0.82%
SIGD	386,301	393,986	7,684	1.99%
	24,449,191	24,449,191	(0.00)	

Change in Apportionment by Property Class

Table 4 is a summary of the overall change in converted value and apportionment by property class.

Table 4: Comparison of Converted Values by Property Class					
Property Class	2021	2022	\$ Increase	% Increase	Apportionment
Residential	1,301,081,133	1,769,780,442	468,699,309	36.0%	↑
Utilities	63,338,391	64,661,461	1,323,070	2.1%	↓
Major Industry	32,437,326	33,422,340	985,014	3.0%	↓
Light Industry	25,496,770	27,482,404	1,985,634	7.8%	↓
Business and Other	137,397,239	159,078,758	21,681,519	15.8%	↓
Managed Forest Land	4,395,120	3,578,100	(817,020)	-18.6%	↓
Rec/Non-Profit	3,335,200	4,118,700	783,500	23.5%	↓
Farm	68,177	66,745	(1,432)	-2.1%	↓
Total	1,567,549,356	2,062,188,950	494,639,594	31.6%	

The Residential class increased more than the overall average indicating that taxation will shift to this class from those that increased less than the average. All other classes changed by less than the average which suggests taxation will shift away from these classes.

Average Residential Property Impact

Table 5 below summarizes the impact of 2022 assessment changes for the residential property class in each area based on status quo taxation and average change in Property Value. The impact on individual residential properties is dependent on service participation and individual property assessment increases in relation to the average.

Table 5: Average Residential % Change		
Area	Average Residential % Change in Taxation	Average Change in Property Value
Area A	17.56%	42.75%
Area B	21.10%	42.99%
Area D	8.37%	28.88%
Area E	5.87%	29.61%
Area F	1.58%	31.01%
SIGD	14.34%	36.42%
DOS	14.16%	36.50%
TOG	7.92%	28.74%

STRATEGIC PLAN AND RELATED POLICIES

The information in this report is intended to support the Board's decision making process during 2022 budget deliberations.

CONCLUSION

Overall assessments in the SCRD increased by 34.27% in 2022 as compared to the 2021 revised assessment roll.

Converted assessed values used to determine tax apportionment between areas increased by 31.6%. Apportionment to Area A, Area B, and District of Sechelt increased due to higher than average increases in assessments. Apportionment to Area D, Area E, Area F, Town of Gibsons, and the Sechelt Indian Government District decreased due to lower than average increases in assessments.

Converted assessed values for the Residential properties increased by more than the average property class increase. The result of this is a shift in taxation to the Residential property class from property classes that increased by less than the average.

Based on the static taxation, the impact of changes in assessments will result in increased taxation for an average residential property in Area A, Area E, the District of Sechelt and Sechelt Indian Government District. Conversely, taxation for an average residential property in Area B, Area D, Area F and the Town of Gibsons will decrease.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: 2021 SERVICE DEFICITS AND MITIGATION

RECOMMENDATION

THAT the report titled **2021 Service Deficits and Mitigation** be received for information;

AND THAT the projected [313] Building Maintenance Services deficit of \$15,000 be funded from operating reserves;

AND THAT the projected [222] Sunshine Coast Emergency Planning deficit of \$40,000 be funded from 2022 taxation;

AND FURTHER THAT the [320] Regional Street Lighting deficit of \$1,132 be funded from 2022 taxation.

BACKGROUND

The purpose of this report is to provide the Board a preliminary summary of projected 2021 year-end deficits that require approval of proposed funding mitigation prior to final budget adoption.

All reported deficits are preliminary and subject to change. Approved funding sources will be applied to mitigate final values provided there are no material changes to the values in this report.

Final deficits will be reported to the Corporate and Administrative Services Committee on February 24, 2022 as part of the *Final 2021 Surplus/Deficits* report.

Surpluses are not contemplated in this report; however, the overall surplus is expected to be equal to or greater than the \$2.98M surplus reported in 2021. Surpluses are automatically transferred to reserves in accordance with the Board's Financial Sustainability Policy and will also be reported as part of the *Final 2021 Surplus/Deficits* report in February.

If the Board wishes to have more detailed variance analysis on specific functional area surpluses or deficits, staff could provide this at a future Committee, and would seek direction accordingly.

DISCUSSION

Staff have completed preliminary 2021 year-end processes in preparation of the annual SCRD Financial Statements and external audit with final cutoff expected by month end.

All values are estimates and the possibility exists that additional information will lead to deficits in services which are currently projecting surpluses. Of note, key accruals for pending Fleet Maintenance and Building Maintenance work orders are still to be completed.

As of the writing of this report, 6 services are projected to have deficits in 2022 totaling approximately \$56,500.

Three of these services have minor deficits of less than \$200 that will automatically be funded from taxation in 2022 as follows:

- [340] Burns Road Street Lighting - \$5 deficit
- [410] Pender Harbour Health Center - \$90 deficit
- [630] School Facilities Joint Use - \$186 deficit

The remaining three service deficits are detailed below along with recommended funding sources.

- [222] Sunshine Coast Emergency Planning - \$40,000 deficit estimated
 - This deficit is a result of unrecoverable wages and benefits associated with Emergency Operations Centre operations. Only incremental wages (i.e., overtime) are recoverable from EMBC. This deficit must be funded from taxation in 2022 as there are insufficient uncommitted operating reserves within this service. As outlined in the *New 2022 R2 Budget Proposal, the SCRD has activated six EOC's in 2021 and creating an operating reserve is being proposed.
- [313] Building Maintenance - \$15,000 deficit estimated
 - This deficit is a result of lower than budgeted internal recoveries due to reduced billable hours resulting from staffing shortages as reported on the Q2 and Q3 variance reports. The deficit of \$27,396 reported at Q3 has been somewhat mitigated throughout Q4 as staffing levels returned to full capacity. It is recommended that the deficit be funded from operating reserves.
- [320] Regional Street Lighting - \$1,132 deficit estimated
 - This minor deficit is the result of a budgeting error in 2021. The amount will need to be recovered from taxation in 2022 as there are no operating reserves for this service. The amount represents approximately 3% of the 2021 tax requisition and is not expected to have a material impact.

[350] Regional Solid Waste

In addition to the deficits noted above, the Regional Solid Waste service is in a potential deficit situation as a result of the Sechelt Landfill Remediation project. Construction costs have exceeded current approved contract values; however, it is unclear whether these costs can be accommodated within the existing project budget.

A detailed review is being undertaken and will be included in a separate report.

Financial Implications

Funding the Sunshine Coast Emergency Planning deficit through taxation in 2022 will result in a 0.17% increase in overall taxation in 2022.

STRATEGIC PLAN AND RELATED POLICIES

Accountability for the budget process and the Financial Plan are encompassed in the Financial Sustainability Policy. Changes to processes related to same are part of the Strategic Priority of Enhancing Board Structure and Processes, facilitating the information transfer and decision-making processes.

CONCLUSION

Staff have completed preliminary year end process and have identified six services that are projected to end in deficit positions in 2021. All values are estimates with final amounts to be reported to the Corporate and Administrative Services Committee on February 24, 2022 as part of the *Final 2021 Surplus/Deficits* report.

There are six projected unfunded deficits totaling approximately \$56,500 that must be funded. Three minor deficits of less than \$200 will automatically be funded from taxation in 2022 and three material deficits require Board direction.

Staff are recommending that material deficits for [222] Sunshine Coast Emergency Program and [320] Regional Street Lighting be funded through taxation in 2022 and that the deficit for [313] Building Maintenance Services be funded from operating reserves.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

ANNEX C

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	
CORPORATE AND ADMINISTRATIVE SERVICES																		
1	110		General Government - Website Redesign (Phase 2)	Contracted services to develop and implement a re-designed website that provides optimal content organization, integration with applications, ease of content manageability, and improved functionality and user experience. RFP completed and in Purchasing queue to send out for Tender.	\$125,145	All	Regional											
2	110	R2	General Government - Executive Assistant	Board requested new resource that will primarily focus on supporting advocacy efforts as set out in the Board's Strategic Plan. The role will facilitate communication between the Regional District, various Provincial ministries and other local governments and relevant agencies in relation to advocacy initiatives being pursued by the SCRD. It will also provide administrative support for rural area directors as well as for the Office of the CAO and other General Government functions. This is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and \$5,000 overhead for software licenses, equipment, etc.		All	Regional	Other	1	\$73,102	1	1-Taxation	\$38,425 for half-time (Prorated) / 2023 \$92,470 (Full) and \$46,235 (Part)	1.00				
3	110		General Government - Information and Privacy Coordinator	New resource for the Administration and Legislative Services department to ensure capacity for SCRD statutory responsibilities with respect to public access to information and protection of privacy. The addition of this resource also supports the transition to a digital/electronic service business model for the SCRD and acknowledges the increasing service expectations of the public with respect to accessing local government records and online information services. Budget request is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and \$5,000 overhead for software licenses, equipment, etc.		All	All	Other	2	\$80,600	1	1-Taxation	\$42,175 for half-time (Prorated) / 2023 \$102,467 (Full) and \$51,233 (Part)	1.00	05/22 #27	1.00	\$ 80,600	
4	110		General Government - Hybrid Meeting Solutions and Board Room Modifications	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings (Board, Board Committees, Advisory Committees/Commissions, Public Hearings, Intergovernmental). The Board has further recommended the scope for the Hybrid Meeting Solutions project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new A/V hybrid technology in the Boardroom.		All	All	Other	3	\$125,000	5	5-Other (Debt, Grant, Fees, etc.)	COVID-19 Safe Restart Funds		05/22 #27		\$ 125,000	
5	110		General Government - Meeting Management Solutions	Software solution to bridge remote and in-person meeting rooms for hybrid Board and Committee meetings. In order for the virtual and physical domains to smoothly function together as a single meeting, a system is required to seamlessly manage both environments and their respective participants in real-time. Meeting management software streamlines the full cycle from report and agenda creation to electronic publishing to meeting video livestreaming and archiving. Software services are subject to an annual subscription fee. This budget request is for year-one implementation. Once implemented, annual subscription fees will apply and could be in the range of \$18,000 to \$20,000 per year.		All	All	Other	4	\$25,000	5	5-Other (Debt, Grant, Fees, etc.)	COVID-19 Safe Restart Funds with Base Budget Increase up to \$20,000		05/22 #27		\$ 25,000	

	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	Approval/Rec #	HR Adjust	Amount
6	114		Field Road Administration Building - Reception Centre Modification - COVID-19	Temporary barriers were placed at the front reception desk to ensure protocols for health and safety were adhered to due to the COVID-19 pandemic. This was partly due to limited labour and supplies at the time to build and install a custom barrier. Due to the ongoing nature of the pandemic, a more permanent enclosure is proposed. There are also two work stations within the front reception that will also be redesigned for a more efficient workspace. This proposal will be for material, supplies and labour.		All	Sechelt	M-BusCon	1	\$40,143	5	5-Other (Debt, Grant, Fees, etc.)	COVID-19 Safe Restart Funds		05/22 #29		\$ 40,143
7	115		Human Resources - Certificate of Recognition (COR)	Delayed due to extended absence and impact on capacity. New resource hired March 2021 and commenced preliminary review in June 2021.	\$8,000	All	Regional										
8	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										
9	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 - comprised of: a) Temporary staffing: 2021 (7months) b) Professional services consulting c) Hardware purchases d) Software purchases/subscriptions 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										
10	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										
11	117		Information Technology - Online Engagement Software-Annual Subscription-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	1	\$20,000	3	3-Support Services			05/22 #28		\$ 20,000
12	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										
13	150	Deferred to 2023	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. Project was deferred at 2022 Budget.		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	
14	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 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. Position space analysis classification summary completed, furniture assessment continuing. 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-19 re-start for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed.	\$122,407	All	Sechelt											
15	111 / 113		Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO)	New staff resource job description posted in late June 2021. In 2021, the SCRDC implemented 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											
16	114 / 210 / 216 / 212 / 312 / 613 / 625		SCRDC Corporate Recycling Program.	Field Road project started late 2021. Staff to reassess project and timelines as the COVID protocols change and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation.	\$30,075	Various	Various											
17	114 / 310 / 312 / 370 / 650		Various Functions - 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 approved. 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											
18	114 / 310 / 312 / 365 / 366 / 370 / 650		Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2)	Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR		All	Sechelt / Gibsons	BSCG	2	\$70,000	4	4-Reserves	Field Road Admin [114]-\$25,000, Transit [310]-\$1,000, Fleet [312]-\$1,000, North Pender Water [365]-\$1,000, South Pender Water [366]-\$9,000, Regional Water [370]-\$32,000, Parks [650]-\$1,000 Operating / Capital, CleanBC Go Electric fleet Rebates ≈-\$20,000	005/22 #29			\$ 70,000	
19	114 / 315 / 350 / 615 / 210 / 212	**NEW at R2	***NEW Various Functions - Snow and Ice Removal Contingency	Due to the increase in snow and ice events on the Sunshine Coast, line item has been exceeded in many facility budgets. With 2022 projected to have more unseasonably cold weather events in the forecast, it is requested to add a one-time contingency for this item. The SCRDC has also exceeded its purchase order values. It is important for the health and safety of staff and public, to ensure services are impacted as little as possible, and that unfavourable variances be mitigated as best as possible.		All	All	M-BusCon	1	\$57,200	5	5-Other (Debt, Grant, Fees, etc.)	Various Funding: \$5,000 [114] Support Services, \$16,000 [315] Support Services / Cost Share, \$8,000 [350] Taxation, \$20,000 [615] Taxation, \$5,000 [210] Operating Reserves, \$3,200 [212] Operating Reserves					
20	410		Pender Harbour Health Centre - Special Capital Project Request	Vinyl Flooring project - has not been invoiced and 2022 value increased by \$17,726	\$37,726	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	
21	506 / 510		Geographical Information Systems / Civic Addressing - Mapping Orthophoto Imagery Refresh 2021	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 the 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		\$ 640,548.13					\$ 491,045.00				2.00		1.00	\$ 360,743	

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COMMUNITY SERVICES																
22	310		Public Transit - Building Improvements - Increased Safety	Increased Safety and Security at Mason Road 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. June 4 update, waiting for PIA to be completed for CCTV. Update August 12 - Quotes received for light pole installation. 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 2021. CCTV and security project to be carried forward to 2022, additional budget request approved and included in 2022 Budget.	\$6,000	B, D, E, F, DoS, SIGD, ToG	Sechelt									
23	310		Public Transit - COVID 19 Expenses - Wages	BC Transit anticipates extra cleaning and sanitization of the conventional and custom transit fleet will be required 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	304/21 #6	1.40	\$ 94,212
24	310		Public Transit - COVID-19 Expenses - Material and Supplies	BC Transit anticipates extra cleaning and sanitization of the buses will be required 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		304/21 #6		\$ 12,000
25	310		Public Transit - Transit Superintendent (1.0 FTE)	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	1	\$87,667	1	1-Taxation	1.00	055/22 #30	1.00	\$ 87,667
26	310		Public Transit - Driver Orientation and Training	Over and above the qualifications for the position (i.e. Class 2 license), 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	2	\$11,500	1	1-Taxation		055/22 #30		\$ 11,500
27	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	3	\$81,800	4	4-Reserves		055/22 #30		\$ 81,800
28	310		Public Transit - Security System and CCTV	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety)		B, D, E, F, DoS, SIGD, ToG	Sechelt	LCHV	4	\$3,250	4	4-Reserves		055/22 #30		\$ 3,250
29	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		304/21 #6		\$ 10,500
30	312		Maintenance Facility (Fleet) - Loaner Vehicle	The new vehicles are not expected until 2022.	\$10,000	All	Regional									
31	312		Maintenance Facility (Fleet) - Electric Vehicle Maintenance	Key staff vacancies has resulted in a delay to this project. Training to be rescheduled to 2022.	\$10,000	All	All									
32	312		Maintenance Facility (Fleet) - HVAC Maintenance Safety System	Additional safety system for fleet staff to perform HVAC maintenance on top of buses. Received approved engineered anchor. Purchase harness system and installation in 2022.	\$4,000	All	Sechelt									

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33	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). Privacy Impact Assessment (PIA) completed for CCTV and security system on April 6, 2021. Update August 12 - Quotes received - 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 2021. CCTV and security project budget to be carried forward to 2022, additional budget request approved in 2022 Budget.	\$6,000	All	Sechelt										
34	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.)	MFA Loan		304/21 #6		\$ 131,250
35	312		Maintenance Facility (Fleet) - Security System and CCTV	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety)		All	Sechelt	LCHV	1	\$3,250	4	4-Reserves	Operating		005/22 #31		\$ 3,250
36	310 / 312 / 370 / 650		Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager)	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, especially for likely Transit service expansion. This budget request proposes an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative.		All	Sechelt	M-BusCon	1	\$75,000	4	4-Reserves	Operating (\$42,500 for consultant and \$32,500 for 0.20 FTE)	0.20	005/22 #32	0.20	\$ 75,000
37	320 / 332		Street Lighting - Service	The Regional Street Light Service is intended to provide lighting at intersections and areas of public use for all Electoral Areas, while the Fircrest Road Street Lighting is intended for lights falling within a specific community boundary. Utilities costs and upgrades.		B, D, E, F	B, D, E, F	M-BusCon	1	\$5,300	1	1-Taxation	\$4,700 to [320] and \$600 to [332]		005/22 #33		\$ 5,300
38	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. Continued staff vacancy in Ports impacts capacity to move this work forward. Major inspections to be completed in 2022 which will further inform these capital projects. Staff will review capital plan for phased tendering of work, aligned with Board-approved plan or return to Board with additional information in Q3/4 2022.	\$669,736	B, D, E, F, and Islands	All										
39	345		Ports Services - New Brighton Dock Study	Continued staff vacancy in Ports impacts capacity to move this project forward. Staff continue to keep Squamish Nation updated. 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										
40	345		Ports Services - Ports Major Inspections	Continued staff vacancy in Ports impacts capacity to move these inspections forward in 2021. It is anticipated these inspections will be tendered in Q2 of 2022.	\$57,660	B, D, E, F, and Islands	All										

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41	345	***NEW at R2	Ports Services - Ports Repair and Maintenance Ongoing Budget Lift	As part of a service agreement (with a specialty marine service provider), all nine ports are inspected three times per year. These inspections identify safety concerns, minor repair and maintenance requirements, as well as potential major repairs and/or replacements. This extra work are repairs highly recommended due to safety concerns, or as in most cases, are a result of an extreme weather event (e.g. storm) in which infrastructure is damaged and requires immediate repair. Over the past few years, these additional repair and maintenance expenditures have varied but have been in excess of \$50,000 per year. In order to equip staff to respond to emergent items quickly, it is recommended that the base budget for repairs and maintenance be increased.		B, D, E, F	B, D, E, F	M-BusCon	1	\$40,000	1	1-Taxation	Base Budget Increase				
42	400		Cemetery - Business Plan	Project awarded and will commence January 2022. Anticipated completion is end of Q2 2022. RFP to perform a comprehensive business and service review of SCR D Cemeteries awarded in Q4 2021 (including review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review). Anticipate project start up late November 2021 to 2022.	\$25,000	All	D and E with Regional Impact										
43	615		Community Recreation Facilities - Capital Renewal Plan	October 8 Update: -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), SAC exhaust fans #2 - #4, GACC ice install equipment. -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. -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, SAC domestic hot water boiler. -1 project has not been started and is anticipated to carry forward to 2022, SCA exterior door glazed.	\$461,674	B, D, E, F, DoS, ToG, SIGD	Gibsons and Secheit										
44	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. September 3 Update: SAC Baffles and Lights completed. SCA parking lot lighting tender process started, anticipated project completion Q4 2021. 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. Jan 11, 2022 Update SAC Sound Baffle and Re Hang Lights Project Completed, one invoice for \$3500 pending, waiting for PO amendment. SCA Parking Lot Lighting Project Awarded, completion anticipated by Q2 2022.	\$23,002	B, D, E, F (Except F Islands), ToG, DoS, SIGD	Secheit										

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45	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 and recommendations were noted. 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. October 8 Update: Jan 11, 2022 Update Project not started, this project is a priority for 2022	\$60,000	B, D, E, F, DoS, SIGD, ToG	DoS, ToG										
46	615		Community Recreation Facilities - Sunshine Coast Arena Refrigeration Plant Regulatory Items	Installation of an additional ammonia sensor complete. Extend ammonia relief vent line extension not started. No change to progress but budget now shows as \$11,736 and expended zero dollars so far in 2021. October 8 Update: Refrigeration engineer reviewing vent stack extension requirement with Technical Safety BC. Jan 11, 2022 Update Carry Forward remaining funds for vent stack extension, decision on requirement for project to move forward from engineer and Technical Safety BC is pending. No date for decision at this time but anticipated by late Q1 2022.	\$11,736	B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt										
47	615		Community Recreation Facilities - Sechelt Aquatic Centre Facility Projects	Various projects identified. Currently 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. September 3 Update: Received confirmation that one grant submission was not successful. 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) Jan 11, 2022 Update Second grant application unsuccessful. Will look for 2022 grant opportunities and discuss project moving forward without grant funding, please carry forward remaining funding.	\$250,000	B, D, E, F, DoS, ToG, SIGD	Sechelt										
48	615		Community Recreation Facilities - Programming Review	Project awarded and will commence Q1 2022. Anticipated completion date for project is end of Q2 2022.	\$16,000	B, D, E, F, DoS, SIGD, ToG	Regional										
49	615		Community Recreation Facilities - Sechelt Aquatic Centre - Sprinkler System Replacement	As per Board resolution, this work will commence in 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan.	\$173,027	B, D, E, F, DoS, SIGD, ToG	Regional										
50	615		Community Recreation Facilities - Scheduling Software	Project has commenced. Anticipated full implementation by Q2 2022.	\$6,000	B, D, E, F, DoS, SIGD, ToG	Regional										
51	615		Community Recreation Facilities - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially completed by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022.	\$4,000	B, D, E, F (Except F Islands), ToG, DoS, SIGD	Gibsons and Sechelt										

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52	615		Community Recreation Facilities - Health and Safety Requirements	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		304/21 #6		\$	105,000
53	615		Community Recreation Facilities - Domestic Hot Water System	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	1	\$35,000	1	1-Taxation		005/22 #35		\$	35,000
54	615		Community Recreation Facilities - 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.		B, D, E, F, DoS, ToG, SIGD	All	M-BusCon	2	\$4,250	1	1-Taxation		005/22 #35		\$	4,250
55	615		Community Recreation Facilities - 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 developed in 2021, therefore this budget is to implement the ongoing safety recommendations in the plan.		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	M-BusCon	3	\$26,500	5	5-Other (Debt, Grant, Fees, etc.)	2022 - COVID 19 Safe Restart Grant - \$9,000 one time and \$17,000 ongoing base budget	005/22 #35		\$	26,500
56	615		Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities	Class C design for decarbonizing three biggest carbon emitting recreation facilities (SAC, GDAF, GACC)		All	Sechelt / Gibsons	BSCG	4	\$50,000	1	1-Taxation	BC Hydro Rebate (Grant)	006/22 #35		\$	50,000
57	615		Community Recreation Facilities - Non-Annual Maintenance	Large maintenance items not covered through the base budget and not occurring annually, including 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	5	\$28,600	1	1-Taxation		005/22 #35		\$	28,600
58	615	REMOVE COMPLETE IN 2021	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						005/22 #35			
59	625		Pender Harbour Fitness and Aquatic Centre - Annual Equipment Replacement	PO Issued, enroute, invoice submitted	\$10,000	A	A										
60	625		Pender Harbour Fitness and Aquatic Centre - Programming Review	Project awarded and will commence Q1 2022. Anticipated completion date for project is end of Q2 2022.	\$4,000	A	A										
61	625		Pender Harbour Fitness and Aquatic Centre - Scheduling Software	Project has commenced. Anticipated full implementation by Q2 2022.	\$400	A	A										
62	625		Pender Harbour Fitness and Aquatic Centre - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially complete by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022.	\$1,000	A	A										
63	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		304/21 #6		\$	10,000
64	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	1	\$10,000	4	4-Reserves	Operating	005/22 #36		\$	10,000
65	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	M-BusCon	2	\$750	1	1-Taxation	Base Budget Increase	005/22 #36		\$	750
66	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	M-BusCon	3	\$1,750	5	5-Other (Grant, Fees, etc.)	COVID-19 SAFE RESTART GRANT and Base Budget Increase	005/22 #36		\$	1,750
67	625	REMOVE COMPLETE IN 2021	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						005/22 #36			

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68	625		Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Item - Natatorium Ceiling Painting	The natatorium ceiling is in desperate need of repainting and should 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	4	\$12,000	4	4-Reserves	Operating		005/22 #36		\$ 12,000
69	625		***NEW Pender Harbour Fitness and Aquatic Centre - Pool Basin Painting	Pool basin painting occurs every 2-3 years in alignment with the pool being drained. This painting helps prolong the lifespan of the asset and also creates a more vibrant pool atmosphere.		A	A	Other	5	\$12,000	4	4-Reserves	Operating		005/22 #36		\$ 12,000
70	650		Community Parks - Equipment Purchase- (Sports Fields) - New Cab Tractor	2020 inspections indicated this asset for retirement. Failure is possible and would require urgent response but staff consider this as asset stewardship rather than imminent failure based on condition. Developed a scope and advertised for available pricing. Tendered and did not receive qualified submissions. Project underwent scope revisions in late Q3 2021 and was re-tendered Q4 2021. January 10 2022 Update: RFP awarded and finalized. Staff are just awaiting delivery of product. Anticipate final order and project wrap up Q1 2022.	\$70,000	A, B, D, E, F	All										
71	650		Community Parks - Suncoaster Trail (Phase 2) Community trail project	Continue to work with community group. Project will extend into 2022. 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. COVID-19 delayed community-led delivery of this portion of the project until summer/fall 2021.	\$15,000	A, B, D, E, F	B, D, E, F										
72	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 including minor capital and small energy efficiency projects that do not fit within capital plan. Jan 10, 2022 Update: Facility Services assigned work plan to address items Q3-Q4 2021. Majority of projects are now complete. Minor non-critical items were pushed to accommodate staff capacity. Plan is to re-assess scope feasibility and costing, and to complete remaining associated work by late 2022. List will be revised, aligned with capital asset management planning for community halls and any remaining items will be completed with the 2022 plan for priority repairs.	\$25,246	A, B, D, E, F	Various										
73	650		Community Parks - Bike Park / Pump Track Development at Sprockids Park	Continue to work with community group. Project will extend into 2022. Partnership opportunity with Coast Mountain Bike Trail Association. Project partnerships and efficiencies being explored. October 7 Update: Met with partner CMBTA late Q3 and discussed with province. RFP for consultation services slated for development mid Q4 2021.	\$40,000	A, B, D, E, F	F										
74	650		Community Parks - Coopers Green Hall Replacement / Upgrade	Architect revising design to meet net zero readiness and completing energy modelling. Will move to detailed design and development of construction documents in Q1 2022. Updating geotechnical work and surveys. Monthly meetings with community association to develop operating business plan and budget. Anticipate a report updating the Board in Q1.	\$3,088,020	A, B, D, E, F	B										

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75	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). Working with civil engineer to complete a table top study to update the site plan to include considerations for traffic flow, parking, active transportation. Plan to include cost estimates and phasing. Anticipate a report to update the Board in Q1 2022.	\$33,788	All EA including Islands	B										
76	650		Community Parks - Parks Building	On hold. 2022 Mason Yards planning will inform this project.	\$300,000	A, B, D, E, F	All										
77	650		Community Parks - Capital Asset Renewal	Concrete repairs at Coopers Green Park Boat Ramp delayed due to staff capacity, however expected to commence in Q2 2022.	\$33,963	A, B, D, E, F	B										
78	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	1	\$67,330	1	1-Taxation	0.7 FTE (2 Year Pilot), \$67,330 prorated 9 months for 2022 and 2023 at \$98,589	0.70	005/22 #37	0.70	\$ 67,330
79	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	2	\$38,231	1	1-Taxation		0.62	005/22 #37	0.62	\$ 38,321
80	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	3	\$91,266	5	5-Other (Grant, Fees, etc.)	One Time - COVID-19 SAFE RESTART GRANT	1.00	005/22 #37	1.00	\$ 91,266
81	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	4	\$50,000	1	1-Taxation	1/2 Taxation and 1/2 Operating Reserves and Base Budget Increase \$25,000		005/22 #37		\$ 5,000
82	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 this service will require a contractor.		A, B, D, E, F	A	M-BusCon	5	\$15,500	1	1-Taxation	Base Budget Increase		005/22 #37		\$ 15,500
83	650	REMOVED HANDLED THROUGH OPERATIONS	Community Parks - Disposal of Invasive Species Pilot	This proposes a two year pilot for disposal option for invasive species for Parks. Staff continue to gather information which will be provided at future Committee.		A, B, D, E, F	Various	Other							005/22 #37		
84	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	6	\$20,000	1	1-Taxation	One Time		005/22 #37		\$ 20,000

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85	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. Jan 10 2022 Update: Parks planning and operations are working on the design, purchase and install of minor capital items in Q2 2022. Staff have re-visited the original approved project and some minor scope changes may be required. Cost increases and material delays dictate that this project budget focus on 3 main priorities for 2022. 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 Q2 2022.	\$33,500	A, B, D, E, F	D										
86	310 / 312 / 313 / 320 / 345 / 400 / 615 / 625 / 630 / 650 / 665 / 667 / 670 / 680		Community Services - Administrative Assistant (1.0 FTE)	The Community Services Administrative Assistant will provide critical support to the General Manager, Community Services and work cooperatively with other department administrative supports.		All	Regional	Other	1	\$41,500	1	1-Taxation	Prorated for 6 months - 2023 \$73,000	1.00	005/22 #38	1.00	\$ 41,500
			SUBTOTAL CS		\$ 5,473,751.60					\$ 1,175,405.67				5.92		5.92	\$ 1,090,496

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PLANNING AND DEVELOPMENT																
87	135	Corporate Sustainability Services - Green House Gas (GHG) Quantification	External consultants, specializing in emissions quantification, to support quantifying GHG emissions reductions of projects and potential carbon offsets.		All	A, B, D, E, F	BSCG	1	\$15,000	4	4-Reserves	Operating		005/22 #39		\$ 15,000
88	136	Regional Sustainability Services - Building Adaptive and Resilient Communities	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 SCRDP or through community partnerships. Partnership initiated, and initial meeting of stakeholders being organized. ICLEI Building Adaptive and Resilient Communities Framework started. Internal project team and community project team meetings scheduled for January 2022.	\$10,000	All	Regional										
89	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 posted/awarded Q4 2021. Contract initiated and work progressing smoothly. Information sharing with member munis underway. Products expected in Q1 2022.	\$50,000	All	Regional										
90	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 and \$23,000 for summer student (0.33 FTE). Separately, will seek grant-funded summer student(s).		All	Regional	BSCG	1	\$63,000	1	1-Taxation	\$63,000 includes provision for summer student (0.33 FTE). Potential grant for Summer Student	0.33	005/22 #40	0.33	\$ 63,000
91	200	Bylaw Enforcement - Bylaw Vehicle	Purchase additional vehicle for bylaw department. RFQ closes January 26, 2022.	\$50,000	A, B, D, E, F	A, B, D, E, F										
92	210	Gibsons and District Fire Protection - Fire Truck Replacement (Engine #1)	Scope developed. Working with other fire departments for joint bid. Delivery expected late 2021. RFQ award report to CAS Oct 22. Pre-delivery meeting scheduled for September 2021, expected delivery ahead of schedule. Final invoicing will require carryforward of this amount. Vehicle has arrived, confirming final invoice have been processed.	\$372,120	E, F, and ToG	Gibsons										
93	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. RFQ posted, awaiting review.	\$25,000	E, F and ToG	E, F and ToG										
94	210	Gibsons and District Fire Protection - Emergency Generator	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects.	\$150,000	E, F and ToG	E, F and ToG										
95	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. Will be initiated in early 2022.	\$100,000	E, F and ToG	E, F and ToG										
96	210	Gibsons and District Fire Protection - CRI FireSmart Economic Recovery Fund - Firehall Roof Replacement	Not started.	\$50,000	E, F and ToG	E, F and ToG										
97	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	1	\$585,000	5	5-Other (Debt, Grant, Fees, etc.)	MFA Equipment Finance Loan		005/22 #41		\$ 585,000
98	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	2	\$10,400	4	4-Reserves	Capital		005/22 #42		\$ 10,400
99	210	R2 Gibsons and District Fire Protection Capital Renewal Plan Funding	The 20 year capital plan demonstrated that an additional \$75,000 of capital reserve contributions per year is necessary to maintain existing critical fire department assets (including equipment).		E, F and ToG	E, F and ToG	M-BusCon	3	\$75,000	1	1-Taxation					

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100	210		Gibsons and District Fire Protection - Deputy Fire Chief (0.4 FTE)	Increase to current 0.60 FTE Deputy Fire Chief. With a full complement of 45 volunteer firefighters and three support staff, increased call volume and climate change challenges, a full time Deputy Fire Chief is required to support the Gibsons and District Volunteer Fire Department.		E, F and ToG	E, F and ToG	BSCG	4	\$25,082	1	1-Taxation	0.20 FTE Pro-rated for 2022 to \$50,164 for 0.40 FTE in 2023	0.40	005/22 #42	0.40	\$	25,082		
101	210		Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment	Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions.		E, F and ToG	E, F and ToG	LCHV	5	\$35,000	4	4-Reserves	Operating		005/22 #42			\$	35,000	
102	210		Gibsons and District Fire Protection - Back-up Fire Truck-Ongoing Expenses	Budget Proposal #1 requests consideration to replace Pumper 1 to maintain the fire department's FUS grading. As the fire truck is in sound mechanical condition, the fire department would like to retain the existing truck as a reserve. This would require an increase to the fuel (\$1,000), insurance (\$1,500) and maintenance (\$5,000) operating budgets.		E, F and ToG	E, F and ToG	LCHV	6	\$7,500	1	1-Taxation	Base Budget Increase		005/22 #42			\$	7,500	
103	212		Roberts Creek Fire Protection - Training Structure	Expected Completion Q3 2022. Project progressing.	\$68,087	D	D													
104	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													
105	212		Roberts Creek Fire Protection - Capital Plan Projects	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan and electrical control panel.		D	D	M-BusCon	1	\$8,500	4	4-Reserves	Capital		005/22 #44			\$	8,500	
106	212		Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment	Rescue / Wildland Personal Protective Equipment - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions.		D	D	LCHV	2	\$30,000	4	4-Reserves	Operating		005/22 #44			\$	30,000	
107	216		Halfmoon Bay Fire Protection - Tanker (Tender) Replacement	In production, delivery date December 2021. Delivery now expected in Q1 of 2022.	\$500,000	B	B													
108	216		Halfmoon Bay Fire Protection - Firehall #2 Redevelopment	Contractor selected, work in progress	\$45,000	B	B													
109	216		Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project	The current Firehall no longer meets the needs of the fire department with respect to the type and number of apparatus that need to be stationed in the Welcome Woods area. Based on response types and locations of responses, Firehall #2 should be the primary responding station to support the most densely populated area within Halfmoon Bay. Currently, the apparatus that can be stored do not meet Underwriters Laboratory of Canada (ULC) requirement for pumper operations and do not carry the necessary equipment required to deal with incidents typical to that area. Consultant to provide design and engineering services based on the report in progress by KMBR Consultants.		B	B	M-BusCon	1	\$250,000	1	1-Taxation			005/22 #45			\$	250,000	
110	216		Halfmoon Bay Fire Protection - Self Contained Breathing Apparatus	The current SCBA has completed its 15 year life cycle and can no longer be used for service SCBA and Cylinders.		B	B	M-BusCon	2	\$175,900	5	5-Other (Debt, Grant, Fees, etc.)	MFA Equipment Loan		005/22 #46			\$	175,900	
111	216	R2	Halfmoon Bay Fire Protection - Capital Renewal Plan Projects	In 2020 a budget proposal for a capital increase was approved for \$50,000, but was reduced to half (\$25,000) in order to soften the impact to the community during a pandemic. This new proposal would recover the previously approved funds from 2020 and add an additional \$23,000 required to fund the "Critical" items within the 20-Year Capital Funding Plan.		B	B	M-BusCon	3	\$48,000	1	1-Taxation								
112	216	R2	Halfmoon Bay Fire Protection - Capital Plan Projects	Contingent on Capital Renewal Plan Projects being approved BP #3 - This is to replace critical capital renewal items within the HMB hall as well as the replacement of the HMB Command Vehicle, Car 1, which is a 2004 ½ tonne pick-up truck. Critical Capital replacement as per 20-year capital plan		B	B	M-BusCon	4	\$206,100	4	4-Reserves	Capital							
113	218		Egmont Fire Protection - Egmont Fire Truck - Donation	Need to work out details to transfer truck to SCRD.	\$11,500	A	A													
114	220		Emergency Telephone 911 - Radio Tower Capital Project Consulting Services	Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting.	\$98,291	All	Regional													

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115	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. Currently working with ISED to acquire new frequencies.	\$22,003	All	Regional										
116	220		Emergency Telephone 911 - Gibsons Radio Tower	Signal Testing has been completed. Contract has been awarded to install equipment.	\$46,600	All	Gibson										
117	220		Emergency Telephone 911 - Chapman Creek Radio Tower	Waiting for geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit Application is in progress.	\$262,700	All	Sechelt										
118	220		Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers.	\$126,266	All	Regional										
119	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	M-BusCon	1	\$22,000	1	1-Taxation	One Time	0.20	005/22 #48	0.20	\$ 22,000
120	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			304/21 #8		\$ 10,020
121	222		Sunshine Coast Emergency Planning - Emergency Operations Centre / Mass Communications Project	Currently training with system. System is now live with continued advertising to encourage residents to register for notifications.	\$13,638	All	Regional										
122	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										
123	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. Electrical service has been moved. RFP for removal to be issued in Q1 of 2022.	\$17,000	All	Sechelt										
124	222		Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Fuel Management Demonstration	Development of FireSmart Demonstration Forest in Connor Park in Halfmoon Bay. RFP is being developed.	\$107,800	All	Regional										
125	222		Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - FireSmart Home Assessment	Contracting two FireSmart Coordinators. RFP has closed and two contractors have been selected.	\$164,728	All	Regional										
126	222		Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Smart Projects for Critical Infrastructure	FireSmart treatments around SIGD Longhouse and wastewater plant. Service Agreement with SIGD is being developed.	\$110,000	All	Regional										
127	222		Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Development that Leads to Employment	Training courses managed by the SIGD. Service Agreement with SIGD is being developed	\$11,660	All	Regional										
128	222	R2	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	2	\$25,000	5	5-Other (Debt, Grant, Fees, etc.)	Grant (Community Emergency Preparedness Fund)				
129	222		Sunshine Coast Emergency Planning - Emergency Management Coordinator	Currently, the 0.4 FTE Emergency Management Coordinator is combined with the 0.6 Deputy Fire Chief. One full time employee is filling both positions and it is believed that both departments would benefit tremendously from dedicated resources.		All	Regional	BSCG	1	\$37,625	1	1-Taxation	0.30 FTE prorated for 2022 and 2023 - 0.60 FTE \$77,130	0.60	005/22 #49	0.60	\$ 37,625
130	222	**NEW at R2	***NEW - Sunshine Coast Emergency Planning - Establish Reserve for Future Emergency Events	There are currently almost no operational reserves at this time to draw from for emerging operational projects or to respond to emergencies. It is recommended that an operational reserve be established with a starting annual contribution of \$25,000 for 2022 and ongoing. This value will be re-assessed as events unfold.		All	Regional	M-BusCon	3	\$25,000	1	1-Taxation	Annual Contribution (to be reassessed in 2023)				

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131	500		Regional Planning Services - 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. Project underway. Project update planned for mid Q1 2022.	\$50,000	All	Regional										
132	500		Regional Planning Services - Regional Housing Coordinator	RFP prepared, in coordination with District of Sechart for related work. Release early in Q1 2022 planned.	\$86,001	All	Regional										
133	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. As reported in December 2021, introduction and public information planned for Q1 2022.	\$18,285	A, B, D, E, F	B, D, E, F										
134	504		Rural Planning Services - Planning Enhancement Project	RFP in development. Input from member munis to be sought.	\$203,050	A, B, D, E, F	B, D, E, F										
135	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. 2022 funding recommended to be pro-rated at 50% \$180,000 with \$360,000 ongoing from taxation including a 0.5FTE.		A, B, D, E, F	Regional	M-BusCon	1	\$180,000	1	1-Taxation	50% prorated for 2022 / Possible Grant Opportunity - 2023 to \$360,000	1.00	005/22 #50	1.00	\$ 180,000
136	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	1	\$52,733	2	2-User Fees	Prorated 9 months 0.75 FTE and 2023 \$72,100	1.00	005/22 #51	1.00	\$ 52,733
137	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. On basis of needs assessment, RFP for new software solution being developed. Project is moving forward.	\$10,000	A, B, D, E, F and ToG	Various										
			SUBTOTAL PD		\$ 3,174,656.82					\$ 1,886,860.00				3.53		3.53	\$ 1,507,760

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INFRASTRUCTURE SERVICES																
138	150		Feasibility Studies (Regional) - Water Service - Regional Watershed Management Plan (formerly project: Watershed Management Action Plan Development)	Development of a business case for the feasibility of a new regional watershed protection service. Engagement and draft reports are complete. Staff will present the results at March ISC. Anticipated project completion is March 2022.	\$104,597	All	Regional									
139	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. Procurement initiated. Estimated work Q1 2022.	\$5,000	All	A									
140	350		Regional Solid Waste - Sechelt Landfill Monitoring Well Installation	As per the Operating Certificate, the SCRD is required to monitor groundwater conditions in and around the Sechelt Landfill. The SCRD 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 Q1 2022 .	\$65,000	All	Regional									
141	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 Q1 2022 .	\$10,000	All	A									
142	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									
143	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 timing Q2 or Q3 2022	\$25,000	All	Regional									
144	350		Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1)	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. Second opinion on landfill siting options being initiated in Q1 2022.	\$84,010	All	Regional									
145	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. Scope will depend on findings Phase 1.	\$150,000	All	Regional									
146	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 Q1 or Q2 2022.	\$2,500,000	All	Regional									
147	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. RFP is anticipated to be issued Jan 2022.	\$100,000	All	Regional									
148	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 of initiation is Q1 2022.	\$150,000	All	Sechelt									

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149	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. RFP is anticipated to be issued Q1 2022.	\$150,000	All	Regional										
150	350		Regional Solid Waste - Sechelt Landfill Remediation	As of Dec 2021, project is at final completion stage.	\$662,478												
151	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	304/21 #11		\$	40,000
152	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		304/21 #11		\$	89,165
153	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	1	\$96,000	4	4-Reserves	Eco-Fee Reserves	005/22 #52		\$	96,000
154	350		Regional Solid Waste - 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	2	\$100,000	1	1-Taxation	(up to 2026 and re-assessed annually)	005/22 #52		\$	100,000
155	350		Regional Solid Waste - Staffing - Manager Special Solid Waste Projects - 0.6 FTE	Additional senior project-management resources are required 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	3	\$67,571	1	1-Taxation	Prorated 0.267 FTE [350] and 0.133 FTE (Other) and for 2023 \$101,107 - 0.40 FTE [350] and 0.20 FTE (Other)	0.60 005/22 #52	0.60	\$	67,571
156	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	4	\$7,500	1	1-Taxation	Base Budget Increase	005/22 #52		\$	7,500
157	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	5	\$15,000	1	1-Taxation	Base Budget Increase	005/22 #52		\$	15,000
158	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	6	\$5,000	1	1-Taxation	Base Budget Increase	005/22 #52		\$	5,000
159	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	7	\$7,500	1	1-Taxation	Base Budget Increase	005/22 #52		\$	7,500
160	350	***NEW to R2	***NEW Regional Solid Waste - Pender Harbour Transfer Station Food Waste Drop-Off	Providing a food waste drop-off at the Pender Harbour Transfer Station is one of the initiatives of the SCRD's Regional Organics Diversion Strategy. Conduct a 2 year pilot from Q3 2022 to June 30, 2024. This ensures one full year of the program and data collection prior to a decision on the continuation that needs to be made in Q3 2023. As the actual annual costs for this pilot will depend on the outcome of the procurement process for this service an annual budget of up to \$54,000 is proposed. Staff currently expects that a \$5 per container tipping fee would be sufficient to secure the above listed funding amount from tipping fees. The recommendation to establish this tipping fee and initiate the required amendment to Bylaw 405 will be brought forward at the time of contract award.		All	Regional	BSCG	8	\$27,000	2	2-User Fees	50% Eco-Fee Reserve / 50% Tipping Fees (up to \$54,000 in 2023 and up to \$27,000 in 2024)				

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161	350	***NEW to R2	***NEW Regional Solid Waste - Gypsum Testing and Abatement	This budget proposal is intended to have the operating budget for this service to reflect the current expenditures associated with testing and the abatement of two loads of gypsum containing asbestos. These costs are estimated at \$125,000. The remainder of the additional revenue received due to the tipping fee increase (\$180,300) is proposed to be transferred to [350] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.		All	Regional	BSCG	9	\$305,300	2	2-User Fees	Tipping Fees - Base Budget Increase \$125,000 for Gypsum Testing and \$180,300 to Landfill Operations Operating Reserve				
162	365		North Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP is being finalized and will be posted in Q1 2022	\$75,000	A and SIGD	A										
163	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										
164	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 and procurement is to start in Q1 2022	\$125,000	A and SIGD	A										
165	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										
166	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	1	\$850,000	5	5-Other (Debt, Grant, Fees, etc.)	Community Gas Tax Funds \$765,000 and \$85,000 Capital Reserves		005/22 #53		\$ 850,000
167	365		North Pender Harbour Water Service - Public Participation - Water Supply Plan Development	Budget for communication and public participation activities in support of the development of a proposed SCRD Water Strategy (e.g. mail outs, surveys, digital communication and if possible in-person events).		A and SIGD	All	BSCG	4	\$7,500	4	4-Reserves	Operating		005/22 #53		\$ 7,500
168	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										
169	366		South Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP is being finalized and will be posted in Q1 2022	\$75,000	A	A										
170	366		South Pender Harbour Water Service - McNeil Lake Dam Upgrades	Consultant preliminary improvement design is under review.	\$138,143	A	A										
171	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). Delays in delivery, to be completed in Q1 2022.	\$37,819	A	A										

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172	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 include the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling 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									
173	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. Some outstanding projects components still to be completed.	\$17,687	A	A									
174	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 in Q1 2022.	\$80,000	A	A									
175	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	Capital		304/21 #11	\$ 525,000
176	366		South Pender Harbour Water Service - South Pender Harbour Watermain Replacement	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 Rondevue 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	1	\$600,000	5	5-Other (Grant, Fees, etc.)	Community Gas Tax Funds \$540,000 and \$60,000 Capital Reserves		005/22 #54	\$ 600,000
177	366		South Pender Harbour Water Service - Public Participation - Water Supply Plan Development	Budget for communication and public participation activities in support of the development of a proposed SCRD Water Strategy (e.g. mail outs, surveys, digital communication and if possible in-person events).		A	A	BSCG	5	\$7,500	4	4-Reserves	Operating		005/22 #54	\$ 7,500
178	370		Regional Water Service - Water Supply and Conservation Public Engagement 2020 (including Water Summit)	Ongoing Water Public Participation. This includes website updates, advertisements (print and digital), and Let's Talk water events to engage the community on new projects, such as the Church Road well field and Phase 3 water meter installations.	\$28,067	A, B, D, E, F, F Islands and DoS	All									
179	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									
180	370		Regional Water Service - Chapman Creek Environmental Flow Requirements Update	Project delayed due to COVID-19 pandemic on contractor's unavailability. All required analyses and reports are completed and will be submitted early Q1 2022 to DFO and FLNRORD for their review	\$50,000	A, B, D, E, F, F Islands and DoS	D									
181	370		Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division	ONLY 1 VEHICLE PURCHASE. Procurement process underway, and staff are working to overcome ongoing supply chain challenges.	\$46,500	A, B, D, E, F, F Islands and DoS	Regional									
182	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, F and DoS	Regional									
183	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									

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184	370		Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2)	Consultant to provide final drawings Q1 with anticipated construction Q4 2022.	\$42,911	A, B, D, E, F, F Islands and DoS	E										
185	370		Regional Water Service - Chapman and Edwards Dam Improvements	Consultant preliminary designs are under review.	\$221,509	A, B, D, E, F, F Islands and DoS	Regional										
186	370		Regional Water Service - Groundwater Investigation Round 2 Phase 3	Consultant contract issued. Consultant/SCRD kickoff meeting completed. Test wells drilling Q1 2022.	\$1,377,600	A, B, D, E, F, F Islands and DoS	Regional										
187	370		Regional Water Service - Implementation of shishálh Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592	\$9,291	A, B, D, E, F, F Islands and DoS	Regional										
188	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.	\$193,660	A, B, D, E, F, F Islands and DoS	Regional										
189	370		Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	Contract issued December 2021. Construction material submittals and reviews underway.	\$1,610,540	A, B, D, E, F, F Islands and DoS	B, D, E, F, DOS										
190	370		Regional Water Service - Reed Road and Elphinstone Road Water Main Replacement	Construction will occur in 2022 as part of the Church Road Project.	\$750,000	A, B, D, E, F, F Islands and DoS	F										
191	370		Regional Water Service - Groundwater Investigation - Phase 4A - Church Road	Water License issued by the Province in December 2021. Tendering complete. Construction contract award January. Pending contract award, construction is anticipated to begin in Feb 2022 and be complete by September 2022.	\$7,450,840	A, B, D, E, F, F Islands and DoS	F										
192	370		Regional Water Service - Bylaw 422 Update	Reviewing potential proposals for changes to Bylaw 422. Phase 1 of this project will be presented for the Board's consideration in Q1 2022.	\$30,000	A, B, D, E, F, F Islands and DoS	Regional										
193	370		Regional Water Service - Water Supply Plan: Public Participation Regional Water System	Budget for communication and public participation activities in support of the development of a proposed SCRD Water Strategy and subsequent Water Supply Plans (e.g. mail outs, surveys, digital communication and if possible in-person events).	\$20,000	A, B, D, E, F, F Islands and DoS	Regional										
194	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										
195	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										
196	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										
197	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										
198	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 2022.	\$250,000	A, B, D, E, F, and DoS	A										
199	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. Contract for engineering to be awarded in January 2022.	\$250,000	A, B, D, E, F, F Islands and DoS	D										

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200	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 life and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck, Ongoing significant repairs. Tender Documents re issued in Q1 2022.	\$210,000	A, B, D, E, F, F Islands and DoS	Regional										
201	370		Regional Water Service - Reed Road Pump Station Zone 4 Improvements	Preliminary design started. Construction anticipated in Q3 2022.	\$70,000	A, B, D, E, F, F Islands and DoS	E										
202	370		Regional Water Service - Eastbourne Groundwater Development	RFPs responses under review with contract award in Q1.	\$350,000	A, B, D, E, F, F Islands and DoS	F										
203	370		Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis	RFP currently being drafted	\$213,000	A, B, D, E, F, F Islands and DoS	Regional										
204	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. Resource planning to be completed early Q1 2021 with project kick-off to follow.	\$7,250,000	A, B, D, E, F, F Islands and DoS	Sechelt and SIGD										
205	370		Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek	RFP draft complete, to be released in Q1.	\$125,000	A, B, D, E, F, F Islands and DoS	Regional										
206	370		Regional Water Service - Exposed Water Main Rehabilitation	Remaining unexpended funds to be used to fund other waterline segments	\$115,152	A, B, D, E, F, F Islands and DoS	Regional										
207	370		Regional Water Service - Edwards Lake Siphon	Pipe is fused. Has not been deployed. Archaeological and ecological assessments in support for regulatory approvals to be completed spring 2022	\$95,559	A, B, D, E, F, F Islands and DoS	Regional										
208	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		304/21 #11		\$	100,000
209	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		304/21 #11		\$	75,000
210	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		304/21 #11		\$	783,000
211	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		304/21 #11		\$	625,000

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212	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	4	\$225,000	5	5-Other (Grant, Fees, etc.)	5-Year Municipal Finance Loan		005/22 #56		\$ 225,000
213	370		Regional Water Service - Vehicle Purchases	This project is to purchase four (4) vehicles for the following purposes: • Two (2) new Fully Electric Vehicles to support staffing requirements (incl. the purchase of EV that was deferred as part of 2021 Budget process); • 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	5	\$200,000	5	5-Other (Grant, Fees, etc.)	5-Year Municipal Finance Loan		055/22 #57		\$ 200,000
214	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	1	\$125,000	2	2-User Fees	Base Budget Increase		055/22 #55		\$ 125,000
215	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	6	\$47,250	4	4-Reserves	Contingent on receiving Grant	0.50	055/22 #55	0.50	\$ 47,250
216	370	***NEW to R2	***NEW Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to 3 additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Given the current workload for the Capital Project Division it's anticipated that this project could be initiated late 2022/early 2023 for completion late 2023.		A, B, D, E, F, F Islands and DoS	All	BSCG	9	\$375,000	4	4-Reserves	Operating				
217	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. IT currently developing a potential in-house solution.	\$50,000	A, B, D, E, F, F Islands, SIGD, and DoS	Regional										
218	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. Implementation anticipated to be completed in Q1 2022.	\$19,350	A, B, D, E, F, F Islands, SIGD, and DoS	Regional										
219	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 2020 staff report. RFP being developed Tendering underway.	\$40,000	A, B, D, E, F, F Islands, SIGD, and DoS	Regional										
220	365/ 366 / 370		Water Service - Metering Program 2: Water Meter Data Analytics	Database solution project scoping with IT to develop a new database. IT currently developing a potential in-house solution.	\$54,684	A, B, D, E, F, F Islands, SIGD, and DoS	Regional										

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221	365 / 366		North and South Pender Harbour Water Service - Water Distribution Model and Technical Analysis	In preparation of the Comprehensive Regional Water Plan (2013) the SCRD had a consultant prepare a hydraulic model of the distribution systems within the Regional Water system. These models have been used by the consultant to perform analyses for small areas when asked by the SCRD or developers. The model is not up-to-date and hence is not able to perform system wide analyses as required for development of a new Strategic Water plan for the water systems within the Regional Water system .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. Regional Water Service was approved in 2021 - this is for North and South Pender Harbour Water Services		A and SIGD	All	BSCG	6, 6		\$40,000	4	4-Reserves	Operating - \$20,000 (365) / \$20,000 (366)		005/22 #53 and 54		\$ 40,000	
222	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	2, 2, 2		\$75,000	2	2-User Fees	2022 (Prorated 0.75 FTE) - \$3,750 (365) / \$7,500 (366) / \$63,750 (370) and 2023 - \$100,000	1.00	007/22 #58	1.00	\$ 75,000	
223	365 / 366 / 370		Water Service- Staffing - Utility Crew - 3.0 FTE Staffing Increase and 2 New Vehicles plus aftermarket vehicle modifications	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: 1 FTE Utility Technician II 1 FTE Utility Technician I/ Operator 1 (casual) 1 FTE Utility Operator II Plus two new vehicles		A, B, D, E, F, F Islands, SIGD, and DoS	Regional	M-BusCon	3, 3, 3		\$352,500	2	2-User Fees	2022 (Prorated 2.25 FTE) - \$10,125 (365) / \$20,250 (366) / \$172,125 (370) and 2023 - \$270,000 and 2 New Vehicles (\$150,000) - MFA 5-Year Equipment Finance (overhead \$11,250 in 2022 and \$15,000 ongoing)	3.00	008/22 #59	3.00	\$ 352,500	
224	365 / 366 / 370	DEFERRED TO 2023	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						Deferred per November 18, 2021 ISC Staff Report		005/22		\$ -	
225	365 / 366 / 370		Water Service - Water Rate Structure Review (Phase 1)	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	5, 4, 7		\$40,000	4	4-Reserves	Operating - \$2,000 (365) / \$4,000 (366) / \$34,000 (370)		005/22 #53, 54 and 55		\$ 40,000	
226	365 / 366 / 370		Water Service - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources	As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhorn Lake, Sakinaw Lake, and Rainy River demand (Deferred 2021 Project)		A, B, D, E, F, F Islands and DoS	Regional	BSCG	7, 7, 8		\$225,000	4	4-Reserves	Operating - \$5,000 (365) / \$10,000 (366) / \$210,000 (370)		005/22 #60		\$ 225,000	
227	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			\$5,000	4	4-Reserves			304/21 #11		\$ 5,000	
228	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												

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229	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. Conveyance system field inspection completed in late September.	\$20,000	E	E										
230	382		Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs	To be completed in Q2 2022	\$5,964	E	E										
231	384		Jolly Roger Waste Water Treatment Plant - Headworks Replacement	Awaiting delivery of final parts that were delayed completion in Q1 2022	\$7,161	B	B										
232	385		Secret Cove Waste Water Treatment Plant - Headworks Replacement	Awaiting delivery of final parts that were delayed completion in Q1 2022	\$7,485	B	B										
233	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										
234	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										
235	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. Work delayed due to staffing shortage.	\$25,000	B	B										
236	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 Q1 2022.	\$15,000	B	B										
237	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 demolishment of the existing facility and the construction of a new and permanent tie in to YMCA WWTP.		F	F	M-BusCon	1	\$261,000	5	5-Other (Grant, Fees, etc.)	\$126,000 Community Gas Tax Fund and \$100,000 short-term loan and \$35,000 Operating Reserves	055/22 #63			\$ 261,000

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	Approval/Rec #	HR Adjust	Amount
238	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. Work to continue with completion in Q2 2022.	\$6,514	D	D									
239	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	4	4-Reserves		304/21 #11			\$ 35,000
240	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	4	4-Reserves		304/21 #11			\$ 7,500
241	383 / 384 / 385 / 387 / 388 / 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. All outstanding ROW issues have been identified and staff will be communicating with property owners.	\$24,000	A, B, E, F	A, B, E, F									
242	381 - 395	***NEW to R2	Wastewater Treatment Plants (Various) - Public Participation	At 2022 Budget Round 1 the Board requested a budget proposal for an increased outreach with the users of the wastewater treatment plants in 2022.		A, B, D, E, F	A, B, D, E, F	BSCG	1	\$ 31,300	4	4-Reserves	Operating for Each (\$1,900 [381], [383], [384], [385], [388], [389], [390], [392], [393], [394], [395] / \$2,600 [382], [386], [387], [391]			
			SUBTOTAL ISC		\$ 26,421,772.09				\$ 6,377,586.00				5.10		5.10	\$ 5,638,986
			Net Cost of Budget Proposals		\$ 35,710,728.64				\$ 9,930,896.67				16.55		12.02	\$ 7,090,225
									TOTALS:							
									\$ 1,789,292.67	1	1-Taxation					
									\$ 977,533.00	2	2-User Fees					
									\$ 20,000.00	3	3-Support Services					
									\$ 3,724,062.00	4	4-Reserves					
									\$ 3,420,009.00	5	5-Other (Debt, Grant, Fees, etc.)					
									\$ 9,930,896.67		TOTAL OF ALL PROJECTS					

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Dean McKinley, Chief Administrative Officer
Sherry Reid, Corporate Officer

SUBJECT: **2022 ROUND 2 BUDGET PROPOSAL FOR GENERAL GOVERNMENT [110]**

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for General Government [110] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal 2 – Information and Privacy Coordinator (1.0 FTE permanent), \$80,600 (0.75 FTE pro-rated in 2022) and full time ongoing – Incorporated in Round 1. Funded through Taxation;
- Budget Proposal 3 – Hybrid Meeting Solutions and Boardroom Modifications, \$125,000 – Incorporated in Round 1. Funded from COVID-19 Safe Restart Grant;
- Budget Proposal 4 – Meeting Management Solutions, \$25,000 – Incorporated in Round 1. Funded from COVID-19 Safe Restart Grant with base budget subscription increase up to \$20,000.

With the following recommendation made at the December 13-14 Special Corporate and Administrative Services Committee (Round 1 Budget) meeting (in part):

...AND THAT the following budget proposal be referred to 2022 Round 2 Budget to provide alternate funding options such as through support service allocations or a blend through General Government [110] and UBCM / AVICC - Administration [130]:

- Budget Proposal 1 – Executive Assistant (1.0 FTE), \$73,102 or (0.5 FTE) \$38,426 through Taxation...

DISCUSSION

2022 R2 Budget Proposals by Category

D- OTHER or NOT CURRENTLY CLASSIFIED

1	Function Number – Project Name:	[110] – Executive Assistant (1.0 FTE)
	Rating:	Enhancement to Service
	Areas Affected (A-F, Regional, Islands):	Regional
	2022 Funding Required:	\$38,426 (half-time) up to \$73,102 (full-time) Note: Funding request for year-one is calculated at 75% of total and includes 24.96% for benefits and an additional \$5,000 overhead to account for software licenses or other equipment associated with the creation of new staff position.
	Funding Source(s):	Taxation <i>In response to the Committee's request to provide alternate funding options, staff reviewed the proposed Executive Assistant role to determine the appropriate allocation to fund this position. For 2022, staff are recommending that this position be funded through General Government [110] based on the job description developed and scope of work envisioned. Staff further recommend that the funding for the position be re-evaluated for 2023 once a more comprehensive understanding of the position and workload distribution is more clearly understood. Funding through functions such as function 130 (Electoral Area) or Support Services may be considered. At this time, it doesn't appear his position aligns with the Support Service Policy model.</i>
	Asset Management Plan Implications:	n/a
	Rationale / Service Impacts:	The Executive Assistant is a Board-requested new resource that will primarily focus on supporting advocacy efforts as set out in the Board's Strategic Plan. The role will facilitate communication between the Regional District, various Provincial ministries and other local governments and relevant agencies in relation to advocacy

		<p>initiatives being pursued by the SCRD. It will also provide administrative support for rural area directors as well as for the Office of the CAO and other General Government functions.</p> <p>The new resource is being proposed as a full-time position however, the Board has requested the inclusion of a part-time option for consideration. As such, the funding request reflects the cost for half-time up to a full-time option.</p>
	<i>Climate Action Impact</i>	n/a
	<i>Life Cycle Cost Breakdown</i>	\$92,470 (Full-time) or \$46,235 (Part-time) inclusive of benefits for subsequent years

Financial Implications

Five-Year Operating Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 328,629	\$ 328,629	\$ 328,629	\$ 328,629	\$ 328,629
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 328,629	\$ 328,629	\$ 328,629	\$ 328,629	\$ 328,629

Five-Year Vehicle Replacement Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 44,552	\$ 44,552	\$ 44,552	\$ 44,552	\$ 44,552
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 44,552	\$ 44,552	\$ 44,552	\$ 44,552	\$ 44,552

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Senior Leadership Team

SUBJECT: 2022 ROUND 2 BUDGET PROPOSAL FOR VARIOUS FUNCTIONS – SNOW AND ICE
REMOVAL CONTINGENCY

RECOMMENDATION(S)

THAT the report titled **2022 R2 Budget Proposal for Various Functions – Snow and Ice Removal Contingency** be received for information.

BACKGROUND

In late December 2021 and early in January 2022, the Sunshine Coast experienced colder than normal temperatures and more snow events than in previous years. These events have caused significant service level impacts, such as delays, disruption or closures. It also resulted in unexpected line-item variances for snow and ice removal in many budgets for December and is expected to continue into 2022. Therefore, it is recommended that for 2022 an additional contingency amount be included in the 2022 Budget for increased snow and ice removal.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory)

1	Function Number – Project Name:	*NEW [various services] – Snow and Ice Removal	
		Function:	
		114	Field Rd. Administration Building
		315	Mason Road Works Yard
		350	Solid Waste Services – Pender Harbour Transfer Station and Sechelt Landfill
		615	Community Recreation Facilities
		210	Gibsons and District Fire Department
		212	Roberts Creek Fire Department
Rating:		Status Quo Service	
Areas Affected (A-F, Regional, Islands):		All	

2022 Funding Required:	Function:	
	114	\$5,000
	315	\$16,000
	350	\$8,000
	615	\$20,000
	210	\$5,000
	212	\$3,200
	Total	\$57,200
Funding Source(s):	Function:	
	114	Support Services
	315	Support Services / Cost Share
	350	Taxation
	615	Taxation
	210	Operating Reserves
	212	Operating Reserves
Asset Management Plan Implications:	n/a	
Rationale / Service Impacts:	<p>Due to the increase in snow and ice events on the Sunshine Coast in late December and early January, the facility budgets have been exceeded in many services. With 2022 projected to have more unseasonably cold weather events in the forecast, it is being recommended to add a one-time contingency for this item. The SCRD has also exceeded its purchase order with the existing contractor which was to last to the end of March 2022.</p> <p>It is important for the health and safety of staff and public, to ensure services are impacted as little as possible, and that unfavourable variances be mitigated appropriately.</p>	
Climate Action Impact	n/a	
Life Cycle Cost Breakdown	This is a one-time contingency item for 2022 to be used for snow and ice removal only.	

Reviewed by:			
Manager	X-A. VanVelzen X-S. Walkey X-R. Cooper	Finance	X-T. Perreault
GM	X-S. Gagnon	Legislative	
CAO	X-D. McKinley	Other	X-R. Michael X-P. Higgins

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 24, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: 2022 R2 BUDGET PROPOSAL FOR PORTS SERVICES [345]

RECOMMENDATION(S)

THAT the report titled 2022 R2 Budget Proposal for Ports Services [345] be received for information.

BACKGROUND

As part of the Budget Process staff report potential budget adjustments to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements, as well as ways to reduce the budget.

At the January 13, 2022 Board Meeting the following resolution was adopted 009/22 (excerpt):

Recommendation No. 11 *SCRD Ports Maintenance and Minor Repairs Contract
18 354 Extension – Summerhill Fine Homes*

...AND THAT the [345] Ports Service budget be increased by \$6,970 in 2022 with an additional \$3,076 in 2023 to align with new contract values, and funded through taxation;

AND THAT the 2022 - 2026 Draft Financial Plan be amended accordingly;

AND FURTHER THAT staff present a Round 2 budget proposal for an increase to the annual repair and maintenance budget in the [345] Ports Service of \$40,000.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory)

1	Function Number – Project Name:	***NEW [345] – Ports Repair and Maintenance Ongoing Budget Lift
	Rating:	Status Quo Service
	Areas Affected (A-F, Regional, Islands):	B, D, E, F

	<i>2022 Funding Required:</i>	\$40,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	<p>Attention to timely repairs and maintenance items contributes to the longevity of the asset.</p> <p>The asset management plan for ports requires attention, which will be a priority for the ports resource once recruited. Major inspections (occur once every 5 years or so) are also planned for all the ports in 2022 and will contribute valuable information for the capital plan.</p>
	<i>Rationale / Service Impacts:</i>	<p>As part of a service agreement (with a specialty marine service provider), all nine ports are inspected three times per year. These inspections identify safety concerns, minor repair and maintenance requirements, as well as potential major repairs and/or replacements. The contractor may provide additional services at the Regional Districts request, billed for separately. This extra work is often identified during annual inspections as repairs highly recommended due to safety concerns, or as in most cases, are a result of an extreme weather event (e.g. storm) in which infrastructure is damaged and requires immediate repair. Over the past few years, these additional repair and maintenance expenditures have varied but have been in excess of \$50,000 per year and have usually resulted in additional budget requests or as in the case of this past year, have been covered in the operating budget through surpluses generated by staff vacancies. The current Ports Services repair and maintenance operating budget is \$9,700. Recruitment efforts continue and it is doubtful that there will be a surplus in 2022 as the staff vacancy should be filled. It is anticipated that as in past years, actual repair and maintenance needs will exceed the base budget allotment. In order to equip staff to respond to emergent items quickly, it is</p>

		recommended that the base budget for repairs and maintenance be increased. Preventative maintenance and timely attention to minor repairs are important to deriving full life expectancy and hence full value from capital assets.
	<i>Climate Action Impact</i>	Scheduled maintenance and capital renewal makes docks more resilient in the face of a changing climate. Additional base budget would better enable a nimble response to the extreme weather conditions that may be experienced again in 2022.
	<i>Life Cycle Cost Breakdown</i>	This is an ongoing base budget increase that is in response to actual expenditures experienced over the past few years and highly anticipated to continue to occur given the changing climate and aging assets.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$276,133	\$641,133	\$641,133	\$641,133	\$641,133
Contributions Surplus	\$365,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$641,133	\$641,133	\$641,133	\$641,133	\$641,133

Five-Year Operating Reserve Plan (or longer, if applicable)

(use table illustrating capital contributions and expenditures, if available)

	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 15,523	\$ 53,523	\$ 53,523	\$ 53,523	\$ 53,523
2021 Operating Surplus	\$ 40,000	\$ -	\$ -	\$ -	\$ -
2022 Budget Proposals	\$ -	\$ -	\$ -	\$ -	\$ -
Net Contribution to Reserve	-\$ 2,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 53,523	\$ 53,523	\$ 53,523	\$ 53,523	\$ 53,523

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Rob Michael, Fire Chief, GDVFD

SUBJECT: 2022 ROUND 2 BUDGET PROPOSAL FOR GIBSONS AND DISTRICT FIRE PROTECTION
[210]

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for Gibsons and District Fire Protection [210] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

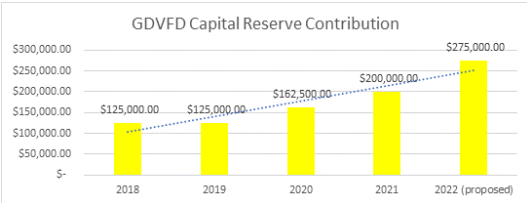
- Budget Proposal 1 – Fire Truck Replacement, \$585,000 - Incorporated in Round 1. Funded through MFA 5-Year Equipment Finance Loan;
- Budget Proposal 2 – Capital Plan Projects – (Flooring and Hot Water Tank), \$10,400 - Incorporated in Round 1. Funded from Capital Reserves;
- Budget Proposal 4 – Deputy Fire Chief (0.4 FTE), \$25,082 (0.2 FTE Prorated for 2022) - Incorporated in Round 1. Funded through Taxation and 2023 to \$50,164;
- Budget Proposal 5 – Wildfire Preparedness Gear and Equipment, \$35,000 – Incorporated in Round 1. Funded from Operating Reserves;
- Budget Proposal 6 – Back-up Fire Truck-Ongoing Expenses (Base Budget Increase), \$7,500 – Incorporated in Round 1. Funded through Taxation.
- Budget Proposal 3 - as follows, was referred to 2022 Round 2 Budget per the following recommendation:
 - The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2022 Round 2 Budget pending review by the Gibsons and District Fire Commission:
 - Budget Proposal 3 – Capital Renewal Plan Funding, \$75,000 funded through Taxation.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory – requires decision)

3	<i>Function Number – Project Name:</i>	[210] **UPDATED Capital Renewal Plan Funding
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	E, F and ToG
	<i>2022 Funding Required:</i>	<p>\$75,000</p> <p>This is a \$75,000 increase to the current annual \$200,000 contribution to capital reserves, used to fund the 20-year capital plan presented to the Board in 2021.</p>
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	This initiative is the result of the 20-year fire department capital renewal plan review as part of the asset management plan conducted in 2021.
	<i>Rationale / Service Impacts:</i>	<p>The SCRD Fire Departments had a review of their capital renewal plans at the June 24 and November 25, 2021 Corporate and Administrative Services Committee meetings.</p> <p>Following direction from R1 budget, a meeting of the Gibsons & District Fire Commission was held on January 7, 2022. The Fire Commission recommended that an option to phase the recommended increase over 2 years be brought to R2 budget.</p> <p><u>Option 1 (recommended) - \$75,000 increase in 2022</u></p> <p>As detailed in prior staff reports, an increase to the annual capital reserve contribution is necessary to fund critical items.</p>

	<p>The 20 year capital plan demonstrated that an additional \$75,000 of capital reserve contributions per year is necessary to maintain existing critical fire department assets (including equipment). High priority and desirable capital items remain unfunded and are brought forward as budget proposals.</p>  <table border="1"> <caption>GDVFD Capital Reserve Contribution</caption> <thead> <tr> <th>Year</th> <th>Contribution (\$)</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>\$125,000.00</td> </tr> <tr> <td>2019</td> <td>\$125,000.00</td> </tr> <tr> <td>2020</td> <td>\$162,500.00</td> </tr> <tr> <td>2021</td> <td>\$200,000.00</td> </tr> <tr> <td>2022 (proposed)</td> <td>\$275,000.00</td> </tr> </tbody> </table> <p>The capital plan is regularly reviewed and changes (such as making appropriate use of long-term debt) are recommended in alignment with Financial Sustainability and Asset Management policies.</p> <p>This proposal reflect SCRD's strategic priority of asset stewardship and aligns with the results of the service review.</p> <p>For clarity on the overall capital funding demand, the recommended funding level (\$275,000) includes future debt service requirements for fire apparatus including Pumper 1 (approved and incorporated at R1 budget). Specifically, 2022 sees approximately \$225,000 of debt servicing managed through the capital plan, on top of \$205,000 of capital projects that are not fire protection vehicles.</p> <p>The recommended funding level is the <u>minimum sustainable level to continue the current service level.</u></p>	Year	Contribution (\$)	2018	\$125,000.00	2019	\$125,000.00	2020	\$162,500.00	2021	\$200,000.00	2022 (proposed)	\$275,000.00
Year	Contribution (\$)												
2018	\$125,000.00												
2019	\$125,000.00												
2020	\$162,500.00												
2021	\$200,000.00												
2022 (proposed)	\$275,000.00												

		<u>Option 2 (not recommended): 2-year phased increase of \$37,500 per year</u> This option has a knock-on effect that would leave critical assets unfunded in future years. For instance, SCR D would not be in a position to service debt for critical apparatus, which would result in a need to fund capital plan work outside of the capital plan (presumable from taxation). While possible, this approach results in inconsistent and less predictable funding requests on an annual basis.
	<i>Climate Action Impact</i>	n/a
	<i>Life Cycle Cost Breakdown</i>	The capital renewal plan is reviewed regularly and incorporates existing assets.

Financial Implications

Five-Year Operating Reserve Plan					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 76,334	\$ 41,334	\$ 41,334	\$ 41,334	\$ 41,334
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Wildfire Gear	-\$ 35,000				
Closing Balance in Reserve	\$ 41,334	\$ 41,334	\$ 41,334	\$ 41,334	\$ 41,334

Five-Year Capital Reserve Plan					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 171,299	\$ 4,525	\$ 39,325	\$ 46,459	\$ 69,293
Contributions Surplus	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
Debt service	-\$ 225,774	-\$ 227,200	-\$ 252,166	-\$ 252,166	-\$ 206,100
Annual capital expenditures	-\$ 205,600	-\$ 13,000	-\$ 15,700	\$ -	-\$ 53,200
High priority assets	-\$ 10,400	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 4,525	\$ 39,325	\$ 46,459	\$ 69,293	\$ 84,993

FOR REFERENCE – PRIOR CAP PLAN ANALYSIS:

Original 272k w/ 2% increase

5-YEAR CAPITAL PLAN	2022	2023	2024	2025	2026
Reserve Contribution	\$ 272,000	\$ 277,440	\$ 282,989	\$ 288,649	\$ 294,422
Opening Reserve Balance	\$ 171,299	\$ 12,363	\$ 51,423	\$ 68,988	\$ 109,341
Combined Debt Payments	\$ 225,774	\$ 227,200	\$ 252,166	\$ 252,166	\$ 206,100
Total Current Debt	\$ 1,043,380	\$ 1,316,929	\$ 1,089,729	\$ 837,563	\$ 585,397
Total Funded from Reserves	\$ 205,600	\$ 13,000	\$ 15,700	\$ -	\$ 53,200
Total Annual Expenditures	\$ 775,600	\$ 436,900	\$ 92,000	\$ -	\$ 53,200
Closing Reserve Balance	\$ 11,925	\$ 49,603	\$ 66,546	\$ 105,470	\$ 144,463

Reviewed by:			
Manager		Finance	X-T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Ryan Daley, Fire Chief, HBVFD

SUBJECT: 2022 R2 BUDGET PROPOSAL FOR HALFMOON BAY FIRE PROTECTION [216]

RECOMMENDATION(S)

THAT the report titled 2022 R2 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

Approved and incorporated into Round 2 budget:

- Budget Proposal 1 – Firehall #2 Redevelopment, \$250,000 funded through Taxation.
- Budget Proposal 2 – Self-Contained Breathing Apparatus (SCBA and Cylinders), \$175,900 funded through MFA 5-Year Equipment Finance Loan;

...that the following budget proposals be approved and incorporated in the 2022 Round 2 Budget and referred to 2022 Round 2 Budget for consideration of taxation impacts:

- Budget Proposal 3 – Capital Renewal Plan Funding, \$48,000 funded through Taxation;
- Budget Proposal 4 – Items from Capital Plan, \$206,100 funded through Capital Reserves (see BP#3 for approval).

Budget proposals 3 and 4 and included below as part of the referral.

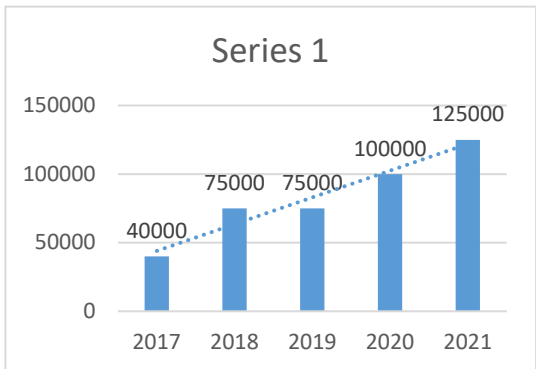
DISCUSSION

2022 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory)

3	<i>Function Number – Project Name:</i>	[216] Capital Renewal Plan Funding
	<i>Rating:</i>	Status Quo Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	B

	<p><i>2022 Funding Required:</i></p>	<p>\$48,000</p> <p>(Increase to \$173,000 from \$125,000)</p>
	<p><i>Funding Source(s):</i></p>	<p>Taxation</p>
	<p><i>Asset Management Plan Implications:</i></p>	<p>This initiative is the result of the 20-year fire department capital renewal plan review as part of the asset management plan conducted in 2021.</p>
	<p><i>Rationale / Service Impacts:</i></p>	<p>The SCRD Fire Departments had a review of their capital renewal plans at the June 24 and November 25, 2021 Corporate and Administrative Services Committee and the following recommendation (draft) was proposed (in part):</p> <p>Recommendation No. 6 <i>Fire Department 20-Year Capital Funding Plans</i></p> <p><i>...AND THAT funding commitment considerations for Gibsons and District Fire Protection [210] and Halfmoon Bay Fire Protection [216] be referred to 2022 Round 1 Budget for more detail on the impact to the fire service and to allow an opportunity for the Fire Commission to review;</i></p> <p><i>AND FURTHER THAT a subsequent report be brought forward to the Planning and Development Committee in Q2 2022 outlining the planning process for the alternative approval process for 2023 in contemplation of borrowing for future capital replacement needs for the fire services.</i></p> <p>In order to continue providing the current level of service to the community of Halfmoon Bay, the 20-Year Capital Funding Plan was established outlining what equipment and necessary building assets would need funding.</p>

	<p>The Finance Team and the Fire Department managers audited all items that were necessary to continue providing the community the same service it receives today. These items were listed as “critical” for our operations to be maintained.</p> <p>We have been increasing the Capital contributions in the recent past years, in order to align with budget needs. In 2020 a budget proposal for a capital increase was approved for \$50,000, but was reduced to half (\$25,000) in order to soften the impact to the community during a pandemic. This new proposal would recover the previously approved funds from 2020 and add an additional \$23,000 required to fund the “Critical” items within the 20-Year Capital Funding Plan.</p>												
	<div><p>Series 1</p><table><thead><tr><th>Year</th><th>Value</th></tr></thead><tbody><tr><td>2017</td><td>40000</td></tr><tr><td>2018</td><td>75000</td></tr><tr><td>2019</td><td>75000</td></tr><tr><td>2020</td><td>100000</td></tr><tr><td>2021</td><td>125000</td></tr></tbody></table></div>	Year	Value	2017	40000	2018	75000	2019	75000	2020	100000	2021	125000
Year	Value												
2017	40000												
2018	75000												
2019	75000												
2020	100000												
2021	125000												
Climate Action Impact	n/a												
Life Cycle Cost Breakdown	The capital renewal plan is reviewed regularly and incorporates all existing assets. .												

4	Function Number – Project Name:	[216] Items from Capital Plan (Contingent on BP#3 being approved)
	Rating:	Status Quo Service
	Areas Affected (A-F, Regional, Islands):	B
	2022 Funding Required:	\$206,100

<i>Funding Source(s):</i>	Through capital funding Plan/Reserves
<i>Asset Management Plan Implications:</i>	Contained in 20 year fire department capital plan
<i>Rationale / Service Impacts:</i>	This is to replace critical capital renewal items within the HMB hall as well as the replacement of the HMB Command Vehicle, Car 1, which is a 2004 ½ tonne pick-up truck.
<i>Climate Action Impact</i>	Newer more efficient equipment
<i>Life Cycle Cost Breakdown</i>	20 year capital plan to be updated with replacement assets.

Financial Implications

Five-Year Operating Reserve Plan					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 41,313	\$ 41,313	\$ 41,313	\$ 41,313	\$ 41,313
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 41,313	\$ 41,313	\$ 41,313	\$ 41,313	\$ 41,313

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 346,795	\$ 313,695	\$ 486,695	\$ 169,195	\$ 326,195
Contributions BP2a	\$ 173,000	\$ 173,000	\$ 173,000	\$ 173,000	\$ 173,000
Hall #2	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-\$ 206,100	\$ -	-\$ 490,500	-\$ 16,000	-\$ 111,300
Closing Balance in Reserve	\$ 313,695	\$ 486,695	\$ 169,195	\$ 326,195	\$ 387,895

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget January 24, 2022

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: 2022 ROUND 2 BUDGET PROPOSAL FOR SUNSHINE COAST EMERGENCY PROGRAM [222]

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal 1 – Emergency Management Coordinator (0.6 FTE), \$37,625 (prorated to 0.3 FTE for 2022) and 2023 to \$77,130 – Incorporated in Round 1. Funding through Taxation;
- Budget Proposal 2 – Evacuation Route Planning Guide, \$25,000 funded by Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant was referred to 2022 Round 2 Budget Budget pending information regarding grant status.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BUSINESS CONTINUITY (Mandatory)

3	Function Number – Project Name:	***NEW- [222] Establish Reserve for Future Emergency Events
	Rating:	Enhancement to Service
	Areas Affected (A-F, Regional, Islands):	All
	2022 Funding Required:	\$25,000
	Funding Source(s):	Taxation
	Asset Management Plan Implications:	n/a

	<i>Rationale / Service Impacts:</i>	<p>Since the start of 2020, the Sunshine Coast Emergency Program has established 8 Emergency Operation Centers (EOC) to respond to various events in the region. They range from flooding, landslides, the COVID-19 pandemic, cooling centers from the 2021 heat-dome, and wildfires.</p> <p>In 2020, there was a deficit of over \$90,000 incurred for SCEP-[222] and over \$38,000 of non-recoverable costs were incurred for 2021. Although a deficit was mitigated through staff vacancies and operational costs for this year, it is not sustainable for future years.</p> <p>There are currently almost no operational reserves at this time to draw from for emerging operational projects or to respond to emergencies. It is recommended that an operational reserve be established with a starting annual contribution of \$25,000 for 2022 and ongoing. This value will be re-assessed as events unfold.</p>
	<i>Climate Action Impact</i>	As a result of climate change, the Sunshine Coast is experiencing more climate related emergencies.
	<i>Life Cycle Cost Breakdown</i>	This is proposed as an annual contribution of \$25,000 to establish a reserve to draw from to cover non-recoverable costs when an EOC is established.

D – OTHER OR NOT CLASSIFIED

2	<i>Function Number – Project Name:</i>	[222] Evacuation Route Planning Grant
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	All
	<i>2022 Funding Required:</i>	\$25,000

	<i>Funding Source(s):</i>	Grants – UBCM Community Emergency Preparedness Fund (Project will only proceed on basis of approved grant)
	<i>Asset Management Plan Implications:</i>	None
	<i>Rationale / Service Impacts:</i>	UBCM is offering grants (100% funding) to fund the development of an evacuation plan for specific geographic locations. SCEP has prepared two applications: one for an Evacuation Plan for Egmont, and the other for an Evacuation Plan for Tuwanek to be submitted by the District of Sechelt, as each jurisdiction can submit only one application. A staff report on this matter was presented to the November Planning and Community Development Committee.
	<i>Climate Action Impact</i>	Emergency preparedness/planning is a response to, in part, climate change and new or increased hazards.
	<i>Life Cycle Cost Breakdown</i>	No costs beyond project value. At some future time, the accuracy of the plan will diminish based on, e.g. land use change, and it may be appropriate to update it in whole or part.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 37,739	\$ 37,739	\$ 37,739	\$ 37,739	\$ 37,739
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 37,739	\$ 37,739	\$ 37,739	\$ 37,739	\$ 37,739

Five-Year Operating Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 3,424	\$28,424	\$53,424	\$ 78,424	\$103,424
New BP#3-Reserve	\$25,000	\$25,000	\$25,000	\$ 25,000	\$ 25,000
Closing Balance in Reserve	\$28,424	\$53,424	\$78,424	\$103,424	\$128,424

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM
BACKGROUNDER**

RECOMMENDATION

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Backgrounder be received for information.

BACKGROUND

The purpose of this report is to provide additional context on the associated budget proposal that will be part of the 2022 Round 2 Committee meeting's agenda.

DISCUSSION

In 2018, the Sunshine Coast Regional District Board (SCRD) adopted the Regional Organics Diversion Strategy (Strategy). One initiative in the Strategy is to implement three food waste drop-offs, with locations in the Pender Harbour, mid-coast and south coast, to support landfill disposal regulations for food waste.

What follows is a summary of the reports and associated Board resolutions to date regarding an SCRD food waste drop-off program.

Staff brought forward a report titled *Food Waste Drop-off Program Considerations*, to the September 19, 2019 Infrastructure Services Committee meeting. This report is included as Attachment A.

At the October 10, 2019 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and businesses funded from tipping fees with a volume restriction of 50L.

A 2020 Budget Proposal was brought forward to the budget deliberations and is included as Attachment B.

Subsequently, the Board direction was to not implement three food waste drop-offs, but instead move forward for consideration one food waste drop-off located at the Pender Harbour Transfer Station.

At the January 9, 2020 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January 2020 Infrastructure Services Committee meeting with further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-offs – Increase to Base Budget, \$160,000 funded through Taxation.

Staff brought forward a report titled *Food Waste Drop-off Program – Update*, to the January 30, 2020 Infrastructure Services Committee meeting regarding implementing food waste drop-off program. This report is included as Attachment C.

At the January 30, 2020 Board meeting the following recommendation was adopted:

026/20 **Recommendation No. 7** *Food Waste Drop-offs*

AND THAT staff prepare a 2020 Round 2 Budget Proposal for one food waste drop-off site in Pender Harbour for residents and businesses funded from tipping fees with a volume restriction of 50L.

A 2020 Round 2 Budget Proposal was brought forward to the budget deliberations and is included as Attachment D.

Subsequently, at the July 30, 2020 Special Board meeting, as part of discussions related to the impacts of the COVID-19 Pandemic, the Board direction was to delay the program to 2021.

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update*, to the February 11, 2021 Infrastructure Services Committee meeting. This report is included as Attachment E.

At the February 25, 2021 Board meeting the following recommendation was adopted:

052/21 **Recommendation No. 7** *Pender Harbour Food Waste Drop-off*

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

Staff brought forward a staff report for consideration at the 2021 Round 2 budget deliberations and is included as Attachment F.

At the March 11, 2021 Board meeting the following recommendations were adopted:

068/21 **Recommendation No. 24** *Pender Harbour Transfer Station Food Waste Drop-off*

THAT the Pender Harbour Transfer Station Food Waste Drop-off Program be deferred to 2022;

AND THAT a staff report be brought forward in Q4 2021 regarding the feasibility of service delivery and the funding model for the food waste drop-off program;

AND FURTHER THAT the potential for community partnerships be explored and included in the staff report.

068/21 **Recommendation No. 25** *Pender Harbour Transfer Station Food Waste Drop-off*

THAT the Pender Harbour Transfer Station Food Waste Drop-off Program funded through User Fees (tipping) in the amount of \$54,000 be removed from the 2021-2025 Financial Plan.

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps* to the December 9, 2021 Infrastructure Services Committee meeting. This report is included as Attachment G.

At the January 13, 2022 Board meeting the following recommendation is anticipated to be adopted:

Recommendation No. 4 *Pender Harbour Transfer Station Food Waste Drop-off*

THAT staff prepare a 2022 Round 2 Budget Proposal for a food waste drop-off program at the Pender Harbour Transfer Station.

STRATEGIC PLAN

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy. The SCRD's Solid Waste Management Plan includes targets of 65%-69% diversion, and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

As of July 1, 2022 the SCRD will implement a landfill disposal regulation for food waste. While curbside collection of these materials are in place in SCRD Electoral Areas B, D, E and F, the Town of Gibson, the District of Sechelt and Sechelt Indian Government District, no alternative disposal option is currently available for residents in the Pender Harbour Area. The 2022 Round 2 Budget Proposal [350] Solid waste - Pender Harbour Transfer Station Food Waste Drop-off is intended to allow this gap to be filled.

ATTACHMENTS

- Attachment A:** Food Waste Drop-off Program Considerations, September 19, 2019 Infrastructure Services Committee Staff Report
- Attachment B:** 2020 Round 1 Budget Proposal – Food Waste Drop-off Program, December 5-6, 2019 Special Corporate and Administrative Services Committee Staff Report
- Attachment C:** Pender Harbour Transfer Station Food Waste Drop-off Program – Update, January 30, 2020 Infrastructure Services Committee Staff Report
- Attachment D:** 2020 Round 2 Budget Proposal – Pender Harbour Food Waste Drop-off Program, February 10-11, 2020 Special Corporate and Administrative Services Committee Staff Report
- Attachment E:** Pender Harbour Transfer Station Food Waste Drop-off Program Update, February 11, 2021 Infrastructure Services Committee Staff Report
- Attachment F:** 2021 Round 2 Staff Report – Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees, March 4-5, 2021 Special Corporate and Administrative Services Committee Staff Report
- Attachment G:** Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps, December 9, 2021 Infrastructure Services Committee Staff Report

Reviewed by:			
Manager		Finance	X– T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 19, 2019

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: FOOD WASTE DROP-OFF PROGRAM CONSIDERATIONS

RECOMMENDATION(S)

THAT the report titled Food Waste Drop-off Program Considerations be received for information;

AND THAT the Board provide direction regarding the scope of a 2020 Budget Proposal for implementation of a Food Waste Drop-off Program.

BACKGROUND

In 2017, the SCRD engaged Carey McIver & Associates Ltd. to develop a [Regional Organics Diversion Strategy \(Strategy\)](#). The Strategy was adopted by the SCRD Board on January 18, 2018 and contains eight key initiatives to divert organic waste in the region.

A report outlining an update on the [Strategy implementation plan](#) was presented at the April 18, 2019 Infrastructure Services Committee meeting.

One of the Strategy's initiatives to support a landfill ban for food waste is to implement residential food waste drop-off in Pender Harbour, mid-coast and south coast.

The purpose of this report is to outline the considerations for the implementation of a food waste drop-off program and seek Board direction.

DISCUSSION

Options and Analysis

A food waste drop-off program would incur costs for site operations, container and hauling services and processing. The total program costs will differ depending on the scope of the program.

To determine the scope of the program, the following program considerations have been identified:

- Number of sites
- Program users
- Volume restrictions
- Cost recovery

In terms of these four program considerations, the Strategy proposed three sites (Pender Harbour, mid-coast and south coast), drop-off for residents only and did not address volume restrictions or cost recovery.

The Strategy did propose a drop-off for commercial loads (large bins) of food waste at the Pender Harbour Transfer Station. However, staff do not recommend pursuing this at this time and instead to direct large commercial bin loads of food waste directly to the processor, Salish Soils, as per the current practice.

Based on the four program considerations, three options have prepared and Board direction is being sought.

Option 1a – Support maximization for food waste diversion, no tipping fee

- Sites: 3, Pender Harbour, mid-coast and south coast as per the Strategy
- Program users: residents and small businesses
- Volume restriction: maximum 50L container
- Cost recovery: Fully funded from taxation

Option 1a provides the maximum support for food waste diversion by including small businesses in addition to residents, the costs are free at the time of drop-off and would have three sites along the Sunshine Coast for drop-off. With a volume restriction of 50L, any loads of food waste over 50L would be out of scope of the program and can be brought directly to the processor. This option has the highest cost but would likely have the highest participation and diversion opportunity.

Option 1b – Support maximization for food waste diversion, with tipping fee

- Sites: 3 (Pender Harbour, mid-coast and south coast) as per the Strategy
- Program users: residents and small businesses
- Volume restriction: maximum 50L container
- Cost recovery: 50% tipping fee and 50% taxation

Option 1b differs from 1a only in the cost recovery method. The tipping fee would be set at a flat rate per container with a maximum of 50L container. This option would have a lower taxation implication than Option 1a. A tipping fee for food waste may deter participation and thus diversion, however, establishing a tipping fee is in line with materials accepted for diversion at the SCRD landfill and transfer station.

Given that participation is unknown (e.g. the total number of containers of food waste per year), funding from 50% tipping fees may not be realistic. At the high end of estimates, at \$158,000 per year of annual costs, to fund \$79,000 (50%) at \$5 per container, 15,800 containers of food waste would be required.

For Option 1a or 1b, if funded from taxation under Function 350, in whole or in part, all properties within the SCRD would pay, including Electoral Area B and F islands and those who pay a user fee for curbside food waste collection service.

Option 2 – Provide complementary service to residential collection services

- Sites: Pender Harbour Transfer Station only
- Program users: residents only
- Volume restriction: maximum 50L container
- Cost recovery: 100% tipping fee

Option 2 provides food waste drop-off for Pender Harbour residents only to compensate for not having curbside collection services in the area. Food waste from small businesses or loads of food waste over 50L would be out of scope of the program and can be brought directly to the processor. All other Sunshine Coast residents would be directed to utilize their curbside collection service for food waste or backyard composter. The tipping fee would be set at a flat rate per container with a maximum of 50L container.

A tipping fee for food waste may deter participation and thus diversion, however, establishing a tipping fee is in line with materials accepted for diversion at the transfer station. With participation being unknown, funding 100% from tipping fees may be cost prohibitive or may not receive the minimum number of containers to fund the program. For example, at \$35,000 per year of estimated annual costs and at \$5 per container, 7,000 containers would be required in order to recover costs.

Financial Considerations

There is not currently a budget for this program as this would be a new program.

Based on current market conditions and projected tonnes of food waste extrapolated from the Strategy, a high-level annual cost estimate for a food waste drop-off program ranges from approximately \$24,000 to \$34,000 for one-site at Pender Harbour Transfer Station, residential only to \$113,000 to \$158,000 for three sites residential and small business.

The estimated costs are summarized in Table 1. These costs assume curbside collection of food waste in the District of Sechelt, Sechelt Indian Government District, Town of Gibsons and SCRD Electoral Areas B, D, E and F.

Table 1 – Estimated Annual Costs for Food Waste Drop-off Program

Estimated Annual Costs for Food Waste Drop-off Program			
	Pender Harbour Transfer Station	Mid-Coast	South-Coast
Site Operations	existing operations	\$10,000	\$10,000
Container & Hauling Services	\$20,000-\$30,000	\$10,000	\$15,000-\$20,000
Processing - residential	\$4,000	\$5,000	\$9,000
Total	\$24,000-\$34,000	\$25,000	\$34,000-\$39,000
Processing – small business	\$10,000-\$20,000	\$10,000-\$20,000	\$10,000-\$20,000
Total	\$34,000-\$54,000	\$35,000-\$45,000	\$44,000-\$59,000

The actual costs will depend on the Board direction regarding program options and the results from a procurement process.

Timeline for next steps

Staff are seeking Board direction regarding the implementation of a food waste drop-off program. Depending on the direction provided staff will prepare a 2020 Budget Proposal for the implementation of this new program.

A date for a regional landfill ban for organics will be reviewed after Board decisions regarding the food waste drop-off program and SCRD rural areas curbside food waste collection services of which there is a report on the Agenda of this meeting. Both the food waste drop-off program and curbside food waste collection service would need to be implemented prior to the start date of a landfill organics ban.

Suggested recommendations

If the committee wants to direct staff to start the implementation of one of the options presented in this report the following recommendations could be considered to do so:

Option 1a – Support maximization for food waste diversion, no tipping fee

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and small businesses funded from taxation with a volume restriction of 50L.

Option 1b – Support maximization for food waste diversion, with tipping fee

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and small businesses funded 50% from tipping fees and 50% from taxation with a volume restriction of 50L.

Option 2 – Provide complementary service to residential collection services

AND THAT staff prepare a 2020 Budget Proposal for one food waste drop-off site, at the Pender Harbour Transfer Station for residents only funded from tipping fees with a volume restriction of 50L.

STRATEGIC PLAN AND RELATED POLICIES

The Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

The SCRD's Regional Organics Diversion Strategy was adopted by the SCRD Board on January 18, 2018 and contains eight key initiatives to divert organic waste in the region.

One of the initiatives is to implement residential food waste drop-off in Pender Harbour, mid-coast and south coast.

There are four key program considerations, number of sites, program users, volume restrictions and cost recovery that were incorporated into three program options.

Staff are seeking Board direction on next steps regarding the implementation of food waste drop-off sites.

Once Board direction is provided then a 2020 Budget Proposal will be prepared for the Board's consideration.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X - R. Rosenboom	Legislative	
Interim CAO	X – M. Brown	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Dec 5-6, 2019

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs
Arun Kumar, Manager, Solid Waste Operations

SUBJECT: 2020 R1 BUDGET PROPOSAL FOR [350] REGIONAL SOLID WASTE

RECOMMENDATION(S)

THAT the report titled 2020 R1 Budget Proposal for [350] Regional Solid Waste be received.

BACKGROUND

As part of the Budget Process staff report potential budget adjustments to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements, as well as ways to reduce the budget. At 2019 Budget debrief the Board requested information on Categorized Mandatory Projects which have in previous years been included in base budget, these projects are reviewed and rated as required due to Imminent Asset Failure, Regulatory Compliance, and Safety Requirement. Other requests are presented for the Board's consideration under the following categories: Business Continuity, Board Strategic and Corporate Goals, Low Cost / High Value, and Other / Not Currently Classified.

DISCUSSION

A- BOARD STRATEGIC AND CORPORATE GOALS

5	<i>Function Number – Project Name:</i>	[350] Food Waste Drop-offs – Increase to Base Budget
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2020 Funding Required:</i>	\$160,000
	<i>Funding Source(s):</i>	Taxation
	<i>Asset Management Plan Implications:</i>	All required assets would be provided by Contractors.
	<i>Rationale / Service Impacts:</i>	New program that would offer three locations on the coast for residents and small businesses to drop off up to 50L of

		<p>food waste (res. #244/19). Funds would be used for the costs of site operations, hauling and processing food waste into compost. This is one of the initiatives in the SCRD's Regional Organics Diversion Strategy and supports a landfill disposal ban of organics and helps to extend the life of the landfill by maximizing diversion opportunities.</p> <p>Estimated Annual Costs: Site Operations: \$20,000 Container & Hauling Services: \$60,000 Processing: \$80,000</p> <p>Actual annual costs are dependent upon procurement and actual tonnages received.</p>
	<i>Climate Action Impact</i>	<p>The tonnage of food waste that is composted can be claimed as carbon off-sets for corporate emissions. Composting food waste produces less GHGs than if disposed in garbage.</p> <p>There would be transportation-related GHG emissions from delivering the food waste to the drop-offs as well as from hauling from the drop-off sites to the compost facility.</p>
	<i>Life Cycle Cost Breakdown</i>	N/A

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – January 30, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: FOOD WASTE DROP-OFF PROGRAM - UPDATE

RECOMMENDATION(S)

THAT the report titled Food Waste Drop-off Program – Update be received;

AND THAT staff prepare a 2020 Round 2 Budget Proposal for three food waste drop-off sites for residents and small businesses funded from taxation with a volume restriction of 50L;

AND FURTHER THAT this recommendation be forwarded to the January 30, 2020 Special Board Meeting.

BACKGROUND

The following recommendation is from the October 10, 2019 Board meeting (in part):

244/19 **Recommendation No. 8** *Food Waste Drop-offs*

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and small businesses funded from taxation with a volume restriction of 50L.

As such, staff prepared the 2020 Budget Proposal as per recommendation #244/19.

Subsequently, the following recommendation is from the December 5, 2019 Special Round 1 Budget Corporate and Administrative Services Committee (in part):

Recommendation No. 15 *Regional Solid Waste [350] – 2020 R1 Budget Proposals*

AND THAT the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January 2020 Infrastructure Services Committee meeting with a further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-Offs – Increase to Base Budget, \$160,000 funded through Taxation;

The purpose of this report is to provide further information regarding the proposed Food Waste Drop-off Program to help inform the 2020 Round 2 Budget deliberations.

DISCUSSION

The Sunshine Coast Regional District's (SCRD) Regional Organics Diversion Strategy (Strategy) culminates with a landfill disposal ban of food waste for the residential and commercial/business sectors. Currently, the implementation date is on hold pending the outcome of the 2020 budget deliberations which will impact which food waste diversion programs the SCRD will be offering and thus affects the community engagement. The proposed approach for the landfill disposal ban of food waste and timelines will be brought forward to a Committee in Q2 2020.

At the September 19, 2019 Infrastructure Services Committee meeting, a staff report titled Food Waste Drop-off Program Considerations was presented. The report outlined considerations for a food waste drop-off program and included three options for the Committee's consideration including the financial considerations. This report is included as Attachment A.

Current Food Waste Diversion Opportunities – Commercial/Business Sector

Currently, these are the following food waste diversion opportunities for the commercial/business sector:

- Contract private hauler for collection (hauls to Salish Soils for processing)
- Self-haul to Salish Soils
- Compost at home

Current Food Waste Diversion Opportunities – Residential Sector

For residents, food waste can be composted at home or self-hauled to Salish Soils in Sechelt.

For residents of the Town of Gibsons or Davis Bay in Sechelt, food waste can also be placed curbside for collection.

The SCRD Electoral Areas B, D, E and F and the District of Sechelt have plans to launch curbside collection of food waste in 2020. The Sechelt Indian Government District does not have a date as of yet. Residents of Electoral Area A do not receive curbside collection services from the SCRD.

Food Waste Diversion

The following food waste items could be collected as part of a food waste drop-off program and mirror that of a curbside collection program.

- Food waste e.g. meat, bones, cooked foods, egg shells, fruits and vegetables
- Soiled paper e.g. paper towels, coffee filter, tea bag, paper plates
- House plants e.g. cut flowers

Food Waste Drop-off Program Users

It is anticipated that the food waste drop-off program would see usage within the residential sector from weekend residents, tourists and visitors, as well as residents in Electoral Area A.

For the small business sector, it is anticipated that small businesses in the medical or health field such as massage, or physio therapists, chiropractors, veterinarians, doctors or dentists, as well as small retail stores, art galleries, museums would participate. As well as, public service related businesses such as the ambulance, newspaper or community services. These small businesses would primarily have food waste from staff and minimal food waste from the public.

Additionally, a food waste drop-off program with a limit of 50L as per resolution #244/19 would allow food waste from small community events such as running or sporting events, arts, crafts or cultural events, or farm markets.

The purpose of the food waste drop-off program is to maximize food waste diversion opportunities. Staff recommend that small businesses and small events be included in the food waste drop-off program.

Food waste from large businesses such as grocery stores or restaurants are excluded as the food waste generated would likely be a large volume requiring a contracted service with scheduled collection.

Options and Analysis

As per the September 19, 2019 Infrastructure Services Committee staff report (Attachment A), the food waste drop-off program considerations are:

- Number of sites
- Program users
- Volume restrictions
- Cost recovery

The options presented in that report were:

- Option 1a – Support maximization for food waste diversion, no tipping fee
 - 3 sites, residential and small business, 50L restriction, taxation funded
- Option 1b – Support maximization for food waste diversion, with tipping fee
 - 3 sites, residential and small business, 50L restriction, tipping fee funded
- Option 2 – Provide complementary service to residential collection services
 - 1 site in Pender Harbour, residents only, 50L restriction, tipping fee funded

An additional option is included for consideration:

- Option 3 – Provide complementary service to residential collection services
 - 1 site in Pender Harbour, residential and small businesses, 50L restriction, tipping fee funded

The total program costs will differ depending on the scope of the program. However, those costs would include site operations, container and hauling services and processing.

Financial Implications

The estimated costs from the September 19, 2019 Infrastructure Services Committee staff report (Attachment A), are summarized in Table 1. The hauling and processing costs would be variable depending on the volume received.

Table 1 – Estimated Annual Costs for Food Waste Drop-off Program

Estimated Annual Costs for Food Waste Drop-off Program			
	Pender Harbour Transfer Station	Mid-Coast	South-Coast
Site Operations	existing operations	\$10,000	\$10,000
Container & Hauling Services	\$20,000-\$30,000	\$10,000	\$15,000-\$20,000
Processing - residential	\$4,000	\$5,000	\$9,000
Processing – small business	\$10,000-\$20,000	\$10,000-\$20,000	\$10,000-\$20,000
Total	\$34,000-\$54,000	\$35,000-\$45,000	\$44,000-\$59,000

Timeline for next steps

The following decisions are required to prepare a 2020 Round 2 Budget Proposal for a food waste drop-off program:

- Number of sites – one, two, three or none
- Program users – residential or residential and small business
- Volume restrictions – a 50L restriction is recommended to ensure truck-loads of food waste are out of scope
- Cost recovery – taxation or tipping fee

Should a food waste drop-off program proceed, procurement for site operations (mid-coast, south-coast) as well as container and hauling services would be required. Food waste screening to assist with addressing contamination would part of the responsibilities of the site operator. Additionally, to allow for program evaluation after one year, the contract term could be one year with extension options.

The scope of the food waste drop-off program should be considered in the context of maximizing diversion of organics from the landfill and the impact to landfill life.

Given the intent to maximize diversion of organic materials from the landfill and to establish services, staff recommend to implement three food waste drop-off sites for use by residents and small businesses funded from taxation with a volume restriction of 50L.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy.

The Regional Organics Diversion Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

A 2020 Round 2 Budget Proposal for a food waste drop-off program needs to identify the number of sites, program users, volume restrictions and cost recovery method.

Given the intent to maximize diversion of organic materials from the landfill and to establish services, staff recommend to implement three food waste drop-off sites for use by residents and small businesses funded from taxation with a volume restriction of 50L.

Alternatively, to reduce costs while ensuring a food waste disposal option for Electoral Area A, a drop-off service only at the Pender Harbour Transfer Station could be considered. Such service would be recommended for residents and small businesses funded from tipping fees with a volume restriction of 50L.

Attachments:

A – September 19, 2019 ISC Staff Report Food Waste Drop-off Program Considerations

Reviewed by:			
Manager		Finance / CFO	X – T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
February 10 and 11, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs
Arun Kumar, Manager, Solid Waste Operations

SUBJECT: 2020 R2 BUDGET PROPOSAL FOR [350] REGIONAL SOLID WASTE

RECOMMENDATION(S)

THAT the report titled 2020 R2 Budget Proposal for [350] Regional Solid Waste be received.

BACKGROUND

Following is a summary of the Round 1 2020 Budget meeting recommendations:

- Budget Proposal 1 – Regional Solid Waste – Hydrogeological Assessment Update [350] – Incorporated in Round 2. Funding from Taxation;
- Budget Proposal 2 – Regional Solid Waste – Leachate Management Update [350] – Incorporated in Round 2. Funding from Taxation;
- Budget Proposal 3 – Regional Solid Waste – Future Waste Disposal Options Analysis Study [350] – Incorporated in Round 2. Funding from Taxation;
- Budget Proposal 4 – Regional Solid Waste – Sechelt Share Shed Sinkhole Repairs [350] – Incorporated in Round 2. Funding from Taxation;
- Budget Proposal 6 – Backyard Composter Rebate Program – Increase to Base Budget – Incorporated in Round 2. Funding from Eco-Fee Reserves;
- Budget Proposal 7 – Sechelt Landfill Biocover Feasibility – Incorporated in Round 2. Funding from Taxation;
- Budget Proposal 9 – WildSafeBC Program, - Incorporated in Round 2. Funding from Taxation;

Budget Proposals 5 and 8, as follows, were referred to 2020 Round 2 Budget per the following recommendation:

Recommendation No. 15

Regional Solid Waste [350] – 2020 R1 Budget Proposals

The Corporate and Administrative Services Committee recommended that the following budget proposal be referred to 2020 Round 2 Budget pending a staff report to January

2020 Infrastructure Services Committee meeting with a further explanation of the scope, a cost benefit analysis and a list of potential users in Area A and including options for small businesses if there will be a full ban on food waste:

- Budget Proposal 5 – Food Waste Drop-Offs – Increase to Base Budget, \$160,000 funded through Taxation.

AND FURTHER THAT the following budget proposal be referred to the 2020 Round 2 Budget pending further information to be presented at 2020 Round 2 Budget:

- Budget Proposal 8 – Drywall Screening Process Improvements.

DISCUSSION

2020 R2 Budget Proposals by Category

B BOARD STRATEGIC AND CORPORATE GOALS

5	<i>Function Number – Project Name:</i>	[350] – Food Waste Drop-offs
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	A
	<i>2020 Funding Required:</i>	\$27,000
	<i>Funding Source(s):</i>	Tipping Fees
	<i>Asset Management Plan Implications:</i>	All required assets would be provided by Contractors.
	<i>Rationale / Service Impacts:</i>	<p>New program that would offer one location in Pender Harbour for residents and small businesses to drop off up to 50L of food waste funded from tipping fees (res. #26/20). Funds would be used for the costs of hauling and processing food waste into compost. The location would be the Pender Harbour Transfer Station. Food Waste Drop-offs are one of the initiatives in the SCRD's Regional Organics Diversion Strategy and supports a landfill disposal ban of organics and helps to extend the life of the landfill by maximizing diversion opportunities.</p> <p>Estimated Annual Costs: Container & Hauling Services: \$30,000 Processing: \$24,000</p>

		<p>2020 Funding: \$27,000 (Based on 6 months of service)</p> <p>2021 Funding: \$54,000</p> <p>Actual annual costs are dependent upon procurement and actual tonnages received.</p>
	<i>Climate Action Impact</i>	<p>The tonnage of food waste that is composted can be claimed as carbon off-sets for corporate emissions. Composting food waste produces less GHGs than if disposed in garbage.</p> <p>There would be transportation-related GHG emissions from delivering the food waste to the drop-off as well as from hauling from the drop-off sites to the compost facility.</p>
	<i>Life Cycle Cost Breakdown</i>	N/A

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – February 11, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM UPDATE

RECOMMENDATION(S)

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program be received;

AND THAT the tipping fee for the disposal of food waste at the Pender Harbour Transfer Station be set at \$5 per container with a volume restriction of 50L;

AND THAT the Sanitary Landfill Bylaw 405 will be amended accordingly;

AND FURTHER THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from Taxation collected thru [350] Solid Waste Operations.

BACKGROUND

In 2017, the SCRD engaged Carey McIver & Associates Ltd. to develop a [Regional Organics Diversion Strategy \(Strategy\)](#). The Strategy was adopted by the SCRD Board on January 18, 2018 and contains eight key initiatives to divert organic waste in the region.

One of the Strategy's initiatives to support a landfill ban for food waste is to implement food waste drop-offs in the areas of Pender Harbour, mid-coast and south coast.

Staff reports were brought forward to the September 19, 2019 and January 30, 2020 Infrastructure Services Committee meetings (Attachments A and B) to seek Board direction to refine the scope of a food waste drop-off program in terms of number of sites, program users, volume restrictions and cost recovery.

As part of the 2020 budget process, the SCRD Board direction was to implement one food waste drop-off site, located at the Pender Harbour Transfer Station, for residents and small businesses, funded from tipping fees with a volume restriction of 50L as per the following resolution adopted at the January 30, 2020 Board meeting:

026/20 **Recommendation No. 7** *Food Waste Drop-off Program – Update*

THAT the report titled Food Waste Drop-off Program – Update be received;

AND THAT staff prepare a 2020 Round 2 Budget Proposal for one food waste drop-off site in Pender Harbour for residents and small businesses funded from tipping fees with a volume restriction of 50L;

AND FURTHER THAT staff bring forward a report showing the Solid Waste Programs and sources of funding to a future Committee meeting.

The approved annual budget for this service is \$54,000.

Subsequently, at the July 30, 2020 Special Board meeting the following resolution was adopted:

284/20 **Recommendation No. 5** *Regional Solid Waste [350] Service Levels*

THAT the Area A Food Drop-off be delayed to 2021;

AND THAT the 2020-2024 Financial Plan be amended accordingly.

The purpose of this report is to update the Board regarding the implementation of a Pender Harbour Transfer Station Food Waste Drop-off Program and to seek Board direction regarding cost recovery.

DISCUSSION

Container & Hauling and Processing Contracts

The SCRD completed procurement processes for container and hauling services as well as for food waste processing services via RFP 2035004 and RFP 1935004 respectively.

The container and hauling services and food waste processing services contracts have the following anticipated costs as outlined in Table 1. The container and hauling costs are mostly a fixed cost, whereas processing costs would be variable depending on the volume received.

Table 1 – Annual Costs for Food Waste Drop-off Program

	Year 1	Year 2	Year 3
Container and Hauling Costs	\$24,200	\$24,900	\$25,600
Processing Costs	Up to \$28,000	Up to \$28,000	Up to \$28,000
Total	\$52,200	\$52,900	\$53,600

Financial Implications

The approved budget for this program is \$54,000 per year and is sufficient to fund the contracted services costs.

However, the approved cost recovery method is tipping fees, which have yet to be established.

Table 2 presents the financial implications of several levels of tipping fees and number of residents participating in the program.

Table 2 - Revenue Scenarios

Customers per week	Tipping Fee	Revenue	Funding Shortfall
50	\$2.50	\$6,500	\$45,700
100	\$2.50	\$13,000	\$39,200
200	\$2.50	\$26,000	\$26,200
50	\$5.00	\$13,000	\$39,200
100	\$5.00	\$26,000	\$26,200
200	\$5.00	\$52,000	\$200
50	\$7.50	\$19,500	\$32,700
100	\$7.50	\$39,000	\$13,200
200	\$7.50	\$78,000	(\$25,800)

Staff are expecting that the maximum amount residents would be willing to pay is \$5 per container of food scraps; the container would have a maximum volume of 50L. A \$5 tipping fee is aligned with the minimum cost for any type of garbage. Staff therefore recommend that a tipping fee be established for food waste at \$5 per container up to a maximum volume of 50L.

For budgeting purposes staff suggest to assume that on average 100 containers per week of food scraps will be delivered to the site. With a \$5 tipping fee this would result in an annual revenue generated of \$26,000.

To ensure the program is fully funded, staff recommended to fund the processing costs from tipping fees and to fund the container and hauling costs from taxation thru [350] Solid Waste Operation. This augmentation of the tipping fees with taxation would result in all taxpayers in the Solid Waste Operations service contributing to this service. Should the uptake of the program result in higher tipping fee revenues, the taxation in future years can be reduced.

Staff recommend to prepare a 2021 Round 2 Budget Proposal to offset the costs to fund a food waste drop-off program at the Pender Harbour Transfer Station. Based on an implementation timeline of Q3 2021, the required budget to be funded from taxation for 2021 would be \$13,100 and \$26,550 for 2022.

As well, staff recommend that the 2021 Round 2 Budget Proposal include a one-time \$2,500 to fund a communications strategy supporting the program initiation. This would result in a total of \$15,600 required to be funded from taxation thru [350] Solid Waste Operation and to be included in a 2021 Round 2 Budget Proposal.

The financial implications for the implementation of the program as outlined above with an implementation date of July 1, 2021 are summarized in table 3.

Table 3: Financial implications overview

	2021	2022
Anticipated container, hauling costs	\$12,100	\$24,550
Anticipated processing costs	\$14,000	\$28,000
Communication strategy	\$2,500	-
Total expenditures	\$28,600	\$52,550
Anticipated revenue from Tipping Fees (\$5/container)	\$13,000	\$26,000
Anticipated tipping fees Revenue shortfall to be funded from taxation collected thru [350] Solid Waste Operations	\$15,600	\$26,550
Total revenue	\$28,600	\$52,550

Timeline for next steps

Based on Board direction received and approval of the 2021 budget, the next step would be to bring forward a report to seek Board direction to establish a tipping fee for food waste. This would be followed by an amendment to Sanitary Landfill Site Bylaw 405 and the execution of the contracts for the containers, hauling and processing of the collected materials.

A food waste drop-off program at Pender Harbour Transfer Station could be implemented in Q3 2021 and would be accompanied by a communication strategy.

Communications Strategy

A communications strategy will be developed once program implementation timelines are solidified.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy.

The Regional Organics Diversion Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

As part of the implementation of the SCRD's Regional Organics Diversion Strategy, staff have been working on initiating a food waste drop-off program at the Pender Harbour Transfer Station. The approved budget for this program is \$54,000, however, the approved cost recovery method is tipping fees, which have yet to be established.

After reviewing various tipping fee revenue scenarios, it is apparent that a deficit is likely if the program was solely funded from tipping fees. Staff therefore recommend that a tipping fee be established for food waste at \$5 per container up to a maximum volume of 50L. For budgeting purposes staff suggest to assume that on average 100 containers per week of food scraps will be delivered to the site. With a \$5 tipping fee this would result in a funding shortfall of \$13,100 for 2021.

To ensure the program is fully funded, staff recommended to fund the processing costs from tipping fees and fund the container and hauling costs from taxation thru [350] Solid Waste Operation. Based on an implementation timeline of Q3 2021, the required budget to be funded from taxation for 2021 would be \$13,100. Staff recommend that this Budget Proposal also include a one-time \$2,500 to fund a communications strategy supporting the program initiation.

Staff recommend to prepare a 2021 Round 2 Budget Proposal to fund these items.

Based on Board direction received and approval of the 2021 budget, the next step would be to bring forward a report to seek Board direction to establish a tipping fee for food waste. This would be followed by an amendment to Sanitary Landfill Site Bylaw 405 and the execution of the contracts for the containers, hauling and processing of the collected materials.

Attachments:

Attachment A – September 19, 2019 ISC staff report Food Waste Drop-off Program Considerations

Attachment B – January 30, 2020 ISC staff report Food Waste Drop-off Program – Update

Reviewed by:			
Manager		CFO	X - T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
March 4 and 5, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM TIPPING FEES**

RECOMMENDATION(S)

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees be received;

AND THAT the Pender Harbour Transfer Station Food Waste Drop-off Program be implemented as of July 1, 2021;

AND THAT this program be funded through a combination of taxation through [350] Regional Solid Waste and tipping fees;

AND THAT the tipping fee for the disposal of food waste at the Pender Harbour Transfer Station be set at \$2.50 per container with a volume restriction of 10L and at \$10 per container with a volume restriction of 50L;

AND FURTHER THAT the Sanitary Landfill Bylaw 405 be amended accordingly.

BACKGROUND

As part of the 2020 budget process, the Sunshine Coast Regional District (SCRD) Board direction was to implement one food waste drop-off site, located at the Pender Harbour Transfer Station, for residents and small businesses, funded from tipping fees with a volume restriction of 50L as per the following resolution adopted at the January 30, 2020 Board meeting:

026/20 **Recommendation No. 7** *Food Waste Drop-off Program – Update*

THAT the report titled Food Waste Drop-off Program – Update be received;

AND THAT staff prepare a 2020 Round 2 Budget Proposal for one food waste drop-off site in Pender Harbour for residents and small businesses funded from tipping fees with a volume restriction of 50L;

AND FURTHER THAT staff bring forward a report showing the Solid Waste Programs and sources of funding to a future Committee meeting.

The approved annual budget for this service is \$54,000.

Subsequently, at the July 30, 2020 Special Board meeting the following resolution was adopted:

284/20 **Recommendation No. 5** *Regional Solid Waste [350] Service Levels*

THAT the Area A Food Drop-off be delayed to 2021;

AND THAT the 2020-2024 Financial Plan be amended accordingly.

At the February 25, 2021 Board meeting the following resolution from the February 11, 2021 Infrastructure Services Committee was adopted:

Recommendation No. 7 *Pender Harbour Transfer Station Food Waste Drop-off Program*

The Infrastructure Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-off Program be received;

AND THAT staff prepare a 2021 Round 2 Budget Proposal to augment the anticipated revenue from tipping fees for the food waste drop-off program at the Pender Harbour Transfer Station from taxation collected through [350] Solid Waste Operations.

The purpose of this report is to seek direction from the Board regarding tipping fees for the Pender Harbour Transfer Station Food Waste Drop-off Program.

DISCUSSION

Options and Analysis

The report titled Pender Harbour Transfer Station Food Waste Drop-Off Program Update presented at the February 11, 2021 Infrastructure Services Committee meeting included the following table with the financial overview of the program based on the funding of the container and hauling costs from taxation and funding of the processing costs from tipping fees at a cost of \$5 per container (container volume maximum 50L).

Table 1: Financial Implications Overview

	2021	2022
Anticipated container, hauling costs	\$12,100	\$24,550
Anticipated processing costs	\$14,000	\$28,000
Communication strategy	\$2,500	-
Total Expenditures	\$28,600	\$52,550
Anticipated revenue from Tipping Fees	\$13,000	\$26,000
Anticipated tipping fees Revenue shortfall to be funded from taxation collected thru [350] Regional Solid Waste	\$15,600	\$26,550
Total Revenue	\$28,600	\$52,550

As per the direction received from the Board, staff included on this Committees agenda a Budget Proposal to fund the anticipated Tipping Fees revenue shortfall of \$26,550 annually from taxation and collected through [350] Regional Solid Waste.

During the February 11, 2021 Committee meeting the Board discussed alternative tipping fee structures to generate the required \$26,000 annually. The following options were discussed:

Option 1: No Tipping Fee, Food waste accepted as Municipal Solid Waste (MSW)

Under this option customers would have their garbage and food waste weighed together as MSW, but dispose of their food waste in a separate bin. This option could be financially considered a status quo and will not generate the required \$26,000 annually from tipping fees as no tipping fees for food waste would be collected. This option is therefore not considered to be financially feasible and thus is not recommended.

Operationally, this option would not allow for enforcing of the volume restriction of 50 L and to ensure that only residential and small businesses use this program. The total volume delivered should therefore be closely monitored as this could result in cost overruns on the hailing and processing components of the program.

Option 2: Municipal Solid Waste (MSW) – Food Waste Program Surcharge

This option is similar to option 1 but with the difference that for only MSW collected at the PHTS a surcharge be implemented to fund the required \$26,000 for the Food Waste Drop-Off Program. Given that the average MSW tonnage for the PHTS over 2018-2020 was approximately 1,250 tonnes, the Food Waste Program Surcharge for MSW at the PHTS would be \$21 per tonne, resulting in an overall MSW rate of \$171 per tonne for MSW disposed at PHTS.

Under this option, all customers disposing of MSW at PHTS would be paying into the Food Waste Drop-Off Program. This option is expected to result in a high program participation in terms of ease of participation and would also result in non-household MSW being charged this surcharge which could be considered unfair.

This also creates a differential MSW tipping fee between the two SCRD disposal sites. As such, should the SCRD adopt a \$5 surcharge for re-diversion of waste, this would result in a MSW tipping fee of \$176 per tonne at the PHTS, while the MSW rate at Sechelt Landfill would be \$150 per tonne (\$155 with a \$5 surcharge). Given the disparity of tipping fees between the two disposal sites, this approach could be viewed as punitive and may result in increased illegal dumping. This option is not recommended.

Option 3: A per container tipping fee with a volume restriction of 50L

This option was included in the above-mentioned February 11, 2021 staff report. It's noted that most residents and small businesses will most likely have a much lower volume than 50L. Therefore, a \$5 per container fee could deter participation and result in customers mixing their food-waste in with their small amount of garbage and only pay the minimum charge of \$5 instead of \$5 for garbage and \$5 for food, for a total of \$10.

Operationally, this option would be easy to implement and would not result in any requirement for extra scaling of the resident. Based on an anticipated number of customers of 100 per week, this option would result in the required funding from tipping fees of \$26,000 annually.

Option 4: A tipping fees of \$2.50 per container with a volume restriction of 10L and a tipping fee of \$10 per container with a volume restriction of 50L (Recommended)

While this option is comparable with option 3, the lower fee for smaller volumes is expected to entice more customers to take part in the program. If 100 residents per week were depositing less than 10L of food-waste and 25 customers between 10L and 50L, then the program would also generate the required \$26,000 annually.

This option is likely to result in high participation and aligns with a user-pay funding model. Staff recommend this option.

Timeline for next steps

Based on Board direction received, and pending Board support for the 2021 Round 2 Budget Proposal for the program components to be funded from taxation, the Sanitary Landfill Site Bylaw 405 would be amended by July 1, 2021. Budget adoption will be followed by the execution of the contracts for the containers, hauling and processing of the collected materials.

Communications Strategy

A communications strategy will be developed and implemented prior to program implementation.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy.

The Regional Organics Diversion Strategy is in support of the SCRD's Solid Waste Management Plan's targets of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

As part of the implementation of the SCRD's Regional Organics Diversion Strategy, staff have been working on initiating a food waste drop-off program at the Pender Harbour Transfer Station. The approved budget for this program is \$54,000, however, the approved cost recovery method is tipping fees, which have yet to be established.

After reviewing various tipping fee revenue scenarios, it is apparent that a deficit is likely if the program was solely funded from tipping fees. Staff therefore recommend that a tipping fee be established for food waste at \$2.50 per container with a volume restriction of 10L and a tipping fee of \$10 per container with a volume restriction of 50L. For budgeting purposes staff presumed that on average 100 residents per week would deposit less than 10L of food-waste and 25 customers between 10L and 50L per week.

**Staff Report to Special Corporate and Administrative Services Committee – Round 2
Budget March 4 and 5, 2021**

Pender Harbour Transfer Station Food Waste Drop-off Program Tipping Fees Page 5 of 5

Based on Board direction received, and pending Board support for the 2021 Round 2 Budget Proposal for the program components to be funded from taxation, the Sanitary Landfill Site Bylaw 405 would be amended by July 1, 2021. Budget adoption will be followed by the execution of the contracts for the containers, hauling and processing of the collected materials.

Reviewed by:			
Manager		CFO	X – T. Perreault
GM	X – R. Rosenboom	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – December 9, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

**SUBJECT: PENDER HARBOUR TRANSFER STATION FOOD WASTE DROP-OFF PROGRAM
UPDATE AND NEXT STEPS**

RECOMMENDATION

THAT the report titled Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps be received for information;

AND THAT the Board direct staff on next steps for the Pender Harbour Transfer Station Food Waste Drop-Off Program.

BACKGROUND

In 2018, the Sunshine Coast Regional District Board (SCRD) adopted the Regional Organics Diversion Strategy (Strategy). One initiative in the Strategy is to implement three food waste drop-offs, with locations in the Pender Harbour, mid-coast and south coast, to support landfill disposal regulations for food waste.

As part of the 2020 budget process, the SCRD Board direction was to implement one food waste drop-off site, located at the Pender Harbour Transfer Station, for residents and small businesses, at \$54,000 annually, funded from tipping fees with a volume restriction of 50L (resolution No. 026/20).

Subsequently, at the July 30, 2020 Special Board meeting, as part of discussions related to the impacts of the COVID-19 Pandemic, the Board direction was to delay the program to 2021 (resolution No. 284/20).

The SCRD completed procurement processes for container and hauling services as well as for food waste processing services via RFP 2035004 and RFP 1935004 respectively. Although there was approved budget of \$54,000 per year that was sufficient to fund the contracted services, the approved cost recovery method was tipping fees, which had not yet been established. Staff brought forward a report to the February 11, 2021 Infrastructure Services Committee meeting, where the Board directed staff to bring forward a budget proposal to the 2021 Round 2 budget deliberations to seek direction regarding funding through a combination of tipping fees and taxation. Ultimately, the decision at the March 11, 2021 Board meeting was to defer the program to 2022, remove the \$54,000 from the Financial Plan, siting a desire to explore keeping food waste in the Pender Harbour area as an alternative to transporting food waste to the Sechelt area for composting, and to explore the potential for community partnerships (resolution No. 068/21). This resulted in RFP 2035004 being cancelled.

The purpose of this report is to provide an update to the Board regarding the food waste drop-off program at the Pender Harbour Transfer Station and seek Board direction on next steps.

DISCUSSION

Staff assessed options for exploring potential community partnerships and identified a Request for Expression of Interest (RFEI) as an appropriate tool for this purpose. An RFEI is a market research tool that helps plan for a future procurement process. Staff used an RFEI to understand if any vendors are interested in providing a service at the Pender Harbour Transfer Station that would include supplying and managing a container, processing the material on-site or at a different location, and hauling if applicable. The RFEI suggested that such a service should use food waste locally in the greater Pender Harbour area.

The RFEI process does not include evaluation, and no vendors are selected or screened for subsequent competitive bidding process. For this reason, a competitive bid process would need to follow to select a vendor to provide this potential service.

The RFEI closed on November 4, 2021. The SCRD received two responses. It can be concluded there are vendors interested in providing the requested service.

Financial Implications

There is currently no budget associated with this potential program. To seek a vendor through a Request for Proposal in 2022, staff would need to be directed to prepare a budget proposal to incorporate into the 2022 Budget Round 2 meetings.

Next Steps

If the Board directs staff to prepare a 2022 Round 2 budget proposal, and if the budget is approved, the next step would be to develop a Request for Proposal. A program could be operational in Q3 2022. The feasibility and funding model would be outlined in the budget proposal.

If the Board does not support a 2022 Round 2 budget proposal, the next opportunity for proceeding with a food waste drop-off program at the Pender Harbour Transfer Station would be part of the 2023 budget process. This would result in the earliest operational date of Q3 2023.

It should be noted that the SCRD Board has directed staff to implement landfill disposal regulations for food waste and food soiled paper, with enforcement starting July 1, 2022. These regulations would apply to waste delivered to the Sechelt Landfill and Pender Harbour Transfer Station.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's 2019-2023 Strategic Plan includes implementing the Regional Organics Diversion Strategy. The SCRD's Solid Waste Management Plan includes targets of 65%-69% diversion, and organics diversion is one of the SWMP's reduction initiatives.

CONCLUSION

The SCRD Board directed staff to develop a food waste drop-off program to service the Pender Harbour area in 2022. Staff explored the option of a contractor managing food waste collected at the Pender Harbour Transfer Station in the Pender Harbour area through a Request for Expression of Interest (RFEI). The RFEI outlined that a potential service could include supplying

a container, processing the food waste on-site or at a different location in the greater Pender Harbour area, and hauling if applicable. Vendors are not selected or screened during an RFEI process, therefore a competitive bid process would need to follow to select a vendor to provide this potential service. However, procurement cannot be initiated without approved budget, of which there is not one for a Pender Harbour Transfer Station food waste drop-off program.

Staff are seeking Board direction on next steps for implementing this potential program, including any direction to bring forward a budget proposal at the 2022 Budget Round 2 meetings.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X– R. Rosenboom	Legislative	
CAO	X – D. McKinley	Communications	
		Procurement	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: 2022 ROUND 2 BUDGET PROPOSAL FOR SOLID WASTE SERVICES [350]

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for Solid Waste Services [350] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – Pender Harbour Transfer Station Site Improvements – Phase 1 [350], \$96,000 – Incorporated in Round 1. Funding from Eco Fee Reserves.
- Budget Proposal #2 – Sechelt Landfill Closure/Post Closure Funding [350], \$100,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #3 – Manager, Special Solid Waste Projects [350], \$67,571 – Incorporated in Round 1. Funding from Taxation and internal recovery.
- Budget Proposal #4 – Waste Reduction Initiatives Program [350], \$7,500 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #5 – 2022 WildSafeBC Program Project Initiation [350], \$15,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #6 – Islands Clean Up Program Initiation [350], \$5,000 – Incorporated in Round 1. Funding from Taxation.
- Budget Proposal #7 - Home Composter Rebate Program [350], \$7,500 - Incorporated in Round 1. Funding from Taxation.

DISCUSSION

Staff brought forward a report titled *Pender Harbour Transfer Station Food Waste Drop-off Program Update and Next Steps* to the December 9, 2021 Infrastructure Services Committee meeting and it was recommended that staff prepare a 2022 Round 2 Budget Proposal for a food waste drop-off program at the Pender Harbour Transfer Station. This information has been provided in a supplemental staff report.

2022 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

8	Function Number – Project Name:	***NEW - [350] – Pender Harbour Transfer Station Food Waste Drop-off
	Rating:	Enhancement to Service
	Areas Affected (A-F, Regional, Islands):	All
	2022 Funding Required:	\$27,000 2023 Funding: up to \$54,000 2024 Funding: up to \$27,000
	Funding Source(s):	50% Eco Fee Reserves 50% User fees (tipping fee for Pender Harbour Transfer Station)
	Asset Management Plan Implications:	n/a
	Rationale / Service Impacts:	<p>Providing a food waste drop-off at the Pender Harbour Transfer Station is one of the initiatives of the SCRD's Regional Organics Diversion Strategy. The food waste drop-off supports the pending landfill disposal regulations for food waste that are currently planned to take effect for July 1, 2022. As well, diverting food waste from landfill, saves valuable landfill space for those materials that do not currently have a diversion option.</p> <p>Staff are proposing to conduct a 2 year pilot. The proposed dates of the pilot are from Q3 2022 to June 30, 2024. This ensures one full year of the program and data collection prior to a decision on the continuation that needs to be made in Q3 2023. Such decision would need to be made in advance of the 2024 budget</p>

		<p>process to avoid a gap in service delivery after June 30, 2024.</p> <p>As the actual annual costs for this pilot will depend on the outcome of the procurement process for this service, Staff are proposing an annual budget of up to \$54,000 as that was the previously considered budget for this program with hauling to Sechelt for processing.</p> <p>In the other electoral areas the collection and processing of food waste is funded from user fees. Given the pilot nature of this project it's not proposed to fund 100% of the costs thru user fees. Instead it's proposed that 50% of the costs to be funded from the Eco-Fee reserves, and 50% is to be collected thru a yet to be established user fee (tipping fee).</p> <p>The pilot program parameters would align with prior Board direction of: residents and small businesses, with a container volume restriction of 50L (No. 284/20).</p> <p>Staff currently expects that a \$5 per container tipping fee would be sufficient to secure the above listed funding amount from tipping fees. The recommendation to establish this tipping fee and initiate the required amendment to Bylaw 405 will be brought forward at the time of contract award.</p>
	<i>Climate Action Impact:</i>	Composting food waste emits lower GHGs than disposing as garbage in the Sechelt Landfill.
	<i>Life Cycle Cost Breakdown:</i>	2023 Funding: up to \$54,000 2024 Funding: up to \$27,000
9	<i>Function Number – Project Name:</i>	***NEW - [350] – Gypsum Testing and Abatement
	<i>Rating:</i>	Status Quo Service

<i>Areas Affected (A-F, Regional, Islands):</i>	All
<i>2022 Funding Required:</i>	\$305,300
<i>Funding Source(s):</i>	Tipping Fees
<i>Asset Management Plan Implications:</i>	n/a
<i>Rationale / Service Impacts:</i>	<p>In August 2021, Bylaw 405 was amended to increase the tipping fee for the disposal of Gypsum to \$1,000 per tonne. This increase is in support of ongoing testing of gypsum loads and any required abatement of loads containing asbestos.</p> <p>This budget proposal is intended to have the operating budget for this service to reflect the current expenditures associated with testing and the abatement of two loads of gypsum containing asbestos. These costs are estimated at \$125,000.</p> <p>The remainder of the additional revenue received due to the tipping fee increase (\$180,300) is proposed to be transferred to [350] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.</p>
<i>Climate Action Impact:</i>	n/a
<i>Life Cycle Cost Breakdown:</i>	<p>Base budget increase:</p> <ul style="list-style-type: none"> - \$125,000 for Gypsum testing and abatement - \$180,300 Transfer to [350] Landfill Operations Operating Reserves

Financial Implications

Five-Year Operating Reserve Plan - Landfill Operating					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 5,306	\$ 185,606	\$ 365,906	\$ 546,206	\$ 726,506
Proposed contributions 2022	\$180,300	\$ 180,300	\$ 180,300	\$ 180,300	\$ 180,300
Closing Balance in Reserve	\$185,606	\$ 365,906	\$ 546,206	\$ 726,506	\$ 906,806

Five-Year Operating Reserve Plan - Eco Fees					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 97,385	\$ 42,885	\$ 70,885	\$ 112,385	\$ 167,385
Contributions	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
PHTS Site Improvements Phase 1	-\$ 96,000	\$ -	\$ -	\$ -	\$ -
PHTS Food Waste Drop-off	-\$ 13,500	-\$ 27,000	-\$ 13,500	\$ -	\$ -
Closing Balance in Reserve	\$ 42,885	\$ 70,885	\$ 112,385	\$ 167,385	\$ 222,385

The Eco-fee Operating Reserve is funded from the \$5 per tonne fee charged on municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station as per Bylaw 670.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: 2022 ROUND 2 BUDGET PROPOSAL FOR REGIONAL WATER SERVICE [370]

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for Regional Water Service [370] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – Base Operating Budget Increase: Materials and Supplies [370], \$125,000 – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #2 – Staffing Increase – Utilities Engineering Coordinator (1.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 0.75 FTE): \$75,000, Non-Salary Expenditures: Office Expenses \$2,250 [370] – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #3 - Staffing Increase – Utility Crew (3.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 2.25 FTE): \$202,500, 2022 Non-Salary Expenditures: Vehicles/Add-ons \$150,000 [370]; Training, clothing, education, etc. \$11,250 [370] – Incorporated in Round 1. Funding from User Fees, and MFA 5-Year Loan (vehicles).
- Budget Proposal #4 – Single Axle Dump Truck Replacement [370], \$225,000 – Incorporated in Round 1. Funding from MFA 5-Year Equipment Financing Loan.
- Budget Proposal #5 - 2022 Vehicle Purchases [370], \$200,000 – Incorporated in Round 1. Funding from MFA 5-Year Equipment Financing Loan.
- Budget Proposal #6 – Water Sustainability Technician (6 month position) (0.5 FTE) [370], \$47,250 – Incorporated in Round 1. Funding from Operating Reserves, contingent on receiving a grant.
- Budget Proposal #7 - Water Rate Structure Review – Phase 1 [365/366/370], \$40,000 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #8 - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources [365/366/370], \$210,000 for [370] of \$225,000 – Incorporated in

Round 1. Funding from Operating Reserves while no formal support from WASAC was able to be obtained.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

As the WASAC meeting originally scheduled for January 10, 2021 was cancelled, Budget Proposal #8 was not presented to WASAC for their review. However, informally several WASAC members indicated their endorsement for budget proposal #8.

9	<i>Function Number – Project Name:</i>	**NEW [370] – Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources
	<i>Rating:</i>	Enhancement to Service
	<i>Areas Affected (A-F, Regional, Islands):</i>	Regional
	<i>2022 Funding Required:</i>	\$375,000
	<i>Funding Source(s):</i>	Operating Reserves
	<i>Asset Management Plan Implications:</i>	N/A
	<i>Rationale / Service Impacts:</i>	<p>In 2017 the SCRD conducted a desktop study to confirm potential sites to drill test wells to confirm their water diversion potential. Based on the results of that study 4 test wells were drilled in 2018. Based on the 2017 study and more recent information, another 4 additional sites were explored in 2020.</p> <p>In order to explore the potential of new sites in 2022/2023 the following approach is recommended:</p> <ul style="list-style-type: none"> - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyse up to 3 additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance

		Given the current workload for the Capital Project Division it's anticipated that this project could be initiated late 2022/early 2023 for completion late 2023.
	<i>Climate Action Impact</i>	The impacts of climate change on the sustainability of the productivity of the explored aquifers will be considered in this project.
	<i>Life Cycle Cost Breakdown</i>	N/A

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve – Cap	\$4,092,036	\$4,664,982	\$4,664,982	\$4,664,982	\$4,664,982
Contributions Surplus	\$ 117,951	\$ -	\$ -	\$ -	\$ -
Additional funds Reed Rd and Elphinstone Rd watermain	-\$ 428,070	\$ -	\$ -	\$ -	\$ -
2021 Surplus	\$ 883,065	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$4,664,982	\$4,664,982	\$4,664,982	\$4,664,982	\$4,664,982

Five-Year Operating Reserve Plan (or longer, if applicable)

	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 1,455,116	\$ 1,361,161	\$ 1,361,161	\$ 1,361,161	\$ 1,361,161
2021 Operating Surplus	\$ 625,429	\$ -	\$ -	\$ -	\$ -
2022 Budget Proposals	-\$ 666,250	\$ -	\$ -	\$ -	\$ -
November 2021 recovery projects	-\$ 265,000	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 211,866	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 1,361,161	\$ 1,361,161	\$ 1,361,161	\$ 1,361,161	\$ 1,361,161

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: **2022 ROUND 2 BUDGET PROPOSAL FOR SOUTH PENDER HARBOUR WATER SERVICE
[366]**

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for South Pender Harbour Water Service [366] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – South Pender Harbour Watermain Replacement [366], \$600,000 - Incorporated in Round 1. Funding from - Community Works Fund-Gas Tax \$540,000, SP-Water Capital Reserves \$60,000.
- Budget Proposal #2 – Staffing Increase – Utilities Engineering Coordinator (1.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 0.75 FTE): \$75,000, 2023 Salary Total: \$100,000 – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #3 - Staffing Increase – Utility Crew (3.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 2.25 FTE): \$202,500, 2023 Salary Total (3.0 FTE): \$270,000 – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #4 - Water Rate Structure Review – Phase 1 [365/366/370], \$40,000 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #5 - South Pender Harbour Public Participation – Water Supply Plan Development [366], \$7,500 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #6 - Water Supply Plan: North and South Pender Harbour Water System Water Distribution Model Technical Analysis [365/366], \$40,000 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #7 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources [365/366/370], \$10,000 from [366] of \$225,000 – Incorporated in Round 1. Funding from Operating Reserves while no formal support from WASAC was able to be obtained.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

As the WASAC meeting originally scheduled for January 10, 2021 was cancelled, Budget Proposal #7 was not presented to WASAC for their review. However, informally several WASAC members indicated their endorsement for budget proposal #7.

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$659,655	\$352,281	\$352,281	\$352,281	\$352,281
Contributions Surplus	-\$307,374	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$352,281	\$352,281	\$352,281	\$352,281	\$352,281

Five-Year Operating Reserve Plan (or longer, if applicable)

(use table illustrating capital contributions and expenditures, if available)

	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 596,796	\$ 684,002	\$ 684,002	\$ 684,002	\$ 684,002
2021 Operating Surplus	\$ 117,521	\$ -	\$ -	\$ -	\$ -
2022 Budget Proposals	-\$ 41,500	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 11,185	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 684,002	\$ 684,002	\$ 684,002	\$ 684,002	\$ 684,002

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: **2022 ROUND 2 BUDGET PROPOSAL FOR NORTH PENDER HARBOUR WATER SERVICE
[365]**

RECOMMENDATION(S)

THAT the report titled 2022 Round 2 Budget Proposal for North Pender Harbour Water Service [365] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – North Pender Harbour Watermain Replacement [365], \$850,000 - Incorporated in Round 1. Funding from Community Works Fund-Gas Tax: \$765,000; Capital Reserves \$85,000.
- Budget Proposal #2 – Staffing Increase – Utilities Engineering Coordinator (1.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 0.75 FTE): \$75,000, 2023 Salary Total \$100,000 – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #3 - Staffing Increase – Utility Crew (3.0 FTE) (amended) [365/366/370], 2022 Salary Total (Q2-Q4, 2.25 FTE): \$202,500 – Incorporated in Round 1. Funding from User Fees.
- Budget Proposal #4 – North Pender Harbour Public Participation – Water Supply Plan Development [365], \$7,500 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #5 - Water Rate Structure Review – Phase 1 [365/366/370], \$40,000 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #6 – Water Supply Plan: North and South Pender Harbour Water System Water Distribution Model Technical Analysis [365/366], \$40,000 – Incorporated in Round 1. Funding from Operating Reserves.
- Budget Proposal #7 - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources [365/366/370], \$5,000 for [365] of \$225,000 – Incorporated in Round 1. Funding from Operating Reserves while no formal support from WASAC was able to be obtained.

DISCUSSION

2022 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

As the WASAC meeting originally scheduled for January 10, 2021 was cancelled, Budget Proposal #7 was not presented to WASAC for their review. However, informally several WASAC members indicated their endorsement for budget proposals #7.

Five-Year Capital Reserve Plan (or longer, if applicable)					
	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$421,910	\$540,571	\$540,571	\$540,571	\$540,571
Contributions Surplus	\$118,661	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$540,571	\$540,571	\$540,571	\$540,571	\$540,571

Five-Year Operating Reserve Plan (or longer, if applicable)

	2022	2023	2024	2025	2026
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 187,900	\$ 321,645	\$ 321,645	\$ 321,645	\$ 321,645
2021 Operating Surplus	\$ 165,050	\$ -	\$ -	\$ -	\$ -
2022 Budget Proposals	-\$ 34,500	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ 3,195	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 321,645	\$ 321,645	\$ 321,645	\$ 321,645	\$ 321,645

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Shane Walkey, Manager, Utility Services

SUBJECT: **2022 ROUND 2 BUDGET PROPOSAL FOR WASTEWATER TREATMENT PLANTS [381-395]**

RECOMMENDATION(S)

THAT the report titled 2022 Round 1 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information.

BACKGROUND

Following is a summary of the Round 1 2022 Budget meeting recommendations:

- Budget Proposal #1 – Langdale WWTP – Remediation Project [388], \$261,000 - Incorporated in Round 1. Funding from - Community Works Fund-Gas Tax \$126,000, Water Operating Reserves \$35,000, Short-Term Loan \$100,000

DISCUSSION

2021 R2 Budget Proposals by Category

A- BOARD STRATEGIC AND CORPORATE GOALS

1	Function Number – Project Name:	**NEW [381-395] – WWTP Public Participation 2022			
	Rating:	Enhancement to Service			
	Areas Affected (A-F, Regional, Islands):	A, B, D, E and F			
	2022 Funding Required:	Option #1-\$21,900 Option #2-\$31,300			
	Funding Source(s):	<u>Option 1: basic engagement</u> \$1,300 from [381] Greaves Operating reserves \$1,900 from [382] Woodcreek Operating reserves \$1,300 from [383] Sunnyside Operating reserves			

		\$1,300	from	[384]	Jolly Roger	Operating reserves
		\$1,300	from	[385]	Secret Cove	Operating reserves
		\$1,900	from	[386]	Lee Bay	Operating reserves
		\$1,900	from	[387]	Square Bay	Operating reserves
		\$1,300	from	[388]	Langdale	Operating reserves
		\$1,300	from	[389]	Canoe	Operating reserves
		\$1,300	from	[390]	Merrill Crescent	Operating reserves
		\$1,900	from	[391]	Curran Road	Operating reserves
		\$1,300	from	[392]	Roberts Creek	Operating reserves
		\$1,300	from	[393]	Lily Lake	Operating reserves
		\$1,300	from	[394]	Painted Boat	Operating reserves
		\$1,300	from	[395]	Sakinaw Ridge	Operating reserves
		<u>Option 2: Extended engagement</u>				
		\$1,900	from	[381]	Greaves	Operating reserves
		\$2,600	from	[382]	Woodcreek	Operating reserves
		\$1,900	from	[383]	Sunnyside	Operating reserves
		\$1,900	from	[384]	Jolly Roger	Operating reserves
		\$1,900	from	[385]	Secret Cove	Operating reserves
		\$2,600	from	[386]	Lee Bay	Operating reserves
		\$2,600	from	[387]	Square Bay	Operating reserves
		\$1,900	from	[388]	Langdale	Operating reserves
		\$1,900	from	[389]	Canoe	Operating reserves
		\$1,900	from	[390]	Merrill Crescent	Operating reserves
		\$2,600	from	[391]	Curran Road	Operating reserves
		\$1,900	from	[392]	Roberts Creek	Operating reserves
		\$1,900	from	[393]	Lily Lake	Operating reserves
		\$1,900	from	[394]	Painted Boat	Operating reserves
		\$1,900	from	[395]	Sakinaw Ridge	Operating reserves

	<i>Asset Management Plan Implications:</i>	Significant information and engagement were done in 2020. This will further engagement could result in the SCRD's Asset Management approach.
	<i>Rationale / Service Impacts:</i>	<p>At 2022 Budget Round 1 the Board requested a budget proposal for an increased outreach with the users of the wastewater treatment plants in 2022.</p> <p>Staff prepared two options for the Board's consideration</p> <p><u>Option 1: basic engagement includes:</u></p> <ul style="list-style-type: none"> - Launch of Let's Talk-pages for each system separately with system specific information and opportunity to ask questions and sign-up for <i>semi</i>-annual status update emails; - Mailouts to all user announcing let's talk pages; - <i>Limited</i> public friendly publication on Asset Management analyses completed in 2021; - Virtual pre-budget meetings for <i>several system combined</i> to discuss status of those systems and 2023 budget proposals and rates; - Financial overview sheet per system <p><u>Option 2: Extended engagement includes:</u></p> <ul style="list-style-type: none"> - Launch of Let's Talk-pages for each system separately with system specific information and opportunity to ask questions and sign-up for <i>quarterly</i>-annual status update emails; - Mailouts to all user announcing let's talk pages; - <i>More extended</i> public friendly publication on Asset Management analyses completed in 2021; - Virtual pre-budget meetings for <i>each system separately</i> to discuss status of the system and 2023 budget proposals and rates; - Financial overview sheet per system <p>(note: difference between the option are marked in <i>italic</i>)</p>
	<i>Climate Action Impact</i>	n/a
	<i>Life Cycle Cost Breakdown</i>	n/a

Financial Implications

Service	Uncommitted Opening Balance	Draft 2021 Year-end Surplus / (Deficit)	Closing balance Option 1	Closing balance Option 2
Greaves	\$ 9,685	\$ (523)	\$ 7,262	\$ 7,862
Woodcreek	\$ 128,156	\$ (6,459)	\$ 119,097	\$ 119,797
Sunnyside	\$ 11,907	\$ 251	\$ 10,258	\$ 10,858
Jolly Roger	\$ 15,143	\$ 6,589	\$ 19,832	\$ 20,432
Secret Cove	\$ 28,643	\$ 9,340	\$ 36,083	\$ 36,683
Lee Bay	\$ 275,571	\$ 8,203	\$ 281,174	\$ 281,874
Square Bay	\$ 5,315	\$ 27,795	\$ 30,510	\$ 31,210
Langdale	\$ 41,810	\$ 11,686	\$ 51,596	\$ 52,196
Canoe	\$ 5,862	\$ 1,947	\$ 5,909	\$ 6,509
Merrill Crescent	\$ 671	\$ (2,013)	\$ (3,242)	\$ (2,642)
Curran Road	\$ 44,763	\$ 5,520	\$ 47,683	\$ 48,383
Roberts Creek	\$ 15,432	\$ 5,101	\$ 18,633	\$ 19,233
Lily Lake	\$ 59,067	\$ 692	\$ 57,859	\$ 58,459
Painted Boat	\$ 64,167	\$ 7,055	\$ 69,322	\$ 69,922
Sakinaw Ridge	\$ 25,432	\$ 19,077	\$ 42,609	\$ 43,209

Note: Depending on the final year-end surplus or deficit for the Merrill Crescent WWTP the funding available for an increased engagement in 2022 could be limited to the confirmed 2022 Operating Reserves Opening balance for this service.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

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

SUBJECT: **ELECTORAL AREAS' GRANT-IN-AID AND ECONOMIC DEVELOPMENT REVIEW OF
DISCRETIONARY BALANCES FOR 2022**

RECOMMENDATION(S)

THAT the report titled Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2022 be received for information;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be approved as presented or amended as required;

AND THAT the Electoral Areas' Economic Development Functions (531-535) Discretionary amounts be approved as presented or amended as required;

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly

BACKGROUND

Discretionary funding is budgeted in anticipation of the Electoral Areas' Grant-in-Aid intake process, to provide funding for non-profit societies and organizations in support of one-time projects or initiatives. This process occurs in the spring of each year and funds are paid on August 1 after tax requisition funds have been received.

As well Economic Development funding is approved to Community Partners and Stakeholders through the budget process and to the Sunshine Coast Regional Economic Development Organization (SCREDO) through a 5 year agreement.

Staff present this report to clarify and confirm the current discretionary balances for 2022, what they will do with current year-end surpluses, and establish the overall budgets for Grants-in-Aid and Economic Development functions so the Committee can plan accordingly for the upcoming intake from the various community groups which is then formalized in the 2022-2026 Financial Plan Bylaw.

DISCUSSION

The tables following show the discretionary in the 2022 Budget currently and the surpluses from 2021 Actuals. The Committee has the options to increase discretionary by the surplus amount or use to reduce taxation.

Financial Implications

Tables below show updated Electoral Areas' Grant-in-Aid Budgets [121-129] for the Committee's information. The Electoral Area Director confirms the amount of the Discretionary Funding for the 2022 year and whether the Surplus figures shown might be added to discretionary or used to reduce taxation. The Base Budget Discretionary does not include the items in white, this base budget figure will be allocated to the Electoral Areas' Grant-in-Aid Process.

ELECTORAL AREAS' GRANT-IN-AID 2022

	2021	Proposed 2022	
Electoral Area A [121]	\$19,000	\$19,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$4,423	\$2,982	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$23,423	\$21,982	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$8,220	Pender Harbour Community School – Community Recreation Program – Approved
		\$10,810	Youth Outreach Worker - Approved

	2021	Proposed 2022	
Electoral Area B [122]	\$18,627	\$18,627	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$4,727	\$2,114	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$23,354	\$20,741	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$10,345	Youth Outreach Worker - Approved

Staff Report to Special Corporate and Administrative Services Committee

2022 Round 2 Budget – January 24, 2022

Electoral Areas' Grant-in-Aid and Economic Development - Review of Discretionary Balances for 2022

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	2021	Proposed 2022	
Electoral Area E&F [123]	\$4,000	\$4,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$2,819	\$416	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$6,819	\$4,416	Decision to increase or decrease

	2021	Proposed 2022	
Community Schools [125]	\$510	\$548	*Surplus used to reduce taxation
		\$10,000	Halfmoon Bay-Chatelech Community School Restorative Justice Program

	2021	Proposed 2022	
Electoral Area Greater Gibsons Community Participation [126]	\$10,000	\$10,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$0	\$958	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$10,000	\$10,958	Decision to increase or decrease

	2021	Proposed 2022	
Electoral Area D [127]	\$25,000	\$25,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
		\$3,000	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$25,000	\$28,000	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$10,349	Youth Outreach Worker - Approved

	2021	Proposed 2022	
Electoral Area E [128]	\$15,000	\$15,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$3,280	\$3,612	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$18,280	\$18,612	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$9,701	Youth Outreach Worker - Approved

	2021	Proposed 2022	
Electoral Area F [129]	\$15,000	\$15,000	Base Budget Discretionary (i.e. for Future Funding Requests – Grant Application Process)
	\$0	\$8,945	Surplus
TOTAL DISCRETIONARY (INCLUDING SURPLUS)	\$15,000	\$23,945	Decision to increase or decrease
		\$800	Bursary Contribution (total \$4,000) – Approved
		\$9,400	Youth Outreach Worker – Approved

Tables below show updated Electoral Areas' Economic Development Budgets [531-535] for the Committee's information.

In prior years, the Electoral Area Economic Development (ED) Functions have had a large discretionary amount prior to the SCREDO agreement. For the past two years, this amount has been reduced down to a nominal amount. In 2021 the discretionary amounts in the Electoral Areas Economic Development Functions were reduced to a Base Budget amount of \$3,000.

The 2021 year-end surplus will roll over into to 2022 which will further reduce taxation with the exception of the SCREDO values for 2021, as the funding agreement is pending signature by all parties, have been accrued*.

It is also noted that there is not a process like the Electoral Area Grant-In Aid (GIA) process for community groups to access funds. In some cases, GIA applications that come in which align with ED activities are funded from these functions.

ELECTORAL AREAS' ECONOMIC DEVELOPMENT

Electoral Area A [531]	2021	Proposed 2022	
Discretionary	\$3,000	\$3,000	Base-Budget Discretionary Amount
	\$42,288*	\$43,472	SCREDO
	\$22,650	\$24,700	Pender Harbour Chamber of Commerce – Approved
	\$540	\$560	Gibsons and District Chamber of Commerce – Approved
	\$1,500	\$1,500	Coast Cultural Alliance – Approved
	\$4,920	\$4,920	Sunshine Coast Tourism – Approved
	\$1,000		Sunshine Coast Tourism- Conservation Program (Special Project)
Surplus	-\$1,259	-\$1,887	Reduction to taxation or see note below**

****NOTE:** There is a special project request for \$10,000 from the Pender Harbour Chamber of Commerce, if funded through Economic Development will require additional taxation to add to discretionary funds.

Electoral Area B [532]	2021	Proposed 2022	
Discretionary	\$3,000	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$38,184	\$39,253	SCREDO
	\$540	\$560	Gibsons and District Chamber of Commerce – Approved
	\$1,500	\$1,500	Coast Cultural Alliance – Approved
	\$4,411	\$4,411	Sunshine Coast Tourism – Approved
	\$1,000		Sunshine Coast Tourism- Conservation Program (Special Project)
Surplus	-\$10,058	-\$1,317	Reduction to taxation

Electoral Area D [533]	2021	Proposed 2022	
Discretionary	\$3,000	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$34,575	\$35,543	SCREDO
	\$540	\$560	Gibsons and District Chamber of Commerce – Approved
	\$1,500	\$1,500	Coast Cultural Alliance – Approved
	\$3,454	\$3,454	Sunshine Coast Tourism – Approved
	\$1,000		Sunshine Coast Tourism- Conservation Program (Special Project)
Surplus	-\$1,017	-\$2,902	Reduction to taxation

Electoral Area E [534]	2021	Proposed 2022	
Discretionary	\$3,000	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$22,757	\$23,394	SCREDO
	\$2,207	\$2,460	Gibsons and District Chamber of Commerce – Approved
	\$1,500	\$1,500	Coast Cultural Alliance – Approved
	\$2,605	\$2,605	Sunshine Coast Tourism – Approved

	\$1,000		Sunshine Coast Tourism- Conservation Program (Special Project)
Surplus	-\$11,036	-\$1,787	Reduction to Taxation

Electoral Area F [535]	2021	Proposed 2022	
Discretionary	\$3,000	\$3,000	Proposed new Base-Budget Discretionary Amount
	\$37,225	\$38,267	SCREDO
	\$3,873	\$4,360	Gibsons and District Chamber of Commerce – Approved
	\$1,500	\$1,500	Coast Cultural Alliance – Approved
	\$4,610	\$4,608	Sunshine Coast Tourism – Approved
	\$1,000		Sunshine Coast Tourism- Conservation Program (Special Project)
Surplus	-\$5,856	-\$1,885	Reduction to Taxation

STRATEGIC PLAN AND RELATED POLICIES

Providing continued support to the Community is one of the Boards Strategic focus areas of Working Together.

CONCLUSION

Electoral Areas Grants-In-Aid and Economic Development functions contain discretionary amounts which are distributed to Community Groups Partners.

In prior years, the Electoral Area Economic Development Functions have had a large discretionary amount prior to the SCREDO agreement, which has been reduced down to a nominal amount since the agreement has been in place.

These values are established each year for the upcoming intake from the various community groups which is then formalized in the 2022-2026 Financial Plan Bylaw.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

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

SUBJECT: GIBSONS AND DISTRICT PUBLIC LIBRARY – 2022 REVISED BUDGET SUBMISSION

RECOMMENDATION(S)

THAT the report titled Gibsons and District Public Library – 2022 Revised Budget Submission received for information;

AND THAT the 2022 Gibsons and District Public Library Budget Submission of \$688,666 be approved and incorporated into the 2022 Budget;

AND FURTHER THAT Roberts Creek Library Service [646] portion be increased by the overall 2.95% for a total contribution of \$62,063.

BACKGROUND

At 2022 Sunshine Coast Regional District (SCRD) Round 1 Budget Meeting in December 2021 the Community Partners and Stakeholders presented budget requests to the Special Corporate and Administrative Services Committee. The Gibsons and District Public Library (GDPL) presented a 2022 Budget Request for operations including COVID-19 related expenses, the Committee made the following recommendations:

Recommendation No. 2 *Gibsons and District Public Library – 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Public Library - 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$708,366 from the Gibsons and District Public Library [640] and Roberts Creek Library Service [646] be approved and incorporated into the 2022 Round 2 Budget;

AND FURTHER THAT the allocation of the Library funding be referred to 2022 Round 2 Budget pending confirmation from Town of Gibsons regarding the use of COVID-19 Safe Restart Funds.

Recommendation No. 3 *Gibsons and District Public Library – 2022 Budget Request – Electoral Area D [646]*

The Corporate and Administrative Services Committee recommended that for the Gibsons and District Public Library - 2022 Budget Request, Roberts Creek Library Service [646] contribution portion be increased by the overall 5.9% for a total

contribution of \$70,528 pending further information regarding the Town of Gibsons' contribution through of COVID-19 Safe Restart Grant at Round 2.

In response, the Town of Gibsons made a resolution at Council to support the GDPL for COVID-19 related expenses from the Town's COVID-19 Safe Restart Grant funds in an amount of \$19,700. Therefore the operating budget request to the SCRD from GDPL for 2022 was reduced from \$708,366 to \$688,666 (Attachment A).

DISCUSSION

Attachment B is a new library summary to show the breakdown for Gibsons and District Public Library [640] participants.

Electoral Area D contribution through the Roberts Creek Library Services has be reduced to 2.95% for a total of \$62,063.

STRATEGIC PLAN AND RELATED POLICIES

The requests from Community Partners and Stakeholders align with the Boards Strategic Focus Area of Working Together.

CONCLUSION

At 2022 SCRD Round 1 Budget Meeting in December 2021 the GDPL presented a 2022 Budget Request for operations including COVID-19 related expenses. The Town of Gibsons made a resolution at Council to support the GDPL for COVID-19 related expenses from the Town's COVID-19 Safe Restart Grant funds. Therefore the operating budget request to the Sunshine Coast Regional District (SCRD) from GDPL for 2022 was reduced from \$708,366 to \$688,666.

The request is presented for the Committee's consideration and approval of apportionment for Roberts Creek Library Service [646]

Attachment A – Gibsons and District Public Library review 2022 Annual Budget Submission
Attachment B – 2022 Revised Library Funding Summary

Reviewed by:			
Manager		CFO	
GM		Legislative	
CAO	X – D. McKinley	Other	

2022 Annual Budget for the Gibsons District Public Library

Gibsons and District Public Library	2019 Budget	2020 Budget	2021 Budget	2022 Budget	Change Amount	% Change
2022 Budget Version A						
Description						
Public Support Tax Requisition	\$610,309	\$648,841	\$668,901	\$688,666	\$19,765	3%
Town of Gibsons COVID Relief Grant				\$19,700		
Grants	\$66,166	\$66,166	\$66,166	\$66,166	\$0	0.0%
Library Revenue	\$22,200	\$22,200	\$17,200	\$17,200	\$0	0.0%
TOTAL REVENUE	\$698,675	\$737,207	\$752,267	\$791,732	\$38,765	5.2%
Total Budget				\$791,732		
OPERATING EXPENSES	2019	2020	2021	2022	Change Amount	% Change
Materials & Services	\$95,037	\$96,037	\$99,037	\$102,087	\$3,050	3.0%
Programming	\$15,700	\$16,200	\$15,200	\$15,500	\$300	1.9%
Office	\$24,500	\$24,800	\$25,400	\$25,900	\$500	1.9%
Equipment & Maintenance	\$3,900	\$4,000	\$4,000	\$4,100	\$100	2.5%
Facility	\$49,850	\$47,850	\$47,850	\$48,500	\$650	1.3%
Personnel	\$499,894	\$543,626	\$556,086	\$602,344	\$46,258	8.0%
Development	\$4,694	\$4,694	\$4,694	\$4,694	\$0	0.0%
Other Expenses	\$0	\$0	\$0	\$3,000	\$3,000	
CAPITAL ASSET PURCHASES	\$5,100	\$0	\$0	\$0	\$0	0.0%
Total Operating	\$698,675	\$737,207	\$752,267	\$806,125	\$53,858	

2022 Round 2 Draft Library Funding Summary

Attachment B

					Gibsons & District Public Library 2022 Funding Request					Sechelt Public Library 2022 Funding Request				Reading Rooms 2022 Funding		
					Grant	Admin	SCRD Maint	Total	2021 Funding Summary	2022	Admin	Total	2021 Funding Summary	Grant	Admin	Total
Area A										48,394	2,905	51,299	49,854	3,480	209	3,689
Area B	Taxation (with funding Request)									152,350	9,288	161,638	156,238	-	-	-
Area D			78,514	9.01%	62,063	4,502	10,476	77,041	78,244	95,596	5,826	101,422	102,485	15,500	945	16,445
Area E	185,307	23.38%	185,307	21.27%	146,479	10,625	24,725	181,829	170,273					-	-	-
Area F	310,555	39.18%	310,555	35.65%	245,484	17,806	41,437	304,727	301,064					-	-	-
TOG	296,837	37.45%	296,837	34.07%	234,640	17,020	39,606	291,266	277,998					-	-	-
SIGD														-	-	-
DOS														-	-	-
100%					688,666	49,953	116,244	854,863	827,579	296,340	18,019	314,359	308,577	18,980	1,154	20,134
Regional District Funding Total																
2021 Grant					668,901					277,170						
% change					2.95%					6.92%						
			270													
SCRD Grant Portion 2021										277,170						
				Increase												
				(19,765)												
										Admin Expense Inputs						
		Area E	23.38%	(4,620.41)						[643] PH Library Service				3114		
		Area F	39.18%	(7,743.32)						[645] HMB Library Service				9288		
		TOG	37.45%	(7,401.28)						[646] RC Library Service				6771		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – Round 2 Budget
January 24, 2022

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

SUBJECT: PENDER HARBOUR AND DISTRICT CHAMBER OF COMMERCE – 2022 SPECIAL
PROJECT FUNDING REQUEST OPTIONS

RECOMMENDATION(S)

THAT the report titled Pender Harbour and District Chamber of Commerce – 2022 Special Project Funding Request Options received for information;

AND THAT the Committee provide direction with respect to the 2022 special project funding request for the Pender Harbour and District Chamber of Commerce.

BACKGROUND

At 2022 Sunshine Coast Regional District (SCRD) Round 1 Budget Meeting in December 2021 the Community Partners and Stakeholders presented budget requests to the Special Corporate and Administrative Services Committee. The Pender Harbour and District Chamber of Commerce (PHDCC) presented a 2022 Budget Request for operations funding and also a project proposal for a renovation of the Visitor Information Centre Washrooms, the following motion (005/22) at the January 13, 2022 Regular Board Meeting, excerpt below:

Recommendation No. 19 *Pender Harbour and District Chamber of Commerce - 2022 Budget Request*

The Corporate and Administrative Services Committee recommended that the Pender Harbour and District Chamber of Commerce – 2022 Budget Request be received for information;

AND THAT the 2022 budget submission of \$24,700 from the Pender Harbour and District Chamber of Commerce be approved and incorporated into the 2022 Round 2 Budget for Electoral Area A Economic Development [531], as follows:

- | | |
|--------------------------------------------------|----------|
| • Tourism Sanitation Services (Portable Toilets) | \$2,700 |
| • Visitor Information Centre Washrooms | \$9,500 |
| • Visitor Information Booths | \$10,000 |
| • Economic Development | \$2,500; |

AND FURTHER THAT the \$10,000 Special Project Request for renovation of the Visitor Information Centre Washrooms be referred to the 2022 Round 2 Budget for additional information on other funding options.

This purpose of this report is to provide options to the Committee for consideration of the special project as excerpted below from the PHDCC 2022 funding request:

*“The Chamber and the local Rotary are currently fundraising to enable a major renovation scheduled for early 2022. Total Budget for this undertaking is expected to **amount to \$38,000**. Early indications are that we may expect donations of \$20,000 from the community and we will*

*approach SCREDO and Sunshine Coast Tourism for financial support as well. **We are looking for \$10,000 from The District**, to ensure that we can fully execute this project.*

As we have mentioned before our community depends on these public washrooms being available and agree that their significant upgrade is very necessary.

Our goal is to renovate the 2 single occupancy public washrooms making them gender neutral and safely accessible for seniors as well as those with disabilities. Anti-vandalism fixtures, low flush toilets, grab bars and automatic doors will greatly improve this facility.

Our time line is set for January and February 2022. The process might take 2 weeks for each washroom, and we expect to keep a single washroom available during the process. The urgency to have this work done before next year's tourism demands is due to the poor functionality of toilets and uneven floors."

DISCUSSION

Bylaw 1063 was established for the purpose of promoting economic development in and for Electoral Area A – Egmont / Pender Harbour. Section 3 below allows for projects and programs:

3. The Sunshine Coast Regional District may undertake and carry out or cause to be carried out projects and programs that will promote economic development in and for the said service area.

Therefore, the proposed washroom project aligns with the Bylaw and could be funded through the Area A Economic Development [531] or other Electoral Area Economic Development functions [532-535].

Financial Implications

If the Electoral Area A Economic Development [531] grants this special project request the \$10,000 would be funded through Taxation in this function.

STRATEGIC PLAN AND RELATED POLICIES

The requests from Community Partners and Stakeholders align with the Boards Strategic Focus Area of Working Together.

CONCLUSION

At 2022 SCRD Round 1 Budget Meeting in December 2021 the Pender Harbour and District Chamber of Commerce presented a 2022 Budget Request for operations funding and also a proposal for a renovation of the Visitor Information Centre Washrooms.

If the Committee decides to approve this request for the special project the funding source would be Electoral Area Economic Development.

Reviewed by:			
Manager		CFO	
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – January 24, 2022

AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management

SUBJECT: Update to 2022 Municipal Insurance Association (MIA) and Reed Stenhouse Inc. (AON) Premiums

RECOMMENDATION

THAT the report titled Update to 2022 Municipal Insurance Association (MIA) and Reed Stenhouse Inc. (AON) Premiums be received for information;

AND THAT the liability insurance premium of \$108,069 be authorized to MIA;

AND THAT property insurance premium to Aon be authorized up to \$310,838;

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

BACKGROUND

The 2022 insurance renewals were presented at the November 25, 2021 Corporate and Administrative Services Committee (CAS) and the Board passed the following motion (#330/21) on December 9, 2021, excerpt as follows:

Recommendation No. 8 *Insurance Invoices Over \$100,000*

THAT the report titled Insurance Invoices Over \$100,000: 2022 Municipal Insurance Association (MIA), Aon Reed Stenhouse Inc. (Aon) and Insurance Corporation of British Columbia (ICBC) be received for information;

AND THAT payment of up to \$120,000 be authorized for liability insurance to MIA;

AND THAT payment of up to \$300,300 be authorized for property insurance to Aon;

AND THAT payment of up to \$170,000 be authorized for fleet insurance to ICBC;

AND FURTHER THAT the 2022-2026 Financial Plan be amended to reflect the changes in premiums.

As the final insurance premiums are finalized early in the New-Year, the purpose of this report is to update and reflect the actual premiums into the upcoming Support Services and 2022-2026 Financial Plan.

DISCUSSION

As reported to the November 25 CAS, staff request an up to amount be approved for the SCRD Annual Property and Liability Insurance and Staff stated that a report would go back the Board with the actual values. The Actual values are as follows:

Values	Estimated (\$)	Actuals (\$)
Aon Reed Stenhouse Inc.	300,300	310,838
Municipal Insurance Association	120,000	108,069
Total	420,300	418,907

Financial Implications

The updated premiums will be updated in the Support Services allocation and respective Budgets in preparation of the 2022-2026 Financial Plan Bylaw.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

Insurance renewals for 2022 occurred prior to expiry of December 31, 2021 and final premiums for MIA and AON are now \$108,069 and \$310,838 respectively. These amounts will be paid and updated in the Support Services allocations and 2022-2026 Financial Plan.

Reviewed by:			
Manager		Finance/CFO	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	