



## COMMITTEE OF THE WHOLE

**Thursday, November 24, 2022**

**Held Electronically  
and Transmitted via the SCRD Boardroom,  
1975 Field Road, Sechelt, B.C.**

### AGENDA

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**CALL TO ORDER      9:30 a.m.**

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

#### REPORTS

- |  |                             |
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| 2. Budget Project Status Report Update<br><i>Senior Leadership Team</i><br><b>(Voting – All Directors)</b>   | Annex A<br>Pages 1-16       |
| 3. Budget 2023 Communications Plan<br><i>Manager, Communication and Engagement</i><br><b>(Voting – All Directors)</b>  | Annex B<br>pp. 17-18        |
| 4. Departmental Report Q3 – Community Services<br><i>General Manager, Community Services</i><br><b>(Voting – All Directors)</b>  | Annex C<br>pp. 19-49        |
| 5. Sechelt Aquatic Centre Fire Sprinkler System Replacement<br>Project Update<br><i>Manager, Facility Services</i><br><b>(Voting – B, D, E, F, Sechelt, Gibsons, sNGD)</b> | Annex D<br>pp. 50-54        |
| 6. November 2022 Storm Damage Emergency Response (EOC<br>Task 22-5989)<br><i>General Manager, Planning and Development</i><br><b>(Voting – All Directors)</b>              | Annex E<br>pp. 55-58        |
| 7. Emergency Operation Centre Drought Response 2022 -<br>Financial Update<br><i>General Manager, Infrastructure Services</i><br><b>(Voting – All Directors)</b>            | <i>Report to<br/>Follow</i> |

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|--|----------------------|
| <b>8.</b> Sechelt Landfill Operations Contract Extension<br><i>General Manager, Infrastructure Services</i><br><b>(Voting – All Directors)</b>   | Annex F<br>pp. 59-61 |
| <b>9.</b> Lease Agreement for Use of Egmont Radio Tower (SCRD and RCMP)<br><i>Manager, Protective Services</i><br><b>(Voting – All Directors)</b>  | Annex G<br>pp. 62-63 |
| <b>10.</b> Asset Transfer to Sunshine Coast Search and Rescue Society<br><i>Manager, Protective Services</i><br><b>(Voting – All Directors)</b>  | Annex H<br>pp. 64-65 |
| <b>11.</b> 2023 Insurance Renewal - Municipal Insurance Association (MIA), Reed Stenhouse Inc. (AON) and the Insurance Corporation of British Columbia (ICBC)<br><i>Manager, Purchasing and Risk Management</i><br><b>(Voting – All Directors)</b> | Annex I<br>pp. 66-68 |
| <b>12.</b> Joint Use Steering Committee Minutes of September 21, 2022<br><i>General Manager, Community Services</i><br><b>(Voting – A, B, D, E, F, Sechelt, Gibsons)</b>   | Annex J<br>pp. 69-71 |

## COMMUNICATIONS

## NEW BUSINESS

## IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

## ADJOURNMENT

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022  
**AUTHOR:** SCRD Senior Leadership Team  
**RE:** **BUDGET PROJECT STATUS REPORT – NOVEMBER 2022**

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### RECOMMENDATION(S)

**THAT the report titled Budget Project Status Report – November 2022 be received for information.**

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### BACKGROUND

The Budget Project Status Report (BPSR) provides the Sunshine Coast Regional District (SCRD) Board updates on projects as approved through the 2022 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

### DISCUSSION

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

The recently approved projects through the 2022 Budget are included in this report as well as carried forward projects from prior years. Approved funding related to base budget increases are not included in the BPSR. Staff have added proposed completion dates wherever possible.

For 2022 BPSR, newly approved staffing positions have been added as there is correlation between project progress and resources. Once positions are created these will be marked as completed and become part of the overall Human Resourcing Plan. It has been identified that there is an opportunity to provide a comprehensive report on the SCRD's Human Resourcing status. This report is being developed with intention to come to a future Committee of the Whole in 2022.

### STRATEGIC PLAN AND RELATED POLICIES

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

### CONCLUSION

The goal of the BPSR is to provide project status in a concise manner to the Board. The Administration is working to improve this process as we continue to use this tool.

Attachment – Budget Project Status Report – Nov 24, 2022

Attachment and Report Reviewed by:			
X - Budget Managers and Senior Leadership Team			
CAO	X – D. McKinley		

## 2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	110	Reid	\$125,000	\$0	COVID-19 Restart Funding	2022	2023		All	All	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	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. RFP is under development. No bids were received by the close of the RFP deadline. Staff are reaching out to potential audio-visual service providers. Furniture and space reconfiguration options will be contemplated in association with audio-visual needs. <b>Boardroom chairs have been ordered and replaced. A kick-off meeting with an audio-visual service provider has been scheduled for November 21.</b>	Other	Started
2	CA	110	Buckley	\$125,085	\$87,339	Operating Reserves	2020	Feb-23		All	Regional	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. Project kicked-off April 26. <b>Work is underway and nearing completion.</b>	Carryforward	In Progress 75%
3	CA	110	Reid	\$25,000	\$0	COVID-19 Restart Funding	2022	Dec-22		All	All	General Government - Meeting Management Solutions (Other)	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. <b>A meeting management solution has been identified. Work to commence in early December.</b>	Other	In Progress 25%
4	CA	114	Perreault	\$40,143	\$17,923	COVID-19 Restart Funding	2022	Dec-22		All	Sechelt	Field Road Administration Building - Reception Centre Modification - COVID-19 (M-BC)	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 - material, supplies and labour. July 2022 - Design and quotes received. Awaiting scheduling for install. Office space has been split into two and a new quote for installing glass to other counter space has been requested. This project is scheduled to be completed by the end of October 22 with glass and furniture to be installed.	Business Continuity	In Progress 75%
5	CA	115	Parker	\$8,000	\$0	Operating Reserves	2020			All	Regional	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. Draft plan in place based on updated WSBC Inspection Report with a Q4 2022 timeline.	Carryforward	In Progress 50%
6	CA	117	Nelson	\$75,000	\$13,387	Reserves	2021			All	Regional	Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements	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. Records enhancements to be implemented with migration to MS SharePoint for better alignment with MS Teams implementation.	Carryforward	In Progress 50%
7	CA	117	Nelson	\$285,000	\$248,610	COVID-19 Restart Funding	2021			All	Regional	Information Technology - Digital Collaboration Solutions	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 posted in late June 2021. Project Initiation complete. Detailed planning phase underway. Backfill TFT staff position hired. Licenses purchased. MS Teams rolled out to early adopters. 100 Thin Clients procured and deployment in process. Phase 2 being procured and scheduled.	Carryforward	In Progress 50%
8	CA	117	Nelson	\$5,000	-\$8,100	Operating Reserves	2021			All	Regional	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. Contract awarded to Telus Security. Project parked pending availability of staff resources.	Carryforward	In Progress 75%
9	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$85,326	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included	2020 project 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. Additional work stations installed, Field Road currently now has 98 stations.	Carryforward	In Progress 75%
10	CA	111 / 113	Perreault	\$100,000	\$250	Operating Reserves	2021	Dec-22		All	Sechelt	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 SCRD 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. Posting for new position issued in late April 2022. The project is partly being undertaken by Asset Management Staff at this time and making good progress. July 2022- Making good progress on project. Internal inventory of ARO has been completed and next steps are to engage environmental engineers to assess gaps. This is planned for Q3 2022. New Finance resource will also be starting in September to help with calculating new expenses. Engineering assessment scope has been limited after review with Auditors. Making good progress with a review of status with Auditors scheduled for Nov 22. Likely that there will be surplus funds in the project.	Carryforward	In Progress 75%
11	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,075	\$28,288	Taxation / Support Services	2020	Dec-22		Various	Various	SCRD 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 - Remaining to complete Fire Departments.	Carryforward	In Progress 50%

2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
12	CS	310	Kidwai	\$6,000	\$0	Operating Reserves	2021	Dec-23		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Building Improvements - Increased Safety (see additional approved in 2022)	Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Requested a Privacy Impact Assessment (PIA) be completed for CCTV and security system on April 6, 2021. 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. Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. <b>Nov 24: No change. New manager on board, and will prioritize in Q1 2023.</b>	Carryforward	In Progress 50%
13	CS	310	Kidwai	\$3,250	\$0	Operating Reserves	2022	Dec-23		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Security System and CCTV (LCHV)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTVs. (see CF - Building Improvements Increased Safety) Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. April 8 update: Light post installed on March 1st. Lights on back order until mid April. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. <b>Nov 24: No change. New manager on board, and will prioritize in Q1 2023.</b>	Low Cost / High Value	In Progress 50%
14	CS	312	Kidwai	\$162,000	\$0	MFA Loan	2022	Aug-23		All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (CM-RC)	Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current ALI certification standards. Jul 14 update: RFP to be completed in August. In discussion with BC Transit for possible financial contribution towards the hoist through the annual operating agreement. Sep 22 update: RFP closed and looking to award before end of September. <b>Nov 24: Contract awarded. Hoist ordered, but will take up to 6 months to receive. Project completion estimated for end of Q3 2023. Budget increased by Resolution 247/22 #9.</b>	Regulatory Compliance	In Progress 50%
15	CS	312	Kidwai	\$4,000	\$0	Operating Reserves	2021	Sep-23		All	Sechelt	Maintenance Facility (Fleet) - HVAC Maintenance Safety System	Additional safety system for fleet staff to perform HVAC maintenance on top of buses. Harness system purchases and installation to occur in Q2/3 2022. Jul 14 update: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. <b>Nov 24: Still waiting for engineer sign off before harness system can be installed and project completed. This will be a priority for the new manager.</b>	Carryforward	In Progress 25%
16	CS	312	Kidwai	\$10,000	\$0	Capital Reserves	2020	Dec-23		All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle	Retire current loaner vehicle and replace with another vehicle that will be retired when new EV's are received. August 12 - New vehicles not expected until 2022, project carried -forward. <b>Nov 24: Still awaiting vehicle</b>	Carryforward	In Progress 25%
17	CS	312	Kidwai	\$6,000	\$5,866	Operating Reserves	2021	Dec-23		All	Sechelt	Maintenance Facility (Fleet) - Building Improvements - Increased Safety (see additional approved in 2022)	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. Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sep 22 update: No change from July 14 update <b>Nov 24: No change. New manager on board, and will prioritize in Q1 2023.</b>	Carryforward	In Progress 50%
18	CS	312	Kidwai	\$3,250	\$0	Operating Reserves	2022	Dec-23		All	Sechelt	Maintenance Facility (Fleet) - Security System and CCTV (LCHV)	Budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTVs. (see CF - Building Improvements Increased Safety) Mar 22 update: Additional budget approved in March 2022. Project to commence in Q2. May 9 update: Light post installed, lights on back order until August. PIA for CCTV 50% complete. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. <b>Nov 24: No change. New manager on board, and will prioritize in Q1 2023.</b>	Low Cost / High Value	In Progress 50%
19	CS	312	Kidwai	\$10,000	\$2,122	Operating Reserves	2020			All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance	Project planning stage complete - RFQ for electric charges completed April 8 update: EV Charger installed; awaiting new vehicle so training can commence Jul 14 update: Fleet researching appropriate training courses and required tools. <b>Nov 24: Still awaiting EV fleet units to arrive. Once they have arrived we will be able to assess what tools/equipment will be required and will purchase at that time.</b>	Carryforward	In Progress 25%

2022 BUDGET PROJECT STATUS REPORT

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20	CS	345	Gagnon	\$25,000	\$0	Taxation	2021	Dec-23		B, D, E, F, Islands	F Islands	Ports Services - New Brighton Dock Study	<p>Mar 22: Continued staff vacancy in Ports impacted capacity to move this project forward in 2021. Staff continue to update the Squamish Nation. Potential condition review or other study of New Brighton Dock on Gambier Island. Scope to be determined. Shifting work priorities with current staff to resource this project.</p> <p>Anticipate project commencement Q2.</p> <p>May 9: New Ports staff started and being oriented to portfolio. Delegation regarding dock at April CS Committee meeting.</p> <p>Sep 22: Tour of all Gambier docks, including New Brighton, along with Gambier Island Community Association New Brighton Dock Committee chair conducted in July. Major inspections on all Gambier ports including New Brighton will be completed by the end of 2022. The results gathered from the inspections will be the guiding information used to inform capital renewal plans for SCRD docks and also understanding the long term financial implications associated with the New Brighton dock.</p> <p><b>Nov 24: Major inspections have commenced including a desk top study and a gap analysis related to dock best management practices (from province and Nation). The dive portion is scheduled to occur in December 2022. Staffing support to guide community conversations has been secured and should commence later in Q1 2023.</b></p>	Carryforward	Started
21	CS	345	Gagnon	\$77,600	\$0	Taxation / Reserves	2020, 2021, 2022	Dec-23		B, D, E, F, and Islands	All	Ports Services - Ports Major Inspections	<p>Mar 22: Continued staff vacancy in Ports impacts capacity to move these inspections forward in 2021. Currently shifting work priorities with current staff to resource this project. It is anticipated these inspections will be tendered in Q2 of 2022.</p> <p>May 9: New Ports staff started and being oriented to portfolio.</p> <p>Jul 14: Currently finalizing the award for the major inspections. It is anticipated that half of the ports can be completed in 2022 with the remaining in 2023. Additional funds may be required to complete all nine inspections. These inspections will be used to inform capital renewal planning.</p> <p>Sep 22: Major inspections will begin in October for four locations (Hopkins, Gambier, West Bay, Graves, Halkett) and be completed by end of 2022. Additional funding will be required to complete the remaining four docks in 2023. A 2023 budget proposal is being developed.</p> <p><b>Nov 24: Major inspections have commenced including a desk top study and a gap analysis related to dock best management practices (from province and Nation). The dive portion is scheduled to occur in December 2022. All Gambier Island ports and Hopkins Landing port will be inspected this year. Final four ports to be inspected in 2023 (pending budget approval).</b></p>	Carryforward	In Progress 25%
22	CS	345	Gagnon	\$669,736	\$0	Taxation	2018	Sep-24		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float).	<p>Mar 22: SCRD notified not successful in ICIP grant for ports capital renewal. Continued staff vacancy in Ports impacts capacity to move this work forward in 2021. 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.</p> <p>May 9: New Ports staff started and being oriented to portfolio.</p> <p>July 14: Ports team and contractor (who completes annual inspections) attended site visits of all the ports. After reviewing past inspections and relevant port documentation, Ports staff reconfirmed several priority projects including those identified in this project plan. Cost estimates are outdated therefore staff will obtain updated cost estimates for this work, prioritize and outline next steps and timelines in Q3/4.</p> <p>Sep 22: This project dates back to 2018. No grant application has been successful. A RFP is being drafted to secure an engineer to develop designs and update cost projections. It is anticipated that additional budget will be required to complete the work and a 2023 budget proposal is being developed.</p> <p><b>Nov 24: As per Sep 22 update, RFP for engineering services still under development (staffing shortages in Infrastructure Services have diverted capacity elsewhere).</b></p>	Carryforward	Started
23	CS	615	van Velzen	\$60,000	\$0	Taxation	2021	Dec-22		B, D, E, F, DoS, SNGD, ToG	DoS, ToG	Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One	<p>December 2019 fall protection audits completed at GACC, GDFA, SAC and SCA and recommendations noted. Based on estimated total project costs and staff capacity to complete projects, staff recommended a phased approach to completing upgrades. Projects are 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.</p> <p>Sep 22: Tender was posted July 19 and closed August 24. Tender evaluations completed, award pending. Anticipated project completion by end of Q3 2022.</p> <p><b>Nov 24: Project awarded, contract signing in progress.</b></p>	Carryforward	In Progress 25%
24	CS	615	van Velzen	\$105,000	\$0	Taxation	2022	Dec-22		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (CM-HSER)	<p>After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC.</p> <p>Mar 22: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022.</p> <p><b>Nov 24: Tender posted, closes November 21, 2022.</b></p>	Safety Requirement	Started
25	CS	615	van Velzen	\$35,000	\$4,000	Taxation	2022	Dec-22		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Domestic Hot Water System (M-BC)	<p>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.</p> <p>Engineering design awarded, anticipate completion of design phase by end of Q2. Design phase completion delayed, anticipated to be completed early Q3. Construction tendering planned to commence in Q3.</p> <p>Sep 22: Design phase completed. Construction tender drafted and in final review stage for posting.</p> <p><b>Nov 24: Tender issued, closes November 4, 2022.</b></p>	Business Continuity	In Progress 25%
26	CS	615	van Velzen	\$26,500	\$17,000	COVID-19 Restart Funding	2022	Jan-23		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Water Management Plan Implementation (M-BC)	<p>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, to implement the ongoing safety recommendations in the plan.</p> <p>Mar 22: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022.</p> <p>Sep 22: Tender documents nearing completion, anticipate posting tender beginning of Q4.</p> <p><b>Nov 24: Delay in completion of tender documents due to staff turnover. Project reassigned and moving forward, delay may result in project completion being carried forward to 2023.</b></p>	Business Continuity	Started

2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

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27	CS	615	Donn	\$16,000	\$13,184	Operating Reserves	2021	Mar-23		B, D, E, F, DoS, SNGD, ToG	Regional	Community Recreation Facilities - Programming Review	May 9: Project awarded in March and now underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Jul 14: Public Engagement phase has been completed, analysis and review is underway. <b>Nov 24: Project on track for completion in Q4 with an anticipated report back to the board in Q1 of 2023.</b>	Carryforward	In Progress 75%
28	CS	615	Donn	\$6,000	\$3,200	Taxation	2021	Apr-23		B, D, E, F, DoS, SNGD, ToG	All	Community Recreation Facilities - Scheduling Software	Mar 22: Anticipate full implementation by end of Q3 2022. May 9: Project is under way however, due to ongoing staffing capacity challenges full implementation has been delayed until Q3/Q4. Jul 14: System soft launch has occurred to work out all the kinks, implementation on track for Q4. HR reviewing software parameters to ensure everything is aligned. <b>Nov 24: Ongoing. Alignment with HR and now working with integrating payroll. Progress has been slower than anticipated due to multiple priorities, anticipate end of Q1 2023 completion.</b>	Carryforward	In Progress 75%
29	CS	615	van Velzen	\$250,000	\$0	Reserves	2019	Dec-23		B, D, E, F, DoS, ToG, SNGD	Sechelt	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. Sep 3: Received confirmation that one grant submission was not successful. Oct 8: Second grant submission is still under review. Project is on hold until grant funds are secured. (Panel Drying and Fire Alarm system). Mar 22: Second grant application unsuccessful. Will look for 2022 grant opportunities. If grants continue to be unsuccessful, will discuss further for 2023 budget planning and make recommendations on how to proceed. Jul 14: Possible new grant opportunities identified. Sep 22: Project was not selected as a candidate for the recent grant opportunities. Staff will review project with asset management to determine next steps. <b>Nov 24: No change.</b>	Carryforward	Started
30	CS	615	van Velzen	\$173,027	\$0	MFA 5- Year / Taxation	2021	Jun-24		B, D, E, F, DoS, SNGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement	Dec 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. 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. Mar 22: Procurement of engineering design for phased replacement pending. Due to timing, Phase 1 construction anticipated to start Q2 2023. Sep 22: Engineering design awarded to SNC-Lavalin Inc. Design work has commenced, anticipate preliminary design and project construction cost estimates by end of October. <b>Nov 24: Preliminary design options and cost estimates received. Staff report planned to come before the Board December 8, 2022.</b>	Carryforward	Started
31	CS	615	van Velzen	\$11,736	\$0	Taxation	2020			B, D, E, F (Except F Islands), ToG, DoS, SNGD	Sechelt	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. Oct 8: 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. Mar 22: staff are working with TSBC Safety Officer to schedule site visit for review, possible Q2 2022 site visit but no firm date at this time. May 9 update: No confirmed date for TSBC Safety Officer to visit site. <b>Nov 24: No change.</b>	Carryforward	Not Started
32	CS	615	van Velzen	\$2,198,750	\$208,236	Capital Renewal Fund	2022			B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Sep 22: Revised tender documents for SCA and GDAF Door Replacement projects are nearing completion. SCA Roof Modified Bitumen Replacement completed, invoicing pending. SAC Packaged Roof Top Units 3, 4, and 5 awarded, project completion anticipated by Q3 2023. GDAF Packaged Roof Top Unit design work completed, construction tender being posted beginning of Q3. GACC Audio System Component Replacement awarded, scheduled for completion in Q3. SCA Community Room Flooring replacement completed, invoicing pending. Procurement process has commenced for three additional projects. Energy audits have commenced which will identify opportunities for decarbonization and be used to guide design work for GACC refrigeration plant, SCA HVAC and SAC RTU#2 capital projects. <b>Nov 24:</b> - SCA and GDAF door replacement RFP revised and reposted October 20 and closes November 21. - SAC Roof Top Units - Awarded, completion anticipated by Q3 2023. - GDAF Roof Top Units - Tender posted, closes November 21. - GACC Audio System Component Replacement substantially completed, invoicing pending. - Energy audits underway.	Carryforward	In Progress 50%
33	CS	615	Shay	\$50,000	\$15,249	BC Hydro Rebate (Grant)	2022			All	Sechelt / Gibsons	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (BSCG)	Sep 22: Class C design for decarbonizing three biggest carbon emitting recreation facilities (SAC, GACC, SCA). Contracts signed. GACC and SAC models being completed and initial recommendations expected shortly. SCA work has begun. <b>Oct 22: Initial recommendations approved and final analysis and report underway.</b>	Board Strategic and Corporate Goals	In Progress 50%
34	CS	625	van Velzen	\$1,000	\$214	COVID-19 Restart Funding	2022	Jan-23		A	A	Pender Harbour Fitness and Aquatic Centre - Water Management Plan Implementation (M-BC)	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 to implement the ongoing safety recommendations in the plan. Mar 22: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022. Sept 22: Tender documents nearing completion, anticipate posting tender beginning of Q4. <b>Nov 24: Delay in completion of tender documents due to staff turnover. Project reassigned and moving forward, delay may result in project completion being carried forward to 2023.</b>	Business Continuity	Started

# 2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
35	CS	625	Donn	\$4,000	\$5,296	Operating Reserves	2021	Mar-23		A	A	Pender Harbour Fitness and Aquatic Centre - Programming Review	Project awarded. Anticipated completion date for project is end of Q3 2022. May 9 update: Project underway with anticipated completion date in Q3. Data analysis and programming statistics took longer than expected to produce and review. Next step is the public engagement phase. Jul 14 update: Public Engagement phase has been completed, analysis and review underway. Sep 22 update: Project on track for completion in Q4. <b>Nov 24: Project on track for completion in Q4 with an anticipated report back to the board in Q1 of 2023.</b>	Carryforward	In Progress 75%
36	CS	625	Donn	\$400	\$200	Taxation	2021	Apr-23		A	A	Pender Harbour Fitness and Aquatic Centre - Scheduling Software	Anticipate full implementation by end of Q3 2022. May 9: Project is underway however, due to ongoing staffing capacity challenges full implementation has been delayed until Q3/Q4. Jul 14: System soft launch has occurred to work out all the kinks, implementation on track for Q4. HR reviewing software parameters to ensure everything is aligned. <b>Nov 24: Ongoing. Alignment with HR and now working with integrating payroll. Progress has been slower than anticipated due to multiple priorities, anticipate end of Q1 2023 completion.</b>	Carryforward	In Progress 75%
37	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022	Sep-23		A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (M-BC)	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 PHAFC have increased. May 9: This project requires a building permit and further coordination with the School District prior to working through the purchasing requirements and delivering to site. Project progressing with anticipated completion later in Q4. Jul 14: Work has not commenced further due to staff capacity limitations. Sep 22: Work has not commenced further, will likely result in a carryforward into 2023. <b>Nov 24: No change from previous update.</b>	Business Continuity	Started
38	CS	650	Clarkson	\$15,000	\$249	Operating Reserves	2021	Feb-23		A, B, D, E, F	B, D, E, F	Community Parks - Suncoaster Trail (Phase 2) Community trail project	Project scope includes decommissioning a steep fall-line trail, re-routing a sustainable grade switch back trail, rebuilding two sections of boardwalk. Project funds will support any archeological related costs, the acquisition of materials, and staff time organizing the event. Staff will play a lead role in construction relying heavily on volunteers. Mar 22: Progressing 2021 on this project was delayed due to COVID-19 and staff capacity. Discussions and planning to resume in Q2. May 9: Staff met with regional trail partners and First Nations representatives to discuss progressing the project in the late summer. Target is to support community-led trail project connecting SCR and Dob sections of Suncoaster Phase 2 route. Nation works authorizations underway May 2022. Sep 22: Preliminary project approvals from BC RSTBC completed. Staff awaiting project work until RSTBC aligns its own fall project for Big Tree Rec Site. Project will be delivered within same timeframe and scope. Staff currently designing project and ordering all materials. <b>Nov 24: Staff will support a volunteer event with CMBTA and Community Forest to complete the majority of this project in November. This will occur concurrently with an RSTBC improvement project at Big Tree Rec Site. Approvals from land manager in place under partnership agreement. maintenance scope. Parks Operations coordinating materials and labour to support initial project planning and preparation. Final piece of the project includes a trail re-routing project, if sufficient funds remain.</b>	Carryforward	In Progress 25%
39	CS	650	Clarkson	\$50,000	\$0	Taxation / Operating Reserves	2022	Apr-23		A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (M-BC)	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. In 2022, this project will allow Parks to move forward on protective mitigation strategies specifically for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments, but also provides ongoing base budget for these types of studies that are now becoming requirements of lease renewal and reinvestments in to park spaces, etc. May 9: preparing works permit applications and service agreements for Archeological Impact Assessment (AIA) and Site Alteration Permit (SAP) through the Nation. Anticipate submission late May 2022. July 4: contract finalized with shishaldin and In-Situ for Bakers Beach Park AIA and planning. Contract with Skwawú7mesh for OBE in development. Sept 22: In Situ Archeology has been commissioned via Nation to perform reviews and planning at Baker Beach. OBE project is awaiting final signatures from Skwawú7mesh Nation to finalize contract and work can begin Q3. <b>Nov 24: Both projects have been initiated and contracts for services are now under review by both Nation's Chief and Council. Once approved, project will proceed accordingly.</b>	Business Continuity	In Progress 25%
40	CS	650	Clarkson	\$35,000	\$1,037	Capital	2019	Jun-23		A, B, D, E, F	All	Community Parks - Capital Asset Renewal	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14: progress delayed due to staff capacity, will not commence until later in Q3. <b>Nov 24: Staff confirming with BC MFLNRO on available environmental window to perform minor repairs and then will proceed with tendering the work to align with approved timing.</b>	Carryforward	In Progress 25%
41	CS	650	Clarkson	\$20,000	\$0	Taxation	2022	Jul-23		A, B, D, E, F	Various	Community Parks - Community Led Improvement Project Support (Other)	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 supports the planning of the potential projects and includes such costs as public consultations, surveys, cost estimates, etc. Planning includes 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. Mar 22: working with community groups to outline roles and responsibilities and determine a project plan, which will include community discussions regarding proposed projects. May 9: Working on Nation works permits and authorizations. Project Charter being drafted. Jul 14: Nation works permit applications for both projects submitted. Community engagement sessions regarding the proposed projects to occur in the fall 2022. <b>Nov 24: Dann Bosch application to Nation for works permits are in review status. Katherine Lake PAFR scheduled for early November. QEP scheduled for both sites in November. Community engagement to follow Nation review and QEP recommendations in early 2023.</b>	Other	Started



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Last Revisions: November 16, 2022

Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
42	CS	650	Gagnon	\$4,473,649	\$45,455	ICIP Grant / Various	2021	Dec-25		A, B, D, E, F	B	Community Parks - Coopers Green Hall Replacement / Upgrade	Architect revising design to meet net zero readiness and completing energy modelling. 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. Mar 22: Design complete, with the exception of the septic, which is delayed waiting for permits. Currently awaiting updated Class B estimate. Electoral Area Services Committee report on May 19 updated the Board and direction received. Jul 14: additional construction budget approved in May. Working to complete tender documents by fall 2022. Sep 22: Recent geotechnical review indicates a change in site parameters which significantly impacts the feasibility of the design. A report to update the Board on next steps anticipated in Sept/Oct. <b>Nov 24: Board report referred to November 24 meeting.</b>	Carryforward	Started
43	CS	650	Gagnon	\$62,263	\$47,935	Gas Tax	2016	Dec-25		A, B, D, E, F	B	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. Mar 22: desk top study currently underway but not complete. Anticipate an update in Q2. <b>Nov 24: On hold until site for Hall is confirmed.</b>	Carryforward	In Progress 50%
44	CS	650	Clarkson	\$40,000	\$0	Operating Reserves	2021			A, B, D, E, F	F	Community Parks - Bike Park / Pump Track Development at Sprockids Park	Work with community group - partnership opportunity with Coast Mountain Bike Trail Association. Mar 22: Met with partner CMBTA in Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2. May 9: Partner CMBTA has undergone some changes to directorship. Staff met with partner in late Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2 2022. Anticipate tender late summer 2022. Jul 14: Staff working with community partners CMBTA on development of scope of the project. Sep 22: CMBTA capacity is limited at this time, therefore the project is delayed. Staff will meet with club in Q3 to discuss willingness to become further engaged and finalize project details. <b>Nov 24: After further discussions with CMBTA, the project continues to be on hold due to capacity limitations.</b>	Carryforward	Started
45	CS	650	Gagnon	\$300,000	\$0	Capital Reserves	2020			A, B, D, E, F	Sechelt	Community Parks - Building (Replacement / Upgrade)	Project Brief in development. Options for consideration given pandemic response and guidelines. Mar 22: On hold until further exploration of Mason Yards planning is complete. <b>Nov 24: No change.</b>	Carryforward	Not Started
46	CS	665	Clarkson	\$75,000	\$911	Capital Reserves	2021	Aug-23		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Sep 22: Conceptual design supported by Fortis, and new cost estimate received which exceeds approved budget. 2023 budget proposal being prepared. <b>Nov 24: No change from previous update.</b>	Carryforward	Started
47	CS	680	Clarkson	\$33,500	\$0	Operating Reserves	2020	Oct-23		A, B, D, E, F	D	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 working on the design, purchase and install of minor capital items in Q2 2021. Mar 22: staff capacity and other priorities delayed this project in 2021. Project planning will continue and staff anticipate completion in late Q3. May 9: New grooming drag has been purchased and ordered. Expect delivery summer 2022. New kiosk signage and storage shed will be underway early summer 2022. Jul 14: May 9 update error - the grooming drag has not been ordered. Progress on these projects is delayed due to staffing capacity. Sep 22: RFQ issued late Q2 for structural engineering design work on storage container roof solution. <b>Nov 24: Staff are finalizing the design for the new main entry kiosk signage. Supplier has updated that the new grooming drag is being manufactured and will be shipped as soon as possible. Revisiting a solution for storage.</b>	Carryforward	In Progress 25%
48	CS	680	Clarkson	\$22,000	\$0	Operating Reserves	2020	Dec-23		A, B, D, E, F	Regional	Dakota Ridge Snowmobile Replacement and UTV Repair	Replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge [680] operating reserve; UTV repairs complete. Snowmobile procurement underway; supply chain delays in 2020-2021. Mar 22: Further supply chain delayed this project in 2021. Working with Purchasing to explore options in order to expedite delivery of equipment. Expected Q4 2022. May 9: Deposit has been made on the new snowmobile. Supply chain delays will mean that new unit is not delivered and paid for fully until Q2 2023. <b>Nov 24: Supply chain issues delaying delivery. New snowmobile also anticipated for delivery 2023. Only available inventory and delivery option.</b>	Carryforward	In Progress 75%
49	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Shay / Gagnon	\$70,000	\$0	Operating and Capital Reserves / Grant	2022	Dec-22		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (BSCG)	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. Discussions started for greater integration with other Field Rd and Mason Rd planning and retrofit work. <b>Oct 2022: RFP being written.</b>	Board Strategic and Corporate Goals	Started
50	CS	310 / 312	Kidwai	\$10,500	\$0	Reserves	2022	Apr-23		All	Sechelt	Public Transit / Maintenance Facility (Fleet) - Pressure Washer Replacement (CM-IAF)	The pressure washer, heavy duty equipment used for daily cleaning of fleet, has reached the end of its useful life. Jul 14: RFQ closed May 20th with no successful bidders. A 2nd RFQ created and sent on June 30. Purchase and install proposed for Q3 or Q4. Sep 22: RFP closed and work should proceed and be completed prior to end of Q3. <b>Nov 24: Unable to secure a vendor to supply/install a natural gas pressure washer. Will need to revisit the project when new manager begins and determine an alternate solution.</b>	Imminent Asset Failure	In Progress 50%

# 2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
51	CS	310 / 312 / 370 / 650	Gagnon	\$42,500	\$200	Operating Reserves	2022	Jul-23		All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (M-BC)	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely Transit service expansion. Proposal for an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. May 9: request to renew current lease for Mason Yards submitted to province. In discussions to partner with BC Transit to complete a master plan strategy for transit infrastructure long term needs. This will inform planning for Mason Yards. Jul 14: Working collaboratively with BC Transit to complete a transit expansion plan for Mason yards. RFP issued. Work will include considerations for long term site planning for parks and utilities. Sep 22: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT. (Budget \$75,000 - Actual \$42500) <b>Nov 24: Expansion study awarded, consultant reviewing site plans and documentation, workshop with staff/BCT/consultant on November 2. Project on course for completion by end of Q1 2023.</b>	Business Continuity	Started
52	IS	350	Rosenboom	\$188,905	\$0	MFA 5-Year / Taxation	2021	1-Jul-22		All	Regional	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	Carryforward	In Progress 50%
53	IS	350	Rosenboom	\$175,000	\$90,990	Taxation	2020	1-Dec-22		All	Regional	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. RFP for feasibility study for one additional site and second opinion on landfill siting options did not result in securing contractor. <b>Results will be presented late Q4 2022 or early Q1 2023</b>	Carryforward	In Progress 75%
54	IS	350	Shoji	\$96,000	\$0	Eco-Fee	2022	1-Dec-22		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I (M-BC)	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. <b>Phase 1 upgrades started and XCG Contract Amended to include design work for 2023 upgrade program.</b>	Business Continuity	Started
55	IS	350	Rosenboom	\$89,165	\$0	Taxation	2022	1-Dec-22		All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (CM-RC)	Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm.	Regulatory Compliance	Started
56	IS	350	Shoji	\$2,500,000	\$0	Landfill Closure Reserve Fund	2021	21-Dec-22		All	Regional	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. <b>Project deferred until Contact Pond relocation options analysis is completed. XCG contract amendment completed to include design work, which will be integrated with the contact pond options.</b>	Carryforward	Not Started
57	IS	350	Sole	\$100,000	\$0	Eco-Fee	2021	21-Dec-22	1-Dec-22	All	Regional	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. <b>Both audits were completed and a summary report, with recommendations, be presented to the Board in Q1 2023</b>	Carryforward	In Progress 75%
58	IS	350	Shoji	\$150,000	\$0	Taxation	2021	1-Jul-23		All	Regional	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.	Carryforward	Not Started
59	IS	350	Edbrooke	\$150,000	\$453	Eco-Fee	2021	21-Dec-23		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update	RFP was awarded in Jun 2022. Work will begin Summer 2022, for engagement in early 2023.	Carryforward	Started
60	IS	351	Rosenboom	\$5,000	\$0	Taxation	2021	1-Mar-22		All	A	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 and bids are currently being reviewed	Carryforward	In Progress 50%
61	IS	351	Rosenboom	\$10,000	\$0	Taxation	2021	1-Mar-22		All	A	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. Project to be completed in coordination with site improvement project	Carryforward	Not Started
62	IS	352	Rosenboom	\$29,500	\$0	MFA 5- Year	2021	22-Jul-22		All	Regional	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.	Carryforward	In Progress 25%
63	IS	352	Shoji	\$150,000	\$0	Taxation	2021	31-Dec-23		All	Sechelt	Regional Solid Waste - Bicoover Feasibility Study - Phase 2	Phase 2 Study to be initiated to determine the feasibility of utilizing a Bicoover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. <b>2023 Budget proposal being submitted for additional funding for material costs. RFP will be issued in Q2 2023</b>	Carryforward	Started
64	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	14-Jul-05		A	All	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. The engineering specifications for the purchase and installation of this generator has been combined in a tender with the Garden Bay Feasibility study and will be awarded in May, 2022. Completion of specifications expected in Q4 2022. This engineering will enable a tender to be issued for the purchase and installation of the generator. <b>SCRD has received a draft report for the Garden Bay Feasibility study and will provide comments back to Engineer for final report in Q4, 2022</b>	Carryforward	In Progress 50%
65	IS	365	Walkey	\$20,000	\$26,959	Operating Reserves	2021	21-Oct-21		A and SNGD	A	North Pender Harbour Water Service - Garden Bay Pump Station - Treatment Improvements (Phase 1)	The Garden Bay Water Treatment facility is a Class 2 facility that utilizes UV treatment and chlorination for disinfection of water drawn from Garden Bay Lake. As per the Canadian Drinking Water Quality Standards and the Canadian Council of Ministers of the Environment guidelines, surface water treatment facilities should achieve less than 1 NTU (nephelometric turbidity units) for turbidity leaving the facility. Prolonged periods of warm weather resulting from the changing climate is causing more frequent turbidity and organics level spikes in Garden Bay Lake and increasing the likelihood for non-compliance with regulatory standards. While such non-compliance are currently still rare, staff are recommending that a feasibility study be commissioned to review engineering solutions to address this increasing risk in a timely manner. The study will evaluate the feasibility of treatment systems that will be capable of reducing turbidity and organics. Completed studies such as these are advantageous when applying for future Provincial or Federal grant programs. Staff are working with Engineers and the study should be completed by Q4 2022. <b>SCRD has received a draft final report for the Garden Bay Feasibility study and will provide comments back to Engineer for final report in Q4</b>	Carryforward	In Progress 50%
66	IS	365	Walkey	\$5,000	\$0	Operating Reserves	2020	21-Dec-21		A and SNGD	A	North Pender Water System - Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFP in draft currently.	Carryforward	Started
67	IS	365	Edbrooke	\$7,500	\$0	Operating Reserves	2022	30-Apr-23		A and SNGD	Regional	North Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	In Q2 2022 staff engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy.	Board Strategic and Corporate Goals	In Progress 50%

**2022 BUDGET PROJECT STATUS REPORT**

Last Revisions: November 16, 2022

Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
68	IS	365	Misurak	\$75,000	\$0	Operating Reserves	2020	1-Dec-23		A and SNGD	A	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. <b>Consultant Contract has been executed.</b>	Carryforward	Started
69	IS	365	Misurak	\$850,000	\$0	Capital Reserves / Gas Tax	2022	1-Dec-23		A and SNGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (M-BC)	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. <b>Due to staffing shortage, Project will be initiated late Q1 2023.</b>	Business Continuity	Not Started
70	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	21-Oct-21		A	A	South Pender Water System - Confined Space Document Review	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.	Carryforward	Started
71	IS	366	Walkey	\$50,000	\$31,567	Gas Tax	2021	21-Dec-21		A	A	South Pender Harbour Water Service - Treatment Plant 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. <b>Weir automation paused due to staffing issues.</b>	Carryforward	In Progress 25%
72	IS	366	Walkey	\$80,000	\$0	MFA 5- Year	2021	21-Dec-21		A	A	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. Vehicle ordered, expected delivery in Q4 2022.	Carryforward	In Progress 75%
73	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	1-Feb-22		A	A	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. <b>Modelling has been awarded and needs to be completed.</b>	Carryforward	Not Started
74	IS	366	Shoji	\$149,500	\$117,483	Gas Tax	2021	15-Dec-22		A	A	South Pender Harbour Water Service - McNeil Lake Dam Upgrades	Preliminary construction tendering documents were provided to the SCRD in mid May from the consultant and are under review. The dam safety improvements 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.	Carryforward	In Progress 50%
75	IS	366	Walkey	\$50,000	\$39,135	Capital Reserves	2020	21-Dec-22		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts.	Carryforward	In Progress 75%
76	IS	366	Misurak	\$75,000	\$0	Operating Reserves	2020	31-Dec-22		A	A	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. <b>Consultant Contract has been executed.</b>	Carryforward	Started
77	IS	366	Edbrooke	\$7,500	\$0	Operating Reserves	2022	30-Apr-23		A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	In Q2 2022 staff engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy.	Board Strategic and Corporate Goals	In Progress 50%
78	IS	366	Shoji	\$600,000	\$0	Capital Reserves / Gas Tax	2022	1-Jun-23		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (M-BC)	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 Rondenev 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. Project will be initiated late Q4 2022.	Business Continuity	Not Started
79	IS	366	Shoji	\$525,000	\$180	Reserves	2022	1-Nov-23		A	A	South Pender Harbour Water Service - McNeil Lake Dam Safety Improvements - Construction (CM-RC)	Preliminary construction tendering documents were provided to the SCRD in mid May from the consultant and are under review. The dam safety improvements 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. <b>Construction deferred until 2023 due to delays in obtaining permits and competing workload priorities</b>	Regulatory Compliance	In Progress 50%
80	IS	370	Walkey	\$570,000	\$58,179	Operating Reserves	2020	1-Sep-21		A, B, D, E, F, F Islands and DoS	D	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. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. <b>Further work with partners is required to formalize work plan.</b>	Carryforward	In Progress 50%
81	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	21-Dec-21		A, B, D, E, F, F Islands and DoS	Regional	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 need to develop tender documents to begin this process. RFQ in draft.	Carryforward	Started
82	IS	370	Walkey	\$210,000	\$0	MFA 5- Year	2021	21-Dec-21		A, B, D, E, F, F Islands and DoS	Regional	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. These vehicles have been ordered and will arrive in Q4, 2022.	Carryforward	In Progress 75%
83	IS	370	Walkey	\$46,500	\$0	Short Term Debt	2020	21-Dec-21		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Utility Vehicle Purchase	Vehicle purchase has been awarded. Awaiting delivery in 2023.	Carryforward	In Progress 75%
84	IS	370	Walkey	\$250,000	\$28,667	Capital Reserves	2020	1-Jan-22		A, B, D, E, F, F Islands and DoS	D	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. Engineering tender has been awarded and preliminary drawings and estimates conclude that the budget is very undervalued and staff will be bringing a new budget proposal forward to budget 2023 for the installation and construction phase. <b>50% design drawings received.</b>	Carryforward	In Progress 25%
85	IS	370	Edbrooke	\$35,000	\$3,892	Operating Reserves	2020	30-Aug-22		A, B, D, E, F, F Islands and DoS	All	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. Staff are currently developing summer outreach campaigns and communications, and incorporating capital projects into planned spring water engagements.	Carryforward	In Progress 25%
86	IS	370	Misurak	\$375,000	\$109,077	Operating Reserves	2020	Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Maryanne West Park	Additional scope added and well siting currently underway. Long-term monitoring at Langdale site to continue until Q3 2022.	Carryforward	In Progress 75%
87	IS	370	Edbrooke	\$46,500	\$0	Short Term Debt	2020	1-Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division	Vehicle purchase has been awarded. Awaiting delivery in 2023.	Carryforward	In Progress 75%
88	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020	1-Sep-22		A, B, D, E, F, F Islands and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements	<b>The pump station rebuild has been paused due to staffing levels. The goal is to start this project in Q4 2022.</b>	Carryforward	Not Started
89	IS	370	Rosenboom	\$50,000	\$0	Operating Reserves	2020	1-Dec-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Environmental Flow Requirements Update	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Submission to DFO will be initiated at later point	Carryforward	In Progress 75%
90	IS	370	Rosenboom	\$25,000	\$15,793	Reserves	2020	1-Dec-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shishalh Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592	Carryforward	In Progress 75%
91	IS	370	Edbrooke	\$25,000	\$0	User Fees	2019	1-Dec-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Water Sourcing Policy	Project scoping based on current water supply source development status is underway.	Carryforward	Started

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92	IS	370	Walkey	\$150,000	\$0	User Fees	2022	1-Dec-22		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Service - Utility Crew - 2 New Vehicles plus aftermarket vehicle modifications (M-BC)	This budget is for two new vehicles in support of the newly hired utility services staff. To be tendered. The generation of the tender documents for the vehicles is underway.	Business Continuity	In Progress 50%
93	IS	370	Walkey	\$75,000	\$0	Reserves	2022	22-Dec-22		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (CM-IAF)	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. Project on hold due to staff vacancies. <b>Project will begin in Q1 2023.</b>	Imminent Asset Failure	Not Started
94	IS	370	Misiurak	\$2,144,903	\$651,951	Reserves	2020	31-Dec-22		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	Construction began in November 2021 and has progressed as expected. The contractor has ordered all the long lead time items. Construction of the <b>micropile foundation has been completed</b> . Remainder of the work in the coming months with project completion scheduled for completion in <b>May 2023.</b>	Carryforward	In Progress 50%
95	IS	370	Misiurak	\$8,270,000	\$6,213,941	Capital Reserves / Long Term Loan	2020	31-Dec-22		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Groundwater Investigation - Phase 4B - Church Road Construction	Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. Due to material supply issues, commissioning of the project will not occur until Q2 2023 at the earliest. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road. <b>The temporary water intertie into Soames water system was completed in mid Nov and is supplying supplemental water to the entire SCRD water system.</b>	Carryforward	In Progress 75%
96	IS	370	Misiurak	\$240,500	\$206,365	Capital Reserves	2021	15-Feb-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Dam Improvements	Consultant 90 percent design - and draft tender under review. Final Dam Safety Reports, O&M Manuals Completed and have been issued to the BC Dam Safety Officer. Final Flood Inundation downstream analysis has been completed.	Carryforward	In Progress 75%
97	IS	370	Misiurak	\$360,000	\$275,035	Operating Reserves	2020	1-Mar-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Regional Water Reservoir Feasibility Study Phase 4	First Nation Consultation complete. Consultant preparing completion schedule for geotechnical work. Geotechnical work expected to occur late summer 2022, with results of study to the Board in late Q4 2022.	Carryforward	In Progress 75%
98	IS	370	Misiurak	\$350,000	\$18,355	Capital Reserves / Gas Tax / DCC	2021	1-Mar-23		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Development	Field siting of the preferred locations for the two primary wells completed in early July. <b>First Nations consultation completed. Drilling of the two TEST wells scheduled for mid Nov.</b>	Carryforward	In Progress 25%
99	IS	370	Misiurak	\$50,000	\$11,605	Reserves	2018	1-Apr-23		A, B, D, E, F and DoS	E	Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2)	Final drawings provided by consultant and are under review with anticipated tendering in Q4 2022.	Carryforward	In Progress 50%
100	IS	370	Misiurak	\$70,000	\$0	Capital Reserves	2021	1-Apr-23		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements	Preliminary design started. Construction anticipated for 2023.	Carryforward	Started
101	IS	370	Edbrooke	\$20,000	\$0	Operating Reserves	2021	30-Apr-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Public Participation Regional Water System	In Q2 2022 staff engaged with the public on the development of a region-wide Water Strategy and will report back to the community and Board early 2023 with a draft Water Supply Strategy.	Carryforward	In Progress 50%
102	IS	370	Misiurak	\$213,000	\$0	Operating Reserves	2021	1-Jun-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis	RFP is closed and contract award is currently underway followed by a project kick off meeting in October 2022	Carryforward	Started
103	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (M-BC)	Replacement - single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. <b>The vehicle supply has been awarded and awaiting delivery in 2023.</b>	Business Continuity	In Progress 75%
104	IS	370	Walkey	\$100,000	\$0	Reserves	2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re-chlorination Station Upgrade (CM-IAF)	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. Project on hold due to staff vacancies. The goal is to initiate this work in <b>Q2 2023.</b>	Imminent Asset Failure	Not Started
105	IS	370	Walkey	\$200,000	\$0	MFA 5 YR Loan	2022	23-Jun-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Vehicle Purchases (M-BC)	This project is to purchase four (4) vehicles. <b>The two electric vehicles have been ordered and 465 and 491 still need to be tendered.</b> • 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. Electric vehicles are tendered.	Business Continuity	In Progress 75%
106	IS	370	Walkey	\$175,000	\$111,622	Reserves	2021	1-Jul-23		A, B, D, E, F and DoS	Regional	Regional Water Service - Edwards Lake Siphon	<b>The siphon was deployed. This siphon was put into service as a necessary requirement to keep the Chapman Creek flows for the environment and consumption. Without this siphon minimum flow levels would not have been maintained.</b>	Carryforward	In Progress 75%
107	IS	370	Misiurak	\$200,000	\$78,309	Reserves	2018	1-Aug-23		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Water Main Rehabilitation	Repainting of the Chapman, and Sechelt Inlet Road Segments Completed. Remaining unexpended funds to be used to fund other waterline segments in 2023.	Carryforward	In Progress 50%
108	IS	370	Edbrooke	\$30,000	\$180	Operating Reserves	2020	1-Sep-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update	Reviewing potential proposals for changes to Bylaw 422. Phase 1 was completed in Q1 2022, to update the water conservation regulations, some definitions and provisions. <b>Phase 2 will be scoped and initiated in Q4 2022, for broader bylaw modernization.</b>	Carryforward	In Progress 25%
109	IS	370	Shoji	\$783,000	\$270	Reserves	2022	1-Nov-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (CM-RC)	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. Permitting is taking longer than anticipated. Construction deferred until 2023.	Regulatory Compliance	In Progress 25%
110	IS	370	Shoji	\$625,000	\$285	Reserves	2022	1-Nov-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (CM-RC)	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. Permitting is taking longer than anticipated. Construction deferred until 2023.	Regulatory Compliance	In Progress 25%
111	IS	370	Edbrooke	\$47,250	\$0	Grant (?)	2022	1-Dec-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Staffing - Water Sustainability Technician - 0.5 FTE (BSCG)	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.	Board Strategic and Corporate Goals	Not Started
112	IS	370	Misiurak	\$1,277,600	\$209,077	Capital / Operating Reserves	2021	31-Dec-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3	Langdale: Test well drilling of the pilot holes completed in June. Production size test well drilling began in July with productivity testing to be completed in <b>November, pending drought restrictions being lifted.</b> Marianne West: monitoring plan development plan scheduled to be initiated in Q4 2022	Carryforward	In Progress 25%

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113	IS	370	Misiurak	\$375,000	\$0	Operating Reserves	2022	31-Dec-23		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (BSCG)	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 at the earliest.	Board Strategic and Corporate Goals	Not Started
114	IS	370	Shoji	\$7,250,000	\$0	Long Term Loan	2020	31-Dec-23		A, B, D, E, F, F Islands and DoS	Sechelt and SNGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt-Indian-Government-District	AAP successful to secure the electoral approval for the Long-Term Loan for this project. RFP to secure meter supplier/installer is being drafted targeting Q4 release.	Carryforward	Started
115	IS	370	Misiurak	\$125,000	\$13,060	Operating Reserves	2021	31-Dec-24		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek	The flow monitoring equipment was installed in late September, followed by flow monitoring for the next two years.	Carryforward	In Progress 25%
116	IS	381	Walkey	\$5,000	\$0	Reserves	2022	31-Jan-23		A	A	Greaves Road Waste Water Plant - Septic Field Repairs (CM-IAF)	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m will be removed to prevent further root intrusion in Q4 2022.	Imminent Asset Failure	In Progress 50%
117	IS	382	Shoji	\$5,964	\$0	Operating Reserves	2020	31-Dec-22		E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs	To be completed in Q4 2022	Carryforward	Not Started
118	IS	382	Shoji	\$968,591	\$498	Operating Reserves / Gas Tax	2021	22-Dec-23		E	E	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 April 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the June 23, 2022 Board meeting, the Board formally approved staff's recommendation to enter into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. RFP for engineering services being drafted for 2022 Q4 release.	Carryforward	Started
119	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	1-Aug-21		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project.	Carryforward	In Progress 25%
120	IS	387	Walkey	\$25,000	\$25,000	Operating Reserves	2020	1-Dec-21		B	B	Square Bay Waste Water Treatment 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. Phase 2 two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention.	Carryforward	In Progress 75%
121	IS	387	Walkey	\$25,000	\$10,914	Operating Reserves	2021	September		B	B	Square Bay Waste Water Treatment Plant - Square Bay Infiltration Reduction	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Staff have identified additional areas and have implemented the repairs.	Carryforward	In Progress 50%
122	IS	388	Walkey	\$261,000	\$0	Operating Reserves / Gas Tax / Loan	2022	23-Dec-23		F	F	Langdale Waste Water Plant - Remediation Project (M-BC)	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. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Removal of building has been delayed until Q4, 2022	Business Continuity	Started
123	IS	392	Walkey	\$30,000	\$775	Operating Reserves / Gas Tax	2021	21-Dec-21		D	D	Roberts Creek Co-Housing Waste Water Treatment Plant - Treatment System and Regulatory Enhancements	All physical work at the plant has been completed. Permit has been modified from MOE to VCH. Further infiltration work to take place in the future.	Carryforward	In Progress 75%
124	IS	393	Walkey	\$35,000	\$0	Reserves	2022	22-Mar-23		A	A	Lillies Lake Waste Water Plant - System Repairs and Upgrades (CM-RC)	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Paused due to workload.	Regulatory Compliance	Started
125	IS	365 / 366	Misiurak	\$40,000	\$0	Operating Reserves	2022	1-Aug-23		A and SNGD	All	North and South Pender Harbour Water Service - Water Distribution Model and Technical Analysis (BSCG)	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.	Board Strategic and Corporate Goals	Started
126	IS	365 / 366 / 370	Edbrooke	\$50,000	\$0	Operating Reserves	2021	1-Dec-22		A, B, D, E, F, F Islands and DoS	Regional	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.	Carryforward	In Progress 25%
127	IS	365 / 366 / 370	Edbrooke	\$40,000	\$0	Operating Reserves	2022	1-Jun-23		A, B, D, E, F, F Islands, SNGD, and DoS	All	Water Service - Water Rate Structure Review (Phase 1) (BSCG)	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. RFP awarded in Q4 2023.	Board Strategic and Corporate Goals	Started
128	IS	365 / 366 / 370	Misiurak	\$225,000	\$0	Operating Reserves	2022	1-Dec-23		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources (BSCG)	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 Clowhom Lake, Sakinaw Lake, and Rainy River demand. Project to be initiated in Q4 2022.	Board Strategic and Corporate Goals	Not Started
129	IS	365 / 366 / 370	Edbrooke	\$60,000	\$11,858	User Fees	2020	1-Dec-22		All	Regional	Metering Program 2: Water Meter Data Analytics	This work is paused due to staff shortage with the IT-division	Carryforward	Started
130	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$0	Operating Reserves	2021	21-Dec-23		A, B, E, F	A, B, E, F	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 ben identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Resolution of other ROWs is on hold due to staff vacancies	Carryforward	In Progress 25%

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Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
131	PD	135	Shay	\$15,000	\$0	Operating Reserves	2022			All	Regional	Corporate Sustainability Services - Green House Gas (GHG) Quantification (BSCG)	External consultants, specializing in emissions quantification, to support quantifying GHG emissions reductions of projects and potential carbon offsets. <b>Oct 2022: RFP being finalized.</b>	Board Strategic and Corporate Goals	Started
132	PD	136	Shay	\$40,000	\$20,810	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (BSCG)	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). Matters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. <b>Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch.</b>	Board Strategic and Corporate Goals	In Progress 25%
133	PD	210	Michael	\$10,400	\$1,857	Capital Reserves	2022	Mar-23		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - High Priority (M-BC)	Non-critical (unfunded) Capital plan projects from fire department 20 year capital plan. Flooring and hot water tank replacement. <b>Hot water tank installed, flooring portion remains outstanding.</b>	Business Continuity	In Progress 50%
134	PD	210	Michael	\$100,000	\$0	Capital Reserves	2021	Jun-23		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - 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 late 2022. <b>This project has been re-evaluated and cancellation is being proposed.</b>	Carryforward	Not Started
135	PD	210	Michael	\$35,000	\$2,577	Operating Reserves	2022	Jun-23		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)	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. <b>This project has started and is expected to conclude in Q2, 2023</b>	Low Cost / High Value	In Progress 25%
136	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	Dec-23		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3, 2022.	Carryforward	Started
137	PD	210	Michael	\$50,000	\$0	Recovery Fund	2021	Dec-23		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - CRI FireSmart Economic Recovery Fund - Firehall Roof Replacement	RFP scope being developed. <b>This project is going to be cancelled and will be looked at for future grant applications.</b>	Carryforward	Started
138	PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	Jun-25		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (M-BC)	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. <b>Bid is currently out to market.</b>	Business Continuity	In Progress 25%
139	PD	212	Higgins	\$350,000	\$333,950	Capital Reserves	2020	Jun-22		D	D	Roberts Creek Volunteer Fire Department - Engine #1 Replacement	<b>Truck received. Minor changes outstanding</b>	Carryforward	In Progress 75%
140	PD	212	Higgins	\$130,000	\$86,195	Operating Reserves	2021	Sep-22		D	D	Roberts Creek Volunteer Fire Department - Training Structure	Expected Completion Q4 2022. Budget Increased by Resolution #198/22. <b>Roof system received. Expected completion end of Q4</b>	Carryforward	In Progress 75%
141	PD	212	Higgins	\$8,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (M-BC)	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan (Completion Q4). Electrical control panel. <b>Project to be reviewed for regulatory compliance. Will exceed budget. Awaiting budget estimate.</b>	Carryforward	Started
142	PD	212	Higgins	\$30,000	\$0	Operating Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)	<b>Awaiting delivery</b>	Low Cost / High Value	In Progress 75%
143	PD	216	Daley	\$224,300	\$49,500	MFA Equipment Loan	2022	Mar-23		B	B	Halfmoon Bay Fire Protection - Self Contained Breathing Apparatus (M-BC)	<b>SCBA Compressor arrived waiting for installation. Vendor Electrogas was selected, they are anticipating a 12 week delivery.</b>	Business Continuity	In Progress 75%
144	PD	216	Daley	\$251,748	\$15,493	Capital Reserves	2022	Dec-23		B	B	Halfmoon Bay Fire Protection - Capital Plan Projects (M-BC)	<b>Car 1 RFP was awarded to HUB. Delivery delays will put the arrival of the new unit a couple months into 2023 - Budget increased resolution 172/22 #7</b>	Business Continuity	In Progress 75%
145	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project (M-BC)	<b>Project delivery methodology being reviewed to maximize value. Update anticipated Q1 2023.</b>	Business Continuity	Started
146	PD	218	Helyar	\$11,500	\$0	Donation	2021			A	A	Egmont Fire Protection - Egmont Fire Truck - Donation	Working on documentation for future transfer of truck to SCRD. <b>Project on hold. Alternative truck has been made available from RCVFD. Update forthcoming.</b>	Carryforward	In Progress 25%
147	PD	220	Treit	\$268,900	\$22,382	Capital Reserves	2020	Jun-23		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit Application is in progress. Development permit being processed. RFP has been issued. <b>Project award expected Q4 2022.</b>	Carryforward	In Progress 50%
148	PD	220	Treit	\$25,000	\$16,270	Taxation	2018	Dec-23		All	Regional	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.	Carryforward	In Progress 50%
149	PD	220	Treit	\$22,000	\$0	Taxation	2022	Dec-23		All	Regional	Emergency Telephone 911 - Project Support - 911 Towers (M-BC)	Continuing project support (one-time) for mandatory tower renewal projects; continuing casual Fire Chief support. <b>Project resource fully committed. Expected to conclude Q4 2022.</b>	Business Continuity	In Progress 75%
150	PD	220	Treit	\$128,000	\$59,259	Capital Reserves	2020	Dec-24		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services	Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting.	Carryforward	In Progress 50%
151	PD	220	Treit	\$141,400	\$69,461	Capital Reserves	2020	Dec-24		All	Regional	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.	Carryforward	In Progress 25%
152	PD	222	Treit	\$25,000	\$0	CEPF Grant	2022	Dec-22		All	Regional	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. Grant of \$25,000 has been received for evacuation route planning see resolution #104/22 Recommendation #8. RFP has closed. <b>Contractor has been selected.</b>	Other	In Progress 25%
153	PD	222	Treit	\$20,000	\$0	Reserves	2019	Mar-23		All	Regional	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.	Carryforward	Started
154	PD	222	Treit	\$17,000	\$4,621	Operating Reserves	2021	Nov-23		All	Sechelt	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. There were no responses to the RFP so alternate routes are being examined to remove the trailer. Trailer has been removed. Communications tower needs to be removed. <b>Waiting on estimate from contractor. Project planned to conclude Q4 2022.</b>	Carryforward	In Progress 75%
155	PD	222	Treit	\$176,278	\$0	FireSmart Economic Recovery Fund	2021	Dec-23		All	Regional	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. Outreach initiated Q1 2022. Waiting for website with assessment request forms to go live. Program is underway with promotion and assessments being completed. <b>Program is underway. Project completion date on November 30.</b>	Carryforward	In Progress 75%
156	PD	222	Treit	\$110,000	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Smart Projects for Critical Infrastructure	FireSmart treatments around SNGD Longhouse and wastewater plant. Service Agreement with SNGD is being developed. Service Agreement has been provided to SNGD. Lack of capacity with SNGD has led to likely need to cancel the project. Staff will be following up with a Board report to confirm direction. Project cancelled due to lack of capacity by SNGD.	Carryforward	Not Started
157	PD	222	Treit	\$11,660	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Development that Leads to Employment	Training courses managed by the SNGD. Service Agreement with SNGD is being developed. Service Agreement has been provided to SNGD. Likely will need to be cancelled due to capacity issues with SNGD. Staff will be following up with a Board report to confirm direction. Project cancelled due to lack of capacity by SNGD.	Carryforward	Not Started



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158	PD	500	Jackson	\$50,000	\$43,423	Operating Reserves	2020	Q1 2023		All	Regional	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. Policy report coming Q2 as next step. As reported in Q2 departmental report, report delayed. Work restarted; draft products provided to intergovernmental partners. <b>Final report late Q4/early Q1 2023.</b>	Carryforward	In Progress 75%
159	PD	504	Hall	\$115,000	\$0	Taxation	2022	Q3 2025		A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement (M-BC) - additional	Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be ongoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 (amount adjusted to \$115,000 by Finance) with \$360,000 ongoing from taxation including a 0.5FTE. Position posted. <b>Recruitment completed and detailed project design phase initiated.</b>	Business Continuity	Started
160	PD	504	Hall	\$203,050	\$0	UBCM grant	2021	Q4 2023		A, B, D, E, F	B, D, E, F	Rural Planning Services - Planning Enhancement Project	RFP in development. Input from member munis to be sought. Posting for incremental staff resource (grant-funded) posted and closed, selection process underway. RFP developed and anticipated for posting Q4 2022. <b>Evaluation of bids underway. Award anticipated late Q4.</b>	Carryforward	Started
161	PD	504	Jackson	\$86,001	\$39,625	MRDT revenue	2021			A, B, D, E, F	B, D, E, F	Regional Planning Services - Regional Housing Coordinator	RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. RFP closed, in award process. Contract provided to proponent for signing. Kelly Foley is selected contractor, work initiated in Q2. Work progressing. Action plan draft being developed; report to Board in Q4 2022. <b>Action plan report planned for December 2022.</b>	Carryforward	In Progress 50%
162	PD	504	Jackson	\$43,990	\$33,585	Reserves	2017			A, B, D, E, F	B, D, E, F	Rural Planning - 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. First reading May 12, 2022. Public Information Meetings being planned. PIMs completed, second reading report being prepared. Hearing completed. 3rd reading report planned for September. <b>Bylaw adopted. Project wrap-up underway; final invoicing and communication campaign.</b>	Carryforward	In Progress 75%
163	PD	210, 212, 216, 218	Treit	\$10,000	\$0	Reserves	2018	Dec-23		A, B, D, E, F and ToG	Various	Fire Department Records Management Software	RFP process complete, contract awarded to Orketa. Awaiting contact from supplier on timelines for implementation. Implementation and completion target of the project is by year's end.	Carryforward	In Progress 75%

COMPLETED															
Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	110	Reid	\$80,600	\$0	Taxation	2022		May-22	All	All	General Government - Information and Privacy Coordinator (Other)	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. The Information and Privacy Coordinator role has been filled. Start date: May 9, 2022.	Other	Completed
2	CA	117	Nelson	\$20,000	\$0	Support Services	2022		Mar-22	All	Regional	Information Technology - Online Engagement Software-Annual Subscription-Let's Talk SCRD (BSCG)	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).	Board Strategic and Corporate Goals	Completed
3	CA	131	Reid	\$30,000	\$0	Operating Reserves	2021	Jan-22	May-22	A, B, D, E, F	A-F, Islands, SD48	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. Automated voting machines have been procured and services agreement executed.	Carryforward	Completed
4	CA	110 / 130	Reid	\$83,987	\$0	Taxation	2022		Feb-22	All	Regional	General Government - Executive Assistant (Other)	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.	Other	Completed
5	CA	114 / 310 / 312 / 370 / 650	Perreault/Shay	\$40,000	\$9,782	CARIP	2021	Mar-22	May-22	All	Sechelt	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. Installation complete and awaiting final billing. Staff training and integration into business processes will follow.	Carryforward	Completed
6	CS	310	Walton	\$87,667	\$0	Taxation	2022			B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Superintendent (1.0 FTE) (M-BC)	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. Mar 22 update: Recruitment process has commenced. May 9 Update - New Superintendent started on April 17. Completed	Business Continuity	Completed
7	CS	310	Kidwai	\$11,500	\$3,018	Taxation	2022			B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Driver Orientation and Training (M-BC)	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. Mar 22 update: This budget will be ongoing throughout the year as new drivers are recruited and trained in 2022. May 9 update: recruitment of new drivers occurring in Q2; training to be provided once hired. Jul 14 update: Hired two new drivers in June and they have completed 107 hours of training combined. We currently have a posting up with no end date for two more Drivers. Sep 22 update: No change from July 14 update. Training is ongoing as drivers are recruited throughout the year. Nov 24 update: Complete, this budget is ongoing and embedded into base budget. Training of new drivers is ongoing.	Business Continuity	Completed
8	CS	313	van Velzen	\$25,000	\$0	Short Term Debt	2020		Mar-22	All	All	Building Maintenance Services - Vehicle	Procurement process planned for end of Q3. Deferred to Q4. Mar 22 update: Project completed in 2021, a vehicle that was no longer needed by Bylaw was transferred to building maintenance. Requested funding not required	Carryforward	Completed

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9	CS	400	Clarkson	\$25,000	\$34,968	Reserves	2016	Jul-22	Jul-22	All	D and E with Regional Impact	Cemetery - Business Plan	Mar 22 update: RFP to perform a comprehensive business and service review of SCRD Cemeteries awarded in Dec 2021 (including review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review). Project commenced Jan 2022. Anticipated completion is end of Q2 2022. July 14 update: Project continues to advance as per schedule. Final report due July with presentation to the July 28 Committee of the Whole. Sep 22 Update: Project Complete	Carryforward	Completed
10	CS	615	van Velzen	\$4,000	\$2,160	Taxation	2021	Mar-22	Mar-22	B, D, E, F, DoS, ToG, SNGD	All	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. Mar 22 update: Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022. May 9 Update Project Completed.	Carryforward	Completed
11	CS	615	van Velzen	\$27,643	\$24,077	Operating Reserves	2020	Apr-22	Apr-22	B, D, E, F (Except F Islands), ToG, DoS, SNGD	Sechelt	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. Mar 22 update: SAC Sound Baffle and Re Hang Lights Project Contract and PO amendment completed, one invoice for \$3500 pending. SCA Parking Lot Lighting, contractor has ordered materials project on schedule for Q2 2022 completion. May 9 update: SCA parking lot lighting completed, invoicing pending. One invoice for sound baffle project still to be received, supplier has been contacted again to submit invoice. July 14 update: SCA Parking Lot Lighting Complete. Final invoice received for sound baffles.	Carryforward	Completed
12	CS	615	van Velzen	\$28,600	\$22,893	Taxation	2022	Jul-22	Aug-22	B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt (Other)	Community Recreation Facilities - Non-Annual Maintenance (Other)	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. Mar 22 update: Procurement process started, anticipated project completion Q3 2022. May 9 update: SAC gym floor refinishing awarded with anticipated completion by end of Q2. Procurement process started for GACC exterior painting. July 14 update: SAC gym floor refinishing completed, invoicing pending. GACC exterior painting RFP posted and closes July 13. September 22 Update: Project Completed	Other	Completed
13	CS	625	Donn	\$10,000		Taxation	2020		Mar-22	A	A	PHAFAC Annual Fitness Equipment Replacement	October 8 update: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Purchasing has been engaged to confirm which procurement instrument is appropriate. Mar 22 update: PO issued, enroute, invoice submitted. Project complete.	Carryforward	Completed
14	CS	625	van Velzen	\$1,000	\$214	Operating Reserves	2021	Mar-22	Mar-22	A	A	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. Mar 22 update: Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022. May 9 Update Project Completed.	Carryforward	Completed
15	CS	625	Donn	\$10,000	\$2,856	Reserves	2022		Sep-22	A	A	Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Items - Water Storage Solutions (CM-RC)	In 2022, during the annual maintenance period, the pool will be drained at the PHFAC. As the pool serves as the fire suppression for the building, on site storage of water is required. May 9 update: Project is underway and on track however, this item was missed during the budget process and will require a financial plan amendment prior to proceeding with purchasing and coordination on site with the School District. Jul 14 update: Storage pools have been purchased and are on site. Fencing and other materials still to be ordered/rented. Meeting with SD and the Pender Harbour Volunteer Fire Department occurred to coordinate placement. Work will commence in August. Sep 22 update: Storage pools were used and worked well during the annual maintenance. These have been stored for the next time the pool needs to be drained. Project is complete, however, some invoices are still yet to be received. Project is slightly under budget.	Regulatory Compliance	Completed
16	CS	625	Donn	\$12,000	\$0	Operating Reserves	2022		Sep-22	A	A	Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Item - Natorium Ceiling Painting (Other)	The natorium 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. May 9 update: Project is underway and on track with materials and supplies ordered. Staff expect that this project will be ready for completion during the annual maintenance closure in Q3. Jul 14 update: Supplies have been ordered and work will commence in August. Sep 22 update: Project is complete, however, invoices from the contractor have not yet been received.	Other	Completed
17	CS	625	Donn	\$12,000	\$0	Operating Reserves	2022		Sep-22	A	A	Pender Harbour Fitness and Aquatic Centre - Pool Basin Painting (Other)	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. Mar update: Budget approved in 2022, anticipate project commencement in Q2. May 9 update: Project is underway and on track with materials and supplies for this work having been ordered. Staff expect that this project will be ready for completion during the annual maintenance closure in Q3. Jul 14 update: Supplies have been ordered and work will commence in August. Sep 22 update: Project is complete, however, invoices from the contractor have not yet been received.	Other	Completed
18	CS	650	Clarkson	\$70,000	\$0	MFA 5- Year	2021	Mar-22	Apr-22	A, B, D, E, F	All	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. May 9 Update: Project Complete. Equipment has been delivered, field tested and incorporated into regular operations. Project variance requires updates on Business world to reflect actual expenditures to date.	Carryforward	Completed



2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept	Function	Mgr	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
19	CS	650	Clarkson	\$26,700	\$12,756	Operating Reserves	2021	Dec-22	Apr-22	A, B, D, E, F	Various	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. May 9 update: Project completed.	Carryforward	Completed
20	CS	650	Clarkson	\$15,500	\$0	Taxation	2022	May-22	May-22	A, B, D, E, F	A	Community Parks - Katherine Lake and Lions Field Water Service Operations (M-BC)	The water systems at Katherine Lake and Lions Field are currently 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. May 9 update: Project complete, and contract awarded to Swens Contracting Ltd. (aka Pristine Parks Inc.)	Business Continuity	Completed
21	CS	650	Clarkson	\$38,231	\$0	Taxation	2022	May-22	May-22	A, B, D, E, F	Regional	Community Parks - Parks Labourers (M-BC)	Addition of parks labourers to assist in maintaining current service levels in parks, especially in the peak seasons. May 9 update: Project Complete. Job posting expired mid-April and candidate evaluations completed. Positions offered for a late May 2022 start date.	Business Continuity	Completed
22	CS	650	Clarkson	\$91,266	\$0	COVID-19 Restart Funding	2022	May-22	May-22	A, B, D, E, F	Regional	Community Parks - Temporary Parks Backfill (M-BC)	One year temporary position to address backlog of parks annual tasks and projects that accumulated during 2021 due to staff vacancies. May 9 update: Project Complete. Job posting expired mid-April and candidate evaluations completed. Positions offered for a late May 2022 start date.	Business Continuity	Completed
23	CS	310 / 312 / 313 / 320 / 345 / 400 / 615 / 625 / 630 / 650 / 665 / 667 / 670 / 680	Gagnon	\$41,500	\$0	Taxation	2022		Jul-22	All	All	Community Services - Administrative Assistant (1.0 FTE) (Other)	The Community Services Administrative Assistant will provide critical support to the General Manager, Community Services and work cooperatively with other department administrative supports. Mar 22 update: Budget approved in March. Recruitment to begin in Q2. May 9 update: Position posted, interview to occur later in May. July 14 update: Successful candidate started in July.	Other	Completed
24	IS	150	Edbrooke	\$89,836	\$89,836	Healthy Watershed Initiative Grant	2021	Mar-22	May-22	All	Regional	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 presented the results at March 2022 ISC.	Carryforward	Completed
25	IS	350	Rosenboom	\$40,000		User Fees	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Sechelt Landfill Cover Material Base	Additional budget for the costs and trucking of cover material to the Sechelt Landfill site.	Business Continuity	Completed
26	IS	350	Rosenboom	\$125,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Gypsum Testing and Abatement (BSCG)	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 [B50] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.	Business Continuity	Completed
27	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Waste Reduction Initiatives Program (LCHV)	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.	Business Continuity	Completed
28	IS	350	Rosenboom	\$5,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Islands Clean-up (LCHV)	Expansion of the Islands Clean-up program to include Hardy Island as part of the Nelson Island Clean up event day.	Business Continuity	Completed
29	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Home Composter Rebate (LCHV)	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.	Business Continuity	Completed
30	IS	350	Rosenboom	\$100,000	\$0	Taxation	2022	Dec-22	May-22	All	Regional	Regional Solid Waste - Sechelt Landfill Closure/Post Closure Funding (M-BC)	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. Additional fund included in 2022-2026 Financial Plan	Business Continuity	Completed
31	IS	350	Rosenboom	\$27,000	\$0	User Fees	2022	Dec-22	Nov-22	All	Regional	Regional Solid Waste - Pender Harbour Transfer Station Food Waste Drop-Off (BSCG)	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. New service was initiated on November 1	Board Strategic and Corporate Goals	Completed
32	IS	350	Rosenboom	\$67,571	\$0	Taxation	2022	Dec-22		All	Regional	Regional Solid Waste - Staffing - Manager Special Solid Waste Projects - 0.6 FTE (BSCG)	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. Manager started on July 25	Board Strategic and Corporate Goals	Completed
33	IS	352	Rosenboom	\$67,900	\$6,932	Taxation	2021	Mar-22	May-22	All	Regional	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. Work completed early May 2022.	Carryforward	Completed
34	IS	365	Walkey	\$145,000	\$128,050	Reserves	2019	Sep-22	Nov-22	A and SNGD	A	North Pender Harbour Water Service - Garden Bay UV Reactor Purchase	Drinking Water Regulations require that treatment facilities should have redundancy in major treatment steps. The UV reactor has been installed and is in use. Project completed.	Carryforward	Completed
35	IS	370	Walkey	\$74,125	\$7,980	Capital Reserves	2021	Aug-22	Nov-22	A, B, D, E, F, F Islands and DoS	Regional	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. Starlink satellite installed at Chapman Lake, communication reliability improved, Wi-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Project completed.	Carryforward	Completed
36	IS	370	Walkey	\$29,092	\$5,000	User Fees	2020	Sep-22	Nov-22	A, B, D, E, F and DoS	Regional	Regional Water Service - Summer Student (4 months) - Water Asset Inventory Update	Development of Water Supply Plans Assessment Management Plans or update of the asset inventory databases (GIS and AutoCAD) for the Regional Water System. (VALUE IS NOW \$29,092 being carried forward) Posted and receiving resumes. A student was hired and worked with the Utilities team until to complete assigned tasks.	Carryforward	Completed
37	IS	370	Misurak	\$1,178,070	\$948,305	Capital Reserves	2020	9/1/222	Nov-22	A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Reed Road and Elphinstone Road Water Main Replacement	Work is included in construction tender of Church Road project and the replaced and upsized water mains have been installed and are operational.	Carryforward	Completed
38	IS	370	Walkey	\$25,000	\$16,361	Capital Reserves	2020	Jun-21		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Hot Water Upgrade	Design completed purchasing of equipment underway. Removal of existing equipment completed.	Carryforward	Completed
39	IS	384	Walkey	\$18,000	N/A	Capital Reserves / Gas Tax	2021	Jul-21		B	B	Jolly Roger Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements.	Carryforward	Completed
40	IS	385	Walkey	\$9,000		Capital Reserves / Gas Tax	2021	Jun-23		B	B	Secret Cove Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements.	Carryforward	Completed
41	IS	394	Walkey	\$7,500	\$4,161	Reserves	2022	Sep-22		A	A	Painted Boat Waste Water Plant - Flow Meter (CM-RC)	Screens and pumps have been replaced. 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. Staff have met on site for preliminary workplan investigation. Flow meter has been installed and is fully functional.	Regulatory Compliance	Completed
42	IS	365 / 366 / 370	Edbrooke	\$33,000	\$13,650	User Fees	2021	Jul-22	Jun-22	A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Neptune 360 - Software and Hardware	Neptune 360 Software will increase staff efficiency for collecting and managing water meter data. Staff have begun using Neptune 360 to collect water meter data.	Carryforward	Completed
43	IS	365 / 366 / 370	Walkey	\$202,500	\$0	User Fees	2022	Jun-22	Nov-22	A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Service- Staffing - Utility Crew - 3.0 FTE Staffing Increase	In support of expending water supply systems (including Church Rd), ongoing regulatory compliance, improved asset management and support for capital projects additional field staff are required. 1 FTE Utility Technician II 1 FTE Utility Technician I/ Operator 1 (casual) 1 FTE Utility Operator II	Business Continuity	Completed

2022 BUDGET PROJECT STATUS REPORT

Last Revisions: November 16, 2022

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
44	IS	365 / 366 / 370	Walkey	\$40,000	N/A	Operating Reserves	2021	Jun-21		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Leak Correlator	Purchase Leak Correlator equipment and required staff training as per Board direction received following December 17, 2020 staff report. A unit has been purchased and training has been completed.	Carryforward	Completed
45	IS	365 / 366 / 370	Walkey	\$75,000	\$0	User Fees	2022	Jul-22		A, B, D, E, F, F Islands, SNGO, and DoS	Regional	Water Service - Staffing - Utilities Engineering Coordinator - 1.0 FTE (M-BC)	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. The posting was filled and now is vacant, readvertised.	Business Continuity	Completed
46	IS	381 - 395	Walkey	\$30,000	\$0	Operating Reserves	2022	Oct-21	Nov-22	A, B, D, E, F	A, B, D, E, F	Wastewater Treatment Plants (Various) - Public Participation (BSCG)	Meetings with community via Zoom meetings took place between Oct 19-27.	Board Strategic and Corporate Goals	Completed
47	PD	136	Shay	\$20,000	\$10,000	Operating Reserves	2021			All	Regional	Regional Sustainability Services - Building Adaptive and Resilient Communities	ICLEI Building Adaptive and Resilient Communities Project underway. Climate Impact Statement completed. Vulnerability survey and risk assessment workshop being prepared for Community Project Team. Preparations underway for stakeholder and community at large public participation to validate risk and vulnerability assessments. Starting this summer, another phase (BARC Milestone 3) will start under new project. Milestone 2 final report to be presented at May 26 CoW meeting. Outreach activities will follow.	Carryforward	Completed
48	PD	136	Shay	\$50,000	\$0	Operating Reserves	2021			All	Regional	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. First draft of inventory received. Completing revisions and starting work on forecasting scenarios. Final Report to be presented at CoW May 26. Outreach activities will follow.	Carryforward	Completed
49	PD	200	Treit	\$50,000	\$0	Capital Reserves	2021		Sep-22	A, B, D, E, F	A, B, D, E, F	Bylaw Enforcement - Bylaw Vehicle	Purchase additional vehicle for bylaw department. RFQ closed, working on award. Vehicle has been received and is in service.	Carryforward	Completed
50	PD	210	Michael	\$37,500		Taxation	2022		Mar-22	E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Plan Funding (M-BC)	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). Increase to 2022 base budget complete, additional increase scheduled for 2023.	Business Continuity	Completed
51	PD	210	Michael	\$25,000	\$0	Capital Reserves	2021	Sep-22	Nov-22	E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Hazardous Materials Response Trailer	Trailer for the storage and transportation of hazardous materials response equipment. Scope being developed for RFQ. RFQ closed, working on award/proceeding. PO issued, expected delivery Q3 2022. Delivered and awaiting final billing. This project is complete.	Carryforward	Completed
52	PD	210	Michael	\$25,082	\$0	Taxation	2022		Jul-22	E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Deputy Fire Chief (0.4 FTE) (BSCG)	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. To be posted Q2. Position filled.	Board Strategic and Corporate Goals	Completed
53	PD	216	Daley	\$500,000	\$0	Capital Reserves / ST Loan	2020	Jul-21	May-22	B	B	Halfmoon Bay Volunteer Fire Department - Tanker (Tender) Replacement	Delivered in April	Carryforward	Completed
54	PD	216	Daley	\$45,000	\$0	Taxation	2021		May-22	B	B	Halfmoon Bay Volunteer Fire Department - Firehall #2 Redevelopment	Completed and final report received in April	Carryforward	Completed
55	PD	216	Daley	\$48,000	\$0	Taxation	2022		May-22	B	B	Halfmoon Bay Fire Protection - Capital Renewal Plan Projects (M-BC)	Capital plan funding increase was approved	Business Continuity	Completed
56	PD	220	Treit	\$46,600	\$0	Capital Reserves	2020		Sep-22	All	Gibson	Emergency Telephone 911 - Gibsons Radio Tower	Signal Testing has been completed. Contract has been awarded to install equipment.	Carryforward	Completed
57	PD	220	Treit	\$10,020	\$0	Taxation	2022			All	Regional	Emergency Telephone 911 - Dispatch Levy (CM-HSER)	E-Comm 9-1-1 Dispatch Levy fee is increasing	Safety Requirement	Completed
58	PD	222	Treit	\$25,000		Taxation	2022		Mar-22	All	Regional	Sunshine Coast Emergency Planning - Establish Reserve for Future Emergency Events (M-BC)	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. Completed as part of 2022 adopted budget.	Business Continuity	Completed
59	PD	222	Treit	\$37,625	\$0	Taxation	2022		Jul-22	All	Regional	Sunshine Coast Emergency Planning - Emergency Management Coordinator (BSCG)	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. Job description has been developed and posted. N. Hughes started as Emergency Management Coordinator on July 25.	Board Strategic and Corporate Goals	Completed
60	PD	222	Treit	\$24,635	\$12,196	Grant / Operating Budget	2020		Sep-22	All	Regional	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. Final report will be submitted prior to March 31. Final report for grant has been submitted.	Carryforward	Completed
61	PD	520	Whittleton	\$52,733	\$0	User Fees	2022		May-22	All	All	Building Inspection Services - Building Clerk (1.0 FTE) (Other)	Building Inspection Services Additional FTE for Building Clerk to respond to increased service demand. Posted, selection completed successfully.	Other	Completed

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

DEFERRED PROJECTS															
Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	% Complete
1	CA	150	Reid									Feasibility (Regional) - Feasibility for Establishment of Community Social Service (CF-2021)	Initiate a feasibility study for the establishment of a new contribution service for Community Social Services. Project was deferred at 2022 Budget to 2023.		Deferred

Open Projects by Year		
2016	1	
2017	1	
2018	5	
2019	4	
2020	41	
2021	57	
2022	54	
TOTAL	163	

% Complete Summary

Not Started	18	8.0%	Work has not been started for project.
Started	42	18.7%	Work is in preliminary stages.
In Progress 25%	30	13.3%	Up to 25% progress
In Progress 50%	34	15.1%	Up to 50% progress
In Progress 75%	39	17.3%	Up to 75% progress
Completed	61	27.1%	100% Finished
Deferred	1	0.4%	Project was deferred by motion.
Cancelled	0	0.0%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)
TOTAL	225	100%	

DEFINITION

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

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole Meeting – November 24, 2022

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

**SUBJECT:** BUDGET 2023 COMMUNICATIONS PLAN

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**RECOMMENDATION(S)**

**THAT the report titled Budget 2023 Communications Plan be received for information.**

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**BACKGROUND**

The Sunshine Coast Regional District's (SCRD) public budget process will begin later this year as the SCRD Board considers budget priorities for 2023. A key part of the SCRD's budget process is to ensure that residents on the Sunshine Coast are informed about decisions being made by the Board that will affect them.

The purpose of this report is to provide the SCRD Board with the communications plan being put in place by the SCRD Communications Team for this year's budget.

**DISCUSSION**

The following outlines some of the other key communication actions being taken through the budget process.

1. Let's Talk Budget. In early December, before pre-budget, the SCRD's Communications Team will launch an engagement project page on the Let's Talk SCRD platform. This page will contain a budget timeline, documents related to the budget and a place for residents to ask their questions and provide comments. The current budget page on the SCRD website will contain a link to click through to the Let's Talk Platform.
2. Local media advertisements. In previous years, the SCRD has provided information on utility rates and budget considerations via a full-page advert in local media. This was also posted on social media and the SCRD's website. This year's plan will incorporate a similar approach.
3. Budget Information Sessions. For the past two years, SCRD Directors hosted information sessions focused on the effects of the budget on their respective Electoral Areas and Municipalities. These sessions were relatively well attended and provided an excellent opportunity for residents to ask questions directly to their elected officials. These sessions will begin in December, prior to utility rates being presented to the Board, and continue through the budget process in January and February.
4. News releases. The SCRD will issue news releases at each round of budget, providing information to residents on how the budget is going to affect taxation in their Electoral

Area or Municipality. In previous years, the SCRD utilized a format of taxation per hundred thousand of assessed home valuation to explain the budget to residents. This was well received and this year's plan will incorporate this approach.

5. Regional collaboration. The SCRD Communications Team will work with communications staff from the District of Sechelt, Town of Gibsons and the shíshálh Nation Government District to utilize their channels so residents in those areas are aware of how the SCRD Budget may affect them.
6. Community Groups. In the past year, communications staff have provided outreach to community groups to assist in sharing messaging and news about the work being done in the SCRD. These channels will once again be utilized to help spread the word about the SCRD's budget.
7. Tools. Last year, the SCRD implemented new video production tools to better explain the budget process. These videos will be utilized again this year. In addition, the SCRD's new corporate website is anticipated to be online in early 2023. This website will be far more accessible and service delivery focused than the current site. Communications staff will ensure that budget related information is front and center when the website is launched.

#### *Organizational and Intergovernmental Implications*

The SCRD will work with community groups and stakeholders in the Region so that budget information is shared proactively as the budget process continues. The SCRD will also ensure that discussion of budget implications of projects is part of other communication activities.

#### *Financial Implications*

For 2023, it is not anticipated that additional funds will be required over and above what is in the functional area budgets for communication and advertising.

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

Communication is a focus area in the SCRD Board's Strategic Plan. The plan outlined in this report will allow us to meet the goal of proactively communicating with our residents, partners and staff on issues that affect them.

#### **CONCLUSION**

The approach outlined in this report brings forward best practices from previous to allow the SCRD communicate with residents effectively throughout the budget process.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Shelley Gagnon, General Manager, Community Services

**SUBJECT:** COMMUNITY SERVICES DEPARTMENT 2022 Q3 REPORT

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### RECOMMENDATION

**THAT the report titled Community Services Department 2022 Q3 Report be received for information.**

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### BACKGROUND

The purpose of this report is to provide an update on activity in the Community Services Department for the Third Quarter (Q3) of 2022 (July 1 to September 30, 2022).

The report provides information from the following Community Services Department Divisions:

- Parks [650]
- Cemeteries [400]
- Dakota Ridge [680]
- Building Maintenance Services [313]
- Community Recreation Facilities [615]
- Pender Harbour Aquatic and Fitness Centre [625]
- Transit [310]
- Fleet [312]
- Ports [345 & 346]

## PARKS [650]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Parks maintenance	Completion of ongoing inspections, operations, and maintenance of SCRD parks, beach accesses, active transportation routes, and park infrastructure. Includes: Landscaping, tree and brush maintenance, litter and graffiti control, wildfire risk prevention, pest management, trail and bike path maintenance, ongoing repairs, maintenance and replacement of park assets, removal of unauthorized structures, adherence to regulations and legislation.	Ongoing	Seven day a week operations continued through to the end of August.  Continued progress and all items regularly completed as work plan and emerging priorities permit.
Playground Maintenance	Conduct regular inspections, maintenance and repairs. Seasonal maintenance, start up and shutdown of water park.	Ongoing	All regular inspections completed as planned. Seasonal spray park opened May long weekend and closed at the onset of Stage 3 regional water restrictions.
Sports Fields Maintenance	Annual aeration, turf maintenance, repair and maintenance of irrigation systems.	Ongoing	At the onset of Stage 3 regional water restrictions, all irrigation systems were shut off and remain so. As such, sports field conditions at four of five SCRD fields (all except for Pender/Lions Field) are experiencing periods of dormancy and extreme stress. Dry field conditions result in potentially unsafe playing conditions and presents real risks to the assets. Staff continue to assess and manage for the lack of water, and regularly communicate any changing field conditions to all users.
Management and Maintenance of Community Halls	Ensure safe, regulation-compliant operation of community halls. Plan, schedule and complete preventative maintenance tasks. Prevent breakdowns/service interruptions. Maximize useful life of community assets. Provide community rentals and bookings with support from Recreation Services.	Ongoing	Continued annual preventative maintenance occurring as scheduled. Facility Services staff currently assisting to complete minor capital projects at various community hall buildings. New SCRD Facility Booking Specialist role has now been successfully on-boarded and is currently assisting with service requirements.
Campground Operations	Secure contractor for Campground operations.	Ongoing	Campground closed following the end of September long weekend.

	Conduct seasonal maintenance projects.		Staff were unable to secure permits in time to repair flood damage prior to campground opening; four sites remained unusable for this season. Flood recovery work is scheduled for the beginning of Q4.
Core Operations	<p>Renewal and extension of various licenses, leases, agreements and contracts to align with core services of land management, administration and community partnerships.</p> <p>Training of new employees</p>	Ongoing	<p>Continuing into Q3 there are still unanticipated and extended staff absences.</p> <p>Temporary summer staff completed positions in Q3. Staff are finalizing multiple service contract extensions, which will be processed and completed by late Q4.</p>
Completion of Carry Forward Projects	<p>Complete 2021 Carry Forward projects including:</p> <ol style="list-style-type: none"> <li>1. Cemetery Master Plan</li> <li>2. Coopers Green Hall Replacement</li> <li>3. Coopers Green Boat Ramp Repairs</li> <li>4. Bike Park /Pump track at Sprockids Park</li> <li>5. Suncoaster Trail Phase 2 - Volunteer</li> <li>6. Sport field equipment purchase</li> <li>7. Priority repairs to community halls</li> <li>8. Katherine Lake Perimeter Trail and Dan Bosch Park Improvement Proposals</li> <li>9. Hotel Lake Trail, Beach, and Dock Project</li> </ol>	Ongoing	<ol style="list-style-type: none"> <li>1. Cemetery Master Plan presented to the Board in July 2022 and will be used to inform short term priorities.</li> <li>2. Coopers Green Hall Replacement Project continues to progress. Board kept updated through reports to committee.</li> <li>3. Staff capacity challenges have delayed this project.</li> <li>4. Project on hold as partner is adjusting to changes in directorship and currently assessing capacity to engage with SCRD on this project.</li> <li>5. Project proceeding, with partners coordinating related project materials and supplies, while SCRD Parks is scheduling materials and labour assistance for early November.</li> <li>6. Proper turf tires have been delivered but are not installed.</li> <li>7. Preventative maintenance and minor capital investments continue as per schedule.</li> <li>8. Applications to shíshálh Nation Rights and Titles have been submitted. PAFR for Katherine Lake scheduled for November 2022. QEP services for both of these projects has been procured and preliminary field work commenced.</li> <li>9. PFR complete. Staff awaiting results and report. PHLHS had previously submitted a QEP report for the project, but the information may now be outdated, inaccurate or missing pertinent details. Next steps are for staff to review previous QEP and compare to current scope of project work. Nation will need to be notified, and BC Water Stewardship division permitting is now required.</li> </ol>
Asset Management Plan	<p>Complete asset registry for park assets and community halls and develop long term capital plan.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Trails</li> <li>- Park infrastructure (i.e. benches, garbage receptacles, bridges, etc)</li> <li>- Park signs</li> </ul>	Q1-Q4	<p>Working with asset management to complete the capital asset renewal plan in time for inclusion in the 2023 budget deliberations.</p> <p>Asset retirement obligation work is still in progress.</p>

	- Community Halls (5) Work with Finance on asset retirement obligations.		
Document park service levels	Develop a thorough inventory of all parkland and assets including ownership or agreements Establish a classification system with appropriate levels of service Compare current service level to desired service levels Improve statistics reporting, tracking and management (i.e. campground visitation, operational metrics, etc.)	Q1-Q3	In progress.
Update important Bylaws and Policies impacting Parks.	Review and update Parks Bylaw as well as Fees and Charges and present recommendations for Board consideration.	Q1-Q4	Not started. Will carry forward priority into 2023.
Develop Park Signs Standards	Develop standards for the different classifications of parks signs (include considerations for integration of First Nations history/language) Completion of an inventory of current signs and condition report.	Q4	Under development and will carry forward priority into 2023.
Engaging the community in park stewardship	Implement the newly developed Community-Led Initiatives/Improvements Projects (CLIP's) process including: - Application process - Prioritization and planning - Approvals and Agreements	Ongoing	Staff are prioritizing applications and determining which items align with capacity for the 2023 work plan.  In Q3, an additional three requests were received regarding separate community project ideas and engagement opportunities. So far, none have advanced to a formal Community-Led Improvement Project request.
Planning for the future	Support the scoping for "Connected Coast" planning (connecting non-vehicular transportation infrastructure throughout the Sunshine Coast)	Q4	Not started.
Website Updates	As per the corporate initiative to update the website, Parks will need to assign resources to populate and update the new website pages	Q2-Q3	Staff working with Communications to populate and revise specific information being added to the new corporate website.



Key Performance Indicators:

Community Hall Bookings

	Number of Bookings				Hours Booked				Usage Rate			
	Q1 2022	Q2 2022	Q3 2022	Q3 2019	Q1 2022	Q2 2022	Q3 2022	Q3 2019	Q1 2022	Q2 2022	Q3 2022	Q3 2019
Chaster House	0	3	16	46	0	18.5	111.30	164	0	1.39%	8.26%	12.15%
Coopers Green	16	17	27	46	33	41	95.30	109	2.44%	3.04%	7.07%	8.07%
Eric Cardinall	25	64	24	49	105.5	196.5	112.15	197	7.81%	14.57%	8.31%	14.59%
Frank West	40	53	48	40	99.3	104	89.30	97.3	7.37%	7.70%	6.63%	7.22%
Granthams	19	7	26	0	31	9	41.30	0	2.30%	0.67%	3.07	0%
<b>Total</b>	<b>100</b>	<b>144</b>	<b>141</b>	<b>181</b>	<b>269</b>	<b>369</b>	<b>449.35</b>	<b>567.30</b>	<b>3.99%</b>	<b>5.47%</b>	<b>6.68%</b>	<b>10.51%</b>

2019 Q3 – Granthams Hall closed

2022 Q2 – Chaster House closed until late Q2

Sports Field Bookings

	Number of Bookings				Hours Booked				Usage Rate			
	Q1 2022	Q2 2022	Q3 2022	Q3 2019	Q1 2022	Q2 2022	Q3 2022	Q3 2019	Q1 2022	Q2 2022	Q3 2022	Q3 2019
Cliff Gilker	206	115	136	200	552	510	448	882	40.89%	37.78%	33.19%	65.33%
Connor	91	103	101	187	277.3	439.2	417	872	20.56%	32.54%	30.89%	64.63%
Lions	27	14	9	2	45.3	54	27	17	3.37%	4.00%	2.00%	1.26%
Maryanne West	65	0	26	0	230	0	96	0	17.04%	0%	7.11%	0%
Shirley Macey 1 & 2	206	87	117	122	905.3	331.5	472	349	67.07%	24.57%	34.96%	0%
<b>Total</b>	<b>595</b>	<b>319</b>	<b>389</b>	<b>511</b>	<b>2010.30</b>	<b>1334.70</b>	<b>1460</b>	<b>2120.30</b>	<b>29.79%</b>	<b>19.78%</b>	<b>21.63%</b>	<b>10.51%</b>

Katherine Lake Camping Bookings

	Number of Bookings				
	May 2022	June 2022	July 2022	Aug 2022	Sept 2022
Tenting Sites Occupied	39	111	276	292	76
RV Sites Occupied	34	198	418	434	172
<b>Total Seasonal Occupancy:</b>	<b>64.26%</b>				

- No past data available for comparison.
- Camping season runs from May 18 to September 18.
- There are ten tenting sites and 19 RV sites, however, four RV sites were unusable due to storm and flood damage from November 2021. Three alternate sites were open on August 25 at a discounted rate.

**Development Referrals Received and Reviewed by the Parks Division**

Q1 2022	Q2 2022	Q3 2022	Total
6	3	3	12

The following KPI's will be reported on annually:

- number of km of trails (based on classification)
- Acres of parkland (various classifications)
- Katherine Lake Campground statistics (in Q3 and Q4)

**Emerging Issues:**

Flood Recovery Projects: Staff continue to work with the provincial recovery officer related to all recovery projects. All nine individual parks recovery projects have now been assessed and submitted for provincial recovery funding. Staff will provide the Board an update on the recovery projects in Q4 2022 or Q1 2023.

## CEMETERIES [400]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Ongoing cemetery / park maintenance	Completion of ongoing maintenance and repairs to the cemetery grounds, signage, landscaping, pruning, headstone installations, maintenance of fencing, columbarium's and other assets.	Ongoing	Parks staff continue regular servicing as planned and on schedule.
Delivery of cemetery services to the public	Plot and niche sales, administration, counter service, updating of public facing materials and communications, accounting, and responding to customer inquiries.	Ongoing	Ongoing.
Ensure regulatory compliance	Adherence to the Cemetery Act and mandated compliance inspections by Consumer Protection BC.	Ongoing	Complete for 2022.
Planning for the future	Completion of the Cemetery Master Plan	Q3	Project completed.
Asset Management Plan	Begin an asset registry for Cemetery Services equipment, machinery and assets and start to develop long term capital plan. Work with Finance on asset retirement obligations as required.	Q2-Q3	Working with asset management to complete the capital asset renewal plan in time for inclusion in the 2023 budget deliberations.  Cemetery asset retirement information has been completed, including all related assets and infrastructure information, as well as the retirement obligations related to property and infrastructure at Seaview Cemetery.
Document service levels	Develop a thorough inventory of all equipment, machinery and assets. Document service levels.	Q1-Q3	In progress.

**Key Performance Indicators for 2022:**

	Q1 2022	Q2 2022	Q3 2022	Q3 2021
<b>Current Inventory</b>				
Full plots	52	43*	47**	n/a
Cremation plot	248	249*	245	n/a
Columbarium Niches	15	12	11	n/a
<b>Burials</b>				
Plots Sold	0	4	8	6
Interments	2	2	6	3
<b>Cremations</b>				
Plots Sold	2	2	3	1
Niches Sold	1	1	1	0
Interments	1	8	7	0
Inurnments (Niche)	0	2	1	0
Marker Installations	2	9	9	6

*\*Corrected information in software system (errors in Q1).*

*\*\*Ongoing corrections of plot discrepancies in Stone Orchard database.*

*A thorough audit is required to correct these discrepancies and will be a priority in 2023.*

**Emerging Issues:**

None.

## DAKOTA RIDGE [680]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Ongoing Operations	Conduct ongoing trail maintenance and management & facility operations, facility and equipment maintenance, ticket sales and accounting and marketing and promotions of service.	Ongoing	Planning for ticket sales underway and on schedule to begin November 15. Marketing plan initiated.
Core operations	Intergovernmental liaison for agreements/permits/leases and communications.  Work with Recreation Officer on renewing the <i>Section 56</i> partnership agreement issued by the Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNRORD), South Coast Recreation District, under <i>Section 118</i> of the <i>Forests and Range Practices Act</i> .	Ongoing  Q2	Core operations resume early November in preparation for season opening, exact date is weather dependent. Staff are currently busy preparing for season's opening, with a review of procedures, coordination of volunteers and training, equipment preparedness and general site upkeep.
Seasonal Snow Removal and Access Road management	Road maintenance conducted to repair upper road sections and improve drainage including: <ul style="list-style-type: none"> <li>- Road Plowing/Maintenance</li> <li>- Brushing, trimming and vegetation maintenance</li> </ul> Regular public communications and updates.	Ongoing	Prescription for annual road maintenance in place and communicated to road contractor. Commencement of work dependent upon weather and fire hazard rating. Service contract for road maintenance and snow removal is slated for renewal in early 2023.
Volunteer Management and Support	Continued focus on volunteer recruitment, training, coordination and retention, technical and safety training and risk management.	Ongoing	Staff continue to meet with volunteer trail hosts and groomers and are planning for the upcoming season.
Asset Management Plan	Begin an asset registry for Dakota Ridge assets and start to develop long term capital plan. Work with Finance on asset retirement obligations as required.	Q2-Q3	No change from Q1.
Completion of Carry Forward Projects	Complete 2021 Carry Forward projects including: <ol style="list-style-type: none"> <li>1. Drag Behind Groomer</li> <li>2. Storage Shed</li> </ol>	Ongoing	<ol style="list-style-type: none"> <li>1. In progress- due for delivery late October/early November.</li> <li>2. In progress- no responses to project tender. Working with Purchasing to redevelop with possible adjusted scope.</li> </ol>

	3. Kiosk map/signage 4. Snowmobile		3. Signage design in process. Anticipated delivery Q4. 4. No change from Q2 report.
Document service levels	Develop a thorough inventory of all equipment, machinery and assets. Document service levels. Improve statistics reporting, tracking and management (i.e. visitation, operational metrics, etc.).	Q1-Q3	No change from Q3.

### Emerging Issues

None.

## Building Maintenance [313]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
<b>Core Service:</b> Preventative maintenance.	Plan, schedule and complete routine scheduled preventative maintenance tasks at supported buildings.	Ongoing	Scheduled preventative maintenance continued to be given priority in Q3 and the division is on schedule and within budget in most areas. Staffing shortages were resolved in Q3 allowing the division to start catching up on the backlog of some larger quarterly maintenance tasks.
<b>Core Service:</b> Maintenance support as capacity permits	Prioritize and complete tickets received for support to complete emerging repairs and priority tasks.	Ongoing	Staffing shortages were resolved in Q3 increasing our capacity to provide maintenance support. The division is starting to catch up on the backlog of work and response times to tickets is improving. Some requests for projects requiring larger resource commitments are still unable to be supported due to the backlog of work in the division. Supply chain issues continue to result in delays completing tickets.  See table below.
Relocate Building Maintenance Office to SCA	Complete planned move of building maintenance office to SCA	January to March	Complete.
Development of Safety Procedures	Review work tasks to identify where additional safe work procedures are needed and develop procedures. Review and update existing safe work procedures	January - December	No change from Q2.
Asset Retirement Obligations	Work with Finance to identify asset retirement obligations	January - December	No change from Q2.

### Key Performance Indicators:

Building Maintenance Tickets	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q3 2021
Tickets received	40	58	55	-	30
Tickets resolved	46	53	55	-	40
Unresolved tickets	21	26	26	-	15

### Emerging Issues:

Staff Shortages - Building maintenance staffing shortages continued throughout the first month of Q3. A fulltime temporary position was successfully recruited during Q3. Recruitment of this position along with continued use of casual staff to backfill some hours allowed building maintenance to fill all Q3 available hours as well as an additional 68 hours. Additional hours were used to assist with the backlog of work created by hours unable to be backfilled in Q1 and Q2.

## COMMUNITY RECREATION FACILITIES [615]

### Recreation Facilities Services [613]

#### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Facility operation and preventative maintenance	<p>Ensure safe, regulation-compliant operation of facilities.</p> <p>Prevent breakdowns/service interruptions.</p> <p>Maximize useful life of community assets.</p>	Ongoing	Similar to Q2, continuing to experience cost increases for supplies, materials, and contracted labour in the current marketplace. Supply chain issues are resulting in longer than normal lead times to complete maintenance and repairs.
Planning and coordination of capital renewal projects.	<p>Planning, coordination and procurement of goods and services to implement capital renewal projects.</p> <p>Provide project oversight.</p>	Ongoing	Planning for 2023 and beyond continued in Q3.
Annual Facility Maintenance	Plan, schedule and complete annual maintenance at recreation facilities	Q1-Q3	Complete.
Development of Safety Procedures	<p>Review work tasks to identify where additional safe work procedures are needed and develop procedures.</p> <p>Review and update existing safe work procedures</p>	Q1-Q4	No change from Q1.
Climate Adaptation Internal Project	Work with Sustainable Development to collaborate on vulnerability mapping, risk analysis and adaptive design work.	Q1-Q4	Q3 climate adaptation work completed: <ul style="list-style-type: none"> <li>• Milestone three: planning continued.</li> <li>• Attended Action Validation Workshop.</li> </ul>
Asset Retirement Obligations	Work with Finance to identify asset retirement obligations	Ongoing	No change from Q2.
Completion of Carry Forward Capital Renewal Projects	<p>Complete 2021 carry forward projects</p> <ul style="list-style-type: none"> <li>a) GDAF Packaged Roof Top Unit</li> <li>b) SCA Exterior Door Glazed</li> <li>c) SCA Roof, Modified Bitumen</li> <li>d) SCA Dehumidifier, Electric</li> <li>e) SAC Water Piping, Pump Room (CPVC)</li> <li>f) SAC Building Envelope Panel Drying</li> <li>g) SAC Domestic Hot Water Boiler</li> </ul>	Q1-Q3	<ul style="list-style-type: none"> <li>a) Staffing shortages resulted in a further delay in tendering, tender going out to market beginning of Q4. Construction still anticipated to occur in Q3 2023.</li> <li>b) Project was scheduled for retendering in Q3, staffing shortages have resulted in this being delayed to Q4.</li> <li>c) Project has reached substantial completion.</li> <li>d) Deferred to 2023 (no change from Q2).</li> <li>e) Deferred to 2023 (no change from Q2).</li> <li>f) Not started (no change from Q2).</li> <li>g) Complete.</li> </ul>

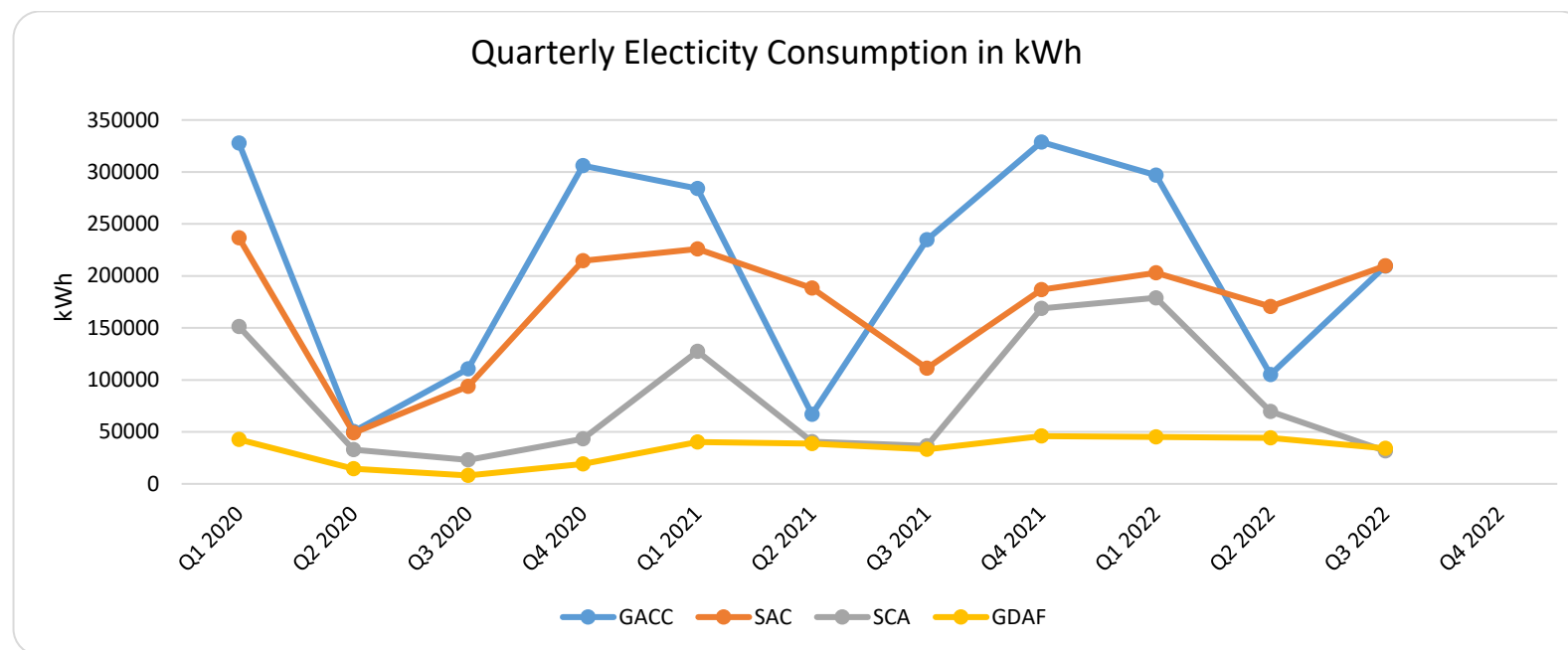


Completion of Carry Forward One Time Budget Projects	a) Fall Protection Upgrades Phase One b) SCA Refrigeration Plant Regulatory Items c) SCA Parking Lot Lighting	Q1-Q3	a) Project awarded. Construction anticipated for Q4. b) Project on hold pending review by TSBC safety officer. c) Complete.
SAC Fire Sprinkler System Replacement	Plan and coordinate the SAC sprinkler system replacement to occur in two phases starting in 2022	Q1 and Q2	Project design work underway, draft preliminary design anticipated in early Q4. Construction tendering planned for Q4 pending project budget approval.
Training and Development Program Implementation	Implement program to enhance staff skills, knowledge and experience	Q1-Q4	No change from Q2.
2022 Capital Projects	Plan, procure services, schedule and complete 27 new capital projects for 2022.	Q1-Q3	Tendering of two projects was successful in Q3 with one project being completed in Q3 and the second project scheduled for completion in early Q4. Procurement process has commenced on six projects and will continue into Q4. Carry forward of additional projects is likely to occur due to staffing shortages, procurement challenges and supply chain issues.

#### Key Performance Indicators:

#### Quarterly Electricity Consumption in kWh

	Year	Q1	Q2	Q3	Q4	Annual Total	% Total 615 Facilities
<b>GACC</b>	2022	297,021	105,090	209,312	-	-	36.11%
	2021	284,143	66,775	234,679	328,804	914,401	42.37%
	2020	327,878	50,366	110,741	306,071	795,056	46.11%
<b>SAC</b>	2022	203,036	170,584	209,884	-	-	33.55%
	2021	225,979	188,278	111,083	186,926	712,266	33.01%
	2020	236,632	48,995	93,678	214,610	593,915	34.44%
<b>SCA</b>	2022	178,982	69,735	31,672	-	-	22.33%
	2021	127,517	40,689	36,555	168,616	373,377	17.30%
	2020	151,385	32,792	23,033	43,452	250,662	14.54%
<b>GDAF</b>	2022	44,996	44,143	34,048	-	-	8.01%
	2021	40,151	38,595	33,316	45,921	157,983	7.32%
	2020	42,690	14,662	8,092	19,184	84,628	4.91%



**Annual Natural Gas Consumption in GJ (% Total All Facilities)**

	2022	2021	2020
<b>GACC</b>	-	1,199.5 (12.43%)	1,189.1 (15.99%)
<b>SAC</b>	-	5,013.7 (51.95%)	3,479.4 (46.78%)
<b>SCA</b>	-	741.2 (7.68%)	779.6 (10.48%)
<b>GDAF</b>	-	2,696.8 (27.94%)	1,989.4 (26.75%)
<b>Annual Total</b>	-	9,651.2	7,437.5

*Note: Due to variations in billing periods and meter reading dates, will report natural gas consumption annually.*

**Equipment Failures Impacting Service Levels – Q3 only**

Facility	Equipment	Impact	Failure Date	Days Impacted
<b>GDAF</b>	Rain Pool Circulation System	Rain Pool Closure	Aug 12	5
<b>SAC</b>	Waterslide Pump	Water Slide Closure	Aug 17	1.5
<b>GACC</b>	Refrigeration System DDC	Ice Closure	Sep 9	0.25

**Emerging Issues:**

**Human Resources** – Successfully filled one of three vacant casual positions, recruitment to fill remaining casual vacancies continues. One full time Assistant Coordinator resigned from their position, recruitment to fill the vacancy has commenced.

## RECREATION SERVICES DIVISION [614]

### Progress on Priorities from 2022 Service Plan Lites

Core Service/Project	Goal	Timeline	Progress
Provide public access to Aquatics, Arenas, Fitness and Programming	Return the facility to traditional operating hours and service levels. (Pending Public Health Orders and staffing)	Ongoing	<p><b>Aquatics</b></p> <ul style="list-style-type: none"> <li>All aquatic facilities continue to operate at reduced hours due to lifeguard shortages.</li> <li>GDAF annual maintenance was completed in July (facility closed).</li> </ul> <p><b>Arenas</b></p> <ul style="list-style-type: none"> <li>Ice operations began August 15 at GACC.</li> <li>Ice operations at the SCA were scheduled to start September 26 but has been delayed due to Level 4 water restrictions being in place.</li> </ul> <p><b>Fitness &amp; Community Recreation</b></p> <ul style="list-style-type: none"> <li>Weight room and fitness remained available throughout the period.</li> </ul> <p>Admissions for all recreation centres in Q3 were down and is typical over the summer months, but may also be attributed to the reduced aquatic hours.</p> <p>See performance indicators below.</p>
Program Delivery	Delivery of accessible recreation programs in Aquatics, Arenas, Fitness and Community Recreation	Ongoing	<p><b>Aquatics</b></p> <ul style="list-style-type: none"> <li>Aquafit participation remains steady, however, the number of classes provided in summer 2022 was less than the same period in 2019. Staff continue to work on offering more classes.</li> <li>Summer swim lessons were near capacity at GDAF. SAC afternoon lessons were not as popular as mornings. This is typical for registration in the summer.</li> <li>Summer aquatic leadership programs ran with ten participants completing Bronze Medallion, eight participants completing Bronze Cross, ten participants completing National Lifeguard and seven participants completing instructor training.</li> </ul> <p><b>Arenas</b></p> <ul style="list-style-type: none"> <li>Drop in programming started at GACC August 29 with regular shoulder season drop in programs starting on September 6. Programs include public skate, drop in hockey, parent &amp; tot and adult slow pace skate.</li> <li>Drop in and registered programming is delayed at SCA due to the ice install delay.</li> </ul>

			<p>Fitness &amp; Community Recreation</p> <ul style="list-style-type: none"> <li>• Fitness and community recreation program participation was lower compared to Q3 2019. Availability of instructors limited the number of programs that could be offered which impacted admissions.</li> <li>• Two, one-week summer camps (one at GACC and one at SCA) were cancelled due to low registration.</li> <li>• Increased marketing efforts are underway to invite public back to the facility. Each week has seen a return of users who have not used the facility since the onset of COVID.</li> <li>• Staff trialed a fitness class outside (weather dependent) at GACC using the outdoor basketball court as class space with a portable speaker for music. Customer response was positive.</li> </ul> <p>Miscellaneous</p> <ul style="list-style-type: none"> <li>• Fall Program Registration began August 17.</li> </ul> <p>In Q3, program staff planned 82% of the volume of programs compared to the same period of 2019. The program cancellation rate improved to 10% from 25% of programs in 2019. For GDAF specifically, the annual maintenance closure in July impacted the number of programs offered in the period.</p>
Community group partnership/space rental	Support community recreation priorities through providing facility space/services	Ongoing	<p>Partner programs with SC Community Services Society, SC Association of Community Living and Vancouver Coastal Health continued through Q3.</p> <ul style="list-style-type: none"> <li>○ GACC YMCA Youth Centre closed August 24 due to a staffing change. Programming was limited thereafter as the YMCA searched for a new coordinator.</li> <li>○ Adapted Nia (Dance Fitness) program, in partnership with SC Association for Community Living was cancelled in July due to low registration.</li> <li>○ Happy Hearts Plus had their annual summer break from August 11 to August 22.</li> </ul>
Business Process/Customer service Improvements	To support policy and procedure development	Ongoing	No change from Q2.
Respond to ongoing pandemic	As the pandemic continues and new Public Health Orders announced, the facility will be required to respond accordingly which may impact the services being offered	Q1-Q2	Complete.

Provision of facility bookings support for Parks	Continue to provide facility booking services for the Parks Department	Ongoing	The new Facility Booking Technician position was filled on September 6.
Joint-Use Agreement	Provide access to Recreation Facilities for School District groups/activities  Resume recreation programming in schools	Q4	No activity over the summer.
Scheduling software implementation	See through the implementation of the scheduling software in Aquatics	Q3-Q4	Still progressing but taking longer than expected and will likely be completed in Q1 2023.
Programming Review and implementation	Complete the programming review and implement recommendations	Q1-Q4	Progressing and still anticipate completion of project by end of Q4 with report coming to the Board early in 2023.
Fees and Charges Bylaw Review and Recommendations	Complete the fees and charges review, and bring forward recommendations for Board consideration	Ongoing	No change from Q2.
LIFE program Review (Financial Assistance program)	Complete a review of the Leisure Involvement For Everyone program and bring forward recommendations for Board consideration	Q3-Q4	Not started.
Staff Recruitment, Training and Development	Continue to recruit staff to address shortages, provide opportunities for training and development, and for staff to strengthen their skills and abilities as it relates to their career  Strengthen the provision of aquatics through coordinated leadership, new training opportunities and new systems designed with input from staff and adapting to lifeguarding during COVID	Ongoing	Aquatics staff recruitment remains ongoing. Seven new staff were recruited this quarter. Many staff have limited availability which continues to pose challenges in offerings of aquatic programs and operational hours.  Recruitment of additional arena worker started in late Q3.
Aquatic Facility Safety Plans	Update the aquatic facility safety plans	Ongoing	No change from Q2.
Programming Equipment Asset Management Plan	Continue to develop the Programming Asset Management Plan is currently underway	Ongoing	Continue to develop the plan and hope to have it completed in Q4.
Website Updates	As per the corporate initiative to update the website	Q2-Q3	No change from Q2.
Music Licensing Fee	Adhere to federal music licensing fee requirements when playing music in public facilities	Q1	Complete.

**Emerging Issues:**

Cooling Centre Operations - During the time periods of July 15 – July 29, August 17 – August 18 and August 24 – August 25, staff assisted with the implementation of cooling centre operations in support of the Emergency Operations Centre at both SAC and GACC.

SC Junior Hockey Society - Staff await the submission of a business plan from the SC Junior Hockey Society in order to progress this item. Staff understand from conversations with the Society, that the sense of urgency is somewhat reduced as the PJHL may delay the expansion of the league. The Society has been focusing their efforts on hosting two PJHL games in Q4 at the GACC.

## Pender Harbour Aquatic & Fitness Centre [625]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Facility operation and preventative maintenance	Ensure safe, regulation-compliant operation of facility  Prevent breakdowns/service interruptions  Maximize useful life of community assets	Ongoing	Supply chain issues are continuing to result in longer than normal lead times to complete maintenance and repairs.
Annual Facility Maintenance	Annual Facility Maintenance	Q3	Complete.
Provide public access to Aquatic and Fitness facility and programs	Return the facility to traditional operating hours and service levels. (Pending Public Health Orders and staffing)	Ongoing	Continue to operate at reduced hours due to staffing challenges.  Admissions were lower this quarter and can be attributed to the annual maintenance closure July 30 to September 5, the time of year and the late start to spring/summer and the reduced aquatic hours.
Program Delivery	Delivery of accessible recreation programs in Aquatics and Fitness	Ongoing	<p>Aquatics</p> <ul style="list-style-type: none"> <li>Aquafit participation remains steady, however, the number of classes provided in spring 2022 was less than summer 2019. Staff continue to work on offering more classes.</li> <li>Summer swim lessons were provided for the community and 14 participants registered.</li> </ul> <p>Fitness &amp; Community Recreation</p> <ul style="list-style-type: none"> <li>Only one fitness program ran in Q3 due to lack of qualified instructor availability.</li> <li>Staff continue to work on attracting more program instructors to be able to provide a variety of programming. This has limited the volume of programming offered at all facilities.</li> </ul> <p>Miscellaneous</p> <ul style="list-style-type: none"> <li>Fall registration began on August 17.</li> <li>Facility was closed from July 30 to September 5 for annual maintenance which eliminated programming in the period.</li> </ul>
Community group partnership/space rental	Support community recreation priorities through providing facility space/services	Ongoing	No change from Q2.
Business Process/Customer service Improvements	To support policy and procedure development	Ongoing	No change from Q2.
Respond to ongoing pandemic	As the pandemic continues and new Public Health Orders announced, the facility will be required to respond	Q1-Q2	Complete.

	accordingly which may impact the services being offered		
Joint-Use Agreement	Provide access to Recreation Facilities for School District groups/activities  Resume recreation programming in schools	Q4	No activity over the summer.
Scheduling software implementation	See through the implementation of the scheduling software in Aquatics	Q3-Q4	PHAFC will be the trial facility for the scheduling software launch in Q4
Programming Review and implementation	Complete the programming review and implement recommendations	Q1-Q4	Progressing and still anticipate completion of project by end of Q4 with report coming to the Board early in 2023.
Fees and Charges Bylaw Review and Recommendations	Complete the fees and charges review, and bring forward recommendations for Board consideration	Ongoing	No change from Q2.
LIFE program Review (Financial Assistance program)	Complete a review of the Leisure Involvement For Everyone program and bring forward recommendations for Board consideration	Q3-Q4	Not started.
Staff Recruitment, Training and Development	Continue to recruit staff to address shortages, provide opportunities for training and development, and for staff to strengthen their skills and abilities as it relates to their career.  Strengthen the provision of aquatics through coordinated leadership, new training opportunities and new systems designed with input from staff and adapting to lifeguarding during COVID	Ongoing	Aquatics staff recruitment remains ongoing.
Aquatic Facility Safety Plans	Update the aquatic facility safety plans	Ongoing	No change from Q2.
Website Updates	As per the corporate initiative to update the website, Transit will need to assign resources to populate and update the new website pages	Q2-Q3	No change from Q2.
Music Licensing Fee	Adhere to federal music licensing fee requirements when playing music in public facilities	Q1	Complete.
Capital Asset Management Plan	Continue to develop a Capital Asset Management Plan for this Facility	Ongoing	No change from Q2.



**Key Performance Indicators:**

**Quarterly Electricity Consumption in kWh**

	Year	Q1	Q2	Q3	Q4	Annual Total
PHAFC	2022	99,548	76,183	48,223	-	-
	2021	107,664	68,108	51,094	101,761	328,627
	2020	102,121	42,673	47,771	103,339	295,904

**Emerging Issues:**

**Equipment Failures Impacting Service Levels – Q3 only**

Facility	Equipment	Impact	Failure Date	Days Impacted
PHAFC	None to report	-	-	-

## RECREATION SERVICES AND PENDER HARBOUR AQUATIC & FITNESS CENTRE

**Key Performance Indicators:** (2019 is used as a comparison due to COVID closures and restrictions in 2020 & 2021)

**Admissions** (Includes paid drop in admissions, membership use or swipes, and lobby games participation GACC only)

	2022				2019
Facility	Q1	Q2	Q3	Q4	Q3
GACC	7,617	10,340	5,226		7,140
GDAF	4,324	5,525	2,758		1,297
SAC	31,290	24,019	16,695		28,807
SCA	1,415	450	68		678
PHAFC	2,800	3,395	495		1,024
Total	47,446	43,728	25,241		38,945

### Facility Bookings/Rentals

#### Arenas

Prime Time: 3:00pm-midnight on school days and 8:00am-midnight on non-school days.

Non-Prime Time: 6:00am-3:00pm on school days and 6:00-8:00am on non-school days.

	Q1 2022			Q2 2022			Q3 2022			Q3 2019
	Hours Booked	Hours Available	Usage Rate	Hours Booked	Hours Available	Usage Rate	Hours Booked	Hours Available	Usage Rate	Usage Rate
<b>GACC - ICE</b>										
Prime	535.25	823	65.04%	-	-	-	184.75	272.00	67.92%	57.33%
Non-prime	95.00	473	20.08%	-	-	-	2.00	34.00	5.88%	7.69%
<b>GACC ICE TOTAL</b>	630.25	1,296	48.63%	-	-	-	186.75	306.00	61.03%	51.82%
<b>SCA - ICE</b>										
Prime	613.25	1,083	56.63%	60.25	132.00	45.64%	-	-	-	-
Non-prime	73.50	537	14.06%	12.75	48.00	26.56%	-	-	-	-
<b>SCA - ICE TOTAL</b>	688.75	1,620	42.52%	73.00	180.00	50.56%	-	-	-	-
<b>TOTAL – ICE</b>	<b>1,319.00</b>	<b>2,916</b>	<b>45.23%</b>	<b>73.00</b>	<b>180.00</b>	<b>50.56%</b>	<b>186.75</b>	<b>306.00</b>	<b>61.03%</b>	<b>51.82%</b>
<b>GACC – Dry Floor</b>	-	-	-	129.00	1,150.50	11.21%	0	442.50	0.00%	7.37%
<b>SCA – Dry Floor</b>	-	-	-	69.50	884.00	7.86%	1	672.00	0.45%	7.77%

GACC: Q2 ice out and SCA: Q2 2019 – ice until April 28, Q2 2022 – ice until April 10

SCA: Q2 2019 – dry floor starting May 6, Q2 2022 – dry floor starting April 23

## Pools

	Q1 2022		Q2 2022		Q3 2022		Q3 2019	
	Number of bookings	Hours booked	Number of bookings	Hours booked	Number of bookings	Hours booked	Number of bookings	Hours booked
GDAF	7	11.00	55	77.00	0	0	0	0
SAC	162	322.75	111	231.75	45	72.67	16	19.00
PHAFC	0	0	6	8.75	0	0	0	0
<b>TOTALS</b>	<b>169</b>	<b>333.75</b>	<b>172</b>	<b>317.50</b>	<b>45</b>	<b>72.67</b>	<b>16</b>	<b>19.00</b>

## Multi-Purpose Rooms

Available Hours - Operating hours of centre x No. of rooms available.

Partner programs do not include the Joint Use Agreement, which will be reported on annually.

	Q1 - 2022				Q2 - 2022				Q3 - 2022				Q3 2019
	No. of bookings	Hours booked	Available Hours*	Usage Rate	No. of bookings	Hours booked	Available Hours*	Usage Rate	No. of bookings	Hours booked	Available Hours*	Usage Rate	Usage Rate
<b>GACC (Rooms 204, 209, 217 &amp; 219)</b>													
SCRD Programs	98	86.75		1.91%	207	163.15		3.55%	86	67.00		2.14%	6.39%
Rentals	105	158.00		3.48%	99	234.50		5.10%	39	91.25		2.92%	4.96%
Partner Programs	123	242.00		5.33%	172	454.00		9.87%	104	286.25		9.15%	9.39%
<b>TOTAL</b>	<b>326</b>	<b>486.75</b>	<b>4,544</b>	<b>10.71%</b>	<b>478</b>	<b>851.75</b>	<b>4,602.00</b>	<b>18.51%</b>	<b>229</b>	<b>444.50</b>	<b>3,128.00</b>	<b>14.21%</b>	<b>20.74%</b>
<b>SAC (Community Room and Fitness Room*)</b>													
SCRD Programs	131	164.50		7.08%	207	233.75		10.55%	94	197.50		12.35%	10.24%
Rentals	13	13.00		0.56%	18	18.75		0.85%	0	0		0.00%	0.22%
Partner Programs	26	32.50		1.40%	24	30.00		1.35%	0	0		0.00%	1.95%
<b>TOTAL</b>	<b>170</b>	<b>210.00</b>	<b>2,323</b>	<b>9.04%</b>	<b>249</b>	<b>282.50</b>	<b>2,215.00</b>	<b>12.75%</b>	<b>522</b>	<b>769.09</b>	<b>1,599.00</b>	<b>12.35%</b>	<b>12.41%</b>
<b>SCA (Community Room)</b>													
Rentals	2	4.00		0.25%	6	36.50		2.23%	0	0		0.00%	2.35%
<b>TOTAL</b>	<b>2</b>	<b>4.00</b>	<b>1,620</b>	<b>0.25%</b>	<b>6</b>	<b>36.50</b>	<b>1,638.00</b>	<b>2.23%</b>	<b>0</b>	<b>0</b>	<b>1116.00</b>	<b>0.00%</b>	<b>2.35%</b>

\*Fitness Room at SAC closed June 21-25 inclusively.

**Registered Programs** (Includes only pre-registered programs. Drop-ins are counted with admissions.)

Season	Quarter	Dates
Winter	Q1	January 1 to March 31
Spring	Q2	April 1 to June 30
Summer	Q3	July 1 to August 31
Fall	Q4	September 1 to December 31

	Ice/Dry Floor Programs		Aquatic Programs		Fitness Programs		Totals	
SCRD Programs	Q3 2022	Q3 2019	Q3 2022	Q3 2019	Q3 2022	Q3 2019	Q3 2022	Q3 2019
No. of Registered Programs	2	0	27	31	20	29	49	60
No. of Cancelled Programs	1	-	1	4	3	11	5	15
No. of Spaces Available	25	0	390	307	152	306	567	613
No. of Spaces Filled	21	0	256	279	101	124	378	403
No. on Waitlist	0	0	39	56	2	0	41	56

- Programs only run if a minimum number of participants are reached. Orientations are included in the registered programs and are cancelled if not booked.
- Birthday parties are not included in this data.
- No. of spaces available is based on the maximum capacity permitted in a program.
- Aquatics swim lessons were full and waitlist numbers inflated due to customers adding their name to multiple waiting lists.

**Marketing – 2022**

Facebook	Reach*			Number of Followers		
	Q1 2022	Q2 2022	Q3 2022	Q1 2022	Q2 2022	Q3 2022
SCRD.Parks.Recreation	12,382	31,957	19,024	2,114	2,170	2,216
Pender Harbour	3,099	11,926	5,629	667	666	665

\*Reach is the number of people who saw any content for the specified Facebook page for the defined period of time.

	Q1 2022	Q2 2022	Q3 2022
Number of E-Newsletter Subscribers	248	248	248
Comment Cards Received	44	76*	14

\*Q2 Comment Cards Received included 61 comment responses from the April Recreation Information Survey.

The following performance indicators will be reported annually in the Q4 report.

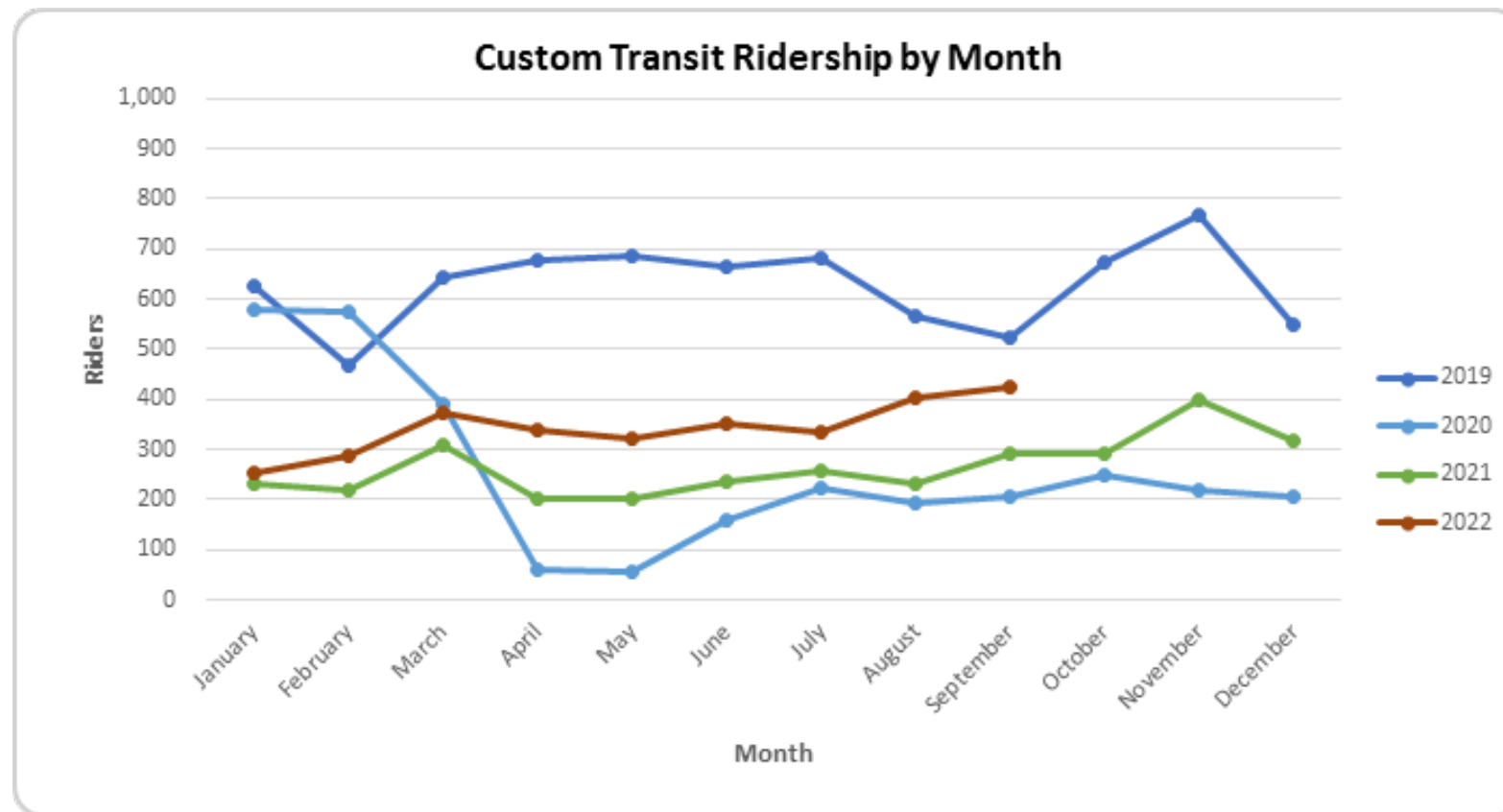
- LIFE (Leisure Inclusion For Everyone) program and admission statistics
- JUA (Joint Use Agreement) statistics

## TRANSIT DIVISION [310]

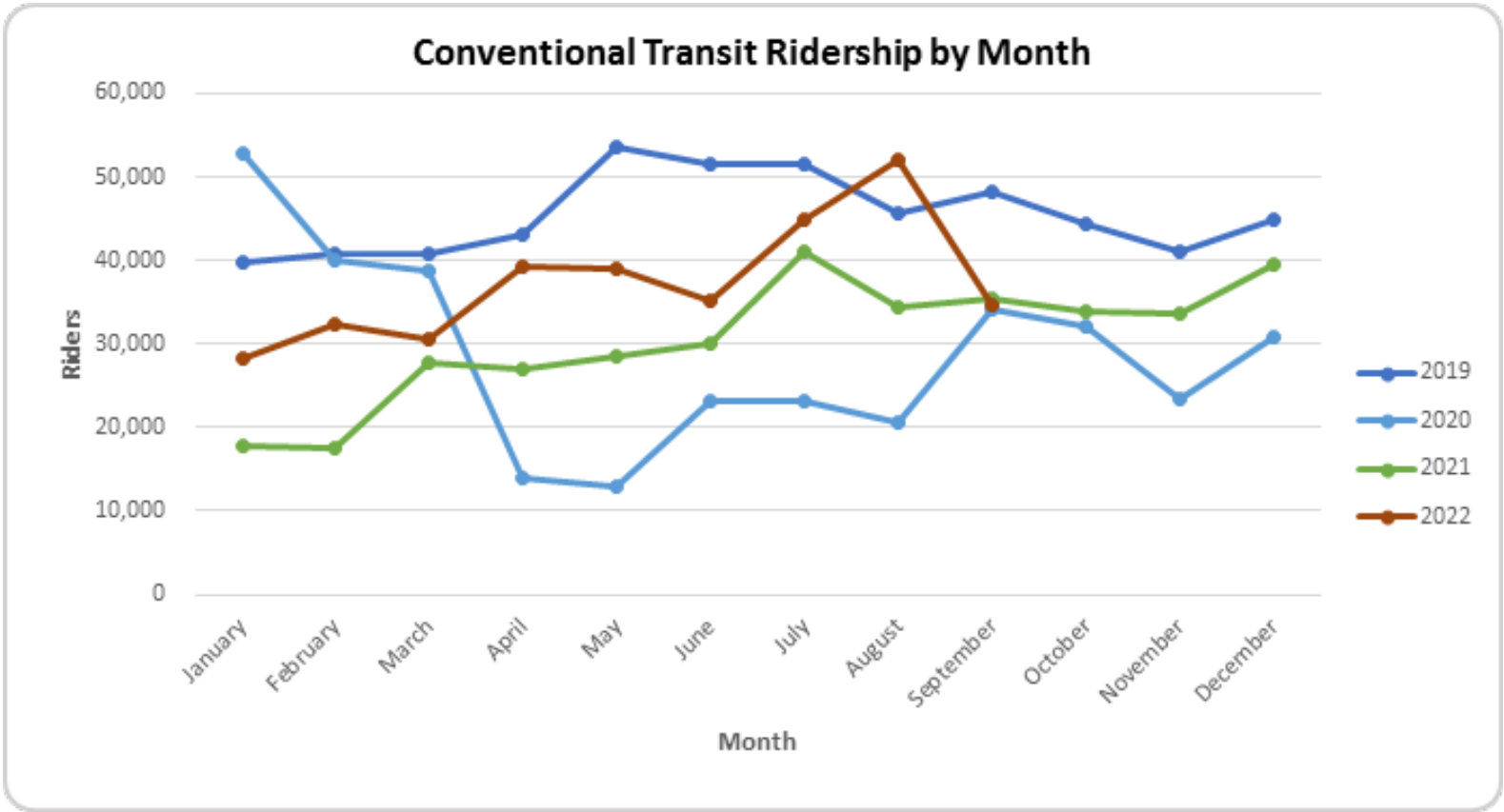
### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Transit Operations	Continue to provide conventional and custom transit services as per the Annual Operating Agreement with BC Transit	Ongoing	Service levels for conventional and custom transit maintained in Q3. Ridership continues to grow.
Transit Operations	Continue to provide enhanced cleaning and disinfecting of buses.	Ongoing	Enhanced cleaning service levels have been maintained in Q3.
Transit Operations	Ongoing recruitment, orientation and training of Transit Drivers to maintain service levels.	Ongoing	Were not successful in recruiting any drivers in Q3.
Transit Operations	In partnership with BC Transit, identify the gaps in service levels between operations and the new BC Transit Operations Standards manual.	Q1-Q4	No progress since Q2.
Transit Future Action Plan (TFAP)	In partnership with BC Transit, completion of the Transit Future Action Plan review.  Implementation strategy for the revised priorities identified in the TFAP update.	Completed Q2	Complete.
Bus Shelter Program Development	To develop a bus shelter program that includes: <ul style="list-style-type: none"> <li>- current inventory and asset condition assessments</li> <li>- standards for bus shelters</li> <li>- implementation plan (phased approach)</li> <li>- budget implications (capital, operational, asset replacement)</li> <li>- Identification of possible funding opportunities</li> </ul>	Q2-Q4	Not started.
Custom Transit Review	Depending on BC Transits capacity to partner, conduct a Custom Transit Review.	Q3-Q4	Not started.
Bike Locker Program	Provide recommendation on future of Transit Bike Locker program.	Completed Q2	Complete.
Website Updates	As per the corporate initiative to update the website, Transit will need to assign resources to populate and update the new website pages	Q2-Q3	Not started.

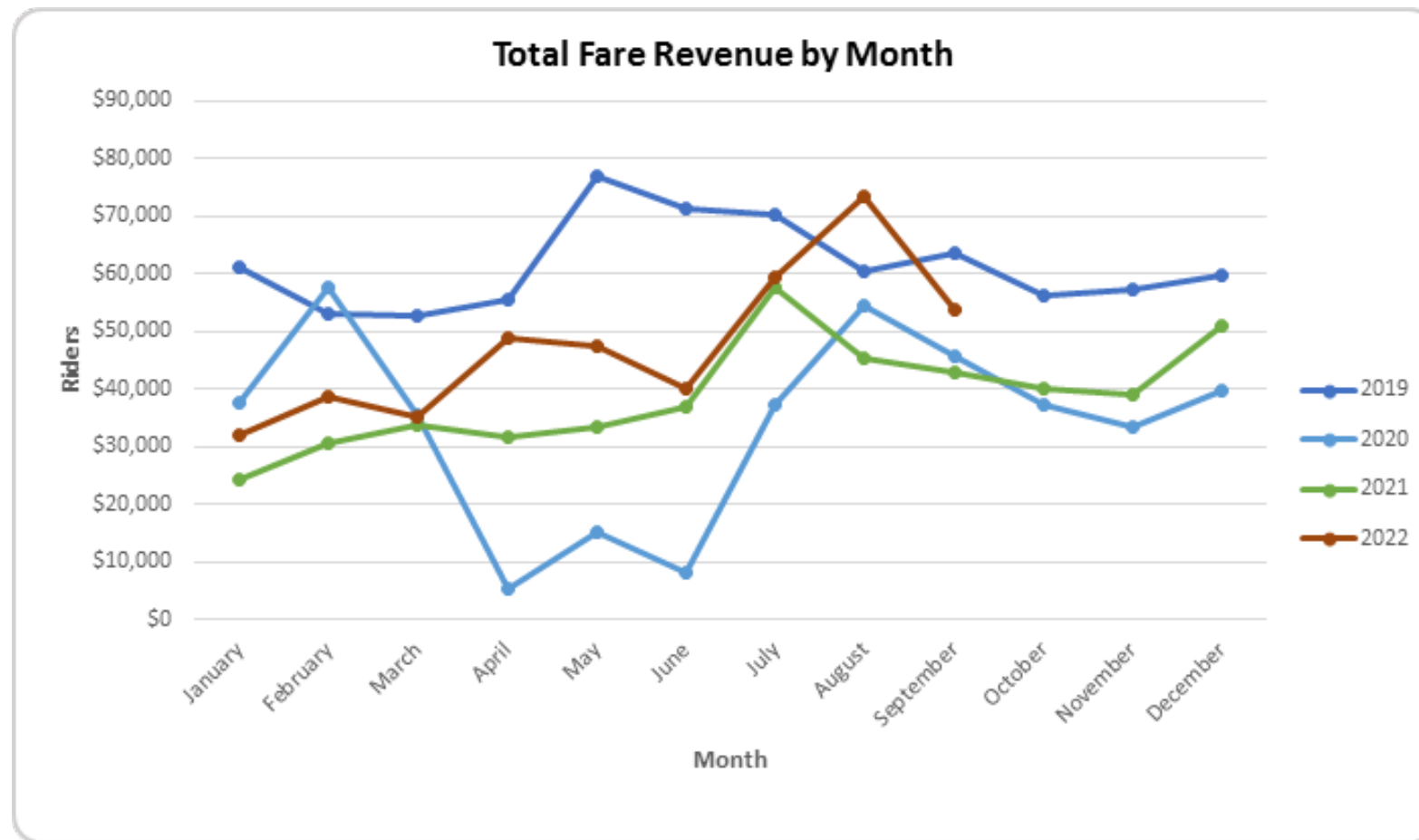
Key Performance Indicators:



*\*Includes all data received from BC Transit to date*



*\*Includes all data received from BC Transit to date*



*\*Includes all data received from BC Transit to date*

#### Emerging Issues:

Manager, Transit and Fleet resigned in Q3. Successfully recruited a new manager who starts on November 14, 2022. Focus has been on maintaining operations.

Electronic Fare System implementation scheduled for Q2 2023.



## FLEET DIVISION [312]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Fleet Operations	Conduct annual Commercial Vehicle Inspections	Q2-Q3	Ongoing.
Fleet Operations	Conduct annual fleet inspections on all BC Transit Buses	Q3-Q4	Annual inspections completed for 67% of the buses. Remaining inspections scheduled for Q4 and also January 2023.
Fleet Operations	Annual fleet servicing of SCRD generators	ongoing	Ongoing.
Fleet Operations	Preventative and scheduled maintenance of SCRD vehicles and equipment	ongoing	Annual maintenance is ongoing and service levels are being maintained.
Fleet Management	Begin to develop the scope of a Corporate Fleet strategy.	Q3-Q4	Not started.

### Emerging Issues:

None.

## PORTS AND DOCKS DIVISION [345 & 346]

### Progress on Priorities from 2022 Service Plan Lite

Core Service/Project	Goal	Timeline	Progress
Routine preventative maintenance and minor repairs	Completion of annual inspections / repair visits completed through a master service agreement (3x/yr).  Sustainable, cost-effective asset management and prevention of service interruptions	Ongoing	Two rounds of inspections completed. Third round of inspections will not be conducted this year due to two reasons. 1) Major inspections (including below water) will be conducted on five SCRD ports in Q4. 2) Funding for the third round of minor inspections was utilized to address repair and maintenance priorities.
Public information on docks/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Ongoing as required.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings 2x per year.	Ongoing	Second POMO meeting set for Q4.  Staff worked with Canadian Hydrographic Service and Gibsons Landing Harbour Authority on small navigational upgrades, this continues to strengthen our relationship with community associations.
Asset management	Completion of a major inspection of all nine ports will identify priorities for repair and replacements to maintain the asset.  Collection of valuable information to populate an asset management plan.	Every 5 years	Five ports (all Gambier Island ports and Hopkins) will have major inspections completed in Q4. Inspection reports expected to be received by year end and will be used to inform the capital renewal plan which is under development.  Remaining ports will have major inspections spring 2023 (pending available budget).
Capital improvement projects	Complete capital replacement carry forward projects adhering to environmental regulations and limiting service disruption.	2022/2023	In Q4 and early 2023, will issue RFQ to secure engineering services to develop drawings and cost estimates for the five carry forward projects. Projects will then be prioritized and completed as budget permits.
Facilitate and support the provision of public docks (New Brighton Dock)	In partnership with the Squamish Nation Marine Group, and Gambier Island Community Association, facilitate a community conversation regarding the New Brighton dock and conduct any studies required in the process.	2022	New Brighton Dock scheduled for major inspection (including below water) in Q4. The information from this inspection will help inform future capital investment requirements.

### Emerging Issues:

None.

Reviewed by:			
Manager	X– A. VanVelzen X- K. Clarkson X– G. Donn	Finance	
GM		Legislative	
CAO	X– D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Allen van Velzen, Manager, Facility Services

**SUBJECT:** SECHELT AQUATIC CENTRE FIRE SPRINKLER SYSTEM REPLACEMENT PROJECT UPDATE

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### RECOMMENDATION(S)

**THAT the report titled Sechelt Aquatic Centre Fire Sprinkler System Replacement Project Update be received for information;**

**AND THAT system replacement Option #2 Dry Nitrogen System be approved for detailed design and construction tendering;**

**AND THAT the Sechelt Aquatic Centre Fire Sprinkler System Replacement project budget be increased from \$180,200 to \$820,792 (plus GST), with the increase of \$640,592 and total project be funded from short-term debt;**

**AND THAT the Sunshine Coast Regional District authorize up to \$815,592 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Aquatic Centre Fire Sprinkler System replacement project;**

**AND THAT the loan be repaid within 5 year, with no rights of renewal;**

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

**AND THAT a proposal for the removal of the linear heat detection system be brought forward as part of the 2023 Budget;**

**AND FURTHER THAT this recommendation be forwarded to the Regular Board Meeting of November 24, 2022.**

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### BACKGROUND

On December 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. A fire sprinkler design engineer was brought in to guide the investigation of the condition of the sprinkler system and determine next steps. Through the comprehensive inspection of the system, it was determined a full system replacement was required. In February of 2021 a project budget of \$180,200 was established based on consulting engineer advice.

Engineering design for the system replacement was completed and the project construction was tendered in April 2021. One bid was received for the project construction in the amount of \$636,162 and an award report was brought before the board on June 10, 2021.

The following resolution was adopted by the Sunshine Coast Regional District (SCRD) Board on June 10, 2021:

165/21            THAT the report titled RFP 2161304 Reconstruction Pool Facility Fire Sprinkler System Award Report (Sechelt Aquatic Facility) be received for information;

AND THAT staff employ additional fire protection equipment by having a temporary linear heat detection system installed;

AND FURTHER THAT staff re-tender for the sprinkler system replacement project based on a three phase approach over a three-year period beginning in 2021, and report back to a future meeting.

The temporary linear heat detection system and new fire alarm system was installed in Q4 of 2021 at a cost of \$147,790. The linear heat detection system was only intended as a temporary measure to satisfy a directive from the Sechelt Fire Department to allow the facility to continue to operate, and a permanent system must be installed as soon as possible.

The re-design of the system replacement and project management services were awarded to SNC Lavalin Inc (SNC) in July 2022. They have reviewed the available documents from the previous project tender, reviewed current site conditions and provided a preliminary design with class C cost estimates for the system replacement utilizing a phased replacement approach.

## **DISCUSSION**

### *Options and Analysis:*

SNC reviewed the site conditions and were unable to determine the cause of the Microbiologic Induced Corrosion (MIC) and sludge buildup that led to the premature failure of system. Fire Sprinkler Systems at other facilities have been examined and found to have no indications of MIC or sludge building up occurring, including the Sunshine Coast Arena which is on the same water supply system. Pipe and water testing could be undertaken to attempt to establish the root cause of the premature failure, however, SNC suggests that the potential outcome of the testing would be to treat the water, which is not recommended for sprinkler piping.

Because the cause of the MIC and sludge buildup can not be determined, it is unknown if it will happen again. Installing a wet sprinkler system continues to carry this risk. Therefore, SNC also provided an alternate option, using a dry nitrogen system.

Both proposed budgets include a 30% contingency. Total project cost estimate does not include the removal of the temporary linear heat detection system. As costs for removal are unknown staff intend to present a proposal as part of the 2023 budget.

The advantages and disadvantages of each system are noted below.

**Option #1: Install a new wet sprinkler system at a projected cost of up to \$560,119 (like for like replacement)**

<b>Wet System Advantages</b>	<b>Wet System Disadvantages</b>
<ul style="list-style-type: none"> <li>• Typical life span of 15 - 25 years</li> <li>• Less costly than dry nitrogen system</li> <li>• Simple system with lower replacement cost</li> <li>• Pressurized water in the piping, quick release of water in event of a fire.</li> <li>• System design feature would include regular required flushing and removable sections for inspection to reduce risks of MIC and sludge build up.</li> <li>• Minor system leaks are easily identified and located.</li> </ul>	<ul style="list-style-type: none"> <li>• Pressurized water in the piping, possibility of reoccurrence of premature failure due to MIC and sludge build up.</li> <li>• MIC and sludge build up may occur in areas other than inspection locations, system performance reduction may not be identified.</li> <li>• System leaks can cause water damage to the building or sensitive equipment.</li> <li>• The regular required flushing of the system will result in increased operating costs.</li> </ul>

**Option #2: Install a Dry Nitrogen System at a projected cost of up to \$813,619**

<b>Dry Nitrogen System Advantages</b>	<b>Dry Nitrogen Disadvantages</b>
<ul style="list-style-type: none"> <li>• Longer life span (40 - 60 years).</li> <li>• Pressurized nitrogen gas in piping, significantly reduces risk of premature failure due to corrosion.</li> <li>• System design includes a nitrogen generator that replaces pressurized air in the system with nitrogen gas to address oxygen induced corrosion.</li> <li>• Minor system leaks typically do not result in the release of water reducing risks of water damage to the building or sensitive equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• More costly than wet system.</li> <li>• Complex system with higher replacement cost.</li> <li>• Pressurized nitrogen gas in piping, delayed release of water in event of a fire, up to one minute delay.</li> <li>• Adds complexity to the system and potential for increased ongoing maintenance costs.</li> <li>• Minor system leaks can be difficult to identify and locate. Locating a dry leak in some areas of the facility could be costly due to access challenges.</li> </ul>

Regardless of which option is chosen, the installation of the sprinkler system is proposed to occur during the annually scheduled maintenance for the building, over a two-year period (May 2023 and May 2024). This way, an additional closure of the facility is not required, minimizing the impacts on the operations of the facility as well as revenue loss.

Staff are recommending proceeding with Option 2, the installation of a Dry Nitrogen System.

*Financial Implications:*

The initial project was funded through \$5,200 of taxation and \$175,000 through short term debt in the 2021-2025 financial plan. \$7,173 has been expended on previous design work for the initial project leaving a balance of \$173,027 for the sprinkler replacement project.

Approved Budget	\$ 180,200
Expended to date	\$ 7,173
Remaining Budget	\$ 173,027

	New Projected Budget	Remaining Budget	Funding Variance	Original Approved Budget	Revised Total Budget	Amount Funded through taxation	Total Debt Funding
Option #1	\$ 560,119	\$ 173,027	\$ 387,092	\$ 180,200	\$ 567,292	\$ 5,200	\$ 562,092
Option #2	\$ 813,619	\$ 173,027	\$ 640,592	\$ 180,200	\$ 820,792	\$ 5,200	\$ 815,592

### Short term Debt Financing through Municipal Finance Authority

The capital replacement of the fire sprinkler system at the Sechelt Aquatic Facility could be funded through a short term loan under agreement (LUA) with the Municipal Finance Authority (MFA).

### Replacement Option #1 Wet System

	Original Budget	Wet System	Change
Debt	175,000	562,092	<b>387,092</b>
Annual Debt Repayment	38,808	124,648	<b>85,840</b>
Tax Per \$100K	0.64	2.06	<b>1.42</b>

This option would require \$387,092 in additional debt funding. The total estimated additional debt repayment for the loan would be \$85,840 inclusive of interest. This amounts to approximately \$1.42 in additional taxation per \$100,000 in assessed improvements.

### Replacement Option #2 Dry Nitrogen System

	Original Budget	Dry Nitrogen System	Change
Debt	175,000	815,592	<b>640,592</b>
Annual Debt Repayment	38,808	180,863	<b>142,055</b>
Tax Per \$100K	0.64	2.98	<b>2.34</b>

This option would require \$640,592 in additional debt funding. The total estimated additional debt repayment for the loan would be \$142,055 inclusive of interest. This amounts to approximately \$2.34 in additional taxation per \$100,000 in assessed improvements.

*Timeline and Next Steps:*

Once the preferred replacement option and corresponding budget is approved for the project, staff will direct SNC to proceed with the detailed design required for the construction tender. Staff will tender the project in Q1 of 2023 so as to be able to be in a position to complete the work in May 2023 and May 2024 while SAC is closed to the public for its annually scheduled maintenance. Staff will bring back a Contract Award report to the Board in Q1 or early Q2.

*Communications Strategy:*

Information on this project and impacts to the facility will be communicated to customers, user groups, and the general public through the regular communication channels.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A – operational requirement.

**CONCLUSION**

As per the June 10, 2021 SCRD Board direction to re-tender the sprinkler system replacement project on a phased approach over a three-year period, two replacement options have been presented for the Boards consideration.

Staff is recommending to proceed with detailed design and construction tendering for replacement Option #2, the installation of a Dry Nitrogen System. The system is to be installed over a two-year period, beginning in 2023 and concluding in 2024. Proceeding with Option #2 would require approval of additional budget funding in the amount of \$640,592 to be funded through an MFA Short-term LUA Financing Loan.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Purchasing/Risk Management	X - V. Cropp



**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Ian Hall, General Manager, Planning and Development / EOC Director

**SUBJECT:** NOVEMBER 2022 STORM DAMAGE EMERGENCY RESPONSE (EOC TASK 22-5989)

---

**RECOMMENDATION(S)**

**THAT** the report titled November 2022 Storm Damage Emergency Response (EOC Task 22-5989) be received for information;

**AND THAT** the delegated authorities be authorized to enter into a mutual aid agreement with the Hopkins Landing Waterworks District for the provision of drinking water;

**AND THAT** a special authorization under the *Water Sustainability Act* be requested from the Province to permit the supply of water outside of the boundaries of the Langdale water system;

**AND THAT** expenses associated with November 2022 Storm Damage Emergency Response be authorized as follows:

1. [222] Emergency Program – up to \$10,000, funded from operating reserves
2. [370] Regional Water – up to \$165,000, funded up to \$100,000 from Regional Water capital reserves and up to \$65,000 in operating reserves
3. [388] Langdale Wastewater – up to \$21,000, funded from operating reserves
4. [650] Community Parks – up to \$10,000, funded from operating reserves

**AND THAT** the SCRD work with Emergency Management BC (EMBC) and/ or SCRD property insurers to recover funds for the associated response items listed above;

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

**AND THAT** an update on November 2022 Storm Damage Emergency Response be provided to a future Committee;

**AND FURTHER THAT** these recommendations be forwarded to the Regular Board meeting of November 24, 2022.

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**BACKGROUND**

Overnight on November 4, 2022 a storm took place in the Salish Sea. Predicted southeasterly winds of 60km/h gusting to 80km/h coupled with heavy rain caused widespread damage and power outages on the Sunshine Coast.

On November 4 and 5:

- Sunshine Coast Fire Departments were extremely active with multiple (often simultaneous) call outs
- The Hopkins Landing Waterworks District (HLWD; operated by the Improvement District; not an SCRD water system; serves 170 properties) requested assistance due to destruction of their pumphouses / no ability to provide water
- SCRD's Reed Road pumphouse [370 Regional Water] and Langdale wastewater treatment plant buildings (not equipment) were severely damaged
- Trees in a number of SCRD parks sustained damage and presented a public safety concern

An Emergency Management BC Task Number was requested/provided and an Emergency Operations Centre (EOC) team mustered to support response and recovery. An EOC team separate from the drought response EOC was established in order to protect the capacity of the drought team.

Staff have taken steps to stabilize the situation and protect life safety and health.

This report provides an update on EOC actions and seeks authorization for expenses incurred and expected to be incurred.

## **DISCUSSION**

### *Summary of Response*

- Inspections/damage assessment: water, wastewater and parks sites inspected. Some overtime incurred. Other Sunshine Coast local governments surveyed for any support needs through CAO.
- Temporary repairs/emergency work: basic repairs made to Reed Road pumphouse to protect infrastructure; tree work completed in parks (through contractor and by staff) to address safety issues. Some overtime incurred.
- Emergency water supply to HLWD: provided via the Soames Well, initially, and transferred to Langdale so that Soames water could be applied to the startup of Church Road wellfield in support of emergency drought response. This is a basic/low volume connection only requiring manual adjustments by infrastructure services staff.
- Coordinating support to HLWD: offers of EOC support made; liaison with agencies such as BC Hydro, Telus and Technical Safety BC to support return to service. Excellent progress is being made by HLWD volunteers. Based on information at the time of report preparation (November 16), estimated return-to-service is in the 1-4 week range. Staff are prioritizing support to HLWD in order to protect SCRD Regional Water supply and in support of regional drought response.
- EOC operation: some overtime incurred; incremental resources requested (temporary).

### *Considerations*

- Although there is a history of mutual aid between SCRD and HLWD and it is specifically referenced in the Official Community Plan, SCRD does not have authority to provide water to HLWD under the terms of our water license and/or a bilateral agreement. This is actively being prepared and **it is recommended that the delegated authorities sign a mutual aid agreement and that a special authorization under the *Water Sustainability Act* be requested from the Province to permit the supply of water outside of the boundaries of the Langdale water system.** SCRD would benefit from such an arrangement during maintenance of the Langdale water system or during other service interruptions. A mechanism for cost recovery can be integrated into the bilateral agreement.
- The basic connection in place is low volume. Given the uncertainty about return to service an improved connection is being considered. This would help to protect fireflows (e.g. reservoir volume dropped to less than 10% on November 12/13). **Staff are seeking authority to proceed subject to provincial approval.**
- Cost recovery for other mandatory recovery actions (tree work, pumphouse and wastewater treatment plant repairs) is being sought. Most of the tree work is already complete. **Staff are seeking authority to proceed with the remaining work.**
- Cost recovery for incremental time (above normal operations) required to date and anticipated going forward is being sought.

### *Organizational and Intergovernmental Implications*

- This emergency response has diverted resources from other projects. Personnel from Planning & Development, Protective Services, Utilities, Finance and Communications are involved.
- Other Sunshine Coast local governments were engaged early about need for coordinated support/response; no requests for assistance were received.

### *Financial Implications*

The following outlines the proposed funding sources as we work with EMBC and SCRD insurers to recover response and recovery costs. As the SCRD has already begun or must complete this work, it requires funding approval as we await response from other funders.

1. [222] Emergency Program – up to \$10,000, funded from operating reserves. The current uncommitted balance of operating reserves is 28,655.
2. [370] Regional Water – up to \$165,000, funded up to \$100,000 from Regional Water capital reserves and up to \$65,000 in operating reserves. The current uncommitted balance of capital and operating reserves are \$4,270,720 and \$709,237 respectively.
3. [388] Langdale Wastewater – up to \$21,000, funded from operating reserve. The current uncommitted balance of operating reserves is 21,679. The use of these reserves to fund this project would deplete the balance of reserves. This will have implications on the required 2023 user fee rate for the Langdale Wastewater service.

4. [650] Community Parks – up to \$10,000, funded from operating reserves. The current uncommitted balance of operating reserves is 27,133.

- Cost recovery is being requested for all incremental emergency response costs. This is in progress at the time of report drafting. Staff can provide a verbal update on progress and results to the November 24 Committee.
- Regular staff costs are not eligible for cost recovery.

*Timeline for next steps or estimated completion date*

- Storm damage response work is taking place, coordinated with drought response actions on a priority basis.

*Communications Strategy*

- HLWD is the lead on communications to their users. SCRD is standing by to assist if requested.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

SCRD is engaged in emergency response related to November 4/5, 2022 storm damage. Authority related to mutual aid for water provision to HLWD and for expenses incurred and anticipated to be incurred is requested. Expense authorization to enable cost recovery from EMBC is being requested. Staff will continue to provide updates on emergency response to future Committees.

Reviewed by:			
Manager		Finance	X – T.Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	EOC Ops Chief	X – R. Michael

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services

**SUBJECT:** SECHELT LANDFILL OPERATIONS CONTRACT AWARD

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### RECOMMENDATION(S)

**THAT the report titled Sechelt Landfill Operations Contract award be received for information;**

**AND THAT a contract for Sechelt Landfill Operations be awarded to Sicotte Bulldozing Ltd. for a one (1) year period to November 30, 2023, at an up to value of \$783,596, with an option to extend for an additional one (1) year;**

**AND THAT the delegated authorities be authorized to execute the contract;**

**AND THAT this contract be funded by the existing Sechelt Landfill Tipping Fees revenue (\$377,590) and additional Regional Solid Waste [350] taxation (\$406,006);**

**AND THAT the revised amounts be included in the draft 2023-2027 Financial Plan;**

**AND FURTHER THAT these recommendations be forwarded to the November 24, 2022 Board meeting.**

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### BACKGROUND

The Sechelt Landfill operates as an active landfill site for commercial haulers and as a public tipping site for residents of the Sunshine Coast. Sunshine Coast Regional District (SCRD) staff site attendants operate the scale house and public drop-off site, and an SCRD superintendent coordinates and oversees the overall running of the site. Site operation services are provided by contractor Sicotte Bulldozing Ltd. and include maintenance of the active face, adding cover, waste compaction, surface water control and site drainage, maintenance of access roads and tipping pad, snow removal, fire control, litter control, handling and disposal of controlled waste, and maintenance of the public drop-off areas. These services are all required for the safe and effective operation of the landfill site.

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

The prior contract was in place for 10 years and expires on December 1, 2022. The purpose of this report is to seek Board approval for a new Sechelt Landfill operations contract.

### DISCUSSION

In May 2022 the SCRD issued a Request for Proposals (RFP) for the Landfill Operations Contract. One compliant bid was received. Staff reviewed the bid and concluded that it

exceeded the available budget for the services; subsequently the RFP was closed and next steps for effective short and long-term delivery were considered.

Staff recommend providing a short-term solution for landfill operations while allowing for further assessment of reasonable long-term options. The objective is to determine a long-term operational model that is viable, realistic, and more cost effective. It is estimated that subsequent options will be presented to the Board for consideration in Q2-Q3 2023.

While staff are investigating and developing long-term operational options, an interim solution is required to allow the site to stay operational after December 1, 2022. Staff negotiated a contract with the current contractor for one (1) year, with the option to extend for one (1) additional year. The new contract value would be \$763,596 for one (1) year of daily operations, plus an additional \$20,000 for extra work, for a total one (1) year contract value of \$783,596. Given that the RFP was closed with no contract being awarded, the negotiated contract is in line with SCRD Procurement Policy. Sicotte Bulldozing Ltd. has provided good service to date and staff would be satisfied to continue their services until long-term solutions can be developed.

#### *Organization and Intergovernmental Implications*

The operational implications of this new contract are minimal and can be easily integrated within the current operations of the Sechelt Landfill, including the drop-off area.

#### *Financial Implications*

The Sechelt Landfill operational contract is currently budgeted at \$377,590 which includes an allowance for extra work. This amount is funded through existing tipping fees at the Sechelt Landfill. Awarding this contract would increase the 2023 annual budget to \$783,596. The tipping fees revenue is insufficient to fund the additional \$406,006 required to fund this contract. therefore, on an interim basis, it is recommended to fund the additional costs for 2023 from Regional Solid Waste taxation [350].

A review of the tipping fees is part of the update to the Solid Waste Management Plan and is in part influenced by the remaining useful life of the current landfill and the long-term waste disposal option. Once this process is complete, there will be more clarity on the sources and uses of funds for the Regional Solid Waste service.

Awarding this contract would trigger an amendment to the 2023-2027 draft Financial Plan.

#### *Timeline for next steps*

If approved by the Board, the contract extension will be drawn up prior to December 1 to allow for seamless service delivery. Staff time in Q1 of 2023 will be dedicated to developing long-term options for cost effective landfill operations which will be brought forward to the Board in Q2 2023.

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

This can be seen as supporting the strategy of Achieving Sustainable Solid Waste Management in the 2019 – 2023 Strategic Plan.

**CONCLUSION**

The current Sechelt Landfill operations contract expires on December 1, 2022. Staff recommend extending the contract with the current landfill operator for one (1) year at \$783,596 with an option to extend for one (1) further year. This will provide the necessary time for staff to develop long-term options for site operations. It is anticipated that long-term options will be presented to the SCRD Board in Q2-Q3 2023.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Matt Treit, Manager, Protective Services

**SUBJECT:** LEASE AGREEMENT FOR USE OF EGMONT RADIO TOWER (SCRD AND RCMP)

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### RECOMMENDATIONS

**THAT the report titled Lease Agreement for Use of Egmont Radio Tower (SCRD and RCMP) be received for information;**

**AND THAT the delegated authorities be authorized to execute the Lease Agreement with RCMP for use of the Egmont Radio Tower for 5 years;**

**AND THAT the annual revenue of \$5,400 from the lease proceeds be recognized with a reduction to tax subsidy;**

**AND FURTHER THAT the 2023-2027 Draft Financial Plan be amended accordingly.**

---

### BACKGROUND

The purpose of the agreement is to allow the RCMP to lease space for a small structure and be permitted to install radio equipment on the Sunshine Coast Regional District (SCRD) Radio Tower located in Egmont and used by SCRD to support 911 services.

The RCMP first signed a similar agreement with the SCRD in 2012. This was a five-year agreement which expired in 2017 was never renewed. RCMP have continued to share space on the SCRD tower since expiry.

This report seeks Board direction to renew and document the arrangement in order to sustain the *status quo*.

### DISCUSSION

#### *Context*

As part of a larger overall project, the RCMP will be sharing three communications towers with the SCRD: the Egmont Tower, the Cecil Hill Tower, and the Chapman Treatment Plant Tower. The Egmont and Chapman towers are SCRD infrastructure and space will be leased to the RCMP. The Cecil Hill Tower is TELI infrastructure and SCRD is working on an agreement with the RCMP to share space on that tower. The RCMP will be permitted to install three antennae on the Egmont tower and also build a small, secure, shed to house radio equipment.



The term of this licence will be for a period of five (5) years commencing on the 1st day of July, 2022, and terminating on the 30th day of June, 2027. The RCMP will have the option to renew this licence for two further terms of five years, with ninety days written notice.

There are no costs to SCRD associated with the agreement.

#### *Financial Implications*

The RCMP will pay SCRD \$5,400 annually (\$150 per month per antenna).

This revenue is not currently being recognized and it is recommended that this value reduce the tax subsidy for the service. This will require a Financial Plan Amendment.

#### *Next Steps*

Pending Board direction, the delegated authorities would sign the agreement.

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

The subject matter of this report relates to the priorities of Working Together and Community Resilience. The recommended approach supports SCRD's Emergency Response and Recovery Plan.

### **CONCLUSION**

An agreement with the RCMP to allow them to use space on the Egmont 911 communications tower is recommended. The new agreement addresses a lapse in arrangements to cooperate and will recognize the revenue. A Financial Plan amendment will be required.

Reviewed by:			
Manager		CFO/Finance	X – T.Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Purchasing	X – V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Matt Treit, Manager, Protective Services

**SUBJECT:** ASSET TRANSFER TO SUNSHINE COAST SEARCH AND RESCUE SOCIETY

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### RECOMMENDATION(S)

**THAT the report titled Asset Transfer to Sunshine Coast Search and Rescue Society be received for information;**

**AND THAT the Sunshine Coast Regional District transfer Unit #421 (2007 F550) to Sunshine Coast Search and Rescue Society.**

---

### BACKGROUND

In 2007, a Ford F550 was purchased by the Sunshine Coast Regional District (SCRD) and provided to the Sunshine Coast Search and Rescue Society (SAR) group for their use as a planned contribution of support. The SAR group invested significant money into the unit to outfit it as a Mobile Command Unit. Although intended as a donation and for the sole use of SAR, the vehicle was partially funded through SCRD borrowing and has remained under ownership of the SCRD since 2007.

This report seeks Board direction to address the historical oversight of formalizing the asset transfer in order to provide clarity and solve administrative challenges.

### DISCUSSION

This unusual ownership relationship has caused some issues including potential insurance concerns as technically there are non-SCRD employees (SAR volunteers) driving a vehicle which is part of the SCRD fleet.

The maintenance of the vehicle is currently done by SCRD Fleet Services and funded through the annual grant of assistance provided to SAR by the SCRD through the Sunshine Coast Emergency Program function 222. If SAR were to assume sole ownership of the vehicle as a result of the transfer, they could choose to continue to have the maintenance done by SCRD Fleet Services at the same rate, or have the work done at a facility of their choice. In either case, the cost could be funded through the existing grant.

In an effort to clarify the relationship between the SCRD and SAR, staff recommend that the Mobile Command Unit be transferred outright to the SAR group.

The fair market value (FMV) of the chassis is estimated to be approximately \$20,000 although the Net Book Value to the SCRD is \$NIL due to the age of the vehicle.

Option 1: Transfer vehicle to SAR as described.

Option 2: Offer to sell the vehicle to SAR for the fair market value.

Option 3: Have the SCRDC continue to own the vehicle and continue to have SAR operate the vehicle as they are currently doing.

Staff recommend Option 1 – As the vehicle is a *de facto* SAR vehicle anyway and serves no purpose/has no benefit being listed as an SCRDC asset. It is staff's understanding that a transfer would meet the intent of the original (2007) contribution.

#### *Financial Implications*

The historical cost of the vehicle is \$128,958 and it has been fully depreciated with a current net book value of \$NIL. Public Sector Accounting Standards require that a transfer of a tangible capital asset be recognized as an expense by the transferring government at the net book value of the tangible capital asset being transferred. As such, under option 1, there is no expense to record in this situation and a financial plan amendment is not required.

Option 2 would result in a gain on disposal equivalent to the proceeds received as part of the sale.

Continuing under option 3 will result in ongoing risk associated with ownership of the vehicle that could potentially result in future financial implications to the Regional District.

#### *Intergovernmental and Organizational Implications*

SAR is aware of this report and supportive of the recommendation.

#### *Timeline for Next Steps*

Pending Board direction, the process to formally transfer the vehicle will be initiated with a goal of completing before fiscal year end.

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

n/a

### **CONCLUSION**

Transfer of a 2007 Ford F550 vehicle to SAR is recommended in order to address a historical oversight, solve administrative challenges and fulfill the intention of the original support. Board support is required to formally proceed with transferring the asset.

Reviewed by:			
Manager	X – M. Treit	Finance	X – T. Perreault X – B. Wing
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – November 24, 2022

**AUTHOR:** Valerie Cropp, Manager, Purchasing and Risk Management

**SUBJECT:** **2023 INSURANCE RENEWAL- MUNICIPAL INSURANCE ASSOCIATION (MIA), AON REED STENHOUSE INC. (AON) AND THE INSURANCE CORPORATION OF BRITISH COLUMBIA (ICBC).**

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### RECOMMENDATION(S)

**THAT the report titled 2023 Insurance Renewals: 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 \$130,000 be authorized for liability insurance to MIA;**

**AND THAT payment of up to \$380,000 be authorized for property insurance to Aon;**

**AND THAT payment of up to \$190,000 be authorized for fleet insurance to ICBC;**

**AND THAT the 2023-2027 Financial Plan be amended to reflect the changes in premiums;**

**AND FURTHER THAT a proposal for Cyber insurance be brought forward to the 2023 Budget process for consideration.**

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### BACKGROUND

Insurance premiums for the Sunshine Coast Regional District (SCRD) are determined in December of the prior year following a review of the current coverage, and any changes to property or assets for the SCRD. Staff continue to work with our insurance brokers to finalize the amounts, however, this must be executed by year-end to ensure appropriate coverage for the SCRD. Staff will report the final values through the 2023 Budget process.

Through a cost evaluation process the SCRD has chosen to insure liability insurance from MIA and property insurance from Aon to receive the best value to the SCRD.

Fleet Insurance provides insurance for all SCRD vehicles and equipment including fire trucks, transit buses, Parks and Recreation and Water equipment. Coverage of fleet insurance includes basic road, liability, collision & comprehensive, non-owned automobile Policy, special excess third party, garage policy, and storage policy.

The purpose of this report is to receive Board approval for 2023 premiums and include the respective amounts in the Draft 2023-2027 Financial Plan.

### DISCUSSION

Municipal Insurance Association): For 2023, the annual estimated assessment is approximately \$130,000 (2022-\$118,615), which represents a combination of per capita rates, claims experience and some administrative costs. The assessment reflects year over year changes in

the SCRD community's population and experience rating. Experience rating is based on community's claims development in the 2017 to 2021 policy years. Experience premiums and discounts are calculated using the MIA's member approved experience rating formula.

Included again in the 2023 estimate is the 'Casual Legal Service' program which provides legal opinion to its members for a cost of \$500 per year and covers advice on all local government issues with unlimited inquiries (limited to 30 minutes). This has been a very valuable service for the SCRD on non-complex legal questions and included are quarterly newsletters, bulletins on court cases and legislation and a number of other resources. The SCRD has used this program 12 time to date in 2022. As of the date of this report, some of the advice inquires went beyond 30 minutes which resulted in a reduce billed (about half the hourly standard rate) for the legal opinion.

Aon Reed Stenhouse Inc.: The estimated premium for 2023 is \$380,000 (2022-\$317,738) which includes the renewal of property, boiler, crime, recreational instructors, AD&D and general liability insurance.

The rate is a result of the SCRD's 2022 Statement of Values (SoV) and a hard insurance market, which when there is a high demand for insurance, but a lower supply of coverage available, the rates have increases over the prior year.

The SoV is a tool for the SCRD and its Insurer to determine the value of insurable assets. Maintaining an accurate SoV will benefit the SCRD, as more detailed information provides the Insurer with a healthier understanding of the cost and risks associated with the assets. A portion of the SoV is completed every year with a more detailed assessment every three years.

Insurance Corporation of British Columbia: The estimated premium for 2023 of \$190,000 (2022-\$106,067) basic insurance, garage policy, collision and comprehensive through ICBC for 2022.

In 2022 the SCRD received one-time relief rebate of \$11,990 to ease the financial challenges facing drivers the province.

The estimated premiums include a contingency for any coverage, rate changes and new vehicles that we may receive in 2023.

### *Cyber Insurance*

The SCRD has also engaged insurance providers for the provision of cyber insurance coverage for 2023. This has been explored in the past and due to the increase in the global uptake in criminal cyber activity and the SCRD's recent cyber incident, it is recommended that the SCRD obtains this coverage. In addition to the SCRD increasing its cyber awareness, training and protection to its internal systems, this coverage will provide an additional layer of security.

Final proposals for this coverage were not available at the time of this report and it is estimated to cost less than \$100,000. Therefore, staff will bring forward a proposal for cyber insurance as part of the 2023 Budget process for the Boards consideration.

### *Financial Implications*

The estimated 2023 premium for MIA may increase up to \$115,000. As liability is recovered through the Support Service Allocation, this increase will need to be updated as part of the 2023 Round 1 Budget figures.

For Aon, these values are also estimated and will be refined over the coming weeks.

Due to the continuation of volatile market conditions this year and the economic disruption has intensified the hardening insurance market as a whole, resulting in dramatic premium increases across the countries insurance industry. Out of a necessity to fund claims adjusted to a higher risk environment, we are still continuing to see rate increases that are larger than in previous years.

Recognizing these values are still estimates with MIA, Aon and ICBC, the contracts need to be executed, and approval is required prior to year-end, Staff will report back as part of 2023 Budget process if these values exceed the approved amount.

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

This report aligns with the Boards Financial Sustainability Policy.

### **CONCLUSION**

Insurance premiums are determined in December of the prior year following a review of the current coverage and any changes to property or assets for the SCRD.

Staff recommend the payments of up to \$130,000, \$380,000 and \$190,000 be authorized to the Municipal Insurance Association, Aon Reed Stenhouse and Insurance Corporation of British Columbia respectively. Staff will report back if premiums exceed the approved amount.

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

**SCRD/SCHOOL DISTRICT No. 46  
JOINT USE STEERING COMMITTEE MEETING  
September 21, 2022**

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MINUTES FROM THE JOINT USE STEERING COMMITTEE MEETING HELD AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICE LOCATED AT 1975 FIELD ROAD, SECHELT, B.C. AND ELECTRONICALLY VIA ZOOM.

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<b>PRESENT:</b>	SCRD Director SCRD Director SD46 Trustee SD46 Trustee	D. Siegers A. Toth M. Hampvent T. Ste. Marie
<b>ALSO PRESENT:</b>	SCRD CAO SCRD GM, Community Services SD46 Superintendent SD46 Secretary SCRD, Administrative Assistant / Recorder SCRD, Administrative Assistant	D. McKinley S. Gagnon K. Kerr N. Weswick A. O'Brien S. Herrling
<b>REGRETS:</b>	SCRD Director, Electoral Area B SD46 Trustee SD46 Trustee	L. Pratt S. Leech A. Amaral

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**CALL TO ORDER**      1:13 p.m.

**ELECTION OF COMMITTEE CHAIR**

Director Siegers assumed the role as Chair for the Joint Use Steering Committee meeting.

**AGENDA**

The agenda was adopted as presented.

**WELCOME AND INTRODUCTIONS**

Welcome remarks and introductions of those present were conducted.

**NEW BUSINESS**

*Review of Joint Use Steering Committee Terms of Reference and Joint Use Agreement*

Discussion included the following points:

- Do the Terms of Reference serve the needs and purpose of the Joint Use Steering Committee?
- Voting included as part of the Terms of Reference vs. SD46 voting by consensus.
- Issues that have come up over past years include: upkeep of the Joint Use Agreement facility/spaces; overlap of use between community groups and schoolchildren; shared costs of facility repairs e.g. gym floors.

- Clarified what the Joint Use Agreement covers (read through the clauses). Examples of SCRD programs that use SD46 facilities – Kicks for Kids, Tween Nights, culinary classes. SD46 using SCRD facilities for swimming, skating, and the weight room.
- The Agreement does not cover community bookings of SD46 facilities. Community user groups book SD46 facilities as a separate process.
- SCRD staff member or contractor is always present during activities booked and held in SD46 facilities.
- The Joint Use Agreement falls under the School Facilities Service Function Area [630] of the SCRD, into which all areas are taxed, with the exception of the SIGD. The Joint Use Agreement does not include access to Town of Gibsons or District of Sechelt to SD46 facilities or vice versa.
- École du Pacifique (Conseil Scolaire Francophone – CSF) leases SD46 facilities but does not have access to the benefits of the Joint Use Agreement.
- Future expansion of the agreement could consider including Town of Gibsons, District of Sechelt, and CSF as party to the agreement.
- Statistics could be gathered to track facility usage by each party.

The agreement was implemented in 2019 and has not been in full use since COVID-19 and facilities closures. SD46 bookings of SCRD facilities started in early 2022 and the SCRD is planning to launch programs in SD46 facilities in the fall of 2023.

The agreement does not include cost-sharing of machinery or equipment. These services are provided by a separate service function within the SCRD (Parks Services [650]).

- There was general concurrence that the Terms of Reference are sufficient. Suggestion that the Terms be reviewed in a year following a full year of use and with the newly elected Board.
- Staff suggest an administrative review of the Joint Use Agreement within six months to a year to clarify clauses, uses, administration, and record keeping of costs.
- The SCRD has different accounting requirements than the SD46 for the 'costs' incurred through the Joint Use Agreement.
- Pender Harbour Pool and School is a separate service agreement and was previously an Appendix to the older version of the original Joint Use Agreement.
- Use of the Roberts Creek Community School by the community (and financial contribution by the SCRD) is covered under a separate agreement.

### **Recommendation No. 1**      *Review of Joint Use Agreement*

The Joint Use Steering Committee recommended that SCRD and SD46 staff review the Joint Use Agreement to explore the impacts of expanding the agreement to include other parties such as the Town of Gibsons, District of Sechelt, Conseil Scolaire Francophone (CSF) and report back to the Joint Use Steering Committee;

AND THAT SCRD and SD46 staff review clauses within the Joint Use Agreement that may need administrative clarity.

## **DISCUSSION**

Fields

- Staff from the SCRD, SD46, Town of Gibsons, and the District of Sechelt (SIGD sent regrets) to discuss the possibility of a collaborative Sunshine Coast Sports Field



Strategy. All parties were interested and will seek support from their Board/Councils through the 2023 budgeting process.

Key performance measures to be reported annually by staff.

- Staff suggest bringing forward recommendations to the next meeting on the key performance measures that could be provided to the Joint Use Steering Committee and public.

Future meeting dates.

- Future meeting agenda items to be brought forward from the meeting minutes.
- New Director and Trustee appointments will be required post-election.
- Orientation to the Joint Use Function will be held on an organizational level prior to liaison appointments.
- Suggestion for annual meetings in May.

**NEXT MEETING**      May 24, 2023 at 2:00 p.m.

**ADJOURNMENT**      2:16 p.m.