



COMMITTEE OF THE WHOLE

Thursday, July 25, 2024

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST

REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

AGENDA

CALL TO ORDER **9:00 a.m.**

AGENDA

1. Adoption of Agenda

Pages 1- 2

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) (c) and (i) and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege,”, “negotiations and related discussions respecting the proposed provision of a municipal service...”

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Corporate and Administrative Services – Semi Annual Report for January to June 2024 – Corporate and Administrative Services Management
(Voting – All Directors) Annex A
pp 3 - 29
3. Asset Management Update – Manager, Asset Management
(Voting – All Directors) Annex B
pp 30 - 35
4. Budget Project Status Report – July 2024 - Acting CAO/CFO/GM, Corporate Services
(Voting – All Directors) Annex C
pp 36 - 62

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| 5. Planning and Development Department 2024 Q2 Report –
General Manager, Planning and Development
(Voting – All Directors) | Annex D
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| 6. Community Services Q2 Department Report – General
Manager, Community Services
(Voting – All Directors) | Annex E
pp 101 -
150 |
| 7. Fare Free Transit for Youth (S-PASS) Implementation Update –
Manager, Transit and Fleet
(Voting – B, D, E, F, Gibsons, Sechelt, sNGD) | Annex F
pp 151-
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| 8. Infrastructure Services Department – 2024 Q2 Report –
General Manager, Infrastructure Services
(Voting – All Directors) | Annex G
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COMMUNICATIONS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) (c) and (i) and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege”, “negotiations and related discussions respecting the proposed provision of a municipal service...”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHORS: Tina Perreault, Acting-Chief Administrative Officer/Chief Financial Officer
Sherry Reid, Corporate Officer
Gerry Parker, Senior Manager, Human Resources

SUBJECT: CORPORATE AND ADMINISTRATIVE SERVICES – SEMI ANNUAL REPORT FOR JANUARY TO JUNE 2024

RECOMMENDATION(S)

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2024 be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Corporate and Administrative Services (CAS) Divisions for the first half of 2024 (January to June 2024).

This report provides information from the following Corporate and Administrative Services Divisions for which Service Plans were provided as part of the 2024 Financial Planning Process updated Plans were presented as part of the 2024 Budget at Round 1:

- General Government [110]
 - ❖ Legislative Services
 - ❖ Records and Information Management
 - ❖ Communications and Engagement
- Asset Management [111]
- Finance [113]
- Human Resources [115]

- Purchasing and Risk Management [116]
- Information Services [117]
- GIS / Civic Addressing [506, 510]

General Government - Administration / Legislative [110]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
Meeting Management Software	Implement meeting management software to support hybrid meetings	Q3/Q4 2024	Training for meeting administrators is now under way with respect to eScribe meeting management software. The implementation of agenda creation and meeting minutes is expected to go-live in the latter part of Q3 2024. Phase 2 of the implementation will incorporate workflows to facilitate staff report concurrence and routing to agendas. This is expected to roll out in Q4 2024.
Electronic and Hybrid meeting solutions and Boardroom modifications	Implementation of solutions for SCRD public meetings	Q4 2024	Sound upgrades, the installation of cameras, and furniture replacement has been completed. The next phase of the project now under way is the development of a Crestron controller and UI touch panel that will automate and create a more immersive hybrid meeting. The goal for future state is to limit the need for a dedicated IT staff person to run the Zoom meetings and to also eliminate the need for meeting participants in the boardroom to join the Zoom meeting on their individual devices. Completion of the project is anticipated by end of Q4 2024.
Bylaws/Policies	To oversee the development and ongoing review, and amendment of bylaws and corporate policies to support Regional District functions and services.	2024/2025	Development of a framework to support and conduct an organization-wide corporate bylaw and policy review. Work undertaken will align with the policy review process already initiated for

Core Service/Project	Goal	Timeline	Progress
			Board policies and will be expanded to include a review of bylaws and operational policies.
Information and Privacy Program	Respond to new legislative requirements for privacy impact assessments, privacy breach notification rules, and the duty for public bodies to develop and implement privacy management programs.	Ongoing	Development of a privacy management program is ongoing and underway. Basic privacy training is currently provided when onboarding new staff.
Virtual Collaboration Project (SharePoint and Teams Implementation)	Development of governance structure, policy, procedure, and process to administer and support collaborative document workspaces, online platforms and digital business processes to support remote and hybrid work.	Q2 2025	This is a co-led IT / Records initiative. Work to configure and implement SharePoint as EDRMS, to support collaborative document workspaces and improve staff remote and hybrid work experience is under development. Microsoft Teams App roll out is complete. Training on using Teams is ongoing. Implementation of SharePoint (branded Project MARS – Managing All Records in SharePoint) for IS & GIS, Sustainable Development, Bylaw Enforcement and Building divisions went live in June.
Records and Information Management Procedures Update	Develop processes for the accelerated transition from physical (paper) to electronic/digital media	Ongoing	Path to digital established. Implementation of standards, policy and process under development to demonstrate integrity and authenticity of electronic as documentary evidence.
Electronic conversion/scanning of SCRD vital (permanent) records	Electronic conversion/scanning of SCRD vital records (e.g.) Board minutes and bylaws, and other permanent records such as Building Permits.	In Progress	Historical Board minutes – 100% complete; Historical Committee minutes – in progress; Historical bylaws – in progress; Historical water applications and connections – complete; scan paper building permits – ongoing.
Newsletter Updates	The look of the SCRD’s Coast Current Newsletter will change in 2024. We will begin utilizing a different platform to produce the newsletter. This platform	Complete	New platform has been identified and new look newsletter will be launched in Q3.

Core Service/Project	Goal	Timeline	Progress
	will ensure the newsletter is more accessible and easier to read.		
New SCRD Corporate Communications Plan	The communications team developed a new corporate communications plan. Nine goals are outlined in the plan which include areas such as revision of the SCRD style guide, creation of new tools to help residents understand services offered by the SCRD and a focus on highlighting work done by SCRD staff in the community.	Complete	The corporate communications plan will be implemented through 2024.
Emerging Issues	The communications team provided support for several emerging issues including snow related closures in January, heat warnings in late June, the closure and subsequent reopening of Katherine Lake Campground and Park, ongoing communication on snowpack and also helped to address community concern chemical storage at the Church Road Water Treatment Plant.	Ongoing	
Water Resources	The communications team worked with the infrastructure services department and GIS teams to create a map showing locations of water projects underway in the SCRD. This was developed in addition to water supply project updates that are issued monthly.	Complete	
Information and Engagement Activities	The communications team has assisted in information and engagement activities related to the Hopkins Landing Renovation Project, the SCRD Budget, the water meter installation project,	Ongoing	Under development.

Core Service/Project	Goal	Timeline	Progress
	utility rates, drought response, beach etiquette and FireSmart through Q1 and Q2.		
Regional District Communications Meetings	The Manager, Communications and Engagement has actively participated in monthly meetings with communications staff from other Regional Districts in the Province. These meetings have allowed for information, ideas and resource sharing. The meetings will continue through 2024.	Ongoing	
Who does what on the Sunshine Coast	In January the communications team collaborated with other local governments on the Sunshine Coast and the SCRD's GIS team to produce a handout and a virtual map to better assist residents in understanding about who is responsible for service delivery in the Region.	Completed	
#SCRDatWork	The communications team has posted pictures and information to Facebook to provide the public a sense of the work being done by the SCRD in the community. These are posted as part of a campaign outlined in the Corporate Communications Plan called #SCRDatWork.	Ongoing	
Connected Coast Feasibility Study	This is the result of a grant opportunity to provide cable internet to Keats and Gambier Island. This will require the establishment of a new SCRD service.	Q4	Not started

Core Service/Project	Goal	Timeline	Progress
First Nations relations and reconciliation	Process improvements for ongoing collaboration; Joint Watershed Management Agreement; Heritage Protocol Agreement; education and knowledge sharing	Ongoing	<ul style="list-style-type: none"> Continuing from 2023, the Elected and staff have participated in another joint Water Summits with shishalh and other local governments on the Sunshine Coast in Q1-2024. An MOU was developed and approved with shishalh Nation to jointly apply for the Disaster Mitigation Adjustment Fund. A funding decision has not yet been made
Corporate Work Plan and Priorities	Working with SLT to develop and implement a corporate work plan that is informed by the Board's Strategic Plan.	Ongoing	The Board reviewed their Strategic Plan in June 2024 which was followed by the development of project prioritization. This will help inform the 2025 Budget and resource planning.
Organizational Review Implementation	Review of organizational structure and leadership with recommendations to support efficient and effective service delivery	Complete	The internal review was concluded in Q1 2024 and implementation actions are ongoing.

STATISTICS / KEY PERFORMANCE INDICATORS

Number of communications campaigns executed

Year	Q1	Q2	Q3	Q4	Annual Total
2024	9	12			
2023	12	15	8	6	41

Number of news releases issued

Year	Q1	Q2	Q3	Q4	Annual Total
2024	11	22			
2023	19	17	22	20	78
2022	17	25	37	36	115

Visits to www.scrd.ca

Year	Q1	Q2	Q3	Q4	Annual Total
2024	56,000	57,000			
2023	NA	49,000	68,000	45,000	162,000*
2022	50,494	53,521	57,464	55,110	216,589

*partial year due to new website design and launch

Visits to letstalk.scrd.ca

Year	Q1	Q2	Q3	Q4	Annual Total
2024	4,800	8,700			
2023	5,161	6,591	6,493	6,874	25,119
2022	732	3.9k	3.9k	3.8k	12,332

Records and Information Management - Legal Compliance with Records Retention Schedule
 (International Generally Accepted Recordkeeping Principles - Compliance, Retention and Disposition)

Year	Records Dispositioned	Records Scheduled for Disposition	% Compliance*
2024	11719	13235	86%
2023	17234	19682	88%
2022	12642	14864	85%
2021	6652	7626	87%
2020	3859	5577	69%

*The SCRD has reached Level 4 (Proactive) of 5 levels of the Information Governance Maturity Model meaning the organization is at low risk of adverse consequences from poor information management and governance practices. Legal compliance with the records retention schedule assures that records and information in all media are disposed of in a manner appropriate to the information content and retention policies and demonstrates effective records management.

Records Retrieval Time and Accuracy Ratio – Physical Records*:
 (International Generally Accepted Recordkeeping Principle - Availability)

Year	Average Response Time and Accuracy Ratio	
	Response Time (Minutes)	Records Successfully Produced

2024	12	95%
2023	14	96%
2022	8	95%

* This KPI is meant to demonstrate that records and information are consistently and readily available when needed and that appropriate systems and controls are in place for legal discovery and information requests. Success with respect to the Generally Accepted Recordkeeping Principle of “Availability” is reliant upon organized training and continuous improvement program across the organization as well as support from senior management and the board who have provided support to continually upgrade the processes that affect records and information availability.

EMERGING ISSUES

SharePoint implementation continues to divert Records Management resources from other departmental priorities.

Access to Information Requests (FOI)

Access to Information Requests by Topic/Department <i>(some requests span multiple departments)</i>	2022	2023	2024 Q1 & Q2
Administration & Legislative Services <i>Includes consultations from other public bodies</i>	1	15	12
Building permits, inspections, etc.	9	3	2
Bylaw enforcement	4	7	3
Community Services (Parks, Recreation, Ports)	0	3	2
Corporate Services (Finance, Procurement)	0	2	3
Fire incidents / emergency response	6	9	1
Infrastructure (Utilities)	3	1	3
Personal information – HR, Payroll	6	3	2
Planning documents	7	9	2

Requests Received by Applicant Type	2022	2023	2024 Q1 & Q2
Business	3	7	1
Individual	21	23	12
Law Firm	3	4	3
Interest Group	1	5	2
Other Public Body	1	11	7

Access to Information Requests by Volume			
Year	Total Requests for Records	Average Number of Pages Released per Package	Total Page Count of Records Released

2024 Q1 & Q2	25	34 *	860 *
2023	50	52	2580
2022	29	70	2016

* Results not yet captured for 4 requests, which are pending

Asset Management [111]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
Review/Update Corporate Asset Management Plan	Review and update existing plan from 2015. Align with updated BPs from AM National Community of Practice.	Q3 2024	<ul style="list-style-type: none"> Review underway Participating service capacity unlikely to accommodate Q3 2024 timeline
Develop Process for Aligning Long-Term Financial Plans with Short-Term Work Plans	Coordinate w/ Finance staff and departmental staff to improve current process and increase efficiency	Q2 2024	<ul style="list-style-type: none"> Project scoping/ exploration ongoing. Capital Asset Policy review initiated
Facilitate Cityworks Implementation	Assess needs vs. capabilities of depts. Develop training and implementation roll out strategy	Ongoing	<ul style="list-style-type: none"> Assessment Complete Training ongoing Preparatory work underway to expand to Parks/Build. Maint.
Support Service Review	Support Recreation Service Review	2024	<ul style="list-style-type: none"> Assisting where needed
IT Services Long-Term Financial Plan Review	Determine Capital Expenditures and develop Capital plan with IT Services	Q2 2024	<ul style="list-style-type: none"> Draft Capital Plan developed Review of Capital vs Operating ongoing
Review Existing Capital Plans – Update	Annual process to review and update existing capital plans	Q2-Q4 2024	<ul style="list-style-type: none"> Initiated
Develop AM Training Modules/Workshops	Seek willing participants from various departments to develop an internal community of practice for AM.	Ongoing	<ul style="list-style-type: none"> Training modules developed/delivered

Core Service/Project	Goal	Timeline	Progress
Deliver Internal AM Workshops	Deliver training to departmental staff on AM		<ul style="list-style-type: none"> Limited uptake on general training Ongoing
Capital Projects Halfmoon Bay Hall	Manage activities related to the development of a new community hall in Halfmoon Bay	Ongoing	<ul style="list-style-type: none"> Design/Construction Contracts issued and being actioned
Policy Development – Debt Limits/Reserve Targets/Etc.	Provide support to development of policies related to financial management of service delivery	Q2-Q4 2024	<ul style="list-style-type: none"> Capital Asset Policy being developed
Bylaw Review – Bylaw 320 Implications on AM	Support Review lead by Infra.	Q1-Q3	<ul style="list-style-type: none"> Ongoing
Assist with Permit to Practice Obligations	Provide support and assistance to development of SCRDP Permit to Practice documents and procedures	Ongoing	<ul style="list-style-type: none"> Assumed responsibility. Quarterly meetings ongoing. Annual Permit renewal complete.
Explore Opportunities to Migrate Capital Plans to Unit 4	Explore opportunities to improve the management and utility of Capital Plan data	Ongoing	<ul style="list-style-type: none"> Ongoing.
Incorporate Natural Assets into AM Planning	Engage SME and review efforts by other LGs to develop a strategy to incorporate Natural Assets	Ongoing	<ul style="list-style-type: none"> Ongoing – review of work by similar LGs underway.

Finance [113]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Objective	Strategies	Timeline	Progress
Adopt the 2024-2028 Financial Plan	<p>Annual cyclical planning process concludes with public meeting and participation process.</p> <p>Legislated deadline for adopting the annual five year financial plan is March 31.</p>	Ongoing	-Budget Bylaw adopted in Feb 2024. Maintenance of the Financial Plan ongoing such as Financial Plan amendments.
Prepare Government Finance Officers Association (GFOA) Budget	The budget book is a comprehensive forward looking document which includes detailed information about	January - April	Complete

Objective	Strategies	Timeline	Progress
Book and Award Submission	the SCRD's annual five year financial plan and corporate priorities.		
Complete Statutory Processes for Year end	<ul style="list-style-type: none"> • Transfer outstanding utility billing levies to taxes • Complete parcel tax process and requisition • Local Government Data Entry filing Statement of Financial Information	Q1-Q2	Complete
Complete and submit Annual Tax Requisitions to Surveyor of Taxes and Member Municipalities	Requisitions are finalized after adoption of the financial plan and must be submitted no later than April 10.	March/April	Complete
Independent Financial Audit and Adoption of Annual Financial Statements		Q1-Q2, Q4 (2023 interim)	Complete
Water Rate Structure Review	Plan for the development and implementation of a new water rate structure	Q1-Q4 and ongoing through to 2025	Project team has been formed, including external resources. Framework and options to ne presented Q4 2024.
Prepare Annual Report and GFOA award submission	This is the SCRD's comprehensive Financial Plan document that is produced through each round and finalized after Budget Adoption. It is then submitted to the International Government Finance Officers Association for review and fewedback.	Q1 & Q2	Complete
Complete interim financial reporting	<ul style="list-style-type: none"> • 2023 Year-end/Q4 reporting for Round 2 budget • 2024 Quarter 2 variance reporting for Committee of the Whole 2024 Quarter 3 variance reporting for Committee of the Whole	Q1, Q3, Q4	Year end complete, Q2 variance presented to July 18 Finance Committee
Implementation of new Accounting Standard - Asset Retirement	<ul style="list-style-type: none"> • Implement for 2023 financial statements 		

Objective	Strategies	Timeline	Progress
Obligation & Financial Instruments	<ul style="list-style-type: none"> Develop procedures for ongoing maintenance <p>For the new Financial Instruments standard, we are reviewing all investment holdings and working with MFA on implementation</p>	2021-2024	Completed
Implement Residential Water Meter Billing	<p>The Utility Billing section of the Finance operations department will be tasked with operationalizing residential meter billing implementation plan in partnership with Strategic Initiatives and Utility Services divisions.</p> <p>This project will require significant effort and resources both for implementation and increased billing frequency and complexity going forward,</p>	2024-2026	<p>Project plan has been drafted, tasks are being assigned and resourced.</p> <p>Multi-faceted project requiring significant coordination and resourcing amongst various departments.</p>
Review of payment processing services	Review of credit/debit card payment options, online payment options and associated fees	2024 (Deferred from 2023)	Not started
Policy items from Board Policy Review	<p>Review and Minor Amendments</p> <ul style="list-style-type: none"> Community Works Fund Policy Electoral Areas Grant in Aid Policy Investment Policy Tangible Capital Asset Policy 	2024	Ongoing
New Budget Software	Begin internal needs assessment with the eye to implement in 2024.	2023	Scope of work has been drafted. Multiple staff vacancies causing delay in progress.
Fees and Charges Review	<p>Per the Financial Sustainability Policy, Fees and Charges are to be reviewed on a regular basis. Several services have not had a review for many years and we are working to bring forward proposed changes.</p> <p>Finance also does regular review and prepares utility rate changes which is a large undertaking in Q3-Q4.</p>	Q2-Q4	Ongoing

Objective	Strategies	Timeline	Progress
Fire Fighter Honorarium Review	Implementation of recommendations in Payroll system	2024	Implementation pending completion and approval of firefighter compensation action plan.
Business Continuity Plan	This is legislatively mandated by the Province and will require input from Finance	2023-2024	Not started
Corporate Fleet Strategy	As this will likely change the way the SCRD apportions costs, this will require a significant undertaking for Finance (and IT) to develop and implement.	2023-2024	Strategy is being led by Community Services; Finance role thus far has been limited to providing research support and information on current practices.
Connected Coast Feasibility Study	Finance will be required to provide support for the feasibility study for this proposed new service.	Q2-Q4	TP, Vacant Manager
Cemetery Service Expansion	Any change to cemetery plot structure or changes in fees will require input from Finance.	2023	Vacant Manager, BW
Hillside Development Project - Headlease Renewal	Finance assists in administering the Hillside headleases. This project will require Finance input.	2023-2024	Ongoing, minor supporting role for Finance in administration of sub-leases.

STATISTICS / KEY PERFORMANCE INDICATORS

of Invoices and Payments Issued

Year	January to June		July to December		Totals	
	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments	Accounts Receivable Invoices	Accounts Payable Payments
2024	1,814	2,386			1,814	2,386
2023	2,216	2,939	1,866	2,746	4,082	5,685
2022	1,845	2,682	1,656*	2,660	3,501*	5,342
2021	1,907	2,276	2,153	2,603	4,060	4,879
2020	2,096	2,525	2,018	2,354	4,114	4,879
2019	2,195	2,757	2,540	2,667	4,735	5,424
2018	802	2,918	2,003	2,436	2,805	5,354

*BC Transit automated invoicing process was non-functional for a portion of the period resulting in a need to manually invoice for combined amounts that would otherwise have been invoiced separately.

*\$ Value of Utility Accounts with Balances Outstanding December 31**

	2024*	2023	2022	2021	2020	2019	2018
\$ Outstanding	2,082,413	643,973	551,595	425,355	389,389	339,685	273,175
Total Billed	11,647,650	10,709,645	8,845,183	8,416,942	7,232,508	5,531,193	5,070,099
Percentage Outstanding	17.9%	6.0%	6.2%	5.1%	5.4%	6.1%	5.4%

*2024 values are as of June 17 (due date)

Human Resources [115]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
Health and Safety	JHS Update of Structure. Appointment of Committee members, updates to lists, update to Water Cooler.	Q1, 2024	Updates completed and available electronically on the Water Cooler.
	Obtain a Certificate of Recognition (COR) from BC Municipal Safety Association via passing an external audit of 80% or higher. Reduce injury rates and obtain WorkSafeBC premium reduction of 10% in late 2025.	Q1, 2024	Senior Manager completed internal auditor certification in Q1. New Health and Safety Coordinator hired in Q1. COR External Auditor now booked for Q3, 2024.
Orientation	Revisit material and implement process improvements into employee guide.	Q1, 2024	Orientation material reorganized and new SharePoint page and process launched in Q1, 2024.
	Video compilation, introductions, animated version for orientation.	Q1, 2024	On hold.
Policies and Procedures	Review/revise policies and approach to ensuring Police Information Checks are obtained and an e-copy is retained.	Q1, 2024	New procedure in place as of Q1, 2024.
	Revise Benefit Administration Policy	Q1, 2024	Delayed. Draft completed in 2023 and was under review with Finance. New Collective Agreement provisions and legislative changes need incorporating into Policy.
	Create process/policy to ensure any staff driving a SCR D vehicle have a valid Driver's Abstract in e-copy form and on file.	Q1, 2024	Completed and BC Transit audit successfully completed in Q1, 2024.
Programs	Re-introduce the Promoting Excellence – Employee Recognition System (PEERS).	Q1, 2024	Committee Chair appointed in Q1. Chair held first PEERS Committee meeting in Q2. Long Service Awards Q2. Pickleball staff event planned for Q3.
	Update the Performance Engagement Program (PEPtalk).	Q1, 2024	Template revised in Q1, 2024 and new leadership training provided in Q2, 2024.

Core Service/Project	Goal	Timeline	Progress
	Participate in the North American Occupational Safety and Health (NAOSH) Week.	Q2, 2024	Committee formed, calendar of events published, and successful event held in Q2, 2024.
	Continue with Audiometric Testing and Program	Q4, 2024	Annual
	Create and introduce a Volunteer Appreciation Program.	Q4, 2024	Not started.
	Refine and introduce the Total Health – Resources Inspiring a Vibrant Environment (THRIVE) Well-being Program and committee.	Q3, 2024	Draft outline complete Q1.
	Create and implement the Inclusion, Diversity, Equity, and Accessibility (IDEA) Program and committee.	Q4, 2024	Draft outline complete Q1.
Standing Meetings, Events	Sunshine Coast HR Round Table – partner with HR practitioners from other local governments.	Monthly	Meetings held Q1, Q2.
	Joint Labour / Management Committee per Collective Agreement.	Quarterly	3 LMC meetings held in Q1 primarily for new Transit scheduling. 2 LMC meetings held in Q2.
Succession Planning	Reconfiguration of existing succession plan into new Leadership Advancement Network and Education System (LANES) program.	Q4, 2024	Not started.
Training and Development	Incorporate HRDownloads into Building Essential Skills for Tomorrow (BEST) training calendar.	Q1, 2024	Updated Program List included and as part of new Orientation process.
	Host Respectful Workplace Training sessions	Q2, 2024	Two sessions completed Q2, 2024.
	First Aid Attendant (FAA) Training and Orientation.	Q2, 2024	OFA Level 1 training completed Q1 and Q2. OFA Level 2 training completed, and FAA orientation completed Q2.

Core Service/Project	Goal	Timeline	Progress
			Workplace posters updated and new online schedule.
	Local Government Management Association (LGMA) Training.	Ongoing	Supported 2 exempt staff and 1 acting exempt to attend LGMA training. Several staff booked for Q3 training. Senior Manager, HR was guest faculty instructor for “Managing People” course.

STATISTICS / KEY PERFORMANCE INDICATORS

Job Postings and Applications – HR creates ads, posts jobs electronically and in print, receives electronic and paper applications, reviews, shortlists, supports interviews, checks references, extends job offers, receives signed offers back and creates employee files.

Year	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Posts	Total Appl
	Posts	Applicants.	Posts	Appl	Posts	Appl	Posts	Appl		
2024	30	350	28	308						
2023	29	548	36	631	37	452	19	353	121	1984
2022	30	452	51	578	30	480	17	210	128	1720
2021	35	503	48	779	31	447	34	301	148	2,030
2020	8	114	18	350	23	389	18	240	67	1,093
2019	14	131	21	371	28	222	23	274	86	998

Training and Development (BEST - Building Essential Skills for Tomorrow). Held throughout the year that includes such topics as communication skills, leadership development, purchasing, risk management, project management, Word, Excel, emergency preparedness, and safety training. New Orientation. Respectful Workplace, PEP Talk, OFA I and OFA II training.

Year	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total Sess.	Total Att.
	Sessions	Attendees	Sess.	Att.	Sess.	Att.	Sess.	Att.		

2024	22 + 15 Online	89 + 15 Online	29 + 129 Online	84 + 129 Online						
2023	5 + 15	176	4 + 15	227	5	30	4	70	49	508
2022	14	148	11	122	10	27	19	140	54	437
2021	3 + 6 online	17 + 41 online	2 + 5 online	4 + 121 online	5 + 2 online	20 + 101 online	2 + 7 online	5 + 63 online	32	372
2020	6 online	82	20 online	*285 (144 COVID -19 Training)	2	2	3	80	31	449
2019	3	30	3	27	3	55	7	137	16	248

Grievance Activity - HR receives directly or through managers, investigates, coaches and provides expert advice on the communication and management of grievances through to resolution, including referrals to third parties (e.g. arbitration or mediation).

Year	# of Grievances Received				Total	# to Arbitration	Status
2024	Q1 - 1 Resolved	Q2 - 2 1 Resolved, 1 on hold.					
2023	Q1 - 0	Q2 - 0	Q3 - 1	Q4 - 0	2	0	Resolved
2022	Not previously tracked by Quarter				2	0	Abandoned
2021					1	1	Abandoned
2020					8	1	7 Resolved, 1 Abandoned
2019					5	1	Resolved
2018					24	3	Resolved

First Aid, WorkSafeBC Injury Claims, and Graduated Return to Work (GRTW). HR reviews and ensures appropriate follow-up occurs with Joint Health and Safety Committees for all reported staff injuries, time loss, and/or medical attention resulting in creation of a First Aid report or WSBC claim

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total Rec'd	Total Rec'd

	First Aid	WSBC	GRTW's (New 2022)	First Aid	WSBC	GRTW's (New 2022)	First Aid	WSBC	GRTW's	First Aid	WSBC	GRTW's	First Aid	WSBC
2024	7	4	4	6	7	4								
2023	22	11	4	19	4	4	14	6	3	15	2	2	ytd	ytd
2022	8	6	3	7	3	4	8	4	2	19	5	3	42	18
2021	7	4		2	8		10	2		14	8		33	22
2020	2	9		0	4		7	1		1	3		10	17
2019	2	8		7	9		7	7		7	3		23	27
2018	6	4		8	11		4	8		8	8		22	31

EMERGING ISSUES

Certificate of Recognition (COR) – Considerable effort was placed on the development of online access to safety related information and procedures as the Human Resources Department prepares for COR certification. The Senior Manager, HR, completed Internal Auditor certification and conducted a student audit on the SCRD. Next steps will include additional staff training and an external audit is booked for the last two weeks of July, 2024. Success will depend on an 80% pass rate via the audit through to the BC Municipal Safety Association (BCMSA). Certification in COR not only promotes the best safe working practices but also will contribute to an overall 10% reduction in WorkSafeBC premiums one year following successful completion.

Promoting Excellence – Employee Recognition System (PEERS) – SCRD staff perform all kinds of excellent work that deserves recognition and celebration. The PEERS program was first established in 2016 and has now been overhauled and reintroduced, led by HR with a Committee Chair. The Long Service Awards were held in Q2, 2024, and a Pickleball tournament is scheduled for Q3. Plans are in place for a renewed Multicultural Observations - SCRD's All Inclusive Celebrations (MOSAIC) holiday celebration in Q4, 2024, with additional activities such as bbq's, potlucks, and more in draft form.

Total Health – Resources Inspiring a Vibrant Environment (THRIVE) – As heightened awareness grows about mental health, best practices also include overall well-being programs that include physical health, social health, career health, and financial health. These five elements combine to produce a culture where staff can thrive, and plans are to formally launch this program in Q3, 2024.

Inclusion, Diversity, Equity, and Accessibility (IDEA) – Legislative changes and best practices are the drivers behind the need to ensure and promote a psychologically safe work environment, where staff can be their genuine selves, and enjoy a sense of belonging. Plans are in draft form to formally create and launch this program in Q4, 2024.

Purchasing and Risk Management [116]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
<i>Streamlining Procurement Process workshop</i>	<i>Host division sessions for where can improve process efficiency</i>	<i>Q1 2024</i>	<i>Complete</i>
<i>Procurement workflow Process</i>	<i>Implement identified in 2023/24 process improvement steps for procurement process</i>	<i>Q2-2024</i>	<i>Complete</i>
<i>Vender procurement awareness sessions</i>	<i>Host sessions to support our vendor communities to support community business in responding to solicitations</i>	<i>Q1-Q4 2024</i>	<i>Individual debriefings with vendors are being done Large engagements are on hold</i>
<i>Social Procurement</i>	<i>Continue education on using social sustainable procurement strategies</i>	<i>Q1-Q4 2024</i>	<i>Have division sessions completed</i>
<i>Procurement Process Review – supports staff to do low value/risk process directly</i>	<i>Implement Internal Audit framework for informal procurement processes</i>	<i>Q1 -Q2 2024</i>	<i>Schedule and plan completed for 2024 for a late fall review</i>
<i>Business Continuity Risk Assessments</i>	<i>Develop process for conduction and completing division business impact assessments for the Business Continuity Plan</i>	<i>Q1-Q2 2024</i>	<i>Completed</i>
<i>Division Business Impact Analysis</i>	<i>Summarize and incorporate division business impact assessments for their Department Business Continuity Plan</i>	<i>Q1-Q3 2024</i>	<i>About 50% of the divisions assessments are underway</i>
<i>Social Procurement</i>	<i>Support community vender with social procurement awareness sessions</i>	<i>Q1-Q4 2024</i>	<i>Individual debriefings with vendors are being done</i>

Core Service/Project	Goal	Timeline	Progress
			Large engagements are on hold
<i>Internal Risk Assessment Plan for 2024</i>	<i>Work with division on planning Loss Control (Property and Liability) inspections priorities for 2024</i>	Q1 2024	Completed
<i>Streamlining Procurement Process workshop</i>	<i>Host division sessions for where can improve process efficiency</i>	Q4 2024	Not started
<i>Work with Finance on PO invoice workflow</i>	<i>Implement identified in 2023 process improvement steps for requestions and PO workflow</i>	Q1-Q2 2024	Completed
<i>Enterprise Risk Register</i>	<i>Formalize the risk register that sets out the corporate risks profile which describes key risks, which include both threats and opportunities and assigns a risk owner</i>	Q1-Q4 2024	<i>Template and draft corporate risk registry started</i>
<i>Risk Management</i>	<i>Review/support opportunities for enhanced cyber security</i>	Q3-Q4 2024	

STATISTICS / KEY PERFORMANCE INDICATORS

Purchase Orders Issued

	January to June	July to December	Total
	Processed	Processed	
2024	288		
2023	270	262	532
2022	340	229	569
2021	350	219	569
2020	321	286	607
2019	350	259	609
2018	314	349	663

Solicitations Tendered

	January to June	July to December	Total

2024	54		
2023	36	28	64
2022	47	38	85
2021	26	37	63
2020	21	26	47
2019	19	27	46
2018	16	27	43

of Solicitations with Social Procurement Factors

	January to June	July to December	Total
2024	34		
2023	33	24	57
2022	44	37	81

of Support Request Tickets

	January to June	July to December	Total
2024	898		
2023	878	827	1705
2022	796	799	1595
2021	167	490	657

EMERGING ISSUES

Insurance remains to be a hard market resulting in rising costs. Supply chain challenges continue to be an obstacle for procurement activities. As a result, the SCRD continues to see delays and rising costs for solicitations.

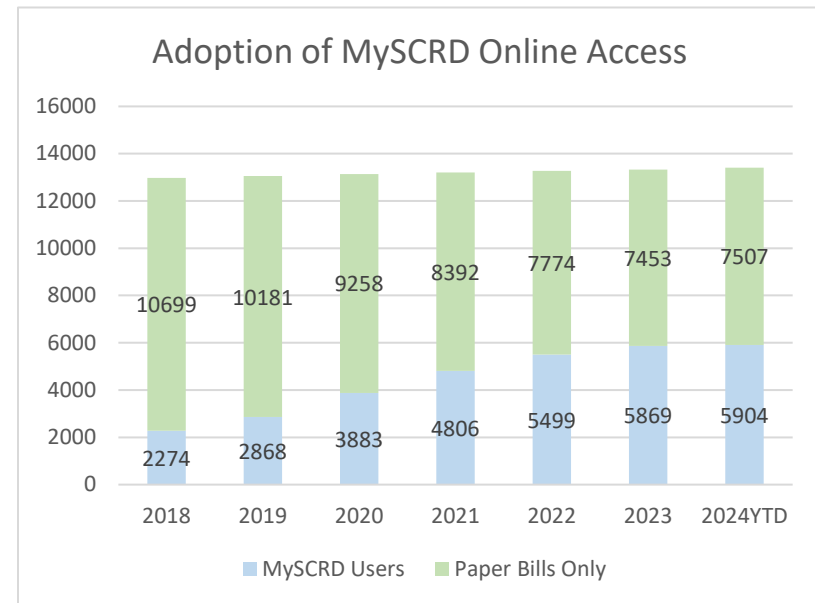
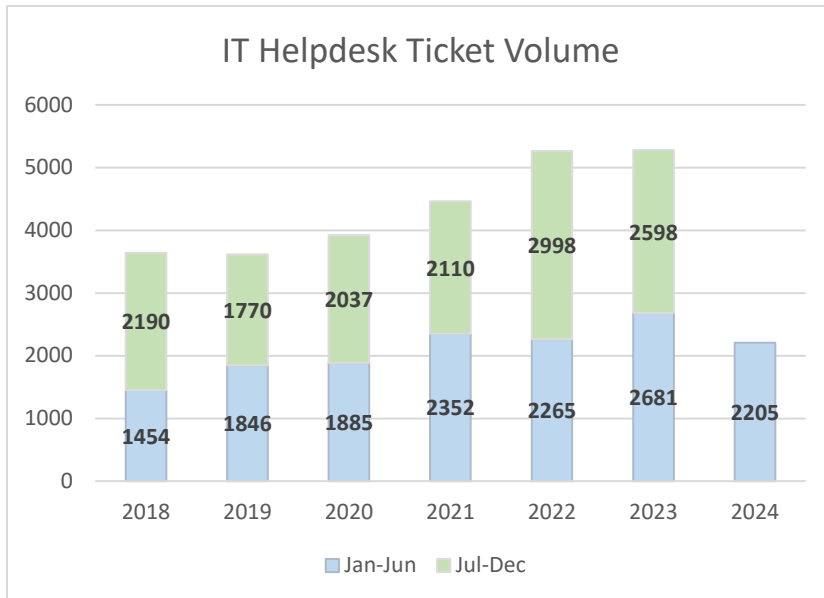
Information Services [117]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
Server Replacements	1. Capital plan replacement/upgrade of IT servers	Q1-Q2	Complete.
Telephone Systems Evolution	1. Replace phone system with MS Teams Phone 2. Decommission legacy phone system	Q2-Q3 Q4	Interconnect and professional services contracts signed. Implementation planned for Aug. 2024.
Cybersecurity Awareness Campaign	1. Educate and support staff to harden response to phishing malware, social engineering scams, and cyberthreat attacks.	Q1-Q4	Completed Microsoft M365 Security Awareness campaign Q1, 2024
Security Stance Hardening	1. Recruit and hire Cyber Security Officer 2. Implement Conditional Access Policies in MS Security Center 3. Audit Endpoint protection services 4. Improve internal network topology to prevent broadcast storms. 5. Strengthen network access controls 6. Increase compute on DRP Data Centre cluster 7. Refinement of backup set and retention schedule 8. Refinement and audits of patch set	Q2-Q3	Competitions completed, assessing alternatives Ongoing Underway Underway Complete Risk analysis underway, assessing alternatives Ongoing Ongoing
Development Process Review	1. Assess Our City development business system.	Q2-Q4	Product assessments/options underway. Pending 2024 project initiation.
MFP Printer Contract Renewal	1. Refresh Photocopier/Printers	Q1-Q4	Negotiated new 5-year printer/copier contract. Implementation in Q3.
Wide Area Network (WAN) Fiber Contract upgrades	1. New WAN contract for connecting 17 SCRD sites.	Q1-Q3	Executed new 3-year contract. Implementing digital-digital terminal connection upgrades.

Core Service/Project	Goal	Timeline	Progress
Move All Records to SharePoint (MARS)	1. Migrate all business-unit records from legacy records solution to MS-SharePoint	Q1-2025	Completed migrations for Planning, IS, Bylaw... Plan underway to complete remaining business units in 2025.

STATISTICS / KEY PERFORMANCE INDICATORS



EMERGING ISSUES

Reposting IT Security position after four competitions in 2023 and 2024 did not result in a hire. Assessing alternatives.

GIS / Civic Addressing [506 / 510]

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN (JANUARY TO JUNE)

Core Service/Project	Goal	Timeline	Progress
SCRD Property Viewer applications	<ol style="list-style-type: none"> 1. Begin transition from Geocortex Essentials to VertiGIS Studio 2. Build integration with Tempest property management system. 3. Enhance report templates 	Q3-Q4	Project plan initiated. RFQ issued to obtain professional services to support upgrade. New map services and test site published.
Cityworks work and asset management system	<ol style="list-style-type: none"> 1. GIS staff training 2. Configure map services to support Cityworks Mobile and Respond 3. Configure data to support mobile data collection, including inspections 	In progress Q3-Q4	ESRI-lead training is underway. Working with utilities to test new features of Cityworks Mobile. New map services published to enable mobile maps.
GIS Support for Official Community Plans (OCP) harmonization and modernization	<ol style="list-style-type: none"> 1. Enable access to spatial data for consultants. Consult on existing data and prepare datasets for analysis. 2. Support development of map products for community consultation 	In progress Q2-Q4	Participated in OCP kickoff meetings and facilitated transfer of spatial data, permit and housing information, and demographic data.
NG9-1-1 GIS Data transition	<ol style="list-style-type: none"> 1. Review new NENA data standards 2. Participate in planning sessions with regional districts and GeoBC 3. Update SCRd site/structure address points to NENA standard 	In progress Q2-Q4	Currently reviewing NENA standard against our database structure.

Core Service/Project	Goal	Timeline	Progress
7. GIS support for water meter program and volumetric billing	1. Develop procedure for GIS to update and verify water meters on maps 2. Update records with new meter installations 3. Explore possibility of GIS including meter details in their records (MIU, meter size)	In progress Q1-Q4	Database view has been developed to join water meters and service charges to parcel data.

STATISTICS / KEY PERFORMANCE INDICATORS

Geographic Information Services (GIS) mapping and Information Technology (IT) Statistics

of Addresses Assigned

	January to June	July to December	Total
2024	263		
2023	141	65	206
2022	111	97	208
2021	194	196	390
2020	150	241	391
2019	239	200 (not including 150 re-numberings)	439
2018	205	183	388
2017	185	182	367
2016	236	172	408

of Public Enquiries regarding Property Information and Mapping Section (PIMS)

	January to June	July to December	Total
2024	123		
2023	190	132	322
2022	240	176	416
2021	284	263	547
2020	390	606	996
2019	269	198	467

2018	296	201	497
2017	387	317	704
2016	402	344	746

of Town of Gibsons GIS Tickets

	January to June	July to December	Total
2024	62		
2023	53	50	103
2022	52	60	112
2021	98	80	178
2020	34	70	104

EMERGING ISSUES

GIS is supporting the rollout of the Asset Management application ‘Cityworks’ to mobile devices, enabling digital entry of utilities inspections in the field. GIS support is anticipated to increase for analysis and auditing of the water metering program, and for the OCP Renewal project in 2024. There will also be a significant push to upgrade the SCR D’s primary web mapping platform this year to stay current with supported software.

Reviewed by:			
Managers		Finance	X-B.Wing
SM, HR	X - G. Parker	Legislative	X - S. Reid
A/CAO & CFO	X-T.Perreault	Other Mgrs.	X - D. Nelson X - A. Rathbone X - K-Doyle X - A. Buckley X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Kyle Doyle, Manager, Asset Management

SUBJECT: **ASSET MANAGEMENT UPDATE**

RECOMMENDATION(S)

(1) THAT the report titled Asset Management Update be received for information.

BACKGROUND

In the context of Local Governments, 'asset management' describes the intentional efforts undertaken to balance costs, risks, and opportunities associated with the physical assets needed to deliver services to their communities. The practice of asset management for Local Governments in BC has largely been driven by the work of 'Asset Management BC' (AMBC) since the organization was established in 2008. AMBC collaborates with many other organizations across Canada to provide the tools and resources needed to help communities deliver services in the most sustainable way possible. AMBC hosts conferences, facilitates training, and publishes documents to assist the advancement of the practice of asset management.

One of the key documents created by AMBC is the 'Roadmap for Asset Management' (the Roadmap). This was developed to provide a framework to guide Local Governments in implementing asset management practices. A total of 39 individual modules of asset management practice are divided into six categories and identified as a basic, intermediate, or advanced level of practice. The Roadmap encourages the development of a foundational practice of asset management before more mature elements are addressed.

Since the establishment of the Asset Management (AM) division within Corporate Services a significant amount of work towards formalizing the approach to service delivery and improving the SCRD's capacity to deliver services sustainably has been completed. Following the guidance of AMBC, this has included the development of detailed asset registries, long-term capital planning, preventative maintenance reviews, condition assessments, optimizing existing processes, and more across the SCRD's many services.

This report reviews the asset management initiatives implemented by the SCRD as they relate to the modules of the AMBC Roadmap. The purpose of this report is to provide an update on the practice of asset management at the SCRD over the last five years.

DISCUSSION

Staff have identified several key shortcomings in the AMBC Roadmap. The first issue is that the Roadmap, developed over a decade ago, caters to municipalities more than regional districts. Many of the modules employ a corporate lens which does not align with the nuances of the many independent services provided by a regional district. The second is that the Roadmap was not conducive to facilitating reporting on progress. Finally the AMBC Road map does not articulate a path of maturation within individual modules. To address these concerns the Roadmap was modified to better evaluate SCRD services individually and to promote more objective measurement. This resulted in the creation of the SCRD’s AM Reporting Tool.

The SCRD’s AM Reporting Tool considers 38 individual modules across six categories similar to the Roadmap. These categories are:

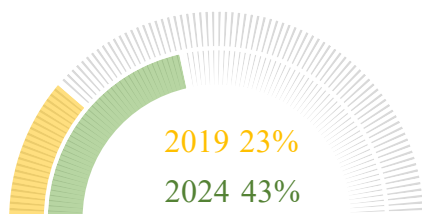
- i) Asset Inventory Utilization,
- ii) O&M and Capital Planning,
- iii) Guiding Effective Decisions,
- iv) Understanding the Asset Lifestyle,
- v) Asset Governance, and
- vi) Sustainability Monitoring.

Examples of Basic, Intermediate, and Advanced asset management practices are identified for each module. More advanced practices are more consistent or automated, well-documented, and utilize centralized tools and databases to efficiently deliver services.

Each module is scored between 0-3 based on how many of the Basic, Intermediate, and Advanced practices are implemented by the service. This reflects the reality of service delivery in that a service will often begin to exhibit more advanced practices in some areas while maintaining less advanced practices in others. By providing this nuanced evaluation the AM Reporting Tool provides a line of sight between current and desired practices.

Options and Analysis

The evaluation of asset management practice across almost 40 services has been completed. The results have been aggregated to provide insight into the SCRD’s asset management practices.



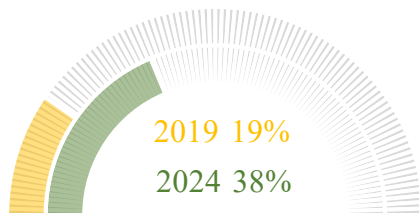
1.0 Asset Inventory Utilization

Asset Inventory Utilization – this category evaluates a service’s practices related to understanding and managing its asset inventory. There are seven modules in this category. The SCRD has improved from a

2019 rating of 23% to a current rating of 43%.

This reflects the development of more detailed asset inventories and improved processes that have been developed for many services. Larger assets have had their components considered individually and more attributes are being recorded for many services

There is still work to be done to develop more centralized databases and to create more efficient processes to ensure that these improved datasets are being utilized to inform decision making more consistently. Further refinement of the accuracy of existing data is also needed to reduce the reliance on assumptions. The implementation of routine condition assessments and risk/criticality assessments as well as integrations between these datasets and GIS, Finance, and other corporate software will help to improve the rating of this category.

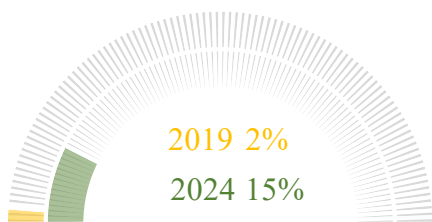


2.0 O&M and Capital Planning

Operations & Maintenance and Capital Planning – this category evaluates a service’s practices related to financial planning. There are eight modules in this category. The SCRD has improved from a 2019 rating of 19% to a current rating of 38%.

This is largely reflective of the work over the last five years to improve capital planning. A better understanding of the replacement costs and timing of assets has been realized by many SCRD services. Recent efforts have enabled improved processes and documentation related to financial planning.

Future work in this category should target improved understanding of services’ O&M costs and the magnitude of deferred maintenance. Improved process documentation and integrating analysis of historical work activities in financial forecasting will also improve the rating of this category. This category’s rating will also improve as defined Levels of Service are implemented as this will enable financial planning to be correlated to clear expectations for service delivery.

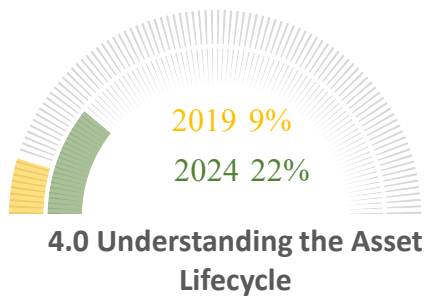


3.0 Guiding Effective Decisions

Guiding Effective Decisions – this category evaluates a service’s practices related to decision making that affects assets. There are five modules in this category. The SCRD has improved from a 2019 rating of 2% to a current rating of 15%. This reflects the

improved documentation related to capital planning processes and the development of detailed asset registries which have facilitated improved practices.

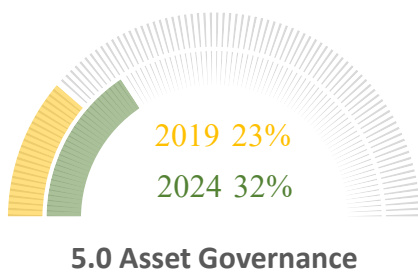
This category continues to have significant room for improvement across all modules. Development of a strategic framework to enhance the efficiency and effectiveness business processes (identifying areas where processes can be optimized, developing strategies to implement improvements, and continuously monitoring the results) would improve the rating in this category.



Understanding the Asset Lifecycle – this category evaluates practices that inform the condition and performance of an asset throughout its lifecycle. This category has six modules. The SCRD has improved from a 2019 rating of 9% to a current rating of 22%.

This increase can be attributed to improved documentation relating to the condition of assets as well as process improvements relating to asset renewals.

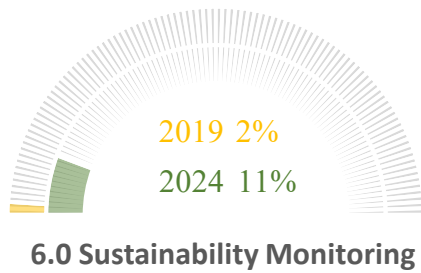
Significant progress in this category can be achieved by implementing routine condition assessments and developing and documenting Levels of Service. Improved documentation and centralization of service/asset data will also contribute to a higher rating for this category.



Asset Governance – this category evaluates how a service conforms with its intended purpose, performance targets, policy, strategy, and legal obligations that apply to its operations. This category has six modules. The SCRD has improved from a 2019 rating of 23% to a current rating of 32%.

This reflects a better understanding of the SCRD’s Asset Retirement Obligations, efforts to better align service delivery with the Board’s strategic goals, and improvements in many services’ regulatory alignment.

Future work towards improved documentation and processes across all categories will continue to improve the SCRD’s rating in this category. This includes standardized methods to document service delivery standards/expectations and to measure and report performance.



Sustainability Monitoring – this category measures a services’ efforts towards improved sustainability. This includes goal setting, improvement monitoring, and consideration for alternative/emerging options to current service delivery. This category has six modules. Efforts to identify alternative technologies and the ongoing

development of sustainability targets have driven this category from a rating of 2% in 2019 to 11% in 2024.

Further improvements in this category will be realized with improved documentation, more clarity in target setting, and the implementation of processes that help to ensure effective and ongoing efforts. As elements of the CCAP are actioned and business process are aligned with sustainability targets this category will receive a higher rating. This evaluation occurred prior to the adoption of the Corporate Climate Action Plan (CCAP) in 2024.

Organizational and Intergovernmental Implications

The SCRD AM Reporting Tool has been applied to nearly 40 SCRD services. These individualized evaluations across the six categories of asset management practice will enable more targeted efforts at both the corporate and individual service.

Budget proposals are now able to specifically identify asset management implications by the category or module(s) they will affect.

Financial Implications

N/A

Timeline for next steps or estimated completion date

The AM Reporting Tool has drawn interest from other small Local Governments. The tool will be demonstrated and shared through the AM Community of Practice to solicit feedback. This feedback may inform revisions to future iterations of the AM Reporting Tool.

Communications Strategy

Internal: Many staff were involved in assessing services AM practices for the development of this reporting tool. The development of the Reporting Tool and the general results have been shared with Managers. Service specific results have been shared with individual services staff. The implications for budget proposals have been communicated to staff through the 2025 Budget Workshops.

External: No specific strategy has been developed to date.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD AM Reporting Tool provides benchmarking information that can measure the success of various initiatives. Asset Management is one of the core 5 lenses identified by the Board’s Strategic Plan, this tool will provide more detail on the SCRD’s progress towards mature AM practices.

CONCLUSION

A proprietary reporting tool has been developed by the SCRD Asset Management Division. This tool caters to the Regional District’s service delivery model and provides an evaluation of asset management practices and guidance to inform appropriate incremental improvements. This tool has been applied to evaluate the growth in SCRD AM practice from 2019 to 2024.

Reviewed by:			
Manager		Finance	
GM	X - S. Gagnon X - R. Rosenboom	Legislative	
A/CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Tina Perreault, Acting Chief Administrative Officer/Chief Financial Officer

RE: **BUDGET PROJECT STATUS REPORT – JULY 2024**

RECOMMENDATION(S)

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

BACKGROUND

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

DISCUSSION

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

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

ATTACHMENT

Budget Project Status Report Update

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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions:

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CA	110	Reid	\$119,650	\$70,455	COVID-19 Restart Funding	2022	2024-Q4		All	Regional	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	L - Service Delivery Excellence L - Government Excellence L - Climate Resilience & Environment	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. Further recommendation that the scope for the project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new A/V hybrid technology in the Boardroom. Boardroom chairs ordered and replaced. A kick-off meeting with an audio-visual service provider was scheduled for November 21, 2023. Procurement of sound system and Boardroom furniture under way. Tables and Chairs have been ordered for: Staff, Delegation, and Media. Contract signed with AV service provider for sound system equipment and install. Sound equipment sourced and ordered. Sound and new camera installation is complete. Development and configuration of a meeting room control panel is underway.	Carryforward (Other)	2022 Q2	In Progress 75%
2	CA	110	Shay	\$4,500	\$0	Taxation	2024			All	E and F	General Government - Howe Sound Community Forum - Hosting	L - Service Delivery Excellence L - Government Excellence L - Climate & Environment	Jul 2024: venue and date booked. supporting HSBRSIS with agenda.	Board Directive	2024-04	In Progress 25%
3	CA	110	McKinley/Perreault	\$40,000	\$0	Operating Reserves	2024			All	Regional	General Government - Corporate Workplan	L - Government Excellence	July 24-Consultants and senior leadership team have begun working on resource planning, reviewing past board directives and corporate and board initiatives. Work will continue through summer with workshop with Biard in the fall. This will also inform 2025 Budget	Business Continuity	2024-07	Started
4	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2024			All	Regional	General Government - Organization Review - Phase 2 Implementation	L - Government Excellence	Organization Review – Phase II Implementation builds upon the Organizational Review begun in Fall 2023.	Business Continuity		Not Started
5	CA	115	Parker	\$12,000	\$0	Operating Reserves	2023			All	Regional	Human Resources - LinkedIn Recruiter Package (Pilot Project) - Online Tool License (Discretionary)	L - Service Delivery Excellence	Ongoing recruitment needs, creation of advertisements, testing methodology, contacting applicants, setting up interviews, and all other activities in pursuit of talent acquisition, especially in the difficult to fill roles, has increased substantially over the past number of years. This was approved as a pilot project only for 2023 for purposes of a LinkedIn Recruiter package, vital to ongoing talent acquisition.	Carryforward		Not Started
6	CA	116	Cropp	\$18,000	\$0	Support Services	2023			All	Regional	Purchasing and Risk Management - Business Continuity Management Program (Non-Discretionary)	L - Service Delivery Excellence L - Government Excellence	2023 Provincial mandate for local governments to have business continuity plans (BCP). The SCRD does not have a completed BCP and this project is to develop a comprehensive corporate plan using a combination of staff and external consultants. Development phase of the Business Continuity Management Program Framework and Charter is underway. FRAMEWORK , COMMITTEE MEMBERS AND CHARTER COMPLETED. Stage 1: Risk Analysis and Impact Assessment. IS ABOUT 50% COMPLETED	Carryforward		In Progress 25%
7	CA	116	Cropp	\$50,000	\$0	Operating Reserves	2024			All	Regional	Purchasing and Risk Management - Statement of Values - Asset Appraisal for Insurance Requirements	L - Service Excellence	A statement of values is a requirement under our insurance program. It is tool for the SCRD and its Insurer use to determine the value of insured assets. Every couple of years SCRD insurer underwriters require a formal appraisal of SCRD's insured assets. QUOTE RESTED FORM VENDER FOR 1ST PHASE OF APPRAISAL	Strategic or Other Plan		Started
8	CA	117	Nelson	\$302,000	\$0	COVID-19 Restart Funding	2023			All	Regional	Information Technology - Server Replacements (FP AMENDMENT)	L - Service Delivery Excellence	Authorized project in October 2023 (resolution 305/23 #6) and RFQ Awarded #393/23 2311703 - 6 Rack Servers. March 2024 update: Servers received, being configured. May 2024 - 3 backend servers installed, awaiting Vmware licenses to install 3 frontend servers.	Other	2024-01	In Progress 75%
9	CA	117	Nelson	\$20,000	\$0	Support Services	2024			All	Regional	Information Services - Staff Cyber Security Awareness Program	L - Service Delivery Excellence	Support security culture development using cyber threat awareness software, training and testing for SCRD staff. March 2024 update: Completed first phishing campaign. May 2024 - Awaiting hiring of Cybersecurity Officer to resource 2nd campaign.	Business Continuity	2024-01	In Progress 25%
10	CA	117	Nelson	\$65,000	\$0	Capital Reserves	2024			All	Regional	Information Services - Vehicle Replacement	L - Service Delivery Excellence L - Climate & Environment	Replacement of 20-year-old vehicle: IT Chevy Tracker with EV vehicle per Fleet staff recommendation maintaining transport of IT staff and equipment to 16+ SCRD facility sites. May 2024 - Developed specifications and procurement approach.	Business Continuity	2024-02	In Progress 25%
11	CA	117	Nelson	\$143,000	\$0	Operating and Capital Reserves	2024			All	Regional	Information Services - Conversion to Microsoft Teams Phone	L - Service Delivery Excellence	The existing Nortel CS1000 phone system is obsolete, end-of-life and no longer supportable. The replacement solution is Microsoft Teams Phone, which offers superior integration with our entire Microsoft ecosystem already in place. March 2024 update: Completed implementation partner bidding process. May 2024 - Finalizing contract award for selected vendor.	Business Continuity	2024-02	In Progress 50%
12	CA	117	Nelson	\$80,000	\$0		2024			All	Regional	Information Services - Conversion of Records to Microsoft SharePoint	L - Service Delivery Excellence	Enable migration of all SCRD digital records from obsolete/unsupportable EDRMS (Electronic Document & Records Management Solution). Operational replication of pilot migration processes completed for Planning records, now for all remaining business units. May 2024 - Reviewing Professional services providers proposals.	Business Continuity	2024-02	In Progress 25%
13	CA	155	McKinley	\$2,500	\$0	Taxation	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Connected Coast Connectivity - Feasibility Study (Discretionary)	L - Service Delivery Excellence	Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coast.	Carryforward		Not Started
14	IS	155	Rosenboom	\$40,000	\$0	Infrastructure Planning Grant	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Hopkins Landing Waterworks District Feasibility Study (FP AMENDMENT)	F - Water Stewardship	Contractor has been obtained to complete technical analyses of the current water system as input to the broader feasibility study that is scheduled to be completed in Q4 2024.	Carryforward		In Progress 25%
15	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$136,314	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included and IT Portion to be completed (Business Continuity)	L - Service Delivery Excellence	2020 project delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of a 2021 proposal was to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been 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. April 23 - Modifications continue to add more workstations, with most recent being the Bylaw office and Finance areas.	Carryforward		In Progress 75%

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16	CA	110 / 117	Reid	\$124,000	\$39,000	Operating Reserve / Support Services / Taxation	2023	2025-Q3		All	Regional	General Government / Information Services - Electronic Data Records Management System Conversion (Discretionary)	L - Service Delivery Excellence	Retire SCRD's current on-premises Electronic Document Records Management System (Content Server) and replace it with a modernized cloud-based solution configured to manage both physical and electronic records in the Teams / SharePoint cloud environment. Development of information architecture/records classification model and migration of Planning and Development records complete. Next migration for Building, Bylaw, Sustainable Services, and Information Services is underway. Third-party RM software tendering process is underway.	Carryforward	2023 Q2	In Progress 50%
17	CA	111 / 117	Doyle	\$35,000	\$0	Support Services / Operating Reserves	2024			All	Regional	Asset Management / Information Services - Cityworks Process and Configuration Review / Expansion to Mobile Applications	L - Service Delivery Excellence	The Cityworks software, first went live in 2017, however, was not fully implemented and full utilization of the system is not being realized. The software is intended to act as the maintenance and asset management system which is primarily used by the utilities (water/wastewater) divisions. The vision is to roll the software out to other divisions. Incremental improvements have been made over the past year and staff have taken it as far as they can. Additional training and implementation support is needed to facilitate improved usage of Cityworks software. A specialty consultant would deliver training modules to administration and field staff, provide updated user documentation, and review the software implementation to make recommended improvements. March Update: Internal review of current work processes completed. Inspection/work template review underway. Final training/integration scoping targeted for mid April with training delivery anticipated to commence prior to Q3. May 15, 2024: Scheduling Training for June 2024.	Business Continuity	2024-03	Started
18	CA	112 / 117	Perreault / Taylor	\$250,000	\$0	Operating Reserves	2024			All	Regional	Corporate Finance - Budget Software	L - Service Delivery Excellence	July 24-Scope of work drafted and on hold pending recruitment of 2 vacant finance staff.	Strategic or Other Plan		Not Started
19	CA	114 / 116 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615	Cropp	\$100,000	\$0	Operating Reserves / Support Services	2024			Various	Various	Various Functions - Corporate Security Enhancement and Implementation	L - Service Delivery Excellence	The Physical Security project aims to comprehensively assess the physical security measures, practices, and vulnerabilities within all the SCRDs facilities. The primary objective is to ensure the safety of personnel, assets, and sensitive information by identifying weaknesses in our physical security infrastructure and recommending improvements. The security assessment and report are a critical component to support the privacy impact assessment for the Privacy and Information Commissioner to ensure compliance of consideration of installing closed circuit tv (CCTV) as recommended by the RCMP with recent theft/security events at the SCRD.	Business Continuity		Not Started
20	CA	506 / 510	Nelson	\$75,000	\$0	Operating Reserves	2024			All	Regional	Geographic Information Services and Civic Addressing - Mapping Orthophoto Refresh 2024	L - Service Delivery Excellence	To maintain currency of SCRD Maps digital orthophoto imagery, last acquired during the spring of 2021. The GIS Services Section will acquire digital orthophoto imagery during leaf-off conditions in the spring of 2024. This is a 3-yearly, ongoing refreshment of SCRD Maps digital orthophoto imagery assets, last acquired in 2021. Objective is to support staff and public with, research, planning and development activities in SCRD. May 2024: Contract amended after Board approval; aircraft has flown and captured photographs, awaiting provider ortho processing.	Business Continuity	2024-02	In Progress 50%
21	CS	310	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Building Improvements - Security System and CCTV - Lighting and Increased Safety (see additional approved in 2022) (Low Cost, High Value)	L - Service Delivery Excellence	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Exterior parking lot light install completed. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Nov 14/23: No change from September update. March 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding. May 15, 2024: As per March 19/24 update July 12, 2024: As per May 15, 2024 update.	Carryforward	2022-04	In Progress 25%
22	CS	310	Kidwai	\$65,000	\$0	Operating Reserves	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Vehicle Replacement	L - Service Delivery Excellence L - Climate Resilience & Environment	Replacement of the Escape with an SUV type Hybrid (Electric-Gasoline or Electric-Diesel) 4WD / AWD vehicle, set of winter tires and rims, and installation of charging infrastructure. March 19/24: Building vehicle specification phase has commenced. May 15 2024: Vehicle specifications have been finalized, RFP request to be released in Q2. July 12, 2024: Procurement on hold due to EV infrastructure assessment.	Discretionary		Started
23	CS	310	Kidwai	\$32,403	\$0	Taxation	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Expansion Priorities (1.56 FTE)	L - Service Delivery Excellence	On September 28, 2023, the Board adopted a resolution (278/23) to enter into a Memorandum of Understanding with BC Transit for 2024/25 service expansion priorities including increased weekday frequency of Route 90 and an annual increase of 550 service hours for handyDART; and to bring forward a budget proposal for the 2024-2027 financial plan deliberations. Route 90 expansion anticipated for a January 2025 commencement (requires additional bus which has been ordered) and handyDART expansion anticipated for July 2024. March 19/24: Awaiting notice regarding provincial funding contribution. May 15, 2024: Custom transit expansion approved and anticipated for a summer start; conventional transit expansion not approved. July 12, 2024: Additional Custom/HandyDart service hours will be introduced in the September.	Board Directive		In Progress 50%

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24	CS	312	Kidwai	\$10,000	\$6,068	Operating Reserves	2020	2024-Q1		All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal)	L - Climate Resilience & Environment	June 22/23: Three out of four EV's arrived. The EV maintenance training for all mechanics to be scheduled. Identified tools required for diagnostic purpose, e.g., EV Scanner and SCRD Purchasing process to be initiated. Sept 28/23: The required EV diagnostic tools list is being finalized. Reviewing relevant workshops/courses for staff training (including on-line options). Nov. 14/2023: Have purchased the scanner. Identification of other tools and training still underway. Will likely request to carry forward this project. March 19/24: On-line EV course through AC Delco / Lordco registration for mechanics has commenced. The EV service focus tools list is being finalized. May 15, 2024: Course registrations are being revised to account for staff changes and availability, as well as to match business demands. New EV tools list being finalized for orders to be placed in Q2. July 12, 2024: Unfortunately, all in person EV Training classes have been relocated to Washington State. Staff are currently researching other options and will review based on the available budget.	Carryforward (Strategic)	2023-Q3	In Progress 75%
25	CS	312	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		All	Sechelt	Maintenance Facility (Fleet) - Building Improvements - Security system and CCTV - Lighting and Increased Safety	L - Service Delivery Excellence	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Exterior parking lot light install completed. July 14: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Nov. 14/2023: No change from September update. March 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding. May 15, 2024: As per March 19/24 update July 12, 2024: As per May 15, 2024 update.	Carryforward	2022-04	In Progress 25%
26	CS	312	Kidwai	\$75,000	\$0	Operating Reserves	2023	2024-Q4		All	Sechelt	Fleet Maintenance - Corporate Fleet Strategy (Discretionary)	L - Service Delivery Excellence	A Corporate Fleet Management System or Strategy has been a corporate priority for years. A fleet strategy (or fleet management plan) would address the acquisition, maintenance, safety, budgeting and monitoring of the units in the corporate fleet. The objective of the strategy would be to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible, improve service management and workflow automation, improve its customer service, streamline repair and maintenance services, increase staff efficiency and productivity, enable complete, real-time, easily accessible data that will enhance staff and management ability to analyze and maximize availability usage and cost effectiveness of this resource. Nov. 14/2023: Internal discussions with divisions that have fleet (draft project charter) and RFP draft underway. Scheduled to release RFP in Q1 2024. March 19/24: RFP in final stages, should be posted in March. May 15, 2024: RFP posted. July 12, 2024: Project Charter and internal team in place. RFP released, submissions reviewed and in the process of awarding the project. Anticipate kick off of project in early Q3.	Carryforward		Started
27	CS	345	Gagnon	\$883,322	\$223,575	Taxation (2018+) and CWF (2024)	2018	2024-Q4		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float, Gambier structural, Eastbourne pile/footings, Keats Landing float).- additional 2024 included here with (0.60 FTE)	L - Service Delivery Excellence L - Climate Resilience & Environment	This project dates back to 2018. Budget lift approved in 2024. Dec '23 - Keats float replacement complete. May 15, 2024: Eastbourne, Halkett, West Bay and Gambier: 90% design underway. Project scope submitted to DFO for permitting. Estimating RFP posting for construction in July. Construction estimated to start in fall. Completion by end of 2024. Keats Landing - Engineer secured for design. Estimated to RFP construction in July with completion by end of 2024. Vehicle access re-instated following engineer approval of work. July 12, 2024: Halkett/Gambier and Eastbourne - 90% design has been completed by the Engineer and under internal review. Tender documents started, expected to be released in late July/early August. Construction expected to start October. Keats Landing - Anticipate design submission from Engineer in mid-July. Tender documents will need to be drafted and are expected to be released in early August. Construction expected to start October.	Strategic or Other Plan	2023-Q3	In Progress 50%
28	CS	345	Gagnon	\$497,336	\$6,736	CWF and Capital Reserves	2023	2024-Q4		B, D, E, F, and Islands	F	Ports Services - Hopkins Landing Port Major Replacements (Other)	L - Service Delivery Excellence	Nov. 14/2023: RFP was posted on BC bid October 23, 2023. Closes November 20, 2023. RFP review process to follow. March 19/24: Engineer has been secured, kick off meeting held in March. Public engagement tentatively scheduled for early Q2. Construction estimated Q3-Q4. May 15, 2024: Community engagement open house held May 1st. Information gathered will progress design to next steps. 60% to be submitted by engineer by June. Anticipate posting construction RFP by July, with construction completion by year end. July 12, 2024: Community engagement is complete. 90% design in final stages, tender documents being drafted. Tender documents expected to be released in late July/early August. Construction expected to start October.	Carryforward (Other)	2024-Q1	In Progress 25%
29	CS	400	Huntington	\$589,600	\$310	Operating Reserves / MFA Loan	2023	2024-Q4		All	D / E	Cemetery Service - Seaview Cemetery Expansion (0.05 FTE) (Non-Discretionary)	L - Service Delivery Excellence	Nov. 14/2023: Scope of work in RFP being revised. Anticipated release by end of year. March 19/24: RFP finalized and should be posted in March. May 15, 2024: RFP Posted. July 12, 2024: Contract Awarded. Kick off anticipated early Q3.	Carryforward	2023-Q3	Started

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30	CS	613	van Velzen	\$322,000	\$0	MFA Equipment Loan	2023	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Zamboni Replacement (Other)	L - Service Delivery Excellence	Nov. 14/2023: Project awarded, Zamboni ordered - awaiting delivery. March 9/24: No change May 15, 2024: No change, awaiting delivery anticipated for Q3 2024. July 12, 2024: Unit delivered July 10th, invoicing pending. Charger installation scheduled for July.	Carryforward (Other)	2023-05	In Progress 75%
31	CS	613	van Velzen	\$462,600	\$0	Capital Reserves	2024	2024-Q3		B, D, E, F, DoS, ToG, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller	L - Service Delivery Excellence	March 19/24: Phase 1 chiller replacement design work completed, chiller pre-order awarded, construction tender posted and closes March 18. May 15, 2024: Awarded, in progress. July 12, 2024: Chiller was scheduled for shipping from the manufacturer on July 8th, shipping has not commenced as of July 11th and is now anticipated for July 22nd. The shipping delay has resulted in the project being deferred to Q2 2025.	Carryforward	2023-06	In Progress 25%
32	CS	613	van Velzen	\$900,000	\$0	MFA Equipment Loan	2024	2025-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Condenser, Heat Exchanger, and Pump Replacement	L - Service Delivery Excellence	June 22/23: Final decarbonization reports received and being reviewed. Procurement for detailed design started June 2023. Sept 28/23: Design contract awarded, detailed design work has commenced. Nov. 14/2023: Detailed design work ongoing, project is being scheduled to be completed in 2 phases to minimize impacts to ice operating season. Phase 1 Chiller replacement planned for 2024 and Phase 2 Condenser replacement planned for 2025. March 19/24: Phase 2 Condenser replacement design work started and in progress. Project has been split into two separate projects on BPSR, see line 37 for Phase 1 updates. May 15, 2024: No change. July 12, 2024: Due to the delay of Phase 1 to 2025, phase 2 will likely be delayed to 2026. Our current non ice season does allow sufficient time to complete both phases in one year without impacting our scheduled ice season.	Carryforward	2023-06	Started
33	CS	615	van Velzen	\$21,500	\$4,583	Operating Reserves	2023	2024-Q2	2024-Q2	B, D, E, F, TOG, DOS, SNGD	Gibsons and Sechelt	Recreation Facility Maintenance - Health and Safety Equipment (Discretionary)	L - Service Delivery Excellence	Tasks were identified by the Joint Health and Safety Committee for the Gibsons and Area Community Centre (GACC), Sunshine Coast Arena (SCA) as well as the Sechelt Aquatic Center (SAC) with an elevated risk of injury. A Hazard Assessment was completed, and engineered controls were identified to improve staff safety while completing the tasks. The engineered controls include the purchase of a blade changing assistant for both arenas, a specialized rink glass transportation and lifting cart for both arenas, and an electric chain hoist to help lift heavy equipment from the lower-level pump room to the mid-level mechanical room at the Sechelt Aquatic Center (SAC). Nov. 14/2023: Quotes received for SAC chain hoist and SCA blade change assistant cart, requisitions in progress. Not proceeding with GACC blade change assistant, new ice resurfer is a different brand that is not compatible. Rink glass transportation and lifting cart procurement is ongoing, no longer available from arena equipment supplier, looking for other suppliers. March 19/24: SAC chain hoist awarded, delivery pending. SCA blade change assistant cart, completed. Rink glass transportation cart, no change. May 15, 2024: No change. July 12, 2024: Complete, final invoicing pending.	Carryforward	2023-09	Completed
34	CS	615	van Velzen	\$375,000	\$361,200	Capital Reserves / Debt	2023	2024-Q2	2024-Q2	B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Packaged Roof Top Unit Replacement	L - Service Delivery Excellence	Nov. 14/2023: Project awarded and in progress. March 19/24: Initial contractor work planning site visit and shop drawing review completed, units ordered with anticipated delivery in Q2. May 15, 2024: Substantially completed, invoicing pending. July 12, 2024: Complete, final invoicing pending.	Carryforward	2023-05	Completed
35	CS	615	Donn	\$16,000	\$15,165	Operating Reserves	2021	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Regional	Community Recreation Facilities - Programming Review (Low Cost, High Value)	L - Service Delivery Excellence	May 9: Project awarded in March and underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Nov. 14/2023: Progress on implementation delayed due to staff capacity. Anticipated report to the Board in Q1 of 2024. March 19/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q2 of 2024. May 15, 2024: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q3 of 2024. July 12, 2024: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q4 of 2024.	Carryforward	2022-03	In Progress 75%
36	CS	615	van Velzen	\$801,577	\$325,156	MFA 5- Year / Taxation	2021	2024-Q3	2024-Q2	B, D, E, F, DoS, SNGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement (MANDATORY - Safety)	L - Service Delivery Excellence	Dec 31/20 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. Work planned 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Sept 28/23: Phase 1 substantially completed July 14/23, invoicing pending. Phase 2 scheduled for May - June 2024. Nov. 14/2023: Draw 1 invoice payment completed, draw 2 invoice payment pending. March 19/24: Phase 1 invoicing complete. Phase 2 construction scheduling has commenced. May 15, 2024: Phase 2 construction scheduled to commence May 27. July 12, 2024: Phase 2 substantially completed, final inspections and invoicing pending.	Carryforward (Mandatory)	2022-07	In Progress 75%

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37	CS	615	van Velzen	\$63,000	\$0	Taxation	2024	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sunshine Coast Arena Water Well Investigation	F - Water Stewardship	This project would engage professional services to determine the viability and feasibility of the well adjacent to the SCA as a water source for ice operations (thereby reducing demand on the Chapman system). This well is currently decommissioned and is no longer licensed. Proposed expenses also include internal resourcing (one time FTE) for project oversight and technical expertise. March 19/24: Not Started May 15, 2024: Contract amendment with Kalwij Water Dynamics Inc approved by Board. Contract amendment in progress. July 12, 2024: Award in progress, project scheduled to start Aug 6.	Strategic or Other Plan		Started
38	CS	615	van Velzen	\$250,000	\$0	Local Government Climate Action Program (LGCAP)	2024	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sechelt Aquatic Centre Heat Pump Replacements	L - Service Delivery Excellence	To replace three heat pumps at SAC that have experienced critical failures, two provide heat recovery heating to the Lap and Leisure pools and one provides heat recovery domestic water pre-heating. The pools and domestic water have two systems that can be used to provide heat; one relies on the heat pumps and the other is gas boilers. The heat pumps have failed, so we are relying on the boilers, which impacts operating efficiency, and GHG emissions. Through a basic comparison of pre and post heat pump failure data staff estimate there is an approximate 115% increase in natural gas usage and corresponding 192 tCO2e GHG emissions increase from the failed heat pumps. This is 15.5% of the SCRCD's total GHG emissions. These heat pumps are not currently designated as critical in the capital plan and therefore are not funded for replacement within the annual capital renewal funding. March 19/24: Procurement process started. Tender posted and closes April 23. May 15, 2024: Tender closed, reviewing bids. July 12, 2024: Awarded, in progress.	Strategic or Other Plan	2024-02	Started
39	CS	615	Donn	\$130,300	\$14,689	Capital Reserves	2023	2024-Q4	2024-Q3	All	Sechelt and Gibsons	Community Recreation Facilities Fitness Equipment Replacement	L - Service Delivery Excellence	May 15, 2024: Procurement documents drafted and under review. July 12, 2024: Small fitness equipment and accessories have been ordered. The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway.	Carryforward	2024-06	In Progress 25%
40	CS	615	Donn	\$36,100	\$0	Capital Reserves	2024	2024-Q4	2024-Q3	All	Sechelt	Community Recreation Facilities Fitness Equipment Replacement	L - Service Delivery Excellence	May 15, 2024: Procurement documents drafted and under review. July 12, 2024: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway.	Business Continuity	2024-06	In Progress 25%
41	CS	615	van Velzen	\$2,899,900	\$3,298	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Roof Replacement	L - Service Delivery Excellence L - Climate Resilience & Environment	Nov. 14/2023: Tender process has commenced for GACC and SAC roof replacement engineering design. March 19/24: Engineering design awarded and in progress. Design requirements for GACC upper roof solar readiness being discussed with engineer. Roof replacement construction anticipated for Q2 - Q3 2025. May 15, 2024: Design work started. July 12, 2024: Engineer site visits completed, design work in progress.	Carryforward	2023-10	Started
42	CS	615	van Velzen	\$556,300	\$2,096	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Community Recreation - Capital Renewal Plan Project - Sechelt Aquatic Centre Roof Replacement	L - Service Delivery Excellence	Nov. 14/2023: Tender process has commenced for GACC and SAC roof replacement engineering design. March 19/24: Engineering design awarded and in progress. Roof replacement construction anticipated for Q2 - Q3 2025. May 15, 2024: Design work started. July 12, 2024: Engineer site visits completed, design work in progress.	Carryforward	2023-10	Started
43	CS	615	Donn	\$100,000	\$0	Operating Reserves	2024	2025-Q3		All	Regional	Recreation Facilities Services - Recreation Facilities Needs Assessment and Business Case	L - Service Delivery Excellence	The current SCRCD 10-year Parks and Recreation Master Plan was introduced in September 2013 and expires at the end of 2023. As identified in the Master Plan, the SCRCD needs to determine the future of the two aging Recreation Facilities (Gibsons and District Aquatic Facility (GDFA) and Sunshine Coast Arenda (SCA)). Future considerations could include reinvesting in the facilities, operating them until the end of their useful life, decommissioning, construction of new facilities, community engagement and a review of current and future participation needs and trends. This budget proposal seeks to conduct a thorough needs assessment, including community engagement, to help inform the future with the community regarding the future of Recreation Services on the Sunshine Coast. March 19/24: Not Started. May 15, 2024: Not Started. July 12, 2024: Not Started.	Business Continuity		Not Started

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Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete
44	CS	615	van Velzen	\$63,515	\$5,659	Taxation	2024	2025-Q4		B, D, E, F, DoS, ToG, SNGD	Gibsons	Recreation Facilities Services - Gibsons and Area Community Centre Facility Upgrades (Junior Hockey) Project Leadership (0.38 FTE)	L - Service Delivery Excellence	The Sunshine Coast Junior Hockey Society is proposing enhancements to the GACC to facilitate the Junior Hockey team franchise. The Society is hoping to complete the construction of these enhancements in time for the start of the first Junior Hockey season, however, there are projects that will continue into 2025. Although the Society will be responsible for managing the procurement and project management as well as the construction costs, SCR D staff time will be necessary to ensure quality control and protection of the SCR D's interests. The proposal is for anticipated costs associated with agreements (legal, insurance) and additional staff resources for project oversight. Given that it is unknown at this time how many projects the Society will initiate in 2024 or 2025, the hours proposed for project leadership will need to be flexible and will be used only as required. Any unused hours in 2024 would be carried forward into 2025. March 19/24: Not Started May 15, 2024: Seat project approved by Board, hope to install while ice is out, but may be delayed due to supply lead time. Execution of appropriate agreements in process. July 12, 2024: Documents completed for seat project, install date TBD.	Business Continuity		Started
45	CS	615	van Velzen	\$2,172,244	\$112,709	Capital Renewal Fund	2023	Ongoing		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	L - Service Delivery Excellence	March 19/24: Debt and capital reserves funded capital renewal projects were moved to separate lines in the BPSR. Projects completed 1. Projects awarded and in progress 8. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 8. Projects in tender drafting phase 1. Projects not started 33. Total projects remaining to complete 57 (16 are multiyear projects with estimated completion in 2025 or beyond.) May 15, 2024: Projects completed 2. Projects awarded and in progress 11. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 9. Projects in tender drafting phase 1. Projects not started 28. Total projects remaining to complete 56 (16 are multiyear projects with estimated completion in 2025 or beyond.) July 12, 2024: Projects completed 9. Projects awarded and in progress 9. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 9. Projects in tender drafting phase 1. Projects not started 22. Two projects were deferred to a future year and replaced with one future year project moved up to 2024 due to unanticipated equipment failure. Total projects remaining to complete 48 (16 are multiyear projects with estimated completion in 2025 or beyond.)	Carryforward	Ongoing	In Progress 25%
46	CS	615	Shay	\$50,000	\$35,216	BC Hydro Rebate (Grant)	2022			All	Sechelt / Gibsons	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (Strategic Goal)	L - Service Delivery Excellence L - Climate Resilience & Environment	Apr 2023: completed, awaiting final reports with revisions. Nov 2023: Additional detailed engineering design work planned. May 15, 2024: scope of work being discussed for electrical engineering	Carryforward (Strategic)		In Progress 75%
47	CS	625	Donn	\$14,437	\$572	Taxation	2020	2024-Q4		A	A	PHAFC Annual Fitness Equipment Replacement (Low Cost, High Value)	L - Service Delivery Excellence	Oct 8: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Mar 22: PO Issued, enroute, invoice submitted. Project complete and residual funds carried-forward. Apr 27/23: Equipment order was placed in Q3 of 2022, however, complications with shipping resulted in delivery of the equipment being delayed until Feb 2023. Anticipate fully expending the budget in 2023. Jun 22/23: No further updates to provide at this time, project is on track. Sept 28/23: Items have been identified for replacement and the procurement process has been initiated and is on track for completion. Nov. 14/2023: Procurement has been initiated, however delivery is not confirmed and will likely arrive Q1 2024. March 19/24: As a result of the initial delays, and as directed by Purchasing, Staff have combined the PHAFC Fitness Equipment replacement with the Recreation Facility Fitness Equipment replacement, as identified in the Capital Plan, and RFP development is currently underway. May 15, 2024:RFP drafted and under review for procurement. July 12, 2024: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway.	Carryforward	2023-04	In Progress 25%
48	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022	2024-Q4		A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity)	L - Service Delivery Excellence	PHAFC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the School District (SD), however the SD is replacing this container with a much smaller one, and the needs of PHAFC have increased. Apr 27/23: Staff have reinitiated work on this project and re-engaged the SD in preparation for procurement of the unit. Jun 22/23: SD has approved and confirmed the location for placement of the unit on site and staff are currently working on procuring the item. Sept 28/23: Staff were not successful in receiving quotes and are reviewing options for procurement. Nov. 14/2023: Staff were not successful in receiving quotes and are reviewing options for procurement. March 19/24: Staff were not successful in receiving quotes and are reviewing options for procurement. May 15, 2024: Very challenging to find a container the appropriate size. Continue to search. July 12, 2024: Staff are exploring securing a larger and more readily available container within the allocated budget for this project.	Carryforward	2023-04	Started

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49	CS	650	Huntington	\$20,000	\$19,190	Taxation	2022	2024-Q2	2024-06	A, B, D, E, F	B	Community Parks - Park Site Furniture Replacement (Minor Capital Repairs)	L - Service Delivery Excellence	Jun 22/23: PAFR completed for the install of various site fixtures, furniture, and receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Procurement process to purchase 6-7 pre-cast picnic tables underway. Will be installed in various parks that have empty concrete slabs. Nov. 14/2023: RFP for picnic tables closed. Evaluation process to begin for contract award. Anticipate project to carry into 2024 for completion. March 19/24: Picnic tables scheduled for installation starting week of March 18/24 May 15, 2024: Anticipate project completion by end of Q2. July 12, 2024: Completed.	Carryforward	2023-03	Completed
50	CS	650	Huntington	\$60,000	\$5,427	Taxation	2023	2024-Q3		A, B, D, E, F	F Islands	Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE) (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	Instability of the slope adjacent to the trail leading down to Wreck Beach (Keats Island). Associated costs include altering and adjusting the slope, erosion control blanket, ditching, and revegetation. Jun 22/23: Archaeological permitting complete and submitted. Staff awaiting response from Nation. Draft RFP in development. Sept 28/23: Communicating with adjacent private property. Acquiring archeological permitting currently underway for Squamish, Musqueam, and Tsleil-Waututh Nations (anticipate completion of PFR by late October). Recommendations from the geotech report has been included within RFP for engineering works and is currently being reviewed by Purchasing department. Nov. 14/2023: No change from September update. Continue to progress with planning. March 19/24: All archeological permitting received and archeological field work to commence in April 2024. May 15, 2024: No change from March update. July 12, 2024: Ongoing delays in archeological field work commencing.	Carryforward	2023-04	In Progress 25%
51	CS	650	Huntington	\$46,202	\$19,780	Taxation / Operating Reserves	2022	2024-Q3		A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (Business Continuity)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. In 2022, this project will allow Parks to move forward on protective mitigation strategies specifically for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments. March 19/24: Archeological assessments complete for OBE. Archeological PFR's complete for Baker Beach. Further in depth Archeological Impact Assessment (AIA) required for Bakers Beach. Negotiating scope of work for the AIA to keep within remaining budget. May 15, 2024: No change from March update. July 12, 2024: Awaiting AIA scheduling for Baker Beach (scope of work was reduced to keep within budget).	Carryforward	2022-08	In Progress 75%
52	CS	650	Huntington	\$27,000	\$593	Taxation	2024	2024-Q3		A, B, D, E, F	D	Community Parks - Cliff Gilker Sports Field Recovery (0.14 FTE)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	Poor turf quality, extreme drought, an inability to adequately irrigate due to extended water restrictions, as well as excessive use/traffic wear has resulted in turf failure on Cliff Gilker sports field. Anticipate being on schedule for fall 2024 reopening. This project will initiate an enhanced turf recovery program to improve the long-term health and resiliency of Cliff Gilker turf and reopen the field for public use in the fall of 2024. This project is in response to the May 18th EAS Committee adopting the recommendation that Cliff Gilker Field be closed until the fall of 2024 and "for staff to submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during 2024 budget deliberations." (132/23) March 19/24: Initiated additional product request for seed and fertilizer products required for further field recovery enhancement work. Planning under way by operations staff. May 15, 2024: Field recovery well underway. July 12, 2024: Field Recovery assisted by rainfall late spring and continued rest period. Regular maintenance tasks have been sufficient to further support recovery.	Business Continuity	2024-Q1	In Progress 75%
53	CS	650	Huntington	\$200,000	\$33,213	Community Works	2024	2024-Q4		A, B, D, E, F	A	Community Parks - Katherine Lake Park Access Road Emergency Remediation and Upgrades	L - Service Delivery Excellence L - Climate Resilience & Environment	Katherine Lake Park Access Road Emergency Remediation and Upgrades May 15, 2024: Survey and hydrology work completed. Design underway, provincial and federal permits to be submitted. July 12, 2024: Temporary repair to facilitate seasonal opening of park and campground complete. Permitting submitted to required federal/provincial agencies for permanent repair to commence in Q3.	Board Directive	2024- Q2	In Progress 25%
54	CS	650	Huntington	\$62,263	\$21,874	Gas Tax	2016	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Park - Hall and Parking Design Plans	L - Service Delivery Excellence	Intent is to review parking and site circulation and provide recommendations for improvements. Mar 22: desk top study currently underway but not complete. Anticipate an update in Q2. Nov 24/22: On hold until site for Hall is confirmed. Nov. 14/2023: Project on hold, but will commence alongside of the park enhancement project. March 19/24: No update from Nov '23 May 15, 2024: Project on hold, but will commence alongside of the park enhancement project. July 12, 2024: No updates since May 15th	Carryforward		Started

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55	CS	650	Huntington	\$33,963	\$1,615	Taxation	2020	2025-Q2		A, B, D, E, F	B	Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs)	L - Service Delivery Excellence L - Climate Resilience & Environment	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14: progress delayed due to staff capacity, will not commence until later in Q3. Nov 24/22: Confirming with BC MFLNRO on available environmental window to perform minor repairs and then will proceed with tendering the work to align with approved timing. Apr 27/23: No change. Jun 22/23: Staff have confirmed scope of services with land manager, and are currently drafting RFP for procurement by July. Sept 28/23: Engineer procured. Inspection and recommendation report anticipated in early Q4. Nov. 14/2023: No change from September update. March 19/24: Consultant Draft Inspection and recommendation Report Received. Staff comments submitted to consultant for consideration before report is finalized. May 15, 2024: no change from March update. July 12, 2024: No change, but will be considered along side the park enhancement project.	Carryforward	2023-05	In Progress 25%
56	CS	650	Huntington	\$18,800	\$0	Taxation	2023	2024-Q4		A, B, D, E, F	Regional	Community Parks - Sunshine Coast Sports Fields Strategy (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	SCRD, ToG, DoS, SNGD, SD46. The intent of a joint sports field strategy would be to provide a long-term vision for the provision of field sport amenities on the Sunshine Coast, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets. Jun 22/23: Staff organizing inter-jurisdictional kick-off meeting for summer 2023. Next steps are to establish rules of engagement through a project partnership MOU to determine partnerships for finances, procurement, and roles of each participating party. Draft Project Charter also in development May 2023. Nov. 14/2023: Delayed due to changes in staffing. Project participations (DoS, SNGD, SD) ready for an anticipate kickoff in Q1 2024. ToG interested in participating but not able to financially contribute. March 19/24: Kick off meeting with participants. RFP in very early stages of being drafted, financial stewardship of project funding established. May 15, 2024: no change from March update. July 12, 2024: RFP release anticipated in Q3. Terms of Reference established for working group.	Carryforward	2023-05	Started
57	CS	650	Huntington	\$15,000	\$0	Capital and Operating Reserves	2023	2024-Q4		A, B, D, E, F	A	Community Parks - Katherine Lake Water System Replacements (Other)	F - Water Stewardship L - Service Delivery Excellence	Nov. 14/2023: Not started due to lack of staff capacity. Once back up to full staffing compliment, will begin to work on this project. March 19/24: Scheduled to begin after the 2024 camping season. May 15, 2024: Scheduled to begin after the 2024 camping season. July 12, 2024: Scheduled to begin late Q3.	Carryforward (Other)		Not Started
58	CS	650	Huntington	\$21,500	\$0	Taxation	2023	2024-Q3		A, B, D, E, F	Regional	Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application (Discretionary)	L - Service Delivery Excellence L - Social Equity & Reconciliation	Considerations for the application include the development of a parks management plan, Nation and community engagement, and related fees. Apr 27/23: Staff have reviewed provincial tenure applications information, and have notified Communications of the upcoming need for public engagement. Currently drafting notice of intent and request for recommendations, to be submitted to Skwxwú7mesh Nation. Jun 22/23: Staff have begun populating administrative information required on provincial NRT application through provincial online portal. Communications and Parks project team have met and set a Q3 target for initial community engagement sessions. Will be reaching out to Nation July 2023 to request engagement, clarification of intent for land, as well as a letter of support. Sept 28/23: Delayed due to changes in staffing Nov. 14/2023: Project lead assigned and planning initiated. Rights and Titles submission to Squamish Nation. Initial exploratory meeting conducted to understand Squamish Nation's interest in DL 1313. Awaiting formal response. March 19/24: Formal response not yet as to SN intention/interest in land. Will proceed with NRT application while awaiting response. May 15, 2024: no change from March update. July 12, 2024: Formal response received from Squamish Nation. Staff currently working on developing options for consideration, and will bring forward in Q3 for Board consideration.	Carryforward	2023-05	Started
59	CS	650	Huntington	\$60,000	\$0	Taxation	2024	2025-Q2		A, B, D, E, F	Regional	Community Parks - Inspections for Parks Engineered Structures and Reserve Contribution	L - Service Delivery Excellence L - Climate Resilience & Environment	The Regional District owns and maintains within the Parks division 43 structural bridges, 15 retaining walls, and 2 boat ramps. Currently the Parks staff completes annual inspections (visual only). As these items are engineered structural items, a detailed structural inspection that examines the internal condition of various components and subsequent reporting is required to be completed by qualified engineers every 5 years as per provincial policy (last inspections completed in 2016-2017). A bridge is classified as a permanent structure even though it may have untreated timber (non-permanent) components. Having the inspection reports will guide the SCRd in minor maintenance which will prolong the assets service life. Each of the structures varies in size, material, and inspection needs. The project scope includes retaining an Engineer to inspect the structures inventoried by the SCRd and to submit a corresponding report that includes current condition, load rating, maintenance required, end of life estimate, and replacement cost. March 19/24: Not started. May 15, 2024: Not started. July 12, 2024: RPF being Drafted.	Mandatory		Started

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60	CS	650	Huntington	\$633,238	\$103	Gas Tax / Various	2023	2025-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Park Enhancements (Other)	L - Service Delivery Excellence	Nov. 14/2023: Project lead assigned. Planning not yet initiated. March 19/24: RFP posted, will close in Q2. May 15, 2024: no change from March update. July 12, 2024: Contract for design and community engagement awarded. Project kick off anticipated for Q3.	Carryforward (Other)		Started
61	CS	650	Huntington	\$65,000	\$3,080	Capital Reserves	2023	2024-Q4		A, B, D, E, F	A	Community Parks - Vinebrook Bridge Replacement (Other)	L - Service Delivery Excellence L - Social Equity & Reconciliation	Nov. 14/2023: Delayed due to staff capacity. Estimated RFP draft to be completed by year end. March 19/24: Project still experiencing delays due to staff vacancy. Archeological assessment complete. RFP in draft. May 15, 2024: RFP for design work being reviewed, anticipate posting prior to end of Q2. July 12, 2024: RFP for design in late stages of final review.	Carryforward (Other)		Started
62	CS	650	Huntington	\$378,814	\$0	Canada Community - Building Fund (CWF)	2024	2025-Q4		A, B, D, E, F	D	Community Parks - Cliff Gilker Sports Field Irrigation System	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	To ensure the long-term health and resilience of Cliff Gilker sports field turf and protect potable water supply for public consumption, there is a need to explore/develop a reliable non potable water supply for field irrigation. This project is result of EAS committee resolution 132/23 that directed staff to "submit a budget proposal for a turf recovery program as well as hooking up the irrigation system to an onsite well, for the Boards consideration during the 2024 budget deliberation." The project will involve engaging professionals to conduct the necessary investigation and testing, initiate proper licensing and permitting, procurement and installation of required irrigation infrastructure. March 19/24: Not started. May 15, 2024: Contract amendment with Kalwij Water Dynamics Inc approved by Board. Contract amendment in progress. July 12, 2024: Contract amendment finalized. Initial investigations set to commence in July.	Business Continuity		Started
63	CS	650	Gagnon / Doyle	\$4,473,649	\$1,117,055	ICIP Grant / Various	2021	2027-Q2		A, B, D, E, F	B	Community Parks - Halfmoon Bay Community Hall (Coopers Green Hall Replacement / Upgrade (Other)	L - Service Delivery Excellence L - Climate Resilience & Environment	Jun 22/23: Undertaking pre-design planning, survey, geotechnical and archeological reviews. First community participation event planned for June 21. Sept 28/23: revised hall budget (at Connor Park) approved in July 2023. Community events hosted throughout the summer. Site survey complete. Preliminary geotechnical complete. Review with shishálh Nation shows no known archeological sites. Staff to staff discussions with SD46 and MOTI (no noted concerns). Pre-Design planning underway, update report to Board anticipated in October. Nov. 14/2023: Pre-Design report presented to Board and site chosen. Moving forward with procurement process to progress to detail design and construction as per the October EAS staff report. March 19/24: RFP posted, will close in Q2. Mandatory site visit March 15th May 15, 2024: no change from March update. July 12, 2024: Contracts awarded for Construction management and Design of the hall. ICIP agreement amended received. ALR non-farm use application approved.	Carryforward (Other)	2021-09	In Progress 25%
64	CS	665	Huntington	\$24,504	\$0	Operating Reserve	2023	2024-Q3		B, D, E, F	F	Bicycle and Walking Paths - Highway 101 Fencing Removal and Signage (Other)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Nov. 14/2023: Project planning initiated. Scope and requirements being discussed with MoTI and Squamish Nation. Plan to carry forward to 2024. March 19/24: RFP for project in development. SN approvals received. Working with MoTI on specifications for "reflective delineator" installation. May 15, 2024: no change from March update. July 12, 2024: Project set to commence in July.	Carryforward (Other)	2024-Q1	In Progress 25%
65	CS	665	Huntington	\$675,860	\$91,677	Capital Reserves (2021) / Gas Tax and MoTI Cost Share (2023)	2021	2024-Q4		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021 including 2023 budget increase and 0.009 FTE (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Nov. 14/2023: MOTI will conduct a culvert review over the next year. MoTI and SCRCD discussed possibility of a temporary measure until culvert study is complete. MOTI provided design requirements to SCRCD. SCRCD working with engineer to explore temporary design and costing. Once drafted, temporary design will be presented for MoTI and Fortis for approval prior to construction commencement. March 19/24: Preliminary archeological work completed. Tree/vegetation removal planned to start before nesting season. Awaiting response from MOTI for design approval. May 15, 2024: no change from March update. July 12, 2024: Ongoing discussions with MoTI. MoTI will take an active role in the project, to be determined. Anticipate meeting with a MoTI Project Manager in Q3 to determine next steps, roles and responsibilities.	Carryforward	2022-02	Started
66	CS	665	Huntington	\$35,000	\$0	Operating Reserves	2024	2024-Q4		B, D, E, F	B, D, E, F	Bicycle and Walking Paths - Connect the Coast Feasibility Study Phase 1	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Trac is proposing to conduct a feasibility study for the priority segments of the Connect the Coast report, of which two segments are located within Area E. The study will assess the technical feasibility of constructing the proposed segments, conduct conceptual and detailed design work, obtain cost estimates and engage with stakeholders. Trac indicated they would be actively pursuing grants throughout the coming year, in particular, the Green Municipal Funding grant (Transportation networks and community grant). If the application is successful, the GMF grant requires a contribution from municipal partners of 10% of the project costs. March 19/24: No update May 15, 2024: Board approved letter of support and funding for GMF application if successful. July 12, 2024: Awaiting word from Trac regarding grant application.	Discretionary		Not Started

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67	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Gagnon	\$70,000	\$20,387	Operating and Capital Reserves / Grant	2022	2024-Q3		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (Strategic Goal)	L - Climate Resilience & Environment	Apr 2023: RFP Drafted. Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Nov. 14/2023: Focus to be on Field Rd to meet immediate needs and pending clarity on Mason Rd Site Plan. Electrical Engineer being hired for design work. March 19/24: Finalizing RFP for electrical assessment of both sites, should be posted in early Q2. May 15, 2024: Electrical assessment anticipated by end of summer, which will inform next steps. July 12, 2024: No change from May 15th.	Carryforward (Strategic)	2023-01	In Progress 25%
68	CS	310 / 312 / 370 / 650	Gagnon	\$42,500	\$12,534	Operating Reserves	2022	2024-Q4		All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (Business Continuity)	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely Transit service expansion. Proposal for an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. 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. Sep 22: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT. (Budget \$75,000 - Actual \$42,500) Nov 24/22: 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. Apr 27/23: Project continues to progress. Several meetings held with BC Transit, consultant and SCRDR. Analysis of space needs for Transit, Fleet, Utilities and Parks completed 10 and 20 year projections. Extended timeline for completion. Jun 22/23: Project continues to progress. Sept 28/23: Final report anticipated Q4 2023. Nov. 14/2023: No change from September update. March 19/24: Reviewing final report. May 15, 2024: Working with BCT to review final report, also discussing options that might help address capacity over the next 5-7 years. July 12, 2024: Senior BCT and SCRDR staff meeting in early Q3. Reporting back to the Board anticipated in Q3/Q4.	Carryforward	2022-09	In Progress 75%
69	CS	400 / 650	Huntington	\$86,633	\$37,844	Taxation	2023	2024-Q3		All	Regional	Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE) (Discretionary)	F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	A revised Solid Waste Bylaw was adopted that provided thresholds for the percentage of food waste and food soiled papers permitted in landfill waste disposal effective November 1, 2022. This project provides for the capital investment required to replace and/or add new waste receptacles throughout the various parks and cemetery) to align with the bylaw and provide for the separation of waste and compostable materials where appropriate. Apr 27/23: Required archaeological assessment completed. Project approval on sNGD lands pending. Słwłwł7mesh Nation works permit submitted and reviewed. Required PAFR procured mid-April. Jun 22/23: All archaeology completed, excluding Katherine Lake and Trout Lake. These two locations will require site monitoring for install. Orders completed in June 2023 for all units. PAFR complete. Mapping completed. Approximately three month supply chain delays. Sept 28/23: Project underway, approximately 60% of concrete slabs have been installed. Receptacles still delayed. Archeological assessments pending for some locations. Communication/public education plan development in progress (designing receptacle stickers and public awareness ad). Plan is to complete in Q4 Nov. 14/2023: Ongoing delays with delivery of new bear proof receptacles. Installation will be prioritized once delivery date is known. Receptacle stickers are nearing completion for design. Discussions continue around community education/communication plan. March 19/24: anticipate project completion in Q3. May 15, 2024: anticipate project completion in Q3. July 12, 2024: Receptacles for cemetery delivered. Awaiting installation.	Carryforward	2023-04	In Progress 75%
70	IS	151	Walkey	\$30,000	\$0	User Fees	2023			A	A	Dream Valley Estates Water System Feasibility (Other)	F - Water Stewardship	Associated costs for assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System. Project is delayed due to pending filling of vacancies and funding confirmation	Carryforward (Other)		Not Started
71	IS	350	Shoji	\$765,000	\$0	MFA Loan	2023	2024-Q4		All	A	Regional Solid Waste (Pender Harbour) - Pender Harbour Transfer Station Upgrades (Phase 2) (Discretionary)	F - Solid Waste Solutions	Due to degradation to the infrastructure, beyond the scope of available staffing resources XCG conducted a fulsome site assessment and recommended that a complete redesign and construction is necessary to address the numerous issues. Phase 1 of the proposed action will continue through 2023 and 2024. Some projects defined in Phase 1 made more sense to be included with Phase 2 of the redesign. The purpose of this proposal is to fund the completion of phase 2 of the Pender Harbour Transfer Station Site upgrades. Design is at 90% complete stage and targeting fall 2024 construction.	Carryforward	2023-05	In Progress 25%

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72	IS	350	Shoji	\$3,250,000	\$0	Landfill Closure Reserve Fund 2021 / Capital Reserves 2024	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Sechelt Landfill Stage K Closure - Additional Funding Added in 2024 (MANDATORY - Regulatory)	F - Solid Waste Solutions	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage K (previously Stage H+) represents an area that has reached its fill capacity based on height and now requires closure. Project deferred until Contact Pond relocation options analysis is completed. XCG contract amendment completed to include design work, which will be integrated with the contact pond options. July 2023 DOCP Update shows progressive closure to Stage K that will be budgeted for 2024 construction start in conjunction with Contact Water Pond relocation work. Additional funding is required to close the northern slope of the Sechelt Landfill. The total cost for closure of the northern slope, including the haul road, is estimated to be \$3.25 million (2023 cost estimate). \$2.5 million is budgeted; an additional \$750,000 is required to complete this work. Progressive closure reduces the amount of contact water (surface water that has come into contact with waste) that needs to be managed on site and spreads the cost of closing the landfill over several years. Work is dependent on the relocation of the contact water pond to the northeast corner of the property and cannot begin until that project is complete. Closure of the Sechelt Landfill must be done in accordance with provincial regulations.	Mandatory		Not Started
73	IS	350	Shoji	\$286,000	\$164,593	Taxation (2021) / Operating Reserves (2023)	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2 including additional funding in 2023 (Strategic Goal / Discretionary)	F - Solid Waste Solutions	A biocover is a type of final cover applied to landfills that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Phase 1 Feasibility Study was undertaken in 2020 and concluded a biocover would provide economic benefits to the SCRD, the community, and provide significant GHG emission reductions. In March 2021, a budget of \$150,000 to conduct Phase 2 was adopted. Phase 2 will involve a pilot study where a biocover will be added to small portion of the Sechelt Landfill and monitored over a one-year period. Before posting the RFP for Phase 2, staff conducted a review to confirm the availability and approximate cost of identified biocover materials. Staff identified the approved \$150,000 budget is not sufficient to cover both the consulting fees and the materials for the pilot. Justification: The initial budget request did not take the cost of materials into account. Further, consulting fees and material costs have increased. Project completion is not possible with the current approved budget. Additional funding approved through 2023 budget process. RFP to secure professional services to carry out pilot program closed on May 24, 2023. Phase 2 Study to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. 2023 Budget proposal being submitted for additional funding for material costs. RFP closed on May 24, 2023 and awarded to Sperling Hansen. Biocover installation completed in December and one year monitoring period in progress.	Carryforward (Strategic)	2022-8	In Progress 50%
74	IS	350	Shoji	\$96,000	\$34,122	Eco-Fee	2022	2024-Q4		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I (Business Continuity)	F - Solid Waste Solutions	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2. Phase 1 upgrades in progress and XCG Contract Amended to include design work for 2023 upgrade program. Remaining Phase 1 upgrades will be completed in combination with Phase 2 works.	Carryforward	2022-10	In Progress 75%
75	IS	350	Sole	\$150,000	\$77,210	Eco-Fee	2021	2025-Q4		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update (Strategic Goal)	F - Solid Waste Solutions	RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement on the Solid Waste Management Plan Update. Engagement Period 1 closed June 9, 2023. PTAC meetings and Engagement Period 1 identified proposed strategies for the SWMP update. PTAC meetings have continued to consider proposed strategies for the SWMP update with goal of developing a prioritized list of strategies. Staff are currently working with the consultant to develop the draft list of strategies.	Carryforward (Strategic)	2022-06	In Progress 25%
76	IS	350	Sole	\$89,165	\$68,544	Taxation	2022			All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory)	F - Solid Waste Solutions	Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm. Design, Operations and Closure Plan Update; Post-closure Operations and Maintenance Plan Update (COMPLETE); Geotechnical and Seismic Assessment Update COMPLETE; Environmental Monitoring Plan Update COMPLETE; Hydrogeological Assessment Update (DUE IN 2025); Leachate Management Update (DUE IN 2025); Gas Assessment and Generation Update (DUE IN 2026). All requirements have been completed to date.	Carryforward (Mandatory)	2022-04	In Progress 75%
77	IS	350	Sole	\$87,000	\$77,363	MFA 5-Year / Taxation	2021			All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs (MANDATORY - Asset Failure)	F - Solid Waste Solutions	The past propane generator that was used to supplement the solar-based power system for the Sechelt Landfill failed mid-February 2021. The site is currently using two diesel generators on a temporary hook up until BC Hydro is able to connect us with power on their grid. Power is required for the scale, computer and telephone for example. Site is contuing to use generators until connection to BC Hydro grid is completed.	Carryforward (Mandatory)	2021-04	In Progress 75%
78	IS	350	Sole	\$264,224	\$0	MFA Loan	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement (Non-Discretionary)	F - Solid Waste Solutions	Board direction to pursue a direct connection to BC Hydro grid. It is anticipated that \$18,000 in tree services will be required plus an addition \$20,000 for contingencies and \$6,000 to install an automatic transfer switch to the generator. The total budget available for the project is \$264,224. Application submitted to BC Hydro, awaiting their final quote. On November 6, 2023, BC Hydro came to the site to discuss the design and next steps. Not all timelines can be defined because they involve other entities (Ministry of Forest Work Permit, response from Telus regarding partial ownership interest), however we are optimistic it can be achieved in 2024. Ministry of Forests has granted permission to proceed, BC hydro is finalizing design drawings and First Nations engagement. Timeline for completion construction is TBD subsequently.	Carryforward	2023-5	In Progress 25%

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79	IS	350	Shoji	\$50,000	\$35,402	Taxation	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life (Discretionary)	F - Solid Waste Solutions	In 2021 SCRDR staff identified an opportunity to increase the lifespan of the Sechelt Landfill by 3 to 3.5 years. This project involves the relocation of the contact water pond, which is responsible for managing water that comes in contact with solid waste. To meet construction timelines a budget must be established for all professional fees and construction of the new contact water management system in 2023. Construction must take place in summer 2024; therefore, the budget must be approved 6 months prior to fit within procurement deadlines. Permit amendment application was submitted to the Province on February 8th and updated February 20th. Contact water pond detailed design and tender documents are being finalized.	Carryforward	2022-06	In Progress 75%
80	IS	350	Sole	\$265,000	\$60,304	Taxation 2020, 2021, 2023	2020			All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1 - 2020 and Phase 2 2021 including additional Phase 2 funding 2023) (Business Continuity)	F - Solid Waste Solutions	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. RFP for feasibility study for one additional site and second opinion on landfill siting options did not result in securing contractor. Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1. Staff were directed to undertake a second opinion to confirm the landfill siting options identified in Phase 1. As such, confirmation of the feasibility landfill sites can be considered to be part of the scope of the Phase 2 project, this work is currently funded from the Phase 2 budget. Consequently additional funding is required to complete the original deliverable of this Phase 2 project. The results of Phase 2 were presented to the Board on January 25, 2024.	Carryforward		Completed
81	IS	350	Shoji	\$520,000	\$0	Growing Communities Funds	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Contact Water Pond Relocation - Construction (0.17 FTE)	F - Solid Waste Solutions	In 2021, SCRDR staff identified an opportunity to increase the lifespan of the Sechelt Landfill by relocating the contact water pond, which manages stormwater that comes in contact with solid waste. An options analysis and conceptual design were completed in 2023. This project is expected to extend the landfill life by approximately four years until mid to late 2030 at less than half the cost of exporting waste for disposal off Coast. Awaiting provincial permit approvals prior to issuing tender for construction. Detailed design and tender specifications are completed.	Strategic or Other Plan	2024-03	In Progress 25%
82	IS	350	Sole	\$70,000	\$0	Taxation	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Site Improvements	F - Solid Waste Solutions	Some areas of the Sechelt Landfill drop off area have been identified that require repair or improvement to ensure site safety for staff and the public and to ensure business continuity and regulatory compliance. These improvements include: resurfacing of the scale, the construction of a new propane tank storage, mattress trailer ramp repairs and electric fence maintenance. This budget proposal also allow for the purchase and maintenance of hand held gas-monitors to meet regulatory requirements. Fence repairs have been completed, hand-held gas monitors have been implemented, Remaining project components will be undertaken once newly approved position is filled. The remaining projects are contingent on fulfilling a staff resource vacancy.	Business Continuity		In Progress 25%
83	IS	350	Sole	\$70,000	\$0	Taxation	2024			All	Regional	Regional Solid Waste - Environmental Pollution Insurance Requirements for Landfills	F - Solid Waste Solutions L - Climate Resilience & Environment	New insurance requirements from the provincial government, through Municipal Insurance Association of British Columbia. Insurance documents received.	Mandatory	2023-12	Completed
84	IS	350	Sole	\$165,000	\$0	Operating Reserves	2024			All	Sechelt	Regional Solid Waste (Sechelt) - Vertical Expansion Sechelt Landfill - Design Phase (0.13 FTE)	F - Solid Waste Solutions	The construction of a perimeter berm or wall on the south and west sides of Sechelt Landfill has the potential to provide additional airspace to bury garbage on the south and west slopes of the site. Based on a preliminary analysis it's estimated that this could provide seven years of additional landfill life at the current annual infill rate. The construction of such berm or wall would not extend beyond the current limit of waste (i.e., within the Sechelt Landfill property) and would require an updated provincial permit and need to be included in the Solid Waste Management Plan that is currently being updated. This budget proposal allows for the engineering to refine the concept into preliminary design drawings and costs estimate. This cost estimate will be considered in business case analysis of this option. RFP has been issued.	Strategic or Other Plan	2024-04	Started
85	IS	355	Sole	\$27,000	\$0	Operating Reserves	2024			B, D, E, F	B, D, E, F	Refuse Collection - Green Bin Purchase for Curbside Food Waste Collection	F - Solid Waste Solutions L - Service Delivery Excellence	The supply of Green Bins used for curbside food waste collection is in need of restocking. The minimum order quantity from the supplier is 336 and it may take up to eight months to receive bins. Staff are monitoring the inventory of green bins and will initiate purchase of new bins when required later this year.	Business Continuity	2024-03	In Progress 25%
86	IS	365	Walkey	\$200,000	\$0	Operating Reserves	2023	2024-Q2		A and SNGD	A	North Pender Harbour Water Service - Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work) (Non-Discretionary)	F - Water Stewardship	The North Pender Harbour water system is supplied by Garden Bay Lake. When the weather changes the lake experiences a turnover which increases the turbidity of the water drawn from the lake. The current treatment plant does not have filtration so when turbidity events occur the facility is not capable of treating for it. Additionally, due to the lack of filtration the facility is not capable of removing organics to eliminate the creation of disinfection byproducts (DBP's) which are created when water with elevated organics is chlorinated. The SCRDR does not meet the Canadian Drinking Water Quality Guidelines (CDWQG) for turbidity and DBP's at times throughout the year, this has been noted by the VCH Health officer in annual reports. This project is for preliminary engineering and pre-design which may include surveying, legal assessments, desktop conceptual design, improved estimates and/or archaeological and environmental assessments. Not started.	Carryforward		Not Started
87	IS	365	Walkey	\$2,500	\$2,087	Operating Reserves	2020	2024-Q3		A and SNGD	A	North Pender Water System - Confined Space Document Review (MANDATORY - Safety)	L - Service Delivery Excellence	A qualified professional is required to review and update the SCRDR Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to updated the program. Staff are still coordinating with Pinchin to complete all documentation. Project completion expected in Q3 2024.	Carryforward (Mandatory)	2023-03	In Progress 75%

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88	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	2024-Q4		A	All	North Pender Harbour Water Service - Emergency Generator (Other)	L - Service Delivery Excellence	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. - Tender for generator to be issued in Q4 2024.	Carryforward (Other)		In Progress 50%
89	IS	365	Waldorf	\$850,000	\$7,179	Capital Reserves / Gas Tax	2022	2024-Q4		A and SNGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (Business Continuity)	F - Water Stewardship	Replacement of the existing 100 mm asbestos cement watermain on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 70 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and response from SCR D Utilities staff. Due to staffing shortage and permitting issues, Project will be initiated late Q4 2023 for tendering. MOTI comments pending on SCR D design and RoW (Watermain depth and path). Awaiting results of the Water System Modeling in Q4. Project still subject to fireflow analysis potential start in Q4 2024	Carryforward		Not Started
90	IS	365	Walkey	\$95,000	\$43,130	Operating Reserves	2020			A and SNGD	A	North Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCR D Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward (Strategic)	2022-10	In Progress 75%
91	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	2024-Q4		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction (MANDATORY - Asset Failure)	F - Water Stewardship	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will included the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Preliminary modeling has been completed, staff are completing more detailed modeling regarding this reservoir and determining the correct high water level elevation to determine if we can upgrade the reservoir on the existing site or if an alternate site is preferred. This work will be completed in Q4 2024. Timeline for construction of new reservoir will be consequently confirmed.	Carryforward (Mandatory)		Not Started
92	IS	366	Walkey	\$5,000	\$4,177	Operating Reserves	2020	2024-Q3		A	A	South Pender Water System - Confined Space Document Review (MANDATORY - Safety)	F - Water Stewardship L - Service Delivery Excellence	A qualified professional is required to review and update the SCR D Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q3 2024.	Carryforward (Mandatory)		In Progress 75%
93	IS	366	Walkey	\$80,000	\$0	Capital Reserves	2024	2024-Q3		A	A	South Pender Harbour Water Service - Heater Replacement	L - Service Delivery Excellence	The SPHWTP was constructed in 2014 and the infrared heaters in the roof installed as a mechanism for building heating are almost ten years old. Most of the existing heating system has failed or are in poor operating condition, and the current situation presents a risk to the piping (freezing during the colder months), other mechanical and/or treatment related infrastructure and staff comfort. The heaters are located in hard to reach areas that require a arial lift to access, this presents a risk of having a heavy piece of equipment on top of the clear well which is under the main level of the treatment plant.. Replacing the existing heaters with more efficient heaters that have a longer life cycle and locating them in areas that are easy to inspect and service. This work will be completed in Q3 2024.	Mandatory		Not Started
94	IS	366	Walkey	\$100,000	\$81,319	Capital Reserves (2020) / Gas Tax (2021)	2021	2024-Q4		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades - Phase 2 including additional funding added in 2021 (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts. Additional funds approved to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues.	Carryforward		In Progress 25%
95	IS	366	Shoji	\$735,500	\$142,268	Reserves (2022) / Gas Tax (2023) / Capital Reserves (2024)	2022	2024-Q4		A	A	South Pender Harbour Water Service - McNeill Lake Dam Safety Improvements - Construction including additional funding in 2023 and in 2024 (Business Continuity / Non-Discretionary / Mandatory - Safety)	F - Water Stewardship L - Service Delivery Excellence	WSP Canada Inc., engineering consultant firm, completed a detailed dam safety analysis of the McNeill Lake Dam, which included design work, construction cost estimates and completion of tender ready construction documents for the upgrades to this dam. The cost estimate, due to global increases in construction costs and other inflationary increases resulted in a significant increase compared to the original construction budget for dam safety upgrades for McNeill Lake of \$515,000. WSP has recommended an additional 15% contingency on top of the May 2022 budget estimate, which increases the total projected cost to \$592,250, and represents a total project cost increase of \$78,750. Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement proceeding. Construction will begin following completion of Chapman and Edwards work. A comprehensive McNeill Lake Dam Safety Review was completed in 2020. The results of this dam safety review and subsequent annual safety reviews identified several deficiencies that require correction/upgrading. The upgrade work design and tender specifications were completed by WSP Canada Inc., in 2023 and construction awarded to Jim Dent Construction Ltd., in September 2023. Construction scheduled to start August 1, 2024, to coincide with Fishery window restrictions.	Mandatory	2023-01	In Progress 25%
96	IS	366	Waldorf	\$600,000	\$11,142	Capital Reserves / Gas Tax	2022	2024-Q4		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (Business Continuity)	F - Water Stewardship	Continuation of 2018 work, would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondeview Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2023. Similar to North Pender but less urgent for construction. Project still subject to fireflow anaylsis, potential start in Q4 2024	Carryforward		In Progress 25%

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97	IS	366	Walkey	\$85,000	\$0	Operating Reserves	2024	2025-Q2		A	A	South Pender Harbour Water Service - Water Supply Analyses South Pender	F - Water Stewardship	The South Pender water system relies on two main sources for its water supply: McNeill Lake and Harris Lake. Each lake has a water storage license. McNeill Lake is the primary source of water, while Harris Lake serves as a backup supply during periods of low water levels in McNeill Lake. This summer, the South Pender water system faced significant Stage 3 water restrictions due to the inadequate water levels in McNeill Lake to safely meet the system's demands. This project aims to improve the South Pender water sources, McNeill and Harris Lakes, to ensure they can meet the water demand from the system. An engineering firm will be hired for the review and will provide comment on operation and control methods complete with recommended upgrades recommendations for improvements, complete with Class D cost estimates. To assess the lakes' current conditions, an updated bathymetric survey will be necessary, either as part of the assessment or prior to it. The potential for amending the current water license requirements to allow for an increased diversion from McNeil Lake will also be assessed.	Business Continuity		Not Started
98	IS	366	Rosenboom	\$7,500	\$1,905	Operating Reserves	2022			A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal)	F - Water Stewardship L - Service Delivery Excellence L - Government Excellence	Draft Water Strategy to be presented to the Board in Q1 2024 and will be reintroduced in Q3 2024. Staff are also developing associated Action Plans. Water-Strategy presented a second time to the Board at the May 23 COW meeting.	Carryforward (Strategic)		In Progress 75%
99	IS	366	Rosenboom	\$95,000	\$43,129	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward (Strategic)	2022-10	In Progress 75%
100	IS	370	Waldorf	\$475,000	\$16,859	Operating Reserves	2022	2023-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (Strategic Goal)	F - Water Stewardship	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to three additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells. Consultant drafted a presentation/report identifying the 5 proposed locations for wells in priority order. Project with shishálh Nation for consultation and review. Initial feed back from shishálh Nation positive and preliminary archeology is in progress. Staff have reached out to discuss the process and schedule with shishálh Nation.	Carryforward (Strategic)	2023-07	In Progress 25%
101	IS	370	Walkey	\$75,000	\$8,260	Reserves	2022	2024-Q3		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure)	F - Water Stewardship	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Quotes received, work has begun.	Carryforward (Mandatory)		In Progress 25%
102	IS	370	Waldorf	\$2,144,903	\$1,843,034	Reserves	2020	2024-Q1		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	F - Water Stewardship L - Service Delivery Excellence	This project is substantially complete and is in closeout. A final consultant change order will be taken to the Board in Q4 for extra consultant services. Minor Deficiencies are still being addressed by contractor. Manuals for Operation and Maintenance submitted for review by SCRD staff.	Carryforward	2019-11	Completed
103	IS	370	Waldorf	\$169,000	\$104,000	User Fees	2023	2024-Q2		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	Decommissioning of the existing system will happen once the OSGH installation project is completed and when operations staff is confident that the new system is performing as intended. The OSGH system has been operational but there remains some outstanding deficiencies, this has led to the delay of decommissioning. Chlorine Gas no longer onsite. Equipment decommissioning ongoing in 2024. Decommissioning completed.	Carryforward	2023-8	Completed
104	IS	370	Walkey	\$22,500	\$18,797	Operating Reserves	2020	2024-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System (MANDATORY - Safety)	F - Water Stewardship L - Service Delivery Excellence	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to updated the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q3 2024.	Carryforward (Mandatory)		In Progress 75%
105	IS	370	Walkey	\$210,000	\$216,895	MFA 5- Year	2021	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases (Business Continuity)	L - Service Delivery Excellence	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet: 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful live and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck. Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck. Vehicle 1 and 3 have been delivered. Vehicle 2 to be delivered in 2024-Q2.	Carryforward		Completed
106	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity)	L - Service Delivery Excellence	Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle supply has been awarded and awaiting delivery in 2024-Q4.	Carryforward		In Progress 75%
107	IS	370	Waldorf	\$294,469	\$2,988	Capital Reserves / Operating Reserves (2024)	2023	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Exposed Watermain Rehabilitation Chapman Intake Line - New Project (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	In the spring of 2022, a structural assessment of the primary Chapman Water Intake transmission line was completed and the results of the inspection revealed the presence of corrosion and deterioration of the supporting steel waterline trestle structure is present. Geotechnical assessment is underway. Structural assessment for trestles will be tendered in 2024 Q3.	Carryforward (Strategic)	2023-08	In Progress 25%

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108	IS	370	Waldorf	\$1,277,600	\$647,123	Capital / Operating Reserves	2021	2024-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3 (Strategic Goal)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	Langdale: The consultant submitted the well testing report for internal review in May. The consultant will provide the final report to the Province as part of the preliminary water license application that will be submitted to the Province mid Q4. Tech Memo 4 identified proposed main path ways, pumps and treatments required based on water quality. Consultant presented to Committee of the Whole on Jan 11, 2024. Staff is initiating a value engineering review of treatment and engineering options, along with Final Design. Staff also seeking grant opportunities.	Carryforward (Strategic)	2022-1	In Progress 50%
109	IS	370	Waldorf	\$600,000	\$75,402	Reserves (2018) / Operating Reserves and User Fees (2024)	2018	2024-Q3		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Watermain Rehabilitation - plus additional funding 2024 (Business Continuity)	F - Water Stewardship	Three segments were previously recoated. One tender was received in July and exceeded the available budget. Staff report regarding tender award made to November 23, 2023 Committee of the Whole. In 2023, the results of a tender for the recoating of the three Chapman Creek crossings were received and the one compliant tender received was more than \$500,000, not including staff time. Therefore, additional funds in the amount \$400,000, inclusive of staff time, are required to complete the retendering and coating of the primary exposed water mains across Chapman Creek. Board Approved 3 crossings/revised budget. Contract award in progress along with notice of project. Project awarded. Project planning and site meetings held in June. Engineering of staging for elevated crossing work platforms in progress by contractor.	Carryforward	2023-8	In Progress 50%
110	IS	370	Waldorf	\$100,000	\$0	Reserves	2022	2024-Q3		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re-chlorination Station Upgrade (MANDATORY - Asset Failure)	F - Water Stewardship L - Service Delivery Excellence	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. RFP put out. Awaiting bids from at least one interested party, for design/build replacement of the roof. Roof replacement design build contract awarded. Meetings schedule for July for review of designs.	Carryforward (Mandatory)	2024-04	Started
111	IS	370	Walkey	\$155,000	\$0	Capital Reserves	2024	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - HVAC Replacement (Imminent Asset Failure)	F - Water Stewardship L - Service Delivery Excellence	The Chapman WTP was constructed in 2004 and has a 19-year-old HVAC system which is failing. The mounting for the HVAC system is also causing issues with the roofing and has had instances of leaking over the last several years. Maintaining the existing system has become increasingly costly and the facility requires a new system altogether. A properly functioning HVAC system is critical to the safety and ongoing operational capabilities of the Chapman WTP. To be completed by Q4 2024.	Mandatory		Not Started
112	IS	370	Walkey	\$130,000	\$0	Capital Reserves	2024	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Raw Water Pump Station - Pump Maintenance and Upgrade	F - Water Stewardship L - Service Delivery Excellence	The Chapman WTP is supplied with water via the raw water pump station (CRWPS). The CRWPS was built in 2004 along with the treatment plant. A risk identified in 2022 is the inability of the plant to flow less than 80 L/sec. Operating at this low flow is required during Stage 4 when the community is encouraged to reduce flows to conserve water. A smaller pump and motor should be installed to enable flows down to as low as 40 L/sec. Having a pump/motor with the ability to run at lower flows will also provide options of right sizing which pumps are operated at different flows. Purchasing of new pumps is in process.	Business Continuity		In Progress 50%
113	IS	370	Waldorf	\$128,500	\$13,624	Reserves (2018) / Capital Reserves (2023)	2018	2024-Q4		A, B, D, E, F and DoS	E	Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2) - plus additional funding added (2023 - Non Discretionary)	F - Water Stewardship L - Service Delivery Excellence	An RFP process was cancelled in August due to Water Cad Modelling data and cost concerns surrounding the design. Staff have simplified the design and purchasing will reissue as and Invitation to Tender in Q3. Retendered with revised scope in Q3. Construction planned to begin in Q4.	Carryforward	2023-10	In Progress 50%
114	IS	370	Shoji	\$1,000,000	\$8,373	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	F - Water Stewardship L - Service Delivery Excellence	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. Targeting August 1, 2024 construction start.	Carryforward (Mandatory)	2023-01	In Progress 25%
115	IS	370	Shoji	\$730,000	\$7,304	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	F - Water Stewardship L - Service Delivery Excellence	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. Targeting August 1, 2024 construction start in conjunction with Chapman Lake Dam upgrade work.	Carryforward (Mandatory)	2023-01	In Progress 25%
116	IS	370	Rosenboom/Perreault/Reid	\$30,000	\$180	Operating Reserves	2020	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	Reviewing potential proposals for changes to Bylaw 422. Staff are preparing proposals for the Board's consideration in early 2025 that focus on bylaw modernization. The update to Bylaw 422 is being supported by external consultant also in contemplation to other Bylaw revisions as well as volumetric billing considerations.	Carryforward		In Progress 25%
117	IS	370	Waldorf	\$921,200	\$0	Capital Reserves (2020 and 2024)	2020	2024-Q4		A, B, D, E, F, and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements (MANDATORY - Asset Failure) - Additional funding in 2024	F - Water Stewardship L - Service Delivery Excellence	The Cove Cay Pump Station, located at the North-East corner of Ruby Lake and pumps water into a reservoir that provides potable water and fire supply to the communities of Earls Cove and Jervis Inlet., needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls, and fittings. A new intake line is also being considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is steep and challenging for service vehicle access. Options to relocate the pump station to a more accessible location will be considered. Preliminary planning for this project has begun and an RFP to complete conceptual design will be issued in Q3 2024. While the prior approved budget allowed for addressing the imminent asset failure of some of the pump station infrastructure, VCH has further ordered the SCRCD to apply add a multi-barrier treatment and complete the construction by summer 2025.	Carryforward (Mandatory)	2023-03	Started
118	IS	370	Walkey	\$74,125	\$23,849	Capital Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade (Business Continuity)	L - Service Delivery Excellence	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. Starlink satellite installed at Chapman Lake, communication reliability improved, Wi-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Starlink being installed at Edwards Dam. Project is substantially complete.	Carryforward		In Progress 75%

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119	IS	370	Walkey	\$135,000	\$0	Capital Reserves	2023	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant - Mechanical Equipment Upgrades (Non-Discretionary)	L - Service Delivery Excellence	The treatment process includes a number of steps enabled by mechanical equipment to provide the high level of drinking water produced by the treatment plant. Two of the mechanical processes are the addition of soda ash to adjust the Ph and the Dissolved Air Flotation (DAF) tanks to remove solids and colour from the water. General maintenance on this equipment is ongoing but full replacement and upgrading is required. Project is for contracting an engineering consulting firm to recommend and design an upgrade/replacement solution for the soda ash system and the purchase and installation of replacement components for both the soda ash and DAF system. It may also require hiring a contractor to assist SCRD staff with installation efforts as needed. Staff are working on a list and prioritizing work required.	Carryforward		Started
120	IS	370	Walkey	\$375,000	\$0	Capital Reserves	2023	2024-Q4		A, B, D, E, F, F Islands and DoS	Various	Regional Water Service - Generator(s) Purchase for Various Sites (Discretionary)	L - Service Delivery Excellence	Utilities has two mobile generators which are well beyond their useful life and have high hours. These need to be replaced to maintain water supply in various areas where power outages are less impactful. Sandy Hook pump station requires a generator to ensure the Sandy Hook area always receives water. Egmont WTP requires a generator to maintain water flows depending on time of year and demand. RFQ to be drafted and posted in Q2 of 2024.	Carryforward		Not Started
121	IS	370	Walkey	\$150,000	\$0	Operating Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Development and Implementation of Chapman Creek Environmental Monitoring Plan	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment	In 2023 the SCRD has applied for a water license amendment for the permanent reduction in Environmental Flow Needs (EFN) on the water license for Chapman Creek by 40L/s. The Province indicated that as part of the licensing requirement the SCRD will likely have to develop and implement an Adaptive Management Plan (AMP) and Environmental Monitoring Plan (EMP). This project is proposed to fund works required to develop and implement the AMP, EMP and any other requirements in obtaining a permanent reduction in EFN. This budget proposal will allow for the development of the listed plans, installation of additional hydrological monitoring stations and up to 3 years of hydrological and fish habitat monitoring and any updates to the AMP and EMP based on these monitoring efforts. Development of RFP is underway in collaboration with the shishalh Nation	Strategic or Other Plan		Started
122	IS	370	Walkey	\$140,000	\$0	Capital Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - Distribution Meters Install (Regulatory)	L - Service Delivery Excellence	New meters will be installed in the discharge lines from the Chapman Water Treatment Plant	Mandatory		Not Started
123	IS	370	Walkey	\$155,000	\$0	User Fees	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Siphon Removal (Regulatory)	F - Water Stewardship	Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026.	Mandatory		Not Started
124	IS	370	Waldorf	\$250,000	\$73,522	Capital Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Final construction drawings received and reviewed. Tendering in Q3 2024.	Carryforward		In Progress 75%
125	IS	370	Waldorf	\$1,905,950	\$0	MFA Loan	2023	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 - Construction) (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	see base project. Tendering project Q3 2024.	Carryforward		Not Started
126	IS	370	Walkey	\$570,000	\$58,268	Operating Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning (Business Continuity)	F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. Further work with partners is required to formalize work plan. In collaboration with the shishalh Nation and Lehigh Hanson, a temporary measure is in place to avoid overflow during the fall, winter and spring seasons. The listed parties are discussing and collaborating on technical assessments related to the implementation of a long-term solution.	Carryforward		In Progress 50%
127	IS	370	Walkey	\$70,000	\$0	Capital Reserves	2021	2025-Q2		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements (Business Continuity)	L - Service Delivery Excellence	Preliminary in house design has started. Construction anticipated spring 2025. The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is paused pending the results from the 2023 Water Modelling Report. Additional confirmation of FireFlow requirements needed before design can be completed.	Carryforward		In Progress 25%
128	IS	370	Walkey	\$200,000	\$159,024	User Fees	2023	2025-Q2		A, B, D, E, F, F Islands and DoS	Gibsons	Regional Water Service - Church Road Well Field - Compliance Monitoring (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	One of the conditions of our Water License for the Church Road project is to undertake several years of impact and compliance monitoring. Staff have acquired ISL and AE Engineering services for this contract. Work is ongoing.	Carryforward	2023-7	In Progress 25%
129	IS	370	Waldorf	\$125,000	\$35,595	Operating Reserves	2021	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek (Strategic Goals)	F - Water Stewardship L - Service Delivery Excellence	The flow monitoring equipment was installed in late September 2022 and has been recording creek flow data since that time. Project expected to be completed early 2025.	Carryforward (Strategic)	2023-09	In Progress 75%
130	IS	370	Walkey	\$295,000	\$0	MFA Short Terms Loan	2024	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Flat Bed Crane Truck and Medium Size Truck	L - Service Delivery Excellence	The Utility Services division is using a heavy-duty truck with a telescopic crane attachment to support the outside water crew in numerous tasks related to construction and repair work within the water distribution network on the Sunshine Coast. This vehicle is aged (30+ years old) and has undergone previous rebuilds and attempts at extending its lifespan but has reached the end of its useful and mechanical life and requires replacement with a similar type truck. A medium duty truck was written off after a vehicle accident during a snow event in the spring of 2023. The vehicle needs to be replaced with a similar type of truck to meet operational needs. Staff are recommending replacing this gas vehicle with an electric vehicle if possible. EV specifications with Procurement for purchase and tendering is pending organizational review of corporate EV charging station(s) determinations. Crane truck specs are being finalized and tendering for crane truck will be in Q3-2024.	Business Continuity		Not Started

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131	IS	370	Waldorf	\$1,200,000	\$0	Gas Tax / Capital Reserves	2023	2025-Q4		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Supply Expansion (Phase 2) (Discretionary)	F - Water Stewardship L - Service Delivery Excellence	Currently, the Eastbourne water system on Keats Island serves permanent and seasonal customers and the water system has a pumping and supply capacity limitation including a residential fire flow deficit. During the peak summer months there have been instances in which the residential customers have run out of water. The system also has inadequate fire protection storage capabilities, and lacks any water supply redundancy as the existing primary water well and pumps cannot be taken out of service as there is not any backup to them. Additional community engagement will occur in Q3 2024 with report back to Board late Q3/early Q4 2024 This project is to enable the development of the wells, tie in and construction required to connect these wells to the existing Eastbourne system. Based on discussion with the Board on the findings of the preliminary design for the new wellfield, further community consultation will be completed in Q3 2024. Staff are working on the further community consultations.	Carryforward	2023-10	Started
132	IS	370	Shoji	\$9,391,750	\$348,188	Long Term Loan	2020	2025-Q3		A, B, D, E, F, F Islands and DoS	Sechelt and sNGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District (Strategic Goal)	F - Water Stewardship	AAP successful to secure the electoral approval for the Long-Term Loan for this project. Meter supply and installation RFP awarded and Canada Community Building Fund-Strategic Priorities Fund grant accepted on April 20, 2023. Contract with Neptune finalized May 29, 2023. Field meter installation work started October 26, 2023. New meter pit installations started in early April 2024. Over 1,500 new meters installed representing approximately 34% complete.	Carryforward (Strategic)	2022-08	In Progress 25%
133	IS	370	Walkey	\$213,000	\$129,444	Operating Reserves	2021			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis (Strategic Goal)	F - Water Stewardship	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which has been reviewed by staff. Additional Fireflow Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades. Three additional change orders added for further work/analysis.	Carryforward (Strategic)	2022-10	In Progress 75%
134	IS	370	Rosenboom	\$25,000	\$17,461	Reserves	2020			A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shishalh Nation Foundation Agreement	F - Water Stewardship	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592	Carryforward		In Progress 75%
135	IS	370	Walkey	\$550,000	\$450,000	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Installation and Decommissioning of the Edwards Lake Siphon System and Drought Response Costs	F - Water Stewardship	Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026.	Carryforward		Started
136	IS	370	Rosenboom	\$42,800	\$13,435	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Sechelt	Regional Water Service - Chapman Creek Environmental Flow Requirements Update (Strategic Goal)	F - Water Stewardship	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Provincial order received in fall 2023 but to late for implementation and includes several complex requirements.	Carryforward (Strategic)		Completed
137	IS	370	Rosenboom	\$164,844	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Building Repair	L - Service Delivery Excellence	Roof has been patched after windstorm damage. Damage has not impacted infrastructure inside the building.	Carryforward		Not Started
138	IS	370	Waldorf	\$275,000	\$0	Operating and Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	A	Regional Water Service - Egmont Water Treatment Plant - Feasibility Study and Preliminary Development (Non-Discretionary)	F - Water Stewardship L - Service Delivery Excellence	The Egmont water treatment facility does not have adequate filtration for removal of organics in the drinking water. A feasibility study is required to explore and recommend additional treatment options for managing the elevated organics in the water supply from water supply at Egmont (i.e. Waugh Lake). It is anticipated that this study will result in the development of preliminary corrective measures such as improved filtration options like upgraded cartridge filters and/or additional treatment improvements. RFP is drafted and with purchasing. Waiting for consultant feed back on treatment options, an RFP for design of additional treatment prior to chlorination is being drafted. Staff are completing a round of water quality testing to facilitate recommendations from consultant.	Carryforward		In Progress 25%
139	IS	370	Shoji	\$250,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	sNGD	Regional Water Service - Sechelt Nation Government District - Zone Metering (Discretionary)	F - Water Stewardship	As sNGD is not installing water meters, zone metering of sNGD areas is required to analyze water use for the Chapman Water System. Project on hold until determination on Sechelt Nation metering is agreed upon.	Carryforward		Not Started
140	IS	370	Walkey	\$30,550	\$0	Operating Reserves	2024			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Aquifer 560 Watershed Agreement	F - Water Stewardship	In September 2023, the SCRD signed the Aquifer 560 Watershed Agreement. The agreement was developed because both jurisdictions manage water systems that rely upon groundwater sources in Aquifer 560. The agreement covers several topics, including expanding the aquifer monitoring and additional engineering to optimize shared infrastructure and potential emergency response. Additional groundwater monitoring equipemnt is installed in SCRD Wells and invitation is being send to residents to allow them be installed in their wells as well.	Business Continuity		Not Started
141	IS	370	Rosenboom	\$100,000	\$0	Reallocation of Long-Term Surface Water Project	2023			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Lower Crown Raw Water Reservoir	F - Water Stewardship	Staff are continuing to work with the shishalh Nation on the engineering and design of this reservoir, including the confirmation of the operational and financial implications to the SCRD. Discussions about the lease agreement associated with the transfer of the land and constructed infrastructure to the SCRD have not been initiated yet. The Province confirmed that Electoral Assent would need to be obtained before the SCRD can execute this lease agreement. The Nation has not yet been able to secure the funding for the construction of the project.	Board Directive		Started
142	IS	381	Walkey	\$5,000	\$3,160	Reserves	2022	2024-Q3		A	A	Greaves Road Waste Water Plant - Septic Field Repairs (MANDATORY - Asset Failure)	L - Service Delivery Excellence L - Climate Resilience & Environment	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m have been removed to prevent further root intrusion, D box had repairs completed on it. With remaining funds siphon tank lid will be replaced.	Carryforward (Mandatory)		In Progress 75%

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143	IS	382	Shoji	\$968,591	\$40,935	Operating Reserves / Gas Tax	2021	2024-Q4		E	E	Woodcreek Park Wastewater Treatment Plant – Collection System Designs (MANDATORY - Asset Failure)	L - Service Delivery Excellence	On Oct. 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In Apr. 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the Jun. 23, 2022 Board meeting, the Board approved entering into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. Engineering Services RFP closed January 4, 2023 and a contract to complete detailed design and tender specifications was issued in March 2023. Operational trials completed which pushed the project schedule back nearly seven months. Detailed design nearing 90% completion, draft Provincial permit amendment received, and equipment purchase approved by Board June 27. Community open house scheduled for July 3.	Carryforward (Mandatory)	2022-10	In Progress 25%
144	IS	382	Shoji	\$5,964	\$0	Operating Reserves	2020			E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs (Business Continuity)	L - Service Delivery Excellence	This project has been integrated with the overall wastewater treatment plant upgrade project.	Carryforward		Not Started
145	IS	383	Walkey	\$7,500	\$0	Operating Reserves	2023	2024-Q4		E	E	Sunnyside Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. The Sunnyside wastewater service area includes infrastructure such as collection piping, septic tanks and disposal fields that are approaching the end of their useful lives (in some cases) and this study will help the SCRD to develop a better understanding of the costs and timelines associated with the renewal of the infrastructure. In addition, legal consultation will further help the SCRD in determining what options exist in regards to the site and ownership and/or use considerations. Feasibility studies improve the success rate of receiving grants which will assist the users with associated costs. Owner has put property up for sale. Three SCRD departments are working together to determine next steps for the lot.	Carryforward		Not Started
146	IS	384	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	The Jolly Roger Wastewater Treatment Facility is located on Mercer Road in Halfmoon Bay. The Jolly Roger treatment facility services the Secret Cove Landing (formerly Jolly Roger) development and is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Jolly Roger is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions at the Jolly Roger wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help the Asset Management Department and Infrastructure Services Division develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024.	Carryforward		Not Started
147	IS	385	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	L - Service Delivery Excellence	The Secret Cove Wastewater Treatment Facility is located on Secret Cove Road in Halfmoon Bay and services the marina, restaurant and residential properties within the development. The facility is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Secret Cove is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions of the Secret Cove wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024.	Carryforward		Not Started
148	IS	386	Walkey	\$86,000	\$0	Operating Reserves	2024	2024-Q3		A	A	Lee Bay Wastewater Treatment Plant - Sand Filter Treatment System Integration (Regulatory)	L - Service Delivery Excellence	Due to gradually increasing effluent volumes being treated over the years at the Lee Bay wastewater treatment plant (WWTP), the treatment facility has reached a technical threshold in terms of effluent volume that now requires the commissioning of the existing sand filter system. The plant design regulates this filter system use during the expected future flows and wastewater treatment may degrade if not used. This system is part of the original design and construction but has been sitting dormant for almost two decades and will require re-commissioning work and/or upgrades to allow it to be utilized. The work required will involve hardware purchases and installations such as pump system(s) replacement as well as upgrades and reconditioning of the gravel filter system, cleaning of tankage, aeration and weir systems (to name a few). Work planning to take place in Q3 with work completion in Q4.	Mandatory		Not Started
149	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs (Business Continuity)	L - Service Delivery Excellence	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project. Staff to complete more repairs in Q3, 2024.	Carryforward		In Progress 25%

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150	IS	386	Walkey	\$81,000	\$0	Capital Reserves	2024	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Generator Replacement	L - Service Delivery Excellence	The Lee Bay Wastewater Treatment Plant is the largest wastewater service area operated and managed by the SCRCD and provides liquid wastewater treatment to approximately 120 users. The system utilizes a backup stationary generator to provide power to the facility during events where BC Hydro supplied power is disrupted (i.e. storms, fallen trees, upgrades, etc.). The generator is over 25 years old and is at the end of its useful life. The fleet supervisor and asset management team have recommended its replacement immediately due to its overall poor condition (leaking fuel pump), unavailability of replacement parts and the risks associated with continuing to rely on such an old piece of equipment. Staff recommend that the generator be replaced with a permanent generator on site at the Lee Bay wastewater treatment plant. Tendering scope is being finalized with likely tendering in Q3 2024.	Business Continuity		Not Started
151	IS	387	Walkey	\$39,677	\$23,011	Operating Reserves (2020 and 2021) / User Fees (2023)	2020	2024-Q3		B	B	Square Bay Waste Water Treatment Plant - Collection System - Infiltration Reduction (Started 2019 - 2020 and additional in 2021 as Mandatory - Regulatory) - further additional phasing 1 and 2 in 2023 as Non-Discretionary	L - Service Delivery Excellence	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention. Staff have identified additional areas and have implemented the repairs. More repairs to the collection system are required to avoid future non-compliance incidents.	Carryforward		In Progress 50%
152	IS	387	Walkey	\$15,000	\$0	Operating Reserves / Infrastructure Planning Grant Program	2023	2024-Q4		B	B	Square Bay Wastewater Treatment Plant - Square Bay System - Upgrade Planning (Other)	L - Service Delivery Excellence	The collection system is in poor condition as noted in the Asset Management Plan. A system review is required for future upgrades to the collection system to reduce infiltration and maintenance. The tender will be advertised in Q4 2024.	Carryforward (Other)		Started
153	IS	388	Walkey	\$1,024,966	\$0	Operating Reserves / Gas Tax / Loan	2022	2027-Q1		F	F	Langdale Wastewater Treatment System Upgrade Project (Business Continuity)	L - Service Delivery Excellence	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolition of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Staff continue discussions with the YMCA and undertake technical assessments and preliminary design work. SCRCD was successful in receiving the grant. Project has been reassigned to support substantial progress being made in 2024 in the discussions with the YMCA.	Carryforward		Started
154	IS	389	Walkey	\$6,600	\$0	Operating Reserves	2024	2024-Q3		A	A	Canoe Road Wastewater Treatment Plant - Root Mitigation / Removal	L - Service Delivery Excellence L - Climate Resilience & Environment	The Canoe Rd WWTP has a small treatment and disposal field that is critical to the ongoing management of liquid wastewater on site. The field is located adjacent to a roadway as well as a forested area that has numerous large trees including a large maple. It has been noted during annual inspections that tree roots in the area pose a possible risk to the functionality and condition of both the treatment system and septic field piping. This project will involve various site works including (but not limited to) removal of adjacent tree(s) and/or preventative landscaping to help remove or prevent roots from entering the treatment and disposal site. Work to be completed in Q3, 2024.	Business Continuity		Not Started
155	IS	390	Walkey	\$30,300	\$0	Canada Community - Building Fund (CWF)	2024	2024-Q3		A	A	Merrill Crescent Wastewater Treatment Plant - Electrical Works Replacement (Imminent Asset Failure)	L - Service Delivery Excellence L - Climate Resilience & Environment	The electrical system that controls the treatment plant for liquid wastewater at Merrill Crescent is aged and requires replacement and/or upgrade work. The risk for plant failure is very high given the condition of the existing system and requires immediate replacement.	Mandatory		Not Started
156	IS	393	Walkey	\$35,000	\$19,230	Reserves	2022	2024-Q2		A	A	Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory)	L - Service Delivery Excellence	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Some modifications have been made, more to come. Staff have completed work in both trash tanks. As built need to be updated.	Carryforward (Mandatory)		In Progress 75%
157	IS	351 / 352	Sole	\$10,000	\$0	Taxation	2024			All	Sechelt / A	Regional Solid Waste (Sechelt and Pender Harbour) - Asbestos Exposure Control Plan and Silica Exposure Control Plan (Regulatory)	F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment	An update to the Asbestos Exposure Control Plan, as well as a Silica Exposure Control Plan, are required to ensure a safe work environment for staff at the Pender Harbour Transfer Station and Sechelt Landfill. Without an update to the Asbestos Exposure Control Plan and the development of a Silica Exposure Control Plan, service level reductions will occur, including the cessation of drywall collection for recycling, and site operations may cease in the event of a regulatory inspection that determines silicates (i.e. dust) to be above safe levels.	Mandatory		Not Started
158	IS	365 / 366	Waldorf	\$50,000	\$0	Operating Reserves	2024			A and sNGD	A and sNGD	North and South Pender Harbour Water Services - Piping System Connection Feasibility Study and Design	L - Service Delivery Excellence	Review the opportunity to connect North and South water systems. Primarily the benefit would be redundancy and/or back-up for each water system. Water modelling components included added to existing contract for execution in upcoming months. Reviewing with Inf Engineering Staff	Business Continuity		In Progress 25%
159	IS	365 / 366 / 370	Walkey	\$102,000	\$0	Capital Reserves	2024	2024-Q3		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Pneumatic Boring Tool	L - Service Delivery Excellence	This proposal is to purchase the pneumatic boring tool in addition to the compressor and road plate. The current mole is past its useful life and doesn't meet current safety requirements and should be removed from service. In recent years there have been a couple serious near misses' using the mole. Staff are finalizing tender documents. Tender to be released in Q3-2024.	Business Continuity		Not Started
160	IS	365 / 366 / 370	Rosenboom	\$50,000	\$0	Operating Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool (Strategic Goal)	F - Water Stewardship	Development of software to allow for: 1) on-line tool linked to MySCRCD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff. Staff are working with IT to explore options.	Carryforward (Strategic)		In Progress 25%

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161	IS	365 / 366 / 370	Walkey	\$250,000	\$0	Operating Reserves	2024	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Fire Flow Action Plan	L - Service Delivery Excellence L - Climate Resilience & Environment	A report was brought to the January 11, 2024 Committee of the Whole to provide information on preliminary water system modelling results. These water system models suggested that in some areas, SCRD Water Systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties. The project will have several components: Part 1: More detailed water modelling analyses to confirm the areas of concerns, including a sensitivity analyses. Part 2: Option analyses to identify the potential options for the areas of concern, including but limited to options with respect to zoning, covenants, and water system infrastructure upgrades to support currently approved zoning. The options for potential development in these areas will also be explored in collaboration with the development community. Part 1 and 2 will be undertaken in parallel. Part 3: Develop Fire Flow Action Plan (FFAP) This plan will outline the actions being proposed to address the identified fire flow concerns. This plan will be aligned with the OCP update processes from the SCRD and the District of Sechelt and will also outline the financial implications for the areas where infrastructure upgrades are the recommended approach. Detailed project plan is being drafted, implementation is pending filling vacancies within Utilities division.	Board Directive		Started
162	IS	365 / 366 / 370	Waldorf	\$580,000	\$0	Capital Reserves	2024	2025-Q1		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services -Supervisory Control Data Acquisition (SCADA) Update / Upgrade	L - Service Delivery Excellence	Supervisory Control Data Acquisition (SCADA) is a system that monitors and controls field devices at remote sites. SCADA systems are critical to maintain efficiency and control by collecting and processing real-time data. The collected data is processed, organized, and presented for system operators to make appropriate responses and control decisions. If control decisions are warranted commands can be dispatched to affect specific operational or configuration changes. The entire SCRD water system including treatment plants, reservoirs and pump stations are controlled by a SCADA system that is now outdated and needs to be updated. The current license is no longer supported, additionally with upgrades and additional systems (such as Church Rd and the OSG system) the SCRD has commissioned, the new communication (Modbus and Profibus) cannot communicate with our current SCADA system. None of our facilities can operate without our SCADA system. Procurement process for engineering and design is underway.	Business Continuity		Started
163	IS	365 / 366 / 370	Rosenboom	\$40,000	\$0	User Fees	2023	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Review of SCRD Subdivision Servicing Bylaw No. 320 (Discretionary)	L - Service Delivery Excellence L - Government Excellence	Bylaw 320 is outdated and requires review to ensure consistency with SCRD's practices and requirements. Staff has substantially completed an internal review of bylaw provisions and reaching out to DOS staff to seek opportunities for alignment where applicable. Redrafted of new bylaw has been initiated.	Carryforward		In Progress 50%
164	IS	365 / 366 / 370	Rosenboom	\$60,000	\$13,951	User Fees	2020	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Metering Program 2: Water Meter Data Analytics (Strategic Goal)	F - Water Stewardship	Staff are working with IT to explore options.	Carryforward (Strategic)		Started
165	IS	365 / 366 / 370	Rosenboom	\$87,000	\$0	User Fees	2023	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Strategy Implementation - Development of Water System Action Plans (Discretionary)	F - Water Stewardship	Work on these action plans has been delayed due to the need to first develop an Fire Flow Action Plan	Carryforward		Not Started
166	IS	365 / 366 / 370	Perreault	\$60,000	\$0	User Fees	2023			A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Rate Structure Review - Phase 2 (Discretionary)	F - Water Stewardship	Scope of this project is to be refined with Finance before an RFP can be drafted. Tendering expected in Q3-2024. Project now being lead by CFO and report planned to go to late Q2/Q3 on overall project plan to lead to volumetric billing. This involves Bylaw 320 update, Bylaw 422 update, metering program and lastly billing.	Carryforward		Started
167	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$2,351	Operating Reserves	2021	2024-Q4		A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way (MANDATORY - Regulatory)	L - Service Delivery Excellence L - Climate Resilience & Environment	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staff have begun working on this project. Project paused due to staffing.	Carryforward (Mandatory)		In Progress 25%
168	IS	384-385	Walkey	\$22,000	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove / Jolly Roger Wastewater Treatment Plants - Outfall Maintenance Phase 1 (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	The outfall needs more anchors installed to hold the outfall line on the ocean bottom. Staff are working on getting a contractor on site to complete the work.	Carryforward		Started
169	PD	136	Shay	\$510,000	\$0	Grant	2023	2024-Q4		All	Regional	Regional Sustainability Services - Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation: Coastal Flooding Project (Discretionary)	L - Service Delivery Excellence L - Climate Resilience & Environment	THAT the report titled Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction – Climate Adaptation Grant Application – Coastal Flood Mapping be received for information; AND THAT the Sunshine Coast Regional District (SCRD) supports the project application to the UBCM Disaster Risk Reduction – Climate Adaptation Program for development of a Coastal Flood Mapping for the SCRD and agrees to provide overall grant management; Sept 2023: RFP completed and inter-governmental project team created. Nov 2023: RFP to market RFP award in process; communication with project partners continues. Initiation in coming month. May 2024: contract negotiations ongoing. Jul 2024: contract signed and kickoff meeting scheduled.	Carryforward	2023-05	Started

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170	PD	136	Shay	\$40,000	\$21,072	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (Strategic Goal)	L - Climate Resilience & Environment	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Masters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch. Draft planned for presentation in Q2. Sept 2023: Draft CCAP presented and referred to strategic planning. Nov 2023: Updating draft with evolving field and draft Strategic Plan. Special Board meeting to be scheduled in Q2 for Board consideration of updated draft. Jul 2024: Plan adopted, activities and graphic design work being planned.	Carryforward (Strategic)	2022-01	In Progress 75%
171	PD	200	Hall	\$35,000	\$0	Operating Reserves	2023			Regional	Regional	Bylaw Enforcement Action (Other)	L - Service Delivery Excellence	In progress. Jul 2024: Progress toward compliance being made.	Carryforward (Other)		In Progress 50%
172	PD	210	Michael	\$240,648	\$160,326	Capital Reserves	2022	2024-Q3		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Projects (Business Continuity)	L - Service Delivery Excellence	Hall #1 - Lighting interior and exterior, Emergency Alarm, Gear Washing Machine, Vehicle, Ford Explorer and Hall #2 Transformer, Control Panel. Ford Explorer complete. Lighting nearly complete. Alarm and Gear washing next projects to work on.	Carryforward		In Progress 25%
173	PD	210	Michael	\$64,800	\$0	Operating Reserves	2024	2024-Q3		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Command Vehicle Budget Increase	L - Service Delivery Excellence	With a full complement of five fire apparatus and three support vehicles, increased call volume and climate change challenges, a replacement command vehicle is required to support the Gibsons and District Volunteer Fire Department. The current vehicle is a 2004 Ford E350 and is due for replacement per capital plan. Proposed to replace with a ¾ ton pickup, complete with emergency lighting and canopy to better meet current service requirements. Service level enhancement: to increase ability to tow hazardous materials or structure protection trailers, ability to transport equipment, ability to travel on back roads, ability to travel in snow, addition of lighting and siren for emergency response. RFQ for vehicle is posted. Project awarded.	Business Continuity		Started
174	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	2024-Q4		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator (MANDATORY - Safety)	L - Service Delivery Excellence	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3 2022. Investigating portable generator option. Evaluating partnership with Infrastructure for a combined RFQ.	Carryforward (Mandatory)		Started
175	PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	2026-Q4		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (Business Continuity)	L - Service Delivery Excellence	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. Bid is currently out to market. Fire Commission meeting scheduled for April 18, 2023 to discuss project budget and next steps. Report scheduled for June 22 COW. Update expected for 2024 capital plan budget. AAP process being initiated.	Carryforward		In Progress 25%
176	PD	212	Higgins	\$30,000	\$12,483	Operating Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)	L - Service Delivery Excellence L - Climate Resilience & Environment	Expect final shipment end of Q4 2023	Carryforward		In Progress 75%
177	PD	212	Higgins	\$16,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (Business Continuity)	L - Service Delivery Excellence	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan, (Completion Q4). Electrical control panel. Estimate exceeded budget. Capital plan updated. 2024 Budget proposal. Tablets added per CF List	Carryforward		Started
178	PD	212	Higgins	\$10,600	\$0	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Asphalt Repair	L - Service Delivery Excellence	Repair sinking asphalt against building foundation. Contingency included if perimeter drain damaged or non-existent.	Business Continuity		Completed
179	PD	212	Higgins	\$15,000	\$0	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Department Uniform	L - Service Delivery Excellence	The department uniform will include station wear and jacket. XRC currently has very limited supply of station wear appropriate for events. This project will have a positive effect on our identity and morale.	Business Continuity		Started
180	PD	216	Daley	\$623,200	\$0	Capital Reserves	2023	2025-Q2		B	B	Halfmoon Bay Fire Protection - Rescue 1 Fire Apparatus Replacement	L - Service Delivery Excellence	Supplier ITB chosen and PO to be released shortly.	Carryforward		In Progress 25%
181	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - RESCOPED project - Long Range Needs Assessment and Preliminary Design Initiatives for Fire Hall #2 Redevelopment Project (Business Continuity)	L - Service Delivery Excellence	Action plan being developed. Consultant required to update current pricing and availability.	Carryforward		In Progress 25%
182	PD	220	Hall	\$483,295	\$15,660	Capital Reserves	2020	2024-Q3		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure)	L - Service Delivery Excellence	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit being processed. RFP has been issued. Project award expected Q4 2022. Continuing to try to find a contractor. Contract has been awarded with construction expected to commence in Q4 2023, or Q1 2024. Final geotechnical checks underway. Geotechnical checks completed, final design being confirmed. Jul 2024: Required pre-construction tasks continue (final foundation design, archaeology and engineering review). Project budget being reviewed. Update report anticipated.	Carryforward (Mandatory)		In Progress 25%
183	PD	220	Higgs	\$128,000	\$71,709	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services (Business Continuity)	L - Service Delivery Excellence	Chapman Tower Equipment. Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting. Agreement signed. On track/progressing as planned.	Carryforward		In Progress 50%
184	PD	220	Higgs	\$141,400	\$73,083	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade (Business Continuity)	L - Service Delivery Excellence	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers. Two locations are being considered on Vancouver island as potential sites for back-up communication. On track/progressing as planned.	Carryforward		In Progress 25%

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185	PD	220	Higgs	\$45,000	\$0	UBCM grant	2024			All	Regional	Emergency Telephone 9-1-1 - Next Generation 9-1-1	L - Service Delivery Excellence	SCRD (and all Sunshine Coast local governments) have been provided grants to support data preparation, legal costs associated with data agreements, training and education related to the implementation of next generation (NG) 911 service. The change to this service is mandated by CRTC. Intergovernmental dialogue on needs, collaboration opportunities and potential cost sharing is underway. Local governments are seeking additional information from senior governments and agencies on specific requirements and timing for these requirements. This proposal has the effect of incorporating grant funds into the budget and establishing a project that can be initiated, likely collaboratively/regionally, once more information is available. Staff continue to learn more about coming upgrades, more information still needed to build a plan. Some required GIS work required by system updates has been initiated.	Business Continuity		Started
186	PD	222	Hughes	\$58,000	\$58,000	Taxation	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update (Discretionary)	L - Service Delivery Excellence	The HRVA underpins all emergency planning on the Sunshine Coast. Updated climate, demographic, development and topographic information can be used to prepare an improved HRVA. Last update was 2005. RFP was awarded, work started in Q4 2023 and completed July 4, 2024. Final HRVA will be distributed to local authorities as a living document for further updates as necessary. Draft report received July 2024; being reviewed/finalized before reporting to Board and public.	Carryforward		Completed
187	PD	222	Hughes	\$10,000	\$0	Taxation	2024	2024-Q3		All	Regional	Sunshine Coast Emergency Program (SCEP) - Neighbourhood Emergency Preparedness Financial Support (Pilot Project)	L - Service Delivery Excellence	Grant opportunity for registered community and neighbourhood organizations to apply for funding to improve neighbourhood emergency preparedness and resiliency. Suggested to run first year as a "Pilot". Program to be developed for funding opportunities in early fall.	Board Directive		Not Started
188	PD	222	Hughes	\$20,000	\$0	Reserves	2019	2024-Q4		All	Regional	Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review	L - Service Delivery Excellence	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. Contract Awarded March 1 - Oct 31, 2024. Contract awarded; Project started in March. Work progressing, however regulations for new legislation are not expected until 2025. Draft will be prepared in anticipation of regulations, but will require regulations to ensure that draft is compliant with new regs. Draft preparation ongoing.	Carryforward	2024-03	In Progress 50%
189	PD	222	Hughes	\$48,000	\$0	Provincial Capacity Funding	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency and Disaster Management Act - Indigenous Engagement Requirements	L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation	The Indigenous Engagement Requirements (IER) Funding Program will provide SCRD with up to \$48,000 of provincial funding for the implementation of the Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA). This funding will assist First Nations and local authorities to engage in activities related to capacity needs, relationship-building and collaboration. Some of these activities are requirements set in legislation. SCRD received a contribution agreement on January 15, 2024. Work done using this funding must be completed by March 31, 2025. Staff will analyze the current SCEP workplan and engage with municipal and First Nations partners to prepare an action plan, which will be presented to the Board. Staff recommend that the delegated authorities sign the contribution agreement to accept this funding. Staff engaging with First Nations on strategy to move forward together. Proposal drafted and signed by all local governments. Timelines varying for each local government and a tracking mechanism to be established to manage funding deadline. Preliminary discussion with shishah and Skwxw7mesh nations has taken place, further planning anticipated.	Business Continuity	2024-01	In Progress 25%
190	PD	222	Michael	\$188,803	\$69,580	Grant	2023			All	Regional	Sunshine Coast Emergency Planning - 2023 Firesmart Community Funding and Supports (Other)	L - Service Delivery Excellence L - Social Equity & Reconciliation	FireSmart work is ongoing. Planning for 2024/2025 grant application to maintain program. Work progressing as planned including community outreach, property assessments. Ongoing as part of the SCRD FireSmart program.	Carryforward (Other)		In Progress 50%
191	PD	222	Hughes	\$62,500	\$0	Taxation	2024			All	Regional	Sunshine Coast Emergency Program (SCEP) - Community Evacuation Plan Template and Workshops - funded over 3 years.	L - Service Delivery Excellence	Funding for a facilitator to develop a community evacuation plan template and to provide workshops for community associations to write their community evacuation plan, from a local knowledge perspective. RFP to be developed to hire contractor for three year project.	Board Directive		Not Started
192	PD	222	Hughes	\$28,095	\$0	CEPF Grant	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency Operations Centre Equipment and Training	L - Service Delivery Excellence	Accepted grant for Emergency Operations Centre Equipment and Training valued at \$28,095. Currently working through procurement requirements to purchase equipment.	Board Directive	2024-04	In Progress 50%
NEW	PD	222	Hughes	\$30,000	\$0	CEPF Grant	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency Support Services Equipment and Training	L - Service Delivery Excellence	Accepted grant for Emergency Support Services Equipment and Training valued at \$30,000. Currently working through procurement requirements to purchase supplies.	Board Directive	2024-04	In Progress 50%
193	PD	290	Kirkpatrick	\$100,000	\$0	Capital and Operating Reserves	2024			A, B, D, E, F, sNGD	A, B, D, E, F, sNGD	Animal Control - Vehicle Replacement	L - Service Delivery Excellence	Purchase of a new bylaw vehicle, preferably a four wheel drive hybrid or electric pick-up truck with a canopy to replace current Ford Escape. The current vehicle is not practical for apprehending dogs as the catchpole cannot remain on the dog in the vehicle, there is no hygienic barrier between the dog and the BEO, and the cleaning of urine, feces and vomit is difficult. Scoping / spec confirmation completed. Procurement package ready pending electrical assessment at Field Rd.	Business Continuity		Started
194	PD	500	Hall	\$244,615	\$130,581	MRDT revenue (for 2021, 2023 and 2024)	2021			A, B, D, E, F	B, D, E, F	Rural Planning Services - Regional Housing Coordinator (including additional funding in 2023 and 2024 - Discretionary)	L - Social Equity & Reconciliation	RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. Award to Kelly Foley contractor, work initiated in Q2. Action plan draft being developed; report to Board in Q4 2022. Action plan report planned for December 2022. Notice of intent to award contract posted. Continuation of this contracted role to enable further progress on housing action plan. Involves extensive intergovernmental and community coordination. Contract in place, work continuing. Work progressing / on track.	Carryforward		In Progress 75%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions:

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195	PD	504	Jackson	\$75,000	\$0	Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Development Approvals Process Review Implementation	L - Service Delivery Excellence	The final report on SCRD's Development Approvals Process Review (DAPR) was endorsed to guide enhancement of SCRD's development approval processes and to be considered as part of the 2024 budget process. The final DAPR report determined that SCRD's approval processes rely on multiple core technologies which are becoming outdated and not consistently used. Existing technology implementations and process workflows are in many cases no longer aligned with business needs and have in many cases been rendered ineffective. To reconcile existent technology deficits, the report made specific recommendations related to SCRD's processes and use of Tempest to both enhance use of technology and application tracking. It has been determined that a full re-integration of Tempest will be required to achieve the desired outcome, which will involve a process that investigates all benefits that can be harnessed from the most modern version of Tempest. As part of this work, SCRD must first document all its current and desired planning-related processes in order to harmonize Tempest capabilities to fully support each planning process. This will be a multi-year project and involve budget requests for at minimum 2024 and 2025. This proposal is for Budget 2024 budget year and involves the first project phase of project initiation and scoping. The project requires the following resources for 2024: 1)Planning and IT staff contracted resources are required to support change management, complete internal review of process mapping and identify technology solutions, and to 2)Funding for a consultant to assist with investigating how tempest functionality can better support planning processes. Detailed scoping underway.	Board Directive		Started
196	PD	504	Jackson	\$55,000	\$0	Local Government Housing initiatives Program Capacity Funding	2024			A, B, D, E, F	Regional	Rural Planning - Housing Needs Assessment	L - Social Equity & Reconciliation	New legislation enacted by the Province in 2023 (Bills 44, 46, 47) requires local governments to complete updated housing needs assessment reports by December 31, 2024. Staff will undertake to coordinate this work with member municipalities (as was done when the current/prior report was prepared); this funding represents costs for a report only for SCRD electoral areas. The province has provided SCRD with \$174,383 in capacity funding ("Local Government Housing Initiatives program") to undertake regulatory updates, of which this Housing Needs Assessment work is one component. Staff will be providing an update report on the financial and workplan implications associated with these legislative changes and which will speak to utilization of unallocated capacity funding. Coordinated planning with municipalities underway.	Board Directive		Started
197	PD	504	Jackson	\$35,000	\$0	MRDT / Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Regional Land Evaluation - Housing Potential (formerly proposed as a [500] Regional Planning project)	L - Social Equity & Reconciliation	A Land Use Study is one of the key priorities outlined in the Sunshine Coast Housing Action plan. It will provide the community with an inventory and assessment of all public, institutional, non-profit, faith-based, and community-owned land in the region. The project will focus on electoral area lands, based on updated information that member municipalities have or will be considering separate approaches. Opportunities for inclusion, coordination and cooperation with member municipalities that could add shared value will be explored. Data will be housed on the SCRD's GIS mapping platform, and will be accessible to local government, housing providers, developers and social service organizations in the community. Regional Housing Coordinator preparing project documentation.	Discretionary		Started
198	PD	520	Kennett	\$5,500	\$2,052	Operating Reserves	2023			A, B, D, E, F, sNGD	Regional	Building Inspection Services - Digital Plan Review Preparedness - Hardware, Software and Training (Discretionary)	L - Service Delivery Excellence	The submission of digital building permit applications is a goal of the SCRD Board and the Building Division. In order to succeed a system will need to be in place to digitally review the submitted drawings for compliance with the BC Building Code and applicable Bylaws. By acquiring the hardware, software and training prior to the acceptance of the digital building permit submissions, the Building Division will be prepared to review the digital plans when they are accepted. Privacy Impact Assessment completed. Software purchase / installation completed. Software deployed and working well. Monitors planned for Q2.	Carryforward		In Progress 75%
199	PD	540	Hall	\$120,000	\$30,000	Operating Reserves / Grant	2023	2024-Q4		All	F	Hillside Development Project - investment Attraction Analysis (Discretionary)	L - Service Delivery Excellence	SCRD has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development. A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCRD to make effective and coordinated decisions for land use and property disposition opportunities. Planning meetings with SCREDO completed, partnership agreement prepared. Partnership agreement being signed by SCREDO. Partnership structure being reconsidered based on departure of Executive Director. To be confirmed in March. Alternative project delivery approaches being researched. Agreement with SCREDO terminated. Watercourse constraint assessment planned for fall 2024. Delivery model for land economics analysis aspect being re-planned.	Carryforward	2023-05	Started
200	PD	540	Hall	\$195,400	\$855	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Headlease Renewal (0.2 FTE) (Non-Discretionary)	L - Climate Resilience & Environment L - Social Equity & Reconciliation	Hillside water lot headlease from the Province expires December 31, 2023. prepare a renewal application that includes Consultation with First Nations, Preliminary Archaeological Field Reconnaissance (PAFR), updated environmental baseline study, management plan [introduce new operating requirements for SCRD going forward; e.g. spill response and inspection plan]. Temporary (maximum 2-year) staffing lift to support project management. Project manager recruited, started Q2. Preliminary engagement initiated. 3-year headlease extension granted by province; engagement with First Nations initiated; archaeology/environmental assessments underway. QEP firm engaged/work underway in Q2/Q3.	Carryforward	2023-04	In Progress 50%

2024 BUDGET PROJECT STATUS REPORT

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201	PD	540	Hall	\$200,000	\$0	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Hillside Culvert Repair	L - Service Delivery Excellence L - Climate Resilience & Environment	Resolution #358/23 THAT Option 2, remove the culvert and daylight the creek, as presented in the January 12, 2023 staff report is the preferred direction; AND THAT funding of up to \$200,000 from [540] Hillside Industrial Park operating reserves be approved for Hillside Culvert repair/Replacement Project – Option Development; AND THAT the 2023-2027 Financial Plan be amended accordingly; AND FURTHER THAT an update on progress be provided to a future Committee. Geotechnical field work and option development underway. Engagement with adjacent land owners planned for Q2 - not yet completed.	Carryforward		In Progress 25%

COMPLETED

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2023	2024-Q1	2024-Q1	All	Regional	General Government - Corporate Review - Organizational (Discretionary)	The Organizational Review Report was presented to the Board at the January 8, 2024, Special In-Camera Board Meeting.	Carryforward	2023-09	Completed
2	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,000	\$28,721	Taxation / Support Services	2020		2024-Q1	Various	Various	SCRD Corporate Recycling Program (Strategic Goal)	Field Road project started late 2021. Staff reassessed project and timelines as the COVID protocols changed and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation - Remaining to complete Fire Departments and Pender Pool.	Carryforward		Completed
3	CS	312	Kidwai	\$10,000	\$2,000	Capital Reserves	2020	2024-Q1	2024-Q1	All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle (Business Continuity)	Retire current loaner vehicle and replace with another vehicle that will be retired when new EV's are received. June 22/23: Still awaiting for SCRD all new EV to arrive so a selection can be made for the replacement. Sept 28/23: Most of the new EVs have arrived, however, still working with other departments to select new fleet loaner. Nov. 14/2023: No change from September update. March 19/24: Project complete	Carryforward	2023-Q3	Completed
4	CS	312	Kidwai	\$162,000	\$153,250	MFA Loan	2022	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (MANDATORY - Regulatory)	Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current ALL certification standards. Nov 24, 2022: Contract awarded. Hoist ordered, will take up to 6 months to receive. Project completion estimated for end of Q3 2023. Budget increased by Resolution 247/22 #9. June 22/23: Hoist arrived, but installation is stalled due to electrical compatibility issues. A temporary loaner hoist has been provided by the contractor until the installation can be completed. Sept 28/23: The installation issues are finally resolved. Project concluded. Invoicing (\$153,250 including taxes) pending to complete. March 19/24: Project substantially complete. Final invoice processed.	Carryforward	2023-Q2	Completed
5	CS	312	Kidwai	\$4,000	\$4,000	Operating Reserves	2021	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Fall Arrest / HVAC Maintenance Safety System (Business Continuity)	Additional safety system for fleet staff to perform HVAC maintenance on top of buses. Harness system purchases and installation to occur in Q2/3 2022. July 14: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. April 27/23: Current engineering company not responding. Working with procurement to source another engineering company to complete the project. June 22/23: Working with procurement to secure an engineering service. Sept 14/23: Still working with procurement to secure contractor(s) to complete the work. Sept. 29 / 2023: Since no companies on the Sunshine Coast offer both equipment supply and installation, three (3) mainland businesses were approached and one provided a price. Nov. 14/2023: In negotiations with a company for the provision of both equipment and installation. It is possible this project will be completed by year end. March 19/24: Project substantially complete. Final invoice processed.	Carryforward	2023-Q3	Completed
6	CS	615	van Velzen	\$105,000	\$61,500	Taxation	2022	2023-Q4	2024 - Q1	B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (MANDATORY - HS)	After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC. Mar 22: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022. Nov 24: Tender posted, closes Nov 21/22. Apr 27/23: Tender received no bids, direct negotiation with a contractor has commenced. Jun 22/23: Contractor conducting site visit May 31, bid to follow. Sept 28/23: Bid received, award in progress. Nov. 14/2023: Contract signing completed, construction scheduled for Q4 2023. March 19/24: Project Complete.	Carryforward	2022-10	Completed
7	CS	650	Huntington	\$19,224	\$17,478	Taxation	2022	2024-Q1	2024-Q1	A, B, D, E, F	A, B, D, E, F	Community Parks - Garbage Receptacles (Minor Capital Repairs)	Jun 22/23: PAFR completed for the install of receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Awaiting delivery of receptacles (Mid October 2023). Parks Operations staff have completed roughly 50% of concrete pad installations. Project completion anticipated by end of Q4. Nov. 14/2023: Garbage Receptacles received. Concrete slabs completed. Operations staff to start installing units once locking mechanisms are received. March 19/24: All ordered receptacles installed. Project Completed.	Carryforward	2022-10	Completed

2024 BUDGET PROJECT STATUS REPORT

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8	CS	680	Huntington	\$11,872	\$11,800	Operating Reserves	2020	2023-Q4	2024-Q1	A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One-Time Minor Capital - Upgrades and Renewal (Low Cost, High Value)		One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment. Nov 24/22: Finalizing the design for the new main entry kiosk signage. Supplier has updated that the new grooming drag is being manufactured and will be shipped as soon as possible. Revisiting a solution for storage. Apr 27/23: Grooming drag attachment purchased and received in Feb 2023. Sept 28/23: Wood stove and chimney replaced and Wett Certified. Nov. 14/2023: All Signage complete. March 19/24: All signage received and installed. Lighting system with generator installed in equipment storage hut. Project completed.	Carryforward	2022-08	Completed
9	IS	350	Sole	\$25,000	\$0	Operating Reserves	2024		2024-Q2	All	Sechelt	Regional Solid Waste - Sechelt Landfill Internet Connectivity Improvements		Reliable internet access is required to process payments at the Sechelt Landfill, as well as for staff to perform their day-to-day work responsibilities. Currently, internet is provided through three methods: Starlink satellite internet, radio signal internet, and cell service. In part due to physical changes adjacent to the landfill all three connection types are unreliable and do not provide enough bandwidth for guaranteed site operations. Depending on the duration of the internet connectivity interruption and the number of customers waiting, staff will process payments manually, waive payment, or close the entire site. The total financial impact of the internet connectivity issues at the Sechelt Landfill is estimated to be approximately \$7,000 - \$9,000 per year. This estimate does not include staff time spent responding to each outage and the cost of lost productivity by divisional senior staff based at the Sechelt Landfill. Completed by the SCADA coordinator.	Business Continuity	2024-03	Completed
10	IS	366	Walkey	\$99,824	\$0	MFA 5- Year	2021	2024-Q2		A	A	South Pender Harbour Water Service - 2021 Vehicle Purchases (Business Continuity)		Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities. Vehicle ordered, expected delivery in Q4 2023. Truck delivered.	Carryforward		Completed
11	IS	370	Waldorf	\$375,000	\$224,504	Operating Reserves	2020	2024-Q1	2024-Q1	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Maryanne West Park (Strategic Goal)		Additional scope added and well siting currently underway. Long-term monitoring at Langdale Creek has been completed and a final report of the findings has been received. Consultant Presented to Committee of the Whole on Jan 11, 2024.	Carryforward	2020-06	Completed
12	IS	370	Waldorf	\$9,400,000	\$8,848,265	Capital Reserves / Long Term Loan (2020) / User Fees 2023	2020	2024-Q2		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Church Road Well Construction with additional funds in 2023 (Strategic Goal / Discretionary)		Conditional Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road. The temporary water intertie into Soames water system was completed in mid Nov and is supplying supplemental water to the entire SCRD water system. 80 hour continuous test successfully completed in late June 2023. Leave to Commence Letter from the ministry has been received. Plant put on to service July 11, 2023. The two year Soames Creek monitoring and reporting has begun. Sine wave commissioning complete, construction contract total completion certificate issues. 72hr Pump Test scheduled for April 8th. Amp revision and EFN to be sent to ministry following this test. Expecting license to commence to be restored in May. 72hr Pump Test complete along with AMP update to ministry for comments. Expecting reply by May 31st 2024.	Carryforward	2020-4	Completed
13	IS	370	Walkey	\$150,000	\$101,271	User Fees	2022	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Service- Utility Crew - 2 New Vehicles plus aftermarket vehicle modifications - (Business Continuity)		This budget is for two new vehicles in support of the newly hired utility services staff. Staff are investigating options to purchase available vehicles from lots. One 1/2 ton truck delivered late Q3 of 2023. Staff are looking to purchase another truck off the lot for Q4 with remaining funds. Vehicles have been purchased.	Carryforward		Completed
14	PD	210	Michael	\$35,000	\$30,225	Operating Reserves	2022	2024-Q2		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)		Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions. This project has started and is expected to conclude in Q4 2023 90% of the equipment has arrived, 10% still required to be ordered. Final equipment ordered. This project is complete.	Carryforward		Completed
15	PD	212	Higgins	\$7,934	\$0	Taxation	2024		2024-Q1	D	D	Roberts Creek Fire Protection - Duty Officer Vehicle		A fleet enhancement of one response/utility vehicle will eliminate the use of personal vehicles for department operations. The new command vehicle will not be received until 2025 and the surplus vehicle from Halfmoon Bay will fill this need until then at a very low cost with high return to XRC.	Business Continuity		Completed
16	PD	222	Hughes	\$120,000	\$49,375	Grant	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Extreme Heat Planning Grant (Discretionary)		The SCRD applied for, and received, a grant to fund the development of an Extreme Heat Response Plan. The funding is part of a regional grant which has the support of the other three local jurisdictions. The grant will cover the entire cost of the development of the plan. RFP is being developed. RFP has been published. RFP closed and proposals are being evaluated. Vendor selected. Contract has been signed with work to begin early in Q4 of 2023. Plan presented and minor edits required. Project deliverables complete; close out and final invoicing in Q2.	Carryforward		Completed

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17	PD	504	Jackson	\$433,050	\$183,602	UBCM grant (2021) and Taxation (2022)	2021	2026-Q3	2024-Q1	A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement Project (including additional funding in 2022 - Business Continuity)		The Development Approvals Process Review (DAPR) project under Planning Enhancement Project 1 (PEP1) has been successfully run with a report back to the Board in early Q3 of this year. The Board accepted the findings of the report and endorse it to inform Budget 2024. with approximately \$29,000 remaining in the grant-funded budget, UBCM has provided an extension to SCRD until March 15, 2024. Staff are working to do further consulting work with the remaining funds (Contract amendment endorsed by Board in July Report) and are currently devising a plan to investigate medium-term solutions to improving the Subdivision application process, which is jointly held with MOTI. Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be ongoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 (amount adjusted to \$115,000 by Finance) with \$360,000 ongoing from taxation including a 0.5FTE. Position posted. Recruitment completed and detailed project design phase initiated. RFP and final Project Execution Plan Q4, 2023. Staff wages have begun being withdrawn from this project budget. All UBCM funds expended, final report prepared to close out grant.	Carryforward		Completed

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	Focus/Lens F/L	Current Status	Category	Start Date (YYYY-MM)	% Complete

Open Projects by Category

Projects Categorized as Strategic & Other Plan	0
Projects Categorized as Mandatory Projects & Board Direction	0
Projects Categorized as All Other Projects	0
Total	0

Open Projects by Year

2016	1
2018	3
2019	1
2020	26
2021	23
2022	30
2023	56
2024	62
TOTAL	202

% Complete Summary

Not Started	37	16.9%	Work has not been started for project.
Started	47	21.5%	Work is in preliminary stages.
In Progress 25%	52	23.7%	Up to 25% progress
In Progress 50%	21	9.6%	Up to 50% progress
In Progress 75%	34	15.5%	Up to 75% progress
Completed	28	12.8%	100% Finished
Deferred	0	0.0%	Project was deferred by motion.
Cancelled	0	0.0%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)
TOTAL	219	100%	

DEFINITION

Policy Codes Key

- SP - Strategic Plan
- 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
- ZW/S - Zero Waste / Sustainability

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: **PLANNING AND DEVELOPMENT DEPARTMENT 2024 Q2 REPORT**

RECOMMENDATION(S)

THAT the report titled Planning and Development Department 2024 Q2 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Planning and Development Department for the Second Quarter of 2024 (Q2 – April 1 to June 30, 2024).

The report provides information from the following Planning and Development Department divisions:

- Planning and Development Services
- Building Inspection Services
- Sustainable Development
- Protective Services

PLANNING AND DEVELOPMENT SERVICES DIVISION

Regional Planning [500] and Rural Planning [504]

2023 Carryforward

Objective	Strategies	Timeline	Progress
Rural Planning 504: OCP Renewal	Renew all 7 SCRD OCPs with the aim of policy harmonization and strengthening of Development Permit Areas. Both of SCRD's zoning bylaws that implement the OCPs are also planned for renewal as part of this project. This project will involve significant public consultation and supportive studies.	Spring 2026	Consultant team including KPMG and McElhanney is assisting staff with leading this important community building work. Q2 saw a series of project kick-off meetings, development of a draft engagement strategy, base mapping and infrastructure inventorying, housing

			needs assessment update initiation and development of a community profile that will inform upcoming OCP work.
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Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Support efficient, coordinated climate-responsive regional development that responds to community needs and aligns with vision	Coordinate planning with municipalities and First Nations.	Ongoing	
	Continue to coordinate and respond to referrals from BCTS.	Ongoing	BCTS shifted to the newly-legislated Forest Operations Map (FOM) as a means of sharing upcoming developments. As such BCTS did not formally release an Operating Plan for 2024 - 2028. A September information/referral package is anticipated
	Rural Land Evaluation – Housing Potential (focused on electoral areas, but a coordinated/regional perspective being applied)	Q4 2024	Scoping dialogue completed. Consultant engagement plan defined Preparing for initiation in Q3
	Regional Housing Coordinator (RHC)	Ongoing to May 2025	Annual mandatory reporting to Province/MRDT completed RHC progressing on planned facilitation and coordination activities including Housing Action Table and three working groups Workplan development initiated; report forthcoming

Objective	Strategies	Timeline	Progress
Development Approval Processes Review (DAPR) - Implementation of Recommendations	Implementation of recommendations for development approval processing procedures to shorten timelines, provide improved predictability, reduce barriers, and encourage quality development submissions that contribute to key community building initiatives. The work further evaluates staffing and technology resource needs and seeks to ensure user fees reflect the average service costs.	Ongoing to Q4 2025	Counter service hours increased Team structure changed to provide focused branch for development processing Increased focus on customer contact Fee review initiated Additional grant-funded resources successfully recruited (\$150,000 provincial grant to support procedure review/re-development)
Development Approvals Process Mapping and Software Enhancements – Project	Finish process mapping and re-integration of Tempest as SCRD’s primary application workflow management software. Multi-year project.	2024 – 2025, with potential for continued work into 2026.	Project scoping Early work on ‘current developments’ information report initiated

Hillside [540]

Objective	Strategies	Timeline	Progress
Implement vision for area through an updated water lot lease arrangement	Work with Province, First Nations, community and landowners on renewal/update to water leases	2024/2025	Initial contact with First Nations completed Archaeological survey completed Engagement with upland owners initiated RFP for QEP services issued
Leverage upland parcels to achieve strategic goals	Complete an investment attraction study and land development analysis	2024	Partnership agreement with SCREDO created and then terminated. Alternative delivery model/ project planning underway.

REGIONAL HOUSING COORDINATOR

Activity from January to June 2024 included the following highlights:

Prevention and Pathways out of Homelessness:

- Supported the development of an advisory group that is comprised of people with the lived or living experience of substance use disorder.
- Supported the Sunshine Coast Resource Centre in developing an MOU for the administering of 40 rental subsidy grants that have been awarded through a proposal co-written by the Regional Housing Coordinator.
- Supported the Town of Gibsons (Everybody Deserves a Home program) by writing a proposal for the development of a Situation Table that brings together front-line workers to support individuals at high risk. Funding has been awarded.

Workforce Housing:

- Developed a proposal for converting single-detached houses into multi-unit properties so that they address multiple needs. This project concept has been submitted to potential funders to request a grant to undertake Phase I - A feasibility study.
- Managed the Essential Services Housing Registry.
- Working with the Sunshine Coast Childcare Council to support new housing that would provide both childcare facilities and affordable housing for childcare workers.

Seniors Housing:

- In partnership with the Seniors Planning Table, we hosted a forum that included presentations that profiled housing needs, local seniors housing projects and services, as well as innovative housing projects in Vancouver.

Land Use Evaluation:

- Land Inventory and Assessment - Supported SCRD staff in developing a project description and scope for this project. Attended the BC Builds / Vancity workshop in Vancouver to review processes for accessing underutilized land. The BC Ministry of Housing is conducting a land inventory of provincial land that should be complete by late 2024. Met with representatives from the Ministry of Housing to learn about their land inventory project and how it aligns with the work we are doing locally.

Community Engagement and presentations on the Social & Housing Needs Assessment report to 11 community organizations/events.

RURAL PLANNING OPERATIONS

Development Applications and Inquiry Statistics

Development Applications Received	Area A	Area B	Area D	Area E	Area F	Q2 2024
Pre-Applications (regular)	3	4	7	3	4	21
Remedial Pre-Applications (REM)	2			2		4
Sub Total - Pre-Applications	5	4	7	5	4	25
Development Permit	6		5	2	1	14
Development Variance Permit	3				1	4
Subdivision	1					1
Rezoning/OCP		1				1
Board of Variance						
Agricultural Land Reserve						
Frontage Waiver						
Strata Conversion						
Tree Cutting Permits						
Sub Total - Full Development Applications	10	1	5	2	2	20
Sub Total - Complex Property Information Requests			1	2		3
Grand Total	15	5	13	9	6	48

There were 48 Development Applications received in Q2 2024 compared to 63 in Q2 2023.

Development Applications and Inquiry Revenue

Development Applications Revenue	Area A	Area B	Area D	Area E	Area F	Q2 2024
Pre-Applications (regular)	\$2,200	\$3,900	\$6,800	\$1,400	\$2,900	\$17,200
Remedial Pre-Applications (REM)	\$5,000			\$5,000		\$10,000
Sub Total – Pre-Applications	\$7,200	\$3,900	\$6,800	\$6,400	\$2,900	\$27,200
Development Permit	\$6,000		\$6,400	\$1,600	\$800	\$14,800
Development Variance Permit	\$5,500				\$2,200	\$7,700
Subdivision	\$2,600					\$2,600
Rezoning/OCP		\$6,400				\$6,400
Board of Variance						
Agricultural Land Reserve						
Frontage Waiver						
Strata Conversion						
Tree Cutting Permits						
Sub Total – Full Development Applications	\$14,100	\$6,400	\$6,400	\$1,600	\$3,000	\$31,500
Sub Total – Complex Property Information Requests			\$100	\$600		\$700
Grand Total	\$21,300	\$10,300	\$13,300	\$8,600	\$5,900	\$59,400

The Development Applications revenue in Q2 2024 was \$59,400 compared to \$57,550 in Q2 2023.

Provincial and Local Government Referrals

Referrals	District of Sechelt	Town of Gibsons	Shísháhl Nation	Islands Trust	Skwxwú7mesh Nation	Province	Other*	Q2 2024
Referrals								0

There were 0 Provincial and Local Government referrals received in Q2 2024 compared to 2 in Q2 2023.

Planning Division Public Inquiries

2024 Public Inquiries	#	2023 Public Inquiries	#
January	130	January	151
February	125	February	164
March	140	March	189
April	145	April	137
May	117	May	153
June	180	June	132
July		July	150
August		August	166
September		September	170
October		October	160
November		November	144
December		December	92
2024 Total	837	2023 Total	1808

There were 442 public inquiries in Q2 2024 compared to 422 in Q2 2023.

BUILDING INSPECTION SERVICES DIVISION

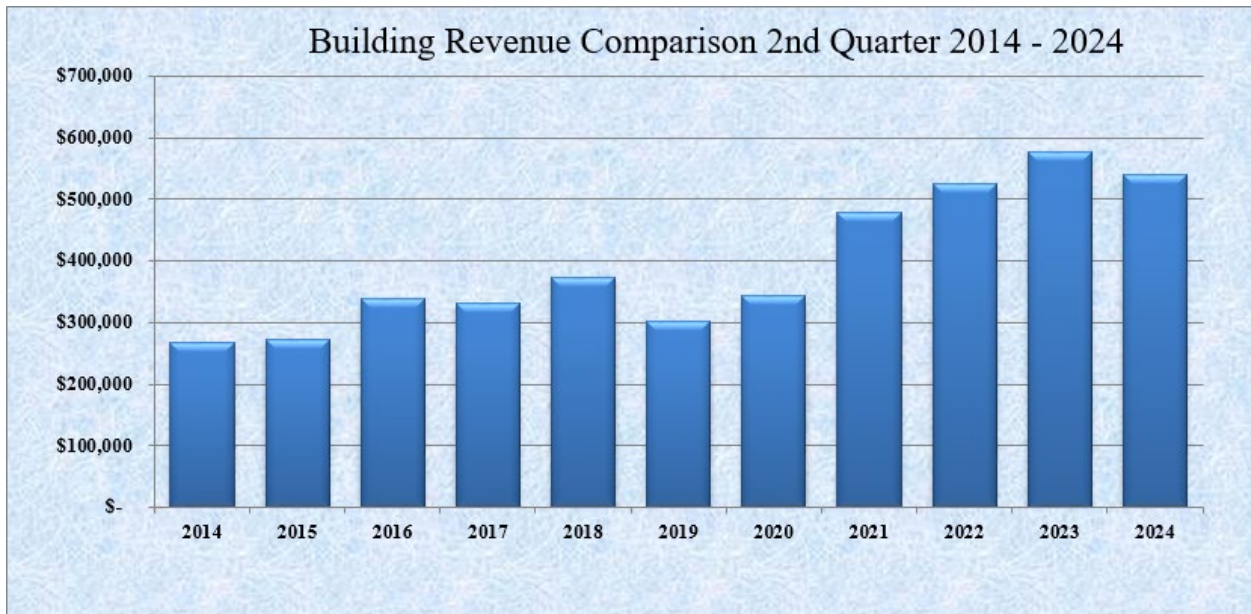
Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Delivery of Permitting and Inspection Services	Timely, reliable, professional, and courteous service aligned with provincial and local regulations	Ongoing	Ongoing
Building Sector Knowledge	Support professional development of staff and of the Coast's building sector through training, information sharing, and dialogue with builders, etc. Areas of focus include energy efficiency and the reduction of greenhouse gas emissions.	Ongoing	Ongoing
Development Approval Process (DAP) Improvement	In collaboration with both Planning and Bylaw Enforcement Services, the implementation of recommendations for "quick and impactful wins" identified through DAP review in support of longer-term changes.	Ongoing	Ongoing
Digital Service Enhancement	Development and implementation of digital tools and systems to enhance the delivery of permitting and inspection services.	Ongoing	Ongoing. Digital plan review preparedness project successfully completed. Monitoring the Ministry's progress on the development of the Building Permit and Code Compliance Tool- "Sprint Review" for Local Governments.
Digital Records Management - Project M.A.R.S.	Scheduled internal migration and restructuring of all Building Division's digital files and folders from existing Content Server to SharePoint.	Q4 2023 into Q1 2024	Complete
SCRD Building & Plumbing Bylaw Renewal	Review and identify improvements / updates to both <i>SCRD Building Bylaw No. 687</i> and <i>SCRD Plumbing Bylaw No. 400</i> in support of amending to, or re-drafting one amalgamated bylaw.	Q4 2023 through 2024	Initial review of existing Bylaws complete. First draft of proposed amalgamated bylaw targeted for completion by the start of Q4.

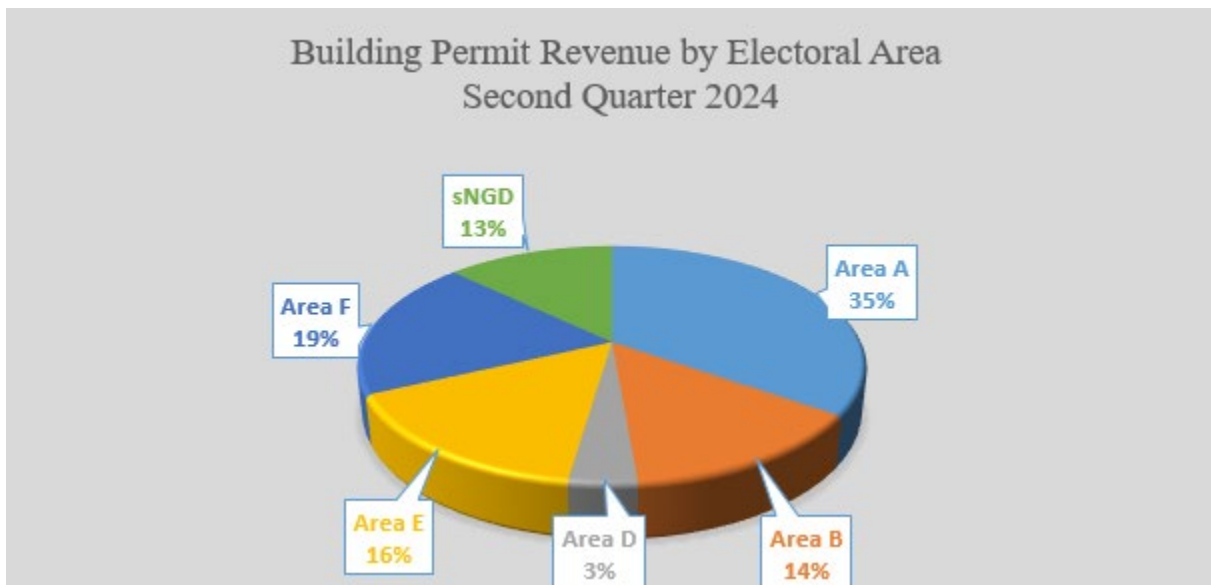
2024 Q2 Monthly Building Statistics

Q2 Building Revenue Comparison (2014 - 2024)

Year to date building revenues generated up to the end of Q2 of 2024 were comparable to the same period in the previous two years. As per the end of Q1, permit activity in general, including the number of applications received, permits issued, and inspections conducted in Q2 of 2024 decreased approximately 20% in comparison to Q2 of 2023. Despite the reduction in activity, the number of permits issued for housing starts in Q2 of 2024, measured as the number of dwelling units created, was almost identical to same period last year.



Q2 2024 Building Permit Revenue by Electoral Area



Q2 2024 Average Building Permit Processing Times

Processing time is calculated based on the length of time between the date that a building permit application is received, and the date on which the applicant is notified that the permit is ready for issuance. This average does not include the processing times of building permit applications that are subject to additional development application approvals outside of the Building Division’s control.

Average Processing Time (weeks)					
Period	Q1	Q2	Q3	Q4	Average
2024	3.28	3.18			3.23
2023	5.14	3.64	2.93	2.63	3.59

Q2 2024 Number of Applications Received (New for 2024)

The number of applications accounts for the total number of building permit applications received for construction within all Electoral Areas and the sNGD.

Number of Applications					
Period	Q1	Q2	Q3	Q4	Year
2024	67	71			138
2023	82	85	68	43	278

Q2 2024 Number of Inspections Conducted

The number of inspections conducted accounts for the total number of site inspections conducted by the Building Division within all Electoral Areas and the sNGD.

Number of Inspections					
Period	Q1	Q2	Q3	Q4	Year
2024	284	329			613
2023	322	410	346	317	1395

Q2 2024 Number of Building Permits Issued

The number of building permits issued reflects the total number of building permits issued by the Building Division within all Electoral Areas and the sNGD.

Number of Permits					
Period	Q1	Q2	Q3	Q4	Year
2024	53	76			129
2023	62	98	68	61	289

Q2 2024 Number of Dwelling Units Created vs. Number of Dwelling Units Lost

The statistics provided in the table below provide an overview of the net gain / loss of dwelling units based on the number of building permits issued within all Electoral Areas and the sNGD. For this measurement, *dwelling units* include single family dwellings, halves of duplexes, auxiliary dwellings, and suites contained within both single-family dwellings and multi- unit residential buildings. The demolition of a dwelling is considered a dwelling unit lost. In the case that it is replaced, the replacement is considered a dwelling unit created resulting in no net loss or gain.

		Number of Dwelling Units				
Period		Q1	Q2	Q3	Q4	Year
2024	Units Created	24	39			63
	Units Lost	6	2			8
	Net Gain / (-) Loss	18	37			55
2023	Net Gain / (-) Loss	18	38	19	20	95

SUSTAINABLE DEVELOPMENT DIVISION

Progress on Priorities from 2023 Service Plan (Carryforward)

Objective	Strategies	Timeline	Progress
135 – Corporate Sustainability			
Corporate GHG emissions inventory	Completed annually as part of BC’s Local Government Climate Action Program (Climate Action Charter)	Q3 2023	Preparation underway for 2023 inventory.
Corporate Carbon Neutrality Plan	Plan adopted. Corporate GHG targets policy under development.	Q1 2023 with ongoing implementation	Corporate GHG targets adopted. Policy being written. Work on operationalizing targets underway.
Corporate emissions assessments	Increase ability to hire consultant to calculate emissions impacts and carbon offset potential of various projects.	Q4 2023	GHG emissions benefits from composting programs quantified (~1,099 tonnes CO2e/year)
EV Charging Program Phase 2	Complete Phase 2 funded project	Q4 2023	Supporting Facility Services.
Support Services	Energy audits of rec centres and support for planning. Support Fleet Strategy RFP.	ongoing	Fleet Strategy RFP under development. Supporting divisions with electric vehicle considerations.
136 – Regional Sustainability			
Develop Community Climate Action Plan	Complete ICLEI Building Adaptive and Resilient Communities (BARC) Milestone 3 (Action Planning), set community GHG emissions reduction target and action plan. Complete Community Climate Action Plan development, public engagement, and begin implementation.	Ongoing to Q4 2024	Community Climate Action Plan presented and adopted. Referrals in progress. Communications plan being initiated.
Coastal flood risk mapping	Complete detailed coastal flood risk mapping with District of Sechelt, Town of Gibsons, and Islands Trust.	Q3 2025	Contract signed with consultants. Project kick off meeting scheduled.

Support Services and strategic opportunities	Regional Growth Strategy and OCP review, Bylaw review (eg. Water rates and regulations) Supporting community emission reduction initiatives (eg. Step Code, awareness of rebates, active transportation...), Supporting community climate adaptation opportunities (eg. Emergency Management Program Hazard Risk Vulnerability Assessment and Heat Response Plan, Water Strategy and Emergency response plans...)	Ongoing	Supported review of Extreme Heat Emergency Draft Plan and draft Hazard, Risk and Vulnerability Assessment.
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Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
135 - Corporate Sustainability			
Set corporate targets for GHG emissions	Targets approved	2024	Targets approved. Analysis on emissions trending and detailed steps to targets underway.
Corporate GHG emissions inventory	Completed annually as part of BC's Local Government Climate Action Program (Climate Action Charter)	Q3 2024	2023 emissions inventory will be forthcoming.
Implement decarbonization of SCRD assets	Decreasing trend in corporate GHG emissions (can be tied to targets)	Q1 2025	Integrating potential projects into capital plan proposals.
Implement Corporate Carbon Neutrality Plan (CCNP)	Number of items actioned	Ongoing	Undertaking policy review and synergy with climate lens. Building literacy for fleet electrification. Developing renewable energy project schedule.
Fleet Strategy	Strategy completed, recommendations adopted, integration into organizational structures underway	2024 for initial milestones, ongoing	RFP awarded.

Support services and ad-hoc assistance.	BC Hydro power outages and rebates, biocover feasibility study, efficiency measures and low carbon electrification.	Ongoing	
Objective	Strategies	Timeline	Progress
136 - Community Sustainability			
Complete climate emergency and resilience updates to Official Community Plans and emergency bylaws	Adoption of amended bylaws	2026	Participating in OCP renewal project team.
Create / formalize community support and partnership tools for the Sunshine Coast Emergency Program and community resilience at the grassroots	Tools launched and engagement underway	2024, ongoing	Scheduled for later in work plans
Complete and implement Community Climate Action Plan	Plan adopted	2024	Plan adopted.
Support Services and strategic opportunities	<p>Bylaw review</p> <p>Supporting community emission reduction initiatives (eg. Zero emission building regulations, awareness of rebates, active transportation...),</p> <p>Supporting community climate adaptation opportunities (eg. Hazard Risk Vulnerability Assessment, Heat Response Plan, Business Continuity Plan, Water Strategy, and Emergency response plans...)</p>		<p>Supported Hazard, Risk, Vulnerability Analysis.</p> <p>Participating in OCP renewal project team.</p> <p>Presented to Healthy Built Environment Network on climate change adaptation and drought.</p> <p>Supported VCH in DIY air filters and participated in Resource Centre climate themed event.</p>

			<p>Representing SCRD perspective Ministry of Transportation highway planning, Active Transportation for youth coordinating group.</p> <p>Working with BC Hydro on Level 3 fast EV charging stations.</p> <p>Working with Coastal Douglas Fir Conservation Partnership on biodiversity mapping and carbon sequestration / offset potential of Hillside Demonstration Forest.</p> <p>Supporting Howe Sound Biosphere Region Initiative Society with Howe Sound Community Forum.</p>
135 - 136 Corporate and Community Sustainability Overlap			
Integrate a climate risk framework into core decision-making processes (project scoping documents, staff reports, and budget proposals)	<p>Development of framework</p> <p>Completion of integrations</p> <p>Post-integration review of outcomes</p>	<p>Q3 2024</p> <p>Q1 2025</p> <p>Q1 2026</p>	Work started based on FCM framework and integration with other departments' work.
Detailed understanding and mapping of climate hazards and risk mitigation responses	<p>Complete Coastal Flooding Hazard mapping.</p> <p>Develop strategy for greater understanding of creek flooding hazard.</p> <p>Integrate climate hazard and risk layers (e.g. biodiversity, social vulnerabilities from VCH) into centralized visualization portal</p>	<p>Q4 2024</p> <p>Q1 2025</p>	<p>See comments above.</p> <p>Not started.</p> <p>Collecting existing risk layers.</p>

Integrate climate risks into asset management plans at SCRD and support partner organizations in resilience planning	Adopt region wide risk tolerance policies and integrate into asset management plans. Collaborate with partner organizations.	Ongoing	
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Key Performance Indicators

Starting Q1 2025 staff will initiate reporting on indicators such as:

- Corporate emissions (actual; trend)
- Community emissions (actual; trend; per capita)
- Quantity and quality of climate adaptation measures supported and initiated
- Quantity and quality of emission reduction measures supported and initiated
- Quantity and quality of dialogues facilitated and collaborations fostered

PROTECTIVE SERVICES DIVISION

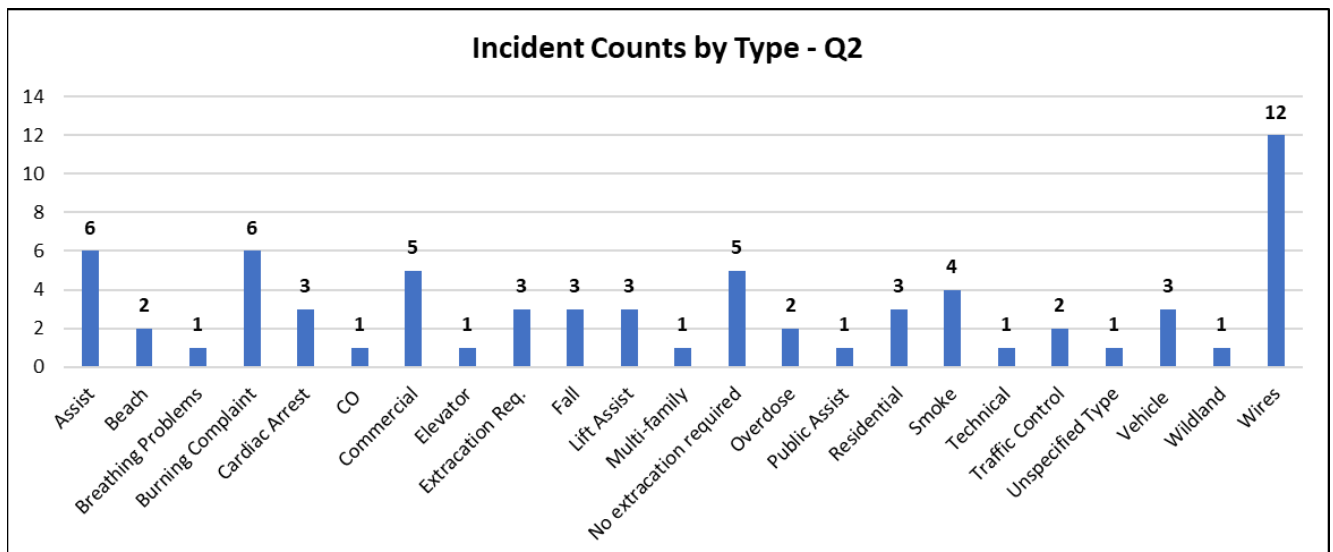
Gibsons and District Volunteer Fire Department (GDVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve personnel recruitment, retention, and equity	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consulting support and engagement plan being confirmed
Strengthen fire prevention focus, increase capacity to adapt to climate-related pressures	Recruit an Assistant Chief focused on fire prevention	Deferred	
Business Continuity	Replace Command Vehicle	Q2 2025	Project awarded

Key Performance Indicators

1. Number of callouts attended in Q2 2024 was: **95**
2. The GDVFD currently has **44** members:
 - **32** are fully certified as full service level firefighters according to the British Columbia Structure Firefighter Minimum Training Standards. **41** are trained to the interior level or higher. **41** are trained to the exterior level or higher.
3. The average estimated response time to emergency incidents in Q2 was: **n/a**
4. Number of training hours completed by volunteer firefighters in Q2 is **1646**



Notable incidents in Q2 included: a flipped vehicle on South Fletcher Road, several vehicles on fire on O'Shea Road, a two-year-old person with a finger stuck in a boat and an alarms call where a firefighter was assaulted by a member of the public.



The focus of training for this quarter was: live fire, wildfires, marina fires, hazardous materials response and first responder program updates. In addition, fire department staff and volunteers attended a number of conferences. This included the inaugural Fire Service Women BC symposium, Fire Prevention Officer's Association conference, BC Fire Training Officer Conference and the Fire Chief's Association of BC conference. Additionally, a number of firefighters attended the Wildfire Resiliency and Training Summit. These annual events bring hundreds of firefighters together for knowledge sharing and relationship building.



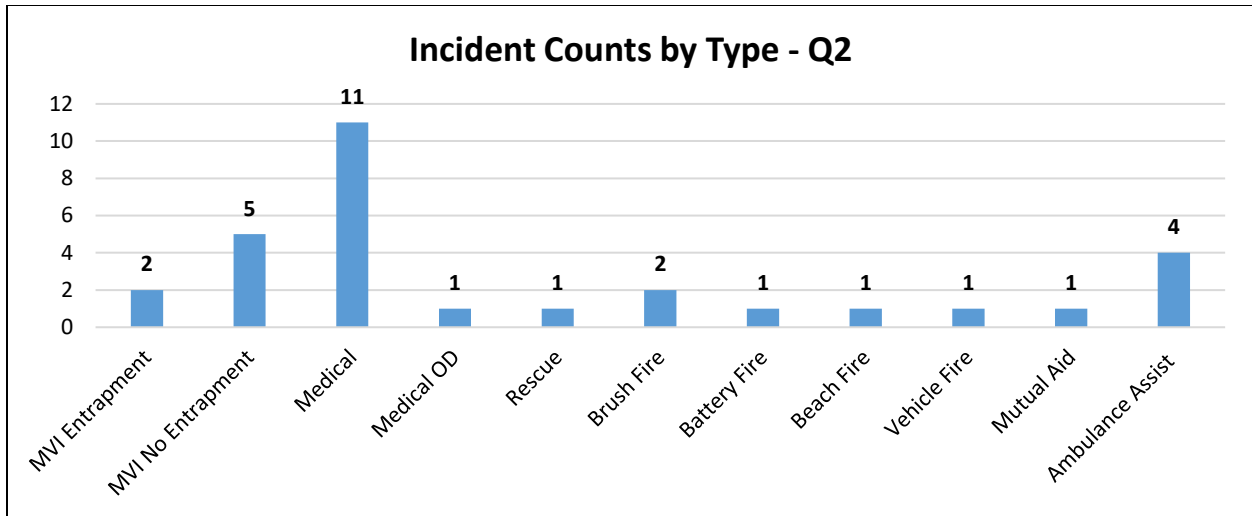
Xwesam / Roberts Creek Volunteer Fire Department (XRCVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Protect Asset	Repair affected area of tarmac	Q2 2024	Complete
Reduce expense and liability of personal vehicle use	Fleet enhancement, add one officer vehicle	Q1 2024	Complete
Support volunteer firefighters, improve morale and health & wellness.	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consulting support and engagement plan being confirmed
Reduce volunteer input	Hire part time assistant chief	Deferred	
Balance budget affected by increased costs and aging equipment	Increase base budget	Q2 2024	Budget adjustment completed
Improve firefighter health & wellness and recruitment/retention.	Supply fire department station uniform	Q2 2024	In progress
Upgrade for regulatory compliance	Replace Electrical Control Panel	Q2 2024	Started
Business Continuity	Replace rescue strut kit	Q2 2024	Started
Business Continuity	Replace Command Vehicle	Q2 2025	Project awarded

Key Performance Indicators

1. Number of callouts attended in Q2 2024 was: **45**
2. The XRCVFD currently has **24 active** members plus 3 on Leave of Absence:
 - 6 are in the fire officer program, 5 are certified full service firefighters, 5 are trained to the interior level, 4 are trained to the exterior level, 7 Recruits trained to First Responder Level 3 and Traffic Control.
3. The average estimated response time to emergency incidents in Q2 was **6.5 minutes**
4. Number of training hours completed by volunteer firefighters in Q2 is **128 for 1,028 person hours**



Notable incidents in Q2 included a rescue (coordinated with RCMP and Search and Rescue) of an individual who fell in a creek and was reported missing; response to seven motor vehicle incidents – two requiring extrication, three that resulted in downed wires and one of those closed Highway 101; and response to a burning vehicle on a narrow trail on Mt Elphinstone using bumper mounted monitor on wildland-capable truck.



Training highlights in Q2 included:

Commencement of largest-ever recruit class. In collaboration with Sechelt Fire Department, launched first combined coastal departments Recruit Bootcamp. This intensive program immersed recruits in Fire Fighter Basics, providing foundational skills essential for the journey to certification. Alongside this, the recruits also engaged in First Responder training to obtain their FR licenses. This new approach equips our members with necessary skills, certifications, and traffic control knowledge enabling them to respond immediately rather than waiting for full firefighter certification completion.



Two members graduated to Interior Firefighter status, three moved closer to completing their NFPA 1001 certification, and one member made substantial progress in the Fire Officer 1 courses, strengthening future leadership.

Other training activities in Q2 included mutual aid practice with Search and Rescue focused on rope rescue and emergency scene traffic control.



Previous page, bottom: Firefighter skills enhancement during Fire Command & Control.

Right: Ground Search and Rescue mutual aid response and training

Centre: Recruits at bootcamp training

Left: Rope Rescue Training

Sunshine Coast Firefighter Recruit Boot Camp was the result of collaboration between Sechelt training officer, Capt Ian Morrow & Roberts Creek training officer, Deputy Chief Sean Hatanaka. This event builds on the success of Youth Training Academy and gives recruits the foundation for their education towards full certification. Additionally, recruits are better prepared for the early challenges of training and response. Training includes history, theory, occupational health & safety, equipment identification and use, followed by hands on experience at the Sechelt training facility.

Feedback from recruits shows increased knowledge and confidence from gaining the awareness & basic skills required for what they are committing to. This event clearly raises the bar on firefighter recruit training and sets the stage for regional collaboration that benefits all.

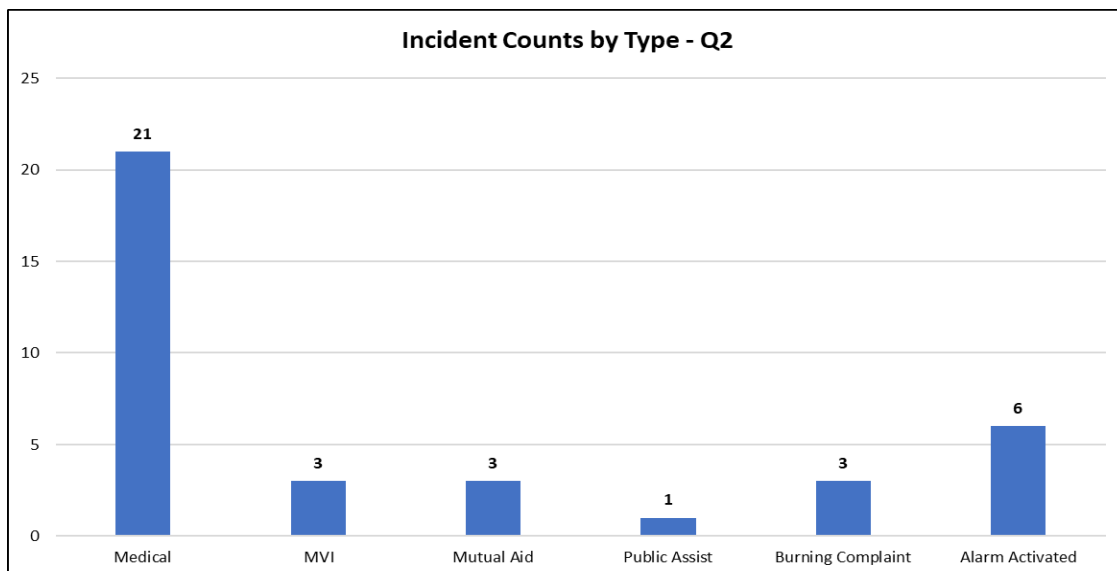
Halfmoon Bay Volunteer Fire Department (HBVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve fire department public engagement, planning and development	Hire part-time Assistant Chief	Deferred	
Improve recruitment, retention, and morale of firefighters.	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consulting support and engagement plan being confirmed
Maintain fiscal responsibility	Increase operating budget in specific areas such as fuel, travel, and equipment.	2024	Complete
Provide adequate fire protection to Welcome Woods area of HMB	Replace Fire Hall #2	2025	Next steps, finding a consultant to conduct costs from Design and Build suppliers.

Key Performance Indicators

- Number of callouts attended in Q2 2024 was: **37**
- The HBVFD currently has **22** members:
 - 19** members are trained as Interior firefighters and **5** of which have completed their full-service. **3** probationary firefighters trained to exterior still working on interior certification.
- The average estimated response time to emergency incidents in Q2 was **10.1 mins**
- Number of training hours completed by volunteer firefighters in Q2 is **409**.



Notable Incidents in Q2 included:

Mutual Aid with Sechelt Fire Department on May 27 to assist with a large Beach Fire at Port Stalashen.



Training highlights in Q2 included:

Spring Training Seminar in Sunshine Valley on May 3 - 5 (5 members), SPP-115 Sprinkler Protection Certification in Gibsons (1 member), Live Fire 1 (2 members), First Responder Certification (6 members).

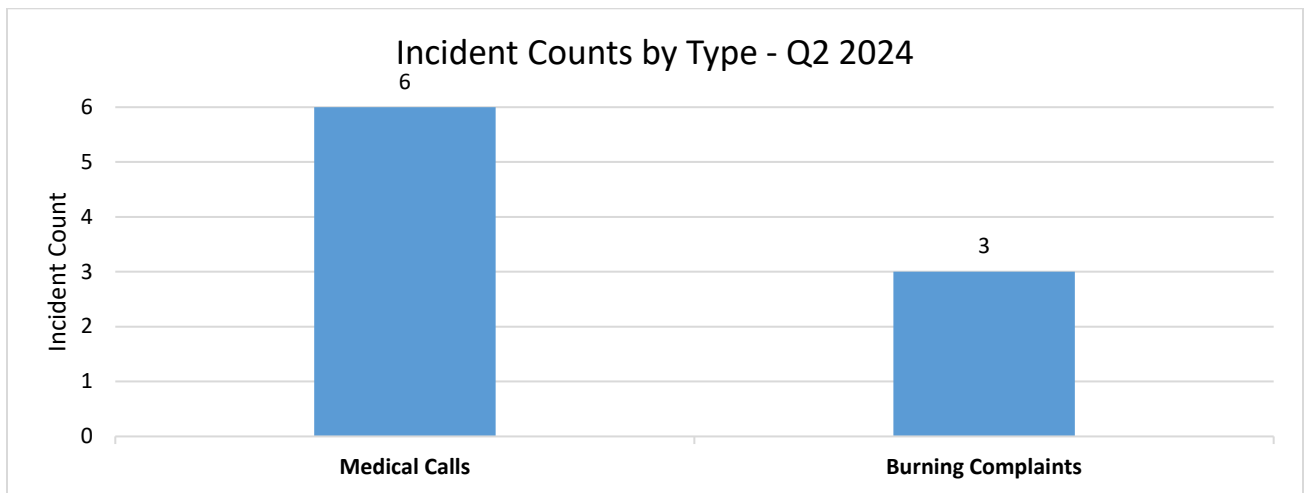
Egmont and District Volunteer Fire Department (EDVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve readiness to respond to climate-related emergencies (wildfires).	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consulting support and engagement plan being confirmed

Key Performance Indicators

1. Number of callouts attended in Q2 2024 was: **9**
2. The EDVFD currently has **16** members.
3. The average estimated response time to emergency incidents in Q2 was **n/a**.
4. Number of training hours completed by volunteer firefighters in Q2 is **198**



These calls combined 11.25 emergency response hours and a total of 39.75 volunteer hours.

Notable incidents and training highlights in Q2 included:

Egmont and District Volunteer Fire Department is going to start training their First Responders with the Scope Upgrade for the EMALB timeline of September 2024.

EDVFD weekly practices in Q1 consisted of Truck checks, ladder drills, hydrant skills, hose pulls. Forestry practice with Pender Harbor Fire Department, water tank set up, temporary ponds tear down and switching Pump 2's tank and CAF.

In addition to weekly training, 1 member took Wildfire forestry training. The training happened at the Pender Harbour Fire Department with their Departments members.

Members also participated by driving trucks and handing out candy at both the Pender Harbour Mayday Parade and Egmont Days.



Left: Wildfire Forestry Training with Pender Harbour Fire Department
Right: Brent Locke and Derek Williams driving trucks in the Mayday Parade

Sunshine Coast Emergency Program (SCEP)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Support Emergency Support Services (ESS) Team	Provide ongoing support, guidance and supervision as required.	Ongoing	2024 CEPF Grant for ESS was received to provide extra training, appreciation and equipment for group lodging and reception centres.
Support Emergency Communications Team (ECT)	Provide ongoing support and guidance.	Ongoing	Successful with 2024 CEPF Grant to purchase and install equipment on the Chapman Tower Antenna and RCVFD antenna to provide greater VHF coverage
Further expand Emergency program to deal with climate change.	Develop an Extreme Heat Response Plan	Q1 2024	Completed.
Strengthen Foundation of Emergency Program	Hazards Risks Vulnerability Analysis (HRVA) updated. The HRVA provides the foundation for emergency response planning.	Q2 2024	HRVA is the final stages of completion.
Strengthen Foundation of Emergency Program	Review and update Emergency Management Bylaws	Q4 2024	Contract awarded to Tim Pley & Assoc. Review has started and will complete by Oct 31, 2024.
Increase Emergency Response Capability	Coast-wide multi-modal evacuation plan	Q1 2025	Anticipated successful CEPF Evacuation Grant to hire contractor for a regional evacuation plan. Grant decision expected by September 2024
Reduce the impact of wildfires on local communities.	Continue and expand grant-funded FireSmart Program	Ongoing based on grant funding	Program fully operational.
Improve EM Program capacity and EOC Readiness	Hire additional staffing to support emergency management program and EOC.	Q3 2024	Hiring in progress for technician role.
Strengthen ESS Program	Increase hours of ESS Director	Q2 2024	Completed.

Evacuation Planning/Readiness	Provide financial and staff support to communities constructing their own evacuation plans	Q4 2024	Started - RFP in development.
Neighbourhood Preparedness Support	Provide grant money to registered organizations to assist with neighbourhood preparedness.	Q4 2024	Not started.

Key Performance Indicators

1. Number of EOC activations **(year-to-date) - 0**
2. Cumulative days of EOC activation **(year-to-date) - 0**
3. Cumulative hours work in EOC (year-to-date) – SCRD staff and others – **0**
4. Number of members in ESS team – **16 Active members**
5. Number of ESS Calls for Service **(year to date) - 2**
6. Number of Grants Applied for **(year to date) - 3**
7. Number of successful Grant applications **(year to date) - 2**
8. Number of properties receiving FireSmart assessments (grant-funded program) -**170**
9. Number of community FireSmart evaluations (grant-funded program) - **9**
10. Number of FireSmart public engagement events (grant-funded program) - **26**
11. Completion of HRVA and EM bylaw updates – **Completion of HRVA final draft for mid-July. Bylaw review is ongoing and scheduled for completion by October 31, 2024.**

Emergency Program stakeholder engagements this quarter included the SCEP quarterly meeting with external stakeholders with a large in-person turnout, including the Regional Manager and Technician from EMCR; Skwxú7mesh Emergency Program and a guided walk through Chekwelp 26 with FireSmart team.

Consultations with Lions Bay Emergency Program Coordinator; Fraser Valley Regional District Emergency Program Coordinator; qathet Emergency Program Coordinator, and shíshálh Nation.

EPC provided or attended emergency preparedness presentations to Sakinaw Woods; attended the Emergency Comms Team (ECT) exercise at Camp Byng; Sechelt Community Association (presented by Lieutenant Wilson); Fortis Exercise (ESS Director Karen Graham attended).

EPC continues to work with the contractor in the final stages of completion of our HRVA. Includes engagement with DoS, sNGD/shíshálh Nation, ToG and Skwxú7mesh Úxwumixw.

Review and update of the Emergency Management Bylaws is ongoing; a draft proposal for discussion with DoS, sNGD and ToG, is in progress, however as the development of the regulations for the Emergency Disaster Management Act have now been pushed to

completion in 2025 it will cause a delay to adopt any new bylaws pertaining to emergency management.

Emergency Support Services (ESS)



ESS grant-funded equipment to further enhance our ability to provide group lodging and reception centres has been purchased and received.

3 ESS Team members attended (2 in-person, 1 virtually) the 2024 Network of Emergency Support Services Teams (NESST) conference in Kamloops, with grant funding. This opportunity brings ESS teams from all the province to meet, listen to speakers, network and learn from one another. Our team members provided an update to the rest of the team by sharing new information and ideas they had learned and highly recommended the conference for next year.

A picnic was held for our ESS Team to recognize their volunteer efforts and SCRD's appreciation for the contribution they make to our community.

Appointed a third member from the team as a director. Having three trained Directors provides us with the capacity and retention of knowledge critical to maintaining a strong ESS team. The ESS Directors continue to improve our ability to open a reception centre and provide support to the community. Having completed an update to catalogue of commercial suppliers, they are now working on identifying potential non-profit reception centre / group lodging locations.



Emergency Communications Team (ECT)



ECT continues to train and meet weekly at the SCRD radio room. This quarter they participated in an exercise at Camp Byng where they were able to reach and check in with other teams located across Canada and the USA. Grant-funded equipment has been delivered to enhance their radio range from Field Rd.

Emergency Response and Recovery / Emergency Operations Centre

Emergency Program Coordinator continues work (with Human Resources) on preparing staffing future EOC activations. We have hired one “as-and-when-required, exempt casual” person with considerable EOC experience. We have also identified 2 others in the community that would be suitable to work an EOC activation in addition to locating a company that will contract personnel to work in EOC’s. We are currently planning to improve functionality and access during activations with the implementation of TEAMS phones and SharePoint, to manage EOC files.

911 Service - Upgrades

2023 Carryforwards

Objective	Strategies	Timeline	Progress
Upgrade communication towers	Construct new radio tower at the Chapman water treatment plant.	Q3 2024	Foundation design negotiations in Q2 have delayed initiation of construction. Work to confirm final design underway. May have delivery implications – to be confirmed.
Acquire additional frequencies	Work with Innovation, Science and Economic Development Canada to acquire new radio frequencies	Q4 2024 Q4 2025	Five new frequencies were acquired to be used for future radio upgrades. These upgrades will be started in Q4 of 2024 and complete Q3 of 2025. So considered ongoing.
Improve redundancy in communication	Upgrade antennas and repeaters	Q4 2025	Vancouver Island upgrades being scoped.

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Protect service level as demand and radio traffic increases	Improve redundancy in communication - upgrade antennas and repeaters, and phone lines	Q4 2025	Initial contact with ROGERS on collocating on their Nanaimo site been successful. -- Ongoing
Upgrade communication towers	Construct new radio tower at the Chapman water treatment plant.	Q3 2024	Update in table above. Additionally, colocation agreement with RCMP for Cecil Hill drafted.

Participation in the Next Generation 911 modernization	Signing of agreement with TELUS for NG911 system	2024-2029	Agreement has been signed
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Key Performance Indicators

1. Number of times fire department communication interferes with other fire departments' communication.

During Q2, there have been no reports of radio interference between fire departments. There is general concern that radio interference will become more frequent with rising call volume and the continued use of one shared channel between departments. Departments may not be aware when they are talking over each other when communicating with Dispatch.

2. Number of times that communication from E-Comm is interrupted.

Reports of continued issues in Q2. Dead zones across the district make communications difficult with E-Comm and between local channels.

3. Number of times that fire departments are unable to use their radios for communication due to poor or an absence of service.

Two fire departments reported interruptions to radio communication during Q1, although there is not an accurate count of occurrences. These problems continue to be related to the geographic location of the incident, with a high number of them occurring in the Roberts Creek and Halfmoon Bay areas.

On three separate occasions, VFD members were called out to incidents that were actually located in different jurisdictions. All of these incidents were investigated, and it is believed that caller directions contributed greatly to the inaccurate dispatching of resources.

FireSmart Program

The SCRD FireSmart team is still seeing a steady stream of FireSmart homeowner assessments and public engagement events continue every weekend. They are also seeing a continued strong demand for neighborhood,



communities and private organization requests for FireSmart presentations. A continued concentrated effort is being put into public outreach and awareness of the program; with a minimum of one event booked each weekend through June. The FireSmart program saw 1,804 website visits and interactions on the SCRD webpage in Q2, 2024.

Brigade Bay on Gambier Island is the first SCRD community/neighborhood to be identified under the FireSmart Canada Recognized Neighborhood Program. There are an additional four communities that are in the process, including: Witherby Estates in Area F, Ocean Beach Esplanade Neighborhood Association in Area E, Woodcreek Park Neighborhood Association in Area E, and Sandy Hook Community Association in the DoS. All of them have identified their neighborhood champion, formed a FireSmart committee, had their community wildfire risk assessment completed and are working on their management plan for the balance of this year.

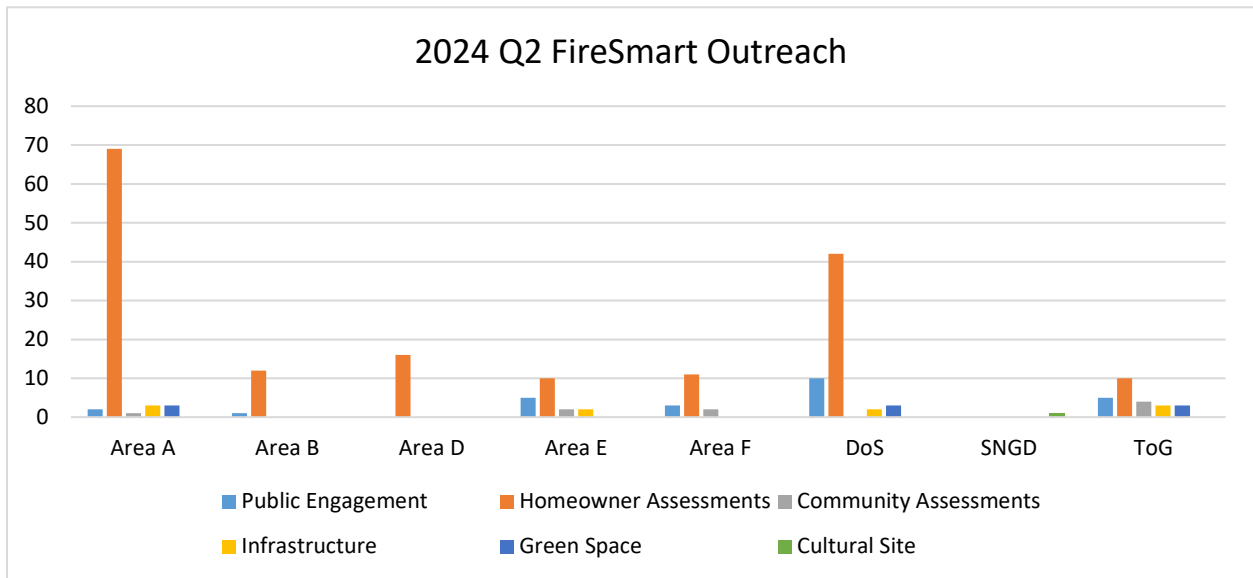
To support the above initiative, the FireSmart team has hosted several FireSmart clean up days. Communities include Witherby Estates, Sandyhook, Tillicum Bay, Tuwanek and Woodcreek Park. Additional green spaces have been mitigated with the team including Georgia Crest Park, Deerhorn Park, Whispering Firs Park and the Roberts Creek campground. The localized fuel mitigation is greatly appreciated by local residents and many volunteer their time to help.

The Community FireSmart Resiliency Committee held a subsequent meeting where the terms of reference were adopted. There was discussion around the FireSmart program update, the UBCM grant application, the Wildfire Resiliency and Training Summit, as well as discussion on invasive species and the Climate Action Youth Corp. This



committee is scheduled to meet quarterly and is comprised of representatives from all local governments.

The Island and Lake communities are starting to heat up. To date we have had a Fire Readiness Summit at Sea Ranch on Gambier, this was the second year of this event and included six of the Gambier Communities, with a clear focus on FireSmart. The team took part in a blitz of FireSmart Assessments (20+) being conducted on Sakinaw Lake, with a lot of transportation assistance from the property owners. A virtual FireSmart awareness session with 40+ property owners from North Thormanby, Ruby Lake, Sakinaw Lake and Gambier Island.



BYLAW ENFORCEMENT DIVISION

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN LITE

Objective	Strategies	Timeline	Progress
Greater field presence, more efficient administration	Deploy mobile workstations in vehicles	Q2 2024	Complete: mobile workstations installed and in use.
	Decals to indicate that second bylaw vehicle is Bylaw Enforcement	Q2 2024	Complete: Decals placed on second vehicle.
	Fill vacant Bylaw Enforcement Officer I position	Q3 2024	New hire starts in Q3.

KEY PERFORMANCE INDICATORS / STATISTICS

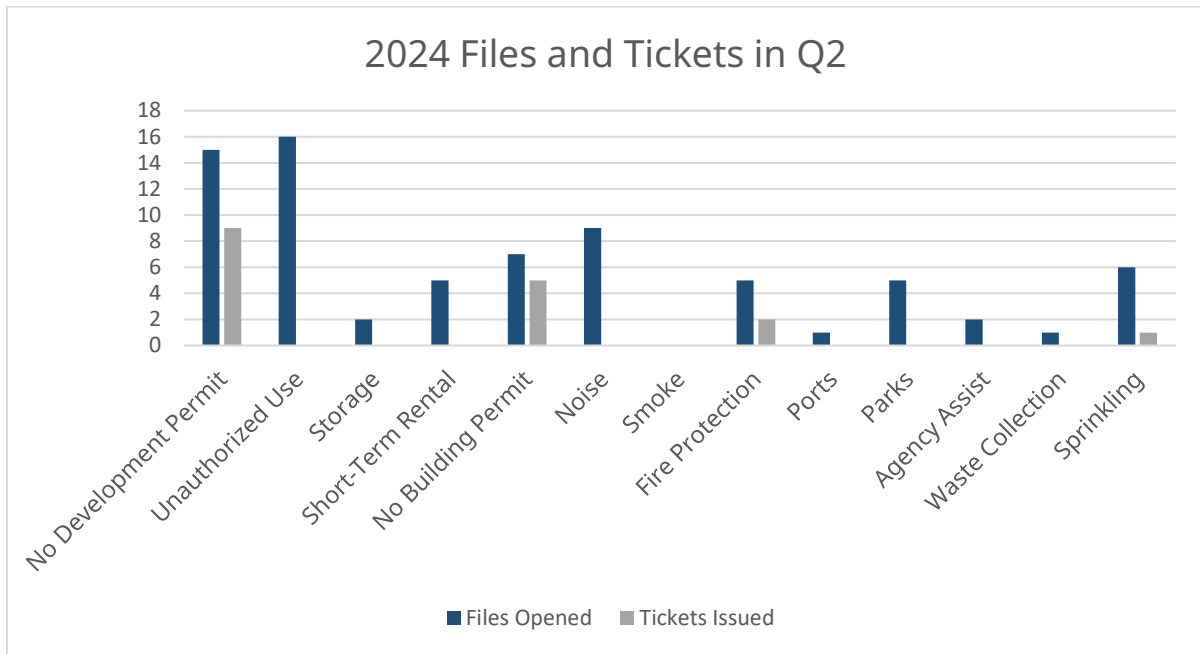
In the Second Quarter of 2024, the Bylaw Enforcement Department received a total of 74 Bylaw Enforcement complaints. There have been a combined total of 102 Files opened for both Bylaw Enforcement and Dog Control complaints. Bylaw Enforcement Complaints, broken down by electoral areas as follows:

Number of Bylaw Enforcement Files Opened by Electoral Area

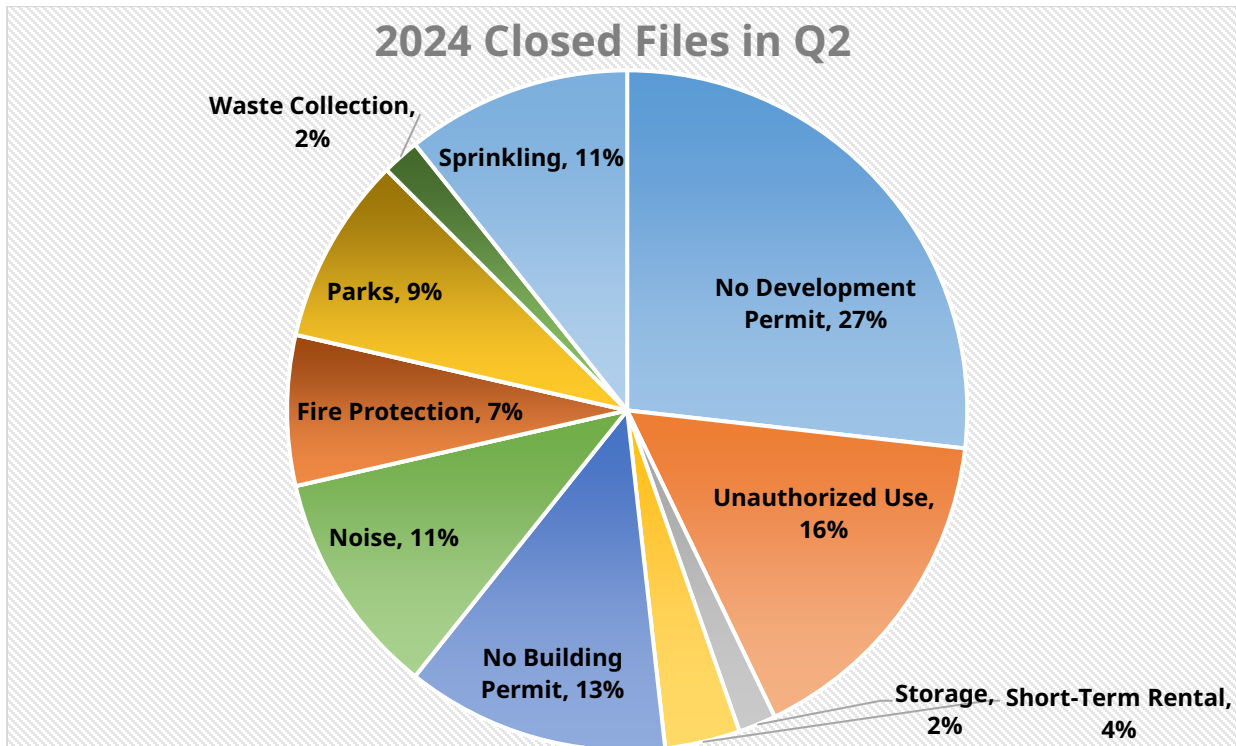
Electoral Area	2024 (Q2)	2024 (Q1)	2023 (Q2)	2023 (Q1)
Area A	22	16	16	13
Area B	09	12	21	21
Area D	11	9	14	8
Area E	16	10	19	9
Area F	11	04	11	3
*DoS	5	0	6	0
sNGD	N/A	N/A	N/A	N/A
Total	74	51	87	54

**All Bylaw Enforcement Activity in the DoS are Sprinkling Complaints*

Q2 Number of Files Opened and Tickets Issued by Infraction Type



Q2 Percentage of Files Closed by Infraction Type



SUMMARY OF FINES ISSUED

There have been 17 Bylaw Enforcement Notices (Tickets) Issued in the Second Quarter of 2024 for Bylaw Enforcement Infractions. Altogether there have been 22 Bylaw Enforcement Notices issued for both Bylaw Enforcement and Dog Control infractions. The amounts associated with those tickets are as follows:

Number of Tickets Issued and their Values

2024	Q2	Q1
Number of Tickets issued for Bylaw Enforcement	17	9
Number of Tickets issued for Dog Control	5	2
Value of Tickets Issued	\$6,800	\$4,125
Value of Tickets Collected	\$2,400	\$1,125
Value of Tickets Written off/ Voided/Discounts	\$200	\$125
Total Value of Tickets Outstanding	\$4,250	\$2,875
Total Number of Tickets gone through Adjudication/ Provincial Court Hearings	0	0
Percentage of Tickets in Dispute	23%	11%

COMPLEX BYLAW ENFORCEMENT FILES

At this time, the Bylaw Enforcement Department is currently dealing with 15 active Riparian and Land Alteration complaints. These types of infractions are generally very complex and time consuming, and typically involve cooperation with other SCRD departments and provincial and/or federal agencies.

During the Pandemic there was a significant backlog in land alteration and riparian infractions within development permit areas. Since that time the bylaw enforcement department has managed to bring several properties into either compliance or working towards compliance.

The Planning department is now working with these same property owners through the Remediation process.

Active Land Alteration and Riparian Infraction Complaints

Year	Q1	Q2	Q3	Q4
2024	16	15		
2023	21	14	12	11
2022	37	47	46	34

2024 Q2 HIGHLIGHTS

1. **Use of Force Training:** The SCR D Bylaw Enforcement department facilitated the Use of Force Training. The course was offered by Sheepdog Self-Protection Inc. The instructor is a sergeant with the Victoria Police Department and has been instructing for the past 8 years. The training was attended by Bylaw Enforcement Officers from the SCR D and Powell River.



Left1: Use of Force Training



Right: Use of Force Training

2. **New Vehicle Decals:** Decals have been placed on the second Bylaw Vehicle to ensure that Bylaw Enforcement staff are recognizable, and their presence is known in the community.
3. **The Local Government Compliance and Enforcement Association (LGCEA) Conference:** The annual LGCEA conference was held in Penticton, BC in the second quarter of 2024. Bylaw Enforcement staff were able to attend and represent the SCR D. Staff reported that the conference has been a useful tool to discuss and evaluate, current and future policies related to best practices for bylaw enforcement with other local government attendees.
4. **Managing People:** The Chief Bylaw Enforcement Officer completed the MATI course; Managing people. The course offered insight, and knowledge on leadership, as well as, how to inspire, coach, and manage conflict within the workplace.
5. **ICBC Road Safety Blitz:** The SCR D Bylaw Enforcement Officers attended the ICBC Road Safety Blitz. This took place in May at five different schools: Langdale Elementary, Gibsons Elementary, Cedar Grove Elementary, Roberts Creek Elementary, and Kinnikinnick Elementary. The event brought together SCR D bylaw staff, school administrators, PAC members, VCH staff, RCMP, ICBC representatives, local elected leaders, TraC volunteers, and support staff.

6. Boat Access Only: In Q2 the Bylaw Enforcement Officers were required to attend a bylaw enforcement complaint on a property that is boat access only. Presence in these areas is important for the community to know that the bylaws are enforced even in the most remote areas of the SCRD.



Above: Bylaw Enforcement Officer visiting a property that is boat access only

ANIMAL CONTROL

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN LITE

Objective	Strategies	Timeline	Progress
Continued quality service delivery	Use of mobile data terminals	Ongoing	Completed.

KEY PERFORMANCE INDICATORS / STATISTICS

In the Second Quarter of 2024, the Bylaw Enforcement Department received a total of 28 Dog Control complaints, broken down by electoral areas as follows:

Number of Dog Control Files Opened

Electoral Area	2024 (Q2)	2024 (Q1)	2023 (Q2)	2023 (Q1)
Area A	N/A	N/A	N/A	N/A
Area B	4	3	9	7
Area D	11	6	3	3
Area E	8	6	4	2
Area F	5	2	6	3
DoS	N/A	N/A	N/A	N/A
sNGD	0	0	2	0
Total	28	17	24	15

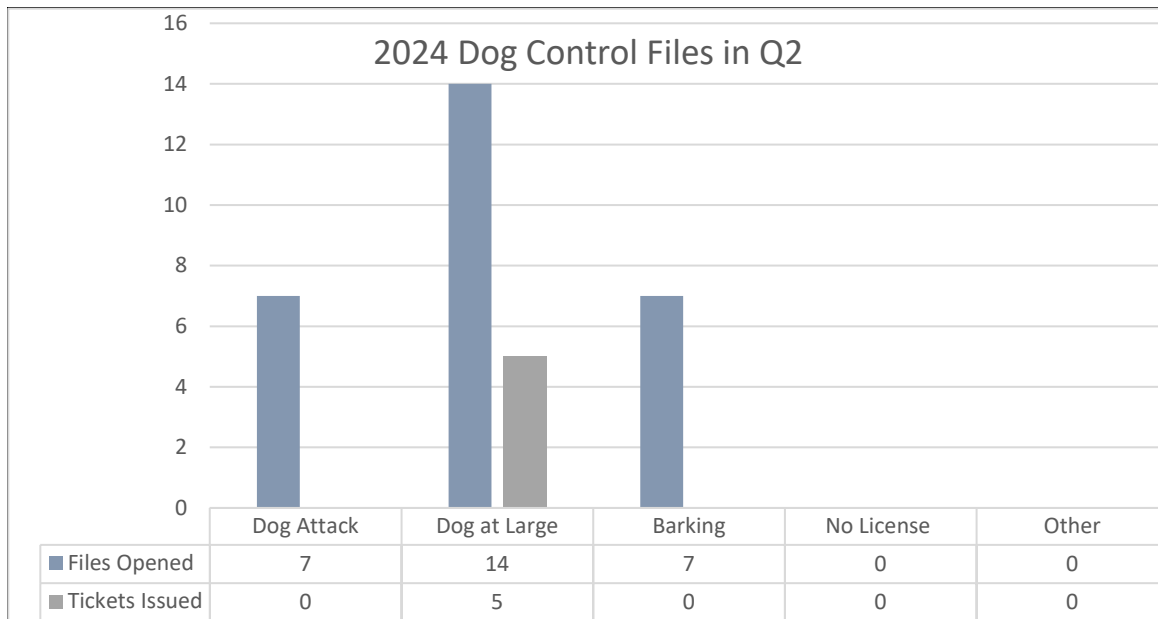
SUMMARY OF DOG ACTIVITY

In the Second Quarter of 2024 there have been 0 dogs apprehended and a total of 5 tickets issued in relation to dogs.

Dog Control Activity

2024	Q2	Q1
Number of Dogs Apprehended	0	2
Number of Tickets Issued	5	2
Number of Dogs Deemed Vicious	0	0

Number of Dog Control Files Opened by Infraction Type



Reviewed by:			
Manager	X - B. Kennett X - J. Jackson X - N. Hughes X - R. Shay X - K. Kirkpatrick	Finance	
GM	X - I. Hall	Legislative	
Acting CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: **COMMUNITY SERVICES DEPARTMENT 2024 Q2 REPORT**

RECOMMENDATION

THAT the report titled Community Services Department 2024 Q2 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Community Services Department for the Second Quarter (Q2) of 2024 (April 1 to June 30).

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

- Parks [650]
- Cemeteries [400]
- Bicycle/Walking Paths [665 & 667]
- 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 2024 Service Plan

Objective	Strategies	Timeline	Progress
Continue to provide day to day core services	<p>Administration, renewal and extension of various licenses, leases, agreements, and contracts.</p> <p>Incorporating adaptive environmental and climate resiliency principles into operational practices.</p>	Ongoing	<p>Ongoing tracking and renewal as expiry dates are noted.</p> <p>Communications with various land management agencies to ensure terms of existing land agreements/licenses/leases/reserves are being adhered to.</p> <p>Planning and external land management agency permitting in progress for emerging operational projects.</p> <p>Continued focus on inclusion of climate resiliency in all operational project planning and practices.</p>
Parks and Trails maintenance	<p>Provide, seven day a week operation May through August and five day a week operations September through April.</p> <p>Conduct regular inspections of all properties and managed assets.</p> <p>Plan and complete routine, remedial, and preventative maintenance tasks in all parks.</p> <p>Ongoing Hazard Tree Assessment and mitigation projects, including hazard tree removal following significant storm/wind events.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Seven day a week operation delayed due to operational staffing vacancies and leaves. To start early Q3.</p> <p>Recruitment of seasonal staffing complement completed late Q2.</p> <p>Regular inspections of properties and assets. Spring work focused on gravel parking lot and driveway maintenance, windfall and woody debris management, trail infrastructure repairs, clearing silt and debris from culverts and ditches, pressure washing buildings, parks furniture, playgrounds, and signage.</p> <p>Rerouting of the George Cormack trail complete. Temporary access was provided to the Mintie Road beach access was provided. Long-term options are being reviewed.</p> <p>A significant number of hazard tree and windfall removals due to impacts of climate change on forest health; effects of snow and windstorms.</p> <p>Routine hazard tree assessment inspections ongoing. Removal as required.</p>

	<p>Targeted wildfire risk prevention, fuel load dispersal.</p> <p>Integrated pest management and mitigation, including noxious and invasive species.</p> <p>Adhere and adapt to water conservation, climate change resiliency strategies, cultural and environmental legislation.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Fuel load mitigation, debris dispersal, removal, and documentation in Field Maps – none in Q2. Occurs as time permits.</p> <p>Coordination with Fire Smart team to plan for Parks and Community Hall Fire Smart treatment priorities.</p> <p>Pest management inspections are ongoing.</p> <p>All water systems flushed and energized. Identification and repair of leaks, as well as regular annual maintenance tasks. Low volume/flow water fixtures installed as needed or at end of useful life. Leaking taps/hydrants repaired. Inspections of external water systems are ongoing.</p> <p>Cultural and environmental legislative and regulatory requirements embedded into all park operational planning and projects.</p>
Playground Maintenance	<p>Regular playground safety inspections.</p> <p>Ongoing asset repair and maintenance.</p> <p>Seasonal start-up, operation and shut down of water park and children’s play area.</p>	<p>Ongoing</p> <p>Q3</p> <p>Q2</p>	<p>Regular inspections are ongoing.</p> <p>Planning for priority playground border replacements underway. To be completed Q3.</p> <p>Water park seasonal start up tasks include: flushing and energizing of water system, repair of leaks, plumbing, electrical and mechanical systems inspection and repairs, pressure washing, timers and water outputs adjusted to minimize water usage.</p> <p>Water park reopened May 13th with Stage 1 Water Restriction operational schedule.</p>
Sports Fields Maintenance	<p>Adaptive turf maintenance practices (i.e. aeration, coring, fertilizing and drainage/vegetation management).</p>	<p>Ongoing</p>	<p>Spring turf maintenance is underway including overseeding, fertilizing, aeration, coring, turf mowing.</p>

	<p>Repair and maintenance of irrigation systems.</p> <p>Coordination of sport field bookings.</p>	<p>Q2</p> <p>Ongoing</p>	<p>Grading of all-weather gravel field, Inspections and repair of bleachers and nets.</p> <p>Mowing/veg management pre-season checks and maintenance.</p> <p>Irrigation system audits, maintenance and repairs, for water consumption efficiencies.</p> <p>Cliff Gilker sports field recovery – enhanced maintenance tasks underway.</p> <p>Some temporary field closures in Q2 due to oversaturation (for turf protection).</p> <p>Ongoing coordination of prebooked and short notice field use bookings. Sports Field allocation procedure review ongoing aim to complete mid Q3.</p>
Sports Field Strategy	<p>Work in partnership with other jurisdictions, engage a consultant to develop a strategy that provides a long-term vision for the provision of sports field amenities on the Sunshine Coast.</p>	Q4	<p>Sports Field Strategy Working Group Terms of Reference and RFP drafts developed. Regular meetings with partners scheduled.</p>
Management and Maintenance of Community Halls	<p>Ensuring safe, regulation-compliant operation of community halls.</p> <p>Completion of annual preventative maintenance tasks.</p>	Ongoing	<p>Regularly scheduled inspections of halls and associated mechanical/plumbing systems and property.</p> <p>Preventative maintenance occurring as scheduled and as needed. Spring preventative maintenance tasks focused on mechanical and plumbing systems; pressure washing building exteriors.</p> <p>Annual maintenance of hall grounds and more intensive fire mitigation work planned for Q3.</p> <p>Contract management for hall caretakers to ensure compliance with contract requirements.</p>

	Coordination of facility rentals and bookings.	Ongoing	Facility Bookings Technician support for communications and coordination with community hall contracted caretakers. Support for parks and community hall ongoing bookings and special events. Process improvements to enhance user satisfaction and create efficiencies. Ongoing refinement of asset inventory. Negotiations initiated regarding the operations of the Coopers Green Park Hall.
Planning and Coordination of Capital and Operational Projects	Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years, including: <ul style="list-style-type: none"> • Cliff Gilker Sports Field irrigation system • Park enhancements at Coopers Green Park. • Construction of a new community hall in Halfmoon Bay at Connor Park 	Ongoing	Ongoing coordination and implementation of carry-forward projects. See Quarterly BPSR for updates on projects. Development and tendering of various RFP's. (Vinebrook Bridge Replacement, Inspections for Parks Engineered Structures, Tree Management Services, Turf Care products). Contract amended for the Cliff Gilker Sports Field Irrigation system project (amended existing contract). RFP tendered for Coopers Green Park Enhancements planning/engagement. Anticipate awarding in late Q2. Halfmoon Bay Community Hall: <ul style="list-style-type: none"> • ICIP Amended Agreement complete. Amendments include: <ul style="list-style-type: none"> -Project name changed to Halfmoon Bay Community Hall -Project completion date March 31, 2027 • Contracts awarded for Construction Management and Design of Halfmoon Bay Community Hall at Connor Park. • ALR non-farm use application approved. • Let's Talk page updated.
Asset Management Plan Implementation & Service Level Planning	Continued refinement of the capital renewal plan and updates to asset registry as required.	Ongoing	Continued refinement of capital asset registry. Areas of focus include trails, beach accesses, and parks with infrastructure/amenities as staff time permits.

	<p>Document inventory of parks according to Parks Classification System.</p> <p>Define and document service levels for all classifications of parkland. Ensure consistent application of classification system and service levels.</p>		<p>Review and documentation of existing park classifications and service levels as well as proposed updates ongoing as staff time permits.</p> <p>Various planning documents utilized to inform and establish a baseline of consistent assessment criteria.</p>
Review and update Parks related Bylaws and Procedures	<p>Review and update Parks Bylaw.</p> <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>	<p>Q2-Q4</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Kick off meeting scheduled early Q3.</p> <p>Continued progress on Certificate of Recognition audit requirements and action plan to address gaps in policy, procedures, and worker knowledge.</p> <p>Review and updates to departmental and safe work procedures as time permits.</p>
Audit Park Signs Standards/Regional Sign Strategy and priority repairs	<p>Complete signage strategy and implementation plan for the different classifications of parks, trails, beach accesses and other facilities.</p> <p>Include considerations for integration of First Nations history/language as well as interpretative signage.</p>	<p>Q1-Q4</p>	<p>Progress on development of signage requirements for type of park classification, trail, or facility being made as staff time allows.</p> <p>New or end of life signage requiring replacement is informed by signage strategy criteria and standards in development.</p> <p>Priority sign replacements completed as required.</p>
Engaging with the Community	<p>Responding to public inquiries/ complaints.</p> <p>Continued improvements to information/updates provided on parks website pages.</p> <p>Support community stewardship and partnership opportunities for</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Q2</p>	<p>Complaints spreadsheet updated as required to track complaints and actioned responses.</p> <p>Service Alert Banner Added to Webpage. Regular social media updates to communicate Park related messaging and information.</p> <p>Partnership Agreement with Sunshine Coast community Forests approved for stewardship of Big Fir Recreation Site</p>

	<p>parks/trails and related community projects.</p> <p>Ongoing maintenance of partnership agreements and other contracts.</p> <p>Development of formalized volunteer program options.</p>	<p>Ongoing</p> <p>Q2-Q4</p>	<p>Cliff Gilker Park Recovery community engagement Let's Talk page anticipated to go live in early Q3.</p> <p>Ongoing support with partner community groups to carry out existing work plans and develop 2024 priorities.</p> <p>Draft framework for parks formalized volunteer program matrix developed and undergoing review.</p>
<p>Campground Operations (Katherine Lake)</p>	<p>Conduct seasonal startup/shut down tasks.</p> <p>Ongoing management of campground contracted operations and water system operations agreements.</p> <p>Continual monitoring and adapting to campground streamflow and surface drainage patterns.</p> <p>Ongoing asset repair and maintenance including road maintenance.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Temporary repair to Katherine Lake Access Road was completed to facilitate the June 7 reopening of Katherine Lake Park and Campground for the season. Permanent remediation work on the culvert is planned for late Q3.</p> <p>Pre-season inspections and start up tasks commenced after access road temporary repair completed. Seasonal start up tasks focused on vegetation and tree management, woody debris disposal, maintenance of park furniture and buildings, installation of new waste receptacles.</p> <p>Ongoing communications with campground contractor.</p> <p>Contractor support for water system operations and water quality sampling for Katherine Lake and Lions Field.</p> <p>Ongoing monitoring of streamflow and surface water drainage patterns around campground. Culverts/ditches inspected weekly.</p>

Emerging Items:

- None to report.

Key Performance Indicators:

Community Hall Bookings

		Hours Booked					Usage Rate				
		2024 Q1	2024 Q2	2024 Q3	2024 Q4	2023 Q2	2024 Q1	2024 Q2	2023 Q3	2024 Q4	2023 Q2
Chaster House	Regular	32.75	162.30			110	2.43%	12.41%			8.15%
	Joint Use		5.00								
Coopers Green	Regular	53.00	158.45			125.50	3.93%	11.76%			9.30%
	Joint Use		0								
Eric Cardinall	Regular	253.00	254.15			174.75	18.74%	19.24%			12.94%
	Joint Use		5.30								
Frank West	Regular	192.25	167.30			128.50	14.24%	12.41%			9.52%
	Joint Use		0								
Granthams	Regular	95.50	98.00			81	7.07%	7.26%			6.00%
	Joint Use		0								
Total		626.50	851.30			619.75	9.28%	12.61%			9.18%

Usage Rate calculated based on available operating hours as specified in SCRD Parks Regulation bylaw No. 356. Park and facility hours are from 7am-10pm and are open 7 days/per week.

Sports Field Bookings

		Hours Booked					Usage Rate				
		2024 Q1	2024 Q2	2024 Q3	2024 Q4	2023 Q2	2024 Q1	2024 Q2	2024 Q3	2021 Q4	2023 Q2
Cliff Gilker	Regular	CLOSED	CLOSED			CLOSED	CLOSED	CLOSED			CLOSED
	Joint Use										
Connor	Regular	437.00	843.70			447.50	32.37%	62.3%			33.15%
	Joint Use		7.30								
Lions	Regular	0.00	34.05			3.00	0.00%	2.49%			0.22%
	Joint Use		3.45								
Maryanne West	Regular	99.00	5.00			99.00	7.33%	0.37%			7.33%
	Joint Use		0								
Shirley Macey 1 & 2	Regular	691.50	751.70			709.50	51.22%	56.92%			52.56%
	Joint Use		25.30								
Total		1227.50	1670.50			1259.00	22.73%	30.52%			23.31%

Usage rate calculated based on available operating hours as specified in SCRD Parks Regulation bylaw No. 356. Park and facility hours are from 7am-10pm and are open 7 days/per week. JUA and Internal bookings not included.

*Cliff Gilker Sports Field closed since January 16, 2023. Q1 2023 calculated from January 1 to 16.

Development Referrals Received and Reviewed by the Parks Division

Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q2 2023
0	0			

Community Park Improvement Project Requests Received and Reviewed by the Parks Division

TYPE	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Community Requests	4	1		
CLIP Requests	2	8		
CLIP's approved	0	2*		
Total	6	9		

CLIP stands for Community Lead Improvement Projects.

* Approvals pending

Public Inquiries and Complaints Received

Type	Q1 * 2024	Q2 2024	Q3 2024	Q4 2024
Complaint	29	15		
Inquiry	Wasn't tracked	28		
Service Request	3	36		
Total	32	79		

*Initiated late February 2024.

The following KPI's will be reported on annually:

- Community Hall Bookings - Annual Totals
- Sports Field Bookings – Annual Totals
- Number of Km of Trails (based on classification)
- Acres of Parkland (various classifications)
- Katherine Lake Campground statistics (reported on in Q3 and Q4)

CEMETERIES [400]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Cemetery Park operations and maintenance	<p>Complete ongoing maintenance and repairs to the cemetery grounds, signage, landscaping, pruning, headstone installations, maintenance of fencing, columbaria, and other assets.</p> <p>Ensuring regulatory compliance by completing mandated reporting and compliance inspections by Consumer Protection BC.</p> <p>Coordinating all plot and niche sales, administration, counter service, updating of public facing materials and communications, receiving and responding to customer inquiries including maintaining a voluntary waitlist for pre-sold plots allowing remaining full plots to be used for urgent requirements.</p> <p>Initiate a public education plan to begin to address informal grave adornments at Seaview Cemetery.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Q2-Q3</p>	<p>Spring maintenance tasks focused on pressure washing buildings and signage, hazard tree assessments, overseeding and fertilizing of sunken graves sites, vegetation management, headstone lifting and leveling as time permits. Corner pins placed to remark location of full internment plots.</p> <p>Burial/internment operational tasks as needed.</p> <p>See KPI's for sales and interments.</p> <p>2024-2025 Cemetery License renewed.</p> <p>Developing a memorial application form to improve communications between customers, memorial supplier, staff, and contractors.</p> <p>Communications team engaged regarding public education related to grave adornments.</p>
Business Process/Customer service Improvements	Continued review and implementation of services software (Stone Orchard) and incorporate efficiencies.	<p>Q1-Q4</p> <p>Ongoing</p>	<p>Ongoing continuous improvement meetings. Cemetery Services Software upgrade implemented.</p> <p>Ongoing monitoring and review of operational expenses.</p>

	<p>Improve cost tracking. Analyze timesheet coding and payroll allocations to fully capture associated servicing costs.</p> <p>Conduct an analysis of internal operating costs.</p>	Ongoing	<p>Separate timesheet coding for cemetery internments.</p>
Asset Management Planning & Service Level Documentation	Define and document service levels.	Q1-Q4	Refinement of capital Asset Registry as additional assets are identified, added, or replaced. No further progress in Q2.
Review and update Cemetery Bylaw and Procedures	<p>Review and update Cemetery Bylaw as well as operational procedures.</p> <p>Review work tasks to identify where additional safe work procedures are needed and develop procedures as well as review and update existing safe work procedures.</p>	<p>Q3-Q4</p> <p>Ongoing</p>	<p>No progress Q2. Kick Off meeting scheduled for early Q3.</p> <p>Being addressed through park operations safe work procedure review.</p>
Planning and coordination of Capital and Operational Projects	<p>Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years, including:</p> <ul style="list-style-type: none"> • Seaview Cemetery Expansion Project • Solid waste Bylaw Implementation 	<p>Ongoing</p> <p>Q1-Q4</p>	<p>Coordination and implementation of carry-forward projects. See Quarterly BPSR for updates on projects.</p> <p>Seaview Cemetery Expansion project RFP issued and contract award approved.</p> <p>New waste receptacles delivered. Anticipate installation Q3.</p>

Emerging Items:

- Voluntary waitlists will remain in place until cemetery expansion can accommodate pre-sales of columbarium niches and full internment plots. Wait list numbers: Full plots – 15 and Columbarium niches – 11.

Key Performance Indicators:

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q2 2023
Current Inventory					
*Full plots, regular	20	20			18
Full plots, Jewish Section	10	9			12
Cremation plot	224	219			226
Columbarium Niches	1	1			12
Burials					
Plots Sold	2	3			4
Interments	2	1			2
Cremations					
Plots Sold	1	5			2
Niches Sold	3	0			1
Interments	4	7			8
Inurnments (Niche)	0	0			2
Marker Installations	3	6			9

*2 Regular full plots refunded

Public Inquiries and Complaints Received

Type	Q1 * 2024	Q2 2024	Q3 2024	Q4 2024
Complaint	1	0		
Inquiry	17	10		
Service Request	1	15		
Total	19	25		

*Initiated February 2024.

BICYCLE/WALKING PATHS [665/667]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Maintenance and operations of infrastructure	Ensure safe, regulation-compliant operation of infrastructure and assets. Develop and conduct regular inspections. Regularly scheduled maintenance activities such as gravel topping, vegetation brushing and removal, clearing of ditches, culverts and other types of drainage infrastructure.	Ongoing	Regular and as needed maintenance activities ongoing. Monthly visual inspections of Roberts Creek multi-use path. Spring focus is vegetation management, asphalt crack repairs, and water drainage infrastructure.
Planning and coordination of major projects	Planning, coordination and procurement of goods and services to complete major and minor projects including projects carried forward from previous years including: <ul style="list-style-type: none"> • Hwy 101/Chaster Creek fencing • Lower Road Retaining wall 	Q2-Q3	Removal of damaged fencing along Hwy 101 at Chaster Creek crossings to be completed early Q3. See BPSR for details on the Lower Road Retaining Wall project
Planning and Community Development	Completion of comprehensive asset inventory and condition assessment. Collaboration and coordination with active transportation community organizations.	Ongoing Ongoing	No progress in Q2.

Emerging Items:

- None to report.

DAKOTA RIDGE [680]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Ongoing Operations	Ensure safe, regulation-compliant operation of entire facility, related equipment, and assets.	Ongoing	Closed March 28th. Revisions to volunteer manuals, operation and safety procedures in progress.
	Conduct ongoing trail maintenance and management.	Q3	Summer work planning underway. Focus will be brushing of snowshoe and ski trails.
	General facility operations, and equipment maintenance.	Q2	Maintenance contractor performed annual assessment and repairs to the Pistin Bully trail grooming machine.
	Intergovernmental liaison for agreements/permits/leases and communications	Ongoing	
Customer Service	Ticket sales and accounting, and marketing and promotions of service.	Ongoing	Review of Vendor agreement for day pass sales.
	Regular public communications and updates.		Review of Communications plan.
Volunteer Management and Support	Continued focus on volunteer recruitment, training, coordination, and retention.	Ongoing	Planning for volunteer engagement for summer/fall work parties commenced.
	Provide technical and safety training and risk management.	Ongoing	End of season volunteer appreciation event was well attended.
Seasonal Access Road management	Annual maintenance to repair upper road sections and improve drainage (contracted services) including: <ul style="list-style-type: none"> • Road plowing and maintenance • Brushing, trimming and vegetation maintenance 	Ongoing	Maintenance planning for access road with contractor underway. Summer maintenance plan includes brushing of sections of access road and road surface and drainage improvements as identified and budget permits.

Asset Management Plan Implementation & Service Level Planning	Complete asset registry for Dakota Ridge assets and develop capital renewal plan. Define and document service levels for all classifications of parkland.	Ongoing	No progress Q2.
Planning and coordination of Capital and Operational Projects	Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years. Reporting on these and other capital and operational projects will be included in the quarterly Budget Project Status Report.	Q2-Q4 Completed	All capital projects for Dakota Ridge completed.

Emerging Items:

- None for report.

Key Performance Indicators:

The following KPI's will be reported next in Q4:

- Season Length
- Dakota Rideg Season Pass Sales
- Number of Volunteers

BUILDING MAINTENANCE [313]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Preventative maintenance	Plan, schedule and complete routine scheduled preventative maintenance tasks at supported buildings.	Ongoing	Due to the implementation of snow and ice control services a backlog of work has developed, this was further impacted by unplanned staff leave creating a staffing shortage in Q2. Priority items were addressed, and casual staff are being utilized to backfill hours when possible.
Maintenance support as capacity permits	Prioritize and complete tickets received for support to complete emerging repairs and priority tasks.	Ongoing	Approximately 390 hours were committed to work tickets and larger projects such as: <ul style="list-style-type: none"> • Finance Office Reconfiguration • Legislative Office Reconfiguration • Transit Office Reconfiguration • Workstation Reconfigurations (AWS) • EV Charging Infrastructure • SCA Drinking Fountain Installation • SAC Annual Maintenance Projects Supply chain issues are improving but continue to result in delays to projects. See performance indicators below.
Health and Safety Program	Review work tasks to identify where additional safe work procedures are needed and develop procedures. Review and update existing safe work procedures. Support the Corporate initiative to prepare for the 2024 COR Audit.	Q1-Q4	In progress.
Documentation of Service Levels	Establish Building Maintenance Service Level.	Q1 – Q4	In progress.
Service Level Review	Review current levels of preventative maintenance and asset management	Q1 – Q3	On hold pending return of staff currently on leave.

	at all SCRD buildings. Perform gap analysis to determine recommended building maintenance service enhancements.		
Managing All Records in SharePoint	Support the move of all Building Maintenance files from Dr Know to Share Point. Train staff on new document management software.	Q4 2024 - 2025	Not started.
Business Continuity	Support the Corporate initiative to establish business continuity measures in the event of an emergency.	Ongoing	Not started.
Corporate Asset Management Policy Update	Support the corporate initiative to update the corporate asset management policy	Ongoing	Not started.
Snow and Ice Control	Provision of snow and ice control services for identified buildings.	Ongoing	Successful recruitment of additional staff resource (approved in the 2024 budget). This will reduce the impacts of providing snow and ice control services on the division and improve continuity of other services the division provides during the winter season.

Emerging Issues:

- Staffing shortages – Building maintenance has been experiencing staffing shortages throughout Q2. Some hours have been backfilled through casual staffing however approximately 190 hours were unable to be filled.

Key Performance Indicators:

Building Maintenance Tickets	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q2 2023
Tickets received	45	73			
Tickets resolved	34	46			
Unresolved tickets	40	67			

Snow and Ice Control	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Service Hours	360	4		

COMMUNITY RECREATION FACILITIES [615]

Facilities Services [613]

Progress on Priorities from 2024 Service Plan

Objectives	Strategies	Timeline	Progress
Facility operation and preventative maintenance	Ensure safe, regulation-compliant operation of facilities. Prevent breakdowns/service interruptions. Maximize useful life of community assets. Plan, schedule, and complete annual maintenance at recreation facilities.	Ongoing	Continuing to experience increased costs for supplies, materials, and contracted labour in the current marketplace. Supply chain issues are improving but continue to result in longer than normal lead times to complete maintenance and repairs. Annual maintenance at recreation facilities has commenced. <ul style="list-style-type: none"> • Sechelt Aquatic Center - Complete • Gibsons and Area Community Center – In progress • Sunshine Coast Arena – In progress • Gibsons and District Aquatic Facility – Starts in Q3
Planning and coordination of capital projects	Planning, coordination and procurement of goods and services to complete capital renewal projects and one-time capital projects. Plan, procure services, schedule and complete 17 new capital projects for 2024. Provide project management and oversight. Plan and coordinate phase two of the SAC sprinkler system replacement project to occur, during annual facility maintenance. Plan, procure services, schedule and complete the replacement of heat pumps at SAC.	Ongoing	See BPSR and capital renewal projects summary below.

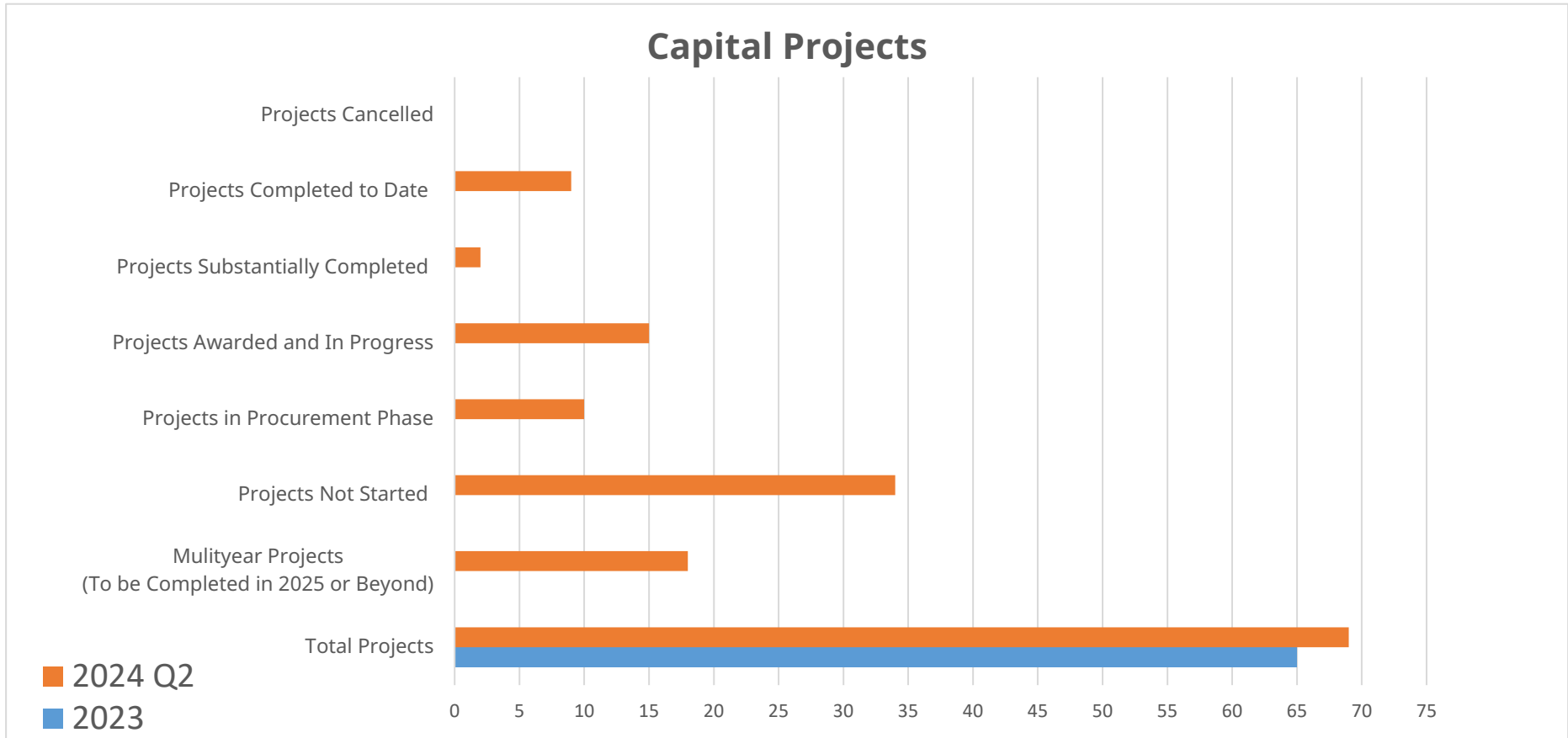
Health and Safety Program	<p>Review work tasks to identify where additional safe work procedures are needed and develop procedures.</p> <p>Review and update existing safe work procedures.</p> <p>Support the Corporate initiative to prepare for 2024 COR Audit.</p>	Q1-Q4	In progress. Continued progress on Certificate of Recognition audit requirements and action plan to address gaps in policy, procedures, and worker knowledge.
Asset Management Software Planning	Work with Asset Management to determine asset management software requirements for recreation facilities.	Q1 - Q4	No change from Q1 2023.
Documentation of Service Levels	Establish Facility and Recreation Services Service Levels.	Q1 - Q4	In progress.
Managing All Records in SharePoint	Support the move of all Facility Services files from Dr Know to Share Point. Train staff on new document management software.	Q4 2024 - 2025	Not started.
Business Continuity	Support the Corporate initiative to establish business continuity measures in the event of an emergency.	Ongoing	Not started.
Proposed enhancements to GACC arena related to Junior Hockey	Provide leadership, oversight and quality control related to proposed enhancements to GACC arena.	Q1 - Q4	<p>Agreements in place to support the Seating and Drink Rail project. Waiting to receive word from the SC Junior Hockey Society (SCJHS) on timelines for project implementation.</p> <p>License Agreement being reviewed by the Coastal Sport Entertainment Group (CSEG). Anticipate execution of agreement prior to ice install.</p> <p>Continue to meet with representatives from both the SC Junior Hockey Society as well as the CSEG to support this initiative.</p>
SCA Water Well Investigation	Work with Infrastructure Services to procure services to determine the viability of reactivating the inactive	Q1 - Q3	Awarded and in progress.

	well at SCA to provide water for ice operations.		
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Emerging Items:

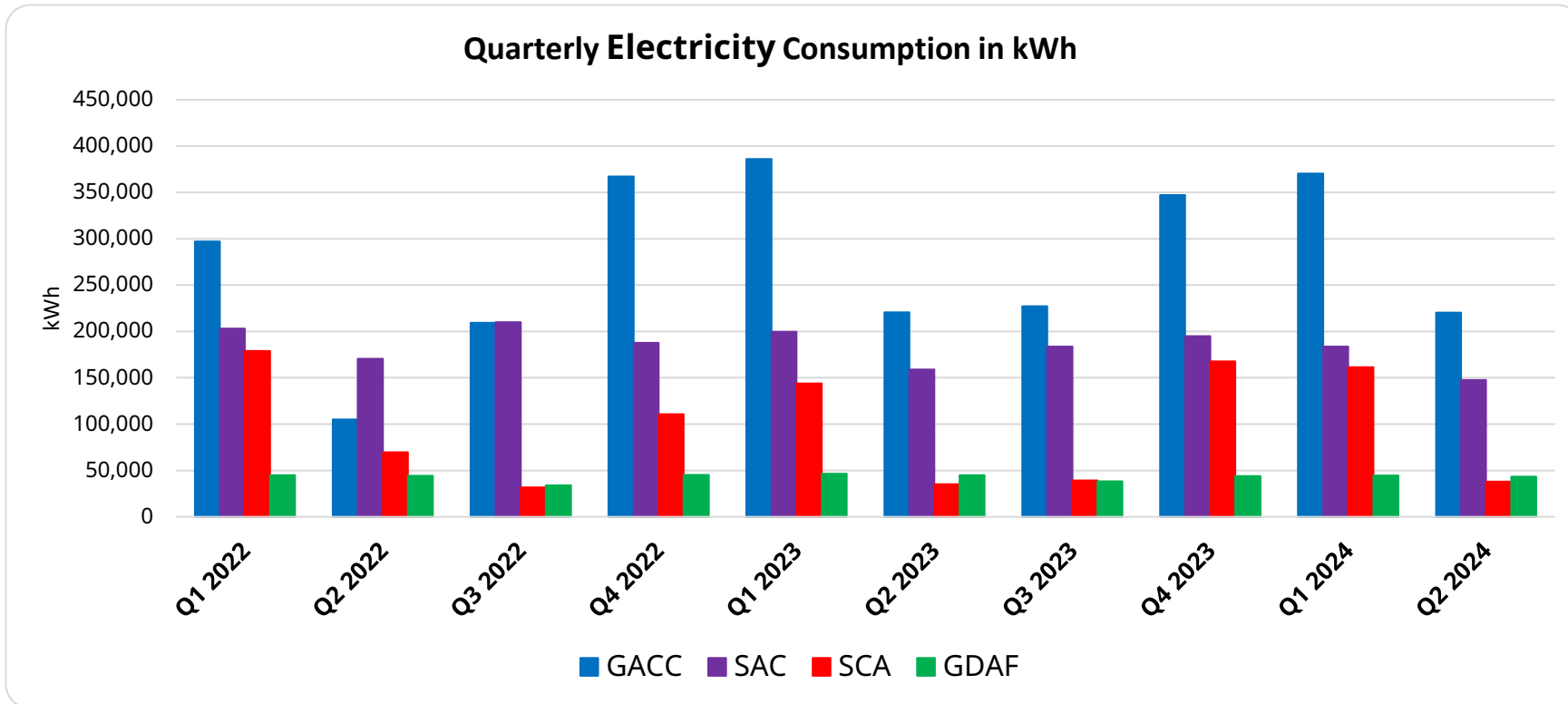
- SAC Steam Room: The steam room repairs have been completed. These unplanned repairs, while costly, were funded through the annual operating budget. The operating budget will need to be monitored closely with limited budget remaining if further substantial repairs are required within in the year.
- GACC Ice Install: Due to delays in the manufacture and shipping of the replacement chiller for the Gibsons and Area Community Center, plans were put in place to delay the scheduled ice season start from Aug 6 to Aug 16 to allow for completion of the project in 2024. The following considerations informed the decision to delay ice install this summer versus delaying the chiller replacement project to the summer of 2025:
 - Potential project cost increases
 - Implications and cost of storing the pre-ordered chiller
 - Likely requirement to extend the 2025 annual maintenance closure due to Phase 1 and 2 of the Refrigeration System Project occurring in the same year. This would have resulted in an early end to the 2024 -2025 ice season and/or late start to 2025/26 ice season.
 - Responses received from most ice users were supportive of the delay in 2024 to avoid the potential implications in 2025.
 - **Further delays in the shipping of the chiller from the manufacturer have resulted in the need to delay the chiller installation to 2025. The current estimated ship date of July 22 would push project completion and ice install into late August – early September which would present insurmountable challenges to our ice users. To ensure there a no impacts to our 2025 – 2026 ice season phase 2 of the refrigeration system reconstruction will likely be delayed from 2025 to 2026.**
- Water Sustainability: Historically the lap pool at Sechelt Aquatic Center has been fully drained annually during the maintenance closure. This year staff successfully performed the required annual maintenance on the lap pool with only a partial drain. Future planning will include a rotating schedule of between partial drain and full drain where the planned maintenance activities will allow this to occur. This will save approximately 300,000 liters of water on the partial drain years.
- SAC:
 - Water Slide: During annual maintenance excessive corrosion was discovered on the water slide pump rendering the it unsafe to continue operate. This has resulted in closure of the water slide until the pump can be replaced. Staff investigated the availability of a replacement volute, and the part is no longer available. Within the capital renewal plan, this pump is not deemed critical to the operation of the pool and therefore the slide will remain closed until funding can be considered in the 2025 budget process.
 - Leisure Pool Play Features: During annual maintenance excessive corrosion was discovered on the play features pump. At this point, the pump can be used, but staff are unsure of how long it will last. Within the capital renewal plan, this pump is not deemed critical to the operation of the pool.
 - It should be noted, that although not deemed critical to the operation of the pool, these features are heavily used by families and children.

Capital Renewal Projects Summary:



Key Performance Indicators:

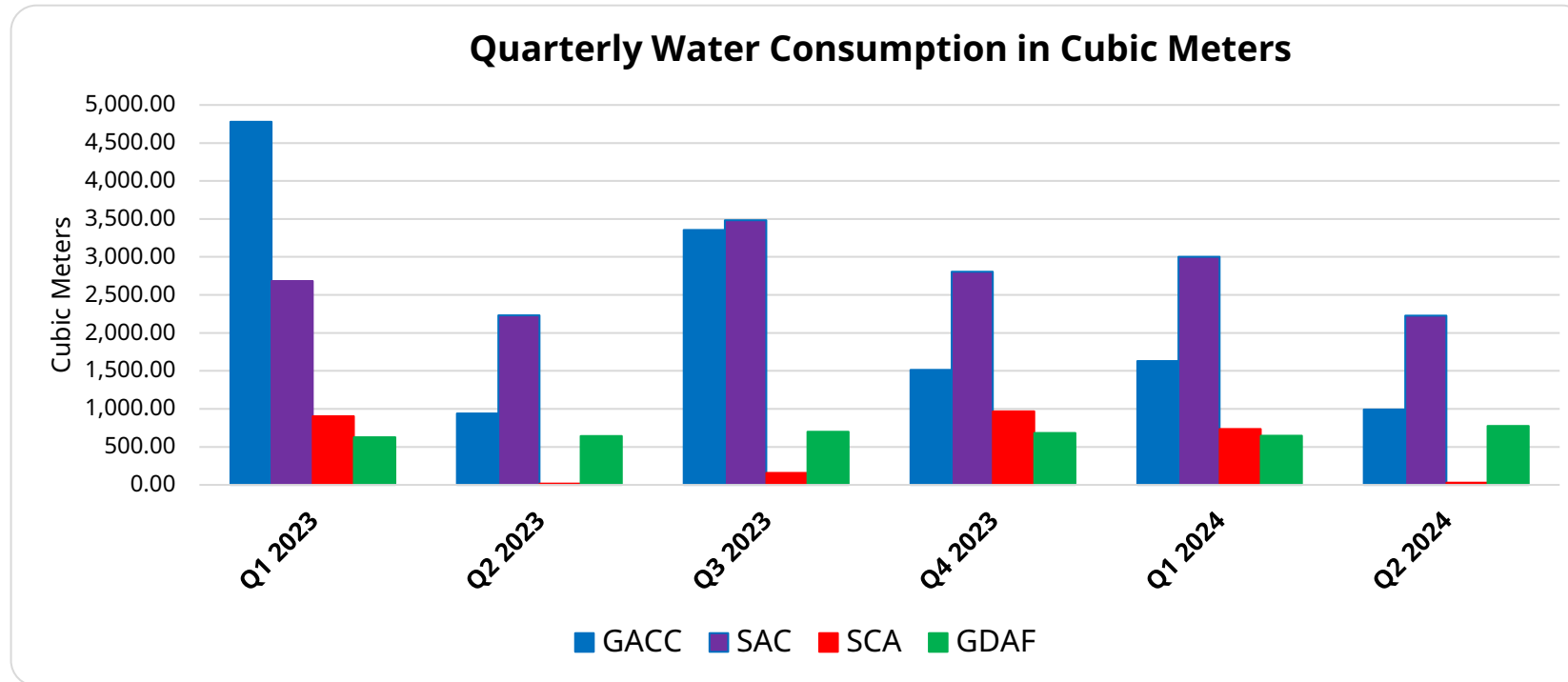
Quarterly Electricity Consumption in kWh



Quarterly Water Consumption in Cubic Meters

GACC and GDAF are supplied by Town of Gibsons water system.

SAC and SCA are supplied by Chapman water system.



Equipment Failures Impacting Service Levels – Q2 only

Facility	Equipment	Impact	Failure Date	Days Impacted
GACC	None to Report	-	-	-
SAC	Sauna Control Panel	Sauna Closure	April 29	3.5
SAC	Steam Room Piping	Steam Room Closure	Dec 25	91
SAC	Water Slide Pump	Water Slide Closure	Jun 27	3
SCA	None to Report	-	-	-
GDAF	None to Report	-	-	-

The following KPI's will be reported on annually:

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

RECREATION SERVICES [614]

Progress on Priorities from 2024 Service Plans

Objective	Strategies	Timeline	Progress
Health and Safety Program	<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> <p>Support the Corporate initiative to prepare for 2024 COR Audit.</p> <p>Complete and implement the updated Facility Safety Plans.</p>	Q1-Q4	Review of current procedures and draft facility safety plan is underway. Continued progress on Certificate of Recognition audit requirements and action plan to address gaps in policy, procedures, and worker knowledge.
Provide public access to Arena, Aquatic, and Fitness facilities through admissions, passes, and facility rentals.	<p>Return the facilities to traditional (pre-COVID) operating hours and service levels (staffing dependent).</p> <p>Support community groups recreation/leisure programming through the provision of facility spaces/services.</p> <p>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.</p> <p>Strengthen the provision of aquatics through coordinated leadership, new training</p>	Ongoing	<p>General:</p> <ul style="list-style-type: none"> The SAC annual maintenance closure impacted the entire facility for five weeks. Typically, the dry side of the facility remains open and programming continues during the pool side maintenance work however, this year the entire facility was closed in order to complete the sprinkler replacement project. This impacted admissions at the facility for Q2. <p>Aquatics:</p> <ul style="list-style-type: none"> Pools continue to operate at reduced hours due to ongoing staffing challenges/shortages however, as of April 7, the SAC pool is open on Sunday's. The number of pool bookings by user groups increased by over 60% compared to 2023 Q2 figures as emerging user groups began to book more space on a consistent basis. <p>Fitness and Community Recreation:</p> <ul style="list-style-type: none"> The weight room and fitness spaces remained available at GACC at regular historical operating hours. SAC weight room and fitness spaces were closed for a five-week period for

	<p>opportunities and new systems to bring Aquatics Leadership training in house, designed with input from staff.</p>	<p>maintenance repairs in conjunction with the annual pool closure.</p> <ul style="list-style-type: none"> • Partner programs with SC Community Services Society, SC Association of Community Living, YMCA, and Vancouver Coastal Health continue. The Sechelt Happy Hearts program transitioned to being programmed at GACC during the maintenance shut down, while the SAC Minds in Motion program ended their spring session in May instead of the end of June. <p>Arena (SCA):</p> <ul style="list-style-type: none"> • Sunshine Coast Lacrosse Association (SCLA) was the main user group on the dry floor at SCA and committed to approximately 11 hours per week of dry floor usage. • Inline Ball Hockey for U7 to U9 youth started in June. <p>Arena (GACC):</p> <ul style="list-style-type: none"> • GACC ice operations continued until May 18. A majority of the adult user groups finished their season off at the end of March however, two groups continued through most of the Spring. • Other activities included the Minor Hockey Rip Tide Tournament, the Adult 7-A-Side Tournament, Skating Club lessons and Athlete Development provided by the Coastal Tsunami Junior hockey team. • Due to the anticipation of enhancement projects (construction) by the SC Junior Hockey Society, dryland activities were moved to SCA, with the exception of the annual Pickleball Tournament and the Elphinstone High School Dry Grad in June. <p>Arena General:</p> <ul style="list-style-type: none"> • The Annual Ice User Group meeting was held on June 12th to discuss the 2024/2025 ice season. Staff recorded the largest attendance to date and based on the initial findings, all groups are returning plus a new group looking to provide intermediate level hockey for adults.
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			<ul style="list-style-type: none"> • Staff and user groups are waiting for the Junior Hockey schedule to be released in order to finalize allocation with the chance of a second allocation meeting occurring in July.
<p>Delivery of Programs</p>	<p>Delivery of accessible recreation programs in Aquatics, Fitness and General Recreation (staffing and contract instructor dependent).</p> <p>Improve programming processes and offerings based on findings from the 2022-2023 Programming Review.</p>	<p>Ongoing</p>	<p>General:</p> <ul style="list-style-type: none"> • Summer program registration started June 5, and Summer Camp registration opened May 15. • Ten summer camps were opened for registration with 45% of all spaces being filled on the first day of registration (64/141 spaces). • A \$15 early-bird discount was offered for seven of the summer camps to encourage early registration. The early-bird discount was in effect from May 15 to June 12 and 76% of spaces were filled with the early-bird rate (73/96 spaces). <p>Aquatics:</p> <ul style="list-style-type: none"> • Despite additional classes being offered and more spaces filled, waitlists remain high for pre-school and lower levels of children and adult swim lesson levels at the aquatic facilities. • Aquafit attendance average at SAC was 43 participants and 28 participants at GDAF. <p>Fitness and Community Recreation:</p> <ul style="list-style-type: none"> • Registered Fitness programs saw a 42% increase in participation rates from Q2 2023 to Q2 2024. One factor in the increase was the introduction of a new Zumba class which saw 33 participants register in the two spring Zumba sessions. • SCR D programming in GACC multipurpose rooms increased by a total of 54 hrs from Q2 2023 to Q2 2024 as staff continue to work towards returning to historical programming levels. • Regular squash and racquetball court bookings increased 26% over 2023 Q2. • Staff participated in a community outreach session involving the SD46 Alternative School. GACC was used as a pit stop on the school’s community connection scavenger hunt for high school aged students.

			<p>Arenas:</p> <ul style="list-style-type: none"> SCA dry floor was scheduled for drop-in programming starting on April 6. Roller skating and Pickleball were coordinated on Saturday's and Wednesday's. Registered Learn to Play Pickleball program was provided to introduce new players to the sport through the spring. Participation in SCA dry floor programs saw more than a 300% increase compared to 2023 Q2 following a robust advertising campaign.
Storage Agreements	Develop formal storage agreements with user groups that currently store their equipment on site at the Recreation Facilities.	Q1-Q4	Currently there are no agreements in place with user groups who store program resources in SCR D facilities. Staff have met with the groups to review needs vs available storage and will be entering into formal agreements in Q3.
Recreation Facilities Needs Assessment	Conduct a needs assessment and business case to inform future service levels/planning for the four recreational facilities.	Q3 2024-2025	Not started.
Documentation of Service Levels	Establish Facility and Recreation Services Service Levels	Q1-Q4	A draft programming service level has been developed. Staff are in the process of reviewing existing resources and number of programs offered for alignment.
Transitioning Records to SharePoint	Support the move of files from Dr Know to SharePoint. Train staff on new document management software.	Q3 2024-2025	Not started.
Business Continuity	Support the Corporate initiative to establish business continuity measures in the event of an emergency.	Ongoing	Not started.
Support for Junior Hockey team	Continue to meet with Junior Hockey representatives related to ice allocation, proposed programming, camps, game day planning.	Q1-Q4	The Coastal Tsunami hockey team provided development ice for local hockey players as well as a Prospect tournament in April & May. Staff continue to work with the group for other events including a season ticket launch on June 15 at GACC.

Emerging Items:

- Internet provider equipment upgrades occurred at GDAF on May 9 and GACC on May 14 temporarily impacting network access, where possible the upgrades were scheduled outside of operating hours otherwise manual processes were used.

Pender Harbour Aquatic & Fitness Centre [625]

Progress on Priorities from 2024 Service Plans

Objective	Priorities	Timeline	Progress
Facility operation, preventative maintenance, and annual facility maintenance.	Ensure safe, regulation-compliant operation of facilities. Prevent breakdowns/service interruptions. Maximize useful life of community assets. Plan, schedule, and complete annual maintenance at recreation facilities.	Ongoing	Continuing to experience increased costs for supplies, materials, and contracted labour in the current marketplace. Supply chain issues are improving but continue to result in longer than normal lead times to complete maintenance and repairs.
Provide public access to Aquatic, and Fitness facilities through admissions, passes, and facility rentals.	Return the facilities to traditional (pre-COVID) operating hours and service levels (staffing dependent). Support community groups recreation/leisure programming through the provision of facility spaces/services. 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 to bring Aquatics Leadership training	Ongoing	Aquatics: <ul style="list-style-type: none"> • PHAFC continues to operate at reduced hours due to ongoing staffing shortages/challenges, however, were able to open earlier weekdays, increasing operating hours by 1.25 hr/wk. Fitness and Community Recreation: <ul style="list-style-type: none"> • The Weight Room and fitness spaces remained available to the public at the same operating hours as the pool.

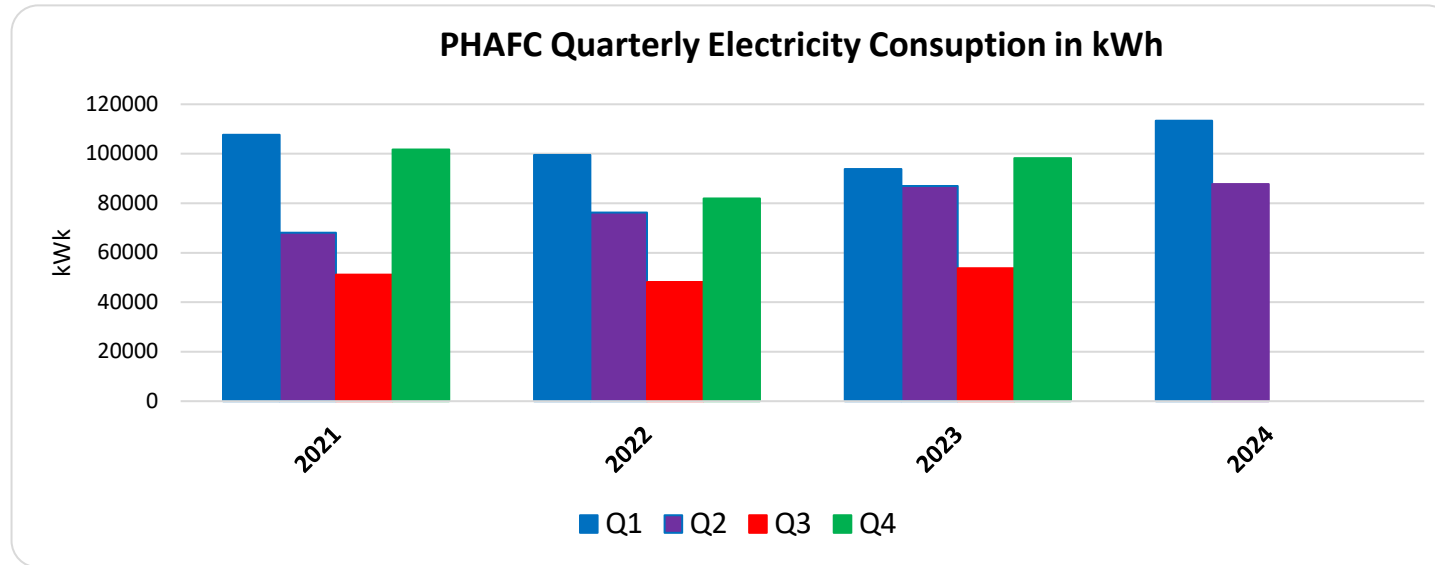
	in house, designed with input from staff.		
Delivery of Programs	<p>Delivery of accessible recreation programs in Aquatics, Fitness and General Recreation (staffing and contract instructor dependent).</p> <p>Improve programming processes and offerings based on findings from the 2022-23 Programming Review.</p>	Ongoing	<p>General:</p> <ul style="list-style-type: none"> • Summer program registration started June 5. <p>Aquatics:</p> <ul style="list-style-type: none"> • Drop-in aquafit class average attendance was 12 per session. <p>Fitness and Community Recreation:</p> <ul style="list-style-type: none"> • Four registered dryland fitness programs were offered. One program had to be cancelled due to minimum registrations not being met. A total of 37 registrants participated in the three programs. • Three drop-in MYPASS fitness classes were offered during the winter season. The average attendance for classes was 4, which was consistent with Q2 averages in 2023.
Documentation of Service Levels	Establish Recreation Service Levels.	Q1-Q4	A draft programming service level has been developed. Staff are in the process of reviewing existing resources and number of programs offered for alignment.
Pender Harbour Aquatic Society	Continue to meet with the Pender Harbour Aquatic Society on a regular basis. This group provides valuable feedback and support for the continued operations of PHAFC.	Ongoing	Staff met once with the group over the quarter.
Health and Safety Program	<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> <p>Support the Corporate initiative to prepare for 2024 COR Audit.</p> <p>Complete and implement the updated Facility Safety Plan.</p>	Q1-Q4	Review of current procedures is underway. Continued progress on Certificate of Recognition audit requirements and action plan to address gaps in policy, procedures, and worker knowledge.

Transitioning Records to SharePoint	Support the Corporate initiative to transition records to a new system.	Q3 2024-2025	Not started.
Business Continuity	Support the Corporate initiative to establish business continuity measures in the event of an emergency.	Ongoing	Not started.
Asset Management	Along with Asset Management staff, complete a capital asset renewal plan for SCRD components within this building.	Ongoing	Not started.
Recreation Facilities Needs Assessment	Conduct a needs assessment and business case to inform future service levels/planning for the four recreational facilities.	Q3 2024-2025	Not started.
PHAFC Lease Renewal	Complete the renewal of the Lease Agreement for operation of the Pender Harbour Aquatic and Fitness Centre.	Ongoing	Agreement extended for six months (ending September 2024). Awaiting a new draft lease agreement from SD46 for review.

Emerging Items:

- As of May 14, facility hours had to be further reduced due to a staff absence that couldn't be back-filled due to the availability of casual staff. This change resulted in the facility being closed on Sunday's and closing 80 minutes earlier during the weekday evening openings.
- Internet provider equipment upgrades occurred temporarily impacting network access on June 20, manual processes were used.

Key Performance Indicators:



Equipment Failures Impacting Service Levels – Q2 only.

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

RECREATION SERVICES AND PENDER HARBOUR AQUATIC & FITNESS CENTRE

Key Performance Indicators:

Admissions

Facility	2024				2023
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q2 (Apr-Jun)
GACC	17,664	12,416			12,148
GDAF	5,422	6,196			5,004
SAC*	33,004	16,322			28,300
SCA	2,230	567			182
PHAFC	4,075	3,781			3,241
Total	62,393	39,282			48,875

*SAC was closed from May 27 to Jul 1, 2024.

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

LIFE Pass admissions not included.

Sales of MYPASS & 10PASS

MYPASS and 10PASS can be used at all five Recreation facilities. MYPASS is a monthly pass with unlimited use. 10PASS is valid for ten visits.

	2024								2023	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)		Q4 (Oct-Dec)		Q2 (Apr-Jun)	
	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS
New passes	2,279	679	1,166	589					1552	460
Renewed passes	853	192	735	25*					793	134
TOTAL	3,132	871	1,901	614					2345	594
Cancelled passes	7	1	0	0					7	0

Includes family passes and individual passes for all age groups.

*A change in settings means that 10PASS renewals are counted differently than in previous statistics.

Sales of Facility-specific Passes

Facility-specific passes can only be used at one facility and are sold as monthly or 10-visit passes.

	2024								2023	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)		Q4 (Oct-Dec)		Q2 (Apr-Jun)	
	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit
GDAF										
New passes	58	28	52	60					61	38
Renewed passes	34	14	38	1*					1	3
Total GDAF	92	42	90	61					62	41
PHAFC										
New passes	71	22	70	59					45	31
Renewed passes	28	10	20	6*					26	45
Total PHAFC	100	32	90	65					71	76
TOTAL	192	74	180	126					133	117

Includes passes for all age groups.

2024 Q2 10-visit passes not included in above: Ice/Dryfloor (17), Third Party Practitioner (0), SAC Parent & Tot (3).

Ice/Dryfloor passes include new Arena Saver passes launched in April 2024.

**A change in settings means that 10-visit renewals are counted differently than in previous statistics.*

Facility Bookings/Rentals

Arenas

ICE HOURS										
	2024								2023	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)		Q4 (Oct-Dec)		Q2 (Apr-Jun)	
	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime
GACC										
Regular Bookings	663.00	144.00	316.00	84.00					277.00	52.25
Joint Use	0.00	19.75	0.00	0.00					0.00	3.25
SCRD Programs	113.00	71.50	28.00	56.5					60.25	46.5
GACC Total	776.00	235.25	344.00	140.50					337.25	102.00
Usage Rate	72.19%	46.77%	67.19%	44.46%					67.59%	37.09%
Total Available Hrs	1075.00	503.00	512.00	316.00					499.00	275.00
SCA										
Prime	515.25	99.25	No Ice						No Ice	
Joint Use	0.00	26.00								
SCRD Programs	105.50	35.50								
SCA Total	620.75	160.75								
Usage Rate	57.53%	31.83%								
Total Available Hrs	1079.00	505.00								
Total Hours Rented	1396.75	396.00	344.00	140.50				337.25	102.00	
Overall Usage Rate	64.84%	39.29%	67.19%	44.46%				67.59%	37.09	
Total Available Hrs	2154.00	1008.00	512.00	316.00				499.00	275.00	

DRYFLOOR HOURS						
2024					2023	
Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q2 (Apr-Jun)
GACC						
Regular Bookings	No Dry Floor	No Dry Floor*				69.50
SCRD Programs						51.00
GACC Total						120.50
Usage Rate					24.79%	
SCA						
Regular Bookings	No Dry Floor	146.50				93.00
SCRD Programs		72.50				38.50
SCA Total		219.00				131.50
Usage Rate		22.72%				19.92%
Overall Usage Rate		22.72%				21.99%

*Dryfloor events at GACC not included in table: JUA Elphinstone Dry Grad – 12 hours; SCPA June Pickleball Tournament – 15 hours.

Pools

POOL HOURS											
2024										2023	
		Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)		Q4 (Oct-Dec)		Q2 (Apr-Jun)	
		Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours
GDAF	Regular	26	43.25	97	120.75					57	66.50
	Joint Use	9	9.00	20	20.00					32	36.00
SAC	Regular	169	311.92	120	261.67					96	165.67
	Joint Use	31	39.25	32	39.00					64	75.33
PHAFC	Regular	0	0.00	0	0.00					1	1.00
	Joint Use	0	0.00	16	22.00					5	7.00
TOTAL	Regular	195	355.17	217	382.42					154	233.17
	Joint Use	40	48.25	68	81.00					101	118.33

Multi-Purpose Rooms

	2024								2023	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Sep)		Q4 (Oct-Dec)		Q2 (Apr-Jun)	
	Hours	Usage	Hours	Usage	Hours	Usage	Hours	Usage	Hours	Usage
GACC (Rooms 204, 209, 217 & 219)										
SCRD Programs	315.83	7.23%	302.00	6.73%					247.92	5.60%
Rentals	187.50	4.29%	285.50	6.36%					221.75	5.01%
Partner Programs	480.50	11.00%	546.00	12.17%					462.75	10.45%
Internal Bookings	71.25	1.63%	20.75	0.46%					14.00	0.32%
TOTAL	1055.08	24.15%	1154.25	25.73%					946.42	21.38%
GACC Courts										
Regular Bookings	788.00	18.03%	450.00	20.06%					355.00	16.10%
SCRD Programs	17.00	0.39%	0.00	0.00%					0.00	0.00%
JUA	14.00	0.24%	0.00	0.00%					0.00	0.00%
One-time Events	18.00	0.31%	0.00	0.00%					0.00	0.00%
TOTAL	837.00	19.15%	450.00	20.06%					355.00	16.10%
SAC Community Room and Fitness Room (available only until May 26)										
SCRD Programs	321.00	14.38%	187.42	27.11%					265.58	11.78%
Rentals	13.00	0.58%	13.50	1.95%					42.50	1.89%
Partner Programs	39.50	1.77%	28.00	4.05%					30.00	1.33%
Internal Bookings	5.00	0.22%	10.50	1.52%					11.25	0.50%
TOTAL	378.50	16.95%	239.42	34.63%					349.33	15.50%
SCA Community Room										
Rentals	102.00	6.37%	6.00	0.37%					14.00	0.87%
Internal Bookings	49.50	3.09%	63.00	3.93%					18.00	1.12%
TOTAL	151.50	9.46%	69.00	4.91%					32.00	2.00%

Usage rate based on Available Hours = Operating hours of recreation centre x number of rooms available.
Court bookings are 45 min. rental plus 15 min. between bookings = 1 hour.

Registered Programs

Includes only pre-registered programs. Drop-ins are counted with admissions.

Note that seasons correlate differently with months of the year than regular quarterly reporting in Q3 and Q4 as per the chart below:

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				
	2024				2023	2024				2023	2024				2023
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Q2 (Apr-Jun)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Q2 (Apr-Jun)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Q2 (Apr-Jun)
No. of Registered Programs	4	8			1	50	83			44	53	49			43
No. of Cancelled Sessions	0	4			0	3	5			2	4	11			8
No. of Spaces Available	93	32			20	520	458			338	691	582			572
No. of Spaces Filled	81	24			12	371	367			276	484	390			274
No. on Waitlist	3	3			0	138	142			186	59	14			5

	Community Recreation Programs				
	2024				2023
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Q2 (Apr-Jun)
No. of Registered Programs	14	4			10
No. of Cancelled Sessions	3	1			5
No. of Spaces Available	187	47			62
No. of Spaces Filled	126	37			46
No. on Waitlist	5	0			0

Programs only run if a minimum number of participants are reached.

Birthday parties not included in the above data as follows: SAC Pool – 18, GACC Arena – 1, SCA Arena – 3.

Weight Room orientations not included in the above data as follows: SAC – 4 (5 people), GACC – 7 (14 people).

No. of spaces available is based on the maximum capacity permitted in a program.

Aquatics swim lessons were full and waitlist numbers may be inflated due to customers adding their name to multiple waitlists.

Marketing

Facebook	Reach*					Number of Followers				
	2024				2023	2024				2023
	Q1	Q2	Q3	Q4	Q2	Q1	Q2	Q3	Q4	Q2
SCRD Parks and Recreation	27,723	22,900			20,961	2,800	2,800			2,443
Pender Harbour	2,046	1,800			2,511	757	766			687

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

	2024				2023
	Q1	Q2	Q3	Q4	Q2
Number of E-Newsletter Subscribers	274	275			207
Comment Cards Received	35	20			16

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 2024 Service Plan

Objective	Strategies	Timeline	Progress
Maintain service levels (core service)	<p>Continue to provide Conventional and Custom transit services as per the Annual Operating Agreement with BC Transit.</p> <p>Focus on driver support, network reliability, ongoing recruitment, orientation, and training of drivers.</p>	Ongoing	Hired and trained 2 Casual Drivers. New Transit Superintendent started June 3 rd . Staff vacancies in key positions is impacting capacity.
Transit Operations	In partnership with BC Transit, identify the gaps in service levels between current operations and the new BC Transit Operations Standards manual.	Ongoing	Continued progress in reviewing the new standards manual to identifying implications on current procedures or services levels.
Bus Shelter Program Development	<p>To develop a bus shelter program that includes:</p> <ul style="list-style-type: none"> • standards for present and new bus shelters • implementation plan (phased approach) • budget implications (capital, operational, asset replacement) • Identification of possible funding opportunities 	Q3-Q4	Nothing to report.
Custom Transit Service Review	In partnership with BC Transit, completion of the custom transit service review to inform future expansion recommendations.	Q2	Complete. Report presented on March 28, 2024.
Implementation of Electronic Fare System	Continue to support BC Transit to complete the implementation of the new Electronic Fare System (UMO) that started in 2023.	Q1	Complete. The Electronic Fare Collection System (UMO) went live on January 10 th .
Mason Yard Expansion Planning	In partnership with BC Transit, continue the planning process for an operations and maintenance facility that will support the ongoing provision of transit and fleet.	Q4	<p>Draft final report received and is being reviewed.</p> <p>Report to Board anticipated in the fall.</p>

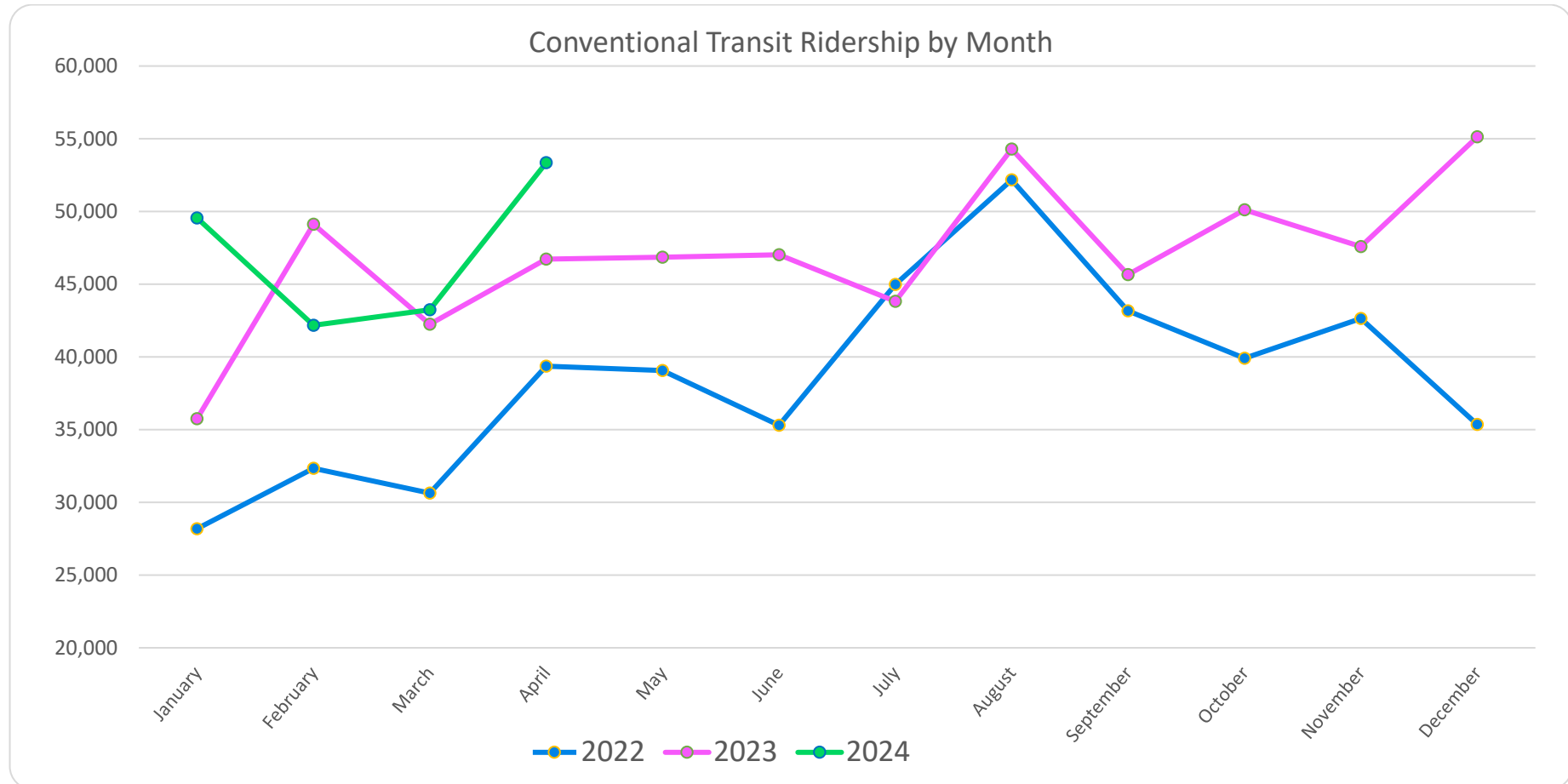
<p>Planning and coordination of minor and major projects</p>	<p>Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years.</p>	<p>Q4</p>	<p>See BPSR for details.</p>
<p>2024 Service Expansion - Conventional - Custom</p>	<p>In partnership with BC Transit plan and implement expansion priorities:</p> <ul style="list-style-type: none"> • Custom transit • Route 90 	<p>Q3-Q1 2025</p>	<p>Notification from BC Transit that only Custom transit expansion funding approved. An additional 275 hours will be scheduled starting in September. Based on the feedback received through the Custom Transit Review, the approved expansion hours (550 hours per year) will be scheduled starting in September, 2024.</p>
<p>Fare Free Transit for Students</p> <p>As per Bylaw, Student defined as: individual who is thirteen (13) years of age or older and is enrolled in an educational program up to grade 12.</p>	<p>Implementation of fare free transit for students (S-Pass) effective September 1, 2024.</p>	<p>Q4 2024</p>	<p>Planning underway. Developing the implementation has taken more time than anticipated; resourcing the project has been impacted due to operational priorities. Strategies for verification of the pass include the use of the student issued ID card by SD46. Passes will be issued for November 1-October 31 annually.</p>

Emerging Items:

- Battery Electric Bus (BEB) Pilot: Continue to work with BC Transit planning the site configurations required to support the Battery Electric Bus pilot anticipated for 2025 (2 BEB's to be deployed to the SC Transit system).
- A staffing shortage (vacancy) impacted the ability to achieve the desired level of Cleaned Buses this quarter (see KPI).

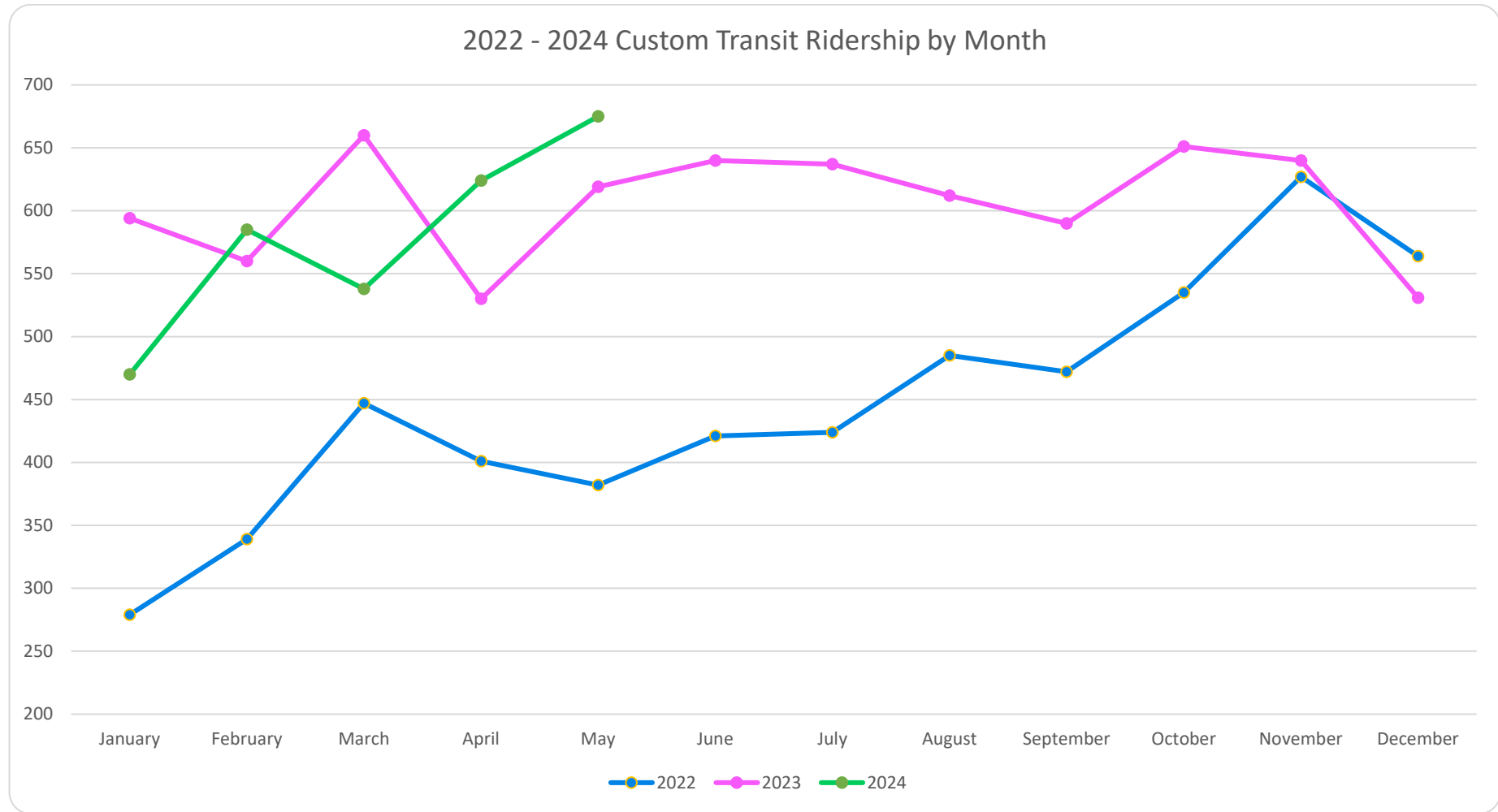
Key Performance Indicators:

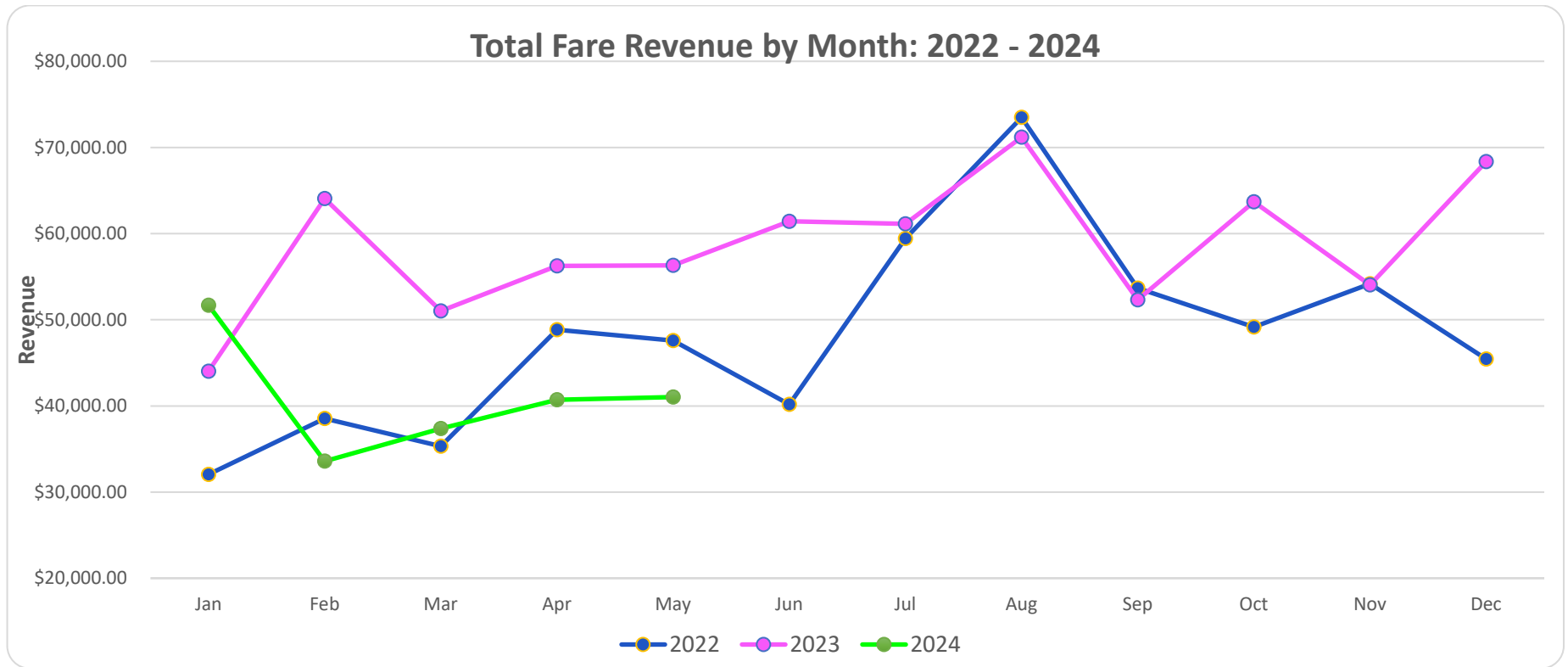
Due to the timing of the report, the data for Conventional Transit Ridership below does NOT include May and June. This information will be included in the next quarterly report.



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

NOTE: The 2024 Q2 chart includes ridership figures for January – April 2024 and Umo statistics are included in the monthly total.





2024 Umo Monthly Sales

Product	January	February	March	April	May
30 Day Adult Pass	\$3,420	\$6,900	\$8,580	\$9,420	\$8,400
30 Day Concession Pass*	\$1,980	\$2,670	\$0	\$0	\$0
30 Day Senior Pass	\$0	\$540	\$1,320	\$1,620	\$1,350
30 Day Youth Pass	\$0	\$1,260	\$3,570	\$3,810	\$3,390

*Concession Pass: Senior and Youth Passes were integrated at the start of Umo in January 2024. To obtain more accurate sales data, the Combined Pass category was divided into two (Senior and Youth) in February 2024 and the Combined Pass category has been discontinued.

KPIs	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave %
Service Delivery Target = 99.5%	2023	99.0%	99.9%	99.5%	99.5%	99.5%	100.0%	99.5%	99.8%	99.8%	100.0%	100.0%	99.5%	99.7%
	2024	100.0%	96.7%	94.8%	97.5%	99.0%	97.1%							97.5%
1st Stop Departure Target - 90.0%	2023	83.4%	81.0%	81.0%	87.6%	90.0%	83.2%	90.0%	82.1%	76.7%	88.0%	84.6%	90.0%	84.8%
	2024	87.3%	85.9%	87.3%	84.6%	84.6%	83.6%							85.6%
On Time Performance Target = 73.0%	2023	61.4%	57.8%	64.0%	63.5%	56.6%	53.8%	55.4%	52.9%	61.3%	61.8%	61.0%	73.0%	60.2%
	2024	72.5%	71.4%	72.8%	69.4%	90.0%	65.1%							70.0%
Cleaned Buses Target = 96.0%	2023	72.0%	82.0%	96.0%	96.0%	96.0%	49.0%	80.0%	95.0%	73.0%	69.0%	92.0%	80.0%	81.7%
	2024	73.0%	79.0%	79.4%	79.4%	68.9%	61.0%							73.5%

Driver Recruitment:

Year	Q1	Q2	Q3	Q4	Total
2024	2	2			
2023	3	3	5	4	15

The following KPI's will be reported on annually:

- Annual Total Ridership
- BC Transit Operations Review

FLEET DIVISION [312]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Maintain services to both transit and corporate fleet / equipment	<p>Conduct annual Commercial Vehicle Inspections</p> <p>Conduct annual fleet inspections on all BC Transit buses.</p> <p>Annual servicing of all generators</p> <p>Preventative maintenance and scheduled maintenance of fleet vehicles and equipment</p>	Ongoing	<p>Ongoing.</p> <p>Ongoing</p> <p>Ongoing.</p> <p>Ongoing.</p>
Fleet Rate Review	Conduct a fleet rate review and communicate recommended changes to impacted divisions	Q2-Q3	Will commence in Q3.
Planning and coordination of minor and major projects	Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years.	Q4	Ongoing.
Corporate Fleet Strategy	Engage the services of professional consultants to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible.	Q1-Q4	RFP closed and is currently in the process of awarding. Kick off meeting anticipated for early Q3.

Emerging Items:

- Filling the Mechanic vacancy took 5 months, which impacted production and fleet recovery.

Key Performance Indicators

Work Orders (Jobs) by Customer (complete and in-progress)	Q1	Q2	Q3	Q4
BC Transit	533	467		
SCRD	209	155		
Fleet Extra Billing	3	6		
Road Calls	37	7		
Total	782	635		

BC Transit Fleet Bi-Annual Audit – Conducted by BC Transit April 2024

Maintenance Program Summary

Category	Action(s) Required	Process Assessment
Maintenance Program	1	
Trip Inspection Process	0	
CVIP Requirements	0	
Shop, Equipment & Tools	0	
Lubricants, Oils & Fluids	1	
Bus Cleanliness	1	
Other Concerns	1	

Vehicle Inspection Summary

Unit #	Out of Service	3-Day Rejects	Vehicle Assessment	VIR Incl.
4032	0	0		<input type="checkbox"/>
4029	0	1		<input checked="" type="checkbox"/>
2680	0	0		<input type="checkbox"/>
9224	0	1		<input checked="" type="checkbox"/>
9229	0	0		<input type="checkbox"/>
9231	0	0		<input type="checkbox"/>

* A Vehicle Inspection Report (VIR) is typically included for Red & Yellow assessed buses only, unless otherwise indicated.

Overall Inspection Grade – **GREEN** (85-100%)

PORTS AND DOCKS DIVISION [345 & 346]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Routine preventative maintenance and minor repairs	Completion of annual inspections/repairs (two times per year).	Ongoing	First inspection of 2024 is complete. Next inspection to take place in the fall of 2024.
Public information on ports/moorage	Provide timely, reliable information to residents and visitors about SCR D ports.	Ongoing	SCR D Docks web page provides important information on emerging issues and is updated on a regular basis.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.	Ongoing	POMO meeting held May 27. Next POMO meeting anticipated in December 2024.
Community cooperation and knowledge sharing	Attendance of the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed appropriate. Continue to build relations and work with local island and marine associations.	Ongoing	Staff attended the regional HAABC meeting on April 10, 2024. Staff continuing networking with other local port authorities.
Asset management	Completion of a Capital Asset Renewal plan for ports. Completion of remediation and upgrades projects including: - Eastbourne, Gambier, West Bay and Halkett Bay ports. - Keats Landing port to support reopening for vehicular traffic.	Q3 Q4	A capital renewal plan draft of one dock is currently under internal review and will set the standard for the other docks. Capital renewal plan report will be brought forward in the 2025 budget process. Engineer has submitted 90% design and tender documents are being prepared. Habitat assessments have been completed and application to the Department of Fisheries and Oceans is completed for 3 out of the 4 projects, with the final currently under review. On schedule for expected construction in late fall or early winter. Engineer is nearing completion of design. Tender documents will be drafted once the design is completed.

	<ul style="list-style-type: none">- Hopkins Landing port to support reopening for use.		<p>On schedule for expected construction in November/December.</p> <p>Public engagement event held May 1st. Engagement report posted on Let's Talk Hopkins Landing Renovation project page. Engineer has submitted 75% design. On schedule for expected construction in late fall or early winter.</p> <p>Progress on these projects reported in the quarterly Budget Project Status Report (BPSR).</p>
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Emerging Items:

- Keats Landing lease has been renewed effected April 1, 2024, for a 5-year term.

Reviewed by:			
Manager	X - A. van Velzen X - G. Donn X - J. Huntington X - A. Kidwai	Finance	
GM		Legislative	
A/CAO	X - T.Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Ahmad Kidwai, Manager, Transit and Fleet

SUBJECT: Fare Free Transit for Youth (S-PASS) Implementation Update

RECOMMENDATION(S)

(1) THAT the report titled Fare Free Transit for Youth (S-PASS) Implementation Update be received for information.

BACKGROUND

In the fall 2023, the Sunshine Coast Regional District (SCRD) initiated a feasibility review to provide free transit for youth on the Sunshine Coast, resulting in the Board approving the following recommendation on February 8, 2024:

376/23 **Recommendation No. 29:** Public Transit [310] – 2024 R2 Budget Proposal

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded from Operating Reserves for 2024 and that the information collected be reviewed after 2024.

The purpose of this report is to provide the SCRD Board with an update on the planning for implementation of the program.

DISCUSSION

Staff have been actively planning for the implementation of the fare free transit for youth (referred to as the S-Pass) for the past three months. Planning includes: working with BC Transit and the electronic fare system Vendor to set up the program (including data collection); developing parameters (including activation requirements), documenting implementation procedures, developing staff training for the annual implementation of the

program; engaging in discussions with SD46; and, the drafting of a communications plan and promotional materials.

The implementation of the program, although originally anticipated for September, has been delayed to November 1. There are a few reasons for this delay:

- Due to the fare being free, staff involvement will be necessary to activate the S-Pass. Staff will need to verify eligibility, and then activate the pass through the vendor. To confirm eligibility for the fare free pass, identification will be required. The SD46 issues a Student Picture ID card every year. Considering the majority of youth on the Sunshine Coast are enrolled in school, this provides an ideal form of identification for verification and activation of the S-Pass. These ID cards are issued by SD46 in mid-October. Of note: other strategies for eligibility verification will also be included in the roll out (ie. for youth not enrolled in school or in independent home school programs).
- Staff involved in activating the S-Pass will require training. This training is currently under development by both BC Transit and SCR D and will be provided in late September.
- This change in fare requires a Bylaw amendment, which will come forward in the fall prior to implementation.
- The planning for program implementation has taken a significant amount of time and effort by both staff and BC Transit (more than anticipated).

The S-Pass will be issued for November 1 – October 31 and will require annual re-activation.

Financial Implications

The approved budget was pro-rated for an anticipated September start-up. At this point, it is unknown what the uptake and use of this fare-free product will be, therefore staff are unable to anticipate if there will be a financial implication due to the delay. Further, staff costs associated with the activation of the S-Pass were not anticipated in the original budget proposal. Staff will track the time/costs associated with the implementation of the program and if it is material, may result in a future budget lift proposal for the Board consideration.

Organizational Implications

The planning for this program has taken a significant amount of SCRD and BC Transit staff time. Once the process is in place, this planning time should be minimal in future years.

SCRD staff are in discussions with the SD46 to facilitate an on-site presence shortly after the Student ID cards are issued to support the majority (hopefully) of pass activations. The staffing resources for the annual activation of the S-Pass was unanticipated. Ongoing activations throughout the rest of the year will be available at the GACC, SAC and Field Road administration office (as an active fare vendor).

Timelines for Next Steps

Now that the implementation strategy is nearing completion, the communications strategy and promotional materials can be completed. Promotion of the program is anticipated to begin late August and into September.

CONCLUSION

While the delay in the implementation of the S-PASS is regrettable, it is necessary to ensure its success and sustainability. Staff are confident that the program can be launched for November 1, 2024.

Reviewed by:			
Manager		CFO/Finance	X -A. Taylor
GM	X – S. Gagnon	Legislative	X – S. Reid
A/CAO	X- T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – July 25, 2024

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **INFRASTRUCTURE SERVICES DEPARTMENT – 2024 Q2 REPORT**

RECOMMENDATION(S)

THAT the report titled Infrastructure Services Department – 2024 Q2 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the second quarter (Q2) of 2024: April 1 – June 30.

This report provides information on the Water, Wastewater, and Solid Waste Services provided by the several divisions within the department.

This report does not provide a detailed overview of all projects within the department, more detail is included in the Budget Project Status Report and is frequently presented to the Board.

Utilities Services Division [365, 366, 370]

The Utilities Services Division serves three water service areas, the North Pender Water Service Area [365], the South Pender Water Service Area [366], and the Regional Water Service Area [370]. The Regional Water Service Area includes the Chapman Water System as well as the smaller systems of Egmont, Cove Cay, Granthams Landing, Soames Point, Langdale, and Eastbourne. The Utilities Services Division is also responsible for the operation of 18 wastewater treatment facilities in Areas A, B, D, E, and F.

The Sunshine Coast Regional District (SCRD) water systems supply potable water to approximately 23,000 residents between Egmont and Langdale. This includes operations and maintenance of the Church Road Wellfield, Chaster Well, Langdale, Soames Point, Granthams Landing, Eastbourne (Keats Island), and Chapman/Gray Creek; including the Chapman Creek Water Treatment Plant, the South Pender Harbour Water Treatment Plant, Cove Cay, Egmont, and North Pender Harbour Water System. In addition to water for drinking, these water systems supply potable water used for fire protection, recreation (pools and ice rinks), industrial use, and irrigation.

Combined, the SCRD water systems consist of approximately 400 km of watermains, 19 storage reservoirs, 6 water pumping stations, 43 control valve stations, 1,488 fire hydrants,

4 rechlorination stations, 11 water treatment facilities, approximately 11,516 water connections, and 18 wastewater treatment facilities.

This Quarterly Report includes information about larger capital works projects and noteworthy program developments, as well as monthly water distribution volumes for all water systems.

PROJECTS - CAPITAL WORKS

Watermain Replacement Program

- Eastbourne Watermain Burying
 - The issued for construction drawings are complete for the replacement and burying of the above-ground two-inch PVC pipeline on Keats Island. Archaeological permits have been received from three different First Nations. Project tendering for construction is pending archaeology assessments, preliminary results show significant areas of interest for archaeology.
- San Souci Bridge Watermain Replacement
 - This project provides for the relocation of the waterline from underneath and within the bridge structure to a new alignment adjacent to and parallel to the top of the bridge. The construction contract was awarded to Drake Excavating Ltd. Project is 90% complete as of June 2024. Minor changes to public safety and fencing still to be completed in Q3.
- Chapman Creek Watermain Coating
 - This project involves preparation, cleaning, and recoating of exposed watermain spanning across Chapman Creek. The original contract for one watermain rehabilitation was awarded to Jewel Welding Fabrication and Coatings Ltd. A budget increase to allow for rehabilitation of an additional two Chapman Creek crossings was approved at the April 25 Board meeting. Engineering of the work platforms and review of the Environmental Management Plan is in progress. The work is projected to be completed by Q3 2024.
- Asbestos Cement Watermains Replacement Reed Road (Henry - Payne)
 - This project aims to complete the asbestos watermains replacement along Reed Road between Payne and Henry Road. Staff are preparing in house construction drawings and specifications to Tender for the machine work and materials to complete this work Q3 or Q4 2024.

Water Projects

- Church Road Well Construction
 - The 72hr continuous pumping test was successfully completed April 9-11. This process provides information about the recovery period of the water sources and Soames Creek and provides information necessary for the completion of the Adaptive Management Plan (AMP).
 - The remaining environmental engineering to be completed includes the continued creek flow monitoring and the AMP. The two-year compliance monitoring of Soames Creek began in July of 2023 as part of the operation of the water system. Stop pumping order from the Ministry was rescinded in June, and the project is in operation providing water to the Chapman Water System.
 - Community engagement with regards to the Sodium Hypochlorite storage container is proceeding. Alternate solutions are being reviewed for the permanent solution to address community concerns. Capital Project Manager went door to door to talk to residents who expressed concerns via a petition. Budget: \$9,400,000 – 2020 additional funding 2023
- Groundwater Investigations – Gray Creek Water Treatment Feasibility Study
 - Northwest Hydraulic Consultants is conducting the last year of data monitoring and will provide data for 2024 in December and a final hydrology report in Q1 of 2025. Budget: \$125,000 - 2021
- Groundwater Investigation Phase 3 – Round 2: Langdale Wellfield Development
 - A Request for Proposal (RFP) was issued in Q2 and will close in Q3 to complete a cost risk assessment and value engineering study (CRAVE) to identify other facility layout and cost options as part of a value engineering study for this complex project.
 - Consultation with Sk̓w̓x̓w̓ú7mesh Nation is ongoing and to date no concerns for their ultimate support of the project have been identified. They will also permit us to name the project Ch'k̓w̓'elhp Wellfield should it proceed. Budget: Langdale \$1,277,600, Maryanne West Park \$100,000 – 2021
- Eastbourne Groundwater Supply Expansion – Phase 2

Drilling of three test wells began November 21, 2022, and pump tests were completed in February 2023. A presentation and associated staff report was provided to the Board at the October 26, 2023, Committee of the Whole meeting. Construction tendering will follow further community engagement in Q3 2024. The project was presented to the Board as part of 2024 R2 budget considerations. Budget: \$1,200,000 - 2023

- Water Meter installation – Phase 3 District of Sechelt
 - A RFP for the supply and installation of approximately 4,500 water meters within the District of Sechelt was awarded to Neptune Technology Group. The installation program is divided into two distinct phases, with the first phase involving meter installations and retrofits in existing meter pits. This first phase is completed with over 650 meters installed. The second phase started on April 12 and includes new meter pits and indoor installations. Project is at 34% complete with over 1,500 meters installed in total.
Budget: \$9,391,750 - 2020
- Chapman, Edwards, McNeill Lake Dam Safety Improvements
 - This project is to complete the technical assessments, permitting, design, and construction of the required safety upgrades to these three dams. The construction contract was awarded to Jim Dent Construction and is projected to be completed by Q4 2024. Site mobilization is scheduled for the first week of August.
Budget: Chapman Lake \$1,000,000 – 2022, Edwards Lake \$730,000 – 2022, McNeill Lake \$735,500 – 2022 additional funding 2023 and 2024
- Chapman Water Treatment Plant Chlorination System Upgrade
 - This project replaced the chlorination system at the Chapman Water Treatment Plant with a sodium brine disinfection system, eliminating the need to transport and store chlorine gas at the plant. The project is substantially complete and minor deficiencies are being corrected. The system is online and operational. All remaining onsite chlorine gas containers have been removed from the site.
Budget: \$2,144,903 – 2020
- Chapman Creek Water Treatment Plant UV Upgrade – Phase 2 Construction
 - The new UV system will be designed for redundancy, while the current UV system only employs a single UV module, the regulatory requirement is to have multiple UV systems to allow for redundancy in case of failure of a single unit. The project is in the 95% design phase with construction tendering planned for Q3 2024. Tender packages are currently with SCRD for review.
Budget: \$1,905,950 – 2023
- Chapman Creek Water Treatment Plant Residuals Disposal and Planning
 - The Chapman Creek Water Treatment Plant produces residuals from the water treatment process which get released into holding ponds. The SCRD is collaborating with the shíshálh Nation and Heidelberg Materials on technical assessments related to the implementation of a long-term solution.
Budget: \$570,000 - 2020

- Chaster Well Surface Seal
 - The in-house redesigned plans and specifications are being finalized. The project will be tendered in Q3 and completed in Q4 of 2024.
- Cove Cay Pump Station Rebuild and Access Improvements
 - The Cove Cay Pump Station needs substantial upgrading to replace ageing infrastructure and improve operation and maintenance access. Vancouver Coastal Health also added the requirement to add multi-barrier treatment by July 2025, expanding the project scope considerably. An RFP for treatment and pump design is currently being finalized.
Budget: \$921,200 - 2020
- Reed Road Pump Station Zone 4 Improvements
 - The primary objective of this project is to increase the fire flows in the Cemetery Road area. The water modelling to confirm the required increased flow is currently being finalized to be followed by the design, tendering, and construction of the required upgrades.
Budget: \$70,000 - 2021
- Garden Bay Water Treatment Upgrade Feasibility Study - Phase 2
 - The Feasibility Study for upgrade options to the current treatment system is to address water quality issues and to meet current drinking water standards. The study is completed and concluded that it could cost up to \$9,000,000 to do the required upgrades. The study includes recommendations for a suitable back-up generator for the treatment plant. SCRD staff are considering options for next steps. Staff will release an RFP for the design work in Q4 if staff capacity allows.
Budget: \$200,000 - 2023
- Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources, Groundwater Investigation Phase 5 – drilling of five test wells
 - Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells. The consultant presented a report identifying the five proposed locations for wells in priority order to the Board in January 2024. The proposed sites are with shíshálh Nation for consultation and review. Archaeology work is in progress and talks continue with the shíshálh Nation regarding the collaboration during the next phases of this project.
Budget: \$475,000 – 2022

- Lower Crown Raw Water Reservoir
 - Staff are continuing to work with the shíshálh Nation on the engineering and design of this reservoir, including the confirmation of the operational and financial implications to the SCRD.
 - Discussions about the lease agreement associated with the transfer of the land and constructed infrastructure to the SCRD have not been initiated yet. The Province confirmed that Electoral Assent would need to be obtained before the SCRD can execute this lease agreement.
 - The shíshálh Nation has not yet been able to secure the funding for the construction of the project.

- Egmont Water Treatment Plant Upgrade
 - The Egmont water treatment facility does not have adequate filtration for removal of organics in the drinking water. A feasibility study is required to explore and recommend additional treatment options for managing the elevated organics in the water supply at Egmont (i.e. Waugh Lake). It is anticipated that this study will result in the development of preliminary corrective measures such as improved filtration options like upgraded cartridge filters and/or additional treatment improvements. An RFP is being drafted for submittal to purchasing in Q3 2024. In Q2 staff awarded a small contract to KWL to assist us in assessing treatment options and necessary water quality information to facilitate that process. Additional water quality testing post upgrades to the intake is in progress to inform the RFP process.
Budget: \$275,000 – 2023

- Fire Flow Action Plan Development
 - Staff reports were presented at the January 11, February 8, and February 22, 2024 Committee of the Whole meetings to provide information on the preliminary water system modelling results. These water system models suggested that in some areas, SCRD water systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties.
 - On March 14, the Board adopted amendments to the *SCRD Subdivision Servicing Bylaw No. 320* to align the fire flow requirements with current best practises.
 - An RFP is being developed for more detailed water modelling analyses to confirm the areas of concerns, including a sensitivity analyses.
 - Hiring of staff approved as part of the 2024 budget process to support this work has been initiated.
Budget: \$250,000 – 2024

- Trout Lake Re-chlorination Station Upgrade
 - The Trout Lake re-chlorination station is aged and in need of upgrades. The work will involve the demolition and removal of the 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. An RFP for design/build replacement of the roof was released at the end of Q1 and awarded to contractor in June. Staff are coordinating the work with a shutdown post summer drought.
Budget: \$100,000 – 2022
- Hopkins Landing Waterworks District Feasibility Study
 - This project is currently underway. The Engineering Condition Assessment and recommended upgrades were awarded to Onsite Engineering Ltd. on May 10. The project is currently in the condition assessment phase, with flow testing scheduled for the week of July 15. Staff will present the findings of this study to the Board in Q4 2024.
- South Pender Harbour Watermain Replacement
 - Continuation of 2018 work would replace the existing 150mm asbestos cement diameter watermain with a 200mm diameter main on Francis Peninsula Road from Pope Road to Rondevue Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2024. Awaiting results of the Water System Modelling in Q4.
- North Pender Harbour Watermain Replacement
 - This project will replace the existing 100mm asbestos cement watermain on Panorama Drive with a 200mm ductile iron watermain. 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. Due to staffing shortage and permitting issues, this project will be initiated late Q4 2024 for tendering. MOTI comments are pending for SCRD design and Right of Way (watermain depth and path). Awaiting results of the Water System Modelling in Q4.
- Dream Valley Estates Water System Feasibility
 - Dream Valley Estates residents suffer from frequent elevated arsenic levels in their water supply resulting in “do not use” warnings issues by Vancouver Coastal Health. Clearwater Utilities are the water service purveyors for the

Dream Valley community and own the water infrastructure. Both Clearwater Utility and the strata council for Dream Valley Estates have expressed interest in the SCRD taking over the current water system. The Office of the Comptroller of Water Rights (Province) provided a letter of support to Dream Valley Estates request for the SCRD to consider acquiring the Clearwater Utility. The Comptroller's staff have set aside funds to pay for the SCRD's engineering study to assess the condition of existing infrastructure and provide recommendations on the feasibility for the takeover of Clearwater Utility.

- Staff have reached out to the Ministry with expected costs for the engineering study and details of the process of conversion of the utility services. Following confirmation from the Ministry that they have sufficient funds to cover the initial engineering stages of the process a deposit is to be made by the Ministry for funding of the work in the feasibility service area.
- Chapman Creek Trestle Slide and Footing Repair
 - Staff have been working with a geotechnical consultant, a tree arborist, and the permitting agencies to temporarily stabilize two trestle concrete supporting piers that have become undermined in early June. The geotechnical engineer has proposed an interim remedy that staff are evaluating to either complete with in-house resources or outsource to a construction contractor.

Wastewater Projects

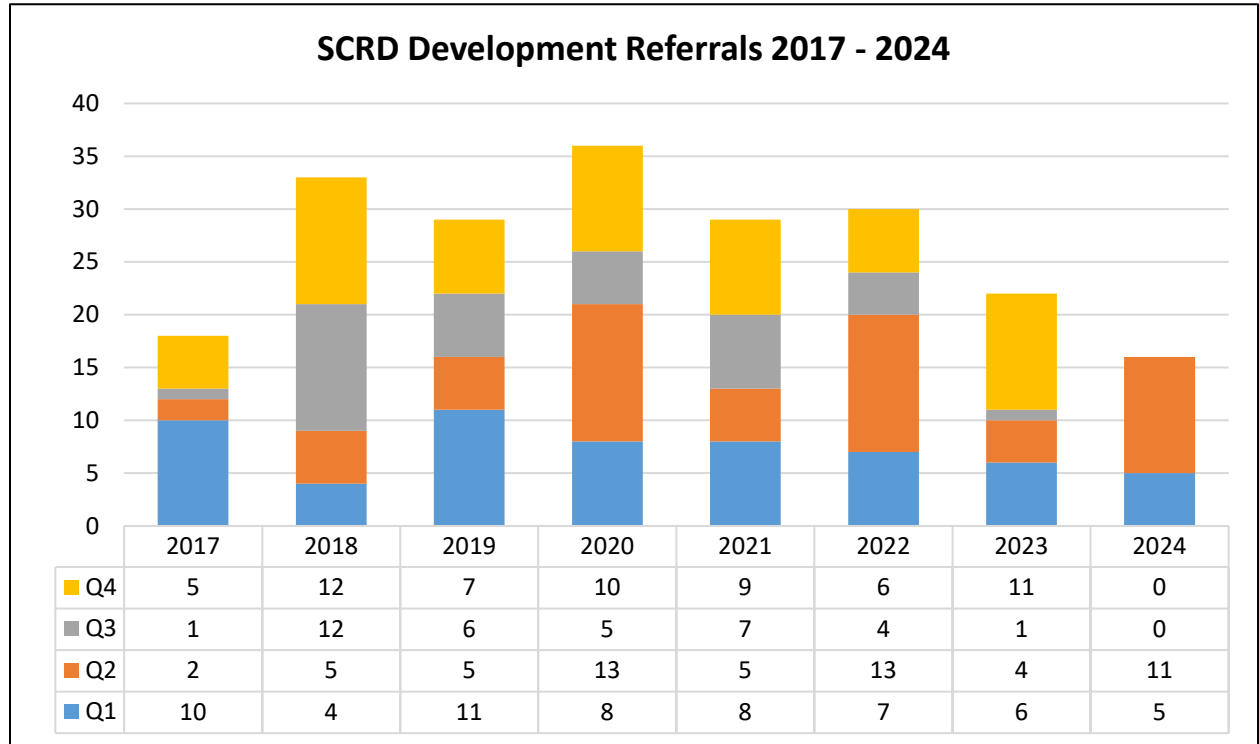
- Woodcreek Park Wastewater Plant – Collection System Improvements
 - The findings of a condition assessment were presented at the November 19, 2020, Infrastructure Services Committee meeting. Staff applied for Provincial/Federal grant funding and were informed in early May 2022, that the project grant application was awarded in the amount of \$769,000.
 - A contract to complete detailed design and tender specifications was issued in March 2023. Operational trials were completed, and it was determined that the existing sand filters will still require replacement. Detailed design and collection system infiltration and inflow reduction field investigation work is approaching 90% complete and a draft regulatory permit has been received. A major equipment award was approved by the Board on June 27, and a Community Open House is scheduled for July 3.
Budget: \$968,591 – 2021
- Square Bay Wastewater Treatment Plant – Collection System - Infiltration Reduction
 - An RFP to undertake a feasibility study of the long-term upgrades required to this system is being developed and will be tendered in Q3 2024.
Budget: \$15,000 - 2023

- Staff repair and upgrade to the collection system to reduce infiltration.
Budget: \$39,677 – 2019 additional funding 2020, 2021, and 2023
- Langdale Wastewater Treatment System Upgrade Project
 - In February 2022, a grant application was submitted for funding support for required upgrades to this wastewater treatment plant under the Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality Program. The SCRD was successful in receiving this grant and staff will continue discussions with the YMCA. The RFP to undertake technical assessments and preliminary design work is on hold until YMCA discussions are completed.
Budget: \$1,024,966 – 2022
- Transfer Pender Landing WWTP
 - A review of the Pender Landing wastewater service is currently underway. The SCRD is working with the owner of the collection system for handover with aim to establish a wastewater service area with the SCRD.

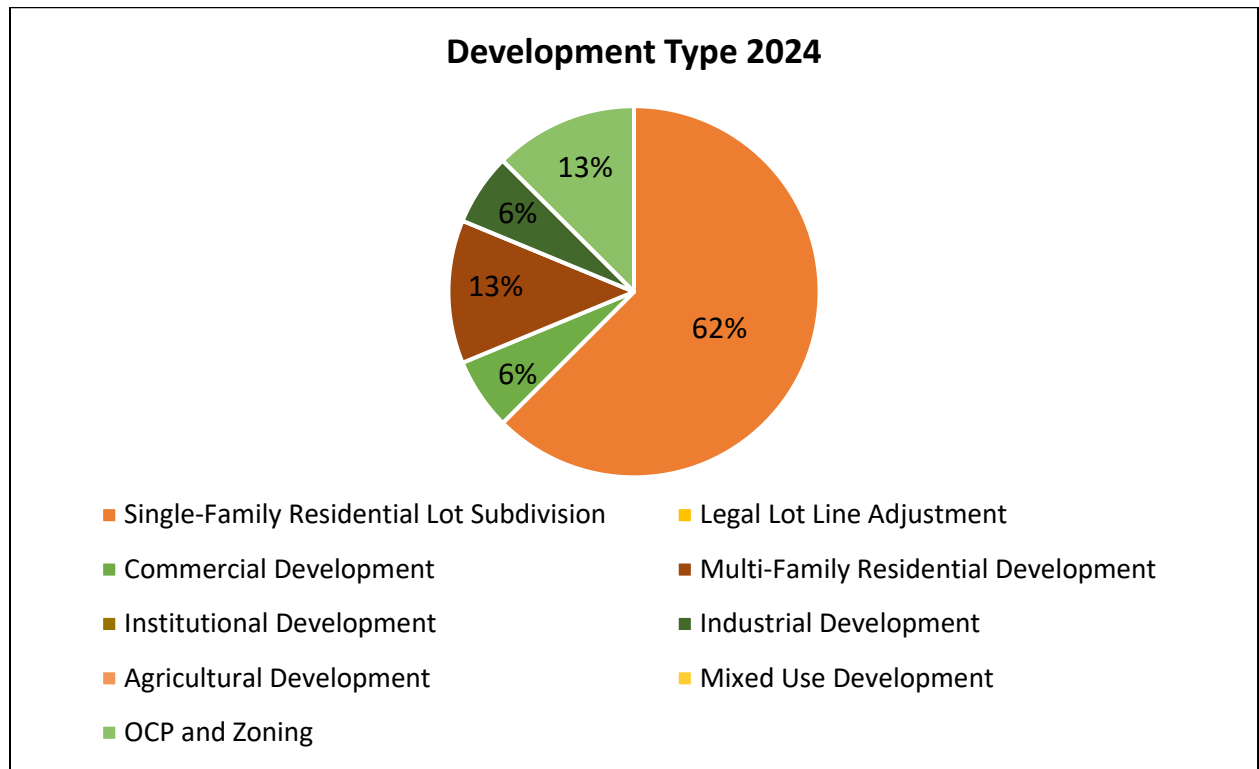
Water and Wastewater Service Reviews

The charts below provide an overview of the development projects within the SCRD's water and wastewater servicing area. A significant number of these projects are still in progress and will include upgrades to existing wastewater systems. Data is not available for developments prior to 2017, and thus only data from 2017 to the end of Q2 2024 is provided. The development process can in some situations take years to complete and there are some applications which are active today which began in 2017.

The bar chart below shows development applications received each year since 2017. The year 2020 was a peak for development applications at 36 applications. The Infrastructure Department received eleven new development application referrals in Q2 of this year. Development referrals have not been broken out for water and sewer servicing.

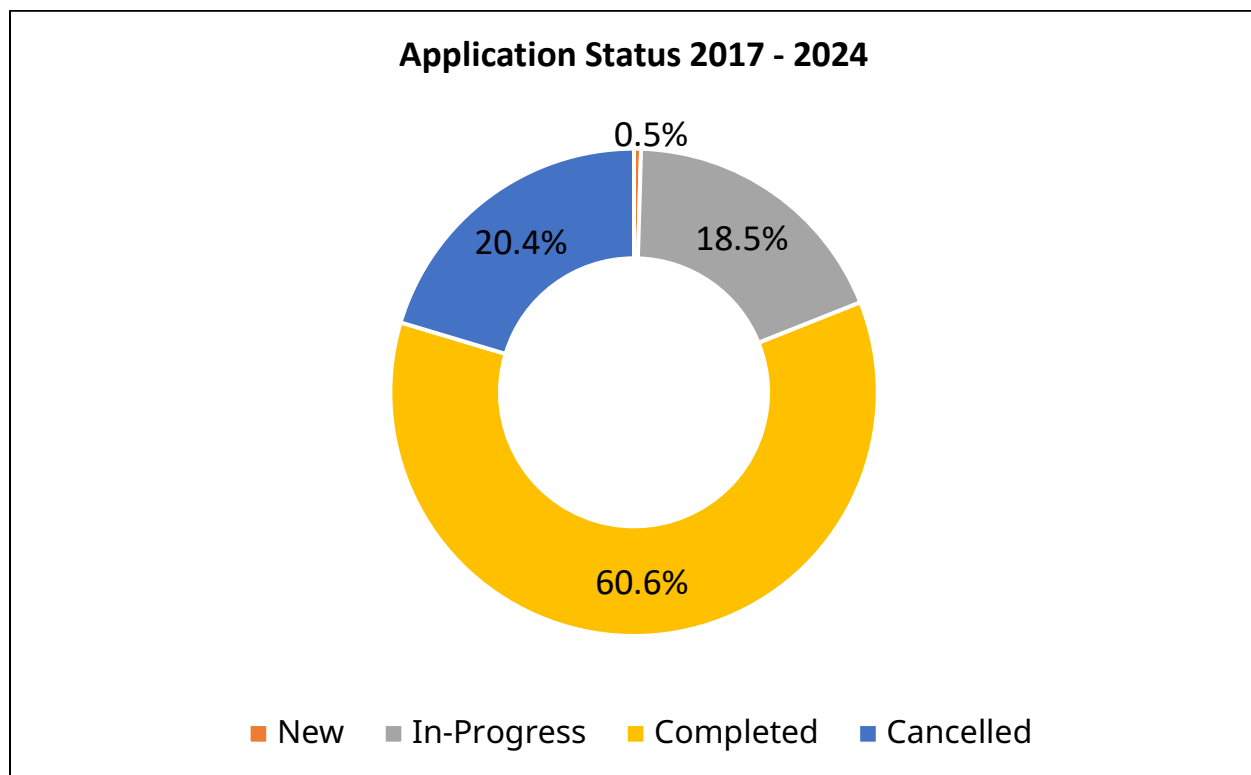


The following two pie charts show the types of development applications received since 2017 with growth in single family, multi-family, and mixed-use developments so far in 2024.



The majority of development applications within the SCRD are received through the District of Sechelt. It must be noted that in the past the SCRD received development applications within the Town of Gibsons, however since 2021, this is no longer the case as the Town of Gibsons is no longer relying on the SCRD for water connections.

Of all the applications received since 2017, approximately 0.5% are still actively under review. Many applications were processed right through to final approval only to have the developer pause and cancel the development. A development is considered ‘Cancelled’ when a developer decides to no longer proceed with a development, or in instances where the developer has taken more than two years to finalize the development, the application is considered “phased-out” and will require the developer to submit a new application.



Water Conservation Programs

- Promoted Get Ready for Summer community Water Conservation Regulation through mailout campaign.
- As of June 30, 100% of \$35,000 available funding for rainwater harvesting rebates have been committed for the Regional Water Service Area, 100% of \$1,500 for North Pender Harbour and 50% of \$2,000 for South Pender Harbour.
- Engagement with Flow Systems Inc. to finalize service agreement for Neptune 360 Platform, ongoing support, and meter reading equipment maintenance.
- Continued water meter audit program for South Pender Harbour, North Pender Harbour and Regional Water Service Areas.

- Supported Phase 3 water meter installations with communication messaging.
- Standardization and development of advanced tools and internal procedures for water meter data analysis.
- 327 leak letters and 8 shutoff letters sent out.
- 233 high use letters sent out.
- Monthly Water Use Update procedural improvements and in-house training; subscriptions now over 1,000 residents.
- Prepared for and initiated Drought Response Plan in 2024 and provided Drought Response Updates to the Board.

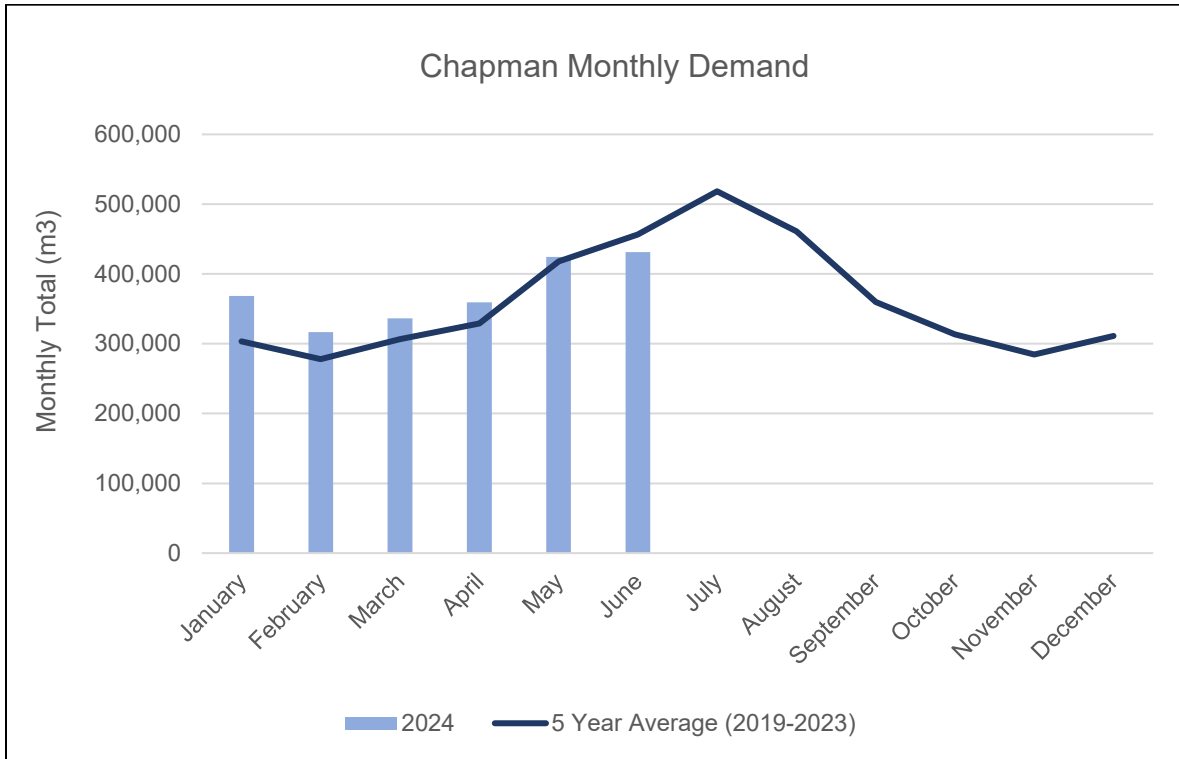
Water Planning and Policy Development

- SCRD Water Strategy
 - Cross-jurisdictional review of the Water Strategy occurred following the May 9, 2024, Board meeting resulting in some minor amendments. The SCRD Water Strategy will be reintroduced to the Board at a Committee of the Whole meeting in Q3.
- SCRD Draft Water Efficiency Plan
 - Staff conducted an internal review of Draft Water Efficiency Plan actions.
 - Following Board adoption of the Water Strategy, a staff report will be presented at a Committee of the Whole meeting to present the Water Efficiency Plan.

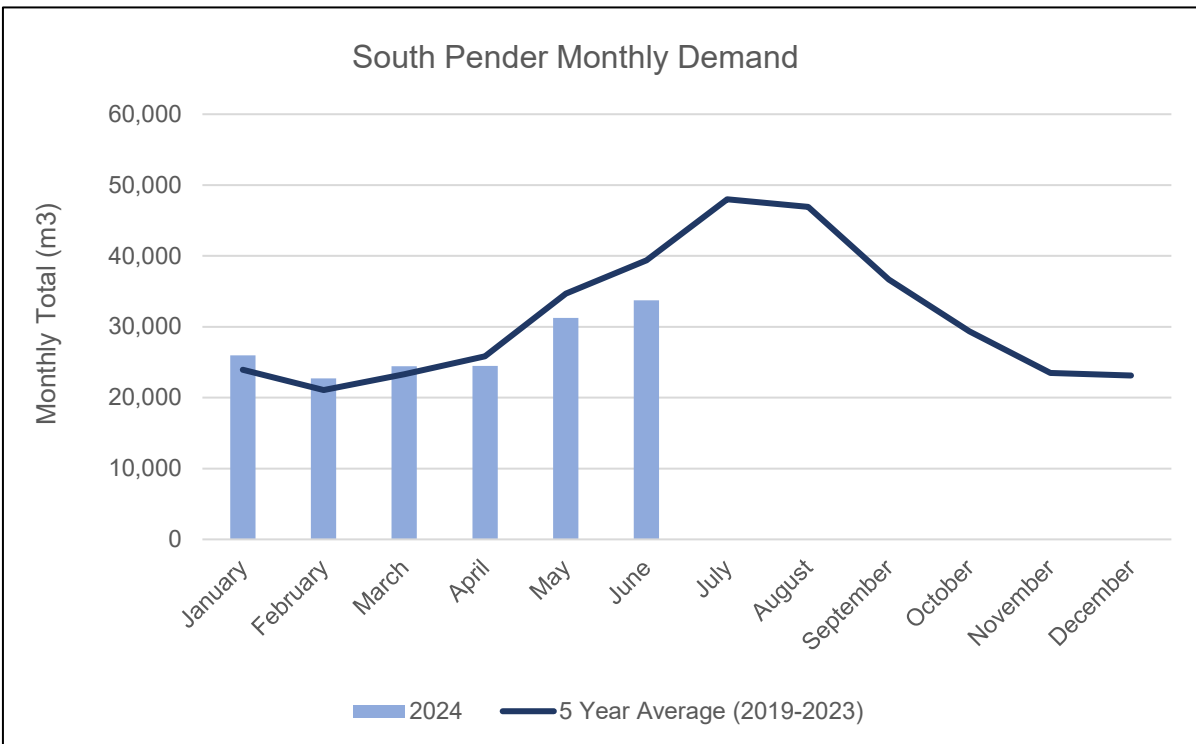
OPERATIONS - WATER DISTRIBUTION SYSTEMS

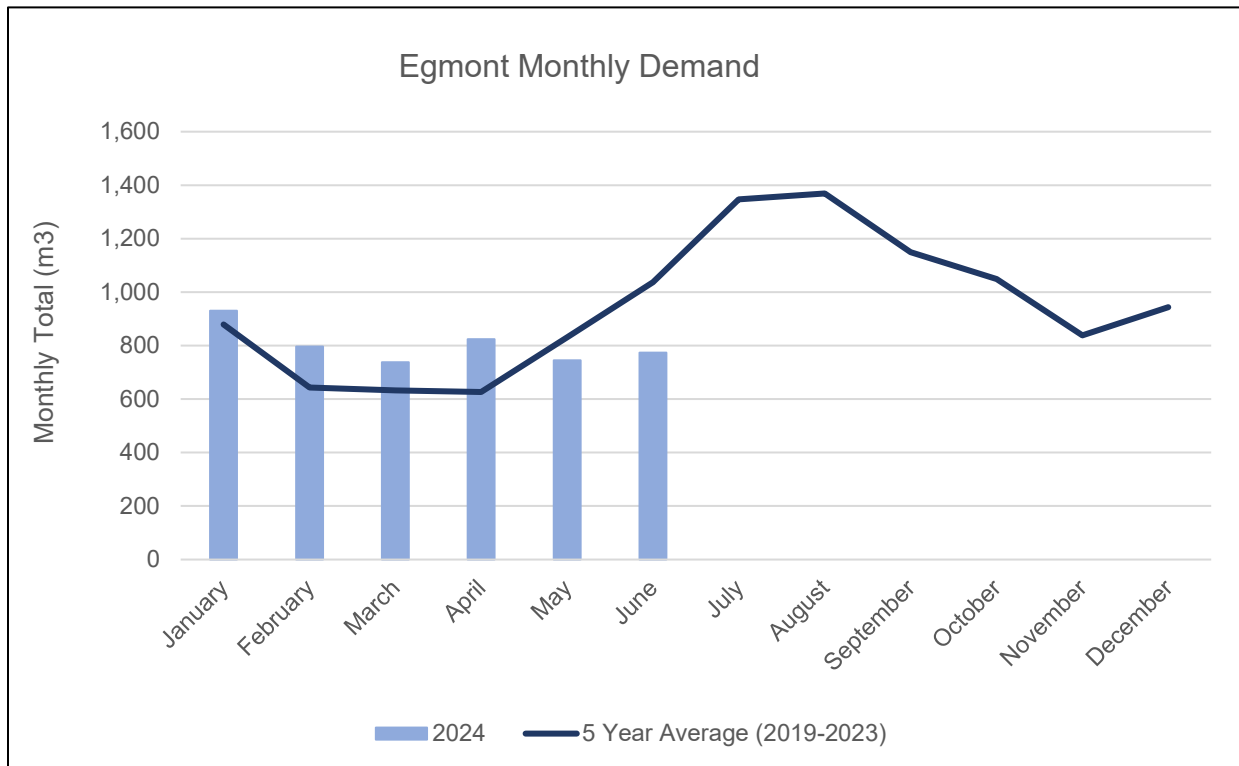
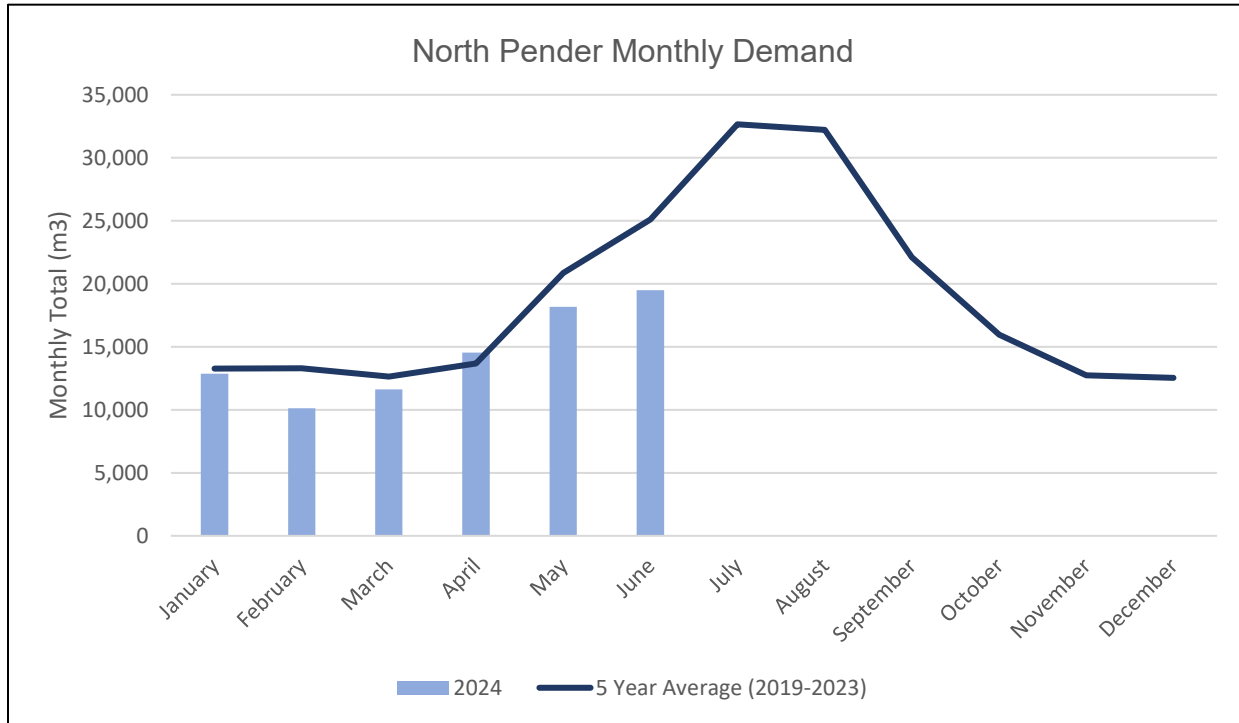
WATER DEMAND PER WATER SYSTEM

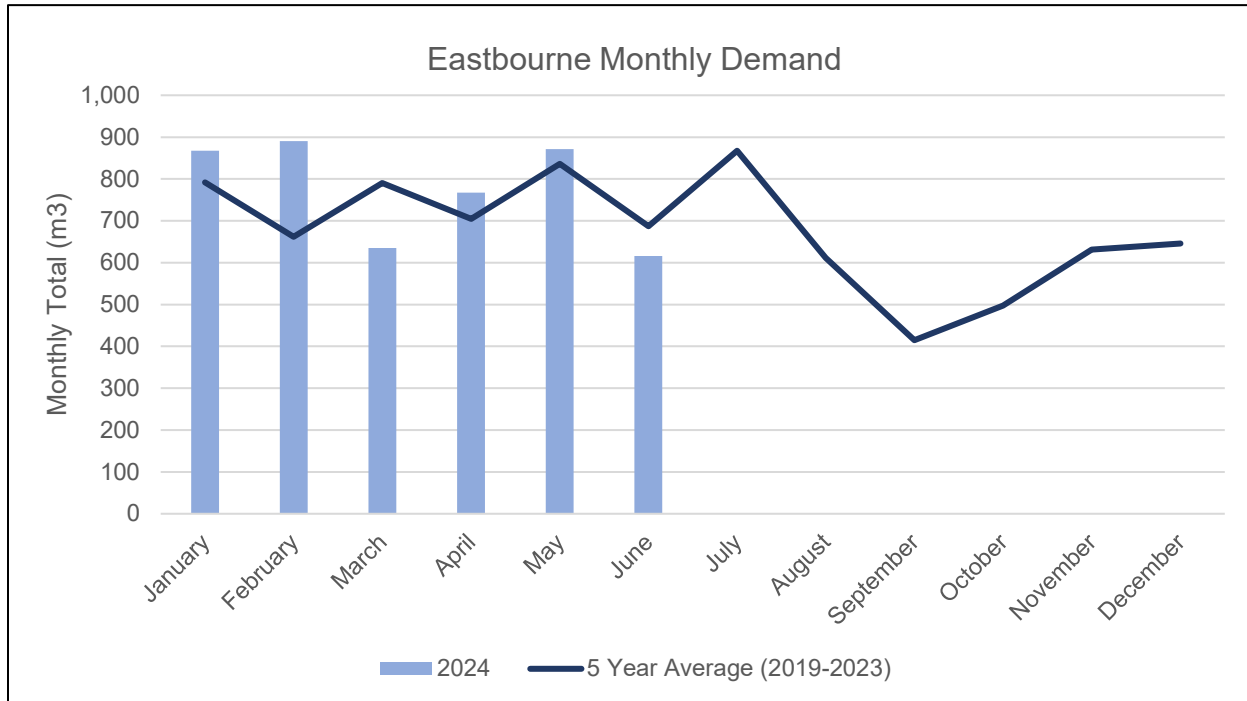
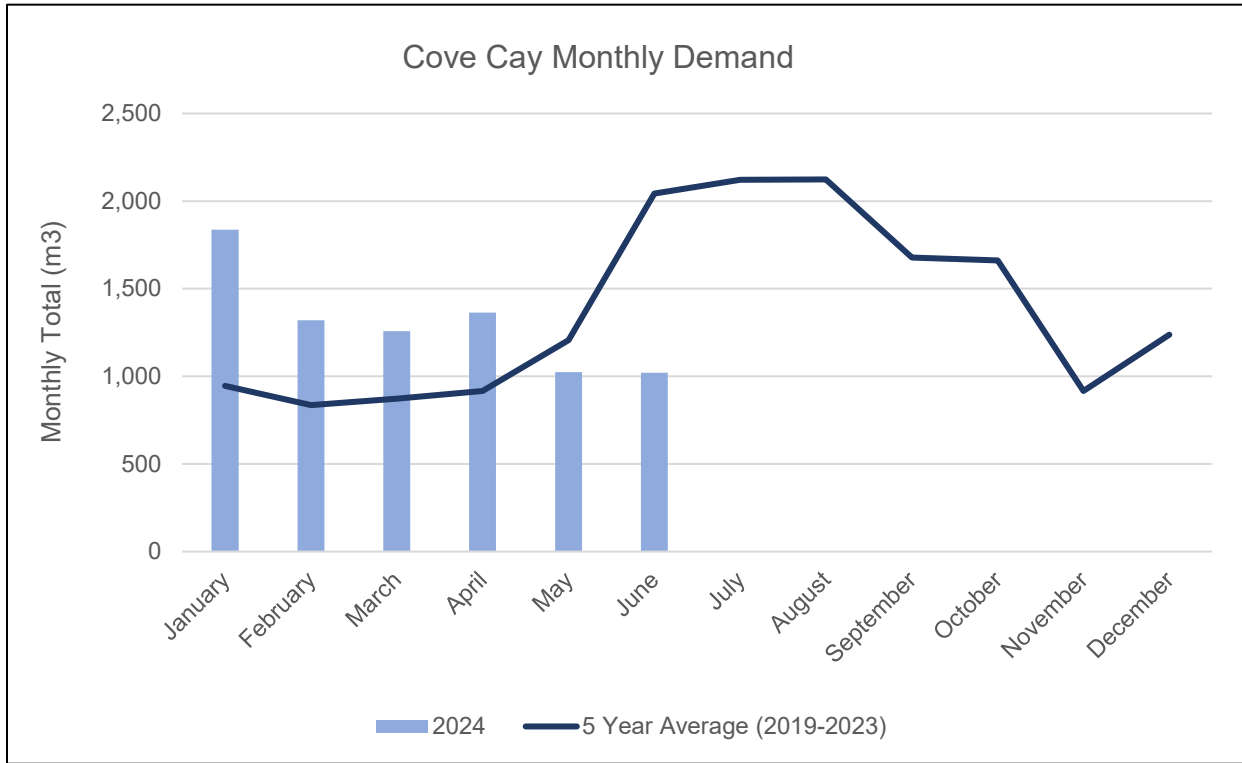
The following graphs show the monthly total water use per SCRD water system in Q2 2024. Each graph also presents the average monthly water use from the previous five years (2019 - 2023).



Chapman Water System sources include Chapman and Edwards Lakes, Chaster Well, Gray Creek, Church Road Wellfield and Soames Well.

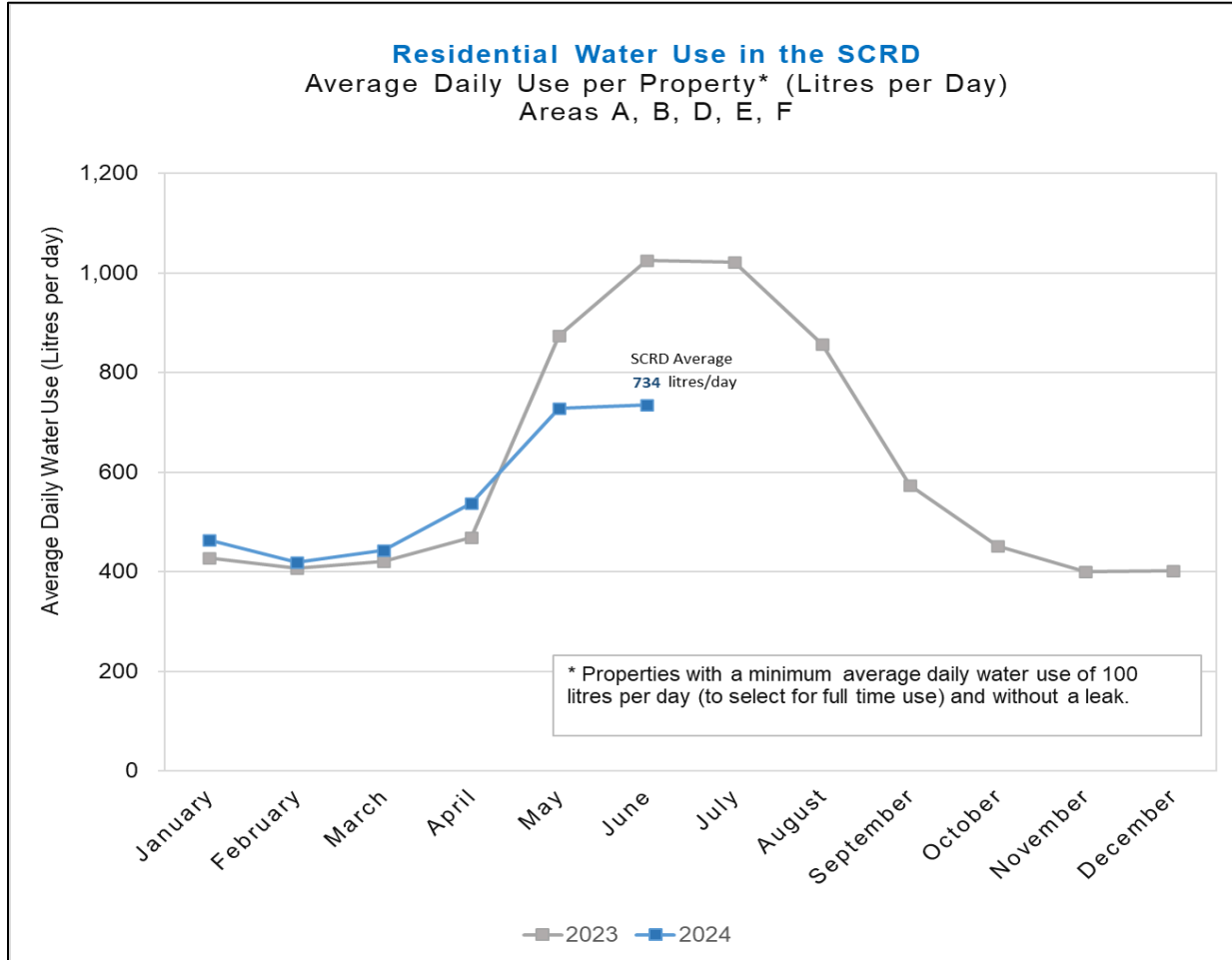






RESIDENTIAL WATER USE

The average daily water consumption by a residential property without a leak and using more than 100 litres/day in Q2 2024 was 667 litres/day.



Solid Waste Services Division [350, 355]

The Solid Waste Services Division provides solid waste management for the Sunshine Coast. In British Columbia, Regional Districts are mandated by the Provincial *Environmental Management Act* to develop Solid Waste Management Plans. The SCRD’s 2011 Solid Waste Management Plan (SWMP) guides how the SCRD manages its solid waste including waste diversion programs, services, and disposal activities.

The Division oversees the operation and maintenance of the Sechelt Landfill and the Pender Harbour Transfer Station. The Division also maintains the contracts for curbside garbage and food waste collection services for Electoral Areas B, D, E and F, three recycling depots, and the green waste recycling program.

This quarterly report provides an update on current projects, diversion programs, services, and monthly statistics.

Solid Waste Projects

Solid Waste Management Plan Review and Update

Consultant Morrison Hershfield (MH) continues to engage the Public and Technical Advisory Committee (PTAC) on the Solid Waste Management Plan Update. Potential initiatives for the new plan were discussed at PTAC meetings in Q1. MH is working with SCRD staff to develop a draft plan to include potential future waste prevention and diversion strategies and future engagement will include further prioritization by PTAC to update the Solid Waste Management Plan.

Biocover Feasibility Study - Phase 2

The SCRD identified a biocover as a potential final cover for the Sechelt Landfill when it closes in mid-2025. A biocover is a type of landfill final cover that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. The Sechelt Landfill Biocover Feasibility Study Phase 1 was undertaken in 2020 which concluded that a biocover would provide economic benefits to the SCRD and community, and significantly reduce GHG emissions.

Phase 2 involves a pilot study where three biocover test cells are added to a small portion of the Sechelt Landfill and monitored over a one-year period. An RFP to retain services to provide Phase 2 of the pilot study closed on May 24, 2023, and was awarded to Sperling Hansen Associates. The three pilot biocover cells were constructed at the end of 2023 and are undergoing the one-year monitoring period. Once the monitoring period is complete, Sperling Hansen will produce a report summarizing its effectiveness and potential for use as final cover.

Budget: \$286,000 – 2021 additional funding 2023

Sechelt Landfill Contact Water Pond Relocation

A contract was awarded to XCG Engineering to prepare the conceptual and detailed design of a new Sechelt Landfill contact water pond to replace and relocate the existing pond to the northwest corner of the landfill property. It is estimated that relocating the contact pond would extend the useful life of the landfill by up to four years. The detailed design is completed, and Provincial permitting processes are in progress.

Budget: \$50,000 – 2023

As part of the 2024 budget process the Board approved budget for the final design and construction phase of this project. Pending the receipt of provincial approval, the project construction will start in Q3 or Q4 2024.

Budget: \$520,000 – 2024

Sechelt Landfill Vertical Expansion and Waste Export Feasibility Study

The construction of a perimeter berm or wall on the south and west sides of Sechelt Landfill has the potential to provide additional airspace to bury garbage on the south and west slopes of the site. Based on a preliminary analysis, it is estimated that this could provide

seven years of additional landfill life at the current annual infill rate. The construction of such a berm or wall would not extend beyond the current limit of waste (i.e., within the Sechelt Landfill property) and would require an updated provincial permit and need to be included in the Solid Waste Management Plan that is currently being updated.

A detailed feasibility study for the export of waste from the Coast is also included in this project. The findings of these feasibility studies will be presented and discussed at a Solid Waste Summit to which elected officials and senior staff from all local governments and First Nations on the Coast will be invited. An RFP to retain a contractor to undertake this work is underway and is expected to be awarded in Q3 2024.

Budget: \$165,000 - 2024

Future Waste Disposal Options Analysis Study – Phase 2

A second opinion on the results of the Future Waste Disposal Options Detailed Analysis, to confirm the feasibility of developing a new landfill in the region, was completed and presented to the Board on January 25, 2024.

Budget: \$265,000 – 2023

Pender Harbour Transfer Station Upgrades – Phase 2

Phase 2 of the Pender Harbour Transfer Station upgrades design is 90% complete. Staff expect to complete designs and tender construction for a fall construction start. Lock blocks from Sechelt Landfill will be reused for the project and have been strategically placed until the construction project begins to prevent bird nesting from occurring during the 2024 bird nesting season.

Budget: \$765,000 - 2023

SOLID WASTE PROGRAMS

British Columbia Product Stewardship Council (BCPSC)

Staff attended a meeting on June 11, 2024, and received updates from BC Ministry of Environment and Climate Change Strategy (MOECCS) regarding current plans under review, as well as the release of guidance documents for extended producer responsibility plans.

Coast Waste Management Association (CWMA)

Staff attended an Educators and Communicators Discussion Group meeting on June 19, 2024, hosted by CWMA. Discussion topics included resources available through the newly developed CWMA Knowledge Base, and an ask to share resources that are found to be helpful for inclusion. Regional Districts shared upcoming summer priorities including improving resident education and messaging related to reducing contamination in curbside collection.

Metro Vancouver Regional Waste Reduction Coordinators' Committee (RWRCC)

Metro Vancouver has changed the name of this committee to remove Municipal and replace with Regional. Staff attended a meeting on May 15, 2024, where updates were provided on

the results of the 2024 Food Scraps Recycling Campaign and timelines for next steps in the Metro Vancouver Solid Waste Management Plan Update.

Waste Reduction Initiatives Program (WRIP)

The 2023 WRIP recipients have completed their projects. Information about the projects' achievements to reduce waste is summarized below.

Highlights include:

- Roberts Creek Community Association: have improved recycling at the community hall through greater diversion of bottles, cans, and cigarette receptacles.
- Sunshine Coast Resources Centre: supporting the community with re-purposing and distributing donated electronics in the community instead of sending them for electronic waste recycling.
- Gibsons Public Art Gallery: hosting events that make use of reusable dishware and improved food waste diversion in order to reduce the use of single use items.
- Davis Bay Elementary Parent Advisory Committee: their project to eliminate the need for single use items by purchasing reusable cutlery and bowls for use during school hot lunches, gatherings, and celebrations has diverted approximately 19 kilograms of single use packaging waste in three months.
- Davis Bay – Wilson Creek – Selma Park Community Association: reducing single use items used at hall events by improving access to reusable dishware.

The waste reduction achieved by these programs is expected to be long lasting as they've established new ways to prevent future waste in their respective facilities. The program also provides the community with examples of how reducing single use item waste and diverting food waste to composting can be easy to implement and be incorporated into ongoing work.

Area A Food Waste Program

The Pender Harbour Transfer Station Food Waste Drop-Off Program commenced on November 1, 2022, coinciding with the Food Waste Regulation start. The program is aimed at providing a food waste drop-off option for residents and small businesses in Electoral Area A. From January 1 to May 31, 2024, the site received 16.35 tonnes of food waste from residents. Staff conducted an evaluation of the food waste drop-off program and presented a report to the Board at the April 25, 2024, Committee of the Whole meeting.

Major Appliance Recycling Program (MARR)

On November 1, 2022, the Sechelt Landfill and Pender Harbour Transfer Station, in partnership with the MARR program, began accepting major household/residential appliances for free. From January 1 to June 30, 2023, the program accepted 1,123 appliances from residents. In Q1 and Q2 2024 we received 1,191 units, which means there was a small increase in first half of 2024. Small variations are to be expected and the need for appliance

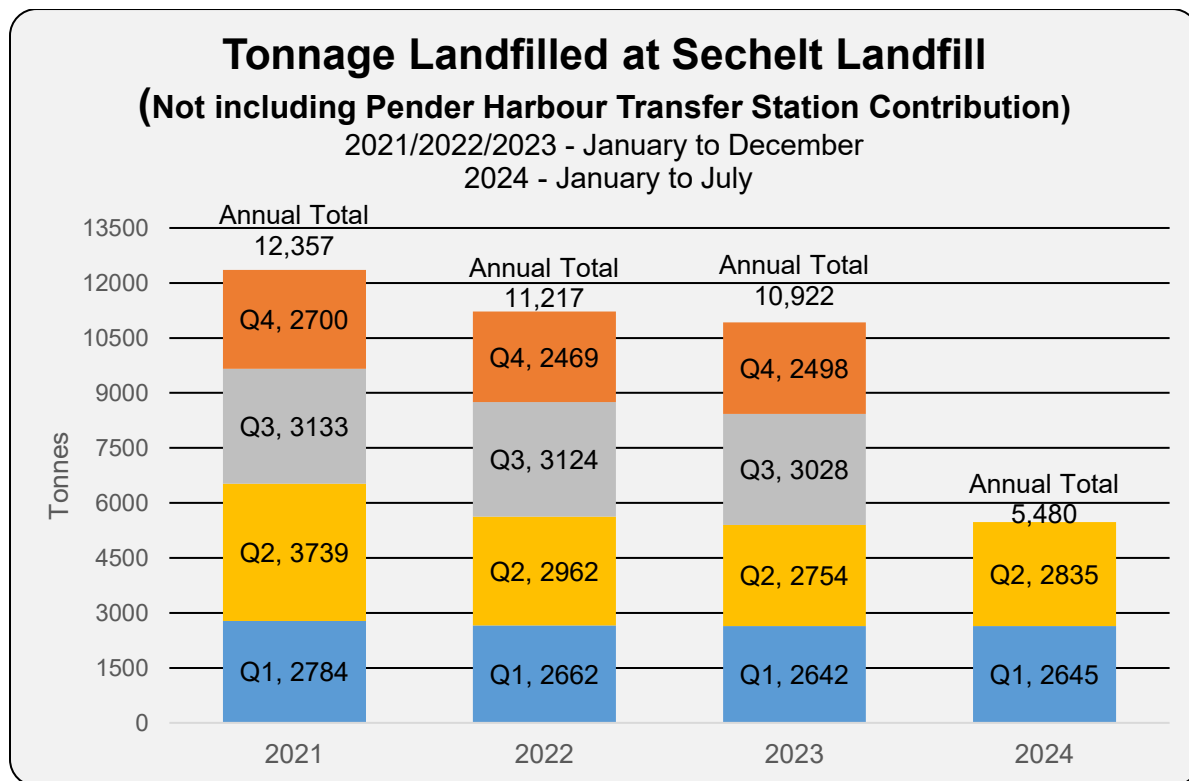
drop off at our locations appears to be steady with an average of 160 units per month according to MARR.

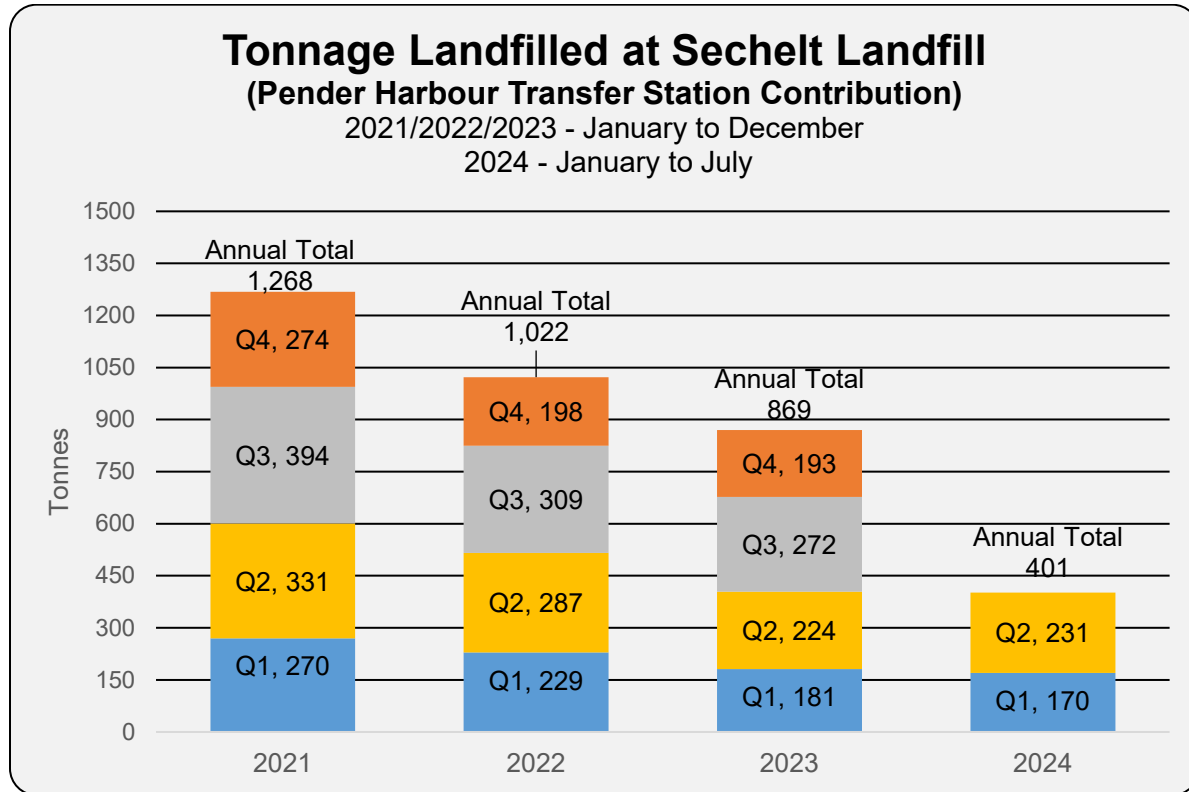
Textile Recycling Program

In partnership with Diabetes Canada, the textile recycling program at the Sechelt Landfill and Pender Harbour Transfer Station accepted 1,884 kilograms of textiles between January 1 and June 30, 2024. This is an increase of 431 kilograms from the same time period in 2023.

Statistics – Landfill

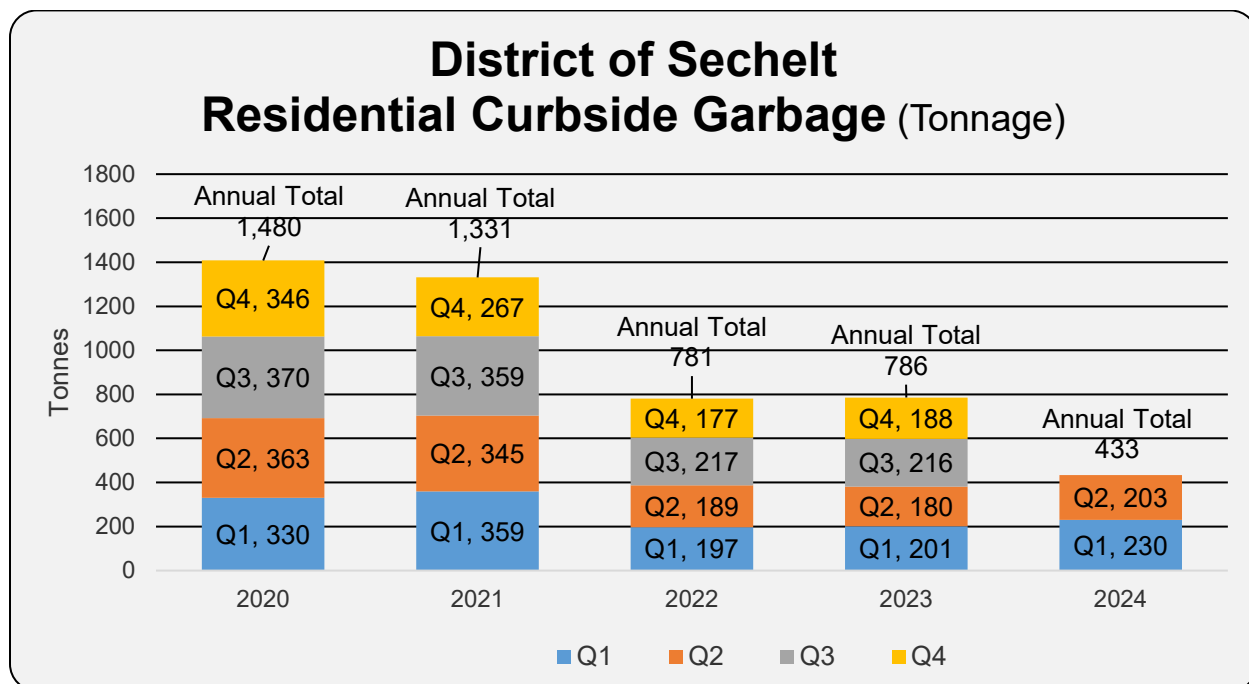
The tonnage presented in the following charts includes an estimated combined total of all material from the Pender Harbour Transfer Station that is deposited at the Sechelt Landfill, and all materials received at the Sechelt Landfill site. This includes residential curbside garbage, self-hauled garbage, commercial garbage, roofing, dead animals, asphalt, asbestos, durable goods (e.g., couches, chairs), concrete, dirt and rocks, and Styrofoam (non-recyclable).

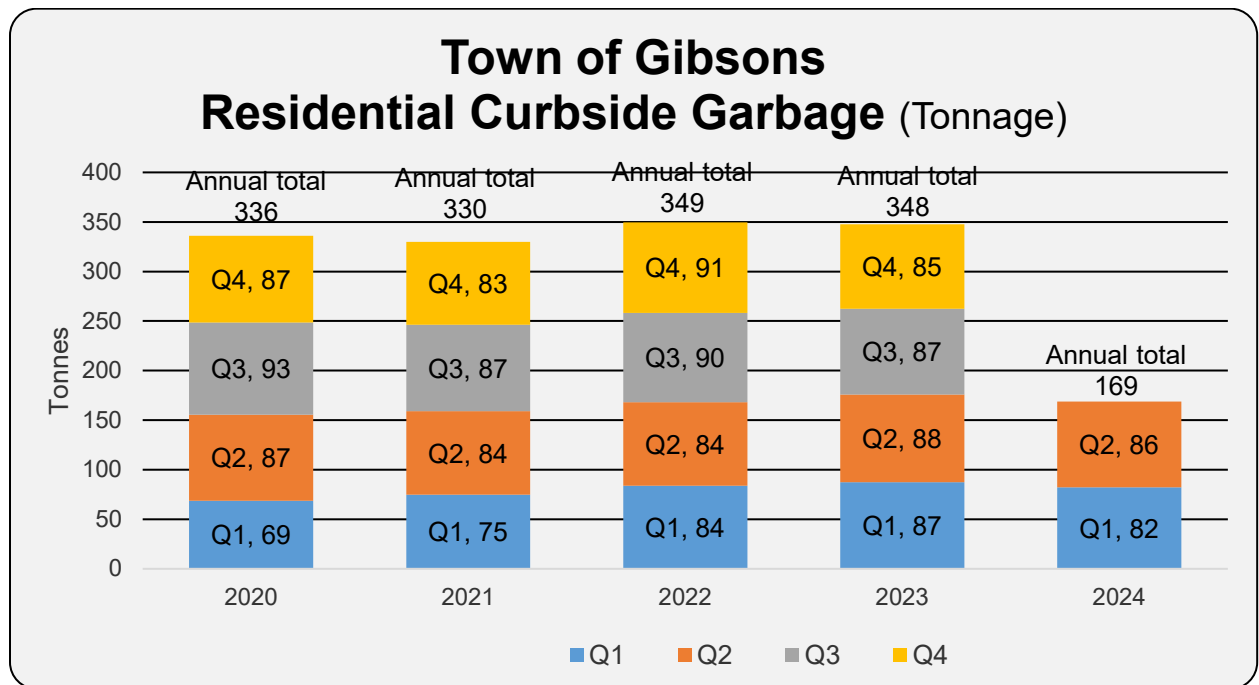
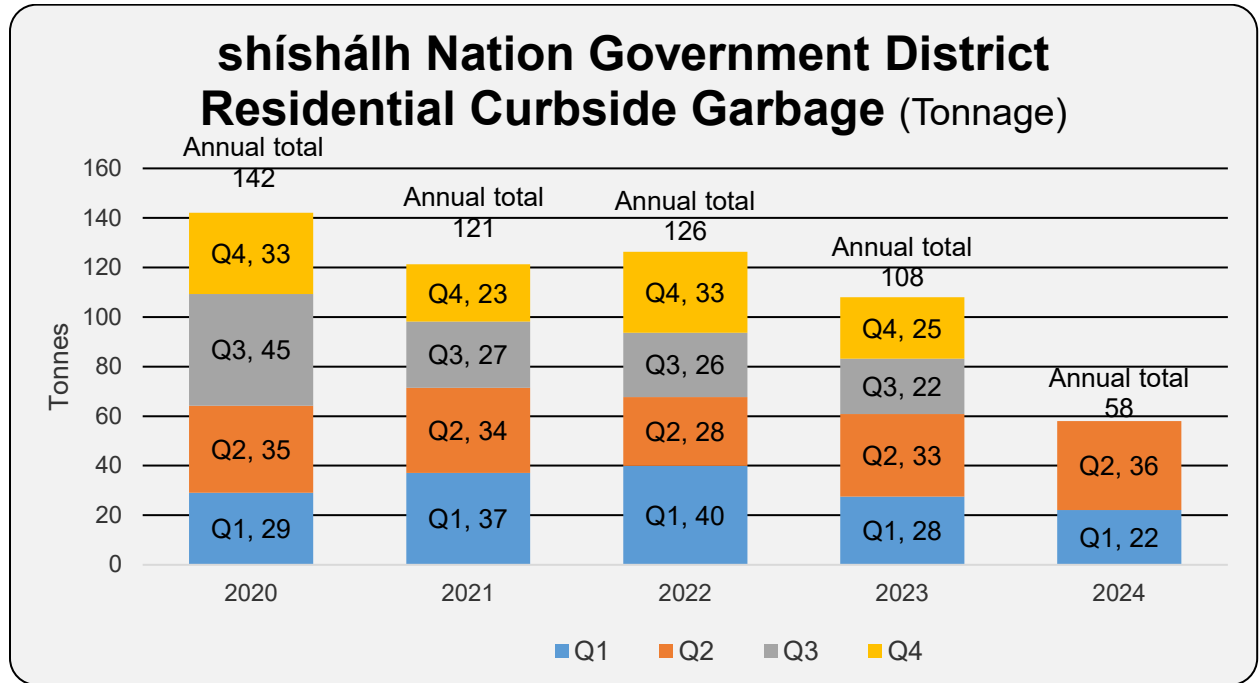




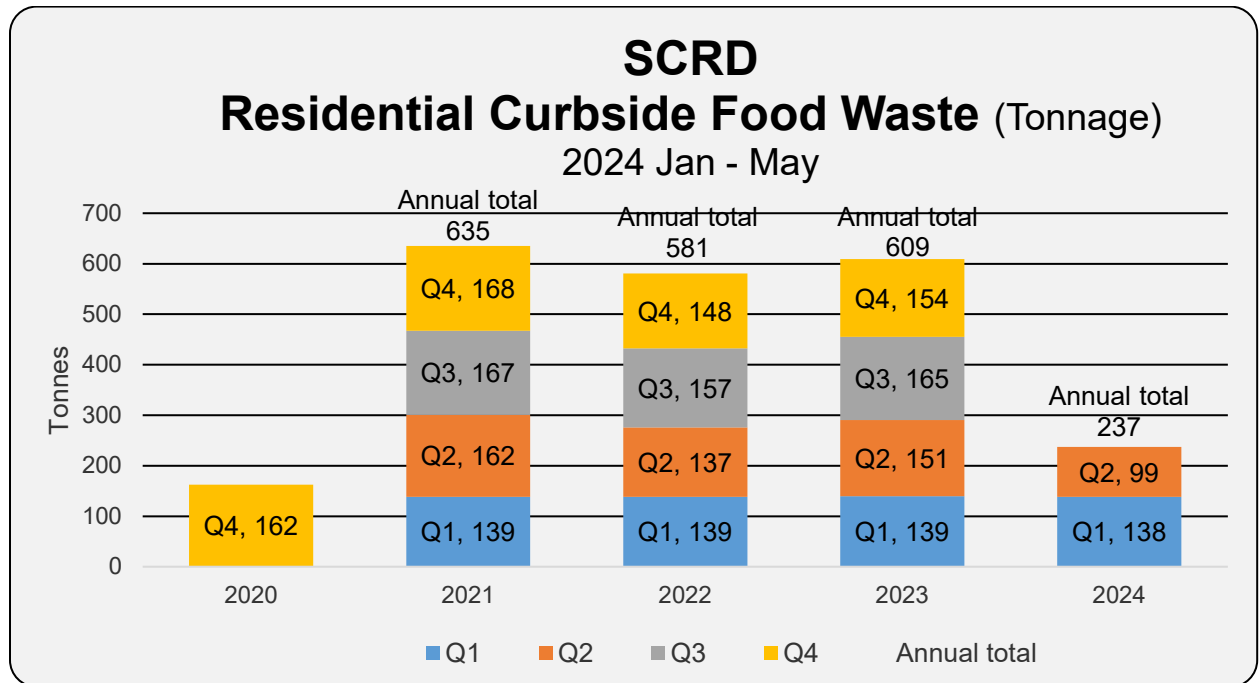
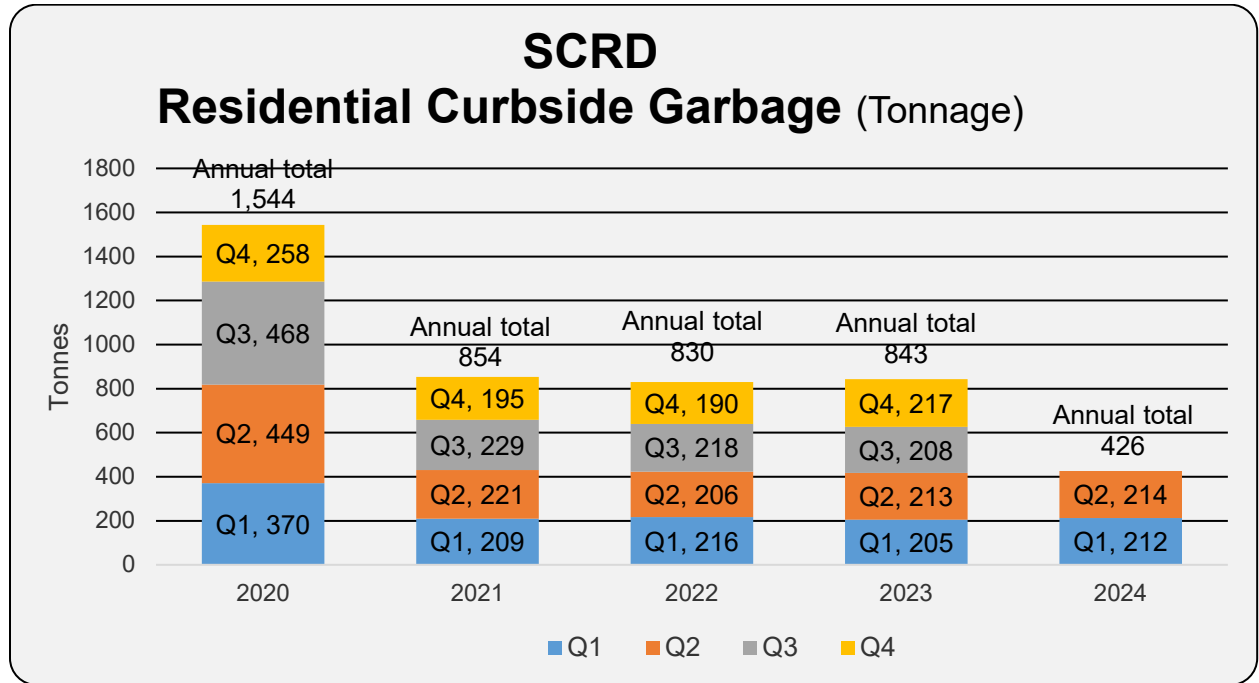
Statistics – Curbside Collection Services

The residential curbside garbage tonnage presented in the charts below includes garbage collected curbside from residential dwellings in the Town of Gibsons, shíshálh Nation Government District (sNGD), and District of Sechelt (DOS). Curbside residential garbage is then delivered to the Sechelt Landfill for disposal.





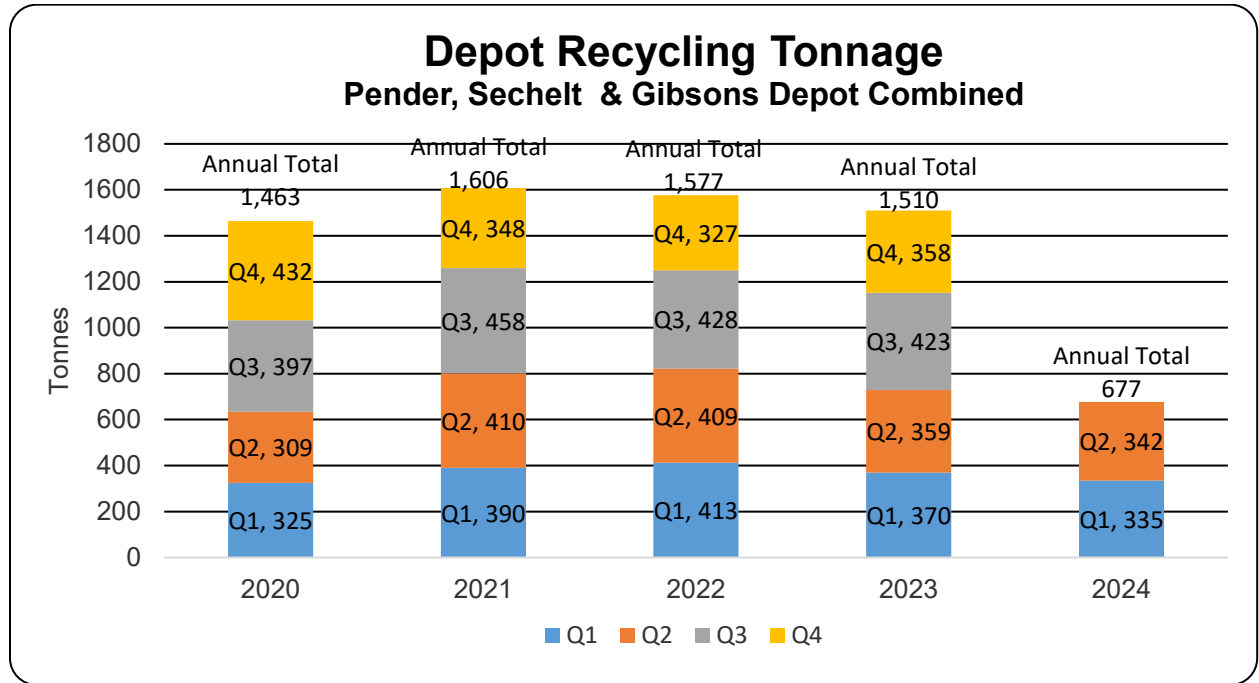
The residential curbside tonnage presented in the following charts is for the SCR D curbside collection program. Curbside residential garbage is delivered to the Sechelt Landfill for disposal. Curbside residential food waste is delivered to Salish Soils for composting.



Note: Food waste data for June 2024 was not available at the time of report publication.

Statistics – Recycling

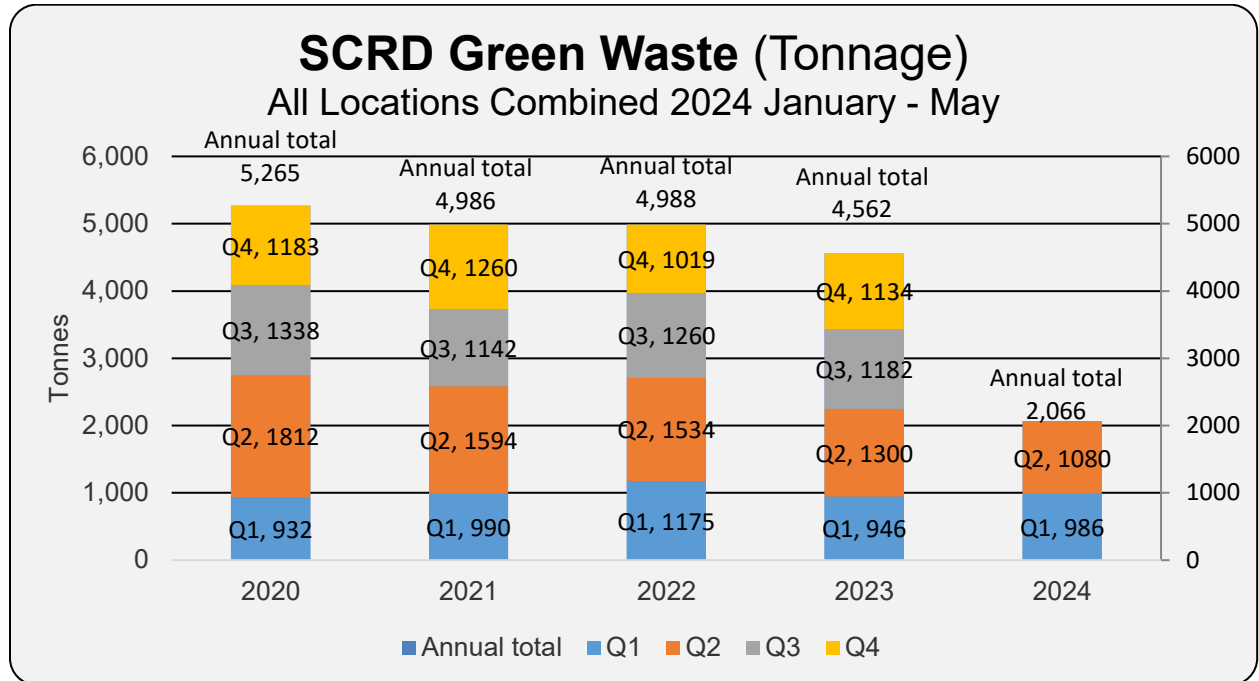
The SCR D has an agreement with RecycleBC to provide residential packaging and paper products (PPP) depot recycling services in Gibsons, Pender Harbour, and Sechelt. The SCR D contracts these services to Gibsons Recycling, GRIPS, and Salish Soils respectively. The data presented in the chart below is provided by RecycleBC and represents the combined monthly weight (by tonne) of the materials dropped off at the three recycling depots.



Statistics - Green Waste

The SCRD Green Waste Recycling Program provides collection locations for residents to self-haul and drop-off yard and garden green waste at the South Coast Residential Green Waste Drop-off Depot, Pender Harbour Transfer Station, and Salish Soils. The SCRD also provides commercial sector green waste drop-off at the Pender Harbour Transfer Station and Sechelt Landfill. The collected green waste is hauled to Sechelt and processed into compost.

The data presented in the following chart provides the combined weight (by tonne) of green waste dropped off at the SCRD locations.



Note: At the time of publication there was not data available for June 2024.

Reviewed by:			
Managers	X - S. Misiurak X - J. Waldorf X - B. Shoji X - M. Sole X - S. Walkey	Finance	
GM	X - R. Rosenboom	Legislative	
Acting CAO	X- T.Perreault	Other	