



COMMITTEE OF THE WHOLE

**Thursday, May 23, 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 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1-2

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Lower Crown Raw Water Reservoir Project Update Annex A
pp. 3-6
General Manager, Infrastructure Services
(Voting – A, B, D, E, F, Sechelt)
3. Budget Project Status Report Annex B
pp. 7-29
Senior Leadership Team
(Voting – All Directors)
4. 2024 Budget Debrief and 2025 Budget Process and Timelines Annex C
pp. 30-38
General Manager, Corporate Services / Chief Financial Officer
(Voting – All Directors)
5. Cliff Gilker Park Recovery Project Annex D
pp.39-45
Parks Planning and Community Development Coordinator
General Manager, Community Services
(Voting – A, B, D, E, F)
6. Chaster Park Pedestrian Bridge Recovery Project Annex E
pp. 46-54
Parks Planning and Community Development Coordinator
General Manager, Community Services
(Voting – A, B, D, E, F)
7. Sunshine Coast Chamber of Commerce and Sunshine Coast Annex F
pp. 55-64
Tourism – Grant Payments
General Manager, Corporate Services / Chief Financial Officer
(Voting – A, B, D, E, F)

8. Area A Advisory Planning Commission (APC) Minutes of March 27, 2024
General Manager, Planning and Development
(Voting – A, B, D, E, F)

Annex G
pp. 65-66

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (k) of the Community Charter – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024

AUTHOR: Dean McKinley, Chief Administrative Officer
Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: LOWER CROWN RAW WATER RESERVOIR PROJECT UPDATE

RECOMMENDATION(S)

THAT the report titled Lower Crown Raw Water Reservoir Project Update be received for information.

BACKGROUND

At the October 12, 2023, Board meeting a staff report titled 'Implications to the Sunshine Coast Regional District (SCRD) of the Development of the Proposed Lower Crown Raw Water Reservoir' was presented and Board approval was provided for a Letter of Support for an application by the shíshálh Nation for provincial grant funding for the Lower Crown Raw Water Reservoir (RWR) project. At the November 30, 2023, Special Board meeting the Board approved a project budget for the SCRD and their consultants to work on the initial phase of this project.

The subsequent Memorandum of Understanding between the SCRD and the shíshálh Nation signed in 2023 committed the SCRD to collaboration on the confirmation of the feasibility of this project and working toward identifying other agreements/permits/licenses that would be required for the project. This work has been ongoing, with the GM, Infrastructure Services and CAO acting as the lead staff members on the technical working group, with assistance as required from subject matter experts.

The purpose of this report is to provide additional information on the current status of this project.

DISCUSSION

Options and Analysis

General project status update

shíshálh Nation has not received confirmation of grant funding required for the construction and commissioning of the RWR. shíshálh Nation is continuing to advocate to both the Provincial and Federal governments for the capital funding required to construct this project. The SCRD is supporting them in these activities.

While some technical assessments are now advancing, the following major project components have not commenced yet:

- permitting (including Water License Amendment, Construction and Operating permits from Vancouver Coastal Health, mine permit amendment, development and building permits from the SCRD, and permits related to the discharge from the RWR into Chapman Creek or the Ocean);
- legal agreement between shíshálh Nation and the SCRD; and,
- some form of public consultation/elector approval.

The most recent timeline prepared by the shíshálh Nation indicated that the RWR could be commissioned in late April 2025 at the earliest based on a positive funding decision from the Provincial/Federal governments. Their assessment asserts that this could allow for the RWR to be filled 50% by the time Stage 2 would be called in 2025. This timeline does not include all permitting and electoral approval timelines, which could alter the potential commissioning date.

SCRD technical review

Staff have reviewed the preliminary design of the RWR and identified several major and minor technical items to be addressed by the shíshálh Nation and its consultants. Some of these items could have major implications on the operational cost and functionality of the RWR. Discussions and technical assessments are ongoing to ensure that the final design for the RWR will ensure that the Lower Crown Reservoir meets the operational requirements of the SCRD at the most reasonable operating costs possible.

Some of the more substantial outstanding items include:

- an approach to remove sediment from the bottom of the reservoir;
- an approach to drain the reservoir after each summer;
- confirmation of the applicable dam safety classification, if any; and,
- an approach to adequately mitigate the risk for toxic algae blooms to develop.

Staff have not been able to confirm the estimated annual operating and asset management costs. Given the complexity and scale of the infrastructure required and the use of power to pump water from the reservoir to the Chapman Water Treatment Plant, or drain the reservoir at the end of every summer, staff anticipate that the overall annual costs could be up to \$1 Million annually. These costs do not include the annual operational cost associated with the above-listed outstanding items, which could result in additional annual costs. The cost estimates have not yet been reviewed in detail by SCRD staff and compared with the annual costs for other water sources. However, preliminary review indicates that these annual operating costs could be substantially higher than those, for example, for the Church Road Wellfield, even when the debt payments on the long-term loan for that project are considered.

To adequately address the risk to the SCRD associated with this project, staff recommend that the SCRD Board considers at least the following aspects in confirming their support for moving forward with the project:

- estimated short and long-term benefits of this project in addressing the water supply situation for the Chapman Water System;
- short and long-term financial implications for the service participants;
- operational risks for the SCRD;

- the terms and conditions of a draft lease agreement between the SCRD and the shíshálh Nation; and,
- the findings of an elector approval or public engagement process.

Some of this information may not be available until the fall of 2024.

Organizational and Intergovernmental Implications

The shíshálh Nation, their project team, and SCRD staff have been working collaboratively to advance the project. For all parties, resources have been stretched and challenged with competing priorities. With the recent grant funding provided by the Province and the aspiration to have this RWR operational for the summer of 2025 (at a 50% capacity), SCRD staff would need to place an even greater priority on this project, which will impact other projects. Besides impacts on projects listed in the November 30, 2023 report, staff also need to ensure that adequate resources remain available to ensure there is sufficient water for the community this summer.

In addition to work on Lower Crown Reservoir, staff continue to work with shíshálh Nation and the Province on our request to manage Environmental Flow Needs (EFN) in the Summer of 2024 and to maintain the siphons at Chapman and Edwards Lakes. Staff are also advancing work on five test wells and continuing work with the Town of Gibsons on system optimization.

Legislative Implications

The Province recently confirmed that an electoral approval process would be required given the nature of the agreement required between the shíshálh Nation and the SCRD on the operations and maintenance of the reservoir and associated assets.

The two primary ways local governments obtain approval of the electors is either through assent voting (formerly known as referendum) or by first “testing the waters” through an Alternative Approval Process (AAP). The decision whether to first seek approval of the electors through an AAP or to proceed directly to an assent vote may be influenced by factors such as cost, timelines, or public perception of an issue. In *Assent Voting: Processes and Considerations for Local Governments in British Columbia*, published by the Ministry of Municipal Affairs and Housing, the following is offered as a guideline:

“If an issue is controversial, requires a significant contribution of taxpayers’ dollars, or is significant in scale or impact on the community, local governments may decide to proceed straight to assent voting. However, if the public has been actively engaged and there are reasonable indications that citizens are in favour, the proposal may lend itself better to an AAP. In this case, an AAP can be an effective time and cost saving tool to obtain approval of the electors.”

Financial Implications

On November 30, 2023, the Board approved a \$100,000 budget to fund SCRD staff time, legal advice, and contractors that might be required for the SCRD’s involvement in the development of this project. To date this budget appears to be sufficient to cover these costs. As mentioned previously, preliminary estimates show that annual operating costs could be in the range of \$1 million, and these values are still being assessed, such as the annual operational cost associated with the above-listed outstanding items. These cost estimates have not yet been

reviewed in detail by SCRD staff and compared with the annual costs for other water sources. If the electoral approval process chosen is a referendum, an additional budget request and financial plan amendment would be required.

A long-range financial analysis still needs to be developed for the SCRD which will also need to be completed as part of an elector approval process. Therefore, final costs need to be known before elector assent is sought including rate payer implications. This will also have an impact on the work being conducted in tandem related to volumetric billing for the Regional Water Service.

Timeline for next steps

Staff will continue to provide the Board with updates on the status of this project as more information becomes available and additional Board consideration is required.

Communications Strategy

Staff will include this project as an active project on the SCRD website and Let's Talk platform.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board's Service Delivery Focus Area of Water Stewardship: Continue to explore, enhance, and develop groundwater and surface water sources.

CONCLUSION

Staff continue to work collaboratively with the shíshálh Nation, their project team, and staff from multiple Ministries at the Province of BC to advance this project to where the Board can make a decision on whether to commit to moving forward the Lower Crown Reservoir Project for a term of 25-30 or more years. Staff recognize that there are competing priorities, and that time is of the essence.

Reviewed by:			
Manager		CFO/Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024
AUTHOR: Dean McKinley, CAO
RE: **BUDGET PROJECT STATUS REPORT – MAY 2024**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – May 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	X – T. Perreault
GM, Planning and Development	X – I. Hall	Legislative	X – S. Reid
GM, Infrastructure	X – R. Rosenboom	SM, HR	

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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	Reid	\$119,650	\$70,455	COVID-19 Restart Funding	2022	2024-Q3		All	Regional	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. 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. 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		In Progress 75%
2	CA	110	Shay	\$4,500	\$0	Taxation	2024			All	E and F	General Government - Howe Sound Community Forum - Hosting	Board Resolution 295/23 to provide a contribution toward the Howe Sound Biosphere Region Initiative Society's anticipated expenses as convener and organizer of the Howe Sound Community Forum. While funded through General Government, the Manager, Sustainable Development is the project lead for this initiative.	Board Directive		Not Started
3	CA	110	McKinley	\$40,000	\$0	Operating Reserves	2024			All	Regional	General Government - Corporate Workplan	The Corporate Plan will identify and establish the work the SCRD needs to deliver over the next four years, along with the critical regional, sub-regional and local services, to meet the Sunshine Coast's most important needs and operationalize the Board's Strategic Plan. The Corporate Plan will connect the day-to-day work of our employees with our Board and the residents of Sunshine Coast that we serve.	Business Continuity		Not Started
4	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2024			All	Regional	General Government - Organization Review - Phase 2 Implementator	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)	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)	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.	Carryforward		Started
7	CA	116	Cropp	\$50,000	\$0	Operating Reserves	2024			All	Regional	Purchasing and Risk Management - Statement of Values - Asset Appraisal for Insurance Requirements	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.	Strategic or Other Plan		Not Started
8	CA	117	Nelson	\$302,000	\$0	COVID-19 Restart Funding	2023			All	Regional	Information Technology - Server Replacements (FP AMENDMENT)	Authorized project in October 2023 (resolution 305/23 #6) and RFO Awarded #939/23 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	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	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	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	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)	Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coasts	Carryforward		Not Started
14	CA	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)	Resolution 330/23 Recommendation No. 3 Hopkins Landing Waterworks District Feasibility Service Area AND THAT the Hopkins Landing Waterworks District (HLWD) be considered a 'feasibility service area' for the purposes of completing a conversion feasibility study; AND THAT the Sunshine Coast Regional District (SCRD) accept the Infrastructure Planning Grant Program (IPGP) grant for HLWD Conversion Feasibility Study for \$10,000; AND THAT the HLWD Conversion Feasibility Study project be included in the [155] Feasibility Studies - Area F budget in the amount of \$40,000, funded from the IPGP grant funding in the amount of \$10,000 and a \$30,000 contribution from the HLWD; AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.	Carryforward		Not Started
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)	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%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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		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	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	Implement new user-friendly budgeting software that satisfies the financial planning needs of the organization without heavy reliance on external excel files. Less dependence on FinancialIT to generate and manipulate reports as all information and report generation would be easily accessible to Budget Managers and Senior Leadership	Strategic or Other Plan		Not Started
19	CA	114 / 116 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615	Parker / Cropp	\$100,000	\$0	Operating Reserves / Support Services	2024			Various	Various	Various Functions - Corporate Security Enhancement and Implementation	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 to 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	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)	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.	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	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.	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)	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	Board Directive		Not Started
24	CS	312	Kidwai	\$10,000	\$6,068	Operating Reserves	2020	2024-Q1		All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal)	Project planning stage complete - RFQ for electric charges completed April 8: EV Charger installed, awaiting new vehicle so training can commence July 14: Fleet researching appropriate training courses and required tools. April 27/23: Two of four vehicles have arrived. ETA of remaining two vehicles unknown at this time. Once they have arrived we will be able to assess what tools/equipment will be required and will purchase at that time. 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.	Carryforward	2023-Q3	In Progress 75%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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	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.	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)	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.	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)	This project dates back to 2018. Budget lift approved in 2024. Dec '23 - Keats float replacement complete. March 19/24: Engineer currently working on 60% design. Habitat assessments/DFO application near completion. Construction projects for the docks expected Q3 or Q4. 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.	Strategic or Other Plan	2023-Q3	In Progress 25%
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)	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.	Carryforward	2024-Q1	In Progress 25%
29	CS	400	Huntington	\$589,600	\$0	Operating Reserves / MFA Loan	2023	2024-Q4		All	D / E	Cemetery Service - Seaview Cemetery Expansion (0.05 FTE) (Non-Discretionary)	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.	Carryforward	2023-Q3	Started
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)	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.	Carryforward	2023-05	In Progress 75%
31	CS	613	van Velzen	\$462,600	\$0	Capital Reserves	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller	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	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	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	Carryforward	2023-06	Started
33	CS	615	van Velzen	\$21,500	\$4,583	Operating Reserves	2023	2024-Q2		B, D, E, F, ToG, DoS, SNGD	Gibsons and Sechelt	Recreation Facility Maintenance - Health and Safety Equipment (Discretionary)	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	Carryforward	2023-09	In Progress 50%
34	CS	615	van Velzen	\$375,000	\$12,500	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	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	Carryforward	2023-05	In Progress 75%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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.	Carryforward	2022-03	In Progress 75%
36	CS	615	van Velzen	\$801,577	\$310,871	MFA 5- Year / Taxation	2021	2024-Q3		B, D, E, F, DoS, SNGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement (MANDATORY - Safety)	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.	Carryforward	2022-07	In Progress 50%
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	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.	Strategic or Other Plan		Started
38	CS	615	van Velzen	\$188,500	\$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	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 SCRD'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.	Strategic or Other Plan	2024-02	Started
39	CS	615	Donn	\$130,300	\$0	Capital Reserves	2023	2024-Q4	2024-Q3	All	Sechelt and Gibsons	Community Recreation Facilities Fitness Equipment Replacement	May 15, 2024: Procurement documents drafted and under review	Carryforward	2024-06	Started
40	CS	615	Donn	\$36,100	\$0	Capital Reserves	2024	2024-Q4	2024-Q3	All	Sechelt	Community Recreation Facilities Fitness Equipment Replacement	May 15, 2024: Procurement documents drafted and under review	Business Continuity	2024-06	Started
41	CS	615	van Velzen	\$2,899,900	\$1,300	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	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.	Carryforward	2023-10	Started
42	CS	615	van Velzen	\$556,300	\$1,300	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Community Recreation - Capital Renewal Plan Project - Sechelt Aquatic Centre Roof Replacement	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.	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	The current SCRD 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 SCRD needs to determine the future of the two aging Recreation Facilities (Gibsons and District Aquatic Facility (GDAF) and Sunshine Coast Arena (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.	Business Continuity		Not Started
44	CS	615	van Velzen	\$63,515	\$0	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)	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, SCRD staff time will be necessary to ensure quality control and protection of the SCRD'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: Set 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.	Business Continuity		Not Started

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
45	CS	615	van Velzen	\$2,172,244	\$77,919	Capital Renewal Fund	2023	Ongoing		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Sept 28/23: 3 projects substantially completed. 14 projects awarded. 7 with anticipated completion in Q4 2023; 7 are multiyear projects with anticipated completion Q2 - Q4 2024. 10 projects tendered in Q3. 4 projects planned for tendering in Q4 including design tender for GACC and SAC roof replacements. One project deferred to 2024 and will be rescoped due to bids being substantially over budget. GDAF Roof Top unit replacement project rescope has commenced. SCA Dehumidifier Electric replacement project cancelled due to shift in longer ice season to GACC. Some expenses will be incurred to remove existing equipment and support platform. Nov. 14/2023: Two projects completed, completion of 5 previously awarded projects anticipated by end of Q4. One project awarded with anticipated completion by Q1 2024. Nine projects planned for tendering in late Q3 were delayed due to staff shortages, eight are planned for tendering in Q4. Tender process has commenced for GACC and SAC roof replacement engineering design. Rescope completed for GDAF Roof Top unit replacement, construction tender planned for Q4. 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. Project 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.)	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)	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		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)	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.	Carryforward	2023-04	Started
48	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022	2024-Q4		A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity)	May 15, 2024: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. 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.	Carryforward	2023-04	In Progress 25%
49	CS	650	Huntington	\$20,000	\$19,190	Taxation	2022	2024-Q2		A, B, D, E, F	B	Community Parks - Park Site Furniture Replacement (Minor Capital Repairs)	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.	Carryforward	2023-03	In Progress 75%
50	CS	650	Huntington	\$60,000	\$3,750	Taxation	2023	2024-Q2		A, B, D, E, F	F Islands	Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE) (Discretionary)	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 archaeological 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.	Carryforward	2023-04	In Progress 25%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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. Nov 24, 2022: Both projects have been initiated and contracts for services are now under review by both Nation's Chief and Council. Once approved, project will proceed accordingly. Apr 27, 2023: Project complete. SCRD has received archaeological impact assessments and plans for both Baker Beach and Ocean Beach Esplanade Parks. Recommendations for OBE are for further study and planning should SCRD propose future site alterations. Culturally significant findings at Baker Beach Park, dictate further site analysis by shisháh Nation. Currently scheduling follow up field review. Final invoices being processed and will be captured next BPSR update. Jun 22, 2023: Baker Beach follow up archaeological reconnaissance completed by Nation May 6, 2023. Staff currently awaiting information and recommendations from Chief and Council on how to proceed with site improvements and cultural protection enhancements at Baker Beach Park. Staff also currently beginning CLIP process with community groups, using information gained from completed archaeological planning project at OBE. Final invoicing currently being reconciled with Finance. Expended budget will reflect actual amounts June 2023. March 19/24: Archeological assessments complete for OBE. Archeological PFR's complete for Baker Beach. Further in depth Archeological Impact Assessment (AIA) required. Negotiating scope of work for the AIA to keep within remaining budget. May 15, 2024: No change from March update.	Carryforward	2022-08	In Progress 75%
52	CS	650	Huntington	\$27,000	\$0	Taxation	2024	2024-Q3		A, B, D, E, F	D	Community Parks - Cliff Gilker Sports Field Recovery (0.14 FTE)	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. 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.	Business Continuity	2024-Q1	In Progress 75%
53	CS	650	Huntington	\$200,000	\$0	Community Works	2024	2024-Q3		A, B, D, E, F	A	Community Parks - Katherine Lake Park Access Road Emergency Remediation and Upgrades	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.	Board Directive		Started
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	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.	Carryforward		Started
55	CS	650	Huntington	\$33,963	\$2,092	Taxation	2020	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs)	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2022 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.	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)	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.	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 Replacement (Other)	Nov. 14/2023: Not started due to lack of staff capacity. Once back up to full staffing comment 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.	Carryforward		Not Started

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
58	CS	650	Huntington	\$21,500	\$0	Taxation	2023	2025-Q1		A, B, D, E, F	Regional	Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application (Discretionary)	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 Skwkwú7mesh 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 Q 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.	Carryforward	2023-05	Started
59	CS	650	Huntington	\$60,000	\$0	Taxation	2024	2025-Q1		A, B, D, E, F	Regional	Community Parks - Inspections for Parks Engineered Structures and Reserve Contribution	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 SCRDR 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 SCRDR 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.	Mandatory		Not Started
60	CS	650	Huntington	\$633,238	\$0	Gas Tax / Various	2023	2025-Q2		A, B, D, E, F	B	Community Parks - Coopers Green Park Enhancements (Other)	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.	Carryforward		Started
61	CS	650	Huntington	\$65,000	\$3,060	Capital Reserves	2023	2025-Q3		A, B, D, E, F	A	Community Parks - Vinebrook Bridge Replacement (Other)	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.	Carryforward		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	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 process.	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)	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.	Carryforward	2021-09	In Progress 25%
64	CS	665	Huntington	\$24,504	\$0	Operating Reserve	2023	2024-Q2		B, D, E, F	F	Bicycle and Walking Paths - Highway 101 Fencing Removal and Signage (Other)	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.	Carryforward	2024-Q1	In Progress 25%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Sep 22: Conceptual design supported by Fortis, and new cost estimate received which exceeds approved budget. 2023 budget proposal being prepared. Apr 27/23: Currently awaiting MoTI approval of design plans. RFP is being drafted for early Q2. Jun 22/23: PAFR being scheduled in June 2023. Permit for works application has been submitted to Nation. Staff still waiting on MoTI engineers to review and provide feedback on conceptual designs for repairs. Sept 28/23: Met with MOTI in August and early September. MOTI may conduct a culvert review, as an undersized culvert may be contributing to the soil instability. MOTI is suggesting a temporary measure vs complete replacement of the retaining wall, until culvert review is completed. Plan of action to be confirmed in September. Moving forward with PAFR. Nov. 14/2023: MOTI will conduct a culvert review over the next year. MoTI and SCRD discussed possibility of a temporary measure until culvert study is complete. MOTI provided design requirements to SCRD. SCRD 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 archaeological 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.	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	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.	Discretionary		Not Started
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)	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.	Carryforward	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)	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 SCRD. 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.	Carryforward	2022-09	In Progress 75%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
69	CS	400 / 650	Huntington	\$86,633	\$33,437	Taxation	2023	2024-Q2		All	Regional	Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE) (Discretionary)	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 Skgwyw07mesh 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 installation 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 Archaeological assessments pending for some locations. Communication/public education plan development in progress Designing receptacle stickers and public awareness 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.	Carryforward	2023-04	In Progress 50%
70	IS	151	Walkey	\$30,000	\$0	User Fees	2023			A	A	Dream Valley Estates Water System Feasibility (Other)	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	Carryforward		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)	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 nearing 90% complete stage and targeting fall 2024 construction.	Carryforward	2023-05	In Progress 25%
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)	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 expected to begin in late 2024, following the relocation of the contact water pond to the northeast corner of the property. 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)	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	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)	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)	RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement with community on the Solid Waste Management Plan Update. Engagement Period 1 closed June 9, 2023. PTAC meetings continuing through the fall to identify 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.	Carryforward	2022-06	In Progress 25%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
76	IS	350	Sole	\$89,165	\$68,544	Taxation	2022			All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory)	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	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)	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	2021-04	In Progress 50%
78	IS	350	Sole	\$264,224	\$0	MFA Loan	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement (Non-Discretionary)	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. Timeline for completion construction is TBD subsequently.	Carryforward	2023-5	In Progress 25%
79	IS	350	Shoji	\$50,000	\$35,402	Taxation	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life (Discretionary)	In 2021 SCRD 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 is 90% complete.	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)	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. RFP being drafted. Contractor has been awarded. Two reports completed and shared with sNCD. RFP for detailed feasibility study for exporting waste is being drafted for publication later this Q2.	Carryforward		In Progress 50%
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)	In 2021, SCRD 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, with detailed design and regulatory approvals in progress. 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 Coas. Awaiting provincial permit approvals prior to issuing tender for construction.	Strategic or Other Plan	2024-03	Started
82	IS	350	Sole	\$70,000	\$0	Taxation	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Site Improvements	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.	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	New insurance requirements from the provincial government, through Municipal Insurance Association of British Columbia. Awaiting receipt of final document.	Mandatory	2023-12	In Progress 75%
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)	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 is being drafted to confirm feasibility.	Strategic or Other Plan		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	The supply of Green Bins used for curbside food waste collection is in need of restocking. Staff are replacing bins at an average of four bins per week and we estimate utilizing 210 bins in 2024. As of September 2023, we have 222 bins. The minimum order quantity from the supplier is 336 and it may take up to eight months to receive bins; therefore, an order will need to be placed in spring 2024 to have enough bins available for residents by the fall of 2024. 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%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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 SCRD 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	\$0	Operating Reserves	2020	2024-Q3		A and SNGD	A	North Pender Water System - Confined Space Document Review (MANDATORY - Safety)	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 update the program. Staff are still coordinating with Pinchin to complete all documentation. Project completion expected in Q3 2024.	Carryforward	2023-03	In Progress 75%
88	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	2024-Q4		A	All	North Pender Harbour Water Service - Emergency Generator (Other)	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 Q2 2024.	Carryforward		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)	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 SCRD Utilities staff. Due to staffing shortage and permitting issues, Project will be initiated late Q4 2023 for tendering. MOTI comments pending on SCRD 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	Misurak	\$95,000	\$43,130	Operating Reserves	2020			A and SNGD	A	North Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	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	2022-10	In Progress 75%
91	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	2024-Q2		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction (MANDATORY - Asset Failure)	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will include the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analysis 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 Q2 2024. Timeline for construction of new reservoir will be consequently confirmed.	Carryforward		Not Started
92	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	2024-Q3		A	A	South Pender Water System - Confined Space Document Review (MANDATORY - Safety)	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 update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q3 2024.	Carryforward		In Progress 75%
93	IS	366	Walkey	\$80,000	\$0	Capital Reserves	2024	2024-Q3		A	A	South Pender Harbour Water Service - Heater Replacement	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 aerial 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	\$64,223	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)	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)	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%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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 Rondevision 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 analysis, potential start in Q4 2024	Carryforward		In Progress 25%
97	IS	366	Walkey	\$85,000	\$0	Operating Reserves	2024	2025-Q2		A	A	South Pender Harbour Water Service - Water Supply Analyses South Pender	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 McNeill Lake will also be assessed. The best-case scenario would be to complete the review of the existing water sources and receive recommendations by the summer of 2024, with any suggested design and construction work and/or submission of a Water License amendment application ideally to be carried out in the 2025.	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)	Draft Water Strategy to be presented to the Board in Q1 2024. Staff are also developing associated Action Plans. Water Strategy presented a second time to the Board at the May 23 COW meeting	Carryforward		In Progress 75%
99	IS	366	Misurak	\$95,000	\$43,129	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	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	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)	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 Shishah Nation for consultation and review.	Carryforward	2023-07	Started
101	IS	370	Walkey	\$75,000	\$0	Reserves	2022	2024-Q1		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure)	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		In Progress 25%
102	IS	370	Waldorf	\$2,144,903	\$1,843,034	Reserves	2020	2024-Q1		A, B, D, E, F, F Islands and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	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 contract.	Carryforward	2019-11	In Progress 75%
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)	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.	Carryforward	2023-8	In Progress 25%
104	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System (MANDATORY - Safety)	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 update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q3 2024.	Carryforward		In Progress 75%
105	IS	370	Walkey	\$210,000	\$61,317	MFA 5- Year	2021	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases (Business Continuity)	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet: 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful life and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck. Vehicle 1 & 3 have been delivered. Vehicle 2 to be delivered in 2024-Q2	Carryforward		In Progress 75%
106	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	2024-Q2		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity)	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-Q2.	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)	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. Original RFP unsuccessful. New RFP for just the Geotechnical assessment portion of this work to be released 2024 Q1. Structural assessment for trestles should be separated and tendered 2024 Q3. Geotechnical Tender release Q1 2024 and evaluation in progress.	Carryforward	2023-08	Started
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)	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.	Carryforward	2022-1	In Progress 50%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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 or project.	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)	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.	Carryforward		Not 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)	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 Q3 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	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 flow Design is underway.	Business Continuity		Not Started
113	IS	370	Misiurak	\$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)	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 an Invitation to Tender in Q2. Retendered with revised scope. Tender package has been sent to purchasing for posting. Construction planned to begin in Q4. Revised drawings and tender package being reviewed prior to being sent to purchasing for posting. 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)	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	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)	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	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)	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	Shoji	\$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	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 Earl's 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 should be issued in Q2 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 SCRDR to apply for a Construction Permit to add multi-barrier treatment by June 2024 and complete the construction by the end of July 2025.	Carryforward	2023-03	Not 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)	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 in Q4 2023. Project substantially Complete	Carryforward		In Progress 75%
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)	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 SCRDR staff with installation efforts as needed. Staff are working on a list and prioritizing work required.	Carryforward		Not 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)	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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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	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. Work is ongoing.	Strategic or Other Plan		Not 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)	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)	BC Parks Use Permit #102714 allows the installation and use of a siphon for water extraction from Chapman Lake in times of drought. One of the terms of this permit is to remove the siphon prior to the expiration of the permit, this permit has been extended to October 31, 2024. Inclusion of these funds in 2024 budget would ensure a timely project initiation of this projects and could result in cost savings due to the alignment with other construction projects at the lake. This project will involve the development of a Siphon Removal Plan as well as the deconstruction and complete removal of the siphon and associated works at Chapman Lake and Chapman Creek. Costs of this work will include helicopter flights, heavy machinery rentals, and other subcontractor costs. This infrastructure is considered temporary and will be removed prior to expiration of the permit and once removed will not have an operational financial impact. Reuse of the removed infrastructure may have a positive benefit to future projects that can utilize the used piping/fittings that are no longer required at Chapman Lake.	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)	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Engineering tender has been awarded and preliminary drawings and estimates conclude that the budget is very undervalued and staff will be bringing a new budget proposal forward to budget 2023 for the installation and construction phase. Further 3D modelling has taken place to assist in design. 90% design drawings received Q4 2023 with construction tendering planned for Q2 2024. FT drawings received and reviewed. Tender documents with Purchasing for tendering.	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)	The Chapman Creek Water Treatment Plant (WTP) utilizes ultraviolet (UV) radiation as one of the many treatment processes at the facility. The UV is a critical component of the disinfection process that destroys illness causing micro organisms prior to the distribution of drinking water at the Chapman Creek Treatment Plant. Due to more accurate cost estimates received in the Q3 2022 the budget will need to be increased due to increased costs for UV equipment and more in depth modifications to the plant than was initially expected to meet health requirements. 90% design to be received and construction tendering planned for Q2 2024. Project on hold until contract for design is completed. FT drawings received and reviewed. Tender documents with Purchasing for tendering.	Carryforward		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)	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 Shishah 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)	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.	Carryforward		Started
128	IS	370	Walkey	\$200,000	\$94,845	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)	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 SL 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)	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	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	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.	Business Continuity		Not Started
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)	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. 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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
132	IS	370	Shoji	\$9,391,750	\$348,188	Long Term Loan	2020	2026-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)	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 780 meters installed to date.	Carryforward	2022-08	Started
133	IS	370	Misurak	\$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)	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	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 shishah Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592	Carryforward		In Progress 75%
135	IS	370	Rosenboom	\$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	Requested two year extension, 2023 and 2024 for siphon use.	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)	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. Seeking feedback from DFO and Ministry of Forests re EFN reduction.	Carryforward		Started
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	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)	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.	Carryforward		Started
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)	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	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.	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	368/23 THAT the report titled Lower Crown Raw Water Reservoir Project Update be received for information; AND THAT \$100,000 from the Feasibility Study Long-Term Surface Water Supply Sources project be reallocated to the Lower Crown Raw Water Reservoir - Feasibility Assessment project; AND THAT the 2023-2027 Financial Plan be amended accordingly; AND FURTHER THAT a proposal be brought forward to the 2025 Budget to seek additional funding for the Regional Water Service Feasibility Study Long-Term Surface Water Supply Sources 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)	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		In Progress 75%
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)	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, equipment pre-purchase procurement started, and Provincial permit amendment application submitted.	Carryforward	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)	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)	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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
146	IS	384	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	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)	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 cost 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)	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)	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%
150	IS	386	Walkey	\$81,000	\$0	Capital Reserves	2024	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Generator Replacement	The Lee Bay Wastewater Treatment Plant is the largest wastewater service area operated and managed by the SCRd 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. To be tendered in Q2 2024.	Business Continuity		Not Started
151	IS	387	Walkey	\$39,677	\$1,088	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 2022 as Mandatory - Regulatory) - further additional phasing 1 and 2 2023 as Non-Discretionary	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-Q3		B	B	Square Bay Wastewater Treatment Plant - Square Bay System Upgrade Planning (Other)	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 by the end of 2024. Q2 2024.	Carryforward		Started
153	IS	388	Shoji	\$1,024,966	\$0	Operating Reserves / Gas Tax / Loan	2022	2027-Q1		F	F	Langdale Wastewater Treatment System Upgrade Project (Business Continuity)	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. SCRd 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	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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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)	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	\$19,223	Reserves	2022	2024-Q2		A	A	Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory)	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		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)	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	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.	Business Continuity		Started
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	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 preparing tender documents.	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)	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automation of leak-detection and notification process and 3) improved customer support by staff. Staff are working with IT to explore option	Carryforward		In Progress 25%
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	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 process 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	Walkey	\$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	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. A contractor will be employed to review the existing system and provide all upgrades and modernization of the existing SCADA system.	Business Continuity		Not 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)	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)	Staff are working with IT to explore options.	Carryforward		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)	Work on these action plans has been delayed due to the need to first develop a 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)	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)	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		In Progress 25%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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	
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)	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)	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.	Carryforward	2023-05	Started	
170	PD	136	Shay	\$40,000	\$21,072	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (Strategic Goal)	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.	Carryforward	2022-01	In Progress 75%	
171	PD	200	Hall	\$35,000	\$0	Operating Reserves	2023				Regional	Regional	Bylaw Enforcement Action (Other)	In progress	Carryforward		In Progress 25%
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)	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	With a full complement of five fire apparatus and three support vehicles, increased 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)	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		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)	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. RFP 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)	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)	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	Repair sinking asphalt against building foundation. Contingency included if perimeter drain damaged or non-existent	Business Continuity		Started	
179	PD	212	Higgins	\$15,000	\$0	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Department Uniform	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	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)	Action plan being developed. Consultant required to update current pricing and availability.	Carryforward		In Progress 25%	
182	PD	220	Higgs	\$483,295	\$15,660	Capital Reserves	2020	2024-Q3		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure)	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.	Carryforward		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)	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)	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%	

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
185	PD	220	Higgs	\$45,000	\$0	UBCM grant	2024			All	Regional	Emergency Telephone 9-1-1 - Next Generation 9-1-1	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 CRT. 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.	Business Continuity		Not Started
186	PD	222	Hughes	\$58,000	\$0	Taxation	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update (Discretionary)	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 is being developed. RFP issued. Award subject to budget confirmation in Q3 2023. Contract has been awarded with work to begin early in Q4 of 2023. Work progressing as planned.	Carryforward		In Progress 75%
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)	Deliverables expected Q2 2024 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	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; kickoff meeting before end of March. Project kicked off Work progressing and draft for review expected mid June.	Carryforward	2024-03	In Progress 25%
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	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.	Business Continuity		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)	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		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	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	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	Started
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	Purchase of a new bylaw vehicle, preferably a four wheel drive hybrid or electric pickup 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.	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)	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: May 15, 2024

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
195	PD	504	Jackson	\$75,000	\$0	Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Development Approvals Process Review Implementation	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 existing 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	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)	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)	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)	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.	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)	Hillside water lot headlease from the Province expires December 31, 2023, prepare 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.	Carryforward	2023-04	In Progress 50%
201	PD	540	Hall	\$200,000	\$0	Operating Reserves	2023			All	F	Hillside Development Project - Hillside Culvert Repair	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.	Carryforward		In Progress 25%

COMPLETED

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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 SCRDR all new EV to arrive so a selection can be made for the replacement. Sept 28/23: Most of the new EV's 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 (2008) 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 an 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	\$17,476	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
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, but Project complete.	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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: May 15, 2024

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
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 coversalls 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
17	PD	504	Jackson	\$433,050	\$183,600	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	Current Status	Category	Start Date (YYYY-MM)	% Complete

Open Projects by Yea	
2016	1
2018	3
2019	1
2020	26
2021	23
2022	30
2023	56
2024	61
TOTAL	201

% Complete Summary	
Not Started	47
Started	55
In Progress 25%	43
In Progress 50%	19
In Progress 75%	37
Completed	17
Deferred	0
Cancelled	0
TOTAL	218

DEFINITION	
21.6%	Work has not been started for project
25.2%	Work is in preliminary stages
19.7%	Up to 25% progress
8.7%	Up to 50% progress
17.0%	Up to 75% progress
7.8%	100% Finished
0.0%	Project was deferred by motion
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)

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 Pla
EVDF, HMBF, RCF, GF	- Fire Departments (strategic plans)
PTNTP	- Parks Division Trail Network Plan
TFP	- Transit Future Plan
AAP	- Agricultural Area Plan
AMP	- Asset Management Plan
ZWS	- Zero Waste / Sustainability

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024

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

SUBJECT: 2024 BUDGET DEBRIEF AND 2025 BUDGET PROCESS AND TIMELINES

RECOMMENDATION(S)

- (1) **THAT the report titled 2024 Budget Debrief and 2025 Budget Process and Timelines be received for information;**
 - (2) **AND THAT the process and timelines for the 2025-2029 Financial Planning Process be approved as presented;**
 - (3) **AND THAT the 2024 Board meeting schedule be amended to add Finance Committee meetings for the purposes of 2025-2029 Financial Planning Pre-Budget, Fees and Charges Review, and Budget Meetings as follows:**
 - **Pre-Budget Finance Committee - October 28 – 29, 2024**
 - **Fees and Charges Review Finance Committee – November 21, 2024**
 - **Round 1 Budget Finance Committee – November 25 – 26, 2024;**
 - (4) **AND FURTHER THAT the Round 2 Budget Finance Committee meeting be scheduled for January 13-14, 2025 in the 2025 Board meeting schedule.**
-

BACKGROUND

Sections 374 and 375 of the *Local Government Act* require Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. These plans represent the operating and capital resources required to deliver programs and services, and to accomplish Board priorities. The Board's Strategic Plan will guide the development of the 2025-2029 Financial Plan.

Each year after the Annual Budget process is concluded, a debrief is scheduled to discuss the current year's budget process, identifying where improvements or changes can be made for the future 2025.

The purpose of this report is to discuss the recent 2024 Budget process and outline improvements in preparation of the development and adoption of the 2025-2029 Financial Plan. This report also includes proposed timelines for approval for the 2025 Budget.

DISCUSSION

2024 Budget Process Debrief

One of the key objectives of the debrief is to discuss the overall budget process, review how the current process aligns with current service plans and the Board’s Strategic Plan and incorporate any recommended changes for the future. A summary of the prior year improvements is included in Attachment A.

Comments related to the 2024 Budget focused on streamlining the overall process. Therefore, the following recommendations are presented in consideration of the 2025 Budget process.

1. Pre-Budget

In 2024 there was no Pre-Budget meetings ahead of Round 1 Budget or the setting of utility rates.

The Board expressed a desire to reinstate the Pre-Budget deliberations for 2025 to allow for more time to review the proposed projects, understand the overall impacts and set priorities. It is recommended the Pre-Budget meeting be scheduled in late October 2025 with the intent to cover the following:

- Review the anticipated projects to be carried forward into 2025;
- Review high-level resourcing plans and capacity;
- Review proposed new projects and/or staffing requests;
- Review preliminary outlook of taxation and fees, including “what-if” scenarios for new proposals; and
- Review and approve capital plans.

2. Fees and Charges (including Parcel Tax) Review

Fees and Charges (including Parcel Taxes) are a significant portion of the Regional District’s revenues. They must be reviewed on a regular basis to ensure they are set at the appropriate rate and to provide users with adequate notice of any changes. Staff are working through various fees and charges that have not been amended for many years and plan to have several updates for consideration. Earlier in 2024, the Board approved amendments to the Community Recreation and Pender Harbour Pool Services.

Based on current utility Bylaws, fees for water, wastewater, and refuse collection services must be approved prior to December 31 of each year. With the addition of Pre-Budget and Round 1 occurring prior to any amended Bylaw changes, the Board and public will have a better understanding of projects to be included in the 2025-2029 Financial Plan before adoption. Therefore, it is recommended that a meeting be held to review fees and charges (including Parcel Taxes) on November 21, 2024.

3. Rating Criteria and Process

For 2024, “Mandatory” items (imminent asset failure, regulatory compliance, safety or environmental) were included into the Round 1 draft Financial Plan and Budget proposals were

not provided. A separate staff report with a brief description was included and it is recommended that this process continue for 2025.

All other types of proposals will be presented for Committees consideration.

4. Community Partners

It is recommended that Community Partners (funding to groups that provide programs within existing SCRD services) be offered a streamlined approach to presenting their budget requests only at Pre-Budget, through a fillable form sent by staff. In January 2025 at Round 2 Budget the Community Partners would be asked to submit the full “funding agreement requirement” reporting. If groups want an opportunity to present their programs and services to the Board, they may request to be a delegation at another SCRD Committee throughout the year. The Committee did express the desire for the Library Services to remain as delegations each year.

These changes would be communicated to the Community Partners in a joint meeting with staff as well as written communication ahead of the 2025 Budget process.

5. Budget Proposals

There will be small revisions to the Budget Proposal template to the Board to more accurately present, Full Time Employee Costs and Life Cycle Costs – more standardized wording.

6. Communications

The 2025 budget communications plan will leverage insights gained from prior budget processes and input from residents.

This strategy will have two main channels.

- The first will be spearheaded by SCRD Directors. Staff will equip Directors with resources to facilitate discussions within their respective communities. Additionally, staff will collaborate with individual Directors to support these engagements, which may take place through community associations, in-person gatherings, and/or virtual information sessions.
- The second channel will be led by staff. The Let’s Talk Budget Page will continue to serve as the hub for budget communications. Given consistently low attendance over the past three years, staff will not host live online information sessions. Instead, recorded presentations will be provided, supplemented by the option to submit questions via the Let’s Talk Page.

SCRD staff received valuable feedback from the community during last year’s budget process, highlighting the need for more accessible reading materials throughout the budget cycle. To address this, concise one-sheets will be developed, and updates will be shared via news releases and social media platforms.

This plan will be reviewed throughout budget, with adjustments considered in response to feedback.

7. Process and Timelines

For 2025, it is recommended that adoption of the Financial Plan Bylaw sooner than the statutory deadline of March 31 with the 2025-2029 FP Bylaw being passed on February 13, 2025. One of the benefits of having the FP approved as close to the start of the year is that initiatives can start sooner, allowing more time for completion.

The proposed draft timeline for the 2025-2029 Financial Planning process is as follows:

Activity	2024				2025		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Communications							
Public/Community Presentations			X	X	X	X	
Public Meetings (Budget Meetings)			X	X	X	X	
Public and Municipal Presentations				X	X	X	
Activity	2024			2025			
	Oct	Nov	Dec	Jan	Feb	Mar	
Pre-Budget Finance Committee							
• Mandatory Projects	28-29						
• Proposed initiatives / Preliminary Carryforwards (based on BPSR)							
• Asset Management and Capital Plans							
• Community Partners Summary of Requests							
Round 1 Finance Committee							
• Fees and Charges Reviews		25-26					
• Service Plans							
• 2025 Budget Proposals							
Round 2 Finance Committee							
• 2025 Budget Proposals				13-14			
• 2024 Carryforwards							
• 2024 Surplus / Deficit Reports							
• Community Partners Reporting / Delegations (Libraries)							
Board Meeting							
• 2025-2029 Financial Plan Bylaw Adoption					13		

*X – Ongoing

STRATEGIC PLAN AND RELATED POLICIES

The five-year financial planning process incorporates the Strategic Plan, Board Policies and service plans.

CONCLUSION

This budget debrief provides information on learning through the 2024 budget process and it is recommended that the process improvements, policy work, as well as the draft timelines be approved in preparation for the 2025-2029 Financial Planning process.

Attachment:

A - 2023-JUL-20 FIN STAFF REPORT - 2023 Budget Debrief and 2024-2028 Financial Planning Process

Reviewed by:			
Manager	X – A. Buckley	Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Human Resources	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Finance Committee – July 20, 2023

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

SUBJECT: 2023 BUDGET DEBRIEF AND 2024-2028 FINANCIAL PLANNING PROCESS

RECOMMENDATION(S)

- (1) **THAT the report titled 2023 Budget Debrief and 2024-2028 Financial Planning Process be received for information;**
 - (2) **AND THAT the process and timelines for the 2024-2028 Financial Planning Process be approved as presented;**
 - (3) **AND FURTHER THAT the Board Calendar be amended to include the Finance Committees for the purposes of 2024-2028 Financial Planning Budget Meetings.**
-

BACKGROUND

Sections 374 and 375 of the *Local Government Act* require Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. These plans represent the operating and capital resources required to deliver programs and services, and to accomplish Board priorities. Development of the new Board's Strategic Plan, anticipated for September 2023, will help guide the development of the 2024-2028 Financial Plan.

Each year after the Annual Budget process is concluded, a debrief is scheduled to discuss the current year's budget process, identifying where improvements or changes can be made for the future 2024.

The purpose of this report is to discuss the recent 2023 Budget process and outline improvements in preparation of the development and adoption of the 2024-2028 Financial Plan.

DISCUSSION

2023 Budget Process Debrief

One of the key objectives of the debrief is to discuss the overall budget process, review how the current process aligns with current service plans and the Board's Strategic Plan and incorporate any recommended changes for the future. A summary of the prior year improvements is included in Attachment A.

Comments related to the 2023 Budget focused on streamlining the overall process. Therefore, the following recommendations are presented in consideration of the 2024 Budget process.

Pre-Budget

In the fall of each year, the Sunshine Coast Regional District (SCRD) convenes a “Pre-Budget” meeting to review and make decisions on the preliminary project carry-forwards (which incomplete projects will be carried into the subsequent year’s Budget); review new projects or staff requests for the upcoming Financial Plan; and staff provide a preliminary outlook of taxation or fees. Last year, review and decisions on capital plans were included as part of the Pre-Budget deliberations. Pre-Budget is typically scheduled for 2 days.

For 2024, it is recommended that we do not hold Pre-Budget meetings and we add the capital plans and carry-forwards to the Round 1 Budget deliberations. This may require slightly more time required for Round 1, however, staff believe that if other efficiencies suggested below are implemented, more time would not be required.

Community Partners

It is recommended that Community Partners (funding to groups that provide programs within existing SCRCD services) be offered a streamlined approach to presenting their budget requests and updates to the Round 1 Budget deliberations. The changes would see groups not required to present that do not have a change in the previous year’s funding requests. If groups want an opportunity to present their programs and services to the Board, they may request to be a delegation at another SCRCD Committee throughout the year. The Committee did express the desire for the Library Services to remain as delegations each year.

These changes would be communicated to the Community Partners in a joint meeting with staff as well as written communication ahead of the 2024 Budget process.

Rating Criteria and Process

Prior to 2019, projects that were classified as “Mandatory” (imminent asset failure, regulatory compliance, safety or environmental) were included into the Round 1 draft Financial Plan and Budget proposals were not provided. The rationale was that these projects are always approved as they have significant risk or service implication if not included. Therefore, it is recommended that Mandatory Projects be provided in a separate staff report with brief description and included directly into the draft budget at Round 1.

All other types of proposals will be presented for Committees consideration.

Budget Proposals

There will be small revisions to the Budget Proposal template to the Board that aligns with the Board’s new Strategic lenses as well as more concise business case information’s, such as ongoing financial or resourcing (staffing) implications or service level risks.

Asset Management and Capital Planning Process

The service specific asset management and capital plans have long-term financial planning implications. By approving these plans, the Board is also setting service levels and in turn will see fewer one-off capital project budget proposals. As part of the discontinuation of the Pre-Budget deliberations, these will be presented at the 2024 Round 1 Budget.

Process and Timelines

For 2023, due to the election the dates of the budget meetings were later than the 2022 year. For 2024, it is recommended that adoption of the Financial Plan Bylaw sooner than the statutory deadline of March 31 with the 2024-2028 FP Bylaw being passed on February 22, 2024. One of the benefits of having the FP approved as close to the start of the year is that initiatives can start sooner, allowing more time for completion.

The proposed draft timeline for the 2024-2028 Financial Planning process is as follows:

Activity	2023				2024		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Board Strategic Plan	**t.b.d.						
Communication and Engagement							
Public Engagement (Ongoing for service specific topics)			*X	X	X	X	
Pre-Budget Public Information Sessions			**t.b.d.	**t.b.d.	**t.b.d.		
Public Meetings (Budget Meetings)			X	X	X	X	
Public and Municipal Presentations				X	X	X	X
Activity	2023			2024			
	Oct	Nov	Dec	Jan	Feb	Mar	
Round 1 Finance Committee							
<ul style="list-style-type: none"> • Community Partners 2024 Budget Requests (Museums, Library, etc.) • Preliminary 2023 Carry-forward project list • Asset Management and Capital Funding Plans funding Policy Decisions 			4				
• 2024 Budget Proposals			5 / 6				
Round 2 Finance Committee							
<ul style="list-style-type: none"> • 2024 Budget Proposals • Final 2023 Carry-forwards • 2023 Surplus / Deficit Report 				29 / 30			
• Adoption of Financial Plan Bylaw					22		

*X – Ongoing

**t.b.d. – specific dates to be determined (February pending LGLA)

Communication and Engagement

This year’s budget process provided a number of opportunities for the community to learn about the 2024 budget and to engage with SCRD staff and the SCRD Board directly. These will

include (but not limited to) media and online campaigns, in-person community events, online presentations and question periods, and service or project specific related campaigns. More details on this will be forthcoming.

Timeline for next steps or estimated completion date

As there are several steps required in development of the 2024-2028 Financial Plan, including (but not limited to) the completion of the Board’s Strategic Plan, current state and budget goals/direction from the Board, and the approval of changes to fees and charges. The Board can anticipate receiving multiple reports at the various Committees over the next several months.

STRATEGIC PLAN AND RELATED POLICIES

The five-year financial planning process incorporates the Strategic Plan, Policies and service plans.

CONCLUSION

This budget debrief provides information on learning through the 2023 budget process and it is recommended that the process improvements, policy work, as well as the draft timelines be approved in preparation for the 2024-2028 Financial Planning process.

Attachment:

A- 2022-MAR-24 CAS STAFF REPORT- 2022 Budget Debrief and 2023-2027 Financial Planning Process

Reviewed by:			
Manager		Finance	
GM	X – I. Hall X – M. Brown X – S. Gagnon	Legislative	X – S. Reid
CAO	X– D. McKinley	Human Resources	X – G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024

AUTHOR: Drew Brennan, Parks Planning and Community Development Coordinator
Shelley Gagnon, GM Community Services

SUBJECT: CLIFF GILKER PARK RECOVERY PROJECT

RECOMMENDATION(S)

- (1) **THAT the report titled Cliff Gilker Park Recovery Project be received for information;**
 - (2) **AND THAT a Budget Proposal for the Cliff Gilker Recovery Project be submitted as part of the 2025-2029 Financial Planning Process.**
-

BACKGROUND

On November 15, 2021, the Sunshine Coast Regional District (SCRD) activated an Emergency Operations Centre (EOC) in response to localized flooding events experienced in the Region. Significantly high volumes of water exceeded natural stream channels of Clack Creek which flows through and bisects Cliff Gilker Park. The water levels and excessive flow patterns caused significant damage to two bridges (Lower and Zig Zag) as well as over 2.5 km of trail infrastructure in the park. A structural assessment of the bridges confirmed they were not safe for use and they have remained closed ever since.

Funding was approved on January 13, 2022, to secure a consultant to review the bridges as well as the yellow and red trails and provide options for removal, replacement, repair or relocation that included considerations for mitigating future flooding event risks.

010/22 **Recommendation No. 2 (in part)** *Disaster Recovery Plan, Regional Flooding Events*

THAT the report titled Disaster Recovery Plan, Regional Flooding Events be received;

AND THAT the following parks projects be funded as follows: Cliff Gilker Planning (consultant fees): up to \$38,800 funded through [650] Community Parks Operating Reserves;

Unfortunately, due to staff vacancies, a consultant was not secured until early 2023. The consultants final report was received late January 2024. The purpose of this report is to provide the options identified by the consultant related to the recovery of Cliff Gilker Park.

DISCUSSION

Professional services were retained to provide a comprehensive inspection and condition assessment of the bridges in the park, as well as trail infrastructure. Recommendations for park recovery options were to focus on climate resiliency and accessibility.

Attachment A provides a brief outline of the park infrastructure condition, the estimated costs of replacement or repair, and the staff recommended options.

The Upper Waterfall bridge is the main entrance to the park with access to the majority of trails. Although the Lower and Zig Zag bridges provide opportunities to cross Clack Creek, they are not required to maintain trail connectivity. Gorge bridge connects the yellow and red trail providing a loop from the Upper Waterfall bridge and provides connectivity to the red, purple, and blue trails in the southern sector of the park.

At this point, staff are proposing that the Upper Waterfall and Gorge bridges be replaced and the Lower and Zig Zag bridges be decommissioned and removed. Steel truss clear span bridge structures are recommended (no in-stream piers based on level of flows in Clack Creek during heavy rains; target life span of 75 years). Bridge structures also conform to the Pedestrian, Cycling and Multiuse Bridge design guideline (CSA-S7-23).

Trail recovery work is recommended to not only replace damaged infrastructure but also increase resiliency and avoid seasonal flooding. Trail segments have been identified for repair, realignment or decommissioning. Recommended construction materials evaluation criteria include cost effectiveness (both up front as well as overall lifecycle costs), suitable for climate and service conditions, long life expectancy, low maintenance materials and finishes, and resistant to vandalism.

Recovery efforts in the park provide an opportunity to consider a service level enhancement by improving the accessibility of the park through the development of accessible trails and viewing platforms.

Attachment B provides a visual representation of the proposed Recovery Project.

Financial Implications

The financial implications of the project (one-time capital and ongoing operating) will range depending upon the desired service level for the park.

Capital cost estimates for the staff recommended recovery options are:

Staff Recommended Options	Capital Cost Estimates
Replace Upper Waterfall Bridge	\$272,000
Replace Gorge Bridge	\$317,000
Trail repair, accessibility improvements and replacement and other park infrastructure	\$568,000
Other works (i.e. Engineering, permitting, environmental surveys, arborist, archeological, tax, etc.)	\$385,000
Decommission and removal of Lower Waterfall and Zig Zag Bridges	\$64,000
Estimated total	\$1,670,000

* Cost estimates assume the project is administered by existing SCRD staff.

In 2022, a Natural Infrastructure Fund grant application for the Cliff Gilker Flood Recovery Project was submitted, but unfortunately was unsuccessful. Staff continue to review grant opportunities.

As per the Community Parks Service 20-Year Capital Plan and Service Overview staff report (presented in Round 1 Budget Finance Committee meeting December 4-6, 2023) the Community Parks function is facing a significant funding deficit over the next twenty years as park assets are reaching the end of their lifespan and/or are impacted by climate change. Currently, there are a number of park assets that have been temporarily closed due to asset failure. Parks and Asset Management staff continue their efforts to refine the desired levels of service and develop a strategy to deliver the Community Parks service most efficiently.

Next Steps

Staff will be launching a Let's Talk page for this project to receive public feedback on the proposed options for park recovery. Public feedback will be incorporated into the final project recommendations. A Budget Proposal for the Cliff Gilker Recovery Project will then be brought forward in the 2025-2029 Financial Planning process. Estimated time for completion of the recovery project is 12-16 months barring any unforeseen complications and permitting challenges.

Organization and Intergovernmental Implications

The implementation of the project will ultimately require permissions from the shíshálh and Sk̓wxwú7mesh Nation, authorizations from the Ministry of Forests, Land, Natural Resource Operations and Rural Development, Water Stewardship Branch, as well as the Department of Fisheries and Oceans. The entire project site is located within an ecologically sensitive riparian zone, where no ground disturbance is allowed without a qualified environmental assessment occurring both before and during construction.

STRATEGIC PLAN AND RELATED POLICIES

The Cliff Gilker Park Recovery Project aligns with the SCR D Asset Management Policy goals for consideration of long-term sustainability, resiliency, environmental, economic factors, and implications when making asset related decisions.

CONCLUSION

Two of the pedestrian bridges in Cliff Gilker Park have been closed since the flooding events in November 2021. Sections of the trails throughout the park were impacted by the flood, continue to erode with heavy rains, and show signs of deterioration and aging. A consultant's report received in January 2024 provided several options for recovery efforts.

Staff are proposing that the Cliff Gilker Recovery Project include new Upper Waterfall and Gorge bridges, decommissioning of the Lower and Zig Zag bridges, accessibility improvements, trail and infrastructure repair and replacement, and new park signage.

A Let's Talk page for the Cliff Gilker Recovery Project will be developed to seek public feedback on the park recovery options. This feedback will be incorporated into the final recommendations for the Project and brought back to the Board for consideration as part of the 2025-2029 Financial Planning process.

Attachments

Attachment A: Park Infrastructure Condition Assessment and Recommendation

Attachment B: Cliff Gilker Park map with proposed Recovery Projects

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

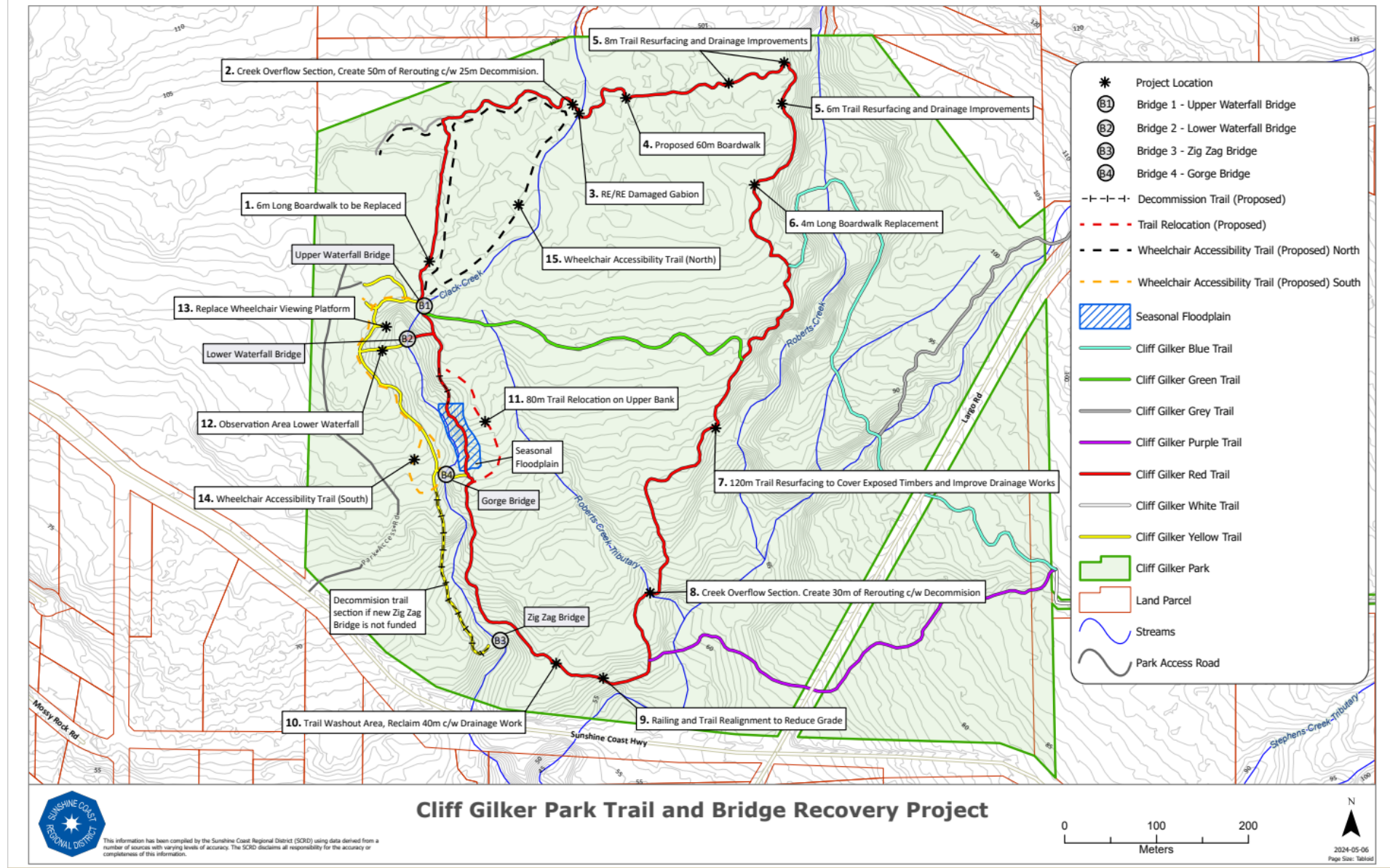
Attachment A: Park Infrastructure Condition Assessment and Recommendation

Infrastructure	Current Condition	Cost Estimate	Staff Recommendations
<p>Upper Waterfall Bridge</p> <ul style="list-style-type: none"> • Current bridge span 10m x 1.3m 	<ul style="list-style-type: none"> • Excessive vibration • End of life, recommend replacement, longer bridge to fully span creek (12m) and widen for accessibility (2.4m) 	<p>\$272,000</p>	<ul style="list-style-type: none"> • Replace with clear span steel truss prefabricated bridge, widened for accessibility • Load capacity of bridge to enable parks access for repair and maintenance work • Incorporate wood aesthetics into bridge (i.e. wood decking, railings)
<p>Lower Waterfall Bridge</p> <ul style="list-style-type: none"> • Current Bridge span 20m x 1.0m 	<ul style="list-style-type: none"> • East span total failure (partially washed away) • West side in fair condition but high risk of further damage during high creek flows • New pier supports required, signs of erosion at the west span abutment • Requires replacement, longer bridge to fully span creek (30m) and widen to (1.2m) 	<p>\$460,000</p>	<ul style="list-style-type: none"> • Decommission and remove • Minimal impact to trail and amenity impact within the park
<p>Zig Zag Bridge</p> <ul style="list-style-type: none"> • Current bridge span 25m x 1.2m 	<ul style="list-style-type: none"> • Badly damaged • Prone to flooding • Log stringers end of life • South side of deck and railing in fair condition • Requires replacement, longer bridge to fully span creek (35m) • 	<p>\$533,000</p>	<ul style="list-style-type: none"> • Decommission and remove • Minimal impact to trail and amenity impact within the park
<p>Gorge Bridge</p> <ul style="list-style-type: none"> • Current bridge span 16m x 0.6 	<ul style="list-style-type: none"> • End of life estimated in 3-5 years • Log stringers approaching end of life • Railings in good condition • Gabion basket good condition 	<p>\$317,000</p>	<ul style="list-style-type: none"> • Replace with clear span steel truss prefabricated bridge • Incorporate wood aesthetics into bridge (i.e. wood decking, railings)

	<ul style="list-style-type: none"> • Recommend replacement, longer bridge to fully span creek (20m) and widen for accessibility (1.2m) 		
<p>Trails and other park infrastructure</p>	<ul style="list-style-type: none"> • Portions below flood level • Sections severely eroded with water troughs within the pathway • Wheelchair observation platform and accessibility trail showing signs of deterioration 	<p>\$160,000 to \$568,000</p> <p>Staff recommended option is \$568,000</p>	<ul style="list-style-type: none"> • Decommission and re-naturalization a segment of trail below the Gorge bridge leading to the Zig Zag bridge • Various trail repairs and upgrades including some re-alignment • Replacement and repair of boardwalks and railings • Construct protection measures for sensitive areas • Develop/ enhance trails for new accessible trails (approximately 2 kms) • Rebuild wheelchair observation platform • Re-establish viewing area by Lower Bridge • Park signage upgrades including interpretive signage

** Costing outlined above does not include base project costs such as engineering, permitting, environmental, archeological, tax, etc. (estimated at \$385,000).

Attachment B: Cliff Gilker Park map with proposed Recovery Projects



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024

AUTHOR: Drew Brennan, Parks Planning and Community Development Coordinator
Shelley Gagnon, General Manager, Community Services

SUBJECT: CHASTER PARK PEDESTRIAN BRIDGE RECOVERY PROJECT

RECOMMENDATION(S)

- (1) **THAT the report titled Chaster Park Pedestrian Bridge Recovery Project be received for information;**
 - (2) **AND THAT a Budget Proposal for a new pedestrian bridge and revetment wall repair at Chaster Park be submitted as part of the 2025-2029 Financial Planning Process.**
-

BACKGROUND

On November 15, 2021, the Sunshine Coast Regional District (SCRD) activated an Emergency Operations Centre (EOC) in response to localized flooding events experienced in the Region. The flooding events caused extensive damage throughout the Sunshine Coast, including damage to the pedestrian bridge used to access Chaster Park and Chaster House. A structural assessment of the bridge confirmed extensive damage and the bridge has remained closed ever since. To support continued park and Chaster House access, a temporary gravel pathway was developed on the east side of the park.

Funding was approved on April 28, 2022, to secure a consultant to review the bridge and revetment wall and provide options for replacement that included considerations for mitigating future flooding event risks.

106/22 **Recommendation No. 6** *Disaster Recovery Plan, Regional Flooding Events - Chaster House and Pedestrian Bridge*

THAT the report titled Disaster Recovery Plan, Regional Flooding Events - Chaster House and Pedestrian Bridge be received;

AND THAT the Chaster park pedestrian bridge and retaining wall repair planning be funded through [650] Community Parks Operating Reserves up to \$32,500;

Unfortunately, due to staff vacancies, a consultant was not secured until early 2023. The consultants final report was received late January 2024. The purpose of this report is to provide the options identified in the report related to the replacement of the pedestrian bridge and required revetment wall repair.

DISCUSSION

Professional services were retained to provide a comprehensive inspection and condition assessment of the bridge, supporting structures and creek revetment wall and with a focus on climate resiliency and accessibility, provide options, recommendations, and cost estimates for replacing, decommissioning, or relocating the infrastructure.

Creek Revetment Wall Replacement Options

During heavy rains, Chaster Creek water levels rise considerably and the water volume travelling through the narrow turn at Chaster Park exceeds natural stream channels, and has over time, eroded the revetment wall that was installed to protect the park from flooding. An assessment of the revetment wall identified localized areas of undermining and significant damage to the south wall. If no action is taken to address the damage, it is estimated that the remaining life of the wall is less than 10 years (weather dependent).

Options to address the revetment wall have been provided and are outlined in Attachment A. Revetment wall repair and replacement options include considerations for widening the creek channel, armouring with riprap to protect highlighted areas where ongoing erosive impacts are occurring, and installation of large boulders along the channel frontage as a visual obstacle identifying the creek location.

Staff are recommending that the revetment wall be repaired.

Bridge Replacement Options

Although a bridge over the creek provides more convenient and direct access to Chaster House and the park, it is not required.

Four options for access to Chaster Park are provided and outlined in Attachment B along with Attachment C which provides a diagram of the options locations. New aluminum or steel truss prefabricated bridges are recommended as they provide a good balance between durability, ability for local sourcing and aesthetics. Bridge options include considerations to over-span the channel to accommodate increased creek flow width.

Staff are recommending that a new bridge be installed near the existing bridge location.

Financial Implications

Capital cost estimates for the staff recommended recovery options are:

Staff Recommended Options	Capital Cost Estimates
Repair revetment wall	\$250,000
New bridge near existing location	\$275,000
Other works (ie. permitting, environmental, archeological, engineering, tax, contingency)	\$198,000
Estimated total	\$ 723,000

Cost estimates assume the project is administered by existing SCRD staff. This will be reviewed upon development of the 2025 Service Plan and Budget Proposal.

Staff recommend that a Budget Proposal for the staff recommended recovery options listed above be submitted as part of the 2025-2029 Financial Planning Process.

In 2022, a Natural Infrastructure Fund grant application for the Chaster Park Pedestrian Access Bridge Repair and Flood Resiliency Project was submitted, but unfortunately was unsuccessful. Staff will continue to identify potential grant opportunities along with other eligible funding sources.

As per the Community Parks Service 20-Year Capital Plan and Service Overview staff report (presented in Round 1 Budget Finance Committee meeting December 4-6, 2023) the Community Parks function is facing a significant funding deficit over the next twenty years as park assets are reaching the end of their lifespan and/or are impacted by climate change. Currently, there are a number of park assets that have been temporarily closed due to asset failure. Parks and Asset Management staff continue their efforts to refine the desired levels of service and develop a strategy to deliver the Community Parks service most efficiently.

Organizational and Intergovernmental Implications

The implementation of preferred options will ultimately require permissions from the Skwxwú7mesh Nation, authorizations from the Ministry of Forests, Land, Natural Resource Operations and Rural Development, Department of Fisheries and Oceans, as well as the Ministry of Transportation and Infrastructure. The entire property is located within an ecologically sensitive riparian zone, where no ground disturbance is allowed without a qualified environmental assessment occurring both before and during construction. The bridge structure is also directly adjacent to a provincial public road and any corrective measures or investigations will require permissions and collaboration with local authorities.

Timeline For Next Steps

Next steps would include the submission of a Budget Proposal for the Chaster Creek Pedestrian Bridge Recovery Project in the 2025-2029 Financial Planning process. Estimated time for completion of the recovery project is 12-14 months, barring any unforeseen complications and permitting challenges.

STRATEGIC PLAN AND RELATED POLICIES

The Chaster Bridge Recovery Project aligns with the SCRD Asset Management Policy goals for consideration of long-term sustainability, resiliency, environmental, economic factors, and implications when making asset related decisions.

CONCLUSION

The Chaster Creek pedestrian bridge has been closed since the flooding events in November 2021. The consultant report received in January 2024 provided several options for recovery efforts. Staff are recommending that a Budget Proposal for the project costs be submitted as part of the 2025-2029 Financial Planning Process.

Attachments

Attachment A – Revetment Wall Options

Attachment B – Park Access Options

Attachment C – Park Access / Bridge Locations

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

Attachment A: Options for addressing the Revetment Wall

Option	Advantages	Disadvantages	Cost estimate
Demolish and Reconstruct (Like for Like)	<ul style="list-style-type: none"> • Longer Proposed Lifespan: 75 - 100 years weather dependent • Includes consideration for restoration of creek channel (widening) 	<ul style="list-style-type: none"> • Most expensive option • Significant ground disturbance and potential impact to Salmon bearing stream • Environmental permitting required 	\$701,000
Repair <u>(staff recommended)</u>	<ul style="list-style-type: none"> • Less expensive option • Includes consideration for restoration of creek channel (widening) • Shorter remediation timeline vs demolish and reconstruction 	<ul style="list-style-type: none"> • Shorter Proposed Lifespan: +/- 30 years- weather dependent • Routine maintenance required • Environmental permitting required 	\$250,000
Do nothing	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Lifespan of the current structure is ~ 8-10 years (weather dependent) 	\$0

** Costing outlined above does not include base project costs such as engineering, permitting, environmental, archeological, creek work, contingency, etc

Attachment B: Options for Chaster Park Pedestrian Bridge Replacement

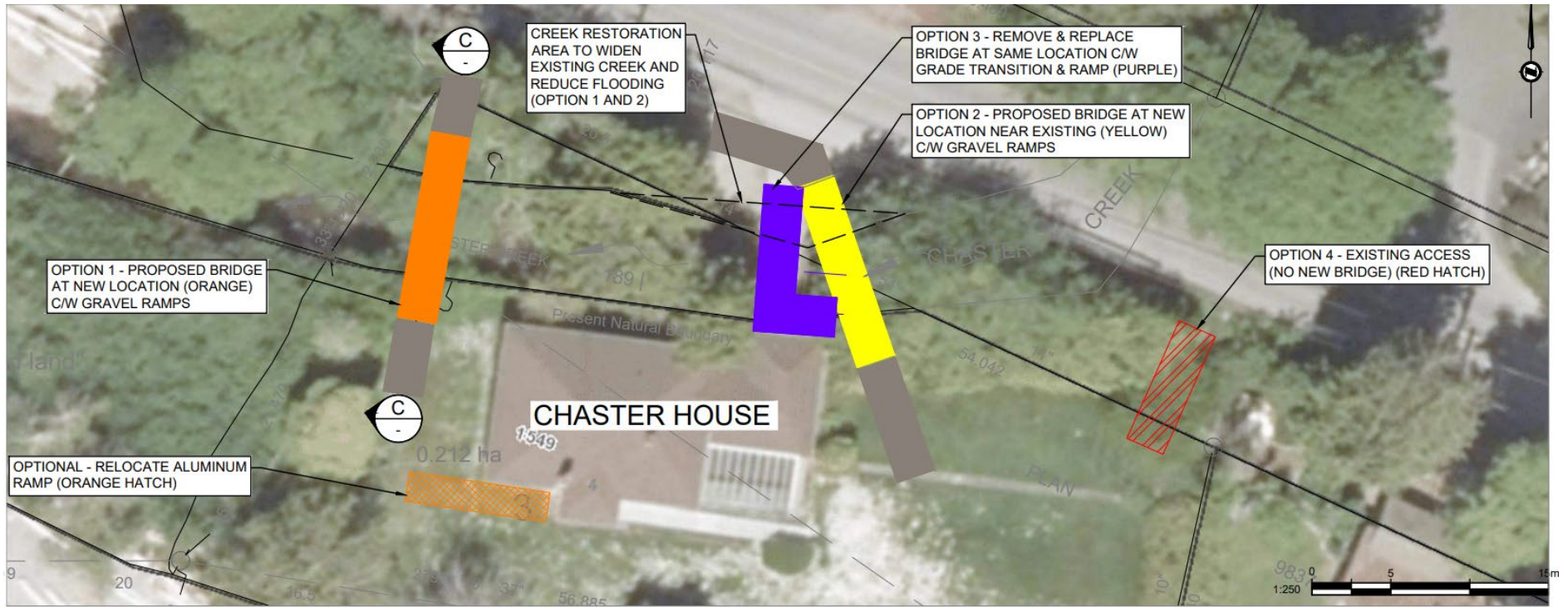
Option	Advantages	Disadvantages	Cost estimate
<p>New bridge downstream</p> <ul style="list-style-type: none"> • Bridge span 12m x 1.2m • Prefabricated aluminum truss bridge • New piled foundations and spread footings • Concrete abutments raised 1 metre • Decommissioning and removal of existing bridge • Bridge Lifespan: (100 years) 	<ul style="list-style-type: none"> • Bridge abutments and all proposed grading improvements are on SCR D property • Less complicated MOTI approval • Closest to existing parking • Construction work zones are furthest away from the building (minimal impact to ongoing programming or property access) • Increased flood resiliency with armored riprap and decreased flow bottlenecking • Pedestrians are not required to cross MoTI vehicle bridge to access park 	<ul style="list-style-type: none"> • Due to the elevation of the bridge on the park side, an off-ramp will also be required • Located on a flood plain where land is dominantly saturated (will require further geotechnical planning) • Department of Fisheries and Oceans approval required for working in and around a fish bearing riparian area • Most vulnerable to oceanic impacts • Relocate existing Chaster House wheelchair ramp at to align with new bridge location • Installation of concrete pathway along the western portion of the property • Requires lighting infrastructure installation along bridge and pathway • Removal of Alder trees • Fencing adjustments required • Possible loss of one parking stall 	<p>\$285,000</p>
<p>New bridge near existing location (staff recommended)</p> <ul style="list-style-type: none"> • Angled approach leading to concrete pathway east of the House • Bridge span 10m x 1.2m • Prefabricated aluminum truss bridge • New piled foundations and spread footings • Concrete abutments raised 1 metre 	<ul style="list-style-type: none"> • Centrally located and close to parking • Easy access to house for loading and unloading • Use of current walkway to hall entrance • Chaster House wheelchair ramp remains in current location • Use of existing lighting along pathway • Limited perimeter fencing adjustments • Minimal disturbance to property 	<ul style="list-style-type: none"> • Tree removal required on east side of Chaster House • Department of Fisheries and Oceans approval required for working in and around a fish bearing riparian area • Requires work within MOTI Right-of-way • Require adjustments to concrete pathway to maximize accessibility 	<p>\$275,000</p>

<ul style="list-style-type: none"> Decommissioning and removal of existing bridge Bridge Lifespan: (100 years) 			
<p>Elevate and re-use existing wooden bridge</p> <ul style="list-style-type: none"> New piled foundations and spread footings Bridge span 4.88m x 2.44m Concrete abutments raised 1 metre Re-use existing wooden bridge (some repair required) Due to ramp slope on the park side, the bridge will require an extension (aluminum L-shaped ramp leading to current walkway) Bridge Lifespan: (Up to 75 years) 	<ul style="list-style-type: none"> Centrally located and close to parking Easy access to house for loading and unloading Chaster House wheelchair ramp remains in current location Use of existing lighting along pathway 	<ul style="list-style-type: none"> Does not enable creek widening to reduce turbulence during heavy rains or planned resiliency creek armouring Department of Fisheries and Oceans approval required for working in and around a fish bearing riparian area Requires riprap against new abutment locations to prevent ongoing water erosion to creek bank (anticipate further complications with DFO approvals as this narrows the creek channel even further) Due to slope, ocean side of creek will require new aluminum bridge ramp extension (\$25,000) Additional sidewalk installation at east side of Chaster House Requires crane and traffic control to be onsite twice (2x) for bridge removal and install 	<p>\$286,500</p> <p>Does not accommodate any revetment wall repairs or resiliency remediations</p>
<p>Develop a permanent access on the east side of the park (no bridge crossing)</p> <ul style="list-style-type: none"> Enlarge access area Permanent lighting Accessible concrete pathway Signage Decommissioning and removal of existing bridge 	<ul style="list-style-type: none"> Provides direct access to park green space Slightly enlarged area can accommodate a loading/unloading zone 	<ul style="list-style-type: none"> Requires pedestrians to cross over vehicular bridge with no walking shoulder (safety concern) Farthest from parking area Some vegetation/hedge removal reducing privacy for events 	<p>\$140,000</p>

• Access Lifespan: (Annual maintenance required)			
--	--	--	--

** Costing outlined above does not include base project costs such as engineering, permitting, environmental, archeological, creek work, contingency, etc.

Attachment C – Park Access / Bridge Locations



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 23, 2024

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

SUBJECT: SUNSHINE COAST CHAMBER OF COMMERCE AND SUNSHINE COAST TOURISM – GRANT PAYMENTS

RECOMMENDATION(S)

(1) THAT the report titled Sunshine Coast Chamber of Commerce and Sunshine Coast Tourism – Grant Payments be received for information;

(2) AND THAT for 2024, Sunshine Coast Tourism be funded as follows:

- Pender Harbour Tourism Sanitation Services (Portable Toilets) - \$3,000 (Electoral Area A Economic Development [531]);
- Pender Harbour Visitor Information Centre Washrooms - \$11,000 (Electoral Area A Economic Development [531]);
- Pender Harbour Visitor Information Booths - \$11,500 (Electoral Area A Economic Development [531]);
- BC Ferries Travel Ambassador Program - \$3,000 (Electoral Area A [531] \$600, Electoral Area B [532] \$600, Electoral Area D [533] \$600, Electoral Area E [534] \$600 and Electoral Area F [535] \$600);

(3) AND THAT the Sunshine Coast Chamber of Commerce be funded as follows:

- Pender Harbour Economic Development - \$2,500 (Electoral Area A Economic Development [531]).
- Visitor Services-- Gibsons/Area D, E, and F (Visitor Information Park Kiosk, Wayfinding Map Info, and Rest Stop) - \$6,000 (Electoral Area E [534] \$2,000 and Electoral Area F [535] \$4,000);

(4) AND FURTHER THAT the delegated authorities be authorized to sign the Funding Agreements.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has supported initiatives through the following organizations, paid for through Electoral Area Economic Development functions [531-535], Sunshine Coast Tourism, Pender Harbour Chamber of Commerce, and Gibsons and District Chamber of Commerce.

All three Organizations were approved for funding in the 2024-2028 Financial Plan. On March 26, 2024 by Memorandum of Understanding (Attachment A) the Pender Harbour Chamber of

Commerce, Gibsons and District Chamber of Commerce and Sechelt Chamber of Commerce merged to form the Sunshine Coast Chamber of Commerce.

The purpose of this report is to provide information regarding the approved funding for the Pender Harbour Chamber of Commerce and the Gibsons and District Chamber of Commerce and provide approval to amend the funding to go to the Sunshine Coast Tourism and the Sunshine Coast Chamber of Commerce.

DISCUSSION

Early in 2024 the Pender Harbour Chamber of Commerce, Gibsons and District Chamber of Commerce and the Sechelt Chamber of Commerce, with the support of the Sunshine Coast Tourism, merged to form Sunshine Coast Chamber of Commerce. Sunshine Coast Tourism and Sunshine Coast Chamber of Commerce have requested to have the previously approved Economic Development grants to Pender Harbour Chamber of Commerce and Gibsons and District Chamber of Commerce amended to Sunshine Coast Tourism and the Sunshine Coast Chamber of Commerce as per the correspondence attached (Attachment B).

The requested amendments to the funding is as follows:

Pender Harbour and District Chamber of Commerce (December 14, 2023 Board Resolution 376/23 Recommendation No 15 \$28,000 from Economic Development (Area A) [531]):

- Tourism Sanitation Services (Portable Toilets) - \$3,000 (**Sunshine Coast Tourism** to take over this program);
- Visitor Information Centre Washrooms - \$11,000 (**Sunshine Coast Tourism** to take over this program);
- Visitor Information Booths - \$11,500 (**Sunshine Coast Tourism** to take over this program);
- Economic Development - \$2,500 (**Sunshine Coast Chamber of Commerce** to take over this program).

Gibsons and District Chamber of Commerce (December 14, 2023 Board Resolution 376/23 Recommendation No 15 \$9,000):

- BC Ferries Travel Ambassador Program - \$3,000 (Electoral Area A [531] \$600, Electoral Area B [532] \$600, Electoral Area D [533] \$600, Electoral Area E [534] \$600 and Electoral Area F [535] \$600) (**Sunshine Coast Tourism** to take over this program);
- Visitor Services-- Gibsons/Area D, E, and F (Visitor Information Park Kiosk, Wayfinding Map Info, and Rest Stop) - \$6,000 (Electoral Area E [534] \$2,000 and Electoral Area F [535] \$4,000) (**Sunshine Coast Chamber of Commerce** to take over this program).

It is recommended that a subsequent funding agreement be provided for the year 2024 to Sunshine Coast Tourism and a new funding agreement be issued to the Sunshine Coast Chamber of Commerce.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

In summary, the recommended SCRD funding adjustments are in response to the merger of local chambers into the Sunshine Coast Chamber of Commerce. Economic Development grants originally allocated to Pender Harbour and Gibsons and District Chambers of Commerce will now be administered by Sunshine Coast Tourism and the newly formed Sunshine Coast Chamber of Commerce. New funding agreements for 2024 will be drafted accordingly.

Attachments:

A – MOU between SCT and SCCC dated March 26, 2024

B – Correspondence from SCT and SCCC dated May 3, 2024

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

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Sunshine Coast Tourism

PO BOX 1883

Gibsons, BC V0N 1V0

And

Sunshine Coast Chamber of Commerce

Box 360

Sechelt, BC V0N 3A0

Date: March 26, 2024

I. PURPOSE

This Memorandum of Understanding (MOU) outlines the agreement between Sunshine Coast Tourism (SCT) and the Sunshine Coast Chamber of Commerce (SCCC) regarding the transfer and operation of the Volunteer Travel Ambassador Program (TAP). In 2023 and previous years, the TAP was operated by the Gibsons & District Chamber of Commerce (GCC). In November 2023, the members of the Gibsons & District Chamber of Commerce, the Sechelt and District Chamber of Commerce and PHCC voted to discontinue their organizations and merge into the SCCC. Hence, SCCC is the successor organization to GCC.

II. BACKGROUND

Given the shared goals of promoting tourism and providing high-quality information to visitors of the Sunshine Coast region, SCT has agreed to take over the operations of the TAP, previously managed by GCC, to ensure continuity and enhancement of visitor services.

III. SCOPE OF AGREEMENT

- A. Transfer of Operations: SCCC / GCC agree to transfer the operation of the Volunteer Travel Ambassador Program to SCT, including all related assets, supplies, and materials necessary for its operation.

B. Operational Period: The TAP supports volunteer shifts aboard BC Ferries Langdale to Horseshoe Bay route (route 3) during the summer season. Program includes:

- Providing tourism information to visitors via the Travel Ambassador desk on board BC Ferries' Route 3.
- Ensuring adequate supplies of brochures, guides, maps, and other visitor information collateral are brought on-board Route 3.
- Ensuring requirements of BC Ferries are met, including (but not limited to): securing adequate liability insurance coverage, volunteer identification/badges, safety orientation and check-in procedures.

C. Funding and Resources: In November 2023, GCC applied for a grant from the Sunshine Coast Regional District (SCRD) to fund the 2024 operations of the TAP. The SCRCD has approved the grant, which is expected to be received in August 2024. SCCC, as the successor organization to GCC, agrees to provide SCT with all funds received for the operation of the TAP in 2024, including:

- \$3,000 as granted by the Sunshine Coast Regional District (SCRD)

SCT agrees to manage these funds and resources efficiently and report on their use as required by SCCC and the SCRCD. Sunshine Coast Tourism will be responsible for all costs and fees as follows:

- Volunteer recruitment
- Volunteer uniforms, name badges/Identification
- Travel Ambassador desk supplies, displays, and print collateral (maps/brochures)
- Training costs
- Liability Insurance for program volunteers
- SCT will be responsible for all future grant and funding requests for 2025 and beyond.

D. Volunteer Recruitment and Training: SCT will be responsible for recruiting, training, and managing volunteer travel ambassadors who can effectively provide tourism information to visitors. All Volunteers (new and returning) will be required to comply with SCT's Volunteer Agreement (Appendix A).

E. Branding and Promotion: The TAP will operate under the branding of SCT.

F. Reporting and Communication: SCT agrees to provide funding parties, the SCR D and/or SCCC, with regular reports on the operation of the TAP, including visitor numbers, feedback, and financial accounting.

G. Term of Agreement: This MOU is effective as of April 1, 2024, and will remain in effect until March 31, 2025.

IV. GENERAL TERMS

Amendments: This MOU may be amended or modified only by written agreement signed by both parties.

Non-Binding Agreement: This MOU is not legally binding, but it represents a shared understanding and commitment between SCT and SCCC regarding the Travel Ambassador Program.

Dispute Resolution: Any disputes arising from this MOU shall be resolved through direct negotiation between the parties.

V. SIGNATURES

This Memorandum of Understanding is entered into voluntarily by both parties and signifies their intention to cooperate as described herein.

For Sunshine Coast Tourism:

Signature: _____

Name: Annie Wise

Title: Executive Director

Date: _____

For Sunshine Coast Chamber of Commerce:

Signature: Ed Pednaud

Name: Ed Pednaud

Title: Manager. Merger Integration

Date: April 26, 2024

APPENDIX A

Sunshine Coast Tourism Travel Ambassador Program - Volunteer Agreement

Welcome to the Sunshine Coast Tourism Travel Ambassador Program! As a vital part of our community and the face of the Sunshine Coast to visitors, our volunteers make a significant impact on the tourist experience. This document outlines the requirements and expectations for all volunteers participating in the Travel Ambassador Program to ensure a consistent and professional visitor experience.

1. Overview of the Program

The Travel Ambassador Program is an initiative by Sunshine Coast Tourism to provide visitors with information and assistance as they arrive via BC Ferries. Volunteers from the community are onboarded to engage with tourists, offering them a warm welcome and valuable insights into what the Sunshine Coast has to offer.

2. Volunteer Requirements

To maintain the integrity and effectiveness of the Travel Ambassador Program, all volunteers must agree to and comply with the following requirements:

2.1 Confidentiality Agreement

- **Purpose:** To protect the privacy and confidentiality of information handled during your volunteer duties.
- **Requirement:** All volunteers are required to sign a confidentiality agreement with Sunshine Coast Tourism. This agreement outlines your responsibilities in handling sensitive information and ensures that the privacy of our visitors and the organization is respected.

2.2 Training

- **Purpose:** To equip volunteers with the necessary knowledge and skills to effectively assist visitors and to ensure Sunshine Coast Tourism, as the Program Sponsor, meets all necessary funding obligations.
- **Requirement:** Volunteers must complete a 1.5 hour training course provided by Destination BC, called Visitor Services Basics. This online course describes the BC tourism economy and the role and importance of the Tourism Visitor Information Counsellor. It prompts thoughts on community, regional, and provincial branding and how this plays out in visitor servicing. Further, it touches on basic customer service principles.

2.3 Program Rebranding

- **Purpose:** To ensure a cohesive and uniform brand experience for visitors.
- **Requirement:** Sunshine Coast Tourism reserves the right to rebrand the Travel Ambassador Program, including but not limited to changes in uniforms, promotional materials, and program guidelines. Volunteers are expected to adhere to the new branding requirements as they are introduced.

3. Commitment to Excellence

As representatives of Sunshine Coast Tourism, volunteers are expected to demonstrate professionalism, enthusiasm, and a commitment to providing exceptional visitor experiences. We believe that with your support, we can continue to make the Sunshine Coast a welcoming and memorable destination for all visitors.

4. Agreement

By volunteering in the Travel Ambassador Program, you acknowledge that you have read and agree to the terms outlined in this document. Your dedication and contributions are highly valued, and we look forward to working together to promote the Sunshine Coast.

Thank you for your commitment to making the Sunshine Coast a premier destination for tourists.

Signature

Volunteer Name:

Date:

Attachment B

May 3, 2024

Sunshine Coast Regional District
Attention: Tina Perrault
1975 Field Rd
Sechelt, BC V7Z 0A8

Dear Ms. Perrault,

We, the undersigned representatives of Sunshine Coast Tourism, Sunshine Coast Chamber of Commerce, Pender Harbour Chamber of Commerce, and Gibsons and District Chamber of Commerce, collectively wish to express our gratitude for the continued support provided by the Sunshine Coast Regional District (SCRD) towards enhancing tourism and economic development initiatives within our region.

As you are aware, the Pender Harbour and Gibsons Chambers of Commerce had applied for program funding from the SCRД in 2024 to support various projects aimed at bolstering tourism, visitor services, and economic development on the Sunshine Coast. We are grateful that SCRД funding allocations were duly approved for these programs.

Due to organizational changes, both the Pender Harbour & District Chamber of Commerce and Gibsons & District Chamber of Commerce are now in the process of dissolution. These organizations, together with the Sechelt Chamber of Commerce, are in the process of merging together as one new organization, the Sunshine Coast Chamber of Commerce. In the spirit of continuity and commitment to the approved initiatives, Sunshine Coast Tourism and the Sunshine Coast Chamber of Commerce have agreed to assume responsibility for delivering the programs in line with the 2024 funding.

We wish to emphasize that there will be no alterations to the original scope or objectives outlined in the approved funding requests. The transition of program delivery to different organizations simply ensures the seamless continuation of these vital services within our community.

In light of these developments, we kindly request that the SCRД update the funding agreements accordingly to reflect the transfer of program delivery responsibilities to Sunshine Coast Tourism and Sunshine Coast Chamber of Commerce, as described below. We assure you of our unwavering dedication to upholding the integrity of these programs and maximizing their impact for the benefit of residents and visitors alike.

From Pender Harbour & District Chamber of Commerce:

1. Tourism sanitation services - \$2300 (**Sunshine Coast Tourism** to take over this program)
2. Visitor Info Centre washrooms - \$11,000 (**Sunshine Coast Tourism** to take over this program)
3. Visitor Info Booth - \$12,200 (**Sunshine Coast Tourism** to take over this program)
4. Economic Development - \$2500 (**Sunshine Coast Chamber of Commerce** to take over this program)

From Gibsons & District Chamber of Commerce:

1. BC Ferries Travel Ambassador Program - \$3,000 (**Sunshine Coast Tourism** to take over this program)
2. Visitor Services-- Gibsons/Area D, E, & F (Visitor Information Park Kiosk, Wayfinding Map Info, and Rest Stop) - \$6,000 (**Sunshine Coast Chamber of Commerce** to take over this program)

Thank you for your attention to this matter. We look forward to your favorable consideration and the opportunity to continue our collaborative efforts in advancing the prosperity and vibrancy of the Sunshine Coast.

Sincerely,

 <hr/> <p>Annie Wise Executive Director, Sunshine Coast Tourism annie@sunshinecoastcanada.com 604-330-3203</p>	 <hr/> <p>Gaetan Royer Chair, Sunshine Coast Chamber of Commerce gaetanroyer@hotmail.com 604-816-5399</p>
 <hr/> <p>David Blaiklock Director, Pender Harbour & District Chamber of Commerce davidblaiklock@gmail.com 604-861-736</p>	 <hr/> <p>Doug Martinson Director, Gibsons & District Chamber of Commerce doug.martinson@gmail.com 403-284-5144</p>

SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****March 27, 2024**

RECOMMENDATIONS FROM THE AREA "A" ADVISORY PLANNING COMMISSION MEETING HELD AT PENDER HARBOUR SATELLITE OFFICE, 12828 LAGOON ROAD, MADEIRA PARK, B.C

PRESENT:	Chair	Alan Skelley (recorder)
	Members	Sean McAllister Yovhan Burega Dennis Burnham Gordon Littlejohn Bob Fielding
ALSO PRESENT:	Area A Alternate Director	Christine Alexander (Non-Voting Board Liaison)
REGRETS:	Members	Jane McOuat Tom Silvey Catherine McEachern
	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)

CALL TO ORDER 7:07 p.m.**AGENDA** The agenda was adopted as presented.**ELECTION OF CHAIR AND VICE CHAIR**

Election of Chair and Vice Chair was deferred to the next meeting.

MINUTESArea A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of September 26, 2023
- Roberts Creek (Area D) APC Minutes of September 18, 2023 & February 19, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023
- West Howe Sound (Area F) APC Minutes of September 26, 2023

REPORTS

Amendment Zoning Bylaw No. 722.9 AND 337.123 Watercourse and Shoreline Protection.

Recommendation No.1 *Amendment Zoning Bylaw No. 722.9 AND 337.123 Watercourse and Shoreline Protection.*

The Area A APC recommends that Zoning Bylaw be left unchanged as it is, and furthermore, respectfully requests that the Planning Department respond to the questions raised in the communication from one of the APC members on 26 July, 2023.

DIRECTOR'S REPORT

No Director's Report

NEXT MEETING April 24, 2024

ADJOURNMENT 7:45 p.m.