



**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE
AGENDA**

Thursday, September 26, 2024, 9:30 a.m.
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

| | Pages |
|---|--------------|
| 1. CALL TO ORDER | |
| 2. AGENDA | |
| 2.1 Adoption of Agenda | |
| 3. PRESENTATIONS AND DELEGATIONS | |
| 3.1 Update from the Regional Housing Coordinator and the Sunshine Coast Affordable Housing Society Presenters: Kelly Foley, Regional Housing Coordinator and Kim Darwin, President, Sunshine Coast Housing Society | 3 |
| 4. REPORTS | |
| 4.1 Budget Project Status Report - September 2024 Senior Leadership Team (Voting - All Directors) | 22 |
| 4.2 Volumetric Billing Rate Considerations Chief Administrative Officer / Chief Financial Officer (Voting - A, B, D, E, F, Sechelt) | 45 |
| 4.3 Agricultural Land Commission Application ALR00028 (801 Leek Road) Planner II (Voting - A, B, D, E, F) | 51 |
| 4.4 Development Variance Permit Application DVP00099 (7531 Cove Beach Road) Planner II (Voting - A, B, D, E, F) | 57 |
| 4.5 Development Variance Permit for 3444 McNair Forest Service Road Planning Technician III (Voting - All Directors) | 78 |
| 4.6 Grants Status Update Manager, Budgeting and Grants (Voting - All Directors) | 85 |
| 4.7 Water Supply Advisory Committee Meeting Minutes of September 9, 2024 (Voting - A, B, D, E, F, Sechelt) | 91 |
| 4.8 Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of June 25, 2024 | 94 |

(Voting - All Directors)

5. COMMUNICATIONS
6. NEW BUSINESS
7. IN CAMERA
8. ADJOURNMENT



Housing for All

Through development and innovation, we enable and implement housing solutions that serve the entire Sunshine Coast.

The Housing Crisis



Workforce Housing

- The construction industry is under-resourced.
- Healthcare providers are reliant on agency contractors.
- Local businesses are struggling to retain qualified staff.
- Shortage of doctors, nurses, and childcare providers.

The Housing Crisis



Seniors Housing

- Seniors living independently are not receiving adequate support.
- Few options to downsize to housing that is more suitable and safe.
- Long waiting lists for assisted living and long-term care.
- Low income seniors are at risk of homelessness.

The Housing Crisis



Prevention and Pathways out of Homelessness

- Growing number of people who are unhoused or living in unsafe conditions.
- Increased occurrences of overdoses.
- Escalating number of people with mental health challenges.
- Increased incidents with RCMP.

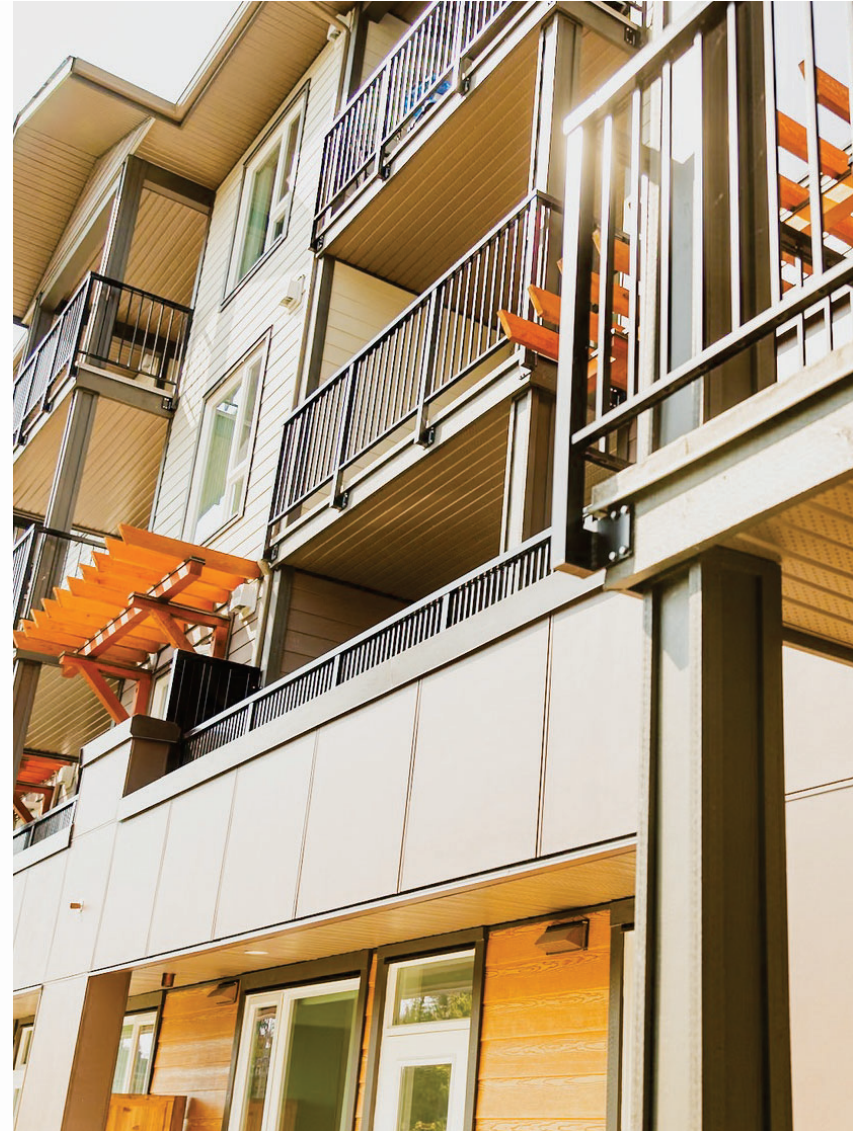
Addressing the Need

- 1 Housing Development and Acquisition
- 2 Strategic Partnerships and Innovation
- 3 Capacity and Resiliency



1

Housing Development and Acquisition



Housing Development

Building community housing assets for long-term affordability and stability.

76 HOUSING UNITS



Franklin Road

3 UNITS

Opened in 2021



Shaw Place (Phase I)

40 UNITS

Opened in 2024



Shaw Place (Phase II)

33 UNITS + CHILDCARE

Opening in 2027

Affordable Housing

The foundation of a healthy and resilient community

Our residents are:



People in the Workforce

Below-market suites are affordable for essential service providers.



Older Adults

Designated suites for seniors who want to live independently.



People living with disabilities

Accessible suites are designed to support people living with diverse abilities.



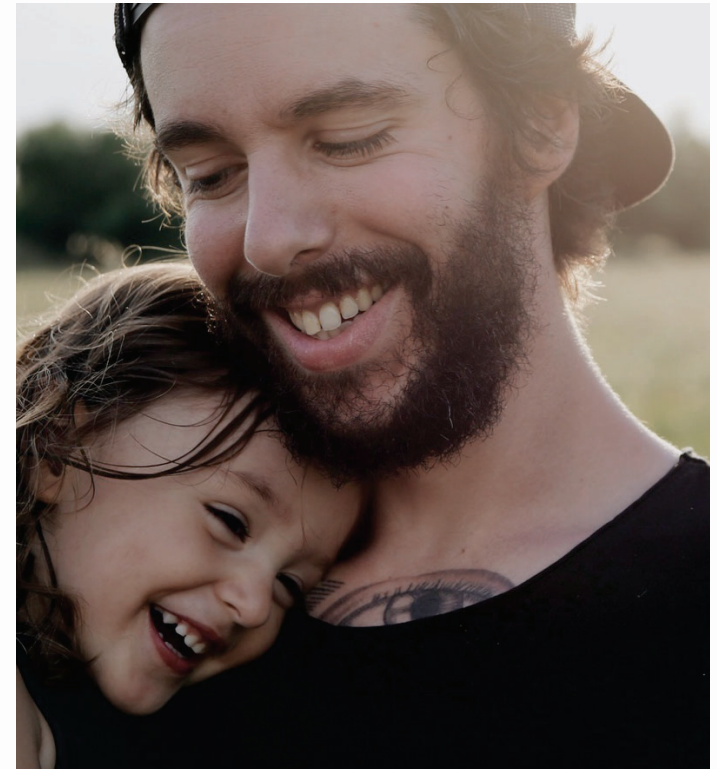
Women and Children Fleeing Violence

Designated suites for women and children who have experienced domestic violence.



Young families

Two and three-bedroom suites are ideal for young families. Our childcare centre will support working parents.





Who's doing the work?

75% of the work is done by volunteers

- **Volunteer Working Board (10 Directors)**
Over 4,500 volunteer hours per year.
- **A Part-time Contractor**
1,450 staff hours per year.

2

Strategic Partnerships and Innovation

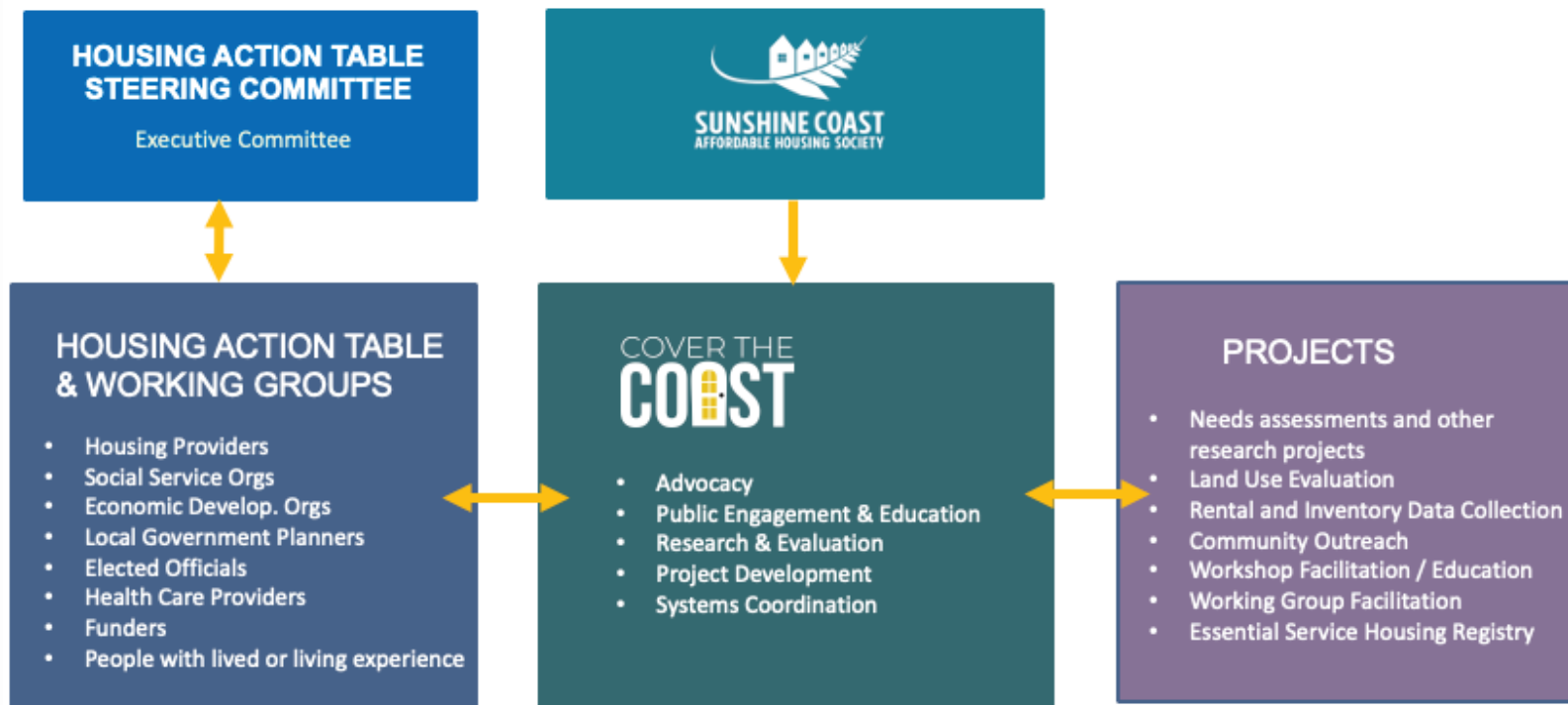




Innovation through collaboration, research, and engagement

A regional program that leverages the skills, knowledge and resources of housing providers, healthcare organizations, local government, social service providers, and community groups to provide safe, affordable, and appropriate housing and support services for all.

Working Structure



Value Proposition

- **Understanding the problem**

We have a research-informed assessment of the needs and gaps in housing and support services.

- **Driving a process for collaboration**

We facilitate a regional Housing Action Table that connects all stakeholders in the housing ecosystem, with cross-sectoral expert working groups implementing solutions.

- **Developing expertise**

We are becoming experts in predevelopment and building processes, innovative housing models, land-use evaluation, gov't regulations and processes, funding streams, financial models and ownership structures.

- **Building partnerships**

We are developing strong relationships with all levels of government, funders, landowners, builders and developers.

- **Garnering community support**

We are developing an educated and engaged community that understands our housing challenges and ways they can support positive change.

- **Implementing solutions
(affordable Housing and services)**

Through our expert working groups, we are creating partnerships and developing innovative solutions to address our gaps in housing and services.

Working Groups



Seniors Housing

- Support older adults Aging in Place
- Identify continuum of care models and bring them to the Sunshine Coast
- Support the development of below-market accessible housing
- Support intergenerational and shared living models



Workforce Housing

- Promote & protect private rental stock
- Support the development of housing that meets the needs of our workers and families.
- Identify ways to streamline predevelopment and building processes and reduce costs
- Support the development of low-carbon design and retrofits



Prevention and Pathways out of Homelessness

- Develop a continuum of care of housing and supports for people who are homeless or at risk of homelessness including:
 - Complex Care Housing
 - Recovery Housing and Services
 - Affordable Housing
 - Supportive Housing
 - Rental Subsidies



Current Initiatives



Naturally Occurring Retirement Communities (NORCs)

A pilot project to coordinate onsite social and healthcare supports for older adults living in NORCs.



Recovery Housing and Services

A needs assessment and business case for recovery housing and support services.



Property Conversion Model: Green+Affordable+Accessible

A pilot project to develop a sustainable model for converting single-family properties into multi-units that are low-carbon, accessible, and below-market.



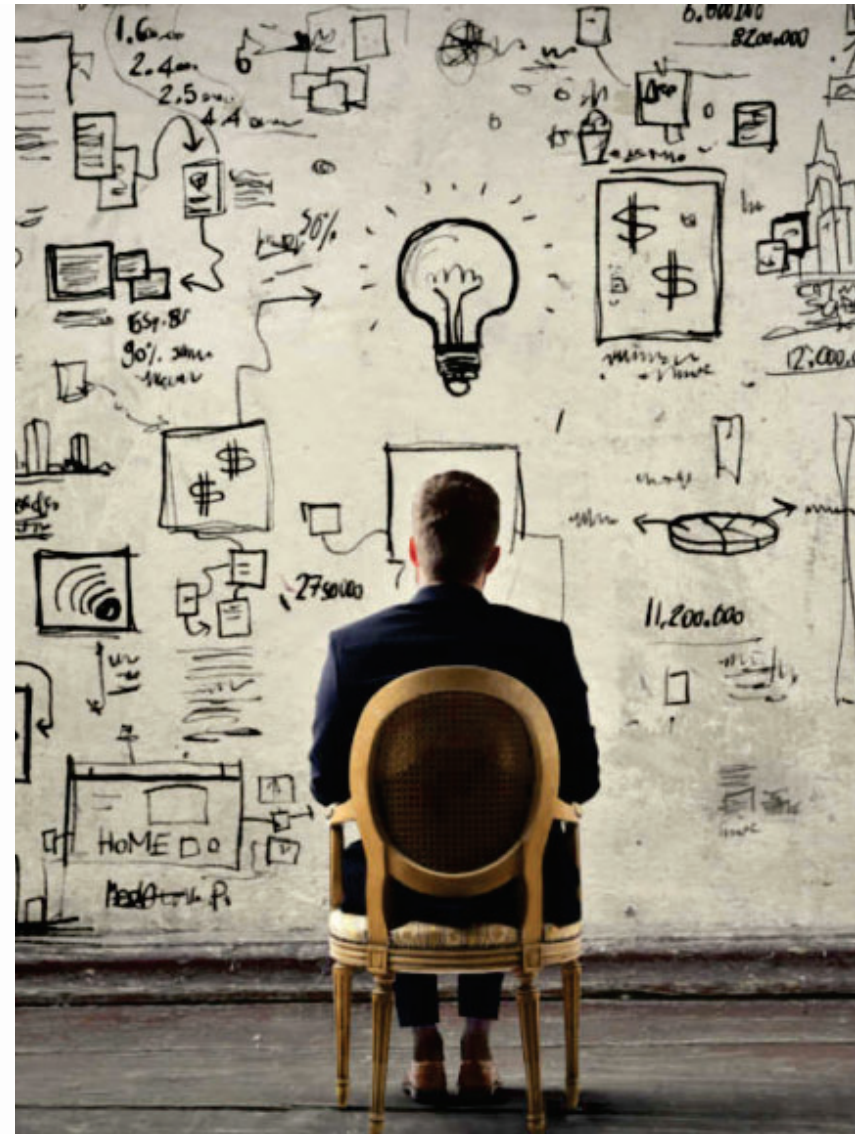
Social Purpose Real Estate

Developing an inventory and assessment of all under-utilized public and non-profit land on the Sunshine Coast.

Engaging with land owners to support them in developing a real estate strategy.

3

Capacity and Resiliency





Building for the Future

Strategic Priorities

- Organizational Restructuring
- Capacity Development
- Financial Health
- Program Performance

Ways to Thrive:

Secure One-Year Transitional Funding to:

- Retain a full-time paid Executive Director and part-time administrator
- Transform from a working board to a governance board
- Develop a strategy to secure multi-year operational funding
- Produce a five-year real estate development plan





Housing for All

Through development and innovation, we enable and implement housing solutions that serve the entire Sunshine Coast.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 26, 2024

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

SUBJECT: BUDGET PROJECT STATUS REPORT – SEPTEMBER 2024

RECOMMENDATION(S)

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

ATTACHMENT

Budget Project Status Report Update

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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: September 18, 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 | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|---|-----------|-----------|---------------------------|---|-------------|--------------------------|------------------------|-----------------------|-----------------|--|---|---|-------------------------|----------------------|-----------------|
| 1 | CA | 110 | Reid | \$119,650 | \$70,455 | COVID-19 Restart Funding | 2022 | 2024-04 | | All | Regional | General Government - Hybrid Meeting Solutions and Board Room Modifications (Other) | L- Service Delivery Excellence L - Government Excellence L - Climate Resilience & Environment | Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. Further recommendation that the scope for the project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new AV hybrid technology in the Boardroom. Boardroom chairs ordered and replaced. A kick-off meeting with an audio-visual service provider was scheduled for November 21, 2023. Procurement of sound system and Boardroom furniture under way. Tables and Chairs have been ordered for: Staff, Delegation, and Media. Contract signed with AV service provider for sound system equipment and install. Sound equipment sourced and ordered. Sound and new camera installation is complete. Development and configuration of a meeting room control panel is underway. | Carryforward (Other) | 2022 Q2 | In Progress 75% |
| 2 | CA | 110 | Shay | \$4,500 | \$0 | Taxation | 2024 | | | All | E and F | General Government - Howe Sound Community Forum - Hosting | L- Service Delivery Excellence L - Government Excellence L - Climate Resilience & Environment | Jul 2024: venue and date booked: supporting HSBRSIS with agenda. | Board Directive | 2024-04 | In Progress 25% |
| 3 | CA | 110 | Perreault | \$40,000 | \$0 | Operating Reserves | 2024 | | | All | Regional | General Government - Corporate Workplan | L - Government Excellence | July 24-Consultants and senior leadership team to work on resource planning, reviewing past board directives and corporate and board initiatives. Board Workshop to take place in Q3 2024 which will inform 2025 Budget. | Business Continuity | 2024-07 | Started |
| 4 | CA | 110 | Perreault | \$30,000 | \$0 | Operating Reserves | 2024 | | | All | Regional | General Government - Organization Review - Phase 2 Implementation | L - Government Excellence | Organization Review – Phase II Implementation builds upon the Organizational Review begun in Fall 2023. | Business Continuity | | Not Started |
| 5 | CA | 115 | Parker | \$12,000 | \$0 | Operating Reserves | 2023 | | | All | Regional | Human Resources - LinkedIn Recruiter Package (Pilot Project) - Online Tool License (Discretionary) | L - Service Delivery Excellence | Ongoing recruitment needs, creation of advertisements, testing methodology, contacting applicants, setting up interviews, and all other activities in pursuit of talent acquisition, especially in the difficult to fill roles, has increased substantially over the past number of years. This was approved as a pilot project only for 2023 for purposes of a LinkedIn Recruiter package, vital to ongoing talent acquisition. | Carryforward | | Not Started |
| 6 | CA | 116 | Cropp | \$18,000 | \$0 | Support Services | 2023 | | | All | Regional | Purchasing and Risk Management - Business Continuity Management Program (Non-Discretionary) | L - Service Delivery Excellence L - Government Excellence | 2023 Provincial mandate for local governments to have business continuity plans (BCP). The SCRDR does not have a completed BCP and this project is to develop a comprehensive corporate plan using a combination of staff and external consultants. Development phase of the Business Continuity Management Program Framework and Charter is underway. Framework, Committee Member Selection and Charter - complete. Stage 1: Risk Analysis and Impact Assessment - 50% complete. | Carryforward | | In Progress 50% |
| 7 | CA | 116 | Cropp | \$50,000 | \$0 | Operating Reserves | 2024 | | | All | Regional | Purchasing and Risk Management - Statement of Values - Asset Appraisal for Insurance Requirements | L - Service Delivery Excellence | A statement of values is a requirement under SCRDR insurance program as a tool for the SCRDR and its insurer to determine the value of insured assets. Every couple of years SCRDR insurer underwriters require a formal appraisal of SCRDR's insured assets. Quote received from Vendor and contract signed for 1st Phase of appraisal. | Strategic or Other Plan | | In Progress 50% |
| 8 | CA | 117 | Nelson | \$20,000 | \$0 | Support Services | 2024 | | | All | Regional | Information Services - Staff Cyber Security Awareness Program | L - Service Delivery Excellence | Support security culture development using cyber threat awareness software, training and testing for SCRDR staff. March 2024 update: Completed first phishing campaign. May 2024 - Awaiting hiring of Cybersecurity Officer to resource 2nd campaign. September 2024 - implementation held pending Cyber Resiliency Assessment RFP. | Business Continuity | 2024-01 | In Progress 25% |
| 9 | CA | 117 | Nelson | \$65,000 | \$0 | Capital Reserves | 2024 | | | All | Regional | Information Services - Vehicle Replacement | L - Service Delivery Excellence L - Climate Resilience & Environment | Replacement of 20-year-old vehicle: IT Chevy Tracker with EV vehicle per Fleet staff recommendation maintaining transport of IT staff and equipment to 16+ SCRDR facility sites. May 2024 - Developed specifications and procurement approach. September 2024 - held pending proposed charging upgrades at Field Road. | Business Continuity | 2024-02 | In Progress 25% |
| 10 | CA | 117 | Nelson | \$143,000 | \$0 | Operating and Capital Reserves | 2024 | | | All | Regional | Information Services - Conversion to Microsoft Teams Phone | L - Service Delivery Excellence | The existing Nortel CS1000 phone system is obsolete, end-of-life and no longer supportable. The replacement solution is Microsoft Teams Phone, which offers superior integration with our entire Microsoft ecosystem already in place. March 2024 update: Completed implementation partner bidding process. May 2024 - Finalizing contract award for selected vendor. September 2024: system implemented and in production - all staff converted and desk phones removed - training underway. | Business Continuity | 2024-02 | In Progress 75% |
| 11 | CA | 117 | Nelson | \$80,000 | \$0 | | 2024 | | | All | Regional | Information Services - Conversion of Records to Microsoft SharePoint | L - Service Delivery Excellence | Enable migration of all SCRDR 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. September 2024 - converted several business units from OpenText to SharePoint solution. Procured records migration professional services. | Business Continuity | 2024-02 | In Progress 50% |
| 12 | CA | 155 | Perreault | \$2,500 | \$0 | Taxation | 2023 | | | F and F Islands | F and F Islands | Feasibility (Area F) - Connected Coast Connectivity - Feasibility Study (Discretionary) | L - Service Delivery Excellence | Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coast. | Carryforward | | Not Started |
| 13 | CA | 110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650 | SLT | \$207,000 | \$136,314 | Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding | 2020 | | | All | Sechelt | Field Road Space Planning - additional funding approved 2021 included and IT Portion to be completed (Business Continuity) | L - Service Delivery Excellence | 2020 project delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of a 2021 proposal was to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been reframed as an Alternative Work Strategy to allow for flexible work for staff. The IT equipment, furniture and staff needs assessments have been completed with the implementation considerations as part of COVID-19 re-start for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed. Additional work stations installed, Field Road currently now has 98 stations. April 23 - Modifications continue to add more workstations, with most recent being the Bylaw office and Finance areas. | Carryforward | | In Progress 75% |
| 14 | CA | 110 / 117 | Reid | \$124,000 | \$39,000 | Operating Reserve / Support Services / Taxation | 2023 | 2025-Q3 | | All | Regional | General Government / Information Services - Electronic Data Records Management System Conversion (Discretionary) | L - Service Delivery Excellence | Retire SCRDR's current on-premises Electronic Document Records Management System (Content Server) and replace it with a modernized cloud-based solution configured to manage both physical and electronic records in the Teams / SharePoint cloud environment. Development of information architecture/records classification model and migration of Planning and Development records complete. Next migration for Building, Bylaw, Sustainable Services, and Information Services is underway. Third-party RM software tendering process is underway. | Carryforward | 2023 Q2 | In Progress 50% |

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: September 18, 2024

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|----------|-------|---|--------------------|-----------|---------------------------|---------------------------------------|-------------|--------------------------|------------------------|----------------------------|---------------|--|---|--|--------------------------|----------------------|-----------------|
| 15 | CA | 111 / 117 | Doyle | \$35,000 | \$0 | Support Services / Operating Reserves | 2024 | | | All | Regional | Asset Management / Information Services - Cityworks Process and Configuration Review / Expansion to Mobile Applications | L - Service Delivery Excellence | The Cityworks software, first went live in 2017, however, was not fully implemented and full utilization of the system is not being realized. The software is intended to act as the maintenance and asset management system which is primarily used by the utilities (water/wastewater) divisions. The vision is to roll the software out to other divisions. Incremental improvements have been made over the past year and staff have taken it as far as they can. Additional training and implementation support is needed to facilitate improved usage of Cityworks software. A specialty consultant would deliver training modules to administration and field staff, provide updated user documentation, and review the software implementation to make recommended improvements. March Update: Internal review of current work processes completed. Inspection/work template review underway. Final training/integration scoping targeted for mid April with training delivery anticipated to commence prior to Q3. May 15, 2024: Scheduling Training for June 2024. Sep 2024: Admin/GIS/IT training completed, End user training underway. | Business Continuity | 2024-03 | Started |
| 16 | CA | 112 / 117 | Perreault / Taylor | \$250,000 | \$0 | Operating Reserves | 2024 | | | All | Regional | Corporate Finance - Budget Software | L - Service Delivery Excellence | July 24-Scope of work drafted and on hold pending recruitment of 2 vacant finance staff. | Strategic or Other Plan | | Not Started |
| 17 | CA | 114 / 116 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615 | Cropp | \$100,000 | \$0 | Operating Reserves / Support Services | 2024 | | | Various | Various | Various Functions - Corporate Security Enhancement and Implementation | L - Service Delivery Excellence | The Physical Security project aims to comprehensively assess the physical security measures, practices, and vulnerabilities within all the SCRDs facilities. The primary objective is to ensure the safety of personnel, assets, and sensitive information by identifying weaknesses in our physical security infrastructure and recommending improvements. The security assessment and report are a critical component to support 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. Contractor evaluations being conducted. | Business Continuity | 2024-08 | Started |
| 18 | CA | 506 / 510 | Nelson | \$75,000 | \$0 | Operating Reserves | 2024 | | | All | Regional | Geographic Information Services and Civic Addressing - Mapping Orthophoto Refresh 2024 | L - Service Delivery Excellence | Maintaining the currency of SCRD Maps digital orthophoto imagery. 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% |
| 19 | CS | 310 | Kidwai | \$9,250 | \$3,647 | Operating Reserves | 2021 | 2024-Q2 | | B, D, E, F, DoS, SNGD, ToG | Sechelt | Public Transit - Building Improvements - Security System and CCTV - Lighting and Increased Safety (see additional approved in 2022) (Low Cost, High Value) | L - Service Delivery Excellence | The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Exterior parking lot light install completed. Sep 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. Mar 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 and July, 2024: No change - as per March 19/24 update Sep 13/24: No change - Per Jul 12/24 update. | Carryforward | 2022-04 | In Progress 25% |
| 20 | CS | 310 | Kidwai | \$65,000 | \$0 | Operating Reserves | 2024 | 2024-Q3 | | B, D, E, F, DoS, SNGD, ToG | Sechelt | Public Transit - Transit Vehicle Replacement | L - Service Delivery Excellence L - Climate Resilience & Environment | Replacement of the Escape with an SUV type Hybrid (Electric-Gasoline or Electric-Diesel) 4WD / AWD vehicle, set of winter tires and rims, and installation of charging infrastructure. Mar 19/24: Building vehicle specification phase has commenced. May 15/24: Vehicle specifications have been finalized, RFP request to be released in Q2. Jul 12/24: Procurement on hold due to EV infrastructure assessment. Sep 13/24: As per Jul 12/24 update. | Discretionary | 2024-05 | Started |
| 21 | CS | 312 | Kidwai | \$10,000 | \$6,068 | Operating Reserves | 2020 | 2025-Q1 | | All | All | Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal) | L - Climate Resilience & Environment | Jun 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. Sep 28/23: The required EV diagnostic tools list is being finalized. Reviewing relevant workshops/courses for staff training (including on-line options). Nov 14/23: Have purchased the scanner. Identification of other tools and training still underway. Will likely request to carry forward this project. Mar 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 15/24: 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. Jul 12/24: Staff are currently researching other options and will review based on the available budget. Sep 13/24: Employees were unable to participate in online courses due to staffing constraints; nevertheless, online EV courses are now being selected. The EV tool list will be finalized immediately after the courses. | Carryforward (Strategic) | 2023-Q3 | In Progress 75% |
| 22 | CS | 312 | Kidwai | \$9,250 | \$3,647 | Operating Reserves | 2021 | 2024-Q2 | | All | Sechelt | Maintenance Facility (Fleet) - Building Improvements - Security system and CCTV - Lighting and Increased Safety | L - Service Delivery Excellence | Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Exterior parking lot light install completed. Jul 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. Sep 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. Mar 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 and July, 2024: No change - as per March 19/24 update Sep 13/24: No change - Per Jul 12/24 update. | Carryforward | 2022-04 | In Progress 25% |

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: September 18, 2024

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|----------|-------|----------|------------|-----------|---------------------------|---------------------------------|-------------|--------------------------|------------------------|----------------------------|---------------|--|---|---|-------------------------|----------------------|-----------------|
| 23 | CS | 312 | Kidwal | \$75,000 | \$0 | Operating Reserves | 2023 | 2025-Q1 | | All | Sechtel | Fleet Maintenance - Corporate Fleet Strategy (Discretionary) | L - Service Delivery Excellence | A Corporate Fleet Management System or Strategy has been a corporate priority for years. A fleet strategy (or fleet management plan) would address the acquisition, maintenance, safety, budgeting and monitoring of the units in the corporate fleet. The objective of the strategy would be to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible, improve service management and workflow automation, improve its customer service, streamline repair and maintenance services, increase staff efficiency and productivity, enable complete, real-time, easily accessible data that will enhance staff and management ability to analyze and maximize availability usage and cost effectiveness of this resource. May 15/24: RFP posted. Jul 12/24: Project Charter and internal team in place. RFP released, submissions reviewed and in the process of awarding the project. Anticipate kick off of project in early Q3. Sep 13/24: Project consultant secured, kick off meeting occurred and background documentation sent to consultant for review. | Carryforward | 2024-08 | In Progress 25% |
| 24 | CS | 345 | Gagnon | \$883,322 | \$223,575 | Taxation (2018+) and CWF (2024) | 2018 | 2025-Q1 | | B, D, E, F, and Islands | All | Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float, Gambier structural, Eastbourne pile/footings, Keats Landing float) - additional 2024 included here with (0.60 FTE) | L - Service Delivery Excellence L - Climate Resilience & Environment | This project dates back to 2018. Budget lift approved in 2024. Dec '23 - Keats float replacement complete. May 15/24: 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. Jul 12/24: Halkett/Gambier and Eastbourne - 90% design has been completed by the Engineer and under internal review. Tender documents started, expected to be released in late July/early August. Construction expected to start October. Keats Landing - Anticipate design submission from Engineer in mid-July. Tender documents will need to be drafted and are expected to be released in early August. Construction expected to start October. Sep 13/24: Issue for Tender (IFT) package for four ports has been received from engineer. Internal review complete. Project on hold due to staff vacancy. Keats Landing project is on schedule for late fall construction. Internal capacity has been shifted to continue to support this project during staff vacancy. | Strategic or Other Plan | 2023-Q3 | In Progress 50% |
| 25 | CS | 345 | Gagnon | \$497,336 | \$6,736 | CWF and Capital Reserves | 2023 | 2025-Q1 | | B, D, E, F, and Islands | F | Ports Services - Hopkins Landing Port Major Replacements (Other) | L - Service Delivery Excellence | Nov 14/23: RFP was posted on BC bid October 23, 2023. Closes November 20, 2023. RFP review process to follow. Mar 19/24: Engineer has been secured, kick off meeting held in March. Public engagement tentatively scheduled for early Q2. Construction estimated Q3-Q4. May 15/24: 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. Jul 12/24: Community engagement is complete. 90% design in final stages, tender documents being drafted. Tender documents expected to be released in late July/early August. Construction expected to start October. Sep 13/24: Still awaiting 90% design from Engineer. Project is behind schedule by approx. 2 months. Due to position vacancy, internal capacity has been temporarily shifted to review the design once submitted. Project timeline and capacity to support will be evaluated at that time. Communications related to project impact will be provided through the Let's Talk page. | Carryforward (Other) | 2024-Q1 | In Progress 25% |
| 26 | CS | 400 | Huntington | \$589,600 | \$4,431 | Operating Reserves / MFA Loan | 2023 | 2025-Q2 | | All | D / E | Cemetery Service - Seaview Cemetery Expansion (0.05 FTE) (Non-Discretionary) | L - Service Delivery Excellence | Nov. 14/2023: Scope of work in RFP being revised. Anticipated release by end of year. Mar 19/24: RFP finalized and should be posted in March. May 15/24: RFP Posted. Jul 12/24: Contract Awarded. Kick off anticipated early Q3. Sep 13/24: Project well underway. Anticipated completion for construction of immediate burial needs and design for new expansion area Q3 2025. | Carryforward | 2023-Q3 | In Progress 25% |
| 27 | CS | 613 | van Velzen | \$462,600 | \$0 | Capital Reserves | 2024 | 2025-Q3 | | B, D, E, F, DoS, SNGD, ToG | Gibsons | Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller | L - Service Delivery Excellence | Mar 19/24: Phase 1 chiller replacement design work completed, chiller pre-order awarded, construction tender posted and closes March 18. May 15/24: Awarded, in progress. Jul 12/24: Chiller was scheduled for shipping from the manufacturer on July 8th, shipping has not commenced as of July 11th and is now anticipated for July 22nd. The shipping delay has resulted in the project being deferred to Q2 2025. Sep 13/24: No change. | Carryforward | 2023-06 | In Progress 25% |
| 28 | CS | 613 | van Velzen | \$900,000 | \$0 | MFA Equipment Loan | 2024 | 2026-Q3 | | B, D, E, F, DoS, SNGD, ToG | Gibsons | Community Recreation Facilities - Gibsons and Area Community Centre Condenser, Heat Exchanger, and Pump Replacement | L - Service Delivery Excellence | Jun 22/23: Final decarbonization reports received and being reviewed. Procurement for detailed design started June 2023. Sep 28/23: Design contract awarded, detailed design work has commenced. Nov 14/23: 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. Mar 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. Jul 12/24: Due to the delay of Phase 1 to 2025, phase 2 will likely be delayed to 2026. Current non ice season does not allow sufficient time to complete both phases in one year without impacting the scheduled ice season. Sep 13/24: No change. | Carryforward | 2023-06 | Started |
| 29 | CS | 615 | Dann | \$16,000 | \$15,165 | Operating Reserves | 2021 | 2024-Q3 | | B, D, E, F, DoS, SNGD, ToG | Regional | Community Recreation Facilities - Programming Review (Low Cost, High Value) | L - Service Delivery Excellence | May 9: Project awarded in March and underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Nov 14/23: Progress on implementation delayed due to staff capacity. Anticipated report to the Board in Q1 of 2024. Mar 19/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q2 of 2024. May 15/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q3 of 2024. Jul 12/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q4 of 2024. Sep 13/24: On track, anticipated report to the Board in Q4 of 2024. | Carryforward | 2022-03 | In Progress 75% |

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| Line No. | Dept. | Function | Mgr. | Budget \$ | Budget Expended (to date) | Funding Source | Budget Year | Proposed Completion Date | Actual Completion Date | Function Participants | Work Location | Description | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|----------|------------|-------------|---------------------------|---|-------------|--------------------------|------------------------|----------------------------|---------------------|--|---|---|--------------------------|----------------------|-----------------|
| 30 | CS | 615 | van Velzen | \$801,577 | \$330,629 | MFA 5-Year / Taxation | 2021 | 2024-Q3 | 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) | L - Service Delivery Excellence | Dec 31/20 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leaks) 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. Sep 28/23: Phase 1 substantially completed July 14/23, invoicing pending. Phase 2 scheduled for May - June 2024. Nov 14/23: Draw 1 invoice payment completed, draw 2 invoice payment pending. Mar 19/24: Phase 1 invoicing complete. Phase 2 construction scheduling has commenced. May 15/24: Phase 2 construction scheduled to commence May 27. Jul 12/24: Phase 2 substantially completed, final inspections and invoicing pending. Sep 13/24: Final inspections and invoicing anticipated to be completed by end of September. | Carryforward (Mandatory) | 2022-07 | In Progress 75% |
| 31 | CS | 615 | van Velzen | \$63,000 | \$0 | Taxation | 2024 | 2024-Q3 | | B. D. E. F. DoS, ToG, SNGD | Sechelt | Recreation Facilities Services - Sunshine Coast Arena Water Well Investigation | F - Water Stewardship | 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. Mar 19/24: Not Started May 15/24: Contract amendment with Katwi Water Dynamics Inc approved by Board. Contract amendment in progress. Jul 12/24: Award in progress, project scheduled to start Aug 6. Sep 13/24: Project has commenced with video inspection completed, pumping test is pending. | Strategic or Other Plan | 2024-03 | In Progress 25% |
| 32 | CS | 615 | van Velzen | \$250,000 | \$0 | Local Government Climate Action Program (LGCAP) | 2024 | 2024-Q4 | | B. D. E. F. DoS, ToG, SNGD | Sechelt | Recreation Facilities Services - Sechelt Aquatic Centre Heat Pump Replacements | L - Service Delivery Excellence | 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. Mar 19/24: Procurement process started. Tender posted and closes April 23. May 15/24: Tender closed, reviewing bids. Jul 12/24: Awarded, in progress. Sep 13/24: Initial contractor site visit completed, equipment ordering in progress. | Strategic or Other Plan | 2024-02 | Started |
| 33 | CS | 615 | Donn | \$130,300 | \$14,969 | Capital Reserves | 2023 | 2025-Q1 | 2024-Q3 | All | Sechelt and Gibsons | Community Recreation Facilities Fitness Equipment Replacement | L - Service Delivery Excellence | May 15/24: Procurement documents drafted and under review. Jul 12/24: Small fitness equipment and accessories have been ordered. The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway. Sep 13/24: RFP for larger items to be issued early in Q4. Small fitness equipment and accessories order has been received. | Carryforward | 2024-06 | In Progress 25% |
| 34 | CS | 615 | Donn | \$36,100 | \$0 | Capital Reserves | 2024 | 2025-Q1 | 2024-Q3 | All | Sechelt | Community Recreation Facilities Fitness Equipment Replacement | L - Service Delivery Excellence | May 15/24: Procurement documents drafted and under review. Jul 12/24: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway. Sep 13/24: RFP to be issued early in Q4 of 2024. | Business Continuity | 2024-06 | In Progress 25% |
| 35 | CS | 615 | van Velzen | \$2,899,900 | \$3,298 | MFA Debt | 2023 | 2025-Q3 | | B. D. E. F. DoS, ToG, SNGD | Gibsons | Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Roof Replacement | L - Service Delivery Excellence L - Climate Resilience & Environment | Nov. 14/23: Tender process has commenced for GACC and SAC roof replacement engineering design. Mar 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 15/24: Design work started. Jul 12/24: Engineer site visits completed, design work in progress. Sep 13/24: Engineer's design brief completed, currently being reviewed by staff. | Carryforward | 2023-10 | Started |
| 36 | CS | 615 | van Velzen | \$566,300 | \$2,096 | MFA Debt | 2023 | 2025-Q3 | | B. D. E. F. DoS, ToG, SNGD | Sechelt | Community Recreation - Capital Renewal Plan Project - Sechelt Aquatic Centre Roof Replacement | L - Service Delivery Excellence | Nov 14/23: Tender process has commenced for GACC and SAC roof replacement engineering design. Mar 19/24: Engineering design awarded and in progress. Roof replacement construction anticipated for Q2 - Q3 2025. May 15/24: Design work started. Jul 12/24: Engineer site visits completed, design work in progress. Sep 13/24: Engineer's design brief completed, currently being reviewed by staff. | Carryforward | 2023-10 | Started |
| 37 | CS | 615 | Donn | \$100,000 | \$0 | Operating Reserves | 2024 | 2025-Q3 | | All | Regional | Recreation Facilities Services - Recreation Facilities Needs Assessment and Business Case | L - Service Delivery Excellence | The current 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 15/24: Not Started. July 12/24: Not Started. Sep 13/24: Not Started. | Business Continuity | | Not Started |
| 38 | CS | 615 | van Velzen | \$63,515 | \$5,659 | Taxation | 2024 | 2025-Q4 | | B. D. E. F. DoS, ToG, SNGD | Gibsons | Recreation Facilities Services - Gibsons and Area Community Centre Facility Upgrades (Junior Hockey) Project Leadership (0.38 FTE) | L - Service Delivery Excellence | Proposed enhancements to the GACC to facilitate the Junior Hockey team franchise (The Sunshine Coast Junior Hockey Society). Projects will continue into 2025. 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. May 15/24: Seat project approved by Board, projected to install while ice is out, may be delayed due to supply/lead time. Execution of appropriate agreements in process. Jul 12/24: Documents completed for seat project, install date TBD. Sep 13/24: Seating installation complete. Awaiting final documentation for project signoff. Remaining hours and FTE to be carried forward in 2025 as additional projects are anticipated. | Business Continuity | 2023-03 | Started |

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|----------|-------|----------|------------|-------------|---------------------------|-------------------------------|-------------|--------------------------|------------------------|----------------------------|---------------------|---|---|---|--------------------------|----------------------|-----------------|
| 39 | CS | 615 | van Velzen | \$2,172,244 | \$209,029 | Capital Renewal Fund | 2023 | Ongoing | | B. D. E. F. DoS, ToG, SNGD | Gibsons and Sechelt | Community Recreation - Capital Renewal Plan | L - Service Delivery Excellence | <p>Mar 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.)</p> <p>May 15/24: Projects completed 2. Projects awarded and in progress 11. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 9. Projects in tender drafting phase 1. Projects not started 28. Total projects remaining to complete 56 (16 are multiyear projects with estimated completion in 2025 or beyond.)</p> <p>Jul 12/24: Projects completed 9. Projects awarded and in progress 9. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 9. Projects in tender drafting phase 1. Projects not started 22. Two projects were deferred to a future year and replaced with one future year project moved up to 2024 due to unanticipated equipment failure. Total projects remaining to complete 48 (16 are multiyear projects with estimated completion in 2025 or beyond.)</p> <p>Sep 13/24: Projects completed - 15. Projects awarded and in progress - 6. Projects in professional design phase - 4. Projects in tender phase - 1. Projects requiring retendering due to no bids received - 9. Projects in tender drafting phase - 1. Projects not started - 21. Total projects remaining to complete - 42 (16 are multiyear projects with estimated completion in 2025 or beyond).</p> | Carryforward | Ongoing | In Progress 25% |
| 40 | CS | 615 | Shay | \$50,000 | \$35,216 | BC Hydro Rebate (Grant) | 2022 | | | All | Sechelt / Gibsons | Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (Strategic Goal) | L - Service Delivery Excellence L - Climate Resilience & Environment | <p>Apr / 23: completed, awaiting final reports with revisions.</p> <p>Nov 23: Additional engineering design planned.</p> <p>May 15/24: scope of work being discussed for electrical engineering</p> | Carryforward (Strategic) | | In Progress 75% |
| 41 | CS | 625 | Donn | \$14,437 | \$572 | Taxation | 2020 | 2025-Q1 | | A | A | PHAFC Annual Fitness Equipment Replacement (Low Cost, High Value) | L - Service Delivery Excellence | <p>Oct 8: Staff identified which item is to be replaced and have received budgetary quotes for replacement.</p> <p>Mar 22: PO issued, invoice submitted. Project complete and residual funds carried-forward.</p> <p>Apr 27/23: Equipment order 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.</p> <p>Jun 22/23: No further updates to provide at this time, project is on track.</p> <p>Sept 28/23: Items have been identified for replacement and the procurement process has been initiated and is on track for completion.</p> <p>Nov 14/23: Procurement has been initiated, however delivery is not confirmed and will likely arrive Q1 2024.</p> <p>Mar 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.</p> <p>May 15/24: RFP drafted and under review for procurement.</p> <p>Jul 12/24: The review of the RFP for the remainder of the equipment was delayed due to other pressing priorities however, is now underway.</p> <p>Sep 13/24: RFP to be issued early in Q4 of 2024.</p> | Carryforward | 2023-04 | In Progress 25% |
| 42 | CS | 625 | Donn | \$10,000 | \$5,109 | Operating Reserves | 2022 | 2024-Q4 | | A | A | Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity) | L - Service Delivery Excellence | <p>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.</p> <p>Apr 27/23: Staff have reinitiated work on this project and re-engaged the SD in preparation for procurement of the unit.</p> <p>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.</p> <p>Sept 28/23: Staff were not successful in receiving quotes and are reviewing options for procurement.</p> <p>Nov 14/23: Staff were not successful in receiving quotes and are reviewing options for procurement.</p> <p>Mar 19/24: Staff were not successful in receiving quotes and are reviewing options for procurement.</p> <p>May 15/24: Very challenging to find a container the appropriate size. Continue to search.</p> <p>Jul 12/24: Staff are exploring securing a larger and more readily available container within the allocated budget for this project.</p> <p>Sep 13/24: C-Can has been delivered and is now on site. Insulating and mounting work to be completed in Q4 of 2024.</p> | Carryforward | 2023-04 | In Progress 60% |
| 43 | CS | 650 | Huntington | \$60,000 | \$9,654 | Taxation | 2023 | 2025-Q2 | | A, B, D, E, F | F Islands | Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE) (Discretionary) | L - Service Delivery Excellence L - Climate Resilience & Environment | <p>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.</p> <p>Jun 22/23: Archeological permitting complete and submitted. Staff awaiting response from Nation. Draft RFP in development.</p> <p>Sept 28/23: Communicating with adjacent private property. Acquiring archeological permitting currently underway for Squamish, Musqueam, and Tsleil-Waututh Nations (anticipate completion of PFR by late October). Recommendations from the geotech report has been included within RFP for engineering works and is currently being reviewed by Purchasing department.</p> <p>Nov 14/23: No change from September update. Continue to progress with planning.</p> <p>Mar 19/24: All archeological permitting received and archeological field work to commence in April 2024.</p> <p>May 15/24: No change from March update.</p> <p>Jul 12/24: Ongoing delays in archeological field work commencing.</p> <p>Sep 13/24: Archeological work scheduled to commence in Q3. Geotechnical assessment on adjacent private property required. Procurement of qualified professional to carry out this assessment underway.</p> | Carryforward | 2023-04 | In Progress 25% |
| 44 | CS | 650 | Huntington | \$50,000 | \$23,578 | Taxation / Operating Reserves | 2022 | 2024-Q4 | | A, B, D, E, F | Various | Community Parks - Archeological and Environmental Studies (Business Continuity) | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | <p>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.</p> <p>March 19/24: Archeological assessments complete for OBE. Archeological PFR's complete for Baker Beach. Further in depth Archeological Impact Assessment (AIA) required for Bakers Beach. Negotiating scope of work for the AIA to keep within remaining budget.</p> <p>July 12, 2024: Awaiting AIA scheduling for Baker Beach (scope of work was reduced to keep within budget).</p> <p>September 13, 2024: AIA scheduled to commence early September. This budget is related to studies required as part of the project planning only.</p> | Carryforward | 2022-08 | In Progress 75% |

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|----------|-------|----------|------------|-----------|---------------------------|--------------------------------|-------------|--------------------------|------------------------|-----------------------|---------------|---|---|---|----------------------|----------------------|-----------------|
| 45 | CS | 650 | Huntington | \$13,940 | \$2,784 | Taxation | 2024 | 2025-Q3 | | A, B, D, E, F | D | Community Parks - Cliff Gilker Sports Field Recovery (0.14 FTE) | F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment | Poor turf quality, extreme drought, an inability to adequately irrigate due to extended water restrictions, as well as excessive use/traffic wear has resulted in turf failure on Cliff Gilker sports field. Anticipate being on schedule for fall 2024 reopening. This project will initiate an enhanced turf recovery program to improve the long-term health and resiliency of Cliff Gilker turf and reopen the field for public use in the fall of 2024. This project is in response to the May 18th EAS Committee adopting the recommendation that Cliff Gilker Field be closed until the fall of 2024 and "for staff to submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during 2024 budget deliberations." (13/2/23) Mar 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 15/24: Field recovery well underway. Jul 12/24: Field Recovery assisted by rainfall late spring and continued rest period. Regular maintenance tasks have been sufficient to further support recovery. Sep 13/24: Field scheduled to reopen September 2024, but will be closely monitored into 2025. | Business Continuity | 2024-Q1 | In Progress 75% |
| 46 | CS | 650 | Huntington | \$21,500 | \$0 | Taxation | 2023 | 2024-Q4 | | A, B, D, E, F | Regional | Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application (Discretionary) | L - Service Delivery Excellence L - Social Equity & Reconciliation | Considerations for the application include the development of a parks management plan, Nation and community engagement, and related fees. Apr 27/23: Staff have reviewed provincial tenure applications information, and have notified Communications of the upcoming need for public engagement. Currently drafting notice of intent and request for recommendations, to be submitted to Skwam7mesh Nation. Jun 22/23: Staff have begun populating administrative information required on provincial NRT application through provincial online portal. Communications and Parks project team have met and set a Q3 target for initial community engagement sessions. Will be reaching out to Nation July 2023 to request engagement, clarification of intent for land, as well as a letter of support. Sep 28/23: Delayed due to changes in staffing Nov 14/23: 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. Mar 19/24: Formal response not yet as to SN intention/interest in land. Will proceed with NRT application while awaiting response. May 15/24: no change from March update. Jul 12/24: Formal response received from Squamish Nation. Staff currently working on developing options for consideration, and will bring forward in Q3 for Board consideration. Sep 13/24: Staff currently scheduling further consultation with Squamish Nation in preparation for an update for the Board anticipated for Q4. | Carryforward | 2023-05 | In Progress 25% |
| 47 | CS | 650 | Huntington | \$200,000 | \$42,414 | Community Works | 2024 | 2024-Q4 | 16/09/202 | A, B, D, E, F | A | Community Parks - Katherine Lake Park Access Road Emergency Remediation and Upgrades | L - Service Delivery Excellence L - Climate Resilience & Environment | Katherine Lake Park Access Road Emergency Remediation and Upgrades May 15, 2024: Survey and hydrology work completed. Design underway, provincial and federal permits to be submitted. Jul 12/24: Temporary repair to facilitate seasonal opening of park and campground complete. Permitting submitted to required federal/provincial agencies for permanent repair to commence in Q3. Sep 13/24: Project underway. Barring any unforeseen challenges, the project should be complete by early Q4. | Board Directive | 2024- Q2 | In Progress 75% |
| 48 | CS | 650 | Huntington | \$62,263 | \$21,874 | Gas Tax | 2016 | 2024-Q4 | | A, B, D, E, F | B | Community Parks - Coopers Green Park - Halland-Parking Design Plans | L - Service Delivery Excellence | 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 14/23: Project on hold, but will commence alongside of the park enhancement project. Mar 19/24: No update from Nov '23 May 15/24: Project on hold, but will commence alongside of the park enhancement project. Jul 12/24: No updates since May 15th Sep 13/24: No updates. | Carryforward | | Started |
| 49 | CS | 650 | Huntington | \$18,800 | \$29 | Taxation | 2023 | 2025 Q2 | | A, B, D, E, F | Regional | Community Parks - Sunshine Coast Sports Fields Strategy (Discretionary) | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | SCRD, ToG, DoS, SNGD, SD46. The intent of a joint sports field strategy would be to provide a long-term vision for the provision of field sport amenities on the Sunshine Coast, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets. May 15/23: 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 14/23: 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. Mar 19/24: Kick off meeting with participants. RFP in very early stages of being drafted, financial stewardship of project funding established. May 15/24: no change from March update. Jul 12/24: RFP release anticipated in Q3. Terms of Reference established for working group. Sep 13/24: Final Review of draft RFP completed by all participants in joint sport field strategy working group. Anticipated to be tendered by end of Q3. | Carryforward | 2023-05 | Started |
| 50 | CS | 650 | Huntington | \$15,000 | \$0 | Capital and Operating Reserves | 2023 | 2024-Q4 | | A, B, D, E, F | A | Community Parks - Katherine Lake Water System Replacements (Other) | F - Water Stewardship L - Service Delivery Excellence | Nov 14/23: Not started due to lack of staff capacity. Once back up to full staffing compliment, will begin to work on this project. Mar 19/24: Scheduled to begin after the 2024 camping season. May 15/24: Scheduled to begin after the 2024 camping season. Jul 12/24: Scheduled to begin late Q3. Sep 13/24: No updates. Delays due to operational staffing challenges. | Carryforward (Other) | | Not Started |
| 51 | CS | 650 | Huntington | \$65,000 | \$3,080 | Capital Reserves | 2023 | 2024-Q4 | | A, B, D, E, F | A | Community Parks - Vinebrook Bridge Replacement (Other) | L - Service Delivery Excellence L - Social Equity & Reconciliation | Nov 14/23: Delayed due to staff capacity. Estimated RFP draft to be completed by year end. Mar 19/24: Project still experiencing delays due to staff vacancy. Archeological assessment complete. RFP in draft. May 15/24: RFP for design work being reviewed, anticipate posting prior to end of Q2. Jul 12/24: RFP for design in late stages of final review. Sep 13/24: Contract awarded for engineering services for design. The identified project budget will only be sufficient for planning purposes, and not construction of a new bridge. | Carryforward (Other) | 2024-05 | In Progress 25% |

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|----------|-------|----------|----------------|-------------|---------------------------|--|-------------|--------------------------|------------------------|-----------------------|---------------|---|---|--|----------------------|----------------------|-----------------|
| 52 | CS | 650 | Huntington | \$33,963 | \$1,615 | Taxation | 2020 | 2025-Q2 | | A, B, D, E, F | B | Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs) | L - Service Delivery Excellence L - Climate Resilience & Environment | Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14: progress delayed due to staff capacity, will not commence until later in Q3. Nov 24/22: Confirming with BC MFLNRO on available environmental window to perform minor repairs and then will proceed with tendering the work to align with approved timing. Apr 27/23: No change. Jun 22/23: Staff have confirmed scope of services with land manager, and are currently drafting RFP for procurement by July. Sept 28/23: Engineer procured. Inspection and recommendation report anticipated in early Q4. Nov 14/23: No change from September update. Mar 19/24: Consultant Draft Inspection and recommendation Report Received. Staff comments submitted to consultant for consideration before report is finalized. May 15/24: no change from March update. Jul 12/24: No change, but will be considered along side the park enhancement project. Sep 13/24: No change from July update. | Carryforward | 2023-05 | In Progress 25% |
| 53 | CS | 650 | Huntington | \$60,000 | \$0 | Taxation | 2024 | 2025-Q3 | | A, B, D, E, F | Regional | Community Parks - Inspections for Parks Engineered Structures and Reserve Contribution | L - Service Delivery Excellence L - Climate Resilience & Environment | The Regional District owns and maintains within the Parks division 43 structural bridges, 15 retaining walls, and 2 boat ramps. Currently the Parks staff completes annual inspections (visual only). As these items are engineered structural items, a detailed structural inspection that examines the internal condition of various components and subsequent reporting is required to be completed by qualified engineers every 5 years as per provincial policy (last inspections completed in 2016-2017). A bridge is classified as a permanent structure even though it may have untreated timber (non-permanent) components. Having the inspection reports will guide the SCRD in minor maintenance which will prolong the assets service life. Each of the structures varies in size, material, and inspection needs. The project scope includes retaining an Engineer to inspect the structures inventoried by the SCRD and to submit a corresponding report that includes current condition, load rating, maintenance required, end of life estimate, and replacement cost. Mar 19/24: Not started. May 15/24: Not started. Jul 12/24: RFP being Drafted. Sep 13/24: Delayed due to staff capacity challenges. | Mandatory | 2024-07 | Started |
| 54 | CS | 650 | Huntington | \$633,238 | \$103 | Gas Tax / Various | 2023 | 2025-Q4 | | A, B, D, E, F | B | Community Parks - Coopers Green Park Enhancements (Other) | L - Service Delivery Excellence | Nov 14/23: Project lead assigned. Planning not yet initiated. Mar 19/24: RFP posted, will close in Q2. May 15/24: no change from March update. Jul 12/24: Contract for design and community engagement awarded. Project kick off anticipated for Q3. Sep 13/24: Project underway. Exploring internal staff capacity to develop a Let's Talk page for project updates. | Carryforward (Other) | 2024-03 | Started |
| 55 | CS | 650 | Huntington | \$378,814 | \$0 | Canada Community - Building Fund (CWF) | 2024 | 2025-Q4 | | A, B, D, E, F | D | Community Parks - Cliff Gilker Sports Field Irrigation System | F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment | To ensure the long-term health and resilience of Cliff Gilker sports field turf and protect potable water supply for public consumption, there is a need to explore/develop a reliable non-potable water supply for field irrigation. This project is result of EAS committee resolution 132/23 that directed staff to "submit a budget proposal for a turf recovery program as well as hooking up the irrigation system to an onsite well, for the Boards consideration during the 2024 budget deliberation". The project will involve engaging professionals to conduct the necessary investigation and testing, initiate proper licensing and permitting, procurement and installation of required irrigation infrastructure. Mar 19/24: Not started. May 15/24: Contract amendment with Kalwij Water Dynamics Inc approved by Board. Contract amendment in progress. Jul 12/24: Contract amendment finalized. Initial investigations set to commence in July. Sep 13/24: 24 hour pump testing completed. Awaiting consultants findings and analysis of results. | Business Continuity | 2024-05 | In Progress 25% |
| 56 | CS | 650 | Gagnon / Doyle | \$4,473,649 | \$1,117,055 | CIP Grant / Various | 2021 | 2027-Q2 | | A, B, D, E, F | B | Community Parks - Halfmoon Bay Community Hall (Coopers Green Hall Replacement / Upgrade (Other) | L - Service Delivery Excellence L - Climate Resilience & Environment | Jun 22/23: Undertaking pre-design planning, survey, geotechnical and archeological reviews. First community participation event planned for June 21. Sept 28/23: revised hall budget (at Connor Park) approved in July 2023. Community events hosted throughout the summer. Site survey complete. Preliminary geotechnical complete. Review with shishsh 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 14/23: 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. Mar 19/24: RFP posted, will close in Q2. Mandatory site visit March 15th May 15/24: no change from March update. Jul 12/24: Contracts awarded for Construction management and Design of the hall. CIP agreement amended received. ALR non-farm use application approved. Sep 13/24: Design and Construction Mgt. contractors producing conceptual design. Updates to Let's Talk page anticipated for early Q4. | Carryforward (Other) | 2021-09 | In Progress 25% |
| 57 | CS | 665 | Huntington | \$24,504 | \$0 | Operating Reserve | 2023 | 2024-Q3 | 2024-09 | B, D, E, F | F | Bicycle and Walking Paths - Highway 101 Fencing Removal and Signage (Other) | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | Nov 14/23: Project planning initiated. Scope and requirements being discussed with MoTI and Squamish Nation. Plan to carry forward to 2024. Mar 19/24: RFP for project in development. SN approvals received. Working with MoTI on specifications for "reflective delineator" installation. May 15/24: no change from March update. Jul 12/24: Project set to commence in July. Sep 13/24: Project complete. Awaiting final invoicing to close out project. | Carryforward (Other) | 2024-Q1 | In Progress 75% |

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| 58 | CS | 665 | Huntington | \$675,860 | \$97,314 | Capital Reserves (2021) / Gas Tax and MoTI Cost Share (2023) | 2021 | 2025-Q4 | | B, D, E, F | D | Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021 including 2023 budget increase and 0.009 FTE (Discretionary) | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Nov 14/23: MOTI will conduct a culvert review over the next year. MoTI and SCRCD discussed possibility of a temporary measure until culvert study is complete. MOTI provided design requirements to SCRCD. SCRCD working with engineer to explore temporary design and costing. Once drafted, temporary design will be presented for MoTI and Fortis for approval prior to construction commencement. Mar 19/24: Preliminary archeological work completed. Tree/vegetation removal planned to start before nesting season. Awaiting response from MOTI for design approval. May 15/24: no change from March update. Jul 12/24: Ongoing discussions with MoTI. MoTI will take an active role in the project, to be determined. Anticipate meeting with a MoTI Project Manager in Q3 to determine next steps, roles and responsibilities. Sep 13/24: Met with MOTI. Staff report to update Board anticipated in Q4. MOTI has assumed design responsibilities and will look to the SCRCD to cost share for project. Anticipate 50% design end Q3, and 90% end Q4. | Carryforward | 2022-02 | Started |
| 59 | CS | 665 | Huntington | \$35,000 | \$0 | Operating Reserves | 2024 | 2024-Q4 | | B, D, E, F | B, D, E, F | Bicycle and Walking Paths - Connect the Coast Feasibility Study Phase 1 | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | Trac is proposing to conduct a feasibility study for the priority segments of the Connect the Coast report, of which two segments are located within Area E. The study will assess the technical feasibility of constructing the proposed segments, conduct conceptual and detailed design work, obtain cost estimates and engage with stakeholders. Trac indicated they would be actively pursuing grants throughout the coming year, in particular, the Green Municipal Funding grant (Transportation networks and community grant). If the application is successful, the GMF grant requires a contribution from municipal partners of 10% of the project costs. Mar 19/24: No update May 15/24: Board approved letter of support and funding for GMF application if successful. Jul 12/24: Awaiting word from Trac regarding grant application. Sep 13/24: Funding Agreement drafted and ready to execute upon when/if grant approved. | Discretionary | 2024-05 | In Progress 75% |
| 60 | CS | 114 / 310 / 312 / 365 / 366 / 370 / 650 | Perreault / Gagnon | \$70,000 | \$20,387 | Operating and Capital Reserves / Grant | 2022 | 2024-Q3 | | All | Sechelt / Gibsons | Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (Strategic Goal) | L - Climate Resilience & Environment | Apr 2023: RFP Drafted. Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Nov 14/23: 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. Mar 19/24: Finalizing RFP for electrical assessment of both sites, should be posted in early Q2. May 15/24: Electrical assessment anticipated by end of summer, which will inform next steps. Jul 12/24: No change from May 15th. Sep 13/24: Electrical assessment substantially complete. Results will be used to inform next steps in the project. Will most likely result in a 2025 budget proposal. | Carryforward (Strategic) | 2023-01 | In Progress 25% |
| 61 | CS | 310 / 312 / 370 / 650 | Gagnon | \$42,500 | \$12,534 | Operating Reserves | 2022 | 2024-Q4 | | All | Sechelt | Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (Business Continuity) | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely Transit service expansion. Proposal for an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. May 9: request to renew current lease for Mason Yards submitted to province. In discussions to partner with BC Transit to complete a master plan strategy for transit infrastructure long term needs. This will inform planning for Mason Yards. Sep 22: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT. (Budget \$75,000 - Actual \$42,500) Nov 24/22: Expansion study awarded, consultant reviewing site plans and documentation, workshop with staff/BCT/consultant on November 2. Project on course for completion by end of Q1 2023. Apr 27/23: Project continues to progress. Several meetings held with BC Transit, consultant and SCRCD. 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. Sep 28/23: Final report anticipated Q4 2023. Nov 14/23: No change from September update. Mar 19/24: Reviewing final report. May 15/24: Working with BCT to review final report, also discussing options that might help address capacity over the next 5-7 years. Jul 12/24: Senior BCT and SCRCD staff meeting in early Q3. Reporting back to the Board anticipated in Q3/Q4. Sep 13/24: Same as July 12th update. | Carryforward | 2022-09 | In Progress 75% |

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| 62 | CS | 400 / 650 | Huntington | \$86,633 | \$37,846 | Taxation | 2023 | 2024-Q4 | | All | Regional | Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE) (Discretionary) | F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | A revised Solid Waste Bylaw was adopted that provided thresholds for the percentage of food waste and food soiled papers permitted in landfill waste disposal effective November 1, 2022. This project provides for the capital investment required to replace and/or add new waste receptacles throughout the various parks and cemetery) to align with the bylaw and provide for the separation of waste and compostable materials where appropriate. Apr 27/23: Required archaeological assessment completed. Project approval on sNGD lands pending. Skwaww/mesh Nation works permit submitted and reviewed. Required PAFR procured mid-April. Jun 22/23: All archaeology completed, excluding Katherine Lake and Trout Lake. These two locations will require site monitoring for install. Orders completed in June 2023 for all units. PAFR complete. Mapping completed. Approximately three month supply chain delays. Sep 28/23: Project underway, approximately 60% of concrete slabs have been installed. Receptacles still delayed. Archeological assessments pending for some locations. Communication/public education plan development in progress (designing receptacle stickers and public awareness ad). Plan is to complete in Q4 Nov 14/23: 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. Mar 19/24: anticipate project completion in Q3. May 15/24: anticipate project completion in Q3. Jul 12/24: Receptacles for cemetery delivered. Awaiting installation. Sep 13/24: Receptacles for cemetery on operations workplan for installation. | Carryforward | 2023-04 | In Progress 75% |
| 63 | IS | 151 | Walkey | \$30,000 | \$0 | User Fees | 2023 | | | A | A | Dream Valley Estates Water System Feasibility (Other) | F - Water Stewardship | Associated costs for assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System. Project is delayed due to pending funding confirmation | Carryforward (Other) | | Not Started |
| 64 | IS | 155 | Rosenboom | \$40,000 | \$0 | Infrastructure Planning Grant | 2023 | | | F and F Islands | F and F Islands | Feasibility (Area F) - Hopkins Landing Waterworks District Feasibility Study (FP AMENDMENT) | F - Water Stewardship | Contractor has been obtained to complete technical analyses of the current water system as input to the broader feasibility study that is scheduled to be completed in Q4 2024. | Carryforward | | In Progress 25% |
| 65 | IS | 350 | Shoji | \$765,000 | \$0 | MFA Loan | 2023 | 2024-Q4 | | All | A | Regional Solid Waste (Pender Harbour) - Pender Harbour Transfer Station Upgrades (Phase 2) (Discretionary) | F - Solid Waste Solutions | Due to degradation to the infrastructure, beyond the scope of available staffing resources XCG conducted a fulsome site assessment and recommended that a complete redesign and construction is necessary to address the numerous issues. Phase 1 of the proposed action will continue through 2023 and 2024. Some projects defined in Phase 1 made more sense to be included with Phase 2 of the redesign. The purpose of this proposal is to fund the completion of phase 2 of the Pender Harbour Transfer Station Site upgrades. Design is at 100% review stage and RFP package drafted. | Carryforward | 2023-05 | In Progress 25% |
| 66 | IS | 350 | Shoji | \$3,250,000 | \$0 | Landfill Closure Reserve Fund 2021 / Capital Reserves 2024 | 2021 | 2024-Q4 | | All | Sechelt | Regional Solid Waste - Sechelt Landfill Stage K Closure - Additional Funding Added in 2024 (MANDATORY - Regulatory) | F - Solid Waste Solutions | The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage K (previously Stage H) represents an area that has reached its fill capacity based on height and now requires closure. Project deferred until Contact Pond relocation options analysis is completed. XCG contract amendment completed to include design work, which will be integrated with the contact pond options. July 2023 DOCP Update shows progressive closure to Stage K that will be budgeted for 2024 construction start in conjunction with Contact Water Pond relocation work. Additional funding is required to close the northern slope of the Sechelt Landfill. The total cost for closure of the northern slope, including the haul road, is estimated to be \$3.25 million (2023 cost estimate). \$2.5 million is budgeted; an additional \$750,000 is required to complete this work. Progressive closure reduces the amount of contact water (surface water that has come into contact with waste) that needs to be managed on site and spreads the cost of closing the landfill over several years. Work is dependent on the relocation of the contact water pond to the northeast corner of the property and cannot begin until that project is complete. Closure of the Sechelt Landfill must be done in accordance with provincial regulations. | Mandatory | | Not Started |
| 67 | IS | 350 | Shoji | \$286,000 | \$164,593 | Taxation (2021) / Operating Reserves (2023) | 2021 | 2024-Q4 | | All | Sechelt | Regional Solid Waste - Biocover Feasibility Study - Phase 2 including additional funding in 2023 (Strategic Goal / Discretionary) | F - Solid Waste Solutions | Biocover - type of final cover applied to landfills, 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 SCRCD, the community, and provide significant GHG emission reductions. In March 2021, a budget of \$150,000 to conduct Phase 2 was adopted. Phase 2 will involve a pilot study where a biocover will be added to small portion of the Sechelt Landfill and monitored over a one-year period. Before posting the RFP for Phase 2, staff conducted a review to confirm the availability and approximate cost of identified biocover materials. Staff identified the approved \$150,000 budget is not sufficient to cover both the consulting fees and the materials for the pilot. Justification: The initial budget request did not take the cost of materials into account. Further, consulting fees and material costs have increased. Project completion is not possible with the current approved budget. Additional funding approved through 2023 budget process. RFP to secure professional services to carry out pilot program closed on May 24, 2023. Phase 2 Study to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. 2023 Budget proposal being submitted for additional funding for material costs. RFP closed on May 24, 2023 and awarded to Sperling Hansen. Biocover installation completed in December and one year monitoring period in progress. | Carryforward (Strategic) | 2022-8 | In Progress 75% |
| 68 | IS | 350 | Sole | \$150,000 | \$77,210 | Eco-Fee | 2021 | 2025-Q4 | | All | Regional | Regional Solid Waste - Solid Waste Management Plan Update (Strategic Goal) | F - Solid Waste Solutions | RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement on the Solid Waste Management Plan Update. Engagement Period 1 closed June 9, 2023. PTAC meetings and Engagement Period 1 identified proposed strategies for the SWMP update. PTAC meetings have continued to consider proposed strategies for the SWMP update with goal of developing a prioritized list of strategies. Staff are currently working with the consultant to develop the draft list of strategies. | Carryforward (Strategic) | 2022-06 | In Progress 25% |
| 69 | IS | 350 | Sole | \$89,165 | \$68,544 | Taxation | 2022 | | | All | Regional | Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory) | F - Solid Waste Solutions | Mandatory Ministry of Environment reports to be prepared by the SCRCD's contracted engineering firm. Design, Operations and Closure Plan Update. Post-closure Operations and Maintenance Plan Update (COMPLETE); Geotechnical and Seismic Assessment Update COMPLETE; Environmental Monitoring Plan Update COMPLETE; Hydrogeological Assessment Update (DUE IN 2025); Leachate Management Update (DUE IN 2025); Gas Assessment and Generation Update (DUE IN 2026). All requirements have been completed to date. | Carryforward (Mandatory) | 2022-04 | In Progress 75% |
| 70 | IS | 350 | Sole | \$87,000 | \$77,363 | MFA 5-Year / Taxation | 2021 | | | All | Regional | Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs (MANDATORY - Asset Failure) | F - Solid Waste Solutions | The past propane generator that was used to supplement the solar-based power system for the Sechelt Landfill failed mid-February 2021. The site is currently using two diesel generators on a temporary hook up until BC Hydro is able to connect us with power on their grid. Power is required for the scale, computer and telephone for example. Site is continuing to use generators until connection to BC Hydro grid is completed. | Carryforward (Mandatory) | 2021-04 | In Progress 75% |

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| 71 | IS | 350 | Sole | \$264,224 | \$0 | MFA Loan | 2023 | | | All | Sechelt | Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement (Non-Discretionary) | F - Solid Waste Solutions | Board direction to pursue a direct connection to BC Hydro grid. 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). Ministry of Forests has granted permission to proceed, BC Hydro is finalizing design drawings and First Nations engagement. Timeline for completion construction is TBD subsequently. | Carryforward | 2023-5 | In Progress 25% |
| 72 | IS | 350 | Shoji | \$50,000 | \$35,402 | Taxation | 2023 | 2024-Q4 | | All | Sechelt | Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life (Discretionary) | F - Solid Waste Solutions | 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 and currently in the Director's Notice of Intent consultation period until September 18, 2024. Detailed design and tender package completed. | Carryforward | 2022-06 | In Progress 75% |
| 73 | IS | 350 | Shoji | \$520,000 | \$0 | Growing Communities Funds | 2024 | 2025-Q1 | | All | Sechelt | Regional Solid Waste - Sechelt Landfill Contact Water Pond Relocation - Construction (0.17 FTE) | F - Solid Waste Solutions | 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. This project is expected to extend the landfill life by approximately four years until mid to late 2030 at less than half the cost of exporting waste for disposal off Coast. Awaiting provincial permit approvals prior to issuing tender for construction. Contact Pond construction RFP issued on August 28th and closes October 10th. | Strategic or Other Plan | 2024-03 | In Progress 25% |
| 74 | IS | 350 | Sole | \$70,000 | \$0 | Taxation | 2024 | | | All | Sechelt | Regional Solid Waste - Sechelt Landfill Site Improvements | F - Solid Waste Solutions | Some areas of the Sechelt Landfill drop off area have been identified that require repair or improvement to ensure site safety for staff and the public and to ensure business continuity and regulatory compliance. These improvements include: the construction of a new propane tank storage, mattress trailer ramp repairs, handheld gas monitors, and electric fence maintenance. Fence repairs have been completed, hand-held gas monitors have been implemented. Remaining project components are underway. | Business Continuity | | In Progress 60% |
| 75 | IS | 350 | Sole | \$165,000 | \$0 | Operating Reserves | 2024 | | | All | Sechelt | Regional Solid Waste (Sechelt) - Vertical Expansion Sechelt Landfill - Design Phase (0.13 FTE) | F - Solid Waste Solutions | The construction of a perimeter berm or wall on the south and west sides of Sechelt Landfill has the potential to provide additional airspace. 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 a business case analysis of this option. This contract has been awarded. | Strategic or Other Plan | 2024-04 | Started |
| 76 | IS | 355 | Sole | \$27,000 | \$0 | Operating Reserves | 2024 | | | B, D, E, F | B, D, E, F | Refuse Collection - Green Bin Purchase for Curbside Food Waste Collection | F - Solid Waste Solutions L - Service Delivery Excellence | The supply of Green Bins used for curbside food waste collection is in need of restocking. 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% |
| 77 | IS | 365 | Walkey | \$2,500 | \$2,087 | Operating Reserves | 2020 | 2024-Q4 | | A and SNGD | A | North Pender Water System - Confined Space Document Review (MANDATORY - Safety) | L - Service Delivery Excellence | A qualified professional is required to review and update the 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 Q4 2024. | Carryforward (Mandatory) | 2023-03 | In Progress 75% |
| 78 | IS | 365 | Walkey | \$125,000 | \$0 | Gas Tax | 2020 | 2024-Q4 | | A | All | North Pender Harbour Water Service - Emergency Generator (Other) | L - Service Delivery Excellence | The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. Tender for generator to be issued in Q4 2024. | Carryforward (Other) | | In Progress 50% |
| 79 | IS | 365 | Waldorf | \$850,000 | \$7,179 | Capital Reserves / Gas Tax | 2022 | 2024-Q4 | | A and SNGD | A | North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (Business Continuity) | F - Water Stewardship | Replacement of the existing 100 mm asbestos cement watermain on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 70 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and response from 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. Archeology field work booked for Q3 2024 | Carryforward | 2024-09 | Started |
| 80 | IS | 365 | Walkey | \$200,000 | \$0 | Operating Reserves | 2023 | 2025-Q2 | | A and SNGD | A | North Pender Harbour Water Service - Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work) (Non-Discretionary) | F - Water Stewardship | The North Pender Harbour water system is supplied by Garden Bay Lake. When the weather changes the lake experiences a turnover which increases the turbidity of the water drawn from the lake. The current treatment plant does not have filtration so when turbidity events occur the facility is not capable of treating for it. Additionally, due to the lack of filtration the facility is not capable of removing organics to eliminate the creation of disinfection byproducts (DBPs) which are created when water with elevated organics is chlorinated. | Carryforward | | Not Started |
| 81 | IS | 365 | Walkey | \$95,000 | \$55,379 | Operating Reserves | 2020 | | | A and SNGD | A | North Pender Harbour Water Service - Water Supply Plan (Strategic Goal) | F - Water Stewardship | The SCRD does not meet the Canadian Drinking Water Quality Guidelines (CDWQG) for turbidity and DBPs 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 (Strategic) | 2022-10 | In Progress 75% |
| 82 | IS | 366 | Walkey | \$5,000 | \$4,177 | Operating Reserves | 2020 | 2024-Q3 | | A | A | South Pender Water System - Confined Space Document Review (MANDATORY - Safety) | F - Water Stewardship L - Service Delivery Excellence | A qualified professional is required to review and update the 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 (Mandatory) | | In Progress 75% |
| 83 | IS | 366 | Walkey | \$80,000 | \$0 | Capital Reserves | 2024 | 2025-Q1 | | A | A | South Pender Harbour Water Service - Heater Replacement | L - Service Delivery Excellence | The SPHWP 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 wall 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 Q1 2025 | Mandatory | | Not Started |

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| Line No. | Dept. | Function | Mgr. | Budget \$ | Budget Expended (to date) | Funding Source | Budget Year | Proposed Completion Date | Actual Completion Date | Function Participants | Work Location | Description | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|----------|-----------|-----------|---------------------------|--|-------------|--------------------------|------------------------|----------------------------------|---------------|--|---|--|--------------------------|----------------------|-----------------|
| 84 | IS | 366 | Walkey | \$108,000 | \$0 | Gas Tax | 2021 | 2024-Q4 | | A | A | South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction (MANDATORY - Asset Failure) | F - Water Stewardship | The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will include the modelling analysis of the need for 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 the project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Preliminary modeling has been completed, staff are completing more detailed modeling regarding this reservoir and determining the correct high water level elevation to determine if we can upgrade the reservoir on the existing site or if an alternate site is preferred. This work will be completed in Q4 2024. Timeline for construction of new reservoir will be consequently confirmed. | Carryforward (Mandatory) | | Not Started |
| 85 | IS | 366 | Walkey | \$100,000 | \$81,319 | Capital Reserves (2020) / Gas Tax (2021) | 2021 | 2024-Q4 | | A | A | South Pender Harbour Water Service - Treatment Plant Upgrades - Phase 2 including additional funding added in 2021 (Business Continuity) | F - Water Stewardship L - Service Delivery L - Excellence | Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts. Additional funds approved to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues. | Carryforward | | In Progress 75% |
| 86 | IS | 366 | Shoji | \$735,500 | \$142,268 | Reserves (2022) / Gas Tax (2023) / Capital Reserves (2024) | 2022 | 2024-Q4 | | A | A | South Pender Harbour Water Service - McNeill Lake Dam Safety Improvements - Construction including additional funding in 2023 and in 2024 (Business Continuity / Non-Discretionary / Mandatory - Safety) | F - Water Stewardship L - Service Delivery L - Excellence | WSP Canada Inc., engineering consultant firm, completed a detailed dam safety analysis of the McNeill Lake Dam, which included design work, construction cost estimates and completion of tender ready construction documents for the upgrades to this dam. The cost estimate, due to global increases in construction costs and other inflationary increases resulted in a significant increase compared to the original construction budget for dam safety upgrades for McNeill Lake of \$515,000. WSP has recommended an additional 15% contingency on top of the May 2022 budget estimate, which increases the total projected cost to \$592,250, and represents a total project cost increase of \$78,750. Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement proceeding. Construction will begin following completion of Chapman and Edwards work. A comprehensive McNeill Lake Dam Safety Review was completed in 2020. The results of this dam safety review and subsequent annual safety reviews identified several deficiencies that require correction/upgrading. The upgrade work design and tender specifications were completed by WSP Canada Inc., in 2023 and construction awarded to Jim Dent Construction Ltd., in September 2023. Contractor mobilized week of August 1st and construction over 50% complete. | Mandatory | 2023-01 | In Progress 50% |
| 87 | IS | 366 | Waldorf | \$600,000 | \$11,142 | Capital Reserves / Gas Tax | 2022 | 2024-Q4 | | A | A | South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (Business Continuity) | F - Water Stewardship | Continuation of 2018 work, would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondeview Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2023. Similar to North Pender but less urgent for construction. Project still subject to fireflow analysis, potential start in Q4 2024. Archeology field work booked for Q4 2024 | Carryforward | | In Progress 25% |
| 88 | IS | 366 | Walkey | \$85,000 | \$0 | Operating Reserves | 2024 | 2025-Q2 | | A | A | South Pender Harbour Water Service - Water Supply Analyses South Pender | F - Water Stewardship | The South Pender water system relies on two main sources for its water supply: McNeill Lake and Harris Lake. Each lake has a water storage license. McNeill Lake is the primary source of water, while Harris Lake serves as a backup supply during periods of low water levels in McNeill Lake. This summer, the South Pender water system faced significant Stage 3 water restrictions due to the inadequate water levels in McNeill Lake to safely meet the system's demands. This project aims to improve the South Pender water sources, McNeill and Harris Lakes, to ensure they can meet the water demand from the system. An engineering firm will be hired for the review and will provide comment on operation and control methods complete with recommended upgrades recommendations for improvements, complete with Class D cost estimates. To assess the lakes' current conditions, an updated bathymetric survey will be necessary, either as part of the assessment or prior to it. The potential for amending the current water license requirements to allow for an increased diversion from McNeill Lake will also be assessed. | Business Continuity | | Not Started |
| 89 | IS | 366 | Rosenboom | \$7,500 | \$1,905 | Operating Reserves | 2022 | | | A | Regional | South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal) | F - Water Stewardship L - Service Delivery L - Excellence L - Government L - Excellence | Draft Water Strategy to be presented to the Board in Q1 2024 and will be reintroduced in Q3 2024. Staff are also developing associated Action Plans. Water Strategy presented a second time to the Board at the May 23 COW meeting. | Carryforward (Strategic) | | In Progress 75% |
| 90 | IS | 366 | Rosenboom | \$95,000 | \$43,129 | Operating Reserves | 2020 | | | A | A | South Pender Harbour Water Service - Water Supply Plan (Strategic Goal) | F - Water Stewardship | Water System Modelling will be completed in Q4. This is the first step towards new a SCRDP Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades. | Carryforward (Strategic) | 2022-10 | In Progress 75% |
| 91 | IS | 370 | Waldorf | \$475,000 | \$16,859 | Operating Reserves | 2022 | 2023-Q4 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (Strategic Goal) | F - Water Stewardship | In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to three additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells. Consultant drafted a presentation/report identifying the 5 proposed locations for wells in priority order. Project with shishah Nation for consultation and review. Initial feedback from shishah Nation positive and preliminary archeology is in progress. Staff have reached out to discuss the process and schedule with shishah Nation. Pumptests completed at Cliff Gilker Park Wells and RC Fire Hall. Next location is North of SCRDP offices off Hilltop Road. Discussions on one new site inside shishah swiya SML2 Hospital lands in progress with VCH and shishah Nation. Site would replace Proctor Bikepark site | Carryforward (Strategic) | 2023-07 | In Progress 25% |
| 92 | IS | 370 | Walkey | \$75,000 | \$8,260 | Reserves | 2022 | 2025-Q1 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure) | F - Water Stewardship | Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Quotes received, work has begun. | Carryforward (Mandatory) | | In Progress 25% |
| 93 | IS | 370 | Walkey | \$22,500 | \$18,797 | Operating Reserves | 2020 | 2024-Q3 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Confined Space Document Review- Regional Water System (MANDATORY - Safety) | F - Water Stewardship L - Service Delivery L - Excellence | A qualified professional is required to review and update the SCRDP Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to update the program. Staff are still coordinating with contractor to complete all documentation. Project completion expected in Q3 2024. | Carryforward (Mandatory) | | In Progress 75% |

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|----------|-------|----------|--------------------------|-------------|---------------------------|---|-------------|--------------------------|------------------------|----------------------------------|---------------|--|---|---|--------------------------|----------------------|-----------------|
| 94 | IS | 370 | Waldorf | \$294,469 | \$2,988 | Capital Reserves / Operating Reserves (2024) | 2023 | 2024-Q3 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Exposed Watermain Rehabilitation Chapman Intake Line - New Project (Non-Discretionary) | F - Water Stewardship L - Service Delivery Excellence | In the spring of 2022, a structural assessment of the primary Chapman Water Intake transmission line was completed and the results of the inspection revealed the presence of corrosion and deterioration of the supporting steel waterline trestle structure is present. Geotechnical assessment is underway. Structural assessment for trestles will be tendered in 2024 Q3. Repairs to Trestle Footings and Drainage Tender. Work on site started early September 2024. | Carryforward (Strategic) | 2023-08 | In Progress 50% |
| 95 | IS | 370 | Waldorf | \$1,277,600 | \$647,123 | Capital / Operating Reserves | 2021 | 2024-Q3 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Groundwater Investigation Round 2 Phase 3 (Strategic Goal) | F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment | Langdale: The consultant submitted the well testing report for internal review in May. The consultant will provide the final report to the Province as part of the preliminary water license application that will be submitted to the Province mid Q4. Tech Memo 4 identified proposed main path ways, pumps and treatments required based on water quality. Consultant presented to Committee of the Whole on Jan 11, 2024. Staff has procured a consultant to initiate and complete a value engineering review of treatment and engineering options, along with Final Design. Upon completion of the study, a presentation of the results of the study will be provided in early Q4. | Carryforward (Strategic) | 2022-1 | In Progress 50% |
| 96 | IS | 370 | Waldorf | \$600,000 | \$75,402 | Reserves (2018) / Operating Reserves and User Fees (2024) | 2018 | 2024-Q3 | | A, B, D, E, F and DoS | B, D, DOS | Regional Water Service - Exposed Watermain Rehabilitation - plus additional funding 2024 (Business Continuity) | F - Water Stewardship | Three segments were previously recoated. One tender was received in July and exceeded the available budget. Staff report regarding tender award made to November 23, 2023 Committee of the Whole. In 2023, the results of a tender for the recoating of the three Chapman Creek crossings were received and the one compliant tender received was more than \$500,000, not including staff time. Therefore, additional funds in the amount \$400,000, inclusive of staff time, are required to complete the retendering and coating of the primary exposed water mains across Chapman Creek. Board Approved 3 crossings/ revised budget. Contract award in progress along with notice of project. Project awarded. Project planning and site meetings held in June. Engineering of staging for elevated crossing work platforms in progress by contractor. Scaffolding Complete. Cleaning of transmission main in progress, with re-coating expected to start be applied starting early September 2024. | Carryforward | 2023-8 | In Progress 75% |
| 97 | IS | 370 | Waldorf | \$100,000 | \$0 | Reserves | 2022 | 2024-Q3 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Trout Lake Re-chlorination Station Upgrade (MANDATORY - Asset Failure) | F - Water Stewardship L - Service Delivery Excellence | The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. RFP put out. Awaiting bids from at least one interested party, for design/build replacement of the roof. Roof replacement design build contract awarded. Meetings schedule for July for review of designs. Roof structure and envelope design completed, demo completed, new roof in place with final work to be completed by late September 2024 | Carryforward (Mandatory) | 2024-04 | In Progress 75% |
| 98 | IS | 370 | Walkey | \$155,000 | \$0 | Capital Reserves | 2024 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Water Treatment Plant - HVAC Replacement (Imminent Asset Failure) | F - Water Stewardship L - Service Delivery Excellence | The Chapman WTP was constructed in 2004 and has a 19-year-old HVAC system which is falling. The mounting for the HVAC system is also causing issues with the roofing and has had instances of leaking over the last several years. Maintaining the existing system has become increasingly costly and the facility requires a new system altogether. A properly functioning HVAC system is critical to the safety and ongoing operational capabilities of the Chapman WTP. To be completed by Q4 2024. | Mandatory | | Not Started |
| 99 | IS | 370 | Walkey | \$130,000 | \$0 | Capital Reserves | 2024 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Creek Raw Water Pump Station - Pump Maintenance and Upgrade | F - Water Stewardship L - Service Delivery Excellence | The Chapman WTP is supplied with water via the raw water pump station (CRW/PS). The CRW/PS was built in 2004 along with the treatment plant. A risk identified in 2022 is the inability of the plant to flow less than 80 L/sec. Operating at this low flow is required during Stage 4 when the community is encouraged to reduce flows to conserve water. A smaller pump and motor should be installed to enable flows down to as low as 40 L/sec. Having a pump/motor with the ability to run at lower flows will also provide options of right sizing which pumps are operated at different flows. Purchasing of new pumps is in process. | Business Continuity | | In Progress 50% |
| 100 | IS | 370 | Walkey | \$225,000 | \$0 | MFA 5 YR Loan | 2022 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity) | L - Service Delivery Excellence | Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle supply has been awarded and awaiting delivery in 2024-Q4. | Carryforward | | In Progress 75% |
| 101 | IS | 370 | Waldorf | \$128,500 | \$13,624 | Reserves (2018) / Capital Reserves (2023) | 2018 | 2024-Q4 | | A, B, D, E, F and DoS | E | Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2) - plus additional funding added (2023 - Non Discretionary) | F - Water Stewardship L - Service Delivery Excellence | The tender for construction services for the well head improvements was issued on August 30, 2024. Construction planned to begin in late Q4 and carryover into 2025. Project design and tender documents were completed in house. | Carryforward | 2023-10 | In Progress 50% |
| 102 | IS | 370 | Shoji | \$1,000,000 | \$8,373 | Reserves | 2022 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory) | F - Water Stewardship L - Service Delivery Excellence | Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. High lake levels pushed construction start to mid-August and is currently in progress. | Carryforward (Mandatory) | 2023-01 | In Progress 25% |
| 103 | IS | 370 | Shoji | \$730,000 | \$7,304 | Reserves | 2022 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory) | F - Water Stewardship L - Service Delivery Excellence | Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. Construction scheduled to start following completion of Chapman construction towards end of September. | Carryforward (Mandatory) | 2023-01 | In Progress 25% |
| 104 | IS | 370 | Rosenboom/Perreault/Reid | \$30,000 | \$180 | Operating Reserves | 2020 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Bylaw 422 Update (Business Continuity) | F - Water Stewardship L - Service Delivery Excellence | Reviewing potential proposals for changes to Bylaw 422. Staff are preparing proposals for the Board's consideration in early 2025 that focus on bylaw modernization. The update to Bylaw 422 is being supported by external consultant also in contemplation to other Bylaw revisions as well as volumetric billing considerations. | Carryforward | | In Progress 25% |
| 105 | IS | 370 | Waldorf | \$921,200 | \$0 | Capital Reserves (2020 and 2024) | 2020 | 2024-Q4 | | A, B, D, E, F, and DoS | A | Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements (MANDATORY - Asset Failure) - Additional funding in 2024 | F - Water Stewardship L - Service Delivery Excellence | The Cove Cay Pump Station, located at the North-East corner of Ruby Lake and pumps water into a reservoir that provides potable water and fire supply to the communities of Earls Cove and Jervis Inlet, needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls, and fittings. A new intake line is also being considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is steep and challenging for service vehicle access. Options to relocate the pump station to a more accessible location will be considered. Preliminary planning for this project has begun and an RFP to complete conceptual design will be issued in Q3 2024. While the prior approved budget allowed for addressing the imminent asset failure of some of the pump station infrastructure, VCH has further ordered the SCRDP to apply add a multi-barrier treatment and complete the construction by summer 2025. Tender for design of treatment plant and pump/motor replacement in Progress. Tender Closes Sept 2024. Contractor to be selected and contract awarded in October 2024 | Carryforward (Mandatory) | 2023-03 | In Progress 25% |

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|----------|-------|----------|---------|-------------|---------------------------|----------------------------|-------------|--------------------------|------------------------|----------------------------------|------------------|--|--|---|--------------------------|----------------------|-----------------|
| 106 | IS | 370 | Walkey | \$135,000 | \$0 | Capital Reserves | 2023 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Creek Water Treatment Plant - Mechanical Equipment Upgrades (Non-Discretionary) | L - Service Delivery Excellence | The treatment process includes a number of steps enabled by mechanical equipment to provide the high level of drinking water produced by the treatment plant. Two of the mechanical processes are the addition of soda ash to adjust the Ph and the Dissolved Air Flotation (DAF) tanks to remove solids and colour from the water. General maintenance on this equipment is ongoing but full replacement and upgrading is required. Project is for contracting an engineering consulting firm to recommend and design an upgrade/replacement solution for the soda ash system and the purchase and installation of replacement components for both the soda ash and DAF system. It may also require hiring a contractor to assist SCRD staff with installation efforts as needed. Staff are working on a list and prioritizing work required. | Carryforward | | Started |
| 107 | IS | 370 | Walkey | \$375,000 | \$0 | Capital Reserves | 2023 | 2025-Q2 | | A, B, D, E, F, F Islands and DoS | Various | Regional Water Service - Generator(s) Purchase for Various Sites (Discretionary) | L - Service Delivery Excellence | Utilities has two mobile generators which are well beyond their useful life and have high hours. These need to be replaced to maintain water supply in various areas where power outages are less impactful. Sandy Hook pump station requires a generator to ensure the Sandy Hook area always receives water. Egmont WTP requires a generator to maintain water flows depending on time of year and demand. RFQ to be drafted and posted in Q4 of 2024. | Carryforward | | Not Started |
| 108 | IS | 370 | Walkey | \$150,000 | \$0 | Operating Reserves | 2024 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Development and Implementation of Chapman Creek Environmental Monitoring Plan | F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment | In 2023 the SCRD has applied for a water license amendment for the permanent reduction in Environmental Flow Needs (EFN) on the water license for Chapman Creek by 40L/s. The Province indicated that as part of the licensing requirement the SCRD will likely have to develop and implement an Adaptive Management Plan (AMP) and Environmental Monitoring Plan (EMP). This project is proposed to fund works required to develop and implement the AMP, EMP and any other requirements in obtaining a permanent reduction in EFN. This budget proposal will allow for the development of the listed plans, installation of additional hydrological monitoring stations and up to 3 years of hydrological and fish habitat monitoring and any updates to the AMP and EMP based on these monitoring efforts. Development of RFP is underway in collaboration with the shisháh Nation | Strategic or Other Plan | | Started |
| 109 | IS | 370 | Walkey | \$140,000 | \$0 | Capital Reserves | 2024 | 2025-Q1 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Water Treatment Plant - Distribution Meters Install (Regulatory) | L - Service Delivery Excellence | New meters will be installed in the discharge lines from the Chapman Water Treatment Plant | Mandatory | | Not Started |
| 110 | IS | 370 | Walkey | \$155,000 | \$0 | User Fees | 2024 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Siphon Removal (Regulatory) | F - Water Stewardship | Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026. | Mandatory | | Not Started |
| 111 | IS | 370 | Waldorf | \$250,000 | \$73,522 | Capital Reserves | 2020 | 2025-Q1 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Water Treatment Plant UV Upgrade (Business Continuity) | F - Water Stewardship L - Service Delivery Excellence | The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Final construction drawings received and reviewed. Tendering in Q3 2024. Contract award scheduled for Oct 2024 | Carryforward | 2024-01 | In Progress 75% |
| 112 | IS | 370 | Waldorf | \$1,905,950 | \$0 | MFA Loan | 2023 | 2025-Q1 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 - Construction) (Non-Discretionary) | F - Water Stewardship L - Service Delivery Excellence | see base project. Tendering project Q3 2024. | Carryforward | | Not Started |
| 113 | IS | 370 | Walkey | \$570,000 | \$58,268 | Operating Reserves | 2020 | 2025-Q1 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning (Business Continuity) | F - Water Stewardship L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. Further work with partners is required to formalize work plan. In collaboration with the shisháh 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% |
| 114 | IS | 370 | Walkey | \$70,000 | \$0 | Capital Reserves | 2021 | 2025-Q2 | | A, B, D, E, F, F Islands and DoS | E | Regional Water Service - Reed Road Pump Station Zone 4 Improvements (Business Continuity) | L - Service Delivery Excellence | Preliminary in house design has started. Construction anticipated spring 2025. The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is paused pending the results from the 2023 Water Modeling Report. Additional confirmation of FireFlow requirements needed before design can be completed. | Carryforward | | In Progress 25% |
| 115 | IS | 370 | Walkey | \$294,697 | \$196,340 | User Fees | 2023 | 2025-Q2 | | A, B, D, E, F, F Islands and DoS | Gibsons | Regional Water Service - Church Road Well Field - Compliance Monitoring (Non-Discretionary) | F - Water Stewardship L - Service Delivery Excellence | One of the conditions of our Water License for the Church Road project is to undertake several years of impact and compliance monitoring. Staff have acquired ISL and AE Engineering services for this contract. Work is ongoing. | Carryforward | 2023-7 | In Progress 50% |
| 116 | IS | 370 | Waldorf | \$125,000 | \$35,595 | Operating Reserves | 2021 | 2025-Q3 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek (Strategic Goals) | F - Water Stewardship L - Service Delivery Excellence | The flow monitoring equipment was installed in late September 2022 and has been recording creek flow data since that time. Project expected to be completed early 2025. | Carryforward (Strategic) | 2023-09 | In Progress 75% |
| 117 | IS | 370 | Walkey | \$295,000 | \$0 | MFA Short Terms Loan | 2024 | 2025-Q3 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Vehicle Purchases - Flat Bed Crane Truck and Medium Size Truck | L - Service Delivery Excellence | The Utility Services division is using a heavy-duty truck with a telescopic crane attachment to support the outside water crew in numerous tasks related to construction and repair work within the water distribution network on the Sunshine Coast. This vehicle is aged (30+ years old) and has undergone previous rebuilds and attempts at extending its lifespan but has reached the end of its useful and mechanical life and requires replacement with a similar type truck. A medium duty truck was written off after a vehicle accident during a snow event in the spring of 2023. The vehicle needs to be replaced with a similar type of truck to meet operational needs. Staff are recommending replacing this gas vehicle with an electric vehicle if possible. EV specifications with Procurement for purchase and tendering is pending organizational review of corporate EV charging station(s) determinations. Crane truck has been tendered and an award report will be presented in an October board meeting. | Business Continuity | | In Progress 50% |
| 118 | IS | 370 | Shoji | \$9,391,750 | \$348,188 | Long Term Loan | 2020 | 2025-Q3 | | A, B, D, E, F, F Islands and DoS | Sechelt and SNGD | Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt-Indian-Government-District (Strategic Goal) | F - Water Stewardship | AAP successful to secure the electoral approval for the Long-Term Loan for this project. Meter supply and installation RFP awarded and Canada Community Building Fund-Strategic Priorities Fund grant accepted on April 20, 2023. Contract with Neptune finalized May 29, 2023. Field meter installation work started October 26, 2023. New meter pit installations started in early April 2024. Over 2,400 new meters installed by September 6, representing approximately 53% complete. | Carryforward (Strategic) | 2022-08 | In Progress 50% |
| 119 | IS | 370 | Waldorf | \$1,200,000 | \$0 | Gas Tax / Capital Reserves | 2023 | 2025-Q4 | | A, B, D, E, F, F Islands and DoS | F | Regional Water Service - Eastbourne Groundwater Supply Expansion (Phase 2) (Discretionary) | F - Water Stewardship L - Service Delivery Excellence | Currently, the Eastbourne water system on Keats Island serves permanent and seasonal customers and the water system has a pumping and supply capacity limitation including a residential fire flow deficit. During the peak summer months there have been instances in which the residential customers have run out of water. The system also has inadequate fire protection storage capabilities, and lacks any water supply redundancy as the existing primary water well and pumps cannot be taken out of service as there is not any backup to them. Additional community engagement occurred in Q3 2024 with report back to Board late Q3/early Q4 2024 This project is to enable the development of the wells, tie in and construction required to connect these wells to the existing Eastbourne system. Based on discussion with the Board on the findings of the preliminary design for the new wellfield, further community consultation occurred in Q3 2024. Staff seeking approval for grant funding opportunities via DRF Grants to offset contribution from currently approved funding sources. | Carryforward | 2023-10 | Started |

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| Line No. | Dept. | Function | Mgr. | Budget \$ | Budget Expended (to date) | Funding Source | Budget Year | Proposed Completion Date | Actual Completion Date | Function Participants | Work Location | Description | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|----------|-----------|-----------|---------------------------|---|-------------|--------------------------|------------------------|----------------------------------|---------------|---|---|--|--------------------------|----------------------|-----------------|
| 120 | IS | 370 | Walkey | \$213,000 | \$166,136 | Operating Reserves | 2021 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis (Strategic Goal) | F - Water Stewardship | Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which has been reviewed by staff. Additional Fireflow Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades. Three additional change orders added for further work/analysis. | Carryforward (Strategic) | 2022-10 | In Progress 75% |
| 121 | IS | 370 | Rosenboom | \$25,000 | \$17,461 | Reserves | 2020 | | | A, B, D, E, F and DoS | Regional | Regional Water Service - Implementation of shishásh Nation Foundation Agreement | F - Water Stewardship | Resolution 206/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592 | Carryforward | | In Progress 75% |
| 122 | IS | 370 | Walkey | \$550,000 | \$450,000 | Operating Reserves | 2022 | | | A, B, D, E, F, F Islands and DoS | All | Regional Water Service - Installation and Decommissioning of the Edwards Lake Siphon System and Drought Response Costs | F - Water Stewardship | Applications are being prepared for extension of permit until Q4 2026, delaying the need to decommission siphon systems until 2026. | Carryforward | | Started |
| 123 | IS | 370 | Rosenboom | \$164,844 | \$0 | Operating Reserves | 2022 | | | A, B, D, E, F, F Islands and DoS | E | Regional Water Service - Reed Road Building Repair | L - Service Delivery Excellence | Roof has been patched after windstorm damage. Damage has not impacted infrastructure inside the building. | Carryforward | | Not Started |
| 124 | IS | 370 | Waldorf | \$275,000 | \$0 | Operating and Capital Reserves | 2023 | | | A, B, D, E, F, F Islands and DoS | A | Regional Water Service - Egmont Water Treatment Plant - Feasibility Study and Preliminary Development (Non-Discretionary) | F - Water Stewardship L - Service Delivery Excellence | The Egmont water treatment facility does not have adequate filtration for removal of organics in the drinking water. A feasibility study is required to explore and recommend additional treatment options for managing the elevated organics in the water supply from water supply at Egmont (i.e. Waugh Lake). It is anticipated that this study will result in the development of preliminary corrective measures such as improved filtration options like upgraded cartridge filters and/or additional treatment improvements. RFP is drafted and with purchasing. Waiting for consultant feed back on treatment options, an RFP for design of additional treatment prior to chlorination is being drafted. Staff are completing a round of water quality testing to facilitate recommendations from consultant. Water testing in progress and data will be used to create the RFP for enhanced treatment. | Carryforward | 2024-05 | In Progress 25% |
| 125 | IS | 370 | Shoji | \$250,000 | \$0 | Capital Reserves | 2023 | | | A, B, D, E, F, F Islands and DoS | sNGD | Regional Water Service - Sechelt Nation Government District - Zone Metering (Discretionary) | F - Water Stewardship | As sNGD is not installing water meters, zone metering of sNGD areas is required to analyze water use for the Chapman Water System. Project on hold until determination on Sechelt Nation metering is agreed upon. | Carryforward | | Not Started |
| 126 | IS | 370 | Walkey | \$30,550 | \$0 | Operating Reserves | 2024 | | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Aquifer 560 Watershed Agreement | F - Water Stewardship | In September 2023, the SCRD signed the Aquifer 560 Watershed Agreement. The agreement was developed because both jurisdictions manage water systems that rely upon groundwater sources in Aquifer 560. The agreement covers several topics, including expanding the aquifer monitoring and additional engineering to optimize shared infrastructure and potential emergency response. Additional groundwater monitoring equipment is installed in SCRD Wells and invitation is being sent to residents to allow them to be installed in their wells as well. No uptake for volunteers to take part in monitoring network. Report on monitoring results expected in Q4 2024 | Business Continuity | | In Progress 50% |
| 127 | IS | 370 | Rosenboom | \$100,000 | \$0 | Reallocation of Long-Term Surface Water Project | 2023 | | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Lower Crown Raw Water Reservoir | F - Water Stewardship | Staff are continuing to work with the shishásh Nation on the engineering and design of this reservoir, including the confirmation of the operational and financial implications to the SCRD. Discussions about the lease agreement associated with the transfer of the land and constructed infrastructure to the SCRD have not been initiated yet. The Province confirmed that Electoral Assent would need to be obtained before the SCRD can execute this lease agreement. The Nation has not yet been able to secure the funding for the construction of the project. Contractor retained for engineering support on feasibility assessment and design work. | Board Directive | | Started |
| 128 | IS | 381 | Walkey | \$5,000 | \$3,160 | Reserves | 2022 | 2024-Q4 | | A | A | Greaves Road Waste Water Plant - Septic Field Repairs (MANDATORY - Asset Failure) | L - Service Delivery Excellence L - Climate Resilience & Environment | A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m have been removed to prevent further root intrusion. D box had repairs completed on it. With remaining funds siphon tank lid will be replaced. | Carryforward (Mandatory) | | In Progress 75% |
| 129 | IS | 382 | Shoji | \$968,591 | \$40,935 | Operating Reserves / Gas Tax | 2021 | 2024-Q4 | | E | E | Woodcreek Park Wastewater Treatment Plant - Collection System Designs (MANDATORY - Asset Failure) | L - Service Delivery Excellence | On Oct. 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In Apr. 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the Jun. 23, 2022 Board meeting, the Board approved entering into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. Engineering Services RFP closed January 4, 2023 and a contract to complete detailed design and tender specifications was issued in March 2023. Operational trials completed which pushed the project schedule back nearly seven months. Detailed design and tender specifications completed, final Provincial permit amendment received, and major equipment purchase awarded. Community Open House held July 3. Construction RFP drafted. | Carryforward (Mandatory) | 2022-10 | In Progress 25% |
| 130 | IS | 382 | Shoji | \$5,964 | \$0 | Operating Reserves | 2020 | 2025-Q2 | | E | E | Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs (Business Continuity) | L - Service Delivery Excellence | This project has been integrated with the overall wastewater treatment plant upgrade project. | Carryforward | | Not Started |
| 131 | IS | 383 | Walkey | \$7,500 | \$0 | Operating Reserves | 2023 | 2024-Q4 | | E | E | Sunnyside Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary) | L - Service Delivery Excellence | A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. The Sunnyside wastewater service area includes infrastructure such as collection piping, septic tanks and disposal fields that are approaching the end of their useful lives (in some cases) and this study will help the SCRD to develop a better understanding of the costs and timelines associated with the renewal of the infrastructure. In addition, legal consultation will further help the SCRD in determining what options exist in regards to the site and ownership and/or use considerations. Feasibility studies improve the success rate of receiving grants which will assist the users with associated costs. Owner has put property up for sale. Three SCRD departments are working together to determine next steps for the lot. | Carryforward | | Not Started |
| 132 | IS | 384 | Walkey | \$12,500 | \$0 | Operating Reserves | 2023 | 2024-Q4 | | B | B | Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary) | L - Service Delivery Excellence | The Jolly Roger Wastewater Treatment Facility is located on Mercer Road in Halfmoon Bay. The Jolly Roger treatment facility services the Secret Cove Landing (formerly Jolly Roger) development and is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Jolly Roger is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions at the Jolly Roger wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help the Asset Management Department and Infrastructure Services Division develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024. | Carryforward | | Not Started |

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|----------|-------|-----------|--------|-------------|---------------------------|--|-------------|--------------------------|------------------------|-----------------------|---------------|--|--|--|--------------------------|----------------------|-----------------|
| 133 | IS | 385 | Walkey | \$12,500 | \$0 | Operating Reserves | 2023 | 2024-Q4 | | B | B | Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary) | L - Service Delivery Excellence | The Secret Cove Wastewater Treatment Facility is located on Secret Cove Road in Halfmoon Bay and services the marina, restaurant and residential properties within the development. The facility is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2024 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Secret Cove is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions of the Secret Cove wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs. Staff plan on completion by Q4 2024. | Carryforward | | Not Started |
| 134 | IS | 386 | Walkey | \$86,000 | \$0 | Operating Reserves | 2024 | 2025-Q2 | | A | A | Lee Bay Wastewater Treatment Plant - Sand Filter Treatment System Integration (Regulatory) | L - Service Delivery Excellence | Due to gradually increasing effluent volumes being treated over the years at the Lee Bay wastewater treatment plant (WWTP), the treatment facility has reached a technical threshold in terms of effluent volume that now requires the commissioning of the existing sand filter system. The plant design regulates this filter system use during the expected future flows and wastewater treatment may degrade if not used. This system is part of the original design and construction but has been sitting dormant for almost two decades and will require re-commissioning work and/or upgrades to allow it to be utilized. The work required will involve hardware purchases and installations such as pump system(s) replacement as well as upgrades and reconditioning of the gravel filter system, cleaning of tankage, aeration and weir systems (to name a few). Work planning to take place in Q4 2024 and work completion in Q2 2025. | Mandatory | | Not Started |
| 135 | IS | 386 | Walkey | \$20,000 | \$6,150 | Operating Reserves | 2020 | 2024-Q4 | | A | A | Lee Bay Wastewater Treatment Plant - Collection System Repairs (Business Continuity) | L - Service Delivery Excellence | During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project. Staff to complete more repairs in Q3, 2024. | Carryforward | | In Progress 25% |
| 136 | IS | 386 | Walkey | \$81,000 | \$0 | Capital Reserves | 2024 | 2025-Q4 | | A | A | Lee Bay Wastewater Treatment Plant - Generator Replacement | L - Service Delivery Excellence | The Lee Bay Wastewater Treatment Plant is the largest wastewater service area operated and managed by the 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. Tendering scope is being finalized with likely tendering in Q4 2024. | Business Continuity | | Not Started |
| 137 | IS | 387 | Walkey | \$39,677 | \$26,265 | Operating Reserves (2020 and 2021) / User Fees (2023) | 2020 | 2025-Q2 | | B | B | Square Bay Waste Water Treatment Plant - Collection System - Infiltration Reduction (Started 2019 - 2020 and additional in 2021 as Mandatory - Regulatory) - further additional phasing 1 and 2 in 2023 as Non-Discretionary | L - Service Delivery Excellence | Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention. Staff have identified additional areas and have implemented the repairs. More repairs to the collection system are required to avoid future non-compliance incidents. | Carryforward | | In Progress 50% |
| 138 | IS | 387 | Walkey | \$15,000 | \$0 | Operating Reserves / Infrastructure Planning Grant Program | 2023 | 2025-Q2 | | B | B | Square Bay Wastewater Treatment Plant - Square Bay System - Upgrade Planning (Other) | L - Service Delivery Excellence | The collection system is in poor condition as noted in the Asset Management Plan. A system review is required for future upgrades to the collection system to reduce infiltration and maintenance. The tender will be advertised in Q4 2024. | Carryforward (Other) | | In Progress 25% |
| 139 | IS | 388 | Walkey | \$1,024,966 | \$0 | Operating Reserves / Gas Tax / Loan | 2022 | 2027-Q1 | | F | F | Langdale Wastewater Treatment System Upgrade Project (Business Continuity) | L - Service Delivery Excellence | The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolition of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Staff continue discussions with the YMCA and undertake technical assessments and preliminary design work. 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 |
| 140 | IS | 389 | Walkey | \$6,600 | \$0 | Operating Reserves | 2024 | 2024-Q4 | | A | A | Canoe Road Wastewater Treatment Plant - Root Mitigation / Removal | L - Service Delivery Excellence L - Climate Resilience & Environment | The Canoe Rd WWTP has a small treatment and disposal field that is critical to the ongoing management of liquid wastewater on site. The field is located adjacent to a roadway as well as a forested area that has numerous large trees including a large maple. It has been noted during annual inspections that tree roots in the area pose a possible risk to the functionality and condition of both the treatment system and septic field piping. This project will involve various site works including (but not limited to) removal of adjacent tree(s) and/or preventative landscaping to help remove or prevent roots from entering the treatment and disposal site. Work to be completed in Q3, 2024. | Business Continuity | | Not Started |
| 141 | IS | 390 | Walkey | \$30,300 | \$0 | Canada Community - Building Fund (CWF) | 2024 | 2024-Q4 | | A | A | Merrill Crescent Wastewater Treatment Plant - Electrical Works Replacement (Imminent Asset Failure) | L - Service Delivery Excellence L - Climate Resilience & Environment | The electrical system that controls the treatment plant for liquid wastewater at Merrill Crescent is aged and requires replacement and/or upgrade work. The risk for plant failure is very high given the condition of the existing system and requires immediate replacement. | Mandatory | | Not Started |
| 142 | IS | 393 | Walkey | \$35,000 | \$19,227 | Reserves | 2022 | 2024-Q4 | | A | A | Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory) | L - Service Delivery Excellence | Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Some modifications have been made, more to come. Staff have completed work in both trash tanks. As built need to be updated. | Carryforward (Mandatory) | | In Progress 75% |
| 143 | IS | 351 / 352 | Sole | \$10,000 | \$0 | Taxation | 2024 | | | All | Sechelt / A | Regional Solid Waste (Sechelt and Pender Harbour) - Asbestos Exposure Control Plan and Silica Exposure Control Plan (Regulatory) | F - Solid Waste Solutions L - Service Delivery Excellence L - Climate Resilience & Environment | An update to the Asbestos Exposure Control Plan, as well as a Silica Exposure Control Plan, are required to ensure a safe work environment for staff at the Pender Harbour Transfer Station and Sechelt Landfill. Without an update to the Asbestos Exposure Control Plan and the development of a Silica Exposure Control Plan, service level reductions will occur, including the cessation of drywall collection for recycling, and site operations may cease in the event of a regulatory inspection that determines silicates (i.e. dust) to be above safe levels. Staff are working with a consultant to prepare these plans. | Mandatory | | In Progress 75% |

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|----------|-------|-----------------------------|-----------|-----------|---------------------------|--------------------|-------------|--------------------------|------------------------|---|---------------|---|---|--|--------------------------|----------------------|-----------------|
| 144 | IS | 365 / 366 | Waldorf | \$50,000 | \$0 | Operating Reserves | 2024 | | | A and sNGD | A and sNGD | North and South Pender Harbour Water Services - Piping System Connection Feasibility Study and Design | L - Service Delivery Excellence | Review the opportunity to connect North and South water systems. Primarily the benefit would be redundancy and/or back-up for each water system. Water modelling components included added to existing contract for execution in upcoming months. Reviewing with Int Engineering Staff | Business Continuity | | In Progress 25% |
| 145 | IS | 365 / 366 / 370 | Walkey | \$102,000 | \$0 | Capital Reserves | 2024 | 2025-Q1 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Pneumatic Boring Tool | L - Service Delivery Excellence | This proposal is to purchase the pneumatic boring tool in addition to the compressor and road plate. The current mole is past its useful life and doesn't meet current safety requirements and should be removed from service. In recent years there have been a couple serious near misses' using the mole. Tender awarded. | Business Continuity | | Not Started |
| 146 | IS | 365 / 366 / 370 | Rosenboom | \$50,000 | \$0 | Operating Reserves | 2021 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | Regional | Water Service - Water Metering Program: Development of Customer Relationship Management Tool (Strategic Goal) | F - Water Stewardship | Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automation of leak-detection and notification process and 3) improved customer support by staff. Staff are working with IT to explore options | Carryforward (Strategic) | | In Progress 25% |
| 147 | IS | 365 / 366 / 370 | Walkey | \$250,000 | \$0 | Operating Reserves | 2024 | 2024-Q4 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Fire Flow Action Plan | L - Service Delivery Excellence L - Climate Resilience & Environment | A report was brought to the January 11, 2024 Committee of the Whole to provide information on preliminary water system modelling results. These water system models suggested that in some areas, SCRD Water Systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties. The project will have several components: Part 1: More detailed water modelling analyses to confirm the areas of concerns, including a sensitivity analyses. Part 2: Option analyses to identify the potential options for the areas of concern, including but limited to options with respect to zoning, covenants, and water system infrastructure upgrades to support currently approved zoning. The options for potential development in these areas will also be explored in collaboration with the development community. Part 1 and 2 will be undertaken in parallel. Part 3: Develop Fire Flow Action Plan (FFAP) This plan will outline the actions being proposed to address the identified fire flow concerns. This plan will be aligned with the OCP update processes from the SCRD and the District of Sechelt and will also outline the financial implications for the areas where infrastructure upgrades are the recommended approach. Detailed project plan is being drafted, implementation is pending filling vacancies within Utilities division. | Board Directive | | Started |
| 148 | IS | 365 / 366 / 370 | Waldorf | \$580,000 | \$0 | Capital Reserves | 2024 | 2025-Q1 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Supervisory Control Data Acquisition (SCADA) Update / Upgrade | L - Service Delivery Excellence | Supervisory Control Data Acquisition (SCADA) is a system that monitors and controls field devices at remote sites. SCADA systems are critical to maintain efficiency and control by collecting and processing real-time data. The collected data is processed, organized, and presented for system operators to make appropriate responses and control decisions. If control decisions are warranted commands can be dispatched to affect specific operational or configuration changes. The entire SCRD water system including treatment plants, reservoirs and pump stations are controlled by a SCADA system that is now outdated and needs to be updated. The current license is no longer supported, additionally with upgrades and additional systems (such as Church Rd and the OSG system) the SCRD has commissioned, the new communication (Modbus and Profibus) cannot communicate with our current SCADA system. None of our facilities can operate without our SCADA system. Procurement process for engineering and design is underway. Tender was published in Q2 and awarded to MPE consulting for the map and evaluate the SCADA system and related control infrastructure, and provide specifications for upgrades and standardised architecture. | Business Continuity | 2024-03 | In Progress 25% |
| 149 | IS | 365 / 366 / 370 | Rosenboom | \$40,000 | \$0 | User Fees | 2023 | 2024-Q2 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Review of SCRD Subdivision Servicing Bylaw No. 320 (Discretionary) | L - Service Delivery Excellence L - Government Excellence | Bylaw 320 is outdated and requires review to ensure consistency with SCRD's practices and requirements. Staff has substantially completed an internal review of bylaw provisions and reaching out to DOS staff to seek opportunities for alignment where applicable. Redrafted of new bylaw has been initiated. | Carryforward | | In Progress 50% |
| 150 | IS | 365 / 366 / 370 | Rosenboom | \$60,000 | \$13,951 | User Fees | 2020 | 2024-Q4 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Metering Program 2: Water Meter Data Analytics (Strategic Goal) | F - Water Stewardship | Staff are working with IT to explore options. | Carryforward (Strategic) | | Started |
| 151 | IS | 365 / 366 / 370 | Rosenboom | \$87,000 | \$0 | User Fees | 2023 | 2024-Q4 | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Water Strategy Implementation - Development of Water System Action Plans (Discretionary) | F - Water Stewardship | Work on these action plans has been delayed due to the need to first develop an Fire Flow Action Plan | Carryforward | | Not Started |
| 152 | IS | 365 / 366 / 370 | Perreault | \$60,000 | \$0 | User Fees | 2023 | | | A, B, D, E, F, F Islands, SNGD, and DoS | Regional | Water Services - Water Rate Structure Review - Phase 2 (Discretionary) | F - Water Stewardship | Scope of this project is to be refined with Finance before an RFP can be drafted. Tenders expected in Q3-2024. Project now being lead by CFO and report planned to go to lake 22/03 on overall project plan to lead to volumetric billing. This involves Bylaw 320 update, Bylaw 422 update, metering program and lastly billing. | Carryforward | | Started |
| 153 | IS | 383 / 384 / 385 / 388 / 383 | Walkey | \$20,000 | \$2,351 | Operating Reserves | 2021 | 2024-Q4 | | A, B, E, F | A, B, E, F | Wastewater Treatment Plants (Various) - Outstanding Right of Way (MANDATORY - Regulatory) | L - Service Delivery Excellence L - Climate Resilience & Environment | Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staff have begun working on this project. Project paused due to staffing. | Carryforward (Mandatory) | | In Progress 25% |
| 154 | IS | 384-385 | Walkey | \$22,000 | \$0 | Operating Reserves | 2023 | 2024-Q4 | | B | B | Secret Cove / Joly Roger Wastewater Treatment Plants - Outfall Maintenance Phase 1 (Discretionary) | L - Service Delivery Excellence L - Climate Resilience & Environment | The outfall needs more anchors installed to hold the outfall line on the ocean bottom. Staff are working on getting a contractor on site to complete the work. Parts have been ordered. | Carryforward | | Started |
| 155 | PD | 136 | Shay | \$510,000 | \$0 | Grant | 2023 | 2024-Q4 | | All | Regional | Regional Sustainability Services - Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation: Coastal Flooding Project (Discretionary) | L - Service Delivery Excellence L - Climate Resilience & Environment | THAT the report titled Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction - Climate Adaptation Grant Application - Coastal Flood Mapping be received for information; AND THAT the Sunshine Coast Regional District (SCRD) supports the project application to the UBCM Disaster Risk Reduction - Climate Adaptation Program for development of a Coastal Flood Mapping for the SCRD and agrees to provide overall grant management; Sept 2023: RFP completed and inter-governmental project team created. Nov 2023: RFP to market RFP award in process; communication with project partners continues. Initiation in coming month. May 2024: contract negotiations ongoing. Jul 2024: contract signed and kickoff meeting scheduled. Project initiated. | Carryforward | 2023-05 | In Progress 25% |

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| 156 | PD | 136 | Shay | \$40,000 | \$21,072 | Taxation | 2022 | | | All | Regional | Regional Sustainability Services - Community Climate Plan Development (Strategic Goal) | L - Climate Resilience & Environment | Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Masters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch. Draft planned for presentation in Q2. Sept 2023: Draft CCAP presented and referred to strategic planning. Nov 2023: Updating draft with evolving field and draft Strategic Plan. Special Board meeting to be scheduled in Q2 for Board consideration of updated draft. Jul 2024: Plan adopted, activities and graphic design work being planned. Review of draft design in progress. | Carryforward (Strategic) | 2022-01 | In Progress 75% |
| 157 | PD | 200 | Hall | \$35,000 | \$0 | Operating Reserves | 2023 | | | Regional | Regional | Bylaw Enforcement Action (Other) | L - Service Delivery Excellence | In progress. Jul 2024: Progress toward compliance being made. | Carryforward (Other) | | In Progress 50% |
| 158 | PD | 210 | Michael | \$240,648 | \$160,326 | Capital Reserves | 2022 | 2024-Q3 | | E, F and ToG | E, F and ToG | Gibsons and District Fire Protection - Capital Renewal Projects (Business Continuity) | L - Service Delivery Excellence | Hall #1 - Lighting interior and exterior. Emergency Alarm, Gear Washing Machine, Vehicle, Ford Explorer and Hall #2 Transformer, Control Panel, Ford Explorer complete. Lighting nearly complete. Alarm and Gear washing next projects to work on. | Carryforward | | In Progress 50% |
| 159 | PD | 210 | Michael | \$64,800 | \$0 | Operating Reserves | 2024 | 2024-Q4 | | E, F and ToG | E, F and ToG | Gibsons and District Fire Protection - Command Vehicle Budget Increase | L - Service Delivery Excellence | With a full complement of five fire apparatus and three support vehicles, increased call volume and climate change challenges, a replacement command vehicle is required to support the Gibsons and District Volunteer Fire Department. The current vehicle is a 2004 Ford E350 and is due for replacement per capital plan. Proposed to replace with a 1/2 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 |
| 160 | PD | 210 | Michael | \$150,000 | \$0 | Capital Reserves | 2021 | 2024-Q4 | | E, F and ToG | E, F and ToG | Gibsons and District Volunteer Fire Department - Emergency Generator (MANDATORY - Safety) | L - Service Delivery Excellence | Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3 2022. Investigating portable generator option. Evaluating partnership with Infrastructure for a combined RFQ. | Carryforward (Mandatory) | | Started |
| 161 | PD | 210 | Michael | \$585,000 | \$0 | MFA Equipment Loan | 2022 | 2026-Q4 | | E, F and ToG | E, F and ToG | Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (Business Continuity) | L - Service Delivery Excellence | Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. Bid is currently out to market. Fire Commission meeting scheduled for April 18, 2023 to discuss project budget and next steps. Report scheduled for June 22 COW. Update expected for 2024 capital plan budget. AAP process being initiated. AAP Concluded (passed), obtaining bids. | Carryforward | | In Progress 25% |
| 162 | PD | 212 | Higgins | \$30,000 | \$12,483 | Operating Reserves | 2022 | | | D | D | Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value) | L - Service Delivery Excellence L - Climate Resilience & Environment | Expect final shipment end of Q4 2023 | Carryforward | | In Progress 75% |
| 163 | PD | 212 | Higgins | \$16,500 | \$0 | Capital Reserves | 2022 | | | D | D | Roberts Creek Fire Protection - Capital Plan Projects (Business Continuity) | L - Service Delivery Excellence | Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan.(Completion Q4). Electrical control panel. Estimate exceeded budget. Capital plan updated. 2024 Budget proposal. Tablets added per CF List | Carryforward | | Started |
| 164 | PD | 212 | Higgins | \$15,000 | \$0 | Operating Reserves | 2024 | | | D | D | Roberts Creek Fire Protection - Department Uniform | L - Service Delivery Excellence | The department uniform will include station wear and jacket. XRC currently has very limited supply of station wear appropriate for events. This project will have a positive effect on our identity and morale. | Business Continuity | | Started |
| 165 | PD | 216 | Daley | \$623,200 | \$0 | Capital Reserves | 2023 | 2025-Q2 | | B | B | Halfmoon Bay Fire Protection - Rescue 1 Fire Apparatus Replacement | L - Service Delivery Excellence | Supplier ITB chosen and PO to be released shortly. | Carryforward | | In Progress 25% |
| 166 | PD | 216 | Daley | \$250,000 | \$0 | Taxation | 2022 | | | B | B | Halfmoon Bay Fire Protection - RESCOPED project - Long Range Needs Assessment and Preliminary Design Initiatives for Fire Hall #2 Redevelopment Project (Business Continuity) | L - Service Delivery Excellence | Action plan being developed. Consultant required to update current pricing and availability. | Carryforward | | In Progress 25% |
| 167 | PD | 220 | Hall | \$483,295 | \$15,660 | Capital Reserves | 2020 | 2024-Q3 | | All | Secht | Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure) | L - Service Delivery Excellence | Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit being processed. RFP has been issued. Project award expected Q4 2022. Continuing to try to find a contractor. Contract has been awarded with construction expected to commence in Q4 2023, or Q1 2024. Final geotechnical checks underway. Geotechnical checks completed, final design being confirmed. Jul 2024: Required pre-construction tasks continue (final foundation design, archaeology and engineering review). Project budget being reviewed. Update report anticipated. Updated foundation design required in process. | Carryforward (Mandatory) | | In Progress 25% |
| 168 | PD | 220 | Higgs | \$128,000 | \$71,709 | Capital Reserves | 2020 | 2024-Q4 | | All | Regional | Emergency Telephone 911 - Radio Tower Capital Project Consulting Services (Business Continuity) | L - Service Delivery Excellence | Chapman Tower Equipment. Waiting for authorization agreement to be signed. Ongoing work by Planworks Consulting. Agreement signed. On track/progressing as planned. | Carryforward | | In Progress 50% |
| 169 | PD | 220 | Higgs | \$141,400 | \$73,083 | Capital Reserves | 2020 | 2024-Q4 | | All | Regional | Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade (Business Continuity) | L - Service Delivery Excellence | Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers. Two locations are being considered on Vancouver island as potential sites for back-up communication. On track/progressing as planned. | Carryforward | | In Progress 25% |
| 170 | PD | 220 | Higgs | \$45,000 | \$0 | UBCM grant | 2024 | | | All | Regional | Emergency Telephone 9-1-1 - Next Generation 9-1-1 | L - Service Delivery Excellence | SCRD (and all Sunshine Coast local governments) have been provided grants to support data preparation, legal costs associated with data agreements, training and education related to the implementation of next generation (NG) 911 service. The change to this service is mandated by CRTIC. Intergovernmental dialogue on needs, collaboration opportunities and potential cost sharing is underway. Local governments are seeking additional information from senior governments and agencies on specific requirements and timing for these requirements. This proposal has the effect of incorporating grant funds into the budget and establishing a project that can be initiated, likely collaboratively/regionally, once more information is available. Staff continue to learn more about coming upgrades, more information still needed to build a plan. Some required GIS work required by system updates has been initiated. | Business Continuity | | Started |
| 171 | PD | 222 | Hughes | \$10,000 | \$0 | Taxation | 2024 | 2024-Q3 | | All | Regional | Sunshine Coast Emergency Program (SCEP) - Neighbourhood Emergency Preparedness Financial Support (Pilot Project) | L - Service Delivery Excellence | Grant opportunity for registered community and neighbourhood organizations to apply for funding to improve neighbourhood emergency preparedness and resiliency. Suggested to run first year as a "Pilot". Program to be developed for funding opportunities in early fall. | Board Directive | | Started |

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| 172 | PD | 222 | Hughes | \$20,000 | \$0 | Reserves | 2019 | 2024-Q4 | | All | Regional | Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review | L - Service Delivery Excellence | Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. Contract Awarded March 1 - Oct 31, 2024. Contract awarded: Project started in March. Work progressing, however regulations for new legislation are not expected until 2025. Draft will be prepared in anticipation of regulations, but will require regulations to ensure that draft is compliant with new regs. Draft preparation ongoing. Staff report anticipated Q4 2024. | Carryforward | 2024-03 | In Progress 50% |
| 173 | PD | 222 | Hughes | \$48,000 | \$0 | Provincial Capacity Funding | 2024 | 2025-Q1 | | All | Regional | Sunshine Coast Emergency Program (SCEP) - Emergency and Disaster Management Act - Indigenous Engagement Requirements | L - Service Delivery Excellence L - Climate Resilience & Environment L - Social Equity & Reconciliation | The Indigenous Engagement Requirements (IER) Funding Program will provide SCRD with up to \$48,000 of provincial funding for the implementation of the Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA). This funding will assist First Nations and local authorities to engage in activities related to capacity needs, relationship-building and collaboration. Some of these activities are requirements set in legislation. SCRD received a contribution agreement on January 15, 2024. Work done using this funding must be completed by March 31, 2025. Staff will analyze the current SCEP workplan and engage with municipal and First Nations partners to prepare an action plan, which will be presented to the Board. Staff recommend that the delegated authorities sign the contribution agreement to accept this funding. Staff engaging with First Nations on strategy to move forward together. Proposal drafted and signed by all local governments. Timelines varying for each local government and a tracking mechanism to be established to manage funding deadline. Preliminary discussion with shishah and Skwxw7mesh nations has taken place, further planning anticipated. | Business Continuity | 2024-01 | In Progress 25% |
| 174 | PD | 222 | Hughes | \$28,095 | \$0 | CEPF Grant | 2024 | 2025-Q1 | | All | Regional | Sunshine Coast Emergency Program (SCEP) - Emergency Operations Centre Equipment and Training | L - Service Delivery Excellence | Accepted grant for Emergency Operations Centre Equipment and Training valued at \$28,095. Currently working through procurement requirements to purchase equipment. | Board Directive | 2024-04 | In Progress 75% |
| 175 | PD | 222 | Hughes | \$30,000 | \$0 | CEPF Grant | 2024 | 2025-Q1 | | All | Regional | Sunshine Coast Emergency Program (SCEP) - Emergency Support Services Equipment and Training | L - Service Delivery Excellence | Accepted grant for Emergency Support Services Equipment and Training valued at \$30,000. Currently working through procurement requirements to purchase supplies. | Board Directive | 2024-04 | In Progress 50% |
| 176 | PD | 222 | Michael | \$188,803 | \$69,580 | Grant | 2023 | | | All | Regional | Sunshine Coast Emergency Planning - 2023 Firesmart Community Funding and Supports (Other) | L - Service Delivery Excellence L - Social Equity & Reconciliation | FireSmart work is ongoing. Planning for 2024/2025 grant application to maintain program. Work progressing as planned including community outreach, property assessments. Ongoing as part of the SCRD FireSmart program. | Carryforward (Other) | | In Progress 50% |
| 177 | PD | 222 | Hughes | \$62,500 | \$0 | Taxation | 2024 | | | All | Regional | Sunshine Coast Emergency Program (SCEP) - Community Evacuation Plan Template and Workshops - funded over 3 years. | L - Service Delivery Excellence | Funding for a facilitator to develop a community evacuation plan template and to provide workshops for community associations to write their community evacuation plan, from a local knowledge perspective. RFP to be developed to hire contractor for three year project. | Board Directive | | Not Started |
| 178 | PD | 290 | Kirkpatrick | \$100,000 | \$0 | Capital and Operating Reserves | 2024 | | | A, B, D, E, F, sNGD | A, B, D, E, F, sNGD | Animal Control - Vehicle Replacement | L - Service Delivery Excellence | Purchase of a new bylaw vehicle, preferably a four wheel drive hybrid or electric 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. Procurement package ready pending electrical assessment at Field Rd. | Business Continuity | | Started |
| 179 | PD | 500 | Hall | \$244,615 | \$130,581 | MRDT revenue (for 2021, 2023 and 2024) | 2021 | | | A, B, D, E, F | B, D, E, F | Rural Planning Services - Regional Housing Coordinator (including additional funding in 2023 and 2024 - Discretionary) | L - Social Equity & Reconciliation | RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. Award to Kelly Foley contractor, work initiated in Q2. Action plan draft being developed; report to Board in Q4 2022. Action plan report planned for December 2022. Notice of intent to award contract posted. Continuation of this contracted role to enable further progress on housing action plan. Involves extensive intergovernmental and community coordination. Contract in place, work continuing. Work progressing / on track. | Carryforward | | In Progress 75% |
| 180 | PD | 504 | Jackson | \$75,000 | \$0 | Taxation | 2024 | | | A, B, D, E, F | Regional | Rural Planning - Development Approvals Process Review Implementation | L - Service Delivery Excellence | The final report on SCRD's Development Approvals Process Review (DAPR) was endorsed to guide enhancement of SCRD's development approval processes and to be considered as part of the 2024 budget process. The final DAPR report determined that SCRD's approval processes rely on multiple core technologies which are becoming outdated and not consistently used. Existing technology implementations and process workflows are in many cases no longer aligned with business needs and have in many cases been rendered ineffective. To reconcile existent technology deficits, the report made specific recommendations related to SCRD's processes and use of Tempest to both enhance use of technology and application tracking. It has been determined that a full re-integration of Tempest will be required to achieve the desired outcome, which will involve a process that investigates all benefits that can be harnessed from the most modern version of Tempest. As part of this work, SCRD must first document all its current and desired planning-related processes in order to harmonize Tempest capabilities to fully support each planning process. This will be a multi-year project and involve budget requests for at minimum 2024 and 2025. This proposal is for Budget 2024 budget year and involves the first project phase of project initiation and scoping. The project requires the following resources for 2024: 1) Planning and IT staff contracted resources are required to support change management, complete internal review of process mapping and identify technology solutions, and to 2) Funding for a consultant to assist with investigating how tempest functionality can better support planning processes. Detailed scoping underway. | Board Directive | | Started |
| 181 | PD | 504 | Jackson | \$55,000 | \$0 | Local Government Housing initiatives Program Capacity Funding | 2024 | | | A, B, D, E, F | Regional | Rural Planning - Housing Needs Assessment | L - Social Equity & Reconciliation | New legislation enacted by the Province in 2023 (Bills 44, 46, 47) requires local governments to complete updated housing needs assessment reports by December 31, 2024. Staff will undertake to coordinate this work with member municipalities (as was done when the current/prior report was prepared); this funding represents costs for a report only for SCRD electoral areas. The province has provided SCRD with \$174,383 in capacity funding ("Local Government Housing Initiatives program") to undertake regulatory updates, of which this Housing Needs Assessment work is one component. Staff will be providing an update report on the financial and workplan implications associated with these legislative changes and which will speak to utilization of unallocated capacity funding. Coordinated planning with municipalities underway. On track for Q4 2024 completion, as required by legislation. | Board Directive | | In Progress 75% |

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| 182 | PD | 504 | Jackson | \$35,000 | \$0 | MRDT / Taxation | 2024 | | | A, B, D, E, F | Regional | Rural Planning - Regional Land Evaluation - Housing Potential (formerly proposed as a (500) Regional Planning project) | L - Social Equity & Reconciliation | A Land Use Study is one of the key priorities outlined in the Sunshine Coast Housing Action plan. It will provide the community with an inventory and assessment of all public, institutional, non-profit, faith-based, and community-owned land in the region. The project will focus on electrical 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 |
| 183 | PD | 520 | Kennett | \$5,500 | \$2,052 | Operating Reserves | 2023 | | | A, B, D, E, F, sNGD | Regional | Building Inspection Services - Digital Plan Review Preparedness - Hardware, Software and Training (Discretionary) | L - Service Delivery Excellence | The submission of digital building permit applications is a goal of the SCRD Board and the Building Division. In order to succeed a system will need to be in place to digitally review the submitted drawings for compliance with the BC Building Code and applicable Bylaws. By acquiring the hardware, software and training prior to the acceptance of the digital building permit submissions, the Building Division will be prepared to review the digital plans when they are accepted. Privacy Impact Assessment completed. Software purchase / installation completed. Software deployed and working well. Monitors planned for Q2. Monitor installation ready pending (separate/corporate) server upgrade project completion. | Carryforward | | In Progress 75% |
| 184 | PD | 540 | Hall | \$120,000 | \$0 | Operating Reserves / Grant | 2023 | 2024-Q4 | | All | F | Hillside Development Project - Investment Attraction Analysis (Discretionary) | L - Service Delivery Excellence | SCRD has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development. A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCRD to make effective and coordinated decisions for land use and property disposition opportunities. Planning meetings with SCREDO completed, partnership agreement prepared. Partnership agreement being signed by SCREDO. Partnership structure being reconsidered based on departure of Executive Director. To be confirmed in March. Alternative project delivery approaches being researched. Agreement with SCREDO terminated. Watercourse constraint assessment planned for fall 2024. Delivery model for land economics analysis aspect being re-planned. | Carryforward | 2023-05 | Started |
| 185 | PD | 540 | Hall | \$195,400 | \$855 | Operating Reserves | 2023 | 2025-Q2 | | All | F | Hillside Development Project - Headlease Renewal (0.2 FTE) (Non-Discretionary) | L - Climate Resilience & Environment L - Social Equity & Reconciliation | Hillside water lot headlease from the Province expires December 31, 2023. prepare a renewal application that includes Consultation with First Nations, Preliminary Archaeological Field Reconnaissance (PAFR), updated environmental baseline study, management plan [introduce new operating requirements for SCRD going forward; e.g. spill response and inspection plan]. Temporary (maximum 2-year) staffing lift to support project management. Project manager recruited, started Q2. Preliminary engagement initiated. 3-year headlease extension granted by province; engagement with First Nations initiated; archaeology/environmental assessments underway. QEP firm engaged/work underway in Q2/Q3. | Carryforward | 2023-04 | In Progress 50% |
| 186 | PD | 540 | Hall | \$200,000 | \$0 | Operating Reserves | 2023 | 2025-Q2 | | All | F | Hillside Development Project - Hillside Culvert Repair | L - Service Delivery Excellence L - Climate Resilience & Environment | Resolution #358/23 THAT Option 2, remove the culvert and daylight the creek, as presented in the January 12, 2023 staff report is the preferred direction; AND THAT funding of up to \$200,000 from [540] Hillside Industrial Park operating reserves be approved for Hillside Culvert repair/Replacement Project – Option Development; AND THAT the 2023-2027 Financial Plan be amended accordingly; AND FURTHER THAT an update on progress be provided to a future Committee. Geotechnical field work and option development underway. Engagement with adjacent land owners planned for Q2 - not yet completed. | Carryforward | | In Progress 25% |

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| 1 | CA | 110 | McKinley | \$30,000 | | 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 | 117 | Nelson | \$302,000 | | COVID-19 Restart Funding | 2023 | | | All | Regional | Information Technology - Server Replacements (FP AMENDMENT) | L - Service Delivery Excellence | Authorized project in October 2023 (resolution 305/23 #6) and RFQ Awarded #393/23 231 1703 - 6 Rack Servers. March 2024 update: Servers received, being configured. May 2024 - 3 backend servers installed, awaiting VMware licenses to install 3 frontend servers. Servers are in production. | Other | 2024-01 | Completed |
| 3 | CA | 114 / 210 / 216 / 212 / 312 / 613 / 625 | SLT | \$30,000 | | 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 |
| 4 | CS | 310 | Kidwai | \$32,403 | | Taxation | 2024 | 2024-Q3 | | B, D, E, F, DoS, sNGD, TOG | Sechelt | Public Transit - Transit Expansion Priorities (1.56 FTE) | L - Service Delivery Excellence | On September 28, 2023, the Board adopted a resolution (278/23) to enter into a Memorandum of Understanding with BC Transit for 2024/25 service expansion priorities including increased weekday frequency of Route 90 and an annual increase of 550 service hours for handyDART; and to bring forward a budget proposal for the 2024-2027 financial plan deliberations. Route 90 expansion anticipated for a January 2025 commencement (requires additional bus which has been ordered) and handyDART expansion anticipated for July 2024. March 19/24: Awaiting notice regarding provincial funding contribution. May 15, 2024: Custom transit expansion approved and anticipated for a summer start; conventional transit expansion not approved. July 12, 2024: Additional Custom/HandyDart service hours will be introduced in the September. September 13, 2024: Additional HandyDART service hours implemented effective September 03, 2024. | Board Directive | | Completed |
| 5 | CS | 312 | Kidwai | \$10,000 | | Capital Reserves | 2020 | 2024-Q1 | 2024-Q1 | All | Regional | Maintenance Facility (Fleet) - Fleet Loaner Vehicle (Business Continuity) | | Notice current loaner vehicle and replace with another vehicle that will be retired when new EVs are received. June 22/23: Still awaiting for SCRD all new EV to arrive so a selection can be made for the replacement. Sept 28/23: Most of the new EVs have arrived, however, still working with other departments to select new fleet loaner. Nov. 14/2023: No change from September update. March 19/24: Project complete | Carryforward | 2023-Q3 | Completed |

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| 6 | CS | 312 | Kidwai | \$162,000 | | MFA Loan | 2022 | 2023-Q3 | 2024-Q1 | All | Sechelt | Maintenance Facility (Fleet) - Garage Hoist Replacement (MANDATORY - Regulatory) | | Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current A.L.L. 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 |
| 7 | CS | 312 | Kidwai | \$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 |
| 8 | CS | 613 | van Velzen | \$322,000 | | MFA Equipment Loan | 2023 | 2024-Q3 | 2024-Q3 | B, D, E, F, DoS, ToG, SNGD | Gibsons | Community Recreation - Zamboni Replacement (Other) | L - Service Delivery Excellence | Nov. 14/2023: Project awarded, Zamboni ordered - awaiting delivery. March 9/24: No change May 15, 2024: No change, awaiting delivery anticipated for Q3 2024. July 12, 2024: Unit delivered July 10th, invoicing pending. Charger installation scheduled for July. September 13, 2024: Project complete, final invoicing pending. | Carryforward (Other) | 2023-05 | Completed |
| 9 | CS | 615 | van Velzen | \$105,000 | | 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 |
| 10 | CS | 615 | van Velzen | \$21,500 | | Operating Reserves | 2023 | 2024-Q2 | 2024-Q2 | B, D, E, F, TOG, DOS, SNGD | Gibsons and Sechelt | Recreation Facility Maintenance - Health and Safety Equipment (Discretionary) | L - Service Delivery Excellence | Tasks were identified by the Joint Health and Safety Committee for the Gibsons and Area Community Centre (GACC), Sunshine Coast Arena (SCA) as well as the Sechelt Aquatic Center (SAC) with an elevated risk of injury. A Hazard Assessment was completed, and engineered controls were identified to improve staff safety while completing the tasks. The engineered controls include the purchase of a blade changing assistant for both arenas, a specialized rink glass transportation and lifting cart for both arenas, and an electric chain hoist to help lift heavy equipment from the lower-level pump room to the mid-level mechanical room at the Sechelt Aquatic Center (SAC). Nov. 14/2023: Quotes received for SAC chain hoist and SCA blade change assistant cart, requisitions in progress. Not proceeding with GACC blade change assistant, new ice resurfacer is a different brand that is not compatible. Rink glass transportation and lifting cart procurement is ongoing, no longer available from arena equipment supplier, looking for other suppliers. March 19/24: SAC chain hoist awarded, delivery pending. SCA blade change assistant cart, completed. Rink glass transportation cart, no change. May 15, 2024: No change. July 12, 2024: Complete, final invoicing pending. | Carryforward | 2023-09 | Completed |
| 11 | CS | 615 | van Velzen | \$375,000 | | Capital Reserves / Debt | 2023 | 2024-Q2 | 2024-Q2 | B, D, E, F, DoS, ToG, SNGD | Gibsons | Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Packaged Roof Top Unit Replacement | L - Service Delivery Excellence | Nov. 14/2023: Project awarded and in progress. March 19/24: Initial contractor work planning site visit and shop drawing review completed, units ordered with anticipated delivery in Q2. May 15, 2024: Substantially completed, invoicing pending. July 12, 2024: Complete, final invoicing pending. | Carryforward | 2023-05 | Completed |
| 12 | CS | 650 | Huntington | \$20,000 | | Taxation | 2022 | 2024-Q2 | 2024-06 | A, B, D, E, F | B | Community Parks - Park Site Furniture Replacement (Minor Capital Repairs) | L - Service Delivery Excellence | Jun 22/23: PAFR completed for the install of various site fixtures, furniture, and receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Procurement process to purchase 6-7 pre-cast picnic tables underway. Will be installed in various parks that have empty concrete slabs. Nov. 14/2023: RFP for picnic tables closed. Evaluation process to begin for contract award. Anticipate project to carry into 2024 for completion. March 19/24: Picnic tables scheduled for installation starting week of March 18/24 May 15, 2024: Anticipate project completion by end of Q2. July 12, 2024: Completed. | Carryforward | 2023-03 | Completed |
| 13 | CS | 650 | Huntington | \$19,224 | | Taxation | 2022 | 2024-Q1 | 2024-Q1 | A, B, D, E, F | A, B, D, E, F | Community Parks - Garbage Receptacles (Minor Capital Repairs) | | Jun 22/23: PAFR completed for the install of receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Awaiting delivery of receptacles (Mid October 2023). Parks Operations staff have completed roughly 50% of concrete pad installations. Project completion anticipated by end of Q4. Nov. 14/2023: Garbage Receptacles received. Concrete slabs completed. Operations staff to start installing units once locking mechanisms are received. March 19/24: All ordered receptacles installed. Project Completed. | Carryforward | 2022-10 | Completed |

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: September 18, 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 | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|----------|------------|-------------|---------------------------|---|-------------|--------------------------|------------------------|---|----------------|--|---|--|--------------------------|----------------------|------------|
| 14 | CS | 680 | Huntington | \$11,872 | | Operating Reserves | 2020 | 2023-Q4 | 2024-Q1 | A, B, D, E, F | D | Dakota Ridge Recreation Service Area - One-Time Minor Capital - Upgrades and Renewal (Low Cost, High Value) | | One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment. Nov 24/22: Finalizing the design for the new main entry kiosk signage. Supplier has updated that the new grooming drag is being manufactured and will be shipped as soon as possible. Revisiting a solution for storage. Apr 27/23: Grooming drag attachment purchased and received in Feb 2023. Sept 28/23: Wood stove and chimney replaced and Wett Certified. Nov. 14/2023: All Signage complete. March 19/24: All signage received and installed. Lighting system with generator installed in equipment storage hut. Project completed. | Carryforward | 2022-08 | Completed |
| 15 | IS | 350 | Sole | \$25,000 | | 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 - \$3,000 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 |
| 16 | IS | 350 | Sole | \$265,000 | | Taxation 2020, 2021, 2023 | 2020 | | | All | Regional | Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1 - 2020 and Phase 2 (2021 including additional Phase 2 funding 2023) (Business Continuity) | F - Solid Waste Solutions | Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. RFP for feasibility study for one additional site and second opinion on landfill siting options did not result in securing contractor. Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1. Staff were directed to undertake a second opinion to confirm the landfill siting options identified in Phase 1. As such, confirmation of the feasibility landfill sites can be considered to be part of the scope of the Phase 2 project, this work is currently funded from the Phase 2 budget. Consequently additional funding is required to complete the original deliverable of this Phase 2 project. The results of Phase 2 were presented to the Board on January 25, 2024. | Carryforward | | Completed |
| 17 | IS | 350 | Sole | \$70,000 | | Taxation | 2024 | | | All | Regional | Regional Solid Waste - Environmental Pollution Insurance Requirements for Landfills | F - Solid Waste Solutions L - Climate Resilience & Environment | New insurance requirements from the provincial government, through Municipal Insurance Association of British Columbia. Insurance documents received. | Mandatory | 2023-12 | Completed |
| 18 | IS | 350 | Shoji | \$96,000 | | Eco-Fee | 2022 | 2024-Q4 | | All | A | Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I (Business Continuity) | F - Solid Waste Solutions | The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2. Phase 1 upgrades in progress and XCG Contract Amended to include design work for 2023 upgrade program. Remaining Phase 1 upgrades will be completed in combination with Phase 2 works. Share shed roof repair work completed. | Carryforward | 2022-10 | Completed |
| 19 | IS | 366 | Walkey | \$99,824 | | 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 |
| 20 | IS | 370 | Waldorf | \$375,000 | | 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 Marianne 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 |
| 21 | IS | 370 | Waldorf | \$9,400,000 | | 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 SCRDR 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 |
| 22 | IS | 370 | Walkey | \$150,000 | | 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 |
| 23 | IS | 370 | Waldorf | \$2,144,903 | | Reserves | 2020 | 2024-Q1 | | A, B, D, E, F and DoS | B, D, E, F, DO | Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade | F - Water Stewardship L - Service Delivery Excellence | This project is substantially complete and is in closeout. A final consultant change order will be taken to the Board in Q4 for extra consultant services. Minor Deficiencies are still being addressed by contractor. Manuals for Operation and Maintenance submitted for review by SCRDR staff. | Carryforward | 2019-11 | Completed |
| 24 | IS | 370 | Waldorf | \$169,000 | | User Fees | 2023 | 2024-Q2 | | A, B, D, E, F, F Islands and DoS | D | Regional Water Service - Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning (Non-Discretionary) | F - Water Stewardship L - Service Delivery Excellence | Decommissioning of the existing system will happen once the OSGH installation project is completed and when operations staff is confident that the new system is performing as intended. The OSGH system has been operational but there remains some outstanding deficiencies, this has led to the delay of decommissioning. Chlorine Gas no longer onsite. Equipment decommissioning ongoing in 2024. Decommissioning completed. | Carryforward | 2023-8 | Completed |
| 25 | IS | 370 | Walkey | \$210,000 | | MFA 5- Year | 2021 | 2024-Q2 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - 2021 Vehicle Purchases (Business Continuity) | L - Service Delivery Excellence | Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet. 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful 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 and 3 have been delivered. Vehicle 2 to be delivered in 2024-Q2. | Carryforward | | Completed |
| 26 | IS | 370 | Rosenboom | \$42,800 | | Operating Reserves | 2020 | | | A, B, D, E, F, F Islands and DoS | Sechelt | Regional Water Service - Chapman Creek Environmental Flow Requirements Update (Strategic Goal) | F - Water Stewardship | Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Provincial order received in fall 2023 but to late for implementation and includes several complex requirements. | Carryforward (Strategic) | | Completed |

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: September 18, 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 | Focus/Lens F/L | Current Status | Category | Start Date (YYYY-MM) | % Complete |
|----------|-------|----------|---------|-----------|---------------------------|---------------------------------------|-------------|--------------------------|------------------------|----------------------------------|---------------|---|---------------------------------|---|---------------------|----------------------|------------|
| 27 | IS | 370 | Walkey | \$74,125 | | Capital Reserves | 2021 | 2024-Q4 | | A, B, D, E, F, F Islands and DoS | Regional | Regional Water Service - Chapman and Edwards Lake Communication System Upgrade (Business Continuity) | L - Service Delivery Excellence | Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. Starlink satellite installed at Chapman Lake. Communication reliability improved. Wi-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Starlink being installed at Edwards Dam. Project is substantially complete. | Carryforward | | Completed |
| 28 | PD | 210 | Michael | \$35,000 | | Operating Reserves | 2022 | 2024-Q2 | | E, F and ToG | E, F and ToG | Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value) | | Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions. This project has started and is expected to conclude in Q4 2023 90% of the equipment has arrived, 10% still required to be ordered. Final equipment ordered. This project is complete. | Carryforward | | Completed |
| 29 | PD | 212 | Higgins | \$7,934 | | Taxation | 2024 | | 2024-Q1 | D | D | Roberts Creek Fire Protection - Duty Officer Vehicle | | A fleet enhancement of one responsibility 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 |
| 30 | PD | 212 | Higgins | \$10,600 | | Operating Reserves | 2024 | | | D | D | Roberts Creek Fire Protection - Asphalt Repair | L - Service Delivery Excellence | Repair sinking asphalt against building foundation. Contingency included if perimeter drain damaged or non-existent. | Business Continuity | | Completed |
| 31 | PD | 222 | Hughes | \$120,000 | | 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 |
| 32 | PD | 222 | Hughes | \$58,000 | | Taxation | 2023 | 2024-Q2 | | All | Regional | Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update (Discretionary) | L - Service Delivery Excellence | The HRVA underpins all emergency planning on the Sunshine Coast. Updated climate, demographic, development and topographic information can be used to prepare an improved HRVA. Last update was 2005. RFP was awarded, work started in Q4 2023 and completed July 4, 2024. Final HRVA will be distributed to local authorities as a living document for further updates as necessary. Draft report received July 2024; being reviewed/finalized before reporting to Board and public. | Carryforward | | Completed |
| 33 | PD | 504 | Jackson | \$433,050 | | 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 Category

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

Open Projects by Year

| | |
|--------------|------------|
| 2016 | 1 |
| 2018 | 3 |
| 2019 | 1 |
| 2020 | 23 |
| 2021 | 21 |
| 2022 | 28 |
| 2023 | 50 |
| 2024 | 59 |
| TOTAL | 186 |

% Complete Summary

| | Count | Percentage | DEFINITION |
|-----------------|------------|-------------|---|
| Not Started | 30 | 13.7% | Work has not been started for project. |
| Started | 36 | 16.4% | Work is in preliminary stages. |
| In Progress 25% | 51 | 23.3% | Up to 25% progress |
| In Progress 50% | 28 | 12.8% | Up to 50% progress |
| In Progress 75% | 41 | 18.7% | Up to 75% progress |
| Completed | 33 | 15.1% | 100% Finished |
| Deferred | 0 | 0.0% | Project was deferred by motion. |
| Cancelled | 0 | 0.0% | The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number) |
| TOTAL | 219 | 100% | |

Policy Codes Key

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 26, 2024

AUTHOR: Tina Perreault, Interim Chief Administrative Officer/Chief Financial Officer
Kyle Doyle, Manager, Asset Management

SUBJECT: **VOLUMETRIC BILLING RATE CONSIDERATIONS**

RECOMMENDATION(S)

- (1) THAT the report titled Volumetric Billing Rate Considerations be received for information;**
 - (2) AND THAT a Uniform Block rate structure be developed for the North and South Pender Water systems for the implantation of ‘mock billing’ in 2025 and actual volumetric billing in 2026;**
 - (3) AND THAT an Inclining Block rate structure be developed for consideration in 2027;**
 - (4) AND THAT leak resolution and the development of policy be considered as part of the rate setting process;**
 - (5) AND FURTHER THAT customer classifications be established based on BC Assessment Property Classes in consideration of establishing variable usage rates.**
-

BACKGROUND

The Volumetric Billing Project was initiated as part of the Board’s 2023-2027 Strategic Plan as a broader effort to improve water management across the SCRD. Approximately 13 years ago, the Sunshine Coast Regional District (SCRD) launched the Universal Water Meter Program, which aimed to install water meters across all water service areas to better monitor and manage water consumption.

Since then, two phases of the program have been completed. Water meters have been successfully installed on all properties within the North and South Pender Harbour Water service areas, as well as on the majority of commercial properties and many residential properties within the Regional Water Service. The third phase of the water meter installations is currently underway, with Neptune Technology Group contracted to complete the installations by mid-2025. This phase will enable the implementation of volumetric billing across all three water service areas and help to improve the efficiency of water use across the region.

A report was presented to the September 28, 2023 Committee of the Whole summarizing recommendations from InterGroup Consultants to help guide this process. These

recommendations focused on selecting a rate structure that aligns with the principles of the SCRD while striving to achieve a smooth transition from a flat rate structure.

At the July 11, 2024 Committee of the Whole meeting a report was presented to provide an update on the Volumetric Billing Project and subsequently the Board adopted the following recommendations:

217/24 Recommendation No 3 (in part) Volumetric Billing Project Update

AND THAT staff proceed with next steps as follows:

- i) complete water meter installations by mid-2025;
- ii) develop options for a comprehensive volumetric rate structure for the Board;
- iii) implement mock billing phases for the North and South Pender Harbour Water Services in 2025 and for the Regional Water Service in 2026; and,
- iv) transition to live billing for the North and South Pender Harbour Water Services in 2026 and for the Regional Water Service in 2027;

The purpose of this report is to provide an update on the status of the Volumetric Billing Project and to provide recommendations for volumetric billing rate structure implementation for the SCRD water service areas.

DISCUSSION

A critical step towards the implementation of volumetric billing is the selection of a rate structure. The consultant recommended that the SCRD adopt an initial uniform rate structure where 80% of revenue was based on fixed-fees and only 20% was based on consumption. They emphasized the importance of a gradual transition to limit the risk to revenue sufficiency and to permit staff and the public adequate opportunity to adjust to the new rate structure.

Ongoing review of existing processes for data collection and analysis, billing software, and infrastructure operations has highlighted several challenges that need to be overcome as we implement volumetric billing. For example, the configuration of previously installed water meters are not conducive to some rate structures. These issues will need to be resolved prior to the transition to volumetric billing to minimize billing errors and billing inconsistencies later on.

Water Rate Structures

InterGroup recommended the SCRD gradually transition to volumetric billing to allow for the desire to affect more efficient water usage patterns with the ability for the organization to effectively implement the program. A phased approach was also emphasized to ensure that revenues are sufficient to fund operating costs.

InterGroup presented a series of principles to guide the selection of a rate structure, including two mandatory outcomes of 'financial sustainability' and 'regulatory compliance'. Given the Board's strategic emphasis on water stewardship and efficient use it is understood that the principle of 'Water Conservation and Efficiency' should be prioritized as well as 'Affordability and

Equity’ to ensure basic needs are not priced out of the reach of any residents. ‘Simplicity’, while important, was not considered to be a driving consideration in selecting a rate structure.

A Uniform Rate structure with the majority of revenue collected through fixed fees was recommended as the best rate structure for initial implementation within the SCR D water services. With this rate structure a small portion of the revenue will be dependent on the actual water use and every unit of water has the same cost. The Uniform Rate structure does not provide the highest degree of conservation incentives however *“InterGroup recommends that the Regional District should not implement an inclining block rate structure until the Regional District has a more conservative volumetric rate structure in place to better understand the change in consumption habits of customers and their consumption profiles.”* This would likely occur within 2-3 years of implementation of volumetric billing.

An Inclining Block Rate was supported by InterGroup as the eventual rate structure for all water systems as it best encourages water conservation and efficiency. As consumption exceeds pre-determined thresholds the rate that is charged for each unit of water increases under this rate structure. Like the Uniform Rate structure, this rate structure typically includes both a fixed-fee and a variable-fee component to ensure revenue stability. The distribution of these fees can be adjusted to encourage further conservation once usage patterns have stabilized. Any rate structure needs to be monitored and adjusted to adapt to changing water supply conditions, demand patterns, and financial needs. These adjustments will ensure that the rate structure continues to support sustainability goals and remains equitable.

- (6) The Board’s decision on the desired water rate structure is crucial to proceed with the implementation of the Volumetric Billing Project. The adoption of the Uniform Rate will establish a foundation for water conservation, equitable pricing, and financial stability that can be improved over time with the introduction of an Inclining Block rate. **It is recommended a Uniform Block rate structure be developed for the North and South Pender Water systems for the implantation of ‘mock billing’ in 2025 and actual volumetric billing in 2026. An Inclining Block rate structure will be developed for consideration in 2027.**

Water Leaks

A large component of successful demand management relates to identifying and resolving leaks. The installation of water meters has helped to identify water service connections with potential leaks and has enabled notices to be delivered to affected property owners. Each month in the North and South Pender Water Systems between 5-10% of water meters indicate a continuous flow which suggests a leak on the customer side of the water service connection. Based on recent water meter data collected, the volume of water delivered to these properties accounts for approximately 25% of all water that is delivered in these systems. This is about 10% above the average for a well-managed water system. While most leaks are relatively small, some are substantial.

This highlights the importance of encouraging property owners to resolve leaks in the pursuit efficient water use. This can be a significant and costly challenge for some homeowners depending on the length of their service connection and the ability to pinpoint the location of the leak. A rapid transition to volumetric billing may result in financial hardship for some property owners who are unable to quickly resolve leaks, ultimately failing to achieve the goal of improved water usage efficiency and affordability. To best achieve water efficiency while maintaining equitable and affordable water services an adequate-length transition period is

needed. Therefore, as part of the rate setting, leak resolution and an associated policy will be brought forward for consideration.

Mock Billing

The mock billing process is a crucial phase of the transition to a volumetric rate billing structure, aimed at educating residents about the new billing system and encouraging prompt leak resolution. Significant improvements in efficient water use can be realized through effective mock billing implementation. The top 10% of water users who do not have a leak in the North and South Pender Water Systems consume over 30% of the total volume of water delivered. This illustrates the significant potential for behavioral changes to contribute to efficient water use.

While the final format has not been established, it can be anticipated that ‘mock billing’ will see quarterly letters issued to each customer to provide information on their water usage, tips for reducing consumption, and guidance on how to detect and resolve any leaks. Once underway it is anticipated that attention will be needed to resolve issues that may arise such as malfunctioning water meters, billing irregularities, and process bottlenecks. The resolution of the emerging issues is essential to ensure a smooth transition to usage-based billing.

Customer Classes

InterGroup’s report discussed the use of water meter sizes to differentiate between customer classes. A review of water meters in the North and South Pender Harbour Water services show that only 40 of the more than 1500 existing meters have a unique meter size (≥ 1 ”). These meters do not correlate with property usage as installations were historically based on customer preference. An alternative classification system could be developed based on BC Assessment’s nine property classes:

Table 1: BC Assessment Property Classifications

| Classification | Description |
|----------------|-----------------------|
| Class 1 | Residential |
| Class 2 | Utility |
| Class 3 | Supportive Housing |
| Class 4 | Major Industry |
| Class 5 | Light Industry |
| Class 6 | Business and Other |
| Class 7 | Managed Forest |
| Class 8 | Recreation/Non-Profit |
| Class 9 | Farm |

This would simplify the SCRD administration of property classifications and allow for water charges to be more closely associated with property usage. It is envisioned that different rates for each customer class would not be implemented until usage patterns have stabilized and further analysis has been completed. **It is recommended that customer classifications be developed based on BC Assessment Property Classifications to allow future implementation of variable usage rates.**

Organization and Intergovernmental Implications

The Volumetric Billing Project is a multidisciplinary initiative that will require updates to several SCRD bylaws, including Water Rates and Regulations Bylaw No. 422, Subdivision Servicing Bylaw No. 320, as well as Waste Collection Bylaw No. 431 and the Sewage Treatment Facilities Service Unit Bylaw No. 428 due to changes in the billing period. Coordination with legal and regulatory bodies will be crucial to ensure compliance and a smooth transition to the new billing system. Reserve bylaws will need to be revised to align with the new rate structure.

Significant interdepartmental collaboration will be necessary, particularly between the Finance and Infrastructure Services Departments, to address both technical and administrative aspects. The project will also involve the development of new procedures across multiple departments to support the effective implementation of the system.

Financial Implications

This project will demand coordinated efforts across the organization and close cooperation to ensure all elements are aligned and successfully implemented. It is estimated that 17 staff members and over 2,800 hours of staff time will be required to facilitate the transition to volumetric billing as well as temporary staff resources required to accommodate increases in customer support demands.

The implementation of mock billing will require additional funding to facilitate administrative expenses associated with increased billing frequency. A program will also need to be developed to fund the replacement of water meters in North and South Pender as they approach the end of their estimated useful lives.

Timeline for next steps or estimated completion date

The upcoming milestones in the project timeline include the completion of water meter installations by mid-2025, followed by the enhancement of systems and databases to enable the reading and processing of data from all installed meters by the end of 2025. Mock billing phases are scheduled to begin for North and South Pender Water Services in 2025 and for the Regional Water Service in 2026.

Volumetric billing is projected to start in 2026 for North and South Pender Water Services. Throughout these phases, ongoing community communication will be essential to ensure that the public remains informed and prepared for these changes.

Communications Strategy

As part of the ongoing Volumetric Billing Project, effective communication with the community is a top priority to ensure transparency and public awareness throughout the transition. In alignment with the Board's direction, a comprehensive communications strategy is being developed and implemented.

A key component of this strategy is the creation of a dedicated page on SCRD's online platform, Let's Talk SCRD (letstalk.scrd.ca). This page will serve as a central hub for information related to the Volumetric Billing Project. The initial focus of the Let's Talk page is to provide a high-level overview of the project, share relevant staff reports, and address some early Frequently Asked

Questions (FAQs). The page will be regularly updated as more information becomes available to keep the community informed at every stage of the project.

The Let's Talk page is scheduled to be completed and made publicly accessible in September 2024.

STRATEGIC PLAN AND RELATED POLICIES

This report aligns with the Board’s Strategic Plan focus area of “Water Stewardship: Continue to secure reliable and diverse water sources across the Sunshine Coast and support efficient water use while fostering responsible stewardship of this critical resource.” One of the ways the SCRCD looks to achieve this goal is by: “Improving water demand management and increase the efficiency of water use by completing installation of water meters and implementing volumetric billing.”

CONCLUSION

In conclusion, the Volumetric Billing Project marks a crucial step towards improved water management within the Sunshine Coast Regional District (SCRCD). By gradually transitioning to a volumetric billing system, the SCRCD aims to promote water conservation, ensure financial stability, and maintain equitable access to water services. The phased approach, supported by the installation of water meters and mock billing, will help residents adapt to the new system while providing valuable insights for refining the rate structures. Successful implementation will require continued collaboration across departments, updates to relevant bylaws, and ongoing community engagement. As the project progresses toward its 2027 completion, it will play a vital role in securing the long-term sustainability of the SCRCD's water resources.

| | | | |
|--------------|------------------|-------------|-------------|
| Reviewed by: | | | |
| Manager | | Finance | |
| GM | X – R. Rosenboom | Legislative | X – S. Reid |
| CAO | | Other | |

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole - September 26, 2024

AUTHOR: Nick Copes, Planner II

SUBJECT: AGRICULTURAL LAND COMMISSION APPLICATION ALR00028 (801 LEEK ROAD)

RECOMMENDATIONS

- (1) THAT the report titled Agricultural Land Commission Application ALR00028 (801 Leek Road) be received for information;**
 - (2) AND THAT Agricultural Land Commission Application ALR00028 for the approval of placement of fill be forwarded to the Agricultural Land Commission for review and decision.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a referral from the Agricultural Land Commission (ALC) regarding an application seeking approval for placement of fill at 801 Leek Road in Area D, Roberts Creek, for the purpose of constructing a meadery and food and beverage service lounge. A meadery and food and beverage service lounge are both permitted farm uses in the Agricultural Zone (AG).

The purpose of this report is to provide information about the application (ALC application 101319) for the Committee of the Whole, in order to consider and decide on whether to support the proposal.

The review process for ALC referrals includes the following steps:

- The local government is the first agency to review the ALC application to determine if the application should proceed.
- If the local government does not support the application, the process ends.
- If a Board resolution is forwarded to the ALC, the application process proceeds for review and decision.

Analysis: Application Review

Key elements of the application and the proposed use of the site include:

- The parcel currently houses twelve honeybee colonies and natural foraging.
- The applicant has selectively cleared and leveled land for planting and removed invasive species and rubbish piles.
- A riparian assessment has been completed.
- The entire property of 1.41 ha is proposed for farm use and the long-term intent is to have a productive meadery.

- Zoning and ALC regulations require the use of 50% of farm products used in alcoholic beverage products be produced on the same farm.
- The Soil or Fill Use Application is required as the farm is not yet fully productive to establish the 50% on-site production threshold for farms under two hectares.
- The applicant is working to convert the land to an apple orchard and apiary.
- Bees have been placed on the property and the applicant has purchased apple trees which are being planted.
- The applicant wishes to construct a necessary farm-use structure which will be used as an alcohol production facility with an auxiliary lounge. A meadery use is allowed under SCR D Agricultural zoning and ALC policies.
- The applicant has received Approval in Principle from the Liquor and Cannabis Regulation Branch (LCRB) for a meadery licence.
- The applicant must meet LCRB minimum production and facility requirements.
- The proposal supports agriculture by producing honey and agricultural products.
- The applicant has provided an arborist report noting that the land is well suited for the proposed orchard and meadery.

The applicant has demonstrated a clear intent to improve agricultural potential and establish a conforming farm use. The ALC and LCRB will evaluate and approve the necessary plans to determine conformance. Given the information provided in this application, along with the applicant’s desire to make improvements to the property’s current condition, staff recommend supporting this proposal and forwarding the application to the ALC for decision.



Figure 1 – Location of 801 Leek Road

| | |
|----------------------------|--|
| File number: | ALC 101319 (SCRD File ALC00028) |
| Civic Address: | 801 Leek Road |
| Legal Description: | Lot 1 Block C District Lot 90 Plan 10781 |
| Electoral Area: | D, Roberts Creek |
| Parcel Area: | 1.41 hectares (3.5 acres) |
| OCP Land Use: | Agricultural |
| Land Use Zone: | Agriculture (AG) |
| Application Intent: | To permit the placement of fill to construct a meadery |

Table 1 - Application Summary

Analysis: Policy Review

Protecting future agricultural capability is supported by SCRD’s Agricultural Area Plan, Regional Sustainability Plan, and SCRD’s Elphinstone Official Community Plan. Protecting soil within the ALR from damage associated with non-farm uses is inherent in protecting future agricultural capability. Key SCRD policy related to agricultural land are discussed in further detail below.

Agricultural Area Plan

The Agricultural Area Plan (AAP) has six strategic goals to enable agriculture on the Sunshine Coast, which also relate to the importance of soil retention and enhancement for current and future agricultural capability:

1. Protect farms, improve farming opportunities and expand access to land for agriculture.
2. Secure a sustainable water supply for the Sunshine Coast.
3. Develop a viable Coastal food system.
4. Educate and increase awareness of Coastal food and agriculture.
5. Advance and promote sustainable agricultural practices.
6. Prepare for adaptation to climate change.

The applicant’s proposal aims to improve farming opportunities on the Sunshine Coast and provide locally sourced products to the community. Given the applicant’s desire to establish an agricultural use and produce food on the parcel, this application aligns with the intent of AAP goals.

Roberts Creek Official Community Plan (OCP)

The Area D Official Community Plan includes policies which designate this land as Agricultural and includes agricultural objectives relating to the above policy. Key objectives relating to protection of agricultural land, include:

9.c - Facilitate the sale of agricultural products produced in Roberts Creek both on site and at farmers' markets.

9.d - Support a strategy for diversifying and enhancing farm income by creating opportunities for value added activities related to local agriculture without adverse impacts on farmland capabilities.

The applicant's proposal helps to meet these and other objectives of the Area D OCP by establishing a farm use that supports the production of local agricultural products and value-added sales.

Given this, it is recommended that the ALC evaluate the proposal to determine the conformance with ALC regulations.

Separately from the referral review for this application, the SCR D has approved a riparian Development Permit for the property. LCRB and SCR D review of alcohol service areas, including a proposed outdoor patio, would be conducted at the appropriate time.

Advisory Planning Commission

This application was forwarded to the July 15, 2024, Roberts Creek APC meeting, which resulted in APC support for the application.

Options

On the basis of the information provided in the referral, staff do not have the expertise to determine the benefit or detriment of this application. Unlike the ALC, SCR D does not have the mandate or expertise to request additional information or conduct agrological analysis.

1. **Recommended:** Allow the application to proceed to ALC review: Forward the application to the ALC along with this report. ALC will review and make a decision. This approach utilizes the mandate and expertise of the ALC and responds to the lack of a SCR D bylaw regulating the placement of fill.
2. Deny the application. This is an option available to the SCR D and would terminate the application. This approach may result in the SCR D being required to revisit the decision if further information is provided by the applicant.

Organization and Intergovernmental Implications

Staff are managing a growing number of applications related to placement or removal of fill in the ALR. This highlights an area where SCR D regulations have the potential to be strengthened and will be considered as part of Development Approval Process Review related improvements and OCP renewal.

Timeline for next steps or estimated completion date

Staff provide a response to the ALC once the direction relating to this file has an adopted resolution.

STRATEGIC PLAN

The Government Excellence Lens supports effective, efficient, and informed decision-making.

CONCLUSION

The SCRД received a referral from the ALC for approval of Placement of Fill at 801 Leek Road in Area D (Roberts Creek). It is recommended to forward the application to the ALC for decision along with a copy of this report.

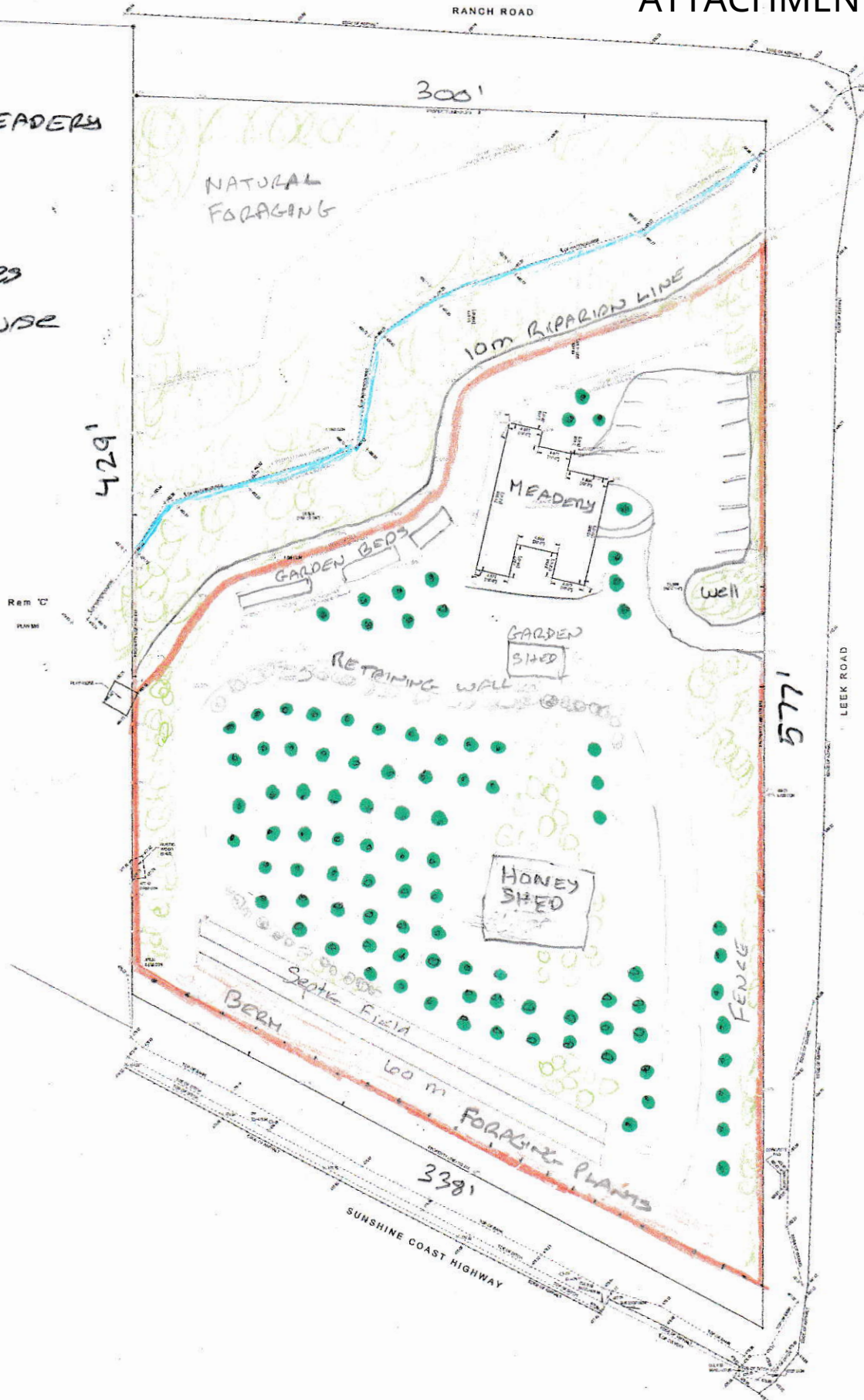
ATTACHMENTS

Attachment A – Site Plan

| Reviewed by: | | | |
|------------------|------------------|-------------------|-------------|
| Manager (Acting) | X – K. Jones | Finance | |
| GM | X – I. Hall | Legislative | X – S. Reid |
| I/CAO | X – T. Perreault | Assistant Manager | |

FORAGERS MEADERY PROPOSAL

- Apple trees
- Watercourse
- Fence



SKETCH PLAN OF FEATURES AND MARKERS SET FOR INSPECTION ON LOT 1 BK 'C' DL 905 Op1 NWD PLAN 10781 ROBERTS CAPEX

CIVIC ADDRESS: 801 LEEK ROAD
 PID: 399-338-471



- LEGEND:**
- LOCATES PLANTED APPLE TREES
 - LOCATES WATERCOURSE THAT FORMS RIPARIAN LINE
 - LOCATES ALUMINUM POST FENCE
 - LOCATES CONCRETE FOUNDATION
 - LOCATES CONCRETE SLAB
 - LOCATES CONCRETE WALL
 - LOCATES CONCRETE FLOOR
 - LOCATES CONCRETE CURB

DATE: 2024.02.26
SCALE: 1:200

PROPERTY:
 PROPERTY INFORMATION AND DETAILS FROM THE LOCAL COUNCIL RECORDS AND THE LOCAL COUNCIL RECORDS AND THE LOCAL COUNCIL RECORDS.

GENERAL:
 THIS PLAN SHOWS THE LOCATION OF ALL THE PLANTING AND THE LOCATION OF ALL THE PLANTING AND THE LOCATION OF ALL THE PLANTING.



DATE: 2024.02.26
SCALE: 1:200

PROVISION:
 THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL COUNCIL RECORDS AND THE LOCAL COUNCIL RECORDS.

DESIGNED BY: Javier Siu
41KLIA
 Digitally signed by Javier Siu 41KLIA
 Date: 2024.02.26 08:59:25 -08'00'

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 26, 2024

AUTHOR: Nick Copes, Planner II

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00099 (7531 COVE BEACH ROAD)

RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;
 - (2) AND THAT Development Variance Permit Application DVP00099 (7531 Cove Beach Road) to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:
 - (a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m;
 - (b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m² in the RU1 Zone from 15% to 20.5%.
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a Development Variance Permit application for 7531 Cove Beach Road in Electoral Area B that requests relaxations to Zoning Bylaw No. 722 to allow for the proposed construction of a swimming pool and an auxiliary dwelling unit. The intent of the application is to decrease the setback from the natural boundary of the ocean from 15 m to 7.5 m for the pool structure and increase the maximum allowable parcel coverage from 15% to 20.5% to allow for the pool and auxiliary dwelling unit.

A report in relation to this application was brought forward to the June 20, 2024, Electoral Area Services Committee (Attachment 1), resulting in the following resolution being passed at the June 27, 2024, SCR D Board meeting:

191/24 **Recommendation No. 2** *Development Variance Permit DVP00099 (7531 Cove Beach Road)*

THAT the report titled Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) be referred to the Electoral Area B Advisory Planning Commission.

The Area B Advisory Planning Commission (APC) reviewed the application at the July 23, 2024, APC meeting. The APC was not able to reach a consensus on the application with discussion including:

For the swimming pool:

- The pool, as it is considered a structure, will count towards parcel coverage beyond that which is allowed by current zoning.
- Construction of a plaza in the space is already permitted.
- Questions around the stated benefit the pool may provide as a heat sink for summer cooling, the possibility of warm water being released into the ocean, and the need for this to be assessed by an appropriate agency.
- Questions around the pool and fence (per artist’s drawings available on the architect’s website) and potential concern that they may not in keeping with Official Community Plan (OCP) guidelines.

In relation to parcel coverage:

- That SCRD bylaws allow up to 35% parcel coverage on smaller parcels.
- The large eaves of the house, which count towards parcel coverage do not cover living space, and in fact protect it from summer heating. They provide beneficial cooling effects, which are becoming essential during our increasingly hot summers.
- The increase to the maximum parcel coverage exceeds both the previous (Zoning Bylaw No. 310) and the current (Zoning Bylaw No. 722) bylaws applicable to the current zoning of this property. Concern was also expressed that increased parcel coverage may also contradict OCP principles.

The minutes from the July 23, 2024, APC meeting are provided as Attachment 2. Based on discussion at the APC meeting, the applicant has provided additional information highlighting the extent of the overhangs, which is included with the current report as Attachment 3.

DISCUSSION

Following APC review of the application staff remain broadly supportive of the application, based on the reasoning set out in the June 20, 2024, Electoral Area Services Committee report (Attachment 1) and recommend issuing the Development Variance Permit. A Development Permit has been applied for which will address matters associated with the Development Permit Areas present on the site and which will ensure that the proposed development (site plan) is safe for intended use. If approved, the applicant would then be able to proceed to the Building Permit stage for the construction of the swimming pool and auxiliary dwelling unit.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit (staff recommendation)

This would permit the proposed construction of the pool and auxiliary dwelling unit on the property to proceed.

Option 2: Issue the permit for aspects of the proposed variance

This may include support for the setback variance or parcel coverage variance, (or for certain aspects of the proposed parcel coverage variance).

Option 3: Deny the permit

The Zoning Bylaw regulation would continue to apply, and the construction of the structures would not be permitted as proposed.

STRATEGIC PLAN AND RELATED POLICIES

The Governance Excellence Lens within the SCRD’s Strategic Plan supports effective, efficient and informed decision-making. The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

CONCLUSION

The proposed development variance permit to vary the setback and parcel coverage would facilitate the construction of a swimming pool and an auxiliary dwelling unit. As set out above, staff are broadly supportive of the application and recommend issuing the development variance permit.

ATTACHMENTS

Attachment 1 – June 20, 2024, EAS Staff Report - Development Variance Permit DVP00099 (7531 Cove Beach Road)

Attachment 2 – July 23, 2024, APC Minutes

Attachment 3 – Overhang Site Plan

| | | | |
|------------------|------------------|-----------------|-------------|
| Reviewed by: | | | |
| Manager (Acting) | X – K. Jones | Finance | |
| GM | X – I. Hall | Legislative | X – S. Reid |
| CAO | X – T. Perreault | Risk/Purchasing | |

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – June 20, 2024

AUTHOR: Nick Copes, Planner II

SUBJECT: Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B

RECOMMENDATION

- (1) THAT the report titled Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B be received;
 - (2) AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:
 - (a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.
 - (b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3500 m² in the RU1 Zone from 15% to 20.5%.
-

BACKGROUND

The SCRD has received a development variance permit application for 7531 Cove Beach Road in Electoral Area B that requests relaxations to Zoning Bylaw No. 722 to allow for the proposed construction of a swimming pool and an auxiliary dwelling unit. The intent of the application is to decrease the setback from the natural boundary of the ocean from 15 m to 7.5 m for the pool structure and increase the maximum allowable parcel coverage from 15% to 20.5% to allow for the pool and auxiliary dwelling unit.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration and decision.

DISCUSSION

Analysis

Zoning Bylaw No. 722 contains the following regulations which the application proposes to vary:

- 5.16.1 No, building or structure or any part thereof, except a boathouse located within an inter-tidal zone or within the I13 Zone, shall be constructed, reconstructed, moved, located or extended within:
- a) 15 m of the natural boundary of the ocean;

7.9.3 Parcel Coverage

| PARCEL AREA | MAXIMUM PARCEL COVERAGE |
|----------------------|-------------------------|
| ≤3500 m ² | 35% |
| >3500 m ² | 15% |

The proposed pool is considered a structure and in order to be constructed at the proposed location, a variance is required to the natural boundary setback from 15 m to 7.5 m.

The subject property is 4,050 m², and therefore subject to a maximum 15% parcel coverage. The proposed construction of the pool and auxiliary dwelling unit are counted towards parcel coverage, bringing the proposed requested total parcel coverage to 20.5%, which necessitates the request for a second variance. For parcel coverage, the single-unit dwelling, currently under construction on the property, contributes 603.41 m² or 14.92% of lot coverage, with the proposed auxiliary dwelling unit and swimming pool contributing 2.45% (99.46 m²) and 2.5% (101.34 m²) of additional lot coverage respectively. In total this results in 20.3% of proposed parcel coverage, or 804.21 m². The requested variance is for 20.5% parcel coverage, or an increase of 5.5% and seeks to provide a 0.2% buffer (about 8 square metres) to ensure that if the variance is approved that the constructed buildings and structures will have flexibility for small margins of error or on-site changes.

The superstructure of single-unit dwelling under construction is in place and accounts for all but 0.08% of the permitted parcel coverage. Given the balance of parcel coverage remaining, it is unlikely that construction of the auxiliary dwelling unit or the pool would be possible without a variance to parcel coverage

The proposed development plans are included in Attachment A.

Table 1 – Application Summary

| | |
|---------------------------|--|
| Applicant: | Eric Pettit, Open Space Architecture |
| Legal Description: | STRATA LOT 1 DISTRICT LOT 1582 STRATA PLAN EPS5814 |
| PID: | 031-056-814 |
| Electoral Area: | Area B |
| Civic Address: | 7531 Cove Beach Road |
| Property Size: | 4,050.80 m ² |
| Zoning: | RU1 (Rural Residential 1) |
| OCP Land Use: | Residential B |
| Proposed Use: | To vary the setback to the natural boundary of the ocean and the maximum permitted parcel coverage to allow for the construction of a swimming pool and auxiliary dwelling unit. |



Figure 1 - Location Map

It is noted that in the Halfmoon Bay OCP, a ‘Future Waterfront Park Opportunity’ is flagged within this general area, though this potential goal was not pursued at the time of the original subdivision.

Consultation

The development variance permit application has been referred to the following agencies for comment:

| Referral Agency | Comments |
|--|---|
| shísháhlh Nation | Comments not received. |
| Protective Services/HMB Fire | Comments not received. |
| SCRD Building Division | No concerns with the proposed variance from a BC Building Code perspective. |
| Neighbouring Property Owners/Occupiers | Notifications were mailed on May 22, 2024, to owners and occupiers of properties within a 100 m radius of the subject property. Comments received prior to the report review deadline are attached for EAS consideration. |

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Comments received prior to the report review deadline are attached. Those who consider their interests affected may also attend the Committee of the Whole meeting and speak at the call of the Chair.

Applicant’s Rationale & Planning Analysis

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
2. The variance should not negatively affect adjacent or nearby properties or public lands;
3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
4. The proposed variance represents the best solution for the proposed development after all other options have been considered; and
5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

The applicant's response to these criteria and staff analysis are provided below.

Applicant Rationale

Parcel Coverage

- Other residential lots allow for 35% parcel coverage, including the R2 zoning, when the lot is under 3,500m²,
- While the parent parcel was rezoned to allow for subdivision, the RU1 zoning was not changed (which would allow greater parcel coverage).
- The parcel coverage increase is needed due to large overhangs as part of the architecture. If excluding the overhangs, parcel coverage for the dwelling under construction and proposed ADU is 11% and counting the pool is 13.5%.
- The pool counts towards parcel coverage, but is in place of a plaza, which would not count as parcel coverage.

Setback

- An existing hard surfaced plaza is allowed at the 7.5 m setback, adding the pool would not encroach further into the natural boundary setback than the plaza.
- The auxiliary dwelling unit and pool would not have any impact on the neighbouring properties. The ADU is in the middle of the property and the pool would soften the visual impact of the existing plaza.
- The 7.5 m setback was in place under Zoning Bylaw 310, in place at the time of initial discussions for the development of the site, including the proposed swimming pool.

General Rationale

- The architecture and layout of the buildings respects natural site characteristics and attempts to blend into the topography (bedrock areas).
- The pool is critical to the functioning of the site, to the following extent:
 - it is part of a geo-thermal ocean loop to provide energy efficient heating and cooling solution for the home and this requires the pool to be close to the ocean to operate the Ocean Thermal Loop.

- it would act as a backup fire suppression system, which would be supplied by an onsite well (not SCRD water). The wildfire suppression system provides benefits and wider protection to the neighbourhood.
 - it would act as a wave break to reduce flooding impact on the home.
- Confusion around application timing and bylaw changes.

Staff Comment

Staff provide the following comments on the proposed variances and applicant's rationale:

Parcel coverage

In the review of the proposed variance of the parcel coverage from 15% to 20.5% it is noted that the applicant has a valid Building Permit for a single-unit dwelling, which is currently under construction, with the superstructure in-place at the time of writing this report. This dwelling, which has a total livable floor area of approximately 510 m², was proposed with a parcel coverage of 603.41 m² or 14.92%,

Though there were site design options available to the property owner prior to the design and construction commencement of the 510 m² single-unit dwelling that would have allowed for a lesser parcel coverage, staff are cautiously supportive of the proposed variance to lot coverage based on the unique situational context as outlined below:

- Topographic challenges of site, including steep slopes, bedrock and high-water mark and flood construction levels, which governed the design and layout of the under-construction single-unit dwelling. Rather than designing within a three-storey stacked floor plan, which would have a greater massing and visual impact, the dwelling has been designed such that it is tiered to blend with the natural topography of the site, meaning that it has limited visual impact both from the shore and neighbouring properties, which is seen as a positive element (see page 4 of Attachment A). It would be fair to say that this tiered design has resulted in a higher lot coverage for the single-unit dwelling in comparison to a more traditional three-storey stacked floor plan.
- The architectural design includes significant overhangs, which for the single-unit dwelling and ADU total 7% of the parcel coverage. Though this is an architectural choice, such overhangs are in excess of that seen on typical buildings and do not contribute to the livable indoor floor area proposed. Larger overhangs can also provide benefits in terms of cooling for dwellings during summer months.
- The swimming pool is counted as part the parcel coverage as it is considered a structure and contributes 2.45% (99.46 m²) towards the proposed parcel coverage. The pool is proposed in place of a plaza on the site, which would not count as parcel coverage. From a massing impact perspective it is considered that there is no tangible difference whether this portion of the site has a swimming pool located in this space or a plaza and the inclusion of the pool includes some positive components, as noted in the applicant's rationale.
- The RU1 zoning allows for parcel coverages of up to 35% for lots up to 3,500 m², with lots over that size being restricted to 15%. Though this is a requirement in the Zoning Bylaw to ensure larger lots in general have lower lot coverages, it is noted that, for example a 2,500 m² lot would allow for a parcel coverage of 875 m², whereas the subject lot of 4,050 m² (550 m² over the 3,500 m² cutoff), is limited to 607.5 m². In this case the applicant proposes parcel coverage of 830.25 m². Given the size of the lot,

being 550 m² over the size at which parcel coverage decreases to 15%, staff feel the requested variance is reasonable. It is noted that outside of this specific application this element of the Zoning Bylaw may require further consideration as part of a review of parcel coverage requirements within zones.

Setback

The proposed setback variance from 15 m to 7.5 m is for the construction of the swimming pool. There is a plaza being constructed in the area where the pool is proposed, which was included as part of the Building Permit plans for the single-unit dwelling. The Building Permit was approved under Zoning Bylaw 310, which only required a 7.5 m setback. As the pool was not part of the original Building Permit, it is now subject to Zoning Bylaw 722, which requires a 15 m setback resulting in the request for a variance. As noted, in relation to the parcel coverage above, the location of a swimming pool has no further tangible impact or encroachment than the construction of a plaza would, so staff are supportive of the proposed variance given this context.

Summary

Staff are broadly supportive of the variance application as proposed. The proposal has also garnered support from the Cove Beach neighbourhood as noted in the attached comments.

A development permit has been applied for which will address matters associated with the Development Permit Areas present on the site and which will ensure that the proposed development (site plan) is safe for intended use.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit (staff recommendation)

This would permit the proposed construction of the pool and auxiliary dwelling unit on the property to proceed.

Option 2: Refer the application to the Area B APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the EAS. Further notification is not required with this option.

Option 3: Issue the permit for aspects of the proposed variance

This may include support for the setback variance or parcel coverage variance, (or for certain aspects of the proposed parcel coverage variance).

Option 4: Deny the permit

The zoning bylaw regulation would continue to apply, and the construction of the structures would not be permitted as proposed.

STRATEGIC PLAN AND RELATED POLICIES

The Governance Excellence Lens within the SCRD’s Strategic Plan supports effective, efficient and informed decision-making.

The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

CONCLUSION

The proposed development variance permit to vary the setback and parcel coverage would facilitate the construction of a swimming pool and an auxiliary dwelling unit. As set out above, staff are broadly supportive of the application and recommend issuing the development variance permit. If approved, the applicant would be able to proceed to the building permit stage.

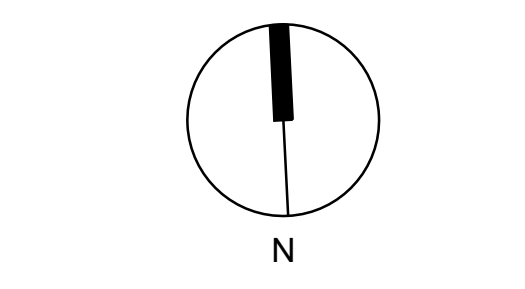
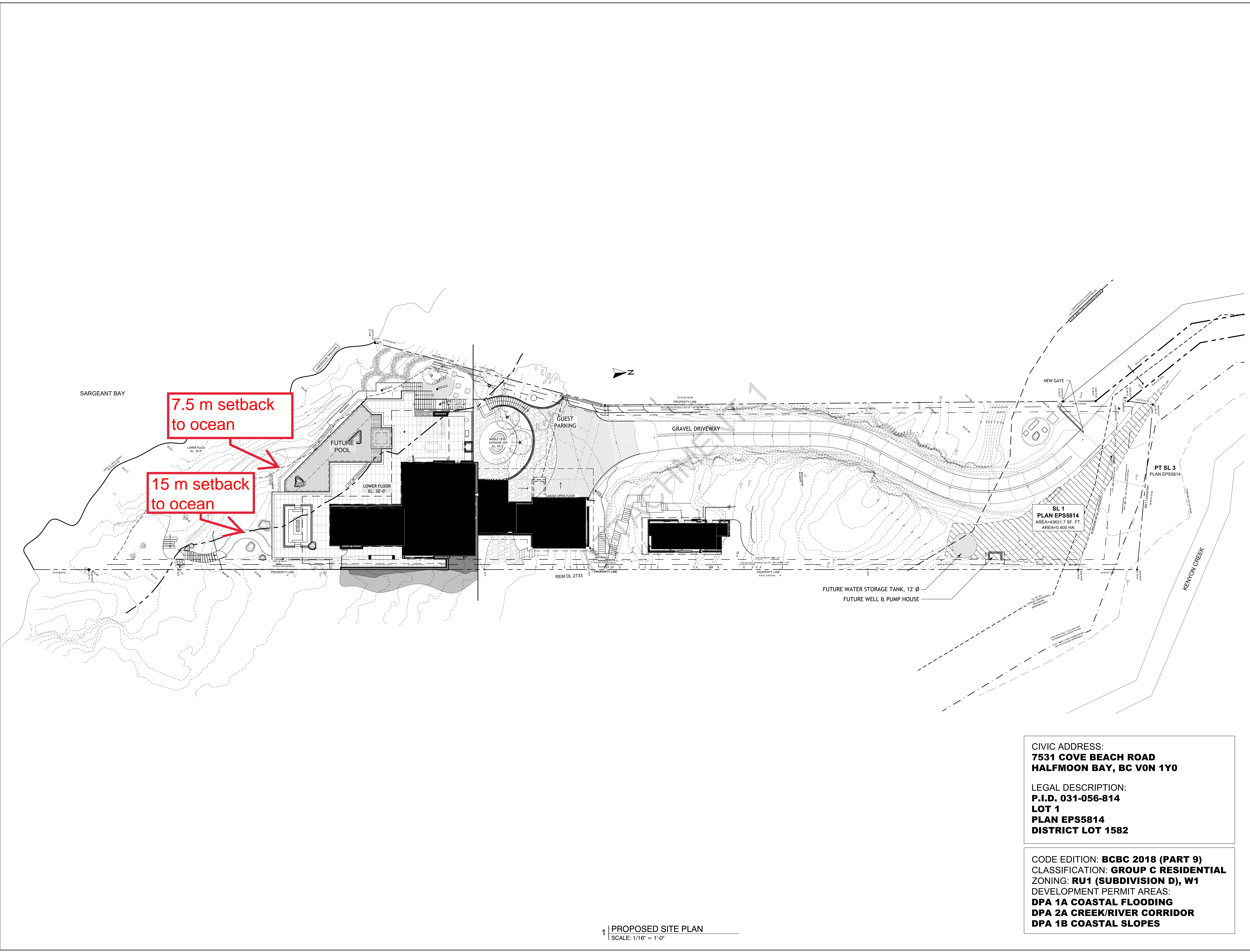
ATTACHMENTS

Attachment A – Site Plans and Renderings

Attachment B – Comments Received

| Reviewed by: | | | |
|--------------|------------------|-------------------|--------------|
| Manager | X – J. Jackson | Finance | |
| GM | X - I. Hall | Legislative | X – S. Reid |
| A/CAO | X – T. Perreault | Assistant Manager | X – K. Jones |

| DATE | ISSUED FOR |
|-------------|---------------------|
| 08 OCT 2021 | DEVELOPMENT PERMIT |
| 21 JAN 2022 | BUILDING PERMIT |
| 21 MAR 2022 | BP ADDITIONAL ITEMS |
| 16 OCT 2023 | DEVELOPMENT PERMIT |



THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.
 SEAL

CIVIC ADDRESS:
7531 COVE BEACH ROAD
HALFMOON BAY, BC V0N 1Y0

LEGAL DESCRIPTION:
P.I.D. 031-056-814
LOT 1
PLAN EPS5814
DISTRICT LOT 1582

CODE EDITION: **BCBC 2018 (PART 9)**
 CLASSIFICATION: **GROUP C RESIDENTIAL**
 ZONING: **RU1 (SUBDIVISION D), W1**
 DEVELOPMENT PERMIT AREAS:
DPA 1A COASTAL FLOODING
DPA 2A CREEK/RIVER CORRIDOR
DPA 1B COASTAL SLOPES

PROJECT
ECHO BEACH
 MAIN HOUSE
 7531 COVE BEACH ROAD
 HALFMOON BAY, BC
 V0N 1Y0 CANADA

SHEET TITLE
 PROPOSED SITE
 PLAN

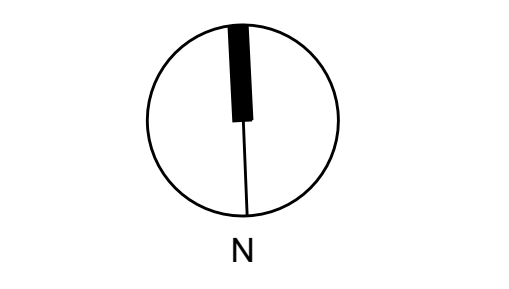
PROJECT NUMBER
 20-07
 SCALE SHEET SIZE
 1/16" = 1'-0" ARCH E1
 SHEET NUMBER

A-1.02

1 | PROPOSED SITE PLAN
 SCALE: 1/16" = 1'-0"

ISSUED FOR DEVELOPMENT PERMIT - 16 OCTOBER, 2023

| DATE | ISSUED FOR |
|-------------|---------------------|
| 08/09/2023 | DEVELOPMENT PERMIT |
| 21 JAN 2022 | BUILDING PERMIT |
| 21 MAR 2022 | BP ADDITIONAL ITEMS |
| 16 OCT 2023 | DEVELOPMENT PERMIT |



THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.

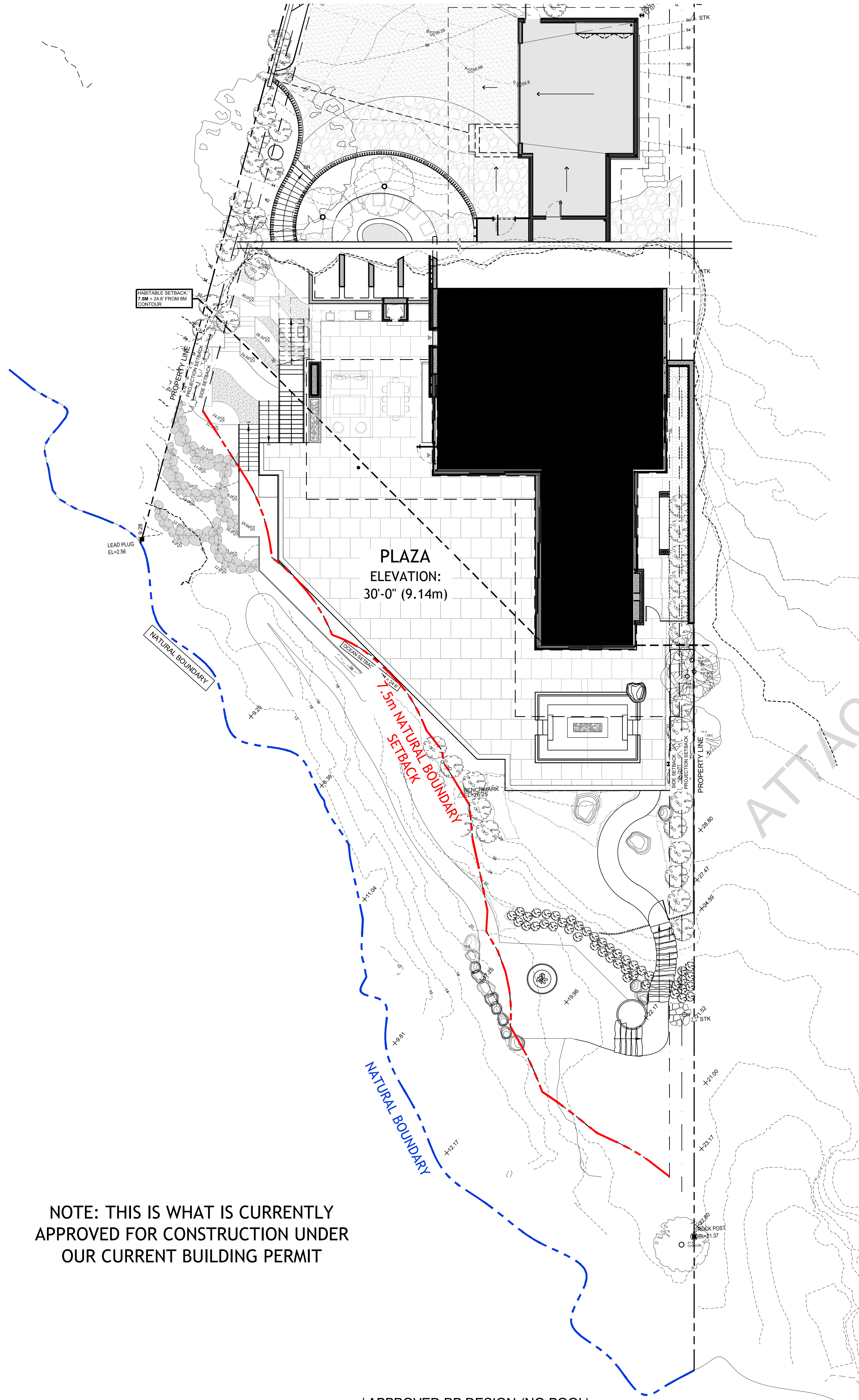
PROJECT
ECHO BEACH
 MAIN HOUSE
 7531 COVE BEACH ROAD
 HALFMOON BAY, BC
 V0N 1Y0 CANADA

SHEET TITLE
PROPOSED SITE PLAN-POOL DESIGN

PROJECT NUMBER
 20-07
 SCALE
 1:125
 SHEET SIZE
 ARCH E1
 SHEET NUMBER

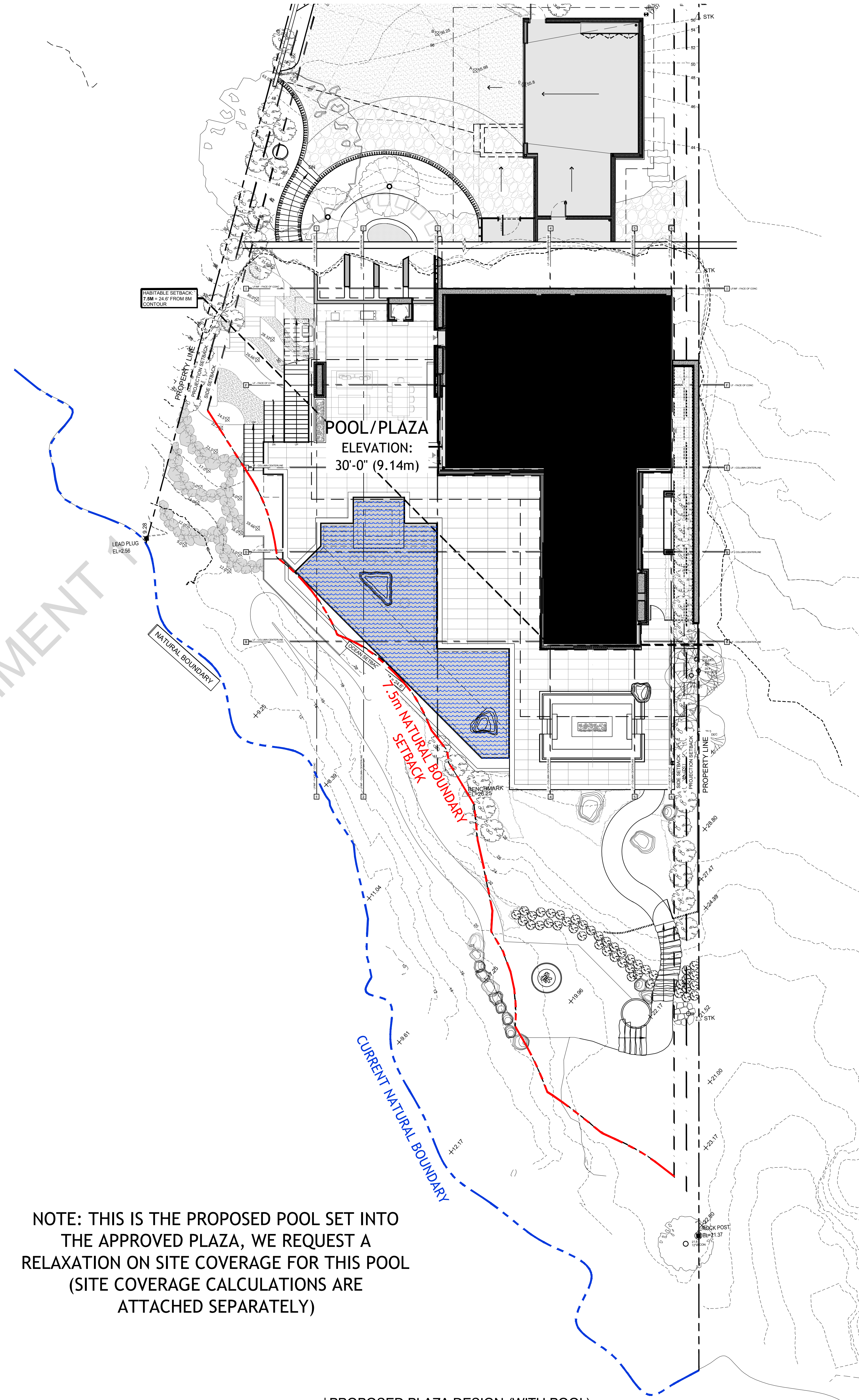
A-1.02.1

ISSUED FOR DEVELOPMENT PERMIT - 16 OCTOBER, 2023



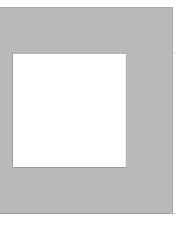
NOTE: THIS IS WHAT IS CURRENTLY APPROVED FOR CONSTRUCTION UNDER OUR CURRENT BUILDING PERMIT

1 | APPROVED BP DESIGN (NO POOL)
 SCALE: 1:125



NOTE: THIS IS THE PROPOSED POOL SET INTO THE APPROVED PLAZA, WE REQUEST A RELAXATION ON SITE COVERAGE FOR THIS POOL (SITE COVERAGE CALCULATIONS ARE ATTACHED SEPARATELY)

2 | PROPOSED PLAZA DESIGN (WITH POOL)
 SCALE: 1:125



| Date | Issue / Revisions |
|-------------|-------------------|
| 14 FEB 2024 | ISSUED FOR DVP |



1 | SOUTH WEST CORNER



2 | SOUTH EAST CORNER



3 | NORTH WEST CORNER

THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.

Seal

Project

ECHO BEACH
ACCESSORY
DWELLING UNIT
 7531 COVE BEACH ROAD
 HALFMOON BAY, BC
 V0N 1Y0 CANADA

Sheet Title
 IMAGES

Project Number
 20-07

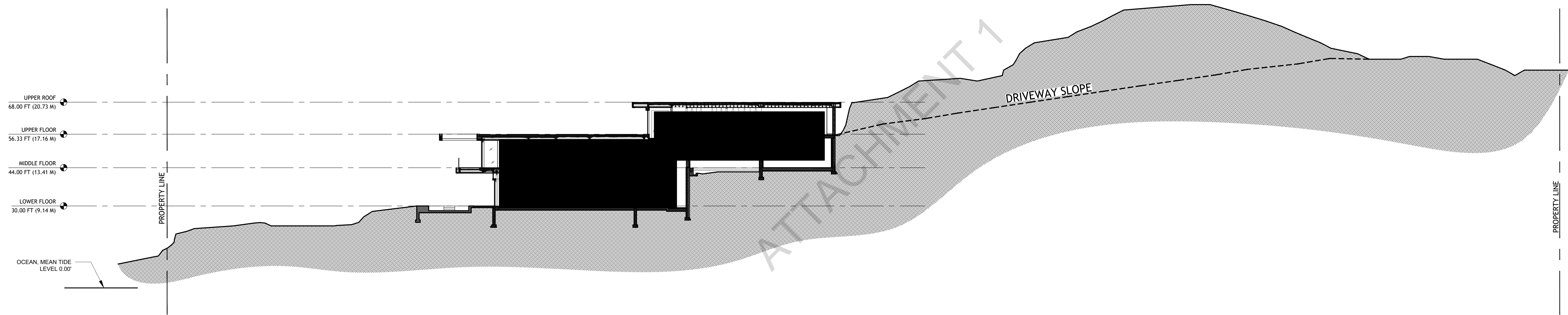
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Sheet Number

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ATTACHMENTS

| DATE | ISSUED FOR |
|-------------|--------------------|
| 08 OCT 2021 | DEVELOPMENT PERMIT |
| 21 JAN 2022 | BUILDING PERMIT |



1 | SITE SECTION
 SCALE: 1/16" = 1'-0"

THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.
 SEAL

PROJECT
ECHO BEACH
 MAIN HOUSE
 7531 COVE BEACH ROAD
 HALFMOON BAY, BC
 V0N 1Y0 CANADA

SHEET TITLE
SITE SECTION

PROJECT NUMBER
 20-07
 SCALE SHEET SIZE
 1/16" = 1'-0" ARCHE1
 SHEET NUMBER

A-1.03

Comments for DVP00099

1.

I am writing this letter of support for 7531 Cove Beach Road and their Development Variance Permit application DVP000999 to vary Zoning Bylaw No. 722. I live in the same Cove Beach subdivision, at [REDACTED] Cove Beach Road (Strata Lot [REDACTED]), nearby this property (Strata Lot 1).

These requested variances do not present any material adverse conditions for us at [REDACTED] Cove Road and the construction is otherwise very orderly, tidy, and the house is of high quality and will be a nice addition to the Sunshine Coast and our neighbourhood.

Sincerely,

Michael Ward

2.

Good morning,

We are the owners of [REDACTED] Cove Beach Road, Halfmoon Bay (Lot [REDACTED]), in the Cove Beach strata development. We have learned that one of our fellow Cove Beach owners (Lot 1) is seeking a variance permit (#DVP00099), which will be reviewed on June 20. We wish to express our support for this variance permit in its entirety. The owners of Lot 1 have proven not only to be conscientious neighbours during their build, but their variance request will also benefit the strata community as a whole given their plans to enable water storage and forest fire fighting capabilities, particularly given the water shortage realities we experience in Halfmoon Bay and in light of the location of our homes surrounded by forests. Further, given the secluded location of their lot compared to the rest of the strata community, in our opinion, increasing their parcel coverage limit will have no negative impact on any of the other homes in the strata (or other neighbouring properties) and will not impede any views.

Best,

Tammy Shoranick and Dayton Turner

[REDACTED] Cove Beach Road, Halfmoon Bay

3.

We are Cove Beach residents living at [REDACTED] Cove Beach Lane.

We support the proposed Development Variance Permit # DVP00099 application.

Sincerely,

Sandra Trujillo

Ross Russell

4.

Dear members of the Variance Board,

This is to express my support of our neighbour's application for their new house at 7531 COVE BEACH RD HALFMOON BAY.

All Cove Beach properties present design challenges due to the land's rugged topography which includes steep cliffs, rock outcrops and difficult access. We are struggling with our own lot where a tall rock face is squeezing our building envelope along a very narrow corridor. Through ongoing consultation with neighbours, Cove Beach owners are creating a stunning community nestled in this difficult terrain.

We agree with the addition of a well and pool at 7531 Cove Beach. As a forest interface neighbourhood adjacent to a vacant lot on the East side of Cove Beach, fire is a big concern for us. We appreciate our neighbours' efforts to protect our small community, essentially building a reservoir as part of a well thought-out site plan.

We also support the site coverage variance requested for 7531 Cove Beach. Our neighbours' rationale for asking for an extra 5.5% site coverage is sound. We also appreciate that they chose to add ground floor area rather than adding the extra space on an upper floor: this gives their home a lower profile.

I am a Cove Beach Resident living at [REDACTED] Cove Beach Rd, Halfmoon Bay and a planning professional. I support the proposed Development Variance Permit #DVP00099 application.

Gaetan Royer, BArch, MPI, MEng

5.

Re: Statutory Notification for Development Variance Permit #DVP00099 (7531 Cove Beach Road)

We are neighbours living adjacent to the Cove Beach Subdivision at [REDACTED] Kenyon Rd, Halfmoon Bay, BC. We support the proposed Development Variance Permit #DVP00099 application to permit the construction of an auxiliary dwelling unit and pool on the subject parcel, located at 7531 Cove Beach Road.

Sincerely, Heather and Bob

Heather and Robert Newman

6.

We are Cove Beach Residents living at [REDACTED] Cove Beach Lane in Halfmoon Bay.

We have received and reviewed the Statutory Notification for Development Variance Permit # DVP00099 issued by the SCRCD on May 22, 2024.

Be advised, we are in support of this application.

Joseph and Patricia Finn

7.

I have concerns about both parts of this Variance application and believe they contravene many of the Goals of the Halfmoon Bay "OCP". Since your committee focuses on the zoning by-laws I will try to direct my thoughts there.

The existing By-law setback for a structure adjacent to the natural boundary is intended to reduce visual trespass, increase natural open spaces, provide an adequate buffer zone to the tidal area, free public waterfront access and this Lot is designated in the OCP as a Future Waterfront Park opportunity. Reducing the setback requirement will infringe on these objectives.

Increasing max parcel coverage is problematic in several ways. Strata Lot 1 has minimal soil over slow rain water infiltration granite rock and limited vegetation coverage. This increases potential for environmental contamination from storm water run-off into the ocean. The Cove Beach strata development has a limited community septic system in close proximity to the ocean. Additional coverage may over extend the septic system and will increase demand for the Regional District's fresh water supply.

The By-laws were in place prior to the design of the development of Strata Lot 1 and its owner would have considered them prior to the design of the property. Instead this application, both for parts a) and b) are attempting to end run the By-laws and there is no necessity to provide variances. With Lot 1 being part of a gated strata development, it can not be argued that an auxiliary dwelling unit is even intended for housing intensification.

Tom Phillips

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

July 23, 2024

RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

| | | |
|----------------------|--|--|
| PRESENT: | Chair | Nicole Huska |
| | Members | Len Coombes Bob Baziuk Kim Dougherty Suzette Stevenson Alda Grames Barbara Bolding (recorder) |
| ALSO PRESENT: | Manager, SCRD Planning and Dev. SCRD Planner II DVP00099 Applicant | Jonathan Jackson Nick Copes Eric Pettit |
| DELEGATION: | Birch Way Representative | Konstantin Vassev |
| PUBLIC: | | 5 |
| ABSENT: | Members | Ellie Lenz Kelsey Oxley Justine Gabias (Director, Area B) |

CALL TO ORDER 7:16 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Halfmoon Bay (Area B) Minutes

The Halfmoon Bay (Area B) APC minutes of June 25, 2024 were approved as presented.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of 26 June, 2024
- Elphinstone (Area E) APC Minutes of 26 June, 2024
- West Howe Sound (Area F) APC Minutes of 25 June, 2024

REPORTS

Development Variance Permit DVP00099 (7531 Cove Beach Road) – Electoral Area B

A detailed discussion of issues related to this application occurred. The participation of SCRD staff members was very helpful to our further understanding of many of the circumstances related to it.

The development permit request was considered in 2 parts as outlined in the Staff Report Recommendation.

Regarding Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m, the APC was divided on this request. No members opposed the 7.5 m set back as it has already been approved. However, while a majority of members supported the request for approval of a “structure” (i.e. a pool) in this space, at least 3 members opposed construction of the same.

Reasons:

Reasons to support a “structure” (i.e. pool) in this space included:

- Construction of a plaza in this space is already approved
- Pool is preferable to a heat reflecting plaza
- Question comes down to a ‘waterscape” vs. a hardscape

Concerns of those opposed to construction of a pool included:

- If the pool is to be part of a heat sink for summer cooling, the possibility of warm water being released into the ocean needs to be assessed by the appropriate agency.
- Pool will increase parcel coverage beyond that which is allowed by current zoning.
- During the design and permit approval process, the owners and architect became aware of the specific bylaws requirements re: definitions of “structures” and of allowable square footage in this zone, and yet seem to have chosen a plan that would lead to overbuilding.
- Pool and fence (per artist’s drawings available on the architect’s website) is not in keeping with the OCP guidelines

Regarding Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3500 m² in the RU1 Zone from 15% to 20.5%:

The Halfmoon Bay APC was about evenly divided on this request. We could not reach agreement and so could not make a recommendation.

Reasons:

Those in support of the request to increase the maximum parcel coverage considered the unique situation described in this application. Key points included:

- SCRD bylaw anomalies that apparently allow up to 35% parcel coverage on smaller parcels
- Application to reduce lot size will increase staff time and SCRD costs. Approval now may create time and cost savings.

- The large eaves of the house do not cover living space, and in fact protect it from summer heating. They provide beneficial cooling effects, which are becoming essential during our increasingly hot summers.

Those opposed to the increase were concerned with the following:

- The increase to the maximum parcel coverage contradicts the previous (310) and the current (722) bylaws applicable to the current zoning of this property. Increased parcel coverage also contradicts OCP principles.
- During the planning and approval process, other designed options were possible but apparently not pursued. The overall site plan was known, but not included with the original permit application. If it had been, adjustments could have been made at the time.
- Both the old and new bylaws (known to any applicant) include overhangs/eaves in area coverage calculations. This may differ other jurisdictions, but it's this region's standard. The calculation method has been, and will continue to be applied to all other permit applicants on the Coast. We need to apply the bylaws consistently.

Zoning Amendment Bylaw No. 722.11 for Subdivision of 8000 Birch Way

Discussion touched on water supply, highway/roadway access, and the potential for subdivision of the new lots and covenants, Once again, the presence of SCRD staff was helpful.

Recommendation No. 1 *Zoning Amendment Bylaw No. 722.11 for Subdivision of 8000 Birch Way*

The Halfmoon Bay APC supports the application for rezoning of 8000 Birch way as outlined in the staff report attached to our meeting agenda.

Reasons:

- It conforms to the criteria for consideration of a 1 hectare parcel size described in the staff report. Once subdivided, it will still be similar to properties in the neighbourhood.

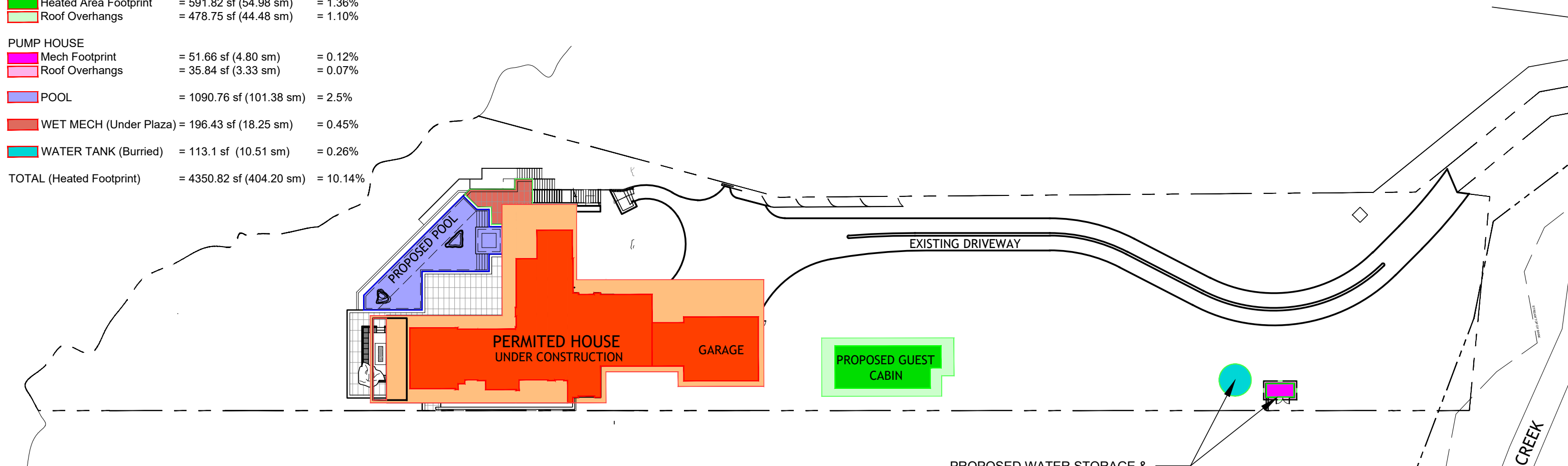
NEXT MEETING September 17, 2024 by Zoom

ADJOURNMENT 9:45 p.m.

SITE COVERAGE SUMMARY

| | | |
|---------------------------------|---------------------------------|-----------------|
| SITE AREA | = 43,631.70 sf (4053.52 sm) | |
| 15% Coverage | = 6,544.76 sf (608.03 sm) | |
| MAIN HOUSE | | |
| Heated Area Footprint | = 3830.43 sf (355.86 sm) | = 8.78% |
| Roof Overhangs | = 2449.76 sf (227.59sm) | = 5.61% |
| GUEST HOUSE | | |
| Heated Area Footprint | = 591.82 sf (54.98 sm) | = 1.36% |
| Roof Overhangs | = 478.75 sf (44.48 sm) | = 1.10% |
| PUMP HOUSE | | |
| Mech Footprint | = 51.66 sf (4.80 sm) | = 0.12% |
| Roof Overhangs | = 35.84 sf (3.33 sm) | = 0.07% |
| POOL | = 1090.76 sf (101.38 sm) | = 2.5% |
| WET MECH (Under Plaza) | = 196.43 sf (18.25 sm) | = 0.45% |
| WATER TANK (Burried) | = 113.1 sf (10.51 sm) | = 0.26% |
| TOTAL (Heated Footprint) | = 4350.82 sf (404.20 sm) | = 10.14% |

ATTACHMENT 3



1 | SITE PLAN

CIVIC ADDRESS:
7531 COVE BEACH ROAD
HALFMOON BAY, BC V0N 1Y0

LEGAL DESCRIPTION:
P.I.D. 031-056-814
LOT 1
PLAN EPS5814
DISTRICT LOT 1582



OPENSOURCE ARCHITECTURE

165 East 1st Street, North Vancouver, BC V7L1B2
 T: 604 984.7722
 www.openspacearchitecture.com

ISSUED FOR CONSTRUCTION

| | | | |
|-------------------|----------------------|--------------|-----------------|
| Project: | | | |
| COVE BEACH | | | |
| Notes: | Sheet Title: | | Sheet #: |
| | 7531 COVE BEACH ROAD | | |
| | Project No.: | Date: | Scale: |
| | 20-07 | AUG 29, 2024 | NTS |

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 26, 2024

AUTHOR: Devin Rajala, Planning Technician III

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP00105 (3444 McNAIR FOREST SERVICE ROAD) - ELECTORAL AREA F

RECOMMENDATION

- (1) **THAT the report titled Development Variance Permit DVP00105 (3444 McNair Forest Service Road) - Electoral Area F be received for information;**
 - (2) **AND THAT Development Variance Permit DVP00105 (3444 McNair Forest Service Road) be issued to vary *Zoning Bylaw No. 722* as follows:**
 - (a) **Section 5.11.1 to increase the maximum height of all buildings and structures from 11 metres to 15.5 metres, to permit the construction of a mobile equipment maintenance shop as an addition to the existing mill operation.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a Development Variance Permit application for 3444 McNair Forest Service Road in Electoral Area F. The intent of the application is to increase the maximum permitted height of a building or structure from 11 m to 15.5 m to allow the construction of a mobile equipment maintenance shop (15.06 m high). The proposed structure is required as part of whole-log chipping operation to be operated in the Hillside Industrial Park.

The purpose of this report is to present this application to the Committee of the Whole for consideration and recommendation to the SCRD Board.

DISCUSSION

Analysis

Zoning Bylaw No. 722 contains the following regulation:

5.11.1 Except as otherwise provided in the Bylaw, the height of all buildings and structures shall not exceed 11 m;

The proposed equipment is considered a building or structure and therefore exceeds the maximum allowable height. A variance to the regulation is required prior to construction.

The proposed development plans are included in Attachment A.

Table 1 – Application Summary

| | |
|----------------------------|---|
| Owner/Applicant: | Mark Dobbs |
| Legal Description: | LOT C DISTRICT LOTS 1482, 1645 AND 7748 PLAN LMP 12808 |
| PID: | 018-502-555 |
| Electoral Area: | F – West Howe Sound |
| Civic Address: | 3444 McNair Forest Service Road |
| Land Use Zone: | I11 (Industrial Eleven) |
| OCP Land Use: | Comprehensive Industrial, Conservation Areas |
| Parcel Area: | 27,842.56 square meters |
| Proposed Variances: | To vary the height of a proposed industrial structure (mobile equipment maintenance shop). The proposed structure has a height of 15.06m. |

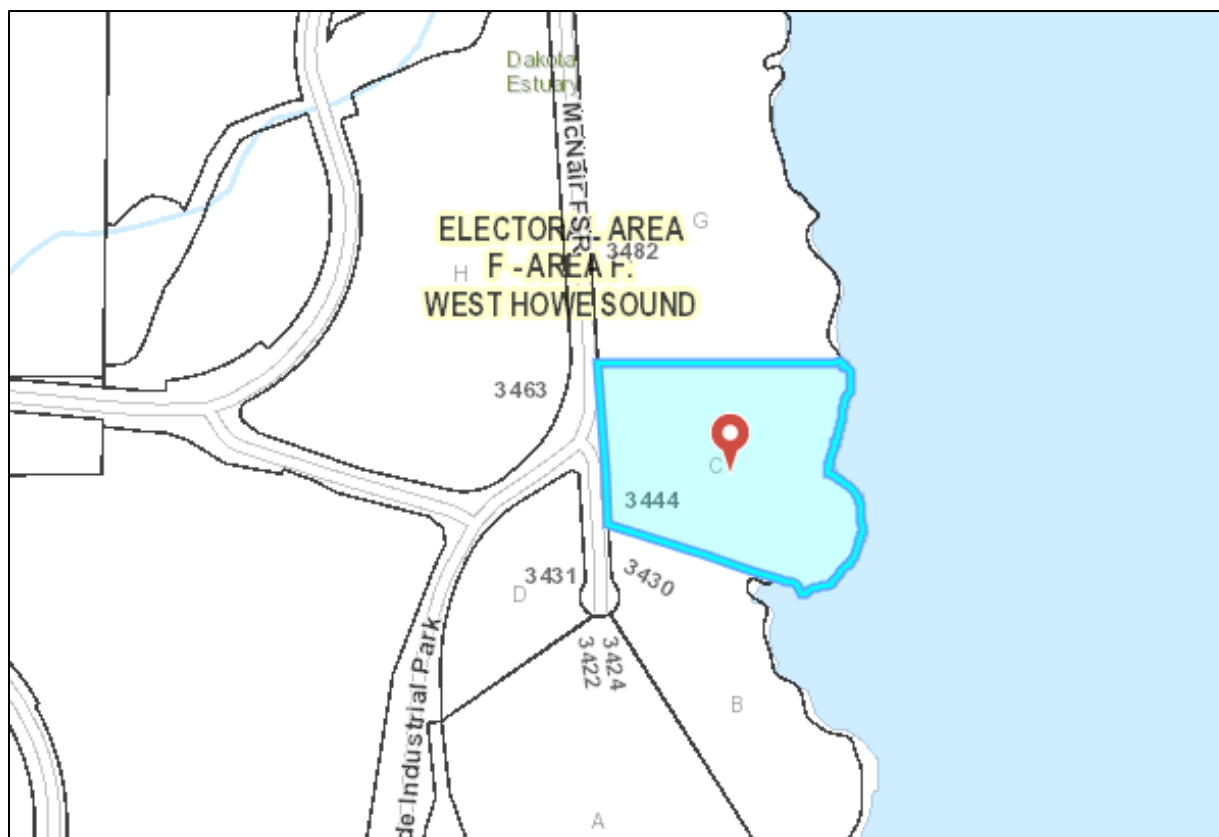


Figure 1 - Location Map

Consultation

The Development Variance Permit application has been referred to the following agencies for comment:

| Referral Agency | Comments |
|--|---|
| Squamish Nation | The Squamish Nation has no comment on the Development Variance Permit application. |
| Howe Sound Pulp and Paper Fire Department (Paper Excellence) | The applicant has confirmed that Howe Sound Pulp and Paper (also owned by Paper Excellence) has extended the boundary of their fire protection area to include the Bayview Fibre Site. They have an experienced firefighting team on their site and a full-size fire truck. There is also a small fire truck on the Bayview (subject) site and a well that can produce 500 gpm. The site will also have a 150,000 gallon fire water pond and fire loop. |
| Neighbouring Property Owners/Occupiers | Notifications were mailed on September 12, 2024, to owners and occupiers of properties within a 100 m radius of the subject property. |

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the *Sunshine Coast Regional District Planning and Development Procedures and Fees Bylaw No. 522*. Those who consider their interests affected may attend the Committee of the Whole meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Applicant's Rationale and Planning Analysis

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
2. The variance should not negatively affect adjacent or nearby properties or public lands;
3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
4. The proposed variance represents the best solution for the proposed development after all other options have been considered; and,
5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

The applicant's response to these criteria and staff analysis related to the proposal are below.

Applicant Rationale

- Hillside Industrial Park consists of three lots and is developed as an industrial park to provide an area for "high-value added forest products manufacturing". Bayview Fibre is currently constructing a whole log chipping facility to provide wood chips to Howe Sound Pulp and Paper.
- Height variances for both a chipper and a debarker structure on one of the other three lots (3424 McNair Forest Service Road) were approved by the SCR D in March 2024.
- Adjacent properties are industrial in land use.
- The design requires the extra height to allow Wagner L120 log loaders to fit in the shop for maintenance.
- The chipping line is being built in an industrial area that is already being used for a log sort operation. All plans have been reviewed by environmental engineers and found to be compliant with BC regulations.

Staff Comment

Staff provide the following comments on the proposed variances and applicant's rationale:

- Having reviewed comparable local governments and Regional Districts in BC, maximum height allowances for similar industrial zones are 15.0m or more.
- As noted by the applicant, SCR D previously approved a variance on the neighbouring parcel in March 2024. In relation to concerns with precedents here, staff feel increased heights for this zone are appropriate and may look to make changes to the zoning as part of a future Zoning Bylaw update.
- There is existing equipment in the Industrial Park (scow load-out conveyor) which has an approximate height of 22 m that is much taller than the height variance being proposed.
- The structure is required to supplement the other two structures already approved as part of the logging operation.

Staff are supportive of the requested variance as it enables the construction of a whole log chipping facility that is a permitted use under Industrial Eleven (I11 zoning).

The proposed industrial structure is required to be built a specific height to accommodate L120 log loaders. The proposed design is a solution to meet the functional needs of the facility.

The proposed development also meets the policies and vision of the Comprehensive Industrial land use designation for present and future industrial development in the Hillside/Port Mellon Official Community Plan.

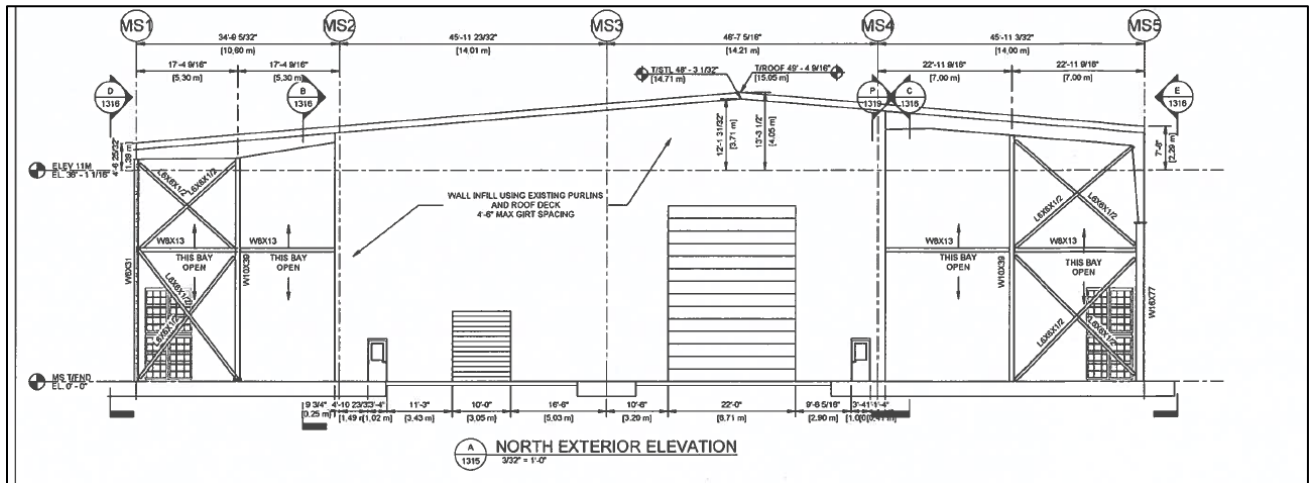


Figure 3: Proposed Structures subject to Variance

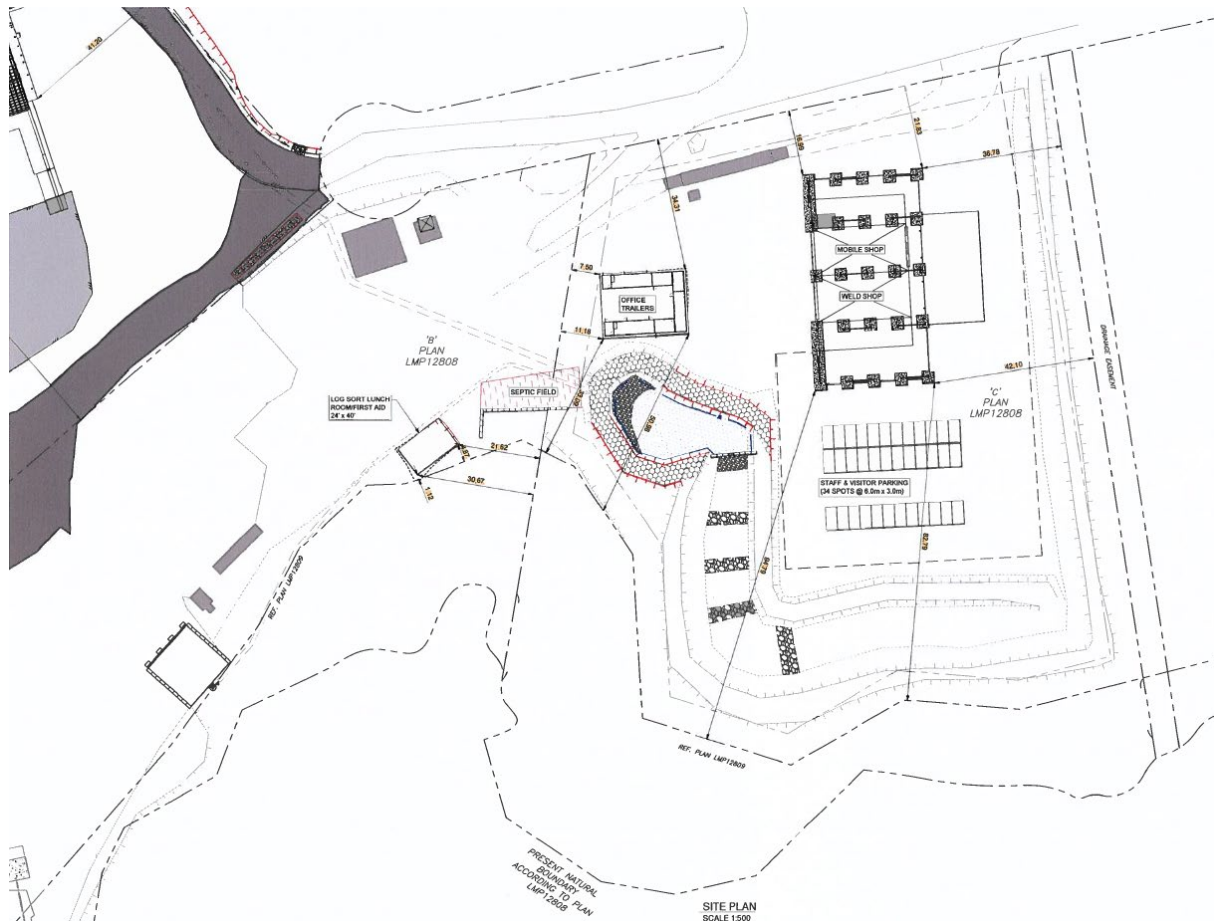


Figure 4: Site Plan

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit (staff recommendation)

This would permit the proposed construction of the mobile equipment maintenance shop on the property to proceed.

Option 2: Refer the application to the Area F Advisory Planning Commission (APC)

The APC would discuss the proposed variance in consideration of the Board’s Development Variance Permit policy and provide a recommendation to the Committee of the Whole. Further notification is not required with this option.

Option 3: Deny the permit

The Zoning Bylaw regulation would continue to apply, and the construction of the structure would not be permitted as proposed.

STRATEGIC PLAN AND RELATED POLICIES

The proposed variance was reviewed and evaluated for conformance with SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

CONCLUSION

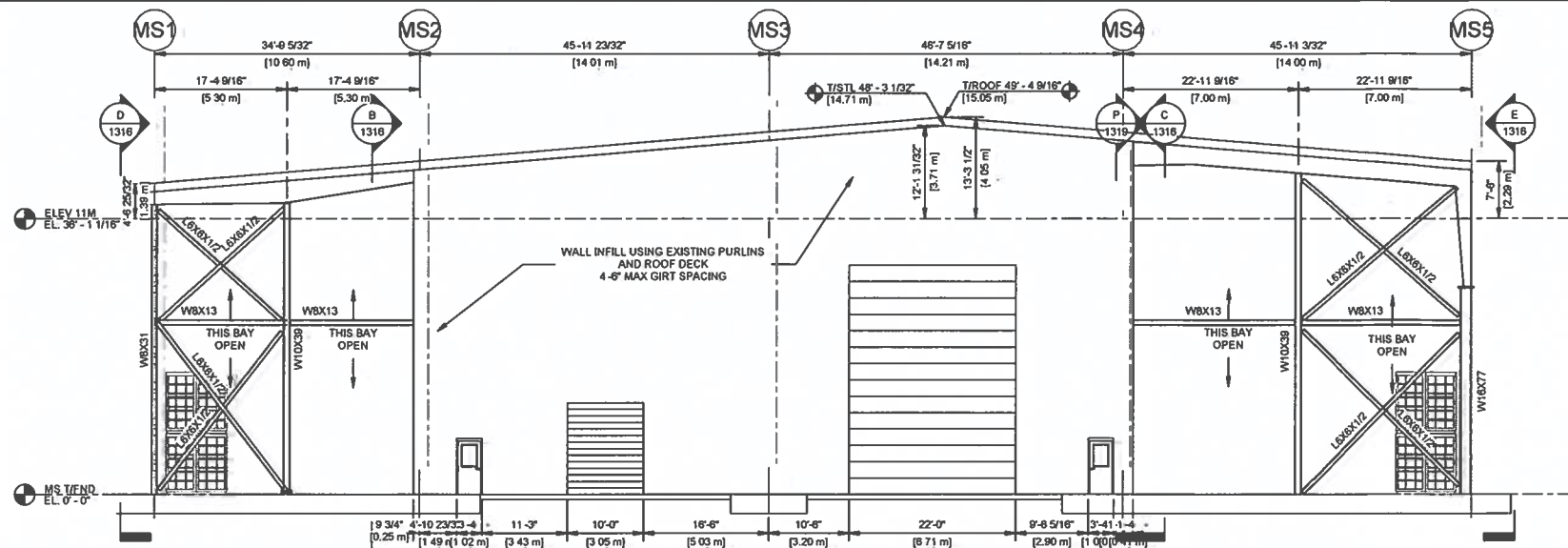
The proposed Development Variance Permit would facilitate the construction of a whole log chipping facility that is a permitted use under Industrial Eleven (I11 zoning).

Given the site’s industrial use and the presence of existing structures that exceed 11 metres in height within the Hillside Industrial Park, staff support the proposed variance. Accordingly, staff recommend issuing the Development Variance Permit. If approved, the applicant would be able to proceed to the Building Permit stage.

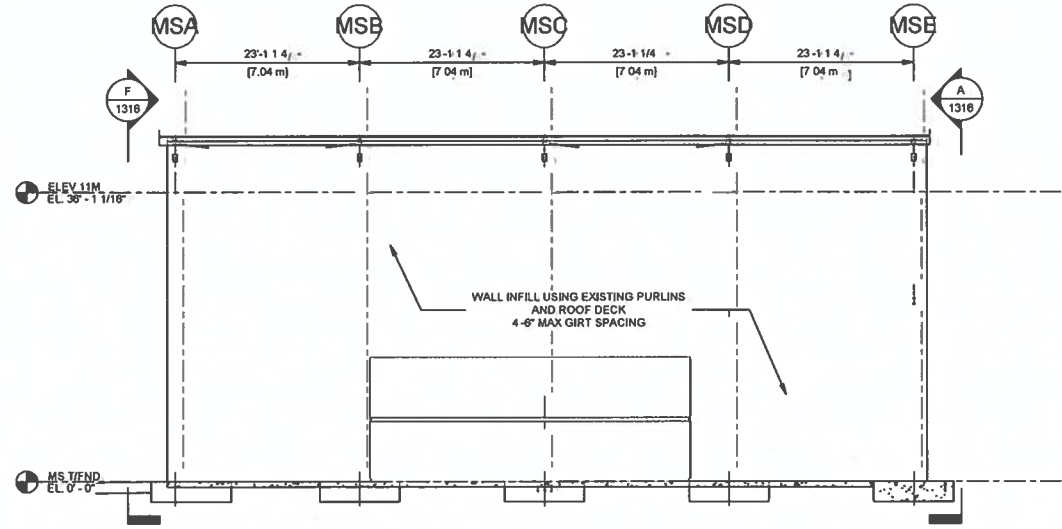
ATTACHMENTS

Attachment A –Variance Plan

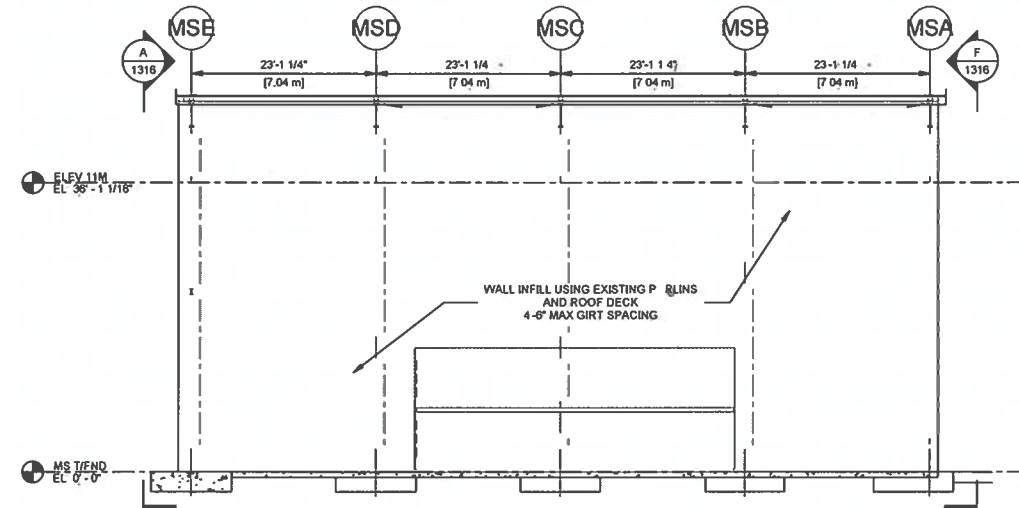
| | | | |
|------------------|----------------|-------------------|-------------|
| Reviewed by: | | | |
| Manager (Acting) | X - K. Jones | Finance | |
| GM | X - I. Hall | Legislative | X - S. Reid |
| CAO | X-T. Perreault | Assistant Manager | |



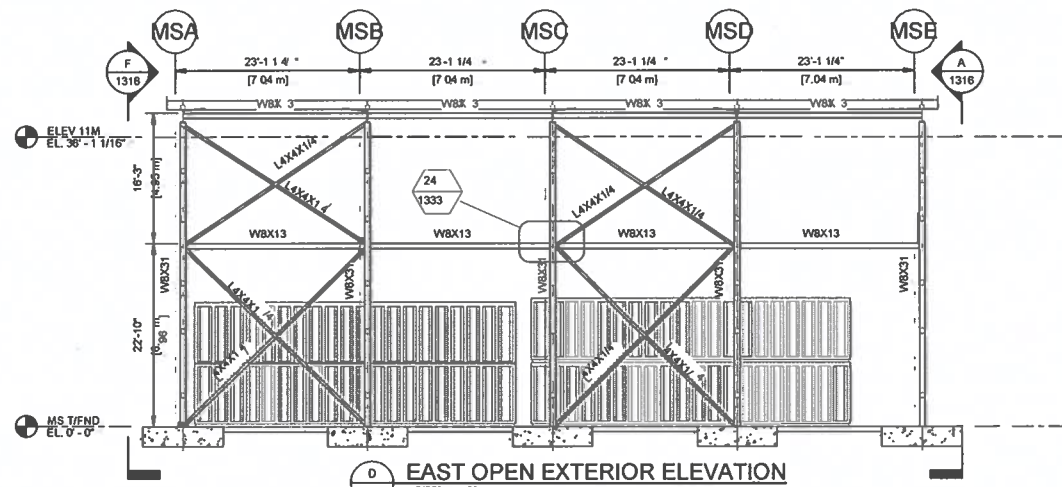
NORTH EXTERIOR ELEVATION
A 1315 3/32" = 1'-0"



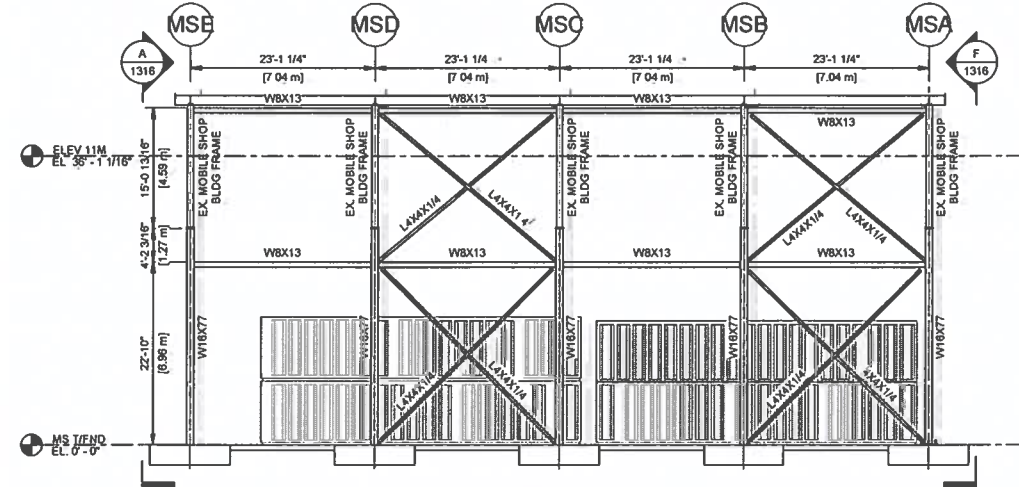
EAST WALL EXTERIOR ELEVATION
B 1315 3/32" = 1'-0"



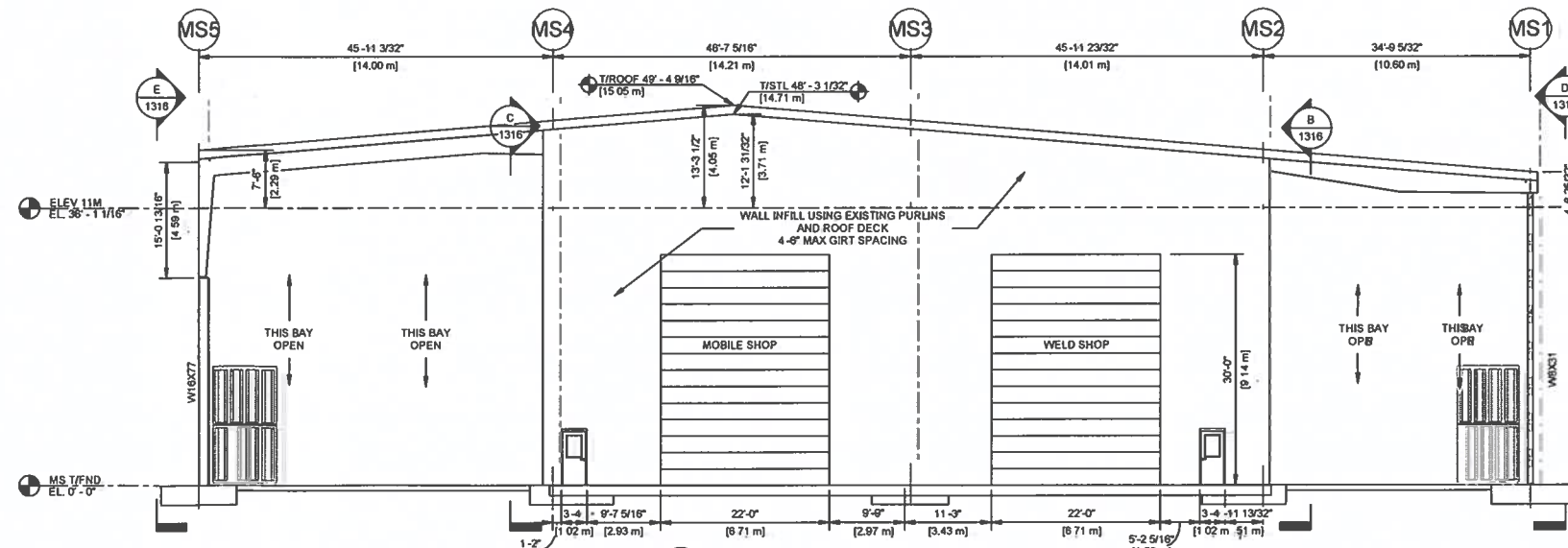
WEST WALL EXTERIOR ELEVATION
C 1315 3/32" = 1'-0"



EAST OPEN EXTERIOR ELEVATION
D 1315 3/32" = 1'-0"



WEST OPEN EXTERIOR ELEVATION
E 1315 3/32" = 1'-0"



SOUTH EXTERIOR ELEVATION
F 1315 3/32" = 1'-0"

| | | | | | |
|---|--|---|--|---|--|
| <p>B.C. Firm Permit to Practice No. 1004918</p> | <p>Systematic Mill Installations Ltd.</p> | <p>06/04/2024</p> | | <p>1226 St. Paul Street Kelowna BC V1Y 2C8 PH 238.420.4041 FAX 438.420.4044</p> | |
| | | <p>06/04/2024</p> | | <p>PH 238.420.4041 FAX 438.420.4044</p> | |
| <p>06/04/2024</p> | | <p>1226 St. Paul Street Kelowna BC V1Y 2C8 PH 238.420.4041 FAX 438.420.4044</p> | | <p>06/04/2024</p> | |
| <p>06/04/2024</p> | | <p>1226 St. Paul Street Kelowna BC V1Y 2C8 PH 238.420.4041 FAX 438.420.4044</p> | | <p>06/04/2024</p> | |

| | | | | | |
|--|--|------------------------------|--|------------------------------|--|
| <p>SYSTEMATIC MILL INSTALLATIONS 3444 McNAIR FOREST SERVICE RD, PORT MELLON, BC, CANADA BAYVIEW FIBRE PEMB & E-HOUSE MOBILE SHOP ELEVATIONS</p> | | | | <p>SCA E 3/32" = 1'-0"</p> | |
| <p>DESIGN DRB DATE 11/02/20</p> | | <p>DRAWING DATE 11/02/20</p> | | <p>PROJECT NO. 238170-00</p> | |
| <p>CHECKED RES DATE 06/02</p> | | <p>DWG NO 1316</p> | | <p>REV 3</p> | |
| <p>APPROVED SRB DATE 06/02</p> | | <p>DATE 06/02</p> | | <p>DATE 06/02</p> | |

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 26, 2024

AUTHOR: Alex Taylor, Manager, Budgeting and Grants

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

THAT the report titled Grants Status Update be received for information.

BACKGROUND

The Sunshine Coast Regional District (SCRD) applies regularly for grants available to undertake projects each year. Staff search for new grant opportunities and alignment where possible with the Board’s Strategic Plan, Corporate Plans, currently approved projects, or emerging opportunities. The last grants status update was presented at the March 28, 2024 Committee of the Whole meeting.

The purpose of this report is to update the Committee on any recent grant application notifications, pending applications, grants in progress and completed grants as well as provide information on potential new opportunities expected to be available in the near future.

DISCUSSION

Information on recent grant application notifications, pending applications, grants received and in progress and completed grants are detailed in the tables that follow:

Grant Application Notifications

| Program Name | Administered By | Project | Funding Requested / Received | Status | Area(s) Affected |
|---|--|---|-------------------------------------|---------------|-------------------------|
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | ESS Improvements | \$30,000 | Approved | Regional |
| Community Resiliency Investment Program | Union of British Columbia Municipalities | FireSmart Community Funding and Support | \$1,500,000 | Approved | A,B,D,E,F, ToG |

| | | | | | |
|--|--|---|-----------|----------|-----------|
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | EOC Tower Equipment and Training | \$28,095 | Approved | Regional |
| Local Government Development Approvals Program | Union of British Columbia Municipalities | Development Approval Process Implementation | \$150,000 | Approved | A,B,D,E,F |
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | Evacuation Route Plan | 119,570 | Approved | Regional |
| Investing in Canada Infrastructure Program | BC Ministry of Municipal Affairs and Housing | Sechelt Aquatic Centre Building Review and Energy Efficient Improvement | \$230,989 | Denied | Regional |

Pending Grant Applications

Below is an updated summary of pending grant applications submitted or in progress for which no notification has been received to date:

| Program Name | Administered By | Project | Funding Request | Submission Date | Area(s) Affected |
|--|--|------------------------------------|------------------------|------------------------|-------------------------|
| Disaster Resilience and Innovation Funding Program | Union of British Columbia Municipalities | Eastbourne Groundwater Development | 1,500,000 | September 15, 2024 | Area F |

SCRD Joint Grant Application (shíshálh Nation Lead Applicant)

| Program Name | Administered By | Project | Funding Request | Submission Date | Area(s) Affected |
|---|------------------------|---|------------------------|------------------------|-------------------------|
| Disaster Mitigation and Adaptation Fund (Lead Applicant: shíshálh Nation) | Government of Canada | Expansion of Chapman Water Treatment Plant and Two Reservoirs | \$149,900,000 | Jul. 6, 2023 | B, D, E, F, DoS, sNGD |

Grants Received and in Progress

The table below summarizes approved grant funding for project works and programs which are currently planned or in progress or which are substantially complete pending submission of a final grant claim and report:

| Program Name | Administered By | Project | Approved Funding | Project Completion Deadline | Area(s) Affected |
|---|--|---|-------------------------|------------------------------------|-------------------------|
| COVID-19 Safe Restart Grant for Local Governments | BC Ministry of Municipal Affairs and Housing | Allocated to various projects | \$762,000 | Dec. 31, 2024 | All |
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | Fire Department Equipment Modernization and Enhancements | \$120,000 | September 30, 2024 | A, B, D, E, ToG |
| Community Emergency Preparedness Fund- Fire Department Equipment & Training | Union of British Columbia Municipalities | SCRD Fire Department Continuous Improvement | \$120,000 | December 4, 2024 | A,B,D,E,F, ToG |
| Infrastructure Planning Grant Program | BC Ministry of Municipal Affairs and Housing | Hopkins Landing Waterworks District Takeover | \$10,000 | December 31, 2024 | Area F |
| Canada Community Building Fund- Strategic Priorities Fund | Union of British Columbia Municipalities | Universal Water Metering-Phase 3 | 6,000,000 | March 28, 2025 | DoS |
| Indigenous Engagement Requirement Funding Program | Province of BC | Various | \$48,000 | March 31, 2025 | Regional |
| Infrastructure Planning Grant Program | BC Ministry of Municipal Affairs and Housing | Square Bay Waste Water Collection System Upgrade Planning Study | \$10,000 | March 31, 2025 | Area B |
| Community Resiliency Investment Program | Union of British Columbia Municipalities | SCRD Wildfire Preparedness and Prevention | \$746,345 | June 30, 2025 | Regional |

| | | | | | |
|---|--|--|-------------|-------------------|-----------|
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | Coastal Flood Mapping | \$510,000 | Nov. 15, 2025 | Regional |
| Capacity Funding for Local government implementation of Housing Legislation | Province of BC | Various Projects | \$174,383 | December 31, 2025 | A,B,D,E,F |
| Next Generation 911 Program | Union of British Columbia Municipalities | Next Generation 911 Upgrades | \$45,000 | August 2, 2026 | Regional |
| Investing in Canada Infrastructure Program | BC Ministry of Municipal Affairs and Housing | Woodcreek Park Wastewater Treatment Plant System Upgrade | \$769,000 | Dec. 31, 2026 | Area E |
| Investing in Canada Infrastructure Program | BC Ministry of Municipal Affairs and Housing | Halfmoon Bay Hall Replacement | \$2,013,641 | March 31, 2027 | Area B |
| Investing in Canada Infrastructure Program | BC Ministry of Municipal Affairs and Housing | Langdale Waste Water Upgrade Project | 751,997 | March 31, 2028 | Area F |

The deadline for the SCRD Wildfire Preparedness and Prevention project is June 30, 2025 however, with the recent notification that the SCRD was successful in their 2024/2025 application to the Firesmart program, staff will prepare a final report to UBCM to conclude this project. Following submission of the final report, the 2024/2025 Firesmart Community Funding & Support project will commence.

Completed Grants

The table below is a summary of recently completed grants:

| Program Name | Administered By | Project | Funding Received | Completion Date | Area(s) Affected |
|---------------------------------------|--|-----------------------------|-------------------------|------------------------|-------------------------|
| Community Emergency Preparedness Fund | Union of British Columbia Municipalities | Regional Heat Response Plan | \$98,750 | March 30, 2024 | Regional |

Upcoming Opportunities

Staff continuously seek out and monitor grant funding opportunities that align with approved or future planned projects identified in long-term capital plans. Approximately 75 grant programs and funding streams are tracked on an ongoing basis.

At present, there are various open intakes under separate funding streams. Staff are currently reviewing opportunities that align with grant program guidelines and will bring forward a subsequent report to committee with recommended projects to proceed to the application stage.

There are currently two opportunities that SCRD staff are further investigating to determine if any planned projects are suitable.

- B.C. Active Transportation Infrastructure Grants Program- This program is intended to support local governments in developing healthy, affordable and clean communities through funding active transportation planning and infrastructure projects. Due to the size of the Sunshine Coast, the SCRD would qualify for the Infrastructure stream which funds construction projects that are shovel ready at a 50% cost share.
- FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations-This program provides funding to Regional Districts in BC to increase community resiliency and a pathway for wildfire response. This program will allow for training and the purchase of personal protective equipment for local community members located outside of fire protection areas.

Given that the scope of these projects is yet to be determined and approved by the board, this opportunity has not been included in the 2024-2028 Financial Plan.

Financial Implications

Grants received and in progress have been incorporated into the 2024-2028 Financial Plan. Staff will bring forward a report detailing the financial implications if the SCRD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

Staff are continuously monitoring for grant funding opportunities that align with the Board's Strategic Plan and departmental work plans and will bring forward further reports with details on any new application intakes and opportunities as program details are announced.

STRATEGIC PLAN AND RELATED POLICIES

Reviewing grant opportunities for projects identified in the Strategic Plan or capital plans is consistent with the Financial Sustainability Policy.

CONCLUSION

The SCRD applies regularly for grants available to undertake projects in every department each year that align with the Financial Plan and/or the Board's Strategic Plan.

Details on recent application notifications, pending grant applications, grants received and in progress and completed grants are provided for information.

Staff are continuously monitoring for new funding opportunities and will report back on new application intakes and opportunities as program details are announced.

| | | | |
|--------------|-----------------|-----------------|--|
| Reviewed by: | | | |
| Manager | | Finance | |
| GM | | Legislative | |
| CAO/CFO | X –T. Perreault | Human Resources | |

**SUNSHINE COAST REGIONAL DISTRICT
WATER SUPPLY ADVISORY COMMITTEE**

September 9, 2024

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

PRESENT:

| | |
|------------|---|
| Chair | V. Macfarlane |
| Vice-Chair | J. Bell |
| Members | B. Fielding B. Thicke S. Leech K. Freemantle |

ALSO PRESENT:

| | | |
|--------------|---|--------------|
| (Non-voting) | General Manager, Infrastructure Services | R. Rosenboom |
| | Water Sustainability Coordinator | G. Starsage |
| | Strategic Planning Coordinator / Recorder | S. Rempel |
| | Director, Area A | L. Lee |
| | Director, Area E | D. McMahon |

REGRETS:

| | |
|---------|--|
| Members | M. Hennessy L. Chivers S. Fitchell |
|---------|--|

CALL TO ORDER 3:33 p.m.

AGENDA The agenda was adopted as presented.

REPORTS

General Manager, Infrastructure Services, gave an update on the status of the SCRD Water Strategy.

Discussion included the following:

- The Draft Sunshine Coast Regional District (SCRD) Water Strategy was presented and recommended by the Committee of the Whole but was not adopted at Board.
- A Committee member questioned whether the Town of Gibsons' operational recommendations were out-of-scope of the current Draft Water Strategy.
- Water Supply Advisory Committee (WASAC) is interested in when the Water Strategy would be going back to the Board, current timeline unknown.

General Manager, Infrastructure Services, discussed the many projects WASAC played a role in developing, and opened the floor to discussion around water project updates.

Discussion included the following:

- Update on Lower Crown Reservoir feasibility and status of grant applications.
- Update on Langdale Wellfield project.
- Importance of comparing and contrasting multiple projects for cost, ability to supply water, and location of water sources.
- Update on groundwater investigations in Sechelt / shíshálh swiya.
- Update on Volumetric Billing Program. WASAC felt a need for a citizen committee to review and assist in the implementation of volumetric rates.
- The ongoing need to fix private side leaks, including an update on Phase 3 Water Meter Installations.
- Question regarding zone metering and managing public infrastructure for leak resolution.
- Question utilizing permanent siphons and raising the dams in Tetrahedron Provincial Park.

Water Sustainability Coordinator led a debrief discussion surrounding WASAC participation and Terms of Reference.

Discussion included the following:

- Review of what went well,
 - Many WASAC members felt they learned a lot from their time on the Committee, which they could share with the broader community.
 - Many members were very engaged and wanted to provide feedback and be of service to the Board.
 - Members felt that the input and recommendations they were able to put forward, while limited, had a meaningful public impact, including developing the Draft Water Strategy.
- Review of what could be improved,
 - Terms of Reference needs to be more clearly defined.
 - A desire for more referrals given between the Board and WASAC, as limited items forwarded to WASAC for input or feedback, leading to few agenda items and poor attendance (lack of relevance).
 - Saw it as difficult for staff and committee members as a result of political shifts, new intergovernmental considerations, and discussions occurring outside the Terms of Reference relating to operational issues and opportunities instead of governance issues and opportunities.
 - Political discussion outside of WASACs control led to not being able to complete the main objective of WASAC of supporting the development and implementation of the Water Strategy. WASAC identified a desire to continue providing feedback on any changes the SCRD Board makes to the Water Strategy, to ensure it involves input from the community and does not differ drastically from the Water Strategy first developed with WASAC.
 - A member of WASAC desired for earlier engagement on projects and reports to help inform final decisions.
- Suggestions for future consideration,
 - Consideration to circulate meeting minutes to the Committee prior to having them go to the SCRD Board.
 - WASAC recognized they could provide valuable community expertise.
 - WASAC sees a need for communicating changes surrounding the transition to volumetric billing and to let the community know that citizen representatives are helping assess the process.
 - WASAC sees value in keeping the same members on as they have already gained knowledge on the SCRD water service and want to continue to utilize that knowledge given the priority of both the Water Strategy and Volumetric Billing.

RECOMMENDATIONS

Recommendation No. 1

The Water Supply Advisory Committee (WASAC) recommended that the current WASAC term be extended for one-year, focusing on the development and implementation of the SCR D Water Strategy and support the implementation of Volumetric Billing;

AND THAT the WASAC Terms of Reference be amended accordingly.

NEXT MEETING To be determined.

ADJOURNMENT 5:34 p.m.



**SUNSHINE COAST REGIONAL
ACCESSIBILITY ADVISORY COMMITTEE MEETING**

June 25, 2024

RECOMMENDATIONS FROM THE SUNSHINE COAST REGIONAL ACCESSIBILITY
ADVISORY COMMITTEE MEETING HELD IN THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C. AND VIA ZOOM

PRESENT:

(Voting Members)

| | |
|-----------------|-------------|
| Chair | TBD |
| Alternate Chair | TBD |
| Members | B. Conway |
| | K. Cramer |
| | E. Eaton |
| | L. Forrest |
| | A. Gursche |
| | R. Kiewitz |
| | A. Lattanzi |
| | T. Straw |
| | S. Tompkins |

ALSO PRESENT:

(Non-Voting)

| | |
|---------------------------------|------------------------|
| Councillor, TOG | D. Croal |
| Councillor, DOS | A. Toth |
| SCRD Director, Electoral Area B | J. Gabias |
| SCRD Director, Electoral Area E | D. McMahon (Alternate) |
| SCRD Corporate Officer | S. Reid |
| Staff, SCR D | R. Porte |
| Staff, TOG | K. Thomas |
| Recorder | Y. Roberts |
| Technical Support | B. Viitanen |

REGRETS:

| | |
|------------|--------------|
| Member | D. Dutto |
| Member | C. Read |
| Staff, DOS | M. Stjepovic |

CALL TO ORDER *The Corporate Officer assumed the Chair and called the meeting to order at 10:36 a.m.*

INTRODUCTIONS *Committee members participated in a round table of introductions.*

AGENDA *The agenda was adopted as presented.*

PRESENTATIONS AND DELEGATIONS

The Corporate Officer provided an overview of Sunshine Coast local governments and reviewed the Committee Terms of Reference.

Procedural Overview – Corporate Officer

- Annex A of the agenda package, “Who Does What?” reference sheet provides a high-level overview of the different jurisdictional responsibilities amongst the municipal members, the Regional District and Province.
- The Corporate Officer provided an overview of the Terms of Reference (TOR) for the Sunshine Coast Regional Accessibility Advisory Committee (SCRAAC). Some key highlights from the TOR are:
 - The Accessible *British Columbia Act* mandated local governments to develop, implement and review an accessibility plan.
 - The purpose of the SCRAAC is to assist local governments with the development of an accessibility plan through the identification of barriers and opportunities for solutions.
 - There are 3 main objectives to be considered in the development of the plan:
 - Identify accessibility barriers and opportunities.
 - Develop recommendations and options to remove barriers to accessibility.
 - Develop a process for ongoing feedback and evaluation of those recommendations.
 - There are 11 voting members appointed to the SCRAAC. Non-voting members appointed include one elected official from each local government, as well as a staff resource person from each local government who is appointed to help guide the development of the plan. A Committee secretary from each local government is also appointed to oversee all Committee meeting procedures, including agenda coordination and meeting minutes.
 - A quorum is 6 members meaning a minimum of 6 voting members must be in attendance for the meeting to be legally convened.
 - Any recommendations made by the SCRAAC that are documented in the Committee minutes and forwarded to the municipal councils and regional district board, may only be acted upon through the adoption of a council or board resolution.
 - Voting members must attend 50% of the meetings annually to maintain their eligibility for Committee membership; there are four meetings per annum.
- For any feedback, concerns, or questions on procedure please reach out to the SCRD’s appointed Committee Secretary at legislative@scrd.ca .

NEW BUSINESS

ELECTION OF THE COMMITTEE CHAIR AND ALTERNATE CHAIR

The Corporate Officer called for nominations for SCRAAC Chair three times. No eligible nominations were received or accepted.

The Corporate Officer called for volunteers to assume the position of SCRAAC Chair. No volunteers came forward.

The Corporate Officer recommended that the appointment of a Committee Chair and Alternate Chair be referred to the next meeting.

MEETING SCHEDULE

- The remaining 2024 meetings are being proposed to be held in September and November. The host local government will be responsible for canvassing for potential meeting dates and times. Committee members requested that the local governments consider adding an option for an evening meeting time when canvassing for member availability.
- The Town of Gibsons (TOG), the District of Sechelt (DOS) and the Sunshine Coast Regional District (SCRD) are co-hosting this regional committee; DOS will host the next meeting (in September).

The Corporate Officer opened the floor to questions and responses were provided as follows:

- Can we hold this meeting outside office hours?
 - Yes, moving forward we will propose times that will include evening options.
- Can we bring other people to the meeting with us?
 - It was clarified that only members can participate and vote, but that the public can attend and observe.
- Where will these meetings be posted?
 - Meetings will be posted on the local government websites and potentially in the Coast Reporter and on Facebook as well.
- What can members do to prepare for the September meeting?
 - Identify barriers and opportunities and bring a list to the meeting.
 - Staff will do an internal scan of our organizations.
- Can we send in information prior to the next meeting?
 - Yes, you can send to legislative@scrd.ca .

NEXT MEETING TBD (September)

ADJOURNMENT 11:40 AM