



COMMITTEE OF THE WHOLE
Thursday, September 28, 2023
TO BE HELD
IN THE BOARDROOM OF THE
SUNSHINE COAST REGIONAL DISTRICT OFFICES
AT 1975 FIELD ROAD, SECHELT, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1-2

PRESENTATIONS AND DELEGATIONS

2. Hayitbay Mahmudov, Principal and Consultant and Graham Smith, Research Analyst, Intergroup Consultants Ltd.
- i) Presentation: Sunshine Coast Regional District Water Rate Structure Study Annex A
pp. 3-7
- ii) Staff Report: Sunshine Coast Regional District Water Rate Structure Study Annex B
pp. 8-140
General Manager, Corporate Services / Chief Financial Officer
(Voting – All Directors)

REPORTS

3. Water Supply Update Verbal
Utility Operations Superintendent
(Voting – A, B, D, E, F, Sechelt)
4. Budget Project Status Report – Update Annex C
pp. 141-160
Senior Leadership Team
(Voting – All Directors)
5. Bi-Annual Grant SCRD External Grants Status Update Annex D
pp. 161-165
Manager, Budgeting and Grants
(Voting – All Directors)
6. Transit Improvement Program (TIP) – 2024 Priorities Annex E
pp. 166-173
Manager, Transit and Fleet
(Voting – B, D, E, F, Sechelt, Gibsons, sNGD)

7. Halfmoon Bay Community Hall Project Update
Manager, Asset Management
(Voting – A, B, D, E, F) Annex F
pp. 174-183
8. Howe Sound Community Forum Update
Manager, Sustainable Development
(Voting- All Directors) Annex G
pp. 184-202
9. Request for Proposal 2361307 Supply and Delivery Ice Resurfacer
- Contract Award
Manager, Facility Services
(Voting – B, D, E, F, Sechelt, Gibsons, sNGD) Annex H
pp. 203-204

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) and (2) (b) of the *Community Charter* “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.” and “The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both; or between a provincial government or the federal government or both and a third party.”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT

WATER RATE STRUCTURE STUDY

PRESENTATION TO THE BOARD

Presented by: Hayitbay Mahmudov,
InterGroup Consultants

September 28, 2023

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SUNSHINE COAST REGIONAL DISTRICT WATER RATE STRUCTURE STUDY

INTRODUCTION

2

The SCR D water utilities are unique in that they supply water to many customers over a vast area. The SCR D will complete installation of water meters in all water service areas by 2025 and this presents the opportunity to redesign the water user fee rate structures.

InterGroup Consultants Ltd. ("InterGroup") was retained by the SCR D to examine, analyse, and recommend changes to the SCR D's water rate structure for its three Water Service Areas that can accomplish the following objectives:

- Ensure rates contemplate the short and long-term financial needs of the service such as cost recovery for operational needs and capital renewal;
- Consider a user pay approach (pay for what you use opposed to a flat rate);
- Promote water conservation and more conscious water use;
- Create a mechanism to establish revenue predictability; and
- Be simple to understand for staff, users, and the public.

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SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY

RATE STRUCTURE CRITERIA

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The rate structure options developed were designed based on the review of the study objectives and discussions with the SCRD staff and on the following criteria:

- **Rate equity:** (revenue-cost-coverage ratio) where all users are contributing equitably in proportion to the cost of the Water Service Area.
- **Better price signals/conservation incentive:** Consider a user pay approach.
- **Mixed-use residential:** Consider mixed-use residential properties. For example, a residence and a business on the same property.
- **Rate congruency:** Rate structures and user classification differ by Water Service Areas as a result of district growth and incorporation of previously existing community operated water systems.
- **Revenue predictability:** The rate structure options must create a mechanism to establish revenue predictability and reflect a gradual (phased) approach to rates structure changes to avoid rate spikes.
- **Bill impacts:** Consider impact of rate structures on customer bills.
- **Simplicity:** for staff, users, and the public, and easy to update.

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SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY

RATE STRUCTURE OPTIONS

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The rate structure options presented in this report for consideration of the Regional District include the following:

- **Option 1 – Status Quo:** Current rate structure (flat rates for majority of customers)
- **Option 2 – Uniform rates:** a single volumetric rate per cubic meter plus fixed charges that can vary by meter size (or customer class)
- **Option 3 – Seasonal rates:** a time differentiated volumetric rate that varies by time period. Volumetric rates vary between Winter (i.e., Q1 and Q4) and Summer (i.e., Q2 and Q3) months.

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**SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY**

RATE STRUCTURE ANALYSIS

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Rate structure analysis reflects the following approach and assumptions:

- Target the same overall revenue for a proper comparison (for illustrative purposes assumed a hypothetical target revenue of \$10M)
- Rates for each customer class should be based on principles of “cost of service”.
- SCRCD does not have purely variable costs for the water utilities (e.g., water purchase costs). Target 80% recovery of revenues through fixed charges – a phased approach to reduce the revenue risk and ensure cost recovery.
- Volumetric rate options reflect a single rate per m3 by customer class and fixed charges that vary by meter size – aligned with the SCRCD objectives and considerations in the American Water Works Association (“AWWA”) manual (cost-based; simplicity; improved price signaling; gradualism; and improvement of water literacy).

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**SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY**

RATE STRUCTURE OPTIONS

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	Option 1 - Status Quo	Option 2 - Uniform Rates	Option 3 - Seasonal Rates
Rate Equity ¹	X	XX	X
Better price signals/Conservation incentive		X	XX
Mixed-user residential		X	X
Rate congruency		X	X
Revenue Predictability	XX	X	X
Bill impacts ²	X	X	X
Simplicity, ease to use	XX	XXX	X

Rate equity can be achieved for status quo through rebalancing rates among the customer classes.

Bill impacts will vary across customer classes and consumptions levels depending on the rate structure.

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**SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY**

RATE STRUCTURE OPTIONS

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Moving to a volumetric rate structure allows defining the rates by meter size and water usage which resolves the mixed-use residential concern.

Proposed Changes to Customer Classes

	Current Classes	Proposed Classes
All Service Areas	Metered	
	Group 1 (3/4 inch and under)	Group 1 (3/4 inch and under)
	Group 2 (3/4 - 1 inches)	Group 2 (3/4 - 1 inches)
	Group 3 (1 - 1 1/2 inches)	Group 3 (1 - 1 1/2 inches)
	Group 4 (1 1/2 - 2 inches)	Group 4 (1 1/2 - 2 inches)
RWS	Unmetered	
	Water Regional Apartment and Mobile Homes	Group 1 (3/4 inch and under)
	Water Regional SFD & Other	Captured by size in Group 1 - 4
NPH	Water Regional Motel & Hospital	Group 1 (3/4 inch and under)
	Unmetered	
	North Pender Institutional	Group 1 (3/4 inch and under)
SPH	North Pender MFD	
	North Pender SFD	
	Unmetered	
	South Pender BUS 1 EMP	Group 1 (3/4 inch and under)
	South Pender BUS 1+ EMP	
	Water South Pender SFD MFD	

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**SUNSHINE COAST REGIONAL DISTRICT
WATER RATE STRUCTURE STUDY**

OTHER RATE STRUCTURE OPTIONS

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Other Rate Options - These rate options would represent a large shift from the current rate structure by introducing a tiered volumetric rate and lack gradualism.

- **Option 4** – Increasing block rates: the unit price of each succeeding block of usage is charged a higher volumetric rate than the previous block. *Not recommended at this time considering billing frequency; information on water consumption; revenue predictability; difficulty to communicate to customers; and gradual approach to rate structure revision. Once volumetric rates are in place and more data is available, it can be evolved into a block pricing in the future.*
- **Option 5** – Decreasing block rates: the unit price of each succeeding block of usage is charged a lower volumetric rate than the previous block. *Not recommended, as contrary to the SCRD's objective of water conservation and more conscious water use.*

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RECOMMENDATIONS

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- If a decision is made with respect to transitioning to a volumetric metered rate structure, then as an interim phase implement a uniform rate structure for NPH and SPH to encourage water conservation and a user pay approach as these areas are 100% metered.
- Do not transition the Regional Water Service Area to a volumetric rate structure until all customers are metered to ensure rate payer fairness.
- Do not implement an inclining block rate structure until the SCRD has a more conservative volumetric rate structure in place to better understand the change in consumption habits of customers and their consumption profiles.
- Complete a comprehensive water demand study once meters are 100% installed to understand customer peaking requirements and customer consumption habit.
- Consider moving to more frequent billing with information on water consumption used.
- If a decision is made to implement a volumetric rate structure, then consider revising the customer classes from the current structure to a structure based on meter sizes and water usage (helps address the issue of billing for mixed-use residential properties).
- Consider revising the District’s Financial Sustainability Policy to implement a minimum reserve balance and consideration of an annual capital reserve contribution for each of the Water Service Areas.

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QUESTIONS?

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023
AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
SUBJECT: SUNSHINE COAST REGIONAL DISTRICT WATER RATE STRUCTURE STUDY

RECOMMENDATION(S)

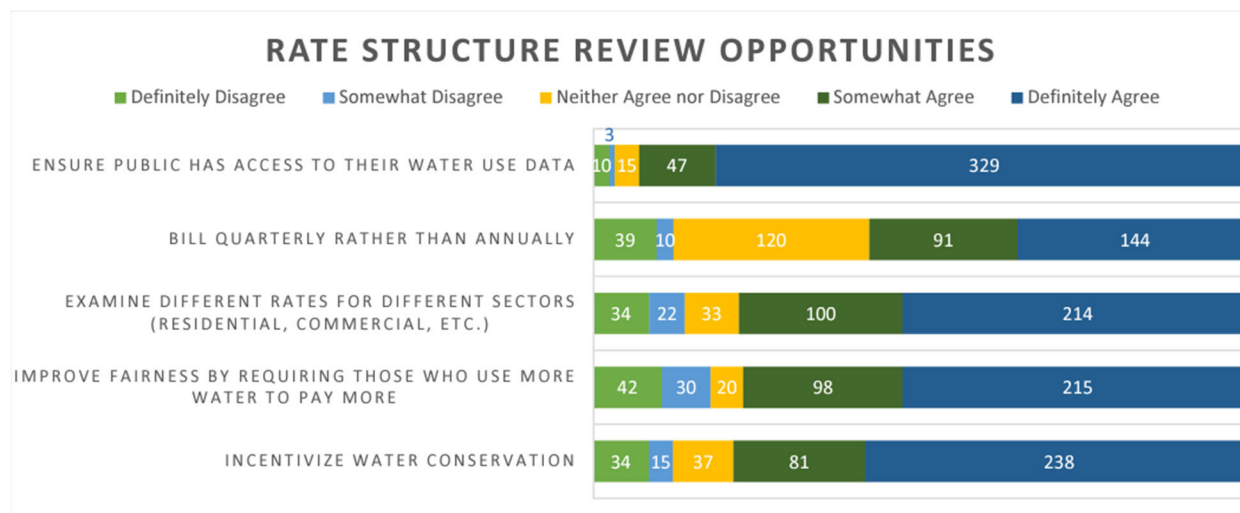
- (1) THAT the report titled Sunshine Coast Regional District Water Rate Structure Study be received for information;
- (2) AND THAT a project implementation plan to incorporate volumetric billing, starting with the North Pender Harbour and South Pender Harbour Water Services, be presented as part of the 2024 Budget deliberations.

BACKGROUND

The Sunshine Coast Regional District (SCRD) provides residents with drinking water through three distinct water services; North Pender Harbour Water Service (NPHWS), South Pender Harbour Water Service (SPHWS) and Regional Water Service (RWS). The annual operating cost of these services is recovered through User Fees charged to every parcel with a service connection.

All service connections within the NPHWS and SPHWS currently have water meters installed. The final phase of meter installations is underway for the RWS, it is anticipated that by the end of 2025 all service connections in the RWS will have meters installed. The SCR D’s current water rate structure is based on a flat rate for the majority of users. Metered commercial users are charged volumetrically for the water they use.

A summary of a recent request for public opinion shows a desire for improvements to the water rate structure to better incentivize water conservation and to associate consumption with cost of service.



To better understand the potential rate structures that could be implemented, a Water Rate Structure Study contract was awarded to InterGroup Consultants in December 2022. InterGroup completed the report “Sunshine Coast Regional District 2023 Water Rate Structure Study” in September 2023 (Attachment A).

The purpose of this staff report is to summarize the InterGroup report and present recommendations for next steps.

DISCUSSION

The SCRD sought guidance on the selection and implementation of water rate structure options that promote fairness, stability, and recommended implementation strategies. InterGroup conducted a review of the SCRD’s current approach for water billing and provided recommendations to achieve a more equitable rate structure across all Water Service Areas.

Rate Structure

InterGroup compared the SCRD’s current water rate structure (*Option 1: Status Quo*) with two common best practice approaches:

- i) a fixed charge based on service connection size combined with a charge based on metered water usage (*Option 2: Uniform Rates*); and
- ii) a similar rate structure as Option 2 but also considers additional seasonal meter rates (*Option 3: Seasonal Rates*).

The allocation of targeted cost recovery for each component of the charges would determine the specific rates. Figure 2 below shows an excerpt from InterGroup’s report summarizing their comparison.

	Option 1 - Status Quo	Option 2 - Uniform Rates	Option 3 - Seasonal Rates
Rate Equity ¹	X	XX	X
Better price signals/Conservation incentive		X	XX
Mixed-user residential		X	X
Rate congruency		X	X
Revenue Predictability	XX	X	X
Bill impacts ²	X	X	X
Simplicity, ease to use	XX	XXX	X

Figure 2: Comparison of three Water Rate Structures (InterGroup Report)

The table suggests greater advantages with conservation and congruency for ‘Option 2: Uniform Rates’ and ‘Option 3: Seasonal Rates’ than ‘Option 1: Status Quo’. While Option 2 is simpler, there can be greater incentive for conservation using Option 3.

InterGroup also considered inclining/declining block rates in their study. These incorporate different rates as the overall consumption crosses pre-defined thresholds. Although there is greater potential to incentivize conservation with inclining blocks in particular, these rate structures are not recommended until both volumetric billing and a more frequent billing period are employed.

Implementation

InterGroup's report highlights that water meters are necessary to implement volumetric billing and recommends that the RWS Area (which includes Chapman, Langdale, Eastbourne, Granthams and Soames Water Systems) should not consider a volumetric rate structure until the water service area is fully metered. A phased approach to volumetric billing could begin for the fully metered NPHWS and SPHWS Areas.

InterGroup recognizes the challenges for all parties when instituting changes to billing structures and highlights the importance of appropriately pacing the rate of change when introducing new rate structures. Option 2 considers an initial allocation target of 80% of service costs to be recovered through fixed charges and 20% through volumetric rates. Since the operational expenses of SCRD water services are not directly correlated to the volume of water that is delivered, this moderate ratio minimizes the risk that conservation actions will result in operational deficits.

InterGroup recommends gradually adjusting this ratio of fixed-to-variable charges as the behavioral impacts of the new rate structure are better understood. The nature of the SCRD's water usage may benefit from seasonal or inclining block rates to better promote timely water conservation. InterGroup did not recommend moving to an inclining rate structure at this time, given the current stage of organization development, and suggested this option be revisited later.

Analysis

Option 2 ranked the highest among the proposed rate structure options. Of the three options, this option best balanced conservation incentives, rate congruency, and simplicity. InterGroup recommends that this option be implemented across all SCRD Water Service Areas, starting with NPHWS and SPHWS.

This recommended rate structure is similar to that used by the Town of Gibsons, with the exception that inclining block rates are not recommended in the initial phase of implementation. InterGroup suggests that inclining blocks should be introduced later.

The SCRD typically has a seasonal water supply deficit requiring timely conservation. Option 3 best aligns with this challenge. It is possible to introduce seasonal rates while still maintaining a conservative ratio of fixed variable charges.

Implementation of a new rate structure is anticipated to require further work to communicate and implement the necessary changes internally and externally. Initiating public engagement quickly, and providing users with insight into how their current usage patterns would be reflected under a revised rate structure, would help to ease the transition.

It is recommended that the Board direct staff to develop a project implementation plan to begin the transition to volumetric billing starting with the NPHWS and SPHWS Areas as part of the 2024 Budget deliberations.

Organization and Intergovernmental Implications

The project implementation plan will seek to articulate the projected organizational impact of adopting a new water rate structure as well as proposed timelines for the water services.

Work is underway to update and modernize *SCRD Water Rates and Regulations Bylaw No. 422* (Bylaw 422). Changes to water rate structures and associated policy considerations will also be contemplated as part of the implementation plan.

Financial Implications

The project implementation plan will seek to better define the financial implications associated with adopting a new water rate structure, including staffing resources.

Communications Strategy

The project implementation plan will include consideration for communicating the decision to change the rate structure.

STRATEGIC PLAN AND RELATED POLICIES

A water rate structure review supports the advancement of the Boards Strategic Plan and aligns with the Financial Sustainability policy in seeking to ensure service delivery is fair and equitable.

CONCLUSION

The SCRD hired InterGroup to provide recommendations on potential changes to the SCRD rate structure for user fees in the RWS, NPHWS and SPHWS Areas. Given the need for increased fairness, efficiency, and conservation of SCRD drinking water, the shift to volumetric billing is an important intervention to build resilience and address the complex challenges of water supply management. A proposal to begin the process of volumetric billing will be provided as part of the 2024 Budget deliberations for the Boards consideration.

Attachment A – Sunshine Coast Regional District 2023 Water Rate Structure Study, September 2023

Reviewed by:			
Manager	X – G. Starsage	Finance	
GM	X – R. Rosenboom	Legislative	X – J. Hill
CAO	X – D. McKinley	Other	

Sunshine Coast Regional District 2023 Water Rate Structure Study



InterGroup

C O N S U L T A N T S

Prepared by: InterGroup Consultants Ltd.
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Submitted to: Sunshine Coast Regional District
September 2023

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EXECUTIVE SUMMARY

The Sunshine Coast Regional District (SCRD) water utility infrastructure includes approximately 9,759 connections (approximately 50% are metered connections) in the Regional Water Service Area, 918 connections in the South Pender Harbour Water Service Area (100% metered connections), and 770 connections in the North Pender Harbour Water Service Area (100% metered connections) in 2023.

As per *SCRD Water Rates and Regulation Bylaw No. 422* (the bylaw), under the current water rate structure, a quarterly metered volumetric rate is generally applied to commercial water users. All other customers are charged an annual flat rate.

The Regional District will complete installation of water meters in all water service areas by 2025 and this presents the opportunity to redesign the water user fee rate structures. User fees are for the daily operations and maintenance of each water service area, with remaining funds placed into an operating reserve fund for unexpected expenses and future operations.

InterGroup Consultants Ltd. (“InterGroup”) was retained by the Regional District to examine, analyse, and recommend changes to the Regional District’s water rate structure for its three Water Service Areas that can accomplish the following objectives:

- Ensure rates contemplate the short and long-term financial needs of the service such as cost recovery for operational needs and capital renewal;
- Consider a user pay approach (pay for what you use opposed to a flat rate);
- Promote water conservation and more conscious water use;
- Create a mechanism to establish rate stability;
- Provide a rate model whereas the SCRD has the flexibility to update; and
- Be simple to understand for staff, users, and the public.

The rate structure options developed for this study were based on the review of cost-of-service analysis and discussions with the Regional District staff, and designed based on the following criteria prioritizing solutions for considerations identified by the Regional District:

1. **Rate equity:** (revenue-cost-coverage ratio) to ensure rates contemplate an approach, where all users are contributing equitably in proportion to the cost of the Water Service Area.
2. **Better price signals/conservation incentive:** Consider a user pay approach.
3. **Mixed-use residential:** Consider mixed-use residential properties that are not currently addressed in the bylaw, meaning a property that brings together several uses, either through a single building or several buildings on a single property. For example, a residence and a business on the same property.

4. **Rate congruency:** Rate structures and user classification differ by Water Service Areas as a result of district growth and incorporation of previously existing community operated water systems.
5. **Revenue predictability:** The rate structure options must create a mechanism to establish revenue stability and reflect a gradual (phased) approach to rates structure changes to avoid rate spikes.
6. **Bill impacts:** The Regional District has heard concerns about affordability challenges that could arise from a new rate structure. The ongoing sustainability of the service is also a concern from maintaining existing service levels, adapting to growth, and climate change pressures.
7. **Simplicity:** for staff, users, and the public, and easy to update.

The rate structure options presented in this report for consideration of the Regional District include the following:

- **Option 1** – Status Quo: Current rate structure (flat rates for unmetered customers).
- **Option 2** – Uniform rates: a single volumetric rate per cubic meter plus fixed charges that correspond to water service connection (i.e., meter size or customer class).
- **Option 3** – Seasonal rates: a time differentiated charge rate that varies by time period. Volumetric rates vary between Winter (i.e., Q1 and Q4) and Summer (i.e., Q2 and Q3) months.

Note: Options other than Status Quo require customer base to have meters installed and operating. Currently, the Regional Water Service Area does not have meters installed for all customers. Assumptions for consumption profiles were required for determining volumetric rates so revenues and rates supporting the study findings are **illustrative**. For illustrative purposes, a hypothetical revenue target of \$10 million was used for the cost-of-service analysis and rate options. This is used to compare the revenues and rate impacts among the reviewed scenarios. As well, the rate structure options were analyzed assuming targeting 80% recovery of revenues through fixed charges to mitigate a risk of revenue instability resulting from uncertainty of how customer consumption would change from the possible implementation of volumetric rates.

Table below summarizes how Options 1, 2, and 3 meet each of the rate structure objectives prioritized by the Regional District.

Objectives for the Proposed Rate Structure Options

	Option 1 - Status Quo	Option 2 - Uniform Rates	Option 3 - Seasonal Rates
Rate Equity ¹	X	XX	X
Better price signals/Conservation incentive		X	XX
Mixed-user residential		X	X
Rate congruency		X	X
Revenue Predictability	XX	X	X
Bill impacts ²	X	X	X
Simplicity, ease to use	XX	XXX	X

Notes:

1. Rate equity can be achieved for status quo through rebalancing rates among the customer classes.
2. Bill impacts will vary across customer classes and consumptions levels depending on the rate structure.

Summary comparison of the proposed rate structure options are provided below.

RCC Ratio/Equity

- Option 1: The current rate structure indicates higher cost recovery from metered customers and under-recovery of costs from apartments/mobile homes and motels/hospitals.
- Option 2: Uniform rate structure as proposed achieves 100% RCC ratio across rate classes.
- Option 3: Seasonal rate structure as proposed also achieves 100% RCC ratio for all classes, except motel/hospital, which indicate 85% RCC ratio. However, this class makes up only about 1% of allocated costs.

Better price signals/ Conservation incentive

- Option 1: The current rate structure does not have price signals for unmetered customers.
- Option 2 and Option 3: Both rate structures offer a price signal/conservation incentive via a variable charge (Seasonal rate structure offers the highest price signal/conservation incentive).

Rates Congruency/ Mixed-use Residential

- Option 1: The current congruency and multi-use residential issues remain.
- Option 2 and 3: Both rate structure options provide supporting basis for any rate differences. Rate classes can be collapsed (i.e., simplified) and categorized by meter size. This also resolves mixed-use residential customer rate definition issue.

Bill impacts:

- Option 1: This is the status quo.
- Option 2 and 3: Customers with lower consumption will pay less than customers with higher consumption as compared to flat rates. When the same overall utility revenue is targeted under each rate structure, for existing metered customers average bills in all Water Service Areas would decrease as compared to the existing rate structure (a decrease in the existing metered revenue would be offset by an increase in the newly added metered customers revenue). Rate setting, however, was not the focus of the current study, and once a new rate structure is implemented, a rate setting exercise would deal with rate subsidies and affordability specifically.

Simplicity

- Option 1 is simple and easy to use (does not require consumption metering and billing for majority of customers). However, the basis for the existing rate differences by customer class is not supported by COSA analysis.
- Option 2 is the simplest to understand by staff, users, and the public and easy to implement.
- Option 3 may require an education program by the utility to explain the structure to customers.

The uniform and seasonal rate structures require meters to be installed for all customers, however, SCRD has not yet completed the Regional Water Service Area meters installations. It is recommended that the Regional District wait until meters are installed for all customers before changing the Regional Water Service Area rate structure to include a volumetric rate for all customers.

However, given North Pender Harbour and South Pender Harbour Water Service Areas are 100% metered, as an interim phase, the Regional District could implement a uniform or seasonal rate structure in these Water Service Areas. This would help the Regional District understand how customers respond to a volumetric rate structure and improve the effectiveness when a similar rate structure is applied to the Regional Water Service Area.

InterGroup also reviewed Increasing block rate structure and Decreasing block rate structure options for completeness of the review.

- Decreasing block rate structure is contrary to the Regional District's objective of water conservation and more conscious water use. Therefore, this option is not recommended for the Regional District's consideration and was not analyzed in detail.
- Increasing block rate structure is currently in place in several peer regional districts reviewed in this study. However, given the current rate structure, billing frequency, information on water usage by customer classes, and a gradual approach to alternative rate structure considerations, InterGroup does not recommend implementing an inclining block rate structure at this time.

The study overall presents the following recommendations for the Regional District's consideration:

- If a decision is made with respect to transitioning to a volumetric metered rate structure, then the Regional District should consider a phased approach and implement a uniform or seasonal rate structure for North Pender Harbour and South Pender Harbour Water Service Areas to encourage water conservation and a user pay approach as these areas are 100% metered.
- Do not transition the Regional Water Service Area to a volumetric rate structure (e.g., uniform, seasonal) until all customers are metered to ensure rate payer fairness.
- Do 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. After a few years of experience with a volumetric rate structure, another study is recommended to investigate implementing an inclining block rate structure. This ensures gradualism by first having customers become accustomed to volumetric pricing before moving to a rate structure with tiered pricing.
- Complete a comprehensive water demand study once meters are 100% installed to understand customer peaking requirements and customer consumption habits for each of the Water Service Area customer classes.
- Move to more frequent billing with information on water consumption used. The frequency of billing would need to consider available resourcing and capacity before a decision on the frequency is made. More frequent billing and information on water consumption used would allow for timely price signalling for customers to be able to respond to fluctuating bills based on water consumption.
- If a decision is made to implement a volumetric rate structure, then consider revising the customer classes from the current structure to a structure based on meter sizes and water usage. This would help address the issue of billing for mixed-use residential properties.
- InterGroup recommends the Regional District Board consider revising the District's Financial Sustainability Policy to implement a minimum reserve balance and consideration of an annual capital reserve contribution for each of the Water Service Areas. This would help to ensure the sustainability of the utilities and lessen the burden on frontage fees from future major capital projects.

1.0 INTRODUCTION AND OVERVIEW

The Sunshine Coast Regional District (“Regional District”) is located in Southern British Columbia along the west coast and northwest of Vancouver. The Regional District is comprised of the District of Sechelt, Town of Gibsons, and the shíshálh Nation Government District, in addition to, the Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, and West Howe Sound electoral areas.¹ The Regional District has a population of approximately 32,000 people.²

The Regional District provides drinking water to approximately 24,000 residents and businesses in three Water Service Areas. Each Water Service Area is distinct as outlined through a regional district service establishing bylaw that defines how the service will be provided, which areas participate, types of rates, and how the costs will be recovered through service charges. Therefore, each Water Service Area has different rates and a separate budget set to achieve cost recovery for that service.

The Regional District’s water utility infrastructure includes approximately 9,759 connections (approximately 50% are metered connections) in the Regional Water Service Area, 918 connections in the South Pender Harbour Water Service Area (100% metered connections), and 770 connections in the North Pender Harbour Water Service Area (100% metered connections) in 2023.

The Regional District will complete installation of water meters in all water service areas by 2025 and this presents the opportunity to redesign the water user fee rate structures.

The following considerations were noted by the Regional District with respect to rate structures in the hypothetical Water Service Area:

- **Equity:** The existing bylaw generally applies the metered rate to commercial properties. The Regional District wishes to use an approach that is consistent across all water users, where all users are contributing equitably in proportion to the cost of the Water Service Area.
- **Affordability:** The Regional District has heard concerns about affordability challenges that could arise from a new rate structure. The ongoing sustainability of the service is also a concern from maintaining existing service levels, adapting to growth, and climate change pressures. For example, how will this impact low-income water users would be determined through a rate setting exercise to have targeted rate subsidies for customers who cannot consume below a certain threshold.
- **Mixed-use residential:** The bylaw does not currently address mixed-use residential, meaning a property that brings together several uses, either through a single building or

¹ The Sunshine Coast Regional District webpage: <https://www.scrd.ca/electoral-areas-and-municipalities/>

² Statistics Canada 2021 Census of Population: <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=sunshine%20coast&DGUIDlist=2021A00035929&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>.

several buildings on a single property. For example, a residence and a business on the same property.

- **Congruency:** As the Regional District has grown over time, Water Service Areas previously managed by community operated water systems have been incorporated into the Regional District. As a result, rate structures and user classification differ by Water Service Areas.

InterGroup Consultants Ltd. (“InterGroup”) was retained by the Regional District to examine, analyse, and recommend changes to the Regional District’s water rate structure for its three Water Service Areas that can accomplish the following objectives:

- Ensure rates contemplate the short and long-term financial needs of the service such as cost recovery for operational needs and capital renewal;
- Consider a user pay approach (pay for what you use opposed to a flat rate);
- Promote water conservation and more conscious water use;
- Create a mechanism to establish rate stability;
- Provide a rate model whereas the SCRD has the flexibility to update; and
- Be simple to understand for staff, users, and the public.

Through this study, InterGroup has completed the following tasks:

- Review and understand the Bylaw and all current service charges collected by the Regional District through its three Water Service Areas.
- Sales analysis for a hypothetical Water Service Area by billing class/connection type. This information was used to determine hypothetical rate revenues at existing and proposed rate structures, as well as for illustrative bill comparison purpose.
- A cost-of-service analysis (COSA) for the hypothetical Water Service Area to determine what cost differences, if any, exist between serving the various customer classes. This exercise helps to understand the costs that are incurred in providing service to different types of customers.
- Develop and assess rate structure options, and recommended rate structure, with justifications, within the abilities of Regional Districts that meets current and future service needs.
- Financial analysis on alternatives with how the proposed hypothetical rates will meet (cover) current and future operational and capital needs of the water services.
- Summary of alternative rate structures considered, including financial analysis.
- Suggested timelines for a rate structure implementation.
- Preparation of public communication strategies for proposed rate structure and rate setting changes, for example mock billing.

2.0 FINANCIAL ANALYSIS

2.1 REVIEW AND UNDERSTAND CURRENT CHARGES

The Regional District adjusts water rates and charges annually. The most recent Fees and Charges were updated by the Sunshine Coast Regional District Bylaw No. 422.42.³ In accordance with this Bylaw the 2023 user rates are set as follows:

- Water Utility User Rates:
 - For metered accounts per quarter:
 - Regional Water Service Area – quarterly meter rental charges ranging \$9.00 to \$60 by meter size plus a minimum consumption charge of \$162.87 per quarter; and \$1.93 per m3 for consumption beyond approximately 84 m3/quarter.
 - North Pender Harbour Water Service Area- minimum charge of \$344.99 per quarter; and \$3.90 per m3 for consumption beyond 227 m3/quarter.
 - South Pender Harbour Water Service Area- minimum charge of \$272.48 per quarter; and \$2.81 per m3 for consumption beyond 45 m3/quarter.
 - User fees are charged annually at the following flat rate:
 - Regional Water Service Area:
 - A single dwelling unit - \$651.49
 - Motels - \$344.25 per unit
 - Apartments - \$524.48
 - Mobile homes - \$524.48 per occupied pad
 - Hospitals and Intermediate Care Facilities - \$344.25 per bed
 - All other users - \$651.48 per user
 - North Pender Water Service Area:
 - A single dwelling unit - \$918.12
 - Multiple family dwelling - \$1,651.69
 - Institutional building - \$843.24
 - All other users - \$918.11 per user
 - South Pender Water Service Area:

³ <https://www.scrd.ca/wp-content/uploads/2023/04/422-Water-Rates-and-Regulations-consolidated-to-include-422.42-in-effect-from-2023-JAN-12-to-present.pdf>

- A single dwelling unit - \$762.95
- Multiple family dwelling - \$762.95
- Office or place of business wherein is employed not more than one person - \$762.95
- Office or place of business wherein is employed more than one person - \$1,089.89
- For each clubhouse or hall - \$1,089.89
- All other users - \$762.95 per user
- o Lands classified as farm land pay annual land charges based on land size.

The SCRD generally charges commercial businesses the metered rate. All other customers are charged annual flat rates.

2.2 CURRENT AND FUTURE WATER SERVICE NEEDS

The Regional District's Financial Planning Policy states:

Each service budget must include all projected costs related to providing that service including a share of support service allocation costs as per the Board's Administrative Support Services Allocation Policy.

The Regional District prepares 5-year Financial Plan with detailed operating expenses by year and sources of revenue. Accordingly, water user fees and charges are adjusted annually to ensure recovery of budgeted expenses.

With respect to capital expenses, the District's Financial Sustainability Policy 4.12.2 states:

Parcel Taxes, frontage fees, capital grants, or other revenues will be used to fund major capital projects associated with the service. In some cases, capital may be more appropriately funded through property taxation, such as debt servicing costs or minor capital purchases.

Further, the Financial Planning Policy 4.7 (Reserve Funds) states:

a) Any financial plan will consider reserve fund levels for those services that expose the SCRD to a level of risk and/or that require the ongoing replacement and acquisition of capital items. Budgeted reserve contributions strive to balance immediate service needs and taxpayer impacts with longer term funding requirements.

b) The financial plan considers reserve contribution requirements of services where an asset management plan is an integral part of the service's long-term fiscal management.

Also, as per the Financial Sustainability Policy 4.15.1, *the District will review all services to identify the appropriate uses and level of reserves and /or rate stabilization funds recommended for each service.*

It is understood that currently any reserve contribution is made via adjustments to the frontage fees.⁴

InterGroup had an opportunity to review high-level capital expenditures and debt costs. According to the 2023-2027 Financial Plan, total revenues from frontage fees are forecast at about \$5.1 million for 2023⁵. Based on a review of the Regional District’s forecast debt costs and capital expenditures for the next several years, the current revenue levels from frontage fees appear insufficient to generate reserve contributions over the forecast expenses.

InterGroup recommends the Regional District Board consider revising the District’s Financial Sustainability Policy to implement a minimum reserve balance and consideration of an annual reserve contribution for each of the Water Service Areas. This would help to ensure the sustainability of the utilities and lessen the burden on frontage fees from future major capital projects.

2.3 SALES ANALYSIS

A sales analysis was completed for the three Water Service Areas by analyzing the total number of customers across the three Water Service Areas and the consumption amounts by customer classes. The analysis throughout the report uses a hypothetical \$10 million revenue target for developing the cost-of-service and hypothetical rate options analysis. Table 2-1 shows the sales analysis by number of customers and consumption by customer classes.

Table 2-1: Sales Analysis by Customer Classes

	Number of Connections (2022 Actual)	Total Volume (m3)
Metered Users		
Subtotal	263	260,016
Unmetered Users		
Water MFD	579	89,586
Water SFD & Other	12,430	2,180,995
Water Institutional	109	14,941
Subtotal	13,118	2,285,522
Total	13,381	2,545,538

⁴ Frontage fees are defined as frontage and parcel taxes throughout this report.

⁵ Sunshine Coast Regional District 2023-2027 Financial Plan: <https://www.scrd.ca/wp-content/uploads/SCRD-2023-2027-Financial-Plan-Final-Version.pdf>

3.0 COST OF SERVICE ANALYSIS

The rates charged to each customer class within each Water Service Area Utility should be developed based on principles of “cost of service”. This involved determining a fair allocation of total costs to the various rate classes based on their usage characteristics for each Water Service Area Utility.

The cost-of-service study provides an opportunity to check the reasonableness of the current rate structure. The calculation of cost to serve customer classes are based on equivalent meter sized ratios as per the Manual of American Water Works Association, M1 Principles of Water Rates, Fees, and Charges, 7th Edition (“AWWA Manual”). Equivalent meter size ratios are determined by the investment required to maintain meters and the associating meter flows. A revenue to cost coverage (RCC) ratio is calculated by dividing revenues from a class by the costs to serve that class. An RCC ratio of over 100% indicates that revenues exceed costs and that customers in that class are paying higher rates than the costs to serve them. An RCC ratio of below 100% indicates that revenues do not fully recover the costs to serve that class of customers. RCC ratios are generally not at 100% and it is an industry practice to target an RCC ratio between 95% to 105%.

A cost-of-service analysis was completed for a hypothetical Water Service Area Utility using hypothetical rates, a hypothetical \$10 million revenue target, and the aggregate 2022 consumption and number of connections of all three water service areas to determine cost allocations for each customer class. The cost-of-service analysis used the following assumptions:

1. Utility costs are based on a \$10 million hypothetical system cost of Water Service Area (i.e., service area recovers its budget costs).
2. The target revenue from fixed charges is set at 80% (variable charge revenue target is 20%).
3. Fixed cost allocation is based on Equivalent Meter Size Ratios as per the Manual of American Water Works Association, M1 Principles of Water Rates, Fees, and Charges, 7th Edition (AWWA Manual).

The SCRD does not have purely variable costs for the water utilities (e.g., water purchase costs) and all operating costs are associated with providing service to the customers. The selection of targeting 80% recovery of revenues through fixed charges is to mitigate a risk of revenue instability resulting from uncertainty of how customer consumption would change from the possible implementation of volumetric rates. The cost-of-service analysis for the hypothetical Water Service Area is described in more detail in Appendix A.

3.1 ILLUSTRATIVE COST OF SERVICE ANALYSIS

Table 3-1 presents the results of the cost-of-service breakdown by customer class based on a hypothetical system cost of \$10 million, current customer counts and volume estimates. The results were used to compare RCC ratios by customer class for each rate structure options discussed in section 4.0.

Table 3-1: Illustrative Cost of Service Allocation for Water Service

	Number of Connections (2022 Actual)	Total Volume (m3)	Cost (\$000's)
Metered Users			
Subtotal	263	260,016	\$ 587
Unmetered Users			
Water MFD	579	89,586	\$ 402
Water SFD & Other	12,430	2,180,995	\$ 8,937
Water Institutional	109	14,941	\$ 74
Subtotal	13,118	2,285,522	\$ 9,413
Total			\$ 10,000

4.0 RATE STRUCTURE OPTIONS

4.1 RATE STRUCTURE OPTIONS DEVELOPMENT APPROACH AND JUSTIFICATION

Rate design is the method by which utilities set rates to recover the costs of providing service to customers. Rate design seeks to balance a number of objectives that sometimes compete with each other. There are many possible rate designs for a utility that will recover the required revenue.

The rate structure options developed for this study were based on the review of the study objectives and discussions with the Regional District staff, and designed based on the following criteria prioritizing solutions for considerations identified by the Regional District:

1. **Rate equity:** (revenue-cost-coverage ratio) to ensure rates contemplate an approach, where all users are contributing equitably in proportion to the cost of the Water Service Area.
2. **Better price signals/conservation incentive:** Consider a user pay approach.
3. **Mixed-use residential:** Consider mixed-use residential properties that are not currently addressed in the bylaw, meaning a property that brings together several uses, either through a single building or several buildings on a single property. For example, a residence and a business on the same property.
4. **Rate congruency:** Rate structures and user classification differ by Water Service Areas as a result of district growth and incorporation of previously existing community operated water systems.
5. **Revenue predictability:** The rate structure options must create a mechanism to establish revenue stability and reflect a gradual (phased) approach to rates structure changes to avoid rate spikes.
6. **Bill impacts:** The Regional District has heard concerns about affordability challenges that could arise from a new rate structure. The ongoing sustainability of the service is also a concern from maintaining existing service levels, adapting to growth, and climate change pressures.
7. **Simplicity** for staff, users, and the public, and easy to update.

InterGroup analyzed and reviewed the following rate structure options for consideration of the Regional District:

- **Option 1** – Status Quo: Current rate structure (flat rates for unmetered customers).
- **Option 2** – Uniform rates: a single volumetric rate per cubic meter plus fixed charges that correspond to water service connection (i.e., meter size or customer class).
- **Option 3** – Seasonal rates: a time differentiated rate that varies by time period. Volumetric rates vary between Winter (i.e., Q1 and Q4) and Summer (i.e., Q2 and Q3) months.

- **Option 4** – Increasing block rates: the unit price of each succeeding block of usage is charged a higher volumetric rate than the previous block.
- **Option 5** – Decreasing block rates: the unit price of each succeeding block of usage is charged a lower volumetric rate than the previous block.

The volumetric rate options (option 2 through 5) reviewed reflect a single rate per cubic meter by customer class and fixed charges that vary by meter size. This approach is based on the current rate structure concerns and common rate objectives identified by the Regional District and included in the AWWA Manual. In particular, (i) promoting fairness and equity (i.e., cost-based); and (ii) maintaining simplicity, certainty, convenience, feasibility and freedom from controversy. Also, to allow for improved price signalling while promoting conservation and rate stability, gradually introducing a single volumetric rate charge per cubic meter will allow for customers to improve water literacy by becoming accustomed to monitoring consumption levels and price signals.

From the cost-of-service perspective, there is no practical reason for setting different rates per cubic meter of consumption, as the unit cost of the water commodity is the same for all consumers (not considering customer and demand related costs, which would be different as the related capacity costs of these customers on the utility system would be different).

Therefore, many municipalities implement a rate structure with a single rate per cubic meter, while capturing the demand (i.e., peak) and customer (size) cost differences via fixed charges by meter size. This is aligned with the simplicity/feasibility objectives criterion. This also appears to be a practice of peer municipalities reviewed for this study (Nanaimo, Comox Valley, and Central Kootenay regional districts, which do not have rates differ by customer class).

Another consideration for selecting options with a single rate per cubic meter by customer class is the objective of gradualism (i.e., minimizing unexpected changes to customer bills). The Regional District currently has mainly flat rate structure, and it is recommended that if a decision is made to transition to a metered rate structure, then in the first phase a single volumetric rate is introduced to minimize bill impacts, as well as have a more simple structure to communicate to the public. This can be evolved to different volumetric rates by customer class in future revisions if so desired.

Further, moving to a volumetric rate structure allows defining the rates by meter size and water usage which resolves the mixed-use residential concern. This can be done by simplifying classes based on similar charges and/or by meter sizes.

Options 2 through 5 also target the volumetric charge to recover 20% of revenues with the balance recovered via fixed charges. This ratio was selected as part of a phased approach to reduce the revenue risk and ensure cost recovery. Considering that the Regional District have not had a metered rate structure for majority of their customer base, it is difficult to estimate how customers' consumption profiles will change in response to the implementation of a volumetric charge component at this time. If a volumetric rate structure is implemented a target volumetric ratio can be adjusted in the future as the new structure becomes more established.

Option 5 is contrary to the Regional District's objective of water conservation and more conscious water use. Therefore, this option is not recommended for the Regional District's consideration and was not analyzed in detail.

Option 4 is a rate structure that is currently in place in several peer regional districts reviewed in this study. In particular, Central Kootenay, Comox Valley, Cowichan Valley, and the Town of Gibsons all have inclining block rates based on a review of their rate structures. However, given the current rate structure, billing frequency, and information on water usage by customer classes, InterGroup does not recommend implementing an inclining block rate structure at this time for the following reasons:

- The current billing cycle is quarterly for metered customers and annual for unmetered customers. This does not provide adequate price signalling where customers will have a three-month lag to respond to any necessary changes in their consumption habits and billing.
- The current rate structure has a majority of customers paying an annual flat rate. Changing to a block rate structure will require customers who may not be conscious of their water consumption levels to change their consumption habits in a timely manner or face higher water bills.
- This option is more complex, requiring information and analysis of customer usage patterns and peaking requirements, which is not currently available in the Regional District, and especially in the Regional Water Service Area, where only approximately half of customer base is metered. This information is required to accurately complete a cost-of-service analysis for the implementation of a block rate structure.
- This option is difficult to implement if the utility does not already have a volumetric rate structure in place.
- The inclining block rate structure is more difficult to communicate to customers and definitions of rate blocks can be based on more than one rationale.
- The selection of block sizes and associated rates can dramatically affect the equity of rate design.
- Revenue predictability: the inclining block rate structure tend to result in more revenue volatility than other rate structures.

However, once volumetric rates are in place, this structure can be evolved to a block pricing in the future, when more data is available, which is aligned with the rate stability objective and a phased approach to rates structure changes in the current study.

Options 1 through 3 were analyzed separately for a combined Water Service Area and discussed in the following sections.

Note: all options other than Status Quo require customer base to have meters installed and operating. Currently, the Regional Water Service Area does not have meters installed for all

customers. Assumptions for consumption profiles were required for determining volumetric rates so revenues and rates under the alternative options are **illustrative**.

Illustrative revenues and rate calculations under these options are provided in Appendix B.

4.2 ILLUSTRATIVE RATE OPTIONS

Option 1: Current Rate Structure

The current rate structure (or status quo) uses a mixed rate structure with flat rates for unmetered customers and a fixed and volumetric charge after a certain threshold for the metered customers. Table 4-1 shows the illustrative revenues for a \$10.0 million hypothetical target based on the current customer counts and volume estimates from **Option 1** - current rate structure.

Table 4-1: Illustrative Revenues Under the Current Rate Structure

	Number of Connections (2022 Actual)	Total Volume (m3)	Revenues (\$000's)
Metered Users			
Subtotal	263	260,016	\$ 626
Unmetered Users			
Water MFD	579	89,586	\$ 338
Water SFD & Other	12,430	2,180,995	\$ 8,974
Water Institutional	109	14,941	\$ 42
Subtotal	13,118	2,285,522	\$ 9,354
Meter Rentals Subtotal	207		\$ 20
Total			\$ 10,000

Option 2: Uniform Rate Structure

Under **Option 2** rates apply a uniform volumetric charge to each customer class, and a fixed charge based on meter size. The volumetric charge is set to recover 20% of revenues and the varying fixed charges are based on meter size according to the AWWA manual equivalent meter size ratios. The equivalent meter size ratios are determined by the investment required to maintain meters and the associating meter flows. Table 4-2 shows the illustrative revenues from **Option 2** - uniform rate structure.

Table 4-2: Illustrative Revenues Under the Uniform Rate Structure

	Number of Connections (2022 Actual)	Total Volume (m3)	Revenue (\$000's)
Metered Users			
Subtotal	263	260,016	\$ 587
Unmetered Users			
Water MFD	579	89,586	\$ 402
Water SFD & Other	12,430	2,180,995	\$ 8,937
Water Institutional	109	14,941	\$ 74
Subtotal	13,118	2,285,522	\$ 9,413
Total			\$ 10,000

Option 3: Seasonal Rate Structure

Under this option two uniform volumetric charges are applied to each customer class dependent on the season, and a fixed charge based on meter size. The volumetric rates vary for Summer (i.e., April to September) and Winter (i.e., October to March) months to account for the different levels of consumption between Summer and Winter months. The volumetric charges are set to recover 20% of revenues and the varying fixed charges are based on meter size according to the AWWA manual equivalent meter size ratios. Table 4-3 shows the illustrative revenues from **Option 3** - seasonal rate structure.

Table 4-3: Illustrative Revenues Under the Seasonal Rate Structure

	Number of Connections (2022 Actual)	Total Volume (m3)	Revenue (\$000's)
Metered Users			
Subtotal	263	260,016	\$ 583
Unmetered Users			
Water MFD	579	89,586	\$ 408
Water Regional SFD & Other	12,430	2,180,995	\$ 8,936
Water Institutional	109	14,941	\$ 73
Subtotal	13,118	2,285,522	\$ 9,417
Total			\$ 10,000

Table 4-4 shows the hypothetical revenue to cost coverage ratios for the three rate options. The results show for the MFD and Institutional the RCC ratio would be below the average revenue recovery under the current rate structure and the seasonal rate structure. These customer classes revenues do not fully recover the costs to serve that class of customers. For the Metered customer class, the RCC ratios would be above the average revenue recovery under the current rate structure, indicating this customer class revenues are paying higher rates than the costs to serve the Metered customer class. Under the uniform and seasonal rate structure, all customer classes would be recovering the costs the serve that class of customers.

Table 4-4: Hypothetical Cost of Service Analysis Equity Under the Rate Options

	Cost (\$000's)	Illustrative Revenue at Current Rate Structure (\$000's)	RCC Ratio	Illustrative Revenue at Uniform Rate Structure (\$000's)	RCC Ratio	Illustrative Revenue at Seasonal Rate Structure (\$)	RCC Ratio
Metered Users							
Subtotal	\$ 587	\$ 646	110%	\$ 587	100%	\$ 583	99%
Unmetered Users							
Water MFD	\$ 402	\$ 338	84%	\$ 402	100%	\$ 408	102%
Water SFD & Other	\$ 8,937	\$ 8,974	100%	\$ 8,937	100%	\$ 8,936	100%
Water Institutional	\$ 74	\$ 42	57%	\$ 74	100%	\$ 73	98%
Subtotal	\$ 9,413	\$ 9,354	99%	\$ 9,413	100%	\$ 9,417	100%
Total	\$ 10,000	\$ 10,000	100%	\$ 10,000	100%	\$ 10,000	100%

4.3 SUMMARY OF RATE OPTIONS

Table 4-5 summarizes how Options 1, 2, and 3 meet each of the rate structure objectives prioritized by the Regional District.

Table 4-5: Objectives for the Proposed Rate Structure Options

	Option 1 - Status Quo	Option 2 - Uniform Rates	Option 3 - Seasonal Rates
Rate Equity ¹	X	XX	X
Better price signals/Conservation incentive		X	XX
Mixed-user residential		X	X
Rate congruency		X	X
Revenue Predictability	XX	X	X
Bill impacts ²	X	X	X
Simplicity, ease to use	XX	XXX	X

Notes:

1. Rate equity can be achieved for status quo through rebalancing rates among the customer classes.
2. Bill impacts will vary across customer classes and consumptions levels depending on the rate structure.

Summaries of advantages and disadvantages for each rate structure option are provided below.

Option 1: Current Rate Structure

- Advantages:
 - The current rate structure offers the highest revenue/rate stability among the options reviewed, as only a small portion of water revenue is impacted by consumption profile changes.
 - The current rate structure is also simple and easy to use (does not require consumption metering and billing for majority of customers).
- Disadvantages:
 - The rates are not equitable between metered and unmetered rates. The current rate structure indicates higher cost recovery from metered customers and under-recovery of costs from MFD and Industrial. However, the largest customer class (SFD) cost recovery is within zone of reasonableness at 100%. Further, rates equity can be improved within the current structure by adjusting the rates close to the COSA results.
 - The rates do not promote water conservation as only a small portion of customers are metered.
 - The basis for the existing rate differences by customer class is not supported by COSA analysis.
 - The rate structure does not address mixed-use residential water use and billing concern.

Option 2: Uniform Rate Structure

- Advantages:
 - Simple to understand by staff, users, and the public and easy to implement.
 - Consistent rate across all water users within a Water Service Area.
 - Equitable, because all customers pay the same unit price for water service. Can also be designed to have different volumetric rates by rate class, if supported by COSA.
 - Promote water conservation and more conscious water use.
 - Easy to update by the Regional District.
 - Allows defining rates by meter size and water usage that resolve mixed-use residential concern.

Note, more frequent (e.g., quarterly, monthly) billing period improves price signaling.

- Disadvantages:
 - Revenue stability could be impacted by anticipated water use reductions. This could be mitigated by targeting a higher share of cost recovery through fixed charges but maintaining customer bill flexibility via volumetric charge component.

- Requires customer base to have meters installed and operating.

Option 3: Seasonal Rate Structure

- Advantages:
 - Consistent rate across all water users within a Water Service Area.
 - Relatively simple to administer based on the review of SCRD meter reads.
 - Equitable, because the customers responsible for the higher peak-demand-related costs are charged for such costs.
 - Promote water conservation and more conscious water use. Seasonal rate structure offers the highest price signal/conservation incentive.
 - Allows defining the rates by meter size and water usage that resolve mixed-use residential concern.

Note, more frequent (e.g., quarterly, monthly) billing period improves price signaling.
- Disadvantages:
 - May require an education program by the utility to explain the structure to customers.
 - Can place revenue stability at risk, depending on the differential in the peak-season rate and customer response to a higher rate.
 - Requires customer base to have meters installed and operating.

The uniform and seasonal rate structures require meters to be installed for all customers. Currently, the Regional Water Service Area does not have meters installed for all customer classes. It is recommended that the Regional District wait until meters are installed for all customer before changing the Regional Water Service area rate structure to include a volumetric rate for all customers. However, given North Pender Harbour and South Pender Harbour Water Service Areas are 100% metered, as an interim phase, the Regional District could implement a uniform or seasonal rate structure in these Water Service Areas. This would help the Regional District understand how customers respond to a volumetric rate structure and improve the effectiveness when a similar rate structure is applied to the Regional Water Service Area.

By moving to a volumetric rate structure, the Regional District can move away from the current customer classification and instead define rate classes by meter size and water usage which resolves the mixed-use residential concern. This can be done by simplifying the classes based on similar charges and/or by meter sizes. Table 4-6 shows the proposed changes to customer classes.

Table 4-6: Proposed Changes to Customer Classes

	Current Classes	Proposed Classes
All Service Areas	Metered Group 1 (3/4 inch and under) Group 2 (3/4 - 1 inches) Group 3 (1 - 1 1/2 inches) Group 4 (1 1/2 - 2 inches)	Group 1 (3/4 inch and under) Group 2 (3/4 - 1 inches) Group 3 (1 - 1 1/2 inches) Group 4 (1 1/2 - 2 inches)
RWS	Unmetered Water Regional Apartment and Mobile Homes Water Regional SFD & Other Water Regional Motel & Hospital	Group 1 (3/4 inch and under) Captured by size in Group 1 - 4 Group 1 (3/4 inch and under)
NPH	Unmetered North Pender Institutional North Pender MFD North Pender SFD	Group 1 (3/4 inch and under)
SPH	Unmetered South Pender BUS 1 EMP South Pender BUS 1+ EMP Water South Pender SFD MFD	Group 1 (3/4 inch and under)

If the Regional District proceeds with implementing a volumetric rate structure, it is recommended that volumetric rates are phased in. The first phase would be for volumetric rates to be implemented in the North Pender Harbour and South Pender Harbour Water Service Areas in 2024. Once the Regional Water Service Area is 100% metered a volumetric rate structure can be implemented in this area too. After a few years of experience with a volumetric rate structure, another study is recommended to investigate implementing an inclining block rate structure.

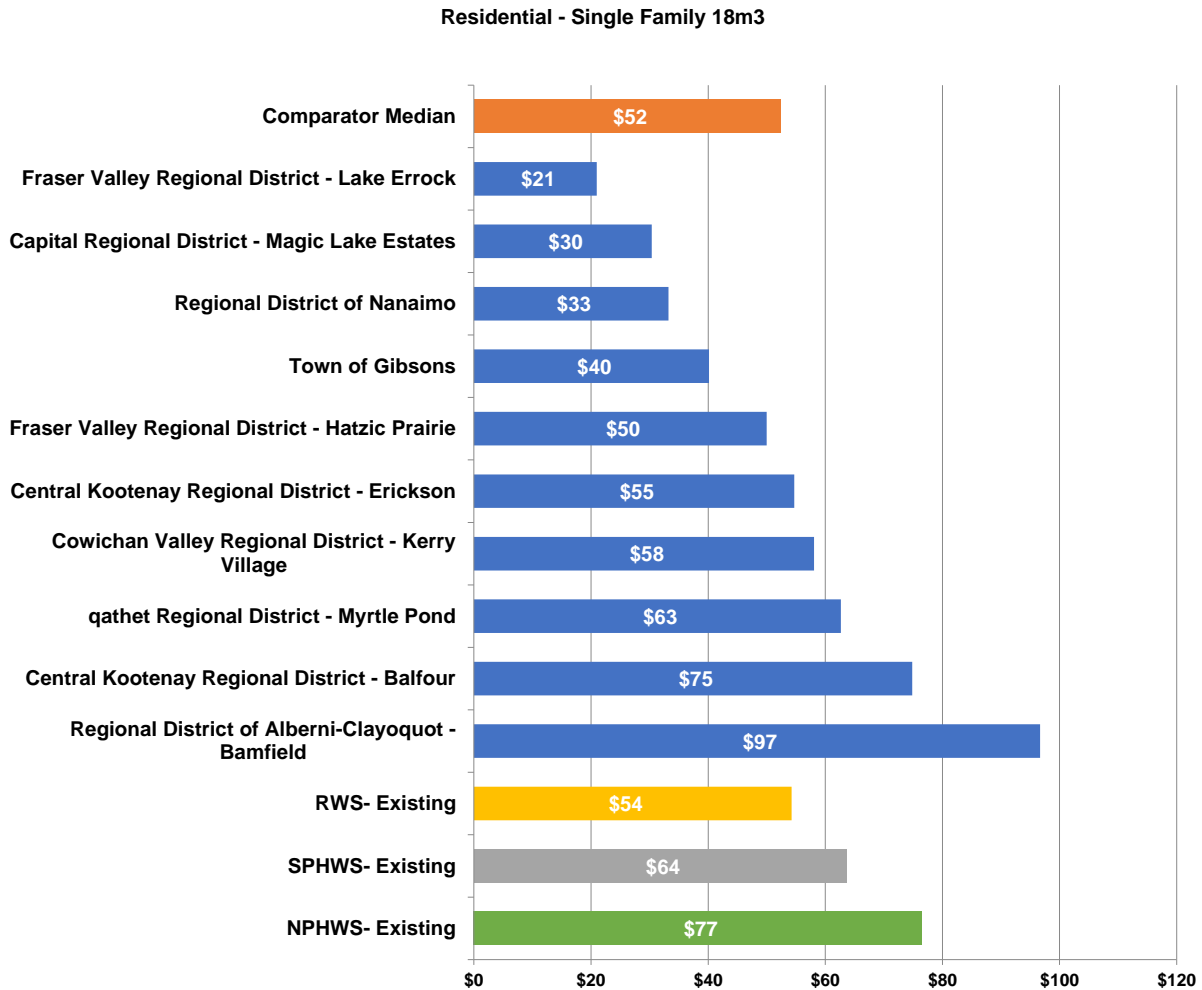
5.0 PEER REGIONAL DISTRICT BILL COMPARISONS

InterGroup selected nine peer Regional District water service areas across Southern British Columbia. InterGroup also provided a comparison for the Town of Gibsons given it is one of the only communities within the Sunshine Coast Regional District that has a community operated water system and rates. The Sunshine Coast Regional District water utilities are unique in that they supply water to many customers over a vast area. The peer Regional District water service areas generally do not provide service to many customers. Peer Regional District water service areas were selected by the number of customers they serve. There were water service areas with similar cost profiles as the Sunshine Coast Regional Coast Water Service Areas, but they serve a small number of customers (e.g., less than 100) and were not included for this reason. The review included Cowichan Valley Regional District (Kerry Village), Capital Regional District (Magic Lake Estates), Fraser Valley Regional District (Lake Errock and Hatzic Prairie), Central Kootenay Regional District (Erickson and Balfour), Regional District of Nanaimo (uniform rate across water service areas), Regional District of Alberni-Clayoquot (Bamfield), and qathet Regional District (Myrtle Pond). Detailed peer regional district supporting information is provided in Appendix C.

The following figures provide a comparison of total bills for typical SFD residential, MFD residential, lower consumption commercial, and higher consumption commercial customers in the Sunshine Coast Regional District for each of the water service areas compared to the other peer Regional District water service areas. The figures illustrate:

- For SFD, the average bills under the current rate structure are generally higher than the median bill among the peer districts.
- For MFD, the average bills are lower in the Regional Water Service Area but higher in other areas than the median bill among the peer districts.
- For lower consumption commercial customers, the average bills are some of the highest among the peer district median bill.
- For higher consumption commercial customers, the average bills are higher for the Regional and South Pender Water Service areas but lower for North Pender Water Service Area compared to the peer district median bill.

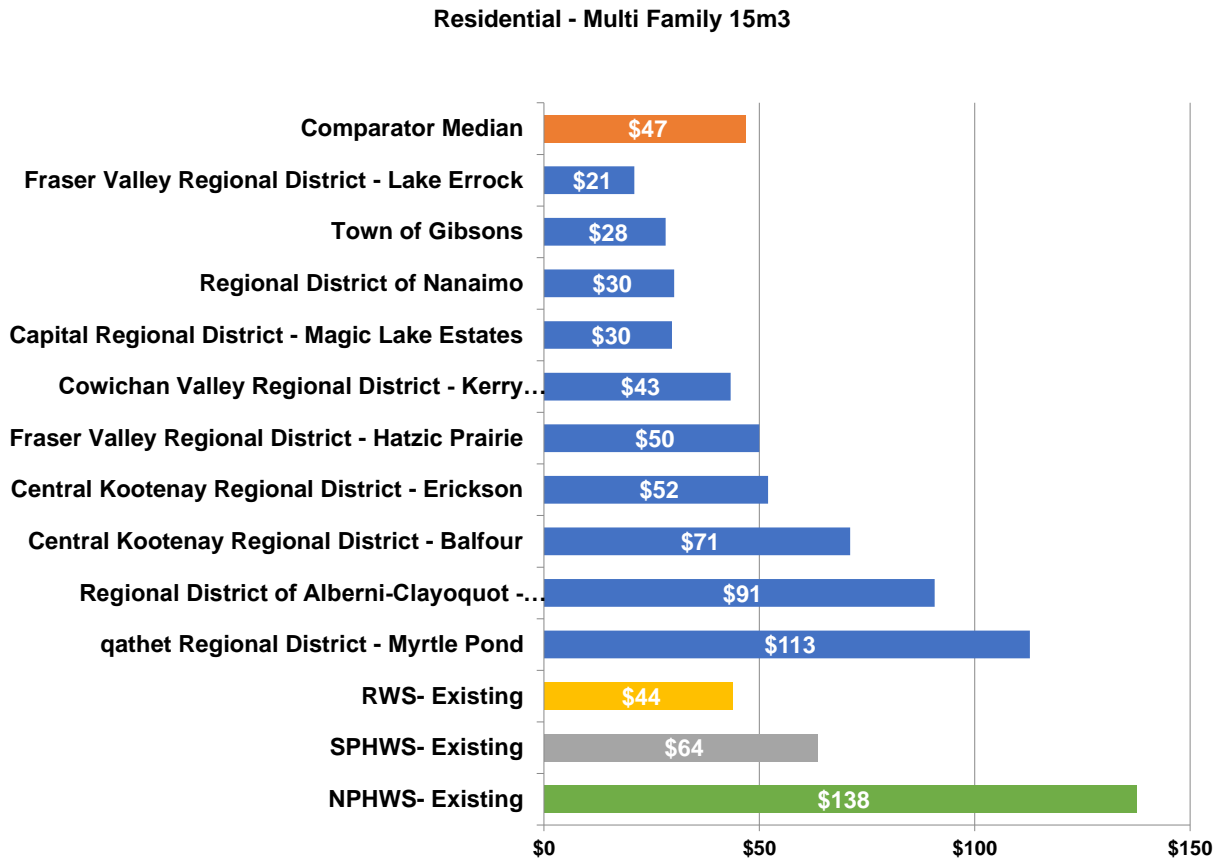
Figure 5-1: Residential Single Family Dwelling Average Monthly Bill Comparison



For the residential single-family dwellings, under the current rate structure, the Regional Water Service Area has a slightly higher average bill (\$54) compared to the median (\$52). The South Pender Harbour (\$64) and North Pender Harbour (\$77) average bills under the current rate structure are materially higher than the median.

Under the current rate structure, the Regional Water Service Area has the sixth lowest bill (\$54), South Pender Harbour Water Service Area has the third highest bill (\$64), and North Pender Harbour Water Service Area has the second highest bill among all comparators (\$77).

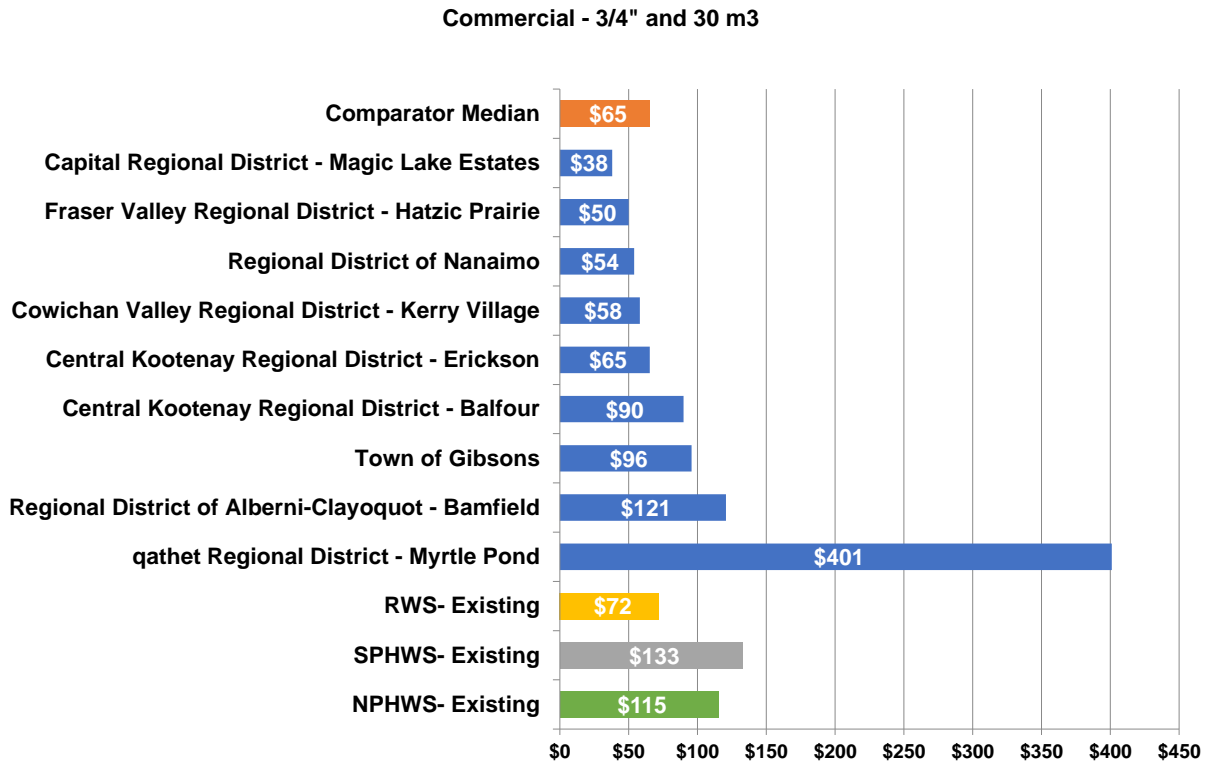
Figure 5-2: Residential Multi-Family Dwelling Average Monthly Bill Comparison



For the residential multi-family dwellings, under the current rate structure, the Regional Water Service Area has a lower average bill (\$44) than the median (\$47). The South Pender Harbour (\$64) and North Pender Harbour (\$138) average bills under the current rate structure are materially higher than the median.

Under the current rate structure, the Regional Water Service Area has the sixth lowest bill (\$44), South Pender Harbour Water Service Area has the fourth highest bill (\$64), and North Pender Harbour Water Service Area has the highest bill among all comparators (\$138).

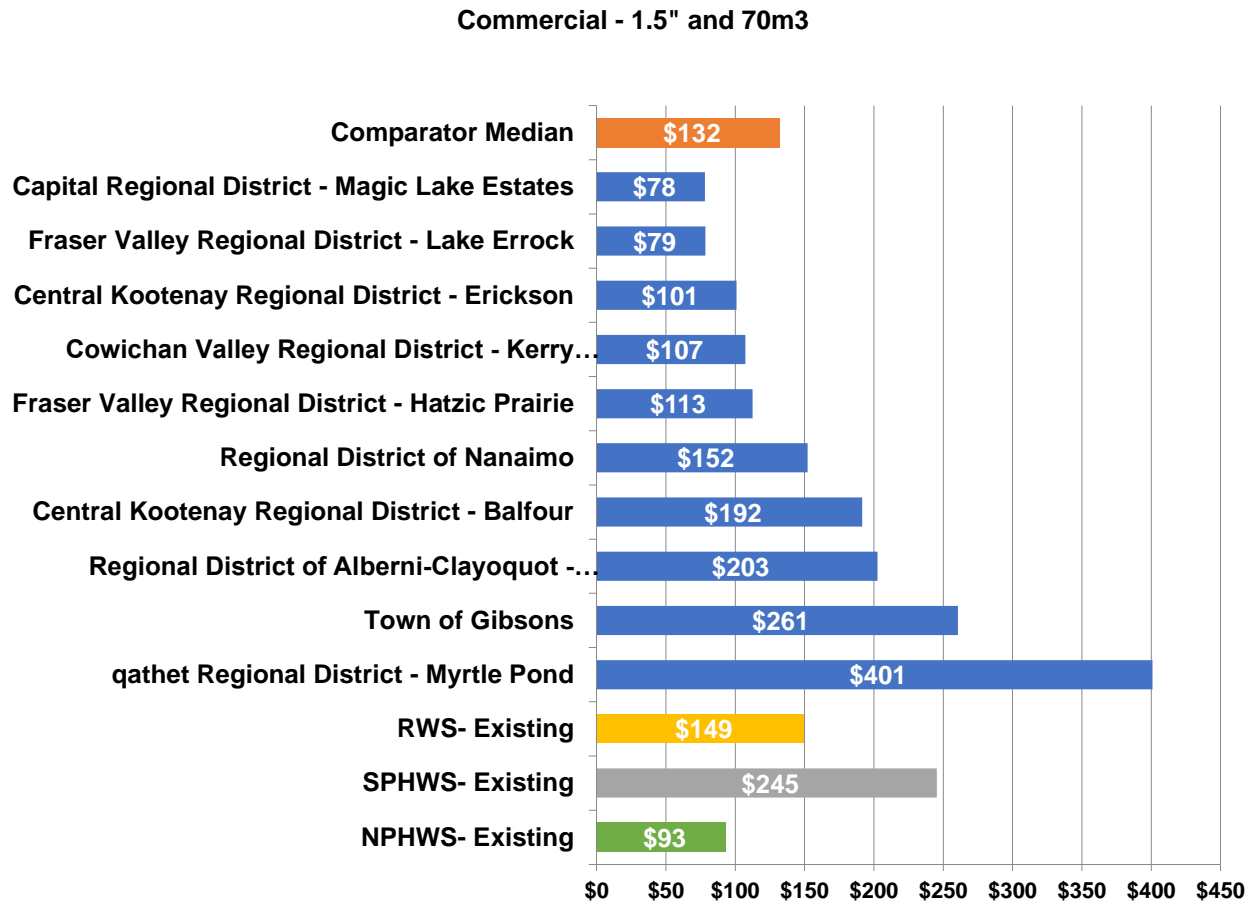
Figure 5-3: Commercial Low-Consumption Average Monthly Bill Comparison



For the commercial low-consumption customers, under the current rate structure, the Regional Water Service Area has a slightly higher average bill (\$72) compared to the median (\$65). The South Pender Harbour (\$133) and North Pender Harbour (\$115) average bills under the current rate structure are materially higher than the median.

Under the current rate structure, the Regional Water Service Area has the fifth highest bill (\$72), South Pender Harbour Water Service Area has the second highest bill (\$133), and North Pender Harbour Water Service Area has the third highest bill among all comparators (\$115).

Figure 5-3: Commercial High-Consumption Average Monthly Bill Comparison



For the commercial high-consumption customers, under the current rate structure, the Regional Water Service Area (\$149) and the South Pender Harbour Water Service Area (\$245) have a notably higher average bill compared to the median (\$132). The North Pender Harbour (\$93) average bills under the current rate structure are notably lower than the median.

Under the current rate structure, the Regional Water Service Area has the sixth highest bill among all comparators (\$149), the South Pender Harbour Water Service Area has the third highest bill among all comparators (\$245), and the North Pender Harbour Water Service Area has the third lowest bill among all comparators (\$93).

The Regional District public communication strategy is discussed in Appendix D, which includes bill comparisons of existing rates with peer districts, summary of rate options, and other relevant materials.

6.0 SUMMARY OF RECOMMENDATIONS

It is recommended the Regional District consider the following recommendations as a result of this study:

- InterGroup recommends that if a decision is made with respect to transitioning to a volumetric metered rate structure, then the Regional District should consider a phased approach and implement a uniform or seasonal rate structure for North Pender Harbour and South Pender Harbour Water Service Areas to encourage water conservation and a user pay approach as these areas are 100% metered.
- InterGroup recommends that the Regional District should not move the Regional Water Service Area to a volumetric rate structure (e.g., uniform, seasonal) until all customers are metered to ensure rate payer fairness.
- 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. After a few years of experience with a volumetric rate structure, another study is recommended to investigate implementing an inclining block rate structure. This ensures gradualism by first having customers become accustomed to volumetric pricing before moving to a rate structure with tiered pricing.
- InterGroup recommends that the Regional District complete a comprehensive water demand study once meters are 100% installed to understand customer peaking requirements and customer consumption habits for each of the Water Service Area customer classes.
- InterGroup recommends that the Regional District should consider moving to more frequent billing (e.g., quarterly, monthly) with information on water consumption used. The frequency of billing would need to consider available resourcing and capacity before a decision on the frequency is made. More frequent billing and information on water consumption used would allow for timely price signalling for customers to be able to respond to fluctuating bills based on water consumption.
- InterGroup recommends that the Regional District should consider revising the customer classes from the current structure to a structure based on meter sizes and water usage if it decides to implement a volumetric rate structure. This would help address the issue of billing for mixed-use residential properties.
- InterGroup recommends the Regional District Board consider revising the District's Financial Sustainability Policy to implement a minimum reserve balance and consideration of an annual capital reserve contribution for each of the Water Service Areas. This would help to ensure the sustainability of the utilities and lessen the burden on frontage fees from future major capital projects



InterGroup

C O N S U L T A N T S

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APPENDIX A: Illustrative Cost of Service Analysis

A cost-of-service analysis was completed for a hypothetical Water Service Area Utility using hypothetical rates, a hypothetical \$10 million revenue target, and the aggregate 2022 consumption and number of connections of all three water service areas to determine if revenues are adequately recovering costs for each customer class. The cost-of-service analysis used the following assumptions:

1. Utility costs are based on a \$10 million hypothetical revenue projection from hypothetical rates and user fees for the hypothetical Water Service Area (i.e., service area recovers its budget costs).
2. The target revenue from fixed charges is set at 80% (variable charge revenue target is 20%).
3. Fixed cost allocation is based on Equivalent Meter Size Ratios as per the Manual of American Water Works Association, M1 Principles of Water Rates, Fees, and Charges, 7th Edition ("AWWA Manual").

Table A-1: Allocation Factors Between Fixed and Variable Revenues (\$000's) for the Hypothetical Water Service Area

**SCRD Water Utility: Hypothetical Water Service Area
COST ANALYSIS
Exhibit 1 - Revenue Requirement**

	Allocated Cost	
Total Revenue recovered from rates (\$000's)	\$10,000	
From Fixed	\$8,000	80%
From Variable	\$2,000	20%

**SCRD Water Utility: Hypothetical Water Service Area
Exhibit 2 - Rates by Meter Size - Fixed Charges**

	Number of Customers	Equivalent Meter Size Ratios (AWWA)*	Quarterly fixed charge (\$/month/ customer)	Fixed Charge Revenues, \$000's
19mm (3/4 inch)	13,219	1.0	\$143.19	\$7,571
25mm (1 inch)	19	1.7	\$238.65	\$18
38mm (1 1/2 inches)	23	3.3	\$477.30	\$44
50mm (2 inches)	120	5.3	\$763.69	\$367
75mm (3 inches)		11.7	\$1,670.56	\$0
100mm (4 inches)		21.0	\$3,007.02	\$0
Total Fixed Charges	13,381			\$8,000

**SCRD Water Utility: Hypothetical Water Service Area
Exhibit 3 - Rates by Meter Size - Variable Charges**

	Total Water Consumption, cubic meter	COS Variable charge, \$ per cubic meter	Variable Charge Revenues, \$000's
19mm (3/4 inch)	2,392,496	\$0.79	\$1,880
25mm (1 inch)	10,465	\$0.79	\$8
38mm (1 1/2 inches)	11,705	\$0.79	\$9
50mm (2 inches)	130,871	\$0.79	\$103
75mm (3 inches)		\$0.79	\$0
100mm (4 inches)		\$0.79	\$0
Total Variable Charges	2,545,538		\$2,000
Total Revenue			\$10,000

Table A-2: Cost of Service Results for the Hypothetical Water Service Area

	Number of Connections (2022 Actual)	Total Volume (m3)	Cost (\$000's)	Illustrative Revenue at Current Rate Structure (\$000's)	RCC Ratio
Metered Users					
Group 1 (3/4 inch and under)	148	106,974	\$ 169	\$ 303	
Group 2 (3/4 - 1 inches)	14	10,465	\$ 22	\$ 29	
Group 3 (1 - 1 1/2 inches)	21	11,705	\$ 49	\$ 35	
Group 4 (1 1/2 - 2 inches)	80	130,871	\$ 347	\$ 279	
Group 5 (2 - 4 inches)	-	-			
Group 6 (4 - 6 inches)	-	-			
Subtotal	263	260,016	\$ 587	\$ 646	110%
Unmetered Users					
Water MFD	579	89,586	\$ 402	\$ 338	84%
Water SFD & Other	12,430	2,180,995	\$ 8,937	\$ 8,974	100%
Water Institutional	109	14,941	\$ 74	\$ 42	57%
Subtotal	13,118	2,285,522	\$ 9,413	\$ 9,354	99%
Total			\$ 10,000	\$ 10,000	100%

SAMPLE

APPENDIX B:
Illustrative Rate Options

Table B-1: Illustrative Rates Under the Current Rate Structure for the Hypothetical Water Service Area Utility

	Number of Connections (2022 Actual)	Total Volume (m3)	Metered Quarterly Rates (\$)		Revenues (\$000's)
			Minimum Charge (\$)	Per m3 (\$)	
Metered Users					
Group 1 (3/4 inch and under)	148	106,974	283.14	1.62	\$ 298
Group 2 (3/4 - 1 inches)	14	10,465	283.14	1.62	\$ 28
Group 3 (1 - 1 1/2 inches)	21	11,705	283.14	1.62	\$ 33
Group 4 (1 1/2 - 2 inches)	80	130,871	283.14	1.62	\$ 267
Group 5 (2 - 4 inches)	-	-			
Group 6 (4 - 6 inches)	-	-			
Subtotal	263	260,016			\$ 626
Unmetered Users					
Water MFD	579	89,586	583.24		\$ 338
Water SFD & Other	12,430	2,180,995	722.00		\$ 8,974
Water Institutional	109	14,941	387.86		\$ 42
Subtotal	13,118	2,285,522			\$ 9,354
Meter Rentals Subtotal	207				\$ 20
Total					\$ 10,000

Table B-2: Illustrative Rates Under the Uniform Rate Structure for the Hypothetical Water Service Area Utility

	Number of Connections (2022 Actual)	Total Volume (m3)	Metered Quarterly Rates (\$)		Revenue (\$000's)
			Fixed charge (\$)	Per m3 (\$)	
Metered Users					
Group 1 (3/4 inch and under)	148	106,974	143.19	0.79	\$ 169
Group 2 (3/4 - 1 inches)	14	10,465	238.65	0.79	\$ 22
Group 3 (1 - 1 1/2 inches)	21	11,705	477.30	0.79	\$ 49
Group 4 (1 1/2 - 2 inches)	80	130,871	763.69	0.79	\$ 347
Group 5 (2 - 4 inches)	-	-			
Group 6 (4 - 6 inches)	-	-			
Subtotal	263	260,016			\$ 587
Unmetered Users					
Water MFD	579	89,586	143.19	0.79	\$ 402
Water SFD & Other	12,430	2,180,995	143.19	0.79	\$ 8,937
Water Institutional	109	14,941	143.19	0.79	\$ 74
Subtotal	13,118	2,285,522			\$ 9,413
Total					\$ 10,000

Table B-3: Illustrative Rates Under the Seasonal Rate Structure for the Hypothetical Water Service Area Utility

	Number of Connections (2022 Actual)	Total Volume (m3)	Metered Quarterly Rates (\$)			Revenue (\$000's)
			Fixed charge (\$)	Per m3 (\$) - Summer	Per m3 (\$) - Winter	
Metered Users						
Group 1 (3/4 inch and under)	148	106,974	143.19	1.02	0.81	\$ 166
Group 2 (3/4 - 1 inches)	14	10,465	238.65	1.02	0.81	\$ 18
Group 3 (1 - 1 1/2 inches)	21	11,705	477.30	1.02	0.81	\$ 43
Group 4 (1 1/2 - 2 inches)	80	130,871	763.69	1.02	0.81	\$ 357
Group 5 (2 - 4 inches)						
Group 6 (4 - 6 inches)						
Subtotal	263	260,016				\$ 583
Unmetered Users						
Water MFD	579	89,586	143.19	1.02	0.81	\$ 408
Water Regional SFD & Other	12,430	2,180,995	143.19	1.02	0.81	\$ 8,936
Water Institutional	109	14,941	143.19	1.02	0.81	\$ 73
Subtotal	13,118	2,285,522				\$ 9,417
Total						\$ 10,000

APPENDIX C: Peer District Bill Comparisons

Attachment C1:
qathet Regional District – Myrtle Pond
Bylaw No 117.23

qathet Regional District

BYLAW NO. 117.23

Being a bylaw to amend "Myrtle Pond Specified Area Water System Rates and Regulation Bylaw No. 117, 1984"

The Board of Directors of the qathet Regional District, in open meeting assembled, enacts as follows:

1. Schedule "B" of the "Myrtle Pond Specified Area Water System Rates and Regulation Bylaw No. 117, 1984" is hereby deleted and the attached Schedule "B" substituted therefore.
2. This bylaw shall come into force and take effect on January 1, 2023.
3. This bylaw may be cited for all purposes as the "Myrtle Pond Local Area Water System Rates and Regulations Amendment Bylaw No. 117.23, 2022".

READ A FIRST TIME	this 29 th day of September, 2022
READ A SECOND TIME	this 29 th day of September, 2022
READ A THIRD TIME	this 29 th day of September, 2022
ADOPTED	this 29 th day of September, 2022

Chair 


Corporate Officer

**Bylaw No. 117.23
Schedule 'B'**

qRD Myrtle Pond Water User Fees, Rates and Charges

The following rates shall be effective January 1, 2023.

1. Definitions

- **Commercial Recreation** – includes a use providing overnight accommodation and recreational opportunities and includes the following uses:
 - campgrounds and cabins providing temporary overnight accommodation;
 - an office, restaurant, laundry facility and playground accessory to a use in a);
 - a swimming pool.
- **Dwelling Unit** – means a self-contained unit used as a residence for a single household and containing a single set of facilities for food preparation and eating, sleeping and living areas.
- **Multiple Residential** – includes parcels used for residential purposes and that contain more than one dwelling unit.
- **Residential** – includes parcels used for residential purposes and that contain only one dwelling unit.
- **Summer** – means the months of April through September, inclusive.
- **Winter** – means the months of October through March, inclusive.

2. Minimum and Metered User Rates

- a. Users that consume up to the maximum cubic meters allowed per month under Rate 1 will pay the minimum monthly fee specified in section 2(c).
- b. Users that exceed the maximum monthly cubic meter consumption specified under Rate 1 will be charged at the metered rates specified in paragraph 2(c).
- c. Minimum monthly fees, water allowances and metered rates are specified in the table below:

	Minimum Fee	Rate 1	Rate 2	Rate 3	Rate 4
Rate per m ³		\$ 2.51	\$ 3.01	\$ 3.61	\$ 4.33
Residential					
Use per month - Summer	\$ 75.18	<= 30 m ³	<= 45 m ³	<= 60 m ³	> 60 m ³
Use per month - Winter	\$ 50.12	<= 20 m ³	<= 30 m ³	<= 45 m ³	> 45 m ³
Multiple Residential					
1st Dwelling Unit					
Use per month - Summer	\$ 75.18	<= 30 m ³	<= 45 m ³	<= 60 m ³	> 60 m ³
Use per month - Winter	\$ 50.12	<= 20 m ³	<= 30 m ³	<= 45 m ³	> 45 m ³
Each Additional Dwelling Unit					
Use per month - Summer - Per Unit	\$ 62.65	<= 25 m ³	<= 40 m ³	<= 55 m ³	> 55 m ³
Use per month - Winter - Per Unit	\$ 37.59	<= 15 m ³	<= 25 m ³	<= 40 m ³	> 40 m ³
Commercial Recreation					
Use per month - Summer	\$ 426.04	<= 170 m ³	<= 270 m ³	<= 645 m ³	> 645 m ³
Use per month - Winter	\$ 375.92	<= 150 m ³	<= 250 m ³	<= 625 m ³	> 625 m ³

Note: One cubic meter (m³) equals approximately 220 imperial gallons.

3. Metered Charges for Mixed Use Properties

Notwithstanding the minimum charge for any water users on metered rates, properties which have both commercial recreation users and other classes of users shall be charged at the Commercial Recreation rate.

4. Invoicing

Metered users will be billed quarterly based on monthly consumption or minimum user rates whichever rate is applicable. Charges for any lesser period shall be pro-rated.

5. Meter Testing Fee

\$100 per test.

6. Connection Fees

The fee to install a new connection will include the actual cost of labour, equipment, meter and materials to install the connection plus \$400 administration / inspection fee.

7. Turn On/Shut Off Fee

\$50.00 per occurrence

8. Penalty On Overdue Accounts

10% of the current amount billed

Attachment C2:
Regional District of Alberni-Clayoquot
Bylaw No F1147-3



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. F1147-3

**A BYLAW TO AMEND THE RATES FOR THE BAMFIELD WATER
SYSTEM LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Alberni-Clayoquot, operates and maintains a water system in the Bamfield Water Local Service Area established by Bylaw No. 268 of the Regional District, (hereinafter called the “Local Service Area”).

AND WHEREAS the Board of Directors deems it necessary to amend the rates and charges for the service.

NOW THEREFORE the Board of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. Bylaw No. F1147, cited as “Bamfield Water System Rates and Regulations Bylaw No. F1147, 2020” is hereby amended by replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
2. This bylaw will come into effect on January 1, 2023.
3. This bylaw may be cited as “Bamfield Water System Rates and Regulations Amendment Bylaw No. F1147-3, 2022.

Read a first time this 14th day of December, 2022

Read a second time this 14th day of December, 2022

Read a third time this 14th day of December, 2022

ADOPTED this 14th day of December, 2022

Certified true and correct copy of
**“Bamfield Water Local Service
Area Rates and Regulations
Amendment Bylaw No. F1147-3,
2022”**

The Corporate seal of the Regional
District of Alberni-Clayoquot was hereto
affixed in the presence of:

Wendy Thomson

Wendy Thomson,
General Manager of Administrative Services

John Jack

John Jack,
Chairperson

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Metered Accounts are subject to the basic monthly charges outlined in the table below (not including meter rental):

January 1, 2023	\$67.00/month
July 1, 2023	\$69.00/month

- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 14 cubic meters (m³) per quarter.
- (c) All metered accounts are also subject to a monthly water meter rental charge as follows:

Meter Size – Imperial	Meter Size – Metric	Monthly Rental Amount
Up to 1 inch	25mm	\$2.00
1 ½ inch	38mm	\$4.00
2 inch	50mm	\$6.00
3 inch	75mm	\$10.00
4 inch	100mm	\$20.00
6 inch	150mm	\$30.00
8 inch	200mm	\$40.00
10 inch	250mm	\$50.00

- (d) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (e) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the owner of a serviced property for:

- (a) Application for new water service, activation or extension \$200.00.
- (b) Water turn-on - \$50.00 each.
- (c) Service locate fee – at cost.

- (d) Emergency water turn-off – at cost.
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost.
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost.
- (g) Water connection & meter - \$5,000.00 per consumer unit or cost of construction as determined by the Regional District, whichever is larger. If a connection requires a line extension the cost of this construction is to be paid by the applicant. Cost of connection is to be paid by the applicant once the application for service is reviewed and approved and an invoice is issued.
- (h) Water Model Analysis - \$850.00 per connection or cost of engineering as determined by the Regional District, if required.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$75.00/hr.

Attachment C3:
Central Kootenay Regional District
Bylaw No 2895, 2023

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2895

A Bylaw to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

WHEREAS the Regional District of Central Kootenay wishes to regulate utility rates, fees, and charges for the Regional District of Central Kootenay owned utilities.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

- 1 (1) This Bylaw is applicable to all Water Service Areas of the Regional District of Central Kootenay.
- (2) When a Regional District water system is supplied with water from an adjacent local government, the bylaws of that local government and agreement conditions may apply.
- (3) Schedule A Labour rates and Schedule B Arrow Creek Water Treatment and Supply Service Area rates of this Bylaw only shall apply to the Town of Creston.

DEFINITIONS

- 2 In this bylaw:

Account means a formal arrangement under this Bylaw for the provision of water services to a Property.

Account Holder means the person, organization, agent or representative that holds the water Account with the Regional District of Central Kootenay.

Account Type means the predominate usage of the Account such as but not limited to: Single Family Dwelling, Multiple Dwelling Property, Commercial, Industrial, Institutional, Agricultural, and Recreational.

Agricultural Land means land where agricultural irrigation privileges have been assigned by the Manager.

Auxiliary Building or Dependent Suite means a secondary or supplementary building or Unit that does not include all of cooking, eating, living, sleeping and sanitary facilities. An Auxiliary Building or Dependent Suite intended for habitation would be reliant on the main Dwelling.

Board means the Regional District of Central Kootenay Board of Directors.

Capital Infrastructure Charge means a fee levied during Development that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

Capital Reserve Fund Contribution means a fee levied that is placed into reserves as a contribution to the cost of water infrastructure upgrades and long term asset renewal.

Carwash means a building or structure containing facilities for washing motor vehicles, including tunnel car washes, coin operated automatic car washes and coin operated self service car washes.

Commercial means any Unit for which the use is the provision for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including but not limited to retail sales, wholesaling incidental to retail sales, commercial education and entertainment services, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices.

Commercial Carwash means a Carwash used or operated by a Commercial or Industrial business.

Customer means the Owner or occupant of any Property to which water is supplied or made available from the Regional District.

Development means the construction, alteration, or extension of buildings, structures, utilities or any use that requires the issuance of a building permit, plumbing permit, or Interior Health construction permit issued in accordance with the *Drinking Water Protection Act*.

Disconnection means physically turning off the water to a Owner's Property and adjusting the Owner's Account accordingly.

Dwelling means any living quarters used or has the potential to be used by one or more persons which contains cooking, eating, living, sleeping and sanitary facilities.

Flat Use Water Rates means water use rates that are independent of the water quantity used.

Folio means a land identification number assigned by British Columbia Assessment and is used for Property tax purposes. Folio is synonymous with Assessment Roll Number. A Folio in this Bylaw may describe one or more Parcels grouped under one British Columbia Assessment Folio.

Guest Room means a room or structure with sleeping facilities provided for guests.

Industrial means businesses such as but not limited to airports, aggregate processing, asphalt plants, bulk fuel storage, concrete plants, fabrication plants, manufacturing, processing, sawmills, and truck terminals.

Institutional means activities focusing on non-profit services in the public's interest. For example, schools, hospitals, group foster homes, and buildings used for religious worship.

Irrigation means the distribution of water to the surface or subsurface of lawns, gardens, orchards greenhouses by pipes, hoses, sprinklers or any other method.

Manager in this Bylaw, unless the context otherwise requires, means the Regional District of Central Kootenay General Manager of Environmental Services, the Water Operations Manager, Utility Services Manager or designate.

Manufactured Home means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and that is used as a Dwelling.

Manufactured Home Park means property for which Manufactured Homes or other Dwellings sites are offered for lease or rent.

Meter means meters and other equipment or instruments used by the Regional District or authorized by the Regional District to be used to calculate the amount of water consumed.

Metered Base Charge is a fixed fee charged for water associated with metered based accounts that represent fixed water service costs and not variable costs related to the volume of water treated and distributed.

Metered Rate Based Accounts are Accounts that include a water billing rate based on volumetric metered consumption.

Metered Rate Volumetric Charge is a charge that varies with the volume of water delivered to the property.

Mobile Housing Unit is any type of living accommodation that has been produced to be transported or is a mobile unit such as a ship, boat, recreational vehicle, Manufactured Home and so on, and occupied as living quarters.

Multiple Dwelling Property means any Property containing more than one Dwelling Units on one Folio.

Owner has the same meaning as in the *British Columbia Land Title Act* and *Manufactured Home Act*.

Owner Water Connection means the Owner's water lines and appurtenances downstream of the Regional District Water Connection.

Parcel means the unit lot, block or other area in which land is registered under the *British Columbia Land Title Act*.

Property means land and improvements.

Property Line means a line which defines, in the British Columbia Land Title Office, the perimeter of a Parcel.

Recreational is land primarily used for public recreation and includes but is not limited to parks, sports fields, playgrounds, green areas, beaches and public camping sites.

Reconnection means physically turning on the water and re-establishing or adjusting an Account as required.

Regional District of Central Kootenay or Regional District or District means the Regional District of Central Kootenay, as described under the British Columbia Local Government Act with offices located at 202 Lakeside Drive, Nelson, BC V1L 5R4 Phone: 250-352-6665 or toll-free number 1-800-268-7325 and Fax: 250-352-9300.

Regional District Water Connection means the water line extending from the Water Main to the Curb Stop Valve, generally near the Property Line and shall include any immediate downstream Meter installation, or Backflow Preventer.

Reserve Account means a financial account maintained by the Regional District to fund Water System infrastructure improvements, renewal, replacements, major repairs, study, assessments, plans and project management.

Seasonal Service means a service that is turned on for 8 months or less. The Seasonal Service rate only applies if identified in the Fees and Charges Bylaw.

Secondary Suite means an additional Dwelling attached to the principle Dwelling that is used or has the potential to be used as a living quarters by one or more persons. A Secondary Suite contains cooking, eating, living, sleeping and sanitary facilities.

Short-Term Accommodation Rental means a Dwelling, Secondary Suite, or Guest Room wherein accommodation is offered for rent to the public on a temporary basis of 31 days or less.

Single Family Dwelling means building or structure that contains only one Dwelling.

Subdivision means a subdivision as defined in the *British Columbia Land Title Act*, and a subdivision under the *British Columbia Strata Property Act*.

Subdivision Bylaw means the Subdivision Bylaw No. 2159 as it may be amended or replaced from time to time.

Surveyor of Taxes is responsible for collection of taxes for British Columbia rural areas.

Swimming Pool is any permanent or semi-permanent artificial pool for swimming in.

Title (Land Title) refers to the registration of land ownership in accordance with the *British Columbia Land Titles Act*.

Turn On/Off means a temporary interruption in or discontinuance of the supply of water authorized by the Regional District.

Undeveloped Parcel is a Parcel of land within a Regional District Water System where the water has not yet been turned on and where water has been made available.

Unit means any Dwelling, Commercial, Industrial, or Institutional space.

Water Conservation Measures any measures implemented by the Manager to restrict water usage.

Water Main means any water pipe under the control of the District which is intended for public use.

Water Main Extension is the extension or construction of a new water main to provide servicing to a new Water Connection(s).

Water Meter see Meter.

Water Service Area means the area defined by the Water System service area establishment bylaw.

Water Service Area Extension is the extension of the Water Service Area boundary by bylaw to include one or more additional parcels of land.

Water System means all Regional District owned assets like Water Mains, water treatment facilities, pump stations, reservoirs, wells, water intakes and all associated appurtenances.

Water Tax is a tax levied that contributes to the funding for a Water System.

Work means construction, maintenance, inspection or testing services provided for an Owner.

Work Order is a written order on an Approved form providing agreement by a Owner to proceed with Work identified on the form for which the Owner will be responsible for costs incurred by the Regional District in accordance with this Bylaw.

SEVERABILITY

- 3 If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion may be severed from the Bylaw and such decision shall not affect the validity of the remaining portions of the Bylaw.

ADMINISTRATION

- 4 (1) The Manager is hereby authorized and directed to have general supervision over the Regional District of Central Kootenay Water Systems and to see that the provisions of this Bylaw are carried out.
- (2) The Manager shall have the power to appoint Designated Officers for the purpose of effectually carrying out the provisions of this Bylaw, and wherever the Manager is authorized or directed to perform any act or duty under this Bylaw, such act or duty may be performed by any Designated Officer authorized by the Manager to perform such act or duty.

RATES AND ACCOUNT BILLING GENERAL

- 5 (1) The Manager shall classify Accounts into Account Types and apply service charge rates as set out in this Bylaw.
- (2) Accounts may include a mix of service charge fees.
- (3) The Account Holder must pay all fees and charges for water supplied to the Account Holder's Property, as set out in this Bylaw.
- (4) The Regional District's annual billing cycle will be from January 1st to December 31st.
- (5) When a property changes ownership, the new Owner is responsible to apply for a New Account and the old Owner is responsible to close their Account. If an Application is not made, the Account Holder will be changed when British Columbia Assessment provides the new Property Owner information to the Regional District.
- (6) Payments will be deemed to have been received on:
- (a) the date payment is received in person at locations identified on Regional District utility bills;
 - (b) the date stamped by Canada Post on mailed payments; or
 - (c) the confirmed date the funds were transferred from the Customer's Account to the Regional District when payment was made through an approved financial institution.
- (7) Any outstanding Account balances or Work invoices of more than 65 days on December 31st shall be deemed to be taxes in arrears in respect to the Property and the outstanding balance will be sent to the Surveyor of Taxes in accordance with Section 363.2(2) of the *Local Government Act*.
- (8) Seasonal Service and Golf Course rates shall include one (1) annual Turn On and Turn Off.
- (9) Seasonal Service, Public Campgrounds, Golf Course and Irrigation rates shall apply for the entire billing cycle regardless of whether or not the water has been Turned Off for a portion of the billing cycle.
- (10) If an Auxiliary Building is used as the only Dwelling on a Property it is considered a Single Family Dwelling.
- (11) Auxiliary Buildings and Dependent Suites are not subject to Dwelling Unit charges unless specifically identified in this Bylaw.
- (12) If the Dwelling is occupied for more than 30 days of the calendar year, it is subject to assessment under this Bylaw.
- (13) Mobile Housing Units set up for long-term occupancy greater than 90 days per calendar year or used as the only Dwelling, or Mobile Housing Units used for Commercial purposes shall be subject to service charges.

- (14) Agricultural Land Charge shall be assessed in increments of 0.1 acres, rounded down.
- (15) The Agricultural Land Charge assessed shall exclude the first acre when the property is also assessed other charge(s) that includes up to 1 acre of irrigation privileges.
- (16) If an Owner requests a reduction in the amount of Agricultural Land Charge assessed area the following shall apply:
- (a) an assessment of the suitability of the lands for agricultural production shall be completed by Qualified Person and paid for by the Owner;
 - (b) only those lands identified by the Qualified Person as not suitable for agricultural production might be considered by the Manager for removal from assessment of the Agricultural Land Charge; and
 - (c) if a reduction in the Agricultural Land Charge is approved by the Manager, the Owner shall be responsible for the installation costs of a Water Meter and related appurtenances, and the Account may be switched to a Metered Rate Based Account.
- (17) Where an error is found to have been made in the amount invoiced or billed to an Account, the amount either under-billed or over-billed shall be debited from or credited to Account and shown on the next invoice subject to the following:
- (a) The adjustment period is limited to the time that the current Owner is on Title;
 - (b) The adjustment period(s) for under-billing are to a maximum of 1 year where the error can reasonably be said to have been the fault of the Regional District;
 - (c) Where an under-billing is found to have been made in the amount invoiced or billed to an Account as a result of unauthorized use of a water service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the following may be charged to the Customer Account:
 - (i) the amount of the under-billing, up to 5 years,
 - (ii) any direct administrative costs incurred by the Regional District in investigating the circumstances, and
 - (iii) interest and penalties at the rate normally charged on unpaid Accounts receivable by the Regional District;
 - (d) The adjustment period(s) for over-billing are to a maximum of 5 years or when the current Owner came on title for the property, whichever is less;
 - (e) Where the exact amount of under-billing or over-billing cannot be determined, the Regional District may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period; and
 - (f) Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the Regional District, the Regional District may offer the Customer reasonable terms of repayment, and may be interest and penalty free.
- (18) A separate Account will only be created for a Manufactured Home in a Manufactured Home Park if the Manufactured Home is registered with the British Columbia Manufactured Home Registry and a Folio has been assigned.

- (19) Any charges or Work invoices with payment outstanding of more than 65 days by the owner of an unregistered Manufactured Home in Manufactured Home Park may be transferred to the Manufactured Home Park owner's Account.

FLAT USE WATER RATES AND ACCOUNT BILLING

- 6 (1) Flat Use Water Rates may be prorated to the 15th or the end of each month for changes to Flat Use Water Rate Based Accounts.
- (2) Changes to Flat Use Water Rate Based Accounts based on Customer Application, resulting in a reduction in water billing shall be prorated to the date of Application, unless an error in billing provided for in 5 (17).
- (3) When a specific Flat Use Water Rate has not been identified by this bylaw and a usage rate is required, an equivalent rate may be applied by the Manager and the equivalent rate chosen shall consider fair consumption and operational cost equivalency.
- (4) For Flat Use Water Rate Based Accounts, a penalty of 10% will be imposed on any outstanding Account balances as of the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (5) Clause 6(4) does not apply to Account Holders enrolled in the Voluntary Pre-Authorized Payment Plan.
- (6) The Capital Reserve Fund Contribution shall apply to all land Folios in a Service Area for which a rate is identified for the Service Area.
- (7) The Capital Reserve Fund Contribution shall apply to all specific types of improvements in a Service Area for which a specific Capital Reserve Fund Contribution is identified for the Service Area.

METERED RATE BASED ACCOUNT BILLING

- 7 (1) For Metered Rate Based Accounts, the Account Holder is responsible to request a Meter reading when ownership changes.
- (2) For Metered Rate Based Accounts, Meters shall be read as near as reasonably possible to the date of any ownership change. Water usage shall be estimated for any difference in time between meter reading and date of ownership change.
- (3) Metered Base Charge fees may be prorated to the 15th or the end of each month for changes to Metered Rate Based Accounts, and Meter Base Charge will not be assessed if an Owner Water Connection is disconnected.
- (4) A Water Meter reading may be estimated for billing by the Manager based on either previous consumption patterns or a daily average consumption for the Customer Service Connection, or an Unmetered Building Construction rate might be used for billing if:
 - (a) the Regional District is unable to obtain a Water Meter reading;

- (b) a Water Meter fails to properly register the amount of water consumed.
- (5) If a Customer experiences abnormal water consumption, the Manager may adjust the Account Holder's bill taking into consideration any or all of the following factors:
 - (a) the cause or nature of the abnormal water consumption;
 - (b) any evidence of action taken by the Customer to abate the abnormal consumption;
 - (c) Flat Use Water Rates established for the water service; and
 - (d) any other factors that might be relevant.
- (6) The Manager shall establish a Meter reading and billing schedule for Metered Rate Based Accounts.
- (7) For Metered Rate Based Accounts a penalty of 10% will be imposed as of the end of the first business day, following 65 days from the date the utility bill is issued by the Regional District on any outstanding Account balances.

SUBDIVISION AND DEVELOPMENT

- 8 (1) The Regional District may waive or modify the Capital Infrastructure Charge requirements identified in this Bylaw for large Developments, if addressed by separate agreement with the Developer and the Regional District, in accordance with Section 937.1 of the *Local Government Act*.
- (2) Capital Infrastructure Charges collected shall be deposited to the Water Service's Reserve Account.
- (3) Capital Infrastructure Charges shall not be assessed for temporary Mobile Housing Units but shall be assessed for Commercial Mobile Housing Unit parking sites.
- (4) If a Parcel, subdivided after December 31, 2015, was not subject to some form of Regional District Capital Infrastructure Charge and a Regional District Water Connection was not provided, the Parcel is subject to a Capital Infrastructure Charge if a later Application is made and Approved for a new Regional District Water Connection to the Parcel.
- (5) When a Parcel is added to a Water Service Area, any further Subdivision or addition of Units is subject to Capital Infrastructure Charges at a rate equivalent to the rate for addition of a new Parcel to the Water Service Area, for a period of ten (10) years following the addition of the Parcel to the Water Service Area.

SERVICE WORK BY THE REGIONAL DISTRICT

- 9 (1) A Customer is required to sign a Work Order or cost estimate to provide an agreement to do the Work before the Regional District can do any non-emergency Work for a Customer.
- (2) Prior to commencing Work, the Regional District must provide a cost estimate in writing.
- (3) The Designated Officer may require a deposit in the amount of the cost estimate prior to starting the Work.

- (4) Customers will be invoiced for Actual Cost Work as follows:
 - (a) at Labour and Equipment rates provided in this bylaw;
 - (b) at actual Labour rates plus 20% for Administration for all Regional District employees not identified in this Bylaw;
 - (c) at actual contract Labour rates plus 20%;
 - (d) at actual cost plus 20% for all other Equipment and Materials.

VOLUNTARY PRE-AUTHORIZED PAYMENT PLAN

- 10 (1) The Manager shall establish and maintain a Pre-Authorized Payment Plan.
- (2) Account Holders wishing to participate in the Pre-Authorized Payment Plan, are required to sign an agreement provided by the Manager.
- (3) Participation in the Pre-Authorized Payment Plan program is voluntary. Customers who choose not to participate in the program will be required to pay their water bill in full by the end of the first business day following July 4th or 65 days following the date the utility bill is issued by the Regional District, whichever is later.
- (4) Participation in the Pre-Authorized Payment Plan is subject to cancellation at the discretion of the Chief Financial Officer.
- (5) Those who sign up after the end of the first business day following July 4th, in any year, will be subject to a 10% penalty on the outstanding Account Balance for that year. The new outstanding Account Balance will then be divided by the number of months remaining from the time the Customer Account information has been added to the PAWS (Pre-Authorized Withdrawals) system, starting no sooner than July 15th.
- (6) Customers must sign up by November 30th in order for monthly payment plans to start in January of the following year. If customers sign up after November 30th, payments may begin in later months.
- (7) For all years where payments begin on January 15th, payment amounts will be determined by dividing the previous year's annual water bill by 12.
- (8) Returned payments (NSF) result in a \$25.00 fee, charged to the Customer Account.
- (9) Any outstanding balance on the Customer Account as of December 31st of each year due to returned payments (NSF) will be subject to a 10% penalty.
- (10) Customer Accounts may be adjusted at any time due to Regional District Board approved water rate changes or changes in water usage, as required. The outstanding balance will be recalculated and the equal withdrawal payment amounts will be adjusted accordingly for the remainder of the year.
- (11) The Pre-Authorized Payment Plan is not available for Metered based Customer Accounts.

CITATION

11 This Bylaw may be cited as **“Regional District of Central Kootenay Utilities Rates, Fees and Charges Bylaw No. 2895, 2023.”**

REPEAL

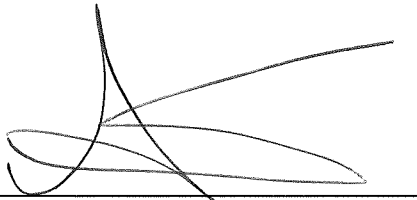
12 **“Regional District of Central Kootenay Utilities Rates, Fees, and Charges Bylaw No. 2825, 2022”**, and amendments thereto, are hereby repealed.

READ A FIRST TIME this 20th day of April, 2023.

READ A SECOND TIME this 20th day of April, 2023.

READ A THIRD TIME this 20th day of April, 2023.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 20th day of April, 2023.



Aimee Watson, Board Chair



Mike Morrison, Corporate Officer



**SCHEDULE A TO BYLAW NO. 2895
GENERAL RATES, FEES, AND CHARGES**

General Rates and Fees and Charges are as follows:

1 GENERAL

No.	Item	Rate	Unit
1	Labour		
1.1	Manager		
a)	Utility Services Manager	\$132.15	hour
b)	Water Operations Manager	\$120.08	hour
1.2	Utilities Supervisor		
a)	Operations, Maintenance, Installations & Repairs	\$94.80	hour
b)	Projects & Administration	\$110.23	hour
1.3	Water Services Liaison	\$110.23	hour
1.4	Environmental Services Technologist/Coordinator	\$103.25	hour
1.5	Utility Tech 2	\$76.52	hour
1.6	Utility Tech 1 or Maintenance Person	\$66.97	hour
2	Equipment (excluding operator)		
2.1	Service Truck – Greater of the following:		
a)	Half Daily Rate	\$70	½ day
b)	Kilometer Rate	\$0.80	km
2.2	Vehicle – Greater of the following:		
a)	Half Daily Rate	\$50	½ day
b)	Kilometer Rate	\$0.65	km
2.3	Backhoe	\$60	hour
2.4	Leak Noise Correlator	\$30	hour
3	Temporary Water Usage		
3.1	Damage Deposit for Connection to Standpipe or Hydrant	\$100	lump sum
3.2	Temporary Water Usage (\$100 minimum)	\$5.00	cubic meter
4	Customer Account Administration & Development Administrative Charges		
4.1	Change of Property Ownerships	No Charge	each
4.2	Water Application from Within an Existing Water Service Area		
a)	Owner Initiated Change in Water Usage	No Charge	each
b)	Staff Initiated Change in Water Usage	\$100	each
c)	For New Connection	\$300	each
4.3	Water Application from Outside of a Water Service Area	\$800	each
4.4	Development or Redevelopment Administrative Cost Recovery Charge		
a)	Per First 1 to 10 Capital Infrastructure Charges Assessed	\$500	each
b)	Per Additional 11 or More Capital Infrastructure Charges Assessed	\$200	each
c)	Latecomer Agreement Application	\$500	each
4.5	Disconnection	\$150	each

No.	Item	Rate	Unit
4.6	Reconnection		
a)	No Ownership Change	\$150	each
b)	On Ownership Change	No Charge	each
5	Customer Connection Maintenance		
5.1	Temporary Turn Off and Turn On (includes both Turn Off and Turn On, if required)		
a)	Pre-scheduled during business hours	\$50	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
5.2	Seasonal Rate based Account Turn Off and On		
a)	Pre-scheduled during business hours	No Charge	each
b)	Outside regular business hours or not pre-scheduled	\$100	each
6	Subdivision and Development		
6.1	Capital Infrastructure Charge for creation of a new Serviced Parcel by Subdivision, and Capital Infrastructure Charge for creation of a Serviced Parcel with separate Folio from a group of two or more Parcels with one Folio		
a)	Balfour Water System	\$3,000	each
b)	Burton Water System	\$5,000	each
c)	Duhamel Water System	\$2,000	each
d)	Edgewood Water System	\$4,000	each
e)	Erickson Water System	\$3,000	each
f)	Fauquier Water System	\$5,000	each
g)	Grandview Properties Water System	\$5,000	each
h)	Lister Water System	\$5,000	each
i)	Lucas Road Water System	\$3,000	each
j)	McDonald Creek Water System	\$2,000	each
k)	Riondel Water System	\$2,000	each
l)	Rosebery Highlands Water System	\$5,000	each
m)	Sanca Water System	\$2,000	each
n)	South Slocan Water System	\$5,000	each
o)	West Robson Water System	\$4,000	each
p)	Woodbury Water System	\$4,000	each
q)	Woodlands Heights Water System	\$3,000	each
r)	Ymir Water System	\$2,000	each

No.	Item	Rate	Unit
6.2	Capital Infrastructure Charge for creation of Serviced Dwelling Units in a Multiple Dwelling Parcel Development after the initial Dwelling Unit, and Capital Infrastructure Charge for creation of Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	1,500	each
b)	Burton Water System	2,500	each
c)	Duhamel Water System	1,000	each
d)	Edgewood Water System	2,000	each
e)	Erickson Water System	1,500	each
f)	Fauquier Water System	2,500	each
g)	Grandview Properties Water System	2,500	each
h)	Lister Water System	2,500	each
i)	Lucas Road Water System	1,500	each
j)	McDonald Creek Water System	1,000	each
k)	Riondel Water System	1,000	each
l)	Rosebery Highlands Water System	2,500	each
m)	Sanca Water System	1,000	each
n)	South Slocan Water System	2,500	each
o)	West Robson Water System	2,000	each
p)	Woodbury Water System	2,000	each
q)	Woodlands Heights Water System	1,500	each
r)	Ymir Water System	1,000	each
6.3	Capital Infrastructure Charge for new irrigation privileges on Agricultural Land	\$5,000	per acre
6.4	Water Main Extension and Improvements	Actual Cost	
6.5	Water Connection Charges a) Installation b) Capital Infrastructure Charge for existing Parcels within a Water System Service Area not currently paying a Water Tax, Capital Reserve Fund Contribution or Undeveloped Parcel Fee	Actual Cost \$10,000	
6.6	Abandonment of Water Connection	Actual Cost	

No.	Item	Rate	Unit
7	Water Service Area Boundary Extension		
7.1	Capital Infrastructure Charge for addition of a new Parcel to a Service Area, and bringing land into a Water Service Area by lot line cancellation or lot boundary adjustment		
a)	Balfour Water System	25,000	each
b)	Burton Water System	25,000	each
c)	Duhamel Water System	18,000	each
d)	Edgewood Water System	25,000	each
e)	Erickson Water System	25,000	each
f)	Fauquier Water System	25,000	each
g)	Grandview Properties Water System	25,000	each
h)	Lister Water System	25,000	each
i)	Lucas Road Water System	25,000	each
j)	McDonald Creek Water System	17,000	each
k)	Riondel Water System	20,000	each
l)	Rosebery Highlands Water System	25,000	each
m)	Sanca Water System	20,000	each
n)	South Slocan Water System	25,000	each
o)	West Robson Water System	25,000	each
p)	Woodbury Water System	25,000	each
q)	Woodlands Heights Water System	25,000	each
r)	Ymir Water System	22,000	each
7.2	Capital Infrastructure Charge for each additional Serviced Dwelling Unit in a Multiple Dwelling Parcel development after the initial Dwelling Unit and Capital Infrastructure Charge for each additional Serviced Commercial, Industrial or Institutional Unit after the initial Unit		
a)	Balfour Water System	12,500	each
b)	Burton Water System	12,500	each
c)	Duhamel Water System	9,000	each
d)	Edgewood Water System	12,500	each
e)	Erickson Water System	12,500	each
f)	Fauquier Water System	12,500	each
g)	Grandview Properties Water System	12,500	each
h)	Lister Water System	12,500	each
i)	Lucas Road Water System	12,500	each
j)	McDonald Creek Water System	8,500	each
k)	Riondel Water System	10,000	each
l)	Rosebery Highlands Water System	12,500	each
m)	Sanca Water System	10,000	each
n)	South Slocan Water System	12,500	each
o)	West Robson Water System	12,500	each
p)	Woodbury Water System	12,500	each
q)	Woodlands Heights Water System	12,500	each
r)	Ymir Water System	11,000	each
7.3	Capital Infrastructure Charge for irrigation privileges on Agricultural Land	\$25,000	per acre

No.	Item	Rate	Unit
7.5	Water Main Extension and Improvements	Actual Cost	
7.6	Water Connection Installation	Actual Cost	
8	Alternate Meter Read		
8.1	Manual Meter Read – when read during scheduled automated readings	\$50	annual
8.2	Manual Meter Read – unscheduled trip	\$50	each

**SCHEDULE B TO BYLAW NO. 2825
WATER SYSTEM SPECIFIC RATES, FEES AND CHARGES**

1 ARROW CREEK WATER TREATMENT AND SUPPLY SERVICE AREA

No.	Item	Rate	Unit
1	Town of Creston (Operations and Maintenance)	\$769,996.00	annually
2	Erickson Water Distribution Service (Operations and Maintenance)	\$625,124.00	annually

2 BALFOUR WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge: 3/4" meter	\$157.00	quarterly
b)	Base Charge: 1" meter	\$194.00	quarterly
c)	Base Charge: 1 1/2" meter	\$244.00	quarterly
d)	Base Charge: 2" meter	\$305.00	quarterly
e)	Metered Consumption: First Block (Up to 100 cubic meters)	\$1.25	per cubic meter quarterly
f)	Metered Consumption: Second Block (Over 100 cubic meters)	\$1.87	per cubic meter quarterly
g)	Metered Consumption: Approved Non Profit (Per cubic meter)	\$0.81	per cubic meter quarterly
2	Unmetered or Failed Meter	\$873.00	annually
3	Queens Bay Resort Capital Reserve Fund Contribution	\$175.00	annually per dwelling unit site

3 BURTON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$2,205.00	annually
2	Commercial: Business	\$1,455.00	annually
3	Commercial: Food and Beverage Service	\$1,455.00	annually
4	Commercial: Orchard	\$1,455.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$1,455.00	annually
b)	Additional Dwelling	\$730.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$730.00	annually
6	Dwelling: Single Family	\$1,455.00	annually
7	Institutional: Church	\$1,326.00	annually
8	Institutional: Community Hall	\$1,326.00	annually
9	Institutional: School	\$2,205.00	annually
10	Metered Rate		
a)	Base Charge	\$146.00	quarterly
b)	Metered Consumption	\$2.48	per cubic meter quarterly

4 DUHAMEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals	\$753.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$753.00	annually
b)	Additional Dwelling	\$753.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$753.00	annually
3	Dwelling: Single Family	\$753.00	annually
4	Metered Rate		
a)	Base Charge	\$76.00	quarterly
b)	Metered Consumption	\$1.14	per cubic meter quarterly

5 EDGEWOOD WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office, concession & small business)	\$896.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,539.00	annually
b)	Additional Dwelling	\$771.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$771.00	annually
3	Dwelling: Single Family	\$1,539.00	annually
4	Industrial: Road Maintenance Yard	\$2,685.00	annually
5	Institutional: Church	\$1,345.00	annually
6	Institutional: Community Hall	\$1,345.00	annually
7	Institutional: Health Facility	\$673.00	annually
8	Institutional: Fire Hall	\$1,539.00	annually
9	Institutional: School	\$2,235.00	annually
10	Recreational (includes park & field Irrigation and Restroom Facilities)	\$2,235.00	annually
11	Metered Rate		
a)	Base Charge	\$154.00	quarterly
b)	Metered Consumption	\$1.94	per cubic meter quarterly

6 ERICKSON WATER SYSTEM

No.	Item	Rate	Unit
1	Agricultural: Land Charge (Per acre, excluding first acre)	\$360.00	annually
2	Agricultural: Greenhouse (for each square foot over 2,000)	\$0.13	per square foot annually
3	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate	\$1,159.00	annually
b)	Rate per additional Rental Room	\$193.00	annually
4	Commercial: Business (Includes store, bank, post office, office & small business)	\$1,193.00	annually

No.	Item	Rate	Unit
5	Commercial: Campground		
a)	Base Rate (for Retail/Business /Dwelling)	\$1,193.00	annually
b)	Per Camp Site	\$85.00	annually
6	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,193.00	annually
7	Commercial: Food & Beverage Process & Storage	\$5,870.00	annually
8	Commercial: Hotel/Motel		
a)	Base Rate	\$0.00	annually
b)	Per Room Rate	\$627.00	annually
c)	Restaurant	\$1,193.00	annually
d)	Lounge	\$1,193.00	annually
e)	Swimming Pool	\$608.00	annually
9	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw No. 1082, 1995</i> with all Dwellings under one Account)		
a)	Base Rate	\$1,193.00	annually
b)	Per Dwelling	\$797.00	annually
10	Dwelling: Multi Family		
a)	First Dwelling	\$1,159.00	annually
b)	Additional Dwelling	\$1,159.00	annually
c)	Secondary Suite	\$797.00	annually
d)	Additional Mobile Housing Unit Dwelling	\$1,159.00	annually
e)	Swimming Pool (greater than 5,000 Litres)	\$284.00	annually
11	Dwelling: Single Family		
a)	Dwelling	\$1,159.00	annually
b)	Swimming Pool (greater than 5,000 Litres)	\$284.00	annually
12	Industrial: Small Business (Includes office and yard)	\$1,193.00	annually
13	Industrial: Saw Mill	\$7,313.00	annually
14	Institutional: Church	\$1,098.00	annually
15	Institutional: Community Hall	\$1,098.00	annually
16	Institutional: School (per classroom)	\$1,023.00	annually
17	Water Usage with No Development	\$360.00	annually
18	Metered Rate		
a)	Base Charge	\$116.00	quarterly
b)	Metered Consumption	\$0.89	per cubic meter quarterly
19	Capital Reserve Fund Contribution		
a)	Per Parcel of Land	\$389.00	annually
b)	Per Manufactured Home Park Dwelling	\$389.00	annually

7 FAUQUIER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store & laundromat)	\$2,771.00	annually
2	Commercial: Concession Stand	\$1,476.00	annually

No.	Item	Rate	Unit
3	Commercial: Food & Beverage Services	\$3,334.00	annually
4	Commercial: Golf Course (Includes club house, irrigation and campsites)	\$5,728.00	annually
5	Commercial: Hotel/Motel	\$2,036.00	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$1,476.00	annually
b)	Additional Dwelling	\$740.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$740.00	annually
7	Dwelling: Single Family	\$1,476.00	annually
8	Institutional: Church	\$1,298.00	annually
9	Institutional: Community Hall	\$1,298.00	annually
10	Institutional: Public Restrooms (Transportation)	\$1,047.00	annually
11	Institutional: Utility Restrooms	\$1,047.00	annually
12	Recreational (Includes Park & Field Irrigation and Restroom Facilities)	\$1,696.00	annually
13	Metered Rate		
a)	Base Charge	\$147.00	quarterly
b)	Metered Consumption	\$1.12	per cubic meter quarterly

8 GRANDVIEW PROPERTIES WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$181.00	quarterly
b)	Metered Consumption: First Block (Up to 50 cubic meters)	\$1.26	per cubic meter quarterly
c)	Metered Consumption: Second Block (Over 50 cubic meters)	\$3.16	per cubic meter quarterly
2	Undeveloped Parcel	\$725.00	annually
3	Unmetered or Failed Meter	\$1,310.00	annually

9 LISTER WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$963.00	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$963.00	annually
3	Commercial: Food Processing	\$963.00	annually
4	Commercial: Golf Course (Does not include irrigation)	\$4,212.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$609.00	annually
b)	Additional Dwelling	\$609.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$609.00	annually
d)	Swimming Pool (greater than 5,000 Liters)	\$416.00	annually

No.	Item	Rate	Unit
6	Dwelling: Single Family		
a)	Dwelling	\$609.00	annually
b)	Swimming Pool (greater than 5,000 Liters)	\$416.00	annually
7	Institutional: Fire Hall	\$609.00	annually
8	Institutional: Community Hall/Park	\$609.00	annually
9	Metered Rate		
a)	Base Charge	\$61.00	quarterly
b)	Metered Consumption	\$0.55	per cubic meter quarterly
10	Capital Reserve Fund Contribution	\$458.00	annually

10 LUCAS ROAD WATER SYSTEM

No.	Item	Rate	Unit
1	Metered Rate		
a)	Base Charge	\$265.00	quarterly
b)	Metered Consumption	\$2.00	per cubic meter quarterly

11 MCDONALD CREEK WATER SYSTEM

- (1) Rates and fees for the McDonald Creek Water System are in accordance with the agreement between the Regional District and the Village of Kaslo.
- (2) McDonald Creek Customer Account Administration and Water Connection Maintenance is subject to Village of Kaslo fees and charges.

12 RIONDEL WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, post office, office & small business)	\$838.00	annually
2	Commercial: Recreational Rentals Seasonal (per unit)	\$520.00	annually
3	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$1,456.00	annually
4	Commercial: Golf Course (includes irrigation)	\$15,575.00	annually
5	Commercial: Campground (includes washrooms, serviced campsites and standpipe fill stations)	\$4,162.00	annually
6	Dwelling: Multi Family		
a)	First Dwelling	\$838.00	annually
b)	Additional Dwelling	\$838.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$838.00	annually
7	Dwelling: Single Family	\$838.00	annually
8	Institutional: Ambulance Station	\$1,243.00	annually
9	Institutional: Church	\$838.00	annually
10	Institutional: Church Seasonal	\$520.00	annually
11	Institutional: Regional District Community Building	\$0.00	annually
12	Institutional: Regional District Community Center	\$0.00	annually
13	Institutional: Regional District Recreational Center	\$0.00	annually

14	Institutional : Regional District Fire Hall	\$0.00	annually
15	Recreational: Regional District Recreational Center	\$0.00	annually
16	Metered Rate		
a)	Base Charge	\$83.00	quarterly
b)	Metered Consumption	\$1.27	per cubic meter quarterly

13 ROSEBERY HIGHLANDS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling : Multi Family		
a)	First Dwelling	\$1,365.00	annually
b)	Additional Dwelling	\$1,365.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,365.00	annually
2	Dwelling: Single Family	\$1,365.00	annually
3	Undeveloped Parcel	\$955.00	annually
4	Metered Rate		
a)	Base Charge	\$239.00	quarterly
b)	Metered Consumption	\$2.66	per cubic meter quarterly

14 SANCA WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$737.00	annually
b)	Additional Dwelling	\$737.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$737.00	annually
2	Dwelling: Single Family	\$737.00	annually

15 SOUTH SLOCAN WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Business (Includes store, bank, office & small business)	\$1,977.00	annually
2	Commercial: Food & Beverage Services (Including restaurant, fruit stand, food stand, bakery, coffee shop, lounge, beverage room/stand)	\$5,079.00	annually
3	Dwelling: Multi Family		
a)	First Dwelling	\$1,977.00	annually
b)	Additional Dwelling	\$1,977.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$1,977.00	annually
d)	Secondary Suite	\$1,382.00	annually
4	Dwelling: Single Family	\$1,977.00	annually
5	Industrial: Small Business (Includes office, shop and yard)	\$1,977.00	annually
6	Institutional: Regional District Community Building	\$1,977.00	annually
7	Metered Rate		
a)	Base Charge	\$198.00	quarterly
b)	Metered Consumption	\$2.27	per cubic meter quarterly

16 WEST ROBSON WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Manufactured Home Park (Conforming to <i>Manufactured Home Park Bylaw</i> No. 1082, 1995 with all Dwellings under one Account)		
a)	Per Dwelling	\$584.00	annually
b)	Capital Reserve Fund Contribution per Dwelling	\$110.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$780.00	annually
b)	Additional Dwelling	\$389.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$389.00	annually
3	Dwelling: Single Family	\$780.00	annually
4	Metered Rate		
a)	Base Charge	\$78.00	quarterly
b)	Metered Consumption	\$1.34	per cubic meter quarterly

17 WOODBURY WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Multi Family		
a)	First Dwelling	\$951.00	annually
b)	Additional Dwelling	\$500.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$500.00	annually
d)	Secondary Suite	\$500.00	annually
2	Dwelling: Single Family	\$951.00	annually
3	Undeveloped Parcel	\$377.00	annually
4	Metered Rate		
a)	Base Charge	\$135.00	quarterly
b)	Metered Consumption	\$3.88	per cubic meter quarterly

18 WOODLAND HEIGHTS WATER SYSTEM

No.	Item	Rate	Unit
1	Dwelling: Single Family	\$1,521.00	annually
2	Dwelling: Multi Family		
a)	First Dwelling	\$1,521.00	annually
b)	Additional Dwelling	\$1,521.00	annually
c)	Secondary Suite	\$913.00	annually
3	Metered Rate		
a)	Base Charge	\$151.00	quarterly
b)	Metered Consumption	\$2.09	per cubic meter quarterly

19 YMIR WATER SYSTEM

No.	Item	Rate	Unit
1	Commercial: Short-Term Accommodation Rentals		
a)	Base Rate (Including Dwelling)	\$622.00	annually
b)	Rate per Rental Room	\$95.00	annually
2	Commercial: Business (Includes store, bank, post office, office, food stand, food counter, bakery, coffee service & small business)	\$622.00	annually
3	Commercial: Food & Beverage Services (Including restaurant, lounge, & beverage room)	\$935.00	annually
4	Commercial - Hotel/Motel		
a)	Base Rate	\$2,981.00	annually
b)	Per Room Rate	\$95.00	annually
c)	Restaurant	\$674.00	annually
d)	Lounge/Beverage Room	\$485.00	annually
e)	Laundry	\$2,981.00	annually
f)	Coffee shop	\$674.00	annually
5	Dwelling: Multi Family		
a)	First Dwelling	\$622.00	annually
b)	Additional Dwelling	\$622.00	annually
c)	Additional Mobile Housing Unit Dwelling	\$622.00	annually
6	Dwelling: Single Family	\$622.00	annually
7	Institutional: Community Association	\$0.00	annually
8	Institutional: Arts & Museum Society	\$0.00	annually
9	Institutional: Fire Hall	\$0.00	annually
10	Metered Rate		
a)	Base Charge	\$62.00	quarterly
b)	Metered Consumption	\$2.53	per cubic meter quarterly

Attachment C4:
Cowichan Valley Regional District
Kerry Village Rates and Fees

Kerry Village Water System



Kerry Village Water System is located west of Mill Bay in Area A. The water system services the Kerry Village mobile home park, a residential development off of Briarwood Drive and a new subdivision on Shawnigan Mill Bay Road.

Source, Treatment and Distribution

A groundwater well pumps water to the treatment building where the water is treated for manganese and iron in the source water. The water then receives chlorine disinfection before being pumped to a 318 m³, below-grade, concrete water storage reservoir and is fed to the distribution system as required by the customers.

Critical equipment is monitored 24-hours a day for malfunctions, such as high or low chlorine levels or pump failures; if such an abnormality occurs, an alarm is immediately sent to the on-duty pager to alert CVRD staff for quick response.

Annual Water Testing

Kerry Village water system is sampled, at a minimum, once a week. The following table shows the sampling frequency and parameters tested for the water system:

Frequency	Parameter Tested	Laboratory
Weekly	Bacterial (E.Coli and Total Coliforms)	Samples are submitted to the Island Health Authority for testing by a provincial laboratory
Annual	Full spectrum analysis based on the Canadian Drinking Water Guidelines. Sampling of the source and distribution is alternated each year.	Bureau Veritas

Testing results can be found in the [Annual Water Report](#) completed each year.

Fee Structure

Kerry Village water system is a partially metered water system. Customers receive user fee invoices every six months and an annual parcel tax is levied on individual property taxes. Mobile homes are charged a flat rate. Single family homes have a water meter that records water consumption. Water meters are read every six months and these customers are charged according to their consumption and based on the rates set out in the table below.

Annual Charges

Billing Period	Billing Date	User Fees* (per billing period)	Parcel Tax**	Annual Fee (User Fee and Parcel tax)
January 1-June 30	February 1	\$260 (mobile home) \$348.50 (single family dwelling)	\$200.00	\$720 (mobile home) \$897 (single family dwelling)
July 1- December 31	August 3	\$260 (mobile home) \$348.50 (single family dwelling)		

Inclined Block Rate Table

User Fees

Water Use (per billing period)	Charge
0-200 m ³	\$348.50
201-300 m ³	\$348.50 + 1.00 per m ³ over 200 m ³
301-400 m ³	\$448.50 + 1.50 per m ³ over 300 m ³
over 400 m ³	\$598.50 + 2.25 per m ³ over 400 m ³

*User Fees are mailed out to each customers on the billing date stated above.

**Parcel Tax is charged once a year and is incorporated into the property tax for each customer.

Current year budget information can be viewed [here](#).

Undetected Leaks

Undetected Leaks will be considered in any buried service water line or water line in the building's walls. Plumbing fixtures are taps, toilets and hose bibs.

User Charges may be adjusted where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classification(s) and there is no indication that water was knowingly allowed to run to waste. A request for a leak adjustment may be granted if all the following conditions are met or in extraordinary circumstances approval of the Corporate Financial Officer or the Manager.

1. The property owner has not been granted a leak adjustment in the last 5 years.
2. The leak was repaired within 30 days of billing or discovery of the leak;
3. Written verification describing the nature of the leakage and the action taken to rectify the problem must be received by the Manager before a leak adjustment will be granted.

Where a leak adjustment is approved, User Charge adjustments will be determined as follows:

1. If the leak is found in the service line, volumes from the 2 previous years, of the same billing cycle, will be averaged and charged. i.e. Average of 2 previous summers, if leak occurs in the summer.
2. If the leak is associated with an in-home plumbing fixture or irrigation system, volumes from the 2 previous years, of the same billing cycle will be averaged plus 50% of the incremental water usage (between the average and the overage) will be charged to a maximum added value of \$500.
3. Subsequent leaks occurring within 5 years of the previous leak adjustment request will be eligible for the cap of \$1,500 per single family dwelling equivalent, up to a maximum of \$5,000. Where the

average of the 2 previous years of the same billing cycle is greater than \$5,000, the eligible cap will be 1.5 times the average.

Contact Us

Utilities

[Email](#)

Physical Address

175 Ingram Street
Duncan, BC V9L 1N8

Phone [250.746.2530](tel:250.746.2530)

[Directory](#)

After hours Utilities emergency telephone 1.888.453.0148

Quick Links

- [Change Your Mailing Address](#)
- [Report a Non-Emergency Sewer or Water Concern](#)
- [Toilet Rebate Application](#)
- [Bylaw 4232 - Schedule E Source Control](#)
- [Boil Water Notice FAQs](#)
- [Current Water Restrictions](#)
- [High Water Bill?](#)

[View All](#)

Attachment C5:
Capital Regional District
Magic Estates Rates and Fees

As of May 12, the advisory for Millaney Lake, Burrance Lake, Logie Beach, and Hamletty Beach remains in place. [Details <<](#)



[CRD Home](#) > [Services](#) > [Drinking Water](#) > [Billing & Accounts](#) > [Information by Area](#)

Drinking Water

Billing & Accounts

[Balance and Payments](#)

[Information by Area](#)

[Moving and Installation](#)

[Reading Water Meters](#)

[Water Leak Adjustments](#)

[Cross Connection Control](#)

[Drinking Water Quality](#)

[Drinking Water Systems](#)

[Engineering Specifications](#)

[Water Conservation](#)

[Water Service Outages](#)

[Water System Maintenance](#)

[Watershed Protection & Stewardship](#)

This page lists account details (rates, billing) by water system name as listed on your utility or water bill. Click on a water system name below to show details.

[Beddis \(Salt Spring Island\)](#)

[Cedar Lane \(Salt Spring Island\)](#)

[Cedars of Tuam \(Salt Spring Island\)](#)

[CRD Water Service \(Westshore & parts of Juan de Fuca EA\)](#)

[Fernwood \(Salt Spring Island\)](#)

[Fulford \(Salt Spring Island\)](#)

[Highland \(Salt Spring Island\)](#)

[Lyall Harbour - Boot Cove \(Saturna Island\)](#)

The Magic Lake Estates Water System provides drinking water to a small Water Service Area on North Pender Island.

Water Rates

Quarterly User Charge: \$89.10 per Single Family Equivalent

Consumption Charge: 0 to 50 cubic meters = \$0 per cubic meter

50 to 80 cubic meters = \$.50 per cubic meter

Greater than 80 cubic meters = \$1.00 per cubic meter

Water Billing

Water meters are read and billed out every three months. Payment is due within 30 days of issuing the water bill. A late payment charge of 1.5% will be added after the billing due date.

Port Renfrew

Skana (Mayne Island)

Sticks-Allison (Galiano Island)

Surfside Park Estates (Mayne Island)

Wilderness Mountain (East Sooke)

Water and Sewer Emergencies 1.855.822.4426

When phoning with respect to an emergency, please specify to the operator the service area in which the emergency has occurred. This is a 24-hour line. Read more >>

General Inquiries: 1.800.663.4425

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving about 440,000 people. Read more >>

» Get Involved

Contact Us

Main office address:

625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Tel. 250.360.3000

» Contacts, Locations & Hours

Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOKÉCEN (Pauquachin), MÁLEXEL (Malahat), P'a:chi:da?ah (Pacheedaht), Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, SÁÁUTW (Tsawout), T'Sou-ke, WJOLELP (Tsartlip), WSIKEM (Tseycum), and xw'sepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

» Statement of Reconciliation



Attachment C6:
Regional District of Nanaimo
Bylaw No 1655.14

[Home](#)

User Rates

[+ Share](#)

Residential Curbside Collection

The annual curbside collection amount charged per dwelling unit is dependent on the size of the GARBAGE cart you selected (in the absence of a selection, you will be provided and charged for the default 100L GARBAGE cart size). The curbside collection fee covers:

- The cost of garbage disposal at the Regional Landfill;
- The cost of processing recyclables at the material recovery facility;
- The cost of composting food waste at the organics processing facility; and
- The cost of community education, outreach and wildlife awareness programs

Curbside Fees - Single Family Dwellings (2023)

Annual utility fees are based on the garbage cart size

Recycling	Food Waste	Garbage	Annual Fee [§]
100 L	100 L*	80 L	\$177/yr
240 L*		100 L*	\$187/yr
360 L		240 L	\$268/yr
		2x 100 L	\$268/yr

*Default size
[§]Before Prompt Payment Discount

To learn more about the new automated curbside collection service, please visit [the RDN Curbside Collection Services webpage](#). The curbside collection service is governed under **RDN Bylaw 1802 (consolidated version including Bylaw 1802.02)**.

Residential Sewer Rates

Residential sewer rates vary depending on the service area. The rates are as follows:

French Creek	\$ 175.63	per dwelling unit per year
Surfside	\$ 145.66	per dwelling unit per year
Fairwinds	\$ 77.09	per dwelling unit per year
Barclay Cr.	\$ 250.37	per dwelling unit per year

Cedar \$ 233.40 per dwelling unit per year + \$1.60 per day,
if connected

Service Area Rates

To learn more about your sewer service area, please visit our RDN **Sewer Systems** webpage.

Not all residences in the Regional District of Nanaimo have sewer service. Some properties may have onsite systems often called septic systems. To learn more about these types of systems, please visit our **Septic Smart** webpage.

Residential Water Rates

The Regional District of Nanaimo has amended its system of tiered rates for water usage, starting with the 2023 water bills. The cost of water increases with increased usage. This service falls under Bylaw 1655.14.

	Minimum Daily Rate	Average Daily Consumption in Cubic Metres (m3)		
		Up t 0.70 m3	0.71 to 2.0 m3	Over 2.01 m3
2023 Rate	\$0.50	\$1.00	\$2.00	\$4.00
2023 Sandpiper Bulk Water	\$0.00	\$2.40	\$2.40	\$2.40

For more information on the water systems, please visit the **WaterSmart Communities** webpage.

Sandpiper Bulk Water Rates (if applicable)

As of November 5, 2021 the Regional District of Nanaimo has entered into a water supply agreement with the Town of Qualicum Beach to supply bulk drinking water to French Creek water service area residents in the Sandpiper subdivision.

The rate is \$2.40 per cubic meter (1000 litres) in addition to the RDN's metered water rates.

How your Water Bill is Calculated

Calculating your water bill based on 2023 rates:

Step 1: Calculate your average daily consumption

$$\frac{\text{Total consumption (found on your bill)}}{\text{Number of days in billing period}} = \text{Average daily consumption}$$

To Calculate the Number of Days in a Billing Period

Previous reading date:

Current reading date:

Number of days between readings: **0** Days

Step 2: Calculate total bill amount

If your average daily consumption is equal to or less than 0.7 m³ per day, proceed with the following calculation:

Assuming your average daily consumption is 0.55 m³ per day (66 cu m / 120 days)

(a) Average daily consumption x rate per m³ x number of days in the billing period

$$= 0.55 \text{ m}^3 \times \$1.00 \text{ per cu m} \times 120 \text{ days} = \$66.00$$

(b) Minimum daily rate = \$0.50 x 120 days = \$60.00

Your bill will be the greater of (a) or (b)

If your average daily consumption is greater than 0.7 m³ per day, proceed with the following calculation:

Assuming your average daily consumption is 2.5 m³ per day (300 cu m / 120 days)

(a) First 0.7 cu m x \$1.00 per m³ = \$0.70 per day

(b) From 0.7001 to 2.0 m³ (1.2999 cu m) x \$2.00 m³ = \$2.5998 per day

(c) From 2.001 m³ and above (0.5001 m³) x \$4.00 = \$2.0004 per day

Total daily cost = \$5.3002

Your bill will be = \$5.3002 x 120 days = \$636.02

Community Averages for Water Usage in Your Area - For Billing Period May 2022 to September 2022:

Code:	Service Area:	Cubic meters per Day:
W34	Surfside	1.36
W38	French Creek	0.78
W39	Whiskey Creek	0.76
W42	Decourcey	0.62
W43A	San Pareil	1.04
W45	Englishman River	1.31
W46A	Melrose Terrace	0.55
W47	Nanoose Peninsula	1.12
W51	Westurne Heights	0.49

Grants

Payment Information, Electronic Billing and Forms

Customer Service Access Point

Frequently Asked Questions

User Rates

Contact Our Department

inquiries@rdn.bc.ca




Ph: 250-390-4111

<							MAY 2023		:	
Su	Mo	Tu	We	Th	Fr	Sa				
30										
7					11					
14			17							20
21					25		26			27
28					1		2			3
4	5	6	7	8	9	10				

PARTNER WEBSITES

englishmanriverwaterservice.ca
getinvolved.rdn.ca

CONTACT THE RDN

 250-390-4111
 1-877-607-4111 Toll Free
 inquiries@rdn.bc.ca

Address: 6300 Hammond Bay Road,
Nanaimo, BC, V9T 6N2



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[admin](#)

Attachment C7:
Fraser Valley Regional District
Bylaw No 1693, 2023

**CONSOLIDATED FVRD WATER SUPPLY SYSTEMS
REGULATIONS FEES & CHARGES BYLAW**

RECORD OF AMENDMENTS

FVRD Water Supply Systems Regulations, Fees & Charges

BYLAW	SUMMARY	DATE AUTHORIZED
FVRD BL 1631, 2021	Regulations, Fees and Charges Establishment for all FVRD Water Systems	2021 06 24
1647, 2022	Fees & Charges Amendment	2022 02 24
1693, 2023	Fees & Charges Amendment	2023 03 23

**THIS BYLAW HAS BEEN CONSOLIDATED FOR CONVENIENCE ONLY
AND SHOULD NOT BE USED FOR LEGAL PURPOSES.**

COPIES OF THE ORIGINAL BYLAWS CAN BE REQUESTED AT INFO@FVRD.CA

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1631, 2021

A bylaw to establish regulations, terms, conditions, fees and other charges under which water, may be supplied and used in Fraser Valley Regional District Water Supply Systems.

WHEREAS the Board of Directors of the Fraser Valley Regional District ("the Board") wishes to establish the terms and conditions under which water may be supplied and used in Fraser Valley Regional District established water system service areas, and to establish the fees and charges associated with the delivery of said services;

THEREFORE the Board enacts as follows:

1. CITATION

This bylaw may be cited as *Fraser Valley Regional District Water Supply Systems Regulations, Fees and Charges Establishment Bylaw No. 1631, 2021*.

2. ADMINISTRATION

The Manager is authorized to administer and oversee the operation of the Fraser Valley Regional District Water Supply Systems.

3. SCHEDULES

The following Schedules are attached to and form an integral part of this bylaw:

- Schedule A - Water Service Areas
- Schedule B - Water Service Fees And Charges

4. INTERPRETATION

In this bylaw:

"Applicant" means a person who has submitted an application to the Regional District for a Water Services Connection and has not yet received approval;

"Application for Water Service" means an application for Water Service which must be made in the form(s) prescribed by the Regional District and must furthermore contain any and all information necessary to establish compliance with the British Columbia Plumbing Code, this bylaw or any other enactment;

“Backflow” means the flow of water or other liquids, gases or solids from any source in the reverse direction back into Private Waterworks or any Water Supply System;

“Backflow Preventer” means a device or method to prevent Backflow;

“Board” means the Fraser Valley Regional District Board of Directors;

“British Columbia Plumbing Code” means the British Columbia Plumbing Code 2018;

“Building Service Line” means the piping which conveys water to a building, between the exterior boundary of the Parcel and the building to which the water is to be conveyed;

“Capital Improvement Connection Fees” means a fee levied that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

“Commercial” means any occupation, employment or enterprise that is carried on for profit;

“Commercial Metered” means any connection not servicing two or more residences or buildings other than a single residence;

“Cross Connection” means any pipe, channel or link connecting a potable water supply with a potential source of pollution such that there may be a flow from the source of pollution to the potable water;

“Cross Connection Control Bylaw” means the Fraser Valley Regional District Water Systems Cross Connection Control Regulation Bylaw No. 1177, 2012 as amended or replaced from time to time;

“CSA” means the Canadian Standards Association;

“Customer” means a person who is being provided Water Services or who has filed an Application for Water Services with the Regional District that has been approved by the Regional District;

“Development Cost Charges” means a fee levied on new development to pay for new or expanded infrastructure such as water, sewer, drainage, parks and roads necessary to adequately service the demands of that new development.

“Electronic Water Meter” means a device used to electronically measure and record water usage;

“Inspector” means the Director of Engineering and Utilities, the Manager of Operations or their designates and Bylaw Enforcement Officers of the Regional District;

“Institutional” means a facility which relates to human development such as education, recreation, religion or politics or which relates to public service such as health or protective services;

“Manager” means the Director of Engineering and Utilities or the Manager of Operations or their designates;

“Owner” means any person who is the owner of real property, or any other person authorized in writing by the owner to represent the owner, including, but not limited to, a person, firm or corporation ;

“Parcel” means a lot, block or other area of real property in which land is held or into which it is subdivided;

“Private Waterworks” means any pipe fittings, valves, appurtenances, water supply outlets and any other plumbing devices that is intended to receive water from a Water Service Connection and deliver or distribute the water to and on the land of any Owner whether or not within a building but does not include a Water Service Connection;

“Regional District” means the Fraser Valley Regional District;

“Water Conservation Bylaw” means Fraser Valley Regional District Electoral Area Water Conservation Regulation Bylaw No. 1387,2016, as amended or replaced from time to time;

“Water Service” means the supply of water from the Regional District to a Customer pursuant to this Bylaw;

“Water Service Area” means any of the service areas identified in **Schedule A**;

“Water Service Connection” means the point where a Water Supply System connects to any Parcel and includes all pipes, taps, valves, connections and other appurtenances used to connect the Private Waterworks into the Water Supply System, and will typically be at the downstream side of an Electronic Water Meter near the boundary or property line of the Parcel;

“Water Service Curb Stop” means that device which is used to turn on and turn off water at the exterior boundary of a Parcel;

“Water Service Main” means pipes installed within a public right-of-way for Water Service for more than one (1) Parcel;

“Water Supply System” means the system of supply and water works of the Fraser Valley Regional District owned and maintained by the Fraser Valley Regional District including mains, service pipes, fire hydrants, valves, meters, services, reservoirs, wells, control buildings, and all other accessories and appurtenances thereto.

5. AREA OF APPLICATION

This bylaw applies to all Owners or occupiers of all Parcels situated within the boundaries of Fraser Valley Regional District Water Service Areas or the Owners or occupiers of all Parcels connected to a Fraser Valley Regional District Water Supply System.

6. PENALTIES

- 6.1 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw or who neglects to do or refrains from doing anything required to be done under any of the provisions of this bylaw, commits an offence against this bylaw and is subject to the penalties imposed. Each day that a contravention of a provision of this bylaw occurs or continues constitutes a separate offence.
- 6.2 Every person who commits an offence against this bylaw is liable to a fine and penalty of not more than Two Thousand Dollars (\$2,000) and not less than Two Hundred Dollars (\$200) for each offence, recoverable under the provisions of the Offence Act R.S.B.C. 1996 Ch. 338.

7. PROHIBITIONS

- 7.1 Except in cases of fire or other emergency or exigent circumstance, every person commits an offence contrary to the provisions of this bylaw who:
- a) takes, consumes or uses water from Water Supply Systems without first making application for Water Service in the forms prescribed by the Regional District along with any supplementary information required by the Regional District and without having those applications authorized and signed by the Inspector ;
 - b) taps into or makes any Water Service Connection to a Water Service Main, without the prior written consent of the Inspector;
 - c) connects or allows a Water Service Connection to be made or permits a Water Service Connection to continue to exist without first obtaining a Water Service Connection permit to do so from the Regional District;
 - d) fails to obtain an inspection if an installation is required to be inspected;
 - e) covers any part of any pipe or of any fitting used for a Water Service Connection before it is inspected and approved by the Inspector;
 - f) turns on or turns off a Water Service Curb Stop without the prior written consent of the Inspector;
 - g) installs any pump, booster or other device or who uses same without permission in writing from the Inspector for the purpose of, or having the effect of, increasing water pressure in Building Service Lines to a higher pressure than the normal water pressure in the Building Service Line;
 - h) alters or tampers with any Water Supply Systems works or services, including, but not limited to hydrants located on any street, Parcel or right-of-way located therein, without the prior written consent of the Inspector;
 - i) alters or tampers with any Electronic Water Meters without the prior written consent of the Inspector;

- j) obstructs or prevents the Inspector from administering and enforcing any provisions of this bylaw;
- k) uses water from the Water Supply Systems to sprinkle and irrigate lawns, gardens, fields or otherwise during times of limited consumption or of restricted hours of usage as declared by the Regional District from time to time;
- l) acts, or fails to act in any manner whatsoever which causes damage to the Water Supply Systems;
- m) acts, or fails to act in any manner whatsoever which causes or contributes to contamination of the Water Supply Systems;
- n) installs or connects any pipe, valve or any other fitting required for any Water Service Connection or Building Service Line at a depth of less than 1.2m of earth fill;
- o) installs, permits to be installed or connects any pipe, valve or any other fitting for the purpose of water consumption between the Water Service Curb Stop and Electronic Water Meter;
- p) contravenes any other provision of this bylaw.

8. POWERS OF THE REGIONAL DISTRICT

8.1 The Regional District administers and determines all water fees and other charges for all connections to a Water Supply System.

8.2 The Regional District may:

- a) limit the number of Water Service Connections to the Water Supply Systems;
- b) require a permit for Water Service Connections larger than 25mm;
- c) in the interest of efficient operation of the Water Supply System and equitable distribution of water and whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the Water Supply System, or may regulate the hours of use, or may further prescribe the manner in which such water may be used, which will not result in any reduction or refund of rates or fees;
- d) disconnect the Water Service to any Parcel in accordance with this bylaw;
- e) refuse any Water Service Main extension or enlargement if such extension or enlargement may jeopardize the supply to those uses and Parcels already connected to the Water Supply Systems;
- f) require an existing user or an Applicant for a Water Service Connection to install an Electronic Water Meter for measuring water use;

- g) require an Applicant for a Water Service Connection to uncover any part of any pipe or fitting used in such connection which was covered before it was inspected and approved by the Inspector.
- 8.3 The Fraser Valley Regional District, its officers, employees or agents will not incur any liability of any kind what so ever by reason of the cessation in whole or in part of water pressure or water supply, or changes in operating pressures, or by reason of the water containing sediments, deposits, or other foreign matter.
- 8.4 The failure to be sent a notice(s), or the failure to receive a notice(s), will not excuse the mandatory duty of the Customer or other responsible party to comply with this bylaw and/or the Cross Connection Control Bylaw and all other applicable bylaws.

9. POWERS AND DUTIES OF THE INSPECTOR

- 9.1 An Inspector must retain the following records in accordance with any and all relevant bylaws of the Fraser Valley Regional District and any and all relevant statutes, codes, regulations and other legislation enacted by the Province of British Columbia:
 - a) any Application for Water Service received;
 - b) any Water Service Connection permit issued;
 - c) any waterworks stop work notice issued;
 - d) any water shut-off notice issues
 - e) any inspection reports;
 - f) any test results; and
 - g) any and all relevant notices, papers and documents connected with the administration of this bylaw.
- 9.2 An Inspector may:
 - a) enter a structure any time for the purpose of administering or enforcing this bylaw, but if any dwelling or structure to be entered is occupied, the Inspector must first either obtain consent of the occupant or provide written notice to the occupant twenty-four (24) hours in advance of inspection;
 - b) issue a waterworks stop work notice in accordance with the provisions of this bylaw;
 - c) authorize or refuse an application for Water Service Connection in accordance with the provisions of this bylaw;
 - d) disconnect the Water Service to any premises in accordance with the provisions of this bylaw or any other enactment; and

- e) determine, if specialized knowledge is required, that a Professional Engineer or Applied Sciences Technologist registered in the Province of British Columbia and competent in the area of water supply and distribution services, prepare and sign all drawings, specifications and plans and supervise construction of any such installation or Water Service Connection.

10. CROSS CONNECTION CONTROL

- 10.1 Pursuant to the Cross Connection Control Bylaw, the Regional District may, at its sole discretion, require an Owner of a Water Service to install an approved Backflow prevention assembly conforming to the CAN/CSA B64.10-07 or most current edition, for the selection, installation, maintenance, and field testing of Backflow Preventers, and Regional District Cross Connection Control Bylaw .
- 10.2 The Regional District will only provide Water Services to a Customer if, in the opinion of the Regional District, the Water Supply System has been effectively protected from any actual or potential Cross Connections existing at or within the Customer's Private Waterworks system.

11. ELECTRONIC WATER METERS

- 11.1 All new Water Service Connections, with the exception of those within the Townsite of Yale Water Supply and Distribution Local Service Area, require an Electronic Water Meter;
- 11.2 Except as provided under Section 12.6 hereto, Electronic Water Meters will be supplied by the Regional District and must be installed as directed by the Inspector at the Applicant's expense;
- 11.3 Electronic Water Meters will remain the property of the Regional District;
- 11.4 Electronic Water Meters must be accessible for inspection and changed as may be required from time to time by the Regional District.

12. APPLICATIONS FOR WATER SERVICE

- 12.1 A person must not take, consume and/or use water from the Water Supply System without the prior written consent of the Inspector and without making payment of fees and charges in accordance with this bylaw.
- 12.2 A separate Application for Water Service must be made for any and all extensions of service to an existing Water Service Connection.
- 12.3 If there is an existing Water Service Curb Stop, an Application for Water Service must:
 - a) be accompanied by the fee as set out in Schedule B; and
 - b) contain any and all information necessary to establish compliance with the British Columbia Plumbing Code, this bylaw or any other enactment.

12.4 If there is no existing Water Service Curb Stop or if a change in the location of the Water Service Connection is requested, an Application for Water Service must:

- a) be accompanied by the fee set out in Schedule B to this bylaw;
- b) include as an exhibit, copies of the specifications and scale drawings ;
- c) include the legal description of the area of land to be served by the Water Service Connection, and the location of:
 - i. the Water Service Curb Stop;
 - ii. the Building Service Line;
 - iii. all building, structures and other installations requiring or related to the Water Service;
 - iv. all septic system installations, sewer pipes, drains, and other underground pipes, wires, or cables; and
 - v. all pressure reducing valves, shut-off valves, etc... as per drawings;
 - vi. Electronic Water Meter;
- d) Include pipe sizes, valves and other plumbing fixtures; and
- e) Include depth of the Water Service Connection and Building Service Line; and
- f) contain all other information necessary to establish compliance with the British Columbia Plumbing Code, this bylaw or any other enactment.

12.5 If a Water Service Connection larger than 25mm is required:

- a) an application for a permit shall be made in the form prescribed by the Regional District and contain, for each proposed connection:
 - i. a description of the purpose of the connection;
 - ii. a description of the size of pipe intended to be used at the Water Service Connection and the approximate placement of the Private Waterworks;
 - iii. annual volume of water requested;
 - iv. all information necessary to establish compliance with the British Columbia Plumbing Code, this bylaw or any other enactment;
- b) the Water Service Connection must be installed at the Owner's expense;
- c) the Owner must pay any and all required fees and charges in accordance with Schedule B;
- d) the Electronic Water Meter must be supplied and installed by the Owner as per the directives of the Inspector;

- e) the Electronic Water Meter becomes the property of the Regional District once installed.
- 12.6 If an Application for Water Service has been made under this section and it is found that there is no Water Service Main adjacent to the Applicant's Parcel, the Applicant has the option of:
- a) paying in advance for such works, installations or any other costs as may be required to extend the Water Supply System, as a condition precedent to the approval of the Application for Water Service; or
 - b) accepting a refund in full of any monies paid at the time of Application for Water Service.
- 12.7 If an Application for Water Service has been made under this section, the Regional District will, in every case, determine the use, the location and size of a Building Service Line to be used, having first given due consideration to specific requests.
- 12.8 If an Application for Water Service Connection has been made under this section and if a specific size of Water Service Connection and or Building Service Line has been requested, and if the Regional District cannot readily supply such Water Service, the Applicant has the option of:
- a) providing at their own cost such facilities as they require to ensure a continuous and uninterrupted supply, pressure, or quality of water as required for their use;
 - b) accepting a refund in full of any monies paid at the time of Application for Water Service.
- 12.9 An Application is not considered approved until it has been signed by the Inspector.

13. ISSUANCE OF A WATER SERVICE CONNECTION PERMIT

13.1 If:

- a) an Application for Water Service has been made; and
- b) the proposed work set out in the application is approvable under this bylaw and conforms with this bylaw, the British Columbia Plumbing Code and all other enactments; and
- c) the Applicant for a Water Service Connection has paid the fee prescribed and as set out in Schedule B;

the Inspector will issue a Water Service Connection permit for which the Application for Water Service has been made.

14. CALL FOR INSPECTIONS

- 14.1 The entire Building Service Line between the Water Service Curb Stop and/or Electronic Water Meter and the residence must be inspected by the Inspector and to the Inspector's satisfaction before authorized to turn on the water to any Water Service Connection.

14.2 A person must give the Inspector at least two (2) working days notice of a request for an inspection and the Inspector will use their best efforts to undertake an inspection within a reasonable time thereafter.

15. DISCONNECTION AND RECONNECTION

15.1 When any Building Service Line is abandoned, it will be sealed off by the Regional District and for such service, the Regional District is entitled to demand and receive the fees as outlined in Schedule B.

15.2 If an Owner seeks to reconnect a Building Service Line, the Owner must make an Application for Water Service and must otherwise comply with the terms of this bylaw.

16. WATER USAGE

16.1 The Regional District may, in its discretion and when the public interest so requires, suspend or limit the consumption of water from a Water Supply System or may regulate the hours of use or may further prescribe the manner in which such water may be used.

16.2 A change or addition to the number or type of fixtures on a Parcel, for the purpose of expanding the number of dwellings, installation of a swimming pool, or Commercial or Institutional enterprise, must not be made until an Application for Water Service is made to the Manager and written permission thereof obtained.

16.3 Water supplied to a Parcel must not be used to supply another Parcel.

16.4 A person must not:

- a) cause, allow, or fail to promptly repair any damage to an appliance that results in a waste of water;
- b) continue to use an appliance that, as a result of damage or deterioration, causes water to be wasted, or fail to promptly repair or replace any appliance that has deteriorated to the extent that it causes water to be wasted;
- c) waste water by allowing a tap or hose to run water unnecessarily, thereby causing waste:
 - i. in relation to completing a task, providing a service, or producing a thing; or
 - ii. by over-watering a targeted lawn, boulevard or landscaped area;
- d) draw water from any fire hydrant or attach any apparatus to a fire hydrant without the prior written approval of the Manager;
- e) sell or distribute water supplied by the Regional District unless specifically authorized by the Regional District to do so.

17. WATERWORKS STOP WORK NOTICE

17.1 If an Owner undertakes the construction or installation of any Building Service Line, Water Service Connection or any other works (collectively referred to as "waterworks"), which in whole or in part:

- a) contravenes the British Columbia Plumbing Code, this bylaw or any other enactment;
- b) contravenes the specifications of the plans submitted with the Application for Water Service;
- c) are being constructed without a Water Service Connection permit having been issued by the Inspector, or
- d) are being constructed or installed in such a manner that represents a hazard to the health and safety of persons within Water Service Areas,

an Inspector may issue a Waterworks Stop Work Notice, which will give the Owner fourteen (14) days to remediate the construction or installation of the waterworks. The Inspector must post the Waterworks Stop Work Notice at the site and must deliver a copy to the Owner.

17.2 If a Water Works Stop Work Notice has been issued, a person must not continue the construction or installation of any waterworks.

17.3 If a Waterworks Stop Work Notice has been issued, the Inspector may require the Owner to make a separate Application for Water Service Connection in order to comply with the terms of the notice.

17.4 Notwithstanding the provisions of this section, if a person acts in such a manner or if there are exigent circumstances which represent a hazard to the health and safety of any user of a Water Supply System, the Inspector may issue a Waterworks Stop Work Notice which by its terms will cause the immediate suspension of any and all waterworks.

17.5 A Water Works Stop Work Notice will not be lifted until the violation has been corrected to the Inspector's satisfaction. Once the violation has been corrected, the Inspector will issue a new Water Service Connection Permit.

18. WATER SHUT-OFF NOTICES

18.1 The Regional District may, without notice, disconnect the Water Service for any of the following reasons, and the Regional District is not liable for damages by reason of discontinuing Water Service for such reasons:

- a) unnecessary, misused or wasteful use of water, or violation of regulations concerning rationing, watering or sprinkling;

- b) failure to repair or replace defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are, or may become, a cause of wasted of water or represents a hazard to the health and safety of persons on the system;
 - c) if, in the opinion of the Inspector, any Water Service Connection, Building Service Line, pipe or fixture contravenes the requirements of the British Columbia Plumbing Code, this bylaw or any other enactments;
 - d) if a person fails to comply with the terms of a Water Works Stop Work Notice;
 - e) if a person fails to comply with the terms and conditions of a Water Service Connection permit;
 - f) if an Inspector determines that there exists a connection or Cross Connection prohibited by this bylaw or any other enactment.
- 18.2 The Inspector may issue a Water Shut-off Notice, which by its terms will give the Owner fourteen (14) days to remediate the violation. The Inspector must post the Water Shut-off Notice at the site and must deliver a copy to the Owner.
- 18.3 If the terms of the Water Shut-off Notice have not been satisfied and the Owner has been duly notified, the Inspector may cause the water to be shut-off at the Water Service Curb Stop.
- 18.4 Notwithstanding the provisions of this section, if a person acts in such a manner or if there are exigent circumstances which represent a hazard to the health and safety of any user of a Water Supply Systems, the Inspector may cause the water to be immediately shut-off without notice.
- 18.5 For so long as the Water Shut-off Notice is in effect, a person must not reconnect the water in contravention of the notice.
- 18.6 A Water Works Shut-off Notice will not be lifted until the violation has been corrected to the Inspector's satisfaction and all associated fees have been paid to the Regional District. Once the violation has been corrected, the Inspector will issue a new Water Service Connection permit.

19. WATER CONSERVATION

Pursuant to the Water Conservation Bylaw and in consultation with the affected Electoral Area Directors and the Board, the Director of Engineering and Utilities or their designate may declare that the Regional District has activated a water conservation stage.

20. WATER MAIN EXTENSIONS AND CONNECTIONS

- 20.1 All Water Service Main extensions or Water Service Connections must be approved in writing by an Inspector prior to construction, and all costs incurred will be a direct charge against the developer of a subdivision or the Owner of the property being connected.

- 20.2 The Inspector will inspect and approve all such extensions or service connections before back-filling is started.
- 20.3 The Regional District has the right to disallow any water main extension if such extension may jeopardize the supply to those persons already connected to a Water Supply System.

21. MULTIPLE DWELLINGS

In the case of apartment houses, mobile homes, duplex houses or houses containing one or more suites, each dwelling unit within such structure is considered as a separate unit and will be charged the appropriate fees and other charges as shown in Schedule B.

22. GENERAL

- 22.1 All water pipes, connections, appurtenances or facilities required for water distribution to the Owner's property line which are constructed, whether at the Owner's expense or Regional District's expense in present or future public highways or within Regional District rights-of-way or property, are the property of the Regional District, with respect to the Water Service Areas listed in Schedule A.
- 22.2 Each Owner of land and/or premises is responsible for the construction, repair and maintenance of all pipes and fixtures between the property line and their premises.

23. FEES AND CHARGES

- 23.1 There are hereby imposed and levied the fees and other charges for the provision of Water Services supplied by the Regional District to Water System Users as set out in Schedule B.
- 23.2 All fees and charges will be billed at such times as determined by the Regional District and are due and payable on or within 30 days following the issuance of statements.
- 23.3 In the case of connections being made during the year, the charge imposed will begin in the month during which the Water Service Connection was made provided such connection was made before the 15th day of the month; otherwise the charge will begin with the 1st of the month following the date the connection was made.
- 23.4 Accounts with user fees and other charges outstanding on the 31st of December in each year will be subject to recovery as authorized by Section 399.2 of the Local Government Act [RSBC 2015] Ch. 1.
- 23.5 When any fees or charges for Water Services are overdue for a period of 3 months, such Water Services will be turned off from the premises in respect of which such fees or charges are overdue, without notice. Such service will not be turned on again to the premises until the following have been paid to the Regional District:
- a) all overdue amounts;

- b) any additional costs incurred by the Regional District with respect to turning off the Water Services.

24. LIABILITY

Nothing contained in this bylaw shall be construed to impose any liability on the Regional District to give a continuous supply of water to any person or premises and the Regional District hereby reserves the right, at any time, to shut off water from any premises without giving notice to any person from whose premises the water may be shut off.

25. PUBLIC HEALTH

The Province of British Columbia appointed Health Inspector shall be the authority in all matters pertaining to public health resulting from the operation of a Water Supply System.

26. NOTICE

26.1 Whenever it is a requirement of this bylaw that the Regional District deliver or serve notice on any person or party, any such notice will be conclusively deemed valid when served or delivered:

- a) on the date of personal delivery if personally delivered;
- b) when received by the addressee at the address shown on the assessment roll of the Parcel as of the date of mailing on the seventh (7th) business day following the mailing of same by pre-paid registered mail at any Canada Post Office.

27. REPEAL

The following bylaws and all amendments are hereby repealed:

- a) *Fraser Valley Regional District Electoral Area "D" Integrated Water System Fees and Regulations Establishment Bylaw No. 1094, 2011;*
- b) *Regional District of Fraser-Cheam Bell Acres Water Supply and Distribution System Fees and Regulations Bylaw No. 1200, 1994;*
- c) *Fraser Valley Regional District Boston Bar Integrated Water Supply and Distribution System Fees and Regulations Establishment Bylaw No. 1175, 2012;*
- d) *Regional District of Fraser-Cheam Regional Waterworks System No. 1, East Cultus Lake Rates and Charges Bylaw No. 759, 1987;*
- e) *Regional District of Fraser-Cheam East Cultus Lake Water Supply and Distribution System Regulations Bylaw No. 760, 1987;*

- f) *Fraser Valley Regional District Deroche Water System Rates, Fees and Regulations Establishment Bylaw No. 0198, 2000;*
- g) *Fraser Valley Regional District Electoral Area "G" Dewdney Community Water System Fees and Regulations Establishment Bylaw No. 1028, 2010;*
- h) *Fraser Valley Regional District Dogwood Water Supply and Distribution System Fees and Regulations Establishment Bylaw No. 0233, 1998;*
- i) *Fraser Valley Regional District Hatzic Prairie Water Supply and Distribution System Fees and Regulations Establishment Bylaw No. 0910, 2008;*
- j) *Fraser Valley Regional District Lake Errock Water Supply and Distribution System Fees and Regulations Establishment Bylaw No. 0912, 2008;*
- k) *Fraser Valley Regional District Morris Valley Bulk Water Supply Fees and Regulations Establishment Bylaw No. 0423, 2000;*
- l) *Fraser Valley Regional District North Bend Water Supply and Distribution System Fees and Regulations Bylaw No. 0074, 1996;*
- m) *Fraser Valley Regional District Yale Water System Regulations Fees and Other Charges Establishment Bylaw No. 1514, 2019.*

28. SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

FRASER VALLEY REGIONAL DISTRICT Bylaw No. 1631, 2021

SCHEDULE A - WATER SERVICE AREAS

This Bylaw will apply to each Water Service Area as established by the following bylaws, including any amendments:

- a) Fraser Valley Regional District Electoral Area "D" Integrated Water System Service Area Merger Bylaw No. 0861, 2011;
- b) Regional District of Fraser-Cheam Bell Acres Water Supply and Distribution System Local Service Area Establishment Bylaw No. 1004, 1991;
- c) Fraser Valley Regional District Boston Bar Integrated Water Supply and Distribution System Service Area Establishment Bylaw No. 0991, 2009;
- d) Regional District of Fraser-Cheam Regional East Cultus Lake Water Supply and Distribution System Local Service Area, Establishment Bylaw No. 906, 1990;
- e) Dewdney-Alouette Regional District Deroche Water System Local Service Establishment Bylaw No. 0608, 1992;
- f) Fraser Valley Regional District Electoral Area "G" Dewdney Community Water System Service Area Establishment Bylaw No. 0604, 2004;
- g) Fraser Valley Regional District Dogwood Water System Local Service Area Establishment Bylaw No. 0143, 1997;
- h) Fraser Valley Regional District Hatzic Prairie Water Supply and Distribution System Service Area Establishment Bylaw No. 0837, 2007;
- i) Fraser Valley Regional District Lake Errock Water Supply and Distribution System Service Area Establishment Bylaw No. 0800, 2007;
- j) Fraser Valley Regional District Electoral "C" Morris Valley Bulk Water Supply Local Service Area Establishment Bylaw No. 0343, 2000;
- k) Regional District of Fraser-Cheam North Bend Water System Local Service Area Establishment Bylaw No. 0917, 1990;
- l) Fraser Valley Regional District Townsite of Yale Water Supply and Distribution Local Service Area Conversion and Amendment Bylaw No. 0292, 1999.

This is Schedule A attached to and forming part of Bylaw No. 1631, 2021.

FRASER VALLEY REGIONAL DISTRICT BYLAW NO.1693, 2023

SCHEDULE B - WATER SERVICE FEES AND CHARGES

WATER SERVICE CONNECTION FEES

1. Existing Water Service Curb Stop which is of adequate size for the use intended and is located at or immediately abutting the boundary of the Parcel which is the subject of an Application for Water Service:
 - \$338.00 Electronic Water Meter (meter and register) per connection
 - \$78.00 Inspection Fee
 - \$37.00 Administration Fee
 - \$453.00 TOTAL COST OF CONNECTION
2. No Existing Water Service Curb Stop on an existing Water Service Main:
 - i) The Water Service Connection will be installed at the Owner's expense.
 - ii) The Electronic Water Meter will be supplied as per the provisions of Section 1 in this Schedule.
3. No existing Water Service Main adjacent to the Parcel which is the subject of an Application for Water Service:
 - i) Water Service Main will be extended at Owner's expense.
 - ii) The Water Service Connection will be installed at the Owner's expense.
 - iii) The Electronic Water Meter will be supplied as per the provisions of Section 1 in this Schedule.
4. Water Service Connection larger than 25mm:
 - i) The Water Service Connection will be installed at the Owner's expense,
 - ii) The Electronic Water Meter will be supplied and installed at the Owner's expense.
 - iii) \$78.00 Inspection Fee and \$37.00 Administration Fee.
5. To seal off and disconnect an abandoned Water Service Connection:
 - i) The disconnection will be made at cost at the Owner's expense,
 - ii) \$78.00 Inspection Fee per disconnection.
6. Requests for a Water Service Connection to be turned on or off at the property line will be subject to a fee of \$156.00.

SCHEDULE B – FEES

1. WATER SUPPLY SYSTEMS WATER USAGE FEES

a. Electoral Area A - North Bend Water System

Category of User	Quarterly Charge	Amount of Water Provided Quarterly
Metered Users	Minimum \$63.88	Up to 100 m ³
Metered Users	\$0.86/m ³	Over 100 m ³
Metered CP Rail	\$1.94/m ³	
Metered Commercial Almer Carlson Pool	\$0.92/m ³	

b. Electoral Area A Boston Bar Water System

Category of User	Semi Annual Charge	Amount of Water Provided Semi Annually
Metered Users	Minimum \$147.02	Up to 150 m ³
Metered Users	\$1.20/m ³	Over 150 m ³

c. Electoral Area B Yale Water System

Category of User	Monthly Charge
Residential	
Single Family Dwelling	\$21.79
First Unit in Commercial & Recreational	\$21.79
Business Commercial	
Premises used for businesses; Hotel containing dining room/restaurant/beverage room	\$33.02
Additional commercial units	\$9.91
Additional recreation units	\$13.21
Institutional	\$9.91
Community use facility	\$47.18
Railway use - for service to railway buildings or trains	\$455.71

d. Electoral Area B Dogwood Water System

Category of User	Quarterly Charge	Amount of Water Provided Quarterly
Metered Users	Minimum \$91.04	Up to 100 m ³
Metered Users	\$0.91/m ³	Over 100 m ³
Metered Commercial	\$1.21/m ³	

e. Electoral Area C Morris Valley Bulk Water Supply System

Category of User	Quarterly Charge	Amount of Water Provided Quarterly
Metered Users	Minimum \$48.67	Up to 300 m ³
Metered Users	\$0.333/m ³	Over 300 m ³

f. Electoral Area C Lake Errock Water Supply System

Category of User	Semi-Annually Charge	Amount of Water Provided Semi-Annually
Metered Users	\$125.88	Up to 200 m ³
Metered Users	\$1.57/m ³	Over 200 m ³

g. Electoral Area D Integrated Water System

Category of User	Quarterly Charge	Amount of Water Provided Quarterly
Metered Users	\$77.00	Up to 100 m ³
Metered Users	\$0.86/m ³	Over 100 m ³

h. Electoral Area E Bell Acres Water System

Category of User	Quarterly Charge	Amount of Water Provided Quarterly
Metered Users	\$77.76	Up to 50 m ³
Metered Users	\$1.59/m ³	Over 50 m ³

i. Electoral Area F Hatzic Prairie Water System

The following minimum semi-annual Charge will be billed:

Meter Size	Semi-Annual Charge
20mm (5/8 inch)	\$300

Notwithstanding the meter size, a semi-annual quantity charge will be added to the semi-annual billing:

Quantity	Semi-Annual Charge
0 - 200 m ³	No additional charge
200 - 400 m ³	\$1.63/ m ³
All consumption over 400 m ³	\$2.45/ m ³

j. Electoral Area G Deroche Water System

Category of User	Quarterly Charge
Metered User - Residential	\$90.00 – Flat Rate
Metered User - Commercial	\$114.30 or \$0.72/ m ³ (whichever is greater)
Metered User - Institutional	\$231.00 – Flat Rate

k. Electoral Area G Dewdney Water System

Meter Size and above	Quarterly Minimum Charge	Consumption Charge (per cubic metre)		
		0 - 200	201 - 800	801
20mm (5/8th inch)	\$164.46	\$0.00	\$1.06	\$1.33
25 mm (1 inch)	\$164.46	\$0.00	\$1.06	\$1.33
38.1mm (1½ inch)	\$164.46	\$0.00	\$1.06	\$1.33
50.8mm (2 inch)	\$164.46	\$0.00	\$1.06	\$1.33
101.6mm (4 inch)	\$164.46	\$0.00	\$1.06	\$1.33
200mm (8 inch)	\$164.46	\$0.00	\$1.06	\$1.33

- I. The following applies to all the Water Service Areas: notwithstanding the maximum fees established herein, if the costs necessary to deliver the service are less than anticipated in a given budget year, than a lesser amount of water user fees may be charged.

2. SPECIAL DETAILS FOR ELECTORAL AREA D INTEGRATED WATER SYSTEM DEVELOPMENT COST CHARGES (DCC)

This additional provision applies to residents receiving Water Service in accordance with the Fraser Valley Regional District Popkum Bridal Falls Water Development Cost Charge Bylaw No. 0797, 2007, as amended or replaced from time to time;

The Development Cost Charge is a fee in addition to all the other applicable fees for Water Services that a Customer may be required to pay.

3. SPECIAL DETAILS FOR WATER SUPPLY SYSTEMS WITH CAPITAL IMPROVEMENT CONNECTION FEES

Capital Improvement Connection Fees is a fee levied for all new Water Service connections to the affected Water Service Areas that is placed into reserves as a contribution to the cost of existing water infrastructure, upgrades and long term asset renewal.

3.1 Boston Bar Water Supply System

Year	Fee
2023	\$2,606

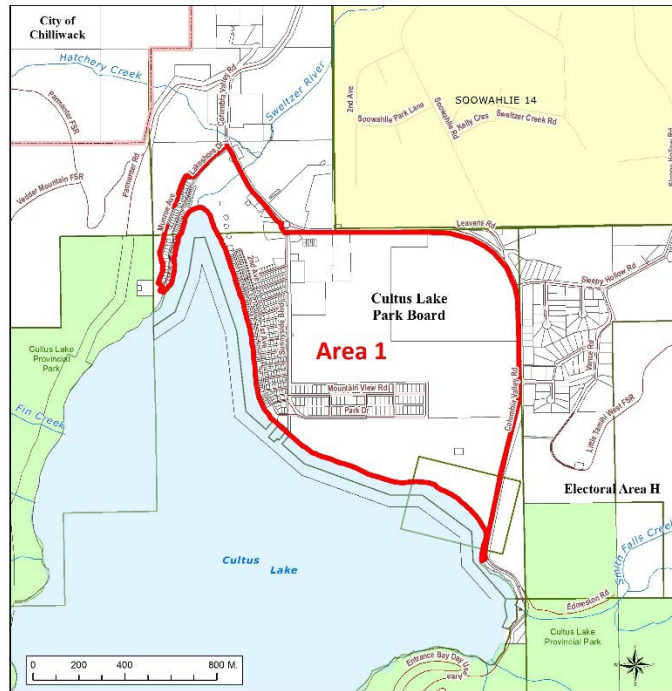
3.2 Cultus Lake Integrated Water Supply System

I. Area 1

Year	Fee
2023	\$1,658

II. Area 2 - all other areas in Electoral Area H for future Water Service Connections

Year	Fee
2023	\$0



3.3 Deroche Water Supply System

Year	Fee
2023	\$3,998

3.4 Hatzic Prairie Water Supply System

I. Area 1

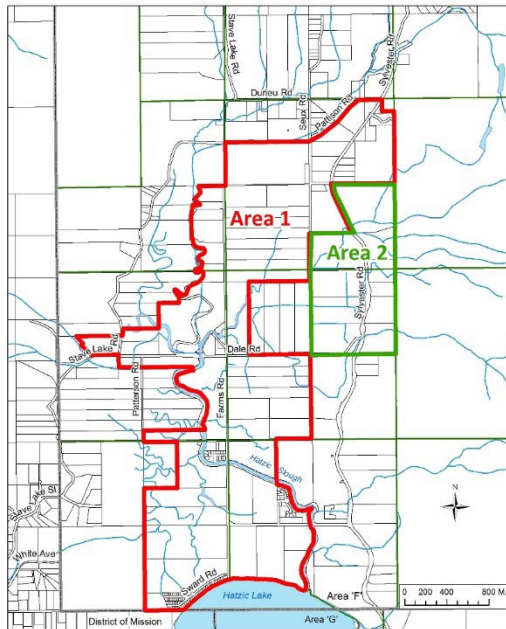
Year	Fee
2023	\$5,572

II. Area 2

Year	Fee
2023	\$1,970

III. Area 3 - all other areas within Electoral Area F for future Water Service Connections

Year	Fee
2023	\$347



3.5 Lake Errock Water Supply System

I. Area 1

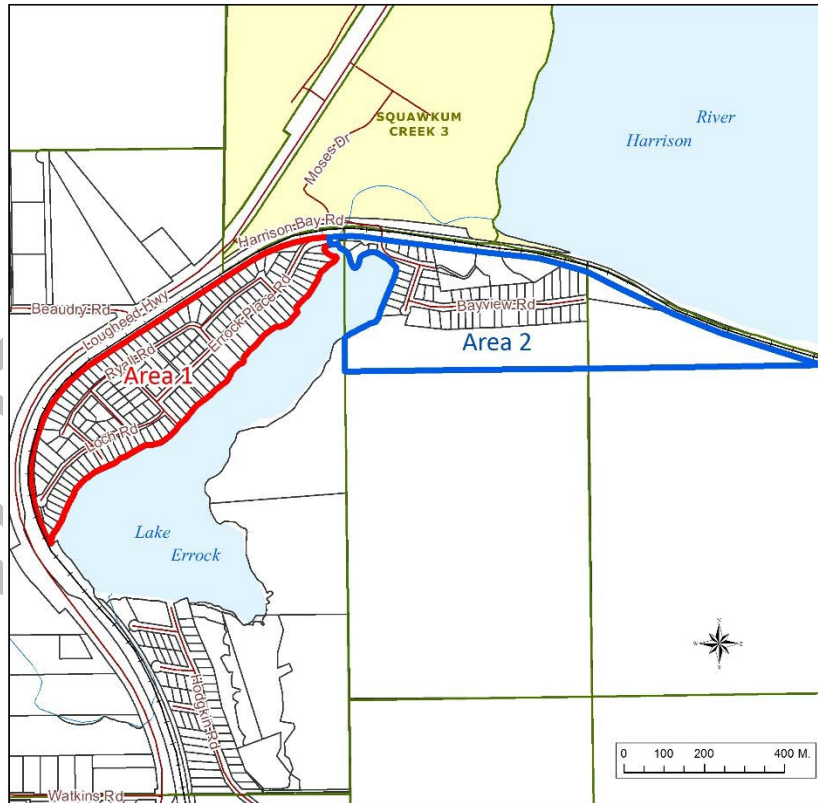
Year	Fee
2023	\$10,334

II. Area 2

Year	Fee
2023	\$5,343

III. Area 3 - all other areas within Electoral Area C for future Water Service Connections

Year	Fee
2023	\$4,653



3.6 North Bend Water Supply System

Year	Fee
2023	\$2,475

This is Schedule B attached to and forming part of Bylaw No. 1631, 2021

NOT FOR LEGAL USE

Attachment C8:
Town of Gibsons
Bylaw No 1196-22

Schedule B, Bylaw 1196-22 Water Rates, Fees and Charges

WATER				
FEES AND CHARGES				
Bylaw No.	Description		Fee	Unit
No.1192, 2014	3/4" Service Connection, c/w setter and Meter Box*		\$2,920	each
No.1192, 2014	3/4" Meter Setter and box*		\$1,440	each
No.1192, 2014	1" Service Connection, c/w setter and Meter Box*		\$3,060	each
No.1192, 2014	1" (25 mm) Meter Setter and box*		\$1,510	each
No.1192, 2014	5/8" x 3/4" Meter		\$730	each
No.1192, 2014	3/4" Meter		\$790	each
No.1192, 2014	1" Meter		\$810	each
No.1192, 2014	Meter Box (supply and installation)		\$1,200	each
No.1192, 2014	Meter Box and Lid (Supply only)		\$120	each
No.1192, 2014	Meter Box Riser (Supply only)		\$30	each
No.1192, 2014	Service connection to watermain only, no excavation or materials		\$500	each
No.1192, 2014	Asphalt trench repair		\$500	sq m
No.1192, 2014	Concrete curb repair (10m max)		\$850	10m max
No.1192, 2014	Concrete curb repair (>10m)		\$90	metre
No.1192, 2014	Concrete sidewalk repair (7 sq m max)		\$850	7 sq m max
No.1192, 2014	Concrete sidewalk repair (>7 sq m)		\$120	sq m
No.1192, 2014	Inspection Fee		\$50	each
No.1192, 2014	Disconnection Fee (up to 2")		\$410	each
No.1192, 2014	Disconnection Fee (over 2")		At Cost	each
No.1192, 2014	Water Shut Off		\$70	each
No.1192, 2014	Administration Fee		\$100	Lump Sum
No.1192, 2014	Basic Service Call	Minimum	\$80	each
No.1192, 2014	Meter Testing	Minimum	At Cost	each
No.1192, 2014	Leak Adjustment		\$50	each
No.1192, 2014	Hydrant Use Fee	per day	\$100	each
No.1192, 2014	Hydrant Use – Damage Deposit		\$500	each
No.1192, 2014	Temporary Lawn Sprinkling Permit		\$25	each
No.1192, 2014	Facilities charge – single family and duplex residential subdivision		\$966.33	per parcel
No.1192, 2014	Facilities charge - Garden Suites		\$637.78	per unit
No.1192, 2014	Facilities charge - Townhouse		\$7.43	per square meter of floor area
No.1192, 2014	Facilities charge - Apartment		\$12.23	per square meter of floor area
No.1192, 2014	Facilities charge - industrial, Commercial and Institutional		\$1.93	per square meter of floor area
*Additional Fees will be charged at cost for excavation depths greater than 1.5m				
*Fees marked with an asterisk are minimum costs. Cost will be charged at cost if greater.				

**Schedule B, Bylaw 1196-22
Water Rates, Fees and Charges**

USER RATES – DOMESTIC			
Bylaw No.	Description	Fee	Unit
No.1192, 2014	Single Family base rate	\$58.25	Utility Account
No.1192, 2014	Multi-Family base rate	\$17.33	Utility Account
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	\$1.69	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 138 cubic meters and up to 275 cubic meters	\$2.26	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	\$2.86	Cubic metre
No.1192, 2014	Unmetered Domestic User	\$400.00	each
USER RATES – COMMERCIAL (BASE RATES)			
Bylaw No.	Description	Fee	Unit
No.1192, 2014	5/8 or 3/4 inch meter	\$182.17	each
No.1192, 2014	1 inch meter	\$245.99	each
No.1192, 2014	1.5 inch meter	\$601.03	each
No.1192, 2014	2 inch meter	\$809.12	each
No.1192, 2014	3 inch meter	\$1,323.71	each
No.1192, 2014	4 inch meter	\$2,693.63	each
USER RATES – COMMERCIAL			
Bylaw No.	Description	Fee	Unit
No.1192, 2014	Commercial base rate	\$96.40	Utility Account
No.1192, 2014	For each cubic meter of water consumed up to 138 cubic meters	\$1.52	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 138 cubic meters and up to 275 cubic meters	\$2.05	Cubic metre
No.1192, 2014	For each cubic meter of water consumed in excess of 275 cubic meters	\$2.59	Cubic metre
No.1192, 2014	Unmetered Commercial User	\$1,325.00	each
No.1192, 2014	Unmetered service surcharge	\$1,200.00	each
No.1192, 2014	Unprotected water service surcharge (no-backflow prevention device)	\$1,200.00	each
No.1192, 2014	Town of Gibsons Water Vending	\$0.25	Litre

APPENDIX D: Materials for Public Communication

Public communication materials which includes bill comparisons of existing rates with peer districts, summary of rate options, and other relevant materials.

Table D-1: Objectives for the Proposed Rate Structure Options^{1,2}

	Option 1 - Status Quo	Option 2 - Uniform Rates	Option 3 - Seasonal Rates
Rate Equity ¹	X	XX	X
Better price signals/Conservation incentive		X	XX
Mixed-user residential		X	X
Rate congruency		X	X
Revenue Predictability	XX	X	X
Bill impacts ²	X	X	X
Simplicity, ease to use	XX	XXX	X

Notes:

1. Rate equity can be achieved for status quo through rebalancing rates among the customer classes.
2. Bill impacts will vary across customer classes and consumptions levels depending on the rate structure.

Summaries of advantages and disadvantages for each rate structure option are provided below.

Option 1: Current Rate Structure

- Advantages:
 - The current rate structure offers the highest revenue/rate stability among the options reviewed, as only a small portion of water revenue is impacted by consumption profile changes.
 - The current rate structure is also simple and easy to use (does not require consumption metering and billing for majority of customers).
- Disadvantages:
 - The rates are not equitable between metered and unmetered rates. The current rate structure indicates higher cost recovery from metered customers and under-recovery of costs from MFD and Industrial. However, the largest customer class (SFD) cost recovery is within zone of reasonableness at 100%. Further, rates equity can be improved within the current structure by adjusting the rates close to the COSA results.
 - The rates do not promote water conservation as only a small portion of customers are metered.

- The basis for the existing rate differences by customer class is not supported by COSA analysis.
- The rate structure does not address mixed-use residential water use and billing concern.

Option 2: Uniform Rate Structure

- Advantages:
 - Simple to understand by staff, users, and the public and easy to implement.
 - Consistent rate across all water users within a Water Service Area.
 - Equitable, because all customers pay the same unit price for water service. Can also be designed to have different volumetric rates by rate class, if supported by COSA.
 - Promote water conservation and more conscious water use.
 - Easy to update by the Regional District.
 - Allows defining rates by meter size and water usage that resolve mixed-use residential concern.

Note, more frequent (e.g., quarterly, monthly) billing period improves price signaling.

- Disadvantages:
 - Revenue stability could be impacted by anticipated water use reductions. This could be mitigated by targeting a higher share of cost recovery through fixed charges but maintaining customer bill flexibility via volumetric charge component.
 - Requires customer base to have meters installed and operating.

Option 3: Seasonal Rate Structure

- Advantages:
 - Consistent rate across all water users within a Water Service Area.
 - Relatively simple to administer based on the review of SCRD meter reads.
 - Equitable, because the customers responsible for the higher peak-demand-related costs are charged for such costs.
 - Promote water conservation and more conscious water use. Seasonal rate structure offers the highest price signal/conservation incentive.
 - Allows defining the rates by meter size and water usage that resolve mixed-use residential concern.

Note, more frequent (e.g., quarterly, monthly) billing period improves price signaling.

- Disadvantages:
 - May require an education program by the utility to explain the structure to customers.

- o Can place revenue stability at risk, depending on the differential in the peak-season rate and customer response to a higher rate.
- o Requires customer base to have meters installed and operating.

The uniform and seasonal rate structures require meters to be installed for all customers. Currently, the Regional Water Service Area does not have meters installed for all customer classes. It is recommended that the Regional District wait until meters are installed for all customer before changing the Regional Water Service area rate structure to include a volumetric rate for all customers. However, given North Pender Harbour and South Pender Harbour Water Service Areas are 100% metered, as an interim phase, the Regional District could implement a uniform or seasonal rate structure in these Water Service Areas. This would help the Regional District understand how customers respond to a volumetric rate structure and improve the effectiveness when a similar rate structure is applied to the Regional Water Service Area.

By moving to a volumetric rate structure, the Regional District can move away from the current customer classification and instead define rate classes by meter size and water usage which resolves the mixed-use residential concern. This can be done by simplifying the classes based on similar charges and/or by meter sizes. Table D-2 shows the proposed changes to customer classes.

Table D-2: Proposed Changes to Customer Classes

	Current Classes	Proposed Classes
All Service Areas	Metered Group 1 (3/4 inch and under) Group 2 (3/4 - 1 inches) Group 3 (1 - 1 1/2 inches) Group 4 (1 1/2 - 2 inches)	Group 1 (3/4 inch and under) Group 2 (3/4 - 1 inches) Group 3 (1 - 1 1/2 inches) Group 4 (1 1/2 - 2 inches)
RWS	Unmetered Water Regional Apartment and Mobile Homes Water Regional SFD & Other Water Regional Motel & Hospital	Group 1 (3/4 inch and under) Captured by size in Group 1 - 4 Group 1 (3/4 inch and under)
NPH	Unmetered North Pender Institutional North Pender MFD North Pender SFD	Group 1 (3/4 inch and under)
SPH	Unmetered South Pender BUS 1 EMP South Pender BUS 1+ EMP Water South Pender SFD MFD	Group 1 (3/4 inch and under)

If the Regional District proceeds with implementing a volumetric rate structure, it is recommended that volumetric rates are phased in. The first phase would be for volumetric rates to be implemented in the North Pender Harbour and South Pender Harbour Water Service Areas in 2024. Once the Regional Water Service Area is 100% metered a volumetric rate structure can be implemented in this area too. After a few years of experience with a volumetric rate structure, another study is recommended to investigate implementing an inclining block rate structure.

Figure D-1: Residential Single Family Dwelling Average Monthly Bill Comparison

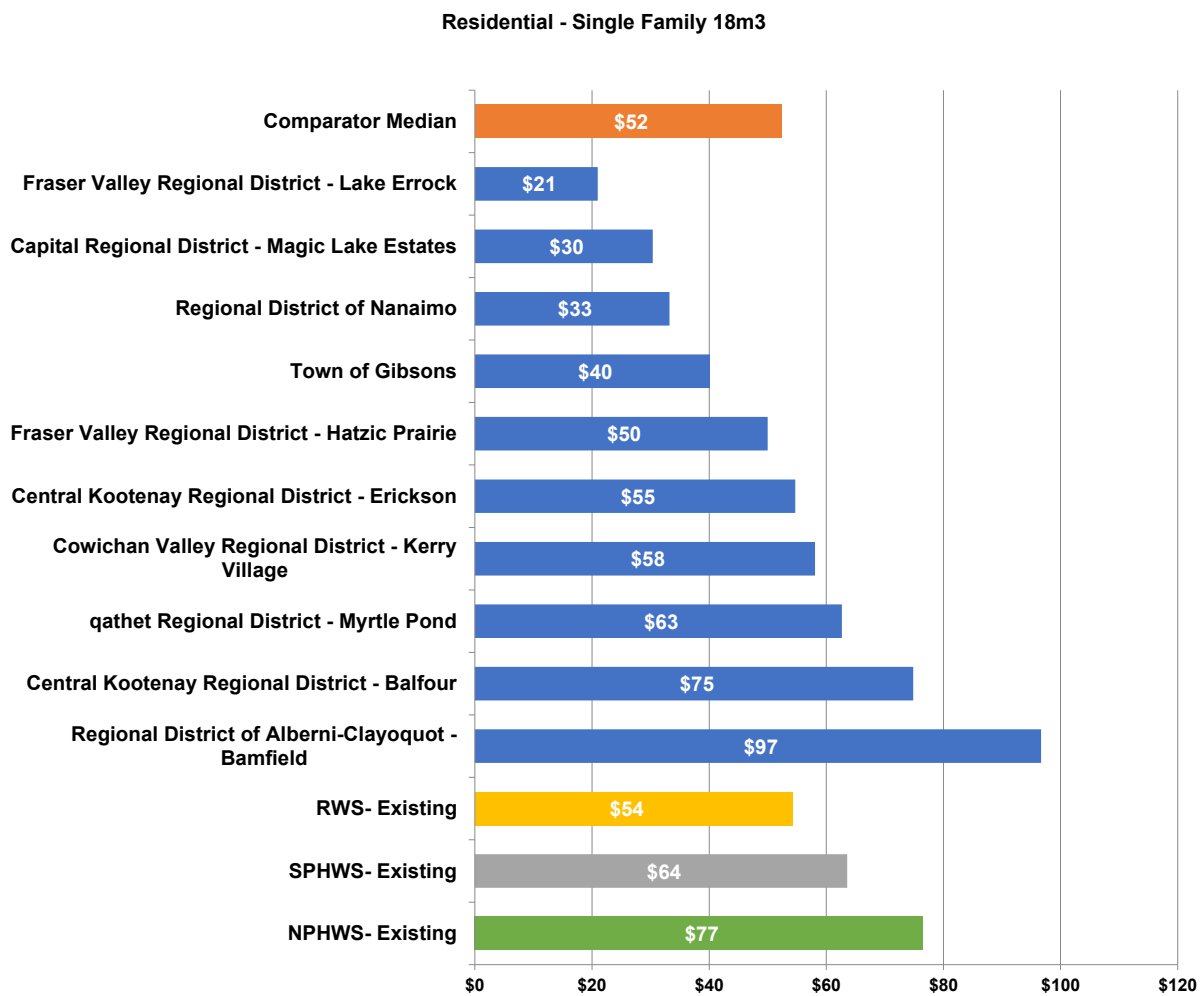


Figure D-2: Residential Multi-Family Dwelling Average Monthly Bill Comparison

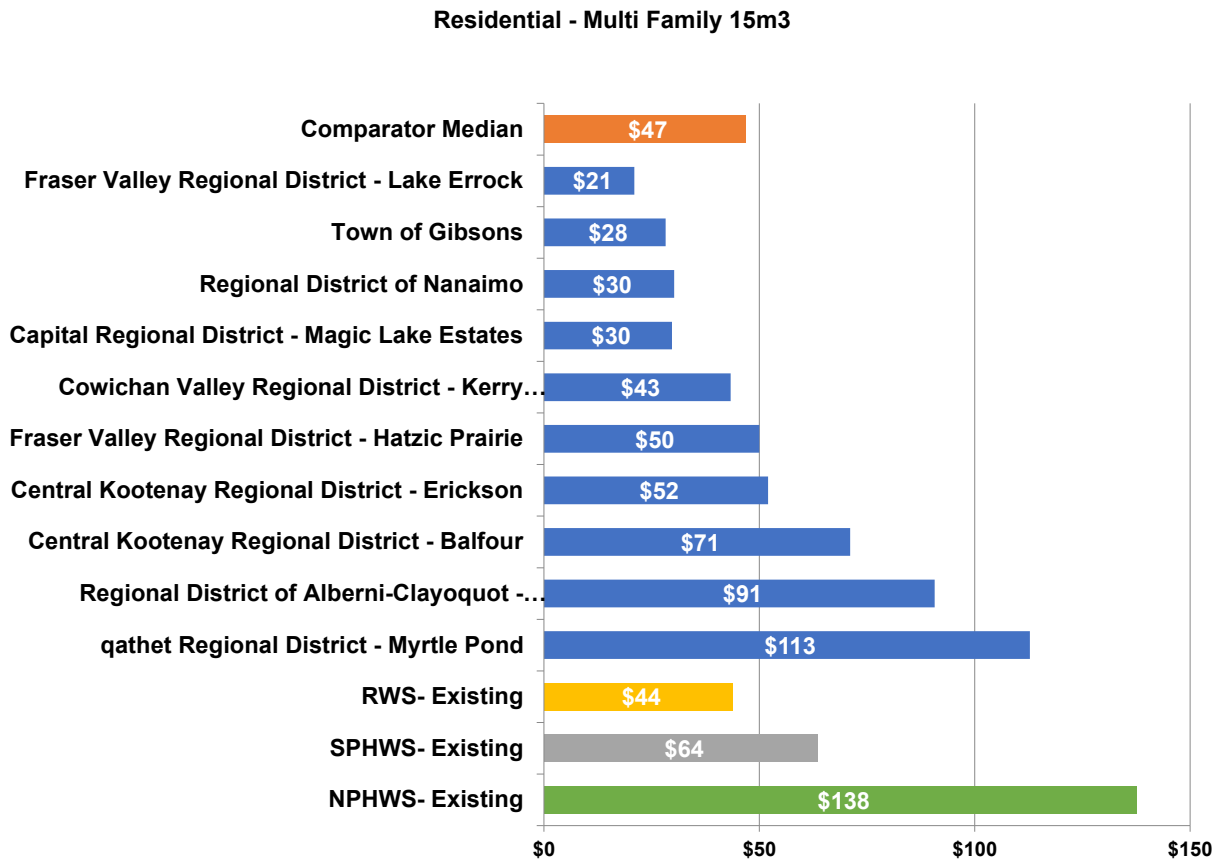


Figure D-3: Commercial Low-Consumption Average Monthly Bill Comparison

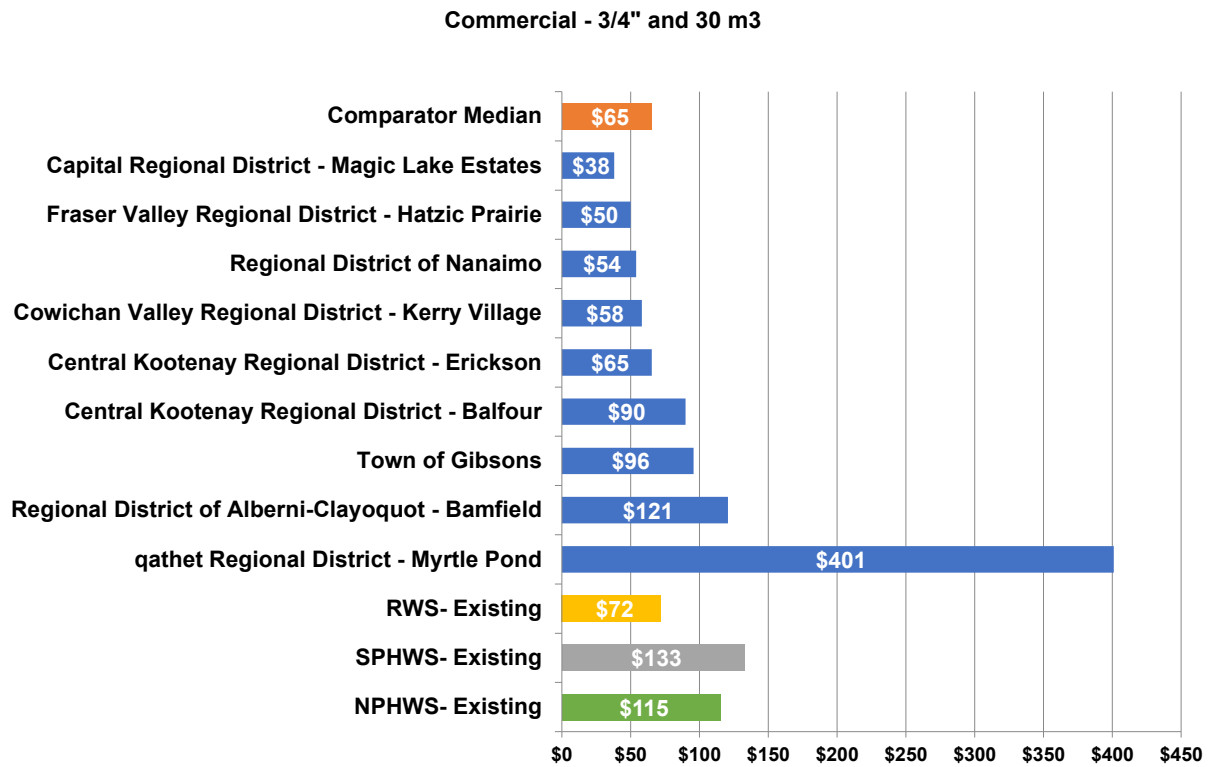
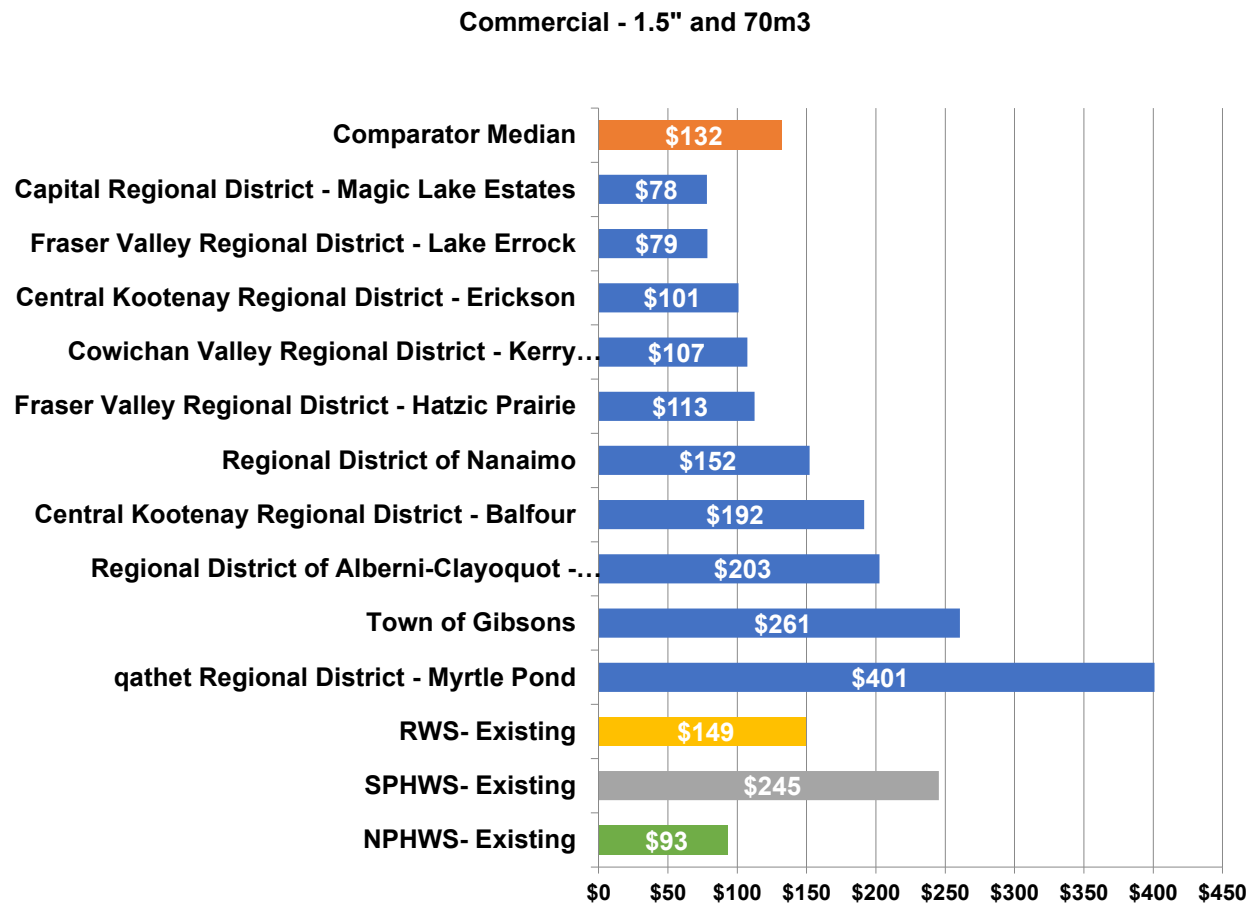


Figure D-4: Commercial High-Consumption Average Monthly Bill Comparison



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023

AUTHOR: Dean McKinley, CAO

RE: **BUDGET PROJECT STATUS REPORT – SEPTEMBER 2023**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – September 2023 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 2023 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

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

The recently approved projects through the 2023 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

A - Budget Project Status Report – Update

Attachment and Report Reviewed by:			
CFO/GM, Corporate Services		Corporate Officer	X – J. Hill
GM, Infrastructure Services		GM, Planning and Development	X – I. Hall
GM, Community Services	X – S. Gagnon	SM, Human Resources	

2023 BUDGET PROJECT STATUS REPORT

Last Revisions: September 20, 2023

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2023	2023-Q4		All	Regional	General Government - Consulting Services - 2023-2026 Strategic Planning	The Board will put together a Strategic Plan for the term 2023-2026. August 29 - Board Mission, Vision, Lenses and Priorities developed. Staff currently working on Strategies to deliver Board Priorities.	Discretionary	2023-06	In Progress 75%
2	CA	110	Reid	\$119,650	\$64,100	COVID-19 Restart Funding	2022	2023-Q4		All	Regional	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. Further recommendation that the scope for the project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new 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. 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.	Carryforward		In Progress 50%
3	CA	110	Reid	\$25,000	\$0	COVID-19 Restart Funding	2022	2023-Q4		All	Regional	General Government - Meeting Management Solutions (Other)	Software solution to bridge remote and in-person meeting rooms for hybrid Board and Committee meetings. In order for the virtual and physical domains to smoothly function together as a single meeting, a system is required to seamlessly manage both environments and their respective participants in real-time. Meeting management software streamlines the full cycle from report and agenda creation to electronic publishing to meeting video livestreaming and archiving. Software services are subject to an annual subscription fee. Year-one implemented, annual subscription fees apply and in the range of \$18,000 to \$20,000 per year. A meeting management solution RFP was posted mid-March 2023. RFP closed evaluation process of bids is underway. Software vendor selected - contract being drafted.	Carryforward		In Progress 50%
4	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2023	2024-Q1		All	Regional	General Government - Corporate Review - Organizational	Comprehensive review of the Sunshine Coast Regional District's organizational structure identifying any gaps or opportunities to create better alignment with services and expectations. In addition, the review will assess staff resourcing levels and whether or not current staffing is sufficient in consideration of such things as the size of the community, the size of the organization, the SCR's overall budget and the services that the SCR is currently providing. August 29, 2023 - Vendor selected (Innova Strategy Group) and Contract being finalized. Staff interviews being scheduled for the week of Nov 27. Final report with recommendations presented to the Board being planned for January 2024.	Discretionary	2023-09	Started
5	CA	115	Parker	\$12,000	\$0	Operating Reserves	2023			All	Regional	Human Resources - LinkedIn Recruiter Package (Pilot Project) - Online Tool License	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.	Discretionary		Not Started
6	CA	116	Cropp	\$18,000	\$0	Support Services	2023	2023-Q3		All	Regional	Purchasing and Risk Management - Business Continuity Management Program	It is expected that in 2023 it will be legislatively mandated for local governments to have business continuity plans (BCP) will be mandated by the Province. The SCR 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.	Non Discretionary		Started
7	CA	117	Nelson	\$75,000	\$16,837	Reserves	2021			All	Regional	Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements (Business Continuity)	Advanced Content Server functionality - not turned on during the initial system roll out, and increases digital enablement of business processes and electronic interaction with and between staff and the public. Awarded consulting contract to Cadence. Records enhancements to be implemented with migration to MS SharePoint for better alignment with MS Teams implementation. April 23 - EDRMS functional enhancements are being implemented in new M365 SharePoint solution that is aligned with Digital Collaboration Solutions project. June 14/23 - Project underway with consultant to implement SharePoint pilot for Planning.	Carryforward		In Progress 50%
8	CA	117	Nelson	\$285,000	\$251,861	COVID-19 Restart Funding	2021			All	Regional	Information Technology - Digital Collaboration Solutions (Business Continuity)	2-year increase in funding for IT operating and capital budgets to expedite online collaborative software tools, digital services, and related equipment/devices. The project includes a temporary 2-year internal resource - comprised of: a) Temporary staffing: 2021 (7months) b) Professional services consulting c) Hardware purchases d) Software purchases/subscriptions Detailed planning phase underway. Backfill TFT staff position hired. Licenses purchased. MS Teams rolled out to early adopters. 100 Thin Clients procured and deployment in process. Phase 2 being procured and scheduled. APRIL 23 - MS Teams solutions implemented, MS Exchange (email) migration to Cloud underway, remaining SOW is implementing MS SharePoint as document and records management solution (EDRMS). June 14/23 - Remaining SOW Teams Phone integration and metadata migration tool procurement for MS SharePoint conversion.	Carryforward		In Progress 75%
9	CA	155	McKinley	\$10,000	\$0	Taxation	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Connected Coast Connectivity - Feasibility Study	Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coast.	Discretionary		Not Started
10	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$78,681	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included and IT Portion to be completed (Business Continuity)	2020 project delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of a 2021 proposal was to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been rebranded 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%
11	CA	110 / 117	Reid	\$124,000	\$0	Operating Reserve / Support Services / Taxation	2023	2024-Q2		All	Regional	General Government / Information Services - Electronic Data Records Management System Conversion (0.6 FTE)	Retire SCR'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. Project underway.	Discretionary		Started

2023 BUDGET PROJECT STATUS REPORT

Last Revisions: September 20, 2023

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
12	CA	111 / 113	Perreault	\$25,000	\$0	Operating Reserves	2021			All	Regional	Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO) (MANDATORY - Regulatory Compliance)	Job description posted in June 2021. In 2021, the SCRD implemented the new Public Sector Accounting Standard (PSAS) for Asset Retirement Obligations (ARO). Internal and external professional services will be needed to facilitate the implementation. Staff have scoped the project collected data for the new standard. Recruit for new Finance Resource to Assist with project. Internal work continuing. Posting for new position issued in late April 2022. July 2022 - Internal inventory of ARO has been completed and next steps are to engage environmental engineers to assess gaps. This is planned for Q3 2022. New Finance resource will be starting in September to help calculate new expenses. Engineering assessment scope has been limited after review with Auditors. Progressing with a review of status with Auditors scheduled for Nov 22. This project value was reduced at 2023 Pre-Budget CF. Apr 23 the Budget for this project was reduced to \$25,000 as most of the work was completed internally. Significant work complete and reviewed by Auditors as part of 2022 audit and SCRD is on track to meet standard for 2023 Financial Statement Implementation	Carryforward		In Progress 75%
13	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,075	\$28,796	Taxation / Support Services	2020			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		In Progress 50%
14	CS	310	Kidwai	\$6,000	\$3,647	Operating Reserves	2021	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Building Improvements - Increased Safety (see additional approved in 2022) Lines 14, 15, 18 & 19 are all the same project	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). External Lighting complete. June 22, 2023: Waiting for Legislative Services to review Privacy Impact Assessment (PIA before moving to RFQ for CCTV and security system). Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year.	Carryforward	2022-04	In Progress 50%
15	CS	310	Kidwai	\$3,250	\$0	Operating Reserves	2022	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Security System and CCTV (Low Cost High Value) Lines 14, 15, 18 & 19 are all the same project	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. July 14: Lights installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. June 22/23: Waiting for Legislative Services to review Privacy Impact Assessment. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year.	Carryforward	2022-04	In Progress 50%
16	CS	312	Kidwai	\$4,000	\$0	Operating Reserves	2021	2023-Q3		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 busses. Harness system purchases and installation to occur in Q2/3 2022. July 14: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. April 27/23: Current engineering company not responding. Working with procurement to source another engineering company to complete the project. June 22/23: Working with procurement to secure an engineering service. Sept 28/23: Still working with procurement to secure contractor(s) to complete the work.	Carryforward		In Progress 25%
17	CS	312	Kidwai	\$10,000	\$0	Capital Reserves	2020	2024-Q1		All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle (Business Continuity)	Retire current loaner vehicle and replace with another vehicle that will be retired when new EV's are received. August 12 - New vehicles not expected until 2022, project carried -forward. April 27/23: Still awaiting for SCRD new vehicles to arrive so a selection can be made for the replacement. 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 divisions to select new fleet loaner.	Carryforward		In Progress 50%
18	CS	312	Kidwai	\$10,000	\$2,122	Operating Reserves	2020	2024-Q1		All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal)	Project planning stage complete - RFQ for electric charges completed April 8: EV Charger installed; awaiting new vehicle so training can commence July 14: Fleet researching appropriate training courses and required tools. April 27/23: Two of four vehicles have arrived. ETA of remaining two vehicles unknown at this time. Once they have arrived we will be able to assess what tools/equipment will be required and will purchase at that time. June 22/23: Three out of four EV's arrived. The EV maintenance training for all mechanics to be scheduled. Identified tools required for diagnostic purpose, e.g., EV Scanner and SCRD Purchasing process to be initiated. Sept 28/23: The required EV diagnostic tools list is being finalized. Reviewing relevant workshops/courses for staff training (including on-line options).	Carryforward	2023-06	In Progress 50%
19	CS	312	Kidwai	\$6,000	\$3,647	Operating Reserves	2021	2024-Q2		All	Sechelt	Maintenance Facility (Fleet) - Building Improvements - Increased Safety (see additional approved in 2022) Lines 14, 15, 18 & 19 are all the same project	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Exterior parking lot light install completed. July 14: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Jun 22/23: Waiting for Legislative Services to review Privacy Impact Assessment. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year.	Carryforward	2022-04	In Progress 50%

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20	CS	312	Kidwai	\$3,250	\$0	Operating Reserves	2022	2024-Q2		All	Sechelt	Maintenance Facility (Fleet) - Security System and CCTV (Low Cost High Value) Lines 14, 15, 18 & 19 are all the same project	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. Jul 14 update: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. June 22/23: Waiting for Legislative Services to review Privacy Impact Assessment. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year.	Carryforward	2022-04	In Progress 50%
21	CS	312	Kidwai	\$75,000	\$0	Operating Reserves	2023	2024-Q2		All	Sechelt	Fleet Maintenance - Corporate Fleet Strategy	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. June 22/23: Project start delayed until Q3 due to emerging priority items. Sept 28/23: Not started.	Discretionary		Not Started
22	CS	345	Gagnon	\$25,000	\$8,887	Taxation	2021	2024-Q1		B, D, E, F, Islands	F Islands	Ports Services - New Brighton Dock Study (Other)	Sept 22: Tour of all Gambier docks, including New Brighton, along with Gambier Island Community Association New Brighton Dock Committee chair conducted in July. Major inspections on all Gambier ports including New Brighton will be completed by the end of 2022. The results gathered from the inspections will be the guiding information used to inform capital renewal plans for SCRD docks and also understanding the long term financial implications associated with the New Brighton dock. Nov 24: Major inspections have commenced including a desk top study and a gap analysis related to dock best management practices (from province and Nation). The dive portion is scheduled to occur in December 2022. Staffing support to guide community conversations has been secured and should commence later in Q1 2023 April 27/23: Two meetings with N'ch Kay Corporation (operator of NB dock) in Q1. Major inspections complete and NB Report sent to the N'ch Kay. Permission to use NB report to inform an understanding of long term financial implications. Met with representatives of the Gambier Island NB Dock committee. June 22/23: Continue to meet with N'ch Kay Corporation monthly. Facilitated an opportunity for representatives from the Gambier Island NB Dock Committee to meet with representatives from N'ch Kay Corporation. Sept 28/23: Ports information session offered to Board in June. Discussions with N'ch Kay Corp will resume in the fall.	Carryforward	2022-06	In Progress 25%
23	CS	345	Gagnon	\$77,600	\$65,225	Taxation / Reserves	2020, 2021, 2022	2024-Q1		B, D, E, F, and Islands	Various	Ports Services - Ports Major Inspections	Sept 22: Major inspections will begin in October for four locations (Hopkins, Gambier, West Bay, Graves, Halkett) and be completed by end of 2022. Additional funding will be required to complete the remaining four docks in 2023. A 2023 budget proposal is being developed. Nov 24, 2022: Major inspections have commenced including a desk top study and a gap analysis related to dock best management practices (from province and Nation). The dive portion is scheduled to occur in December 2022. All Gambier Island ports and Hopkins Landing port will be inspected this year. Final four ports to be inspected in 2023 (pending budget approval). Apr 27, 2023: Five major inspections have been completed (all of Gambier Island and Hopkins). Reports have been received and will be used to inform capital plan, as well as repair and maintenance planning moving forward. Waiting to receive invoice. Completion of the four remaining docks is expected to take place in 2023. June 22, 2023: Unspent funding will contribute towards the budget for the remaining four inspections to be completed in 2023. Sept 28/23: Reports from major inspections on the remaining four docks are expected to be completed by end of 2023.	Carryforward	2023-01	In Progress 75%
24	CS	345	Gagnon	\$669,661	\$198	Taxation	2018	2024-Q2		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float, Gambier structural, Eastbourne pier/footings, Keats float).	Sept 22: This project dates back to 2018. Grant applications have not been successful. It is anticipated that additional budget will be required to complete the work. This budget contains funding for major repairs to 5 specific ports (Gambier, West Bay, Keats, Halkett Bay and Eastbourne). Nov 24: As per Sep 22 update, RFP for engineering services still under development (staffing shortages in Infrastructure Services have diverted capacity elsewhere). April 27/23: Keats Float has failed. Issued an RFP to replace float. Award report on Apr 20 EAS agenda. Project to begin May, completion by end of summer. Remaining projects require engineer drawings and updated cost estimates. RFP for engineering is posted and closes in May. Once drawings are complete and new cost estimates received, can prioritize the work and proceed as budget permits. June 22/23: Keats Float project awarded, work anticipated to begin in early Q3. RFP for engineering on remaining capital projects closed, work anticipated to begin in Q3. Sept 28/23: Contract is awarded. Engineer review of the 4 projects to start in September. Initial construction expected to start in Q4.	Carryforward	2023-05	Started
25	CS	400	Huntington	\$589,600	\$0	Operating Reserves / MFA Loan	2023	2024-Q4		All	D / E	Cemetery Service - Seaview Cemetery Expansion (0.05 FTE)	April 27/23: RFP being drafted. June 22/23: Draft RFP complete and with Purchasing for review before tender July 2023. Sept 28/23: RFP under development (delayed due to changes in staffing)	Non Discretionary	2023-06	Started
26	CS	613	van Velzen	\$917,600	\$0	MFA Equipment Loan	2022	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller and Condenser	April 27/23: Decarbonization audits to guide refrigeration plant component replacements in final stages of completion. Procurement for detail design work anticipated to commence in Q2 2023. June 22/23: Final decarbonization reports received and being reviewed. Procurement for detailed design started June 2023. Sept 28/23: Design contract awarded, detailed design work has commenced.	Carryforward	2023-06	Started

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27	CS	615	van Velzen	\$113,070	\$2,700	Taxation	2022	2023-Q2	2023-Q2	B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Domestic Hot Water System (Business Continuity)	The control system for the domestic hot water tank at SAC requires an upgrade to control water temperatures. After numerous attempts to address the ongoing issue, an upgrade to the control system is required to avoid drastically fluctuating temperatures that could be a safety issue. Engineering design awarded, anticipate completion of design phase by end of Q2. Design phase completion delayed, anticipated to be completed early Q3. Construction tendering planned to commence in Q3. Sep 22: Design phase completed. Construction tender drafted and in final review stage for posting. Nov 24/22: Tender issued, close November 4, 2022. Apr 27/23: Contract awarded, construction being scheduled for Q2. Jun 22/23: Construction scheduled for June 2023. Sept 28/23: Project substantially completed, invoicing pending.	Carryforward	2022-04	In Progress 75%
28	CS	615	Donn	\$16,000	\$15,165	Operating Reserves	2021	2023-Q4		B, D, E, F, DoS, SNGD, ToG	Regional	Community Recreation Facilities - Programming Review (Low Cost, High Value)	May 9: Project awarded in March and underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Jul 14: Public Engagement phase has been completed, analysis and review is underway. Nov 24/22: Project on track for completion in Q4 with an anticipated report back to the board in Q1 of 2023. Jun 22/23: Project will be completed in Q2 with an anticipated report to the Board in Q4. Sept 28/23: Received final product from consultants in Q3 with an anticipated report to the Board in Q4.	Carryforward	2022-03	In Progress 75%
29	CS	615	van Velzen	\$105,000	\$0	Taxation	2022	2023-Q4		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.	Carryforward	2022-10	Started
30	CS	615	van Velzen	\$9,500	\$0	COVID-19 Restart Funding	2022	2023-Q4		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Water Management Plan Implementation (Business Continuity)	During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans developed in 2021, to implement the ongoing safety recommendations in the plan. Mar 22: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022. Sep 22: Tender documents nearing completion, anticipate posting tender beginning of Q4. Nov 24/22: Delay in completion of tender documents due to staff turnover. Project reassigned and moving forward, delay may result in project completion being carried forward to 2023. Apr 27/23: Tender documents submitted to procurement for review and posting. Jun 22/23: Tender closed. No bids received, direct negotiations with a service provider have commenced. Sept 28/23: Bid received, award in progress.	Carryforward	2023-03	Started
31	CS	615	van Velzen	\$21,500	\$0	Operating Reserves	2023	2023-Q4		B, D, E, F, ToG, DoS, SNGD	Gibsons and Sechelt	Recreation Facility Maintenance - Health and Safety Equipment	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). Apr 27/23: Procurement of safety equipment scheduled for Q2 2023. Jun 22/23: Delayed, procurement to commence in Q3. Sept 28/23: Procurement process started.	Discretionary	2023-09	Started
32	CS	615	van Velzen	\$10,000	\$0	Operating Reserves	2023	2023-Q4	2023-Q3	B, D, E, F, ToG, DoS, SNGD	Sechelt	Recreation Facility Maintenance - Viability of Alternate Water Source for Sunshine Coast Arena Ice Maintenance	Drought conditions and the subsequent water restrictions have delayed the scheduled ice installation at the Sunshine Coast Arena (SCA) for the past two years. The start of the 2021 fall ice season was delayed 8 days and the start of the 2022 fall ice season was delayed 60 days due to water restrictions on the Chapman water system which supplies the SCA. To mitigate the impacts of drought and water restrictions on the scheduled ice season at SCA, funding is required for engineering services to confirm the viability of and provide design of storage, plumbing system and required refrigeration plant modifications to allow for the operation of the SCA ice utilizing water from an alternate source. This proposal is for the engineering design work only which will include cost estimates to implement the storage, plumbing and refrigeration plant modifications necessary to operate the ice utilizing an alternate water source. Apr 27/23: Options for alternative water source being reviewed to determine best option for long term solution. Report to come before the board before the end of Q2. Jun 22/23: Board report delayed to July 2023. Sept 28/23: Preliminary engineering design completed to determine budget cost to implement storage and pumping system. Report with water options for SCA ice operations brought before the Board July 27, 2023. The Board did not resolve to proceed with the option for storage and pumping system for offsite water. This project is substantially completed, invoicing pending for preliminary engineering design work.	Discretionary	2023-04	In Progress 75%

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33	CS	615	van Velzen	\$801,577	\$14,672	MFA 5- Year / Taxation	2021	2024-Q3		B, D, E, F, DoS, SNGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement (MANDATORY - Safety)	Dec 31/20 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. Work planned 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Sep 22: Engineering design awarded to SNC-Lavalin Inc. Design work has commenced, anticipate preliminary design and project construction cost estimates by end of October. Nov 24/22: Preliminary design options and cost estimates received. Staff report Dec 8/22. Apr 27/23: Construction tender issued, closed March 31. Anticipate award report to Board prior to end of April. Jun 22/23: Phase 1 construction scheduled to start Jun 8/23. Sept 28/23: Phase 1 substantially completed July 14/23, invoicing pending. Phase 2 scheduled for May - June 2024.	Carryforward	2022-07	In Progress 50%
34	CS	615	van Velzen	\$5,946,898	\$43,811	Capital Renewal Fund	2023	Ongoing		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Apr 27/23: One project substantially completed and two projects awarded with anticipated completion by Q4 2024. Tendering process started for 17 projects which includes re-tendering of SCA and GDAF door replacements. Thirteen projects are multi-year projects with expected completion in Q2-Q4 2024, tender process for these projects has not started. GDAF Roof Top Unit replacement project under review for potential scope changes, bid received substantially exceeded project budget. Jun 22/23: Three projects substantially completed. Twelve projects tendered, with nine closing prior to the end of Q2. Drafting of tenders has commenced on 14 projects scheduled for tendering in Q3. GDAF Roof Top unit replacement project being rescope to align with project budget. Sept 28/23: 3 projects substantially completed. 14 projects awarded, 7 with anticipated completion in Q4 2023; 7 are multiyear projects with anticipated completion Q2 - Q4 2024. 10 projects tendered in Q3. 4 projects planned for tendering in Q4 including design tender for GACC and SAC roof replacements. One project deferred to 2024 and will be rescope due to bids being substantially over budget. GDAF Roof Top unit replacement project rescoping has commenced. SCA Dehumidifier Electric replacement project cancelled due to shift in longer ice season to GACC. Some expenses will be incurred to remove existing equipment and support platform.	Carryforward		In Progress 25%
35	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022	2023-Q4		A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity)	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. May 9: This project requires a building permit and further coordination with the SD prior to working through the purchasing requirements and delivering to site. Project progressing with anticipated completion later in Q4. Jul 14: Work has not commenced further due to staff capacity limitations. Sep 22: Work has not commenced further, will likely result in a carryforward into 2023. Nov 24/22: No change from previous update. Apr 27/23: Staff have reinitiated work on this project and re-engaged the SD in preparation for procurement of the unit. Jun 22/23: SD has approved and confirmed the location for placement of the unit on site and staff are currently working on procuring the item. Sept 28/23: Staff were not successful in receiving quotes and are reviewing options for procurement.	Carryforward	2023-04	In Progress 25%
36	CS	625	Donn	\$14,437	\$10,472	Taxation	2020			A	A	PHAFC Annual Fitness Equipment Replacement (Low Cost, High Value)	Oct 8: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Mar 22: PO issued, enroute, invoice submitted. Project complete and residual funds carried-forward. Apr 27/23: Equipment order was placed in Q3 of 2022, however, complications with shipping resulted in delivery of the equipment being delayed until Feb 2023. Anticipate fully expending the budget in 2023. Jun 22/23: No further updates to provide at this time, project is on track. Sept 28/23: Items have been identified for replacement and the procurement process has been initiated and is on track for completion.	Carryforward	2023-04	In Progress 75%
37	CS	650	Huntington	\$16,250	\$0	Operating Reserves	2022	2023-Q3		A, B, D, E, F	E	Community Parks - Mahan Trail Repair	Apr 27/23: Staff have submitted permit for works application to Shishalh Rights and Title Department. Currently drafting RFO for contracted repair services. Jun 22/23: Nation has agreed for the project to move forward without the need for archeological or environmental review or monitoring. RFP for General Services Contractor complete, and in review with Purchasing. Project out to tender by end of Q2. Sept 28/23: Contractor has been hired, on track for completion by end of Q3.	Carryforward	2023-05	In Progress 75%
38	CS	650	Huntington	\$4,770	\$0	Operating Reserves	2022	2023-Q3		A, B, D, E, F	Various	Community Parks - Suncoaster Trail Sign Repair	Apr 27/23: Staff have submitted permit for works application to Shishalh Rights and Title Department. Currently preparing contracts for required PAFR. Nation has advised they are preparing archaeological quote for required services. Jun 22/23: Nation approvals received. Contract for PAFR complete and replacement signage ordered. No set date for PAFR yet. Anticipate completion by end of Q3. Sept 28/23: PAFR complete, no further archeological assessments or environment works are required. Project on track for completion by end of Q3.	Carryforward	2022-10	In Progress 75%
39	CS	650	Huntington	\$19,224	\$14,564	Taxation	2022	2023-Q3		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.	Carryforward	2022-10	In Progress 50%

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40	CS	650	Huntington	\$10,881	\$0	Operating Reserves	2021	2023-Q4		A, B, D, E, F	B, D, E, F	Community Parks - Suncoaster Trail (Phase 2) Community Trail Project	Decommissioning a steep fall-line trail, re-routing a sustainable grade switch back trail, rebuilding two sections of boardwalk. Funding supports any archeological related costs, the acquisition of materials, and staff time organizing the event. Sep 22: Preliminary project approvals from BC RSTBC completed. Staff awaiting project work until RSTBC aligns its own fall project for Big Tree Rec Site. Project will be delivered within same timeframe and scope. Currently designing project and ordering all materials. Nov 24/22: Staff support a volunteer event with CMBTA and Community Forest, occurring concurrently with an RSTBC improvement project at Big Tree Rec Site. Approvals from land manager in place under partnership agreement maintenance scope. Parks Operations coordinating materials and labour to support initial project planning and preparation. Final piece of the project includes a trail re-routing project, if sufficient funds remain. Nearing completion. Apr 27/23: Project temporarily delayed in 2022, in order for RSTBC land manager to receive final permit from Nation. Approvals received and project is proceeding now. Continued conversations with community partner CMBTA, to build the planned improved structure over a sensitive wetland area. Parks operations is looking to support project logistics, when capacity permits. All materials have been purchased and are currently in storage at SCRDP's Mason Road facility. Project approved through RSTBC and PAFR costs supported through RSTBC land manager. Jun 22/23: Nation approvals in place. Project design approved by land managers. Community group capacity concerns have stalled any further progress on this project for the time being. Options being explored through separate community group partners. Sept 28, 2023: Further progress on this project have stalled due to community capacity.	Carryforward	2022-04	In Progress 50%
41	CS	650	Huntington	\$40,000	\$0	Operating Reserves	2021	2023-Q4		A, B, D, E, F	F	Community Parks - Bike Park / Pump Track Development at Sprockids Park (Low Cost, High Value)	Partnership opportunity with Coast Mountain Bike Trail Association. Mar 22: Met with partner CMBTA in Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2. May 9: CMBTA has undergone some changes to directorship. RFP for consultation services slated for development mid Q2 2022. Anticipate tender late summer 2022. Jul 14: Staff working with CMBTA on development of scope of the project. Sep 22: CMBTA capacity is limited at this time, therefore the project is delayed. Staff will meet with club in Q3 to discuss willingness to become further engaged and finalize project details. Nov 24/22: After further discussions with CMBTA, the project continues to be on hold due to capacity limitations. Apr 27/23: Community group has reaffirmed engagement in the project. RFP developed and in process to tender with Purchasing. Jun 22/23: RFP for design work closes and should be awarded by end of Q2. Sept 28/23: Contract awarded for planning and design. Estimate Plan/Design completion by end of Q4.	Carryforward	2021-10	In Progress 50%
42	CS	650	Huntington	\$38,000	\$0	Operating Reserves	2022	2023-Q4		A, B, D, E, F	D	Community Parks - Cliff Gilker Planning (Consulting Fees)	Apr 27/23: RFP published Apr 5. Jun 22/23: Public RFP tender closed May 12. No qualified bids received. Staff working with Purchasing on direct negotiations. Sept 28/23: Project awarded, kick off meeting Sept. 5 with SCRDP team and contractors. Anticipate consultant report in Q4.	Carryforward	2023-03	In Progress 50%
43	CS	650	Huntington	\$32,152	\$0	Operating Reserves	2022	2023-Q4		A, B, D, E, F	E	Community Parks - Chaster House and Pedestrian Bridge	Apr 27/23: RFP published Apr 5. Jun 22/23: Public RFP tender closed May 12. No qualified bids received. Staff working with Purchasing on direct negotiations. Sept 28/23: Project awarded, kick off meeting Sept. 5 with SCRDP team, contractors, and community representatives. Anticipate consultant report in Q4.	Carryforward	2023-03	In Progress 50%
44	CS	650	Huntington	\$33,963	\$0	Taxation	2020	2023-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs)	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 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.	Carryforward	2023-05	Started
45	CS	650	Huntington	\$20,000	\$4,395	Taxation	2022	2023-Q4		A, B, D, E, F	B	Community Parks - Park Site Furniture Replacement (Minor Capital Repairs)	Jun 22/23: PAFR completed for the install of various site fixtures, furniture, and receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Procurement process to purchase 6-7 pre-cast picnic tables underway. Will be installed in various parks that have empty concrete slabs.	Carryforward	2023-03	In Progress 25%
46	CS	650	Huntington	\$21,500	\$0	Taxation	2023	2023-Q4		A, B, D, E, F	Regional	Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application	Considerations for the application include the development of a parks management plan, Nation and community engagement, and related fees. Apr 27/23: Staff have reviewed provincial tenure applications information, and have notified Communications of the upcoming need for public engagement. Currently drafting notice of intent and request for recommendations, to be submitted to Skwxwú7mesh Nation. Jun 22/23: Staff have begun populating administrative information required on provincial NRT application through provincial online portal. Communications and Parks project team have met and set a Q3 target for initial community engagement sessions. Will be reaching out to Nation July 2023 to request engagement, clarification of intent for land, as well as a letter of support. Sept 28/23: Delayed due to changes in staffing.	Discretionary	2023-05	Started

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47	CS	650	Huntington	\$80,569	\$0	Taxation	2023	2024-Q2		A, B, D, E, F	F Islands	Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE)	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. Apr 27/23: Scope of work finalized. Communication has occurred with Stkwuw7mesh Nation. Permit for works under development. Jun 22/23: Archaeological permitting complete and submitted. Staff awaiting response from Nation. Draft RFP in development. Sept 28/23: Communicating with adjacent private property. Acquiring archaeological permitting currently underway for Squamish, Musquam, 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.	Discretionary	2023-04	In Progress 25%
48	CS	650	Huntington	\$18,800	\$0	Taxation	2023	2024-Q2		A, B, D, E, F	Regional	Community Parks - Sunshine Coast Sports Fields Strategy	SCRD, ToG, DoS, SNGD, SD46. The intent of a joint sports field strategy would be to provide a long-term vision for the provision of field sport amenities on the Sunshine Coast, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets. Jun 22/23: Staff organizing inter-jurisdictional kick-off meeting for summer 2023. Next steps are to establish rules of engagement through a project partnership MOU to determine partnerships for finances, procurement, and roles of each participating party. Draft Project Charter also in development May 2023. Sept 28/23: Delayed due to changes in staffing.	Discretionary	2023-05	Started
49	CS	650	Gagnon	\$62,263	\$21,874	Gas Tax	2016	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Park - Hall and Parking Design Plans	Intent is to review parking and site circulation and provide recommendations for improvements. Mar 22: desk top study currently underway but not complete. Anticipate an update in Q2. Nov 24/22: On hold until site for Hall is confirmed. Apr 27/23: No change. Jun 22/23: Project on hold. Sept 28/23: Project on hold.	Carryforward	2021-09	In Progress 50%
50	CS	650	Gagnon / Doyle	\$4,473,649	\$136,654	CIP Grant / Various	2021	2027-Q2		A, B, D, E, F	B	Community Parks - Halfmoon Bay Community Hall (Coopers Green Hall Replacement / Upgrade (Other)	Sep 22: Recent geotechnical review indicates a change in site parameters which significantly impacts the feasibility of the design. A report to update the Board on next steps anticipated in Sept/Oct. Nov 24/22: Board report referred to November 24 meeting. Apr 27/23: Board resolution to explore alternative project site at Connor Park. Staff to provide updates to Board as project progresses. First update report anticipated in May 2023. 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 shisháh 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.	Carryforward	2021-09	Started
51	CS	650	Gagnon	\$300,000	\$0	Capital Reserves	2020			A, B, D, E, F	Sechelt	Community Parks - Building (Replacement / Upgrade) (Business Continuity)	Project Brief in development. Options for consideration given pandemic response and guidelines. Mar 22: On hold until further exploration of Mason Yards planning is complete. Nov 24: No change. Apr 27/23: No change. Jun 22/23: No change. Sept 28/23: No change.	Carryforward		Not Started
52	CS	665	Huntington	\$2,191	\$0	Taxation	2021	2023-Q4		A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One-Time Minor Capital - Upgrades and Renewal/Signage (Low Cost, High Value)	Jun 22/23: Repair kiosk structure, as well as bundling required signage improvements. Project has been separated from Line 56 into minor capital projects, to reflect financial tracking adjustments. Staff currently sourcing prices from vendors for required kiosk and trail map signage replacements. Sept 28/23: Large trail map for kiosk received. Working with graphic design to make revisions to maps that will be located at trail intersections. Planning for kiosk repairs/replacement underway. Any remaining budget will be allocated to replace directional signage on Dakota access road. Plan is to complete by Q4.	Carryforward	2022-08	In Progress 50%
53	CS	665	Huntington	\$75,000	\$911	Capital Reserves	2021	2024-Q2		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021 Line 53 & 54 are same project	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided Geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Sep 22: Conceptual design supported by Fortis, and new cost estimate received which exceeds approved budget. 2023 budget proposal being prepared. Nov 24/22: No change from previous update. Apr 27/23: Currently awaiting MoTI approval of design plans. RFP is being drafted for early Q2. Jun 22/23: PAFR being scheduled in June 2023. Permit for works application has been submitted to Nation. Staff still waiting on MoTI engineers to review and provide feedback on conceptual designs for repairs. Sept 28/23: Met with MOTI in August and early September. MOTI may conduct a culvert review, as an undersized culvert may be contributing to the soil instability. MOTI is suggesting a temporary measure vs complete replacement of the retaining wall, until culvert review is completed. Plan of action to be confirmed in September. Moving forward with PAFR.	Carryforward	2022-02	Started
54	CS	665	Huntington	\$600,860	\$0	Gas Tax / MoTI Cost Share possible	2023	2024-Q2		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Budget Increase (0.009 FTE) Line 53 & 54 are same project	Apr 27/23: Currently awaiting MoTI approval of design plans. RFP is being drafted for early Q2. Jun 22/23: PAFR being scheduled in June 2023. Permit for works application has been submitted to Nation. Staff still waiting on MoTI engineers to review and provide feedback on conceptual designs for repairs. Sept 28/23: Met with MOTI in August and early September. MOTI may conduct a culvert review, as an undersized culvert may be contributing to the soil instability. MOTI is suggesting a temporary measure vs complete replacement of the retaining wall, until culvert review is completed. Plan of action to be confirmed in September. Moving forward with PAFR.	Discretionary	2022-02	Started

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55	CS	680	Huntington	\$11,872	\$5,396	Operating Reserves	2020	2023-Q3		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. Parks planning and operations working on the design, purchase and install of minor capital items in Q2 2021. Mar 22: staff capacity and other priorities delayed this project in 2021. Project planning will continue and staff anticipate completion in late Q3. May 9: New grooming drag has been purchased and ordered. Expect delivery summer 2022. New kiosk signage and storage shed will be underway early summer 2022. Jul 14: May 9 update error - the grooming drag has not been ordered. Progress on these projects is delayed due to staffing capacity. Sep 22: RFP issued late Q2 for structural engineering design work on storage container roof solution. 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. Kiosk signage design underway and almost completed through work with GIS staff. Working with Finance to ensure assets can be captured and capitalized. Jun 22/23: Project has been separated into minor capital projects listed in Line 55, to reflect financial tracking adjustments. Staff have now received three separate quotes for the replacement of the wood stove in the public warming hut. Sept 28/23: Wood stove and chimney replaced and Wett Certified. Working with finance to understand what other identified priorities would qualify as a capital upgrades with remainder of budget. Plan is to complete by Q4.	Carryforward	2022-08	In Progress 50%
56	CS	680	Huntington	\$22,000	\$0	Operating Reserves	2020	2023-Q4		A, B, D, E, F	Regional	Dakota Ridge Snowmobile Replacement and UTV Repair	Replacement of snowmobile unit 417 and repair of UTV unit 506 proceed with funding of up to \$29,000 from Dakota Ridge [680] operating reserve; UTV repairs complete. Snowmobile procurement underway; supply chain delays in 2020-2021. Mar 22: Further supply chain delayed this project in 2021. Working with Purchasing to explore options in order to expedite delivery of equipment. Expected Q4 2022. May 9: Deposit has been made on the new snowmobile. Supply chain delays will mean that new unit is not delivered and paid for fully until Q2 2023. Nov 24/22: Supply chain issues delaying delivery. New snowmobile also anticipated for delivery 2023. Only available inventory and delivery option. Apr 27/23: Snowmobile is ordered and is slated for delivery in fall 2023. Jun 22/23: No change. Sept 28/23: Anticipated Delivery of snowmobile is October 2023	Carryforward	2020-10	In Progress 75%
57	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Shay / Gagnon	\$70,000	\$0	Operating and Capital Reserves / Grant	2022	2024-Q1		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (Strategic Goal)	Apr 2023: RFP Drafted. Phase 2 involves: - electrical system assessments of Mason Road and Field Road sites; - electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Discussions started for greater integration with other Field Rd and Mason Rd planning and retrofit work.	Carryforward	2023-01	Started
58	CS	310 / 312	Kidwai	\$10,500	\$0	Reserves	2022	2023-Q4		All	Sechelt	Public Transit / Maintenance Facility (Fleet) - Pressure Washer Replacement (MANDATORY - Asset Failure)	The pressure washer, heavy duty equipment used for daily cleaning of fleet, has reached the end of its useful life Jul 14: RFP closed May 20 with no successful bidders. A 2nd RFP created and sent on June 30. Purchase and install proposed for Q3 or Q4. Sep 22: RFP closed and work should proceed and be completed prior to end of Q3. Nov 24/22: Unable to secure a vendor to supply/install a natural gas pressure washer due to no bid received. Will need to revisit the project when new manager begins and determine an alternate solution. Apr 27/23: Working with procurement to issue two RFP's (one to supply the equipment and another to install). Jun 22/23: Working with procurement to issue two RFP's (one to supply the equipment and another to install). Sept 28/23: No change.	Carryforward	2022-04	In Progress 50%
59	CS	310 / 312 / 370 / 650	Gagnon	\$42,500	\$14,795	Operating Reserves	2022	2023-Q4		All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (Business Continuity)	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely BC 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 SCR. Analysis of space needs for Transit, Fleet, Utilities and Parks completed 10 and 20 year projections. Extended timeline for completion. Jun 22/23: Project continues to progress. Sept 28/23: Final report anticipated Q4 2023.	Carryforward	2022-09	In Progress 75%

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60	CS	400 / 650	Huntington	\$86,633	\$0	Taxation	2023	2023-Q4		All	Regional	Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE)	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. It includes a capital investment for additional receptacles (\$67,000), an education and public awareness campaign (\$20,000), as well as a budget lift for ongoing operating costs for the additional receptacles (\$16,000 higher service level in summer months). Apr 27/23: Required archaeological assessment completed. Project approval on sNGD lands pending. Skwaw7mesh Nation works permit submitted and reviewed. Required PAFR procured mid-April. Jun 22/23: All archaeology completed, excluding Katherine Lake and Trout Lake. These two locations will require site monitoring for install. Orders completed in June 2023 for all units. PAFR complete. Mapping completed. Approximately three month supply chain delays. Sept 28/23: Project underway, approximately 60% of concrete slabs have been installed. Receptacles still delayed. Archeological assessments pending for some locations. Communication/public education plan development in progress (designing receptacle stickers and public awareness ad). Plan is to complete in Q4.	Discretionary	2023-04	In Progress 50%
61	IS	350	Sole	\$89,165	\$67,351	Taxation	2022	2023-Q2		All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory)	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; Geotechnical and Seismic Assessment Update; Environmental Monitoring Plan Update; Hydrogeological Assessment Update; Leachate Management Update; Gas Assessment and Generation Update. June 30 completion.	Carryforward	2022-04	In Progress 75%
62	IS	350	Sole	\$35,000	\$0	Taxation	2023	2023-Q3		All	B Islands and F Islands	Regional Solid Waste - Islands Clean-Up (Additional Funding - Base Budget)	SCRD Island residents do not receive regular garbage collections services. Islands Clean Up has been established by SCRCD to provide annual collection events on Keats, Gambier, Thormanby, Trail, Nelson and Hardy Islands. The third year of the 3-year contract with Mercury Transport to provide the barge and transport services will be complete in 2022. The contract allows for a two year renewal. To extend the contract, costs have increased 24% from 2022 primarily due to increased fuel costs. Planning underway.	Discretionary	2023-03	In Progress 50%
63	IS	350	Shoji	\$96,000	\$6,797	Eco-Fee	2022	2023-Q4		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase 1 (Business Continuity)	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2. Phase 1 upgrades in progress and XCG Contract Amended to include design work for 2023 upgrade program. Site layout concept designs reviewed and final design in progress.	Carryforward	2022-10	In Progress 50%
64	IS	350	Sole	\$206,905	\$2,470	MFA 5-Year / Taxation	2021	2023-Q4		All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs (MANDATORY - Asset Failure)	The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and telephone for example. Connection application to BC Hydro grid was submitted on May 9, 2023.	Carryforward	2021-04	In Progress 50%
65	IS	350	Sole	\$87,000	\$332	MFA Loan	2023	2023-Q4		All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement	Board direction to pursue a direct connection to BC Hydro grid and our budget for the project was increased to \$212,000. With \$194,000 remaining in the budget and \$20,000 slated for the purchase of the generator from SCRCD Utilities services the balance is \$174,000. A price estimate from BC Hydro to complete the install is \$225,000, it is anticipated that an additional \$10,000 in tree services will be required plus an addition \$20,000 for contingencies and \$6,000 to install an automatic transfer switch to the generator. The total budget required for the project comes to \$261,000 - shortfall of \$87,000. Application submitted to BC Hydro, awaiting their review.	Non Discretionary	2023-5	In Progress 25%
66	IS	350	Sole	\$32,000	\$0	Taxation	2023	2023-Q4		All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Aggregates	The Sechelt Landfill's primary driving surface is road base; thus, a supply of material is required for ongoing repairs and maintenance of the access road to the active face, the perimeter road and the public drop off areas. These areas are impacted by snow and rain throughout the year and the road base material is used to ensure the surfaces remain safe for contractors, staff and the public. RFP in review.	Discretionary	2023-05	In Progress 25%
67	IS	350	Sole	\$75,000	\$0	Taxation	2023	2023-Q4		All	Regional	Regional Solid Waste - Future Waste Disposal Option Analysis - Phase 2 (Additional Funding)	The scope of this project in 2021 was defined as: "... for the development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station and will include assessments on items such as land use, land ownership, engineering, archeology, geology, ecology and regulatory framework. Public participation on these options would also be part of this project." Staff were directed to undertake a second opinion to confirm the landfill siting options identified in Phase 1. As such, confirmation of the feasibility/landfill sites can be considered to be part of the scope of the Phase 2 project, this work is currently funded from the Phase 2 budget. Consequently additional funding is required to complete the original deliverable of this Phase 2 project. RFP being drafted.	Discretionary	2023-05	Started
68	IS	350	Sole	\$50,000	\$213	Taxation	2023	2023-Q4		All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life	In 2021 SCRCD 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. Contact water pond detailed design underway.	Discretionary	2022-06	In Progress 50%
69	IS	350	Sole	\$765,000	\$0	MFA Loan	2023	2024-Q4		All	A	Regional Solid Waste (Pender Harbour) - Pender Harbour Transfer Station Upgrades (Phase 2)	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 take place during Q3 and Q4 of 2022, the budget has been approved during the 2022 budget proposals. The purpose of this proposal is to fund the completion of phase 2 of the Pender Harbour Transfer Station Site upgrades. Design and RFP to be completed in 2023 with construction occurring in 2024.	Discretionary	2023-05	In Progress 25%

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70	IS	350	Sole	\$136,000	\$4,463	Operating Reserves	2023	2024-Q4		All	Sechelt	Regional Solid Waste (Sechelt) - Biocover Feasibility Pilot Phase 2 (Additional Funding)	A biocover is a type of final cover applied to landfills that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Phase 1 Feasibility Study was undertaken in 2020 and concluded a biocover would provide economic benefits to the SCRD, the community, and provide significant GHG emission reductions. In March 2021, a budget of \$150,000 to conduct Phase 2 was adopted. Phase 2 will involve a pilot study where a biocover will be added to small portion of the Sechelt Landfill and monitored over a one-year period. Before posting the RFP for Phase 2, staff conducted a review to confirm the availability and approximate cost of identified biocover materials. Staff identified the approved \$150,000 budget is not sufficient to cover both the consulting fees and the materials for the pilot. Justification: The initial budget request did not take the cost of materials into account. Further, consulting fees and material costs have increased. Project completion is not possible with the current approved budget. Additional funding approved through 2023 budget process. RFP to secure professional services to carry out pilot program closed on May 24, 2023.	Discretionary	2022-8	In Progress 25%
71	IS	350	Shoji	\$2,500,000	\$0	Landfill Closure Reserve Fund	2021	2024-Q4		All	Regional	Regional Solid Waste - Sechelt Landfill Stage H+ Closure (MANDATORY - Regulatory)	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage 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.	Carryforward		Not Started
72	IS	350	Sole	\$150,000	\$51,421	Eco-Fee	2021	2025-Q4		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update (Strategic Goal)	RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement with community on the Solid Waste Management Plan Update. Engagement Period 1 closed, June 9, 2023.	Carryforward	2022-06	In Progress 25%
73	IS	350	Sole	\$175,000	\$154,484	Taxation	2020			All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1) (Business Continuity)	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. RFP for feasibility study for one additional site and second opinion on landfill siting options did not result in securing contractor. Results will be presented late Q4 2022 or early Q1 2023.	Carryforward		In Progress 75%
74	IS	350	Sole	\$150,000	\$3,981	Taxation	2021			All	Regional	Regional Solid Waste - Future Solid Waste Disposal Option Study (Phase 2) (Business Continuity)	Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1.	Carryforward		Not Started
75	IS	350	Sole	\$140,000	\$118,748	Taxation	2023			All	Regional	Regional Solid Waste - Green Waste Program (increased tonnages)	Green waste can be dropped off at the South Coast Residential Green Waste Drop-off Depot, Pender Harbour Transfer Station, and Salish Sole (on behalf of the Sechelt Landfill) as well as two commercial sector green waste drop-off locations. The green waste recycling program consists of two components: Green waste processing and green waste hauling. The actual total annual costs for green waste processing are based on the tonnage received at the SCRD green waste drop-off locations. An increase to the green waste tonnage the SCRD receives, which requires processing into compost, results in higher contracted costs. Contract extension for hauling portion of service underway.	Discretionary		In Progress 50%
76	IS	352	Shoji	\$150,000	\$0	Taxation	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2 (Strategic Goal)	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 Spurling Hansen. Filling site to grade in progress.	Carryforward	2022-8	Started
77	IS	365	Misurak	\$95,000	\$11,029	Operating Reserves	2020	2023-Q4		A and SNGD	A	North Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a draft hydraulic model which is under review by staff. An internal two day water hydraulic modeling review with staff is scheduled for mid November.	Carryforward	2022-10	In Progress 75%
78	IS	365	Edbrooke	\$7,500	\$836	Operating Reserves	2022	2023-Q4		A and SNGD	Regional	North Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal)	Staff will incorporate work completed through the Water Summit Series into the draft Water Strategy.	Carryforward		In Progress 75%
79	IS	365	Walkey	\$2,500	\$0	Operating Reserves	2020	2023-Q4		A and SNGD	A	North Pender Water System - Confined Space Document Review (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. These documents are being reviewed. Draft program is expected in October and training to be completed in late October/early November.	Carryforward	2023-03	In Progress 75%
80	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	2024-Q2		A	All	North Pender Harbour Water Service - Emergency Generator (Other)	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. The engineering specifications for the purchase and installation of this generator has been combined in a tender with the Garden Bay Feasibility study and will be awarded in May, 2022. Completion of specifications expected in Q4 2022. This engineering will enable a tender to be issued for the purchase and installation of the generator. SCRD has received a final report and expect to begin work on the generator project in Q3, 2023.	Carryforward		In Progress 50%
81	IS	365	Misurak	\$850,000	\$0	Capital Reserves / Gas Tax	2022	2024-Q4		A and SNGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (Business Continuity)	Replacement of the existing 100 mm asbestos cement watermain on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 70 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and responses from SCRD Utilities staff. Due to staffing shortage and permitting issues, Project will be initiated late Q4 2023 for tendering.	Carryforward	2023-07	Started
82	IS	365	Walkey	\$200,000	\$0	Operating Reserves	2023			A and SNGD	A	North Pender Harbour Water Service - Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work)	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. 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.	Non Discretionary		Not Started

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83	IS	366	Edbrooke	\$7,500	\$1,905	Operating Reserves	2022	2023-Q4		A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal)	Staff will incorporate work completed through the Water Summit Series into the draft Water Strategy.	Carryforward		In Progress 75%
84	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	2023-Q4		A	A	South Pender Water System - Confined Space Document Review (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. These documents are being reviewed. Draft program is expected in October and training to be completed in late October/early November.	Carryforward		In Progress 75%
85	IS	366	Walkey	\$50,000	\$36,956	Gas Tax	2021	2024-Q2		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades - Phase 2) (Business Continuity)	Additional funds are required to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues.	Carryforward		In Progress 25%
86	IS	366	Walkey	\$50,000	\$12,181	Capital Reserves	2020	2024-Q2		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades (Business Continuity)	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Delays in delivery of parts.	Carryforward		In Progress 75%
87	IS	366	Shoji	\$603,750	\$5,001	Reserves	2022	2024-Q4		A	A	South Pender Harbour Water Service - McNeil Lake Dam Safety Improvements - Construction (Business Continuity)	Construction RFP closed July 31, 2023. Award report going to Sep 14, 2023 Board meeting.	Carryforward	2023-01	In Progress 25%
88	IS	366	Misurak	\$600,000	\$0	Capital Reserves / Gas Tax	2022	2024-Q4		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (Business Continuity)	Continuation of 2018 work would replace the existing 150 mm asbestos cement diameter watermain with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondevue Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2023. A draft tender package has been completed. Final tendering contingent upon permit procurement and staffing capacity.	Carryforward		In Progress 25%
89	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)	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will include the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Modelling has been awarded and needs to be completed.	Carryforward		Not Started
90	IS	366	Misurak	\$95,000	\$11,029	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	Water System Modelling will be completed in Q4, 2023. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a draft hydraulic model which is under review by staff. An internal two day water hydraulic modeling review with staff is scheduled for mid November.	Carryforward	2022-10	In Progress 75%
91	IS	366	Walkey	\$80,000	\$0	MFA 5- Year	2021			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.	Carryforward		In Progress 75%
92	IS	366	Walkey	\$78,750	\$0	Gas Tax	2023			A	A	South Pender Harbour Water Service - Dam Safety Upgrades to McNeil Lake Dam (Additional Funding)	WSP Canada Inc., engineering consultant firm, completed a detailed dam safety analysis of the McNeil 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 McNeil 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.	Non Discretionary		Not Started
93	IS	370	Misurak	\$9,400,000	\$8,291,841	Capital Reserves / Long Term Loan	2020	2023-Q3		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Groundwater Investigation - Phase 4B - Church Road Construction (Strategic Goal)	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.	Carryforward	2020-4	In Progress 75%
94	IS	370	Misurak	\$8,355,000	\$0	User Fees	2023	2023-Q3		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Church Road Well Field Project (Base Budget Increase)	Conditional Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road. The temporary water intertie into Soames water system was completed in mid Nov and is supplying supplemental water to the entire SCRD water system.	Discretionary		In Progress 75%
95	IS	370	Misurak	\$2,144,903	\$1,439,855	Reserves	2020	2023-Q4		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	This project is substantially complete and is in closeout.	Carryforward	2019-11	In Progress 75%
96	IS	370	Misurak	\$213,000	\$33,084	Operating Reserves	2021	2023-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)	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 draft hydraulic model which is under review by staff. An internal two day water hydraulic modeling review with staff is scheduled for mid November.	Carryforward	2022-10	In Progress 75%
97	IS	370	Edbrooke	\$20,000	\$15,141	Operating Reserves	2021	2023-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Public Participation Regional Water System (Strategic Goal)	Staff will incorporate work completed through the Water Summit Series into the draft Water Strategy.	Carryforward		In Progress 75%
98	IS	370	Misurak	\$350,000	\$78,310	Capital Reserves / Gas Tax / DCC	2021	2023-Q4		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Development Phase 1 (Strategic Goal)	Field siting of the preferred locations for the two primary wells completed in early July. First Nations consulting completed. Drilling of the three test wells have been completed and were stress tested in March. The consultant is completing a summary final report and will present the findings to the Board at the November 9, 2023 COW .	Carryforward	2022-4	In Progress 50%
99	IS	370	Misurak	\$1,277,600	\$392,250	Capital / Operating Reserves	2021	2023-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3 (Strategic Goal)	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 . A Board presentation will be provided at the November 9, 2023 COW.	Carryforward	2022-1	In Progress 25%
100	IS	370	Misurak	\$375,000	\$0	Operating Reserves	2022	2023-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (Strategic Goal)	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to three additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells.	Carryforward	2023-07	Started
101	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	2023-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Development of tender documents and RFP in draft. These documents are being reviewed. Draft program is expected in October and training to be completed in late October/early November.	Carryforward		In Progress 75%

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102	IS	370	Walkey	\$169,000	\$0	User Fees	2023	2024-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning	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.	Non Discretionary	2023-8	Not Started
103	IS	370	Walkey	\$220,000	\$0	Capital Reserves	2023	2024-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Exposed Watermain Rehabilitation Chapman Intake Line - New Project	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. The steel trestle structure was constructed as part of the original water intake line some 30 plus years ago and the aging structure is in need of considerable maintenance as none had ever been completed since its original construction.	Non Discretionary	2023-08	Started
104	IS	370	Walkey	\$78,500	\$0	Capital Reserves	2023	2024-Q1		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Chaster Well Upgrades - Well Protection Plan Phase 2 - Additional Funding	Tender package has been sent to purchasing for posting. Construction planned to begin in Q4	Non Discretionary	2023-10	In Progress 50%
105	IS	370	Walkey	\$75,000	\$0	Reserves	2022	2024-Q1		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure)	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Quotes received, work will be scheduled for Q4 2023.	Carryforward		In Progress 25%
106	IS	370	Misurak	\$200,000	\$78,310	Reserves	2018	2024-Q2		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Watermain Rehabilitation	Three segments were previously recoated. One tender was received in July and exceeded the available budget.	Carryforward	2023-8	In Progress 50%
107	IS	370	Misurak	\$50,000	\$11,605	Reserves	2018	2024-Q2		A, B, D, E, F and DoS	E	Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2)	An RFP was completed in August and there were zero respondents. Purchasing will reissue as and Invitation to Tender in September.	Carryforward	2023-10	In Progress 50%
108	IS	370	Misurak	\$70,000	\$0	Capital Reserves	2021	2024-Q3		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements (Business Continuity)	Preliminary in house design has started. Construction anticipated for late 2023. The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is paused pending the results from the 2023 Water Modelling Report.	Carryforward		Started
109	IS	370	Shoji	\$1,000,000	\$270	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	Construction RFP closed July 31, 2023. Award report going to Sep 14, 2023 Board meeting.	Carryforward	2023-01	In Progress 25%
110	IS	370	Shoji	\$730,000	\$285	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	Construction RFP closed July 31, 2023. Award report going to Sep 14, 2023 Board meeting.	Carryforward	2023-01	In Progress 25%
111	IS	370	Edbrooke	\$30,000	\$180	Operating Reserves	2020	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update (Business Continuity)	Reviewing potential proposals for changes to Bylaw 422. Staff are developing bylaw proposals for engagement in late 2023.	Carryforward		In Progress 25%
112	IS	370	Walkey	\$250,000	\$0	Capital Reserves	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)	The Cove Cay Pump Station needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls, and fittings. A new intake line is also being considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is steep and challenging for service vehicle access. Options to relocate the pump station to a more accessible location will be considered. Preliminary planning for this project has begun and an RFP to complete conceptual design should be issued in Q4 2023.	Carryforward	2023-3	Started
113	IS	370	Walkey	\$250,000	\$28,667	Capital Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade (Business Continuity)	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Engineering tender has been awarded and preliminary drawings and estimates conclude that the budget is very undervalued and staff will be bringing a new budget proposal forward to budget 2023 for the installation and construction phase. Further 3D modelling has taken place to assist in design. 90% design to be received and construction tendering planned for Q4 2023.	Carryforward		In Progress 50%
114	IS	370	Misurak	\$200,000	\$0	User Fees	2023	2025-Q2		A, B, D, E, F, F Islands and DoS	Gibsons	Regional Water Service - Church Road Well Field - Compliance Monitoring	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 in early July 2023.	Non Discretionary	2023-7	In Progress 25%
115	IS	370	Misurak	\$125,000	\$25,000	Operating Reserves	2021	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek (Strategic Goals)	The flow monitoring equipment was installed in late September 2022 and has been recording creek flow data since that time.	Carryforward	2023-09	In Progress 50%
116	IS	370	Walkey	\$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)	Currently, the Eastbourne water system on Keats Island serves permanent and seasonal customers and the water system has a pumping and supply capacity limitation including a residential fire flow deficit. During the peak summer months there have been instances in which the residential customers have run out of water. The system also has inadequate fire protection storage capabilities, and lacks any water supply redundancy as the existing primary water well and pumps cannot be taken out of service as there is not any backup to them. This project is to enable the development of the wells, tie in and construction required to connect these wells to the existing Eastbourne system. Awaiting final report from the consultant from Phase 1 to draft up the RFP for Phase 2.	Discretionary	2023-10	Started
117	IS	370	Shoji	\$9,391,750	\$0	Long Term Loan	2020	2025-Q4		A, B, D, E, F, F Islands and DoS	Sechelt and SNGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt-Indian Government District (Strategic Goal)	AAP successful to secure the electoral approval for the Long-Term Loan for this project. Meter supply and installation RFP awarded and Canada Community Building Fund-Strategic Priorities Fund grant accepted on April 20, 2023. Contract with Neptune finalized May 29, 2023. Approximately 60% of services located as of August 18, 2023.		2022-08	Started
118	IS	370	Brown	\$25,000	\$15,793	Reserves	2020			A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shishah Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement. Current focus on transfer D 1592	Carryforward		In Progress 75%
119	IS	370	Brown	\$500,000	\$477,543	Capital Reserves	2022			A, B, D, E, F, F Islands and DoS	Sechelt	Regional Water Service - Emergency Repair Watermain Sechelt Airport	SCRD in discussions with DoS regarding cost and DoS portion of the project.	Carryforward		In Progress 75%
120	IS	370	Brown	\$550,000	\$442,491	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Installation and Decommissioning of the Edwards Lake Siphon System and Drought Response Costs	Requested two year extension, 2023 and 2024 for siphon use.	Carryforward		Started
121	IS	370	Brown	\$42,800	\$0	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Sechelt	Regional Water Service - Chapman Creek Environmental Flow Requirements Update (Strategic Goal)	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Seeking feedback from DFO and Ministry of Forests re EFN reduction.	Carryforward		Started
122	IS	370	Brown	\$164,844	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Building Repair	Roof has been patched after windstorm damage. Damage has not impacted infrastructure inside the building.	Carryforward		Not Started

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123	IS	370	Walkey	\$570,000	\$58,268	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning (Business Continuity)	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. Further work with partners is required to formalize work plan. In collaboration with the shishah Nation and Lehigh Hanson, a temporary measure is in place to avoid overflow during the fall, winter and spring seasons. The listed parties are discussing and collaborating on technical assessments related to the implementation of a long-term solution.			In Progress 50%
124	IS	370	Walkey	\$210,000	\$58,780	MFA 5- Year	2021			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases (Business Continuity)	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet. 1) Vehicle #438: 2008 Ford F250 ZWD 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. Vehicles 1 & 2 have been ordered and will arrive in Q4, 2023. Vehicle 3 has been delivered.	Carryforward		In Progress 75%
125	IS	370	Walkey	\$150,000	\$0	User Fees	2022			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.	Carryforward		In Progress 50%
126	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity)	Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle supply has been awarded and awaiting delivery in Q4 2023.	Carryforward		In Progress 75%
127	IS	370	Walkey	\$100,000	\$0	Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re-chlorination Station Upgrade (MANDATORY - Asset Failure)	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. Project on hold due to staff vacancies. The goal is to initiate this work in Q4 2023.	Carryforward		Not Started
128	IS	370	Walkey	\$74,125	\$8,299	Capital Reserves	2021			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade (Business Continuity)	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. Starlink satellite installed at Chapman Lake, communication reliability improved, WI-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Starlink being installed at Edwards Dam in Q4 2023. Project substantially Complete	Carryforward		In Progress 75%
129	IS	370	Walkey	\$100,000	\$0	User Fees	2023			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Siphon Removal	BC Parks Use Permit #102714, expiring October 31, 2023, allowed the installation and use of a siphon for water extraction from Chapman Lake in times of drought. This project is for the development of a Siphon Removal Plan as well as the deconstruction and complete removal of the siphon and associated works at Chapman Lake and Chapman Creek. Costs of this work will include helicopter flights, heavy machinery rentals, and other subcontractor costs. SCRD received an extension to use the siphons until Q4 2025.	Non Discretionary		Not Started
130	IS	370	Walkey	\$1,905,950	\$0	MFA Loan	2023			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 - Construction)	The Chapman Creek Water Treatment Plant (WTP) utilizes ultraviolet (UV) radiation as one of the many treatment processes at the facility. The UV is a critical component of the disinfection process that destroys illness causing micro organisms prior to the distribution of drinking water at the Chapman Creek Treatment Plant. Due to more accurate cost estimates received in the Q3 2022 the budget will need to be increased due to increased costs for UV equipment and more in depth modifications to the plant than was initially expected to meet health requirements. 90% design to be received and construction tendering planned for Q4 2023.	Non Discretionary		Not Started
131	IS	370	Walkey	\$322,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Dam Safety Upgrades to Chapman and Edwards Lakes - Construction Cost Increases	Contingency allowance	Non Discretionary		Not Started
132	IS	370	Walkey	\$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	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.	Non Discretionary		Not Started
133	IS	370	Walkey	\$135,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant - Mechanical Equipment Upgrades	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 SCRDP staff with installation efforts as needed. Staff have started identifying key components that need replacement.	Non Discretionary		Started
134	IS	370	Walkey	\$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	As sNGD is not installing water meters, zone metering of sNGD areas is required to analyze water use for the Chapman Water System.	Discretionary		Not Started
135	IS	370	Walkey	\$375,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	Various	Regional Water Service - Generator(s) Purchase for Various Sites	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.	Discretionary		Not Started
136	IS	381	Walkey	\$5,000	\$3,160	Reserves	2022			A	A	Greaves Road Waste Water Plant - Septic Field Repairs (MANDATORY - Asset Failure)	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m will be removed to prevent further root intrusion. D box had some repairs completed on it .	Carryforward		In Progress 75%

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137	IS	382	Shoji	\$968,591	\$44,409	Operating Reserves / Gas Tax	2021	2024-Q2		E	E	Woodcreek Park Wastewater Treatment Plant – Collection System Designs (MANDATORY - Asset Failure)	On Oct. 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In Apr. 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the Jun. 23, 2022 Board meeting, the Board approved entering into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. Engineering Services RFP closed January 4, 2023 and a contract to complete detailed design and tender specifications was issued in March 2023. Carrying out operational adjustment trials to determine if much of the existing treatment plant can be salvaged. Final design delayed until operational trials are completed.	Carryforward	2022-10	In Progress 25%
138	IS	382	Shoji	\$5,964	\$0	Operating Reserves	2020			E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs (Business Continuity)	This project has been integrated with the overall wastewater treatment plant upgrade project.	Carryforward		Not Started
139	IS	383	Walkey	\$7,500	\$0	Operating Reserves	2023			E	E	Sunnyside Wastewater Treatment Plant - Feasibility and Planning Study	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.	Discretionary		Not Started
140	IS	384	Walkey	\$12,500	\$0	Operating Reserves	2023			B	B	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study	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.	Discretionary		Not Started
141	IS	385	Walkey	\$12,500	\$0	Operating Reserves	2023			B	B	Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study	The Secret Cove Wastewater Treatment Facility is located on Secret Cove Road in Halfmoon Bay and services the marina, restaurant and residential properties within the development. The facility is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Secret Cove is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions of the Secret Cove wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs.	Discretionary		Not Started
142	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020			A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs (Business Continuity)	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project.	Carryforward		In Progress 25%
143	IS	387	Walkey	\$14,677	\$1,088	Operating Reserves	2020			B	B	Square Bay Waste Water Treatment Plant - Infiltration Reduction (Started 2019 - 2020 portion)	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention.	Carryforward		In Progress 75%
144	IS	387	Walkey	\$20,000	\$0	Operating Reserves	2021			B	B	Square Bay Waste Water Treatment Plant - Square Bay Infiltration Reduction (MANDATORY - Regulatory)	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Staff have identified additional areas and have implemented the repairs. More repairs to the collection system are required to avoid future non-compliance incidents. This work is ongoing.	Carryforward		In Progress 50%
145	IS	387	Walkey	\$5,000	\$0	User Fees	2023			B	B	Square Bay Wastewater Treatment Plant - Square Bay Collection System - Infiltration Reduction (Phase 1 and 2)	This project was deferred from 2022 and requesting to have reinstated in 2023. here are high infiltration rates due to aging infrastructure and a collection system that is in poor condition. These funds are used to repair the highest priority section of the collection system. Deferring a part of these funds would impact staff's ability to address these issues. Continuing with this project will address additionally incurred costs due to infiltration such as additional pumpouts and staff (overtime).	Non Discretionary		Not Started
146	IS	388	Walkey	\$261,000	\$532	Operating Reserves / Gas Tax / Loan	2022	2024-Q4		F	F	Langdale Waste Water Plant - Remediation Project (Business Continuity)	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolition of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Removal of building has been delayed until Q4 2022. Staff continue discussions with the YMCA and undertake technical assessments and preliminary design work. SCRD was successful in receiving the grant. RFP has been drafted.	Carryforward		Started
147	IS	388	Walkey	\$21,000	\$0	Operating Reserves / Gas Tax / Loan	2022			F	F	Langdale Waste Water Plant - EOC #225989 - Building Repairs		Carryforward		Started
148	IS	393	Walkey	\$35,000	\$9,557	Reserves	2022	2024-Q1		A	A	Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory)	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Some modifications have been made, more to come. Modifications completed, updates to as built required. Reclassification of facility to follow.	Carryforward		In Progress 75%

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149	IS	365 / 366 / 370	Edbrooke	\$40,000	\$1,384	Operating Reserves	2022	2023-Q3		A, B, D, E, F, F Islands, SNGD, and DoS	All	Water Service - Water Rate Structure Review (Phase 1) (Strategic Goal)	Staff are reviewing and providing comments to the contractor on the draft report. Staff report to the Board anticipated in Q3 2023.	Carryforward		In Progress 75%
150	IS	365 / 366 / 370	Misurak	\$225,000	\$0	Operating Reserves	2022	2024-Q1		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources (Strategic Goal)	As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River demand. Project to be initiated in late Q4 2023.	Carryforward	2023-10	Started
151	IS	365 / 366 / 370	Edbrooke	\$50,000	\$0	Operating Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool (Strategic Goal)	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff.	Carryforward		In Progress 25%
152	IS	365/ 366 / 370	Edbrooke	\$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	Bylaw 320 is outdated and requires review to ensure consistency with SCRD's practices and requirements. Staff have begun an internal review of the bylaw provisions.	Discretionary		In Progress 25%
153	IS	365/ 366 / 370	Edbrooke	\$60,000	\$13,951	User Fees	2020	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Metering Program 2: Water Meter Data Analytics (Strategic Goal)	Staff are working with IT to explore options.	Carryforward		Started
154	IS	365/ 366 / 370	Edbrooke	\$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	This work will build upon the completion of the Water System Modelling, due for completion in Q3 2023.	Discretionary		Not Started
155	IS	365/ 366 / 370	Edbrooke	\$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	To be initiated upon completion of Phase 1.	Discretionary		Not Started
156	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$2,351	Operating Reserves	2021			A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way (MANDATORY - Regulatory)	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staff have begun working on this project.	Carryforward		In Progress 25%
157	IS	384-385	Walkey	\$22,000	\$0	Operating Reserves	2023			B	B	Secret Cove / Jolly Roger Wastewater Treatment Plants - Outfall Maintenance Phase 1	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.	Discretionary		Started
158	PD	135	Shay	\$15,000	\$0	Operating Reserves	2022	2023-Q3		All	Regional	Corporate Sustainability Services - Green House Gas (GHG) Quantification (Strategic Goal)	External consultants, specializing in emissions quantification, to support quantifying GHG emissions reductions of projects and potential carbon offsets. Oct 2022: RFP being finalized. In contract finalization stage. Sept 2023: quantification of composting and green waste completed with final report coming shortly. Other activities could be quantified.	Carryforward	2023-05	In Progress 25%
159	PD	136	Shay	\$40,000	\$10,810	Taxation	2022	2023-Q3		All	Regional	Regional Sustainability Services - Community Climate Plan Development (Strategic Goal)	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Masters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch. Draft planned for presentation in Q2. Sept 2023: Draft CCAP presented and referred to strategic planning.	Carryforward	2022-01	In Progress 75%
160	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	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.	Discretionary	2023-05	Started
161	PD	210	Michael	\$35,000	\$30,225	Operating Reserves	2022	2023-Q4		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.	Carryforward		In Progress 75%
162	PD	210	Michael	\$240,648	\$20,001	Capital Reserves	2022	2024-Q2		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Projects (Business Continuity)	Hall #1 - Lighting interior and exterior, Emergency Alarm, Gear Washing Machine, Vehicle, Ford Explorer and Hall #2 Transformer, Control Panel. Ford Explorer complete. Lighting nearly complete. Alarm and Gear washing next projects to work on.	Carryforward		In Progress 25%
163	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	2024-Q4		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator (MANDATORY - Safety)	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3 2022. Investigating portable generator option.	Carryforward		Started
164	PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	2026-Q4		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (Business Continuity)	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. Bid is currently out to market. Fire Commission meeting scheduled for April 18, 2023 to discuss project budget and next steps. Report scheduled for June 22 COW. Update expected for 2024 capital plan budget.	Carryforward		In Progress 25%
165	PD	212	Higgins	\$130,000	\$120,358	Operating Reserves	2021	2023-Q3		D	D	Roberts Creek Volunteer Fire Department - Training Structure (Business Continuity)	Roof installation started. Expected Completion Q4 2023	Carryforward		In Progress 75%
166	PD	212	Higgins	\$30,000	\$0	Operating Reserves	2022	2023-Q4		D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)	Received partial order	Carryforward		In Progress 75%
167	PD	212	Higgins	\$8,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (Business Continuity)	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan (Completion Q4). Electrical control panel. Estimate exceeded budget. Capital plan updated. 2024 Budget proposal.	Carryforward		Not Started
168	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project (Business Continuity)	Project delivery methodology being reviewed to maximize value. Update anticipated Q4 2023. New potential sites being examined.	Carryforward		Started
169	PD	220	Treit	\$268,900	\$22,661	Capital Reserves	2020	2024-Q1		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure)	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit being processed. RFP has been issued. Project award expected Q4 2022. Continuing to try to find a contractor.	Carryforward		In Progress 25%

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170	PD	220	Treit	\$25,000	\$21,970	Taxation	2018	2024-Q4		All	Regional	Emergency Telephone 911 - 911 Tower and Spectrum Upgrading	Applications for new repeater frequencies submitted (to improve communications). Letter of Authorization with Planetworks Consulting to be signed. Currently working with ISED to acquire new frequencies. Have now acquired 5 tactical channels to be shared between the 6 departments.	Carryforward		In Progress 75%
171	PD	220	Treit	\$128,000	\$66,009	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services (Business Continuity)	Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting. Agreement signed.	Carryforward		In Progress 50%
172	PD	220	Treit	\$141,400	\$69,461	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade (Business Continuity)	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers	Carryforward		In Progress 25%
173	PD	222	Treit	\$20,000	\$0	Reserves	2019	2023-Q4		All	Regional	Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. RFP is being developed.	Carryforward		Started
174	PD	222	Treit	\$50,000	\$0	Taxation	2023	2023-Q4		All	Regional	Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update	The HRVA underpins all emergency planning on the Sunshine Coast. Updated climate, demographic, development and topographic information can be used to prepare an improved HRVA. Last update was 2005. RFP is being developed. RFP issued. Award subject to budget confirmation in Q3 2023.	Discretionary		Started
175	PD	222	Treit	\$120,000	\$0	Grant	2023	2023-Q4		All	Regional	Sunshine Coast Emergency Planning - Extreme Heat Planning Grant	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.	Discretionary		Started
176	PD	500	Hall	\$86,001	\$86,001	MRDT revenue	2021	2023-Q2	2023-Q2	A, B, D, E, F	B, D, E, F	Rural Planning Services - Regional Housing Coordinator	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. Complete.	Carryforward		In Progress 50%
177	PD	500	Hall	\$10,000	\$0	Operating Reserves	2023	2024-Q4		All	Regional	Regional Planning - Mt. Elphinstone Watershed Strategy	Based on further dialogue with partners including Town of Gibsons and MoTI related to the R1 proposal for a hydrology study of Mt. Elphinstone, this revised proposal would see SCRD convene a summit-style planning exercise that includes all governments, First Nations and agencies responsible for land management in the south Mt. Elphinstone watershed as a first step. NGOs with watershed management expertise could also play a role. The overall objective would be to improve watershed management to support ecological function/integrity and protect infrastructure and private property. SCRD's interests relate to emergency preparedness, aquifer protection, utility infrastructure and the land use/other bylaws that support these things. Project scope/plan drafted for review with prospective partners. Project paused based on coordinated decision/request with Town of Gibsons.	Not Recommended		Started
178	PD	500	Hall	\$76,997	\$39,500	MRDT revenue	2023			A, B, D, E, F	B, D, E, F	Regional Planning Services - Regional Housing Coordinator	Continuation of this contracted role to enable further progress on housing action plan. Involves extensive intergovernmental and community coordination. Contract in place, work continuing.	Discretionary		In Progress 50%
179	PD	504	Jackson	\$203,050	\$0	UBCM grant	2021	2024-Q1		A, B, D, E, F	B, D, E, F	Rural Planning Services - Planning Enhancement Project	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.	Carryforward		In Progress 75%
180	PD	504	Jackson	\$43,990	\$33,585	Reserves	2017	2024-Q3		A, B, D, E, F	B, D, E, F	Rural Planning Services - Zoning Bylaw 310	Consulting contract and other project costs to assist with review/drafting of new zoning bylaw. Consultant provided the final draft and completed the work within the scope of their project proposal. Staff reviewed and refined the draft, as well as obtained a legal review. The Bylaw was adopted October 13, 2022. Remaining funds are proposed to be used to continue the work by updating Bylaw 337 with the "best of Bylaw 722 updates," with the possible option of amalgamating the bylaws.	Carryforward		In Progress 75%
181	PD	504	Jackson	\$115,000	\$0	Taxation	2022	2026-Q3		A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement - additional (Business Continuity)	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 prorated 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 early Q4, 2023. Staff wages have begun being withdrawn from this project budget.	Carryforward		Started
182	PD	520	Kennett	\$60,000	\$0	Operating / Capital Reserves	2023	2023-Q4		A, B, D, E, F, sNGD	Regional	Building Inspection Services - Vehicle Replacement	The Building Division requires two reliable vehicles in order to provide inspection services to all electoral areas within the SCRD. Building Division vehicle 467 is a 2012 Ford Escape with more than 188,000 kilometers. Based on its current condition, and the history of the division's previous unit, which was the same make and model, this vehicle has reached the point in its lifespan where cost prohibitive repairs, or complete failure may be imminent. Fleet preparing vehicle specifications for RFP. Vehicle ordered.	Discretionary		Started
183	PD	520	Kennett	\$5,500	\$0	Operating Reserves	2023	2023-Q4		A, B, D, E, F, sNGD	Regional	Building Inspection Services - Digital Plan Review Preparedness - Hardware, Software and Training	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 initiated with IT.	Discretionary		Started
184	PD	540	Hall	\$120,000	\$0	Operating Reserves / Grant	2023	2024-Q4		All	F	Hillside Development Project - Investment Attraction Analysis	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.	Discretionary	2023-05	Started

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185	PD	540	Hall	\$195,400	\$0	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Headlease Renewal (0.2 FTE)	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 SCRDR 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.	Non Discretionary	2023-04	In Progress 25%
186	PD	210 / 212 / 216 / 218	Treit	\$120,000	\$0	Grant	2023	2023-Q4		A, B, D, E, F, and ToG	A, B, D, E, F, and ToG	Various Volunteer Fire Protection - SCRDR Fire Department Equipment Modernization and Enhancements	The SCRDR applied for a Community Emergency Preparedness Fund grant for fire department equipment and training to be better equipped and trained for structure and wildland urban interface fires. The SCRDR was notified that the grant application was successful. The proposed equipment purchases are either new (enhancements) or replace old and outdated existing gear (improvements). Fire departments have begun ordering equipment and scheduling training. Equipment is being ordered and some pieces have already arrived. Fire departments continue to order equipment related to this grant. Ongoing, expected completion Q4, 2023.	Discretionary		In Progress 25%

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1	CA	110	Buckley	\$125,085	\$67,338	Operating Reserves	2020	Q1 2023	2023-Q2	All	Regional	General Government - Website Redesign (Phase 2)	Contracted services to develop and implement a re-designed website that provides optimal content organization, integration with applications, ease of content manageability, and improved functionality and user experience. RFP completed and awarded. Project kicked-off April 26. Work is underway and nearing completion. Website launched April 19.	Carryforward		Completed
2	CS	312	Kidwai	\$162,000	\$153,250	MFA Loan	2022	2023-Q3	2023-Q3	All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (MANDATORY - Regulatory)	Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current ALL certification standards. Nov 24, 2022: Contract awarded. Hoist ordered, will take up to 6 months to receive. Project completion estimated for end of Q3 2023. Budget increased by Resolution 247/22 #9. March 27/23: Hoist expected to arrive in April, and installation to be completed by end of Q2. 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. Sep 28/23: The installation issues are finally resolved. Project concluded.	Carryforward	2023-Q2	Completed
3	CS	615	van Velzen	\$60,000	\$51,546	Taxation	2021	2023-Q2	2023-Q2	B, D, E, F, DoS, SNGD, ToG	Islands and Sechelt	Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One (MANDATORY - Safety)	December 2019 fall protection audits completed at GACC, GDAF, SAC and SCA. Based on estimated total project costs and staff capacity to complete projects, staff recommended a phased approach to completing upgrades. Projects are prioritized based on a risk assessment with priority given to highest risk areas. Projects designated for phase one include GACC roof access ladders and hatch upgrades, SAC roof access ladders and hatch upgrades, SAC fall protection anchor points for surge tank maintenance, SAC fall protection anchor points for mechanical room floor hatch used to lift heavy equipment from lower mechanical room and SCA fixed ladder in mechanical room to access ammonia sensor located above mechanical equipment. Sep 22: Tender was posted July 19 and closed August 24. Tender evaluations completed, award pending. Anticipated project completion by end of Q3 2022. Nov 24, 2022: Project awarded, contract signing in progress. Apr 27, 2023: Project substantially completed, invoicing pending. Jun 22, 2023: Project complete, final invoice pending.	Carryforward		Completed
4	CS	615	Shay	\$50,000	\$25,463	BC Hydro Rebate (Grant)	2022		2023-Q2	All	Sechelt / Gibson	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (Strategic Goal)	Apr 2023: completed, awaiting final reports with revisions.	Carryforward		Completed
5	CS	650	Clarkson	\$46,202	\$13,965	Taxation / Operating Reserves	2022	2023-Q2	2023-05	A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (Business Continuity)	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. In 2022, this project will allow Parks to move forward on protective mitigation strategies specifically for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments. Nov 24, 2022: Both projects have been initiated and contracts for services are now under review by both Nation's Chief and Council. Once approved, project will proceed accordingly. Apr 27, 2023: Project complete. SCRDR has received archeological impact assessments and plans for both Baker Beach and Ocean Beach Esplanade Parks. Recommendations for OBE are for further study and planning should SCRDR propose future site alterations. Culturally significant findings at Baker Beach Park, dictate further site analysis by shishah Nation. Currently scheduling follow up field review. Final invoices being processed and will be captured next BPSR update. Jun 22, 2023: Baker Beach follow up archeological reconnaissance completed by Nation May 6, 2023. Staff currently awaiting information and recommendations from Chief and Council on how to proceed with site improvements and cultural protection enhancements at Baker Beach Park. Staff also currently beginning CLIP process with community groups, using information gained from completed archeological planning project at OBE. Final invoicing currently being reconciled with Finance. Expended budget will reflect actual amounts June 2023.	Carryforward	2022-08	Completed
6	CS	650	Clarkson	\$35,300	\$21,816	Operating Reserves	2022		2023-Q1	A, B, D, E, F	A	Community Parks - Katherine Lake Campground Repairs	Apr 27, 2023: Project complete.	Carryforward		Completed

2023 BUDGET PROJECT STATUS REPORT

Last Revisions: September 20, 2023

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
7	CS	850	Clarkson	\$20,000	\$16,742	Taxation	2022		2023-Q2	A, B, D, E, F	Various	Community Parks - Community Led Improvement Project Support (Other)	Community groups are eager to provide capital funding for park improvements and also enter into partnership agreements for the ongoing operations/stewardship of parkland and assets. This supports the planning of the potential projects and includes such costs as public consultations, surveys, cost estimates, etc. Specifically, in 2022, the two current community ideas for projects that require further exploration include a pathway around Katherine Lake and improvements / enhancements to Dan Bosch Park. Jul 14: Nation works permit applications for both projects submitted. Community engagement sessions regarding the proposed projects to occur in fall 2022. Nov 24, 2022: Dann Bosch application to Nation for works permits are in review status. Katherine Lake PAFR scheduled for early November. QEP scheduled for both sites in November. Community engagement to follow Nation review and QEP recommendations in early 2023. Apr 27, 2023: Project complete. PAFR and QEP work complete. Staff report at Apr 20 EAS Committee meeting.	Carryforward		Completed
8	IS	350	Sole	\$48,000	\$48,000	Taxation	2023	2023-Q4	2023-Q2	All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Interim Power Supply	Due to asset failure of the power supply system, the site has been running off a generator 24 hours a day. Given that the generators are required to run 24 hours a day to meet regulatory requirements (electric fence) and to protect our assets, two generators are required so that a backup is on site. The Regional District completed a Sechelt Landfill Power System Assessment in June 2021 and will move to a connection with the BC Hydro grid in the coming years. However, generators will be required to provide power on an interim basis until that project is complete. Generators in place.	Non Discretionary		Completed
9	IS	350	Sole	\$100,000	\$74,109	Eco-Fee	2021			All	Regional	Regional Solid Waste - Waste Composition Study (Strategic Goal)	Conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of the implementation of new organics diversion services and guide the SWMP update (incl. waste disposal post landfill closure). Delayed until 2022. Both audits were completed and a summary report, with recommendations, be presented to the Board in Q1 2023. Complete	Carryforward		Completed
10	IS	351	Sole	\$10,000	\$8,666	Taxation	2021		2023-Q2	All	A	Regional Solid Waste - Traffic Control Lights for Pender Harbour Transfer Station (Low Cost, High Value)	Installation of traffic control lights for Pender Harbour Transfer Station to increase safety for customers and staff at site. Project to be completed in coordination with site improvement project. Installed May 2023.	Carryforward		Completed
11	IS	365	Walkey	\$145,000	\$126,051	Reserves	2019			A and SNGD	A	North Pender Harbour Water Service - Garden Bay UV Reactor Purchase	Drinking Water Regulations require that treatment facilities should have redundancy in major treatment steps. The UV reactor has been installed and is in use. Project completed.	Carryforward		Completed
12	IS	366	Shoji	\$149,500	\$117,484	Gas Tax	2021	2023-Q3	2023-Q3	A	A	South Pender Harbour Water Service - McNeil Lake Dam Upgrades (MANDATORY - Regulatory)	The dam safety improvements will consist of replacing the stop logs with a lifting device, reinstating low level outlet operation, increasing the height of the maintenance walkway above flood lake level, installing new public access signage, a water level gauge and new dam security gate. Design drawings and tender specifications complete. -Draft RFP completed- Dam Safety Officer, DFO and Water Sustainability Act Section 11 approvals received. Construction RFP issued.	Carryforward		Completed
13	IS	370	Edbrooke	\$46,500	\$0	Short Term Debt	2020		2023-Q2	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division (Strategic Goal)	Vehicle purchase has been awarded. Awaiting delivery in 2023.	Carryforward		Completed
14	IS	370	Misurak	\$360,000	\$283,289	Operating Reserves	2020	2023-Q3	2023-Q3	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Regional Water Reservoir Feasibility Study Phase 4 (Strategic Goal)	First Nation consultation completed. Drilling of the geotechnical bore holes were completed in April 2023. Alternative options for the proposed Raw Water Reservoir were presented to the SCRDP staff by the consultant in May, 2023. A Board presentation of the design results was presented in July 2023. Staff is recommending a 2024 Budget objective to continue the refinement of the final design for the site B option.	Carryforward	2022-10	Completed
15	IS	370	Shoji	\$240,500	\$206,365	Capital Reserves	2021	2023-Q3	2023-Q3	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Dam Improvements (MANDATORY - Regulatory)	Design drawings and tender specifications complete. Draft RFP completed. Archaeological assessments completed. Dam Safety Officer and DFO and Water Sustainability Act Section 11 approvals received.	Carryforward		Completed
16	IS	370	Misurak	\$375,000	\$114,200	Operating Reserves	2020		2023-Q3	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Maryanne West Park (Strategic Goal)	Additional scope added and well siting currently underway. Long-term monitoring at Langdale Creek has been completed and a final report of the findings has been received. A Board presentation will be provided at the November 9, 2023 COW.	Carryforward	2020-06	Completed
17	IS	370	Walkey	\$46,500	\$33,442	Short Term Debt	2020			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Utility Vehicle Purchase	Vehicle purchase has been awarded. Awaiting delivery in 2023. Delivered and in service.	Carryforward		Completed
18	IS	370	Walkey	\$200,000	\$210,086	MFA 5 YR Loan	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Vehicle Purchases	This project is to purchase four (4) vehicles. The two electric vehicles have been ordered and 465 and 491 still need to be tendered: <ul style="list-style-type: none"> Two (2) new Fully Electric Vehicles to support staffing requirements (incl. the purchase of EV that was deferred as part of 2021 Budget process); Vehicles have been delivered and are in use. Two (2) replacement vehicles of vehicles #465 (2012) Escape and #491 (2013 F150) is required due to high mileage and increasing maintenance costs. Electric vehicles are tendered. Two trucks have been delivered and are in use. 	Carryforward		Completed
19	IS	370	Misurak	\$1,178,070	\$1,038,153	Capital Reserves	2020			A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Reed Road and Elphinstone Road Water Main Replacement	Work has been completed and is operational.	Carryforward		Completed
20	IS	381-395	Walkey	\$19,435	\$0	User Fees	2023		2023-Q3	Various	Various	Wastewater Treatment Plants (Various) - Pumpout Costs	The SCRDP operates and maintains 15 wastewater treatment facilities. Each facility requires removal of sludge to effectively treat the raw sewage (influent) and produce effluent that meets regulatory requirements. The hauling contractor and the District of Sechelt have increased their fees for pumping out and disposing of sludge, current base budget is not sufficient to cover the increase cost of pumpouts. THIS IS BASE BUDGET INCREASE	Non Discretionary		Completed
21	PD	136	Shay	\$7,500	\$0	Grant	2023	2024-Q3	2023-Q2	All	Regional	Regional Sustainability Services - Community Climate Action Capacity Building - AVICC Membership	Memberships being processed. In conjunction with other Community Climate Action Capacity Building Project, these memberships would provide networking, peer-exchange and learning opportunities while also demanding staff time for engagement and support.	Not Recommended	2022-05	Completed
22	PD	210	Michael	\$10,400	\$9,093	Capital Reserves	2022			E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - High Priority (M-BC)	Non-critical (unfunded) Capital plan projects from fire department 20 year capital plan. Flooring and hot water tank replacement. Hot water tank installed, flooring portion remains outstanding. Project complete.	Carryforward		Completed
23	PD	216	Daley	\$224,300	\$56,977	MFA Equipment Loan	2022		2023-Q2	B	B	Halfmoon Bay Fire Protection - Self Contained Breathing Apparatus (Business Continuity)	SCBA Compressor arrived waiting for installation. Vendor Electrogas was selected, they are anticipating a 12 week delivery. SCBA has been delivered, compressor has been delivered, installed and is in service. Some minor work still to be done to upgrade the fill station.	Carryforward		Completed
24	PD	216	Daley	\$131,548	\$0	Capital Reserves	2022			B	B	Halfmoon Bay Fire Protection - New Vehicle Silverado	Capital Renewal Project New vehicle is a Ford F250 awarded to HUB Fire Engines. Unit is almost complete and delivery is anticipated for end of March. Project complete.	Carryforward		Completed

2023 BUDGET PROJECT STATUS REPORT

Last Revisions: September 20, 2023

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
25	PD	222	Treit	\$17,000	\$6,621	Operating Reserves	2021	2023-Q2	2022-Q4	All	Sechelt	Sunshine Coast Emergency Planning - Trailer Removal (MANDATORY - Safety)	Removal and disposal of trailer at Mason Road, formerly used as secondary Emergency Operation Centre location. Waiting for electrician to move electrical service on September 7. Electrical service has been moved. RFP for removal to be issued in Q1 of 2022. There were no responses to the RFP so alternate routes are being examined to remove the trailer. Trailer has been removed. Communications tower needs to be removed. Waiting on estimate from contractor. Project planned to conclude Q4 2022. Communication tower has been removed.	Carryforward		Completed
26	PD	222	Treit	\$25,000	\$0	CEPF Grant	2022	2023-Q3	2023-Q2	All	Regional	Sunshine Coast Emergency Planning - Evacuation Route Planning (Other)	CEPF 100% Grant-funded development of evacuation route(s), with area of work selected based on risk analysis. Grant of \$25,000 has been received for evacuation route planning see resolution #104/22 Recommendation #8. RFP has closed. Contractor has been selected. Work is underway. Completion expected Q2/23.	Carryforward		Completed
27	PD	222	Treit	\$24,967	\$0	Grant	2022	2023-Q2	2023-Q3	All	Sechelt	Sunshine Coast Emergency Planning - Reception Centre Modernization (Business Continuity)	All items ordered and outstanding items anticipated to be delivered on time. All items received. Final report being completed. Completed	Carryforward		Completed
28	PD	222	Treit	\$25,000	\$0	Grant	2022	2023-Q2	2023-Q3	All	Sechelt	Sunshine Coast Emergency Planning - EOC Modernization Project	Grant extension received to June 30, 2023. All items ordered and outstanding items anticipated to be delivered on time. All items received. Final reports being completed. Completed	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 Year	
2016	1
2017	1
2018	4
2019	1
2020	33
2021	38
2022	51
2023	67
TOTAL	186

% Complete Summary	
Not Started	26
Started	44
In Progress 25%	32
In Progress 50%	39
In Progress 75%	45
Completed	28
Deferred	0
Cancelled	0
TOTAL	214

DEFINITION	
26	12.1% Work has not been started for project.
44	20.6% Work is in preliminary stages.
32	15.0% Up to 25% progress
39	18.2% Up to 50% progress
45	21.0% Up to 75% progress
28	13.1% 100% Finished
0	0.0% Project was deferred by motion.
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)

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole - September 28, 2023

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 23, 2022 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
Next Generation 911 Program	Union of British Columbia Municipalities	Next Generation 911 Implementation	\$45,000	Approved	Regional
Investing in Canada Infrastructure-Environmental Quality Program	BC Ministry of Municipal Affairs and Housing	Langdale Waste Water Upgrade Project	\$751,997	Approved	Regional
Canada Community Building Fund-Strategic Priorities Fund	Union of British Columbia Municipalities	Universal Water Metering-Phase 3	\$6,000,000	Approved	DoS, sNGD

Natural Infrastructure Fund	Government of Canada	Cliff Gilker Park Trails and Bridges Recovery and Resiliency Project	\$152,644	Denied	Area D
Natural Infrastructure Fund	Government of Canada	Chaster Park Pedestrian Access Bridge Repair and Flood Resiliency Project	\$193,055	Denied	Area E
Natural Infrastructure Fund	Government of Canada	Katherine Lake Park and Campground Flood Recovery and Resiliency Project	\$30,327	Denied	Area A
Community Resiliency Investment Program	Union of British Columbia Municipalities	SCRD Wildfire Preparedness and Prevention	\$746,345	Approved	Regional
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Square Bay Waste Water Collection System Upgrade Planning Study	\$10,000	Approved	Area B

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
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Sechelt Aquatic Centre Building Review and Energy Efficient Improvement	\$230,989	Nov. 12, 2020	Regional
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Hopkins Landing Waterworks District Takeover	\$15,000	Jul. 21, 2023	Area F
Disaster Mitigation and Adaptation Fund	Government of Canada	Expansion of Chapman Water Treatment Plant and Two Reservoirs	\$149,900,000	Jul. 6, 2023	B, D, E, F, DoS, sNGD
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Fire Department Equipment and Training	\$120,000	Sep. 14, 2023	A, B, D, ToG

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 for 2021-2022	\$762,000	Dec. 31, 2023	All
BC Transit COVID-19 Safe Restart	BC Transit	Transit service (conventional and custom)	\$814,614	Est. Dec. 31, 2023	B, D, E, F, ToG, DoS, sNGD
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Fire Department Equipment Modernization and Enhancements	\$120,000	Jan. 26, 2024	A, B, D, E, ToG
Local Government Development Approvals Program Fund	Union of BC Municipalities	Planning Enhancement Project	\$253,000	Feb. 15, 2024	A, B, D, E, F
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Regional Heat Response Plan	\$120,000	Feb 16, 2024	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Regional Heat Response Plan	\$510,000	Mar. 14, 2025	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Halfmoon Bay Hall Replacement	\$2,013,641	Dec. 31, 2025	Area B
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

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 BC Municipalities	Egmont Evacuation Plan	\$17,685	Jun. 8, 2023	Area A
Community Emergency Preparedness Fund	Union of BC Municipalities	Reception Centre Modification	\$24,967	Jun. 30, 2023	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	SCEP-EOC Communication Modernization	\$19,946	Jul. 12, 2023	Regional
Canada Summer Jobs 2023	Employment and Social Development Canada	Various Temporary Positions	\$2,192	Aug. 28, 2023	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 several 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 three opportunities that SCRD staff are further investigating to determine if any planned projects are suitable. They are as follows:

- Community Buildings Retrofit Initiative- This program is intended to help fund energy efficiency upgrades to existing community facilities. The SCRD is currently considering projects within the organization’s workplan that would be eligible under this program.
- Firesmart Community Funding and Supports Program- This program provides funding to local governments to increase community resilience by undertaking community-based FireSmart planning and activities that reduce the community’s risk of Wildfire. The SCRD is currently completing its first intake and is investigating the next steps to apply to the next intake.

Given that the scope of these projects is yet to be determined, these opportunities have not been included in the 2023-2027 Financial Plan.

Financial Implications

Grants received and in progress have been incorporated into the 2023-2027 Financial Plan. Staff will bring forward a report detailing the financial implications if the SCRDR 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 and embodies the spirit of the Mission Statement “To provide leadership and quality services to our community through effective and responsive government.”

CONCLUSION

The SCRDR 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		CFO/Finance	X – T. Perreault
GM		Legislative	
CAO	X - D. McKinley	Human Resources	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023

AUTHOR: Ahmad Kidwai, Manager, Transit and Fleet

SUBJECT: TRANSIT IMPROVEMENT PROGRAM (TIP) - 2024 EXPANSION PRIORITIES

RECOMMENDATION(S)

- (1) THAT the report titled Transit Improvement Program (TIP) - 2024 Transit Expansion Priorities be received for information;
 - (2) AND THAT (Year 1) expansion priorities, including increased weekday frequency on Route 90 and an annual increase of 550 hours to the Custom Transit service, be approved in principle;
 - (3) AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;
 - (4) AND THAT a Budget Proposal be brought forward to the 2024 Budget deliberations to incorporate the associated revenues and expenses for the expansion to Route 90 and Custom Transit service levels;
 - (5) AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 28, 2023.
-

BACKGROUND

At the Regular Meeting of the Sunshine Coast Regional District (SCRD) Board on July 13, 2023, the following resolution was adopted:

213/23 **Recommendation No. 4** *Transit Improvement Program – 2024 Priorities*

THAT the report titled Transit Improvement Program (TIP) – 2024 Priorities be received for information;

AND THAT the 2024 Memorandum of Understanding for the TIP be prepared to include the following Year 1 (2024/25) Proposed Expansion Initiatives:

- a) Route 90 increased frequency to offer 30-minute service between Langdale and Sechelt from 6:00 a.m. to 6:00 p.m. on weekdays;
- b) Increased Custom Transit service hours (550 hours);

AND FURTHER THAT prior to Q2 2024, staff and BC Transit facilitate an opportunity for the Board to outline their preferred priorities for 2025+.

Over the summer months, as part of the annual planning cycle, BC Transit initiates a discussion with local governments to review the transit service (referred to as the Transit Improvement

Program or TIP's) and identify a three-year service expansion plan along with the timing of the potential service enhancements. The TIP's priorities are derived from the Transit Future Action Plan (TFAP). These expansion opportunities are presented to the local government in the form of a Memorandum of Understanding (MOU). If the priorities are supported by the local government, the associated financial requirements are then used by BC Transit to prepare a Provincial budget request for the following year, and local governments are expected to budget accordingly as well. The first-year priorities require a formal commitment / approval, while years 2 and 3 priorities are for budget planning purposes. Following the confirmation of the provincial budget, first year commitments are then formally adopted into the subsequent Annual Operating Agreement (AOA). This advanced planning is also required to provide the lead time necessary to acquire any additional fleet (can take up to 18 months).

The purpose of this report is to present to the Board the proposed transit expansion and infrastructure initiatives (2024/25) and to acquire Board direction.

DISCUSSION

Conventional transit currently provides 31,000 hours per year (operates daily from approximately 04:30 a.m. - 02:00 a.m.). The last service expansion implemented was in 2017 and included increasing the frequency on Route 90 by 6,370 hours (and an additional 6 buses) resulting in an increase in ridership of over 100,000 rides per year. Almost 55% of transit ridership is attributed to Route 90.

Custom transit currently provides 3,600 hours of service per year and operates Monday through Saturday from 8:30 a.m. to 4:00 p.m.

In alignment with the 2023 TFAP priorities, and as per Board resolution, BC Transit has provided the desired 2023 expansion priorities below and included an order of magnitude costing for each initiative based on the estimated annual expansion hours required. Estimated annual total costs also include costs related to additional fleet/buses (if required). Where proposed expansion is dependent on other infrastructure investment (e.g. operations and maintenance facilities), this dependency is noted separately.

As per the attached MOU from BC Transit (Attachment A), the proposed service expansions for Year 1 (2024/25) are as follows:

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1 (24/25)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	January	2,500	1	\$37,756	\$475,991	\$230,798
		Description	Increase weekday frequency to 30 mins on Route 90 , weekdays 6am - 6pm.			

PROPOSED CUSTOM TRANSIT EXPANSION INITIATIVES – YEAR 1 (24/25)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	July	550	0	\$600	\$58,349	\$18,835
		Description	Improvements to handyDART service levels which could include but not limited to extending evening handyDART service on weekdays and introducing handyDART service on Sundays.			

Expanding service on Route 90 by increasing the frequency to offer 30 minute service from 6:00 a.m. through 6:00 p.m. on weekdays will provide more reliable service that reduces the wait time between buses and creates better connectivity within the system and with the ferry schedules. Some administrative efficiencies may also be realized. Thirty minute service is currently only offered weekdays through most hours from 8:00 a.m. through 5:00 p.m. This expansion is not anticipated to be implemented until January 2025, as an additional bus will be required, and as noted previously, can take up to 18 months for delivery. Once the MOU is signed, BC Transit will begin the process of vehicle procurement, committing the SCR D to a minimum of one-year lease fee. It should be noted, that driver recruitment and retention continue to be challenging and the expansion will require additional drivers and training.

The opportunity to expand Custom Transit to further align days / times of service with conventional transit has also been presented. A Custom Transit review is being conducted in late 2023 that can be used to inform priorities (e.g. hours, days) for the Custom Service expansion.

BC Transit and the SCR D are currently undertaking a study to analyze options for accommodating a growing transit fleet at the existing yards on Mason Road. The study, anticipated to be complete in the late Fall 2023, will inform planning for property options and future investments necessary to support further service expansions, and will most likely be reflected in next year’s TIP’s. The identified priorities for expansion in Year 1 can be accommodated within the existing operations and maintenance facility, however the facility is almost at capacity.

Providing expansion priorities as far in advance as possible helps provide both the local government and BC Transit the ability to forecast 3 year budgets that identify longer term funding requirements. Typically, expansion priorities for 2025/2026 and 2026/2027 would also be included in the TIP’s MOU, however, it is understood that the Board would like an opportunity for further discussion on these priorities. Therefore only Year 1 priorities are articulated in this year’s MOU.

BC Transit is requesting the SCR D Board provide a decision on the 2024/25 expansion priorities as presented through resolution and signing of the MOU provided. Confirmation is required for BC Transit’s provincial budget submissions as well as to procure buses.

Financial Implications

As reflected in the tables above, the estimated net municipal share of the proposed 2024/25 (Year 1) expansion opportunities totals \$249,700. This amount represents the SCR D’s estimated portion of sharable costs, net of additional fare revenue, which would be included in the AOA as a result of the expansion. In addition to this, non-sharable costs for corporate support service and fleet

maintenance overhead will increase by an estimated \$36,600 for a total annual impact of \$286,300 funded from taxation.

As expanded transit service would begin in July for custom service and January 2025 for conventional service, the budget impact for 2024 would be pro-rated accordingly resulting in a 0.4% increase to the 2024 tax levy for this service. On an annualized basis, the tax increase is estimated to be 8.4% once conventional service is expanded. Final budget values will be known when the draft 2024-25 AOA is received from BC Transit.

Organizational Implications

The 2024 transit service expansion amounts to an 8.4% increase in service hours, an additional bus, and approximately .26 additional FTEs in 2024 and 1.2 additional FTEs in 2025 (included in the estimated annual total costs).

Options

Although the SCRD Board supported an expansion of services in 2023, provincial funding for service expansion was not approved. The last expansion of services was in 2017, resulting in increased ridership. The choice to expand services or hold steady is at the discretion of the local government.

Option #1: Commit to the 2024/25 service expansion options by signing the Memorandum of Understanding and bring forward a Budget Proposal to Round 1 Budget deliberations ensuring the 2024-2028 financial plan reflects the projected revenues and expenses for the 2024/25 expansion priorities. **(Recommended)**

Option #2: Delay expansion considerations by another year, until the 2024 TIP’s discussions occur. *(Not recommended)*

STRATEGIC PLAN AND RELATED POLICIES

Transit service expansions align with the SCRD strategic plan, Official Community Plans, Integrated Transportation Study (2011), BC Transit Strategic Plan 2020 and the 2022 TFAP.

CONCLUSION

The BC Transit 2024-2025 TIP has presented service expansion priorities for the next year in alignment with the 2022 TFAP.

Staff recommend that the Board commit to the 2024/25 service expansion options by signing the MOU and bringing forward a Budget Proposal to Round 1 Budget deliberations ensuring the 2024-2028 Financial Plan reflects the projected revenues and expenses for the 2024/25 expansion priorities.

Attachment A: Transit Improvement Program – Memorandum of Understanding

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



August 31, 2023

Attn: Shelley Gagnon
General Manager
1975 Field Road
Sechelt BC
V0N 3A1

Re: Transit Improvement Program - 3 Year Transit Expansion

Dear Shelley,

The purpose of this letter is to confirm transit service expansion plans for 2024/25 and approve transit expansion priorities for the subsequent two years.

BC Transit confirms service expansion plans with local government partners on an annual basis to coordinate the development of three-year budgets and capital plans with the Provincial Service Plan. Confirmation of next year's desired level of transit service expansion is also required to support the procurement of buses.

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific transit expansion initiatives for the next three operating years from 2024/2025 through to 2026/2027. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your Council/Board and validated in collaboration with local government staff.

Transit service expansion investments are important components to sustaining and growing a successful transit system. These investments in your transit system come with several considerations. To support Council/Board decision making, we have provided updated order-of-magnitude costing for each transit service initiative. These are based on the estimated annual increase to revenue service hours, and/or the estimated increases to the Taxi Supplement budget for Custom Transit (if applicable). If your expansion requires additional vehicles, this is identified and factored into estimated total costs. Should vehicles be procured following MOU signoff and a decision is made to not pursue service expansion, the lease fees for the new vehicles will still be added to your operating budget for a minimum of one year. If expansion requests exceed available provincial funding, BC Transit's expansion prioritization process will be used to determine which projects receive funding.

One of the key challenges we continue to face through this process is the higher probability that demand for expansion vehicles will exceed the availability in each fleet category. More advanced lead times are required for procurement and delivery of buses, and bus orders need to be strategically timed to align with our deployment plans. While every effort is made to align bus orders with demand, some expansion initiatives will likely be impacted by the limited availability of certain vehicle types. Despite these challenges, we continue to work with our local government

partners to identify and develop expansion priorities, and to align our expansion initiatives with our overall fleet procurement plans.

By conveying proposed transit service expansion initiatives as far in advance as possible, we are seeking to achieve four important goals:

1. Ensure 3-year expansion initiatives are consistent with the expectations of local governments.
2. Provide local government partners with enhanced 3-year forecasts that identify longer term funding requirements.
3. Ensure transit system infrastructure investments needed to support transit service expansion plans are aligned with transit service expansion initiatives identified in both local government and BC Transit's 3-year operating budgets and the long-term capital plans.
4. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.

Upon confirmation of your Council/Board's commitment to the expansion initiatives, we will include your request in BC Transit's Service Plan funding request to the Province. Following confirmation of the provincial budget, I will confirm with you if supporting provincial funding was secured and initiate a transit service implementation plan and work with local government to advance any capital infrastructure planning that may be required to ensure alignment with transit service expansion initiatives. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

We ask that a signed copy of this letter be returned to BC Transit by September 29, 2023. If you are unable to meet this deadline, please contact me at your earliest convenience.

Yours truly,



Rob Ringma
Senior Manager, Government Relations
BC Transit

Three-Year Transit Expansion Plan

Date	August 1, 2023
Expiry	September 29, 2023
System	Sunshine Coast Transit System

Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2024/25 fiscal year with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf. Please keep in mind that should vehicles be procured to support your expansion following agreement to the MOU and a determination is made that an expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of one-year.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1 (24/25)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	January	2,500	1	\$37,756	\$475,991	\$230,798
		Description	Increase weekday frequency to 30 mins on Route 90 , weekdays 6am - 6pm.			

PROPOSED CUSTOM TRANSIT EXPANSION INITIATIVES – YEAR 1 (24/25)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	July	550	0	\$600	\$58,349	\$18,835
		Description	Improvements to handyDART service levels which could include but not limited to extending evening handyDART service on weekdays and introducing handyDART service on Sundays.			

Approval

On behalf of the Sunshine Coast Regional District, I/we are confirming to BC Transit to proceed with the request for funding to the Province on our behalf for the 2024/25 Fiscal year, and that we will budget accordingly for the initiatives identified above and will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details and capital initiatives are confirmed.

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit

Signature:  _____

Date: **Aug 31, 2023** _____

Name: Rob Ringma

Position: Senior Manager, Government Relations

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023
AUTHOR: Kyle Doyle, Manager, Asset Management
SUBJECT: HALFMOON BAY COMMUNITY HALL PROJECT UPDATE

RECOMMENDATION(S)

THAT the report titled Halfmoon Bay Community Hall Project Update be received for information.

BACKGROUND

The following Sunshine Coast Regional District (SCRD) Board resolution was adopted on March 23, 2023, and further amended by SCR D Board resolution (in part) 075/23 on April 6, 2023.

059/23 **Recommendation No. 2** Coopers Green Hall Replacement Construction Project

THAT the location for the Coopers Green Hall Replacement construction project is Option B: Connor Park;

(...) AND FURTHER THAT staff bring forward regular reports providing updates on the progress of the Halfmoon Bay Community Hall project.

A report was brought to the May 11, 2023 Committee of the Whole to provide a project update and specific actions planned to facilitate the development of a Project Definition Report. This included site analysis, community engagement, and stakeholder consultations.

The purpose of this report is to provide an update on this project.

DISCUSSION

As articulated in the May 11, 2023 report, a myriad of work to further refine the design and siting of the future community hall was completed over the summer.

Community Engagement

Three separate opportunities for community input on the project were provided. This included an open house event at Connor Park on June 21st, an information booth at the Roberts Creek Farmers Market on July 26th, and an information booth at the Sechelt Farmers Market on August 19th.

These events were structured to allow an informal discussion among residents and staff, to provide background information on the project, and to solicit feedback to inform the conceptual design of the new community hall.

It is estimated that between 120-180 residents attended the event at Connor Park, and that approximately 100 residents visited the information booth at the two farmers markets. Attendees were encouraged to provide input via anonymous sticky-notes placed onto a display board. These were collected and recorded and can be found in **Attachment A**.

The feedback that was received highlighted the desire for the space to facilitate community activities. From seniors fitness to Girl Guides, the new hall should provide space for community groups to provide services to residents. There was a sense of excitement around the potential to host activities and events within the community. In addition to the opportunities presented by the new facility, concerns about the impact on the neighbors were raised as well as the impact of increased traffic on the park and nearby roads.

Website

A 'Let's Talk' website was established to provide a location for projects updates to be posted, as well as enable questions and suggestions to be submitted. Since this page was established on May 17th it received 832 visits and had 23 questions asked and answered.

Site Investigation

A topographical survey of the project area has been completed. This survey also captured the location and approximate size of mature trees within the area.

A site investigation was conducted by a geotechnical Engineer. This included a desktop review and a subsurface investigation to review the suitability of the project location for development. No concerns were identified.

A Qualified Environmental Professional was retained to assess the project location, identify any concerns relating to the project, and provide guidance on mitigation strategies to be implemented during construction. The report does not identify any barrier to construction. It is anticipated that this report will influence the siting of the hall.

Additional Consultation

A review of the project location by the shísháhl Nation identified no concerns from either an environmental or a cultural perspective. Ongoing discussions regarding design input and opportunities for collaboration continue.

Preliminary discussions with School District #46 (SD46) leadership have commenced. A community hall in Connor Park will complement the services provided by the adjacent Halfmoon Bay Elementary School. Discussions on opportunities to realize the maximum benefits from the new community hall are ongoing.

Discussions with the Ministry of Transportation and Infrastructure (MoTI) have been initiated. Comments received during the engagement process regarding pedestrian congestion, parking, and traffic management are among the key topics.

An application for a 'Non-Farm Use' exemption has been submitted to the Agricultural Land Commission.

Options and Analysis

The information collected through the community engagement and site investigation is being used to inform the development of a Project Definition Report. The Project Definition Report will attempt to:

- Clarify the project vision,
- Establish clear expectations,
- Outline the scope and scale of the future community hall,
- Identify risks and mitigation strategies, and
- Approximate the remaining project schedule.

The report will help guide the siting and design of the hall with a clear evaluation of the potential locations and an objective summary of the community values and concerns that were considered.

Timeline for next steps or estimated completion date

The schedule provided in the previous report remains on track. A Project Definition Report is anticipated to be presented in October 2023.

Milestone	Anticipated Completion	Status
Site Investigation	July 2023	✓
Community Design Input	Sept 2023	✓
Consulting Stakeholders	Sept 2023	✓
Project Definition Report	October 2023	
Conceptual Design Selection	November 2023	
Tender Documents Prepared For Issue	Q2 2024	
Construction Begins	Q4 2024	

Communications Strategy

Project updates will be continued to be posted to the Let’s Talk Page. Any significant developments will be communicated through the SCRD’s usual channels: News Releases, social media, etc.

STRATEGIC PLAN AND RELATED POLICIES

The provision of a community hall in Halfmoon Bay is aligned with the Parks and Recreation Master Plan. Appropriately leveraging grants and community support contributes to Ensuring Fiscal Sustainability. Working with the community aligns with Engagement and Communications.

CONCLUSION

The initial work to ensure the suitability of the project location within Connor Park has found no significant obstacles to the success of this project. This information has been combined with the input from the public engagements and is being used to produce a Project Definition Report that will provide guidance on the eventual design and siting of the future community hall in Connor Park.

Attachment A: 2023 HBCH Public Participation Boards Feedback

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

Halfmoon Bay Community Hall Feedback
Community Participation Event at Connor Park - June 21, 2023

Total responses: 94

Feedback	
1	Great place for a hall.
2	Ball field playground and school great for kids!
3	Walkable!
4	Peaceful, quiet, natural trail. Trails galore. Nice field
5	Closer to more residents! Walkable!
6	Close to where families live! Kids groups, safe to walk to Connor.
7	The peace and tranquility of Connor Park! Love it!
8	Connor - lots of parking and existing infrastructure.
9	Ability to watch ball and kids at playground at same time.
10	Connor Park is only viable option. If you develop Coopers you will have neither a park or hall that is adequate!
11	Connor is walkable, bike-able for many people!
12	Currently under utilized space.
13	Survey by SCR D not listened to!!
14	Snack bar / coffee drop in.
15	There is a difference between a community hall and a building focussed on weddings and parties. I like the ideas of a community hall (at Connor Park).
16	A hall for community events.
17	Yes to hall.
18	Have the hall here. Now that I think about it, Coopers Green is a bad idea.
19	Food, pop up shops / markets and music!
20	The hall will be easy to walk to.
21	Any sports options? Badminton, pickleball, etc.?
22	I think it's a good idea to have the community hall here at Connor Park. Lots of parking, and most of the community lives here in the woods.
23	Pilates and Yoga.
24	Yes to hall.
25	Weddings
26	After school clubs.
27	Build a Hall - for locals, for kids, for us all.
28	To offer events to bring community together.
29	Meetings, weddings, music, birthdays.
30	Community meetings.
31	No hall at Connor. Listen to the community!
32	Nature is our future. Stop the developing competition.
33	Opposed to \$4-5 million on a community hall in any location!
34	Many people opposed to Connor Park location.
35	Connor Park will work for this hall.
36	Rather see additions to the school and accessible to ALL.
37	NO HALL AT ALL!
38	We currently have church and yoga outside in this forest. No building necessary.

39	Repurpose, Reduce, Reuse, Recycle Coopers Hall is on the beach, bus route.
40	Very disruptive to those living close by. They already have traffic and noise from sports field and school. No to Connor Park.
41	This hall is a short-sighted plan for a growing community.
42	No one is listening to the majority * Coopers!
43	Where is the business plan?
44	Listen to us! No hall at Connor Park!
45	Its natural beauty. Keep it that way.
46	Excellent work - Dividing a community in <u>no time at all.</u>
47	Some affordable, subsidized housing in neighbourhood instead.
48	Animals in their natural habitat.
49	Connor Park and its rawness is way I have lived here for 35 years. Happy to leave it BE.
50	An example of not listening to residents.
51	The park management plan ICIP Grant was for Coopers Green.
52	That the hall should be at Coopers Green.
53	The hall should be at Coopers Green.
54	Why is this going forward? Too divided in our community to go on.
55	Listen to Halfmoon Bay residents revisit Coopers Green! The challenges can be overcome.
56	Coopers Green yes.
57	Nature, birds, wildlife, walking.
58	Take 30 Cedars! NO
59	Coopers Green is more accessible and more central to the HMB community.
60	Total against hall at Connor Park.
61	Very opposed to this project, leave Connor Park as is and revisit Coopers Green.
62	Keep Coopers Green Hall. Many people use Coopers Park.
63	Too many trails interfere with wildlife.
64	Nimby-ism rules!
65	Don't waste time and money. Proceed with Coopers Green Hall!
66	Waste of money Connor Park.
67	No SCR D funding. No new taxes!
68	No hall at Connor Park.
69	No to hall...improve kids space 1st.
70	Never go to Connor Park!
71	What's the point of community engagement when SCR D bulldozes thru in a vacuum?
72	Leave Connor Park alone, listen to the community!
73	Let's look at the park plan from 20 years ago.
74	SCR D needs to: 1) list to the people. 2) slow down. Grants are always available. 3) Recognize this is a Park/Residential area. 4) know that traffic is already a concern. 5) acknowledge Coopers Green <u>is</u> an option. 6) show how this fits with the OCP, future growth. 7) know that current record allowing development is not stellar - too many clearcuts. 8) This is a park for everyone including our wildlife. 9) HMB school is available for meetings/classes.
75	Coopers please.
76	Bears need 41 sq kilometers as a species, constant loss of habitat bit by bit
77	Not in agreement. This area is a sanctuary!
78	Put the Hall in Coopers Green.
79	No Hall!!
80	It was for Coopers not Connors.

81	To leave it for future generations to enjoy.
82	Wake up people and STOP the "greeding" corruption!
83	Leave it alone!
84	Not walkable for all people in community.
85	Hall at Connor Park is <u>NOT</u> appropriate for the neighbourhood!
86	Re-examine Coopers please!
87	SCRD not listening to community!
88	The same thing as the school can be.
89	Per revised budget: - take 700k destined for existing Coopers Hall, - build smaller hall as proposed at Coopers, - use 700k to beef up foundation of new hall for flood mitigation.
90	Activities in Coopers Green.
91	Transition Town, Permaculture vision, Be creative! Reuse the building that exists.
92	Keep at Coopers Green
93	You won't be able to get it back - once it's gone. Leave Connor Park alone please.
94	Yes to Coopers Green.

**Halfmoon Bay Community Hall Feedback
Boards up in Rec Centres July 1-14, 2023**

Total Response: 3

Feedback	
1	Why is it so expensive?
2	Respect stop metis shishalh and skwu7mesh first nations
3	Why is this in Gibsons and not Pender Harbour

Halfmoon Bay Community Hall Feedback
Information Booth at RC Farmers Market - July 26, 2023

Total Responses: 7

Feedback	
1	Stream line rental process to encourage small groups
2	Small spaces for intimate events
3	Natural
4	Go back to Coopers Green
5	To leave it be
6	stay as it is
7	keep it natural

Halfmoon Bay Community Hall Feedback Information Booth at Sechelt Farmers Market - Aug 19, 2023

Total Responses: 25

Feedback	
1	Improve Bike Trails
2	(Love that connor park is) close to community school
3	(Love that connor park is home to) amazing sports amenities
4	(Love that connor park is home to) a playground (but a new one would be great!)
5	(Fear about) Fire hazard on a dead end street
6	(dreams for) A place in nature for people to gather, meet each other, teach and learn from each other
7	Incorporate an outdoor patio/paved area to facilitate outdoor/indoor activities (tents/booths for fairs)
8	The hall could be used for: dances
9	Cooling Centers
10	Movie Nights
11	Workshops
12	Fitness Classes
13	Community kitchen/food hub
14	Meetings
15	Kids Birthday Parties
16	Tournaments
17	Town Halls
18	Dances
19	Girl Guides
20	Caregiver Respite
21	Teen Art Programs
22	Hot Lunches and Games for Seniors
23	Community Services
24	Make it Inviting and Warm
25	Connor Park is a perfect location! Demonstrable studies and due diligence has been conducted. This solution is to provide a future community benefit seems wonderful. I think as people continue to move to the community to build families and the community evolves, go for it. Make it great! Excellent Work! I can't wait to use it!

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023
AUTHOR: Raphael Shay, Manager, Sustainable Development
SUBJECT: HOWE SOUND COMMUNITY FORUM UPDATE

RECOMMENDATION(S)

- (1) **THAT the report titled Howe Sound Community Forum Update be received for information;**
 - (2) **AND THAT the updated Howe Sound Community Forum Principles of Cooperation and request to ratify a Memorandum of Understanding with the Howe Sound Biosphere Regional Initiative Society be approved;**
 - (3) **AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;**
 - (4) **AND FURTHER THAT a budget proposal to host a Howe Sound Community Forum be presented as part of the 2024 Budget deliberations.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has been involved with the Howe Sound Community Forum (HSCF) since its inception as a signatory to the Principles of Cooperation in 2002 (Attachment A).

The SCRD Board adopted the following recommendation on July 28, 2022 (Attachment B):

191/22 **Recommendation No. 6** *Correspondence regarding Howe Sound Community Forum 2022 and Beyond*

THAT the correspondence from Ruth Simons, President, Howe Sound Biosphere Region Initiative Society, dated June 19, 2022 regarding Howe Sound Community Forum 2022 and beyond be received for information;

AND THAT staff bring forward a report to provide the budget implications for hosting a Howe Sound Community Forum meeting in 2023 as well as the ongoing budget implications for Board and staff participation in the Howe Sound Community Forum;

AND THAT the report also address item three of the draft Memorandum of Understanding to consider Elphinstone's population being representative of a one-third contribution;

AND FURTHER THAT the implications of item six of the draft Memorandum of Understanding, be addressed, including the impact on staff work load and capacity.

For additional clarity, the HSCF 2002 Principles of Cooperation have been updated (Attachment C).

Additionally, the Howe Sound Biosphere Region Initiative Society (HSBRIS) is seeking support for a Memorandum of Understanding (MOU) (Attachment D) with the SCR D for its role as a convener of the HSCF and manager of the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region (AHSUBR). In the management of AHSUBR, HSBRIS is also creating an advisory *Átl'ka7tsem / Howe Sound UNESCO Biosphere Region* Roundtable and will be soliciting for a delegate (correspondence to this effect was included on the September 14, 2023 Board agenda).

This report addresses the items of the directive so that the Board may proceed with clarity on participation in the HSCF and the HSBRIS.

DISCUSSION

It is requested that the SCR D host the HSCF in the Fall of 2024. The HSBRIS acts as a convener and organizer of the HSCF and are willing to facilitate on behalf of the SCR D. This arrangement Hosting also involves limited time commitment from staff and Elected Representatives for items such as setting the agenda.

Analysis - MOU with HSBRIS

The Executive Director of HSBRIS confirms that HSBRIS is now the convener of the HSCF. It was also clarified that the MOU request is not a departure from the current status quo, and it does not seek expanded staff or budget commitments. Rather the MOU formalizes the existing commitments under the HSCF and acknowledges the connection between the HSCF and the HSBRIS. The MOU also outlines the role of the HSRBIS in sustaining the Átl'ka7tsem/Howe Sound UNESCO Designation. The following table provides a summary of the MOU's item 6.

“The Sunshine Coast Regional District will support and cooperate with the HSBRIS as it manages the AHSUBR and the Howe Sound Community Forums and sub-committees. In doing so the Sunshine Coast Regional District will act as an Ambassador for the UNESCO Biosphere Region by: ...”

MOU Aspects	SCR D implications
Assigning a staff liaison position as the main point of contact with HSBRIS.	Staff liaison support is currently and will continue to be provided by the Planning and Development Division.
Continue as active and engaged participants in the HSCF	Staff and Elected Officials continue to participate in the HSCF
Budget for and host a forum on a rotating schedule.	The SCR D last hosted in 2017 and is next scheduled to host in Fall 2024. Cost would be \$4,500 to HSBRIS as outlined above, and would recur in ~7 years under the current model.

Support the Principles of Cooperation and the Nchu'ú7mut/Unity Plan through the contribution of information.	The final draft of the Nchu'ú7mut/Unity Plan is nearing completion. SCRDR can contribute information.
Consider the priority goals and objectives of the Nchu'ú7mut/Unity Plan in policy and planning decisions.	SCRDR can consider the <i>Nchu'ú7mut/Unity Plan</i> in policy and planning decisions. There is no obligation beyond consideration.
Promote and reference with pride the UNESCO Biosphere Region.	SCRDR can share announcements from the Biosphere region via its communication channels as the opportunities arise.
Offer and facilitate funding resources for HSBRRIS for educational opportunities and beneficial projects through grants and/or in-kind support.	SCRDR staff liaison can continue to provide resources if/when opportunities arise (e.g. via letters of support, sharing funding opportunities, etc.)

The MOU does not enable HSBRRIS to speak on behalf of the SCRDR.

Finally, the MOU includes the following clause: “It is also understood this memorandum of understanding will be reviewed every new Board term and may be amended at any time by mutual agreement.” This clause is relevant as the MOU references several sections of the 2019-2023 SCRDR Strategic Plan. These will become outdated and should be updated going forward.

It is also noted that the Principles of Cooperation have a numbering mistake that can be updated.

Article 3 of the MOU states that the populations of Electoral Areas E and F lie within the AHSUBR. The boundary of the AHSUBR does not technically encompass the entirety of Electoral Area E, and as such, the stated population number of 6,290 is an overestimate.

Options:

1. Provide a resolution of support to enter into an MOU with the HSBRRIS, with minor amendments to clarify population/catchment and to correct numbering, and authorize delegated authorities to sign the MOU. (Recommended).
2. Provide a resolution to not support the MOU and outline reasons why.

Organizational and Intergovernmental Implications

The HSCF and HSBRRIS are focused in Electoral Areas E and F as well as the Town of Gibsons. Environmental, Social and Economic benefits associated with the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region and designation are regional.

Financial Implications

A contribution of \$4,500 would cover the HSBRRIS' anticipated expenses. Past expenses associated with Forum hosting have been funded through [110] General Government. As this is not accounted for in the current budget, a 2024 budget proposal will be required. This will be suitable for the timelines of the event.

STRATEGIC PLAN AND RELATED POLICIES

This aligns with the 2019-2023 Strategic Plan focus areas of Climate Change, Advocacy, and Collaboration.

CONCLUSION

The SCR D has been involved with the HSCF since its inception in 2002. HSB RIS is seeking support to enter into an MOU with the SCR D to formalize its hosting of the HSCF and management of the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region.

Implications of hosting a HSCF include a contribution of \$4,500 and limited time from staff and Elected Representatives. On an ongoing basis, participation in the HSCFs are generally a continuation of current practices.

Staff recommend the SCR D enter into an MOU with HSB RIS.

ATTACHMENT(S)

A - Principles for Cooperation Átl'ka7tsem/Howe Sound Community Forum – May 2022

B – Correspondence from the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region (dated June 19, 2022)

C - Principles for Cooperation Átl'ka7tsem/Howe Sound Community Forum – with Proposed Amendments

D – Draft Memorandum of Understanding – Howe Sound Community Forum – SCR D and HBRIS – Including Appendix A

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



Principles for Cooperation Átl'ka7tsem/Howe Sound Community Forum

To provide an overview of the need, purpose and structure for cooperative efforts by interested local governments and First Nations operating on the unceded territory of the Coast Salish Peoples in the Átl'ka7tsem Howe Sound region.

1. Statement of Purpose

To provide a forum for elected representatives of local governments, Regional Districts and First Nations as well as federal and provincial elected members to have discussions focused on how to maintain and enhance the economic, environmental, cultural and social well-being of the Átl'ka7tsem/Howe Sound (the Region) for the benefit of present and future generations.

2. Rationale (The Need)

The Átl'ka7tsem/Howe Sound Community Forum (the Forum) will enhance collective action among local governments, regional districts and First Nations by:

- Providing a common forum for dialogue
- Sharing knowledge and information to avoid duplication of effort and to enhance any single organization's capacity for action
- Promoting the use of transparent processes that encourage awareness and involvement.
- Providing a forum for gaining a better understanding of and from First Nations peoples in the Region.

3. Scope

The Átl'ka7tsem/Howe Sound region includes the marine waters and all the lands that drain into these waters, the surrounding airshed on the east side of the Salish Sea (Strait of Georgia) between Point Atkinson and Gower Point and interested adjacent communities.

4. Common Vision

The Forum envisions that communities within the Region can be healthy, productive, and sustainable by:

- understanding the use and occupancy of the region by the Squamish Nation/Skw̓xwú7mesh Úxwumixw, who have occupied and managed Átl'ka7tsem for many thousands of years;
- building appreciation for the spiritual and cultural values of the region;
- understanding, promoting and implementing best practices, including traditional practices;
- promoting compact and complete communities;
- encouraging safe and livable communities;
- encouraging an integrated transportation system;

- preserving a healthy and natural environment;
- nurturing cultural heritage;
- supporting sustainable use of resources;
- fostering a vibrant and dynamic economy;
- raising awareness about land use; and
- ensuring the public is informed and encouraged to be active.

5. Shared Values

The Forum will involve the collective efforts of First Nations and a wide variety of governments, non-government organizations, the private sector, educational institutions and individuals to pursue the following values and objectives. The Forum shares the following values and objectives.

Value...Recognition of Indigenous Rights and Titles

Objective – Respect and support of Aboriginal Rights and Title, traditional knowledge and sacred places....

Value...Spirit of Sharing

Objective - The many interests and organizations in the Region can strengthen the effectiveness of programs by openly sharing information and knowledge.

Value... Action Orientation

Objective - The Forum will encourage groups to take actions that produce positive observable results and public benefit to communities.

Value...Efforts towards Sustainability

Objective – The Forum members recognize the need to effectively manage and maintain a balanced relationship between community development and the protection of First Nations sacred places and cultural qualities, and the unique biophysical and environmental qualities of the Region.

Value.. The need for Cooperation and observing protocol

Objective -Governments, First Nations and organizations will be encouraged to work together.

Value...Stewardship

Objective - Voluntary action of individuals and organizations as a powerful and effective tool for achieving positive results.

Value... Transcending Jurisdictions

Objective - The Forum will encourage communities to work together for the greater good because jurisdictional lines on a map mean nothing in terms of sustainability.

Value...Focus and Transparency

Objective - Forum member programs will encourage clear objectives and use accountable processes that are available to Forum members and the public.

Value... Respect for Diversity

Objective - It is recognized that while every member of the Forum may have a different focus or interest, they are encouraged to acknowledge a shared interest in the sustainability of the Region.

6. Structure (The Members)

A hosting community from the membership will work cooperatively with the Howe Sound Biosphere Region Initiative Society (HSBRIS) as the convening organization.

The hosting community will rotate among the Forum members, and meetings will be held bi-annually, or more frequently, as requested by any member or as predicated by local issues.

Task forces or subforums may be established to focus on specific projects.

Charter members of the Átl'ka7tsem/Howe Sound Community Forum include elected representatives of the following communities:

Bowen Island Municipality	Squamish Nation/Skw̓xwú7mesh Úxwumixw
Gambier Island Local Trust Committee	Sunshine Coast Regional District
Town of Gibsons	Village of Lions Bay
Metro Vancouver Regional District	District of West Vancouver
District of Squamish	Resort Municipality of Whistler
Squamish-Lillooet Regional District	
West Vancouver/Sunshine Coast/Sea to Sky Member of Parliament	
Powell River/Sunshine Coast Member of the Legislative Assembly	
West Vancouver/Sea to Sky Member of the Legislative Assembly	

6. Other Participants

Neighbouring communities, First Nations, organizations and members of society who have a shared interest in the region and support these Principles for Cooperation are welcome to participate in the forums as observers and/or presenters.

7. Activities (Action and Results)

The Forum members are not expected to make decisions as a body and will achieve its objectives through activities that build on the talents, knowledge, and actions of its individual members by:

- Facilitating information exchange about local or regional projects.
- Supporting members by sharing information, research, and best practices.
- Apprise the public of topical and important matters that affect us all.
- Identifying areas of public policy that require attention and projects that deserve the attention or support of the Forum members.
- Assessing progress through the benchmark, monitoring, and program assessments; and
- Promoting transparency and accessibility by the Forum members.

8. Logistics (Convening, organizing and facilitating)

The role of the Howe Sound Biosphere Region Initiative Society as the convening organization is to:

- Maintain and make publicly available a historical record of the past forums
- Work with future hosts and appointed host representative(s) to plan and organize future forums
- Maintain contact records of invitees and appointed representatives of the members
- Recommend topics and themes of relevant interest to the Forum members.
- Develop and maintain respectful interactions and communications
- Plan, organize and coordinate the logistics and technology for successful engagement and attendance
- Initiate, manage and maintain invitations, attendance and respond to requests
- M/C the event to ensure members and observers are participating respectfully
- Manage the recording of the event and items for follow-up.
- Negotiate costs, manage budget, bookkeeping, and prompt payments.

The role of the host community is to:

- Budget and fund the costs of hosting a forum which includes costs of:
 - Venue for up to 70 people
 - A/V equipment needs
 - Catering
 - HSBRIS convening costs
 - Negotiable extras such as transportation, post tour, honorariums
 - Appoint representatives to be the point of contact for planning and support before, during and after the event.

Therefore, unless explicitly expressed, all the Howe Sound Community Forum members commit to respecting the Principles for Cooperation.

It is understood the Principles for Cooperation may be amended from time to time and will be circulated to members and participants in advance of each Forum.

May 2022



June 19, 2022

To: Directors Donna McMahon and Mark Hiltz, Areas E and F, and the Board of the Sunshine Coast Regional District

Re: Howe Sound Community Forum 2022 and beyond

Dear Directors Hiltz and McMahon,

This letter is a request for:

1. A letter of support for the updated Howe Sound Community Forum Principles for Cooperation
2. Commitment to host a Howe Sound Community Forum in the future.
3. Support via a Memorandum of Understanding with the Howe Sound Biosphere Region Initiative Society.

Background

The Sunshine Coast Regional District (SCRD) was a founding member of the Howe Sound Community Forum in 2000 and participated in the development of the original Principles for Cooperation. Successive SCR D Directors have participated in the bi-annual meetings and sub-committees of the Howe Sound Community Forum. Area F hosted a forum in 2017.

The SCR D was an active supporter of the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region designation. Having achieved this designation in 2021, the next phase is sustaining the UNESCO designation for future generations. The Howe Sound Biosphere Region Initiative Society (HSBRIS), is responsible for the management of the Biosphere Region. Sustaining the organization requires continued support from the authorities, collaboration and reliance on various sources of funding.

At the October 2021 forum on Bowen Island and the April 2022 forum at Furry Creek, Mayor Karen Elliott, District of Squamish, invited forum members to consider long-term support of the HSBRIS to ensure the UNESCO designation is maintained, and the Howe Sound Community Forum continues. We responded to the feedback received from the Forum members; this letter is the next step.

Continued...

Maintaining the Howe Sound Community Forum 2022 and Beyond

The attached Principles for Cooperation have been updated to reflect the societal and logistical changes since the last update in 2014. We are asking for the Sunshine Coast Regional District to acknowledge and support these changes. Please see the proposed letter of support attached.

Forum members take turns hosting, and you hosted on October 13, 2017. The SCRD would not be due to host until 2024 provided all the other Forum member communities meet their commitment to take a turn. We request the SCRD budget \$4,500 or \$1,125 over the next four years. This would include the costs of hosting, attendance and participation for elected Directors and staff to attend bi-annual forums and sub-committees convened by HSBRI.

Sustaining the Átl'ka7tsem/Howe Sound UNESCO Designation

One of the recommendations discussed amongst forum members was for each of the Howe Sound Community Forum member local governments to enter into a memorandum of understanding (MOU) with HSBRI. Please see the draft attached. This MOU outlines the role of HSBRI, common objectives and ways the community can support HSBRI – see appendix A.

As the pressures of growth, development and the impacts of climate change affect our region, we hope the Areas E and F Directors of the SCRD will continue to participate in the Átl'ka7tsem/Howe Sound community of communities and take pride in the prestigious UNESCO recognition that is reflective of this beautiful part of the world where humanity and nature thrive.

Sincerely,

Ruth Simons
President, Howe Sound Biosphere Region Initiative Society
howesoundbri@gmail.com

PO Box 465
Lions Bay, B.C.
V0N 2E0

Enclosures:

1. Principles for Cooperation with tracked changes
2. Principles for Cooperation clean final copy
3. Sample letter of support to HSBRI
4. Draft Memorandum of Understanding
5. Appendix A



Principles for Cooperation Átl'ka7tsem/Howe Sound Community Forum

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- building appreciation for the spiritual and cultural values of the region;
- understanding, promoting and implementing best practices, including traditional practices;
- promoting compact and complete communities;
- encouraging safe and livable communities;

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- supporting sustainable use of resources;
- fostering a vibrant and dynamic economy;
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Objective -Governments, First Nations and organizations will be encouraged to work together.

Value...Stewardship

Objective - Voluntary action of individuals and organizations as a powerful and effective tool for achieving positive results. ~~is an objective of the Forum.~~

Value... Transcending Jurisdictions

Objective - The Forum will encourage communities to work together for the greater good because jurisdictional territorial lines on a map mean nothing in terms of sustainability.

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Objective - Forum member programs will encourage clear objectives and use accountable processes that are available to Forum members and the public.

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6. Structure (The Members)

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Task forces or subforums may be established to focus on specific projects.

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- Town of Gibsons
- Metro Vancouver Regional District
- District of Squamish
- Squamish-Lillooet Regional District
- Squamish Nation/Skwxwú7mesh Úxwumixw
- Sunshine Coast Regional District
- Village of Lions Bay
- District of West Vancouver
- Resort Municipality of Whistler
- ~~Village of Pemberton~~
- West Vancouver/Sunshine Coast/Sea to Sky Member of Parliament
- Powell River/Sunshine Coast Member of the Legislative Assembly
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Therefore, **unless explicitly expressed**, all the Howe Sound Community Forum **members** commit to respecting the Principles for Cooperation.

It is understood the Principles for Cooperation may be amended from time to time and will be circulated to members and participants in advance of each Forum.

May 2022



Logo here

Memorandum of Understanding (DRAFT)

Átl'ka7tsem/Howe Sound Biosphere Region Initiative and The Sunshine Coast Regional District Collaborating for a Sustainable Future

- UNESCO United Nations Educational, Scientific and Cultural Organization
- AHSUBR Átl'ka7tsem/Howe Sound UNESCO Biosphere Region
- HSBRIS Howe Sound Biosphere Region Initiative Society
- AHSCF Átl'ka7tsem/Howe Sound Community Forum
- POC Principles of Cooperation
- SCRD Sunshine Coast Regional District

1) The Átl'ka7tsem/Howe Sound UNESCO Biosphere Region (AHSUBR)

This is the unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation People). The In-SHUCK-ch, Katzie, Lílwat, x^wməθk^wəyəm (Musqueam), shíshálh (Sechelt), Stó:lō, Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, and First Nations within the St'at'imc Chiefs' Council (includes Lillooet Tribal Council Bands), and the Hul'qumi'num Treaty Group have claims in the region.

- a) The AHSUBR boundary follows the partial watershed from the height of land to the bottom of the ocean and includes lands and communities within three regional districts of Metro Vancouver (West Vancouver, Bowen Island, Lions Bay and Area A), Sunshine Coast (Gibsons and Areas E, Elphinstone and F West Howe Sound) and Squamish-Lillooet (Furry Creek, Britannia Beach, Squamish and Brackendale).
- b) Átl'ka7tsem/Howe Sound Region is 218,723 hectares, 84% terrestrial and 16% marine. 6% is Rural Regional District and Reserve Lands, 5% of the terrestrial is privately owned or "urban" and 89% of the terrestrial area is under the management and shared stewardship of the Province of BC and First Nations.

2) Howe Sound Biosphere Region Initiative Society (HSBRIS)

Is a B.C. registered non-profit Society and is responsible for the management of the AHSUBR through the Nchu'ú7mut/Unity Plan; and for advancing the objectives of UNESCO Biosphere Regions (biodiversity conservation, sustainable development, reconciliation, model regions for learning, research and monitoring). UNESCO Biosphere Region organizations provide logistic support.

HSBRIS' priorities are to:

- a) Advance Sustainable Development. Key partnerships and adequate supports, data and tools are in place for planning gaps across the region to be filled and the region's sustainability targets are defined and embedded with the UN's Sustainable Development Goals (SDGs) in the planning and decision-making processes.
- b) Advance Biodiversity Conservation. Key partnerships work to further education, monitoring, and research, fill knowledge gaps, and increase stewardship and connection to place.

- c) Advance Reconciliation, Equity & Inclusion. The AHSUBR roundtable and forums for convening in an ethical space are well established to further the relationships, dialogue and understanding in the context of all AHSUBR nations and communities.

HSBRIS provides logistic support through programs aimed at strengthening collaboration for a sustainable future. Programs include communications, convening and facilitating, advising, and coordinating projects.

HSBRIS provides support to the Howe Sound Community Forum and other subcommittees of the forum by planning, coordinating, and reporting. HSBRIS maintains a trusted role.

3) Sunshine Coast Regional District

The **Sunshine Coast Regional District** is located on the southern mainland coast. It borders the Squamish-Lillooet Regional District to the east, and, across Howe Sound, the Metro Vancouver District to the south.

Sunshine Coast Regional District has a total population of 32,170 with a land area of 3,767.43 km². The population of Electoral Areas E Elphinstone and F West Howe Sound are approximately 6,290 and are within the AHSUBR boundary.

The Sunshine Coast Regional District's Strategic Plan focus areas of Working Together and Advocacy align with the overarching objectives of the AHSUBR. The focus of the SCR D to promote Community Resilience and enhance Climate Change Adaptation are also shared values at the core of its organizations.

4) The Howe Sound Community Forum and the Principles of Cooperation

The purpose is to provide a forum for local governments, Regional Districts and First Nations discussions to maintain and enhance the economic, environmental, cultural and social well-being of the Howe Sound for the benefit of present and future generations. The Principles of Cooperation is a document that all members, local governments, regional districts and First Nations, signed in 2002. The Principles of Cooperation state the need, scope, common vision, shared values and structure of the forums.

5) Relevant Background

The signing of the original Howe Sound Community Forum's Principles for Cooperation took place in 2002. As a signatory to the Principles for Cooperation, the SCR D has been an active member of the Forum and its committees. Electoral Area F hosted a forum in 2017.

Embedded in The Sunshine Coast Regional District's Strategic Plan (September, 2021) are the regional strategies of:

- Pursue a regional planning framework for local governments and First Nations to address regional growth with consideration to economic, social and environmental values and impacts.
- The SCR D goals towards enhancing Advocacy include working with senior levels of government and First Nations to improve the protection of watersheds and to enhance marine protection and habitat restoration;
- The SCR D objective to develop a Climate Change Adaptation strategy will inherently encompass initiatives to address biodiversity loss due to wildfires, sea level rise and droughts;

- The strategic objective to Increase Intergovernmental Collaboration is a shared objective and fundamental cornerstone of the Howe Sound Community Forum that will Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments.

The convening of the Howe Sound Community Forum has been conducted by Ruth Simons since 2014. Ruth Simons is now the Executive Director of the Howe Sound Biosphere Region Initiative Society.

The Sunshine Coast Regional District has indicated support for the UNESCO Biosphere Region nomination through resolutions recognizing alignment with the Principles for Cooperation (January 2017). The November 2019 SCRD letter of support was included in the nomination package.

6) It is understood:

The Sunshine Coast Regional District will support and cooperate with the HSBRIS as it manages the AHSUBR and the Howe Sound Community Forums and sub-committees. In doing so the Sunshine Coast Regional District will act as an Ambassador for the UNESCO Biosphere Region by ~~(details in Appendix A):~~

- Assigning a staff liaison position as the main point of contact with HSBRIS.
- Continue as active and engaged participants in the Howe Sound Community Forum.
- Budget for and host a forum on a rotating schedule.
- Support the Principles of Cooperation and the Nchu'ú7mut/Unity Plan through the contribution of information.
- Consider the priority goals and objectives of the Nchu'ú7mut/Unity Plan in policy and planning decisions.
- Promote and reference with pride the UNESCO Biosphere Region.
- Offer and facilitate funding resources for HSBRIS for educational opportunities and beneficial projects through grants and/or in-kind support.

It is also understood this memorandum of understanding will be reviewed every new Board term and may be amended at any time by mutual agreement.

On behalf of the Sunshine Coast
Regional District

On behalf of Howe Sound Biosphere Region Initiative
Society

____ Ruth Simons, President _____

Date Signed: _____

Memorandum of Understanding Appendix A

1. Assigning a staff liaison position as the main point of contact for Átl'ka7tsem/Howe Sound-related projects and planning.

The role involves knowledge transfer by attending meetings on behalf of the municipality, responding to requests from HSBRS that fall within the spirit of the MOU and communicating back to staff and the Council. The person appointed would have and share knowledge, contribute perspectives, and be knowledgeable of the history and the principles of the UNESCO Biosphere Region and Nchu'ú7mut/Unity Plan. They would attend meetings and maintain relationships and good communications while respecting the policy direction of the Municipality.

2. Continue as active and engaged participants in the Howe Sound Community Forum.

Representatives of the Council and staff will attend the bi-annual forums and sub-committees and will report back to Council. Updates to the Principles for Cooperation as agreed upon by the Forum members will continue to be supported.

3. Budget for and host a forum in the future.

The Local Government may offer to host a forum at any time, but at a minimum follow a rotating schedule of the members.

4. Support the Principles of Cooperation and the Nchu'ú7mut/Unity Plan through the contribution of information.

Consider the priority goals and objectives of the Nchu'ú7mut/Unity Plan in policy and planning decisions

5. Promote and reference with pride the UNESCO Biosphere Region designation.

Following the branding guidelines of UNESCO and HSBRIS, the municipality will work with HSBRIS communications and reference the UNESCO designation on its website, through signage and other communications.

6. Consider the priority goals and objectives of the Nchu'ú7mut/Unity Plan in policy and planning decisions

The Municipality acknowledges the UNESCO Biosphere Region requires a management plan that considers the land and marine use of the Biosphere Region. The management plan, referred to as Nchu'ú7mut/Unity Plan serves as a guiding document for planning.

7. Support the long-term sustainability of HSBRIS through opportunities to facilitate funding resources for secretariate services, educational opportunities and beneficial projects through grants and/or in-kind support.

These opportunities may be in the form of:

- Additional fees on commercial filming permits
- Create a nature tax, or service area tax
- Grants in-aid
- An annual contribution for secretariate services
- Funding a portion of project costs or matching funds with other government or funding contributions
- In-kind time of staff resources
- Waiving costs of meeting rooms

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 28, 2023

AUTHOR: Allen van Velzen, Manager, Facility Services

SUBJECT: REQUEST FOR PROPOSAL 2361307 SUPPLY AND DELIVERY ICE RESURFACER - CONTRACT AWARD

RECOMMENDATIONS

- (1) THAT the report titled Request for Proposal 2361307 Supply and Delivery Ice Resurfacer - Contract Award be received for information;**
 - (2) AND THAT a contract to provide supply and delivery ice resurfacer be awarded to Engo Equipment Sales Inc. in the amount of up to \$193,340 (excluding GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The purpose of Request for Proposal (RFP) 2361307 is to replace the electric ice resurfacer at the Gibsons and Area Community Centre (GACC). The current electric ice resurfacer has been in service as the primary ice resurfacer since the facility opened in 2008. This equipment is nearing the end of its serviceable life and is recommended to be replaced before reaching the end of its service life so it can be retained as a backup machine. The current propane powered backup machine will be retired from service and disposed of.

DISCUSSION

RFP Process and Results

RFP 2361307 Supply and Delivery Ice Resurfacer was issued on July 13, 2023 and closed August 16, 2023.

Two compliant proposals were received for RFP 2361307. Led by the Purchasing Division, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document. Based on the best overall score and value offered, staff have recommended that a contract be awarded to Engo Equipment Sales Inc. as they met the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Value of Contract (before GST)
Engo Equipment Sales Inc	\$ 181,340.00
Kendrick Equipment Ltd	\$ 194,651.60

It is recommended that the awarded contract be in the amount not to exceed \$193,340 which provides a \$12,000 contingency for related equipment.

Financial Implications

There are not any financial implications as the current budget for this project is sufficient to cover the contract and contingency value.

Timeline and Next Steps

Following Board decision, the contract award will be made. The ice resurfacer will need to be ordered (delivery will take approximately 6 months). It is anticipated that the project will be completed by May 2024.

STRATEGIC PLAN AND RELATED POLICIES

This project aligns with strategic focus area 2 of the current Strategic Plan, Asset Stewardship.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2361307 was issued for Ice Resurfacer replacement at GACC. Two compliant proposals were received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with Engo Equipment Sales Inc. with a value of up to \$193,340 excluding GST, which includes a \$12,000 contingency and that the delegated authorities be authorized to execute the contract.

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