



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, March 24, 2022

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

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

- | | |
|--|----------------------|
| 2. Strategic Plan Review and Timeline Update
<i>Chief Administrative Officer</i>
(Voting – All Directors) | Annex A
Pages 1-2 |
| 3. Sunshine Coast Regional District Freedom Of Information Bylaw
Revision
<i>Deputy Corporate Officer</i>
(Voting – All Directors) | Annex B
pp. 3-15 |
| 4. 2022 Budget Debrief
<i>General Manager, Corporate Service / Chief Financial Officer</i>
(Voting – All Directors) | Annex C
pp. 16-28 |
| 5. 2022 Budget Project Status Report
Senior Leadership Team
(Voting – All Directors) | Annex D
pp. 29-44 |
| 6. Bi Annual SCRD External Grant Status Update
<i>Budget and Financial Analyst</i>
(Voting – All Directors) | Annex E
pp. 45-48 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 24, 2022

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: 2019-2023 STRATEGIC PLAN REVIEW TIMELINE

RECOMMENDATION(S)

THAT the report titled 2019-2023 Strategic Plan Review Timeline be received for information;

AND THAT the timeline be approved as presented.

BACKGROUND

As part of the annual review of the SCRD Strategic Plan, staff have developed a timeline for 2022. The annual review will be the beginning of the 2023 Financial Planning process. The 2019-2023 Strategic Plan reflects the collective vision of the SCRD Board of Directors and provides strategies to guide the SCRD's decisions and allocation of resources.

DISCUSSION

The 2019-2023 Strategic Plan was reviewed on June 11, 2021 via Zoom (Day 1) and then again on September 10, 2021 in a blended Boardroom/Zoom meeting (Day 2) in compliance with SCRD Board Policy 'Strategic Planning' - Section 13, Subsection 6430. The Board approved the Strategic Plan on October 14, 2021. The strategic tactics and targets are currently being reviewed and updated as part of the review process. Below is the target timeline for reviewing and adopting an updated plan in 2022.

PROPOSED STRATEGIC PLAN REVIEW TIMELINE



Financial Implications

The Strategic Plan will provide significant guidance and input for preparation and finalization of the SCRD's Financial Plan beginning in the 2023 budget year.

Communications Strategy

A communications strategy is being formulated to inform and engage the public, community partners and stakeholders of the focus area goals, strategies, tactics and targets contained within the SCRD 2019-2023 Strategic Plan.

STRATEGIC PLAN AND RELATED POLICIES

Working Together - the plan supports and encourages collaboration among our partners and community stakeholders in the pursuit of regional goals and aspirations.

CONCLUSION

The SCRD is committed to reviewing our Strategic Plan annually. This report starts the review process with the targeted plan update being adopted in May.

Reviewed by:			
Manager		Finance	X -T. Perreault
GM	X – I. Hall X – R. Rosenboom X – S. Gagnon	Legislative	X – S. Reid
CAO	X – D. McKinley	Human Resources	X – G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 24, 2022

AUTHOR: Jennifer Hill, Deputy Corporate Officer

SUBJECT: SUNSHINE COAST REGIONAL DISTRICT FREEDOM OF INFORMATION BYLAW REVISION

RECOMMENDATIONS

THAT the report titled **Sunshine Coast Regional District Freedom of Information Bylaw Revision** be received for information;

AND THAT the revised *Freedom of Information Bylaw No. 736, 2022* be forwarded to the April 14, 2022 Regular Board meeting for consideration of adoption.

BACKGROUND

On December 22, 1994, the Sunshine Coast Regional District (SCRD) adopted the *Sunshine Coast Regional District Freedom of Information Bylaw No. 409* (Attachment A). Since that time, several legislative changes have been made to the *Freedom of Information and Protection of Privacy Act*; however, to date, no amendments or revisions have been made to the SCRD bylaw.

The *Freedom of Information and Protection of Privacy Act* ('FOIPPA' or 'the Act') is an Act of the Legislative Assembly of British Columbia that gives the public access to records that are created and compiled by the public bodies of British Columbia. The Act has two main purposes:

1. Freedom of Information

To ensure public bodies are open and accountable by providing the public with a legislated right to access government records; and

2. Protection of Privacy

To protect individuals' personal privacy by prohibiting the unauthorized collection, use, or disclosure of personal information by public bodies.

Independent oversight and enforcement for FOIPPA rests with the Office of the Information and Privacy Commissioner for British Columbia (OIPC BC).

DISCUSSION

On November 25, 2021, the Province of British Columbia amended FOIPPA to keep pace with new technology, strengthen privacy protections, and improve service to the public. Some of the key amendments are as follows:

- updating FOIPPA's data-residency provisions by removing restrictions that prevent access to cloud-based services outside of BC, to enable public bodies to use modern tools while continuing to protect personal information;

- enhancing public-sector privacy protections and increasing accountability by implementing mandatory privacy management programs (which are expected to come into force within a year), and privacy-breach reporting;
- implementing a new \$10.00 application fee for non-personal FOI requests;
- increasing information sharing with Indigenous Peoples by adding Indigenous cultural protections and removing non-inclusive language; and
- increasing penalties and introducing new offences for knowingly accessing information without proper authorization.

Staff are proposing a complete revision of the SCRD Freedom of Information bylaw to better align with the *Freedom of Information and Protection of Privacy Act* as amended, and SCRD practices and procedures. The draft bylaw is attached as Attachment B. The proposed amendments include:

- updating the format to align with the current SCRD bylaw template;
- removing references to section numbers of the Act, where possible, due to their potential changeability with each amendment to the Act;
- removing portions of the bylaw that have been repealed in the Act;
- updating section (1) Definitions and Interpretation;
- removing the following sections from the bylaw, as they are already addressed and set out in the Act:
 - 4.1 Responding to Requests;
 - 4.2 Extension of Time;
 - 4.3 Transfer of Request;
 - 4.4 Information to be Released Within 60 Days;
 - 4.5 Business Interests;
 - 4.6 Notification;
 - 4.7 Public Interest;
 - 4.8 Information Protection; and
 - 4.9 Commissioner's Orders;
- updating section '3 Administration' to designate the Corporate Officer as the Head for the purposes of the Act, and the SCRD Information and Privacy Coordinator as the Information and Privacy Coordinator for the purposes of the Act; and
- removing 'Appendix 1' which lists the exceptions to disclosure, as this information is set out in the Act and therefore, does not need to be repeated.

STRATEGIC PLAN AND RELATED POLICIES

A revision of the SCRD Freedom of Information bylaw is in alignment with the SCRD's Strategic Focus Area 1 'Engagement & Communications' and also supports the SCRD's mission to provide quality services to our community through effective and responsive government.

CONCLUSION

The *Freedom of Information and Protection of Privacy Act* defines public sector requirements for the collection, use, disclosure, and safeguarding of individuals' personal information, allows individuals to access public sector records, subject to specific exceptions defined in the Act, and requires public bodies to take reasonable steps to protect the privacy of the personal information they hold.

A draft revision to the SCRD Freedom of Information bylaw has been prepared to better align with the *Freedom of Information and Protection of Privacy Act* as amended, and SCRD practices and procedures. After review and direction from the Committee, staff recommend forwarding the bylaw to the April 14, 2022 Regular Board meeting to receive three readings and adoption.

Attachment A: *SCRD Freedom of Information Bylaw No. 409, 1994*

Attachment B: *SCRD Freedom of Information Bylaw No. 736, 2022 – (Draft)*

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

Bylaw No. 409, 1994

A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

WHEREAS, under section 76.1 of the *Freedom of Information and Protection of Privacy Act*, a local government:

- (a) must designate a person or group of persons as the head of the municipality for the purposes of the *Freedom of Information and Protection of Privacy Act*; and
- (b) may authorize any person to perform any duty or exercise any function under the *Freedom of Information and Protection of Privacy Act* of the person or group of persons designated as the head of the municipality, an
- (c) may set any fees the local public body requires to be paid under section 75 of the *Freedom of Information and Protection of Privacy Act*.

NOW, THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1.0 This Bylaw may be cited for all purposes as the Sunshine Coast Regional District Freedom of Information Bylaw No. 409, 1994.

2.0 Definitions and Interpretation

2.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

2.2 In this bylaw:

"Act" means the *Freedom of Information and Protection of Privacy Act*, Stats B.C. 1992, c.61

"Board" means the Board of the Sunshine Coast Regional District

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.

"Coordinator" means the person designated in section 32 as the Information and Privacy Coordinator.

"Head" means the person or group of persons designated as the Head of the municipality under section 3 of this Bylaw.

"Regional District" means the Sunshine Coast Regional District.

"Request" means a request under section 5 of the Act.

3.0 Administration

3.1 The Administrator is designated as the Head for the purposes of the *Freedom of Information and Protection of Privacy Act*.

3.2 The duties and Functions of Head which remain those of the Head are set out for reference in Appendix 1.

3.3 The Administrator hereby designates the Office Supervisor to be the Information and Privacy Coordinator.

4.0 Powers of Coordinator

The Administrator hereby authorizes the Coordinator to perform the following duties or exercise the following functions of the Head under the Act:

4.1 Responding to Requests

- (1) The duty to create a record from a machine readable record in the custody or under the control of the municipality using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the municipality;
- (2) The power to respond to a request except where the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure.
- (3) The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.
- (4) The power to refuse in a response to confirm or deny the existence of:
 - (a) a record containing information described in section 15 of the Act (information harmful to law enforcement), or
 - (b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.

(5) The duty to:

- (a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced, or
- (b) to give reasons for the delay in providing the record.

4.2 Extension of Time

- (1) The power to extend the time for responding to a request for up to 30 days.
- (2) The power to apply to the Information and Privacy Commissioner for a longer time period for response to a request where:
 - (a) the applicant does not give enough detail to enable the regional district to identify a requested record,
 - (b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfered with the operations of the regional district,
 - (c) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record, or,
 - (d) a third party asks for a review under section 52(2) or 62(2) of the Act.

4.3 Transfer of Request

- (1) The power to transfer a request and, if necessary, the records to another public body if:
 - (a) the record was produced by or for the other public body,
 - (b) the other public body was the first to obtain the record, or
 - (c) the record is in the custody or under the control of the other public body.
- (2) The power to notify the applicant of the transfer.

4.4 Information to be Released Within 60 Days

- (1) The power to refuse to disclose information that is available for purchase by the public under section 20(1)(a) of the Act.**
- (2) The power to notify an applicant of the publication or release of information that the Head has refused to disclose under section 20(1)(b) of the Act on the basis that the information is to be published or released to the public, within 60 days after the applicant's request is received.**

4.5 Business Interests

- (1) The power to refuse to disclose to an applicant information:**
 - (a) that would reveal**
 - (i) trade secrets of a third party, or**
 - (ii) commercial, financial, labour relations, scientific or technical information of a third party:**
 - (b) that is supplied, implicitly or explicitly, in confidence, and**
 - (c) the disclosure of which could reasonably be expected to**
 - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,**
 - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,**
 - (iii) result in undue financial loss or gain to any person or organization, or**
 - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into labour relation dispute.**
- (2) The duty to refuse to disclose to an applicant information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.**
- (3) The duty set out in paragraphs (1) and (2) is subject to section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.**

4.6 Notification

- (1) The power to notify a third party that the regional district intends to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.
- (2) The power to give notice under section 23(1.2) of the Act where the Coordinator does not intend to give access to a record that contains information excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.
- (3) The power to give written notice of the decision whether or not to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under section 21 or 22 of the Act to the applicant and a third party.

4.7 Public Interest

The power to disclose information in accordance with section 25 of the Act to the public, to an affected group of people or to an applicant:

- (a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or
- (b) the disclosure of which is, for any other reason, clearly in the public interest.

4.8 Information Protection

- (1) The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

4.9 Commissioner's Orders

The power to comply with an order of the Information and Privacy Commissioner.

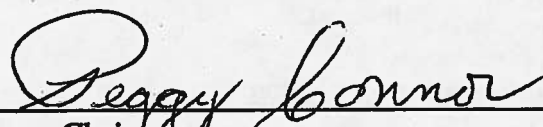
5.0 Fees

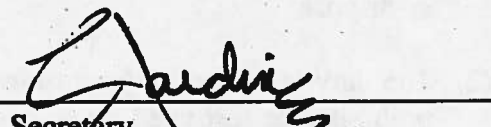
An applicant making a request shall pay to the regional district the fees set out in Schedule "A" for the purpose of:

- (a) locating, retrieving and producing the record:
- (b) preparing the record for disclosure:
- (c) shipping and handling the record:
- (d) providing a copy of the record.

6.0 This bylaw shall come into force and effect upon proclamation of Stats B.C. 1992 c.46.

READ A FIRST TIME THIS	8th day of December, 1994.
READ A SECOND TIME THIS	8th day of December, 1994.
READ A THIRD TIME THIS	8th day of December, 1994.
ADOPTED THIS	22nd day of December, 1994.


Chairman


Secretary

APPENDIX 1

<u>Section</u>	<u>Description</u>
6(1)	The duty to assist applicants.
12.1	The power to refuse to disclose to an applicant information that would reveal: <ul style="list-style-type: none">(a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private bill, or(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.
13.	The power to refuse to disclose information that would reveal advice or recommendations developed by or for a public body.
14.	The power to refuse to disclose information subject to solicitor/client privilege.
15.	The power to refuse to disclose information if the disclosure could reasonably be expected to harm a law enforcement matter or that would have any of the other results set out in section 15 of the Act.
16.	The power to refuse to disclose information if the disclosure could reasonably be expected to be harmful to intergovernmental relations or negotiations in accordance with section 16 of the Act.
17(1)	The power to refuse to disclose information which could reasonably be expected to harm the financial or economic interests of a local public body or the government of British Columbia or the ability of that government to manage the economy including the matters set out in section 17(1) of the Act.
17(1.1)	The power to refuse to disclose research information under section 17(1.1) of the Act.
18	The power to refuse to disclose information if the disclosure could reasonably be expected to result in damage to or to interfere with the conservation of any of the things referred to in section 18 of the Act (heritage sites, endangered species, etc.).
19(1)	The power to refuse to disclose information, including personal information about an applicant, where the disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety under section 19(1) of the Act.

- 19(2) The power to refuse to disclose to an applicant personal information about the applicant if the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's safety or mental or physical health under section 19(2) of the Act.
22. The power to refuse to disclose personal information if disclosure would be an unreasonable invasion of a third party's privacy under section 22 of the Act.
- 24 The duty to make a decision and to give written notice of a decision under section 24 of the Act.
- 70 The duty to make available to the public manuals, instructions, or guidelines issued to the offices or employees of the public body or substantive rules or policy statements adopted by the public body in accordance with section 70 of the Act.
- 71 The power to prescribe categories of records that are in the custody or under the control of the public body and that are available to the public on demand without request for access under the Act, to require persons who ask for a copy of an available record to pay a fee to the public body in accordance with section 71 of the Act.
- 75(5) The power to excuse an applicant from paying all or part of a fee if, in the Head's opinion, the applicant cannot afford the payment or for any other reason it is fair to excuse payment where the record relates to a matter of public interest, including the environment or public health or safety.

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 736

A bylaw for the administration of the
Freedom of Information and Protection of Privacy Act

WHEREAS the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended, requires that a local public body designate a Head of that public body for the purposes of this Act, and set any fees for services;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

1. Citation

This bylaw may be cited as the *Sunshine Coast Regional District Freedom of Information Bylaw No. 736, 2022*.

2. Definitions and Interpretation

(1) The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act* shall apply to this bylaw; and

(2) In this bylaw:

“**Act**” means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 as amended;

“**Board**” means the Board of the Sunshine Coast Regional District;

“**Commercial Applicant**” means a person who makes a request for access to a record to obtain information for use in connection with a trade, business profession, or other venture for profit;

“**Coordinator**” means the person designated in section 3(2) of this bylaw as the Information and Privacy Coordinator;

“**Head**” means the person designated under section 3(1) of this bylaw as the Head;

“**Regional District**” means the Sunshine Coast Regional District; and

“**Request**” means a request under section 5 of the Act.

3. Administration

(1) The Corporate Officer is designated as the Head for the purposes of the Act;

(2) The Sunshine Coast Regional District Information and Privacy Coordinator is designated as the Information and Privacy Coordinator for the purposes of the Act; and

- (3) The Head and the Coordinator shall perform their duties in their respective capacities for all Boards, Committees, and Commissions of the Regional District for the purposes of the Act.

4. Powers and Duties of the Coordinator

- (1) The Head may delegate any of the Head's duties under the Act to the Coordinator; and
- (2) The Coordinator must refuse to disclose information to an applicant or commercial applicant if the disclosure is prohibited or restricted by or under another Act.

5. Fees

An applicant or a commercial applicant making a request may be charged a fee by the Regional District as permitted under the Act and set out in the Schedule of Maximum Fees established by British Columbia Regulation 155/2012, as amended from time to time, for the purposes of:

- (a) a prescribed application fee;
- (b) locating, retrieving, and producing a record;
- (c) preparing a record for disclosure, except for the time spent severing information;
- (d) shipping and handling a record; and
- (e) providing a copy of a record.

6. Severability

If any portion of this bylaw is found to be invalid by a court of competent jurisdiction, then the invalid portion will be severed and the remainder of the bylaw will remain in effect.

7. Repeal

Sunshine Coast Regional District Freedom of Information Bylaw No. 409, 1994 is hereby repealed.

READ A FIRST TIME this _____ day of _____, 2022

READ A SECOND TIME this _____ day of _____, 2022

READ A THIRD TIME this _____ day of _____, 2022

ADOPTED this _____ day of _____, 2022

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Service Committee – March 24, 2022

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

SUBJECT: 2022 BUDGET DEBRIEF AND 2023-2027 FINANCIAL PLANNING PROCESS

RECOMMENDATION(S)

THAT the report titled 2022 Budget Debrief and 2023-2027 Financial Planning Process be received for information;

AND THAT a draft Financial Planning Policy be brought forward to a future Corporate and Administrative Services Committee in Q3 2022 for Board consideration;

AND THAT the process and timelines for the 2023-2027 Financial Planning Process be approved as presented;

AND FURTHER THAT the Board Calendar be amended to include the Special Corporate and Administrative Services Committees for the purposes of 2023-2027 Financial Planning Budget Meetings.

BACKGROUND

Sections 374 and 375 of the *Local Government Act* requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. These plans represent the operating and capital resources required to deliver programs and services, and to accomplish Board priorities.

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

The purpose of this report is to discuss the recent 2022 Budget process and outline improvements in preparation of the development and adoption of the 2023-2027 Financial Plan (FP).

DISCUSSION

2022 Budget Process Debrief

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

A summary of the prior year improvements is included in Attachment A. Outlined below are items which arose from the Committee throughout the 2022 Budget process and any additional items can be added for discussion as part of the debrief process.

Budget Policy

At this time the Board does not have a Financial Planning or Budget Policy which guides the financial planning process and financial decision making for the Sunshine Coast Regional District (SCRD). A Policy would provide a transparent framework for the development, communication and approval process of the SCRD's five-year financial plan. The policy could also guide the overall fiscal planning and management of the SCRD's services. There is an operational procedural guide which also acts like a policy internally for staff, however, it should be formalized.

Therefore, it is recommended that a draft policy come to a future Committee for the Board's consideration.

Education and Learning Opportunities

Throughout the year, there are several educational opportunities to expand knowledge on emerging issues for local government, implementing best practices, or build more understanding on how items may impact the Regional District as it relates to the Financial Planning Process. Examples planned for 2022 are as follows:

- The Board requested BC Assessment hold a special session for elected officials to build an understanding of how assessments impact the Regional District model.
- Staff have invited the Municipal Insurance Association of BC (MIABC) to present to elected officials (including member municipalities) and senior staff on risk management and insurance best practices for local government.
- Staff are working to hold additional information sessions on Asset Management both internally and as part of engagement with the public.

Budget Reference Documents

There were several Budget Document process improvements and amendments identified throughout the 2022 process for consideration:

1. Summary Proposed Initiatives, Categorized Mandatory Projects and Carryforwards

For 2023, additional financial information will be added to the existing worksheet which will show the financial implication, service apportionment, and estimated tax implication of each proposal (see Attachment B). This is similar to the draft that the Committee Chair prepared as part of the 2022 Round 2.

2. Included in the Financial Plan document online (known as the *Budget Book*), there is currently not a summary of all sources of estimated tax to be requisitioned to each area which includes both property and parcel tax. It is depicted in various areas including detailed rates. This will be added to the Area specific summaries starting with the final Financial Plan for 2022-2026 and onwards.

3. Area A Tax Summary - It has been identified that there are several tax area segments for Area A depending on the various local service areas a property participates into. Therefore, it is suggested that an additional summary be provided in the Budget Book with this information for at least 2023, if the Board sees value in this.

Budget Proposals

There are two sections of the Budget Proposal that have been identified as requiring more clarity which are highlighted below:

1. Climate Action Impact
 - Keep building rigor into this section of budget proposals with guiding questions for staff on GHG emissions and resilience;
 - Consider renaming to expand scope, e.g. “Climate Change Implications (emissions and adaptation);”
 - Needs to align with corporate carbon neutrality framework and community climate action planning;
 - Quantification support approved as a 2022 budget initiative will add quality to future proposals;
 - Supports transparent, responsible, and efficient GHG emission reductions and adaptation;
 - Mitigates risks of carbon lock-in, maladaptation, and informs lifecycle cost management.
2. Add-‘*Future Financial Implication*’ in addition to Life Cycle Cost Breakdown

This differentiation will help to ensure that all projects with ongoing financial implications (eg. operational projects or new staffing) are captured in the Budget proposals and Financial Plan. The interpretation for the lifecycle breakdown focused mostly on capital items.

1	Function Number – Project Name:	[####] – Project Name
	Rating:	Choose an item.
	Areas Affected (A-F, Regional, Islands):	(text)
	202X Funding Required:	\$\$,###.##
	Funding Source(s):	(text)
	Asset Management Plan Implications:	(text)
	Rationale / Service Impacts:	(text)
	Climate Action Impact	(text)
	Future Financial Implications or Life Cycle Cost Breakdown	(text)

Asset Management and Capital Planning Process

The service specific asset management and capital plans are being presented throughout the year. These reports are often presented outside of the Budget process and many have financial implications that have cumulative impacts for specific services. As we increase the number of these plans and tie in the funding policies with the Budget, it is recommended that these become part of the Pre-Budget deliberations.

As part of this change, it will be also important to factor how asset management and capital plans impact ratepayers, especially with utility rates as these typically have to be approved prior to year-end. Any communication and engagement need to align with these changes.

Process and Timelines

For 2022, the SCRD moved toward adoption of the Financial Plan Bylaw sooner than the customary and statutory deadline of March 31 with the 2022-2026 FP Bylaw being passed on February 24, 2022. There are many benefits of having the FP approved as close to the start of the year as possible. For example, projects and initiatives can begin sooner in the year, allowing more time for completion.

It was previously envisioned to move and approve the FP as close to the start of the Budget year. There were some challenges with completing the final FP by this year's February deadline as the year-end values were in flux up to Bylaw adoption. Therefore, a draft FP could be completed, even before the next year, however, it would be recommended to have the final FP Bylaw approved at the end of February.

The local government election is also scheduled for October 2022 and Board orientation will need to be factored into the 2023 Budget timelines. Orientation will provide (but not be limited to) an overview of the SCRD's services, key plans and policies like the Financial Sustainability, Debt Management, and Support Services Policy, as well as a review of the budget process.

Therefore, it is recommended that for the 2023 Budget additional time be given to allow for Board orientation and maintaining the current process. For 2024 onward, the expedited timelines for FP adoption will be contemplated. The proposed draft timeline for the 2023-2027 Financial Planning process is as follows:

Activity	2022			2023		
	May	November	December	January	February	March
Board Strategic Plan Review	*t.b.d.					
Communication and Engagement						
Public Engagement (Ongoing for service specific topics)		*X	X	X	X	
Pre-Budget Public Information Sessions			**t.b.d.	**t.b.d.		
Public Meetings (Budget Meetings)		*X	X	X	X	X
Public and Municipal Presentations			X	X	X	X

Activity	2022			2023		
	May	November	December	January	February	March
Pre-Budget						
<ul style="list-style-type: none">• SCRD Pre-Budget Overview• Preliminary 2022 Carry-forward project list• *New-Asset Management and Capital Funding Plans-Funding Policy decisions• 2023 Proposed Initiatives		Option 1: 28-29	Option 2: 5-6			
Activity			December	January	February	March
Round 1						
<ul style="list-style-type: none">• Community Partners and Stakeholders 2023 Budget requests (Museums, Libraries, Community Schools. etc.)				23		
<ul style="list-style-type: none">• SCRD:2023 Budget Proposals				24-25		
Round 2						
<ul style="list-style-type: none">• Community Partners and Stakeholders• SCRD-2023 Budget Proposals					20-23	
<ul style="list-style-type: none">• Final 2022 Carry-forwards• 2022 Surplus/Deficit Report					20	
<ul style="list-style-type: none">• Adoption of Financial Plan Bylaw						23

*X-ongoing; **t.b.d.-specific dates to be determined

Communication and Engagement

The focus of communications and engagement activities for this year's budget was on the following:

- Gain a better understanding of what the community wanted to hear about throughout the budget process and more importantly, how they wanted that information to be provided to them.
- Explain the budget process in easy, understandable terms and language.
- Utilize new tools to help with engagement and understanding of the budget. These tools included the Let's Talk SCRD platform and the video production tool, Doodly.
- Provide a space on the Let's Talk Platform, available throughout the budget process where the community could ask questions at any time.

This year's budget process provided a number of opportunities for the community to learn about the 2022 budget and to engage with SCRD staff and the SCRD Board directly. These included:

- A budget survey which ran from September 27 to October 22. This survey resulted in almost 600 responses and helped guide the communications channels utilized by the SCRD throughout the budget process.

- Two virtual community information sessions took place in November before Round 1 Budget discussions.
- Four virtual community information sessions took place in January before Round 2 Budget discussions.
- A community page at letstalk.scrd.ca/budget provided easily accessible information on the budget. For example, the communications team utilized a new video tool called Doodly and produced videos to help explain the budget process. The community could also ask questions on this page.
- Four news releases were issued throughout the budget process. These releases outlined the budget process and taxation impacts after each round of budget discussions.

From September 27, 2021 (the launch of the budget survey) to March 2, 2022, the following data is available to better inform how the community accessed information.

- The budget webpage at www.scrd.ca/budget received 362 views.
- The Let's Talk Budget page at letstalk.scrd.ca/budget received 1,124 views. 13 questions have been asked by users of the page.

As of March 2, YouTube videos of the community information sessions have been viewed 304 times.

This year, the use of the Let's Talk Platform, new tools such as Doodly and clear concise messaging in news releases contributed to the community being able to gain a better understanding of the budget process. The biggest issue however is getting the community involved in the budget process itself. Attendance was very low for all community information sessions, despite how widely they were advertised.

In the coming months, the Manager, Communications and Engagement will reach out proactively to community groups to learn more about any barriers that exist to participating in information sessions and to also ensure that information about engagement opportunities are being shared via the correct channels.

It is anticipated that the SCRD's website redesign will be completed by November 2022. The new website will have a major focus on user experience and accessibility to information. This will assist users in easily locating information pertaining to the 2023 budget process.

Education and Learning Opportunities

Throughout the year, there are several educational opportunities to expand knowledge on emerging issues for local government, implementing best practices, or build more understanding on how items may impact the Regional District as it relates to the Financial Planning Process. Examples planned for 2022 are as follows:

- The Board requested BC Assessment hold a special session for elected officials to build an understanding of how assessments impact the Regional District model. There is a session scheduled for the current Board in the Spring of 2022 and will also be made available for the new Board as part of orientation.
- For the new Board's, the Municipal Insurance Association of BC (MIABC) can be asked to present on risk management and insurance best practices for local government.
- For the new Board's, the Municipal Finance Association of BC (MFABC) can be asked to present on debt and investment best practices for local government.

- Staff are working to hold a session for elected officials and senior staff on an Asset Management primer and status of asset management at the SCRD.

Timeline for next steps or estimated completion date

As there are several steps required in development of the 2023-2027 Financial Plan, including (but not limited to) a review to the Board's 2019-2023 Strategic Plan, current state and budget goals/direction from the Board, and the approval of changes to fees and charges. The Board can anticipate receiving multiple reports at the various Committees over the next several months.

STRATEGIC PLAN AND RELATED POLICIES

The five-year financial planning process incorporates all major plans of the SCRD with the Strategic Plan being the key guiding document. The Financial Sustainability Policy goals align in creating awareness of economic, social and environmental changes and responsiveness.

CONCLUSION

This budget debrief provides information on learning through the 2022 budget process and it is recommended that the process improvements, policy work, as well as the draft timelines be approved in preparation for the 2023-2027 Financial Planning process.

Attachments:

A- 2021- April 22 CAS STAFF REPORT- 2021 Budget De-Brief & 2022-2026 Financial Planning Process

B- 2023 Summary Proposed Initiatives, Categorized Mandatory Projects and Carryforwards Sample Template

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Service Committee – April 22, 2021

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

SUBJECT: 2021 BUDGET DEBRIEF AND 2022-2026 FINANCIAL PLANNING PROCESS

RECOMMENDATION(S)

THAT the report titled 2021 Budget Debrief and 2022-2026 Financial Planning Process be received;

AND THAT the draft process and timelines for the 2022-2026 Financial Planning Process be approved as presented;

AND FURTHER THAT the Board Calendar be amended to include Special Corporate and Administrative Services Committees for the purposes of 2022-2026 Financial Planning Budget Meetings.

BACKGROUND

Sections 374 and 375 of the *Local Government Act* requires Regional Districts to complete a five-year Financial Plan and institute a public participation process to explain the plan. These plans represent the operating and capital resources required to deliver programs and services needed by the community, and to accomplish Board priorities.

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

The COVID-19 pandemic continues to have implications for the Sunshine Coast Regional District (SCRD) and the community as a whole. Many of these will continue to result in financial and service implications for the 2021 year-end. It is unknown how it will impact the 2022 Budget process which will need to be considered as part of the planning process.

The purpose of this report is to discuss the recent 2021 Budget process and outline improvements in preparation of the development and adoption of the 2022-2026 Financial Plan (FP).

DISCUSSION

2021 Budget Process- De-Brief

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

Summary of the prior year and some suggestions for improvements are outlined below and items from the Committee can be added for discussion as part of the debrief process.

Corporate Service and Board Strategic Plan Reviews

At the [March 25, 2021 Corporate and Administrative Services Committee](#) timelines to review the Board's Strategic Plan was presented with completion targeted for June 2021. This is one of the preliminary steps in the financial planning process where the various focus areas, strategies, tactics and timelines are reviewed, especially in context of how resources may be required to further the items in preparation of the upcoming budget.

The SCRD also has several service plans under review for 2021 such as the Transit Future Plan, Solid Waste Management Plan, Water Supply Plan, and Asset Management Plan development for the North, South and Regional Water services which will all further inform the financial planning process, including rate setting.

Public Engagement and Communication

For the 2021 Budget, the SCRD focused on proactively communicating with the community on the topics of utility billing as well as the overall SCRD Budget and taxes. This included comprehensive news releases with proposed taxation per area, full page information advertisements in local media, radio advertisements, regular social media updates and updates on the SCRD's monthly newsletter.

The SCRD Board hosted information sessions between Round 1 and Round 2 budget discussions to ensure that the public had an opportunity to ask questions about the budget and make any concerns they may have heard. These information sessions were advertised broadly through local media and the SCRD's social media platforms.

The SCRD also provides a comprehensive financial plan document that was updated after each round of budget discussions. This document is available at www.scrd.ca/budget.

Throughout the budget process, the SCRD received feedback from the community highlighting a greater need for Public Engagement and Communication, one of the Board's Key Strategic Focus Areas. Therefore, for the 2022-2026 Financial Plan, it is recommended that an enhanced engagement and communication plan be drafted for the Board's consideration.

This plan would utilize best practices learned from this year's budget process such as information sessions and combine them with engagement activities now possible through the SCRD's new engagement platform, Let's Talk SCRD. This platform will allow for greater online information sharing and engagement through surveys, polls and ideas boards on a whole range of services that have significant budget implications such as water, solid waste and recreation.

Understanding that how the SCRD engages with the public will evolve through the COVID-19 pandemic, the Plan would also consider potential changes to how in-person engagement may take place. This would ensure that once it is safe to do so; there is a balance between online and in-person engagement.

Community Partners and Stakeholders

Community partners and stakeholders are organizations such as libraries, museums, community schools, and chambers who deliver programs and services under existing SCRD services.

These groups are asked to present preliminary budget information at Pre-Budget deliberations and then again at Round 1. At pre-budget information is typically received and at Round 1

groups may request to be a delegation to present to the Committee. As many of these organizations are comprised of volunteers or have limited staff resources, it is proposed that the community partners and stakeholders present their budget information at Round 1 and not as part of the pre-budget. This will create some efficiency by reducing community resource workload in preparing multiple packages and will continue to allow groups to present information at the Round 1 Budget deliberations with any follow-up information addressed at Round 2.

Process and Timelines

For 2020, the SCRD moved toward adoption of the Financial Plan Bylaw sooner than the statutory deadline of March 31, however, due to the pandemic, meetings were pushed to historical timelines with Financial Plan Bylaw adoption occurring on March 25, 2021.

There are many benefits of having a preliminary FP completed prior to year-end, for example, projects and initiatives can begin sooner in the year. Therefore, it is proposed that the SCRD approve the following draft timeline for the 2022-2026 Financial Planning process:

Activity	2021			2022	
	June	November	December	January	February
Board Strategic Plan Review	*t.b.d.				
Communication and Engagement					
Public Engagement (Ongoing)		*X	X	X	X
Information Sessions (Director Lead)		**t.b.d.	t.b.d.	t.b.d.	
Public Meetings (Budget Meetings)		*X	X	X	X
Public and Municipal Presentations		*X	X	X	X
Pre-Budget					
<ul style="list-style-type: none"> • SCRD Pre-Budget Overview • Preliminary 2021 Carry-forward project list 		1-2			
Activity			December	January	February
Round 1					
<ul style="list-style-type: none"> • Community Partners and Stakeholders 2022 Budget requests (Museums, Libraries, Community Schools. etc.) 			13		
<ul style="list-style-type: none"> • SCRD:2022 Budget Proposals 			14-15		
Round 2					
<ul style="list-style-type: none"> • Community Partners and Stakeholders • SCRD-2022 Budget Proposals 				24-26	
<ul style="list-style-type: none"> • Final 2021 Carry-forwards • 2021 Surplus/Deficit Report 					17/24
<ul style="list-style-type: none"> • Adoption of Financial Plan 					24

*X-ongoing; **t.b.d.-specific dates to be determined

Service Plans

As part of the Round 1 deliberations, most functions of the SCRD are summarized in draft annual Service Plans. The Service Plans provided context of the various current and proposed work-plans in consideration prior to contemplating new initiatives for budget. The recommendation is to continue the deployment of these Service Plans and present them as part of the budget process.

Rating Criteria and Mandatory Projects

For 2020, the Board made a change to have Budget Proposals that were rated as Mandatory (safety, regulatory compliance and immanent asset failure) to come forward for decision. Previous to this, these proposals were provided as part of the Pre-Budget deliberations and then incorporated into the Round 1 taxation figures. Budget proposals are not provided under this process.

In 2021, over 115 Budget Proposals were presented for consideration with 30 of them classified as **Mandatory**. Proposals relating to safety, imminent asset failure, and regulatory compliance were all approved since there is generally little option to approve an item such as Ministry of Environment changes for landfill or waste water plant operations. Those linked to maintaining core operations or business continuity, like base budget increase typically involve setting service level standards so Budget Proposals are prepared for these items.

Also, when preliminary “Tax by Area” figures are presented at pre-budget or the start of Round 1, the overall figures are considerably lower than what could be reasonably expected. Therefore, staff recommend that Mandatory Budget Proposals relating to safety, imminent asset failure, and regulatory compliance be incorporated into the Round 1 figures. Those Mandatory Budget Proposals relating to maintaining core operations or business continuity will still come to Round 1 as they relate to maintaining or setting service level standards.

The suggested process would be for the Committee / Board to review the draft project list during pre-budget deliberations. Staff will prepare different versions of the preliminary “Tax by Area” figures - one with and another without the mandatory projects included. This will provide the Board a more accurate representation of the starting point for taxation, the ability to provide strategic direction relating to the upcoming FP process, and generally a more realistic outlook on the upcoming budget figures.

Organizational and Intergovernmental Implications

Per the Budget Project Status Report included in this same agenda, there are 197 active projects for 2021 with summary as follows:

% Complete Summary		DEFINITION
Not Started	93	47.2% Work has not been started for project.
Started	32	16.2% Work is in preliminary stages.
In Progress 25%	15	7.6% Up to 25% progress
In Progress 50%	18	9.1% Up to 50% progress
In Progress 75%	21	10.7% Up to 75% progress
Completed	18	9.1% 100% Finished
Deferred	0	0.0% Project was deferred by motion.
Cancelled	0	0.0% The project listed as cancelled was determined
		as a) not required by Board or b) the project
TOTAL	197	100% evolved into a new project and is referred to
		in status column (line number)

It will be important to continue to monitor the status of projects in preparation of the 2022 Budget, especially how the effects Covid-19 may have on the efficacy of the organization to complete projects within the anticipated timelines, as well as the capacity to take on too many more initiatives next year.

Financial Implications

Based on the current items contemplated for improvement for 2021, the Communication and Engagement Plan may require additional resources and will be outlined in the future report.

Other financial considerations that staff will apprise the Board of is the anticipated tax and user fee impacts heading into 2022. The 2021 Corporate Variance Analysis provided at Q2 and Q3, Pre-Budget and user rate reports for utilities will provide a preliminary outlook heading into the upcoming budget cycle.

Timeline for next steps or estimated completion date

As there are several steps required in development of the 2022-2026 Financial Plan, including (but not limited to) a review to the Board's 2019-2023 Strategic Plan, current state and budget goals/direction from the Board, and the approval of changes to fees and charges. The Board can anticipate receiving multiple reports at the various Committees over the next several months.

STRATEGIC PLAN AND RELATED POLICIES

The five-year financial planning and budget process incorporates all major plans of the SCRD with the Strategic Plan being the key guiding document. The Financial Sustainability Policy goals align in creating awareness of economic, social and environmental changes and responsiveness. Effectively refining the budget process over time shows commitment to collaboration, communication, community, and transparency.

CONCLUSION

As the Annual Budget is one of the key processes in ensuring the Board's Strategic Goals are met by allocating resources based on strategic objectives and addresses requests based on priorities, refining the process provides transparency and clarity to staff and the community.

This budget debrief provides information on our learning through the 2021 budget process and it is recommended that the suggested changes as well as the draft timelines be approved in preparation for the 2022-2026 Financial Planning process.

The COVID-19 pandemic continues to have implications for the SCRD and the community as a whole which also need to be considered as part of the 2022 Budget planning process.

Reviewed by:			
Manager	X – A. Buckley	Finance	
GM	X – I. Hall X - R. Rosenboom	Legislative	X - S. Reid
CAO	X – D. McKinley	Other	

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 24, 2022

AUTHOR: SCRD Senior Leadership Team

RE: **BUDGET PROJECT STATUS REPORT – MARCH 2022**

RECOMMENDATION(S)

THAT the report titled Budget Project Status Report – March 2022 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 2022 Budget process and other major projects added throughout the year. The focus of the BPSR is to report on the status of the various projects and to ensure the projects are on time and on budget.

DISCUSSION

Staff have updated the report and welcome comments / questions on the progress being made on the listed projects, noting that the cut-off date for this report was only 1 week after 2022-2026 financial plan adoption therefore some projects “not started” have had progress since March 4.

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

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

Attachment – Budget Project Status Report – March 2022

Reviewed by:			
GM	X - I. Hall	Finance	X - T. Perreault
	X - R. Rosenboom	Legislative	X – S. Reid
	X – S. Gagnon		
CAO	X – D. McKinley	Human Resources	X - G. Parker

Mar-22

2022 BUDGET PROJECT STATUS REPORT

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	% Complete
1	CA	110	Buckley	\$125,145	\$0	Operating Reserves	2020	Jan-22		All	Regional	General Government - Website Redesign (Phase 2)	Contracted services to develop and implement a re-designed website that provides optimal content organization, integration with applications, ease of content manageability, and improved functionality and user experience. RFP completed and in Purchasing queue to send out for Tender.	In Progress 25%
2	CA	110	Reid	\$125,000	\$0	COVID-19 Restart Funding	2022			All	All	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings (Board, Board Committees, Advisory Committees/Commissions, Public Hearings, Intergovernmental). The Board has further recommended the scope for the Hybrid Meeting Solutions project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new A/V hybrid technology in the Boardroom.	Not Started
3	CA	110	Reid	\$25,000	\$0	COVID-19 Restart Funding	2022			All	All	General Government - Meeting Management Solutions (Other)	Software solution to bridge remote and in-person meeting rooms for hybrid Board and Committee meetings. In order for the virtual and physical domains to smoothly function together as a single meeting, a system is required to seamlessly manage both environments and their respective participants in real-time. Meeting management software streamlines the full cycle from report and agenda creation to electronic publishing to meeting video livestreaming and archiving. Software services are subject to an annual subscription fee. This budget request is for year-one implementation. Once implemented, annual subscription fees will apply and could be in the range of \$18,000 to \$20,000 per year.	Not Started
4	CA	110	Reid	\$80,600	\$0	Taxation	2022			All	All	General Government - Information and Privacy Coordinator (Other)	New resource for the Administration and Legislative Services department to ensure capacity for SCRD statutory responsibilities with respect to public access to information and protection of privacy. The addition of this resource also supports the transition to a digital/electronic service business model for the SCRD and acknowledges the increasing service expectations of the public with respect to accessing local government records and online information services. Budget request is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and \$5,000 overhead for software licenses, equipment, etc.	Not Started
5	CA	114	Perreault	\$40,143	\$0	COVID-19 Restart Funding	2022			All	Sechelt	Field Road Administration Building - Reception Centre Modification - COVID-19 (M-BC)	Temporary barriers were placed at the front reception desk to ensure protocols for health and safety were adhered to due to the COVID-19 pandemic. This was partly due to limited labour and supplies at the time to build and install a custom barrier. Due to the ongoing nature of the pandemic, a more permanent enclosure is proposed. There are also two work stations within the front reception that will also be redesigned for a more efficient workspace. This proposal will be for material, supplies and labour.	Not Started
6	CA	115	Parker	\$8,000	\$0	Operating Reserves	2020			All	Regional	Human Resources - Certificate of Recognition (COR)	Delayed due to extended absence and impact on capacity. New resource hired March 2021 and commenced preliminary review in June 2021.	Started
7	CA	117	Nelson	\$75,000	\$13,387	Reserves	2021			All	Regional	Information Technology - Electronic Document and Records Management System (EDRMS) Functionality Enhancements	Project implements advanced Content Server functionality that was not turned on during the initial system roll out, and increases digital enablement of business processes and electronic interaction with and between staff and the public. Awarded consulting contract to Cadence. Project kickoff meeting planned.	In Progress 25%
8	CA	117	Nelson	\$105,000	\$63,078	COVID-19 Restart Funding	2021			All	Regional	Information Technology - Digital Collaboration Solutions	This request is for a 2-year increase in funding for IT operating and capital budgets to expedite online collaborative software tools, digital services, and related equipment/devices. The project includes a temporary 2-year internal resource - comprised of: a) Temporary staffing: 2021 (7months) b) Professional services consulting c) Hardware purchases d) Software purchases/subscriptions New Job Description created and posted in late June 2021. Project Initiation complete. Detailed planning phase underway. Backfill TFT staff position hired.	In Progress 25%
9	CA	117	Nelson	\$5,000	\$0	Operating Reserves	2021			All	Regional	Information Technology - Cyber Security Culture 2021	Support security culture development using cyber threat awareness training and testing for SCRD staff. Objective is to reduce risks related to external attack vectors which could capture login credentials and expose SCRD data to unauthorized third parties, potentially resulting in BC Privacy Commissioner investigations and ensuing reputational damage. Options research underway. Obtained market sounding quotations.	In Progress 25%
10	CA	131	Reid	\$30,000	\$0	Operating Reserves	2021	Jan-22		A, B, D, E, F	A-F, Islands, SD46	Elections / Electoral Area Services - Ballot Tabulators	Contracted services to provide vote tabulating machines for 2022 local government election. Scope of work for procurement process under development.	Started
11	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$91,774	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included	2020 Project was delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of the 2021 proposal is to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been reframed as an Alternative Work Strategy to allow for flexible work for staff. The IT equipment, furniture and staff needs assessments have been completed with the implementation considerations as part of COVID-19 re-start for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed.	In Progress 75%
12	CA	111 / 113	Perreault	\$100,000	\$0	Operating Reserves	2021			All	Sechelt	Asset Management / Financial Services - Implementation of New (PSAS) Asset Retirement Obligation (ARO)	New staff resource job description posted in late June 2021. In 2021, the SCRD implemented the new Public Sector Accounting Standard (PSAS) for Asset Retirement Obligations (ARO). Internal and external professional services will be needed to facilitate the implementation. Staff have begun project scoping and data collection for new standard. Continue to recruit for new Finance Resource to Assist with project (1 unsuccessful and 1 active recruitment underway). Internal work continues on project.	Started

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	% Complete
13	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,075	\$4,734	Taxation / Support Services	2020			Various	Various	SCRD Corporate Recycling Program.	Field Road project started late 2021. Staff to reassess project and timelines as the COVID protocols change and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation.	In Progress 50%
14	CA	114 / 310 / 312 / 370 / 650	Perreault/Shay	\$40,000	\$5,092	CARIP	2021			All	Sechelt	Electric Vehicle (EV) Charging Stations-Field Rd and Mason Rd (Phase 1)	Phase 1 to meet immediate needs for EV charging is underway. Business process flow completed and approved. EV charging stations will be received and installed in March. Staff training and integration into business processes will follow.	In Progress 75%
15	CS	310	Walton	\$6,000	\$0	Operating Reserves	2021			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Building Improvements - Increased Safety (see additional approved in 2022)	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Requested a Privacy Impact Assessment (PIA) be completed for CCTV and security system on April 6, 2021. June 4 update, waiting for PIA to be completed for CCTV. Update August 12 - Quotes received for light pole installation. Will be unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking lot lighting). Work anticipated to be completed in September 2021. CCTV and security project to be carried forwarded to 2022, additional budget request approved and included in 2022 Budget. Mar 22 Update: Additional budget approved in March 2022. Project to commence in Q2.	Started
16	CS	310	Walton	\$3,250	\$0	Operating Reserves	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Security System and CCTV (LCHV)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Mar 22 Update: Additional budget approved in March 2022. Project to commence in Q2.	Started
17	CS	310	Walton	\$87,667	\$0	Taxation	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Transit Superintendent (1.0 FTE) (M-BC)	Recruit a second Transit Superintendent to address safety and support for drivers during operating hours, reduce overtime of current supervisory staff, address current capacity challenges, and support future expansion opportunities Mar 22 Update: Recruitment process has commenced.	Started
18	CS	310	Walton	\$11,500	\$0	Taxation	2022			B, D, E, F, DoS, SIGD, ToG	Sechelt	Public Transit - Driver Orientation and Training (M-BC)	Over and above the qualifications for the position (i.e. Class 2 license), other things that drivers need to learn prior to their first official shift including but not limited to: safety procedures, routes, bus care, etc. This budget request is to provide a budget for the ~ 76 hours/driver training prior to their first shift alone. This initiative also requires criminal record checks for 4 drivers at \$70 per record check. Mar 22 Update: This budget will be ongoing throughout the year as new drivers are recruited and trained in 2022.	Started
19	CS	312	Walton	\$10,000	\$0	Capital Reserves	2020			All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle	Update August 12 - New vehicles are not expected until 2022 so this project is stalled and will need to be carried forward to 2022. Mar 22 Update: Still awaiting vehicle.	In Progress 25%
20	CS	312	Walton	\$10,000	\$0	Operating Reserves	2020			All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance	Project planning stage complete - Update August 12 - RFQ for electric charges closed on August 6. RFQ evaluation team met on August 17. Mar 22: Once new infrastructure is installed, training will commence.	Started
21	CS	312	Walton	\$4,000	\$0	Operating Reserves	2021			All	Sechelt	Maintenance Facility (Fleet) - HVAC Maintenance Safety System	Additional safety system for fleet staff to perform HVAC maintenance on top of busses. Received approved engineered anchor. Mar 22 Update: Purchase harness system and installation to occur in Q2/3 2022.	Started
22	CS	312	Walton	\$6,000	\$3,657	Operating Reserves	2021			All	Sechelt	Maintenance Facility (Fleet) - Building Improvements - Increased Safety (see additional approved in 2022)	Increased Safety and Security at Mason Rd site (e.g. Security system, CCTV and improved external lighting). Privacy Impact Assessment (PIA) completed for CCTV and security system on April 6, 2021. Update August 12 - Quotes received - unable to complete all the projects within the approved budget, but will move forward with the most critical item first (external parking lot lighting). Work anticipated to be completed in September 2021. CCTV and security project budget to be carried forwarded to 2022, additional budget request approved in 2022 Budget. Mar 22 Update: Additional budget approved in March 2022. Project to commence in Q2.	Started
23	CS	312	Walton	\$131,250	\$0	MFA Loan	2022			All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (CM-RC)	Replace a hoist in garage which is at the end of life (2006) and does not meet current ALI certification standards. This hoist is used to service various fleet including buses, fire trucks, dump truck and backhoe. Mar 22 Update: Additional budget approved in March 2022. Project to commence in Q2.	Not Started
24	CS	312	Walton	\$3,250	\$0	Operating Reserves	2022			All	Sechelt	Maintenance Facility (Fleet) - Security System and CCTV (LCHV)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Mar 22 Update: Additional budget approved in March 2022. Project to commence in Q2.	Started
25	CS	345	Gagnon	\$669,736	\$0	Taxation	2018	Dec-22		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float).	Mar 22 Update: SCRD notified not successful in ICIP grant for ports capital renewal. Continued staff vacancy in Ports impacts capacity to move this work forward in 2021. Major inspections to be completed in 2022 which will further inform these capital projects. Staff will review capital plan for phased tendering of work, aligned with Board-approved plan or return to Board with additional information in Q3/4 2022.	Started
26	CS	345	Gagnon	\$25,000	\$0	Taxation	2021			B, D, E, F, Islands	F Islands	Ports Services - New Brighton Dock Study	Mar 22 Update - Continued staff vacancy in Ports impacts capacity to move this project forward in 2021. Staff continue to keep Squamish Nation updated. Potential condition review or other study of New Brighton Dock on Gambier Island. Scope to be determined. Currently shifting work priorities with current staff to resource this project. Anticipate project commencement Q2.	Not Started

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27	CS	345	Gagnon	\$57,600	\$0	Taxation / Reserves	2020			B, D, E, F, and Islands	All	Ports Services - Ports Major Inspections	Mar 22 Update: Continued staff vacancy in Ports impacts capacity to move these inspections forward in 2021. Currently shifting work priorities with current staff to resource this project. It is anticipated these inspections will be tendered in Q2 of 2022.	Started
28	CS	400	Clarkson	\$25,000	\$0	Reserves	2018	Jun-22		All	D and E with Regional Impact	Cemetery - Business Plan	Mar 22 Update: RFP to perform a comprehensive business and service review of SCRD Cemeteries awarded in Dec 2021. (including review of existing properties and infrastructure, developing options/recommendations for the future and a fees and charges comparison and review). Project commenced Jan 2022. Anticipated completion is end of Q2 2022.	In Progress 25%
29	CS	615	van Velzen	\$4,000	\$0	Taxation	2021	Mar-22		B, D, E, F, DoS, ToG, SIGD	All	Community Recreation Facilities - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially completed by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022. Mar 22 Update: Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022.	In Progress 75%
30	CS	615	van Velzen	\$27,643	\$0	Operating Reserves	2020	Apr-22		B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Community Recreation Facilities - Capital - Classified as "non-critical" in Asset Management Plan	Replace failing or end of life non critical capital components. SCA parking lot lighting replacement, SAC sound baffle replacement and re-hang lights still remain to be completed. RFP for SAC Baffles and Lights has now been completed and will be going to tender. SAC Baffles and Lights tender process completed, contract signing in progress. Project on track for completion Sept 2021. SCA parking lot lighting not started. September 3 Update: SAC Baffles and Lights completed. SCA parking lot lighting tender process started, anticipated project completion Q4 2021. October 7 Update: SCA parking lot tender documents submitted to procurement for review September 1. Tender posting pending. Due to procurement delay Q4 project completion unlikely. Carryforward to 2022. Jan 11, 2022 Update SAC Sound Baffle and Re Hang Lights Project Completed, one invoice for \$3500 pending, waiting for PO amendment. SCA Parking Lot Lighting Project Awarded, completion anticipated by Q2 2022. Mar 22 Update: SAC Sound Baffle and Re Hang Lights Project Contract and PO amendment completed, one invoice for \$3500 pending. SCA Parking Lot Lighting, contractor has ordered materials project on schedule for Q2 2022 completion.	In Progress 75%
31	CS	615	van Velzen	\$35,000	\$0	Taxation	2022	Jun-22		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Domestic Hot Water System (M-BC)	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. March 1, 2022 Update Procurement for engineering design started, anticipated project completion end of Q2 2022	Started
32	CS	615	Donn	\$6,000	\$0	Taxation	2021	Jul-22		B, D, E, F, DoS, SIGD, ToG	All	Community Recreation Facilities - Scheduling Software	Project has commenced. Anticipated full implementation by Q2 2022. Mar 22 Update: Project underway	In Progress 50%
33	CS	615	Donn	\$16,000	\$0	Operating Reserves	2021	Jul-22		B, D, E, F, DoS, SIGD, ToG	Regional	Community Recreation Facilities - Programming Review	Project awarded. Anticipated completion date for project is end of Q2 2022. Mar 22 Update: Project underway with anticipated completion date of Q3.	In Progress 25%
34	CS	615	van Velzen	\$28,600	\$0	Taxation	2022	Jul-22		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Non-Annual Maintenance (Other)	Large maintenance items not covered through the base budget and not occurring annually, including refinishing the gym floor at SAC and some fascia repairs and exterior painting at GACC. Mar 22 Update: Procurement process started, anticipated project completion Q3 2022.	Started
35	CS	615	van Velzen	\$60,000	\$0	Taxation	2021	Sep-22		B, D, E, F, DoS, SIGD, ToG	DoS, ToG	Community Recreation Facilities - Fall Protection Systems Upgrades - Phase One	In December of 2019 fall protection audits were completed at GACC, GDAF, SAC and SCA and recommendations were noted. Based on estimated total project costs and staff capacity to complete projects, staff are recommending a phased approach to completing recommended upgrades. Projects will be 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. October 8 Update: Jan 11, 2022 Update Project not started, this project is a priority for 2022 Mar 22 Update: Project procurement scheduled to start Q2 2022, anticipated project completion by end of Q3 2022.	Not Started
36	CS	615	van Velzen	\$26,500	\$0	COVID-19 Restart Funding	2022	Sep-22		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Water Management Plan Implementation (M-BC)	During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans developed in 2021, therefore this budget is to implement the ongoing safety recommendations in the plan. Mar22 Update: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022.	Not Started

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37	CS	615	van Velzen	\$11,736	\$0	Taxation	2020	Sep-22		B, D, E, F (Except F Islands), ToG, DoS, SIGD	Sechelt	Sunshine Coast Arena Refrigeration Plant Regulatory Items	Installation of an additional ammonia sensor complete. Extend ammonia relief vent line extension not started. No change to progress but budget now shows as \$11,736 and expended zero dollars so far in 2021. October 8 Update: Refrigeration engineer reviewing vent stack extension requirement with Technical Safety BC. Jan 11, 2022 Update Carry Forward remaining funds for vent stack extension, decision on requirement for project to move forward from engineer and Technical Safety BC is pending. No date for decision at this time but anticipated by late Q1 2022. Mar 22 Update: staff are working with TSBC Safety Officer to schedule site visit for review, possible Q2 2022 site visit but no firm date at this time.	In Progress 25%
38	CS	615	van Velzen	\$105,000	\$0	Taxation	2022	Dec-22		B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (CM-HSER)	After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC. Mar 22 Update: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022.	Not Started
39	CS	615	van Velzen	\$250,000	\$0	Reserves	2019	Dec-22		B, D, E, F, DoS, ToG, SIGD	Sechelt	Community Recreation Facilities - Sechelt Aquatic Centre Facility Projects	Various projects identified. Currently reassessing wall panel conditions to develop a scope of work for repair based on current conditions. Quotation requested and received for additional testing to determine current status of wall panel condition. Scope of work being finalized. Revised quotation for additional testing to also include development of updated scope of repairs based on testing results requested. Revised quotation received. Consideration of grant application to be recommended Q4 2020. Grant Applications were submitted. Two grant applications submitted for wall panel project both still under review. September 3 Update: Received confirmation that one grant submission was not successful. October 8 Update: Second grant submission is still under review. Project is on hold until grant funds are secured. (Panel Drying and Fire Alarm system) Mar 22 Update: Second grant application unsuccessful. Will look for 2022 grant opportunities. If grants continue to be unsuccessful, will discuss further for 2023 budget planning and make recommendations on how to proceed.	Started
40	CS	615	van Velzen	\$173,027	\$0	MFA 5-Year / Taxation	2021	Jun-24		B, D, E, F, DoS, SIGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement	On December 31, 2020 the fire sprinkler system at the Sechelt Aquatic Center developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered 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. As per Board resolution, this work will commence in 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Mar 22 Update: Procurement of engineering design for phased replacement pending. Due to timing, Phase 1 construction anticipated to start Q2 2023 .	Not Started
41	CS	615	van Velzen	\$1,281,150	\$731,754	Capital Renewal Fund	2019			B, D, E, F, DoS, ToG, SIGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	October 8 Update: -17 projects have reached substantial completion. Projects substantially completed include SAC main pool, leisure pool and hot tub filters, SAC gym and cardio fitness room lighting, GACC ammonia compressor motors C1 and C2, SCA heat pad heat exchanger, SCA in floor heat hot water tank, GDAF exhaust fan replacements (2), SAC exhaust fans #2 - #4, GACC ice install equipment. -18 projects have been started with anticipated completion by Q4 2021. These projects include SAC replacement pumps ordered (11) to be installed during 2022 annual maintenance, SAC UV lights main pool and hot tub, GACC Zamboni battery and charger, SCA scoreboard, SCA fire alarm system, SCA office renovation. -5 projects have been started and are anticipated to carry forward to 2022. These projects include SAC water piping - pump room, GDAF packaged roof top unit, SCA roof modified bitumen, SCA dehumidifier electric, SAC domestic hot water boiler. -1 project has not been started and is anticipated to carry forward to 2022, SCA exterior door glazed. Mar 22 Update: 13 projects substantially completed in Q4 2021. These projects include SAC replacement pumps delivered (7) to be installed during 2022 annual maintenance, SAC UV lights main pool and hot tub, GACC Zamboni battery and charger, SCA fire alarm system, SCA office renovation. SAC replacement pumps (4) are scheduled for delivery by end of Q1 2022. 2 projects substantially completed in Q1 2022, SCA Scoreboard and SAC domestic hot water boiler. 34 projects remain to be completed in 2022. Procurement for construction has started for 8 projects, these include SCA and GDAF door replacements (6), GDAF packaged roof top unit and SCA roof modified bitumen. It is anticipated 12 projects will be carried forward to 2023, these projects include GACC refrigeration system upgrades (3), SCA HVAC replacement (4), SAC HVAC replacement (4) and SAC Fire Sprinkler replacement phase 1. 5 anticipated carry forward projects have been identified as carbon emission reduction opportunities and will require additional Class C design for decarbonizing three biggest carbon emitting recreation facilities (SAC, GDAF, GACC)	In Progress 50%
42	CS	615	Shay	\$50,000	\$0	BC Hydro Rebate (Grant)	2022			All	Sechelt / Gibsons	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (BSCG)	Potential contractor delays due to flooding, potentially complete by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022. Mar 22 Update Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022.	Not Started
43	CS	625	Donn	\$1,000	\$0	Operating Reserves	2021	Mar-22		A	A	Pender Harbour Fitness and Aquatic Centre - Building Water Systems Management Plan	Potential contractor delays due to flooding, potentially complete by December 2021. Jan 11, 2022 Update, plans received from consultant Jan 4th. Staff review and invoicing pending, anticipated completion of staff review by Jan 21, 2022. Mar 22 Update Draft plans reviewed by staff and returned to contractor for revisions. Anticipated project completion end of Q1 2022.	In Progress 75%
44	CS	625	Donn	\$400	\$0	Taxation	2021	Jul-22		A	A	Pender Harbour Fitness and Aquatic Centre - Scheduling Software	Project has commenced. Anticipated full implementation by Q2 2022. Mar 22 Update: Project underway.	In Progress 50%

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45	CS	625	Donn	\$4,000	\$0	Operating Reserves	2021	Jul-22		A	A	Pender Harbour Fitness and Aquatic Centre - Programming Review	Project awarded. Anticipated completion date for project is end of Q3 2022. Mar 22 Update: Project underway with anticipated completion date of Q3.	In Progress 25%
46	CS	625	Donn	\$1,750	\$0	COVID-19 Restart Funding	2022	Sep-22		A	A	Pender Harbour Fitness and Aquatic Centre - Water Management Plan Implementation (M-BC)	During the restart of recreation facilities after an extended closure due to COVID, domestic water system water management plans were highly recommended by the Health Region. Plans were developed in 2021 and this budget is to implement the ongoing safety recommendations in the plan. Mar 22 Update: Procurement for services to implement plans scheduled to start Q2 2022, anticipated completion of implementation Q3 2022.	Not Started
47	CS	625	Donn	\$10,000	\$0	Reserves	2022			A	A	Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Items - Water Storage Solutions (CM-RC)	In 2022, during the annual maintenance period, the pool will be drained at the PHFAC. As the pool services as the fire suppression for the building, on site storage of water is required. This budget request includes the one time costs related to on site storage of water. Mar 22: Budget approved in Mar, anticipate project commencement in Q2.	Not Started
48	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022			A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (M-BC)	PHAFC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the SD, however the SD is replacing this container with a much smaller one, and the needs of PHFAC have increased. Mar 22: Budget approved in Mar, anticipate project commencement in Q2.	Not Started
49	CS	625	Donn	\$1,200	\$0	Operating Reserves	2022			A	A	Pender Harbour Fitness and Aquatic Centre - Non Annual Maintenance Item - Natatorium Ceiling Painting (Other)	The natatorium ceiling is in desperate need of repainting and should be done when the pool basin is drained. The pool is drained every 2-3 years, so 2022 provides the appropriate timing for this work. Mar 22: Budget approved in Mar, anticipate project commencement in Q2.	Not Started
50	CS	625	Donn	\$1,200	\$0	Operating Reserves	2022			A	A	Pender Harbour Fitness and Aquatic Centre - Pool Basin Painting (Other)	Pool basin painting occurs every 2-3 years in alignment with the pool being drained. This painting helps prolong the lifespan of the asset and also creates a more vibrant pool atmosphere. Mar 22: Budget approved in Mar, anticipate project commencement in Q2.	Not Started
51	CS	650	Clarkson	\$70,000	\$0	MFA 5-Year	2021	Mar-22		A, B, D, E, F	All	Community Parks - Equipment Purchase- (Sports Fields) - New Cab Tractor	2020 inspections indicated this asset for retirement. Failure is possible and would require urgent response but staff consider this as asset stewardship rather than imminent failure based on condition. Mar 22 Update: Developed a scope and advertised for available pricing. Tendered and did not receive qualified submissions. Project underwent scope revisions in late Q3 2021 and was re-tendered Q4 2021. Second RFP awarded and finalized. Staff are just awaiting delivery of product. Equipment is ready but manufacturer has experienced delays in the rubber tires required with the order. Anticipate final order and project wrap up Q1 2022.	In Progress 75%
52	CS	650	Clarkson	\$15,500	\$0	Taxation	2022	May-22		A, B, D, E, F	A	Community Parks - Katherine Lake and Lions Field Water Service Operations (M-BC)	The water systems at Katherine Lake and Lions Field are for the most part operated by Parks staff, there is expertise required for various annual tasks. This has historically been provided by the SCRD Utilities staff and charged back to Parks. Due to capacity challenges, Utilities are not able to continue with this service, therefore this service will require a contractor. Mar 22 Update: Staff undergoing procurement process for services.	Started
53	CS	650	Clarkson	\$38,231	\$0	Taxation	2022	May-22		A, B, D, E, F	Regional	Community Parks - Parks Labourers (M-BC)	Addition of parks labourers to assist in maintaining current service levels in parks, especially in the peak seasons. March 9 2022 Update: Job posting request completed and staff working with HR on posting immediately.	Not Started
54	CS	650	Clarkson	\$91,266	\$0	COVID-19 Restart Funding	2022	May-22		A, B, D, E, F	Regional	Community Parks - Temporary Parks Backfill (M-BC)	One year temporary position to address backlog of parks annual tasks and projects that accumulated during 2021 due to staff vacancies. Mar 22 Update: Draft job description completed and staff working with HR on posting immediately.	Started
55	CS	650	Clarkson	\$50,000	\$0	Taxation / Operating Reserves	2022	Jul-22		A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (M-BC)	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. This budget request not only allows Parks to move forward on protective mitigation strategies for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments, but also provides an ongoing base budget for these types of studies that are now becoming requirements of lease renewals, re-investment in to park spaces, etc. Mar 22 Update: Budget approved in March and project to commence in Q2.	Not Started
56	CS	650	Clarkson	\$15,000	\$249	Operating Reserves	2021	Aug-22		A, B, D, E, F	B, D, E, F	Community Parks - Suncoaster Trail (Phase 2) Community trail project	Multi-year, phased and strategic approach to completion of the Suncoaster Trail (Halfmoon Bay to Gibsons/Langdale) based on the Final Trail Concept Design approved by the Board. Further information about phases and a supporting funding plan provided through the budget process. Mar 22 Update: Progressing 2021 on this project was delayed due to COVID-19 and staff capacity. Anticipate discussions and planning to resume in Q2.	Started

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57	CS	650	Clarkson	\$20,000	\$0	Taxation	2022	Aug-22		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 budget request is to support the planning of these potential projects and includes such costs as public consultations, surveys, cost estimates, etc. Planning would include working through details such as capital and ongoing operating costs as well as roles and responsibilities of the parties involved. Specifically, in 2022, the two current community ideas for projects that require further exploration include a pathway around Katherine Lake and improvements / enhancements to Dan Bosch Park. Mar 22 Update: Budget approved in March. Staff continue to work with community groups to outline roles, responsibilities and determine a project plan, which will include community discussions regarding proposed project.	Not Started
58	CS	650	Clarkson	\$33,963	\$0	Capital	2019	Oct-22		A, B, D, E, F	All	Community Parks - Capital Asset Renewal	Mar 22 Update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2021 due to staff capacity, however expected to commence in Q2 2022 and be completed in the fall of 2022.	In Progress 25%
59	CS	650	Clarkson	\$40,000	\$0	Operating Reserves	2021	Dec-22		A, B, D, E, F	F	Community Parks - Bike Park / Pump Track Development at Sprockids Park	Continue to work with community group. Project will extend into 2022. Partnership opportunity with Coast Mountain Bike Trail Association. Project partnerships and efficiencies being explored. Mar 22 Update: Met with partner CMBTA in Q1 and discussed preliminary next steps. RFP for consultation services slated for development mid Q2 2022.	Started
60	CS	650	Clarkson	\$26,700	\$12,755	Operating Reserves	2021	Dec-22		A, B, D, E, F	Various	Community Parks - Priority Repairs to Community Halls	Strategic priority repairs related to asset stewardship and community resilience. Projects identified and prioritized through condition assessments including minor capital and small energy efficiency projects that do not fit within capital plan. Mar 22 Update: Majority of projects are now complete. Minor non-critical items were delayed to accommodate staff capacity. Project should be complete by Q4.	In Progress 75%
61	CS	650	Gagnon	\$3,088,020	\$26,351	ICIP Grant / Various	2021			A, B, D, E, F	B	Community Parks - Coopers Green Hall Replacement / Upgrade	Architect revising design to meet net zero readiness and completing energy modelling. Will move to detailed design and development of construction documents in Q1 2022. Updating geotechnical work and surveys. Monthly meetings with community association to develop operating business plan and budget. Anticipate a report updating the Board in Q1. Mar 22 Update: Design complete, with the exception of the septic, which is delayed waiting for permits. Currently awaiting updated Class B estimate. Update for Board anticipated early Q2.	Started
62	CS	650	Gagnon	\$62,263	\$19,989	Gas Tax	2016			A, B, D, E, F	B	Community Parks - Coopers Green Park - Hall and Parking Design Plans	Approval from MoTI for parking on road right of way received in 2016. Application for parking variance approved by Board of Variance (2016-Sep-30). Working with civil engineer to complete a table top study to update the site plan to include considerations for traffic flow, parking, active transportation. Plan to include cost estimates and phasing. Anticipate a report to update the Board in Q1 2022. Mar 22 Update: desk top study currently underway but not complete. Still anticipate an update in Q2.	In Progress 50%
63	CS	650	Gagnon	\$300,000	\$0	Capital Reserves	2020			A, B, D, E, F	Sechelt	Community Parks - Building (Replacement / Upgrade)	Project Brief in development. Options for consideration given pandemic response and guidelines. Mar 22 Update: On hold until further exploration of Mason Yards planning is complete.	Started
64	CS	665	Gagnon	\$75,000	\$0	Capital Reserves	2021			B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021	Engineered mitigation of a retaining wall adjacent to a bike lane. Mar 22 Update: Consultant working on Geotechnical report with design/construction options. Once report is complete Staff to meet with stakeholders and review the options in Q2.	Started
65	CS	680	Clarkson	\$22,000	\$0	Operating Reserves	2020	Oct-22		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 Update: Further supply chain delayed this project in 2021. Staff continue to work with Purchasing to explore options in order to expedite delivery of equipment in 2022. Expected Q4 2022.	In Progress 50%
66	CS	680	Clarkson	\$33,500	\$0	Operating Reserves	2020	Oct-22		A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One-Time Minor Capital - Upgrades and Renewal	One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment. Parks planning and operations have begun work on the design, purchase and install of minor capital items in Q2 2021. Mar 22 Update: Staff capacity and other priorities delayed this project in 2021. Project planning will continue and staff anticipate completion in late Q3.	In Progress 25%
67	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Shay / Gagnon	\$70,000	\$0	Operating and Capital Reserves / Grant	2022			All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (BSCG)	Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR	Not Started
68	CS	310 / 312	Walton	\$10,500	\$0	Reserves	2022			All	Sechelt	Public Transit / Maintenance Facility (Fleet) - Pressure Washer Replacement (CM-IAF)	The pressure washer has reached the end of its useful life and requires replacement. This heavy duty equipment is used daily for cleaning fleet. Mar 22 Update: Budget approved in March, purchase process to commence in Q2.	Not Started

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69	CS	310 / 312 / 313 / 320 / 345 / 400 / 615 / 625 / 630 / 650 / 665 / 667 / 670 / 680	Gagnon	\$41,500	\$0	Taxation	2022			All	All	Community Services - Administrative Assistant (1.0 FTE) (Other)	The Community Services Administrative Assistant will provide critical support to the General Manager, Community Services and work cooperatively with other department administrative supports. Mar 22 Update: Budget approved in March. Recruitment to begin in Q2.	Not Started
70	CS	310 / 312 / 370 / 650	Gagnon	\$75,000	\$0	Operating Reserves	2022			All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (M-BC)	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, especially for likely Transit service expansion. This budget request proposes 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. Mar 22 Update: Budget approved in March, project to commence in Q2 (resource dependent).	Not Started
71	IS	150	Edbrooke	\$89,836	\$624	Healthy Watershed Initiative Grant	2021	Mar-22		All	Regional	Feasibility Studies (Regional) - Water Service - Regional Watershed Management Plan (formerly project: Watershed Management Action Plan Development)	Development of a business case for the feasibility of a new regional watershed protection service. Engagement and draft reports are complete. Staff will present the results at March ISC. Anticipated project completion is March 2022.	In Progress 75%
72	IS	281	Walkey	\$5,000	\$0	Reserves	2022			A	A	Greaves Road Waste Water Plant - Septic Field Repairs (CM-IAF)	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Trees within 3m to 5m will be removed to prevent further root intrusion.	Not Started
73	IS	350	Rosenboom	\$188,905	\$0	MFA 5-Year / Taxation	2021	Jul-22		All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs	The current propane generator that is used to supplement the solar-based power system for the Sechelt Landfill has failed mid-February 2021. The site is currently using a diesel generator on a temporary hook up until a new generator is procured and installed. Power is required for the scale, computer and telephone for example. Development of RFP and SRW for connection to BC Hydro grid has been initiated	In Progress 25%
74	IS	350	Rosenboom	\$175,000	\$90,990	Taxation	2020	Jul-22		All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1)	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. Second opinion on landfill siting options being initiated in Q1 2022.	In Progress 50%
75	IS	350	Rosenboom	\$150,000	\$0	Taxation	2021	Dec-22		All	Regional	Regional Solid Waste - Future Solid Waste Disposal Option Study (Phase 2)	Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1.	Started
76	IS	350	Rosenboom	\$89,165	\$0	Taxation	2022	Dec-22		All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (CM-RC)	Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm.	Not Started
77	IS	350	Rosenboom	\$96,000	\$0	Eco-Fee	2022	Dec-22		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase I (M-BC)	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2.	Not Started
78	IS	350	Rosenboom	\$100,000	\$0	Taxation	2022	Dec-22		All	Regional	Regional Solid Waste - Sechelt Landfill Closure/Post Closure Funding (M-BC)	Increase of the annual contribution to the Closure/Post Closure reserve fund for the Sechelt Landfill to address current underfunding of the landfill closure/post closure liability for this site based on an anticipated closure date of 2025.	Not Started
79	IS	350	Rosenboom	\$27,000	\$0	User Fees	2022	Dec-22		All	Regional	Regional Solid Waste - Pender Harbour Transfer Station Food Waste Drop-Off (BSCG)	Providing a food waste drop-off at the Pender Harbour Transfer Station is one of the initiatives of the SCRD's Regional Organics Diversion Strategy. Conduct a 2 year pilot from Q3 2022 to June 30, 2024. This ensures one full year of the program and data collection prior to a decision on the continuation that needs to be made in Q3 2023. As the actual annual costs for this pilot will depend on the outcome of the procurement process for this service an annual budget of up to \$54,000 is proposed. Staff currently expects that a \$5 per container tipping fee would be sufficient to secure the above listed funding amount from tipping fees. The recommendation to establish this tipping fee and initiate the required amendment to Bylaw 405 will be brought forward at the time of contract award.	Not Started
80	IS	350	Rosenboom	\$67,571	\$0	Taxation	2022	Dec-22		All	Regional	Regional Solid Waste - Staffing - Manager Special Solid Waste Projects - 0.6 FTE (BSCG)	Additional senior project-management resources are require to manage the development and construction of a new long-term waste disposal option, the design and construction of the partial (Stage H+) and final closure of the Sechelt Landfill and other capital projects for the solid waste and other divisions.	Not Started
81	IS	350	Rosenboom	\$2,500,000	\$0	Landfill Closure Reserve Fund	2021	Dec-22		All	Regional	Regional Solid Waste - Sechelt Landfill Stage H+ Closure	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage H+ represents an area that has reached its fill capacity based on height and now requires closure. Project to be initiated in Q1 or Q2 2022.	Not Started
82	IS	350	Rosenboom	\$100,000	\$0	Eco-Fee	2021	Dec-22	Dec-22	All	Regional	Regional Solid Waste - Waste Composition Study	Conduct a waste composition study of residential garbage collection, drop-off bins at Pender Harbour Transfer Station and Sechelt Landfill and commercial garbage delivered to the Sechelt Landfill. Study would occur at two points in 2021 and will support the evaluation of the implementation of new organics diversion services and guide the SWMP update (incl. waste disposal post landfill closure). Delayed until 2022. RFP is anticipated to be issued Jan 2022.	Not Started
83	IS	350	Rosenboom	\$150,000	\$453	Eco-Fee	2021	Dec-23		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update	Update the SCRD's Solid Waste Management Plan (SWMP) as per MoE guidelines, the expectation is at a minimum of every 10 years. The SWMP was last updated in 2011. SWMP update is dependent on decision on long-term solid waste disposal option and required to be updated for that option to be implemented. Delayed until 2022. RFP is anticipated to be issued Q1 2022.	Started
84	IS	351	Rosenboom	\$5,000	\$0	Taxation	2021	Mar-22		All	A	Regional Solid Waste - Generator Replacement for Pender Harbour Transfer Station	Purchase and installation of a new generator for the Pender Harbour Transfer Station as current generator is failing. Generator is used as back-up power for the site. Procurement initiated. Estimated work Q1 2022.	In Progress 25%
85	IS	351	Rosenboom	\$10,000	\$0	Taxation	2021	Mar-22		All	A	Regional Solid Waste - Traffic Control Lights for Pender Harbour Transfer Station	Installation of traffic control lights for Pender Harbour Transfer Station to increase safety for customers and staff at site. Project to be completed in coordination with site improvement project.	Not Started

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86	IS	352	Rosenboom	\$67,900	\$6,932	Taxation	2021	Mar-22		All	Regional	Regional Solid Waste - Sechelt Landfill Monitoring Well Installation	As per the Operating Certificate, the SCRD is required to monitor groundwater conditions in and around the Sechelt Landfill. The SCRD samples water via 18 wells multiple times throughout the year. A recent Hydrogeological Assessment recommended installation of 4 new wells and decommissioning 2 old wells. Estimated work Q1 2022 .	Not Started
87	IS	352	Rosenboom	\$29,500	\$0	MFA 5-Year	2021	Jul-22		All	Regional	Regional Solid Waste - Forklift for Sechelt Landfill	Purchase of a used forklift for loading the mattress trailer at the Sechelt landfill to full capacity thereby reducing possible injury to staff not having to manually load the truck and full trailers reduce shipping costs and lowers transportation-related GHG emissions. This is the recommended loading measure by WorkSafeBC. Estimated timing Q2 or Q3 2022	In Progress 25%
88	IS	352	Rosenboom	\$150,000	\$0	Taxation	2021	Dec-22		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2	Phase 2 Study to be initiated to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Timing of initiation is Q1 2022.	Started
89	IS	365	Misiurak	\$75,000	\$0	Operating Reserves	2020	Dec-22		A and SIGD	A	North Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP is being finalized and will be posted in Q3 2022	Started
90	IS	365	Walkey	\$2,500	\$0	Operating Reserves	2020	Dec-22		A and SIGD	A	North Pender Water System - Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q2 2022 .	Started
91	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	Dec-22		A	All	North Pender Harbour Water Service - Emergency Generator	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. Initial product specifications have been completed and procurement is to start in Q1 2022	In Progress 25%
92	IS	365	Walkey	\$20,000	\$0	Operating Reserves	2021	Dec-22		A and SIGD	A	North Pender Harbour Water Service - Garden Bay Pump Station – Treatment Improvements (Phase 1)	Feasibility study to review engineering solutions to address the current risk of significantly increased turbidity levels and ensuring regulatory compliance in a timely manner. The study will evaluate the feasibility of treatment systems that will be capable of reducing turbidity and organics. Procurement to start in Q1 2022	Started
93	IS	365	Walkey	\$145,000	\$107,763	Reserves	2019			A and SIGD	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. Minor items required for completion	In Progress 75%
94	IS	365	Walkey	\$850,000	\$0	Capital Reserves / Gas Tax	2022			A and SIGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (M-BC)	Replacement of the existing 100 mm asbestos cement water main on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 70 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and response from SCRD Utilities staff.	Not Started
95	IS	365	Walkey	\$7,500	\$0	Operating Reserves	2022			A and SIGD	Regional	North Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	Budget for communication and public participation activities in support of the development of a proposed SCRD Water Strategy (e.g. mail outs, surveys, digital communication and if possible in-person events).	Not Started
96	IS	366	Misiurak	\$75,000	\$0	Operating Reserves	2020	Dec-22		A	A	South Pender Harbour Water Service - Water Supply Plan	Intent of project is the development of water system model in support of development Water Supply Plans. RFP is being finalized and will be posted in Q3 2022	In Progress 25%
97	IS	366	Misiurak	\$149,500	\$75,507	Gas Tax	2021	Dec-22		A	A	South Pender Harbour Water Service - McNeil Lake Dam Upgrades	Consultant 60 percent designs are under review.	In Progress 75%
98	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	Dec-22		A	A	South Pender Water System - Confined Space Document Review	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff need to develop tender documents to begin this process. RFQ to be issued in Q2 2022 .	Started
99	IS	366	Walkey	\$50,000	\$12,181	Capital Reserves	2020	Dec-22		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades	Replacement of treatment system components will allow for more efficient operation of the water treatment plant. Procurement of equipment initiated in Q3 and to be continued in Q4 2020. PO for additional instrumentation sent to supplier (turbidity meters and controllers). Delays in delivery, to be completed in Q1 2022.	In Progress 75%
100	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	Dec-22		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will included the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Delayed awaiting modelling project completion.	Not Started
101	IS	366	Walkey	\$50,000	\$29,732	Gas Tax	2021	Dec-22		A	A	South Pender Harbour Water Service - Upgrades - Phase 2	Additional funds are required to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Some outstanding projects components still to be completed.	Started
102	IS	366	Walkey	\$80,000	\$0	MFA 5-Year	2021	Dec-22		A	A	South Pender Harbour Water Service - 2021 Vehicle Purchases	Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities. Tender documents issued and awarded in Q 2022.Delivery expected in Q4, 2022.	In Progress 75%
103	IS	366	Walkey	\$525,000	\$0	Reserves	2022			A	A	South Pender Harbour Water Service - McNeil Lake Dam Safety Improvements - Construction (CM RC)	Complete the tendering and construction of the dam safety improvements which 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.	Not Started
104	IS	366	Walkey	\$600,000	\$0	Capital Reserves / Gas Tax	2022			A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (M-BC)	Continuation of 2018 work, and would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondevue Road. This section was selected for replacement as means of improving system reliability and improving protection in that portion of the South Pender Water Service Area.	Not Started
105	IS	366	Walkey	\$7,500	\$0	Operating Reserves	2022			A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (BSCG)	Budget for communication and public participation activities in support of the development of a proposed SCRD Water Strategy (e.g. mail outs, surveys, digital communication and if possible in-person events).	Not Started

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106	IS	370	Rosenboom	\$50,000	\$0	Operating Reserves	2020	Jun-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Environmental Flow Requirements Update	Project delayed due to COVID-19 pandemic on contractor's unavailability. All required analyses and reports are completed and will be submitted early Q1 2022 to DFO and FLNRD for their review	In Progress 50%
107	IS	370	Rosenboom	\$25,000	\$15,793	Reserves	2020	Jun-22		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	In Progress 75%
108	IS	370	Misiurak	\$63,378	\$0	Reserves	2021	Jul-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Edwards Lake Siphon	Pipe is fused. Has not been deployed. Archaeological and ecological assessments in support for regulatory approvals underway with permit issuance to follow in summer 2022	In Progress 25%
109	IS	370	Misiurak	\$2,076,511	\$141,931	Reserves	2020	Aug-22		A, B, D, E, F and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	Construction underway with project completion Q4 2022.	In Progress 50%
110	IS	370	Edbrooke	\$35,000	\$7,242	Operating Reserves	2020	Aug-22		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply and Conservation Public Engagement 2020 (including Water Summit)	Ongoing Water Public Participation. This includes website updates, advertisements (print and digital), and Let's Talk water events to engage the community on new projects, such as the Church Road well field and Phase 3 water meter installations. Staff are currently developing summer outreach campaigns and communications, and incorporating capital projects into planned spring water engagements.	In Progress 25%
111	IS	370	Edbrooke	\$46,500	\$0	Short Term Debt	2020	Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Strategic Infrastructure Division	ONLY 1 VEHICLE PURCHASE. Procurement process underway, and staff are working to overcome ongoing supply chain challenges. Bids received in early 2022 for fully electric passenger vehicles were considerably higher than budgeted amounts. Staff will reconsider vehicle requirements and reissue a new RFP.	In Progress 50%
112	IS	370	Misiurak	\$375,000	\$286,318	Operating Reserves	2020	Sep-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2)	Additional scope added and well siting currently underway. Long-term monitoring at Langdale site to continue until Q3 2022 .	In Progress 75%
113	IS	370	Misiurak	\$7,378,616	\$942,644	Capital Reserves / Long Term Loan	2020	Sep-22		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Groundwater Investigation - Phase 4B - Church Road Construction	Water License issued by the Province in December 2021. Construction contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction is underway with anticipated completion September 2022.	Started
114	IS	370	Misiurak	\$1,178,070	\$0	Capital Reserves	2020	Sep-22		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Reed Road and Elphinstone Road Water Main Replacement	Construction will occur in 2022 as part of the Church Road Project.	Started
115	IS	370	Misiurak	\$50,000	\$8,882	Reserves	2018	Nov-22		A, B, D, E, F and DoS	E	Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2)	Final drawings provided by consultant and are under review with anticipated construction Q4 2022.	In Progress 50%
116	IS	370	Edbrooke	\$25,000	\$0	User Fees	2019	Dec-22		A, B, D, E, F and DoS	Regional	Regional Water Service - Water Sourcing Policy	Project scoping based on current water supply source development status is underway.	Started
117	IS	370	Misiurak	\$240,500	\$143,673	Capital Reserves	2021	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Dam Improvements	Consultant 60 percent design under review.	In Progress 75%
118	IS	370	Misiurak	\$360,000	\$275,035	Operating Reserves	2020	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Regional Water Reservoir Feasibility Study Phase 4	First Nation Consultation complete. Consultant preparing completion schedule for geotechnical work.	In Progress 75%
119	IS	370	Walkey	\$200,000	\$11,789	Operating Reserves	2020	Dec-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. Staff are working with Lehigh (transferring residuals to Lehigh mine site for dewatering). A RFP has been issued for a short/long term plan to be awarded early Q2.	In Progress 25%
120	IS	370	Walkey	\$74,125	\$0	Capital Reserves	2021	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. System will also allow for video monitoring of infrastructure at the lakes. Testing equipment for potential install.	Started
121	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review- Regional Water System	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff to develop tender documents to begin this process. RFQ to be issued in Q2 2022.	Started
122	IS	370	Walkey	\$46,500	\$0	Short Term Debt	2020	Dec-22		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Utility Vehicle Purchase	Tender documents have been generated and will be advertised in Q4 2021. Tender documents issued. Tendered in Q1 and was over budget. To be retendered in Q2, 2022.	In Progress 50%
123	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020	Dec-22		A, B, D, E, F, and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements	Preliminary planning has taken place and further staff time is required to generate tender documents, RFQ to be issued in Q2 2022.	Started
124	IS	370	Walkey	\$250,000	\$0	Capital Reserves	2020	Dec-22		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Preliminary review of design is underway. Contract for engineering has been awarded with completion of project in Q4 2022 pending supply of materials.	In Progress 25%
125	IS	370	Walkey	\$210,000	\$0	MFA 5-Year	2021	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet: 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful life and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4x4 Truck, Ongoing significant repairs. Tender Documents re issued and awarded in Q1 2022. Delivery expected in Q4, 2022.	In Progress 75%
126	IS	370	Misiurak	\$70,000	\$0	Capital Reserves	2021	Dec-22		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements	Preliminary design started. Construction anticipated in fall 2022.	Started
127	IS	370	Misiurak	\$213,000	\$5,684	Operating Reserves	2021	Dec-22		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis	RFP drafted and sent to purchasing for BC bid posting.	Started
128	IS	370	Rosenboom	\$7,250,000	\$0	Long Term Loan	2020	Dec-22		A, B, D, E, F, F Islands and DoS	Sechelt and SIGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt-Indian-Government-District	AAP successful to secure the electoral approval for the Long-Term Loan for this project. Resource planning to be completed in Q2 2022 with project kick-off to follow.	Started

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129	IS	370	Edbrooke	\$20,000	\$0	Operating Reserves	2021	Feb-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Public Participation Regional Water System	Staff are developing an engagement process to develop a region-wide Water Strategy, outlined in a discussion paper, scheduled for Q2 2022. Budget is for engagement materials, events and consultant support for developing surveys and workshops.	Started
130	IS	370	Misiurak	\$350,000	\$0	Capital Reserves / Gas Tax / DCC	2021	Mar-23		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Development	Consultant contract being finalized with work to begin in Q2, 2022.	Started
131	IS	370	Misiurak	\$200,000	\$73,802	Reserves	2018	Aug-23		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Water Main Rehabilitation	Repainting of the Chapman, and Sechelt Inlet Road Segments Completed. Remaining unexpended funds to be used to fund other waterline segments in 2023.	In Progress 50%
132	IS	370	Edbrooke	\$30,000	\$0	Operating Reserves	2020	Sep-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update	Reviewing potential proposals for changes to Bylaw 422. Phase 1 of this project will be presented for the Board's consideration in Q1 2022. Phase will be scoped and initiated in Q2 2022, for broader bylaw modernization.	In Progress 25%
133	IS	370	Misiurak	\$1,377,600	\$0	Capital / Operating Reserves	2021	Dec-23		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3	Consultant contract issued. Consultant/SRCD kickoff meeting completed. BC Ferry/SCRD temporary agreement for installation of test wells ratified. Test well drilling deferred until completion of archeological assessment. Drilling anticipated Q2 2022. (Langdale / Mary Anne West)	Started
134	IS	370	Misiurak	\$125,000	\$0	Operating Reserves	2021	Jun-24		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek	Consultant contract is being finalized. Creek monitoring to begin in Q2, 2022.	Started
135	IS	370	Misiurak	\$783,000	\$0	Reserves	2022	Q3 2023		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (CM-RC)	Complete the tendering and construction of the dam safety improvements which will consist of strengthening the face and the base of the dam by adding steel reinforcement into adjoining bedrock, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate. Permitting with BC Parks is taking longer than anticipated. Construction deferred until 2023.	Not Started
136	IS	370	Misiurak	\$625,000	\$0	Reserves	2022	Q3 2023		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (CM-RC)	Complete the tendering and construct the dam safety improvements which will consist of replacing the stop logs with a sluice gate and a lifting device, increasing the height of the maintenance walkway above flood lake level, installing a log boom upstream, new public access signage, a water level gauge and new dam security gate. Permitting with BC Parks is taking longer than anticipated. Construction deferred until 2023.	Not Started
137	IS	370	Walkey	\$29,092	\$0	User Fees	2020			A, B, D, E, F and DoS	Regional	Regional Water Service - Summer Student (4 months) - Water Asset Inventory Update	Development of Water Supply Plans Assessment Management Plans or update of the asset inventory databases (GIS and AutoCAD) for the Regional Water System. (VALUE IS NOW \$29,092 being carried forward)	In Progress 50%
138	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 (CM-IAF)	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded.	Not Started
139	IS	370	Walkey	\$75,000	\$0	Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (CM-IAF)	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning, entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1.	Not Started
140	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 (M-BC)	Replacement, single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. Tendering in Q2, 2022.	Not Started
141	IS	370	Walkey	\$200,000	\$0	MFA 5 YR Loan	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Vehicle Purchases (M-BC)	This project is to purchase four (4) vehicles for the following purposes: • Two (2) new Fully Electric Vehicles to support staffing requirements (incl. the purchase of EV that was deferred as part of 2021 Budget process); • Two (2) replacement vehicles of vehicles #465 (2012) Escape and #491 (2013 F150) is required due to high mileage and increasing maintenance costs. Tendering in Q2, 2022.	Not Started
142	IS	370	Misiurak	\$375,000	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (BSCG)	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to 3 additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Given the current workload for the Capital Project Division it's anticipated that this project could be initiated late 2022/early 2023 for completion late 2023.	Not Started
143	IS	370	Walkey	\$47,250	\$0	Grant (?)	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Staffing - Water Sustainability Technician - 0.5 FTE (BSCG)	Hire a Water Sustainability Technician that will focus on leak resolution in the Sechelt area, as meters are installed. The position will also be responsible for supporting education and outreach efforts, patrols, responding to inquiries and complaints.	Started
144	IS	382	Misiurak	\$5,964	\$0	Operating Reserves	2020	Jul-22		E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs	To be completed in Q2 2022	In Progress 50%
145	IS	382	Misiurak	\$20,000	\$498	Operating Reserves / Gas Tax	2021	Dec-22		E	E	Woodcreek Park Wastewater Treatment Plant – Collection System Designs	On October 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In order to allow for an expedited start of this project phase, this budget proposal allows for the inclusion of essential upgrades to the collection system to the final design and tendering package that is currently being prepared as part of the ongoing project started in 2020. Included being draft ITT documents. Conveyance system field inspection completed in late September.	In Progress 25%

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146	IS	384	Walkey	\$9,000	\$2,731	Capital Reserves / Gas Tax.	2021	Mar-22		B	B	Jolly Roger Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements. Screens have been replaced. Project final review required. Awaiting delivery of final parts that were delayed completion in Q1 2022	In Progress 75%
147	IS	385	Walkey	\$9,000	\$2,273	Capital Reserves / Gas Tax	2021	Mar-22		B	B	Secret Cove Waste Water Treatment Plant - Headworks Improvements	Both Wastewater Plants headworks need to be upgraded with new stainless steel trash screens and other related improvements. Screens have been replaced. Project final review required. Awaiting delivery of final parts that were delayed completion in Q1 2022	In Progress 75%
148	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	Dec-22		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Some repairs have been completed.	In Progress 25%
149	IS	387	Walkey	\$25,000	\$10,323	Operating Reserves	2020	Dec-22		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. Review of options underway.	In Progress 50%
150	IS	387	Walkey	\$20,000	\$0	Operating Reserves	2021	Dec-22		B	B	Square Bay Waste Water Treatment Plant - Square Bay Infiltration Reduction	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. Review of as built drawings underway. Work delayed due to staffing shortage.	In Progress 25%
151	IS	388	Walkey	\$261,000	\$0	Operating Reserves / Gas Tax / Loan	2022			F	F	Langdale Waste Water Plant - Remediation Project (M-BC)	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolition of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted.	Started
152	IS	392	Walkey	\$50,000	\$35,000	Operating Reserves / Gas Tax	2021	Jul-22		D	D	Roberts Creek Co-Housing Waste Water Treatment Plant - Treatment System and Regulatory Enhancements	Various improvements to the treatment facility, collection system and pump replacements are required to help the treatment plant achieve its design effluent quality criteria as well as meet the current permit with the Municipal Wastewater Regulation (MWR). Additionally, de-registering with the MWR and registering with Vancouver Coastal Health Sewerage Regulation is required, as the plant does not meet the flow thresholds for the MWR. Under either regulation the improvements to the treatment facility and collection system are required. Work to continue with completion in Q2 2022.	In Progress 75%
153	IS	393	Walkey	\$35,000	\$0	Reserves	2022			A	A	Lillies Lake Waste Water Plant - System Repairs and Upgrades (CM-RC)	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway.	Started
154	IS	394	Walkey	\$7,500	\$0	Reserves	2022			A	A	Painted Boat Waste Water Plant - Flow Meter (CM-RC)	As per the Municipal Wastewater Regulation wastewater treatment plants must monitor and totalize flow through the treatment plant. Funds would be used to purchase the meter, excavation for the installation as well as the required wiring and programming. Staff have met on site for preliminary workplan investigation.	Started
155	IS	365 / 366	Walkey	\$40,000	\$0	Operating Reserves	2022			A and SIGD	All	North and South Pender Harbour Water Service - Water Distribution Model and Technical Analysis (BSCG)	In preparation of the Comprehensive Regional Water Plan (2013) the SCRD had a consultant prepare a hydraulic model of the distribution systems within the Regional Water system. These models have been used by the consultant to perform analyses for small areas when asked by the SCRD or developers. The model is not up-to-date and hence is not able to perform system wide analyses as required for development of a new Strategic Water plan for the water systems within the Regional Water system. Public participation will be conducted as part of the development of each of those plans and a budget would be required to fund any expenditures associated with such public participation. Regional Water Service was approved in 2021 - this is for North and South Pender Harbour Water Services	Not Started
156	IS	365 / 366 / 370	Edbrooke	\$50,000	\$0	Operating Reserves	2021	Jul-22		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff. IT currently developing a potential in-house solution for testing in Q1 2022.	Started
157	IS	365 / 366 / 370	Edbrooke	\$33,000	\$13,650	User Fees	2021	Jul-22		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Neptune 360 - Software and Hardware	Software and hardware are required to read the water meters owned by the SCRD. Allows the purchase of some hardware to support the meters installed as part of the Meter Installation Phase 3 project. Working with contractor on necessary data validation. Implementation anticipated to be completed in Q1 2022 and necessary staff training will be scheduled thereafter.	In Progress 25%
158	IS	365 / 366 / 370	Edbrooke	\$40,000	\$0	Operating Reserves	2022	Dec-22		A, B, D, E, F, F Islands, SIGD, and DoS	All	Water Service - Water Rate Structure Review (Phase 1) (BSCG)	The SCRD begin reviewing potential rate structure options, with the assistance of a consultant, based on water use and water conservation, and seek input from the public. User-based pricing would support water conservation by raising customer awareness about water use, and detecting and resolving leaks quickly, and in general, is widely supported by the public compared to a flat rate to increase equity. Report presented for initial discussion in WASAC in March 2022.	Not Started
159	IS	365 / 366 / 370	Walkey	\$75,000	\$0	User Fees	2022			A, B, D, E, F, F Islands, SIGD, and DoS	Regional	Water Service - Staffing - Utilities Engineering Coordinator - 1.0 FTE (M-BC)	A new position Utilities Engineering Coordinator is proposed to be responsible for the day to day oversight of engineering the staff within the Utilities Services Division. The workload of this team has increased significantly and is impacting progress on other priority work, including maintaining regulatory compliance, addressing imminent Asset Failures and improving the asset management for the water and wastewater infrastructure. Job Description development underway.	Started

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160	IS	365 / 366 / 370	Walkey	\$202,500	\$0	User Fees	2022			A, B, D, E, F, F Islands, SIGD, and DoS	Regional	Water Service- Staffing - Utility Crew - 3.0 FTE Staffing Increase	In support of expending water supply systems (including Church Rd), ongoing regulatory compliance, improved asset management and support for capital projects additional field staff area required: Postings underway in Q1. 1 FTE Utility Technician II 1 FTE Utility Technician I/ Operator 1 (casual) 1 FTE Utility Operator II Plus two new vehicles	Started
161	IS	365 / 366 / 370	Walkey	\$40,000	\$0	Operating Reserves	2021			A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Leak Correlator	Purchase Leak Correlator equipment and required staff training as per Board direction received following December 17, 2020 staff report. Equipment purchased and training completed mid March. 2022. Pilot study underway.	In Progress 50%
162	IS	365 / 366 / 370	Walkey	\$150,000	\$0	User Fees	2022			A, B, D, E, F, F Islands, SIGD, and DoS	Regional	Water Service- Utility Crew - 3.0 FTE - 2 New Vehicles plus aftermarket vehicle modifications (M-BC)	In support of expanding water supply systems (including Church Rd), ongoing regulatory compliance, improved asset management and support for capital projects additional field staff area required plus two new vehicles. To be tendered in Q2.2022.	Started
163	IS	365 / 366 / 370	Misiurak	\$225,000	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources (BSCG)	As per Resolution 320/20 (Recommendation 9) this budget proposal is for a desktop feasibility study to confirm the technical, regulatory, and financial feasibility of several potential long-term water supply sources, including Clowhom Lake, Sakinaw Lake, and Rainy River demand (Deferred 2021 Project)	Not Started
164	IS	365/ 366 / 370	Edbrooke	\$60,000	\$5,316	User Fees	2020	Dec-22		All	Regional	Metering Program 2: Water Meter Data Analytics	Database solution project scoping with IT to develop a new database. IT currently developing a potential in-house solution and provided staff training in March 2022.	Started
165	IS	381 - 395	Walkey	\$31,300	\$0	Operating Reserves	2022			A, B, D, E, F	A, B, D, E, F	Wastewater Treatment Plants (Various) - Public Participation (BSCG)	At 2022 Budget Round 1 the Board requested a budget proposal for an increased outreach with the users of the wastewater treatment plants in 2022.	Not Started
166	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$0	Operating Reserves	2021	Dec-22		A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRDR 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. REMOVED SQUARE BAY PER DEFICITS	In Progress 25%
167	PD	135	Shay	\$15,000	\$0	Operating Reserves	2022			All	Regional	Corporate Sustainability Services - Green House Gas (GHG) Quantification (BSCG)	External consultants, specializing in emissions quantification, to support quantifying GHG emissions reductions of projects and potential carbon offsets.	Not Started
168	PD	136	Shay	\$63,000	\$0	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (BSCG)	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Separately, will seek grant-funded summer student(s).	Not Started
169	PD	136	Shay	\$20,000	\$10,000	Operating Reserves	2021			All	Regional	Regional Sustainability Services - Building Adaptive and Resilient Communities	ICLEI Building Adaptive and Resilient Communities Project underway. Climate Impact Statement completed. Vulnerability survey and risk assessment workshop being prepared for Community Project Team. Preparations underway for stakeholder and community at large public participation to validate risk and vulnerability assessments. Starting this summer, another phase (BARC Milestone 3) will start under new project.	In Progress 50%
170	PD	136	Shay	\$50,000	\$0	Operating Reserves	2021			All	Regional	Regional Sustainability Services - Community Emissions Analysis	Quantification and verification support for community energy and emissions inventory. Holistic inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. First draft of inventory received. Completing revisions and starting work on forecasting scenarios.	In Progress 75%
171	PD	200	Treit	\$50,000	\$0	Capital Reserves	2021			A, B, D, E, F	A, B, D, E, F	Bylaw Enforcement - Bylaw Vehicle	Purchase additional vehicle for bylaw department. RFQ closed, working on award.	In Progress 25%
172	PD	210	Michael	\$25,000	\$0	Capital Reserves	2021	Jul-22		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Hazardous Materials Response Trailer	Trailer for the storage and transportation of hazardous materials response equipment. Scope being developed for RFQ. RFQ closed, working on award/proceeding.	In Progress 25%
173	PD	210	Michael	\$25,082	\$0	Taxation	2022	Jul-22		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Deputy Fire Chief (0.4 FTE) (BSCG)	Increase to current 0.60 FTE Deputy Fire Chief. With a full complement of 45 volunteer firefighters and three support staff, increased call volume and climate change challenges, a full time Deputy Fire Chief is required to support the Gibsons and District Volunteer Fire Department. To be posted Q2.	Not Started
174	PD	210	Michael	\$100,000	\$0	Capital Reserves	2021	Sep-22		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Rescue Truck Upgrade	End of life upgrades to rescue truck to extend service life. Awaiting delivery of new Engine 1 prior to starting this project. Will be initiated in early 2022.	Not Started
175	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	Dec-22		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects.	Started
176	PD	210	Michael	\$50,000	\$0	Recovery Fund	2021	Dec-22		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - CRI FireSmart Economic Recovery Fund - Firehall Roof Replacement	RFP scope being developed.	Started
177	PD	210	Michael	\$10,400	\$0	Capital Reserves	2022	Dec-22		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.	Not Started
178	PD	210	Michael	\$35,000	\$0	Operating Reserves	2022	Dec-22		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)	Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions.	Not Started
179	PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	Jun-25		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (M-BC)	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed.	Started
180	PD	212	Higgins	\$350,000	\$40,422	Capital Reserves	2020	Jun-22		D	D	Roberts Creek Volunteer Fire Department - Engine #1 Replacement	Truck ordered, manufacturer's delays, chassis expected at builder mid November, final delivery Q2 2022. Project progressing.	In Progress 50%
181	PD	212	Higgins	\$75,000	\$8,555	Operating Reserves	2021	Sep-22		D	D	Roberts Creek Volunteer Fire Department - Training Structure	Expected Completion Q3 2022. Project progressing.	In Progress 25%

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182	PD	212	Higgins	\$8,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (M-BC)	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan and electrical control panel.	Not Started
183	PD	212	Higgins	\$30,000	\$0	Operating Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (LCHV)	Rescue / Wildland Personal Protective Equipment - 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.	Not Started
184	PD	216	Daley	\$500,000	\$0	Capital Reserves / ST Loan	2020	Jul-21		B	B	Halfmoon Bay Volunteer Fire Department - Tanker #2 Redevelopment	In production, delivery date December 2021. Delivery now expected in Q2 of 2022.	In Progress 50%
185	PD	216	Daley	\$45,000	\$0	Taxation	2021			B	B	Halfmoon Bay Volunteer Fire Department - Firehall #2 Redevelopment	Draft report was submitted, final report expected by end of March	In Progress 75%
186	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - Fire Hall #2 Redevelopment Project (M-BC)	The current Firehall no longer meets the needs of the fire department with respect to the type and number of apparatus that need to be stationed in the Welcome Woods area. Based on response types and locations of responses, Firehall #2 should be the primary responding station to support the most densely populated area within Halfmoon Bay. Currently, the apparatus that can be stored do not meet Underwriters Laboratory of Canada (ULC) requirement for pumper operations and do not carry the necessary equipment required to deal with incidents typical to that area. Consultant to provide design and engineering services based on the report in progress by KMBR Consultants.	Not Started
187	PD	216	Daley	\$175,900	\$0	MFA Equipment Loan	2022			B	B	Halfmoon Bay Fire Protection - Self Contained Breathing Apparatus (M-BC)	The current SCBA has completed its 15 year life cycle and can no longer be used for service SCBA and Cylinders.	Not Started
188	PD	216	Daley	\$48,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - Capital Renewal Plan Projects (M-BC)	In 2020 a budget proposal for a capital increase was approved for \$50,000, but was reduced to half (\$25,000) in order to soften the impact to the community during a pandemic. This new proposal would recover the previously approved funds from 2020 and add an additional \$23,000 required to fund the "Critical" items within the 20-Year Capital Funding Plan.	Not Started
189	PD	216	Daley	\$206,100	\$0	Capital Reserves	2022			B	B	Halfmoon Bay Fire Protection - Capital Plan Projects (M-BC)	Contingent on Capital Renewal Plan Projects being approved BP #3 - This is to replace critical capital renewal items within the HMB hall as well as the replacement of the HMB Command Vehicle, Car 1, which is a 2004 ½ tonne pick-up truck. Critical Capital replacement as per 20-year capital plan	Not Started
190	PD	218	Helyar	\$11,500	\$0	Donation	2021			A	A	Egmont Fire Protection - Egmont Fire Truck - Donation	Working on documentation for future transfer of truck to SCRDR.	In Progress 25%
191	PD	220	Treit	\$128,000	\$39,309	Capital Reserves	2020			All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services	Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting.	In Progress 25%
192	PD	220	Treit	\$25,000	\$9,817	Taxation	2018			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.	In Progress 50%
193	PD	220	Treit	\$46,600	\$0	Capital Reserves	2020			All	Gibson	Emergency Telephone 911 - Gibsons Radio Tower	Signal Testing has been completed. Contract has been awarded to install equipment.	Started
194	PD	220	Treit	\$268,900	\$6,650	Capital Reserves	2020			All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower	Waiting for geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit Application is in progress.	In Progress 25%
195	PD	220	Treit	\$141,400	\$16,626	Capital Reserves	2020			All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers.	In Progress 25%
196	PD	220	Treit	\$10,020	\$0	Taxation	2022			All	Regional	Emergency Telephone 911 - Dispatch Levy (CM-HSER)	E-Comm 9-1-1 Dispatch Levy fee is increasing	Not Started
197	PD	220	Treit	\$22,000	\$0	Taxation	2022			All	Regional	Emergency Telephone 911 - Project Support - 911 Towers (M-BC)	Continuing project support (one-time) for mandatory tower renewal projects; continuing casual Fire Chief support.	Not Started
198	PD	222	Treit	\$24,635	\$12,198	Grant / Operating Budget	2020			All	Regional	Sunshine Coast Emergency Planning - Emergency Operations Centre / Mass Communications Project	Currently training with system. System is now live with continued advertising to encourage residents to register for notifications.	In Progress 75%
199	PD	222	Treit	\$20,000	\$0	Reserves	2019			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.	Started
200	PD	222	Treit	\$17,000	\$4,490	Operating Reserves	2021			All	Sechelt	Sunshine Coast Emergency Planning - Trailer Removal	Removal and disposal of trailer at Mason Road, formerly used as secondary Emergency Operation Centre location Waiting for electrician to move electrical service on September 7. Electrical service has been moved. RFP for removal to be issued in Q1 of 2022.	Started
201	PD	222	Treit	\$176,278	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - FireSmart Home Assessment	Contracting two FireSmart Coordinators. RFP has closed and two contractors have been selected. Outreach initiated Q1 2022.	In Progress 50%
202	PD	222	Treit	\$110,000	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Smart Projects for Critical Infrastructure	FireSmart treatments around SIGD Longhouse and wastewater plant. Service Agreement with SIGD is being developed.	In Progress 25%
203	PD	222	Treit	\$11,660	\$0	FireSmart Economic Recovery Fund	2021			All	Regional	Sunshine Coast Emergency Planning - CRI FireSmart Economic Recovery Fund - Development that Leads to Employment	Training courses managed by the SIGD. Service Agreement with SIGD is being developed	In Progress 25%
204	PD	222	Treit	\$37,625	\$0	Taxation	2022			All	Regional	Sunshine Coast Emergency Planning - Emergency Management Coordinator (BSCG)	Currently, the 0.4 FTE Emergency Management Coordinator is combined with the 0.6 Deputy Fire Chief. One full time employee is filling both positions and it is believed that both departments would benefit tremendously from dedicated resources.	Not Started
205	PD	500	Jackson	\$50,000	\$10,540	Operating Reserves	2020			All	Regional	Regional Planning Services - Regional Growth Framework - Baseline Research	Planned for late 2020 initiation. Coordination with member municipalities will be part of next steps. Project brief developed and shared with member municipalities and First Nations. Tendered. In evaluation process. Kick off meeting with consultant (MODUS) and intergovernmental/regional project team anticipated late Q3/early Q4. Project underway. Project update planned for mid Q1 2022.	In Progress 25%

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206	PD	504	Jackson	\$86,001	\$0	MRDT revenue	2021			A, B, D, E, F	B, D, E, F	Regional Planning Services - Regional Housing Coordinator	RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. RFP closed, in award process.	Started
207	PD	504	Jackson	\$43,990	\$25,705	Reserves	2017			A, B, D, E, F	B, D, E, F	Rural Planning - Zoning Bylaw 310	Consulting contract and other project costs to assist with review/drafting of new zoning bylaw. Consultant has provided the final draft and completed the work within the scope of their project proposal. Staff are reviewing the draft and refining. Focused time being applied to this project to finish draft. As reported in December 2021, introduction and public information planned for Q1 2022.	In Progress 75%
208	PD	504	Hall	\$203,050	\$0	UBCM grant	2021			A, B, D, E, F	B, D, E, F	Rural Planning Services - Planning Enhancement Project	RFP in development. Input from member munis to be sought.	Started
209	PD	504	Hall	\$180,000	\$0	Taxation	2022			A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement (M-BC) - additional	Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be ongoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 with \$360,000 ongoing from taxation including a 0.5FTE.	Not Started
210	PD	520	Whittleton	\$52,733	\$0	User Fees	2022			All	All	Building Inspection Services - Building Clerk (1.0 FTE) (Other)	Building Inspection Services Additional FTE for Building Clerk to respond to increased service demand	In Progress 50%
211	PD	210, 212, 216, 218	Treit	\$10,000	\$0	Reserves	2018			A, B, D, E, F and ToG	Various	Fire Department Records Management Software	VFD Document System - Fire Pro 2 Software Package. Draft project initiation brief developed. Fire Chiefs, IT and RMS team meeting in Q4. On basis of needs assessment, RFP for new software solution being developed. Project is moving forward.	Started

COMPLETED

Line No.	Dept.	Function	Mgr.	Budget \$		Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	% Complete
1	CA	117	Nelson	\$20,000		Support Services	2022		Mar-22	All	Regional	Information Technology - Online Engagement Software-Annual Subscription-Let's Talk SCRD (BSCG)	Annual subscription renewal for Bang the Table which is the online community engagement platform tool for Let's Talk SCRD. Procured in 2020 and fully implemented in early 2021, the Let's Talk online platform has proven to be an effective tool in support of the Board's strategic priority for public engagement. Annual subscription fees apply and are increased annually per the Consumer Price Index (CPI). The Budget request is for the 2022 subscription amount (not including taxes).	Completed
2	CA	110 / 130	Reid	\$83,987		Taxation	\$2,022		Feb-22	All	Regional	General Government - Executive Assistant (Other)	Board requested new resource that will primarily focus on supporting advocacy efforts as set out in the Board's Strategic Plan. The role will facilitate communication between the Regional District, various Provincial ministries and other local governments and relevant agencies in relation to advocacy initiatives being pursued by the SCRD. It will also provide administrative support for rural area directors as well as for the Office of the CAO and other General Government functions. This is 0.75 FTE in year-one (2022), and 1.0 FTE for subsequent years. Amount includes 24.96% for benefits and \$5,000 overhead for software licenses, equipment, etc.	Completed
3	CS	313	van Velzen	\$25,000		Short Term Debt	2020		Mar-22	All	All	Building Maintenance Services - Vehicle	Procurement process planned for end of Q3. Deferred to Q4. Mar 22 Update: Project completed in 2021, a vehicle that was no longer needed by Bylaw was transferred to building maintenance. Requested funding not required	Completed
4	CS	625	Donn	\$10,000		Taxation	2020		Mar-22	A	A	PHAFC Annual Fitness Equipment Replacement	October 8 Update: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Purchasing has been engaged to confirm which procurement instrument is appropriate. Mar 22 Update: PO Issued, enroute, invoice submitted. Project complete.	Completed
5	IS	350	Rosenboom	\$40,000		User Fees	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Sechelt Landfill Cover Material Base Budget Increase (CM-RC)	Additional budget for the costs and trucking of cover material to the Sechelt Landfill site.	Completed
6	IS	350	Rosenboom	\$125,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Gypsum Testing and Abatement (BSCG)	This budget proposal is intended to have the operating budget for this service to reflect the current expenditures associated with testing and the abatement of two loads of gypsum containing asbestos. These costs are estimated at \$125,000. The remainder of the additional revenue received due to the tipping fee increase (\$180,300) is proposed to be transferred to [350] Landfill Operations Operating Reserves should there be more than two loads of gypsum that need to be abated within a given year.	Completed
7	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Waste Reduction Initiatives Program (LCHV)	Program to provide funding to community groups, non-profit societies, charitable organizations and school groups to implement projects that contribute to waste reduction and diversion.	Completed
8	IS	350	Rosenboom	\$5,000		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Islands Clean-up (LCHV)	Expansion of the Islands Clean-up program to include Hardy Island as part of the Nelson Island Clean up event day.	Completed
9	IS	350	Rosenboom	\$7,500		Taxation	2022	Dec-22	Mar-22	All	Regional	Regional Solid Waste - Home Composter Rebate (LCHV)	The Home Composter Rebate Program is an initiative of the SCRD's Regional Organics Diversion Strategy to assist with providing options to divert food waste and other compostable materials from the landfill.	Completed
10	IS	370	Walkey	\$25,000		Capital Reserves	2020	Mar-22	Mar-22	A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Hot Water Upgrade	Staff are coordinating this project with the on site generation project to find efficiencies and cost savings. Design is complete and tanks are being installed. Removal of existing equipment completed and some new installed. Completed.	Completed
11	PD	210	Michael	\$37,500		Taxation	2022		Mar-22	E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Plan Funding (M-BC)	The 20 year capital plan demonstrated that an additional \$75,000 of capital reserve contributions per year is necessary to maintain existing critical fire department assets (including equipment). Increase to 2022 base budget complete, additional increase scheduled for 2023.	Completed
12	PD	222	Treit	\$25,000		Taxation	2022		Mar-22	All	Regional	Sunshine Coast Emergency Planning - Establish Reserve for Future Emergency Events (M-BC)	There are currently almost no operational reserves at this time to draw from for emerging operational projects or to respond to emergencies. It is recommended that an operational reserve be established with a starting annual contribution of \$25,000 for 2022 and ongoing. This value will be re-assessed as events unfold. Completed as part of 2022 adopted budget.	Completed

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

DEFERRED PROJECTS

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	% Complete
1	CA	150	Reid									Feasibility (Regional) - Feasibility for Establishment of Community Social Service (CF-2021)	Initiate a feasibility study for the establishment of a new contribution service for Community Social Services. Project was deferred at 2022 Budget to 2023.	
2	PD	222	Treit									Sunshine Coast Emergency Planning - Evacuation Route Planning	CEPF 100% Grant-funded development of evacuation route(s), with area of work selected based on risk analysis - Deferred Pending Grant	

Open Projects by Year

2016	1
2017	1
2018	6
2019	6
2020	48
2021	75
2022	74
TOTAL	211

% Complete Summary

Not Started	66	29.6%	Work has not been started for project.
Started	62	27.8%	Work is in preliminary stages.
In Progress 25%	36	16.1%	Up to 25% progress
In Progress 50%	23	10.3%	Up to 50% progress
In Progress 75%	24	10.8%	Up to 75% progress
Completed	12	5.4%	100% Finished
Deferred	0	0.0%	Project was deferred by motion.
Cancelled	0	0.0%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)
TOTAL	223	100%	

DEFINITION

29.6%	Work has not been started for project.
27.8%	Work is in preliminary stages.
16.1%	Up to 25% progress
10.3%	Up to 50% progress
10.8%	Up to 75% progress
5.4%	100% Finished
0.0%	Project was deferred by motion.
0.0%	The project listed as cancelled was determined as a) not required by Board or b) the project evolved into a new project and is referred to in status column (line number)

Policy Codes Key

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee - March 24, 2022

AUTHOR: Alex Taylor, Budget and Financial Analyst

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 [September 23, 2021 Corporate and Administrative Services Committee](#) meeting.

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

DISCUSSION

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

Grant Application Notifications

Program Name	Administered By	Project	Funding Requested / Received	Status	Area(s) Affected
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Egmont Evacuation Plan	\$25,000	Approved	Area A

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	November 12, 2020	Regional

Community Emergency Preparedness Fund	Union of BC Municipalities	Sunshine Coast Emergency Planning - Evacuation Route Planning	\$25,000	November 19, 2021	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Langdale WWTP Remediation Project	1,025,498	February 23, 2022	Area F
Canada Summer Jobs 2022	Employment and Social Development Canada	Parks Labourers, Sustainable Development Technician and Water Sustainability Technician	\$17,936	January 23, 2022	A,B,D,E,F
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Woodcreek Park Wastewater Treatment Plant System Upgrade	\$769,000	October 21, 2020	Area E

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
Community Resiliency Investment Program	Union of BC Municipalities	Sunshine Coast FireSmart Project	\$455,738	June 3, 2022	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Emergency Operations Centers and Training - SCRD EOC/Mass Communications Project	\$24,635	March 28, 2022	Regional
Local Government Development Approvals Program Fund	Union of BC Municipalities	Planning Enhancement Project	\$253,000	August 15, 2023	A,B,D,E,F
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Waste Water Feasibility Studies (Greaves, Merrill)	Greaves - \$6,500 Merrill - \$6,500	March 31, 2022	Area A
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Coopers Green Hall Replacement	\$2,013,641	December 31, 2025	Area B
COVID-19 Safe Restart Grant for Local Government	BC Ministry of Municipal Affairs and Housing	Allocated to various projects for 2021-2022	\$762,000	December 31 2022	All

BC Transit COVID-19 Safe Restart	BC Transit	Transit service (conventional and custom)	\$814,614	Est. December 31, 2023	B, D,E, F, ToG, DoS, SIGD
Healthy Watersheds Initiative Grant	Real Estate Foundation of BC	Regional Watershed Management Planning	\$125,000	April 30, 2022	Regional
Community Emergency Preparedness Fund	Union of BC Municipalities	Dam Breach Analysis- Chapman Lake, Edwards Lake, McNeil Lake, and Harris Lake	\$143,000	July 29, 2022	A, B, D, E, F, DOS

Completed Grants

The table below is a summary of recently completed grants:

Program Name	Administered By	Project	Funding Received	Completion Date	Area(s) Affected
Canada Summer Jobs 2021	Employment and Social Development Canada	Parks Maintenance Worker and Junior Estimator Construction Summer Students	\$5,985	November 3, 2021	A,B,D,E,F

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:

- **Active Transportation Fund-** This program provides funding for applicants who are building new and expanded networks of pathways, bike lanes, trails and pedestrian bridges.
- **Rural Transit Solutions Fund-** This program provides funding to purchase zero emission vehicles or platforms that support a successful implementation of a public transit solution. Eligible activities include construction or procurement of bus stops, buses, minivans, procurement of zero emission buses or vehicles, and associated engineering fees.
- **Connected Coast Internet Opportunity-** This program provides funding to provide new and improved high speed internet accessibility to 154 rural and remote coastal communities with approximately 3,400 km of subsea fibre optic cable.

Given that the scope of these projects is yet to be determined, these opportunities have not been included in the 2022-2026 Financial Plan.

Financial Implications

Grants received and in progress have been incorporated into the 2022-2026 Financial Plan. Staff will bring a further report detailing any financial implications if the SCRD is successful in receiving funding for any of the pending grant applications.

Timeline for next steps or estimated completion date

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

STRATEGIC PLAN AND RELATED POLICIES

Reviewing grant opportunities for projects identified in the Strategic Plan or capital plans is consistent with the Financial Sustainability Policy and embodies the spirit of the Mission Statement "To provide leadership and quality services to our community through effective and responsive government."

CONCLUSION

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

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

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

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – R. Rosenboom X – I. Hall X – S. Gagnon	Legislative	X – S. Reid
CAO	X –D. McKinley	Human Resources	X – G. Parker