



COMMITTEE OF THE WHOLE

**Thursday, March 28, 2024
TO BE HELD
IN THE BOARDROOM OF THE
SUNSHINE COAST REGIONAL DISTRICT OFFICES
AT 1975 FIELD ROAD, SECHELT, B.C.**

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1-2

PRESENTATIONS AND DELEGATIONS

2. Rob Ringma, Senior Manager, BC Transit
- i) Presentation: Sunshine Coast handyDART Services Review Final Report - Summary (reference Agenda pages 6-43)
 - ii) Staff Report: handyDART (Custom Transit) Review 2024 Annex A
pp.3-65
General Manager, Community Services
(Voting – B, D, E, F, Sechelt, Gibsons, sNGD)

REPORTS

3. Procurement Policy Update Annex B
pp. 66-77
Manager, Purchasing and Risk Management
(Voting – All Directors)
4. Sunshine Coast Regional District Water Strategy Annex C
pp. 78-95
Strategic Planning Coordinator
General Manager, Infrastructure Services
(Voting – All Directors)
5. Budget Project Status Report – March 2024 Annex D
pp. 96-118
Chief Administrative Officer
(Voting – All Directors)
6. Grants Status Update Annex E
pp. 119-123
Manager, Budgeting and Grants
(Voting – All Directors)

COMMUNICATIONS

7. Councillor Trish Mandewo, President, Union of British Columbia Municipalities
Regarding: Province Response to 2024 Resolutions
(Voting – All Directors) Annex F
pp. 124-128
8. Julie Carrillo, Representative, Heart & Sol Coastal Farm
Regarding: Sunshine Coast Farmers Institute – Request for
Review of Water Rates
(Voting – All Directors) Annex G
pp. 129-130

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – March 28, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: HANDYDART (CUSTOM TRANSIT) REVIEW 2024

RECOMMENDATION(S)

- (1) THAT the report titled handyDART (Custom Transit) Review 2024 be received for information;**
 - (2) AND THAT the 2024 handyDART Service Review report be approved as a planning tool for future handyDART service improvements, expansions and infrastructure priorities;**
 - (3) AND FURTHER THAT contingent upon the execution of the Final 2024/25 Annual Operating Agreement with BC Transit, that the 2024/25 handyDART service expansion 550 hours of additional service hours be applied to the following priorities:**
 - a. Extending weekday service by one hour to 5:30pm**
 - b. Adding Sunday and holiday service, aligned to existing Saturday service hours.**
-

BACKGROUND

Custom Transit Services, or handyDART, is an accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit without assistance from another person. BC Transit and the Sunshine Coast Regional District have collaborated on operating transit services and handyDART service in the region since 1989 and currently supply Custom Transit Services to registered customers Monday to Friday from 8:30am to 4:30pm and on Saturdays from 10:00am to 3:00pm, utilizing 2 handyDART vehicles at peak times.

In 2021, the Board directed staff to review the handyDART service (Custom Transit).

052/21 *That a working group be established to review the Custom Transit Services (handyDART) concurrently with the Transit Future Action Plan to make recommendations for service improvements to better serve the community.*

The purpose of this report is to present the Sunshine Coast handyDART Service Review report along with recommendations.

DISCUSSION

The service review commenced in the fourth quarter of 2023 and was conducted cooperatively by SCRD and BC Transit staff with the following objectives:

- Measure Operational Performance and current usage of the handyDART system
- Gauge client and public satisfaction with handyDART service
- Identify key system improvement opportunities
- Identify key opportunities for service expansion

Public engagement took place between November 2023 and January 2024 and included the following:

- handyDART user phone surveys
- online and paper surveys
- Three focus groups
- Community Information space for the service review on the SCRD's engagement web platform, Let's Talk SCRD

Information gathered through the public engagement process, along with ridership data analysis, service data, and examination of service optimization opportunities were all used to inform the recommendations in the 2024 handyDART Service Review report.

Analysis

The report recommends that the immediate priorities for service expansion and improvements include:

- Extending weekday service by one hour to 5:30pm
- Adding Sunday and holiday service, aligned to existing Saturday service hours
- Work toward improving the new client registration process to decrease wait times to access the service

In the fall 2023, the SCRD entered into a Memorandum of Understanding with BC Transit for the Transit Improvement Program that included a proposed expansion of the handyDART service of 550 hours per year, beginning July 2024. The SCRD's portion of funding required for the proposed expansion was included in the 2024-2027 Financial Plan that was recently adopted by the Board.

We have received official notice from BC Transit of approval of the handyDART expansion hours. These service expansion hours will be included in the Final 2024/25 Annual Operating Agreement with BCT, along with the final value of the financial impact.

Financial Implication/s

There are no financial implications associated with approving the handyDART Services Review report as a planning tool, as it does not commit the SCRD to any action.

Timeline for next steps or estimated completion date

The priorities within the report will inform future transit improvement and expansion opportunities, including any tools or infrastructure requirements to support the recommendations.

The 2024-2025 Annual Operating Agreement (AOA) should be received within the next few months and will confirm the service levels, as well as the handyDART service expansion approvals, and associated costs and budget implications. A staff report will be brought forward to Committee at that time to present the highlights of the AOA in preparation for formal execution.

Further, planning for the 2025-2028 Transit Improvement Program (TIPs) will begin in the next few months. Staff and BC Transit are preparing to facilitate an opportunity for the Board to outline their preferred priorities for both conventional transit as well as handyDART service expansions prior to the end of Q2 2024. This handyDART Service Review along with the 2022 Transit Future Action Plan will help inform this planning process.

Communications Strategy

The Community Engagement report has already been published on the Let's Talk page and the final handyDART Service Review report will be available on the Let's Talk page as well as on the SCRD website.

STRATEGIC PLAN AND RELATED POLICIES

N/A.

CONCLUSION

The 2024 handyDART Service Review report informs future planning direction for service improvements and future service expansions and related supporting infrastructure. The report will also guide future SCRD service plans along with capital and operating budget development.

Staff recommend that the 2024 handyDART Service Review report be adopted as a planning tool.

Further, upon execution of the Final 2024-25 AOA (which will include the details regarding the approved handyDART expansion hours), staff are recommending that the 2024 handyDART Service Review recommendations inform how the additional 550 hours of handyDART service be applied, including extended weekday service as well as Sunday and holiday service hours.

Attachments

Attachment A - 2024 handyDART Service Review Report

Attachment B – 2024 handyDART Service Review Engagement Summary

Reviewed by:			
Manager	X - A. Kidwai	CFO	X - T. Perreault
GM		Legislative	
CAO	X - D. McKinley	Other	



Sunshine Coast handyDART Service Review

FINAL REPORT MARCH 2024



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- Appendix: Engagement Data & Results

Survey Background and Methodology



Telephone Survey



Online Survey



Paper Survey



Focus Groups

Background

Background



- handyDART is a door-to-door, shared-ride service for passengers with physical or cognitive disabilities who are unable to use conventional public transit without assistance.
- Sunshine Coast Regional District requested a handyDART service review to better understand handyDART performance, client satisfaction and service expansion opportunities



The main objectives of the study are:

- ✓ Measure Operational Performance of the handyDART system
- ✓ Understand the current usage of handyDART services
- ✓ Gauge client and public satisfaction with handyDART service
- ✓ Identify key system improvement opportunities
- ✓ Identify key opportunities for service expansion

Methodology

Public Engagement Included:



- Phone Interviews and paper based survey for handyDART clients
- Online survey focused on non-clients (family, caregivers, community etc)
- Additional paper based surveys made available at 8 community locations
- 3 Focus Group (in person) sessions hosted by SCRD and BC Transit staff



- Surveys were distributed and fieldwork was conducted from Nov 1st 2023 to January 1st 2024.

Summary:



- In total, 88 handyDART clients and caregivers completed survey (43 via phone survey, 45 online or paper survey. All respondents confirmed that they had recently used or supported the handyDART service.
- Client surveys represented 17% of ~245 current active users of system – survey target was 15%
- In addition 21 clients and caregivers attended 3 open house sessions in November 2023

Operational Performance



Operational Performance - Ridership

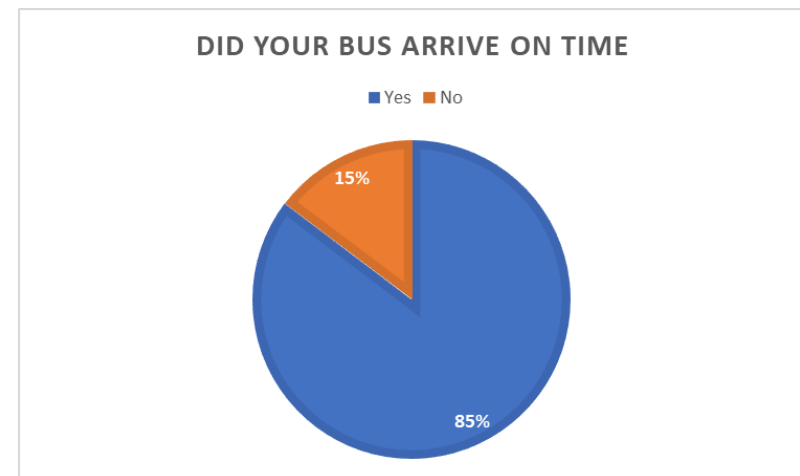
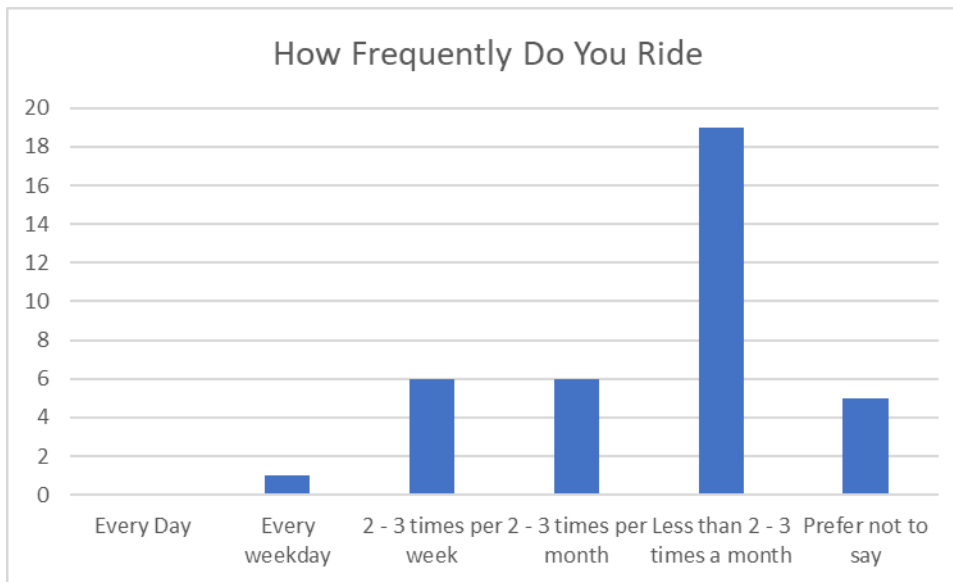
- The Total Passenger Rides have steadily increased since pandemic lows.
- We estimate fiscal year end ridership in March'23 to be approximately 7,000
 - +36 % increase versus last year
- This would resemble the previous high annual ridership reached pre pandemic in 2019/20 of 7,333
- Supported by SCRD reported 2023 Ridership of 7,264 rides
- Ridership is projected to reach new all-time highs next fiscal year

Passenger Rides	YTD Actual	YoY Var	2022/23 Actual	YoY Var	2021/22 Actual	YoY Var	2020/21 Actual
Total Passenger Rides	4,817	-6%	5,148	54%	3,341	60%	2,094

- *BC Transit reporting is fiscal year (April – March) calendar, YTD data above is April– Dec'23
- *YTD Rides are April'23 to Dec'23 so still 3 months of data to compare apples to apples to F2022/23
- **Currently Averaging ~535 rides per month

Operational Performance - Ridership

- **handyDART ridership has rebounded from Covid lows – of clients surveyed:**
 - 22% are heavy riders (use handyDART more than twice per week)
 - 19% are medium riders (2-3 times per month)
 - 59% are occasional riders (Less than 2-3 per month)
- 85% of client trips arrive on time



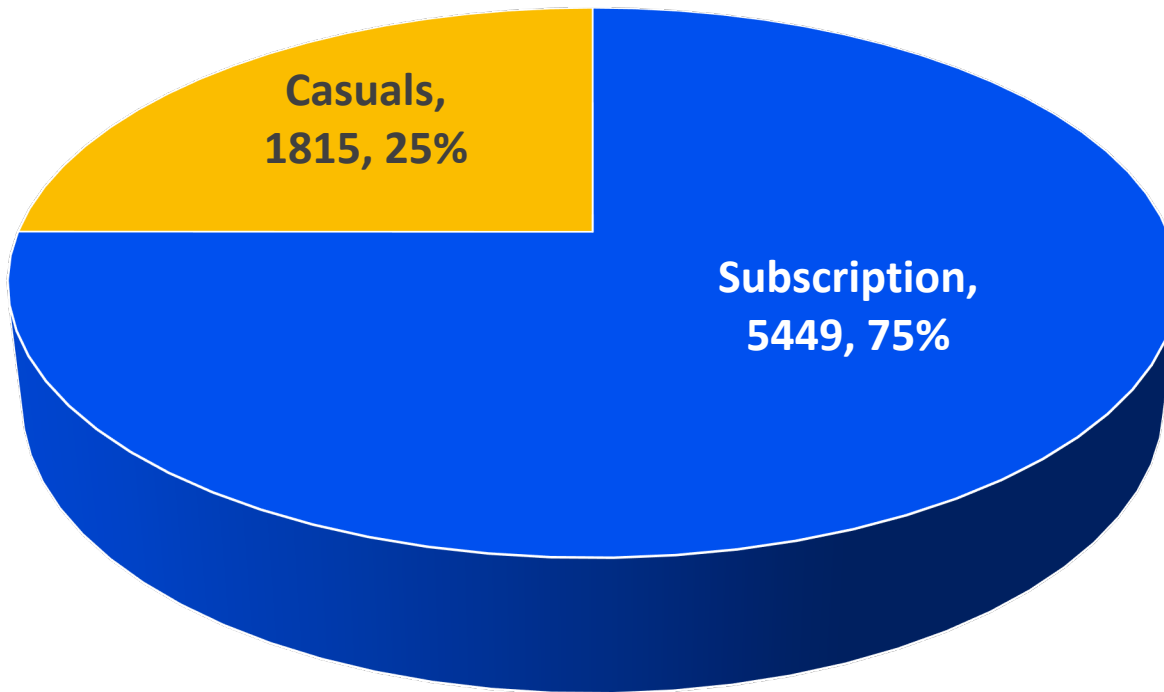
Operational Performance - Service

- The information below indicates one positive trend and one area for improvement.
- Rides per Hour have seen positive improvement since 2020 as ridership has returned
- Subscription Trips have been trending upwards since 2020 and were as high as 88%
 - Too many subscribed users can limit semi-spontaneous travel options and discourage current and future customers
 - The Sunshine Coast Transit System has already taken steps to reduce this ratio
- Unmet Trips remain around 2.5%, which is within the acceptable peer average in BC

Current Service Performance	YTD Actual	YoY Var	2022/23 Actual	YoY Var	2021/22 Actual	YoY Var	2020/21 Actual	YTD Peer System Average
Van Rides per Actual Hour	1.83	29%	1.42	54%	0.92	59%	0.58	-
Unmet Trip %*	2.57%	342%	0.58%	-52%	1.22%	-38%	1.96%	2.50%
Subscription Trips	4,249	30%	3,279	70%	1,924	272%	517	
As Percentage of Rides	88%		58%		58%		25%	84%

Operational Performance: Types of Trips

Subscription vs. Casual Riders



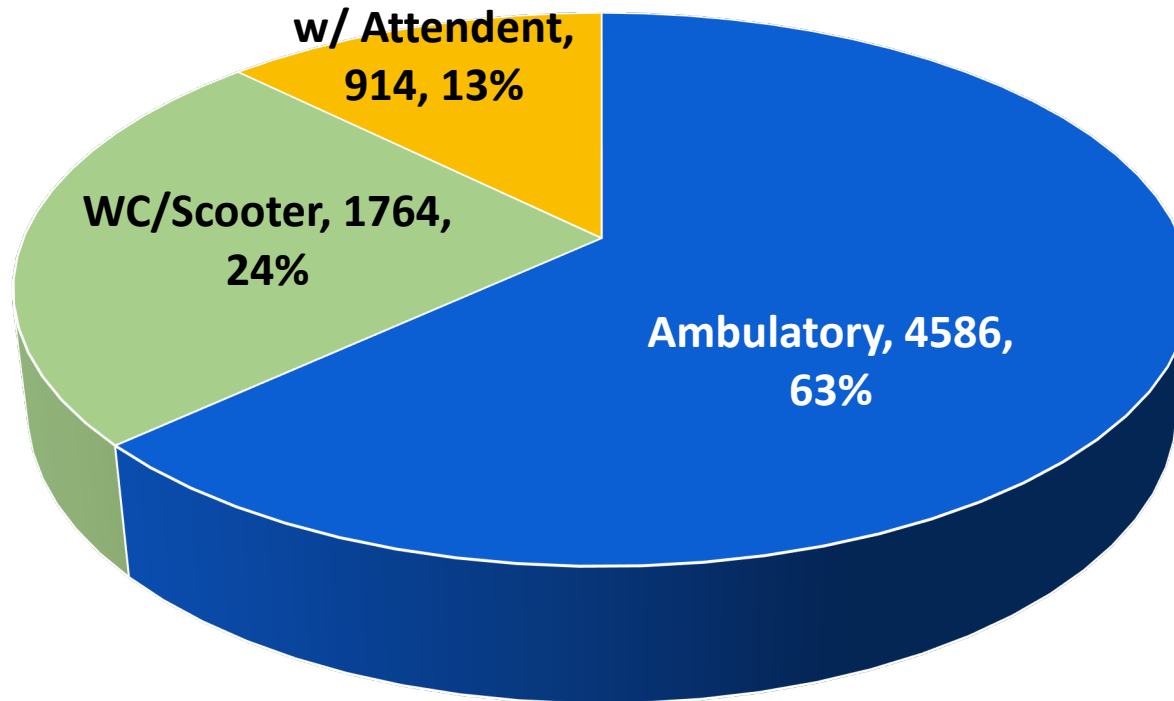
Total 2023 Ridership: 7,264

■ Subscription ■ Casuals

- Subscription trips are pre-booked, reoccurring trips
- BC Transit Target for Subscription Trips = 65% max
- SCRD has continued to work to reduce subscription trip rates – currently at 75% (down from 88%)

Operational Performance: Ridership Type

2023 Ridership Breakdown



Total 2023 Ridership: 7,264

■ Ambulatory ■ WC/Scooter ■ Attendent

- Ambulatory Trips are trips where the client walks onto the bus without a mobility aid
- 63% of handyDART trips are made by able bodied passengers
- 24% utilize a mobility aid
- 13% require the support of an attendant

Operational Performance – Cost Ratio's

- The chart below shows the average Cost per Passenger Ride
 - YTD = \$56.29 total cost per handyDART ride
 - Provincial Tier Average handyDART Cost per Ride = \$60.77*
 - Pre Covid 2019/20 Cost per Ride = \$86.56*
 - To Compare: Conventional system = ~\$9 cost per ride
- The Cost per Passenger Ride has been steadily declining due to the increase in ridership combined with cost base that has remained stable.
 - No expansions of handyDART service since pandemic has limited investment growth, just inflationary cost increases
- If current service expansions are approved for provincial funding, these ratio's will adjust accordingly

Operating Cost Ratios	YTD Actual	YoY Var	2022/23 Actual	YoY Var	2021/22 Actual	YoY Var	2020/21 Actual
Cost per Passenger Ride	\$ 56.29	-22%	\$ 72.13	-22%	\$ 92.57	-22%	\$ 118.52

Operational Performance – Service Span

- The table below reflects the current average service span for both Conventional and handyDART services.
- Progressively increasing service first in the available days of service followed by the span of hours each day, fares and boundaries should be a priority towards the longer term goal of equitable service
- Improving the handyDART service span to resemble Conventional service would improve the accessibility of service for clients who are restricted to only handyDART service options

Conventional Transit

Monday to Sunday	05:00 am – 01:00 am
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handyDART Service

Monday - Friday	08:30 am – 04:30 pm
Saturday	10:00 am – 03:00 pm
Sunday / Holidays	No Service



Operational Performance: New Client Registration

	Action	Processing Timelines
1	SCRD: <ul style="list-style-type: none">• Review Application for handyDART services• Conduct Site Assessment Submit application and site assessment to BCT's contractor (Home Healthcare Network)	8 working days
2	Home Healthcare Network <ul style="list-style-type: none">• Review Application and contact application• Schedules appointment assessment• Coordinates transportation to assessment. If required, SCRD provides applicant a ride to assessment (as capacity allows)	10 working days
3	Assessment <ul style="list-style-type: none">• Assessment conducted by an Occupational Therapist• Assessment submitted to Home Healthcare Network• Home Healthcare Network determines eligibility and informs applicant as well as SCRD	6 working days
	Total Processing time	~ 5 weeks

- Current process is too long for registering new clients and should be reduced

Operational Performance: 2023 Key Statistics

Number of buses	2
Number of register customers	660
Number of Active customers	245
Total Service Hours	3,612
Total Ridership	7,264
Passenger / Service hour	2.01
Avg Trips by Customer / Month	2
Casual Riders	1,815
Subscription Riders	5,449
Subscription %	75%
Average Rides each Month	605
Cost / Ride (as per RR PP)	\$ 56.29
Unmet Trips	196
Unmet Trips %	2.63%
No Show / Late Cancellation	215
No Show / Late Cancellation %	3%

Service Satisfaction



Customer Satisfaction: Key Findings

- ✓ **handyDART users continue to be satisfied with the service provided**
 - 82% of client respondents were neutral, satisfied or very satisfied
 - 59% of online respondents were neutral, satisfied or very satisfied
- ✓ **handyDART drivers continue to deliver excellent service**
 - 94% of client respondents stated driver was friendly and helpful
 - 85% of online respondents were satisfied or very satisfied with drivers
- ✓ **handyDART buses are arriving on time to take clients to destinations**
 - 85% of client respondents indicated their bus arrived on time
 - 81% of client respondents were neutral, satisfied or very satisfied
 - 79% of online respondents were neutral, satisfied or very satisfied
- ✓ **handyDART wait/trip times on bus are satisfactory**
 - 81% of client respondents were neutral, satisfied or very satisfied
 - 80% of online respondents were satisfied or very satisfied

Customer Satisfaction: Key Findings

➤ **Booking of handyDART rides is an area for improvement**

- 60% of client respondents have to book a week or more in advance,
- 58% of clients are dissatisfied with booking experience and lead times
- 56% of online respondents were neutral, dissatisfied or very dissatisfied
- Focus Groups felt that booking lead times were too long (over a week)

➤ **Availability of handyDART buses when needed can be improved**

- 57% of client respondents were dissatisfied with wait time for a bus
- 76% of online respondents were neutral, dissatisfied or very dissatisfied
- Focus Groups felt that there are not enough buses available at peak times

➤ **Custom Registration wait times are preventing new users from accessing HD**

- Focus Groups highlighted it can take up to a month or more to get in to see occupational therapist , then another week or two to book a ride
 - Target is one week to get new client in for assessment

Service Opportunities



Opportunities for Service Improvements

Service Improvements requested in order of preference:

- 1. Improve booking process and dispatch technology to increase efficiencies**
 - SCRD transit staff to review current processes and short term improvement opportunities
 - BC Transit is currently in the process of procuring a provincial dispatch software solution that could enhance the foundation for scheduling, dispatching, reporting, customer facing interfaces for booking, and real-time trip tracking – Targeting to pilot in spring 2025
- 2. Improve custom registration process and bookings to decrease wait times for assessments for potential new clients**
 - Current 5 week process is too lengthy for new registrants
- 3. Reduce subscription trip rates as a percentage of total rides**
 - Limit the availability of booking Subscription Trips in the future to reduce the ratio of Subscription Trips to Total Rides to 65 percent

Opportunities for Service Expansion

Service expansion improvements requested in order of preference:

1. Increase peak capacity by adding additional handyDART buses

- 64% of client respondents ranked this in top 2 choices
- 64% of online respondents ranked this in top 2 choices
- Focus Group feedback consistently requested additional capacity

2. Increase weekend service span / add number of service days

- 60% of client respondents ranked this in top 2 choices
- 71% of online respondents ranked this in top 3 choices

3. Increase service later on weekdays

- 42% of client respondents ranked this in top 2 choices
 - 74% of online survey respondents put in top 3 choices
- Of Note – increasing geography of current service span was ranked lower compared to other service increase options in both surveys and focus groups

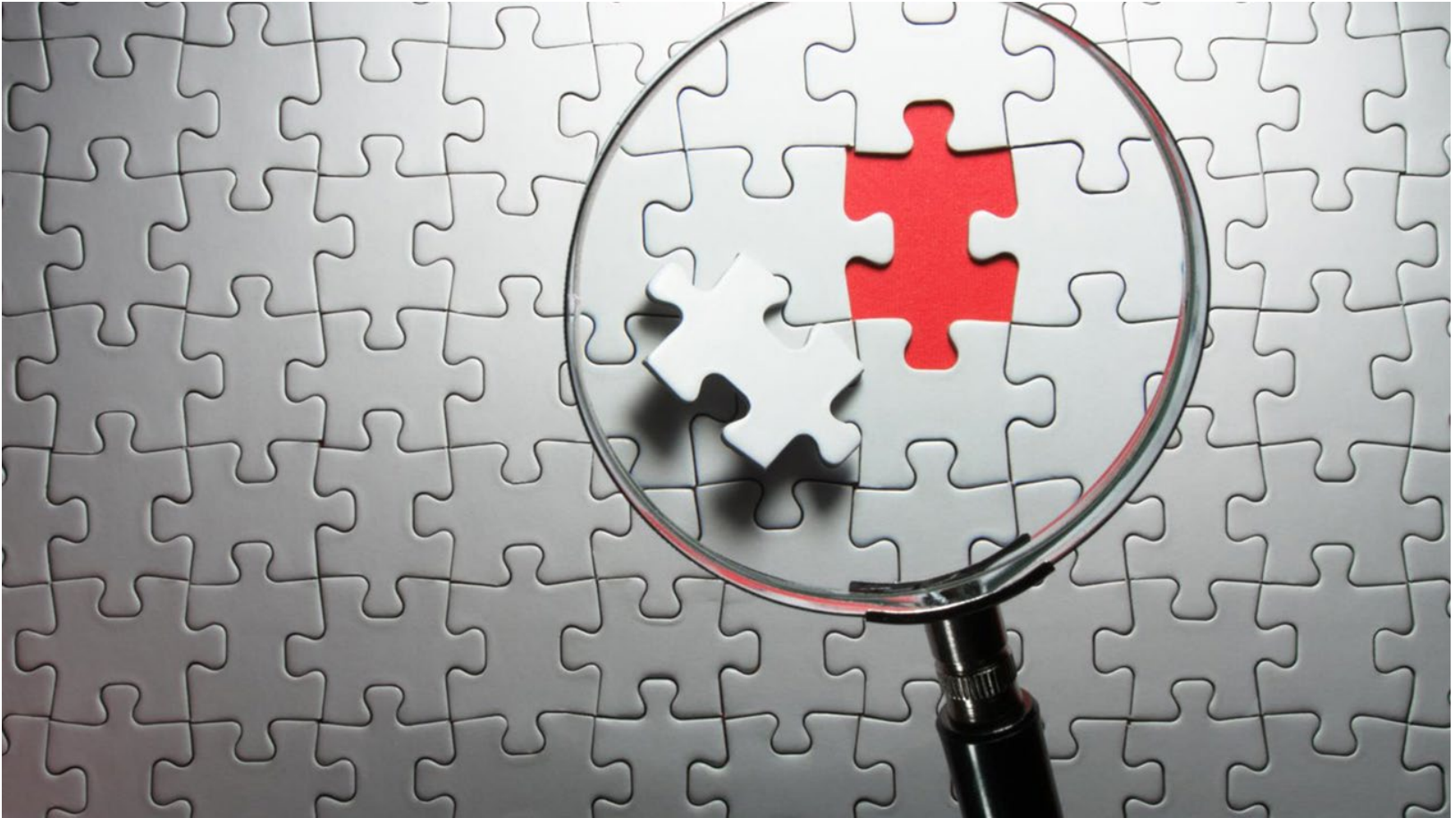
Service Recommendations – 2024

- The SCRD has been approved for a handyDART service expansion of 550 hours for implementation July 2024
- Based on survey and engagement results we recommend the following service improvements :
 1. **Increase weekend service span / add number of service days**
 - Add Sunday and Holiday handyDART service, align to Sat service hours
 - 275 Hours required
 2. **Increase and extend service hours on weekdays**
 - Extend evening service by one hour to 5:30pm
 - 275 Hours Required
 3. **Work to improve custom registration processes to decrease wait times to access handyDART services**
 - Engagement indicates current 5 week process is too long

Service Recommendations – Future

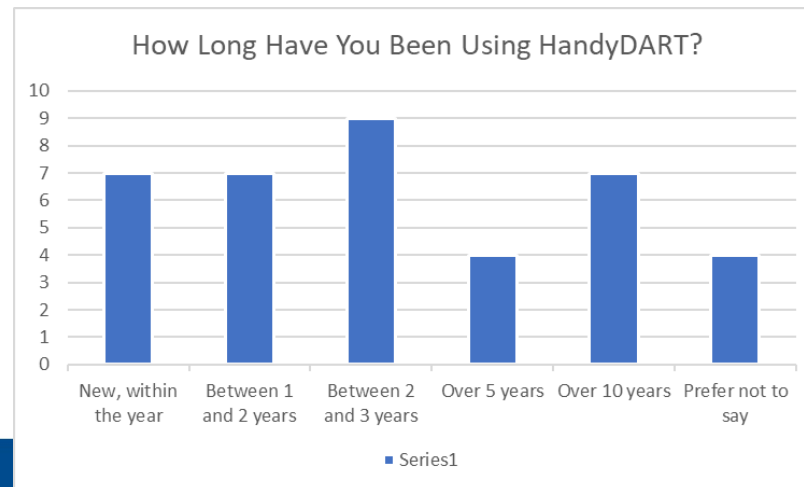
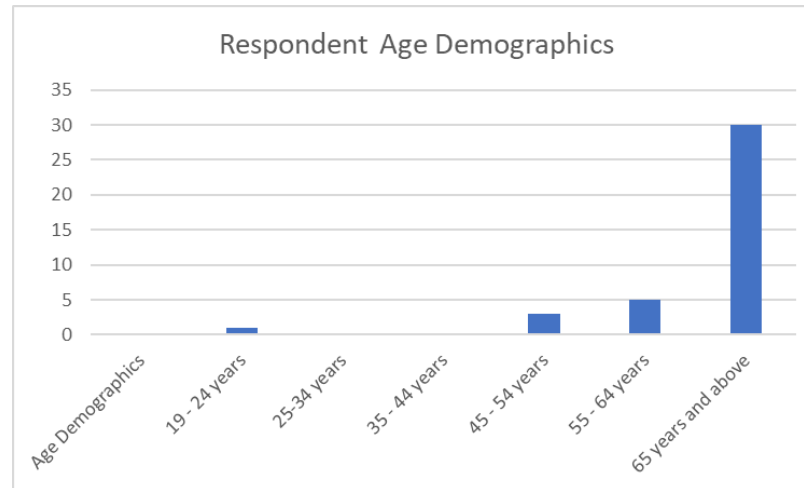
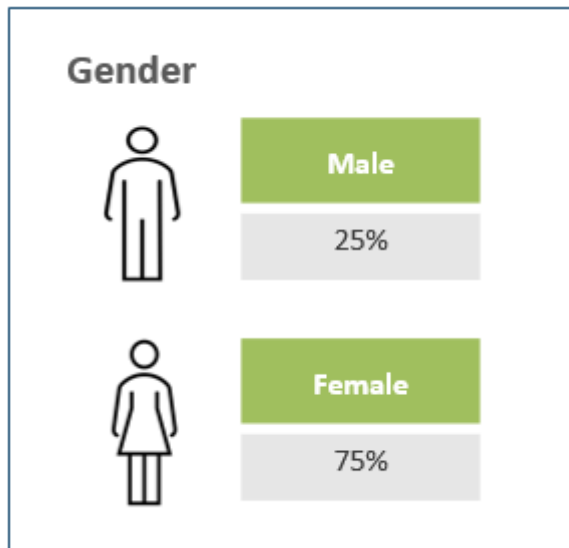
- Based on survey and engagement results we recommend the following service improvements for future planning:
 - 1. Increase ridership capacity by adding additional handyDART buses**
 - Capacity is currently challenged in morning and afternoon peak times
 - Survey respondents and Focus Group feedback consistently requested additional peak service
 - 2. Continue to increase hours of operation / service**
 - Increase weekend service span
 - Increase evening weekday service
 - 3. Improve booking process and dispatch technology to increase efficiencies**
 - Work with BC Transit on sourcing an advanced dispatch software solution
 - 4. Continue to reduce subscription trip rates as a percentage of total rides**
 - Target to reduce to 60 – 65% from current 75%

Appendix: Engagement Data and Results



handyDART Respondent Profile

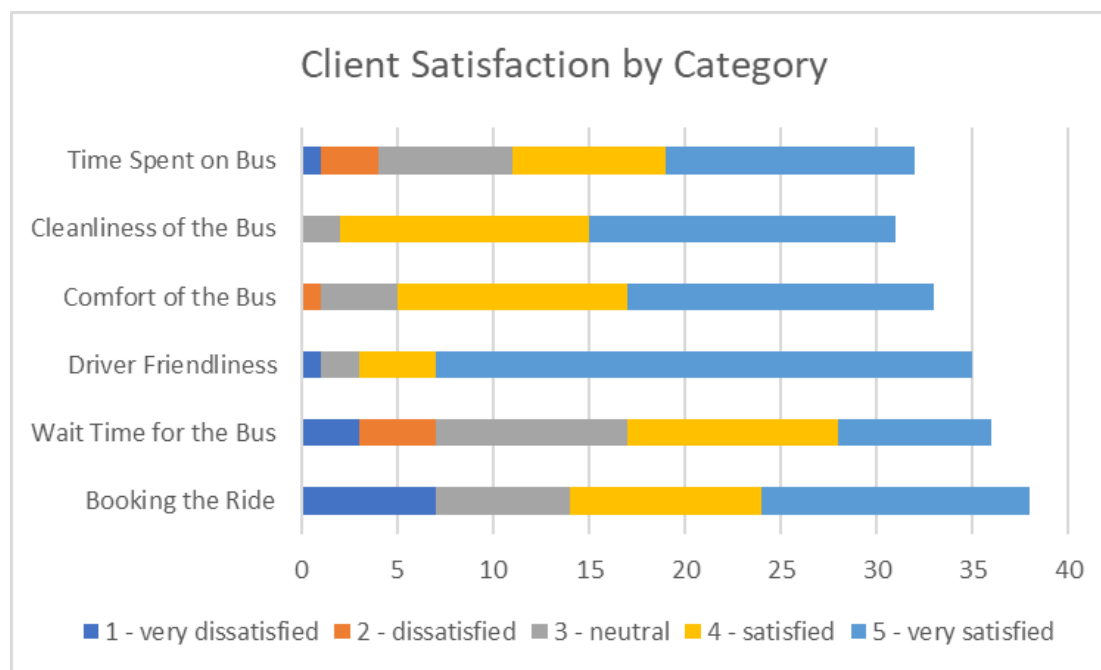
- $\frac{3}{4}$ of Respondents were Women and 90% are over the age of 55



handyDART Client Survey Results

	% Satisfied	% Neutral	%Dissatisfied
Booking the Ride	63%	18%	18%
Wait Time for the Bus	53%	28%	19%
Driver Friendliness	91%	6%	3%
Comfort of the Bus	85%	12%	3%
Cleanliness of the Bus	94%	6%	0%
Time Spent on Bus	66%	22%	13%

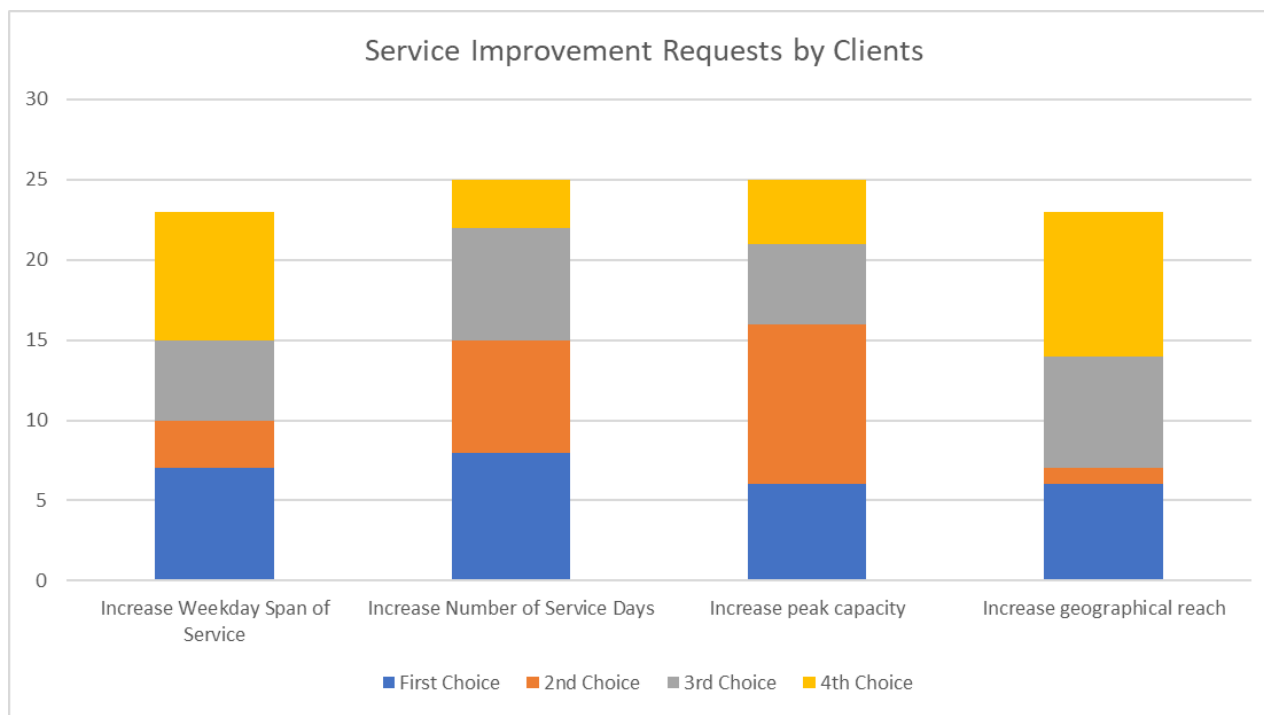
Red = area for improvement
Green = area of excellence
Yellow = neutral



handyDART Client Survey Results

	% 1st or 2nd Choice	% 3rd or 4th Choice
Increase Weekday Span of Service	43%	57%
Increase Number of Service Days	60%	40%
Increase peak capacity	64%	36%
Increase geographical reach	30%	70%

Green = priority improvement
 Yellow = neutral improvement
 Red = lower priority improvement

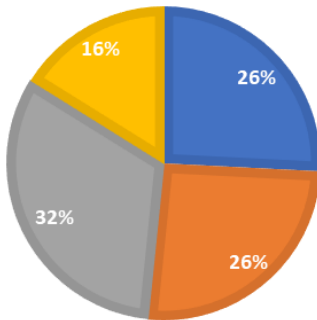


Booking Elements

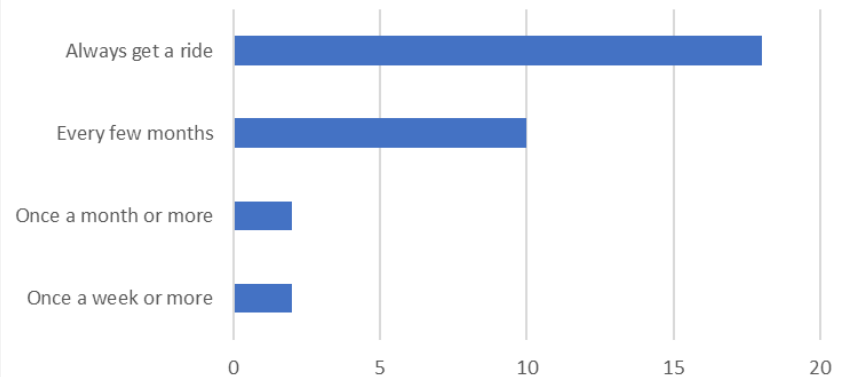
- 52% of clients spend less than 30 minutes on the handyDART bus
- 16% of clients have to spend over an hour on the handyDART bus
- 56% of clients indicate they can always book the ride needed
- 12% of online respondents indicate they have not been able to get the ride needed once a month or more

WAIT TIME ON BUS

■ Less than 15 minutes ■ 15 minutes to 30 minutes
■ 30 minutes to 1 hour ■ Over 1 hour



How often have you **not** been able to book a ride?

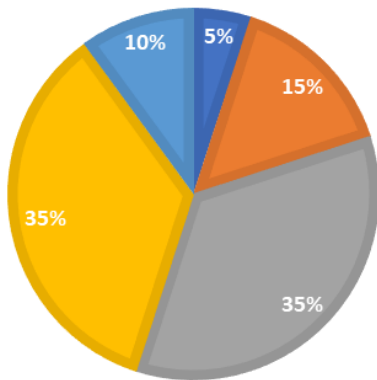


Booking Elements

- **57% of online respondents were neutral or dissatisfied with booking times**
- 55% of trips need to be booked more than a week in advance
 - Reduces availability of spontaneous trips

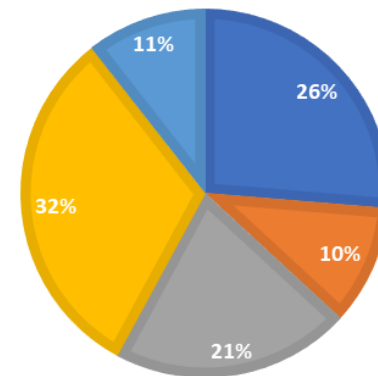
HOW FAR IN ADVANCE TO BOOK A RIDE?

■ More than two weeks ■ Two weeks ■ One week ■ A few days ■ One day



TRIP BOOKING EXPERIENCE

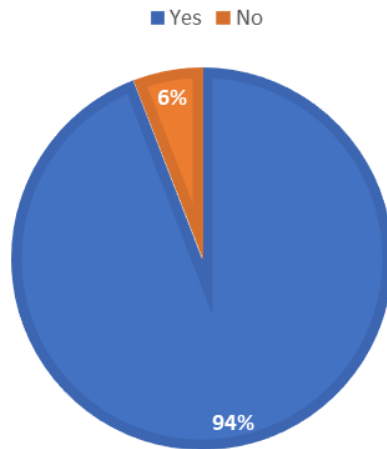
■ Very Dissatisfied ■ Dissatisfied ■ Neutral ■ Satisfied ■ Very Satisfied



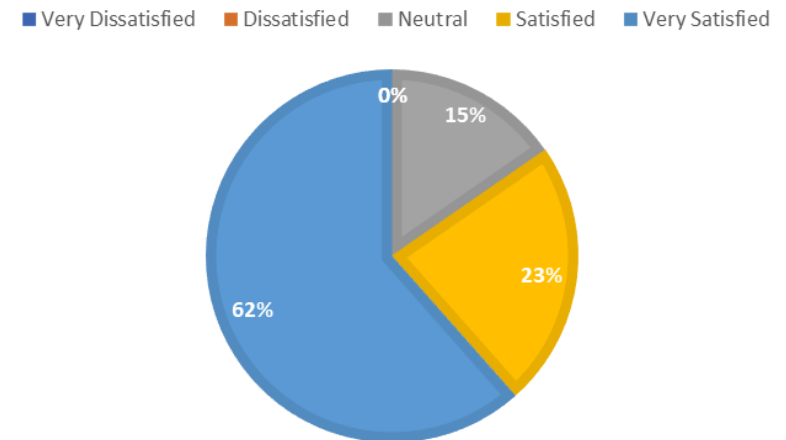
Driver/ Operator Satisfaction

- Overwhelmingly positive response to handyDART driver friendliness and helpfulness from all survey respondents
- 94% of clients feel driver was friendly and helpful
- 85% of online respondents were satisfied or very satisfied with drivers

WAS YOUR DRIVER FRIENDLY AND HELPFUL

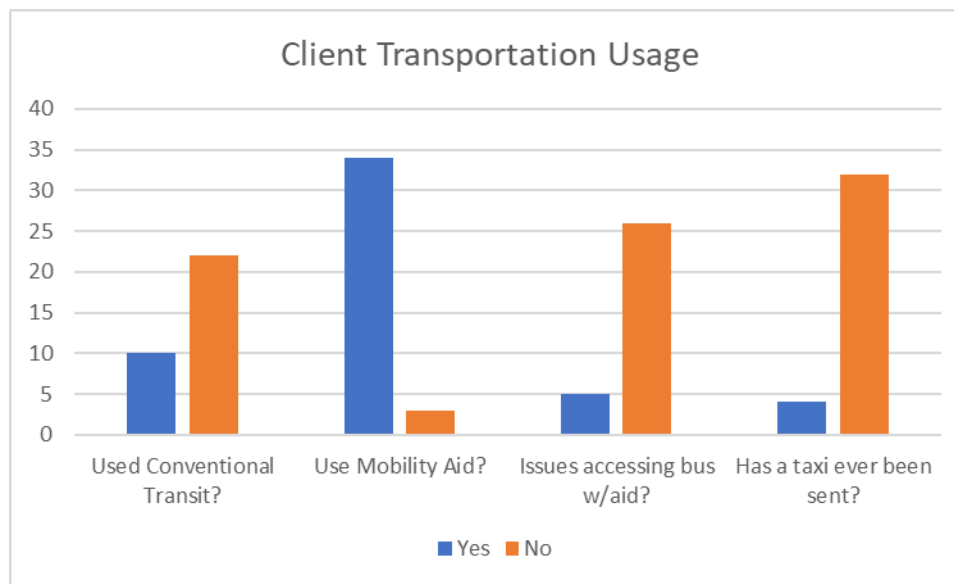


DRIVER SATISFACTION



Transportation Usage and Needs

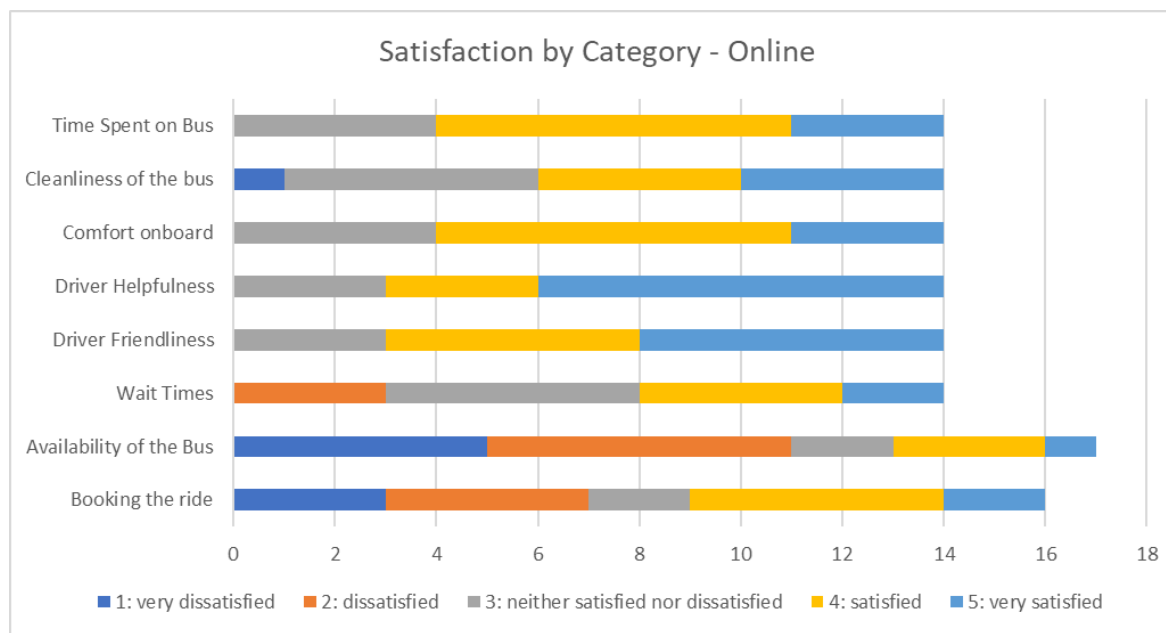
- 69% of handyDART clients have not used conventional transit
- 92% of handyDART clients utilize a form of mobility aid
 - 16% have experienced issues accessing (boarding) the handyDART bus
- **There is an opportunity to provide a “Travel Training” program in the community**
- It serves to inform the community of travel options and unlock the latent demand that may exist within the region. Travel Training assists individuals who may meet the handyDART eligibility criteria in learning to use Conventional and Paratransit Services



Online Survey Results

	% Satisfied	% Neutral	% Dissatisfied
Booking the ride	44%	13%	44%
Availability of the Bus	24%	12%	65%
Wait Times	43%	36%	21%
Driver Friendliness	79%	21%	0%
Driver Helpfulness	79%	21%	0%
Comfort onboard	71%	29%	0%
Cleanliness	57%	36%	7%
Time Spent on Bus	71%	29%	0%

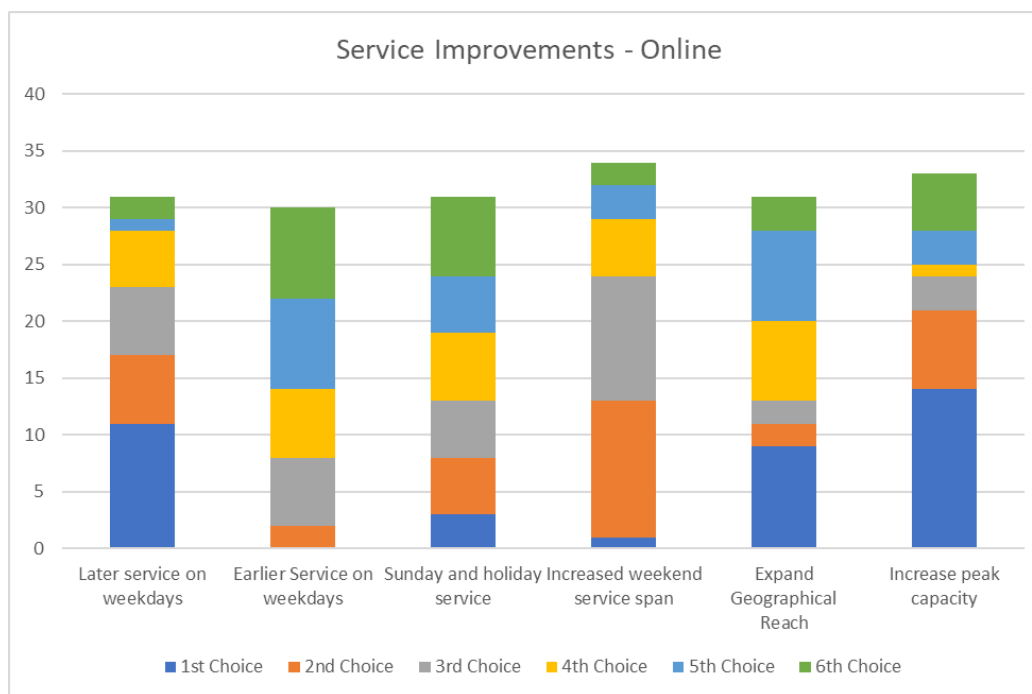
Red = area for improvement
Green = area of excellence



Online Survey Results

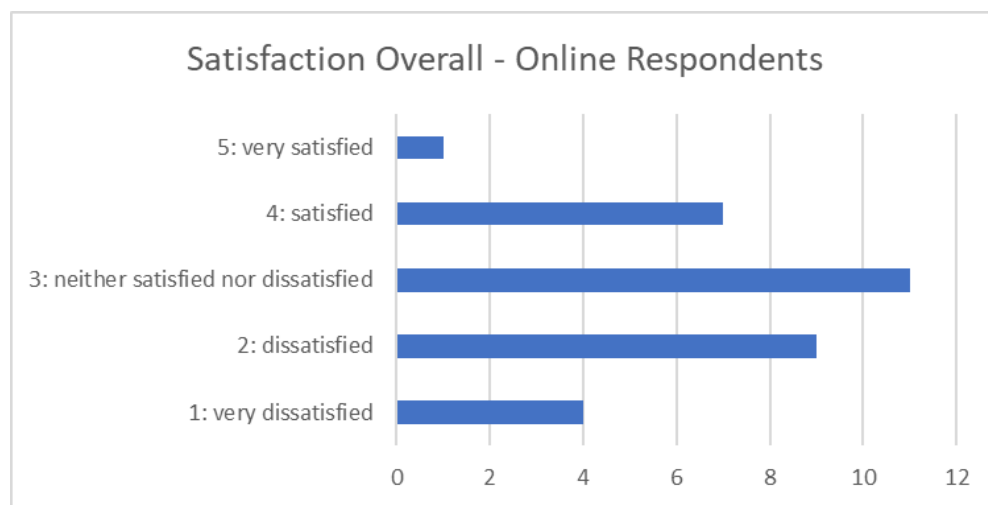
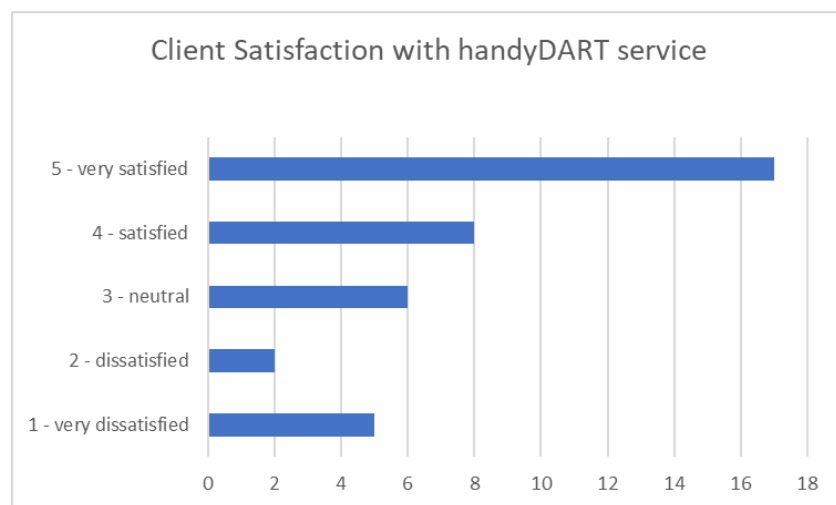
	% 1st-3rd choice	% 4th-6th choice
Later service on weekdays	74%	26%
Earlier Service on weekdays	27%	73%
Sunday and holiday service	42%	58%
Increased weekend service span	71%	29%
Expand Geographical Reach	42%	58%
Increase peak capacity	73%	27%

Green = priority improvement
 Yellow = neutral improvement
 Red = lower priority improvement



Surveys Summary

- **Overall handyDART clients are quite satisfied by service levels provided**
- Online respondents which includes non clients such as caregivers, family and the public have a more neutral/ balanced view of the handyDART system
- The assumption here is that the challenges with booking windows and availability may be frustrating for non clients while clients are more grateful for the service and more focused on the service itself and friendliness of drivers.



Focus Group Comments



Focus Group Comments

Availability

Users would like outings to the beach/parks, not just appointments

Age in place is the new goal – make sure resources like handyDART are in place

Clients try to be flexible with days and times but not always an option when going to appointments

Peak times are when most riders want to go out, so the system gets overloaded.

Can't go for lunch with friends anymore or must plan far in advance

Day programs take up a lot of spots. Creates less spots for one off type trips.

Booking

Booking windows – booking requests a week of notice.

Users try to book a ride 2-3 weeks before the requested trip.

Can be tough to get a bus when you are booked at a specific time for appointments

In a perfect world, clients would like to be able to book a trip only a couple of days in advance.

Peak times hard to book due to subscription trips and make one-off trips “feel like conflict” when booking.

Try to give dispatch as much notice as possible to book a trip/to get your spot but not always doable if an appointment comes up

Focus Group Comments

Drivers

Drivers are amazing helping everyone on the bus

Drivers are compassionate and patient.

Drivers are absolutely wonderful. They go above and beyond.

Drivers have a lot of patience.

Our drivers have good training.

Drivers get good training – thanks to Dan

Custom Registration

3 weeks in advance for bookings to go to the assessment meeting with OT

Wait for assessment with OT – up to a month long

Once assessed, and approved for rides, Users can't get the ride they need for a couple of weeks, as their time wanted is booked

Peak times are when most riders want to go out, so the system gets overloaded.

OTs hard to come by on the Coast and number of requests versus the number of OT's impact turnaround time.

Barrier of having to get to the appointment to access the assessment. Wait time is too long

Focus Group Comments

Service Improvements

Third bus and peak service capacity also a future need

Tough call between evening vs weekend service expansion

Our Saturday current length of service is short.

Maximize capacity for the trips. May mean more time on the bus for some to be able to provide the most efficient travel route

Sunday options would allow Users to go to church or increase more social trips

Suggested that the weekday service be earlier on some days and end later other days to offer balance.

Other Opportunities

Education about how to access the service needed including communication to spread the word about the service

Our Saturday current length of service is short.

Peak capacity – what mechanisms are in other communities to add in private operators to assist

Peak times are when most riders want to go out, so the system gets overloaded.

Concern about accessing the new Silverstone Care Home

Fun and special trips are wanted like Holiday lights tour, duck pond visits.



handyDART Service Review Engagement Summary



Introduction

handyDART, is an accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit without assistance from another person.

handyDART picks registered clients up at their accessible door and drops them off at their destination. This is a BC Transit service that is operated by the Sunshine Coast Regional District (SCRD) on the Sunshine Coast.

In November, 2023, B.C. Transit and the SCRD conducted community engagement as part of a review of the service. The focus of the review is to make recommendations for current service improvements as well as future service expansion priorities.

Engagement Objectives

The three main objectives of the engagement for the review were;

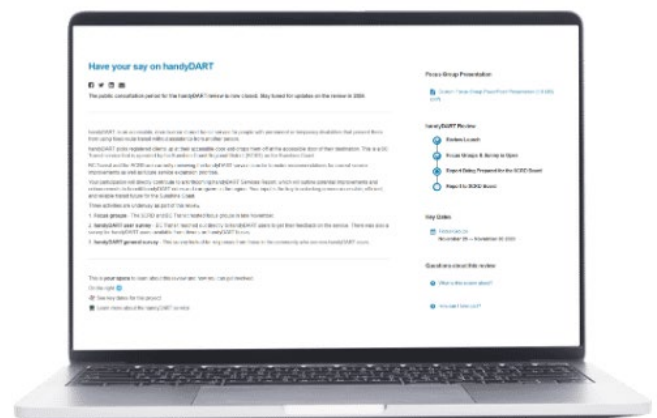
- Gauge client and public satisfaction with the service
- Identify improvement opportunities for the service
- Identify opportunities for service expansion

Raising Awareness

Let's Talk SCRD

In November, the SCRD began seeking the community's input on the handyDART service.

A community information space for the handyDART service review was set up on the SCRD's Engagement Web Platform, Let's Talk SCRD. This page included high level information about the review, a timeline of engagement, a sign up option for a focus group and a link to the online survey.



Opportunities for the community to have their say in the handyDART service review were shared via the following channels.

- 4 x posts on the SCRD's Facebook Page
- Ads in the Coast Reporter newspaper
- Direct email to over 70 community groups and other local organizations
- Via posters on community information boards, at SCRD facilities and on handyDART buses



Engagement Activities and Response Rate

In addition to providing feedback on the Let's Talk page, community participation was welcomed in the following ways:

Telephone Survey



Focus Groups

Online Survey



Paper Survey

Focus Groups

The SCRD hosted three in-person focus groups throughout the engagement process. The focus groups were composed of representatives from local community organizations, users of handyDART, SCRD Transit staff and individuals who are family members or assist handyDART users in booking trips.

The focus groups met at the Gibsons and Area Community Centre, the Sechelt Aquatic Centre and the main SCRD Field Road Administration Building.

handyDART User Phone Survey

BC Transit reached out directly to handyDART users via phone survey to get their feedback on the service. There was also a survey for handyDART users available from drivers on handyDART buses.

Online Survey

This survey was focused on feedback from non handyDART clients, for example, family, caregivers and members of the community.

Paper Surveys

Paper versions of the online survey were made available at the following locations:

- Gibsons and District Public Library
- Gibsons and Area Community Centre
- Gibsons and District Aquatic Facility

- Gibsons Seniors Society
- Sechelt Public Library
- Sechelt Aquatic Centre
- SCRD Field Road Administration Offices
- Sechelt Seniors Activity Centre

The table below outlines the target audience of each of the engagement activities:

	handyDART users	non handyDART users (family, caregivers, members of community)	Local organizations that book handyDART trips
Phone survey	X		
Paper survey	X	X	
Online survey		X	X
Focus groups	X	X	X

Response Rate

43

**handyDART User
Phone Surveys**



Represents 17% of all active
users of the system

21

**Focus Group
Attendees**



45

**Online and
Paper Surveys**



What We Heard



handyDART Users – Phone Survey

The phone surveys conducted between November 2023 and January 2024 received responses from 43 handyDART users. These users were asked about their satisfaction in the service and where they felt they could identify areas for improvement.

The majority of handyDART users are satisfied with the service. There is a high level of satisfaction with handyDART drivers and on-time arrival of their bus.



82%

of handyDART users were neutral, satisfied or very satisfied with the service

85%

of handyDART users indicated their bus arrived on time



94%

of handyDART users stated bus driver was friendly and helpful

81%

of handyDART users were neutral, satisfied or very satisfied with bus trip times and wait times



In answering questions pertaining to booking handyDART buses and availability of handyDART buses, handyDART users feel there is room for improvement. 58% of users are dissatisfied with the booking experience and lead times for handyDART buses.



Online and Paper Surveys

The online survey and paper surveys received 45 responses. While these surveys were targeted at non-handyDART users, for example, family, caregivers and members of the community, there is potential that handyDART users also provided responses.

Respondents to the online survey were less satisfied with the service, however were aligned with responses received from handyDART users on the service provided by handyDART drivers, on-time arrival of buses and wait / trip times.



59%

of online respondents were neutral, satisfied or very satisfied with the service

80%
of online respondents were satisfied or very satisfied with bus trip times and wait times



85%

of online respondents were satisfied or very satisfied with drivers

79%

of online respondents were neutral, satisfied or very satisfied with on-time performance



Main areas for improvement identified by respondents to the online survey are booking handyDART rides and availability of handyDART buses.



56% of online respondents were neutral, dissatisfied or very dissatisfied with booking experience

76% of online respondents were neutral, dissatisfied or very dissatisfied with wait times

Focus Groups

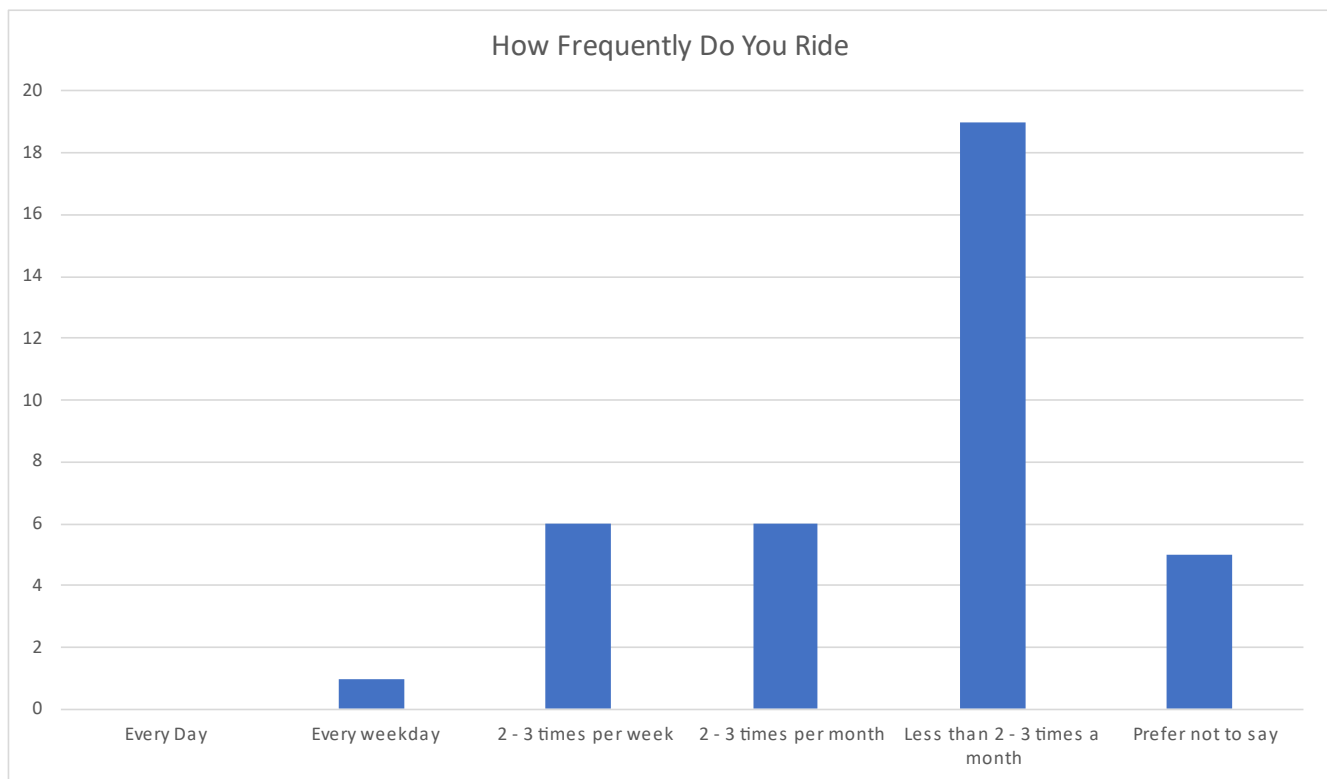
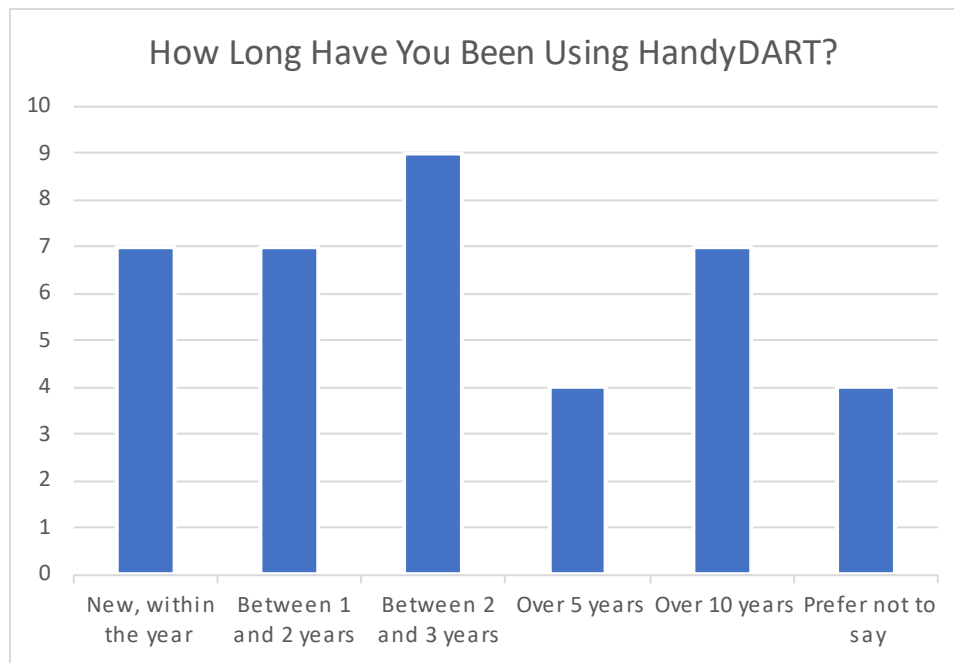
Three focus groups were held during the engagement period. Each group consisted of a transit driver, handyDART users, individuals who assist a handyDART user in accessing handyDART and representatives of local organizations that regularly utilize the handyDART service for their clients. The comments provided at the Focus Groups were aligned with what we heard through both the phone and online surveys.





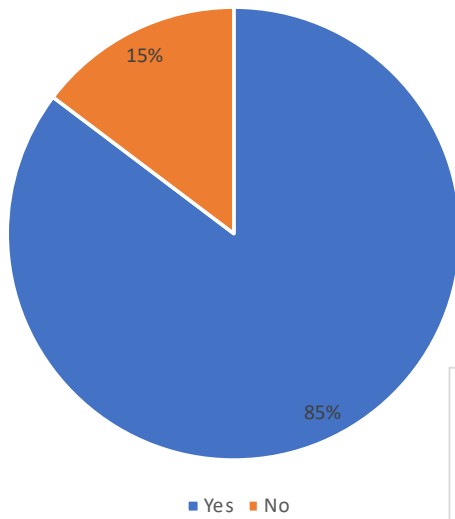
handyDART User Phone Survey Responses

Use of handyDART

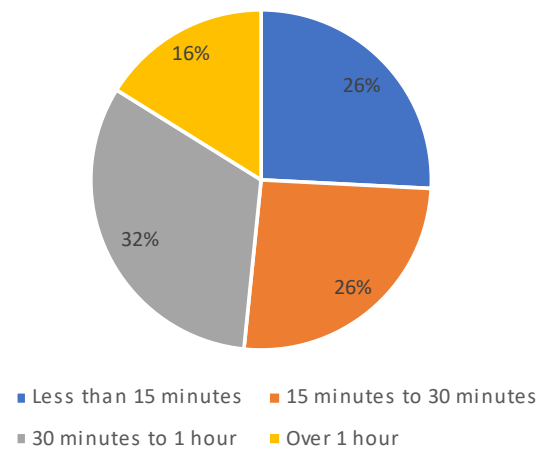


handyDART bus and driver

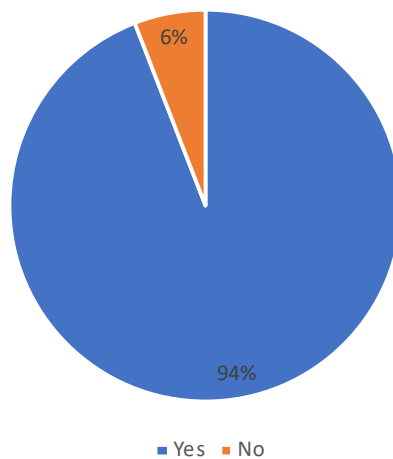
Did Your Bus Arrive on Time



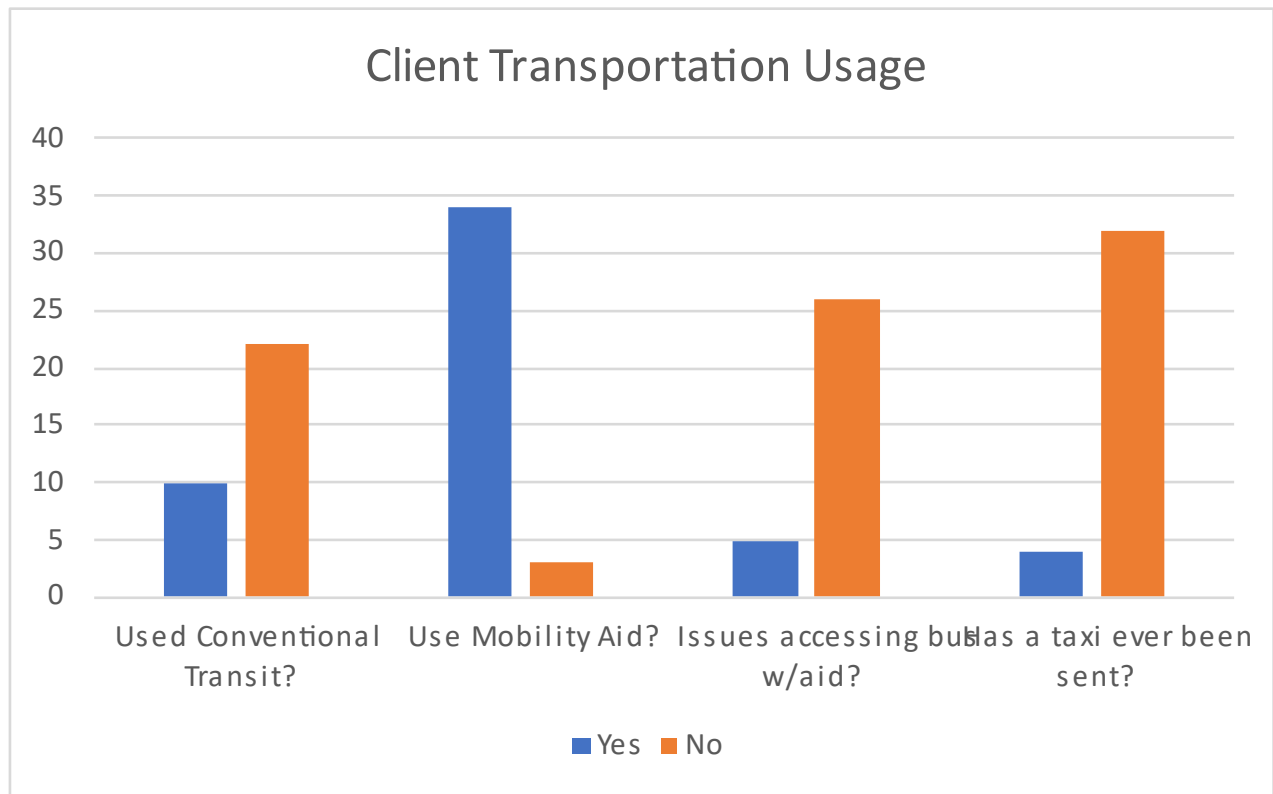
Wait Time On Bus



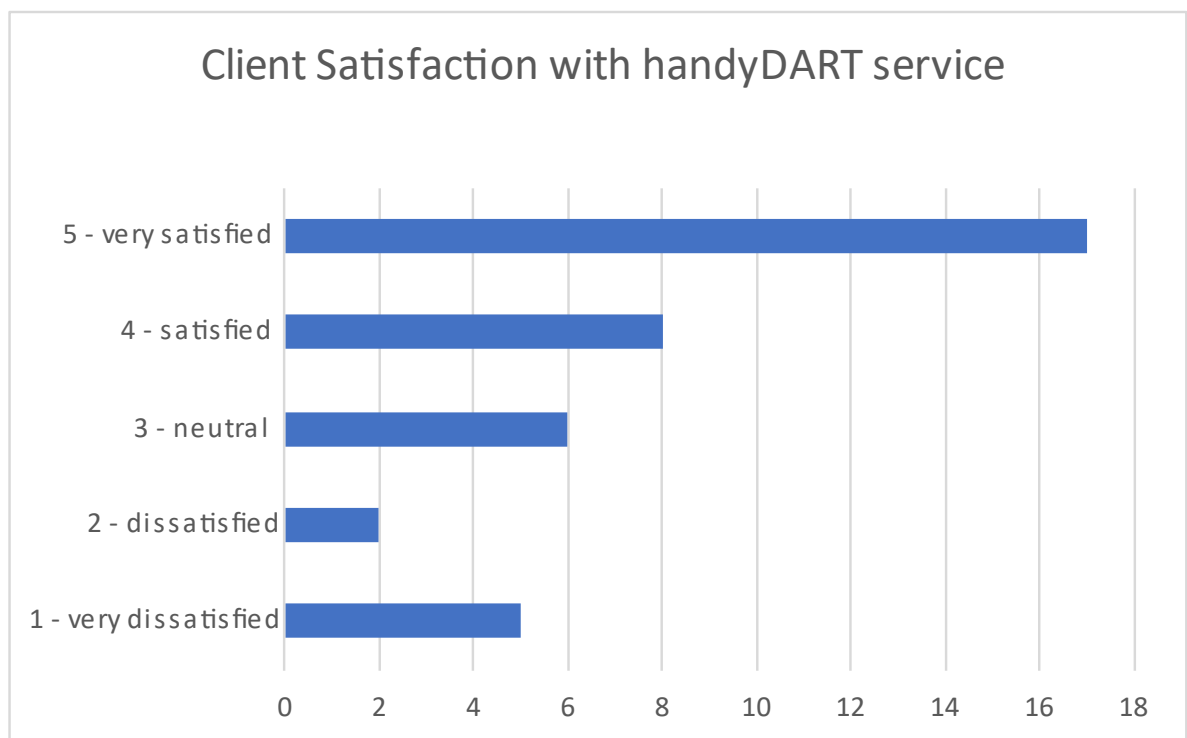
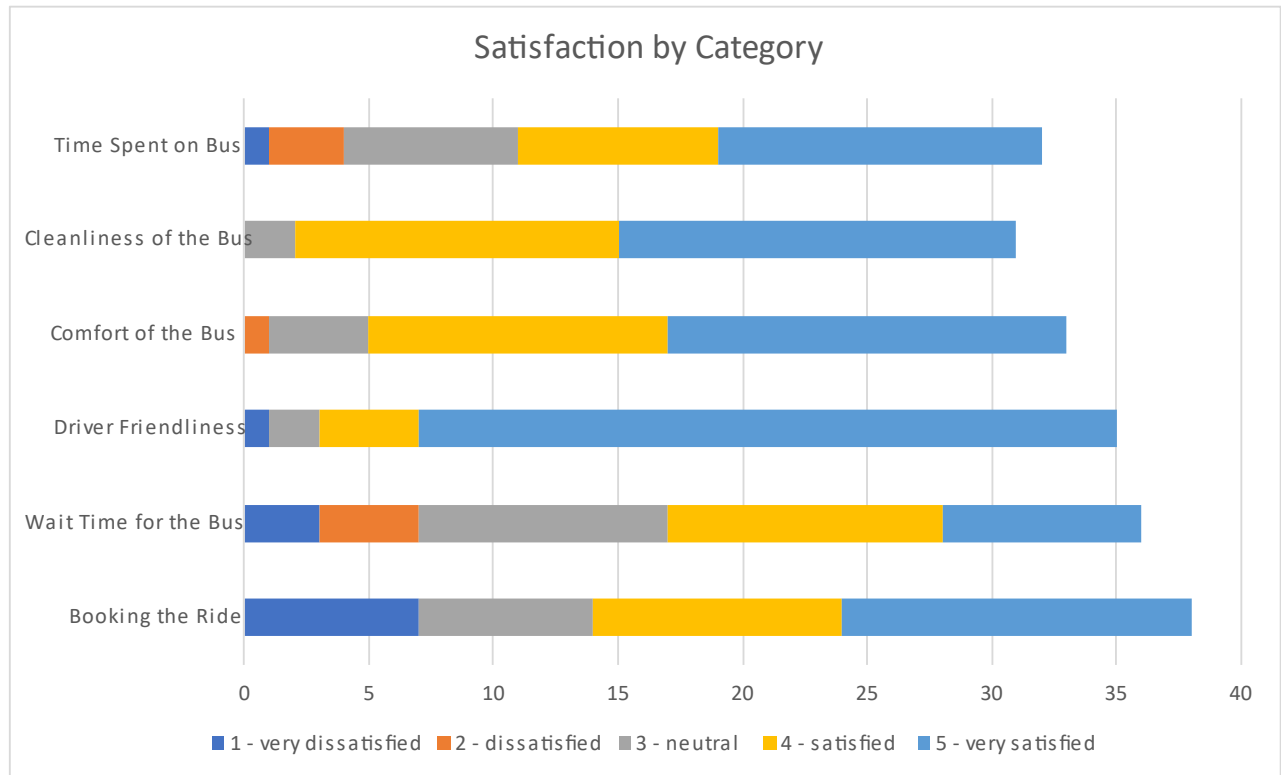
Was Your Driver Friendly and Helpful



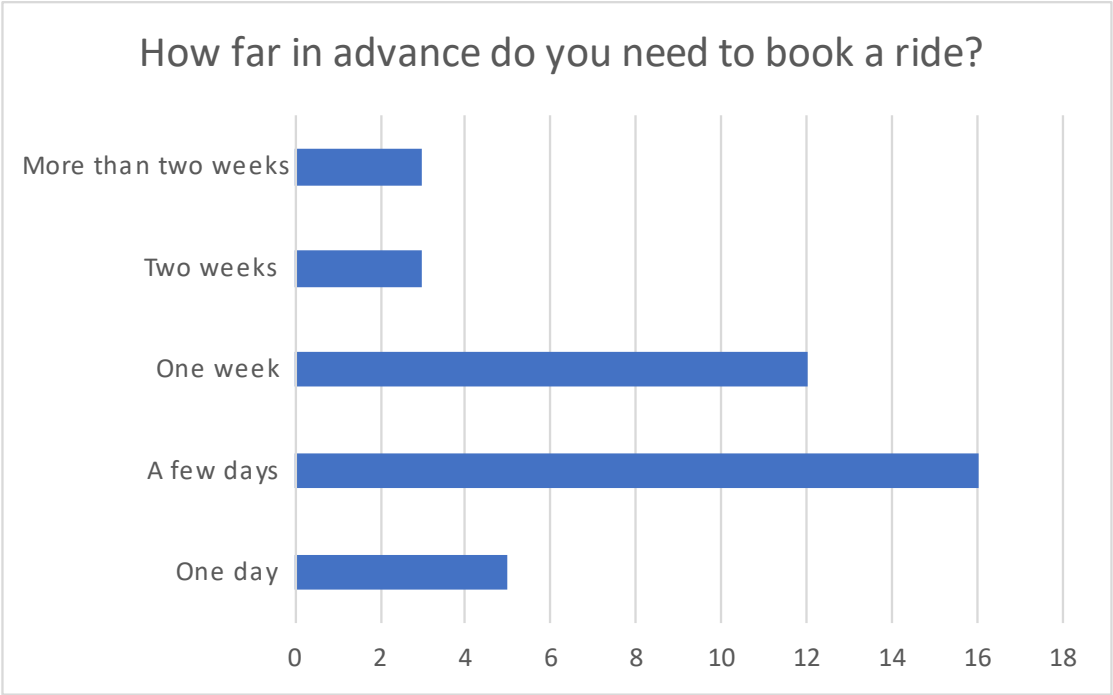
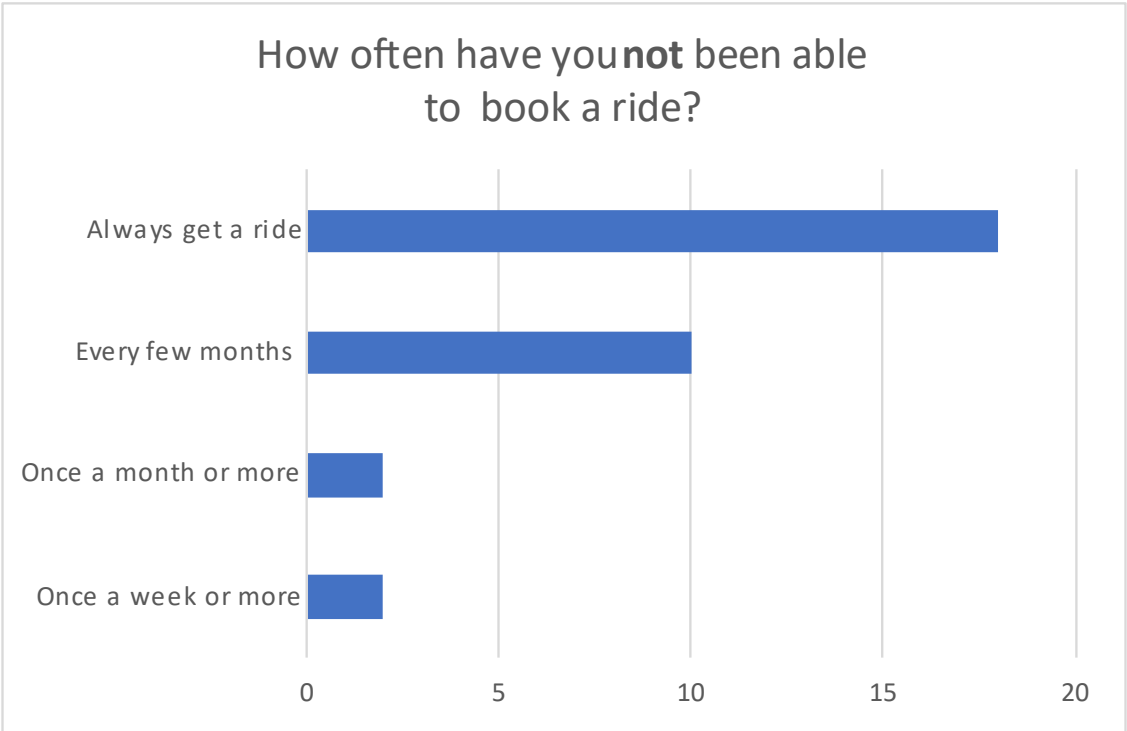
Transportation Use



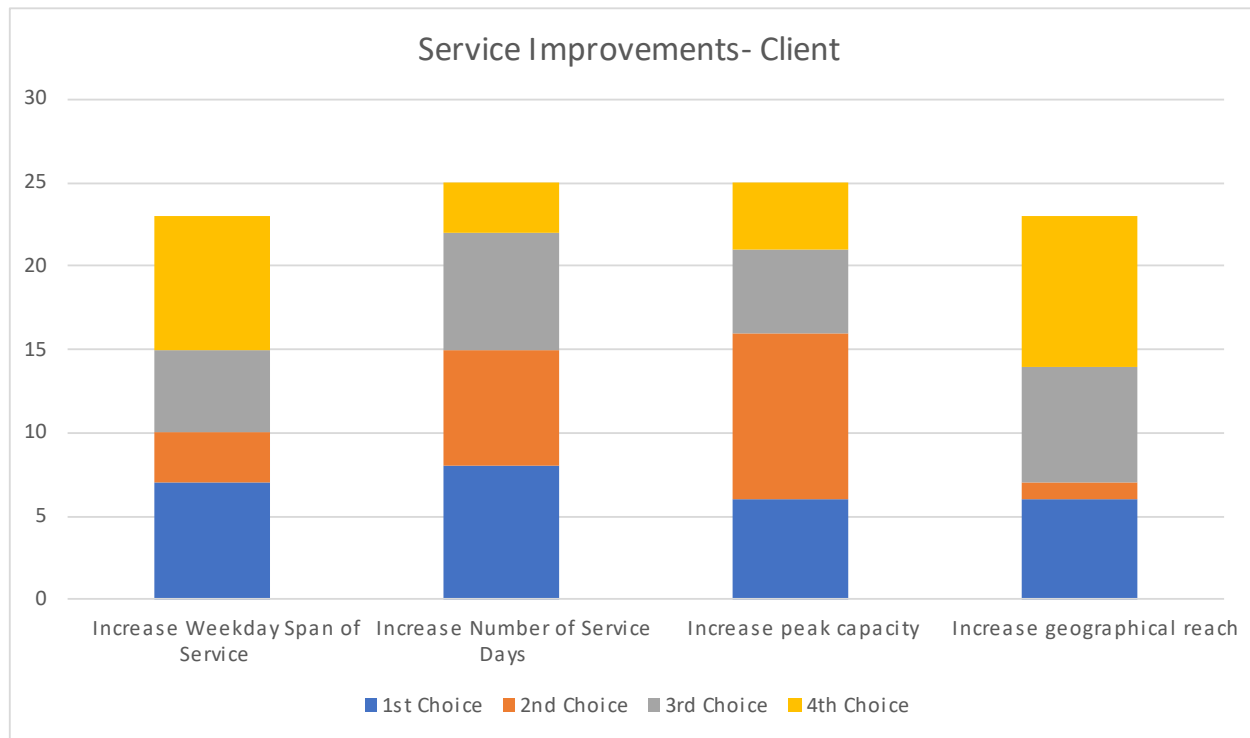
Satisfaction



Booking a ride



Service Improvements



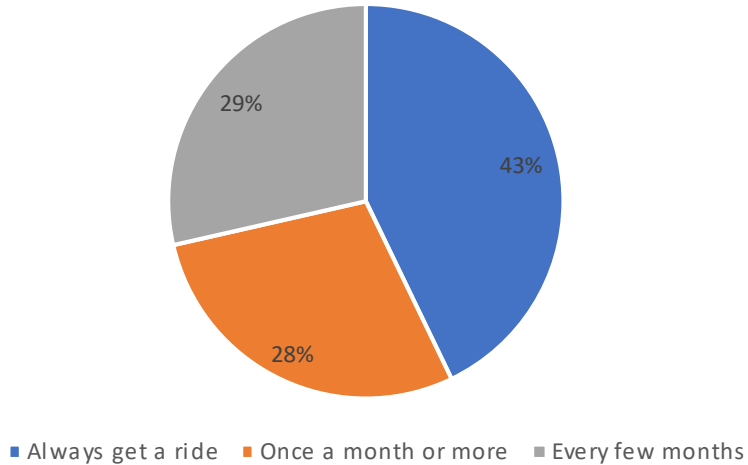
	1st Choice	2nd Choice	3rd Choice	4th Choice	% 1st or 2nd Choice	% 3rd or 4th Choice
Increase Weekday Span of Service	7	3	5	8	43%	57%
Increase Number of Service Days	8	7	7	3	60%	40%
Increase peak capacity	6	10	5	4	64%	36%
Increase geographical reach	6	1	7	9	30%	70%



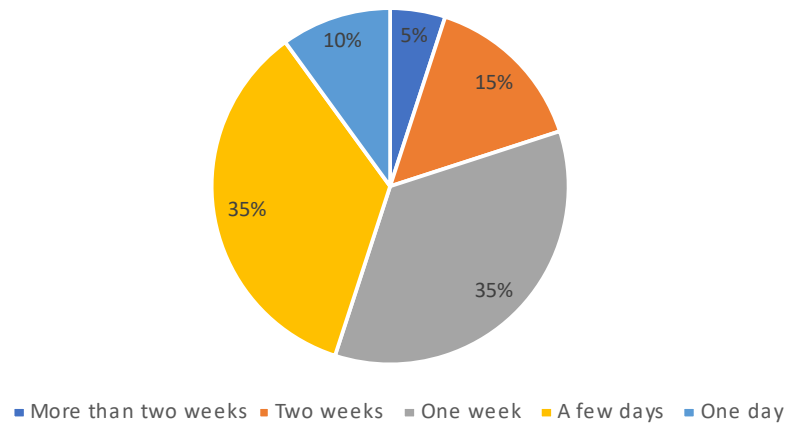
Online and Paper Survey Responses

Booking a trip

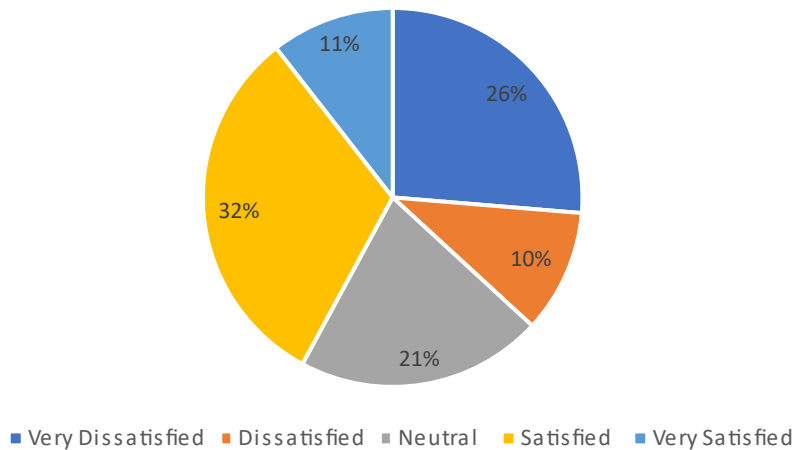
How often have you not been able to get a ride?



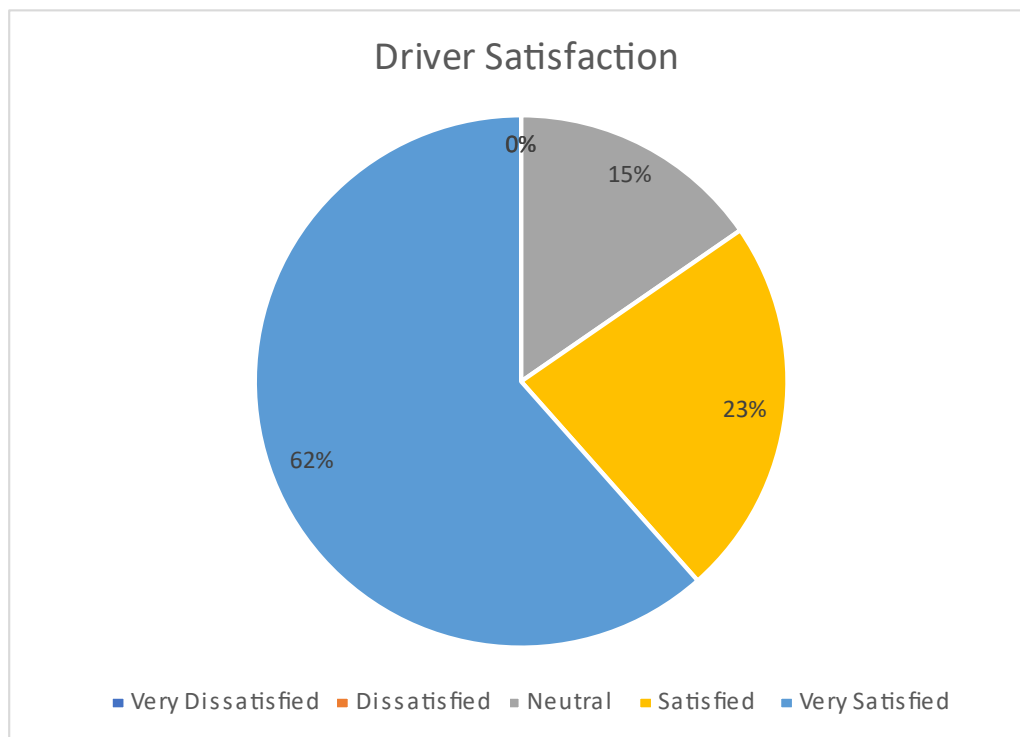
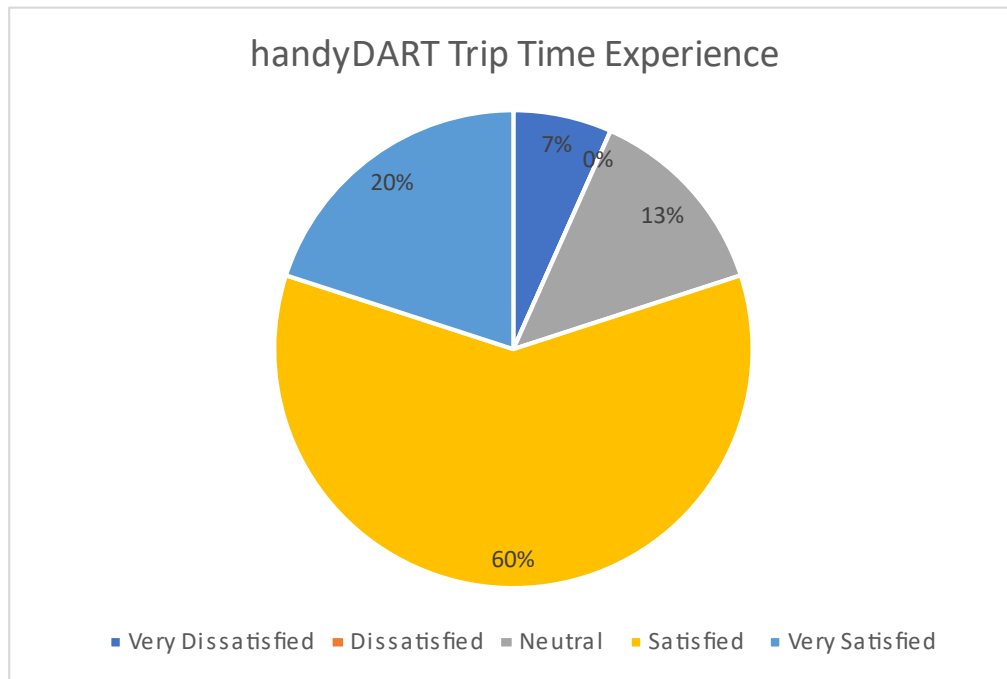
How far in advance to book a ride?



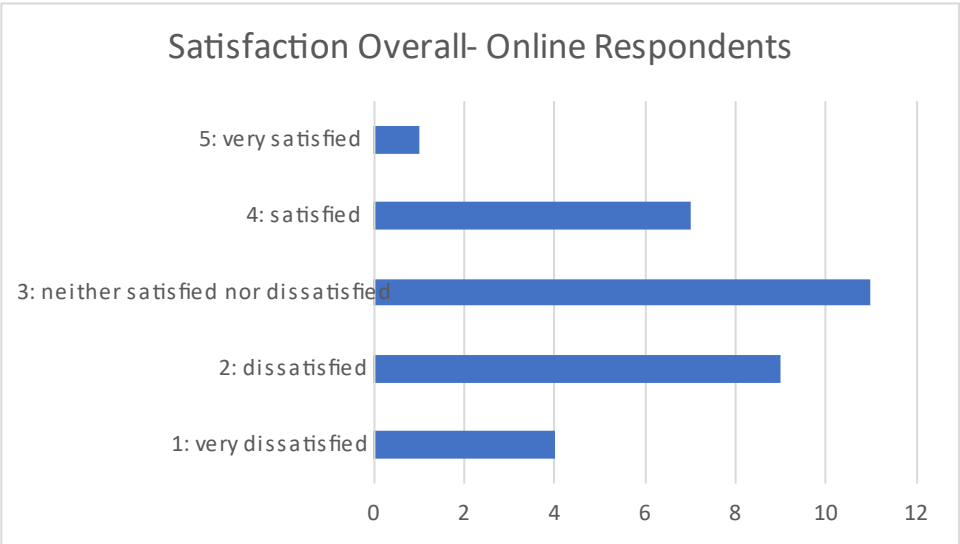
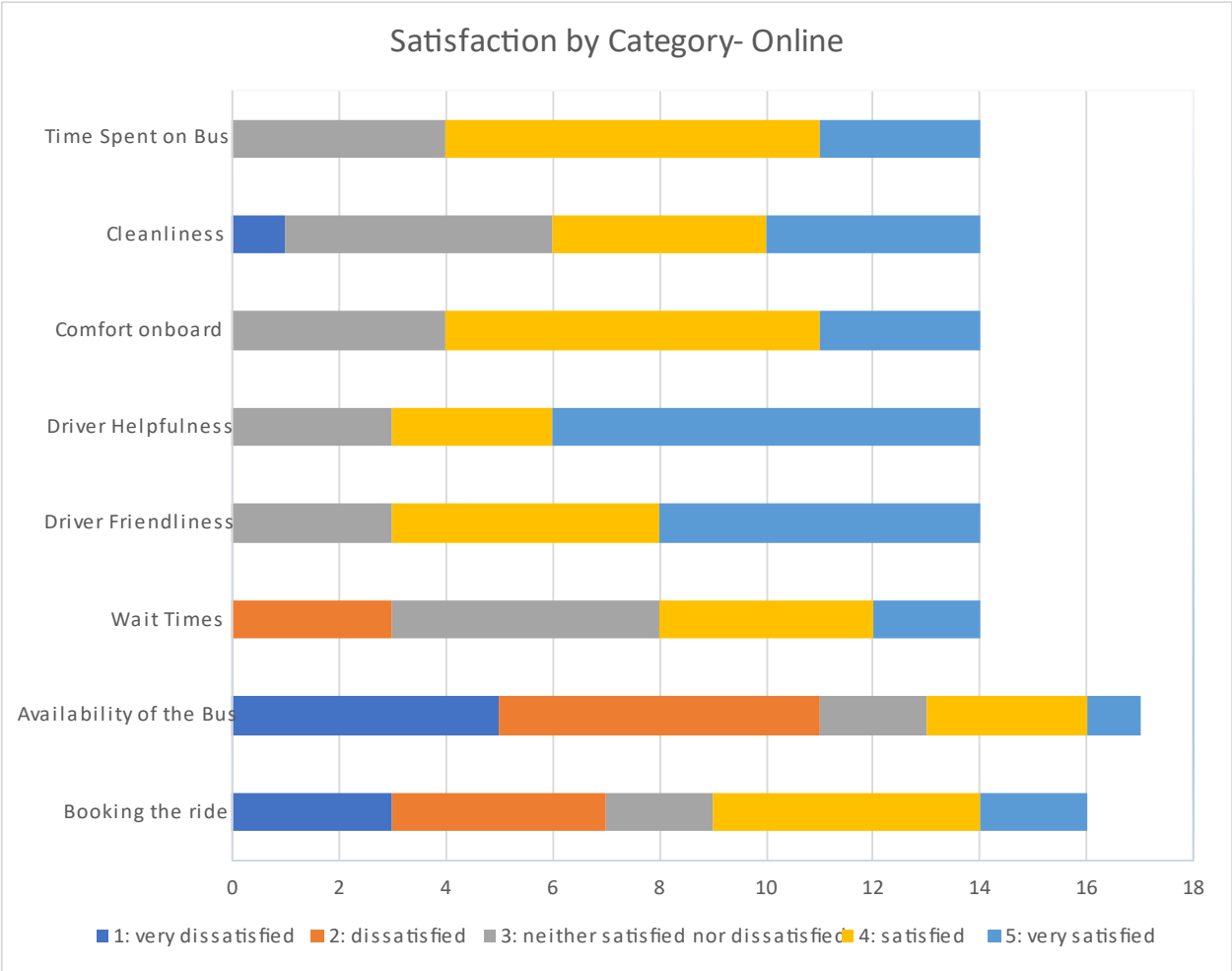
Trip Booking Experience



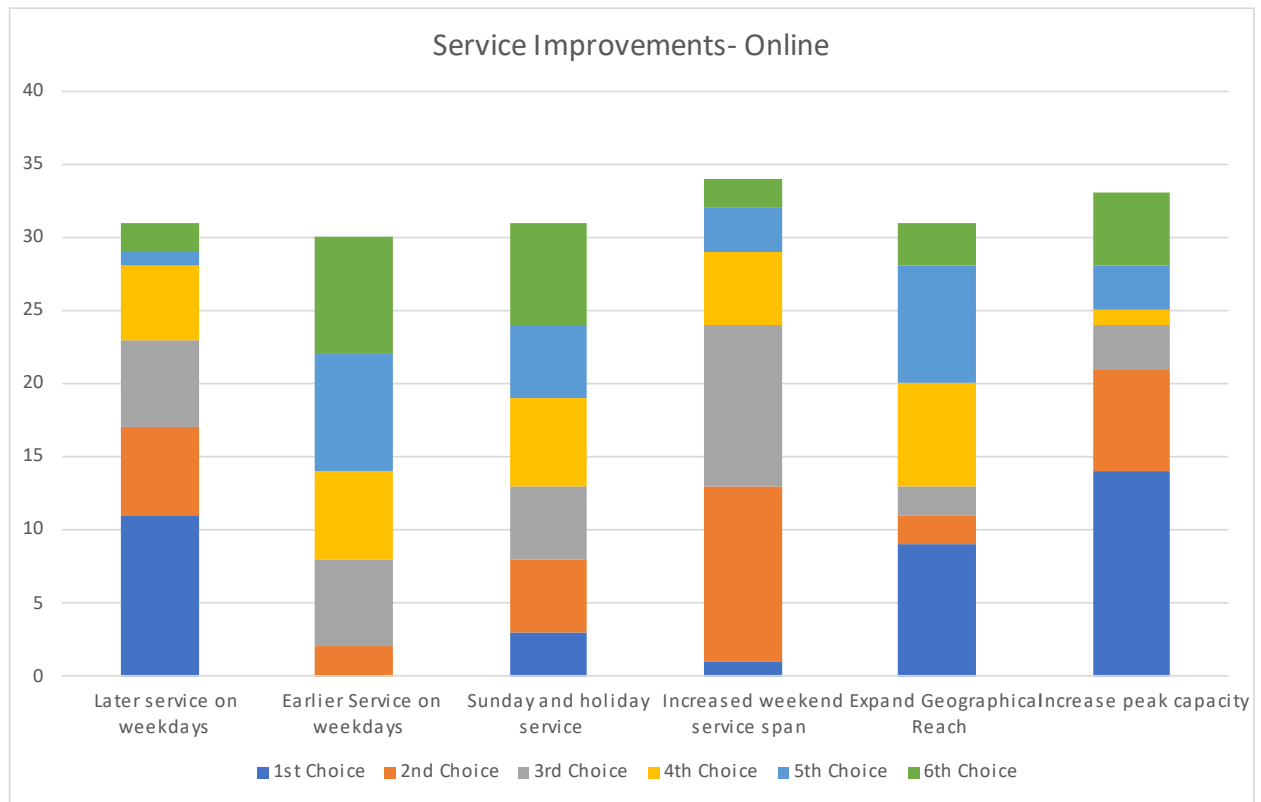
handyDART trip experience



Satisfaction



Service improvements



	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice	6th Choice	% 1st-3rd choice	% 4th-6th choice
Later service on weekdays	11	6	6	5	1	2	74%	26%
Earlier Service on weekdays	0	2	6	6	8	8	27%	73%
Sunday and holiday service	3	5	5	6	5	7	42%	58%
Increased weekend service span	1	12	11	5	3	2	71%	29%
Expand Geographical Reach	9	2	2	7	8	3	42%	58%
Increase peak capacity	14	7	3	1	3	5	73%	27%



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – March 28, 2024

AUTHOR: Valerie Cropp, Manager, Purchasing and Risk Management

SUBJECT: **PROCUREMENT POLICY UPDATE**

RECOMMENDATION(S)

- (1) **THAT the report titled Procurement Policy Update be received for information;**
- (2) **AND THAT the Procurement Policy updates be approved as presented or amended.**
-

BACKGROUND

The Sunshine Coast Regional District Board passed the following resolutions (142/23) at the June 8, 2023, regular Board meeting, partial excerpt below:

142/23 THAT Board Policy Review Committee recommendation No. 8 of June 1, 2023 be received, adopted and acted upon as amended as follows:

Recommendation No. 8 *Procurement*

THAT the Procurement Policy be referred to staff and brought forward to a future Committee of the Whole meeting for further review and minor revision.

The purpose of this report is to present some options for updating the Procurement Policy.

DISCUSSION*Analysis*

The overall purpose of a purchasing or procurement policy is to:

- Build public confidence in public procurement.
- Simplify, clarify, and reflect the laws governing procurement.
- Ensure fair and equitable treatment of everyone who deals with the procurement system.
- Provide increased efficiency, economy, and flexibility in public procurement activities and maximize purchasing power for the community.
- Foster effective broad-based competition from all segments of the supplier community.
- Safeguard the integrity of the procurement system and protect against corruption, waste, fraud, and abuse.
- Foster equal opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the entity.

In summary, a procurement policy aims to ensure transparency, fairness, efficiency, integrity, and compliance with legal requirements in the procurement process.

The proposed changes to the Policy do not address items within the Delegation Bylaw, such as expense approval limits, timelines for board award reports, and contracts or amendments that require board approval before being executed. The Policy is drafted such that updates to the Delegation Bylaw would not necessitate an update to the Procurement Policy.

Summary of the proposed amendments are as follows:

Increase in Public Procurement Threshold:

Currently, our public procurement threshold stands at \$50,000. The proposed change involves raising this threshold to \$75,000 to align with the New West Partnership Trade Agreement. This adjustment aims to streamline our procurement activities by reducing the administrative burden associated with lower-value procurements. It will allow us to expedite the procurement process for goods and services below the new threshold while supporting the local economy and maintaining appropriate oversight and compliance. This alignment ensures consistency and compliance with relevant trade agreements while facilitating efficient procurement practices.

Removal of all vendors Bid Posting Values in Award Reports:

The draft policy proposes removing from metrics and reporting the practice of listing awarded bid amounts in Award Reports to the Board, as it contradicts best practices and public disclosure requirements.

Staff currently report award recommendations to the Board for contracts that are over the Chief Administrator's signing authority. When drafting these reports, it's important to understand what information may be proactively released to the public. Staff rely on the Guidance for the Release of Information Related to the Competitive Procurement Process from the Ministry of Citizens' Services, as well as the *Freedom of Information and Protection of Privacy Act*.

In 2018, the Canadian International Trade Tribunal ruled that premature contract award announcements breached confidentiality duties (*Hawboldt Industries v. Department of Public Works and Government Services*). The Tribunal emphasized that the requirement to post contract award amounts remained subject to confidentiality obligations where disclosure might prejudice future competition. The government should avoid automatically posting contract award prices without considering potential prejudice to future competitions.

The Tribunal found that the complainant was entitled to damages for an undisclosed percentage of lost profits. Public institutions must navigate transparency obligations and confidentiality duties carefully. This includes avoiding premature disclosure of pricing information prior to the final award of a contract and the expiry of any applicable bid protest timeframes.

Administrative Updates:

The administrative updates involve formatting the policy to align with the newly approved template by the Board.

Communications Strategy

Staff will communicate internally through training sessions and will engage the vendor community through direct outreach and the SCRD website.

STRATEGIC PLAN AND RELATED POLICIES

This Policy aligns with the Board's 2023-2028 Strategic Plan Lenses of Service Delivery Excellence and Governance Excellence.

CONCLUSION

The Procurement Policy was adopted in 2019, which provides clear guidelines and standards for procurement practices, ensuring that the SCRD receives best overall value in the most cost effective and efficient manner, and that the methods used are open, fair, consistent and support the organization's commitment to sustainability. Staff recommend adopting the revised policy.

Attachments

Attachment A – Procurement Policy

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



Section:	Assets and Procurement	BRD-0340-50
Title:	Procurement	

1. PURPOSE

- 1.1** ~~The purpose of this policy is to~~ To ensure that all goods, services, and construction are acquired in a competitive, fair, and open manner, and that the process is efficient, accountable, and provides the best value for the community.
- ~~1.2 The Sunshine Coast Regional District (SCRD) is committed to working with the vendor community on opportunities for sharing ideas and feedback to help improve the procurement process and make it easier for vendors to do business with the SCRD.~~
- ~~1.3~~ **1.2** ~~The policy will~~ To support the Sunshine Coast Regional District (SCRD) strategic objectives while ensuring that we meet the requirements under the *Community Charter*, *Local Government Act*, various trade agreements, *Freedom of Information and Protection of Privacy Act*, ~~district~~ bylaws, public sector procurement standards and competitive bidding law.

2. SCOPE

- ~~2.1~~ The SCRD is committed to working with the vendor community on opportunities for sharing ideas and feedback to help improve the procurement process and make it easier for vendors to do business with the SCRD.
- ~~2.12~~ **2.2** ~~This policy applies to all SCRD services,~~ (functions) and to all acquisitions and purchases made by SCRD officers, employees, and volunteers.
- ~~2.22~~ **2.3** ~~No employee or officer may purchase, or enter into, contracts, or dispose of anything owned by the SCRD unless the Board has delegated such authority to the employee or officer in as set out in the SCRD Delegation Bylaw No. 710, 2017 and amendments thereto.~~

3. DEFINITIONS

- 3.1** **"Best Value"** means the optimal combination of total cost, performance, local knowledge, environmental, social sustainability, reduced carbon dependency, and reduced waste.
- 3.2** **"Board"** refers to the elected officials that make up the SCRD Board of Directors.
- 3.3** **"Contract Amendment"** means any change to a term, condition, or other contract provision, including a Change Order.
- 3.4** **"Formal Competitive Process"** means a procurement method used to acquire goods and services through a solicitation for bid submissions that is open to more than one supplier and includes, but is not limited to, an invitation to tender, a request for proposals and request for quote.



BOARD Policy

~~3.5 “Informal Quote” means a request from one or more sources for pricing on specific goods or services without a solicitation for bid submissions and that is not binding on either party.~~

~~3.6~~3.5 **“Invitational Bidding”** means a competitive bidding process that is directed to specific vendors.

~~3.7~~3.6 **“Living Wage”** means the hourly wage established by the Living Wage for Families Campaign ~~from time to time~~, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, and extended health benefits.

~~3.8~~3.7 **“Lobbying”** means any attempt to influence any determination by a public official, staff or entity working with a public official, related to a governmental procurement.

~~3.9~~3.8 **“Local Area”** is defined as the SCRD.

~~3.10~~3.9 **“Local Vendor/Bidder”** a local vendor/bidder must have a physical address within the local area and must possess a valid business license, if required by the area and have a principal business office, or satellite with at least one full time employee, located in the local area.

~~3.11~~3.10 **“Open Competitive Bidding Process”** means a competitive bidding process in which bid submissions are solicited by public advertisement and that is open to all interested suppliers.

~~3.12~~3.11 **“Sustainability”** is a state in which the needs of the present generation are met without compromising the ability of future generations to meet their own needs.

~~3.13~~3.12 **“Tender”** is any request or invitation for a bid (for example, requests for proposal, requests for expressions of interest, invitations to tender, invitations to quote, and invitations to offer).

~~3.14~~3.13 **“Trade Agreements”** means New West Partnership Trade Agreement (“NWPTA”), the Canadian Free Trade Agreement (“CFTA”), Comprehensive Economic and Trade Agreement (CETA) and other applicable trade agreements.

~~3.15~~3.14 **“Volunteer”** is a person who gives their services without any express or implied promise of remuneration.

4. POLICY

4.1 The SCRD’s primary goal in the procurement process is to attain best value using processes that are competitive, open, transparent, and non-discriminatory.

4.2 Where possible, the SCRD will give preference to the purchase of goods, services and construction that minimize adverse environmental impacts and greenhouse gas emissions and that promote recycling, re-use, and reduction of waste, and promotes a healthy economy.

4.3 Purchasing staff will review and modify evaluation criteria, and weightings will vary by contract. The criteria will be specific to the nature of the procurement and clearly stated



BOARD Policy

in the procurement documents to include environmentally and socially responsible options or criteria to be considered along with price and performance.

- 4.4 Purchasing staff will ~~be able to~~ select the most appropriate process for the requirement, considering the discussions at the planning phase.
- 4.5 The following threshold will guide the method of procurement used to purchase goods, services, or construction:

Estimated Thresholds	Method
Goods and Services	
Less than \$2530 ,000	Small Purchase Guidelines
Less than \$10,000	Informal Process
\$2530 ,000 to \$5075 ,000	Invitational Bid Process or Formal Competitive Process (RFP, ITQ, RFSO)
Greater than \$5075 ,000	Formal Competitive Process (RFP, ITQ, RFSO)
Construction	
Less than \$2400 ,000	Invitational Bid Process or Formal Competitive Process (RFP, ITT)
Greater than \$2400 ,000	Formal Competitive Process (RFP, ITT)

Vendor Relationships

- 4.6 Authorized staff and the department responsible for ~~a-the~~ procurement transaction will maintain records of supplier performance. The information will be used to ensure contract compliance, to supplement a subsequent prequalification process or to justify a subsequent award to other than the low~~est~~ bidder where it can be demonstrated that such records are part of the evaluation process and criteria.
- 4.7 When a procurement transaction is awarded using a formal competitive process, unsuccessful vendors are entitled to a debriefing upon request to obtain feedback on the strengths and weaknesses of their bids.
- 4.8 All vendor complaints, whether directed to an elected official, the Chief Administrative Officer or a member of staff shall be referred to the Manager, Purchasing and Risk Management and dealt with as outlined in Appendix B.

Ethical Considerations

- 4.9 A vendor must not attempt to influence the outcome of a procurement process by engaging in lobbying activities. Any attempt by the vendor to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the SCRD, including members of the evaluation committee and any elected officials of the SCRD, or with the media, may result in disqualification of the ~~Preponent~~vendor.
- 4.10 No member of the Board, employee or volunteer shall have any direct or indirect pecuniary interest in any competitive bid or arrangement for the supply of goods, services, or construction to the SCRD, unless it is first disclosed by the person submitting the bid or supplying the goods, services, or construction. All competitive bid documentation must include a section that requires suppliers to disclose any actual or



BOARD Policy

potential conflicts of interest and existing business relationships it may have with the SCRD, its elected or appointed officials or employees prior to submission of the bid.

Metrics and Reporting

- 4.11 Staff will report ~~quarterly~~ semi-annually to the ~~Committee of the Whole Corporate and Administrative Services Committee~~ on all new contracts entered ~~within the into with the~~ Chief Administrative Officer expenses approval limit ~~value between \$50,000 and \$100,000.~~
- 4.12 Staff will report semi-annually to the Committee of the Whole on the number of ~~vendors~~ supplier and/or ~~c~~ Contractor performance evaluations formally completed per year ~~for contracts over \$50,000.~~
- 4.13 Staff will report semi-annually to the Committee of the Whole on the number of exceptions to the Procurement Policy.
- 4.14 Staff will pro-actively release contract award information on the SCRD website after ~~the~~ a contract has been executed.
- 4.15 Staff will publicly report award recommendations to the Board for contracts ~~over \$100,000 that require Board approval as per the Delegation Bylaw. These award recommendation reports for evaluated solicitations, will include the company names of all the unsuccessful respondents and aggregated pricing Award Reports (cont'd).~~
- ~~4.16 In drafting these reports staff will reference the Province of BC's Guidance for the Release of Information Related to the Competitive Procurement Process. Staff will ensure that this disclosure requirement is in the solicitation documents and that written consent has been provided from contractors or sub-contractors who are identified as individuals rather than organizations.~~

SUSTAINABLE AND SOCIAL PROCUREMENT

- 4.16 The SCRD will promote sustainable and social procurement ~~processes~~ factors and make decisions that are consistent with the strategic goals and objectives of the SCRD.
- a) Within the limits set out by applicable trade legislation, the SCRD will seek to identify procurement opportunities that support the development of a sustainable local economy. While no local preference policies are permitted, by practicality, any small value and low dollar purchases would normally be made in the Local Area.

The Regional District recognizes the importance of economic development within the Sunshine Coast communities it serves. Should all economic, environment and social requirements of the procurement be equal, the contract shall be awarded to the local bidder.

In the case of a tie bid where only of local bidders or where only non-local bidders have tie d bids, the Manager, Purchasing and Risk Management shall request the tie bidders to submit a final offer.



BOARD Policy

The SCRD, where applicable, may choose to include in the Tender evaluation criteria a requirement for the vendor's employees be paid a Living Wage for performing the Tendered services.

- b) The SCRD will use, where appropriate, an evaluation model that incorporates the Total Cost of Ownership of products and services including the environmental benefits which may include sourcing with minimal packaging, sustainable products, and services with low environmental impact (where reasonably quantifiable).

These costs will be factored into the vendor pricing, evaluation, and selection process.

Staff are encouraged to develop and participate in opportunities to partner with local government entities and businesses in the Local Area to provide awareness of the goods and services the SCRD procures.

General Applications

4.17 When replacing assets through a Tender process, consideration to the disposal of the current asset will be incorporated in the Tender document and be consistent with the asset disposal process.

4.18 When a contract valued ~~at \$75,000 or more~~ above trade agreement thresholds and is intended to be awarded on the basis that there is only one vendor that can provide the goods/services required and cannot be strictly proven or a specific exemption is not available under the Trade Agreements, a Notice of Intent must be posted on BC Bid.

4.19 In the event of a natural disaster where it is impossible to obtain the necessary authority in a timely manner, the Chief Administrative Officer or Chief Financial Officer shall have the authority to bypass policy and procedures. All such purchases shall be reported as soon as possible to the SCRD Board Chair.

4.20 Contracts may only be extended where one of the following conditions are met:

- a) The extension option was included in the Tender document.
- b) The extension is a permitted using a Sole Source.
- c) There is (or is about to be) a new Tender for the goods or services being provided under the expiring contract and the extension is approved by the Manager, Purchasing and Risk Management to provide time to complete the new Tender.



BOARD Policy

- 4.21 Increases to the value of an existing contract or purchase order must ~~only~~ be approved by the authorized staff person that approved the award and only if the total amount of the contract or purchase order, including the increase, is within that authorized staff person's delegated signing authority limit and within the project budget as set out in the approved financial plan.
- 4.22 Notwithstanding the provisions of this policy, the SCRD shall have the right to reject the lowest or any bid at its absolute discretion. The SCRD also reserves the right to cancel, or reissue bid documents in the original format or modified as best suits the requirements of the SCRD.
- 4.23 Staff must not prepare, design, or otherwise structure a procurement, select a valuation method, or divide procurement requirements to avoid the obligations with the policy, purchasing procedures or the Trade Agreements.
- 4.24 All contracts for services ~~being to be~~ provided on SCRD property require the vendor~~Contractor~~ to provide proof of registration, where applicable, and remain in good standing with WorkSafeBC throughout the term of their contract. Vendors~~Contractors~~ may be required to provide clearance letters before and after performing work for the SCRD. In the event the vendor~~Contractor~~ is not eligible for registration with WorkSafeBC for reasons other than workplace safety performance, the SCRD may register the vendor~~Contractor~~ and pay the applicable WorkSafeBC premiums, at the vendor's~~Contractor's~~ expense.

5. EXCEPTIONS

- 5.1 Any requirement for goods or services, not falling under the categories identified below, should be submitted for a procurement process. Occasionally, there may be a need for exceptions from the regular procurement process and direct or sole/single source award to a supplier.
- 5.2 Any request for an exception to the procurement process must be signed off by the Manager, Purchasing and Risk Management. Unless the identified requirement falls under the categories identified in Appendix A from being excluded from the Procurement Policy.
- 5.3 An emergency purchase occurs when a situation creates an immediate and serious need. A key element is that the emergency is unforeseen and could not be predicted in advance. The expiry of a contract does not qualify.
- 5.4 When it has been proven that only one vendor is qualified and available to provide the goods and/or services. Examples of such proof could be:
- a) To ensure compatibility with existing products, facilities, or services, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
 - b) Where for technical reasons, there is an absence of competition and goods or services can be supplied by a particular supplier and no alternative substitute exists.
 - c) For the procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly. The level of proof required often does not exist.



BOARD Policy

In this case, the Procurement Division may be required to issue a Notice of Intent depending on the value of the contract.

- 5.5** When the acquisition is of a confidential or privileged nature and disclosure through an open process could reasonably be expected to compromise the SCRD or other government confidentiality, cause economic disruption or be contrary to the public interest.

6. AUTHORITY TO ACT

- 6.1** Procurement transactions must be within the scope of the Board approved annual financial plan and must only be initiated and executed by persons authorized to acquire and purchase goods and services within the authorized purchasing limits as set out in the SCRD Delegation Bylaw ("Authorized Staff"). Authorized Staff must only authorize procurement transactions that are within the signing authority limits set out in the SCRD Delegation Bylaw.

6.2 Employees

All departments, employees, volunteers of the SCRD are responsible for following the approved Procurement Policy and all related Procedures.

6.3 Purchasing

The Purchasing Division is responsible for the facilitation of all aspects of the Procurement Policy, by providing professional procurement advice, the administration and overseeing of all calls for bids, resulting contracts and ensuring compliance with the terms and conditions of those calls. This division is also responsible for the standardization of all procurement procedures, the monitoring of compliance with this policy and notifying managers of non-compliance.

6.4 Management

SCRD Management is responsible for the administration of the Procurement Policy and Procedures.

6.5 Board

The authority for expenditures is the current year of the Financial Plan, which the Board has adopted or amended.

Approval Date:	September 12, 2019	Resolution No.	2018/19 Rec. 13
Amendment Date:	July 8, 2021	Resolution No.	188/21
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Appendix A Purchasing Policy List of Exemptions

1. Training and Education:
 - Conferences, Conventions and Tradeshows
 - Newspapers, Magazines and Periodicals
 - Memberships
 - Seminars and Workshops
2. Refundable Employee / Other Expenses:
 - Advances
 - Courses
 - Entertainment
 - Miscellaneous Non-Travel
 - Meal Allowances
 - Travel Expenses
 - Hotel Accommodation
 - Refunds: tax, recreation, permits
3. Employer's General Expenses:
 - Payroll Deduction Remittances
 - Grants to Agencies
 - Medical and Dental Expenses
 - Debenture Payments
 - Payment of Damages
 - Tax Remittances
 - Sinking Fund Payment
 - Employee Income
 - Board Member's Discretionary Funds
 - Real Property-including land, building, leasehold interest, easements, encroachments
 - Licenses (vehicles, elevator, etc.)
 - Charges to or from other government or Crown corporations
 - Bank Charges and Underwriting Services ~~where~~ covered by agreements
4. Professional and Special Services:
 - Committee Fees
 - Witness Fees
 - Court Reporter's Fees
 - Honoraria
 - Arbitrators
 - Discoveries (legal)
 - Legal Services
 - Performing Artists
5. Utilities
 - Water and Sewage Charges
 - Power
 - Telephones
 - Cable Television and Internet
6. Miscellaneous (under \$5,000)
 - Print, Television and Radio media advertising accounts



BOARD Policy

Appendix B **Vendor Complaint**

1. PURPOSE:

This procedure is to define the guidelines for handling complaints that are resolvable and are not a matter where litigation has started or before it has been heard by a competent court. This procedure is not intended in any way to delay or restrict the Regional District in exercising its normal course of business.

All vendors complaints, whether directed to an elected official, the Chief Administrative Officer or a member of staff shall be referred the Manager, Purchasing and Risk Management to be dealt with in accordance with these guidelines.

2. PROCEDURES:

Vendors will be encouraged to resolve problems directly with the Procurement staff wherever possible as many problems can be resolved before a complaint is formalized.

A complaint refers to a written objection submitted by a vendor regarding a bid solicitation, contract award or proposed contract for goods, services or construction.

Complaints must contain written details of the issue and the resolution being requested. Complaints submitted or referred to the Manager, Purchasing and Risk Management shall be reviewed to determine if further action is warranted.

Complaints may be submitted during the competitive process and up to 30 business days after the contract award is posted.

Complaints may be resolved*, dismissed* or withdrawn. If the complaint is dismissed, the Manager, Purchasing and Risk Management will notify the vendor of their right to appeal the decision to the Chief Administrative Officer.

Disputes that are litigious in nature will be referred directly to Legal Services.

The Manager, Purchasing and Risk Management will respond formally to vendor complaints within 21 business days.

* Resolved - the Vendor is satisfied with the explanations / solution provided by the Regional District.

* Dismissed - the Manager, Purchasing and Risk Management concludes that the complaint is without merit.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – March 28, 2024

AUTHOR: Sierra Rempel, Strategic Planning Coordinator
Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: SUNSHINE COAST REGIONAL DISTRICT WATER STRATEGY

RECOMMENDATION(S)

- (1) THAT the report titled Sunshine Coast Regional District Water Strategy be received for information;**
 - (2) AND THAT the SCRD Water Strategy be adopted as presented or amended.**
-

BACKGROUND

Long-term plans provide vision and guidance on how services are delivered to residents of the Sunshine Coast Regional District (SCRD). The central planning document is the Board Strategic Plan, which is updated every four years to reflect current and emerging strategic priorities. Other key long-term plans that Regional District's may have include management plans for solid waste, liquid waste, drinking water, and Official Community Plans, that align with the Board Strategic Plan.

The Water Strategy is a drinking water management plan that identifies strategic priorities, objectives, and actions that will guide the future planning and delivery of SCRD water services. The Water Strategy is a tool for communicating with the community about what the SCRD is doing to improve its drinking water services. It considers all three water service areas where treated drinking water is provided for residential use, fire protection, commercial, institutional, industrial use, and irrigation.

The proposed Water Strategy builds upon previous water infrastructure plans, current projects, procedures, programs, and Board resolutions. The Water Strategy was developed over two years based on feedback from the community and the Water Supply Advisory Committee, internal staff, and external stakeholders. The past several years of intense drought, flooding, and implications related to aging infrastructure, have shown the need for a long-term strategic plan to guide water service delivery within the SCRD that encompasses the key strategic priorities: water supply, infrastructure, water efficiency, and source water protection.

This report presents the SCRD Water Strategy to the Board for their consideration and outlines next steps for developing Action Plans to achieve the Water Strategy.

EXISTING WATER SUPPLY PLANS

The Water Strategy is a management plan that serves as a planning tool and is a higher-level document compared to the SCRD's Water Master Plans. Water Master Plans will sit under the Water Strategy as key documents for successful implementation.

The SCRD has previously developed water supply plans to review service levels and recommend upgrades and conservation initiatives. The Water Master Plans will be updated by 2025 based on the 2024 water system modelling.

Table 1: SCRD Water Master Plans (2007 to 2014)

Plan	Water System	Status
North Pender Harbour 10-Year Master Plan	North Pender Harbour	Developed in 2014
South Pender Harbour 10-Year Master Plan	South Pender Harbour	Developed in 2014
2013 Comprehensive Regional Water Plan	Chapman, Egmont, Eastbourne, Langdale, Soames, Granthams	Approved by the Board
2007 Area A Water Master Plan	North Pender Harbour, South Pender Harbour	Approved by the Board, updated in 2011

There are other linked historical documents, such as the the 1996 Chapman and Gray Creeks Integrated Watershed Management Plan and 2012 Chapman Creek Source Assessment Response Plan that have served as past planning documents for the region's drinking water supply.

SUMMARY OF FRAMEWORK AND ACTIONS

Water Strategy Framework

The Water Strategy aims to achieve the Commitment Statement "The Sunshine Coast Regional District is committed to providing a safe and reliable water supply." The Water Strategy is viewed through the lens of five (5) Guiding Principles. These are the values upon which the Water Strategy has been developed. The Water Strategy is supported by four (4) Strategic Priorities, each with actions that guide initiatives, projects, or studies to help achieve the Water Strategy. The 38 actions outlined in the Water Strategy will be incorporated into Action Plans, to provide prioritization, timelines, and details on program deliveries.

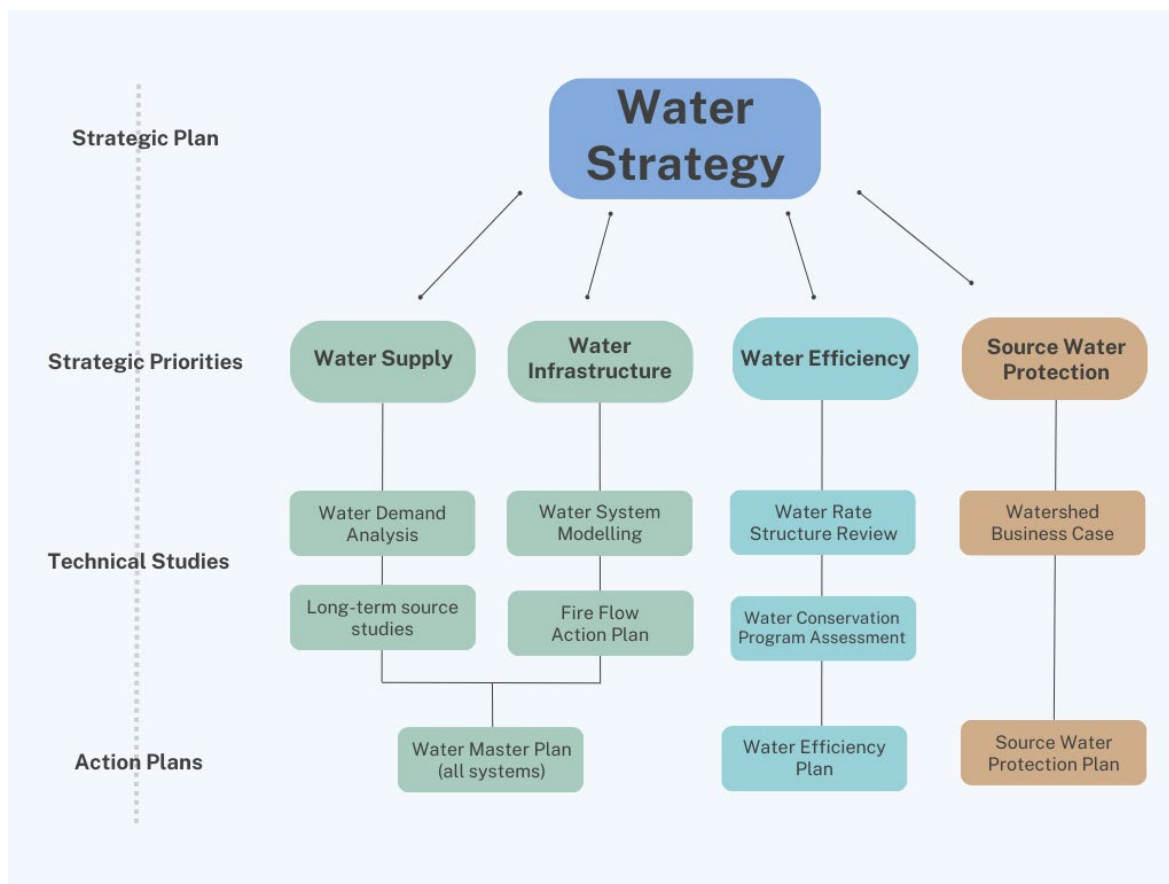


Figure 1: Water Strategy Framework and Implementation

Adopting this strategy does not commit the Board to specific future decisions or capital projects. The Water Strategy intends to set the direction, while future Action Plans describe how the Water Strategy will be implemented in the next five years. After this time, the Water Strategy should be reviewed and updated.

ENGAGEMENT

In Spring 2022, the Board directed staff to engage and seek feedback from the community on the development of an SCRD Water Strategy (resolution 103/22). Staff engaged the community in May and June 2022 through a range of activities, including a mail out, new webpage, online presentation, seven roundtable discussions, Open House, key sector roundtable, meetings with municipalities, and community information booths. The SCRD received 409 feedback form responses. Staff also recorded feedback through meetings and the Open House, and comments and feedback received through correspondence (email, phone, Let's Talk Water Strategy webpage).

The Engagement Summary was presented to the Water Supply Advisory Committee (WASAC) at the January 9, 2023 meeting, and a Water Strategy was presented to WASAC for feedback on March 6, 2023.

The following are key themes staff heard throughout the engagement that are related to both the guiding principles and specific focus areas:

- Support for the development of the Water Strategy and its framework.
- Increase water supply.
- Support for water efficiency such as leak resolution, pay-per-use billing and water-efficient technology.
- Increasing education and outreach about drinking water, watersheds, and SCRD's work on water management.
- Growth and development, including need to review policies to promote low-impact development and drinking water source protection.
- Cost of water services, as it relates to rates and options for pay per use billing.
- The need for action to avoid future emergency situations that impact drinking water supply.

Staff incorporated feedback from the community, the WASAC, and internal staff into the Water Strategy that is being presented today. The Water Strategy considered the “Core Shared Water Values” and “Shared Water Vision” developed as part of the Water Summit meetings and presented in the July 2023 Memorandum of Understanding between shíshálh Nation and SCRD. While connected, the Water Summit series was focused on water governance and advancing collaboration. The Water Strategy has incorporated principles surfaced during the water summits under the Strategic Priority of Water Efficiency. The Water Strategy's focus is on the actual delivery of water services to the community. The Water Strategy provides guidance to the administration and routine decisions made in the daily operation of SCRD owned and operated water services and systems.

The Water Strategy includes the strategic objectives of the Aquifer 560 Watershed Agreement with the Town of Gibsons.

TIMELINES FOR ACTION PLANS

Following the adoption of the Water Strategy, the creation of Action Plans as described by the Water Strategy will be initiated by staff and presented to the Board. These plans will outline implementation schedules, establish targets, and form the basis of future Budget Proposals. Work on the Action Plans is underway through the development of a Water Efficiency Plan, the completion of water system modelling for all SCRD water systems, and work underway with the Town of Gibsons through the Aquifer 560 Agreement.

Organization and Intergovernmental Implications

While developed by the Infrastructure Services Department, aspects of the Water Strategy overlay other departments such as Planning and Development and Finance. The Strategic Initiatives Division of the Infrastructure Services Department will continue to work with staff across the organization to achieve the Actions set forth in the Water Strategy.

Financial Implications

The Board approved a budget for this work for the Regional Water Service in 2021, and for North and South Pender Harbour Water Services in 2022. Budgets for technical studies, such as the water system modelling or new long-term source studies, were made as separate budget requests. Staff time will be required to implement actions through the different strategic priorities as part of ongoing work plans. The approved budgets are insufficient for the development of all Action Plans and associated Budget Proposals will be presented as part of the 2025 Budget process.

The financial implications associated with the implementation of the Water Strategy will be incorporated in the relevant Action Plans.

Timeline for Next Steps

If the Water Strategy is adopted, the associated Action Plans will be brought forward to the SCRD Board for their consideration.

The development of the Water Masterplans was scheduled for 2024 and is postponed until 2025 due to the need to first develop a Fire Flow Action Plan.

The Water Efficiency Plan is currently being drafted and is scheduled to be presented to the Board in Q2 2024.

The development of the Source Water Protection Plan will be initiated by Q4 2024.

Communications Strategy

Should the Board approve the Water Strategy, staff will format and share the final SCRD Water Strategy and engagement summary through the Let's Talk Water Strategy webpage and through email notification. Any additional engagement will be part of broader water communications in 2024 to increase understanding about various water projects and initiatives that are underway.

STRATEGIC PLAN

This staff report is aligned with the Board's Service Delivery Focus Area of Water Stewardship: Adopt the SCRD Water Strategy to confirm the strategic priorities, objectives, and actions that will guide the future planning and delivery of SCRD water services.

CONCLUSION

In 2022, staff initiated the development of the SCRD Water Strategy, a drinking water management plan that provides strategic direction for the delivery of SCRD Water Services. The Water Strategy is a tool for communicating what the SCRD is doing to improve its drinking water services, and a high-level work plan for SCRD staff. There are four strategic priority areas, including water supply and infrastructure, water efficiency, and source water protection that aim to share the broad and important work needed to provide safe and reliable water.

The Water Strategy sets the direction, while future Action Plans detail how the Water Strategy will be implemented over the next five years. Should the Water Strategy be adopted, the next step would be to bring forward Action Plans to the Board, starting with the Water Efficiency Plan.

ATTACHMENTS

Attachment A – Sunshine Coast Regional District 2024 Water Strategy

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X - D. McKinley	Other	

Sunshine Coast Regional District 2024 Water Strategy

Introduction

Underlined words are key concepts defined in the Glossary on page 11.

The Sunshine Coast Regional District (SCRD) is located on the traditional territories of the shíshálh Nation and Sk̓wxwú7mesh Nation and serves residents from Port Mellon to Egmont on the lower Sunshine Coast. The SCRД is governed by a Board of Directors comprised of elected officials from local government and electoral areas, including:

- Area A – Pender Harbour and Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt
- shíshálh Nation Government District
- Town of Gibsons

SCRD Water Service

SCRD treated water is used for residential, commercial, institutional, light industrial, agriculture, and public safety. The SCRД has three Water Service Areas made up of seven water systems, including:

- Regional Water Service Area: Chapman, Langdale, Eastbourne, Cove Cay, and Egmont Water Systems
- South Pender Harbour Water Service Area: South Pender Harbour Water System
- North Pender Harbour Water Service Area: North Pender Harbour Water System

Residents not serviced by the SCRД get drinking water from the Town of Gibsons, private community water systems, or private sources (e.g., private well, surface water licences).

Purpose of the Water Strategy

The Water Strategy (Strategy) is a drinking water management plan for the SCRД Water Services. It identifies strategic priorities, objectives, and actions that will guide the future planning and delivery of SCRД Water Services, and acts as a workplan for SCRД staff. The Water Strategy is aligned with the 2023-2027 Board Strategic Plan, provides context for policy making, strategic planning, and aligns with other SCRД strategies and management plans. The Water Strategy should be reviewed and updated every five (5) years with a planning horizon of 25 years.

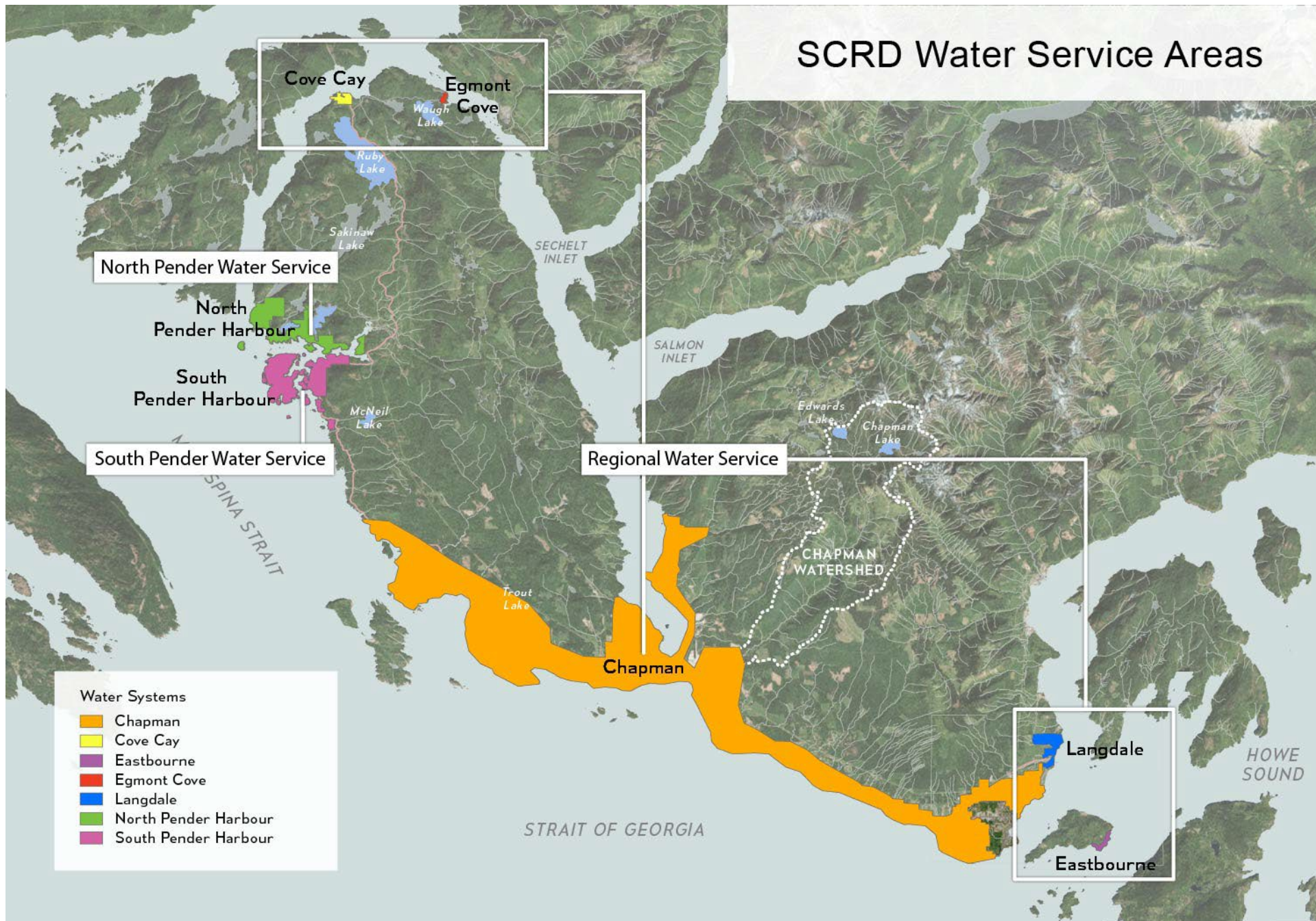


Figure 1: SCRD Water Service Areas and Water Systems

Strategy Context

The SCRD delivers treated drinking water to over 24,000 people in the region. Previous SCRD plans have focused on physical infrastructure upgrades, while this Water Strategy aims to communicate a broad overview of objectives related to protecting drinking water sources, securing water sources, using water efficiently, and thinking ahead for major infrastructure investments.

Challenges

Climate change projections predict changes to historical weather patterns with longer, drier, and hotter summers, warmer and wetter autumns, winter seasons with decreased snowpack, and more frequent and extreme weather events.

Aging infrastructure affects the performance and funding of the region's water systems. There is a high cost per capita to upgrade infrastructure due to the region's relatively small population.

Unique geography has water systems spread out across the region, delivering water across a large area with a relatively small population.

Development across the region increases pressure on existing SCRD water infrastructure.

Land use pressures from upstream development and industrial activities can impact water quality and groundwater recharge rates.

Roles and Responsibilities

Several authorities and decision makers are involved in land and water management that influence the health and sustainability of freshwater resources.

Sunshine Coast Regional District owns and operates water treatment and distribution systems that deliver water to customers.

The **Government of Canada** sets out the water quality parameters and characteristics through Health Canada's *Guidelines for Canadian Drinking Water Quality*.

The **Province of British Columbia's** *Public Health Act* outlines the role of Health Officials and requirements for planning, reporting, and regulating the provision of drinking water as it relates to public health. The *Public Health Act* and the *Drinking Water Protection Act* regulate drinking water requirements.

The *Water Sustainability Act* has requirements for water licencing, ensuring sustainable access to fresh water sources.

BC Parks Act protects provincial parks where the SCRD's main drinking water sources, Chapman and Edwards Lakes are located.

First Nations and the Province share the responsibility for broader land-use planning, including the planning of watersheds. Free and informed consent is a requirement prior to the approval of any project affecting First Nation lands, territories, and other resources, including water.

Vancouver Coastal Health administers and enforces the provincial legislation to ensure safe drinking water through operating permits. The SCRD reports drinking water quality information to Vancouver Coastal Health.

The **community** uses water year-round and is responsible for following SCRD Water Conservation Regulations. Property owners maintain waterlines on their property and fix leaks when they arise.

Water Strategy Framework

The Framework contains the overarching Guiding Principles, Commitment Statement, and Strategic Priorities that provide the basis for the Actions contained in the Water Strategy.

Guiding Principles

The Water Strategy Guiding Principles are the values upon which the Strategy has been developed.

These Guiding Principles are inclusive of the principles endorsed by all Local Governments and First Nations at the Water Summits.

The connections to these Guiding Principles are highlighted throughout the Strategy.

Action Oriented: Make decisions to achieve goals and solve problems.

Partnership Based: The SCRD will continue working together with First Nations to implement UNDRIP and recognition of Title and Rights. Partnerships with residents, businesses, governing authorities, and other organizations in the community are essential to deliver water services in a coordinated and collaborative manner.

Resilience: Reduce vulnerability from external factors contributing to uncertainties and increased pressures on water systems with climate change and environmental stewardship of great importance.

Cost-effective: Plan to maintain and upgrade infrastructure, assess and compare long-term source options, set appropriate rates for long-term cost recovery, and avoid excessive debt to achieve sustainable service levels.

Think and Act like a Region: Make decisions about water system planning and policy that are in the best interest of the Sunshine Coast communities and all member jurisdictions as a whole.

Commitment Statement

The Commitment Statement provides direction for the Water Strategy and what the SCRD aims to achieve.

The Sunshine Coast Regional District is committed to providing a safe and reliable water supply.

Strategic Priorities

There are four Strategic Priorities that the SCRD would like to focus on to achieve the Commitment Statement. **These areas are Water Supply, Water Infrastructure, Water Efficiency, and Source Water Protection.** It is expected these priorities will remain unchanged as the Water Strategy is reviewed and updated over time.

Actions

Within each Strategic Priority, actions will guide initiatives and service planning and delivery. The priorities of actions will be determined in each associated Action Plan.



Strategic Priority – Water Supply

Goal: Increase drinking water supply across the region through diverse water sources for year-round reliability and resilience.

Existing water sources are not sufficient to provide reliable drinking water supply through extended periods of drought or emergencies. By identifying current and future water supply needs and understanding the impacts of climate change on water supply, the SCRD will work towards providing a safe and reliable water supply all year round.

Objectives	Actions	Guiding Principle
Diversify water supply sources	Conduct water source studies to identify and develop potential new long-term drinking water sources in different locations across the region.	AO R PB
Improve existing water supply sources	Investigate the potential to increase existing <u>water licence</u> volumes through environmental and infrastructure review.	AO, PB CE, R
	Review Environmental Flow Needs using the Environmental Risk Management Framework outlined in the Provincial Environmental Flow Needs Policy.	AO PB CE
	Collaborate with the Town of Gibsons on a further optimization of the water exchange between both water systems.	AO R TAR
	Confirm the technical and economic feasibility of building one or more raw water reservoirs to create raw water storage capacity for the Chapman Water System.	AO R PB
Plan and prepare for future water supply	Estimate future water supply needs, incorporating the best available Climate Risk Assessment.	R TAR
	Review and update emergency response plans, contingency plans, and assess readiness to respond.	R TAR

Guiding Principles: Action Oriented – AO, Resilience – R, Cost-Effective – CE, Partnership Based – PB, Think and Act Like a Region - TAR

Strategic Priority – Water Infrastructure

Goal: Maintain, replace, and upgrade water infrastructure to ensure the system preforms reliably.

Managing existing infrastructure proactively can ensure a cost-effective and reliable water supply. It is necessary to also plan for new infrastructure related to water treatment, supply, and distribution. An asset management program helps account for the required cost of infrastructure replacement and upgrades over its service life.

Objectives	Actions	Guiding Principles
Infrastructure Enhancement	Confirm and/or review levels of service to prioritize investments.	CE TAR
	Develop or update five (5)-year Water Master Plans for all water systems.	AO, R CE
	Develop plan to meet <u>fire flow</u> targets in all water systems within a Fire Protection Service.	R TAR
	Optimize the operation of water systems with multiple sources to increase efficiency.	CE R
Infrastructure Investment and Funding	Continue to update long-term Water Capital Plans.	CE R
	Set minimum capital reserve levels through policy.	CE R
	Identify life cycle costs of new infrastructure and asset replacement to estimate the complete cost of delivering water services.	CE
	Update bylaws to ensure cost recovery and fund future infrastructure improvements.	CE
	Continue pursuing grant funding opportunities to fund infrastructure improvements.	CE PB
Manage Risk	Complete or update seismic risk evaluations of critical infrastructure assets such as dams, intakes, and watermains.	R

Guiding Principles: Action Oriented – AO, Resilience – R, Cost-Effective – CE, Partnership Based – PB, Think and Act Like a Region – TAR

Strategic Priority – Water Efficiency

Goal: Improve water efficiency amongst SCRD water users, through policy and program development, water data analysis and community education.

Water efficiency is a cost-effective approach to water supply management as it optimizes existing water supply. This defers the need to increase water supply, treatment, and distribution capacity in the water systems. With longer, drier summers, the SCRD will continue to ensure and encourage the efficient use of drinking water year-round.

Objective	Action	Guiding Principles
Reduce use of drinking water outdoors	Continue applying Water Conservation Regulations, community outreach, and escalate the enforcement of known instances of repeat non-compliance and high-water use.	R
	Continue providing residential rebates to reduce reliance on drinking water for non-potable uses such as gardening.	R CE
Measure water use	Install water meters on all SCRD water service connections.	AO TAR
	Review, improve and standardize water data management practices.	AO
	Develop user rates to increase fairness and encourage efficient water use.	TAR CE
	Promote year-round leak resolution to reduce the loss of drinking water.	R CE
Increase community water literacy	Continue to deliver education focusing on efficient and mindful use of water in the home and in the garden.	R
	Share water use data with metered property owners to increase water use awareness.	R
	Support tourism sector by sharing regulations and best water use practices with visitors and associated businesses.	PB TAR
	Direct communication with high users to raise awareness of conservation importance.	R
Efficient Regional District Operations	Increase internal knowledge of water use at SCRD facilities.	CE R
	Evaluate the use of SCRD drinking water for purposes such as irrigation and ice operations, where non-potable water could be used instead.	AO CE R
	Improve non-revenue water management, such as water used in utility operations, bulk water supply, and repairable watermain leaks.	AO R CE
Integrate water efficiency in policy and planning	Update Official Community Plans, bylaws, and development permits to encourage efficient water use in new developments.	AO TAR R
	Review, update, and develop water efficiency targets.	R
	Evaluate the use of SCRD drinking water for purposes such as irrigation, outdoor cleaning, commercial, institutional, and agricultural use, where non-potable water could be used instead.	TAR R

Guiding Principles: Action Oriented – AO, Resilience – R, Cost-Effective – CE, Partnership Based – PB, Think and Act Like a Region – TAR

Strategic Priority –Source Water Protection

Goal

To maintain, protect and improve the areas where our drinking water comes from, to ensure that the water we drink is clean, safe, that the quantities do not diminish and to support ecosystem health.

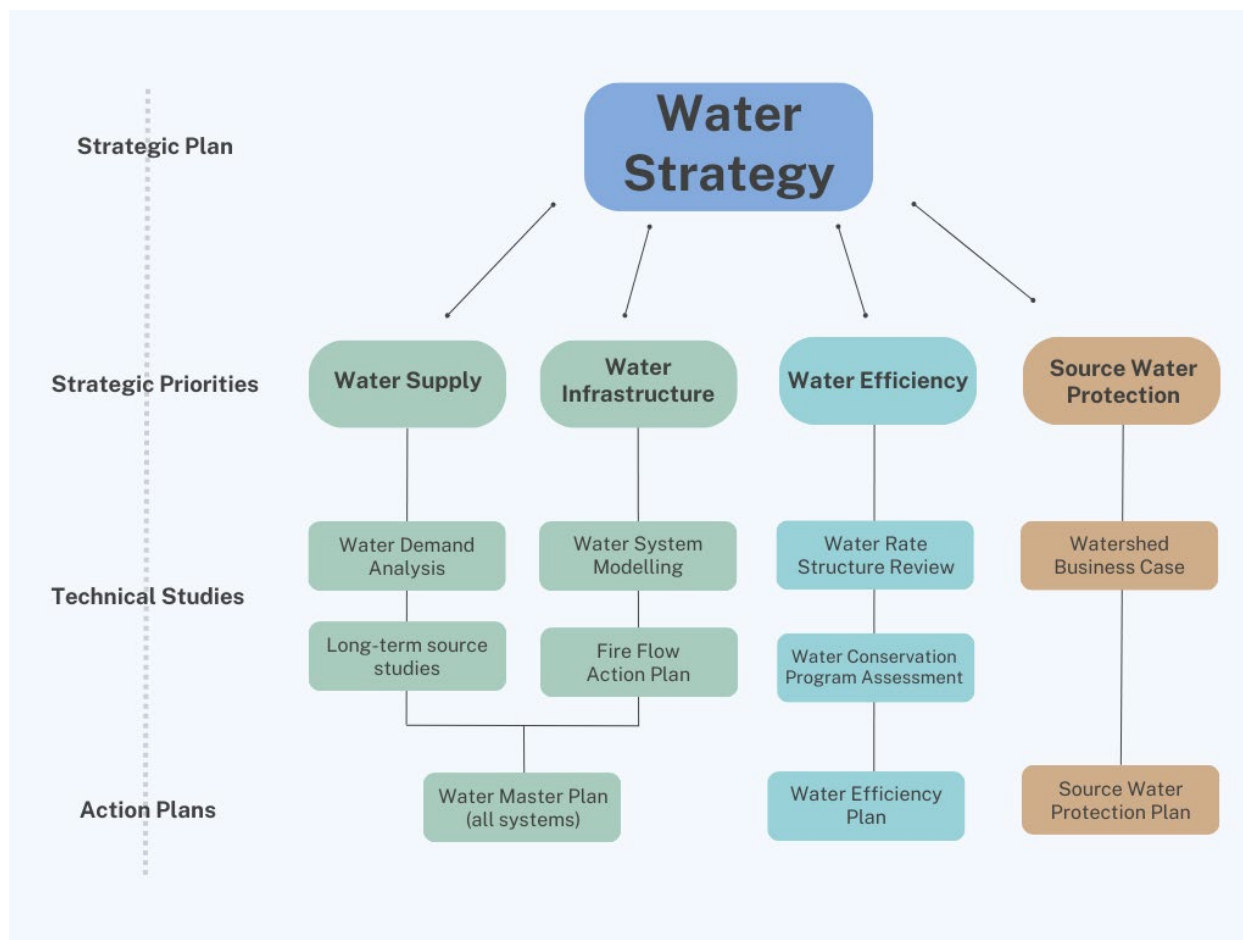
Why?

Source water provides the foundation for our drinking water supply. Protecting freshwater lakes, streams, and aquifers that the SCRD uses for drinking water sources ensures the SCRD can provide safe and reliable drinking water to all residents and businesses in the region and can also lower water treatment costs. It is in the best interest of the region to protect ecosystems and the overall health of watershed and groundwater in the Sunshine Coast Regional District.

The SCRD does not have jurisdiction in broader land-use planning and does not have a designated service for watershed protection. The shíshálh Nation and Skwxwú7mesh Úxwumixw are long-standing stewards of watersheds and freshwater ecosystems in the region. The SCRD seeks to support shíshálh Nation and Skwxwú7mesh Úxwumixw to achieve their watershed protection goals within the scope of SCRD services.

Objectives	Action	Guiding Principles
Protect community drinking water sources through policy and planning	Safeguard identified watersheds and aquifer recharge areas used for SCRD drinking water supplies and maintain their quality and quantity through advocacy, policy, and land use planning.	R TAR
Increase public awareness and involvement through education	Improve public awareness of where their drinking water comes from, and why it is important to protect watersheds and aquifers.	R
Advance watershed protection in the region through partnership and advocacy	Advocate to land managers for improved stormwater management to maintain integrity of drinking water watersheds.	CE, R PB
	Continue the dialogue to learn about the interests of the shíshálh Nation and Skwxwú7mesh Úxwumixw and explore opportunities for collaboration.	PB TAR
	Continue advocating to the Province and other land managers to end industrial activities in watersheds used for drinking water.	R, PB, TAR CE
	Work with governing authorities to achieve a coordinated approach to drought resiliency and watershed protection.	PB, TAR R
	Collaborate with the Town on Gibsons on the joint planning, management and monitoring of the common aquifers and watersheds of their wellfields and water supply systems within Aquifer 560.	PB, TAR R
Improve data collection and management to inform decision making and public knowledge	Expand and maintain accurate and reliable environmental data sets that meet Provincial Best Practices and Guidelines.	R
	Establish regional programs for data collection and sharing through collaboration.	R PB
	Complete watershed assessments and groundwater recharge potential mapping to better understand current hydrological regimes and potential impacts of climate change. Request Provincial support and capacity where necessary.	R PB TAR

Guiding Principles: Action Oriented – AO, Resilience – R, Cost-Effective – CE, Partnership Based – PB, Think and Act Like a Region – TA



Implementing the Water Strategy

The next step is to develop separate Action Plans focused on the actions outlined above in each Strategic Focus Area. The objectives of the Action Plans will be to prioritize actions, provide increased detail and step-by-step actions to ensure the Water Strategy's implementation over the next several years. The Action Plans will be presented and monitored in a transparent way and include information such as action priorities, start dates, timelines, project details, staffing needs, and funding requirements.

Three Action Plans will be developed.

Water Strategy Strategic Focus Area	Associated Action Plan
Water Supply Water Infrastructure	Water Master Plan which will detail the technical, operational, and financial actions and practices required to meet the water needs for SCRD Water Services over the next 10 Years. The Water Master Plan will update the Comprehensive Regional Water Plan (2013), Area A Master Plan (2011), North Pender Harbour 10-Year Waterworks Upgrading Plan (2012), and the Pender Harbour 10-Year Waterworks Upgrading Plan (2011). The SCRD is currently completing multiple studies which will inform the new Water Master Plan, including water system capacity modelling for all water systems.
Water Efficiency	Water Efficiency Plan will describe programs and initiatives to promote efficient use of drinking water supply. This is an opportunity to evaluate and improve various water conservation and water efficiency initiatives, such as rebate programs, education and outreach, and increasing understanding about water use across the region.
Source Water Protection	Source Water Protection Plan will build upon the 2021 Watershed Business Case and will focus on watersheds that we depend on as drinking water sources.

Annual Reporting and Adaptive Management

The SCRD Water Strategy will undergo a transparent and adaptive management reporting process to ensure its relevance and effectiveness in meeting the Commitment Statement and broader SCRD organizational goals. Using an adaptive management approach, reporting will focus on achieved milestones and incorporate adjustments and insights gathered throughout the year.

Through this analysis, the SCRD may choose to refine and adapt the objectives and actions. This process ensures that the SCRD remains agile and responsive to the evolving environmental conditions and allows for continuous improvement.

Sunshine Coast Regional District

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Glossary

Drinking water is water that has been treated to drinking water standards as outlined in the *Drinking Water Protection Act, Drinking Water Protection Regulations, and Guidelines for Canadian Drinking Water Quality*.

Drinking watersheds are watersheds where water from all or part of the drainage area is diverted for human consumption by a licensed waterworks.

Drought is a recurrent feature of climate change where deficient precipitation over an extended period results in a water shortage for communities and aquatic ecosystems. Locally, drought may be caused by combinations of insufficient snow accumulation, hot and dry weather, or a delay in rainfall.

Fire flow refers to the quantity of water available for fire protection purposes at a given location in a water system.

Sustainable service levels means the measurement of service delivery considering regulatory compliance, performance, and customer satisfaction. A sustainable service level is typically one that balances the environmental, social, and economic considerations with the overall cost of the service.

SCRD Water Services are the way the Regional District divides services for billing and funding purposes. These three areas are North Pender Harbour, South Pender Harbour, and the Regional Water System. Taxes paid for water service in each of these areas directly funds the water service in that area.

Water Conservation Regulations are in place from May 1 to September 30 each year for outdoor water use. Regulations may escalate at any time if there is significant stress on the drinking water supply due to hotter and drier weather, or other unforeseen circumstances.

Water licence is issued by the Province under the *BC Water Sustainability Act* and identifies how much water a licensee is permitted to divert, store, and use for an approved purpose, and what associated infrastructure can be constructed to support that use.

Water sources are bodies of fresh water, such as lakes, creeks, and aquifers, from which water is diverted to supply water systems.

Water system is a network of water supply treatment and distribution components that together provide drinking water. A water system is made up of one or more water sources which distributes water to multiple properties and is owned and operated by the SCRD.

Water treatment is a facility that treats raw water to meet drinking water standards. All water treatment facilities chlorinate raw water to kill bacteria and viruses, however, some treatment facilities consist of additional treatment processes such as filtration to remove debris, and/or ultraviolet (UV) to sterilize bacteria and viruses.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – March 28, 2024

AUTHOR: Dean McKinley, CAO

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

RECOMMENDATION(S)

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

BACKGROUND

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

DISCUSSION

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

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

ATTACHMENT

Budget Project Status Report Update

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

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: March 20, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2023	2024-Q1		All	Regional	General Government - Corporate Review - Organizational (Discretionary)	Comprehensive review of the Sunshine Coast Regional District's organizational structure identifying any gaps or opportunities to create better alignment with services and expectations. In addition, the review will assess staff resourcing levels and whether or not current staffing is sufficient in consideration of such things as the size of the community, the size of the organization, the SCRD's overall budget and the services that the SCRD is currently providing. August 29, 2023 - Vendor selected (Innova Strategy Group) and Contract being finalized. Staff interviews being scheduled for the week of Nov 27. Final report with recommendations presented to the Board - January 2024.	Carryforward	2023-09	Started
2	CA	110	Reid	\$119,650	\$70,455	COVID-19 Restart Funding	2022	2024-Q3		All	Regional	General Government - Hybrid Meeting Solutions and Board Room Modifications (Other)	Contracted services to develop audio-visual options (including hardware, sound, cameras, electrical, space needs), pricing, and an implementation plan to facilitate a range of hybrid meetings. Further recommendation that the scope for the project be broadened to incorporate costs for Boardroom furniture reconfiguration, including furniture replacement, which may be necessary to facilitate the installation of new A/V hybrid technology in the Boardroom. Boardroom chairs ordered and replaced. A kick-off meeting with an audio-visual service provider was scheduled for November 21. Procurement of sound system and Boardroom furniture under way. Tables and Chairs have been ordered for: Staff, Delegation, and Media. Contract signed with AV service provider for sound system equipment and install. Sound equipment sourced and ordered. Sound and new camera installation is complete. Development and configuration of a meeting room control panel is underway.	Carryforward		In Progress 75%
3	CA	110	Reid	\$4,500	\$0	Taxation	2024			All	E and F	General Government - Howe Sound Community Forum - Hosting	Board Resolution 295/23 to provide a contribution toward the Howe Sound Biosphere Region Initiative Society's anticipated expenses as convener and organizer of the Howe Sound Community Forum. While funded through General Government, the Manager, Sustainable Development is the project lead for this initiative.	Board Directive		Not Started
4	CA	110	McKinley	\$40,000	\$0	Operating Reserves	2024			All	Regional	General Government - Corporate Workplan	The Corporate Plan will identify and establish the work the SCRD needs to deliver over the next four years, along with the critical regional, sub-regional and local services, to meet the Sunshine Coast's most important needs and operationalize the Board's Strategic Plan. The Corporate Plan will connect the day-to-day work of our employees with our Board and the residents of Sunshine Coast that we serve.	Business Continuity		Not Started
5	CA	110	McKinley	\$30,000	\$0	Operating Reserves	2024			All	Regional	General Government - Organization Review - Phase 2 Implementation	Organization Review -- Phase II Implementation builds upon the Organizational Review begun in Fall 2023.	Business Continuity		Not Started
6	CA	115	Parker	\$12,000	\$0	Operating Reserves	2023			All	Regional	Human Resources - LinkedIn Recruiter Package (Pilot Project) Online Tool License (Discretionary)	Ongoing recruitment needs, creation of advertisements, testing methodology, contacting applicants, setting up interviews, and all other activities in pursuit of talent acquisition, especially in the difficult to fill roles, has increased substantially over the past number of years. This was approved as a pilot project only for 2023 for purposes of a LinkedIn Recruiter package, vital to ongoing talent acquisition.	Carryforward		Not Started
7	CA	116	Cropp	\$18,000	\$0	Support Services	2023			All	Regional	Purchasing and Risk Management - Business Continuity Management Program (Non-Discretionary)	2023 Provincial mandate for local governments to have business continuity plans (BCP). The SCRD does not have a completed BCP and this project is to develop a comprehensive corporate plan using a combination of staff and external consultants. Development phase of the Business Continuity Management Program Framework and Charter is underway.	Carryforward		Started
8	CA	116	Cropp	\$50,000	\$0	Operating Reserves	2024			All	Regional	Purchasing and Risk Management - Statement of Values - Asset Appraisal for Insurance Requirements	A statement of values is a requirement under our insurance program. It is tool for the SCRD and its insurer use to determine the value of insured assets. Every couple of years SCRD insurer underwriters require a formal appraisal of SCRD's insured assets.	Strategic or Other Plan		Not Started
9	CA	117	Nelson	\$302,000	\$0	COVID-19 Restart Funding	2023			All	Regional	Information Technology - Server Replacements (FP AMENDMENT)	Authorized project in October 2023 (resolution 305/23 #6) and RFQ Awarded #393/23 2311703 - 6 Rack Servers. March 2024 update: Servers received, being configured.	Other	2024-01	In Progress 75%
10	CA	117	Nelson	\$20,000	\$0	Support Services	2024			All	Regional	Information Services - Staff Cyber Security Awareness Program	Support security culture development using cyber threat awareness software, training and testing for SCRD staff. March 2024 update: Completed first phishing campaign.	Business Continuity	2024-01	In Progress 25%
11	CA	117	Nelson	\$65,000	\$0	Capital Reserves	2024			All	Regional	Information Services - Vehicle Replacement	Replacement of 20-year-old vehicle: IT Chevy Tracker with EV vehicle per Fleet staff recommendation maintaining transport of IT staff and equipment to 16+ SCRD facility sites. March 2024 update: Developing specifications and procurement approach.	Business Continuity	2024-02	Started
12	CA	117	Nelson	\$143,000	\$0	Operating and Capital Reserves	2024			All	Regional	Information Services - Conversion to Microsoft Teams Phone	The existing Nortel CS1000 phone system is obsolete, end-of-life and no longer supportable. The replacement solution is Microsoft Teams Phone, which offers superior integration with our entire Microsoft ecosystem already in place. March 2024 update: Completed implementation partner bidding process.	Business Continuity	2024-02	In Progress 25%
13	CA	117	Nelson	\$80,000	\$0		2024			All	Regional	Information Services - Conversion of Records to Microsoft SharePoint	Enable migration of all SCRD digital records from obsolete/unsupportable EDRMS (Electronic Document & Records Management Solution). Operational replication of pilot migration processes completed for Planning records, now for all remaining business units. Professional services project to "Move All Records to SharePoint" (MARS). March 2024 update: Awarded contract. Executing conversions with vendor according to implementation plan.	Business Continuity	2024-02	In Progress 25%
14	CA	155	McKinley	\$2,500	\$0	Taxation	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Connected Coast Connectivity - Feasibility Study (Discretionary)	Study for the establishment of a new service for Area F Island (Gambier and Keats) high speed internet through the Connected Coas	Carryforward		Not Started
15	CA	155	Rosenboom	\$40,000	\$0	Infrastructure Planning Grant	2023			F and F Islands	F and F Islands	Feasibility (Area F) - Hopkins Landing Waterworks District Feasibility Study (FP AMENDMENT)	Resolution 330/23 Recommendation No. 3 Hopkins Landing Waterworks District Feasibility Service Area AND THAT the Hopkins Landing Waterworks District (HLWD) be considered a 'feasibility service area' for the purposes of completing a conversion feasibility study; AND THAT the Sunshine Coast Regional District (SCRD) accept the Infrastructure Planning Grant Program (IPGP) grant for HLWD Conversion Feasibility Study for \$10,000; AND THAT the HLWD Conversion Feasibility Study project be included in the [155] Feasibility Studies - Area F budget in the amount of \$40,000, funded from the IPGP grant funding in the amount of \$10,000 and a \$30,000 contribution from the HLWD; AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.	Carryforward		Not Started

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: March 20, 2024

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16	CA	110 / 115 / 117 / 200-290 / 365 / 366 / 370 / 504 / 520 / 615 / 650	SLT	\$207,000	\$136,314	Taxation / Operating Reserves / Support Services / COVID-19 Restart Funding	2020			All	Sechelt	Field Road Space Planning - additional funding approved 2021 included and IT Portion to be completed (Business Continuity)	2020 project delayed due to COVID-19, health orders and WorkSafeBC requirements. The addition of a 2021 proposal was to undertake additional work to review and update the prior analysis to respond to COVID-19. This additional work is not a new direction; it is adapting and validating the previously-directed approach. Position space analysis classification summary completed, furniture assessment continuing. The project has been reframed as an Alternative Work Strategy to allow for flexible work for staff. The IT equipment, furniture and staff needs assessments have been completed with the implementation considerations as part of COVID-19 restart for the corporation. The tender for Thin Clients that will enable staff to virtually host meetings is on the market and the camera, mics and furniture equipment has been predominately delivered and installed. Additional work stations installed, Field Road currently now has 98 stations. April 23 - Modifications continue to add more workstations, with most recent being the Bylaw office and Finance areas.	Carryforward		In Progress 75%
17	CA	110 / 117	Reid	\$124,000	\$39,000	Operating Reserve / Support Services / Taxation	2023	2025-Q3		All	Regional	General Government / Information Services - Electronic Data Records Management System Conversion (Discretionary)	Retire SCRD's current on-premises Electronic Document Records Management System (Content Server) and replace it with a modernized cloud-based solution configured to manage both physical and electronic records in the Teams / SharePoint cloud environment. Development of information architecture/records classification model and migration of Planning and Development records complete. Next migration for Building, Bylaw, Sustainable Services, and Information Services is underway. Third-party RM software tendering process is underway.	Carryforward		In Progress 50%
18	CA	111 / 117	Doyle	\$35,000	\$0	Support Services / Operating Reserves	2024			All	Regional	Asset Management / Information Services - Cityworks Process and Configuration Review / Expansion to Mobile Applications	The Cityworks software, first went live in 2017, however, was not fully implemented and full utilization of the system is not being realized. The software is intended to act as the maintenance and asset management system which is primarily used by the utilities (water/wastewater) divisions. The vision is to roll the software out to other divisions. Incremental improvements have been made over the past year and staff have taken it as far as they can. Additional training and implementation support is needed to facilitate improved usage of Cityworks software. A specialty consultant would deliver training modules to administration and field staff, provide updated user documentation, and review the software implementation to make recommended improvements. March Update: Internal review of current work processes completed. Inspection/work template review underway. Final training/integration scoping targeted for mid April with training delivery anticipated to commence prior to Q3.	Business Continuity	2024-03	Started
19	CA	112 / 117	Perreault / Taylor	\$250,000	\$0	Operating Reserves	2024			All	Regional	Corporate Finance - Budget Software	Implement new user-friendly budgeting software that satisfies the financial planning needs of the organization without heavy reliance on external excel files. Less dependence on Finance/IT to generate and manipulate reports as all information and report generation would be easily accessible to Budget Managers and Senior Leadership	Strategic or Other Plan		Not Started
20	CA	114 / 116 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615	Parker / Cropp	\$100,000	\$0	Operating Reserves / Support Services	2024			Various	Various	Various Functions - Corporate Security Enhancement and Implementation	The Physical Security project aims to comprehensively assess the physical security measures, practices, and vulnerabilities within all the SCRD's facilities. The primary objective is to ensure the safety of personnel, assets, and sensitive information by identifying weaknesses in our physical security infrastructure and recommending improvements. The security assessment and report are a critical component to support to the privacy impact assessment for the Privacy and Information Commissioner to ensure compliance of consideration of installing closed circuit tv (CCTV) as recommended by the RCMP with recent theft/security events at the SCRD	Business Continuity		Not Started
21	CA	114 / 210 / 216 / 212 / 312 / 613 / 625	SLT	\$30,000	\$28,721	Taxation / Support Services	2020			Various	Various	SCRD Corporate Recycling Program (Strategic Goal)	Field Road project started late 2021. Staff reassessed project and timelines as the COVID protocols changed and once facilities are re-opened when closed. Request for Proposal for Corporate Recycling for facilities, including food waste, is at phased implementation - Remaining to complete Fire Departments and Pender Pool.	Carryforward		In Progress 50%
22	CA	506 / 510	Nelson	\$75,000	\$0	Operating Reserves	2024			All	Regional	Geographic Information Services and Civic Addressing - Mapping Orthophoto Refresh 2024	To maintain currency of SCRD Maps digital orthophoto imagery, last acquired during the spring of 2021. The GIS Services Section will acquire digital orthophoto imagery during leaf-off conditions in the spring of 2024. This is a 3-yearly, ongoing refreshment of SCRD Maps digital orthophoto imagery assets, last acquired in 2021. Objective is to support staff and public with, research, planning and development activities in SCRD. March 2024 update: Contract amendments developed and scheduled for Board approval.	Business Continuity	2024-02	In Progress 25%
23	CS	310	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Building Improvements - Security System and CCTV - Lighting and Increased Safety (see additional approved in 2022) (Low Cost, High Value)	The budget approved in 2021 for this project included the installation of exterior lighting in the parking lot. The budget was insufficient to complete both projects. This request is to fund the balance required to move forward with the security system and CCTV's. (see CF - Building Improvements Increased Safety) Exterior parking lot light install completed. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Nov 14/23: No change from September update. March 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding.	Carryforward	2022-04	In Progress 25%
24	CS	310	Kidwai	\$65,000	\$0	Operating Reserves	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Vehicle Replacement	Replacement of the Escape with an SUV type Hybrid (Electric-Gasoline or Electric-Diesel) 4WD / AWD vehicle, set of winter tires and rims, and installation of charging infrastructure. March 19/24: Building vehicle specification phase has commenced	Discretionary		Started
25	CS	310	Kidwai	\$32,403	\$0	Taxation	2024	2025-Q1		B, D, E, F, DoS, SNGD, ToG	Sechelt	Public Transit - Transit Expansion Priorities (1.56 FTE)	On September 28, 2023, the Board adopted a resolution (278/23) to enter into a Memorandum of Understanding with BC Transit for 2024/25 service expansion priorities including increased weekday frequency of Route 90 and an annual increase of 550 service hours for handyDART; and to bring forward a budget proposal for the 2024-2027 financial plan deliberations. Route 90 expansion anticipated for a January 2025 commencement (requires additional bus which has been ordered) and handyDART expansion anticipated for July 2024. March 19/24: Awaiting notice regarding provincial funding contribution.	Board Directive		Not Started

2024 BUDGET PROJECT STATUS REPORT

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26	CS	312	Kidwai	\$10,000	\$6,068	Operating Reserves	2020	2024-Q1		All	All	Maintenance Facility (Fleet) - Electric Vehicle Maintenance (Strategic Goal)	Project planning stage complete - RFQ for electric charges completed April 8: EV Charger installed; awaiting new vehicle so training can commence July 14: Fleet researching appropriate training courses and required tools. April 27/23: Two of four vehicles have arrived. ETA of remaining two vehicles unknown at this time. Once they have arrived we will be able to assess what tools/equipment will be required and will purchase at that time. June 22/23: Three out of four EV's arrived. The EV maintenance training for all mechanics to be scheduled. Identified tools required for diagnostic purpose, e.g., EV Scanner and SCRD Purchasing process to be initiated. Sept 28/23: The required EV diagnostic tools list is being finalized. Reviewing relevant workshops/courses for staff training (including on-line options). Nov. 14/2023: Have purchased the scanner. Identification of other tools and training still underway. Will likely request to carry forward this project. March 19/24: On-line EV course through AC Delco / Lordco registration for mechanics has commenced. The EV service focus tools list is being finalized.	Carryforward	2023-Q3	In Progress 75%
27	CS	312	Kidwai	\$9,250	\$3,647	Operating Reserves	2021	2024-Q2		All	Sechelt	Maintenance Facility (Fleet) - Building Improvements - Security system and CCTV - Lighting and Increased Safety	Increased Safety and Security at Mason Road site (e.g. Security system, CCTV and improved external lighting). Exterior parking lot light install completed. July 14: Light installed on May 24th and 100% functioning. Waiting for Legislative Services to review Privacy Impact Assessment before moving to RFQ for CCTV and Security. Sept 28/23: Working with Leg Services and IT on the final PIA initial draft that was completed. This project will most likely carry forward to next year. Nov. 14/2023: No change from September update. March 19/24: This funding is being held until the Corporate Security Enhancement and Implementation project is complete and at that time will determine the best use of this funding.	Carryforward	2022-04	In Progress 25%
28	CS	312	Kidwai	\$75,000	\$0	Operating Reserves	2023	2024-Q4		All	Sechelt	Fleet Maintenance - Corporate Fleet Strategy (Discretionary)	A Corporate Fleet Management System or Strategy has been a corporate priority for years. A fleet strategy (or fleet management plan) would address the acquisition, maintenance, safety, budgeting and monitoring of the units in the corporate fleet. The objective of the strategy would be to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible, improve service management and workflow automation, improve its customer service, streamline repair and maintenance services, increase staff efficiency and productivity, enable complete, real-time, easily accessible data that will enhance staff and management ability to analyze and maximize availability usage and cost effectiveness of this resource. Nov. 14/2023: Internal discussions with divisions that have fleet (draft project charter) and RFP draft underway. Scheduled to release RFP in Q1 2024. March 19/24: RFP in final stages, should be posted in March.	Carryforward		Started
29	CS	345	Gagnon	\$883,322	\$168,283	Taxation (2018+) and CWF (2024)	2018	2024-Q4		B, D, E, F, and Islands	All	Ports Services - Ports 5 Year Capital Plan Repairs (Halkett Bay approach, West Bay float, Gambier structural, Eastbourne pile/footings, Keats Landing float) - additional 2024 included here with (0.60 FTE)	This project dates back to 2018. Budget lift approved in 2024. Dec '23 - Keats float replacement complete. March 19/24: Engineer currently working on 60% design. Habitat assessments/DFO application near completion. Construction projects for the docks expected Q3 or Q4.	Strategic or Other Plan	2023-Q3	In Progress 25%
30	CS	345	Gagnon	\$497,336	\$0	CWF and Capital Reserves	2023	2024-Q4		B, D, E, F, and Islands	F	Ports Services - Hopkins Landing Port Major Replacements (Other)	Nov. 14/2023: RFP was posted on BC bid October 23, 2023. Closes November 20, 2023. RFP review process to follow. March 19/24:Engineer has been secured, kick off meeting held in March. Public engagement tentatively scheduled for early Q2. Construction estimated Q3-Q4.	Carryforward	2024-Q1	Started
31	CS	400	Huntington	\$589,600	\$0	Operating Reserves / MFA Loan	2023	2024-Q4		All	D / E	Cemetery Service - Seaview Cemetery Expansion (0.05 FTE) (Non-Discretionary)	Nov. 14/2023: Scope of work in RFP being revised. Anticipated release by end of year. March 19/24: RFP finalized and should be posted in March.	Carryforward	2023-Q3	Started
32	CS	613	van Velzen	\$322,000	\$0	MFA Equipment Loan	2023	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Zamboni Replacement (Other)	Nov. 14/2023: Project awarded, Zamboni ordered - awaiting delivery. March 9/24: No change	Carryforward	2023-05	In Progress 75%
33	CS	613	van Velzen	\$462,600	\$0	Capital Reserves	2024	2024-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Brine Chiller	March 19/24: Phase 1 chiller replacement design work completed, chiller pre-order awarded, construction tender posted and closes March 16.	Carryforward	2023-06	In Progress 25%
34	CS	613	van Velzen	\$900,000	\$0	MFA Equipment Loan	2024	2025-Q3		B, D, E, F, DoS, SNGD, ToG	Gibsons	Community Recreation Facilities - Gibsons and Area Community Centre Condenser, Heat Exchanger, and Pump Replacement	June 22/23: Final decarbonization reports received and being reviewed. Procurement for detailed design started June 2023. Sept 28/23: Design contract awarded, detailed design work has commenced. Nov. 14/2023: Detailed design work ongoing, project is being scheduled to be completed in 2 phases to minimize impacts to ice operating season. Phase 1 Chiller replacement planned for 2024 and Phase 2 Condenser replacement planned for 2025. March 19/24: Phase 2 Condenser replacement design work started and in progress. Project has been split into two separate projects on BPSR, see line 37 for Phase 1 updates.	Carryforward	2023-06	Started
35	CS	615	Donn	\$16,000	\$15,165	Operating Reserves	2021	2024-Q2		B, D, E, F, DoS, SNGD, ToG	Regional	Community Recreation Facilities - Programming Review (Low Cost, High Value)	May 9: Project awarded in March and underway with anticipated completion date in Q3 2022. Data collection and handover took longer than expected to produce and review. Nov. 14/2023: Progress on implementation delayed due to staff capacity. Anticipated report to the Board in Q1 of 2024. March 19/24: Progress on implementation delayed due to other pressing priorities. Anticipated report to the Board in Q2 of 2024.	Carryforward	2022-03	In Progress 75%

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36	CS	615	van Velzen	\$21,500	\$4,583	Operating Reserves	2023	2024-Q2		B, D, E, F, TOG, DOS, SNGD	Gibsons and Sechelt	Recreation Facility Maintenance - Health and Safety Equipment (Discretionary)	Tasks were identified by the Joint Health and Safety Committee for the Gibsons and Area Community Centre (GACC), Sunshine Coast Arena (SCA) as well as the Sechelt Aquatic Centre (SAC) with an elevated risk of injury. A Hazard Assessment was completed, and engineered controls were identified to improve staff safety while completing the tasks. The engineered controls include the purchase of a blade changing assistant for both arenas, a specialized rink glass transportation and lifting cart for both arenas, and an electric chain hoist to help lift heavy equipment from the lower-level pump room to the mid-level mechanical room at the Sechelt Aquatic Centre (SAC). Nov. 14/2023: Quotes received for SAC chain hoist and SCA blade change assistant cart, requisitions in progress. Not proceeding with GACC blade change assistant, new ice resurfer is a different brand that is not compatible. Rink glass transportation and lifting cart procurement is ongoing, no longer available from arena equipment supplier, looking for other suppliers. March 19/24: SAC chain hoist awarded, delivery pending. SCA blade change assistant cart, completed. Rink glass transportation cart, no change.	Carryforward	2023-09	In Progress 25%
37	CS	615	van Velzen	\$375,000	\$12,500	Capital Reserves / Debt	2023	2024-Q2		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Packaged Roof Top Unit Replacement	Nov. 14/2023: Project awarded and in progress. March 19/24: Initial contractor work planning site visit and shop drawing review completed, units ordered with anticipated delivery in Q2.	Carryforward	2023-05	In Progress 25%
38	CS	615	van Velzen	\$801,577	\$305,721	MFA 5- Year / Taxation	2021	2024-Q3		B, D, E, F, DoS, SNGD, ToG	DoS	Community Recreation Facilities – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement (MANDATORY - Safety)	Dec 31/20 the fire sprinkler system at the Sechelt Aquatic Centre developed a leak and a contractor was called in to repair the leak. Upon disassembly of the sprinkler piping to repair the leak it was discovered that there is significant microbiologic corrosion in the piping which has compromised sprinkler pipe walls leading to pinhole leak(s) and reducing the flow capacity of the piping. Work planned 2022 with a phased approach. Additional budget to complete project is a part of the 2022 Capital Renewal Plan. Sept 28/23: Phase 1 substantially completed July 14/23, invoicing pending. Phase 2 scheduled for May - June 2024. Nov. 14/2023: Draw 1 invoice payment completed, draw 2 invoice payment pending. March 19/24: Phase 1 invoicing complete. Phase 2 construction scheduling has commenced.	Carryforward	2022-07	In Progress 50%
39	CS	615	van Velzen	\$63,000	\$0	Taxation	2024	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sunshine Coast Arena Water Well Investigation	This project would engage professional services to determine the viability and feasibility of the well adjacent to the SCA as a water source for ice operations (thereby reducing demand on the Chapman system). This well is currently decommissioned and is no longer licensed. Proposed expenses also include internal resourcing (one time FTE) for project oversight and technical expertise. March 19/24: Not Started.	Strategic or Other Plan		Not Started
40	CS	615	van Velzen	\$188,500	\$0	Local Government Climate Action Program (LGCAP)	2024	2024-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Recreation Facilities Services - Sechelt Aquatic Centre Heat Pump Replacements	To replace three heat pumps at SAC that have experienced critical failures, two provide heat recovery heating to the Lap and Leisure pools and one provides heat recovery domestic water pre-heating. The pools and domestic water have two systems that can be used to provide heat; one relies on the heat pumps and the other is gas boilers. The heat pumps have failed, so we are relying on the boilers, which impacts operating efficiency, and GHG emissions. Through a basic comparison of pre and post heat pump failure data staff estimate there is an approximate 115% increase in natural gas usage and corresponding 192 tCO2e GHG emissions increase from the failed heat pumps. This is 15.5% of the SCRD's total GHG emissions. These heat pumps are not currently designated as critical in the capital plan and therefore are not funded for replacement within the annual capital renewal funding. March 19/24: Procurement process started. Tender posted and closes April 23.	Strategic or Other Plan	2024-02	Started
41	CS	615	van Velzen	\$2,899,900	\$0	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Gibsons	Community Recreation - Capital Renewal Plan Project - Gibsons and Area Community Centre Roof Replacement	Nov. 14/2023: Tender process has commenced for GACC and SAC roof replacement engineering design. March 19/24: Engineering design awarded and in progress. Design requirements for GACC upper roof solar readiness being discussed with engineer. Roof replacement construction anticipated for Q2 - Q3 2025.	Carryforward	2023-10	Started
42	CS	615	van Velzen	\$556,300	\$0	MFA Debt	2023	2025-Q3		B, D, E, F, DoS, ToG, SNGD	Sechelt	Community Recreation - Capital Renewal Plan Project - Sechelt Aquatic Centre Roof Replacement	Nov. 14/2023: Tender process has commenced for GACC and SAC roof replacement engineering design. March 19/24: Engineering design awarded and in progress. Roof replacement construction anticipated for Q2 - Q3 2025.	Carryforward	2023-10	Started
43	CS	615	Donn	\$100,000	\$0	Operating Reserves	2024	2025-Q3		All	Regional	Recreation Facilities Services - Recreation Facilities Needs Assessment and Business Case	The current SCRD 10-year Parks and Recreation Master Plan was introduced in September 2013 and expires at the end of 2023. As identified in the Master Plan, the SCRD needs to determine the future of the two aging Recreation Facilities (Gibsons and District Aquatic Facility (GDAF) and Sunshine Coast Arena (SCA)). Future considerations could include reinvesting in the facilities, operating them until the end of their useful life, decommissioning, construction of new facilities, community engagement and a review of current and future participation needs and trends. This budget proposal seeks to conduct a thorough needs assessment, including community engagement, to help inform the future with the community regarding the future of Recreation Services on the Sunshine Coast. March 19/24: Not Started.	Business Continuity		Not Started

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44	CS	615	van Velzen	\$63,515	\$0	Taxation	2024	2025-Q4		B, D, E, F, DoS, ToG, SNGD	Gibsons	Recreation Facilities Services - Gibsons and Area Community Centre Facility Upgrades (Junior Hockey) Project Leadership (0.38 FTE)	The Sunshine Coast Junior Hockey Society is proposing enhancements to the GACC to facilitate the Junior Hockey team franchise. The Society is hoping to complete the construction of these enhancements in time for the start of the first Junior Hockey season, however, there are projects that will continue into 2025. Although the Society will be responsible for managing the procurement and project management as well as the construction costs, SCRD staff time will be necessary to ensure quality control and protection of the SCRD's interests. The magnitude of proposed enhancements at the GACC will take significant staff time to review proposed drawings to ensure they meet SCRD standards, construction oversight and coordination to mitigate service interruptions and ensure quality control, coordination of relevant agreements and asset transfer signoffs, etc. Facility Services does not have capacity within our existing staff resources to support a project of this magnitude. The proposal is for anticipated costs associated with agreements (legal, insurance) and additional staff resources for project oversight. Given that it is unknown at this time how many projects the Society will initiate in 2024 or 2025, the hours proposed for project leadership will need to be flexible and will be used only as required. Any unused hours in 2024 would be carried forward into 2025 March 19/24: Not Started	Business Continuity		Not Started
45	CS	615	van Velzen	\$2,172,244	\$31,082	Capital Renewal Fund	2023	Ongoing		B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation - Capital Renewal Plan	Jun 22/23: Three projects substantially completed. Twelve projects tendered, with nine closing prior to the end of Q2. Drafting of tenders has commenced on 14 projects scheduled for tendering in Q3. GDAF Roof Top unit replacement project being rescope to align with project budget. Sept 28/23: 3 projects substantially completed. 14 projects awarded, 7 with anticipated completion in Q4 2023; 7 are multiyear projects with anticipated completion Q2 - Q4 2024. 10 projects tendered in Q3. 4 projects planned for tendering in Q4 including design tender for GACC and SAC roof replacements. One project deferred to 2024 and will be rescope due to bids being substantially over budget. GDAF Roof Top unit replacement project rescoping has commenced. SCA Dehumidifier Electric replacement project cancelled due to shift in longer ice season to GACC. Some expenses will be incurred to remove existing equipment and support platform. Nov. 14/2023: Two projects completed, completion of 5 previously awarded projects is anticipated by end of Q4. One project awarded with anticipated completion by Q1 2024. Nine projects planned for tendering in late Q3 were delayed due to staff shortages, eight are planned for tendering in Q4. Tender process has commenced for GACC and SAC roof replacement engineering design. Rescoping completed for GDAF Roof Top unit replacement, construction tender planned for Q4. March 19/24: Debt and capital reserves funded capital renewal projects were moved to separate lines in the BPSR. Projects completed 1. Projects awarded and in progress 8. Projects in professional design phase 4. Projects in tender phase 3. Projects requiring retendering due to no bids received 8. Projects in tender drafting phase 1. Projects not started 33. Total projects remaining to complete 57 (16 are multiyear projects with estimated completion in 2025 or beyond.)	Carryforward	Ongoing	In Progress 25%
46	CS	615	Shay	\$50,000	\$35,216	BC Hydro Rebate (Grant)	2022			All	Sechelt / Gibsons	Community Recreation Facilities - Carbon Neutral Design - Recreation Facilities (Strategic Goal)	Apr 2023: completed, awaiting final reports with revisions. Nov 2023: Additional detailed engineering design work planned.	Carryforward		In Progress 75%
47	CS	625	Donn	\$14,437	\$572	Taxation	2020	2024-Q4		A	A	PHAFAC Annual Fitness Equipment Replacement (Low Cost, High Value)	Oct 8: Staff have identified which item is to be replaced and have received budgetary quotes for its replacement. Mar 22: PO Issued, enroute, invoice submitted. Project complete and residual funds carried-forward. Apr 27/23: Equipment order was placed in Q3 of 2022, however, complications with shipping resulted in delivery of the equipment being delayed until Feb 2023. Anticipate fully expending the budget in 2023. Jun 22/23: No further updates to provide at this time, project is on track. Sept 28/23: Items have been identified for replacement and the procurement process has been initiated and is on track for completion. Nov. 14/2023: Procurement has been initiated, however delivery is not confirmed and will likely arrive Q1 2024. March 19/24: As a result of the initial delays, and as directed by Purchasing, Staff have combined the PHAFAC Fitness Equipment replacement with the Recreation Facility Fitness Equipment replacement, as identified in the Capital Plan, and RFP development is currently underway.	Carryforward	2023-04	In Progress 75%
48	CS	625	Donn	\$10,000	\$0	Operating Reserves	2022	2024-Q4		A	A	Pender Harbour Fitness and Aquatic Centre - Storage Container (Business Continuity)	PHAFAC requires an external container (sea-can) to store equipment and facility parts. Previously had been sharing an old storage container with the School District (SD), however the SD is replacing this container with a much smaller one, and the needs of PHAFAC have increased. Apr 27/23: Staff have reinitiated work on this project and re-engaged the SD in preparation for procurement of the unit. Jun 22/23: SD has approved and confirmed the location for placement of the unit on site and staff are currently working on procuring the item. Sept 28/23: Staff were not successful in receiving quotes and are reviewing options for procurement. Nov. 14/2023: Staff were not successful in receiving quotes and are reviewing options for procurement. March 19/24: Staff were not successful in receiving quotes and are reviewing options for procurement.	Carryforward	2023-04	In Progress 25%
49	CS	650	Huntington	\$20,000	\$19,190	Taxation	2022	2024-Q2		A, B, D, E, F	B	Community Parks - Park Site Furniture Replacement (Minor Capital Repairs)	Jun 22/23: PA completed for the install of various site fixtures, furniture, and receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Procurement process to purchase 6-7 pre-cast picnic tables underway. Will be installed in various parks that have empty concrete slabs. Nov. 14/2023: RFP for picnic tables closed. Evaluation process to begin for contract award. Anticipate project to carry into 2024 for completion. March 19/24: Picnic tables scheduled for installation starting week of March 18/24	Carryforward	2023-03	In Progress 75%

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50	CS	650	Huntington	\$60,000	\$3,750	Taxation	2023	2024-Q2		A, B, D, E, F	F Islands	Community Parks - Keats Island Trail Erosion Mitigation (Rosemary Lane) (0.033 FTE) (Discretionary)	Instability of the slope adjacent to the trail leading down to Wreck Beach (Keats Island). Associated costs include altering and adjusting the slope, erosion control blanket, ditching, and revegetation. Jun 22/23: Archaeological permitting complete and submitted. Staff awaiting response from Nation. Draft RFP in development. Sept 28/23: Communicating with adjacent private property. Acquiring archeological permitting currently underway for Squamish, Musqueam, and Tsleil-Waututh Nations (anticipate completion of PFR by late October). Recommendations from the geotech report has been included within RFP for engineering works and is currently being reviewed by Purchasing department. Nov. 14/2023: No change from September update. Continue to progress with planning. March 19/24: All archeological permitting received and archeological field work to commence in April 2024.	Carryforward	2023-04	In Progress 25%
51	CS	650	Huntington	\$46,202	\$19,780	Taxation / Operating Reserves	2022	2024-Q3		A, B, D, E, F	Various	Community Parks - Archeological and Environmental Studies (Business Continuity)	With protocols and shared decision making processes, more due diligence in archeological assessments, management plans and other studies are becoming common practice. In 2022, this project will allow Parks to move forward on protective mitigation strategies specifically for Bakers Beach and tenure renewal on Ocean Beach Esplanade, which require AMP's and further assessments. Nov 24, 2022: Both projects have been initiated and contracts for services are now under review by both Nation's Chief and Council. Once approved, project will proceed accordingly. Apr 27, 2023: Project complete. SCRD has received archeological impact assessments and plans for both Baker Beach and Ocean Beach Esplanade Parks. Recommendations for OBE are for further study and planning should SCRD propose future site alterations. Culturally significant findings at Baker Beach Park, dictate further site analysis by shishálh Nation. Currently scheduling follow up field review. Final invoices being processed and will be captured next BPSR update. Jun 22, 2023: Baker Beach follow up archaeological reconnaissance completed by Nation May 6, 2023. Staff currently awaiting information and recommendations from Chief and Council on how to proceed with site improvements and cultural protection enhancements at Baker Beach Park. Staff also currently beginning CLIP process with community groups, using information gained from completed archeological planning project at OBE. Final invoicing currently being reconciled with Finance. Expended budget will reflect actual amounts June 2023. March 19/24: Archeological assessments complete for OBE. Archeological PFR's complete for Baker Beach. Further in depth Archeological Impact Assessment (AIA) required. Negotiating scope of work for the AIA to keep within remaining budget.	Carryforward	2022-08	In Progress 75%
52	CS	650	Huntington	\$27,000	\$0	Taxation	2024	2024-Q3		A, B, D, E, F	D	Community Parks - Cliff Gilker Sports Field Recovery (0.14 FTE)	Poor turf quality, extreme drought, an inability to adequately irrigate due to extended water restrictions, as well as excessive use/traffic wear has resulted in turf failure on Cliff Gilker sports field. This project will initiate an enhanced turf recovery program to improve the long-term health and resiliency of Cliff Gilker turf and reopen the field for public use in the fall of 2024. This project is in response to the May 18th EAS Committee adopting the recommendation that Cliff Gilker Field be closed until the fall of 2024 and "for staff to submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during 2024 budget deliberations." (132/23) March 19/24: Initiated additional product request for seed and fertilizer products required for further field recovery enhancement work. Planning under way by operations staff.	Business Continuity	2024-Q1	Started
53	CS	650	Huntington	\$62,263	\$21,874	Gas Tax	2016	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Park Hall and Parking Design Plans	Intent is to review parking and site circulation and provide recommendations for improvements. Mar 22: desk top study currently underway but not complete. Anticipate an update in Q2. Nov 24/22: On hold until site for Hall is confirmed. Nov. 14/2023: Project on hold, but will commence alongside of the park enhancement project. March 19/24: No update from Nov '23.	Carryforward		Started
54	CS	650	Huntington	\$33,963	\$2,092	Taxation	2020	2024-Q4		A, B, D, E, F	B	Community Parks - Coopers Green Boat Ramp Repairs (Minor Capital Repairs)	Mar 22 update: Concrete repairs at Coopers Green Park Boat Ramp delayed in 2022 due to staff capacity, however expected to commence in Q2 2022 and be completed by the end of Q3. Jul 14: progress delayed due to staff capacity, will not commence until later in Q3. Nov 24/22: Confirming with BC MFLNRO on available environmental window to perform minor repairs and then will proceed with tendering the work to align with approved timing. Apr 27/23: No change. Jun 22/23: Staff have confirmed scope of services with land manager, and are currently drafting RFP for procurement by July. Sept 28/23: Engineer procured. Inspection and recommendation report anticipated in early Q4. Nov. 14/2023: No change from September update. March 19/24: Consultant Draft Inspection and recommendation Report Received. Staff comments submitted to consultant for consideration before report is finalized.	Carryforward	2023-05	In Progress 25%

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55	CS	650	Huntington	\$18,800	\$0	Taxation	2023	2024-Q4		A, B, D, E, F	Regional	Community Parks - Sunshine Coast Sports Fields Strategy (Discretionary)	SCRD, ToG, DoS, SNGD, SD46. The intent of a joint sports field strategy would be to provide a long-term vision for the provision of field sport amenities on the Sunshine Coast, including guiding relationships with community groups, supporting effective programming decisions, and addressing the sustainability of field assets. Jun 22/23: Staff organizing inter-jurisdictional kick-off meeting for summer 2023. Next steps are to establish rules of engagement through a project partnership MOU to determine partnerships for finances, procurement, and roles of each participating party. Draft Project Charter also in development May 2023. Nov. 14/2023: Delayed due to changes in staffing. Project participations (DoS, sNGD, SD) ready for an anticipate kickoff in Q1 2024. ToG interested in participating but not able to financially contribute. March 19/24: Kick off meeting with participants. RFP in very early stages of being drafted, financial stewardship of project funding established.	Carryforward	2023-05	Started
56	CS	650	Huntington	\$15,000	\$0	Capital and Operating Reserves	2023	2024-Q4		A, B, D, E, F	A	Community Parks - Katherine Lake Water System Replacements (Other)	Nov. 14/2023: Not started due to lack of staff capacity. Once back up to full staffing complement, will begin to work on this project. March 19/24: Scheduled to begin after the 2024 camping season.	Carryforward		Not Started
57	CS	650	Huntington	\$21,500	\$0	Taxation	2023	2025-Q1		A, B, D, E, F	Regional	Community Parks - District Lot 1313 Nominal Rent Tenure (NRT) Application (Discretionary)	Considerations for the application include the development of a parks management plan. Nation and community engagement and related fees Apr 27/23: Staff have reviewed provincial tenure applications information and have notified Communications of the upcoming need for public engagement. Currently drafting notice of intent and request for recommendations to be submitted to Skwkw7mesh Nation. Jun 22/23: Staff have begun populating administrative information required on provincial NRT application through provincial online portal. Communications and Parks project team have met and set a Q target for initial community engagement sessions. Will be reaching out to Nation July 2023 to request engagement clarification of intent for land as well as a letter of support. Sept 28/23: Delayed due to changes in staffing Nov. 14/2023: Project lead assigned and planning initiated. Rights and Titles submission to Squamish Nation Initial exploratory meeting conducted to understand Squamish Nation's interest in DL 1313. Awaiting formal response March 19/24: Formal response not yet as to SN intention. Interest in land. Will proceed with NRT application while awaiting response	Carryforward	2023-05	Started
58	CS	650	Huntington	\$60,000	\$0	Taxation	2024	2025-Q1		A, B, D, E, F	Regional	Community Parks - Inspections for Parks Engineered Structures and Reserve Contribution	The Regional District owns and maintains within the Parks division 43 structural bridges, 15 retaining walls, and 2 boat ramps. Currently the Parks staff completes annual inspections (visual only). As these items are engineered structural items, a detailed structural inspection that examines the internal condition of various components and subsequent reporting is required to be completed by qualified engineers every 5 years as per provincial policy (last inspections completed in 2016-2017). A bridge is classified as a permanent structure even though it may have untreated timber (non-permanent) components. Having the inspection reports will guide the SCRD in minor maintenance which will prolong the assets service life. Each of the structures varies in size, material, and inspection needs. The project scope includes retaining an Engineer to inspect the structures inventoried by the SCRD and to submit a corresponding report that includes current condition, load rating, maintenance required, end of life estimate, and replacement cost. March 19/24: Not started.	Mandatory		Not Started
59	CS	650	Huntington	\$633,238	\$0	Gas Tax / Various	2023	2025-Q2		A, B, D, E, F	B	Community Parks - Coopers Green Park Enhancements (Other)	Nov. 14/2023: Project lead assigned. Planning not yet initiated. March 19/24: RFP posted, will close in Q2	Carryforward		Started
60	CS	650	Huntington	\$65,000	\$3,080	Capital Reserves	2023	2025-Q3		A, B, D, E, F	A	Community Parks - Vinebrook Bridge Replacement (Other)	Nov. 14/2023: Delayed due to staff capacity. Estimated RFP draft to be completed by year end. March 19/24: Project still experiencing delays due to staff vacancy. Archeological assessment complete. RFP in draft.	Carryforward		Started
61	CS	650	Huntington	\$378,814	\$0	Canada Community - Building Fund (CWF)	2024	2025-Q4		A, B, D, E, F	D	Community Parks - Cliff Gilker Sports Field Irrigation System	To ensure the long-term health and resilience of Cliff Gilker sports field turf and protect potable water supply for public consumption, there is a need to explore/develop a reliable non potable water supply for field irrigation. This project is result of EAS committee resolution 132/23 that directed staff to "submit a budget proposal for a turf recovery program as well as hooking up the irrigation system to an onsite well, for the Boards consideration during the 2024 budget deliberation." The project will involve engaging professionals to conduct the necessary investigation and testing, initiate proper licensing and permitting, procurement and installation of required irrigation infrastructure. March 19/24: Not started.	Business Continuity		Not Started
62	CS	650	Gagnon / Doyle	\$4,473,649	\$1,117,055	ICIP Grant / Various	2021	2027-Q2		A, B, D, E, F	B	Community Parks - Halfmoon Bay Community Hall (Coopers Green Hall Replacement / Upgrade (Other)	Jun 22/23: Undertaking pre-design planning, survey, geotechnical and archeological reviews. First community participation event planned for June 21. Sept 28/23: revised hall budget (at Connor Park) approved in July 2023. Community events hosted throughout the summer. Site survey complete. Preliminary geotechnical complete. Review with shishálh Nation shows no known archeological sites. Staff to staff discussions with SD46 and MOTI (no noted concerns). Pre-Design planning underway, update report to Board anticipated in October. Nov. 14/2023: Pre-Design report presented to Board and site chosen. Moving forward with procurement process to progress to detail design and construction as per the October EAS staff report. March 19/24: RFP posted, will close in Q2. Mandatory site visit March 15th	Carryforward	2021-09	In Progress 25%
63	CS	665	Huntington	\$24,504	\$0	Operating Reserve	2023	2024-Q2		B, D, E, F	F	Bicycle and Walking Paths - Highway 101 Fencing Removal and Signage (Other)	Nov. 14/2023: Project planning initiated. Scope and requirements being discussed with MoTI and Squamish Nation. Plan to carry forward to 2024. March 19/24: RFP for project in development. SN approvals received. Working with MoTI on specifications for "reflective delineator" installation.	Carryforward	2024-Q1	In Progress 25%

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64	CS	665	Huntington	\$675,860	\$91,677	Capital Reserves (2021) / Gas Tax and MoTI Cost Share (2023)	2021	2024-Q4		B, D, E, F	D	Bicycle and Walking Paths - Lower Road Retaining Wall Repair Resolution #079/21 from March 11, 2021 including 2023 budget increase and 0.009 FTE (Discretionary)	Engineered mitigation of a retaining wall adjacent to a bike lane. Consultant provided geotechnical report with design/construction options. Jul 14: Working with Fortis and Engineer to finalize construction design, determine scope of impact, riparian considerations, archaeological and environmental sensitivities, as well as an updated cost estimate. Sep 22: Conceptual design supported by Fortis, and new cost estimate received which exceeds approved budget. 2023 budget proposal being prepared. Apr 27/23: Currently awaiting MoTI approval of design plans. RFP is being drafted for early Q2. Jun 22/23: PAFR being scheduled in June 2023. Permit for works application has been submitted to Nation. Staff still waiting on MoTI engineers to review and provide feedback on conceptual designs for repairs. Sept 28/23: Met with MOTI in August and early September. MOTI may conduct a culvert review, as an undersized culvert may be contributing to the soil instability. MOTI is suggesting a temporary measure vs complete replacement of the retaining wall, until culvert review is completed. Plan of action to be confirmed in September. Moving forward with PAFR. Nov. 14/2023: MOTI will conduct a culvert review over the next year. MoTI and SCRD discussed possibility of a temporary measure until culvert study is complete. MOTI provided design requirements to SCRD. SCRD working with engineer to explore temporary design and costing. Once drafted, temporary design will be presented for MoTI and Fortis for approval prior to construction commencement. March 19/24: Preliminary archeological work completed. Tree/vegetation removal planned to start before nesting season. Awaiting response from MOTI for design approval.	Carryforward	2022-02	Started
65	CS	665	Huntington	\$35,000	\$0	Operating Reserves	2024	2024-Q4		B, D, E, F	B, D, E, F	Bicycle and Walking Paths - Connect the Coast Feasibility Study Phase 1	Trac is proposing to conduct a feasibility study for the priority segments of the Connect the Coast report, of which two segments are located within Area E. The study will assess the technical feasibility of constructing the proposed segments, conduct conceptual and detailed design work, obtain cost estimates and engage with stakeholders. Trac indicated they would be actively pursuing grants throughout the coming year. In particular, the Green Municipal Funding grant (Transportation networks and community grant). If the application is successful, the GMF grant requires a contribution from municipal partners of 10% of the project costs. March 19/24: No update	Discretionary		Not Started
66	CS	114 / 310 / 312 / 365 / 366 / 370 / 650	Perreault / Shay / Gagnon	\$70,000	\$20,387	Operating and Capital Reserves / Grant	2022	2024-Q3		All	Sechelt / Gibsons	Various Functions - Corporate Electric Vehicle (EV) Charging Stations (Phase 2) (Strategic Goal)	Apr 2023: RFP Drafted. Phase 2 involves: • electrical system assessments of Mason Road and Field Road sites; • electrical system upgrades of the Field Road site which could involve a new subpanel on the IT building with conduit from the main electrical room or separating the Search and Rescue (SAR) building from the Field Road building and SAR. Nov. 14/2023: Focus to be on Field Rd to meet immediate needs and pending clarity on Mason Rd Site Plan. Electrical Engineer being hired for design work. March 19/24: Finalizing RFP for electrical assessment of both sites, should be posted in early Q2.	Carryforward	2023-01	Started
67	CS	310 / 312 / 370 / 650	Gagnon	\$42,500	\$12,534	Operating Reserves	2022	2024-Q4		All	Sechelt	Various - Mason Rd Lease Renewal and Site Plan Implementation (0.20 FTE Temporary Project Manager) (Business Continuity)	Negotiation of the lease renewal at Mason Yards with Crown and First Nations as well as expansion options, likely Transit service expansion. Proposal for an internal staff member for project management (including contract management and coordination internally and with other agencies) and procuring a consultant to support the implementation of the initiative. May 9: request to renew current lease for Mason Yards submitted to province. In discussions to partner with BC Transit to complete a master plan strategy for transit infrastructure long term needs. This will inform planning for Mason Yards. Sep 22: Lease renewal application submitted to Province in July. Expansion planning project being awarded and should kick off October 2022 with a projected completion date end of Q1 2023. Project being cost shared with BCT. (Budget \$75,000 - Actual \$42,500) Nov 24/22: Expansion study awarded, consultant reviewing site plans and documentation, workshop with staff/BCT/consultant on November 2. Project on course for completion by end of Q1 2023. Apr 27/23: Project continues to progress. Several meetings held with BC Transit, consultant and SCRD. Analysis of space needs for Transit, Fleet, Utilities and Parks completed 10 and 20 year projections. Extended timeline for completion. Jun 22/23: Project continues to progress. Sept 28/23: Final report anticipated Q4 2023. Nov. 14/2023: No change from September update. March 19/24: Reviewing final report.	Carryforward	2022-09	In Progress 75%

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68	CS	400 / 650	Huntington	\$86,633	\$33,437	Taxation	2023	2024-Q2		All	Regional	Community Parks and Cemeteries - Solid Waste Bylaw Implementation (0.03 FTE) (Discretionary)	A revised Solid Waste Bylaw was adopted that provided thresholds for the percentage of food waste and food soiled papers permitted in landfill waste disposal effective November 1, 2022. This project provides for the capital investment required to replace and/or add new waste receptacles throughout the various parks and cemetery) to align with the bylaw and provide for the separation of waste and compostable materials where appropriate Apr 27/23: Required archaeological assessment completed Project approval on sNGD lands pending Skgsw07/mesh Nation works permit submitted and reviewed Required PAFR procured mid-April Jun 22/23: All archaeology completed excluding Katherine Lake and Trout Lake These two locations will require site monitoring for installation Orders completed in June 2023 for all units. PAFR complete. Mapping completed Approximately three month supply chain delays Sept 28/23: Project underway approximately 60% of concrete slabs have been installed. Receptacles still delayed Archaeological assessments pending for some locations. Communication/public education plan development in progress Designing receptacle stickers and public awareness plan is to be complete in Q3 Nov. 14/2023: Ongoing delays with delivery of new bear proof receptacle installation will be prioritized once delivery date is known Receptacle stickers are nearing completion for design Discussions continue around community education/communication plan March 19/24: anticipate project completion in Q3.	Carryforward	2023-04	In Progress 50%
69	IS	151	Walkey	\$30,000	\$0	User Fees	2023			A	A	Dream Valley Estates Water System Feasibility (Other)	Associated costs for associated assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System	Carryforward		Not Started
70	IS	350	Shoji	\$765,000	\$0	MFA Loan	2023	2024-Q4		All	A	Regional Solid Waste (Pender Harbour) - Pender Harbour Transfer Station Upgrades (Phase 2) (Discretionary)	Due to degradation to the infrastructure, beyond the scope of available staffing resources XCG conducted a fulsome site assessment and recommended that a complete redesign and construction is necessary to address the numerous issues. Phase 1 of the proposed action will continue through 2023 and 2024. Some projects defined in Phase 1 made more sense to be included with Phase 2 of the redesign. The purpose of this proposal is to fund the completion of phase 2 of the Pender Harbour Transfer Station Site upgrades. Design to be completed in 2023 with RFP and construction occurring in 2024.	Carryforward	2023-05	In Progress 25%
71	IS	350	Shoji	\$3,250,000	\$0	Landfill Closure Reserve Fund 2021 / Capital Reserves 2024	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Sechelt Landfill Stage K Closure - Additional Funding Added in 2024 (MANDATORY - Regulatory)	The Design, Operation and Closure Plan (DOCP) requires that the landfill be progressively closed as it reaches its final height, in areas that will no longer receive waste. Stage K (previously Stage H) represents an area that has reached its fill capacity based on height and now requires closure. Project deferred until Contact Pond relocation options analysis is completed. XCG contract amendment completed to include design work, which will be integrated with the contact pond options. July 2023 DOCP Update shows progressive closure to Stage K that will be budgeted for 2024 construction start in conjunction with Contact Water Pond relocation work. Additional funding is required to close the northern slope of the Sechelt Landfill. The total cost for closure of the northern slope, including the haul road, is estimated to be \$3.25 million (2023 cost estimate). \$2.5 million is budgeted; an additional \$750,000 is required to complete this work. Progressive closure reduces the amount of contact water (surface water that has come into contact with waste) that needs to be managed on site and spreads the cost of closing the landfill over several years. Work is expected to begin in late 2024, following the relocation of the contact water pond to the northeast corner of the property. Closure of the Sechelt Landfill must be done in accordance with provincial regulations.	Mandatory		Not Started
72	IS	350	Shoji	\$286,000	\$164,593	Taxation (2021) / Operating Reserves (2023)	2021	2024-Q4		All	Sechelt	Regional Solid Waste - Biocover Feasibility Study - Phase 2 including additional funding in 2023 (Strategic Goal / Discretionary)	A biocover is a type of final cover applied to landfills that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Phase 1 Feasibility Study was undertaken in 2020 and concluded a biocover would provide economic benefits to the SCRD, the community, and provide significant GHG emission reductions. In March 2021, a budget of \$150,000 to conduct Phase 2 was adopted. Phase 2 will involve a pilot study where a biocover will be added to small portion of the Sechelt Landfill and monitored over a one-year period. Before posting the RFP for Phase 2, staff conducted a review to confirm the availability and approximate cost of identified biocover materials. Staff identified the approved \$150,000 budget is not sufficient to cover both the consulting fees and the materials for the pilot. Justification: The initial budget request did not take the cost of materials into account. Further, consulting fees and material costs have increased. Project completion is not possible with the current approved budget. Additional funding approved through 2023 budget process. RFP to secure professional services to carry out pilot program closed on May 24, 2023. Phase 2 Study to determine the feasibility of utilizing a Biocover during the final closure of the Sechelt Landfill instead of traditional fill as cover. Staff have been working on securing materials for the study. 2023 Budget proposal being submitted for additional funding for material costs. RFP closed on May 24, 2023 and awarded to Sperling Hansen. Biocover installation completed in December and one year monitoring period in progress.	Carryforward	2022-8	In Progress 50%
73	IS	350	Shoji	\$96,000	\$34,122	Eco-Fee	2022	2024-Q4		All	A	Regional Solid Waste - Pender Harbour Transfer Station Site Improvements - Phase 1 (Business Continuity)	The site inspection by an engineer in 2021 included that significant upgrades are required to this site. Phase 1 will include the urgent upgrades and the design for Phase 2. Phase 1 upgrades in progress and XCG Contract Amended to include design work for 2023 upgrade program. Site layout concept designs reviewed and final design in progress.	Carryforward	2022-10	In Progress 50%
74	IS	350	Sole	\$150,000	\$67,998	Eco-Fee	2021	2025-Q4		All	Regional	Regional Solid Waste - Solid Waste Management Plan Update (Strategic Goal)	RFP was awarded in Jun 2022. Public and Technical Advisory Committee (PTAC) meetings started in February 2023. May 2023, Board approved community engagement with community on the Solid Waste Management Plan Update. Engagement Period 1 closed June 9, 2023. PTAC meetings continuing through the fall to identify proposed strategies for the SWMP update.	Carryforward	2022-06	In Progress 25%
75	IS	350	Sole	\$89,165	\$68,544	Taxation	2022			All	Regional	Regional Solid Waste - Regulatory Reporting for Sechelt Landfill (MANDATORY - Regulatory)	Mandatory Ministry of Environment reports to be prepared by the SCRD's contracted engineering firm. Design, Operations and Closure Plan Update; Post-closure Operations and Maintenance Plan Update COMPLETE; Geotechnical and Seismic Assessment Update COMPLETE; Environmental Monitoring Plan Update COMPLETE; Hydrogeological Assessment Update (DUE IN 2025); Leachate Management Update (DUE IN 2025); Gas Assessment and Generation Update (DUE IN 2026).	Carryforward	2022-04	In Progress 75%

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76	IS	350	Sole	\$87,000	\$77,363	MFA 5-Year / Taxation	2021			All	Regional	Regional Solid Waste - Power Supply Repair Sechelt Landfill including Interim Operating Costs (MANDATORY - Asset Failure)	The past propane generator that was used to supplement the solar-based power system for the Sechelt Landfill failed mid-February 2021. The site is currently using two diesel generators on a temporary hook up until BC Hydro is able to connect us with power on their grid. Power is required for the scale, computer and telephone for example. Connection application to BC Hydro grid was submitted on May 9, 2023. On November 6, 2023, BC Hydro came to the site to discuss the design and next steps. We will likely need to continue to run off generators through most of 2024, as not all timelines can be defined because they involve other entities (Ministry of Forest Work Permit, response from Telus regarding partial ownership interest)	Carryforward	2021-04	In Progress 50%
77	IS	350	Sole	\$264,224	\$0	MFA Loan	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Power System Replacement (Non-Discretionary)	Board direction to pursue a direct connection to BC Hydro grid. It is anticipated that \$18,000 in tree services will be required plus an addition \$20,000 for contingencies and \$6,000 to install an automatic transfer switch to the generator. The total budget available for the project is \$264,224. Application submitted to BC Hydro, awaiting their final quote. On November 6, 2023, BC Hydro came to the site to discuss the design and next steps. Not all timelines can be defined because they involve other entities (Ministry of Forest Work Permit, response from Telus regarding partial ownership interest), however we are optimistic it can be achieved in 2024.	Carryforward	2023-5	In Progress 25%
78	IS	350	Shoji	\$50,000	\$35,402	Taxation	2023			All	Sechelt	Regional Solid Waste (Sechelt) - Sechelt Landfill Extending Useful Life (Discretionary)	In 2021 SCRD staff identified an opportunity to increase the lifespan of the Sechelt Landfill by 3 to 3.5 years. This project involves the relocation of the contact water pond, which is responsible for managing water that comes in contact with solid waste. To meet construction timelines a budget must be established for all professional fees and construction of the new contact water management system in 2023. Construction must take place in summer 2024; therefore, the budget must be approved 6 months prior to fit within procurement deadlines. Contact water pond detailed design has been completed. The Ministry of Environment and Climate Change has provided a list of requirements for the application. Staff are working through the list.	Carryforward	2022-06	In Progress 75%
79	IS	350	Sole	\$265,000	\$60,304	Taxation 2020, 2021, 2023	2020			All	Regional	Regional Solid Waste - Future Waste Disposal Options Analysis Study (Phase 1 - 2020 and Phase 2 2021 including additional Phase 2 funding 2023) (Business Continuity)	Results of Part 1 and 2 were presented at January 20, 2021 Special Infrastructure Services Committee meeting. Results Part 3 were presented at July ISC meeting. RFP for feasibility study for one additional site and second opinion on landfill siting options did not resulting in securing contractor. Development of preliminary design, cost estimates and advance the confirmation of the feasibility of a new landfill and transfer station. Scope will depend on findings Phase 1. Staff were directed to undertake a second opinion to confirm the landfill siting options identified in Phase 1. As such, confirmation of the feasibility landfill sites can be considered to be part of the scope of the Phase 2 project, this work is currently funded from the Phase 2 budget. Consequently additional funding is required to complete the original deliverable of this Phase 2 project. RFP being drafted. Contractor has been awarded. Two reports completed and shared with sNGD. RFP being prepared for feasibility of all options.	Carryforward		In Progress 50%
80	IS	350	Shoji	\$520,000	\$0	Growing Communities Funds	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Contact Water Pond Relocation - Construction (0.17 FTE)	In 2021, SCRD staff identified an opportunity to increase the lifespan of the Sechelt Landfill by relocating the contact water pond, which manages stormwater that comes in contact with solid waste. An options analysis and conceptual design were completed in 2023, with detailed design and regulatory approvals in progress. This project is expected to extend the landfill life by approximately four years until mid to late 2030 at less than half the cost of exporting waste for disposal off Coast.	Strategic or Other Plan	2024-03	Started
81	IS	350	Sole	\$70,000	\$0	Taxation	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Site Improvements	Some areas of the Sechelt Landfill drop off area have been identified that require repair or improvement to ensure site safety for staff and the public and to ensure business continuity and regulatory compliance. These improvements include: resurfacing of the scale, the construction of a new propane tank storage, mattress trailer ramp repairs and electric fence maintenance. This budget proposal also allow for the purchase and maintenance of hand held gas-monitors to meet regulatory requirements.	Business Continuity		Not Started
82	IS	350	Sole	\$25,000	\$0	Operating Reserves	2024			All	Sechelt	Regional Solid Waste - Sechelt Landfill Internet Connectivity Improvements	Reliable internet access is required to process payments at the Sechelt Landfill, as well as for staff to perform their day-to-day work responsibilities. Currently, internet is provided through three methods: Starlink satellite internet, radio signal internet, and cell service. In part due to physical changes adjacent to the landfill all three connection types are unreliable and do not provide enough bandwidth for guaranteed site operations. Depending on the duration of the internet connectivity interruption and the number of customers waiting, staff will process payments manually, waive payment, or close the entire site. The total financial impact of the internet connectivity issues at the Sechelt Landfill is estimated to be approximately \$7,000 - \$9,000 per year. This estimate does not include staff time spent responding to each outage and the cost of lost productivity by divisional senior staff based at the Sechelt Landfill.	Business Continuity	2024-03	Started
83	IS	350	Sole	\$70,000	\$0	Taxation	2024			All	Regional	Regional Solid Waste -Environmental Pollution Insurance Requirements for Landfills	New insurance requirements from the provincial government, through Municipal Insurance Association of British Columbia	Mandatory	2023-12	In Progress 75%
84	IS	350	Sole	\$165,000	\$0	Operating Reserves	2024			All	Sechelt	Regional Solid Waste (Sechelt) - Vertical Expansion Sechelt Landfill - Design Phase (0.13 FTE)	The construction of a perimeter berm or wall on the south and west sides of Sechelt Landfill has the potential to provide additional airspace to bury garbage on the south and west slopes of the site. Based on a preliminary analysis it's estimated that this could provide seven years of additional landfill life at the current annual infill rate. The construction of such berm or wall would not extend beyond the current limit of waste (i.e., within the Sechelt Landfill property) and would require an updated provincial permit and need to be included in the Solid Waste Management Plan that is currently being updated. This budget proposal allows for the engineering to refine the concept into preliminary design drawings and costs estimate. This cost estimate will be considered in business case analysis of this option.	Strategic or Other Plan		Not Started
85	IS	355	Sole	\$27,000	\$0	Operating Reserves	2024			B, D, E, F	B, D, E, F	Refuse Collection - Green Bin Purchase for Curbside Food Waste Collection	The supply of Green Bins used for curbside food waste collection is in need of restocking. Staff are replacing bins at an average of four bins per week and we estimate utilizing 210 bins in 2024. As of September 2023, we have 222 bins. The minimum order quantity from the supplier is 336 and it may take up to eight months to receive bins; therefore, an order will need to be placed in spring 2024 to have enough bins available for residents by the fall of 2024.	Business Continuity	2024-03	Started

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86	IS	365	Walkey	\$2,500	\$0	Operating Reserves	2020	2024-Q2		A and SNGD	A	North Pender Water System - Confined Space Document Review (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to updated the program. Pinchin has completed all site visits. Draft documents were received end of September. Training on the new program took place in mid-October and is scheduled for mid-November.	Carryforward	2023-03	In Progress 75%
87	IS	365	Walkey	\$200,000	\$0	Operating Reserves	2023	2024-Q2		A and SNGD	A	North Pender Harbour Water Service - Garden Bay Treatment Plant Improvements (Preliminary / Pre-Design Work) (Non-Discretionary)	The North Pender Harbour water system is supplied by Garden Bay Lake. When the weather changes the lake experiences a turnover which increases the turbidity of the water drawn from the lake. The current treatment plant does not have filtration so when turbidity events occur the facility is not capable of treating for it. Additionally, due to the lack of filtration the facility is not capable of removing organics to eliminate the creation of disinfection byproducts (DBP's) which are created when water with elevated organics is chlorinated. The SCRD does not meet the Canadian Drinking Water Quality Guidelines (CDWQG) for turbidity and DBP's at times throughout the year. This has been noted by the VCH Health officer in annual reports. This project is for preliminary engineering and pre-design which may include surveying, legal assessments, desktop conceptual design, improved estimates and/or archaeological and environmental assessments. Not started.	Carryforward		Not Started
88	IS	365	Walkey	\$125,000	\$0	Gas Tax	2020	2024-Q4		A	All	North Pender Harbour Water Service - Emergency Generator (Other)	The purchase of a generator for the North Pender system that can provide emergency backup energy to operate the Garden Bay Pump Station is required. The engineering specifications for the purchase and installation of this generator has been combined in a tender with the Garden Bay Feasibility study and will be awarded in May, 2022. Completion of specifications expected in Q4 2022. This engineering will enable a tender to be issued for the purchase and installation of the generator. SCRD has received a final report and expect to begin work on the generator project in Q2 2024.	Carryforward		In Progress 50%
89	IS	365	Waldorf	\$850,000	\$7,179	Capital Reserves / Gas Tax	2022	2024-Q4		A and SNGD	A	North Pender Harbour Water Service - North Pender Harbour Watermain Replacement (Business Continuity)	Replacement of the existing 100 mm asbestos cement watermain on Panorama Drive with a 200 mm ductile iron water main. This section was selected for replacement as means of improving system reliability and improving fire protection to the more than 10 homes that front Panorama Drive. It has also been subject to several leaks of the past years, resulting in disruption to service and response from SCRD Utilities staff. Due to staffing shortage and permitting issues, Project will be initiated late Q4 2023 for tendering. MOTI comments pending on SCRD design and RoW (Watermain depth and path). Awaiting results of the Water System Modeling in Q4.	Carryforward		Not Started
90	IS	365	Misurak	\$95,000	\$43,130	Operating Reserves	2020			A and SNGD	A	North Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	Water System Modeling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward	2022-10	In Progress 75%
91	IS	366	Walkey	\$5,000	\$0	Operating Reserves	2020	2024-Q2		A	A	South Pender Water System - Confined Space Document Review (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to updated the program. Pinchin has completed all site visits. Draft documents were received end of September. Training on the new program took place in mid-October and is scheduled for mid-November.	Carryforward		In Progress 75%
92	IS	366	Walkey	\$99,824	\$0	MFA 5- Year	2021	2024-Q2		A	A	South Pender Harbour Water Service - 2021 Vehicle Purchases (Business Continuity)	Annual replacement of aged vehicle(s); #436 truck is 12 years old, has high mileage and rust is becoming an issue. Replace with truck with similar capabilities. Vehicle ordered. expected delivery in Q4 2023Truck delivered	Carryforward		In Progress 75%
93	IS	366	Walkey	\$100,000	\$64,223	Capital Reserves (2020) / Gas Tax (2021)	2021	2024-Q4		A	A	South Pender Harbour Water Service - Treatment Plant Upgrades - Phase 2 including additional funding added in 2021 (Business Continuity)	Replacement of treatment system components will allow for more efficient operation the water treatment plant. Delays in delivery of parts. Additional funds approved to complete some previously identified upgrades at the South Pender Harbour Water Treatment Plant including online turbidity instrumentation replacement, completion of weir automation and other upgrades that are necessary but not able to be funded utilizing Phase 1 (2020) funding balances. Weir automation paused due to staffing issues.	Carryforward		In Progress 25%
94	IS	366	Shoji	\$735,500	\$142,268	Reserves (2022) / Gas Tax (2023) / Capital Reserves (2024)	2022	2024-Q4		A	A	South Pender Harbour Water Service - McNeill Lake Dam Safety Improvements - Construction including additional funding in 2023 and in 2024 (Business Continuity / Non-Discretionary / Mandatory - Safety)	WSP Canada Inc., engineering consultant firm, completed a detailed dam safety analysis of the McNeill Lake Dam, which included design work, construction cost estimates and completion of tender ready construction documents for the upgrades to this dam. The cost estimate, due to global increases in construction costs and other inflationary increases resulted in a significant increase compared to the original construction budget for dam safety upgrades for McNeill Lake of \$515,000. WSP has recommended an additional 15% contingency on top of the May 2022 budget estimate, which increases the total projected cost to \$592,250, and represents a total project cost increase of \$78,750. Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement proceeding. Construction will begin following completion of Chapman and Edwards work. A comprehensive McNeill Lake Dam Safety Review was completed in 2020. The results of this dam safety review and subsequent annual safety reviews identified several deficiencies that require correction/upgrading. The upgrade work design and tender specifications were completed by WSP Canada Inc., in 2023 and construction awarded to Jim Dent Construction Ltd. in September 2023. Construction scheduled to start August 1, 2024, to coincide with Fishery window restrictions.	Mandatory	2023-01	In Progress 25%
95	IS	366	Waldorf	\$600,000	\$11,142	Capital Reserves / Gas Tax	2022	2024-Q4		A	A	South Pender Harbour Water Service - South Pender Harbour Watermain Replacement (Business Continuity)	Continuation of 2018 work, would replace the existing 150 mm asbestos cement diameter water main with a 200 mm diameter main on Francis Peninsula Road from Pope Road to Rondevue Road. This section was selected for replacement as means of improving system reliability and protection in that portion of the South Pender Water Service Area. Project will be initiated late Q4 2023. Similar to North Pender but less urgent for construction.	Carryforward		In Progress 25%
96	IS	366	Walkey	\$108,000	\$0	Gas Tax	2021	2024-Q4		A	A	South Pender Harbour Water Service - Dogwood Reservoir: Engineering and Construction (MANDATORY - Asset Failure)	The Dogwood Reservoir is no longer in operation due to having excessive leak rates and a deteriorating structure. This project will included the modelling analysis of the need of replacement options and/or demolition is required. Analysis of the need of replacement options and/or demolition is required. Depending on the results of the modelling analyses the scope of this project will either temporarily line the existing reservoir or fully demolish and remove the existing structure. Preliminary modeling has been completed, more detailed modeling regarding this reservoir is required.	Carryforward		Not Started

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97	IS	366	Rosenboom	\$7,500	\$1,905	Operating Reserves	2022			A	Regional	South Pender Harbour Water Service - Public Participation - Water Supply Plan Development (Strategic Goal)	Draft Water Strategy to be presented to the Board in Q1 2024. Staff are also developing associated Action Plans.	Carryforward		In Progress 75%
98	IS	366	Misiurak	\$95,000	\$43,129	Operating Reserves	2020			A	A	South Pender Harbour Water Service - Water Supply Plan (Strategic Goal)	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward	2022-10	In Progress 75%
99	IS	366	Walkey	\$85,000	\$0	Operating Reserves	2024			A	A	South Pender Harbour Water Service - Water Supply Analyses South Pender	The South Pender water system relies on two main sources for its water supply: McNeill Lake and Harris Lake. Each lake has a water storage license. McNeill Lake is the primary source of water, while Harris Lake serves as a backup supply during periods of low water levels in McNeill Lake. This summer, the South Pender water system faced significant Stage 3 water restrictions due to the inadequate water levels in McNeill Lake to safely meet the system's demands. This project aims to improve the South Pender water sources, McNeill and Harris Lakes, to ensure they can meet the water demand from the system. An engineering firm will be hired for the review and will provide comment on operation and control methods complete with recommended upgrades recommendations for improvements, complete with Class D cost estimates. To assess the lakes' current conditions, an updated bathymetric survey will be necessary, either as part of the assessment or prior to it. The potential for amending the current water license requirements to allow for an increased diversion from McNeil Lake will also be assessed. The best-case scenario would be to complete the review of the existing water sources and receive recommendations by the summer of 2024, with any suggested design and construction work and/or submission of a Water License amendment application ideally to be carried out in the 2025.	Business Continuity		Not Started
100	IS	366	Walkey	\$80,000	\$0	Capital Reserves	2024			A	A	South Pender Harbour Water Service - Heater Replacement	The SPHWTP was constructed in 2014 and the infrared heaters in the roof installed as a mechanism for building heating are almost ten years old. Most of the existing heating system has failed or are in poor operating condition, and the current situation presents a risk to the piping (freezing during the colder months), other mechanical and/or treatment related infrastructure and staff comfort. The heaters are located in hard to reach areas that require a aerial lift to access, this presents a risk of having a heavy piece of equipment on top of the clear well which is under the main level of the treatment plant.. Replacing the existing heaters with more efficient heaters that have a longer life cycle and locating them in areas that are easy to inspect and service.	Mandatory		Not Started
101	IS	370	Waldorf	\$475,000	\$16,859	Operating Reserves	2022	2023-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Water Supply Plan: Feasibility Study Long-Term Ground Water Supply Sources (Strategic Goal)	In order to explore the potential of new sites in 2022/2023 the following approach is recommended: - Update 2017 desktop study with most recent information and analytical tools. - Drilling of smaller wells for increased understanding of factors such as aquifer types, depth, composition - Drill, test and analyze up to three additional test wells to confirm their potential water supply potential. (estimated at \$100,000 each) - Contingency allowance Staff have acquired engineering services from Kalwij Water Dynamics to investigate five new wells. Consultant drafted a presentation/report identifying the 5 proposed locations for wells in priority order. Project with Shishálh Nation for consultation and review.	Carryforward	2023-07	Started
102	IS	370	Walkey	\$75,000	\$0	Reserves	2022	2024-Q1		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Valve Stems for Selma 2 Isolation (MANDATORY - Asset Failure)	Selma 2 reservoir is the main reservoir for the Regional Water System. Replacement of the main isolation valves and stems is required to isolate the reservoir for cleaning entering the service water chamber to pull service water pumps and in the event of a watermain break between the reservoir and zone 1. Quotes received work has begun.	Carryforward		In Progress 25%
103	IS	370	Waldorf	\$2,144,903	\$1,843,034	Reserves	2020	2024-Q1		A, B, D, E, F, and DoS	B, D, E, F, DOS	Regional Water Service - Chapman Water Treatment Plant Chlorination System Upgrade	This project is substantially complete and is in closeout. A final consultant change order will be taken to the Board in Q4 for extra consultant services. Minor Deficiencies are still being addressed by contractor	Carryforward	2019-11	In Progress 75%
104	IS	370	Waldorf	\$169,000	\$104,000	User Fees	2023	2024-Q2		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant Chlorine Gas Decommissioning (Non-Discretionary)	Decommissioning of the existing system will happen once the OSGH installation project is completed and when operations staff is confident that the new system is performing as intended. The OSGH system has been operational but there remains some outstanding deficiencies, this has led to the delay of decommissioning. Chlorine Gas no longer onsite. Equipment decommissioning ongoing in 2024.	Carryforward	2023-8	Started
105	IS	370	Waldorf	\$9,400,000	\$8,848,265	Capital Reserves / Long Term Loan (2020) / User Fees 2023	2020	2024-Q2		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Church Road Well Construction with additional funds in 2023 (Strategic Goal / Discretionary)	Conditional Water License issued by the Province in December 2021. Contract awarded in January. Groundbreaking occurred on March 8, 2022. Construction began in March. Construction is underway. All the waterlines have been constructed and the majority of the roadway restorative paving is complete including the gravel path along the South side of Reed Road. The temporary water intertie into Soames water system was completed in mid Nov and is supplying supplemental water to the entire SCRD water system. 80 hour continuous test successfully completed in late June 2023. Leave to Commence Letter from the ministry has been received. Plant put on to service July 11, 2023. The two year Soames Creek monitoring and reporting has begun. Sine wave commissioning complete, construction contract total completion certificate issues. 72hr Pump Test scheduled for April 8th. Amp revision and EFN to be sent to ministry following this test. Expecting license to commence to be restored in May.	Carryforward	2020-4	In Progress 75%
106	IS	370	Walkey	\$22,500	\$0	Operating Reserves	2020	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Confined Space Document Review-Regional Water System (MANDATORY - Safety)	A qualified professional is required to review and update the SCRD Confined Space Documents. Staff entered into a contract with Pinchin Env in January of 2023 to updated the program. Pinchin has completed all site visits. Draft documents were received end of September. Training on the new program took place in mid-October and is scheduled for mid-November.	Carryforward		In Progress 75%
107	IS	370	Walkey	\$210,000	\$61,317	MFA 5- Year	2021	2024-Q2		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - 2021 Vehicle Purchases (Business Continuity)	Annually, infrastructure management and the fleet maintenance supervisor review the department's inventory of vehicles and make recommendations for replacement due to age, condition, mileage, etc. This process ensures that an optimal replacement cycle is followed to prevent excess repair costs, poor emissions, and to maintain a reliable fleet: 1) Vehicle #438: 2008 Ford F250 2WD Truck w/ Service Body Truck is 12 years old and approaching end of useful live and increasing repair cost anticipated, 2) Vehicle #474: 2012 Ford F350 Flat Deck Truck, Out of commission and 3) Vehicle #477: 2012 Ford F150 4X4 Truck. Vehicle 1 & 3 have been delivered. Vehicle 2 to be delivered in 2024-Q2	Carryforward		In Progress 75%

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108	IS	370	Walkey	\$150,000	\$101,271	User Fees	2022	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Service- Utility Crew - 2 New Vehicles plus aftermarket vehicle modifications - (Business Continuity)	This budget is for two new vehicles in support of the newly hired utility services staff. Staff are investigating options to purchase available vehicles from lots. One 1/2 ton truck delivered late Q3 of 2023. Staff are looking to purchase another truck off the lot for Q4 with remaining funds. Vehicles have been purchased.	Carryforward		In Progress 50%
109	IS	370	Walkey	\$225,000	\$0	MFA 5 YR Loan	2022	2024-Q2		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Single Axle Dump Truck Replacement (Business Continuity)	Replacement single axle Dump Truck (1996) is required due to the condition, mechanical and maintenance history and mileage. The vehicle supply has been awarded and awaiting delivery 2024-Q2.	Carryforward		In Progress 75%
110	IS	370	Waldorf	\$220,000	\$2,968	Capital Reserves	2023	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Exposed Watermain Rehabilitation Chapman Intake Line - New Project (Non-Discretionary)	In the spring of 2022, a structural assessment of the primary Chapman Water Intake transmission line was completed and the results of the inspection revealed the presence of corrosion and deterioration of the supporting steel waterline trestle structure is present. Original RFP unsuccessful. New RFP for just the Geotechnical assessment portion of this work to be released 2024 Q1. Structural assessment for trestles should be separated and tendered 2024 Q3	Carryforward	2023-08	Started
111	IS	370	Waldorf	\$1,277,600	\$647,123	Capital / Operating Reserves	2021	2024-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation Round 2 Phase 3 (Strategic Goal)	Langdale: The consultant submitted the well testing report for internal review in May. The consultant will provide the final report to the Province as part of the preliminary water license application that will be submitted to the Province mid Q4. Tech Memo 4 identified proposed main path ways, pumps and treatments required based on water quality. Consultant presented to Committee of the Whole on Jan 11, 2024. Staff is initiating a value engineering review of treatment and engineering options, along with Final Design.	Carryforward	2022-1	In Progress 50%
112	IS	370	Waldorf	\$600,000	\$75,402	Reserves (2018) / Operating Reserves and User Fees (2024)	2018	2024-Q3		A, B, D, E, F and DoS	B, D, DOS	Regional Water Service - Exposed Watermain Rehabilitation - plus additional funding 2024 (Business Continuity)	Three segments were previously recoted. One tender was received in July and exceeded the available budget. Staff report regarding tender award made to November 23, 2023 Committee of the Whole. In 2023, the results of a tender for the recoating of the three Chapman Creek crossings were received and the one compliant tender received was more than \$500,000, not including staff time. Therefore, additional funds in the amount \$400,000, inclusive of staff time, are required to complete the retendering and coating of the primary exposed water mains across Chapman Creek. Report going to board recommending the increase in budget (from reserves) to complete all 3 crossings coating rehabilitations.	Carryforward	2023-8	In Progress 50%
113	IS	370	Misiurak	\$70,000	\$0	Capital Reserves	2021	2024-Q3		A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Pump Station Zone 4 Improvements (Business Continuity)	Preliminary in house design has started. Construction anticipated for late 2023. The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is paused pending the results from the 2023 Water Modelling Report.	Carryforward		Started
114	IS	370	Waldorf	\$100,000	\$0	Reserves	2022	2024-Q3		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Trout Lake Re-chlorination Station Upgrade (MANDATORY - Asset Failure)	The Trout Lake re-chlorination station is aged and needs an upgrade. The work will involve the demolition and removal of existing roof along with engineering and installation of the replacement roof by contracted resources. A review of the best and most efficient way of replacing the current piping and chlorination assets will also be engineered and upgraded. Project on hold due to staff vacancies RFX for design/build replacement of the roof is with Purchasing	Carryforward		Started
115	IS	370	Walkey	\$155,000	\$0	Capital Reserves	2024	2024-Q3		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - HVAC Replacement (Imminent Asset Failure)	The Chapman WTP was constructed in 2004 and has a 19-year-old HVAC system which is failing. The mounting for the HVAC system is also causing issues with the roofing and has had instances of leaking over the last several years. Maintaining the existing system has become increasingly costly and the facility requires a new system altogether. A properly functioning HVAC system is critical to the safety and ongoing operational capabilities of the Chapman WTP.	Mandatory		Not Started
116	IS	370	Misiurak	\$128,500	\$13,624	Reserves (2018) / Capital Reserves (2023)	2018	2024-Q4		A, B, D, E, F and DoS	E	Regional Water Service - Chaster Well Upgrades (Well Protection Plan - Phase 2) - plus additional funding added (2023 Non Discretionary)	An RFP process was cancelled in August due to Water Cad Modelling data and cost concerns surrounding the design. Staff have simplified the design and purchasing will reissue as and Invitation to Tender in Q2. Retendered with revised scope. Tender package has been sent to purchasing for posting. Construction planned to begin in Q4	Carryforward	2023-10	In Progress 50%
117	IS	370	Shoji	\$1,000,000	\$8,373	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Chapman Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. Targeting August 1, 2024 construction start.	Carryforward	2023-01	In Progress 25%
118	IS	370	Shoji	\$730,000	\$7,304	Reserves	2022	2024-Q4		A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Edwards Lake Dam Safety Improvements - Construction (MANDATORY - Regulatory)	Construction RFP closed July 31, 2023 and awarded to Jim Dent Construction. Material and equipment procurement in progress. Targeting August 1, 2024 construction start in conjunction with Chapman Lake Dam upgrade work.	Carryforward	2023-01	In Progress 25%
119	IS	370	Rosenboom	\$30,000	\$180	Operating Reserves	2020	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Bylaw 422 Update (Business Continuity)	Reviewing potential proposals for changes to Bylaw 422. Staff are preparing proposals for the Board's consideration in early 2025 that focus on bylaw modernization.	Carryforward		In Progress 25%
120	IS	370	Shoji	\$921,200	\$0	Capital Reserves (2020 and 2024)	2020	2024-Q4		A, B, D, E, F, and DoS	A	Regional Water Service - Cove Cay Pump Station Rebuild and Access Improvements (MANDATORY - Asset Failure) - Additional funding in 2024	The Cove Cay Pump Station, located at the North-East corner of Ruby Lake and pumps water into a reservoir that provides potable water and fire supply to the communities of Earls Cove and Jarvis Inlet, needs upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including the pump, motors, controls, and fittings. A new intake line is also being considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is steep and challenging for service vehicle access. Options to relocate the pump station to a more accessible location will be considered. Preliminary planning for this project has begun and an RFP to complete conceptual design should be issued in Q2 2024 . While the prior approved budget allowed for addressing the imminent asset failure of some of the pump station infrastructure, VCH has further ordered the SCRD to apply for a Construction Permit to add multi-barrier treatment by June 2024 and complete the construction by the end of July 2025.	Carryforward	2023-03	Started
121	IS	370	Walkey	\$74,125	\$23,849	Capital Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Chapman and Edwards Lake Communication System Upgrade (Business Continuity)	Installation of a radio repeater to improve the reliability and create redundancy in the communication system with the lake level monitoring and control systems for Chapman and Edwards Lake. Starlink satellite installed at Chapman Lake. communication reliability improved, Wi-Fi at dam now, will also support photographs to be taken, no need for radio repeater. A camera still needs to be installed. Starlink being installed at Edwards Dam in Q4 2023. Project substantially Complete	Carryforward		In Progress 75%

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122	IS	370	Walkey	\$135,000	\$0	Capital Reserves	2023	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant - Mechanical Equipment Upgrades (Non-Discretionary)	The treatment process includes a number of steps enabled by mechanical equipment to provide the high level of drinking water produced by the treatment plant. Two of the mechanical processes are the addition of soda ash to adjust the Ph and the Dissolved Air Flotation (DAF) tanks to remove solids and colour from the water. General maintenance on this equipment is ongoing but full replacement and upgrading is required. Project is for contracting an engineering consulting firm to recommend and design an upgrade/replacement solution for the soda ash system and the purchase and installation of replacement components for both the soda ash and DAF system. It may also require hiring a contractor to assist SCRD staff with installation efforts as needed. Staff are working on a list and prioritizing work required.	Carryforward		Started
123	IS	370	Walkey	\$375,000	\$0	Capital Reserves	2023	2024-Q4		A, B, D, E, F, F Islands and DoS	Various	Regional Water Service - Generator(s) Purchase for Various Sites (Discretionary)	Utilities has two mobile generators which are well beyond their useful life and have high hours. These need to be replaced to maintain water supply in various areas where power outages are less impactful. Sandy Hook pump station requires a generator to ensure the Sandy Hook area always receives water. Egmont WTP requires a generator to maintain water flows depending on time of year and demand. REC to be drafted and posted Q2 of 2024.	Carryforward		Not Started
124	IS	370	Walkey	\$150,000	\$0	Operating Reserves	2024	2024-Q4		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Development and Implementation of Chapman Creek Environmental Monitoring Plan	In 2023 the SCRD has applied for a water license amendment for the permanent reduction in Environmental Flow Needs (EFN) on the water license for Chapman Creek by 40L/s. The Province indicated that as part of the licensing requirement the SCRD will likely have to develop and implement an Adaptive Management Plan (AMP) and Environmental Monitoring Plan (EMP). This project is proposed to fund works required to develop and implement the AMP, EMP and any other requirements in obtaining a permanent reduction in EFN. This budget proposal will allow for the development of the listed plans, installation of additional hydrological monitoring stations and up to 3 years of hydrological and fish habitat monitoring and any updates to the AMP and EMP based on these monitoring efforts.	Strategic or Other Plan		Not Started
125	IS	370	Waldorf	\$250,000	\$73,522	Capital Reserves	2020	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant UV Upgrade (Business Continuity)	The UV treatment process at Chapman Creek Water Treatment plant has reached the end of its operational life and needs to be replaced with a new UV system with redundancy. Engineering tender has been awarded and preliminary drawings and estimates conclude that the budget is very undervalued and staff will be bringing a new budget proposal forward to budget 2023 for the installation and construction phase. Further 3D modelling has taken place to assist in design. 90% design drawings received Q4 2023 with construction tendering planned for Q2 2024.	Carryforward		In Progress 75%
126	IS	370	Waldorf	\$1,905,950	\$0	MFA Loan	2023	2025-Q1		A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Water Treatment Plant UV Upgrade (Phase 2 - Construction) (Non-Discretionary)	The Chapman Creek Water Treatment Plant (WTP) utilizes ultraviolet (UV) radiation as one of the many treatment processes at the facility. The UV is a critical component of the disinfection process that destroys illness causing micro organisms prior to the distribution of drinking water at the Chapman Creek Treatment Plant. Due to more accurate cost estimates received in the Q3 2022 the budget will need to be increased due to increased costs for UV equipment and more in depth modifications to the plant than was initially expected to meet health requirements. 90% design to be received and construction tendering planned for Q2 2024. Project on hold until contract for design is completed.	Carryforward		Not Started
127	IS	370	Walkey	\$200,000	\$94,845	User Fees	2023	2025-Q2		A, B, D, E, F, F Islands and DoS	Gibsons	Regional Water Service - Church Road Well Field - Compliance Monitoring (Non-Discretionary)	One of the conditions of our Water License for the Church Road project is to undertake several years of impact and compliance monitoring. Staff have acquired ISL and AE Engineering services for this contract. Work is ongoing.	Carryforward	2023-7	In Progress 25%
128	IS	370	Waldorf	\$125,000	\$35,595	Operating Reserves	2021	2025-Q3		A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Feasibility Study Surface Water Intake Upgrades Gray Creek (Strategic Goals)	The flow monitoring equipment was installed in late September 2022 and has been recording creek flow data since that time. Project expected to be completed early 2025.	Carryforward	2023-09	In Progress 50%
129	IS	370	Waldorf	\$1,200,000	\$0	Gas Tax / Capital Reserves	2023	2025-Q4		A, B, D, E, F, F Islands and DoS	F	Regional Water Service - Eastbourne Groundwater Supply Expansion (Phase 2) (Discretionary)	Currently, the Eastbourne water system on Keats Island serves permanent and seasonal customers and the water system has a pumping and supply capacity limitation including a residential fire flow deficit. During the peak summer months there have been instances in which the residential customers have run out of water. The system also has inadequate fire protection storage capabilities, and lacks any water supply redundancy as the existing primary water well and pumps cannot be taken out of service as there is not any backup to them. This project is to enable the development of the wells, tie in and construction required to connect these wells to the existing Eastbourne system. Based on discussion with the Board on the findings of the preliminary design for the new wellfield, further community consultation will be completed in Q3 2024.	Carryforward	2023-10	Started
130	IS	370	Shoji	\$9,391,750	\$348,188	Long Term Loan	2020	2026-Q3		A, B, D, E, F, F Islands and DoS	Sechelt and SNGD	Regional Water Service - Meters Installation Phase 3 District of Sechelt and Sechelt Indian Government District (Strategic Goal)	AAP successful to secure the electoral approval for the Long-Term Loan for this project. Meter supply and installation RFP awarded and Canada Community Building Fund-Strategic Priorities Fund grant accepted on April 20, 2023. Contract with Neptune finalized May 29, 2023. Field meter installation work started October 26, 2023. Over 660 meters installed to date. New meter pit installations scheduled to start in early April 2024.	Carryforward	2022-08	Started
131	IS	370	Misurak	\$213,000	\$129,444	Operating Reserves	2021			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis (Strategic Goal)	Water System Modelling will be completed in Q4. This is the first step towards new a SCRD Water Master Plan. A consultant has provided a hydraulic model which is under review by staff. Additional Modeling scope has been added to facilitate system integration and analysis of future water infrastructure upgrades.	Carryforward	2022-10	In Progress 75%
132	IS	370	Rosenboom	\$25,000	\$17,461	Reserves	2020			A, B, D, E, F and DoS	Regional	Regional Water Service - Implementation of shishah Nation Foundation Agreement	Resolution 266/19 No. 7 - Foundation Agreement, Current focus on transfer D 1592	Carryforward		In Progress 75%
133	IS	370	Rosenboom	\$550,000	\$450,000	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	All	Regional Water Service - Installation and Decommissioning of the Edwards Lake Siphon System and Drought Response Costs	Requested two year extension, 2023 and 2024 for siphon use.	Carryforward		Started
134	IS	370	Rosenboom	\$42,800	\$13,435	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	Sechelt	Regional Water Service - Chapman Creek Environmental Flow Requirements Update (Strategic Goal)	Request for an amended EFN (combination of 200 l/s, 180 l/s and 160 l/s) have been submitted to FLNRORD for their review. Seeking feedback from DFO and Ministry of Forests re EFN reduction.	Carryforward		Started
135	IS	370	Rosenboom	\$164,844	\$0	Operating Reserves	2022			A, B, D, E, F, F Islands and DoS	E	Regional Water Service - Reed Road Building Repair	Roof has been patched after windstorm damage. Damage has not impacted infrastructure inside the building.	Carryforward		Not Started

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136	IS	370	Walkey	\$570,000	\$58,268	Operating Reserves	2020			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant Sludge Residuals Disposal and Planning (Business Continuity)	The Chapman Creek Water Treatment Plant produces residuals that need to be dewatered and disposed of. An RFP for short and long term planning has been awarded in May 2022 with the goal to have short term options completed by Q3 2022. Further work with partners is required to formalize work plan. In collaboration with the shishálh Nation and Lehigh Hanson, a temporary measure is in place to avoid overflow during the fall, winter and spring seasons. The listed parties are discussing and collaborating on technical assessments related to the implementation of a long-term solution.	Carryforward		In Progress 50%
137	IS	370	Waldorf	\$275,000	\$0	Operating and Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	A	Regional Water Service - Egmont Water Treatment Plant - Feasibility Study and Preliminary Development (Non-Discretionary)	The Egmont water treatment facility does not have adequate filtration for removal of organics in the drinking water. A feasibility study is required to explore and recommend additional treatment options for managing the elevated organics in the water supply from water supply at Egmont (i.e. Waugh Lake). It is anticipated that this study will result in the development of preliminary corrective measures such as improved filtration options like upgraded cartridge filters and/or additional treatment improvements. RFP is drafted and with purchasing.	Carryforward		Started
138	IS	370	Shoji	\$250,000	\$0	Capital Reserves	2023			A, B, D, E, F, F Islands and DoS	sNGD	Regional Water Service - Sechelt Nation Government District - Zone Metering (Discretionary)	As sNGD is not installing water meters, zone metering of sNGD areas is required to analyze water use for the Chapman Water System. Project on hold until determination on Sechelt Nation metering is agreed upon.	Carryforward		Not Started
139	IS	370	Walkey	\$30,550	\$0	Operating Reserves	2024			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Aquifer 560 Watershed Agreement	In September 2023, the SCRD signed the Aquifer 560 Watershed Agreement. The agreement was developed because both jurisdictions manage water systems that rely upon groundwater sources in Aquifer 560. The agreement covers several topics, including expanding the aquifer monitoring and additional engineering to optimize shared infrastructure and potential emergency response.	Business Continuity		Not Started
140	IS	370	Walkey	\$130,000	\$0	Capital Reserves	2024			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Creek Raw Water Pump Station - Pump Maintenance and Upgrade	The Chapman WTP is supplied with water via the raw water pump station (CRWPS). The CRWPS was built in 2004 along with the treatment plant. A risk identified in 2022 is the inability of the plant to flow less than 80 L/sec. Operating at this low flow is required during Stage 4 when the community is encouraged to reduce flows to conserve water. A smaller pump and motor should be installed to enable flows down to as low as 40 L/sec. Having a pump/motor with the ability to run at lower flows will also provide options of right sizing which pumps are operated at different flows.	Business Continuity		Not Started
141	IS	370	Walkey	\$295,000	\$0	MFA Short Terms Loan	2024			A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Vehicle Purchases - Flat Bed Crane Truck and Medium Size Truck	The Utility Services division is using a heavy-duty truck with a telescopic crane attachment to support the outside water crew in numerous tasks related to construction and repair work within the water distribution network on the Sunshine Coast. This vehicle is aged (30+ years old) and has undergone previous rebuilds and attempts at extending its lifespan but has reached the end of its useful and mechanical life and requires replacement with a similar type truck. A medium duty truck was written off after a vehicle accident during a snow event in the spring of 2023. The vehicle needs to be replaced with a similar type of truck to meet operational needs. Staff are recommending replacing this gas vehicle with an electric vehicle if possible.	Business Continuity		Not Started
142	IS	370	Walkey	\$140,000	\$0	Capital Reserves	2024			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Water Treatment Plant - Distribution Meters Install (Regulatory)	The Chapman Treatment plant has several flow meters to manage the water flows throughout the treatment plant, including into the treatment plant and reservoir as well as one leaving the reservoir. The water meter measuring flow leaving the reservoir was installed in 2004 and at the end of its useful life. The flow meter failed in late 2022, a temporary strap on meter is currently being used in its place, flow can be seen on SCADA but unfortunately it cannot be programmed into SCADA. Due to the inaccessible location and lack of the ability to bypass the meter for servicing the existing meter will be replaced with two meters in a much better and serviceable location. An additional benefit will be redundancy and the ability to shut one off for maintenance	Mandatory		Not Started
143	IS	370	Walkey	\$155,000	\$0	User Fees	2024			A, B, D, E, F, F Islands and DoS	D	Regional Water Service - Chapman Siphon Removal (Regulatory)	BC Parks Use Permit #102714 allows the installation and use of a siphon for water extraction from Chapman Lake in times of drought. One of the terms of this permit is to remove the siphon prior to the expiration of the permit, this permit has been extended to October 31, 2025. Inclusion of these funds in 2024 budget would ensure a timely project initiation of this projects and could result in cost savings due to the alignment with other construction projects at the lake. This project will involve the development of a Siphon Removal Plan as well as the deconstruction and complete removal of the siphon and associated works at Chapman Lake and Chapman Creek. Costs of this work will include helicopter flights, heavy machinery rentals, and other subcontractor costs. This infrastructure is considered temporary and will be removed prior to expiration of the permit and once removed will not have an operational financial impact. Reuse of the removed infrastructure may have a positive benefit to future projects that can utilize the used piping/fittings that are no longer required at Chapman Lake.	Mandatory		Not Started
144	IS	381	Walkey	\$5,000	\$3,160	Reserves	2022	2024-Q3		A	A	Greaves Road Waste Water Plant - Septic Field Repairs (MANDATORY - Asset Failure)	A 2020 feasibility study identified that the west septic field at Greaves WWTP has severe root intrusion and clogging in 2 of 4 laterals that will be addressed. Jetting and cleaning of two runs were completed while the two remaining runs may need to be replaced entirely due to excessive roots. Trees within 3m to 5m have been removed to prevent further root intrusion, D box had repairs completed on it. With remaining funds siphon tank lid will be replaced.	Carryforward		In Progress 75%
145	IS	382	Shoji	\$968,591	\$40,935	Operating Reserves / Gas Tax	2021	2024-Q4		E	E	Woodcreek Park Wastewater Treatment Plant - Collection System Designs (MANDATORY - Asset Failure)	On Oct. 22, 2020 a grant application was submitted in support of the construction phase upgrades to the treatment plant and collection system. In Apr. 2022, the SCRD was notified of the successful grant selection by the Province in the amount up to \$769,000. At the Jun. 23, 2022 Board meeting, the Board approved entering into a contract with the Federal Government for this grant in the amount of \$769,000 of which the SCRD's match would be up to \$200,000 funding from the following sources: \$25,000 capital reserves, \$75,000 operating reserves and \$100,000 short term debt if needed. Engineering Services RFP closed January 4, 2023 and a contract to complete detailed design and tender specifications was issued in March 2023. Operational trials completed which pushed the project schedule back nearly seven months. Detailed design nearing 50% completion.	Carryforward	2022-10	In Progress 25%
146	IS	382	Shoji	\$5,964	\$0	Operating Reserves	2020			E	E	Woodcreek Park Waste Water Treatment Plant - Inspection Chamber Repairs (Business Continuity)	This project has been integrated with the overall wastewater treatment plant upgrade project.	Carryforward		Not Started

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147	IS	383	Walkey	\$7,500	\$0	Operating Reserves	2023	2024-Q4		E	E	Sunnyside Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. The Sunnyside wastewater service area includes infrastructure such as collection piping, septic tanks and disposal fields that are approaching the end of their useful lives (in some cases) and this study will help the SCRD to develop a better understanding of the costs and timelines associated with the renewal of the infrastructure. In addition, legal consultation will further help the SCRD in determining what options exist in regards to the site and ownership and/or use considerations. Feasibility studies improve the success rate of receiving grants which will assist the users with associated costs. Owner has put property up for sale. Three SCRD departments are working together to determine next steps for the lot.	Carryforward		Not Started
148	IS	384	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	The Jolly Roger Wastewater Treatment Facility is located on Mercer Road in Halfmoon Bay. The Jolly Roger treatment facility services the Secret Cove Landing (formerly Jolly Roger) development and is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Jolly Roger is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions at the Jolly Roger wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help the Asset Management Department and Infrastructure Services Division develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs.	Carryforward		Not Started
149	IS	385	Walkey	\$12,500	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study (Discretionary)	The Secret Cove Wastewater Treatment Facility is located on Secret Cove Road in Halfmoon Bay and services the marina, restaurant and residential properties within the development. The facility is a sequencing batch reactor activated sludge system that discharges into an ocean outfall. Similar to the 2020 Feasibility Studies for Greaves, Merrill and Langdale, an Asset Management Plan action item for Secret Cove is to hire an engineering consulting firm to evaluate the existing infrastructure and site conditions of the Secret Cove wastewater system and to recommend options for future improvements, upgrades and/or replacements of the treatment facility and collection system. A feasibility study will help Asset Management and Infrastructure Services to develop and update the capital planning documents that inform decision making and rate determination. Feasibility studies also improve the success rate of receiving grants which will assist the users with associated costs.	Carryforward		Not Started
150	IS	386	Walkey	\$86,000	\$0	Operating Reserves	2024	2024-Q3		A	A	Lee Bay Wastewater Treatment Plant - Sand Filter Treatment System Integration (Regulatory)	Due to gradually increasing effluent volumes being treated over the years at the Lee Bay wastewater treatment plant (WWTP), the treatment facility has reached a technical threshold in terms of effluent volume that now requires the commissioning of the existing sand filter system. The plant design regulates this filter system use during the expected future flows and wastewater treatment may degrade if not used. This system is part of the original design and construction but has been sitting dormant for almost two decades and will require re-commissioning work and/or upgrades to allow it to be utilized. The work required will involve hardware purchases and installations such as pump system(s) replacement as well as upgrades and reconditioning of the gravel filter system, cleaning of tankage, aeration and weir systems (to name a few).	Mandatory		Not Started
151	IS	386	Walkey	\$20,000	\$6,150	Operating Reserves	2020	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Collection System Repairs (Business Continuity)	During CCTV review a pipe segment and manhole have been identified in the collection system needing repairs. Staff workload has delayed further work on this project.	Carryforward		In Progress 25%
152	IS	386	Walkey	\$81,000	\$0	Capital Reserves	2024	2024-Q4		A	A	Lee Bay Wastewater Treatment Plant - Generator Replacement	The Lee Bay Wastewater Treatment Plant is the largest wastewater service area operated and managed by the SCRD and provides liquid wastewater treatment to approximately 120 users. The system utilizes a backup stationary generator to provide power to the facility during events where BC Hydro supplied power is disrupted (i.e. storms, fallen trees, upgrades, etc.). The generator is over 25 years old and is at the end of its useful life. The fleet supervisor and asset management team have recommended its replacement immediately due to its overall poor condition (leaking fuel pump), unavailability of replacement parts and the risks associated with continuing to rely on such an old piece of equipment. Staff recommend that the generator be replaced with a permanent generator on site at the Lee Bay wastewater treatment plant.	Business Continuity		Not Started
153	IS	387	Walkey	\$39,677	\$1,088	Operating Reserves (2020 and 2021) / User Fees (2023)	2020	2024-Q3		B	B	Square Bay Waste Water Treatment Plant - Collection System - Infiltration Reduction (Started 2019 - 2020 and additional in 2021 as Mandatory - Regulatory) - further additional phasing 1 and 2 2023 as Non-Discretionary	Staff are proceeding with repairs and upgrades to the collection system to reduce infiltration. Further analysis of various sections of collection system is underway. Phase 2 Two sections of the collection system identified with infiltration were repaired on Susan Way drastically reducing the infiltration of ground water. More inspections of the collection system during rain events will take place to identify more areas for attention. Staff have identified additional areas and have implemented the repairs. More repairs to the collection system are required to avoid future non-compliance incidents.	Carryforward		In Progress 50%
154	IS	387	Walkey	\$15,000	\$0	Operating Reserves / Infrastructure Planning Grant Program	2023	2024-Q3		B	B	Square Bay Wastewater Treatment Plant - Square Bay System Upgrade Planning (Other)	The collection system is in poor condition as noted in the Asset Management Plan. A system review is required for future upgrades to the collection system to reduce infiltration and maintenance. The tender will be advertised by the end 2024-Q1.	Carryforward		Not Started

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155	IS	388	Shoji	\$1,024,966	\$0	Operating Reserves / Gas Tax / Loan	2022	2024-Q1		F	F	Langdale Wastewater Treatment System Upgrade Project (Business Continuity)	The Langdale WWTP system is currently operating in a bypass capacity, and residential sewage is being transferred to the YMCA treatment facility adjacent to the WWTP site. This project consist of 2 phases: Phase 1 is the completion of a legal agreement with the YMCA for the combined long term management of the YMCA facility and Phase 2 consist of the decommissioning and demolishment of the existing facility and the construction of a new and permanent tie in to YMCA WWTP. ICIP Grant proposal has been submitted. Removal of the building is required to improve safety for staff, this work will take place in July/August, 2022. Further construction work will await the conclusion of the grant application process. Staff continue discussions with the YMCA and undertake technical assessments and preliminary design work. SCRD was successful in receiving the grantProject has been reassigned to support substantial progress being made in 2024 in the discussions with the YMCA.	Carryforward		Started
156	IS	389	Walkey	\$6,600	\$0	Operating Reserves	2024	2024-Q3		A	A	Canoe Road Wastewater Treatment Plant - Root Mitigation / Removal	The Canoe Rd WWTP has a small treatment and disposal field that is critical to the ongoing management of liquid wastewater on site. The field is located adjacent to a roadway as well as a forested area that has numerous large trees including a large maple. It has been noted during annual inspections that tree roots in the area pose a possible risk to the functionality and condition of both the treatment system and septic field piping. This project will involve various site works including (but not limited to) removal of adjacent tree(s) and/or preventative landscaping to help remove or prevent roots from entering the treatment and disposal site.	Business Continuity		Not Started
157	IS	390	Walkey	\$30,300	\$0	Canada Community - Building Fund (CWF)	2024	2024-Q3		A	A	Merrill Crescent Wastewater Treatment Plant - Electrical Works Replacement (Imminent Asset Failure)	The electrical system that controls the treatment plant for liquid wastewater at Merrill Crescent is aged and requires replacement and/or upgrade work. The risk for plant failure is very high given the condition of the existing system and requires immediate replacement.	Mandatory		Not Started
158	IS	393	Walkey	\$35,000	\$19,223	Reserves	2022	2024-Q2		A	A	Lily Lake Waste Water Plant - System Repairs and Upgrades (MANDATORY - Regulatory)	Lily Lake WWTP is out of compliance under the Municipal Wastewater Regulation due to poor effluent quality. Several repairs and upgrades have been identified to address the current performance issues. Preliminary workplan investigation underway. Materials have been ordered, design for trash tank piping has been completed. Some modifications have been made, more to come. Staff have completed work in both trash tanks. As built needs to be updated.	Carryforward		In Progress 75%
159	IS	351 / 352	Sole	\$10,000	\$0	Taxation	2024			All	Sechelt / A	Regional Solid Waste (Sechelt and Pender Harbour) - Asbestos Exposure Control Plan and Silica Exposure Control Plan (Regulatory)	An update to the Asbestos Exposure Control Plan, as well as a Silica Exposure Control Plan, are required to ensure a safe work environment for staff at the Pender Harbour Transfer Station and Sechelt Landfill. Without an update to the Asbestos Exposure Control Plan and the development of a Silica Exposure Control Plan, service level reductions will occur, including the cessation of drywall collection for recycling, and site operations may cease in the event of a regulatory inspection that determines silicates (i.e. dust) to be above safe levels.	Mandatory		Not Started
160	IS	365 / 366	Waldorf	\$50,000	\$0	Operating Reserves	2024			A and sNGD	A and sNGD	North and South Pender Harbour Water Services - Piping System Connection Feasibility Study and Design	Review the opportunity to connect North and South water systems. Primarily the benefits would be redundancy and/or back-up for each water system.	Business Continuity		Not Started
161	IS	365 / 366 / 370	Walkey	\$102,000	\$0	Capital Reserves	2024	2024-Q3		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Pneumatic Boring Tool	This proposal is to purchase the pneumatic boring tool in addition to the compressor and road plate. The current mole is past its useful life and doesn't meet current safety requirements and should be removed from service. In recent years there have been a couple serious near misses' using the mole.	Business Continuity		Not Started
162	IS	365 / 366 / 370	Rosenboom	\$50,000	\$0	Operating Reserves	2021	2024-Q4		A, B, D, E, F, F Islands and DoS	Regional	Water Service - Water Metering Program: Development of Customer Relationship Management Tool (Strategic Goal)	Development of software to allow for: 1) on-line tool linked to MySCRD, 2) automatization of leak-detection and notification process and 3) improved customer support by staff. Staff are working with IT to explore option	Carryforward		In Progress 25%
163	IS	365 / 366 / 370	Walkey	\$250,000	\$0	Operating Reserves	2024	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Fire Flow Action Plan	A report was brought to the January 11, 2024 Committee of the Whole to provide information on preliminary water system modelling results. These water system models suggested that in some areas, SCRD Water Systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties. The project will have several components: Part 1: More detailed water modelling analyses to confirm the areas of concerns, including a sensitivity analyses. Part 2: Option analyses to identify the potential options for the areas of concern, including but limited to options with respect to zoning, covenants, and water system infrastructure upgrades to support currently approved zoning. The options for potential development in these areas will also be explored in collaboration with the development community. Part 1 and 2 will be undertaken in parallel. Part 3: Develop Fire Flow Action Plan (FFAP) This plan will outline the actions being proposed to address the identified fire flow concerns. This plan will be aligned with the OCP update processes from the SCRD and the District of Sechelt and will also outline the financial implications for the areas where infrastructure upgrades are the recommended approach.	Board Directive		Not Started
164	IS	365 / 366 / 370	Walkey	\$580,000	\$0	Capital Reserves	2024			A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services -Supervisory Control Data Acquisition (SCADA) Update / Upgrade	Supervisory Control Data Acquisition (SCADA) is a system that monitors and controls field devices at remote sites. SCADA systems are critical to maintain efficiency and control by collecting and processing real-time data. The collected data is processed, organized, and presented for system operators to make appropriate responses and control decisions. If control decisions are warranted commands can be dispatched to affect specific operational or configuration changes. The entire SCRD water system including treatment plants, reservoirs and pump stations are controlled by a SCADA system that is now outdated and needs to be updated. The current license is no longer supported, additionally with upgrades and additional systems (such as Church Rd and the OSG system) the SCRD has commissioned, the new communication (Modbus and Profibus) cannot communicate with our current SCADA system. None of our facilities can operate without our SCADA system. A contractor will be employed to review the existing system and provide all upgrades and modernization of the existing SCADA system.	Business Continuity		Not Started
165	IS	365/ 366 / 370	Rosenboom	\$40,000	\$0	User Fees	2023	2024-Q2		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Review of SCRD Subdivision Servicing Bylaw No. 320 (Discretionary)	Bylaw 320 is outdated and requires review to ensure consistency with SCRD's practices and requirements. Staff hassubstantially completed an internal review of bylaw provisions and reaching out to DOS staff to seek opportunities for alignment where applicable.Redrafted of new bylaw has been initiated.	Carryforward		In Progress 50%

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166	IS	365/ 366 / 370	Rosenboom	\$60,000	\$13,951	User Fees	2020	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Metering Program 2: Water Meter Data Analytics (Strategic Goal)	Staff are working with IT to explore options.	Carryforward		Started
167	IS	365/ 366 / 370	Rosenboom	\$87,000	\$0	User Fees	2023	2024-Q4		A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Strategy Implementation - Development of Water System Action Plans (Discretionary)	Work on these action plans has been delayed due to the need to first develop an Fire Flow Action Plan	Carryforward		Not Started
168	IS	365/ 366 / 370	Rosenboom	\$60,000	\$0	User Fees	2023			A, B, D, E, F, F Islands, SNGD, and DoS	Regional	Water Services - Water Rate Structure Review - Phase 2 (Discretionary)	Scope of this project is to be refined with Finance before an RFP can be drafted. Tendering expected in Q3 2024	Carryforward		Not Started
169	IS	383 / 384 / 385 / 388 / 393	Walkey	\$20,000	\$2,351	Operating Reserves	2021	2024-Q4		A, B, E, F	A, B, E, F	Wastewater Treatment Plants (Various) - Outstanding Right of Way (MANDATORY - Regulatory)	Wastewater plants and collection lines often cross private property to allow for correct alignment. Infrastructure on private land needs to be maintained and operated by the SCRD and need legal Statutory Right of Way (SROW) or easements are required. Through the Asset Management Plan development and further investigation of a number of wastewater plants and collection systems have been identified as missing these documents for various reasons. All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staff have begun working on this project.	Carryforward		In Progress 25%
170	IS	384-385	Walkey	\$22,000	\$0	Operating Reserves	2023	2024-Q4		B	B	Secret Cove / Jolly Roger Wastewater Treatment Plants - Outfall Maintenance Phase 1 (Discretionary)	All outstanding ROW issues have been identified and staff will be communicating with property owners. Square Bay removed as per Board direction. Staffing issues and competing priorities have delayed this project.	Carryforward		Started
171	PD	136	Shay	\$510,000	\$0	Grant	2023	2024-Q4		All	Regional	Regional Sustainability Services - Community Emergency Preparedness Fund Disaster Risk Reduction - Climate Adaptation: Coastal Flooding Project (Discretionary)	THAT the report titled Union of British Columbia Municipalities (UBCM) Disaster Risk Reduction – Climate Adaptation Grant Application – Coastal Flood Mapping be received for information; AND THAT the Sunshine Coast Regional District (SCRD) supports the project application to the UBCM Disaster Risk Reduction – Climate Adaptation Program for development of a Coastal Flood Mapping for the SCRD and agrees to provide overall grant management; Sept 2023: RFP completed and inter-governmental project team created. Nov 2023: RFP to market RFP award in process; communication with project partners continues. Initiation in coming month.	Carryforward	2023-05	Started
172	PD	136	Shay	\$40,000	\$21,072	Taxation	2022			All	Regional	Regional Sustainability Services - Community Climate Plan Development (Strategic Goal)	Development of community climate plan, including BARC membership (building adaptive and resilient communities) at \$20,000, public participation at \$20,000 and \$23,000 for summer student (0.33 FTE). Masters student completed co-op placement. Adaptation Community Project Team completed initial adaptation objectives and umbrella actions. Focus groups and targeted interviews started. Discussion paper and questionnaire completed for November public engagement. Oct 2022: Engagement focus groups and interviews continues and completing preparations for November public engagement launch. Draft planned for presentation in Q2. Sept 2023: Draft CCAP presented and referred to strategic planning. Nov 2023: Updating draft with evolving field and draft Strategic Plan Special Board meeting to be scheduled in Q2 for Board consideration of updated draft.	Carryforward	2022-01	In Progress 75%
173	PD	200	Hall	\$35,000	\$0	Operating Reserves	2023			Regional	Regional	Bylaw Enforcement Action (Other)	In progress	Carryforward		In Progress 25%
174	PD	210	Michael	\$35,000	\$30,225	Operating Reserves	2022	2024-Q2		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)	Wildland gear for volunteer firefighters - specialized wildland coveralls and equipment for volunteer firefighters for local or Provincial wildfire events when staff or volunteers elect for deployment in other fire jurisdictions. This project has started and is expected to conclude in Q4 2023 90% of the equipment has arrived, 10% still required to be ordered. Final equipment ordered.	Carryforward		In Progress 75%
175	PD	210	Michael	\$240,648	\$160,326	Capital Reserves	2022	2024-Q3		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Renewal Projects (Business Continuity)	Hall #1 - Lighting interior and exterior, Emergency Alarm, Gear Washing Machine, Vehicle, Ford Explorer and Hall #2 Transformer, Control Panel. Ford Explorer complete. Lighting nearly complete. Alarm and Gear washing next projects to work on.	Carryforward		In Progress 25%
176	PD	210	Michael	\$64,800	\$0	Operating Reserves	2024	2024-Q3		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Command Vehicle Budget Increase	With a full complement of five fire apparatus and three support vehicles, increased call volume and climate change challenges, a replacement command vehicle is required to support the Gibsons and District Volunteer Fire Department. The current vehicle is a 2004 Ford E350 and is due for replacement per capital plan. Proposed to replace with a ¾ ton pickup, complete with emergency lighting and canopy to better meet current service requirements. Service level enhancement: to increase ability to tow hazardous materials or structure protection trailers, ability to transport equipment, ability to travel on back roads, ability to travel in snow, addition of lighting and siren for emergency response RFQ for vehicle is posted.	Business Continuity		Not Started
177	PD	210	Michael	\$150,000	\$0	Capital Reserves	2021	2024-Q4		E, F and ToG	E, F and ToG	Gibsons and District Volunteer Fire Department - Emergency Generator (MANDATORY - Safety)	Backup power generation for both fire halls. Q1 2022 examining grant opportunities, synergy with other electrical projects. Meeting with solar association to determine energy requirements/solar feasibility Q3 2022. Investigating portable generator option. Evaluating partnership with infrastructure for a combined RFQ.	Carryforward		Started
178	PD	210	Michael	\$585,000	\$0	MFA Equipment Loan	2022	2026-Q4		E, F and ToG	E, F and ToG	Gibsons and District Fire Protection - Capital Plan Projects - Fire Truck Replacement (Business Continuity)	Replacement of frontline engine to meet Fire Underwriters Survey (FUS) requirements. Proposal to keep apparatus for reserve/wildfire deployment. Minor operating budget adjustment for maintenance, insurance and fuel. RFP scope being developed. Bid is currently out to market. Fire Commission meeting scheduled for April 18, 2023 to discuss project budget and next steps. Report scheduled for June 22 COW. Update expected for 2024 capital plan budget.	Carryforward		In Progress 25%
179	PD	212	Higgins	\$30,000	\$12,483	Operating Reserves	2022			D	D	Roberts Creek Fire Protection - Wildfire Preparedness Gear and Equipment (Low Cost, High Value)	Expect final shipment end of Q4 2023	Carryforward		In Progress 75%
180	PD	212	Higgins	\$16,500	\$0	Capital Reserves	2022			D	D	Roberts Creek Fire Protection - Capital Plan Projects (Business Continuity)	Capital plan projects from fire department 20 year capital plan. Ventilation exhaust fan, (Completion Q4). Electrical control panel. Estimate exceeded budget. Capital plan updated. 2024 Budget proposal. Tablets added per CF List	Carryforward		Started
181	PD	212	Higgins	\$10,600	\$0	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Asphalt Repair	Repair sinking asphalt against building foundation. Contingency included if perimeter drain damaged or non-existent	Business Continuity		Not Started
182	PD	212	Higgins	\$7,934	\$0	Taxation	2024			D	D	Roberts Creek Fire Protection - Duty Officer Vehicle	A fleet enhancement of one response/utility vehicle will eliminate the use of personal vehicles for department operations. The new command vehicle will not be received until 2025 and the surplus vehicle from Halfmoon Bay will fill this need until then at a very low cost with high return to XRC.	Business Continuity		In Progress 75%

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183	PD	212	Higgins	\$15,000	\$0	Operating Reserves	2024			D	D	Roberts Creek Fire Protection - Department Uniform	The department uniform will include station wear and jacket. XRC currently has very limited supply of station wear appropriate for events. This project will have a positive effect on our identity and morale.	Business Continuity		Not Started
184	PD	216	Daley	\$623,200	\$0	Capital Reserves	2023	2025-Q2		B	B	Halfmoon Bay Fire Protection - Rescue 1 Fire Apparatus Replacement	RFCQ to be released Q4 2023. RFP closes March 26.	Carryforward		Not Started
185	PD	216	Daley	\$250,000	\$0	Taxation	2022			B	B	Halfmoon Bay Fire Protection - RESCOPED project - Long Range Needs Assessment and Preliminary Design Initiatives for Fire Hall #2 Redevelopment Project(Business Continuity)	PROJECT Recommendation #26 rescoped to address long range needs assessment and potential alternate sites. Budget process documentation prepped following Board direction.	Carryforward		Not Started
186	PD	220	Higgs	\$483,295	\$15,660	Capital Reserves	2020	2024-Q3		All	Sechelt	Emergency Telephone 911 - Chapman Creek Radio Tower (MANDATORY - Asset Failure)	Waiting for second geotech report. RFP for tower construction has been developed. Geotech report is complete. Development Permit being processed. RFP has been issued. Project award expected Q4 2022. Continuing to try to find a contractor. Contract has been awarded with construction expected to commence in Q4 2023, or Q1 2024. Final geotechnical checks underway.	Carryforward		In Progress 25%
187	PD	220	Higgs	\$128,000	\$71,709	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - Radio Tower Capital Project Consulting Services (Business Continuity)	Chapman Tower Equipment. Waiting for authorization agreement to be signed. Ongoing work by Planetworks Consulting. Agreement signed. On track/progressing as planned.	Carryforward		In Progress 50%
188	PD	220	Higgs	\$141,400	\$73,083	Capital Reserves	2020	2024-Q4		All	Regional	Emergency Telephone 911 - 911 Emergency Communications Equipment Upgrade (Business Continuity)	Signal Testing has begun. Agreement with Telus to be signed. Roberts Creek project is complete. More upgrades to follow on various other towers. Two locations are being considered on Vancouver island as potential sites for back-up communication. On track/progressing as planned.	Carryforward		In Progress 25%
189	PD	220	Higgs	\$45,000	\$0	UBCM grant	2024			All	Regional	Emergency Telephone 9-1-1 - Next Generation 9-1-1	SCRD (and all Sunshine Coast local governments) have been provided grants to support data preparation, legal costs associated with data agreements, training and education related to the implementation of next generation (NG) 911 service. The change to this service is mandated by CRTCC. Intergovernmental dialogue on needs, collaboration opportunities and potential cost sharing is underway. Local governments are seeking additional information from senior governments and agencies on specific requirements and timing for these requirements. This proposal has the effect of incorporating grant funds into the budget and establishing a project that can be initiated, likely collaboratively/regionally, once more information is available. Staff continue to learn more about coming upgrades, more information still needed to build a plan.	Business Continuity		Not Started
190	PD	222	Hughes	\$58,000	\$0	Taxation	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Hazard, Risk and Vulnerability Analysis (HRVA) Update (Discretionary)	The HRVA underpins all emergency planning on the Sunshine Coast. Updated climate, demographic, development and topographic information can be used to prepare an improved HRVA. Last update was 2005. RFP is being developed. RFP issued. Award subject to budget confirmation in Q3 2023. Contract has been awarded with work to begin early in Q4 of 2023. Work progressing as planned. Deliverables expected Q2 2024.	Carryforward		In Progress 75%
191	PD	222	Hughes	\$120,000	\$49,375	Grant	2023	2024-Q2		All	Regional	Sunshine Coast Emergency Planning - Extreme Heat Planning Grant (Discretionary)	The SCRDC applied for, and received, a grant to fund the development of an Extreme Heat Response Plan. The funding is part of a regional grant which has the support of the other three local jurisdictions. The grant will cover the entire cost of the development of the plan. RFP is being developed. RFP has been published. RFP closed and proposals are being evaluated. Vendor selected. Contract has been signed with work to begin early in Q4 of 2023. Plan presented and minor edits required.	Carryforward		In Progress 75%
192	PD	222	Hughes	\$10,000	\$0	Taxation	2024	2024-Q3		All	Regional	Sunshine Coast Emergency Program (SCEP) - Neighbourhood Emergency Preparedness Financial Support (Pilot Project)	Grant opportunity for registered community and neighbourhood organizations to apply for funding to improve neighbourhood emergency preparedness and resiliency. Suggested to run first year as a "Pilot"	Board Directive		Not Started
193	PD	222	Hughes	\$20,000	\$0	Reserves	2019	2024-Q4		All	Regional	Sunshine Coast Emergency Planning - Contracted Services for Statutory, Regulatory and Bylaw Review	Resources are required to implement the recommendations outlined in Section 5 of the Emergency Plan Review which were prioritized for action. The scope of work would include assisting member municipalities in addressing the legislative and bylaw revisions, while ensuring alignment and communication between the parties. Contract Awarded March 1 - Oct 31, 2024. Contract awarded; kickoff meeting before end of March.	Carryforward	2024-03	In Progress 25%
194	PD	222	Hughes	\$48,000	\$0	Provincial Capacity Funding	2024	2025-Q1		All	Regional	Sunshine Coast Emergency Program (SCEP) - Emergency and Disaster Management Act - Indigenous Engagement Requirements	The Indigenous Engagement Requirements (IER) Funding Program will provide SCRDC with up to \$48,000 of provincial funding for the implementation of the Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA). This funding will assist First Nations and local authorities to engage in activities related to capacity needs, relationship-building and collaboration. Some of these activities are requirements set in legislation. SCRDC received a contribution agreement on January 15, 2024. Work done using this funding must be completed by March 31, 2025. Staff will analyze the current SCEP workplan and engage with municipal and First Nations partners to prepare an action plan, which will be presented to the Board. Staff recommend that the delegated authorities sign the contribution agreement to accept this funding. Staff engaging with First Nations on strategy to move forward together.	Business Continuity		In Progress 25%
195	PD	222	Michael	\$188,803	\$69,580	Grant	2023			All	Regional	Sunshine Coast Emergency Planning - 2023 Firesmart Community Funding and Supports (Other)	FireSmart work is ongoing. Planning for 2024/2025 grant application to maintain program. Work progressing as planned including community outreach, property assessments.	Carryforward		In Progress 50%
196	PD	222	Hughes	\$62,500	\$0	Taxation	2024			All	Regional	Sunshine Coast Emergency Program (SCEP) - Funded over 3 years.	Funding for a facilitator to develop a community evacuation plan template and to provide workshops for community associations to write their community evacuation plan, from a local knowledge perspective.	Board Directive		Not Started
197	PD	290	Kirkpatrick	\$100,000	\$0	Capital and Operating Reserves	2024			A, B, D, E, F, sNGD	A, B, D, E, F, sNGD	Animal Control - Vehicle Replacement	Purchase of a new bylaw vehicle, preferably a four wheel drive hybrid or electric pickup truck with a canopy to replace current Ford Escape. The current vehicle is not practical for apprehending dogs as the catchpole cannot remain on the dog in the vehicle, there is no hygienic barrier between the dog and the BEO, and the cleaning of urine, feces and vomit is difficult. Scoping / spec confirmation completed.	Business Continuity		Started
198	PD	500	Hall	\$244,615	\$130,581	MRDT revenue (for 2021, 2023 and 2024)	2021			A, B, D, E, F	B, D, E, F	Rural Planning Services - Regional Housing Coordinator (including additional funding in 2023 and 2024 - Discretionary)	RFP prepared, in coordination with District of Sechelt for related work. Release early in Q1 2022 planned. Award to Kelly Foley contractor, work initiated in Q2. Action plan draft being developed; report to Board in Q4 2022. Action plan report planned for December 2022. Notice of intent to award contract posted. Continuation of this contracted role to enable further progress on housing action plan. Involves extensive intergovernmental and community coordination. Contract in place, work continuing. Work progressing / on track.	Carryforward		In Progress 75%

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: March 20, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
199	PD	504	Jackson	\$75,000	\$0	Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Development Approvals Process Review Implementation	The final report on SCRD's Development Approvals Process Review (DAPR) was endorsed to guide enhancement of SCRD's development approval processes and to be considered as part of the 2024 budget process. The final DAPR report determined that SCRD's approval processes rely on multiple core technologies which are becoming outdated and not consistently used. Existing technology implementations and process workflows are in many cases no longer aligned with business needs and have in many cases been rendered ineffective. To reconcile existing technology deficits, the report made specific recommendations related to SCRD's processes and use of Tempest to both enhance use of technology and application tracking. It has been determined that a full re-integration of Tempest will be required to achieve the desired outcome, which will involve a process that investigates all benefits that can be harnessed from the most modern version of Tempest. As part of this work, SCRD must first document all its current and desired planning-related processes in order to harmonize Tempest capabilities to fully support each planning process. This will be a multi-year project and involve budget requests for at minimum 2024 and 2025. This proposal is for Budget 2024 budget year and involves the first project phase of project initiation and scoping. The project requires the following resources for 2024: 1) Planning and IT staff contracted resources are required to support change management, complete internal review of process mapping and identify technology solutions, and to 2) Funding for a consultant to assist with investigating how tempest functionality can	Board Directive		Started
200	PD	504	Jackson	\$55,000	\$0	Local Government Housing initiatives Program Capacity Funding	2024			A, B, D, E, F	Regional	Rural Planning - Housing Needs Assessment	New legislation enacted by the Province in 2023 (Bills 44, 46, 47) requires local governments to complete updated housing needs assessment reports by December 31, 2024. Staff will undertake to coordinate this work with member municipalities (as was done when the current/prior report was prepared); this funding represents costs for a report only for SCRD electoral areas. The province has provided SCRD with \$174,383 in capacity funding ("Local Government Housing Initiatives program") to undertake regulatory updates, of which this Housing Needs Assessment work is one component. Staff will be providing an update report on the financial and workplan implications associated with these legislative changes and which will speak to utilization of unallocated capacity funding Coordinated planning with municipalities underway.	Board Directive		Started
201	PD	504	Jackson	\$35,000	\$0	MRDT / Taxation	2024			A, B, D, E, F	Regional	Rural Planning - Regional Land Evaluation - Housing Potential (formerly proposed as a [500] Regional Planning project)	A Land Use Study is one of the key priorities outlined in the Sunshine Coast Housing Action plan. It will provide the community with an inventory and assessment of all public, institutional, non-profit, faith-based, and community-owned land in the region. The project will focus on electoral area lands, based on updated information that member municipalities have or will be considering separate approaches. Opportunities for inclusion, coordination and cooperation with member municipalities that could add shared value will be explored. Data will be housed on the SCRD's GIS mapping platform, and will be accessible to local government, housing providers, developers and social service organizations in the community Regional Housing Coordinator preparing project documentation.	Discretionary		Started
202	PD	520	Kennett	\$5,500	\$2,052	Operating Reserves	2023			A, B, D, E, F, sNGD	Regional	Building Inspection Services - Digital Plan Review Preparedness Hardware, Software and Training (Discretionary)	The submission of digital building permit applications is a goal of the SCRD Board and the Building Division. In order to succeed a system will need to be in place to digitally review the submitted drawings for compliance with the BC Building Code and applicable Bylaws. By acquiring the hardware, software and training prior to the acceptance of the digital building permit submissions, the Building Division will be prepared to review the digital plans when they are accepted. Privacy Impact Assessment completed. Software purchase / installation initiated with IT Software deployed and working well.	Carryforward		In Progress 75%
203	PD	540	Hall	\$120,000	\$30,000	Operating Reserves / Grant	2023	2024-Q4		All	F	Hillside Development Project - investment Attraction Analysis (Discretionary)	Monitors planned for Q2. SCRD has large portions of land remaining from earlier Hillside Industrial Park subdivision. Industrial investment interest currently exists. However, the two large remaining properties (50 and 63 hectares) are not prepared for sale or development. A review of lands and related uses is recommended to attract investment opportunities at Hillside. An investment attraction analysis with support of a professional land management or economic development consultant can assist in enabling SCRD to make effective and coordinated decisions for land use and property disposition opportunities. Planning meetings with SCREDO completed, partnership agreement prepared. Partnership agreement being signed by SCREDO Partnership structure being reconsidered based on departure of Executive Director. To be confirmed in March.	Carryforward	2023-05	Started
204	PD	540	Hall	\$195,400	\$855	Operating Reserves	2023	2025-Q2		All	F	Hillside Development Project - Headlease Renewal (0.2 FTE) (Non-Discretionary)	Hillside water lot headlease from the Province expires December 31, 2023, prepare renewal application that includes Consultation with First Nations. Preliminary Archaeological Field Reconnaissance (PAFR), updated environmental baseline study, management plan [introduce new operating requirements for SCRD going forward; e.g. spill response and inspection plan]. Temporary (maximum 2-year) staffing lift to support project management. Project manager recruited, started Q2. Preliminary engagement initiated 3-year headlease extension granted by province; engagement with First Nations initiated, archaeology/environmental assessments underway.	Carryforward	2023-04	In Progress 50%
205	PD	540	Hall	\$200,000	\$0	Operating Reserves	2023			All	F	Hillside Development Project - Hillside Culvert Repair	Resolution #358/23 THAT Option 2, remove the culvert and daylight the creek, as presented in the January 12, 2023 staff report is the preferred direction; AND THAT funding of up to \$200,000 from [540] Hillside Industrial Park operating reserves be approved for Hillside Culvert repair/Replacement Project - Option Development; AND THAT the 2023-2027 Financial Plan be amended accordingly; AND FURTHER THAT an update on progress be provided to a future Committee. Geotechnical field work and option development underway. Engagement with adjacent land owners planned for Q2.	Carryforward		In Progress 25%

COMPLETED

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: March 20, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
1	CS	312	Kidwai	\$10,000	\$2,000	Capital Reserves	2020	2024-Q1	2024-Q1	All	Regional	Maintenance Facility (Fleet) - Fleet Loaner Vehicle (Business Continuity)	Retire current loaner vehicle and replace with another vehicle that will be retired when new EV's are received. June 22/23: Still awaiting for SCR D all new EV to arrive so a selection can be made for the replacement. Sept 28/23: Most of the new EVs have arrived, however, still working with other departments to select new fleet loaner. Nov. 14/2023: No change from September update. March 19/24: Project complete.	Carryforward	2023-Q3	Completed
2	CS	312	Kidwai	\$162,000	\$153,250	MFA Loan	2022	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Garage Hoist Replacement (MANDATORY - Regulatory)	Replace a hoist in garage (used to service various fleet including buses, fire trucks, dump truck and backhoe) which is at the end of life (2006) and does not meet current ALL certification standards. Nov 24, 2022: Contract awarded. Hoist ordered, will take up to 6 months to receive. Project completion estimated for end of Q3 2023. Budget increased by Resolution 247/22 #9. June 22/23: Hoist arrived, but installation is stalled due to electrical compatibility issues. A temporary loaner hoist has been provided by the contractor until the installation can be completed. Sept 28/23: The installation issues are finally resolved. Project concluded. Invoicing (\$153,250 including taxes) pending to complete. March 19/24: Project substantially complete. Final invoice processed.	Carryforward	2023-Q2	Completed
3	CS	312	Kidwai	\$4,000	\$4,000	Operating Reserves	2021	2023-Q3	2024-Q1	All	Sechelt	Maintenance Facility (Fleet) - Fall Arrest / HVAC Maintenance Safety System (Business Continuity)	Additional safety system for fleet staff to perform HVAC maintenance on top of buses. Harness system purchases and installation to occur in Q2/3 2022. July 14: waiting for official engineer sign off on anchor point. Will purchase parts for project in Q2; installation still slated for Q3. April 27/23: Current engineering company not responding. Working with procurement to source another engineering company to complete the project. June 22/23: Working with procurement to secure an engineering service. Sept 14/23: Still working with procurement to secure contractor(s) to complete the work. Sept. 29 / 2023: Since no companies on the Sunshine Coast offer both equipment supply and installation, three (3) mainland businesses were approached and one provided a price. Nov. 14/2023: In negotiations with a company for the provision of both equipment and installation. It is possible this project will be completed by year end. March 19/24: Project substantially complete. Final invoice processed.	Carryforward	2023-Q3	Completed
4	CS	615	van Velzen	\$105,000	\$61,500	Taxation	2022	2023-Q4	2024 - Q1	B, D, E, F, DoS, ToG, SNGD	Gibsons and Sechelt	Community Recreation Facilities - Health and Safety Requirements (MANDATORY - HS)	After a risk assessment and review of WorksafeBC regulations, two emergency showers and an additional eye wash station are required at SAC. Mar 22: Procurement scheduled to start Q3 2022, anticipated project completion Q4 2022. Nov 24: Tender posted, closes Nov 21/22. Apr 27/23: Tender received no bids, direct negotiation with a contractor has commenced. Jun 22/23: Contractor conducting site visit May 31, bid to follow. Sept 28/23: Bid received, award in progress. Nov. 14/2023: Contract signing completed, construction scheduled for Q4 2023. March 19/24: Project Complete.	Carryforward	2022-10	Completed
5	CS	650	Huntington	\$19,224	\$17,478	Taxation	2022	2024-Q1	2024-Q1	A, B, D, E, F	A, B, D, E, F	Community Parks - Garbage Receptacles (Minor Capital Repairs)	Jun 22/23: PAFR completed for the install of receptacles at multiple parks. Inventory being ordered and operations completing install at all locations throughout late Q2-Q3. Currently, there is a supply chain delay of approximately three months. Sept 28/23: Awaiting delivery of receptacles (Mid October 2023). Parks Operations staff have completed roughly 50% of concrete pad installations. Project completion anticipated by end of Q4. Nov. 14/2023: Garbage Receptacles received. Concrete slabs completed. Operations staff to start installing units once locking mechanisms are received. March 19/24: All ordered receptacles installed. Project Completed.	Carryforward	2022-10	Completed
6	CS	680	Huntington	\$11,872	\$11,800	Operating Reserves	2020	2023-Q4	2024-Q1	A, B, D, E, F	D	Dakota Ridge Recreation Service Area - One-Time Minor Capital Upgrades and Renewal (Low Cost, High Value)	One-time minor capital expenses to build a new roof on storage shed, new covered area on warming hut, signage upgrades, new visitor entry stairs, a new pass printer, and a new pull-behind grooming attachment. Nov 24/22: Finalizing the design for the new main entry kiosk signage. Supplier has updated that the new grooming drag is being manufactured and will be shipped as soon as possible. Revisiting a solution for storage. Apr 27/23: Grooming drag attachment purchased and received in Feb 2023. Sept 28/23: Wood stove and chimney replaced and Wett Certified. Nov. 14/2023: All Signage complete. March 19/24: All signage received and installed. Lighting system with generator installed in equipment storage hut. Project completed.	Carryforward	2022-08	Completed
7	IS	370	Waldorf	\$375,000	\$224,504	Operating Reserves	2020	2024-Q1	2024-Q1	A, B, D, E, F, F Islands and DoS	Regional	Regional Water Service - Groundwater Investigation - Phase 2 (Part 2) - Langdale Well Field Development and Maryanne West Park (Strategic Goal)	Additional scope added and well siting currently underway. Long-term monitoring at Langdale Creek has been completed and a final report of the findings has been received. Consultant Presented to Committee of the Whole on Jan 11, 2024.	Carryforward	2020-06	Completed

2024 BUDGET PROJECT STATUS REPORT

Last Revisions: March 20, 2024

Line No.	Dept.	Function	Mgr.	Budget \$	Budget Expended (to date)	Funding Source	Budget Year	Proposed Completion Date	Actual Completion Date	Function Participants	Work Location	Description	Current Status	Category	Start Date (YYYY-MM)	% Complete
8	PD	504	Jackson	\$433,050	\$183,608	UBCM grant (2021) and Taxation (2022)	2021	2026-Q3	2024-Q1	A, B, D, E, F	Regional	Rural Planning Services - Planning Enhancement Project (including additional funding in 2022 - Business Continuity)	The Development Approvals Process Review (DAPR) project under Planning Enhancement Project 1 (PEP1) has been successfully run with a report back to the Board in early Q3 of this year. The Board accepted the findings of the report and endorse it to inform Budget 2024. with approximately \$29,000 remaining in the grant-funded budget, UBCM has provided an extension to SCRD until March 15, 2024. Staff are working to do further consulting work with the remaining funds (Contract amendment endorsed by Board in July Report) and are currently devising a plan to investigate medium-term solutions to improving the Subdivision application process, which is jointly held with MOTI. Annual investment in operating budget to support OCP renewal/harmonization, zoning bylaw alignment to OCPs, technical studies, while protecting (or enhancing) development processing and customer service levels. Proposed to be ongoing. Grants, if received, can offset taxation the following year. 2022 funding recommended to be pro-rated at 50% \$180,000 (amount adjusted to \$115,000 by Finance) with \$360,000 ongoing from taxation including a 0.5FTE. Position posted, Recruitment completed and detailed project design phase initiated. RFP and final Project Execution Plan Q4, 2023. Staff wages have begun being withdrawn from this project budgetAll UBCM funds expended, final report prepared to close out grant.	Carryforward		Completed
9																

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

Open Projects by Yea		
	2016	1
	2018	3
	2019	1
	2020	28
	2021	24
	2022	32
	2023	56
	2024	60
TOTAL		205

% Complete Summary		
Not Started	61	28.6% Work has not been started for project
Started	46	21.6% Work is in preliminary stages
In Progress 25%	39	18.3% Up to 25% progress
In Progress 50%	20	9.4% Up to 50% progress
In Progress 75%	39	18.3% Up to 75% progress
Completed	8	3.8% 100% Finished
Deferred	0	0.0% Project was deferred by motion
Cancelled	0	0.0% The project listed as cancelled was determine as a) not required by Board or b) the proje evolved into a new project and is referred i in status column (line number
TOTAL	213	100%

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole - March 28, 2024

AUTHOR: Alex Taylor, Manager, Budgeting and Grants

SUBJECT: GRANTS STATUS UPDATE

RECOMMENDATION(S)

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

BACKGROUND

The Sunshine Coast Regional District (SCRD) applies regularly for grants available to undertake projects each year. Staff search for new grant opportunities and alignment where possible, with the Board's Strategic Plan, Corporate Plans, currently approved projects, or emerging opportunities. The last grants status update was presented at the September 28, 2023 Committee of the Whole meeting.

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

DISCUSSION

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

Grant Application Notifications

Program Name	Administered By	Project	Funding Requested / Received	Status	Area(s) Affected
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Hopkins Landing Waterworks District Takeover	\$15,000	Approved	Area F
Community Emergency Preparedness Fund-Fire Department Equipment & Training	Union of British Columbia Municipalities	SCRD Fire Department Continuous Improvement	\$120,000	Approved	A,B,D,E,F, ToG
Next Generation 911 Program	Union of British Columbia Municipalities	Next Generation 911 Upgrades	\$45,000	Approved	Regional

Capacity Funding for Local government implementation of Housing Legislation	Province of BC	Various Projects	\$174,383	Approved	A,B,D,E,F
Indigenous Engagement Requirement Funding Program	Province of BC	EOC Indigenous Engagement	48,000	Approved	Regional

Pending Grant Applications

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

Program Name	Administered By	Project	Funding Request	Submission Date	Area(s) Affected
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Sechelt Aquatic Centre Building Review and Energy Efficient Improvement	\$230,989	Nov. 12, 2020	Regional
Disaster Mitigation and Adaptation Fund (Lead Applicant: shíshálh Nation)	Government of Canada	Expansion of Chapman Water Treatment Plant and Two Reservoirs	\$149,900,000	Jul. 6, 2023	B, D, E, F, DoS, sNGD
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	ESS Improvements	\$30,000	January 26, 2024	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	EOC Tower Equipment and Training	\$28,095	February 23, 2024	Regional
Local Government Development Approvals Program	Union of British Columbia Municipalities	Development Approval Process Implementation	\$150,000	March 8, 2024	A,B,D,E,F

Grants Received and in Progress

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

Program Name	Administered By	Project	Approved Funding	Project Completion Deadline	Area(s) Affected
COVID-19 Safe Restart Grant for Local Governments	BC Ministry of Municipal Affairs and Housing	Allocated to various projects for 2021-2022	\$762,000	Dec. 31, 2024	All
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Fire Department Equipment Modernization and Enhancements	\$120,000	July 26, 2024	A, B, D, E, ToG
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Regional Heat Response Plan	\$120,000	March 30, 2024	Regional
Community Emergency Preparedness Fund	Union of British Columbia Municipalities	Coastal Flood Mapping	\$510,000	Mar. 14, 2025	Regional
Canada Community Building Fund- Strategic Priorities Fund	Union of British Columbia Municipalities	Universal Water Metering-Phase 3	6,000,000	March 28, 2025	DoS
Infrastructure Planning Grant Program	BC Ministry of Municipal Affairs and Housing	Square Bay Waste Water Collection System Upgrade Planning Study	\$10,000	March 31, 2025	Area B
Community Resiliency Investment Program	Union of British Columbia Municipalities	SCRD Wildfire Preparedness and Prevention	\$746,345	June 25, 2024	Regional
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Halfmoon Bay Hall Replacement	\$2,013,641	Dec. 31, 2025	Area B
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Woodcreek Park Wastewater Treatment Plant System Upgrade	\$769,000	Dec. 31, 2026	Area E
Investing in Canada Infrastructure Program	BC Ministry of Municipal Affairs and Housing	Langdale Waste Water Upgrade Project	751,997	March 31, 2028	Area F

Completed Grants

The table below is a summary of recently completed grants:

Program Name	Administered By	Project	Funding Received	Completion Date	Area(s) Affected
Local Government Development Approvals Program Fund	Union of BC Municipalities	Planning Enhancement Project	\$253,000	March 15, 2024	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 the Board meeting on February 8, 2024, the board approved an application to the Community Resiliency Investment Program for a 2024 & 2026 FireSmart Community Funding and Supports Grant application. The application will be submitted closer to the completion of the current grant funded project.

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 four opportunities that SCRD staff are further investigating to determine if any planned projects are suitable. They are as follows:

- Community Buildings Retrofit Initiative- This program is intended to help fund energy efficiency upgrades to existing community facilities. The SCRD is currently considering projects within the organization's workplan that would be eligible under this program.
- Community Emergency Preparedness Fund- Public Notification and Evacuation Route Planning- This funding is to support eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for local governments and community members in the event of an emergency. The SCRD is currently preparing an application to be submitted in April 2024.
- Asset Management Planning Program- This program assists local governments in delivering sustainable services by extending and deepening asset management practices. Staff are reviewing potential opportunities to utilize this funding to enhance Asset management practices.
- Clean BC Go Electric Fleet Charging Program- This program supports provincial action on climate change and the reduction of transportation greenhouse gas emissions. Staff are investigating the utilization of these funds to funds EV Charging infrastructure.

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

Financial Implications

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

Timeline for next steps or estimated completion date

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

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

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

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

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

February 29, 2024

Chair Leonard Lee
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

RECEIVED
MAR - 5 2024
S.C.R.D.

Dear Chair Lee:

Re: Provincial Response to 2023 Resolutions


UBCM has received the Province's response to your Board resolution(s) from 2023. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,



Councillor Trish Mandewo
UBCM President

Enclosure

2023 EB60 BC Transit Expansion Funding

Sunshine Coast RD

Whereas the current Annual Operating Agreements between BC Transit and local governments provide for base service levels that are equal to the previous year but do not reflect agreed upon expanded transit service levels;

And whereas local governments are expected to authorize future commitments for transit expansion which are subject to cost increases at the discretion of BC Transit:

Therefore be it resolved that UBCM urge the provincial government to provide a rolling 5-year funding commitment to BC Transit in order to provide and secure longer term funding assurances necessary for local governments to adequately budget and plan for transit expansion beyond the current year.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Transportation and Infrastructure

The Ministry, through BC Transit, supports transit service in over 130 communities in BC (outside Metro Vancouver) some with as few as 5,000 residents, making BC a leader in the country in the delivery of transit service.

The provincial government shares the costs of transit services with local governments. Decisions on service levels, routes and fares are made by the local government partners based on public feedback and information provided by BC Transit.

Budget 2023 included \$512 million over the next three years to support over \$1.2 billion in significant investments in BC Transit infrastructure. Along with the Federal Government, the province invested over \$116 million in Safe Restart funding for BC Transit during the pandemic to ensure service levels were maintained and the system was available for people who needed it.

Whereas a comprehensive review of the legislation governing regional districts has not been done; however, the social, political and economic environments in which local governments operate has dramatically evolved in areas including increased populations living in unincorporated areas, response to climate change, and First Nations' participation in regional governance;

And whereas the accountabilities of regional districts continue to increase, most recently with updates to emergency management legislation, but regional districts lack the tools and authority needed to meet these expanded responsibilities;

And whereas UBCM has endorsed multiple resolutions asking for a review of the *Local Government Act* as it relates to the legislative authority of regional districts; most recently in 2015, 2018, and 2022, and the province has been promising these urgently needed legislative updates for over twenty years:

Therefore be it resolved that UBCM work with the Ministry of Municipal Affairs and regional districts to ensure that a comprehensive review and modernization of the *Local Government Act* is prioritized during the current municipal term of office.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Municipal Affairs

The Ministry recognizes that regional districts play a key role in British Columbia's local government system and will be critical to the system's success in the 21st century. The Ministry recognizes that regional districts are diverse and can face unique challenges that may require customized solutions. As the expectations of residents on regional districts continues to change and evolve, the province will need to work closely with UBCM and regional districts to ensure they have effective, flexible, and up-to-date tools to fulfill their distinct roles and responsibilities within BC's local government system.

While the challenges that regional districts face are significant, it is important to note that UBCM and the Ministry have worked closely together since the 1990s to develop and maintain a statutory framework that, for the most part, has proven flexible enough for regional districts to adapt to the diverse and evolving needs of their communities.

For example, the Local Government Act's innovative regulation-making authorities have been used regularly to empower regional districts that are ready to design a regulatory framework with targeted authorities (e.g., business licensing, dangerous dogs, fireworks authority). In certain circumstances, use of these targeted authorities by individual local governments can inform future discussions about the potential for general authorities. Historically this has been a reliable approach to evolving local government authorities and is evident in the recent amendments to the Local Government Act enabling any regional district to implement a business licensing service. Those amendments build on an earlier Local Government Act regulation that provided business licensing authority by regulation for a specific regional district.

Given the challenges associated with broad legislative changes, regional districts facing unique challenges may have an interest in working with the Ministry to explore the possibility of developing a regulation to implement solutions tailored to those challenges. Those regional districts are encouraged to reach out to Ministry staff to explore potential approaches that can address their unique challenges. Additionally, the Ministry is interested in hearing specific areas where a targeted approach to regional district challenges could benefit from direct authorities in the Local Government Act.

**2023 NR52 Funding Formulas to Regional Districts for Canada
Community-Building Fund- Community Works Fund
and Community Growth Fund**

Sunshine Coast RD

Whereas the funding formulas used to allocate funds for programs such as the Canada Community-Building Fund- Community Works Fund (Formerly Gas Tax Fund) and the recent Community Growth Fund is based on a per capita formula with a funding floor, the funding apportioned to regional districts is apportioned based on the electoral areas population only and does not account for the services and associated infrastructure maintained by regional districts for services it delivers to member municipalities such as water, wastewater, transit, recreation and parks;

And whereas the funding apportioned to regional districts compared to member municipalities was much lower, creating a disparate allocation of funds within some regions:

Therefore be it resolved that UBCM urge the provincial and/or federal government to reconsider the design of the funding formulas for the Community Works Fund and Community Growth Fund that considers the services delivered and associated infrastructure of the local government versus just that of population.

Convention Decision: Endorsed

Provincial Response

Ministry of Municipal Affairs

The Province appreciates concerns about the allocation of grant funds among municipalities and regional districts. We will review these concerns in advance of any possible future formula-based infrastructure grant program that allocates funds to local governments. Allocation based funding formulas are limited in considering the specific services delivered and associated infrastructure as each local government across the province. There is variation of the levels of services and infrastructure requirements within each local government.

The Canada Community Building Fund – Community Works Fund (CCBF) is administered by UBCM and feedback on the methods of allocation for that program should be shared directly with UBCM. The CCBF is in the re-negotiations phase with the federal government; UBCM and the province are currently in the process of reviewing the program delivery model.

Local governments asked for the freedom to prioritize which projects to allocate infrastructure grants to. The Growing Communities Fund (GCF) respects that request. The allocation method for the GCF was designed to provide a greater per capita amount to small municipalities and rural areas in respect of the higher cost of providing services in these communities. In the GCF program, a municipality may contribute from its grant to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes. We encourage elected officials around the board table, with the advice and guidance of staff, to recognize how regional district infrastructure serves growing municipalities and allocate funds accordingly.

2023 NR76 BC Transit Service Delivery Model Flexibility

Sunshine Coast RD

Whereas the traditional service delivery models available to local governments through BC Transit do not always meet the needs of rural or smaller communities;

And whereas rural or smaller communities encounter geographical constraints and exhibit lower population densities that create challenges and economical inefficiencies for a conventional transit model:

Therefore be it resolved that UBCM urge the Province to provide more flexible and innovative models for service delivery, such as Transit On-Demand, for smaller and rural communities where conventional transit may not be an appropriate service delivery model.

Convention Decision: Endorsed

Provincial Response

Ministry of Transportation and Infrastructure

British Columbians need reliable and affordable transportation to travel for work, to appointments, and to see loved ones. The Ministry is committed to looking for solutions that will maintain and improve inter-city bus and public transportation connections that support British Columbians.

We are supporting and learning from innovative solutions across the province, including the Zunga Bus digital on-demand service in Powell River, and Connected Network trip planning and booking platform in Northern BC. BC Transit is also planning to pilot a Digital on Demand transit service in Kelowna, to launch in spring 2024.

We are interested in learning from these examples to determine if, how and where they could be deployed more broadly.

From: Yvette Roberts
Sent: March 13, 2024 2:04 PM
To: Yvette Roberts
Subject: FW: Sunshine Coast Farmers Institute - Request for review at upcoming CoW meeting

From: Julie & Socrates Carrillo [REDACTED]
Sent: Wednesday, March 13, 2024 12:10 PM
To: Leonard Lee <Leonard.Lee@scrd.ca>; Kelly Backs <Kelly.Back@scrd.ca>; Kate Stamford <kate.stamford@scrd.ca>; Darren Inkster <Darren.Inkster@scrd.ca>; Silas White <Silas.White@scrd.ca>; Philip Paul <Philip.Paul@scrd.ca>; Justine Gabias <Justine.Gabias@scrd.ca>; Donna McMahon <Donna.McMahon@scrd.ca>
Cc: info [REDACTED]; Mel Sylvestre [REDACTED]; Alisha M [REDACTED]; Erin Duttor [REDACTED]; Mary Degan [REDACTED]; Robin Dutcher [REDACTED]
Subject: Sunshine Coast Farmers Institute - Request for review at upcoming CoW meeting

External Message

Dear SCRD Board of Directors,

As you are aware, as of January 2024 commercial food producing farms will be billed the standard metered commercial rate for water, and the current temporary exemption for farmers from Stage 4 water restrictions will expire at the end of 2024. This remains an unfair situation towards farmers, whose only difference in comparison to other commercial users is the fact that our water use is outdoors. **We continue to bring to your attention that water restrictions based on indoor vs outdoor water use are unfair to farmers who are required to grow food outdoors. These restrictions are not in the best interest of our communities' need for food security, nor our ecosystem's long-term health.** We also understand that the SCRD has a fund of approximately \$85,000 set aside for agricultural use.

As such, the SCFI respectfully makes the following requests:

1. **Hire an agricultural consultant with these funds**, in consultation with the SCFI for the RFP process. This consultant would be tasked to research and develop fair policies to address the need of the agricultural community on the coast.
2. **Strike an Agricultural Committee within the SCRD** whose main purpose would be to propose policies that support local agriculture, in line with the region's agricultural plan. This would be a balanced committee, including the paid consultant, and representation from the commercial farming community, SCRD directors, and SCRD staff.
3. **Extend the current Stage 4 restriction exemptions to a 5 year period**, to allow time for review of policies, implementation of water strategies, and review of the policy linking Stage 4 restrictions and the use of the siphon.
4. **Hold back on charging commercial food growers commercial water rates** until this committee has been struck, and policies are in place clearly identifying the process to establish who is a commercial food grower, and what the water rates should be for those contributing to the local food chain.

We trust that you will find that our requests are made in the spirit of **working together to establish a strong, viable, and resilient local food system**. We continue to bring to your attention that without further consideration and immediate action, our local agricultural community is, plain and simply, at risk.

On behalf of the Sunshine Coast Farmers Institute, we thank you for your time and consideration and look forward to your feedback.

Regards,

The Sunshine Coast Farmers Institute Board

Mel Sylvestre – President – Grounded Acres Organic Farm

Julie Carrillo – Vice President – Heart & Sol Coastal Farm

Robin Dutcher – Treasurer – Soames Hill Farm

Mary Degan – Director – Elphinheart Gardens

Erin Dutton – Director – Erin Dutton Design Landscaping

Alisha M'Lot – Director – Harvest Heart Farm

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Julie Carrillo

Heart & Sol Coastal Farm

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