

REQUEST FOR DECISION

TO: Committee of the Whole **MEETING DATE:** November 25, 2020
FROM: Director of Financial Services
SUBJECT: **Budget – One Time or New Ongoing Costs**
FILE NO: 1715 Budgets – Operating 2021

RECOMMENDATIONS

1. That the report from the Director of Financial Services regarding 2021 Budget – One time and new ongoing costs be received.
 2. That Council direct staff to include the selected one time and new ongoing cost items into the 2021 Operational budget.
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PURPOSE

To provide the Committee with a list and details of one time and new ongoing costs items staff would like included in the 2021 budget.

OPTIONS

1. Endorse the above recommendations.
2. Defer pending some other action.

DISCUSSION

Context/Background

Attachment 1 provides a list of one time and new ongoing costs that staff would like to include in the 2021 budget. These costs typically require a change in the level of service the District provides to its citizens.

Although no decision by the Committee are sought at this time, the Committee may wish to remove some of the operating costs from the additional list prior to the public input session.

Strategic Plan

This report supports open, transparent, and accountable governance included in the Strategic Plan.

Policy Implications

None.

Financial Implications

The selected one time and new ongoing cost items will be added into the 2021 Operational budget.

Communications

The selected one time and new ongoing cost items will be included in as part of the engagement we have with the community stakeholders.

Respectfully submitted,

David Douglas
Director of Financial Services

Attachments:

- 1 - Budget – One Time or Ongoing Costs
- 2 - Budget – One Time or Ongoing Costs - Sewer

Reviewed by: A. Allen, Director of Planning & Development	
Reviewed by: D. Douglas, Director of Financial Services	
Reviewed by: K. Dhillon, Director of Engineering and Operations	
Reviewed by: J. Rogers, Communications Manager	
Reviewed by: J. Frank, Corporate Officer	
Approved by: A. Yeates, Chief Administrative Officer	

ATTACHMENT 1

2021 New Ongoing or One Time General Fund Operating Costs

Project	Department	Project Manager	Account	Project Code	Total Budget for 2020	9.30.2020	Variance	CFW Amount to 2021	2021 Budget Request	Total Budget for 2021	Status	Funding	Notes
CFW	Bylaw 430	Engineering	Sanath Bandara	01.2.5200.241	6508	48,595	20,286	28,309	28,309	28,309	In Progress	Development fee equalization Reserve	
CFW	Sewer Modelling	Engineering	Sanath Bandara	01.2.5200.241	2360	108,320	0	108,320	108,320	108,320	In Progress	Reserve for Committed Expenditures	
CFW	Selma Park Davis Bay Sewer Functional Plan	Engineering	Sanath Bandara	01.2.5200.241	2324	19,218	8,380	10,839	10,839	10,839	In Progress	Gas Tax	
O1	Website overhaul	Communication	Julie Rogers	01.2.1211.240					66,000	66,000			
O2	Administration - Admin Assistant	Administration	Julie Rogers	01.2.1210.100/140					72,000	72,000			72,000+ / year ongoing
O3	Needs Assessment & Feasibility Study - Cultural Facility	Arts, Culture & Heritage	Siobhan Smith	01.2.7410.240					40,000	40,000			
O4	Community Public Art	Arts, Culture & Heritage	Siobhan Smith	01.2.7410.312					15,000	15,000			ongoing year after year
O5	Art Wrap	Arts, Culture & Heritage	Siobhan Smith						1,600	1,600			
O6	Orthophoto Imagery Acquisition	IT	Beverly Ehlbeck	01.2.1260.230					4,000	4,000			4K for 2021 & 5K for 2025
O7	Vulnerability Management Services	IT	Beverly Ehlbeck	01.2.1260.240					12,000	12,000			12K per year for 5 years (ongoing)
O8	Technical Support Specialist	IT	Beverly Ehlbeck	01.2.1260.100/140					75,716	75,716			see spreadsheet for breakdown but cost totals 414,816 over 5 years
O9	Arborist Position	Parks	Jayne Anderson	01.2.7220.100/140					70,000	70,000			input as one time pmnt of 70K but will be ongoing
O10	Parks Staff	Parks	Jayne Anderson	01.2.7220.100/140					65,000	65,000			input as one time pmnt of 65K but will be ongoing --Maintenance Worker G-7
O11	Hackett Park Tennis Court Resurfacing	Parks	Jayne Anderson	01.2.7220.240					24,000	24,000			
O12	Executive Assistant	Administration	Lindsay Roberts	50% admin, 50% HR					93,920	93,920			ongoing
O13	High Potency Drug Processing Unit	RCMP	Poppy Hallam	01.2.2100.240					5,400	5,400			
O14	District-wide Transportation Planning Study	Engineering	Sanath Bandara	01.2.5200.241					200,000	200,000			
O15	Asset Management Coord	Engineering	Kirn Dhillon			GRID 11			95,000	95,000			95K per year, ongoing
O16	Chief Building Official	Building	Andrew Allen	01.2.2500.100/140					47,000	47,000			ongoing as it is a personnel request
O17	Development/Planning Position/Upgrade	Development Services	Andrew Allen	01.2.2500.100/140					86,000	86,000			ongoing as it is a personnel request
O18	Senior Engineer	Engineering	Kirn Dhillon	01.2.5200.100/140					53,600	53,600			only budgeted at 50% last year; top up to 100% FTE. Ongoing, as it is a personnel request
O19	Notice board Display Case	Corporate Services	Jo-Anne Frank	01.2.1220.310					2,050	2,050			
O20	Daily Contracted Cleaning of Public Washrooms	Parks	Jayne Anderson	01.2.7220.240					22,500	22,500			
O21a	Rockwood: 16 Chairs for dining room	Facilities	Julie Rogers	01.2.7430.310					2,200	2,200			
O21b	Rockwood: Refinish Dining Room Floor	Facilities	Julie Rogers	01.2.7430.240					2,530	2,530			
O21c	Rockwood: Blinds in the Dining Room	Facilities	Julie Rogers	01.2.7430.240					1,650	1,650			
O21d	Rockwood: Projector Mount	Facilities	Julie Rogers	01.2.7430.240					1,320	1,320			
O21e	Mission House: Shed	Facilities	Julie Rogers	01.2.8201.240					4,400	4,400			

O21f	Mission House: Accessible Stairway, entrance and Railings	Facilities	Julie Rogers	01.2.8201.240		4,400	4,400	
O21g	Seaside: Upgrade Power Unit for Sound System	Facilities	Julie Rogers	01.2.8202.240		1,870	1,870	
O22	Soundproofing meeting room	RCMP	Poppy Hallam	01.2.2100.240			0	
O23	Radar/Laser traffic units	RCMP	Poppy Hallam	01.2.2100.310		13,515	13,515	
O24	Shared Cost for Building Security Cameras	RCMP	Poppy Hallam	01.2.2100.240		25,000	25,000	total cost = \$70,000
O25	In-Car Cameras for Police Vehicles	RCMP	Poppy Hallam	01.2.2100.240		25,000	25,000	5 cars at \$5,000 per car
O26	RCMP 10 new chairs	RCMP	Poppy Hallam	01.2.2100.310		6,000	6,000	
O27	Community Safety Coordinator	RCMP	Poppy Hallam	01.2.2100.100/140		73,473	73,473	New Municipal employee @ Grid 5 (Community Safety Coordinator)
O28	Casual Labourer - Parks	Parks	Jayne Anderson	01.2.7220.100/140		25,000	25,000	
O29	Capital Contribution - increase	General	David Douglas	01.2.1095.976		289,000	289,000	Increase to annual capital contribution

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Website	\$	66,000
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Project Code

Project Location Municipal-Wide Implementation
Project Manager Julie Rogers
Department General Administration
Carry Forward

Project Category Increase Efficiencies

Project Priority 3 - Medium - Requires completion in the second or third year of capital plan

Project Description and Scope

This proposal is for a complete rebuild of the website, a maintenance contract and offsite hosting. The website is our single most important communications tool. At a time when our staff and our community are working online more and more to avoid face-to-face interactions, a robust website with easy to find information and broad capabilities is more important than ever.

A poorly designed site is a reflection on the organization and we want to build our brand and reputation as an organization that is open, honest, fair, financially responsible and stable, efficient and responsive. An improved website will improve branding, transparency, communication, and reputation. If our citizens can't find the information they are looking for, then we are not really transparent in our operations.

A maintenance agreement with the designer will ensure regular updates take place to improve security and provide staff with 24/7 support. Offsite website hosting will ensure the website is always live and information backed up in the event of a power outage or disaster.

A website redesign will improve navigation, the look and user experience and have the following functions:

- Improved navigation so citizens can find information with fewer clicks.
- An easy to use engagement platform to host information, discussion groups and surveys.
- Interactive maps.
- Fillable forms for online booking and grant applications.
- More robust calendars.
- Payment systems.
- Subscription service so citizens can receive emails when the site is updated with engagement opportunities, discussion groups, news releases, job postings, RFPs and even development applications.
- A more user-friendly platform so it is easy for all staff to update and can be adapted to meet our needs.
- A more robust For the Record page with easy tagging and search functions.

The current site:

- Has limited ability to allow citizens to subscribe to pages.
- Has a difficult backend for staff to navigate and maintain – often requiring the assistance of the IT manager or a contractor which causes time delays and wasted resources.
- Is not as mobile friendly as it should be - 85% of current users are on a mobile device.
- Vulnerable to hacking due to delays in updating security certificates and an outdated system.

A maintenance contract with the design company will provide service 24/7 with the professionals who and understand our site and will maintain the integrity of the original design.

	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021							
2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023	66,000	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
Total	\$ 66,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Community Public Art	\$	15,000
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Project Code

Project Location Municipal-Wide Implementation
Project Manager Siobhan Smith
Department General Administration
Carry Forward Yes

Project Category Increase Level of Existing Service
Project Priority 1 - Urgent - Requires immediate attention

Project Description and Scope

The District of Sechelt’s Public Art Program and Policy was adopted by Council in 2013. An important branch of the Public Art Program is "Community-Initiated Public Art Projects". Community-initiated public art projects strengthen community partnerships by making links with residents, community groups, businesses, artists and the District's staff and elected officials. These projects add vibrancy to the spaces and places we live and work in everyday; they foster community identity and civic pride; they engage youth; they deter unwanted graffiti; and they support a thriving local arts community.

Currently, no annual operating funding is allocated to community-initiated public art projects. In addition, we are lacking a mechanism for funding the long-term maintenance of existing and new artworks.

An annual investment in Community-initiated public art projects will allow the District of Sechelt to address 2019-2022 Strategic Plan priorities such as:

- Develop a vibrant downtown for visitors and the people who live and work in our community
- Provide support to community arts and culture initiatives
- Take action to reach the goals in the Public Art Program
- Pursue federal Reconciliation recommendations
- Provide support and streamlining processes to facilitate success for community-lead downtown projects
- Initiate encourage and support art in public places

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
2022	15,000	-	15,000	-	-	-	-
2023	15,000	-	15,000	-	-	-	-
2024	15,000	-	15,000	-	-	-	-
Total	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt 2021 OPERATING BUDGET REQUEST One time or ongoing

Orthophoto Imagery Acquisition	\$	4,000
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Project Code

Project Location Municipal-Wide Implementation

Project Manager IT Manager

Department Information Technology

Carry Forward

Project Category Maintain Current Service Levels

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

This request is for a Sechelt contribution to proposed SCRD 15 cm digital orthophoto imagery acquisition project. Sechelt contributed \$3,000 to the last imagery acquisition in 2018. The Area of Interest encompasses all of the lands within the District of Sechelt

Total project cost estimate is \$75,000 for 2021. This is a 36% increase over 2018, thus the proposed Sechelt contribution is \$4,000 for 2021.

It would cost Sechelt approximately \$20,000 to complete this acquisition for Sechelt lands independently.

Cost-sharing partnerships for the acquisition are being developed with the District of Sechelt, Sechelt Indian Government District, Town of Gibsons, Islands Trust and BC Assessment. The more funds contributed by partners, the more likely SCRD Board will approve the project. If it doesn't get approved the SCRD GIS department we try again next year; however, it will be more expensive

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	\$ -	-	-	-	-	-
2023	-	\$ -	-	-	-	-	-
2024	-	\$ -	-	-	-	-	-
2025	5,000	\$ 5,000	-	-	-	-	-
Total	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -

⁽¹⁾ The jump between 2021 and 2022 results from the incumbent moving from Step 1 to 3 in the Collective Agreement Grid.

⁽²⁾ Calculated using the 2% escalator as per the 2016-2020 Collective Agreement; actual amount will vary.

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Vulnerability Management Services	\$	12,000
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Project Code

Project Location Municipal-Wide Implementation

Project Manager IT Manager

Department Information Technology

Carry Forward

Project Category Increase Level of Existing Service

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Managed IT infrastructure vulnerability detection and remediation services for District of Sechelt infrastructure. Includes vulnerability scanning of laptops and other devices outside of Sechelt internal network.

The proposed vulnerability detection and remediation solution includes the following managed security services: External and internal vulnerability testing, Internal vulnerability testing, 24x7x365 vulnerability monitoring and alerting, automated reporting, compliancy testing, Canadian based security operations centre, vulnerability monitoring for on premise, cloud services and remotely located Sechelt devices.

The Cyber Security Maturity Assessment completed in November of 2019 recommended the District of Sechelt implement vulnerability management systems and processes to provide more dynamic visibility into the risk exposure and vulnerabilities within the network. This was included as 2020 action item within the remediation roadmap.

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	12,000	\$ 12,000	-	-	-	-	-
2023	12,000	\$ 12,000	-	-	-	-	-
2024	12,000	\$ 12,000	-	-	-	-	-
2025	12,000	\$ 12,000	-	-	-	-	-
Total	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt 2021 OPERATING BUDGET REQUEST One time or ongoing

Technical Support Specialist	\$	75,716
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Project Code

Project Location Municipal-Wide Implementation

Project Manager IT Manager

Department Information Technology

Carry Forward

Project Category Maintain Current Service Levels

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Hire a full-time unionized technical support specialist under the supervision of the Information Technology Manager. Currently, the Information Technology (IT) division consists of Information Technology Manager and GIS Coordinator. Significant changes in the past 10 years have resulted in increased demand for services. See the business case for more detail.

Notable hardware changes since 2011

- Increased citizen demand to access information on demand digitally
- Digital transformation and increasing demand for data analytics
- IT Equipment value increase from \$444,499 to \$647,700.
- Increase from 20 to 27 Servers
- Increase of 3 major line of business applications
- Increase from 45 computers to 76 computers
- Increase from 0 tablets to 16 tablets

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 75,716	\$ 75,716	\$ -	\$ -	\$ -	\$ -	\$ -
2022	82,300	\$ 82,300	-	-	-	-	-
2023	83,900	\$ 83,900	-	-	-	-	-
2024	85,600	\$ 85,600	-	-	-	-	-
2025	87,300	\$ 87,300	-	-	-	-	-
Total	\$ 414,816	\$ 414,816	\$ -	\$ -	\$ -	\$ -	\$ -

⁽¹⁾ The jump between 2021 and 2022 results from the incumbent moving from Step 1 to 3 in the Collective Agreement Grid.

⁽²⁾ Calculated using the 2% escalator as per the 2016-2020 Collective Agreement; actual amount will vary.

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Executive Assistant (Exempt)	\$	93,920
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Project Code

Project Location Municipal-Wide Implementation

Project Manager Lindsay Roberts, Andrew Yeates

Department General Administration

Carry Forward

Project Category Maintain Current Service Levels

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

This business case recommends hiring a full-time exempt administrative assistant for the CAO and human resources manager under the supervision of the CAO and human resources manager. Currently, the Administration Department is the only department without clerical support. The administrative assistants in other departments have full workloads and are unable to assist the Administration Department.

	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021	72,000	72,000.00	-	-	-	-	-
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
Total	\$ 72,000	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

High Potency Drug Processing Unit	\$	5,400
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Project Code

Project Location Municipal-Wide Implementation

Project Manager David Douglas

Department General Administration

Carry Forward

Project Category

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

purchase of the Powdersafe Ductless Balance Enclosure Type C models.

	Total Cost	Taxation	Grant	Surplus	Reserve	Equipment Reserve	Sewer Reserve
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021	5,400		-	-	5,400	-	-
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
Total	\$ 5,400	\$ -	\$ -	\$ -	\$ 5,400	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Asset Management Coordinator	\$	95,000
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Project Code

Project Location Municipal-Wide Implementation
Project Manager Director of Engineering & Operations
Department Engineering
Carry Forward

Project Category Increase Level of Existing Service
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Asset Management Coordinator - The District of Sechelt has Asset management software that it can inventory and input the conditions of all municipal assets. The software and inventory will be key in moving forward on long range capital planning for the District. The District requires an Asset Management Coordinator to coordinate the collection and input of all municipal assets and organise the condition reports.

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	95,000	\$ 95,000	-	-	-	-	-
2023	95,000	\$ 95,000	-	-	-	-	-
2024	95,000	\$ 95,000	-	-	-	-	-
2025	95,000	\$ 95,000	-	-	-	-	-
Total	\$ 475,000	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Chief Building Official	\$	47,000
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Project Code

Project Location Municipal-Wide Implementation
Project Manager Andrew Allen
Department Development Services
Carry Forward

Project Category

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Level 3 qualified CBO would join the management team and operate under the oversight of the Director of Planning and Development. CBO would oversee the Building and Bylaw Departments, including two building inspectors and two bylaw enforcement officers.

- This will help us be prepared for obligations within the Building Act of having a Level 3 official (particularly with big projects coming up – Trellis, Multi-family and commercial buildings downtown).
- The CBO can provide oversight to two building inspectors, one a Level 1 and one a Level 2 within the Building Officials Association of British Columbia.
- Building inspectors are continuing to build their professional accreditation and their project and file management skills. Inspectors will benefit from oversight, encouragement and mentorship.
 - Key duties of CBO will be:
 - o Meeting Building Act obligations
 - o Managing Building and Bylaw Enforcement staff
 - o Inspect level 3 buildings
 - o Write or co-ordinate re-writing of Building Bylaw
 - o Coordinate building related bylaw infractions and related notice on title
 - o Improve business process and work flow in the building/bylaw division
 - o Oversee scanning and digital conversion of documents
 - o Contribute toward building condition and asset management of District buildings.
- Adding this position will balance the Planning and Development Department, provide leadership and stability in both the building inspection and bylaw enforcement divisions and enable the Department as a whole to achieve work plan goals and compliance with Council strategic plan.
- An increase in 47k annually may put this department in a position to be much more efficient and to be able to meet the legislated requirements of the BC Building Act.

	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Development/Planning Position/Upgrade	\$	86,000
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Project Code

Project Location Municipal-Wide Implementation

Project Manager Andrew Allen

Department Development Services

Carry Forward

Project Category

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

- This will facilitate an amendment to the job description to add Deputy Approving Officer to the job title and description.
- This will help us prepare and manage subdivision files that meet the requirements of Local Government Act, Official Community Plan, Zoning Bylaw and Subdivision Servicing Bylaw.
- Key duties of Development Planner and Deputy Approving Officer will be:
 - o all items presently within the development planner job descriptions
 - o downtown commercial developments
 - o phased development agreements
 - o subject file and project management
 - o support and coverage for present Approving Officer, Manager of Development Planning
 - o acting manager during annual leave of Manager of Development Planning
- Adding this position will balance the Planning and Development Department, provide leadership and stability in both the internal and external project management of major development and subdivision applications, including phased development agreements.
- An increase in \$86,000 annually may put this department in a position to be much more efficient and to be able to meet the legislated requirements of the Local Government Act and enhance our business operations.

	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 - 2025 Capital Plan

Facility Maintenance	\$	20,020
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Project Code

Project Location Municipal-Wide Implementation

Project Manager Lucy Clark

Department Facilities

Carry Forward

Project Category Maintain Existing Assets

Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Enhancements are required to maximize the usefulness and marketability of the District’s community facilities. These changes will make our public facilities safe, updated and more desirable to rent. Staff would like to see current rental revenues increase by increasing the number of bookings. As of June 2020, the facility rates have been adjusted for businesses and corporations in the Fees and Charges Bylaw , while providing affordable pricing for our local community groups and individuals. A separate rate has been made for non-profits. We have four facility buildings that need general maintenance and preventative maintenance and improvements: Rockwood Lodge, Mission Point House and Seaside Centre. Operating expenses are as follows: 7,700.00 Rockwood, 10,450.00 Mission, 1,870.00 Seaside

Project Cash Flows and Funding Sources

Year	Total Cost	Taxation	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 20,020	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 20,020	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -

rockwood enhancements

					Operating	Capital
1.	16 Chairs for Dining Room	\$2,000.00	0.032258	\$200.00	\$2,200.00	
2.	Commercial Stove and Hood Fan, backsp	\$20,000.00	0.322581	\$2,000.00	\$22,000.00	\$22,000.00
3.	Refinish Dining Room Floor	\$2,300.00	0.037097	\$230.00	\$2,530.00	
4.	4 Blinds in the Dining Room	\$1,500.00	0.024194	\$150.00	\$1,650.00	
5.	Projector Mount	\$1,200.00	0.019355	\$120.00	\$1,320.00	
6.	Accessible Washroom	\$35,000.00	0.564516	\$3,500.00	\$38,500.00	\$38,500.00
7.	10% Contingency	\$6,200.00				
TOTAL		\$68,200.00			\$68,200.00	
					1050	
					\$8,750.00	\$60,500.00

mission house enhancement

					Operating	Capital
1.	Shed	\$4,000.00	0.5	\$400.00	\$4,400.00	
2.	Accessible Stairway, entrance and Railing	\$4,000.00	0.5	\$400.00	\$4,400.00	
3.	10% Contingency	\$800.00			\$400.00	
TOTAL		\$8,800.00			\$8,800.00	
					\$9,200.00	0

seaside enhancements

					Operating	Capital
1.	Elevator	\$42,000.00	0.659341	\$4,200.00	\$46,200.00	\$46,200.00
2.	Upgrade Power Unit for Sound System	\$1,700.00	0.026688	\$170.00	\$1,870.00	
3.	Art walls	\$20,000.00	0.313972	\$2,000.00	\$22,000.00	\$22,000.00
4.	10% contingency	\$6,370.00				
TOTAL		\$70,070.00			\$70,070.00	
					200	
					\$2,070.00	\$68,200.00
					\$20,020.00	\$128,700.00

ATTACHMENT 2

2021 One Time or New ongoing costs, Sewer Fund Operating

Project	Department	Project Manager	Account	Project Code	Total Budget for 2020	9.30.2020	Variance	CFW Amount to 2021	2021 Budget Request	Total Budget for 2021	Status	Funding	Notes
CFW Liquid Waste Management Plan (LWMP)	Sewer Treatment	Sanath Bandara	02.2.3530.241	6509	122,075	7,805	114,269	114,269		114,269	In Progress	Gas Tax (2019) Sewer reserves (2020)	
S11 HVAC Annual Maintenance	Sewer Treatment	Christine Miller	02.2.3530.252						10,000	10,000			10K per year for 5 years
S2 Boiler, Pressure Vessel & Multi Stack Servicing	Sewer Treatment	Christine Miller	02.2.3530.252						9,000	9,000			9K per year for 5 years (2020-2024 approved in 2020)
S3 Casual WW Operator (Lang)	all 3 areas	Christine Miller							40,000	40,000			40K per year for 5 years
S4 Communication Radios	all 3 areas	Christine Miller							8,000	8,000			8K first year, 300 for following 4 years
S5 Emergency Contingency WRC, Collect & Dusty	Sewer Admin	Christine Miller							50,000	50,000			50K per year for 5 years
S6 Backup Generator Fuel Scrubbing	1500 WRC, rest = collections	Christine Miller	02.2.3530.240 / 3520.240						6,000	6,000			6K per year for 5 years
S7 Grinder Re-build Septage Receiving	Septage Receiving / Dusty	Christine Miller	02.2.3540.240						18,000	18,000			18K in 2021 & 2023 & 2025
S8 Structural Support for Increased Lifting Capacity for Centrifuge Service	Sewer Treatment	Christine Miller							15,000	15,000			
S9 Replacement of Multitask Compressor Unit	Sewer Treatment	Christine Miller	02.2.3530.252						20,000	20,000			
S10 PH Probes Replacement	Sewer Treatment	Christine Miller	02.2.3530.310						8,000	8,000			8000 in 2021 & 3200 in 2023 & 2025
S11 Receiving Environment Monitoring	Sewer Treatment	Christine Miller	02.2.3530.240						17,000	17,000			17K a year for 5 years
S12 Replace Curtains in Greenhouse	Sewer Treatment	Christine Miller	02.2.3530.240						0	0			10K in 2023
S13 Replace Safety Harnesses - Fall Protection Equipment	all 3 areas	Christine Miller	02.2.3510.310						3,800	3,800			
S14 New Controller for Crane on Truck 55	fleet	Christine Miller	01.2.6100.310						2,000	2,000			
S15 Roof Repair Influent Wet Well Building	Sewer Collections	Christine Miller	02.2.3520.240						8,000	8,000			
S16 Safety Support Tripod - Davit Hoist System	all 3 areas	Christine Miller	02.2.3510.310						6,000	6,000			
S17 Turbidity Probe Secondary Treatment	Sewer Treatment	Christine Miller	02.2.3530.310						5,000	5,000			
S18 Replacement Carbon for Odour Control	Sewer Treatment	Christine Miller	02.2.3530.310						25,650	25,650			Cost is \$19,000 USD. Required every 3 years. Was pulled from 2020 budget - resubmitted
S19 UV Bulb Replacement	Sewer Treatment	Christine Miller	02.2.3530.936						18,000	18,000			Transfer to reserve: 18K 2021, 16K 2022 & 2023, 12K 2024 & 2025
S20 Veolia Service Contract Renewal	Sewer Treatment	Christine Miller	02.2.3530.240						18,000	18,000			18K a year for 5 years
S21 Asset Management Schedule for WW Department	Sewer Treatment and Collections	Christine Miller	02.2.3520.240/3530.240						50,000	50,000			
S22 Part time Operator - Septage Receiving/Dusty Rd	Septage Receiving / Dusty	Christine Miller	02.2.3540.100/140						15,700	15,700			additional 0.29% to make this position 100% FTE
S23 Servicing of Odour Control System	Sewer Treatment	Christine Miller	02.2.3530.240		14,000				14,000	14,000			Cost is \$10,000 USD. Approved in 2020 for 2020 only and made mention it may become an annual expense

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

HVAC Annual Maintenance	\$	10,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Existing Assets
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

There are 15 heat pumps that require annual inspection and servicing by a qualified HVAC contractor. The heat pumps are particularly critical to keep the Motor Control Center and IT rooms cool.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	10,000	\$ 10,000	-	-	-	-	-
2023	10,000	\$ 10,000	-	-	-	-	-
2024	10,000	\$ 10,000	-	-	-	-	-
2025	10,000	\$ 10,000	-	-	-	-	-
Total	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

Boiler, Pressure Vessel and Multi Stack Servicing	\$	9,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Existing Assets
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Annual servicing and inspections are required by a licensed boiler contractor to maintain equipment.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	9,000	\$ 9,000	-	-	-	-	-
2023	9,000	\$ 9,000	-	-	-	-	-
2024	9,000	\$ 9,000	-	-	-	-	-
2025	9,000	\$ 9,000	-	-	-	-	-
Total	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

Casual WW Operator	\$	40,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Grid 8, 50% FET. This position is to cover the collection system maintenance tasks when the collections operator is working/training in treatment, to cover vacation and away time and to assist with non routine jobs and maintenance. This position is filled, and is coming out of the chief operator wages.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	40,000	\$ 40,000	-	-	-	-	-
2023	40,000	\$ 40,000	-	-	-	-	-
2024	40,000	\$ 40,000	-	-	-	-	-
2025	40,000	\$ 40,000	-	-	-	-	-
Total	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Communication Radios	\$	8,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Imminent Health or Safety
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

In the course of daily work, the potential for unexpected exposure to biohazardous substances exists through accidents and equipment failure. It is difficult to search for a cell phone and select contacts when in an emergency/contamination situation. Assessing, emergency shower use and contacting assistance is cumbersome and has the potential to further contaminate. Radios are designed to address the above safety considerations and are completely water proof and easily decontaminated. Radios are also useful for hands free communication while working in confined spaces and will be a useful aid for potential post disaster communication. Radios use UHF and require licencing with Industry Canada for \$42/radio (\$300) annually. Cost per radio is \$900. (\$3150)

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
		.					
2021	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	300	\$ 8,000	-	-	-	-	-
2023	300	\$ 8,000	-	-	-	-	-
2024	300	\$ 8,000	-	-	-	-	-
2025	300	\$ 8,000	-	-	-	-	-
Total	\$ 9,200	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time or ongoing

Emergency Contingency Fund WRC, Collections and Dusty	\$	50,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 3 - Medium - Requires completion in the second or third year of capital plan

Project Description and Scope

Annual contributions, \$50,000 to cover emergency breaks, or unexpected maintenance in a year. The contingency would cover each area WW Treatment, WW Collection and Dusty Septage Receiving Facility. Any funds unused in a operating year would be transferred to a Maintenance Reserve to be spent on major maintenance items or emergency items

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	50,000	\$ 50,000	-	-	-	-	-
2023	50,000	\$ 50,000	-	-	-	-	-
2024	50,000	\$ 50,000	-	-	-	-	-
2025	50,000	\$ 50,000	-	-	-	-	-
Total	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

Back up Generator Fuel Scrubbing	\$	6,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

The collection system has 9 lift stations, 8 of which have backup generators. Part of the maintenance program is to scrub and inspect/analyze the fuel quality. The inspection and analysis provides information on the quality of the fuel and the state of the fuel tank. This maintenance is a requirement and must be performed on 4 of the 8 fuel tanks alternating annually. This task needs to be conducted every other year at a cost of \$1,000 per generator, \$4,000/year. The generator at the WRC is required to have fuel scrubbing annual at a rate of \$1,500.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	6,000	\$ 6,000	-	-	-	-	-
2023	6,000	\$ 6,000	-	-	-	-	-
2024	6,000	\$ 6,000	-	-	-	-	-
2025	6,000	\$ 6,000	-	-	-	-	-
Total	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

Grinder Re-build Septage Receiving	\$	18,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

The Grinder is a required piece of equipment that is part of the septage receiver. (A new unit is \$36,000). We are budgeting to have our two grinders rebuilt alternating every two yers for 18,000 per rebuild.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	18,000	18,000	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	18,000	18,000	-	-	-	-	-
Total	\$ 54,000	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Structural Support for Increased Lifting Capacity for Centrifuge Service	\$	15,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

The centrifuge requires a over-head crane upgrade from 1000kg to 3000kg. To perform the service requirements, the scroll and bowl must be removed. There may also be emergency situations that require removal of the bowl and scroll. There are no rentals of this capacity on the Sunshine Coast, and if an emergency comes up, it is prudent to have the capacity to service this critical piece of equipment. This is being reviewed at the moment by a structural engineer at a cost of \$2,500 to create the design plans. He estimates the cost of additional support around \$10,000 and a winch with the required lifting capacity of \$5,000. This still requires a investigation of the possibility of renting or purchasing a mobile unit off Coast. However, the experts have stated the most cost affective option is to adapt the current equipment.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Replacement of Multitask Compressor Unit	\$	20,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

The multistack compressor failure was sudden and unexpected. This piece of equipment is an asset that needs to be replaced to uphold current service measures. This is another example to demonstrate the need for a contingency budget.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

pH Probes Replacement	\$	8,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Ph measurements are critical control variables for secondary treatment. The probes in service are at the end of life and require replacement. This operating cost is reoccurring every two years. (\$800*4)

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	3,200	3,200	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	3,200	3,200	-	-	-	-	-
Total	\$ 14,400	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 Ongoing

Receiving Environment Monitoring	\$	17,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Performing Receiving Environment Monitoring is a requirement of the Municipal Wastewater Regulation and is a condition to discharge effluent. As well as shoreline grabs in the bay, sampling by boat in the area around the initial dilution zone is required two times per year; once in summer and once in winter. The purpose is to obtain data to assess the potential impact of the discharge and if seasonal variations have significant impact on the receiving environment. \$17,000 is the total cost for two sampling events per year.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	17,000	\$ 17,000	-	-	-	-	-
2023	17,000	\$ 17,000	-	-	-	-	-
2024	17,000	\$ 17,000	-	-	-	-	-
2025	17,000	\$ 17,000	-	-	-	-	-
Total	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Replace Curtains in Greenhouse	\$	10,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels

Project Priority 4 - Low - Requires completion in the fourth or fifth year of capital plan

Project Description and Scope

Greenhouse curtains have a life expectancy of 8 years. Greenhouse climate curtains serve a very important purpose by regulating and controlling the conditions inside green house. They will need to be replaced in 2023.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	10,000	10,000	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Fall Protection Equipment	\$	3,800
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Replacing fall protection equipment is necessary to keep staff safe. The current safety harnesses are at end of service life (> 10 years old) and showing signs of wear and tear. Industry standard is to have a personal harness for each employee (6 * \$400). Travel Safety Lanyards are used to protect workers from getting close to a falling hazard such as working around wet wells, (4*350).

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 3,800	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 3,800	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
One Time

New Controller for the Crane on Truck 55	\$	2,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

The current remote control for the crane on Service Truck 55 is malfunctioning and requires replacement. The crane truck is used for pulling and inspecting pumps in wet wells and is a critical piece of equipment.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Roof Repair	\$	8,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels

Project Priority 3 - Medium - Requires completion in the second or third year of capital plan

Project Description and Scope

The roof at the Wet Well Electrical building has a leak. This could potentially lead to a bigger leak that in the foreseeable future could damage equipment inside the building. We are going to attempt to patch the leak first, but the roof is original and requires replacement in the next couple of years.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Safety Support Tripod - Davit Hoist System	\$	6,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Imminent Health or Safety

Project Priority 3 - Medium - Requires completion in the second or third year of capital plan

Project Description and Scope

We are limited by the confined space entry rescue plans that require a worker in a confined space to be attached to a Self Retracting Lifeline (SRL). The SRL is similar to a hoist, which is attached to a safety support tripod. There have been several occasions where the work being completed in a confined space could have been performed in a more efficient manner with two operators in the space.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Turbidity Probe Secondary Treatment	\$	5,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

Turbidity measurements are an essential control variable for the secondary treatment process. The existing process probe is overdue for servicing and needs to be sent to the supplier. The new probe will provide for operational control when the annual service is required.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
Ongoing

Uv Bulb Replacement	\$	18,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels

Project Priority 4 - Low - Requires completion in the fourth or fifth year of capital plan

Project Description and Scope

Please review the budget request from 2019, it outlines the requirements of \$12,000/annually. We deferred 2020 contribution due to budget restrictions. So, we need to contribute \$24,000 in 2021 or split it up over the next three years, say \$12,000 +6,000 = \$18,000 in 2021, 2022, 2023 (\$18,000). Annually this amount will be transferred to a Operations Reserve

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	16,000	\$ 16,000	-	-	-	-	-
2023	16,000	\$ 16,000	-	-	-	-	-
2024	12,000	\$ 12,000	-	-	-	-	-
2025	12,000	\$ 12,000	-	-	-	-	-
Total	\$ 74,000	\$ 74,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
Ongoing

Veolia Service Contract Renewal	\$	18,000
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Project Code

Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Current Service Levels
Project Priority 2 - High - Requires completion in the next year

Project Description and Scope

This service contract provides operating and program assistance for the WRC. Veolia service contract renewal every two years, invoiced quarterly. \$1500/month, \$36,000 over two year period, \$18,000 in 2021, and each year after.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	18,000	\$ 18,000	-	-	-	-	-
2023	18,000	\$ 18,000	-	-	-	-	-
2024	18,000	\$ 18,000	-	-	-	-	-
2025	18,000	\$ 18,000	-	-	-	-	-
Total	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget Request



District of Sechelt
2021 OPERATING BUDGET REQUEST
 One time

Asset Management Schedule for WW Department	\$	50,000
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Project Code
Project Location Sechelt Village
Project Manager Christine Miller
Department Sewer Collection & Treatment
Carry Forward

Project Category Maintain Existing Assets
Project Priority 3 - Medium - Requires completion in the second or third year of capital plan

Project Description and Scope

Identify critical equipment and replacement requirements. Includes assessment of equipment and their expected useful lives.

Project Cash Flows and Funding Sources

Year	Total Cost	Sewer User Fees	Grant	Surplus	Capital Reserve	Equipment Reserve	Sewer Reserve
2021	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
2022	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-
2024	-	-	-	-	-	-	-
2025	-	-	-	-	-	-	-
Total	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -

