



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, October 21, 2021

Held Electronically
and Transmitted via the

SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER **9:30 a.m.**

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Fiona Beaty, Project Director, Howe Sound/Atli'ka7tsem Marine Reference Guide *Verbal*
Regarding collaborative land and marine planning in Howe Sound and support
for the Marine Reference Guide.

REPORTS

3. Request for additional Public Hearing for Zoning Amendment Bylaw No. 310.182 *Verbal*
for Subdivision of Remainder of District Lot 1312
General Manager, Planning and Development
Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F)
4. TELUS Telecommunication Tower at Coast Gravity Park – Request for Local *ANNEX A*
Government Concurrence (BC109146) *pp 1 - 13*
Senior Planner
Rural Planning Service (Voting – A, B, D, E, F)
5. Application for Subdivision in the ALR – 2061 Twin Creeks Road *ANNEX B*
Senior Planner *pp 14 - 52*
Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F)
6. Development Permit Application DP000218 (969 Keith Road) *ANNEX C*
Planner *pp 53 - 62*
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F)
7. Development Variance Permit Application DVP00075 (3-15200 Hallowell Road) *ANNEX D*
Planner *pp 63 - 69*
Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F)
8. Development Variance Permit Application DVP00076 – 9517 Brooks Lane *ANNEX E*
Planner *pp 70 - 76*
Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F)
9. Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road) *ANNEX F*
Planner *pp 77 - 80*
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F)

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|-----|--|-------------------------|
| 10. | Service Agreement with Town of Gibsons for Building Inspection Services
General Manager, Planning and Development
Chief Building Inspector
Building Inspection Services (Voting – A, B, D, E, F, SIGD) | ANNEX G
pp 81 - 82 |
| 11. | Corporate Carbon Neutrality Framework
Manager, Sustainable Development
Regional Sustainability Services (Voting – All) | ANNEX H
pp 83 - 95 |
| 12. | Online Accommodation Platform Funding Approval for Affordable Housing Plan
General Manager, Planning and Development
Regional Planning Service (Voting – All) | ANNEX I
pp 96 - 98 |
| 13. | Planning and Development Department 2021 Q3 Report
General Manager, Planning and Development
Planning and Development Services (Voting – All) | ANNEX J
pp 99 - 107 |
| 14. | Community Services Department 2021 Q3 Report
General Manager, Community Services
Community Services (Voting – All) | ANNEX K
pp 108 - 127 |
| 15. | New ActiveNet Software Contract
Manager, Recreation Services
Regional Recreation Programs (Voting – All) | ANNEX L
pp 128 - 129 |
| 16. | 2021 Community Recreation Facilities Capital Funding Review
Manager, Asset Management
General Manager, Community Services
Community Recreation Facilities (Voting – B, D, E, F, DoS, ToG, SIGD) | ANNEX M
pp 130 - 138 |
| 17. | Recreation Facility Lifecycle Assessment Report Summary
Manager, Asset Management
Community Recreation Facilities (Voting – B, D, E, F, DoS, ToG, SIGD) | ANNEX N
pp 139 - 333 |
| 18. | Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project
Parks Superintendent
Parks Service (Voting – A, B, D, E, F) | ANNEX O
pp 334 - 337 |
| 19. | Madeira Park Ranger Station Reading Centre Mobility Ramp Project
Parks Superintendent
Parks Service (Voting – A, B, D, E, F) | ANNEX P
pp 338 - 340 |
| 20. | Portable Toilet Services Contract Extension
Parks Superintendent
Parks Service (Voting – A, B, D, E, F) | ANNEX Q
pp 341 - 342 |
| 21. | Electoral Area B (Halfmoon Bay) APC Minutes of September 28, 2021
Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX R
pp 343 - 345 |
| 22. | Electoral Area E (Elphinstone) APC Minutes of September 29, 2021
Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX S
pp 346 - 348 |
| 23. | Electoral Area F (West Howe Sound) APC Minutes of September 28, 2021
Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F) | ANNEX T
pp 349 - 350 |

COMMUNICATIONS

24. David Eby, Attorney General and Minister Responsible for Housing, Province of British Columbia dated September 14, 2021 ANNEX U
Regarding SCRD letter of April 22, 2021 regarding climate action in buildings. pp 351 - 354
25. Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer, Town of Gibsons, dated September 16, 2021 ANNEX V
Regarding Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre. pp 355
26. Kevin Haberl, Director, Authorizations, South Coast Regional Operations Division, MoFLNRORD and Jasmine Paul, Stewardship & Territorial Land Manager Division Manager, shíshálh Nation, dated September 27, 2021 ANNEX W
Regarding website launch on October 1, 2021 for the Shared Decision Making (SDM) process for private and commercial moorage. pp 356 - 357

NEW BUSINESS**IN CAMERA****ADJOURNMENT**

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: TELUS TELECOMMUNICATION TOWER AT COAST GRAVITY PARK – REQUEST FOR LOCAL GOVERNMENT CONCURRENCE (BC109146)

RECOMMENDATIONS

THAT the report titled Telus Telecommunication Tower at Coast Gravity Park – Request for Local Government Concurrence (BC109146) be received;

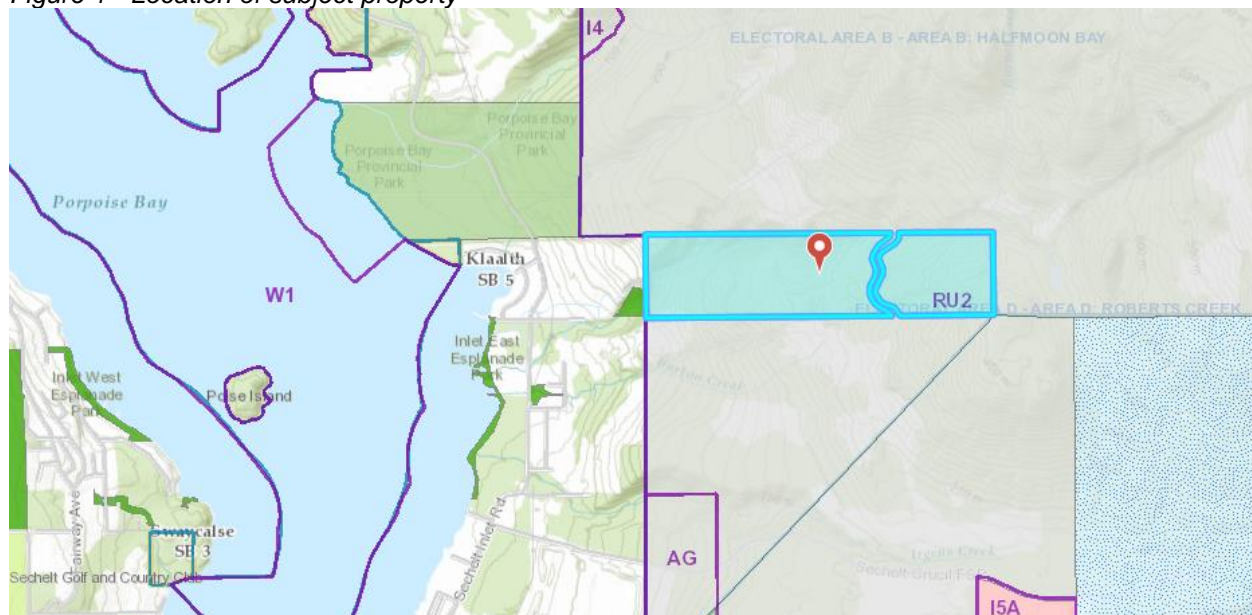
AND THAT the Sunshine Coast Regional District (SCRD) provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower at Coast Gravity Park (Site BC109146):

- a. Telus has satisfactorily completed consultation with the SCRD; and
- b. SCRD concurs with Telus's proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any shíshálh Nation archaeological or environmental concerns.

BACKGROUND

SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 60-metre tall telecommunication tower to be located on the hillside of Coast Gravity Park in Halfmoon Bay (Site BC109146, Figure 1).

Figure 1 - Location of subject property



While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public. The proposed facility is detailed in the proponent's information package (Attachment A), and reviewed in accordance with SCRD's land use regulations and policies for telecommunication facilities.

The subject property is designated "Resource" in the Halfmoon Bay Official Community Plan, and zoned RU2 in Zoning Bylaw No. 310. Telecommunication facilities are considered utilities that are permitted in any zone.

The purpose of the new facility is to improve wireless communication services to residents, businesses and tourists in the District of Sechelt and the SCRD. Improved wireless communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

The subject property is a large, forested property situated on the east side of Sechelt Inlet. The proposed location is considered to be appropriate by Telus as the site is comprised of densely forested, undeveloped land and the tower is away from residential areas. The tower will be surrounded in all directions by mature trees to screen a portion of the tower.

Telus has conducted the required consultation with the public and received no comments.

Telus has consulted with District of Sechelt staff and addressed a concern with the potential impact of the tower on planes approaching the Sechelt Airport through consultation with the Airport. The Airport did not have concerns with the proposal but has asked Telus to develop a tower lighting maintenance plan to ensure any tower lighting is replaced should it fail. Telus and the Airport are in discussion to ensure this is undertaken.

Telus has also been working with shíshálh Nation to address requirements such as completing any required archeological work.

The Halfmoon Bay Advisory Planning Commission has reviewed the tower proposal and recommends support.

Based on the above, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.

ATTACHMENTS

Attachment A – Telus Telecommunication Facility Proposal (BC109146)

Reviewed by:			
Manager	X – D.Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X –D. McKinley	Protective Services	



October 6, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao
Senior Planner
Sunshine Coast Regional District (SCRD)
1975 Field Road, Sechelt, BC V0N 3A1

Dear Mr. Siao,

Subject: Summary of Public Consultation and Request for Concurrence regarding a TELUS
Wireless Communications Facility

TELUS Site:	BC109146
Proposed Location:	Coast Gravity Park, Sechelt, BC (PID 015-827-003)
Description:	63.0 metre self-support tower / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build a telecommunication structure to provide improved communications to users along east side of the Inlet. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

An Information Package was submitted to the SCRD on July 15, 2021, formalizing the initiation of the consultation process for the proposed tower location. Please see **Appendix 1: Information Package**.

On August 6, 2021, six notification packages were mailed to property owners within a radius of three times the tower height (approx. 190 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package**.

On August 13, 2021, an advertisement ran in the Coast Reporter newspaper, please see **Appendix 3: Newspaper Tear Sheet**.

On September 8, 2021, the consultation period ended. During the consultation period, no comments were received from the public. The Airport was also consulted given the proximity of the tower to the Airport (just over 4 km). The Airport did not have concerns with the proposal but has asked the TELUS to develop a better tower lighting maintenance plan to ensure any tower lighting is replaced should it fail. TELUS and the Airport are in discussion to ensure this is undertaken.

TELUS looks forward to support from the SCRD to enhance improved services for the community, please find in **Appendix 4: Sample Resolution**, a sample resolution which may be used by the Board to support this project. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at tawny@cypresslandservices.com.

Tawny Verigin
Manager of Government Affairs

A handwritten signature in blue ink, appearing to read 'Tawny Verigin', is positioned above the printed name and title.

Cypress Land Services
Agents for TELUS

Appendix 1: Information Package



Cypress Land Services Inc.
Suite 1051 – 409 Granville Street
Vancouver, BC V6C 1T2

Telephone: 604.620.0877
Facsimile: 604.620.0876
Website : www.cypresslandservices.com

July 15, 2021

Via Email: Yuli.Siao@scrd.ca

Yuli Siao
Senior Planner
Sunshine Coast Regional District (SCRD)
1975 Field Road
Sechelt, BC V0N 3A1

Dear Mr. Siao,

Subject: TELUS Telecommunications Facility Proposal Information Package
Address: Coast Gravity Park, Sechelt, BC SCRD,
PID: 015-827-003
Coordinates: N 49.500972°, W 123.729889°,
TELUS Site: BC109146

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists City of Sechelt and the Sunshine Coast Regional District.

Proposed Site

The subject property is large, forested property situated on the east side of the Sechelt inlet, situated 1.5km up on the hillside in Coast Gravity Park. The proposed location is at a high elevation accessed via existing access road. Please see **Schedule A: Tower Site Location**.

Rationale for Site Selection

The proposed facility is strategically proposed at a high elevation, which will provide services to the Coast Gravity Park area, homes, business and the travelling public within the area.

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is comprised of densely forested, undeveloped land and the tower is nowhere near any residential properties. The tower will be surrounded in all directions by mature trees to screen a portion of the tower. From a radio frequency perspective, a site at this central location allows TELUS to improve service.

Tower Proposal Details

TELUS is proposing to construct a 60.0 metre self-support steel tower inclusive of a 3 metre lightning rod installed at the top of the tower. The tower as well as an equipment shelter, generator and propane tank will be fenced in for security purposes. The tower will have up to 18 antennas and two microwaves.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and Photo-Simulations, please see **Schedule C**. These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. TELUS will send out notification packages to all properties located within three times the height of the proposed tower and place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use

concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php.

Conclusion

Please consider this information package as the official commencement of consultation with the Regional District. TELUS is committed to working with the Regional District and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,
CYPRESS LAND SERVICES
Agents for TELUS



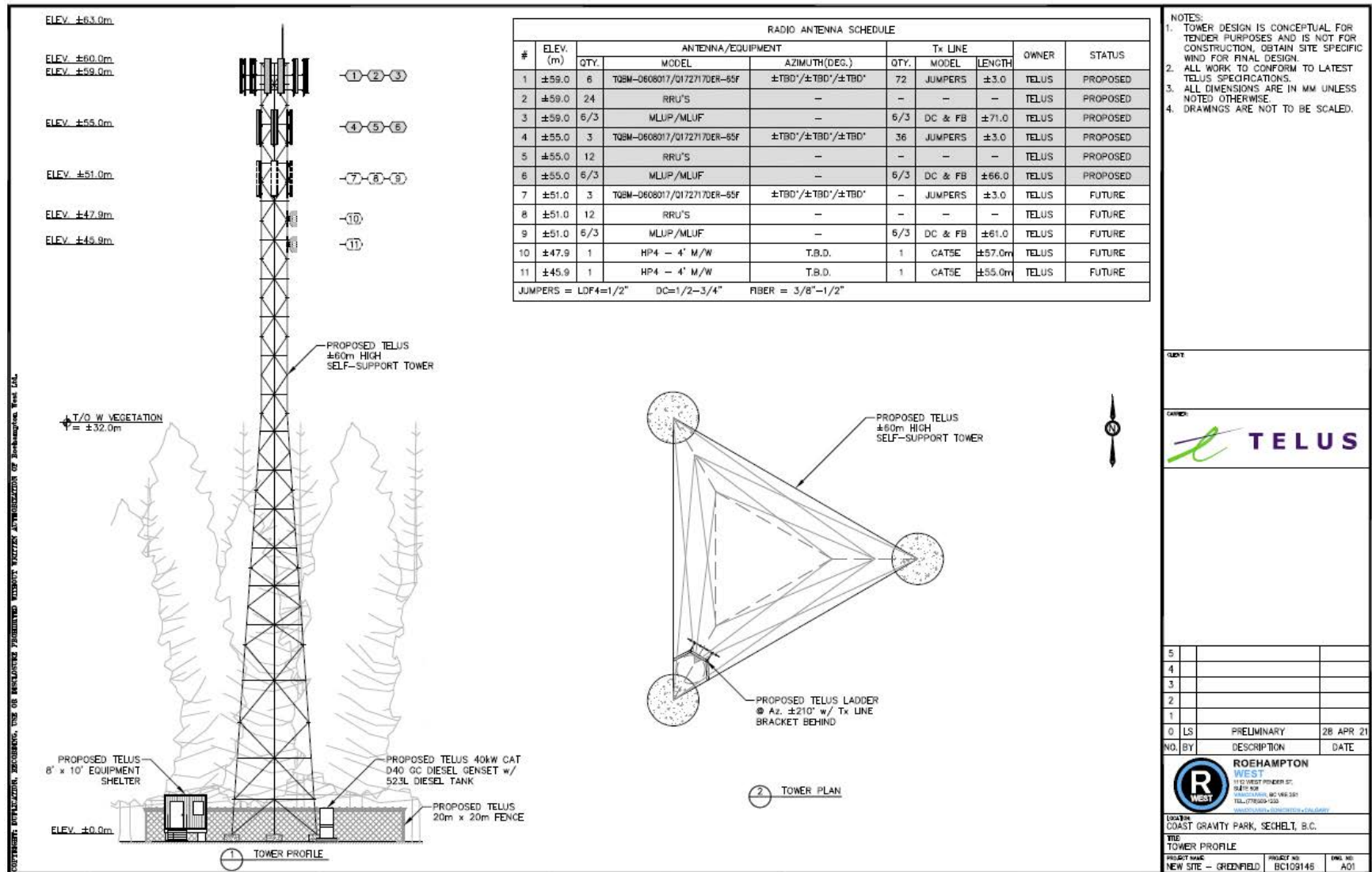
Tawny Verigin
Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS

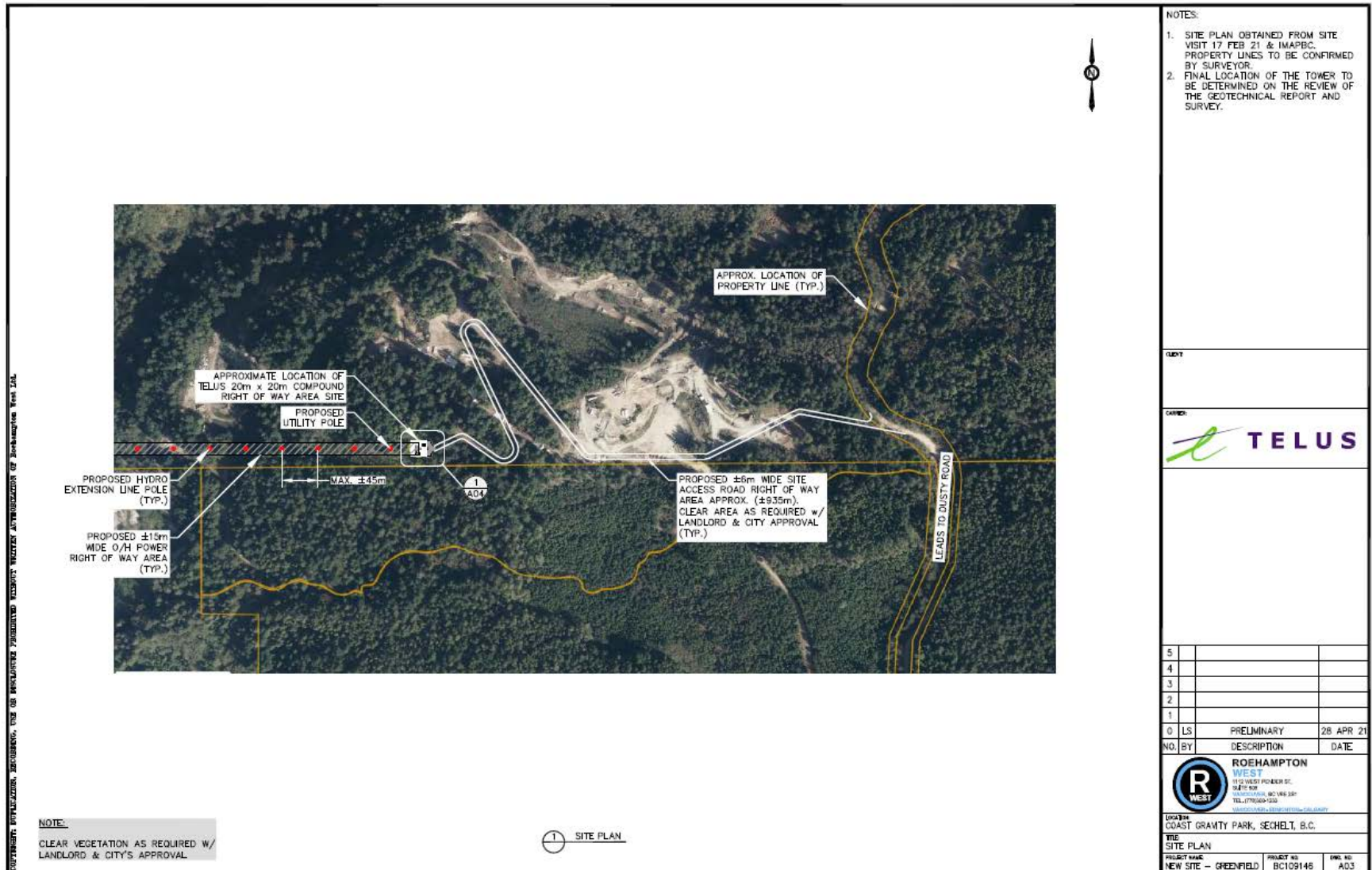
**SCHEDULE A
TOWER SITE LOCATION**



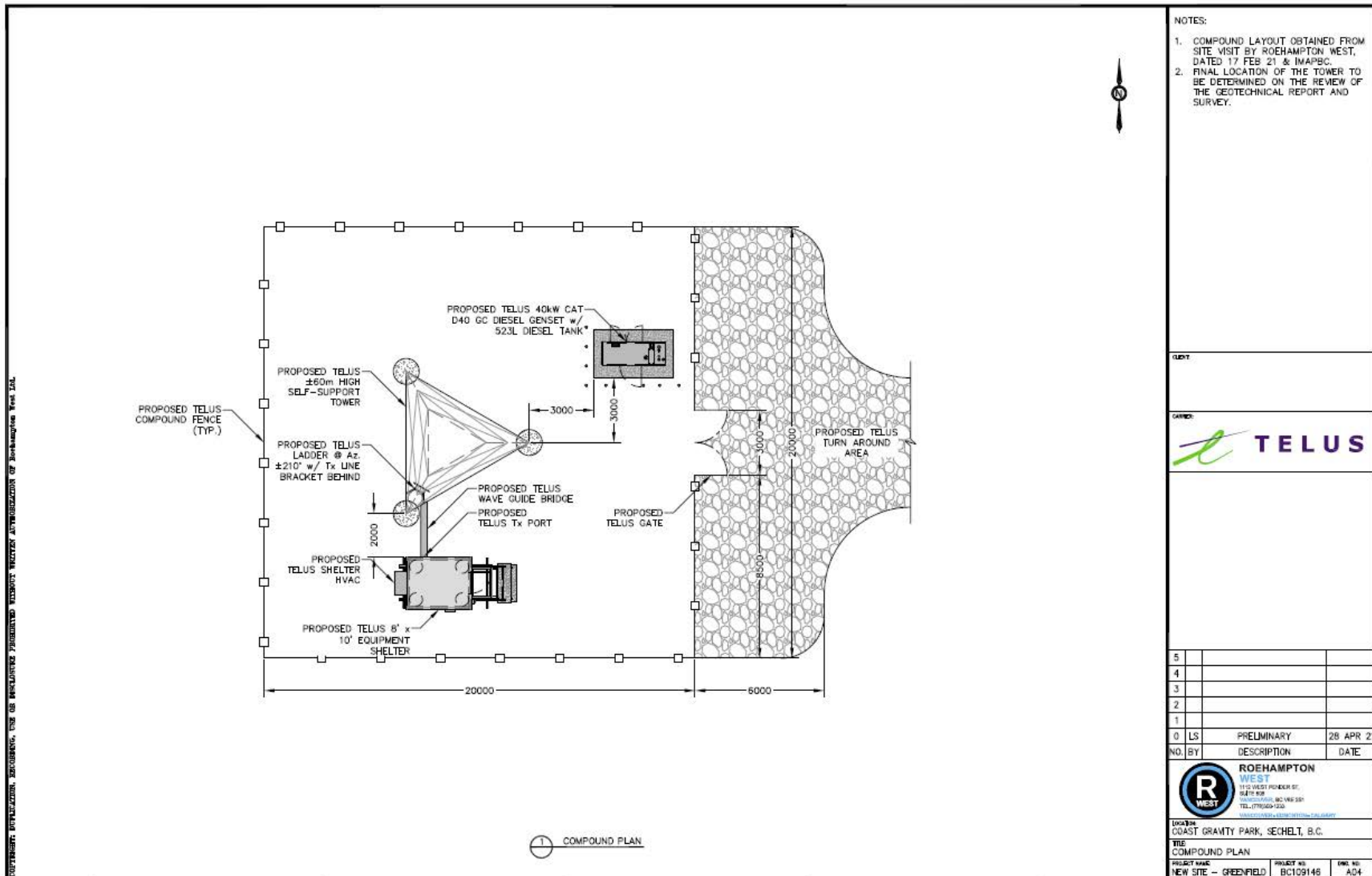
SCHEDULE B PRELIMINARY DESIGN PLANS – TOWER PROFILE



SCHEDULE B PRELIMINARY DESIGN PLANS – SITE PLAN

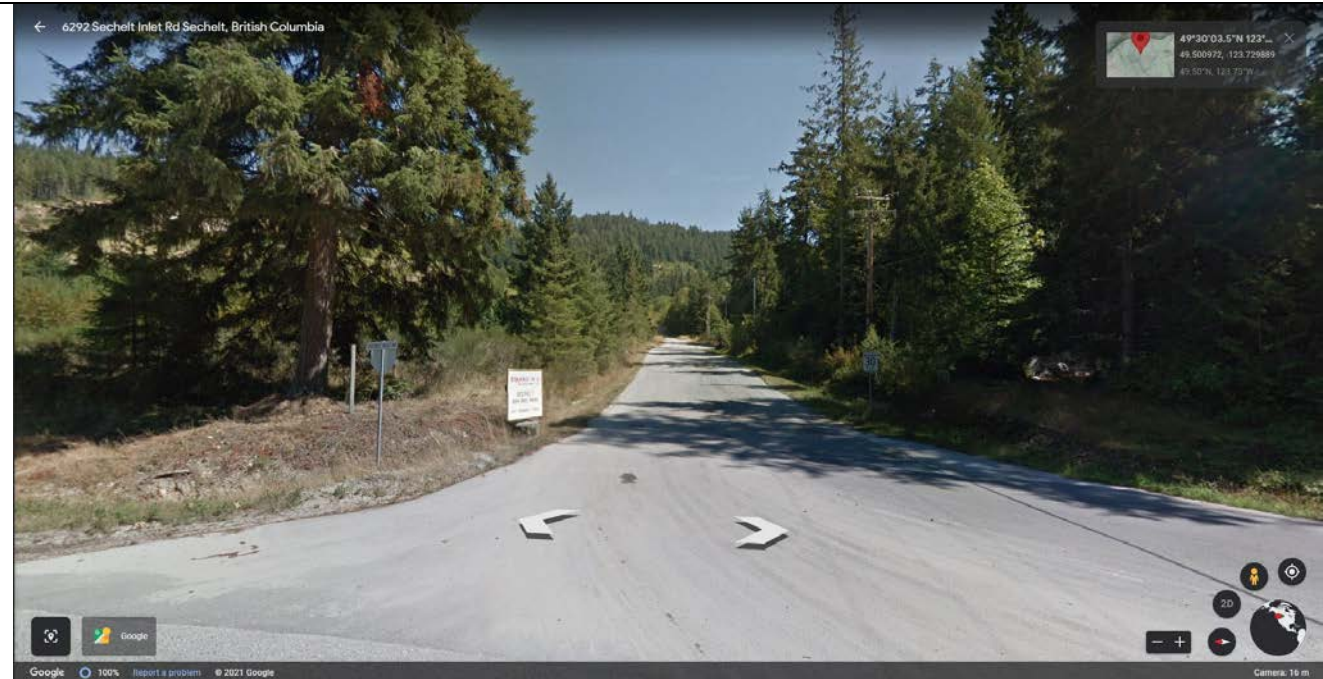


SCHEDULE B PRELIMINARY DESIGN PLANS – COMPOUND PLAN

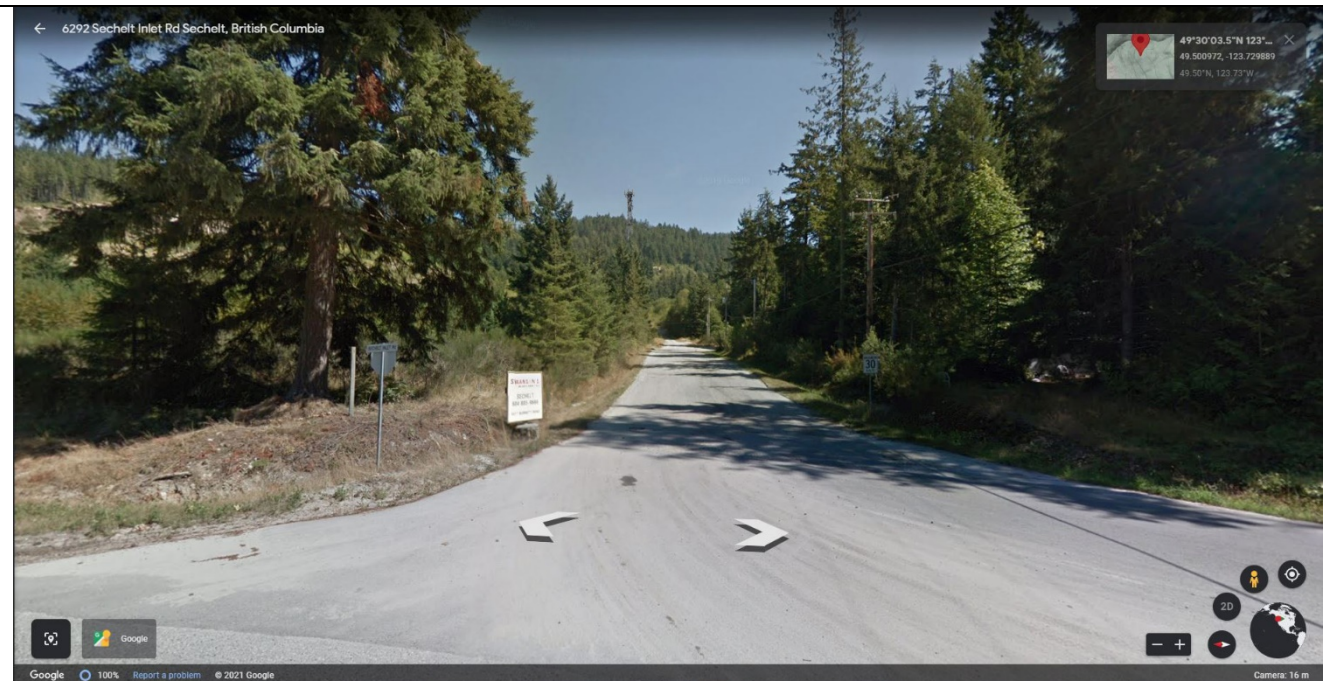


SCHEDULE C PHOTO SIMULATIONS

BEFORE



AFTER



Artist's rendering of proposed facility.

Photo Simulation is a close representation and is for conceptual purposes only – not to scale.

Proposed design is subject to change based on final engineer plans.

The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Application for Subdivision in the ALR – 2061 Twin Creeks Road

RECOMMENDATION

THAT the report titled **Application for Subdivision in the ALR – 2061 Twin Creeks Road** be received;

AND THAT Application (ALC 58324, subdivision in the ALR, 2061 Twin Creeks Road) be supported subject to the following conditions:

1. The proposed driveway and bridge to provide access to Lot 2 be constructed in an area with frontage on Port Mellon Highway and deeded to Lot 2;
2. Arable portions of Lots 2 and 3 be prepared for agriculture to the satisfaction of the ALC; and
3. Registration of a restrictive covenant in favour of the ALC on Lots 2 and 3 for the purpose of restricting residential uses to an area on each lot to be determined by the ALC.

AND FURTHER THAN SCRD's conditional support for the application be forwarded to the Agricultural Land Commission.

BACKGROUND

The SCRD received a referral from the Agricultural Land Commission (ALC) regarding a proposed subdivision application within the Agricultural Land Reserve (ALR) at 2061 Twin Creeks Road in West Howe Sound. The application was considered by the Board, the Advisory Planning Commission and the Agricultural Advisory Committee in 2020 and has since been revised. To address issues raised by the previous review, new information is provided with the revised application, including an agrologist report with farm plan, a geo-technical report, a riparian area assessment and adjustment to the proposed lot boundaries. The subject property (Figure 1) is located in the Williamsons Landing Neighborhood in West Howe Sound, between Port Mellon Highway and Twin Creeks Road. An application summary is provided in Table 1.

Table 1 - Application Summary

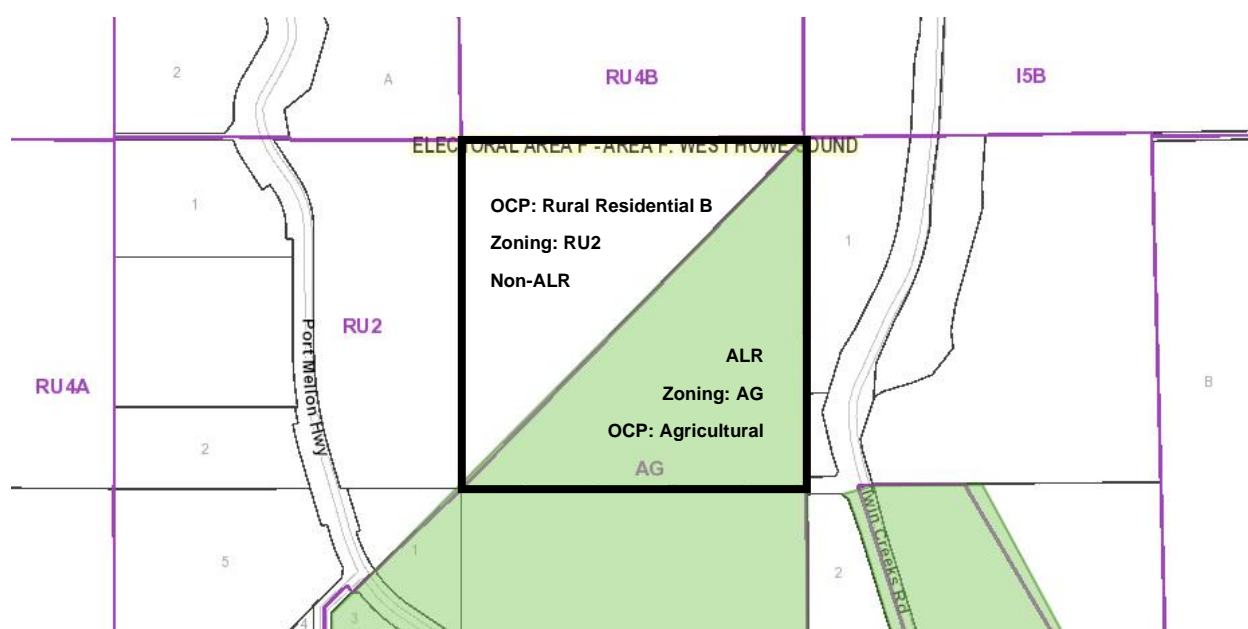
Owner / Applicant:	Lucas Chamberlain
Civic Address:	2061 Twin Creeks Road
Legal Description:	District Lot 4455, PID 015-852-890
Electoral Area:	Area F, West Howe Sound
Parcel Area:	16.2 hectares
OCP Land Use:	ALR portion: Agricultural, Non-ALR portion: Rural Residential B

Land Use Zone:	ALR portion: AG (Agriculture), Non-ALR portion: RU2 (Rural Two)
Subdivision District:	G (minimum parcel size 1.75 hectares)
Application Intent:	To subdivide the parent parcel into three lots, two of which are within the ALR

The square-shaped subject parcel is 16.2 hectares in size and has the following split zones, ALC designations and Official Community Plan (OCP) land use designations (Figure 1):

Sections	Size	ALC designation	OCP	Zoning
NW triangle	8.1 ha	Non-ALR	Rural Residential B	RU2
SE triangle	8.1 ha	ALR	Agricultural	AG

Figure 1 – Location and land use



The applicant is proposing to subdivide the parent parcel into three parcels as shown in Figure 3 – Illustration of subdivision concept, with Lot 1 outside of ALR, and Lots 2 and 3 within the ALR.

Most of the parent parcel is currently forested and undeveloped, except the southeast corner being occupied by a single-family dwelling with a driveway off Twin Creek Road.

The parcel is located in the Ouillet Creek watershed and the property is divided by deep ravines created by separate branches of Ouillet Creek.

The parcel is surrounded by agricultural, rural residential, recreational vehicle park (Langdale Heights RV Park) and private forest land uses.

While approval of all subdivisions within the SCRD is under the administration of the Ministry of Transportation and Infrastructure, subdivision of ALR lands requires additional approval from the ALC. As the proposed Lot 1 is outside of the ALR, severing it from the parent parcel does not require ALC approval. The proposed Lot 2 and Lot 3 are within the ALR, and hence must be the focus of the subject application seeking ALC approval, despite that adjacent land uses and parcels should also be considered in the overall review of the subdivision proposal.

DISCUSSION

Application Rationale

ALR Mapping vs. Land Condition

According to the ALC, the ALR boundaries are based on biophysical information related to the natural characteristics of the land and its climate, and the intention is to set boundaries on objective technical characteristics, rather than on the variables of the market and other socioeconomic conditions including land ownership. ALR boundaries outline general areas suitable for agriculture, but do not necessarily follow naturally sinuous terrains such as ravines or ridges that separate continuous land masses. This is demonstrated by many straight edges and angular shapes of the ALR boundaries. Therefore, not all areas within the ALR boundaries are suitable for farming due to geological constraints.

The subject parcel is divided by two large and deep ravines carved by the Ouillet Creek and its tributaries. The depth of the ravines ranges from 20 m to 30 m, and the width ranges from 50 m to 70m. This imposes significant barrier for access to the lands and connectivity within the lands required for farming activities. The lands within the ravines are also unsuitable for farming, due to not only steep terrains subject to flood, landslide, erosion and debris flow, but also potential impact from farming on the eco-system in the riparian areas of the creeks.

An agricultural capability assessment (Attachment A) completed by a professional agrologist for the subject lands identifies the ravine areas as not farmable (red hatch), and the remaining areas (green shade) as farmable (Figure 2). The two swaths of ravine areas (Ravine 1 and Ravine 2) naturally segregate the parcel into three parts, which roughly match the proposed Lot 1 (non-ALR, 8.1 ha), Lot 2 (ALR, 6.4 ha) and Lot 3 (ALR, 1.75 ha).

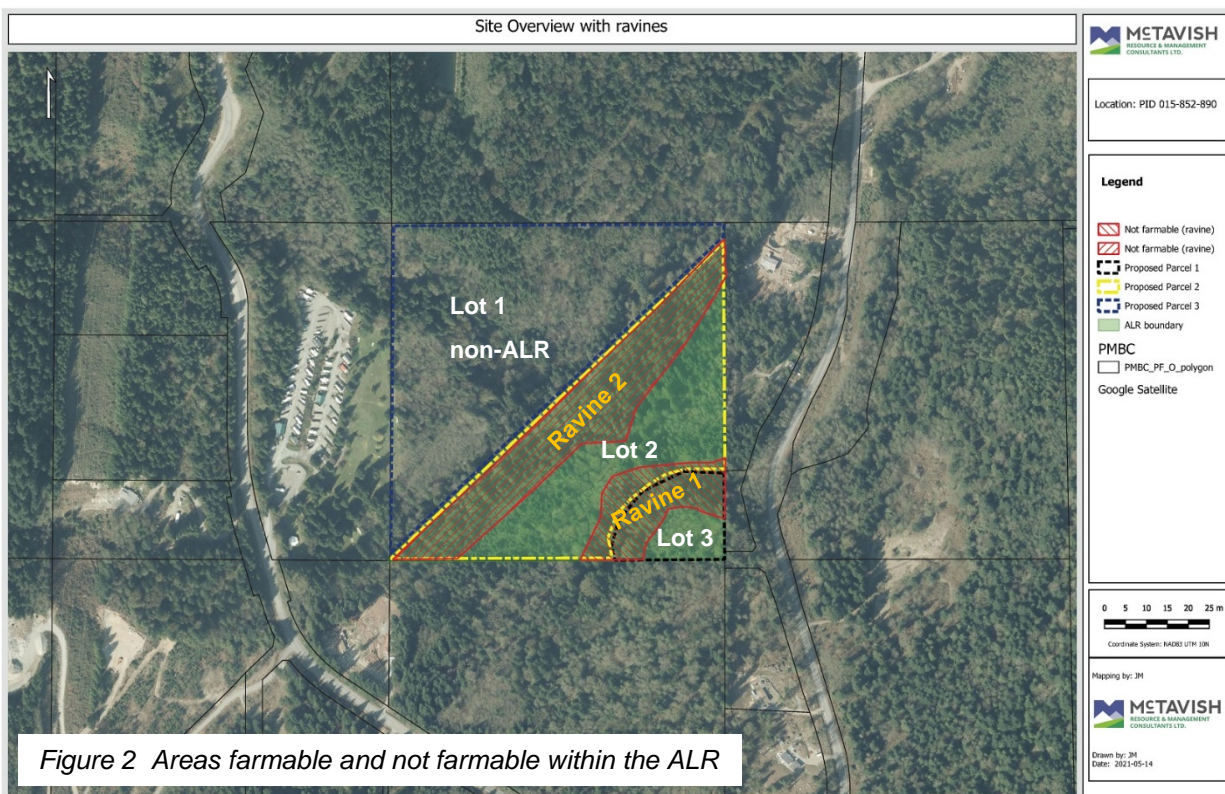


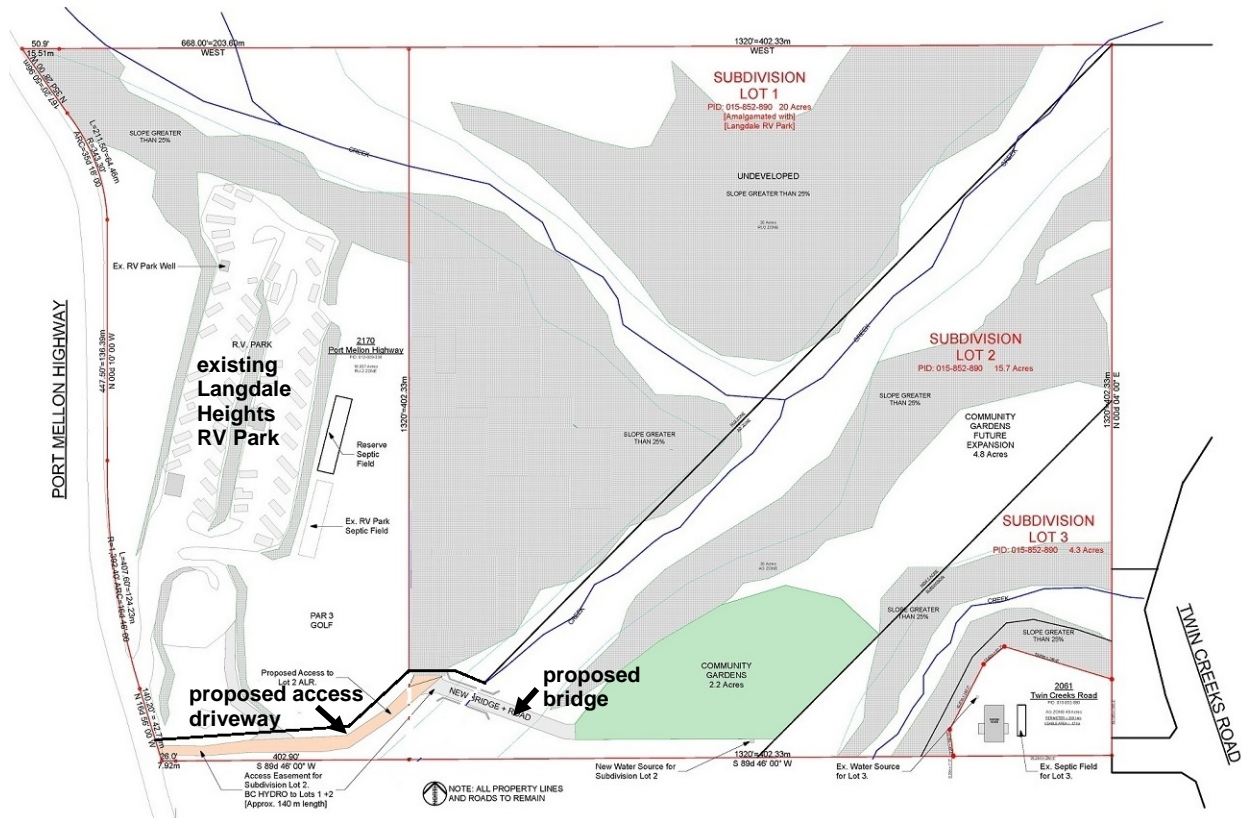
Figure 2 Areas farmable and not farmable within the ALR

Access to Farmable Lands

The only portion of the parent parcel accessible by vehicles is currently the small triangle at the southeast corner which corresponds to the proposed Lot 3. This vehicular access is via Twin Creeks Road. Ravine 1 blocks vehicular access to the rest of the parcel which is land locked by adjacent parcels. According to the applicant, the main reason for the majority of the parcel not being in agricultural production is the lack of access. There are arable lands within the parcel as identified by the agrologist report.

Through geo-technical and riparian area studies of the lands, the applicant identifies the only technically and financially feasible vehicular access to the majority of farmable lands (between the two ravines) within the ALR with the least impact on the creeks and their riparian areas is from Port Mellon Highway and via an access driveway and a bridge through the south portions of the adjacent Langdale Heights RV Park property and the proposed Lot 1 (Figure 3). Land areas needed for providing frontage on Port Mellon Highway and the driveway and bridge for Lot 2 can be deeded to the lot by lot line adjustment of the RV Park property. The non-ALR Lot 1 is planned by the applicant to be merged with the RV Park property which has highway frontage and access.

Figure 3 – Illustration of subdivision concept



Subdivision Concept

Based on the above rationale, the subdivision concept seeks to adapt to the natural form of the lands dominated by the two ravines which divide the parcel into three pockets of developable (Lot 1 outside ALR) and farmable (Lot 2 and Lot 3 within ALR) lands. The severance of Lot 1

from the remainder of the parcel is also based on the non-agricultural land use designation of Lot 1 which enables a broader range of rural and residential uses beyond agriculture. The severance of Lot 1 is not the subject of the ALC application.

Regardless of whether the parent parcel is divided into separate ownership or remains under one ownership, the two farmable pockets in the ALR (Lot 2 and Lot 3) will have to be farmed separately, due to the segregation caused by Ravine 1, these two pockets of lands cannot be combined to form a large contiguous land mass, to achieve greater economy of scale and productivity of a larger farm. Instead, dividing these lands into separate ownership can help to fund the access road and bridge to the land locked Lot 2 which requires significant investment due to challenging geological conditions, and make Lot 2 available for farming, which otherwise will likely remain unused for farming as it has been without such an access. This would enable a net benefit to local community agriculture. Creating two farmable parcels with different sizes and under separate ownerships can also enhance the flexibility of crop options and adaptability of small farms to the change in climate condition, economic condition and consumer demand. This type of farm is also recognized by the OCP as a small-scale independent farm as discussed later in this report.

Farm Plan

Based on soil analysis of the lands, the agrologist report recommends that with management inputs such as stone removal, irrigation and fertilization, the agricultural land capability of the arable portions of the property can support a wide range of crops. Suitable crops include blueberries, nursery and Christmas trees, perennial forage crops, raspberries, and tree fruits. The larger 6.4-ha parcel (Lot 2) is suitable for community gardens as an operational option, where with the installation of raised beds, a wider range of crops would be suitable. The smaller 1.75-ha parcel (Lot 3) is suitable for a hobby farm with the planting of similar crops at a smaller scale.

West Howe Sound Official Community Plan (OCP) Policies

Agricultural Land Use

The southeast triangle of the parcel, containing the proposed Lots 2 and 3, is designated Agricultural in the West Howe Sound OCP. Due in part to mountainous topography and settlement patterns pre-dating the inception of the Agricultural Land Reserve, the overall agricultural potential in Area F is more focused on small-scale independent farms. As a result, agricultural production within the OCP area generally occurs on small farms and backyards as opposed to large-scale intensive agricultural operations. Small farms are loosely defined as a property having between 0.8 and 4 hectares of land under cultivation with a variety of crops. Such a range of sizes generally corresponds to the OCP's two minimum parcel size categories of 4 ha and 1.75 ha for subdivision of lands within the Agricultural designation and the ALR. The proposed Lot 2 (6.4 ha) and Lot 3 (1.75 ha) both meet such size requirements.

The proposed Lot 1 is outside of the ALR and will remain in the Rural Residential designation of the OCP and the RU2 Zone.

Development Permit Areas

The following Development Permit Areas apply to the subject parcel:

- 3 - Slope Hazards
- 2A - Creek/River Corridor
- 2B - Ravines
- 4 - Stream Riparian Assessment Areas
- 5 - Aquifer Protection and Storm water Management

Development permits to address requirements of the above Development Permit Areas will be required as a condition for final subdivision approval.

Zoning Bylaw No. 310

Under Zoning Bylaw No. 310, the southeast triangle comprised of the proposed Lots 2 and 3 is zoned AG (Agricultural) and is within Subdivision District G with a minimum parcel size of 1.75 ha for subdivision purposes. The proposed lot sizes meet the minimum parcel size requirement. The proposed Lot 1 is within the RU2 Zone and meets Subdivision District G requirement.

SCRD Agricultural Area Plan

The Sunshine Coast Agricultural Area Plan identifies protecting farms, improving farming opportunities and expanding access to land for agriculture as a strategic goal. The Plan calls for actions to adopt “no net loss to agriculture” criterion for evaluating land development proposals in order to help ensure the overall availability of arable land for agriculture is not compromised by other land uses.

The proposed subdivision will not result in any loss of lands within the ALR, but instead seeks to partition the parcel along the non-ALR and ALR divide and the natural divides of ravines within the current property. This would not only free up the non-ALR Lot 1 for a boarder range of rural and residential uses to a fuller potential, but also make a large portion of the ALR lands (Lot 2) accessible and available for agriculture. This represents a net gain to agriculture on the Sunshine Coast.

To achieve such desired results, it is important that critical elements of the proposal such as building the access driveway and bridge and preparing the lands for agriculture are realized. Additionally, to complement such results, limiting residential uses to designated areas within the agricultural property should also be considered. These can be achieved through conditions for subdivision approval as recommended in this report.

Edge Planning

ALC's Edge Planning Guidelines for areas between agricultural and non-agricultural lands recommend buffering and landscaping along edge areas to avoid land use conflicts. The natural ravine along the non-ALR Lot 1 and the ALR Lot 2 is a substantial existing natural barrier between the two parcels.

Servicing and Infrastructure Considerations

The property is outside of areas serviced by regional water system and fire protection, but within the regional refuse collection service area. Fire protection is largely the responsibility of the property owners. This is not an uncommon situation in the surrounding rural areas. Private fire protection measures may include on-site water storage, fire-resistant structural cladding and removal of combustible materials, etc. The proposed access road can also provide fire escape

and access for emergency services. Sewage treatment and water supply would be handled by individual wells and septic systems on each lot. Requirements of Vancouver Coastal Health (VCH) with respect to water and sewerage would be implemented through the subdivision approval process.

Subdivision layout and road access would be reviewed by the Ministry of Transportation and Infrastructure (MOTI). As the approval authority of subdivisions MOTI will enforce its conditions as well as conditions from the SCRD, VCH and other agencies including the ALC (for the part of subdivision within the ALR) prior to final approval of the subdivision.

APC Comments

The West Howe Sound Advisory Commission recommends support for the application.

AAC Comments

The application was referred to the Agricultural Advisory Committee's meeting for consideration on September 28, 2021, however, the necessary quorum was not achieved. This item could be referred to a future AAC meeting, at the Board's discretion. A referral to a future meeting would add 1-2 months to the application process timeline.

Timeline for next steps

Once this report has been presented to the SCRD Board for consideration, the Board may adopt a resolution noting its recommendation for either support, denial or conditional support of the application. If denied, the subdivision will not be permitted. If supported, the recommendation will be forwarded to the Agricultural Land Commission for a final decision.

CONCLUSION

Based on analysis of this report, staff concur with the application rationale for the proposed subdivision within the ALR which is supported by new technical studies and addresses concerns raised through the previous review. The revised application is found to be consistent with the West Howe Sound OCP, Zoning Bylaw No. 310 and the SCRD Agricultural Area Plan.

To ensure farming will occur and residential uses will be limited on the subdivided lots within the ALR, construction of the access driveway and bridge, restriction of residential uses to home plates (covenanted areas) and preparation of the lands for agriculture are recommended as conditions for subdivision approval. Staff recommend supporting the application subject to those conditions.

ATTACHMENTS

Attachment A – Agricultural Capability Assessment

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	



**Agricultural Capability Assessment (PID 015-852-890)
Langdale, BC.**

September 09, 2021

Revision Index			
Revision #	Approved by	Date (YYYY-MM-DD)	Issued Status
0	J. McTavish, PAg	2021-05-14	Issued for Review
1	J. McTavish, PAg	2021-05-25	Issued for Review
2	J. McTavish, PAg	2021-06-02	IFR
3	J. McTavish PAg	2021-09-09	IFR

Table of Contents

1.0	Introduction	2
1.1	Site Description	2
2.0	Methods	3
2.1	Desktop Assessment	3
2.2	Field Assessment	4
2.3	Soil Laboratory Analysis	5
3.0	Desktop Assessment Results	5
3.1	Published Soil Series	5
3.2	Published Agricultural Capability	8
4.0	Field Assessment Results	9
4.1	Soils	9
4.2	Agricultural Capability	10
5.0	Soil Lab Results	11
6.0	Discussion	12
6.1	Proposed subdivision	12
6.2	Crop options (proposed parcel 1)	12
6.3	Crop options (proposed parcel 2)	14
7.0	Summary and Conclusions	15
8.0	References	16
Appendix I.	Site Overview Maps	17
Appendix II.	Field Soil Assessment Summary Table	18
Appendix III.	Lab Results Summary Table	19

List of Figures

Figure 1	Property location (red outline) and ALR zoning	3
Figure 2	Suggested AC based on site observations	11
Figure 3	Proposed subdivision and access overview	13
Figure 4	Fertilizer recommendations based on topsoil lab results	14
Figure 5	Fertilizer recommendations based on subsoil lab results	14

List of Tables

Table 1	Summary of Mapped Soil Series on Site	7
Table 2	Summary of Mapped Agricultural Capability Ratings on Site	9
Table 3	Revised Agricultural Capability	10



Table 4 Management inputs	14
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Table of Acronyms

ALC	Agricultural Land Commission
ALR	Agricultural Land Reserve
BC	British Columbia
cm	Centimeter
EC	Electrical conductivity
F	Fine (soil structure size)
GR	Granular (soil structure kind)
ha	Hectare
M	Medium (soil structure size)
SBK	Subangular blocky (soil structure kind)
SiL	Silty loam (texture)
SL	Sandy loam (texture)
SG	Single grained (soil structure kind)
SMD	Soil moisture deficits
TEC	Total exchange capacity
VF	Very fine (soil structure size)



1.0 Introduction

McTavish Resource & Management Consultants Ltd. (McTavish) was retained by Lucas Chamberlain (the “Client”) to carry out an agricultural capability assessment of 2061 Twin Creeks Road, Gibsons, British Columbia (the “Site”). Agricultural capability is a way to describe how capable or suitable land is for agriculture. The capability is based on factors that promote or limit agriculture such as soils, climate, and/or topography.

In BC, land is rated for its agricultural capability through a classification system known as *The Land Capability Classification for Agriculture in British Columbia* by Kenk and Cotic (1983). Using this system, land in BC is rated between Class 1 to 7, where Class 1 is land best suited for agriculture and Class 7 is non-arable land. Various subclasses describe the factor(s) that limit agriculture.

The agricultural land capability classification indicates the range of suitable crops that can be grown and/or the management inputs required based on soil and climate parameters. The ratings can be “unimproved” based on the conditions that exist at the time of the survey without any management inputs or “improved” based on the rating after the limitations have been alleviated through improvements.

This assessment aims to identify the current and reasonable potential for agriculture at the Site and to provide observations and comments for a proposed subdivision of the parcel.

1.1 Site Description

The “Site” is a 16 ha parcel located (**Appendix I**) roughly 4 km north of the Langdale Ferry Terminal. It is currently unoccupied and not in agricultural production. The Site is divided diagonally in which the lower half (~7.66 ha) is zoned as Agricultural Land Reserve (ALR).

Road access is limited to a small ~4 acre segment in the south east corner due to a ravine that bisects the parcel.

Adjacent land use includes an RV Park to the west, forested areas to the north and south, and a single residential unit to the east (Figure 1).





Figure 1 Property location (red outline) and ALR zoning

2.0 Methods

The agricultural capability assessment was conducted to confirm or revise existing published agricultural capability of the Site. The assessment was carried out in two phases: 1) a desktop review of published resources; and 2) a field assessment to characterize site conditions and conduct a detailed soil survey.

Based on the desktop and field results the agricultural capability was confirmed or revised. Analysis of the agricultural capability considers (but is not limited to) climate and microclimate, site conditions, soils, land use, and/or management inputs.

The agricultural capability assessment adhered to the BC Agricultural Land Commission (ALC) Criteria for Agricultural Capability Assessments Policy P-10 (BC ALC, 2017).

2.1 Desktop Assessment

Prior to undertaking the field assessment, the BC Soil Information Finder Tool (Province of BC, 2018) was reviewed to determine the published series mapping and data as well as the published agricultural capability mapping and classifications.

Historic satellite imagery via Google Earth Pro was consulted to review changes to the land use over time.

This review provided guidance for the placement of the detailed soil pit investigation sites across the Site based on mapped soil series, crop type, and land use.

2.2 Field Assessment

The field assessment was carried out on foot April 23, 2021 and included general observations of the Site and a detailed soil survey.

Observations of site conditions that may promote or limit agriculture such as existing farm infrastructure, environmental conditions, drainage, and topography were made across the Site where accessible. Topography was assessed based on the definitions provided by Luttmerding, 1981.

The detailed soil survey was completed to support the agricultural capability assessment. The soil survey followed the requirements of the ALC Policy P-10 (2017). ALC Policy P-10 requires that the soil survey meet the Survey Intensity Level 1 (SIL1), as outlined in the “Soil Inventory Methods for British Columbia” (Resources Inventory Committee, 1995). SIL1 requires one detailed soil pit per 1 to 5 ha.

A total of five (5) detailed soil pits were installed across the Site. The detailed soil pits ensured assessment of each of the three (3) mapped soil polygons that occur on the Site. Each soil pit was hand dug to the C horizon, or until shovel refusal. The detailed soil survey included the documentation of soil characteristics based on *Soils Illustrated – Field Descriptions, 1st Edition* (Watson, 2007):

Horizon designation: Mineral or organic layers that have developed parallel to the land surface and are distinguished by properties such as colour, structure, texture, consistence, etc. Each horizon assigned a master horizon designation and suffix per the *Canadian System of Soil Classification, 3rd Edition* (Soil Classification Working Group, 1993).

Horizon depth: Minimum and maximum thickness in centimeters (cm).

Texture: The composition of sand, silt, and/or clay, as textured by hand.

Coarse fragments: size (gravels, cobbles, stones, boulders), content (%), and description (rounded, sub-rounded, sub-angular, angular).

Structure: the aggregation of primary soil particles (sand, silt, clay) into compound aggregates called peds within the soil profile. Peds described by kind (of each type) and class (very fine, fine, medium, coarse, very coarse) according to their size.

Consistence: the mineral soil resistance to rupture (soil strength) or deformation (plasticity) and its degree of internal cohesion and adhesion to other substances. Soil consistence described by three states (dry, moist, wet) and corresponding codes.

Colour: the colour of each horizon as designated by the Pantone (2009) Munsell Soil Color Book.

Mottles: the coloured (generally) red or yellow splotches or blotches within the dominant matrix colour (often blues to greens to greys). Mottling described by abundance, size, and contrast.

Mottles develop under oxidizing conditions while the matrix develop under reducing conditions when the water table is high. Mottling indicates a fluctuating water table.



Rooting depth: The maximum depth (cm) of observed rooting.

Root restricting layer: physical properties within the soil profile that restricts rooting. May be due to compaction, cementation, poor soil structure, coarse fragment content.

Depth to water table: the depth (cm) to the water table.

Drainage class: the soil drainage classification (very rapid, rapid, well, moderately well, imperfect, poor, very poor) per the Field Manual for Describing Terrestrial Ecosystems, 2nd Edition (BC Ministry of Forests and Range & Ministry of Environment, 2010).

2.3 Soil Laboratory Analysis

Soil samples were collected from both the topsoil and subsoil from each soil pit and sent for laboratory analysis.

The soil samples were analyzed to determine soil physical and chemical properties that may promote or limit agriculture. The samples were analyzed at Element in Surrey, BC.

The topsoil samples were analyzed to determine soil macro- and micro- nutrient content, pH, electrical conductivity (EC), organic matter (OM) content, cation exchange capacity (CEC), particle size including (% sand, silt, and clay), and texture.

3.0 Desktop Assessment Results

To understand agricultural capability, it is necessary to review the climatic zones that the sites fall within. Biogeoclimatic mapping provides an indication of the overall anticipated moisture and temperature conditions. The site is within the Coastal Western Hemlock, Very Dry Maritime (CWHxm1) Biogeoclimatic (BEC) zone (Province of BC, 2020). This BEC zone is characterized by warm, dry summers and moist, mild winters with relatively little snowfall (Green & Klinka, 1994).

3.1 Published Soil Series

Three soil polygons consisting of four soil series are documented to occur on the Site (**Table 1**; Province of BC, 2018). The soil series occur in complexes (i.e., multiple soil series per polygon) and include mineral soil types. The mineral soils have developed from marine deposits which overlie glacial till and fine-textured marine and glaciomarine deposits. The upper deposits consist of lag¹ and littoral² material that have formed as isostatic uplift and wave action eroded and removed the finer textured sediments leaving sandy and/or gravelly material behind (Luttmerding, 1981).

¹ Denotes the accumulation of material that ranges in size from granule to cobble with the absence of finer material which has been removed through fluvial, aeolian, or weathering processes.

² Denotes the accumulation of non-cohesive sediments (mainly sand) through the deposition process of longshore sediment transport.



Sunshine soils³ occur in scattered locations throughout the uplands of the Lower Mainland, commonly near the Delta, Surrey, Langley, and Maple Ridge Municipalities. These soils have developed from coarse to moderately coarse (sandy) textured, stone-free, littoral, glaciofluvial and fluvial deposits usually 1 to 2 m thick which overlie mainly moderately fine-textured glaciomarine and marine deposits, or sometimes moderately coarse-textured glacial till. Surface textures are usually sandy loam, varying occasionally to loamy sand or loam; subsurface and subsoil textures are sand containing, sometimes loamy sand lenses. The underlying glaciomarine and marine materials range from silty clay loam to clay, while the glacial till is either sandy loam or gravelly sandy loam. Sunshine soils are gently undulating to sloping with gradients less than 5%. These soils are moderately drained, rapidly to moderately pervious, have slow surface runoff, and low to moderate water holding capacity. A perched water table may develop above the slowly permeable underlay. Sunshine soils are limited for agricultural use by low water and nutrient holding capacity. With management inputs including irrigation, lime and/or fertilizer, organic matter incorporation, and stone removal, crops such as annual legumes, blueberries, cereals, corn, nursery and Christmas trees, perennial forage crops, raspberries, strawberries, and tree fruits may be suitable; If soils are too stony, cole crops, root crops and shallow rooted annual vegetables are unsuitable (Bertrand et al., 1991).

Bose soils³ occupy extensive areas on the uplands, particularly on the Sunshine Coast, and in Delta, and Surrey Municipalities. Bose soils have up to 10 cm of organic forest litter on the soil surface under which a discontinuous, light gray, leached, sandy layer thinner than 4 cm. This is underlain by a dark brown to reddish brown, loose, gravelly zone about 60 cm thick. Abruptly underlying this, where glacial till is present, may be a very hard cemented sandy layer about 50 cm thick containing common, reddish-brown to greyish-brown mottles. Bose soils are moderately well to well drained. These soils have variable topography, ranging from gently sloping and undulating to steeply sloping and strongly rolling (gradients usually between 5 and 25%). They are rapidly pervious in the upper gravelly part but this changes to slowly pervious in the compact glacial till. Bose soils are severely limited for agricultural use by low water and nutrient holding capacity, varying slopes/steepness, potentially cemented subsoil layers, and stoniness. On soils where stoniness is not excessive and slopes are less than 15%, blueberries, nursery and Christmas trees, perennial forage crops, raspberries, and tree fruits may be grown; annual crops are considered unsuitable (Bertrand et al., 1991). With stone removal, irrigation system installation, and amendment addition, agricultural capability may improve.

Capilano soils occupy extensive areas on the uplands and along the lower mountain slopes in the western part of the Lower, particularly between Gibsons and Sechelt on the Sunshine Coast. Parent material consists of coarse-textured, stony, glaciofluvial and deltaic deposits with the occasional deep, gravelly, marine lag deposits. Surface textures are mostly gravelly loam sand to gravelly sandy loam or gravelly sand in a few areas. These soils have up to 15 cm of coniferous forest litter on the soil surface, underlain by 2 to 5 cm of loose, gray, leached, sandy material, which, in turn, is underlain by roughly 40 cm of very friable or loose, dark reddish brown to yellowish-red, gravelly, or coarse sandy material. This grade into a strongly cemented, hard, gravelly zone is at roughly 50 cm. The upper 50 cm of the soil is extremely acidic. These soils are well to rapidly drained, rapidly pervious, have low water holding capacity, and slow surface

³ Soil description information modified from Luttmerding, 1981.



runoff. The cemented subsoil slightly restricts permeability in the subsoil. The topography is moderately to strongly sloping or gently to strongly rolling. Slope gradients range between 10 and 30 percent with elevations generally ranging from 30 and 200 m above sea level. Capilano soils are limited for agriculture by droughtiness, stoniness; occasionally adverse topography and low fertility are also limiting. On soils where stoniness is not excessive and slopes are less than 15%, blueberries, nursery and Christmas trees, perennial forage crops, raspberries, and tree fruits may be grown; annual crops are considered unsuitable (Bertrand et al., 1991). With stone removal, irrigation system installation, and amendment addition, agricultural capability may improve.

Heron soils³ occupy scattered areas on the uplands, mainly in the western part of the Lower Mainland. They have developed from coarse-textured (sandy) littoral or glaciofluvial deposits which overlie fine textured marine or moderately fine-textured glaciomarine deposits. Glacial till occasionally underlies. These soils are depressional to gently undulating, with slopes less than 5 percent. Elevation generally ranges between 20 and 100 m above sea level. Heron soils are poorly drained, rapidly pervious in the sandy material, but changes to slowly pervious in the clayey underlay. Water holding capacity is moderate to low, with slow surface runoff. A perched water table exists above the compact underlay, and surface ponding may occur during periods of high rainfall. Heron soils are limited for agricultural use by poor drainage and low water and nutrient holding capacity. With irrigation at frequent intervals and low volumes, fertilizer application, and a subsurface drainage system where drainage is poor, annual legumes, blueberries, cereals, cole crops, corn, nursery and Christmas trees, perennial forage crops, root crops, shallow rooted annual vegetables and strawberries may be suitable.

Table 1 Summary of Mapped Soil Series on Site

Mapped Soil Series 1	Soil Polygon Classification	%	Mapped Soil Series 2	Soil Series 2 Classification	%	Area (ha)
Sunshine	Orthic Humo-ferric Podzol	60	Bose	Duric Humo-ferric Podzol	40	0.81
Bose	Duric Humo-ferric Podzol	60	Capilano	Orstein Humo-ferric Podzol	40	8.76
Bose	Duric Humo-ferric Podzol	70	Heron	Orthic Humic Gleysol	30	6.52



3.2 Published Agricultural Capability

The published agricultural capability rating across the Site ranges from Class 4 with limitations (subclass) of stoniness (P), soil moisture deficiency (A), and excess water (W) to Class 7 with a limitation of topography (T). The published improved rating ranges from Class 2 with limitations of A, T, and W to Class 3 with limitations P, A, W. The polygon with Class 7T rating is not improvable. **Table 2** provides a summary of the mapped agricultural ratings on Site.

Details on the Land Capability Classification and subclasses is provided in “The Land Capability Classification for Agriculture in British Columbia” by Kenk and Cotic (1983). The following paragraphs provide a summary of the agricultural capability classifications within the study area, as described by Kenk and Cotic (1983):

The **P** subclass (limitation due to stoniness) describes the presence of coarse fragments such as gravels (0.2 cm < 7.5 cm diameter), cobbles (7.5 cm < 25 cm diameter), stones (25 cm < 60 cm diameter), and boulders (>60 cm diameter). Coarse fragments may hinder tillage, planting, and/or harvesting. On Class 1 land, the total coarse fragments is less than 5 percent and offers no, or very slight hindrance to cultivation. Class 2P has between 6 and 10% coarse fragments and less than 1 percent cobbles or stones resulting in a very slight hindrance to cultivation. Class 3P has between 11 and 20 percent coarse fragments with cobbles and stones occupying 2 to 5 percent volume leading to a significant hindrance to cultivation. Class 4P has between 21 and 40 percent coarse fragments with cobbles and stones occupying 16 to 30 percent volume. In areas that are climatically suitable for growing tree fruits and grapes, Class 4P may not be significantly limiting.

The **A** subclass (limitation due to soil moisture deficit) is used where crops are adversely affected by drought either through insufficient precipitation or low water holding capability in the soil. This limitation is determined for all lands subject to soil moisture deficits (SMD) during the growing season for the upper 50 cm of mineral soil. Class ratings are differentiated by the SMD: Class 1 land, SMD occurs within 40 mm; Class 2A, between 40 and 115 mm; Class 3A, between 116 and 190 mm; and Class 4A, between 191 and 265 mm.

The **W** subclass (limitation due to excess water) describes how imperfect or poor drainage due to high water tables, seepage, or runoff may limit or prevent agriculture. On Class 1 land, excess water is not a limiting factor. Class 2W land may have occasional excess water during the growing season and without other contribution limiting factors, is not likely to significantly impact agriculture or the range of crops that can be grown. Class 3W has occasional occurrences of excess water during the growing season and the occurrence of excess soil water during the winter months that would adversely affect perennial crops. Class 4W has frequent or continues excess water during the growing season and the water level is at the surface most of the winter and into mid spring. This may force late seeding and/or restrict the crop type or production in a moderate way.

The **T** subclass (limitation due to topography) describes how topography may limit the use of farm machinery, decrease the uniformity of growth of mature crops, and increase the potential for water erosion. Topography is classified based on percent slope and the pattern or complexity of slopes. Class 1 land has simple slopes of 5 percent or less or complex slopes of 2 percent or less. Class 2T land has simple slopes of 6 to 10 percent or complex slopes between 3 to 5 percent. Class 7T has either simple or complex



slopes greater than 30 percent. Land in this condition is not suitable for cultivation or natural grazing of domestic livestock. Improvement is not considered practical for Class 7T.

Table 2 Summary of Mapped Agricultural Capability Ratings on Site

Mapped Soil Series	Current Agricultural Capability	Current Improvable Agricultural Capability	Area (ha)
Sunshine (60%)/Bose (40%)	6:4A~4:4AP	6:2AT~4:3PAT	0.81
Bose (60%)/Capilano (40%)	7T	-	8.76
Bose (70%)/Heron (30%)	7:4PA~3:4WA	7:3PAT~3:2WA	6.52

4.0 Field Assessment Results

The ALR boundary divides the Site diagonally along the southwest to the northeast corner (see **Appendix I**). Soil pits were installed within the ALR area which consisted of a ~4 acre section that is accessible by municipal road and a ~16 acre section that is isolated by two ravines and an adjacent parcel (RV park). This section does not have road access; during the field assessment, it was accessed through the adjacent parcel by hiking through a large ravine (approximately 300' wide and 100' deep).

The parcel has one residential structure located in the ~4 acre section on the southeast corner. The Site is not currently in agricultural production. Land use to the north, east, and south is private residential, with an RV park located directly west.

4.1 Soils

Five soil pits were installed in the ALR portion of the parcel (**Appendix I**) which consisted primarily of the Bose/Heron soil series (6.52 ha). The 0.5 ha section of Bose/Capillano in the ALR portion of the site was omitted due to its small size and accessibility issues (isolated by steep ravines).

Pit 1 and 2 were installed in the ~4 acres section. Pit 1 was installed downslope roughly 45 m east the residence. Soil was observed to be partially disturbed by land clearing and construction of the residence. The A and B horizon were noted to be mixed. A gleyed C horizon was evident at and beyond 43 cm indicating predominantly saturated conditions throughout the year.

Pit 2 was installed approximately 20 m west the residence at the forest margin. A buried Ah horizon was noted between 15 and 30 cm. Like Pit 1, mixing of horizons was noted and attributed to logging and stump removal.

Both Pit 1 and 2 had soil with a predominantly friable consistence and fine to very fine granular or subangular blocky structure. Rooting depth ranged between 40 and 50 cm.

Pit 3, 4, and 5 were installed in the ~16 acre section of the Site that is currently only accessible through the neighboring parcel followed by a hike through a large ravine. These soil pits had minimal coarse fragments apart from pit 5 which had an estimated 15 percent of gravel at 41 cm. Structure was consistently observed to be single grained to very fine granular with a loose or friable consistence. Hand texturing in the field determined the soil to range from silty loam to sandy loam. Rooting depth ranged between 55 and 65 cm. These pits were observed to be very well drained.



A report with details on each soil pit, including soil profile descriptions, soil pit photographs, and site conditions is provided in **Appendix II**.

4.2 Agricultural Capability

The confirmation and/or revision of the mapped agricultural capability was considered for the site based on the soil characteristics and crop type/management, as well as the site conditions.

A revised rating for the Bose/Heron soil series has omitted the limitation of stoniness (P) as evidence of significant coarse fragments were not observed. Restrictions due to extremely steep topography was evident in large areas of the Bose/Heron polygon leading to the suggested 7T rating. Therefore, based on field observations, the agricultural capability for the Bose/Heron soil series ranges from Class 7 with limitations due to topography to Class 4 with limitations due to excess water (W), topography (T) and soil moisture deficiency (A).

An overview map showing these revisions is provided in Figure 2.

Table 3 Revised Agricultural Capability

Mapped Soil Series	Published Ag Cap	Published Improvable Ag Cap	Revised Ag Cap	Revised Improvable Ag Cap	Area (ha)	Comments
Bose (70%)/Heron (30%)	7:4PA~3:4WA	7:3PAT~3:2WA	4:7T~6:4WA	4:7T~6:2WAP	5.96	<10% coarse fragments were observed in all pits apart from Pit 5 with 15% at 41 cm. P as a limitation was therefore removed from unimproved AC. Significant steep topography observed throughout polygon resulting in 7T classification
Bose (60%)/Capilano(40%)	7T	7T	No change	No change	1.76	



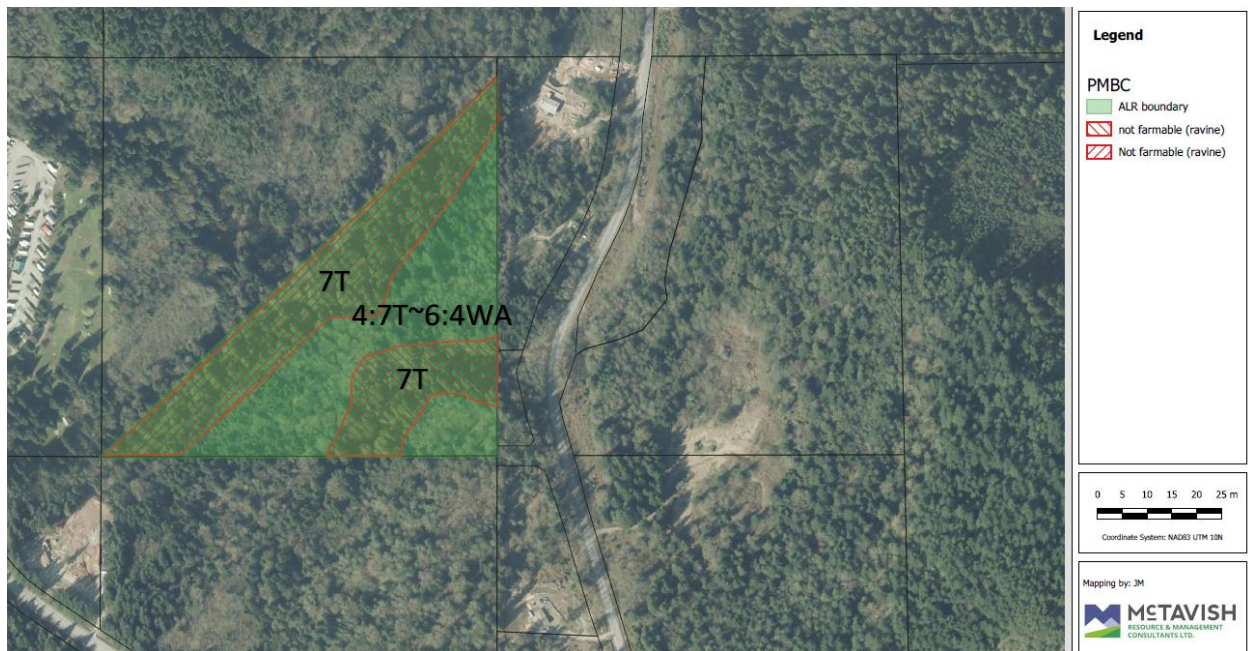


Figure 2 Suggested AC based on site observations

5.0 Soil Lab Results

Soil samples (topsoil and subsoil) from pit 1 and 2, as well as pit 3, 4, and 5 were aggregated due to homogenous soil and environmental conditions. Four samples in total were collected and sent for analysis.

Soil samples from pit 1 and 2, located on the south eastern corner and segregated from the remainder of the parcel by a large ravine, were aggregated. Macronutrients⁴ were analyzed for the topsoil sample and found to have very low levels of nitrogen (as nitrate) and sulfur in both topsoil and subsoil with nitrogen levels measuring 2 ppm and <2 ppm respectively, and sulfur levels measuring <1 ppm in both topsoil and subsoil. Other macronutrients were only assessed in the topsoil sample; results showed very low levels of phosphorus (P) and potassium (K) with <5 ppm and < 1 ppm respectively, and marginally adequate levels of calcium (Ca) and magnesium (Mg) with 333 ppm and 43 ppm respectively. Micronutrient⁵ levels in the topsoil were adequate for iron (Fe), zinc (Zn), and manganese (Mn), but low for copper (Cu), boron (B), and chlorine (Cl). Both topsoil and subsoil were acidic with a pH of 5.6 and 5.5. The topsoil measured high organic matter with 22.7 percent.

⁴ Plant macronutrients are essential nutrients required in relatively large amounts and include nitrogen (N), potassium (K), calcium (Ca), Magnesium (Mg), phosphorus (P), and sulfur (S).

⁵ Plant micronutrients are essential nutrients used in smaller amounts (when compared to macronutrients) and include chlorine (Cl), iron (Fe), boron (B), manganese (Mn), zinc (Zn), copper (Cu), molybdenum (Mo), and nickel (Ni). However, Mo and Ni were excluded from laboratory analysis.

The aggregated sample for pit 3, 4, and 5 also had very low levels of nitrogen and sulfur. The topsoil and subsoil had 2 and <2 ppm of nitrogen respectively and <1 ppm of sulfur in both topsoil and subsoil. All other macronutrient levels were found to be very low except for Ca which had adequate levels. Micronutrient levels were adequate for Fe, Cu, Zn, Mn, and very low for Mg, B, and Cl. Both topsoil and subsoil were acidic with a pH of 5.4 and 5.8. The topsoil measured high organic matter with 12.5 percent.

Particle size analysis indicated a sandy loam texture in all four samples.

All samples measured <1 dS/m indicating no salinity issues.

Soil laboratory results are provided in **Appendix III**.

6.0 Discussion

Limitations to the establishment of agricultural production on the property is primarily caused by restricted access to a large portion of the parcel (in ALR). Deep ravines isolate the ALR portion of the property into two sections. A small section ~4 acres currently has road access off of Twin Creeks Rd. The remaining ~16 acres is isolated by large ravines and has no road access. With the current infrastructure restrictions, it is unlikely that in its current state, the 16-acre section will be utilized for agriculture.

6.1 Proposed subdivision

The property owner wishes to subdivide the property along the ALR boarder as well as where ravines naturally divide the property (Figure 3)

The only realistic access to the majority of the ALR land (proposed parcel 2) is through Langdale Heights. The client has proposed that pending subdivision approval, that a road and bridge would be constructed over the topographic restrictions to allow access to and farming of this area. Once road access is achieved, the property owner will begin to clear and prepare the parcel for crop production. This approach would likely stimulate farming activities as both parcels would be independently farmed as cohesive individual units. The smaller parcel would Likely be used as a smaller scale agricultural operation due to its smaller size and topographic isolation; this parcel has been cleared, graded, large stones removed and a well has been installed. These improvements have enabled this parcel to be farmed as is with minimal additional management inputs needed. Section 6.2 in this report provides suitable crop options for this parcel. Based on conversations with the landowner, the preferred choice for agricultural activities would be to create a community garden to service the local area.

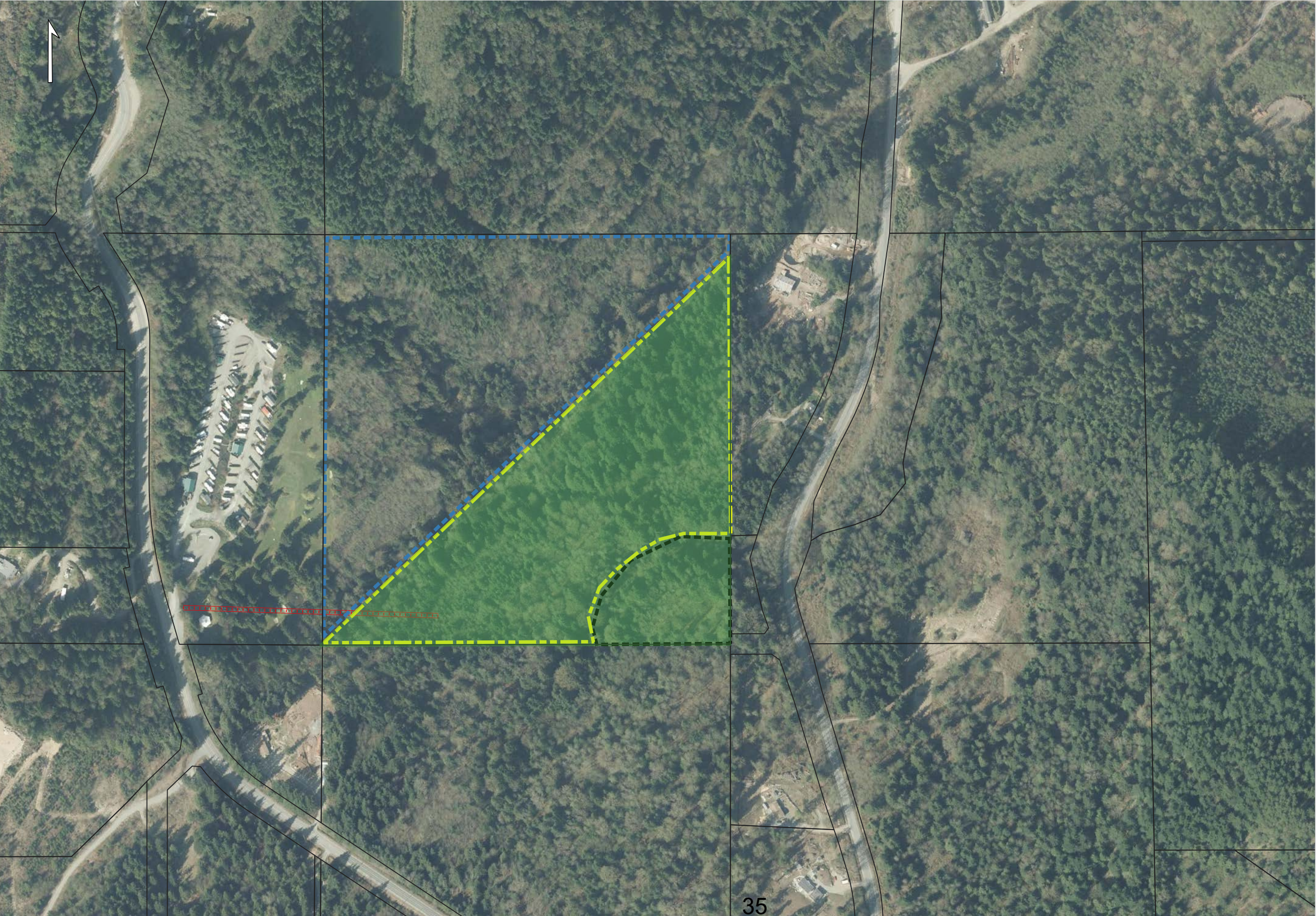
6.2 Crop options (proposed parcel 1)

Results from the field assessment support that the arable land would be agriculturally productive for blueberries, nursery and Christmas trees, perennial forage crops, raspberries, and tree fruits. Management inputs to increase the agricultural land capability of this parcel include stone removal, irrigation and fertilization. A summary of agricultural improvement options is provided in **Table 4**.

Figures 4 and 5 summarize the quantity of fertilizer to be added to meet projected yields.



Figure 3 : Proposed Subdivision and access overview



Location: PID 015-852-890

Legend

PMBC

- ALR boundary
- PMBC_PF_O_polygon
- Proposed Parcel 2
- Proposed Parcel 3
- Proposed Parcel 1
- Proposed Road Access

Google Satellite

0 5 10 15 20 25 m



Coordinate System: NAD83 UTM 10N

Mapping by: JM



Drawn by: JM
Date: 2021-05-11

Table 4 Management inputs

Management inputs	Description
Stone Removal	Sufficient stones should be removed to allow for crop establishment.
Irrigation	Irrigation System: Due to low water-holding capacity, irrigation is essential and must be at frequent intervals.
Lime and Fertilizer	Due to low nutrient-holding capacity, fertilization practices must be monitored closely to ensure that nutrient deficiencies do not occur.
Subsoiling	Subsoiling is required to fracture cemented layers in some soils.

Figure 4 Fertilizer recommendations based on topsoil lab results

RECOMMENDATIONS FOR BALANCED CROP NUTRITION										
Macro-nutrients	Fruit trees					Strawberries				
	Yield	N	P ₂ O ₅	K ₂ O	S	Yield	N	P ₂ O ₅	K ₂ O	S
Growing Condition	bu/ac	To be added (lbs/acre)				bu/ac	To be added (lbs/acre)			
Excellent	4	125	166	183	19	4	125	166	183	19
Average	3	107	150	154	17	3	107	150	154	17
Your Goal	0					0				
Removal Rate (Seed/Total)	4	0 / 0	0 / 0	0 / 0	0 / 0	4	0 / 0	0 / 0	0 / 0	0 / 0
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0

The ideal pH range is 6.0 to 7.5

The ideal pH range is 6.0 to 7.5

Figure 5 Fertilizer recommendations based on subsoil lab results

RECOMMENDATIONS FOR BALANCED CROP NUTRITION										
Macro-nutrients	Blueberries					Strawberries				
	Yield	N	P ₂ O ₅	K ₂ O	S	Yield	N	P ₂ O ₅	K ₂ O	S
Growing Condition		To be added (lbs/acre)				bu/ac	To be added (lbs/acre)			
Excellent		90			21	4	126			19
Average		87			20	3	109			17
Your Goal						0				
Removal Rate (Seed/Total)						4	0 / 0			0 / 0
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Ideal pH for blueberries is 4.5 to 5

The ideal pH range is 6.0 to 7.5

6.3 Crop options (proposed parcel 2)

The filed assessment supports the published soil mapping at the Site which consists predominantly of the Bose series in proposed parcel 2. According to the Soil Management Handbook for the Lower Fraser Valley, areas where stoniness is not excessive and slopes are less than 15%, blueberries, nursery and Christmas trees, perennial forage crops, raspberries and tree fruits are suitable crops (Bertrand et al.,



1991). These suitability recommendations rests under the assumption that the land be cleared of its current vegetation and appropriate agricultural improvements have occurred (see **Table 4**).

With agricultural improvements and the installation of and raised beds, a wider range of crops would be suitable.

7.0 Summary and Conclusions

The 16 hectare subject property is currently not in agricultural production largely due to a multiple access restrictions. These restrictions are caused by wide deep ravines and lack of road access. These restrictions effectively isolate the ALR portion of the property into two sections. The smaller ~4 acre section with road access and the larger ~16 acre parcel that is currently not accessible except by traversing through the large ravine (no machine or vehicle access is currently feasible). With management inputs, The agricultural land capability of the arable portions of the property can support a wide range of crop options. The property owner's proposal to install road and bridge access to the ~16 acre parcel would allow this area to be converted into productive agricultural land. The current plan is to convert this area into community gardens. Based on site observations community gardens are a suitable option for this area. The smaller ~4 acre section would likely be used as a smaller hobby farm with suitable crop options that have been mentioned in this report. The proposed subdivision of the subject property and installation of proper road access through the neighboring property to the west (Langdale Heights, owned by family members) would enable the conversion of fallow land into productive agricultural land. The proposed subdivision and agricultural improvements would not negatively affect surrounding properties and would enable a net benefit to the local community agriculture.



8.0 References

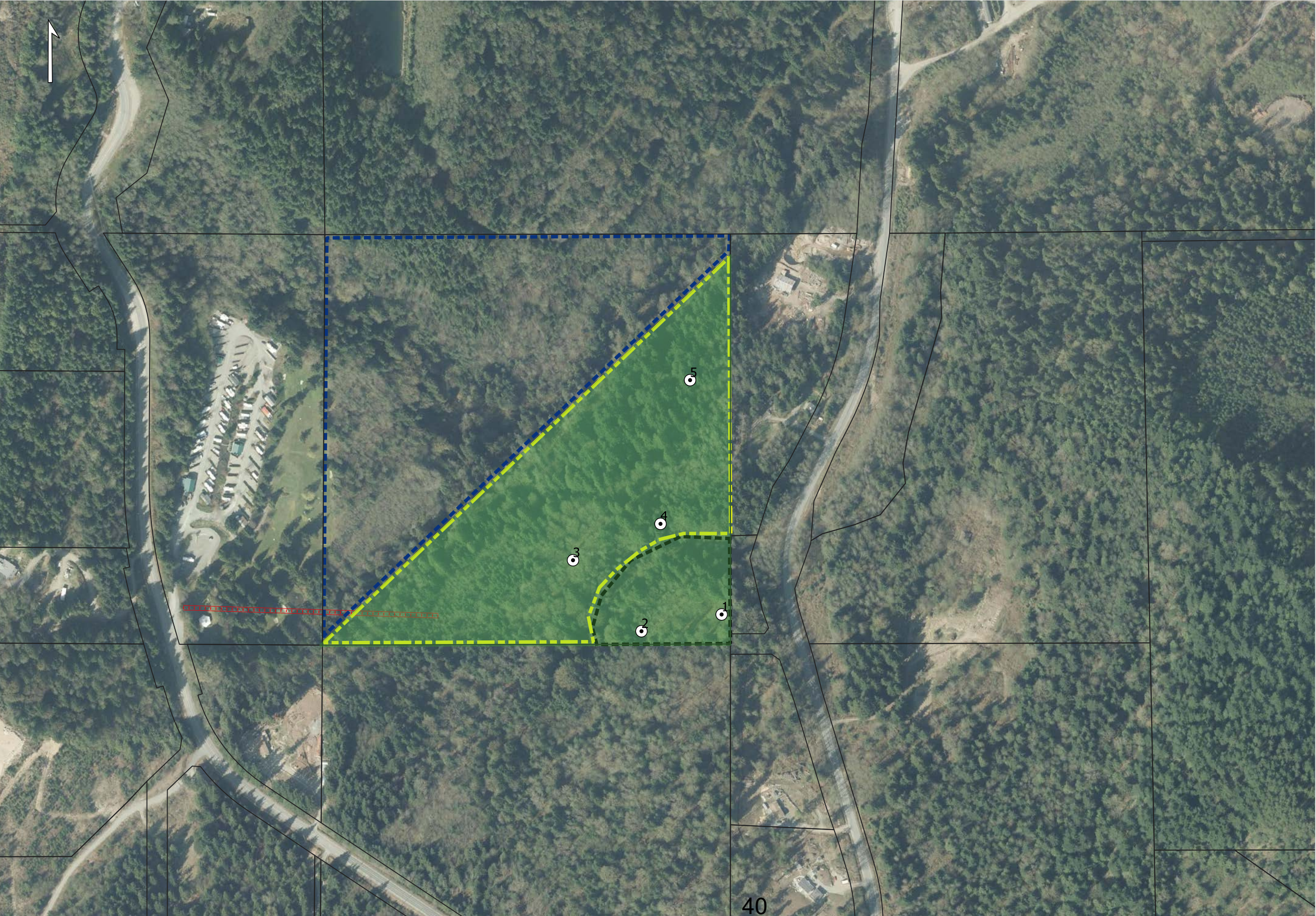
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Appendix I. Site Overview Maps



Site Overview



Location: PID 015-852-890

Legend

PMBC

- Soil Pit
- ALR boundary
- PMBC_PF_O_polygon
- Proposed Parcel 1
- Proposed Parcel 2
- Proposed Parcel 3
- Proposed Road Access

Google Satellite

0 5 10 15 20 25 m



Coordinate System: NAD83 UTM 10N

Mapping by: JM



Drawn by: JM
Date: 2021-05-13

Location: PID 015-852-890

Legend

-  Not farmable (ravine)
-  Not farmable (ravine)
-  Proposed Parcel 1
-  Proposed Parcel 2
-  Proposed Parcel 3
-  ALR boundary

PMBC

-  PMBC_PF_O_polygon

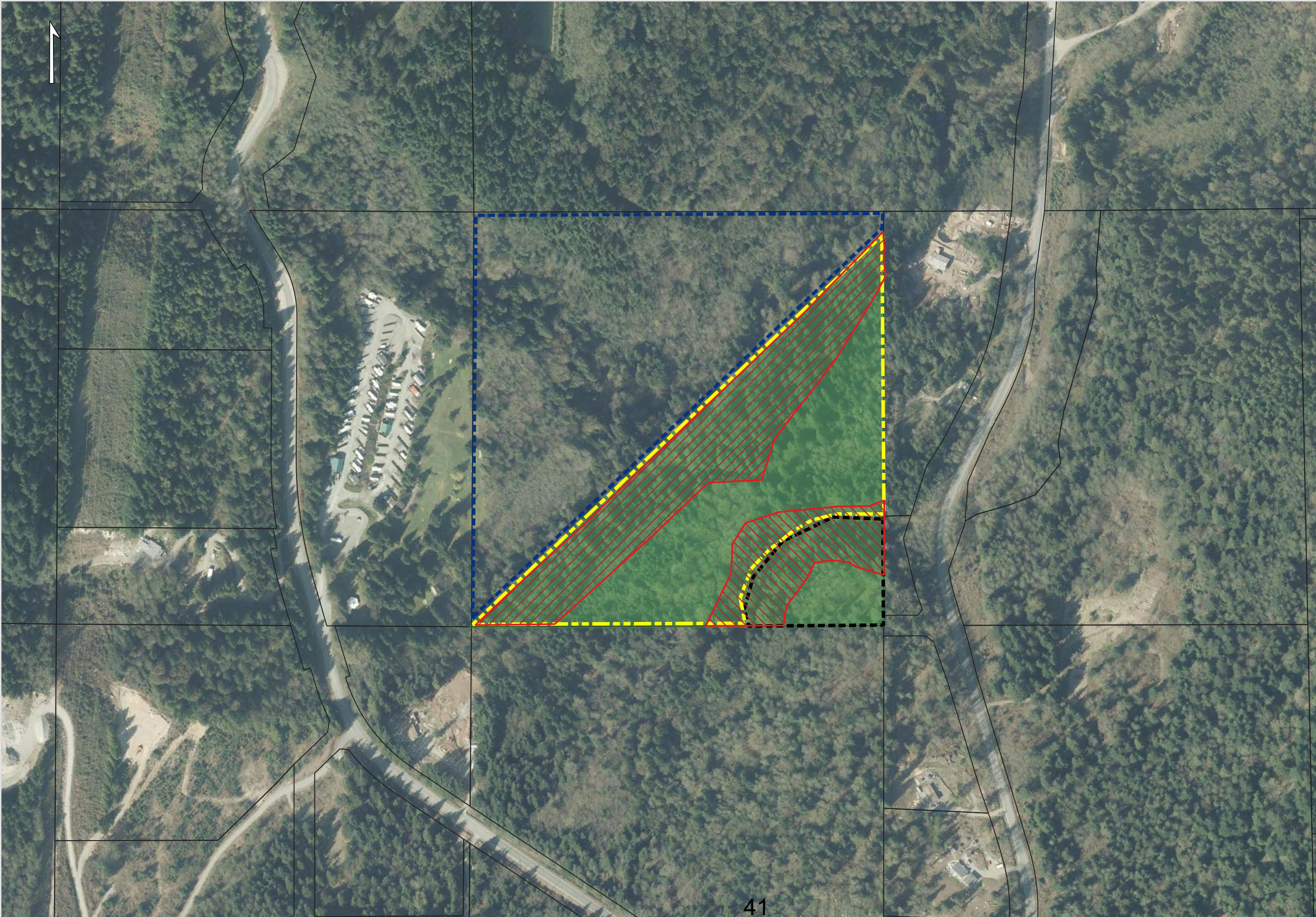
Google Satellite

0 5 10 15 20 25 m



Coordinate System: NAD83 UTM 10N

Mapping by: JM



Appendix II. Field Soil Assessment Summary Table



Pit	Horizon	Depth (cm)	Texture	Coarse Fragment (%)	Coarse Fragment Notes	Structure	Consistence	Colour	Mottling (size, abundance, colour)	Rooting Depth (cm)	Water Table (cm)	Drainage Class
1	A-Bf	0-20	SiL	2	Gravels	F GR	Dry-soft	10YR 4/2		40.00		Imperfect
	BC	20-43	SiL			M SBK	Moist - firm	10YR 2/2				
	Cg	43-50+	SiL	5		F SBK	Moist-very friable	G1 5/10Y	Few fine faint			
2	Ah	0-10	SiL	2	Gravels	F GR	Moist - friable	10YR 2/2		50.00		Imperfect
	Bm	10-15	SiL	10	Gravels	VF SBK	Moist - friable	10YR 3/1				
	Ahb	15-30	SiL			VF GR	Moist - very friable	5YR 2.5/1				
	Bf	30-52	SL	5		VF GR	Moist - loose	7.5YR 5/4				
	Cg	52+	SiL			MA	Moist - very firm	G1 6/5GY	Few fine faint			
3	LFH	-3-0								55.00		Imperfect
	Ae	0-7	SiL			F GR	Moist - very friable	10YR 8/6				
	Bf1	7-27	SiL			VF GR	Moist - very friable	7.5YR 4/4				
	Bf2	27-37	SiL			VF GR	Moist - very friable	7.5YR 5/6				
	Bg	37-56+	SiL			F SBK	Moist - friable	2.5Y 5/4	Few fine faint			
4	LFH	-3-0								65.00		Well drained
	Ah	0-5	SiL			SG	Moist - loose	10YR 2/2				
	Bf1	5-25	SL			VF GR	Moist - loose	10YR 5/6				
	Bf2	25-75+	SL			VF GR	Moist - loose	10YR 6/8				
5	LFH	-6-0								55.00		Well drained
	Ae	0-6	SL	5	cobbles	SG	Moist - loose	10YR 4/6				
	Bf1	6-21	SL			SG	Moist - loose	7.5YR 5/6				
	Bf2	21-41	SL			SG	Moist - loose	7.5YR 5/8				
	BCj	41-70+	SL	15	Gravel	SG	Moist - loose	7.5YR 5/3				

Pit #	Comments
1	Partially disturbed by house/septic field
2	Burned and buried horizon; mixing of horizons likely due to logging and stump removal. Mixing of topsoil and subsoil likely due to logging and stump removal
3	

Pit #	Comments
4	Edge of ravine and soil polygon
5	

Soil Pit Photos

Pit # 1



Pit # 1



Soil Pit Photos

Pit # 1



Pit # 2



Soil Pit Photos

Pit # 2



Pit # 2



Soil Pit Photos

Pit # 3



Pit # 3



Soil Pit Photos

Pit # 3



Pit # 4



Soil Pit Photos

Pit # 4



Pit # 4



Soil Pit Photos

Pit # 5



Pit # 5



Appendix III. Lab Results Summary Table

Soil Pit	Sample Type	Parameter:	Nitrate - N	Phosphorus	Potassium	Sulfate-S	Calcium	Magnesium	Sodium	Iron	Copper	Zinc	Boron	Manganese	Chloride	pH	EC	Organic Matter	TEC	Sand	Silt	Clay	Texture
		Unit:	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	ppm	mg/kg	pH	dS/m	%	meq/100 g	%	%	%	
		Detection Limit:	2	5	25	1	30	5	30	2	0.1	0.5	0.1	0.1	0.5	-	0.02	0.1	-	0.1	0.1	0.1	
1,2	Topsoil		2	<5	88	<1	333	43	<30	204	0.4	2	0.1	20.4	4	5.6	0.1	22.7	9.7	58	34	7.9	Sandy Loam
1,2	Subsoil		<2			<1										5.5	0.09			56	38	6.2	Sandy Loam
3,4,5	Topsoil		2	<5	28	<1	138	10	<30	64.3	0.6	1	0.2	1.8	4	5.4	0.09	12.5	8.1	63.3	29	8.1	Sandy Loam
3,4,5	Subsoil		<2			<1										5.8	0.03			68	26	5.7	Sandy Loam



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Nick Copes - Planner 1

SUBJECT: Development Permit DP000218 (969 Keith Road)

RECOMMENDATION

THAT the report titled Development Permit DP000218 (969 Keith Road) be received;

AND THAT Development Permit Application DP000218 (Form and Character DPA), to permit the recent placement of two Quonset tents and to permit the proposed placement of two portable buildings, located at 996 Keith Road be issued subject to:

- Site lighting shall be neutral in colour, downcast only, and with no orange lights permitted.
 - Only free-standing signs not exceeding a maximum height of 2.0 metres above grade and a side surface area not exceeding 3.0m² shall be permitted.
-

BACKGROUND

A Development Permit application (DP000218) has been received to permit the recent placement of two Quonset tents and the proposed placement of two portable buildings. All 4 structures on site will have a combined area of 563 m². The subject property is located within Development Permit Area #7: Form and Character – Rural Industry. The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

Table 1: Application Summary

Owner/Applicant:	Monte Staats
Legal Description:	LOT 1 DISTRICT LOT 1657 PLAN 23053
PID:	016-713-541
Electoral Area:	Area E
Civic Address:	969 Keith Road
Zoning:	RU2 (Rural Two)
OCP Land Use:	Rural
Proposed Use:	Two Quonset tents and two portable buildings.

Figure 1 - Location Map



The property is bordered by RU2 (Rural Two) properties to the north and west, Keith Road to the east and Cemetery Road to the south. The property is used for boat repair, general contracting and residential uses.

DISCUSSION

The subject property has a total area of 5.05 hectares (12.47 acres) and is located at the intersection of Keith Road and Cemetery Road. The site is being used for boat repair, general contracting and residential uses. The owner wishes to legalize the construction of two Quonset tents, placed without a permit. In addition, the development permit would authorize two portable buildings currently on site, which have yet to be placed on foundations. There are also a number of previously existing buildings on site for which a form and character DP (E-97) was issued in 2013. As the property is located within Form and Character Development Permit Area #7 - Rural Industry, a development permit is required for the construction of all buildings over 10 m².

*Analysis*Elphinstone Official Community Plan No. 600

The objective of development permit area #7 is to provide landscaping, signage and design limitations on rural industrial and commercial uses in this area that forms a future gateway to the Sunshine Coast. These guidelines include:

Building Form

The DPA #7 guidelines intend to encourage a building form for industrial/commercial uses which is more consistent with the form and character of single-family dwellings in the rural area. The guidelines focus primarily on a compatible building size and scale by varying the building height, shifting rooflines, breaking down the building mass into smaller sections/blocks and adding design elements to walls facing highways.

The proposed development consists of four structures, two Quonset tents and two portables as shown in images below. While the Quonset structures may not be consistent with the DPA #7 guidelines they will be sited in such a way as to be screened from view from the road.

Figure 2: Buildings Subject to Development Permit



Two Quonset tents



Portables on site to be placed on foundations

Signage and Lighting

The OCP guidelines note that free standing signs must not exceed 2 metres in height with a surface area on each side not exceeding 3 m². Bases made of stone, brick, wood or other natural materials are encouraged. Lights shall be directed downward to avoid light spill on neighbouring properties and should be neutral in colour.

The landscape plan (attached) shows three proposed signs at the corner of Cemetery and Keith Roads. The applicant has stated that there will be minimal lighting and that all lighting and signage will conform to the OCP guidelines. Staff recommended adding conditions to the DP limiting the type and design of signage and lighting to ensure conformance with the DPA guidelines.

Siting and Landscaping

The OCP guidelines note that buildings should be sited to afford maximum privacy to neighbouring properties to avoid noise, glare and shadows. Portions abutting highways, residential and rural zoned parcels should be landscaped with dense shrubbery with a minimum height of 2 metres and minimum width of 1 metre to create an effective buffer.

The applicant has provided a landscape plan (attached) which proposes a range of berms, trees, rock features, shrubs and screening around the site which are appropriate in design, would effectively screen the site from the surrounding roads and would meet the objectives of the OCP guidelines. There is existing landscaping on site which is of a high-quality visual aesthetic.

Figure 3: Existing Landscaping on site



Zoning Bylaw No. 310

A zoning amendment (310.170) and official community plan amendment (600.7) were issued for this property in 2018. A site-specific amendment under Section 1011.11 of zoning bylaw 310 allows for the uses of general contractor facility, equipment work yard, storage and sale of landscape products, concrete batch plant and a third dwelling in the form of a manufactured home for a caretaker. Conditions of use exist in Section 1011.13 for vehicle repair and maintenance, manufacturing or storage and equipment works yard. The Rural Two zoning of the property allows for multiple principal buildings. The proposed buildings conform to zoning bylaw requirements.

Consultation

The development permit application was referred to the September 29, 2021 Elphinstone Advisory Planning Commission. The Area E APC recommends approval of the development permit.

Staff Comments

The development permit is required to permit the existing two Quonset tents and the placement of two portable buildings on site. A previous development permit, rezoning and OCP amendment have already occurred on the site. A site disclosure statement has been forwarded to the ministry of environment and the applicant will need to conform to any ministry requirements.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed development on the property to proceed. Planning staff recommend this option.

Option 2: Deny the permit

The proposed development would not be permitted to proceed.

Option 3: Request applicant to revise proposal

The applicant would be requested to revise their proposal by submitting additional information at the direction of the board. A new proposal could be referred to the Area E APC prior to board approval.

CONCLUSION

The applicant has submitted a development permit application to facilitate the existing two Quonset tents and the placement of two portable buildings totalling 563 m² at 969 Keith Road. The Elphinstone OCP designates the property as DPA #7 – Rural Industry. The proposal is consistent with DPA guidelines and zoning bylaw regulations.

Staff recommend issuing the development permit.

ATTACHMENTS

Attachment A – Site Plan and Landscape Plans

Reviewed by:			
Manager	X – D.Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

DESIGN OBJECTIVES

THE FOLLOWING CONCEPT DRAWINGS ARE INTENDED TO PROVIDE A BASIS FOR DEVELOPING A SET OF LANDSCAPE ELEMENTS THAT WILL BE USED TO MEET THE DEVELOPMENT PERMIT AREA REQUIREMENTS FOR FORM AND CHARACTER AS OUTLINED IN THE AREA E OFFICIAL COMMUNITY PLAN (DPA 7 - FORM AND CHARACTER - RURAL INDUSTRY).

THE MAIN OBJECTIVE OF THE LANDSCAPE PLAN IS TO SCREEN THE PORTIONS OF THE PROPERTY ABUTTING HIGHWAYS, RESIDENTIAL, AND RURAL ZONED PARCELS BY PLANTING DENSE SHRUBBERY AND INSTALLING CEDAR LATTICES. A BERM WILL BE INSTALLED ON THE SOUTHERN SIDE OF THE PROPERTY TO MINIMIZE NOISE. HEDGING AND CEDAR LATTICES WILL BE INSTALLED AT KEY LOCATIONS TO MINIMIZE GLARE AND SHADOWS AND ADD ADDITIONAL SCREENING AND LANDSCAPING.

SIGHT LINES TO EXISTING VEHICLE REPAIR OPERATIONS FROM HIGH VISIBILITY ROADWAYS WILL BE SCREENED VIA THE PROPOSED LANDSCAPING AND SCREENING ELEMENTS. HEDGING AND OTHER REPETITIVE SCREENING ELEMENTS WILL BE INTERMITTENTLY INTERRUPTED WITH ALTERNATE LANDSCAPING FEATURES SUCH AS LARGE STONES AND ORNAMENTAL TREES AND SHRUBS THAT COMPLIMENT THE NATURAL ENVIRONMENT. DECORATIVE PRIVACY PANELS/ FENCING (CEDAR) WILL BE INCORPORATED TO ENHANCE THE VISUAL AESTHETICS OF THE PROPERTY.

Highlighted buildings subject to development permit

SITE PLAN INFORMATION

- 1

FIRST RESPONSE - TENT 1
- 2

MARINE MECHANIC - TENT 2
- 3

FIRST RESPONSE - OFFICE/WAREHOUSE
- 4

FIRST RESPONSE – QUONSET HUT
- 5

MARINE MECHANIC – YARD
- 6

FIRST RESPONSE - PARKING/YARD
- 7

PROPOSED OFFICE PORTABLE 1
- 8

PROPOSED OFFICE PORTABLE 2
- 9

STORAGE AREA/UPPER YARD
- 10

RIGHT-OF-WAY/ POWER LINES
- 11

RECREATIONAL AREA
- 12

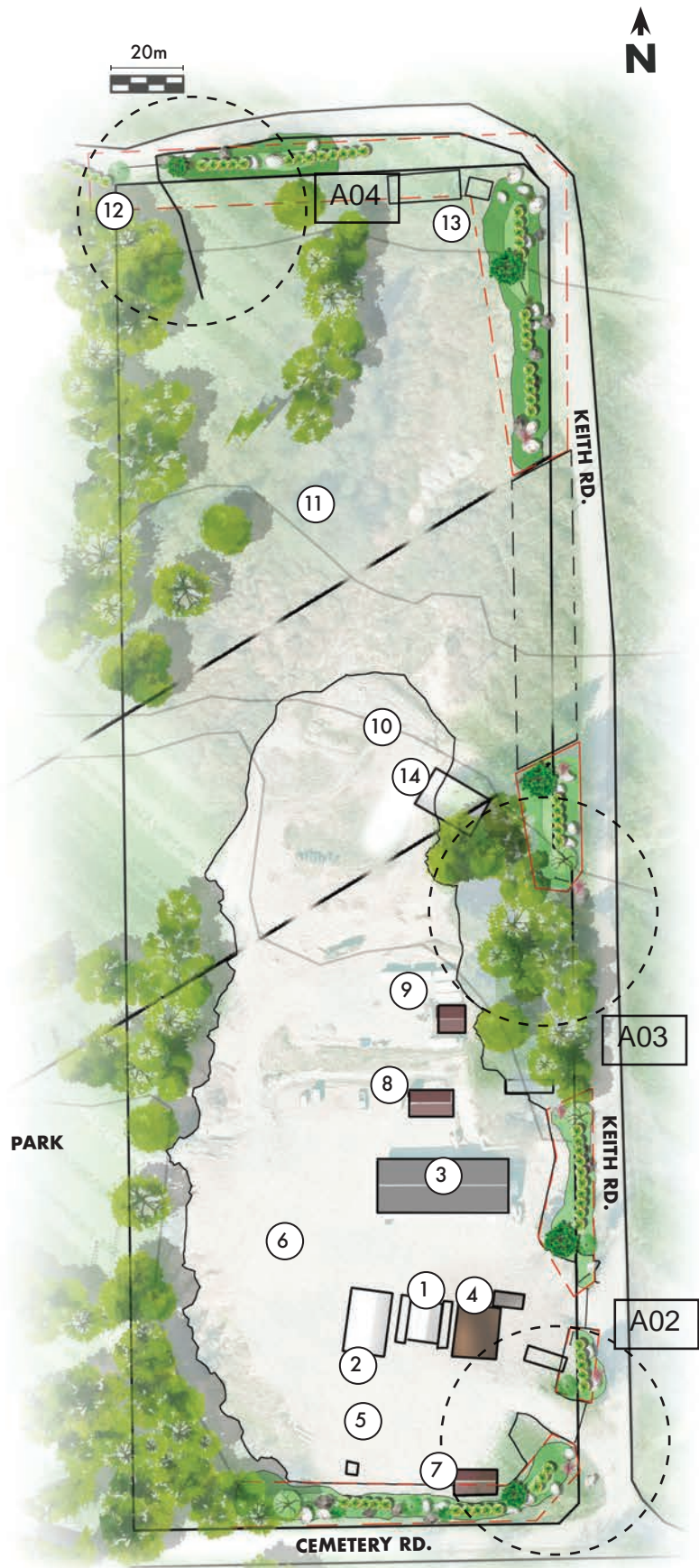
REAR GATE AT PARK ENTRY
- 13

EXISTING MODULAR HOME
- 14

PROPOSED TRANSFER STATION
PENDING BCH APPROVAL
*EXACT LOCATION TBD

Denied by BCH

SITE PLAN (IN PROGRESS)



SPACE
DESIGN & DRAFTING

ALL CONSTRUCTION TO CONFORM TO THE CURRENT ISSUE OF THE B.C. BUILDING CODE. THE GENERAL CONTRACTOR AND THE OWNER SHALL REVIEW AND VERIFY ALL INFORMATION SHOWN ON THIS DRAWING PRIOR TO COMMENCEMENT OF CONSTRUCTION.

ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO THE SPACE BUILDING DESIGN TEAM IMMEDIATELY BY COMMENCING CONSTRUCTION. THE GENERAL CONTRACTOR AND THE OWNER AGREE TO ACCEPT FULL RESPONSIBILITY FOR THE CONTENT OF THIS DRAWING.

THE LIABILITY OF THE SPACE BUILDING DESIGN TEAM IS RESTRICTED TO THE MAKING OF CHANGES TO THIS DRAWING PRIOR TO CONSTRUCTION.

DRAWING LIST

A-01 - SITE-PLAN / OBJECTIVES
A-02 - CEMETERY & KEITH.RD
A-03- KEITH RD.
A-04 - UPPER LOT DRIVE.

B.	21/08/10	CONCEPT	EA
REV.	DATE	DESCRIPTION	BY

969 KEITH ROAD
FIRST RESPONSE YARD
FORM & CHARACTER
PLANNING

A01
PROJECT OVERVIEW

DATE: August 10th, 2021

SCALE: SEE DRAWING

By Eric Amberg

SHEET NO.

A-01

EXISTING



A

BUILT UP BERM/BANK IS SEEDED WITH LOW MAINTENANCE GROUND-COVER, MULCH OR GRASS. BANK NEEDS TO BE HIGH ENOUGH TO SCREEN CONSTRUCTION YARD FROM SIGHT-LINE AT CORNER OF CEMETERY & KEITH RD.

B

LARGE FEATURE STONES SHOULD BE BURIED MINIMUM 1/3 SUB-TERRANEAN FOR STABILITY AND ESTABLISHED APPEARANCE.

C

OUTSIDE OF FEATURE AREAS BALANCE OF SCREENING IS ACHIEVED WITH CEDAR HEDGING OR A SIMILAR SCREENING SHRUB THAT IS RESISTANT TO BOTH ANIMALS AND DROUGHT SUCH AS EXCELSA WESTERN RED CEDAR OR CYPRESS.

D

ALL PLANTS WILL BE LOCAL/NATIVE SPECIES, DROUGHT RESISTANT, EVERGREEN SUCH AS FERNS, SALAL, DOG-WOOD, ORNAMENTAL GRASSES ETC.

E

SIGNAGE OPPORTUNITIES DEPENDANT ON SPECIFIC NEEDS AND/OR REQUIREMENTS.

F

CEDAR PRIVACY SCREENS WILL BE USED INTERMITTENTLY WHERE NECESSARY. MATCH EXISTING LATTICE SCREENS ON-SITE.

G

INDUSTRIAL IRON GATES (LOCKING) WITH APPROPRIATE SIGNAGE WILL BE USED AT ALL VEHICLE ENTRANCE LOCATIONS. LARGE BOULDERS WILL BE PLACED FOR VISUAL ANCHORS ON EITHER SIDE OF GATE.



PROPOSED LANDSCAPING

ALL CONSTRUCTION TO CONFORM TO THE CURRENT ISSUE OF THE B.C. BUILDING CODE. THE GENERAL CONTRACTOR AND THE OWNER SHALL REVIEW AND VERIFY ALL INFORMATION SHOWN ON THIS DRAWING PRIOR TO COMMENCEMENT OF CONSTRUCTION.

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DRAWING LIST			
A-01 - PROJECT OVERVIEW			
A-02 - CEMETERY & KEITH RD.			
A-03- KEITH RD.			
A-04 - UPPER LOT DRIVE.			
B.	21/08/10	CONCEPT	EA
REV.	DATE	DESCRIPTION	BY

969 KEITH ROAD
FIRST RESPONSE YARD
FORM & CHARACTER
PLANNING

A02
CEMETERY & KEITH RD.

DATE: August 10th, 2021

SCALE: NTS

By Eric Amberg

SHEET NO.

A-02

EXISTING



FIGURE 1



PROPOSED LANDSCAPING

A

BUILT UP BERM/BANK IS SEEDED WITH LOW MAINTENANCE GROUND-COVER, MULCH OR GRASS. BANK NEEDS TO BE HIGH ENOUGH TO SCREEN CONSTRUCTION YARD FROM SIGHT-LINE AT CORNER OF CEMETERY & KEITH RD.

B

USE STACKED STONE (TUMBLED) IN AREAS THAT REQUIRE RETAINING. SEE 'FIGURE 1' FOR REFERENCE.

C

OUTSIDE OF FEATURE AREAS BALANCE OF SCREENING IS ACHIEVED WITH CEDAR HEDGING OR A SIMILAR SCREENING SHRUB THAT IS RESISTANT TO BOTH ANIMALS AND DROUGHT, SUCH AS EXCELSA WESTERN RED CEDAR AND CYPRESS.

D

ALL PLANTS WILL BE LOCAL/NATIVE SPECIES, DROUGHT RESISTANT, EVERGREEN SUCH AS FERNS, SALAL, DOG-WOOD, ORNAMENTAL GRASSES ETC.

E

DRIVEWAY ENTRANCES TO RESIDENTIAL BUILDINGS NEED TO HAVE AN 'S' APPROACH IN COMBINATION WITH SCREENING ELEMENTS IN ORDER TO PROVIDE PRIVACY FROM SIGHT-LINES OFF OF KEITH ROAD.

F

PRIVACY HEDGING WILL BE INTERRUPTED EVERY +/- 50 ft WITH ORNAMENTAL TREES AND GROUPINGS OF BOULDERS AND OTHER NATIVE PLANTINGS SUCH AS SALAL, FERNS, AND HUCKLEBERRY. INTEGRATE MEDIUM SIZED ORNAMENTAL EVERGREEN TREES SUCH AS YEW AND DOGWOOD.

ALL CONSTRUCTION TO CONFORM TO THE CURRENT ISSUE OF THE B.C. BUILDING CODE. THE GENERAL CONTRACTOR AND THE OWNER SHALL REVIEW AND VERIFY ALL INFORMATION SHOWN ON THIS DRAWING PRIOR TO COMMENCEMENT OF CONSTRUCTION.

ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO THE SPACE BUILDING DESIGN TEAM IMMEDIATELY BY COMMENCING CONSTRUCTION. THE GENERAL CONTRACTOR AND THE OWNER AGREE TO ACCEPT FULL RESPONSIBILITY FOR THE CONTENT OF THIS DRAWING.

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DRAWING LIST

A-01 - PROJECT OVERVIEW
A-02 - CEMETERY & KEITH RD.
A-03- KEITH RD.
A-04 - UPPER LOT DRIVE.

B.	21/08/10	CONCEPT	EA
REV.	DATE	DESCRIPTION	BY

969 KEITH ROAD
FIRST RESPONSE YARD
FORM & CHARACTER
PLANNING

A03
KEITH RD.

DATE: August 10th, 2021

SCALE: NTS

By Eric Amberg

SHEET NO.

A-03

969 KEITH RD. CONSTRUCTION YARD, FORM AND CHARACTER PROPOSAL - SIGHT-LINES FROM ROAD

VIEW FROM UPPER ROAD/PARK ENTRY

EXISTING



PROPOSED LANDSCAPING
62

A

BUILT UP BERM/BANK IS SEEDED WITH LOW MAINTENANCE GROUND-COVER, MULCH OR GRASS. BANK SHOULD BE HIGH ENOUGH TO SCREEN INDUSTRIAL YARD FROM SIGHT-LINE AT CORNER OF CEMETERY & KEITH RD.

B

LARGE FEATURE STONES SHOULD BE BURIED MINIMUM 1/3 FOR STABILITY AND ESTABLISHED APPEARANCE.

C

OUTSIDE OF FEATURE AREAS BALANCE OF SCREENING IS ACHIEVED WITH CEDAR HEDGING OR A SIMILAR SCREENING SHRUB THAT IS RESISTANT TO BOTH ANIMALS AND DROUGHT, SUCH AS EXCELSA WESTERN RED CEDAR & CYPRESS.

D

ALL PLANTS WILL BE LOCAL/NATIVE SPECIES, DROUGHT RESISTANT EVERGREEN SUCH AS FERNS, SALAL, DOG-WOOD, ORNAMENTAL GRASSES ETC.

E

ALTERNATE LOOK FOR PRIVACY SCREENS WITH 8- 10" HORIZONTAL CEDAR PANELS AS OPPOSED TO EXISTING LATTICE STYLE.

F

INDUSTRIAL IRON GATES (LOCKING) WITH APPROPRIATE SIGNAGE WILL BE USED AT ALL VEHICLE ENTRANCE LOCATIONS.

SPACE
DESIGN & DRAFTING

ALL CONSTRUCTION TO CONFORM TO THE CURRENT ISSUE OF THE B.C. BUILDING CODE. THE GENERAL CONTRACTOR AND THE OWNER SHALL REVIEW AND VERIFY ALL INFORMATION SHOWN ON THIS DRAWING PRIOR TO COMMENCEMENT OF CONSTRUCTION.

ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO THE SPACE BUILDING DESIGN TEAM IMMEDIATELY BY COMMENCING CONSTRUCTION. THE GENERAL CONTRACTOR AND THE OWNER AGREE TO ACCEPT FULL RESPONSIBILITY FOR THE CONTENT OF THIS DRAWING.

THE LIABILITY OF THE SPACE BUILDING DESIGN TEAM IS RESTRICTED TO THE MAKING OF CHANGES TO THIS DRAWING PRIOR TO CONSTRUCTION.

DRAWING LIST

A-01 - PROJECT OVERVIEW
A-02 - CEMETERY & KEITH.RD
A-03- KEITH RD.
A-04 - UPPER LOT DRIVE.

B.	21/08/10	CONCEPT	EA
REV.	DATE	DESCRIPTION	BY

969 KEITH ROAD
FIRST RESPONSE YARD
FORM & CHARACTER
PLANNING

A04
UPPER LOT
DRIVEWAY

DATE: August 10th, 2021

SCALE: NTS

By Eric Amberg

SHEET NO.

A-04

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00075 (3-15200 Hallowell Road)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00075 (3-15200 Hallowell Road) be received;

AND THAT Development Variance Permit DVP00075 to vary Zoning Bylaw No. 337 Section 515 (1)(c) to reduce the required setback to Sakinaw Lake from 20 m to 15 m to permit the construction of a single family dwelling at 3-15200 Hallowell Road be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00075) to reduce the setback for a building from Sakinaw Lake from 20 m to 15 m to permit the construction of a single family dwelling, located at 3-15200 Hallowell Road in Electoral Area A.

The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Michael van Dyk
Legal Description:	DISTRICT LOT 3252 GROUP 1 NEW WESTMINSTER DISTRICT
PID:	015-886-182
Electoral Area:	Area A
Civic Address:	3-15200 Hallowell Road
Zoning:	RU1A (Rural Residential A)
OCP Land Use:	Rural Residential A
Proposed Use:	Single family dwelling

Figure 1 - Location Map

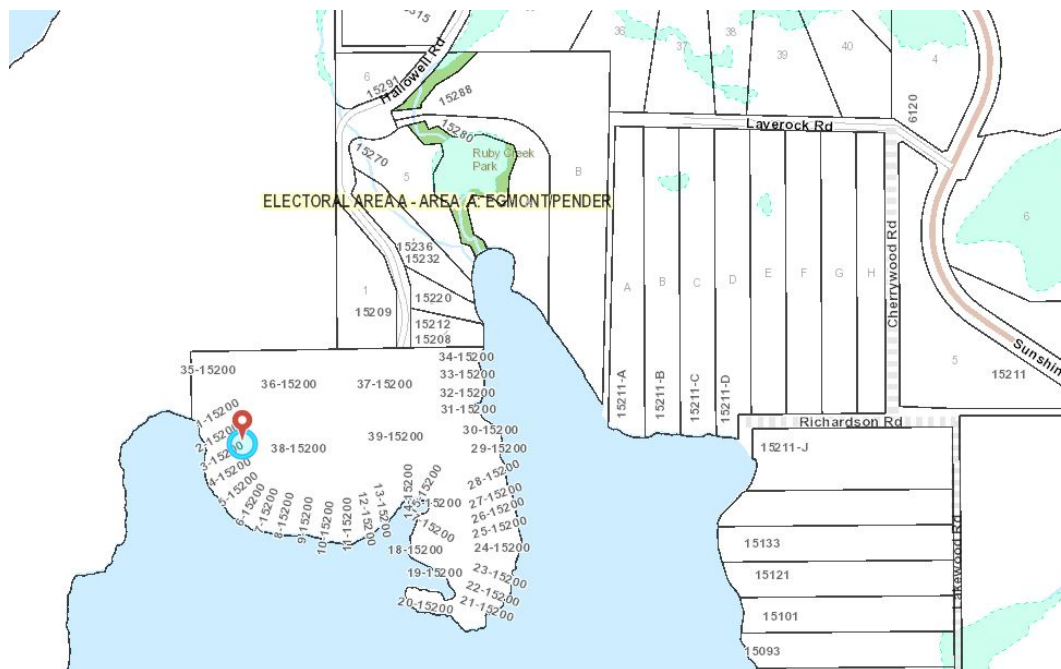


Figure 2 – Site Location



Note: New home will be built in existing clearing at SPEA boundary, trailer (within clearing) is believed to be partly within SPEA and will be removed.

The property is bordered by Rural Residential A properties to the north, Sakinaw Lake to the south, east and west and non-designated parkland to the northwest. The property consists of 39 dwelling units in a shared ownership of the land. Unit 3 slopes downward towards Sakinaw Lake and a Qualified Environmental Professional (QEP) report has established a 15 m Streamside Protection and Enhancement Area (SPEA), which the applicant wishes to build up against. Unit 3 contains an existing cleared area and driveway which partly extend into the northern portion of the SPEA. The applicant would thus be able to build at the 15 m SPEA without disrupting any vegetation.

DISCUSSION

Analysis

Zoning Bylaw No. 337

Section 515 (1) of the zoning bylaw states that:

“Notwithstanding any other provision of this bylaw, and for the purpose of flood protection, no building or any part thereof, except a boathouse or wharf located solely on a waterbody, shall be constructed, reconstructed, moved, located or extended within:

(c) 20 metres of the natural boundary of all other lakes;”

The applicant's proposed addition does not meet the required 20 m setback from Sakinaw Lake.

Applicant's Rationale

The applicant notes that the proposed siting of the dwelling is not anticipated to have any significant impacts on neighbouring properties' views or access to the lake. The applicant claims the neighbours are in support of the variance. A Riparian Assessment report was completed which established a 15 m SPEA from the lake. The applicant proposes to replace a temporary trailer with a cabin set further back from the lake. The proposed development site is the only suitable flat envelope that is elevated from the lake. Further north on the site, there is a steep slope of solid bedrock. Using the level portion on the site will reduce the need for further disruption to the site and the cabin has been designed to take advantage of this level portion.

The applicant intends to take preventative measures to ensure sediment and erosion control. Any stormwater management will be implemented to allow for water to flow along natural hydrological pathway where possible. Flooding is not of concern and the Riparian Assessment report notes this development would present low risk to the SPEA. The applicant wishes to limit any tree cutting and the proposed location would allow existing trees to remain. All work, including septic would occur outside the SPEA and there would be no harmful disruption to the riparian area. The proposed location has been considered safe from a geo-technical perspective based on a geotechnical assessment.

Consultation

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

Referral Agency	Comments
SCRD Building Division	No concerns.
shíshálh Nation	Preliminary Archeological Field Review, Riparian Areas Assessment, Painted Turtle site identification, assurance of work outside of bird breeding window, dock tenure and QEP assessment of private moorage area required. Applicant is actively engaged with the nation to address these concerns.
Egmont Fire Department	The fire department has concerns with fire fighting capability on the parent parcel which are not specifically related to this application and would benefit from a future discussion with the fire and building departments.
Finance Department	Property characterized as a land co-op. There are individual tax folios for assessed improvements associated with each unit, in addition to one for the land.
Neighbouring Property Owners/Occupiers	Notifications were distributed on October 8, 2021 to owners and occupiers of properties within a 100 m radius of the subject property.

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

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

Staff Comments

The proposal is acceptable to staff given the nature of the site and the existing clearing where the home will be built. No further disruption of the SPEA would occur.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed.

Planning staff recommend this option.

Option 2: Refer the application to the Area A APC

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

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate the construction of a single family home. The proposal is the most practical way for the applicant to construct a home on the property given the site characteristics. There are no anticipated impacts to neighbours or vegetation within the SPEA.

Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

VAN DYK & GLASS RESIDENCE

3-15200 HALLOWELL RD, MADEIRA PARK

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AJIA CUSTOM PREFAB HOMES

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AJIA CANADIAN
BUILDING SYSTEMS INC
1367 CROWN STREET
NORTHVANCOUVER, BC
V7J 1G4

TEL:604-990-1133, FAX:604-990-1163

ENGINEER:
MALCOLM MACQUARRIE/AJIA

ADDRESS: 1367 CROWN ST.
N. VANCOUVER, BC V7J 1G4

TEL:604-990-1133, FAX:604-990-1163

VAN DYK
& GLASS
RESIDENCE

Site Plan

SITE ADDRESS:
3-15200 HALLOWELL RD
MADEIRA PARK

LEGAL DESCRIPTION:

LOCAL AUTHORITY

SQ. FOOTAGE: AS SHOWN

DESIGN BY: HS

DRAWN BY:

ISSUED FOR:

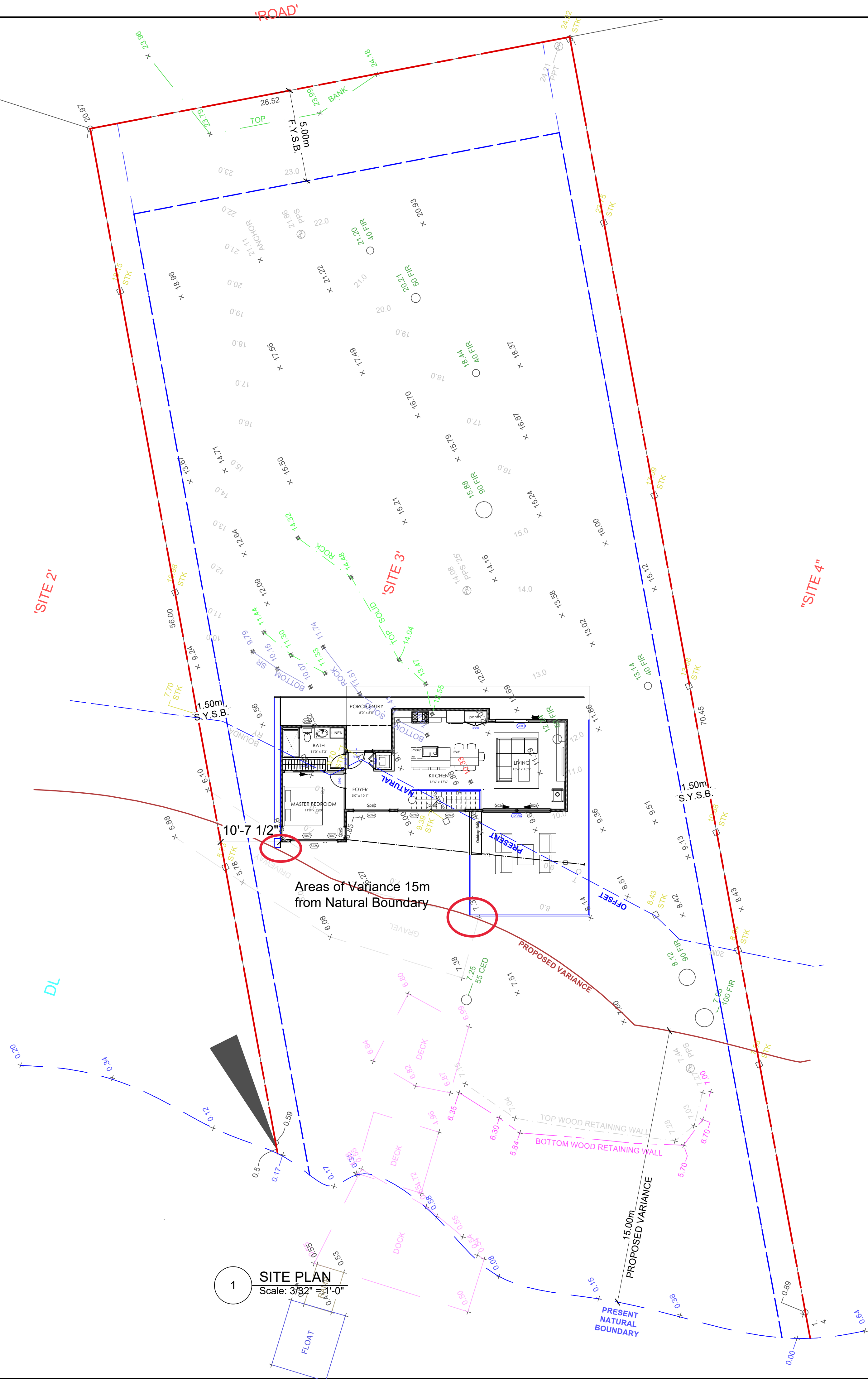
SHEET:

A1.1

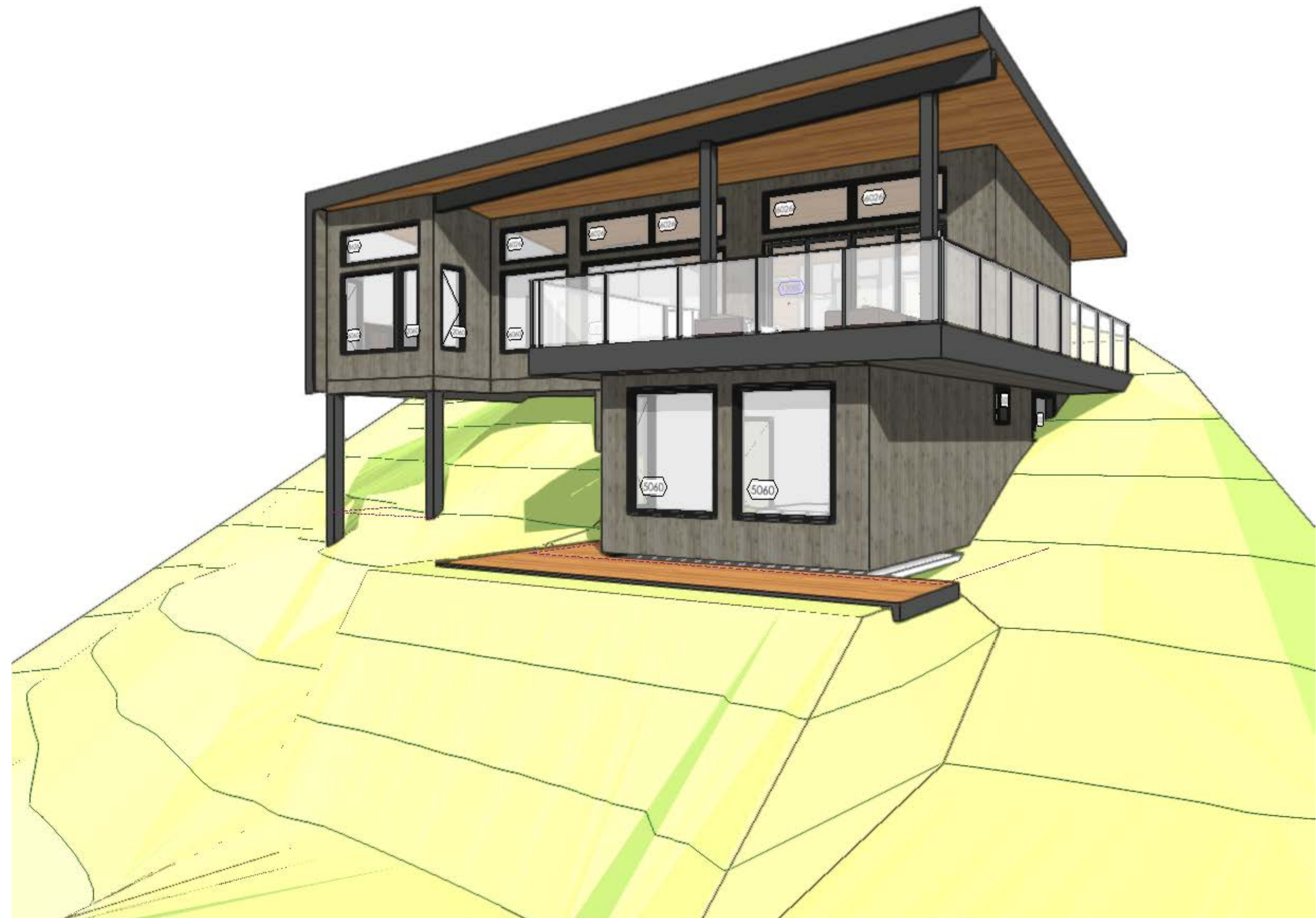
JOB No.:

21-04

Date: 8/17/21
Time: 4:24:40 PM



1 SITE PLAN
Scale: 3/32" = 1'-0"



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MALCOLM MACQUARRIE/AJIA

ADDRESS: 1367 CROWN ST.
N. VANCOUVER, BC V7J 1G4

TEL: 604-990-1133, FAX: 604-990-1163

**VAN DYK
& GLASS
RESIDENCE**

Cover / Schedule

SITE ADDRESS:
3-15200 HALLOWELL RD
MADEIRA PARK

LEGAL DESCRIPTION:

LOCAL AUTHORITY

SQ. FOOTAGE: AS SHOWN

DESIGN BY: HS

DRAWN BY:

ISSUED FOR:

SHEET:

A0.1

JOB No.: **21-04**

Date: 8/19/21
Time: 1:21:18 PM

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00076 (9517 Brooks Lane)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00076 (9517 Brooks Lane) be received;

AND THAT Development Variance Permit DVP00075 to vary Zoning Bylaw No. 310 Section 611.8 (3) to reduce the required setback for a side parcel line contiguous to a highway from 4.5 m to 2.62 m for the building and 1.69 m for the roof overhang to facilitate the construction of a single family dwelling located at 9517 Brooks Lane be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00076), to reduce the setback for a side parcel line contiguous to a highway from 4.5 m to 2.62 m for the building and 1.69 m for the roof overhang to facilitate the construction of a single family dwelling located at 9517 Brooks Lane in Electoral Area B.

The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Kai Jenkins
Legal Description:	LOT 22 BLOCK A DISTRICT LOT 2394 PLAN 12343
PID:	008-905-207
Electoral Area:	Area B
Civic Address:	9517 Brooks Lane
Zoning:	R2 (Residential Two)
OCP Land Use:	Residential C
Proposed Use:	Single family dwelling

The map displays the Halfmoon Bay area with the following details:

- Streets:** Brooks Rd, Smuggler Lane, Waikeri Rd, Frenchmans Lane, and Wharfedale Lane.
- Lot Numbers:** 9530, 20, 9514, 9506, 9501, 9493, 9483, 9471, 9463, 9441, 9442, 9465, 5069, 5067, 5066, 5063, 5046, 5047, 5043, 5029, 5032, 5020, 5008, 5017, 5007, 5004, 9519, 5069, 9511, 9501, 9493, 9483, 9471, 9463, 9441, 9442, 9465, 5069, 5067, 5066, 5063, 5046, 5047, 5043, 5029, 5032, 5020, 5008, 5017, 5007, 5004, 9519, 5069, 9511, 9501, 9493, 9483, 9471, 9463, 9441, 9442, 9465.
- Proposed Electorate:** A blue-shaded area labeled 'ELECTORATE AREA B - AREA B: HALFMOON BAY' is located near the intersection of Brooks Rd and Smuggler Lane, adjacent to lot 9511.
- Geographical Features:** The map shows the coastline of Halfmoon Bay and the surrounding land parcels.

DISCUSSION

Zoning Bylaw No. 310

"no structure shall be sited within:

The applicant's proposed addition does not meet the required 4.5 m setback from the side parcel line contiguous to a highway.

Applicant's Rationale

The applicant notes that the proposed siting of the dwelling is necessary for the deck and building to remain at the 7.5 m setback from the natural boundary of the ocean, due to the size and narrowness of the lot. This option was determined to be the best solution and does not encroach on any adjacent public or private land. The building materials and design would blend in with the surrounding environment and contain non-combustible materials.

Consultation

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

Referral Agency	Comments
SCRD Building Division	No concerns.
shíshálh Nation	Referred September 23, 2021. No response received at time of report writing.
Halfmoon Bay Fire Department	No concerns.
Ministry of Transportation and Infrastructure	The Ministry is checking to see if a setback permit is required from the Brooks Lane road dedication. If required, the owners would need to obtain this permit prior to any construction in the setback.
Neighbouring Property Owners/Occupiers	Notifications were distributed on October 8, 2021 to owners and occupiers of properties within a 50 m radius of the subject property.

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

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

Staff Comments

The proposal is acceptable to staff given the small size of the lot and the required setback to the natural boundary of the ocean.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed.

Planning staff recommend this option.

Option 2: Refer the application to the Area B APC

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

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate the construction of a single family home. The proposal is the most practical way for the applicant to construct a home on the property given the site characteristics.

Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

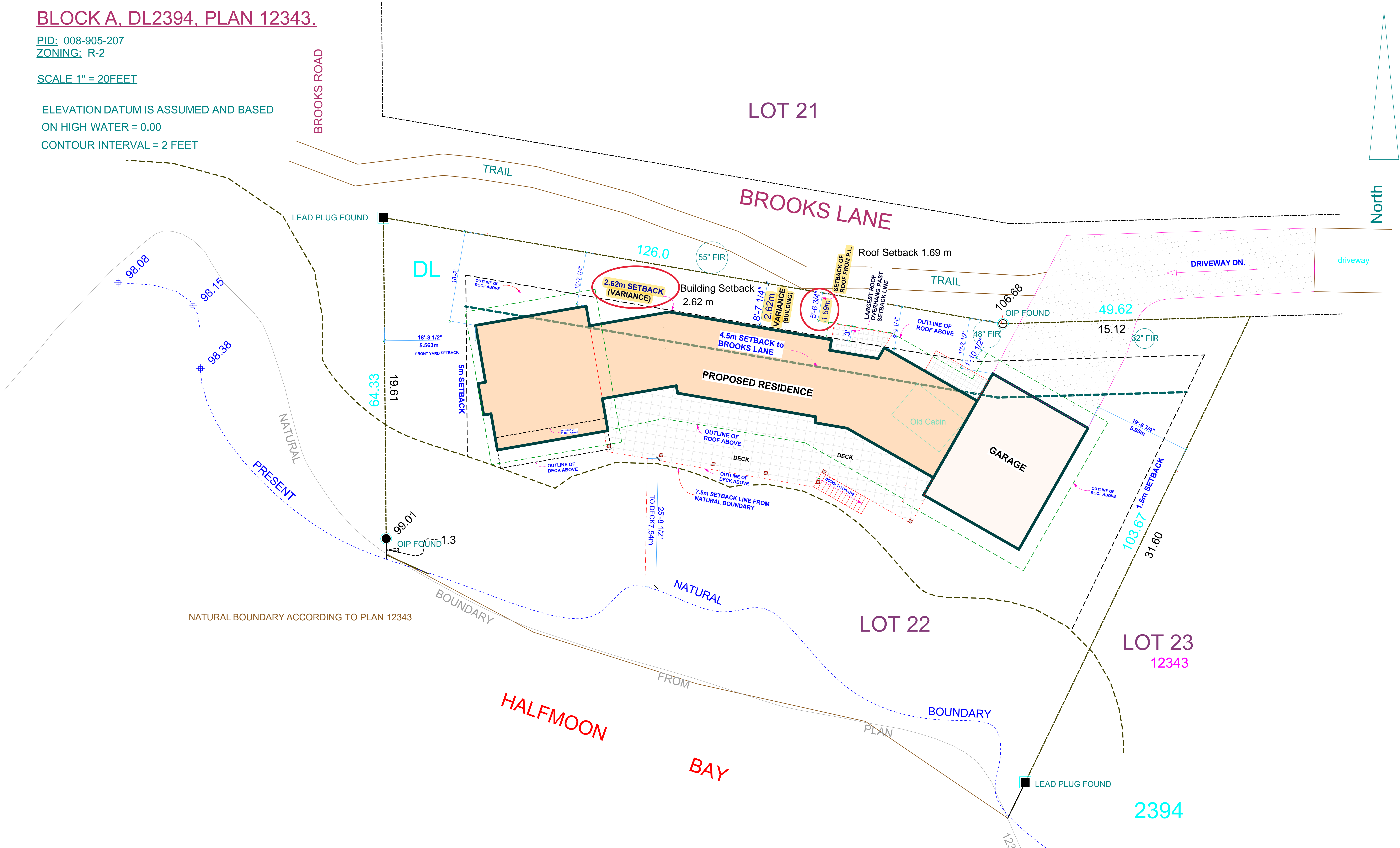
Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

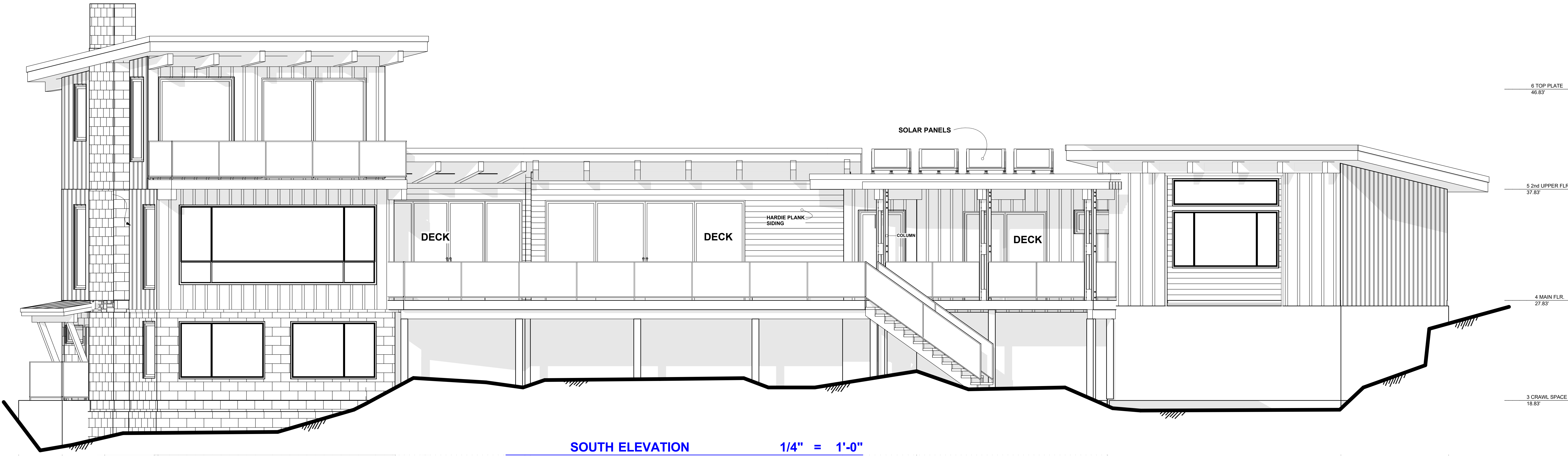
BLOCK A, DL2394, PLAN 12343.

PID: 008-905-207
ZONING: R-2

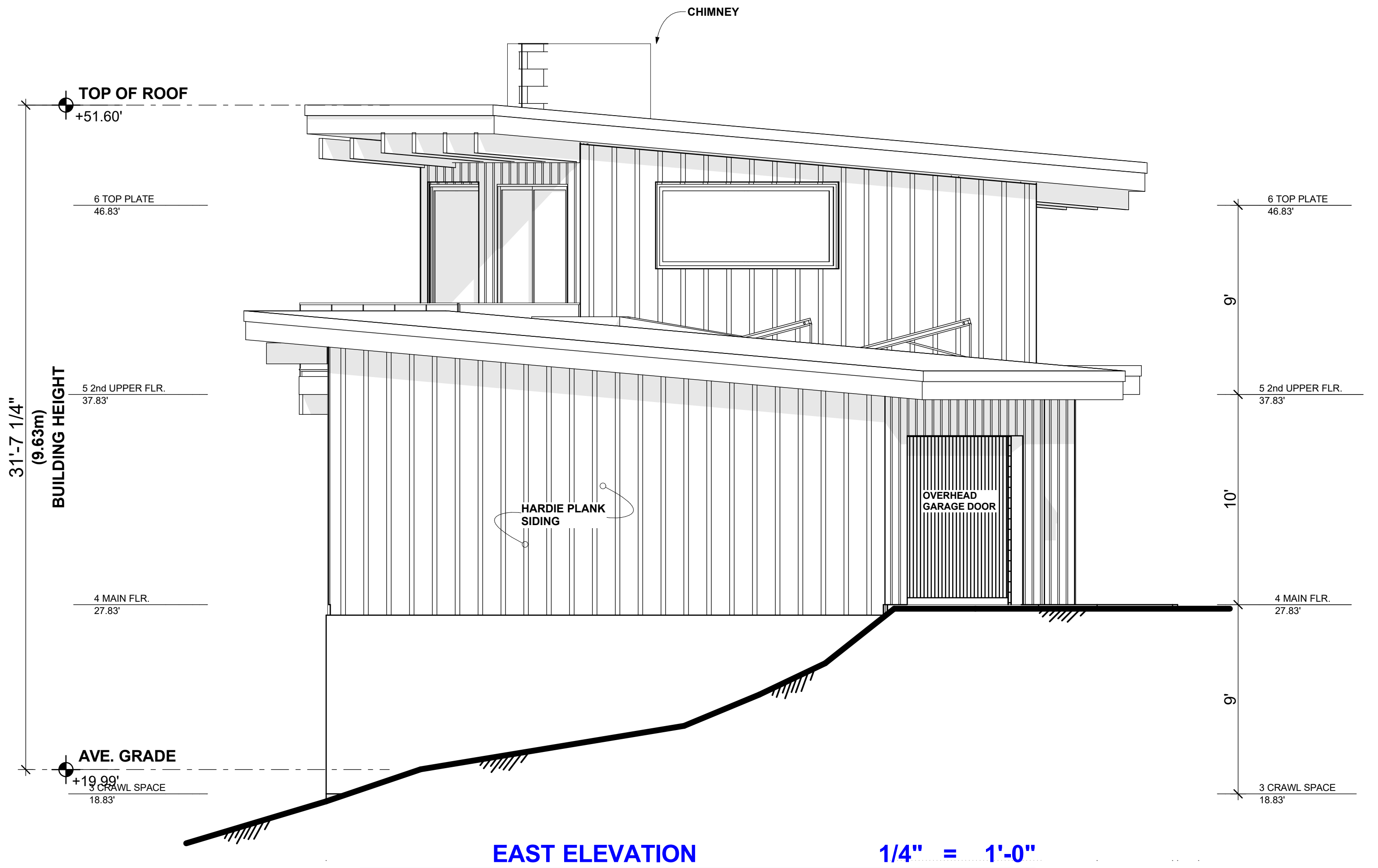
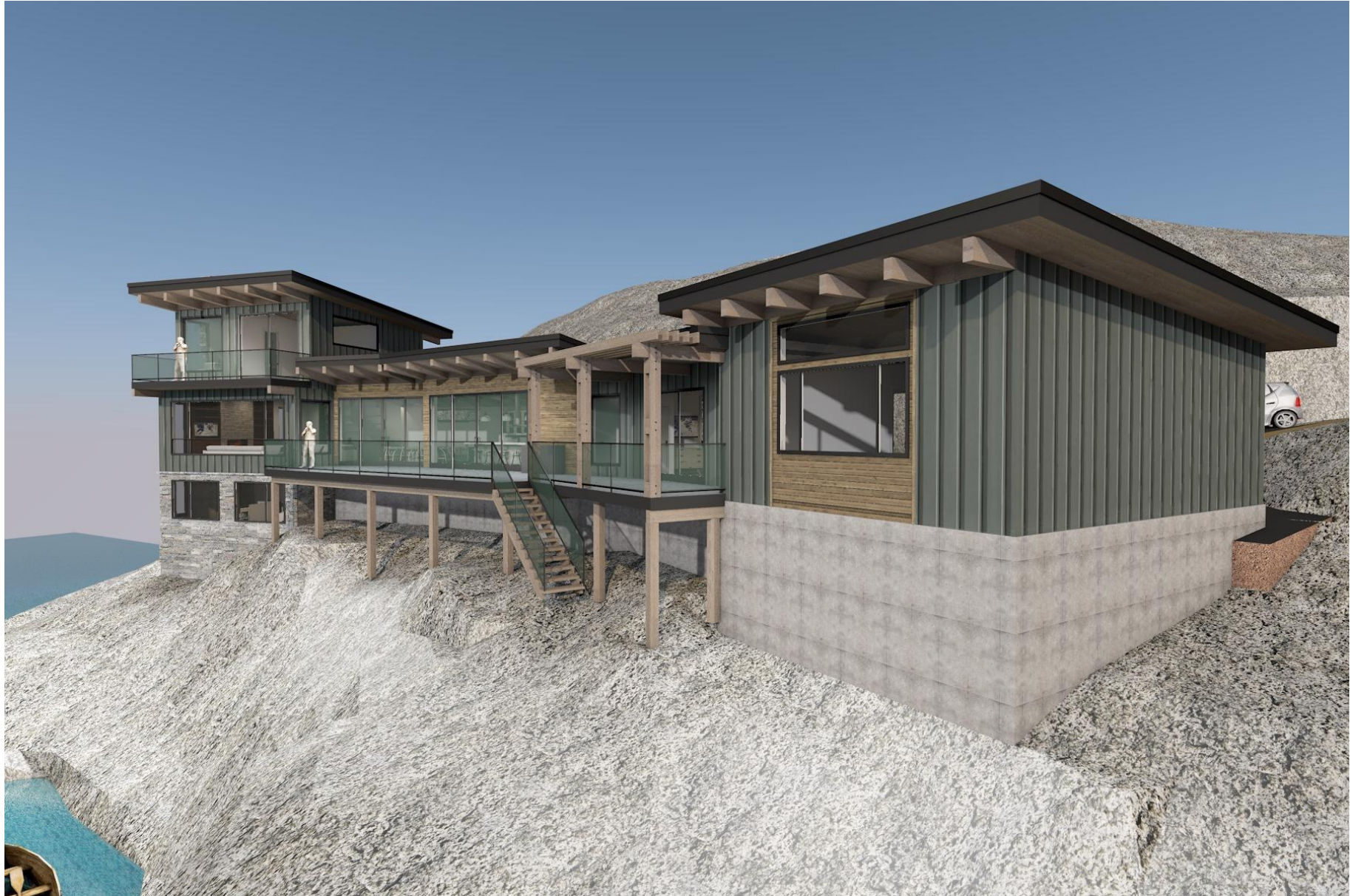
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ON HIGH WATER = 0.00
CONTOUR INTERVAL = 2 FEET





SOUTH ELEVATION 1/4" = 1'-0"

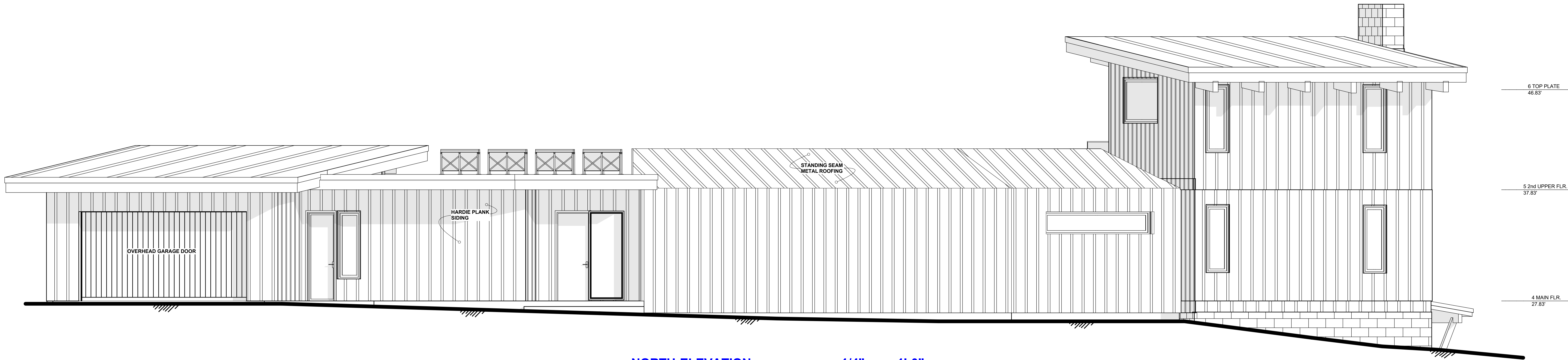


EAST ELEVATION 1/4" = 1'-0"

JAMIE A. MARTIN DESIGN LTD.
 GRAPH-TECH DESIGN
 TEL 604-892-3755 EMAIL: graphtech@shaw.ca
 SQUAMISH BRITISH COLUMBIA
 WEB: jamiemartindesigns.com

NEW RESIDENCE
LOT-22, BROOKS ROAD, SUNSHINE COAST REGIONAL DISTRICT, B.C.

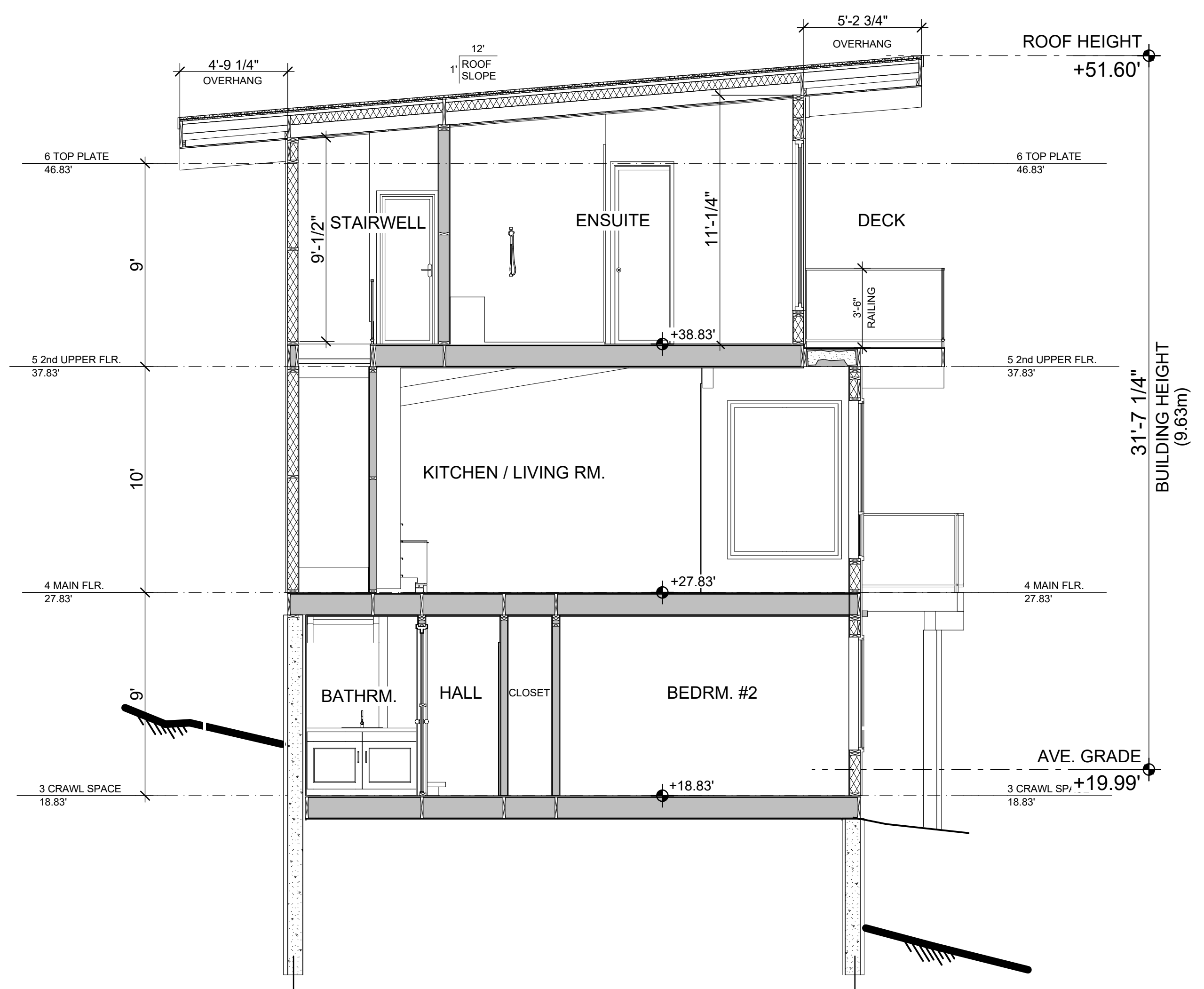
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	Date: September 03 / 2021	6 OF 7
	Drawn by: J.M.	



NORTH ELEVATION 1/4" = 1'-0"



WEST ELEVATION 1/4" = 1'-0"



SECTION 'A - A' 1/4" = 1'-0"

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SQUAMISH BRITISH COLUMBIA
WEB: jamiemartindesigns.com

NEW RESIDENCE
LOT-22, BROOKS ROAD, SUNSHINE COAST REGIONAL DISTRICT, B.C.

REVISED	Scale: AS SHOWN	Sheet:
	Date: September 03 / 2021	7 OF 7
	Drawn by: J.M.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road)

RECOMMENDATIONS

THAT the report titled Frontage Waiver Application FRW00012 (1430 Bonniebrook Heights Road) be received;

AND THAT the required road frontage of a minimum 10% of the lot perimeter for proposed Lots 8, 9, 14 & 15 be waived in order to facilitate a proposed 15-lot subdivision of LOT D DISTRICT LOT 909 GROUP 1 NEW WESTMINSTER DISTRICT PLAN LMP44578.

BACKGROUND

The SCRD has received a Frontage Waiver Application in relation to a 15-lot subdivision of a parcel located at 1430 Bonniebrook Heights Road in the Elphinstone Electoral Area (Attachment A – Subdivision Plan).

Section 512 of the *Local Government Act* requires that all new parcels created by subdivision provide a frontage on a highway equivalent to at least 10% of their perimeter unless a local government waives the requirement. Lots 8, 9, 14 and 15 of the proposed 15-lot subdivision do not meet the 10% perimeter road frontage requirement and, therefore, the applicant is requesting the SCRD Board consider waiving the road frontage requirement in order to permit the proposed subdivision.

The purpose of this report is to provide information on the application and obtain direction from the Planning and Community Development Committee based on the staff recommendations.

Table 1 - Application Summary

Owner / Applicant:	Dustin Christmas
Civic Address:	1430 Bonniebrook Heights Road
Legal Description:	LOT D DISTRICT LOT 909 GROUP 1 NEW WESTMINSTER DISTRICT PLAN LMP44578
Electoral Area:	E – Elphinstone
Parent parcel Area:	9.19 Acres
OCP Land Use:	Residential C, Comprehensive Development Cluster Housing Areas
Land Use Zone:	Residential 2 (R2)
Subdivision District:	C (minimum lot size 2000 m ²)
Application Intent:	To waive the requirement for 10% frontage along Solaz Place for the proposed Lots 8, 9, 14 & 15

Figure 1 - Location of subject subdivision



DISCUSSION

The intent of the subdivision is to create fifteen parcels from the parent parcel. Each new parcel will have access to an extension of Solaz Place with parcels 6 & 7 also fronting on a public 20 m wide MOTI right-of-way, intended for pedestrian and emergency access. The frontage of the proposed Lots 8, 9, 4 & 15 fronting on Solaz Place are less than 10% of the perimeter of the lot, therefore, a frontage waiver is required.

For all proposed subdivision involving 3 new additional parcels a total of 5% of the parent parcel is required to be dedicated as park, however under Section 510 (8) of the *Local Government Act* if an area of land has already been taken into consideration for parkland dedication then there can be no further entitlement for future subdivision of the land. A subdivision plan from 1995 (LMP24078) shows an original 1.603 ha parkland dedication taken from the parent parcel, therefore no further park dedication is required as part of this proposed subdivision.

The Ministry of Transportation and Infrastructure has no concerns with the lot layout and has issued preliminary layout review approval for the proposed subdivision.

The proposed subdivision conforms to zoning regulations and issuance of the frontage waiver will enable the subdivision to proceed to final approval.

CONCLUSION

Based on the above, staff consider the proposed 15-lot subdivision appropriate and recommend approval of the frontage waiver.

ATTACHMENTS

Attachment A – Proposed Subdivision Plan

Reviewed by:			
Manager	X – D.Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

CREUS Engineering

Civil Engineers & Project Managers
#610 EAST TOWER - 221 ESPLANADE WEST, NORTH VANCOUVER BC, V7M3J3
PH: 604-987-6070 WEBSITE: www.creus.ca



SITE MAP

DRAWING LEGEND

	EXISTING	PROP.	TO BE REMOVED
LEGAL LINE	---	---	---
EASEMENT	---	---	---
WATERMAIN	---	---	---
SANITARY	---	---	---
STORM	---	---	---
HYDRO	---	---	---
TEL	---	---	---
STREETLIGHT	---	---	---
GAS	---	---	---
FIRE HYDRANT	---	---	---
GATE VALVE	---	---	---
AIR VALVE	---	---	---
REDUCER	---	---	---
INSPECTION CHAMBER	---	---	---
CATCHBASIN (STD/SI)	---	---	---
CAP	---	---	---
MANHOLE	---	---	---
POWER POLE	---	---	---
STREETLIGHT	---	---	---

approved

client

1430 DEVELOPMENTS LTD

project

1430 BONNIEBROOK HEIGHTS ROAD
GIBSONS, BC

title

KEYPLAN SITE

no.	(y/m/d)	revision	chk'd
6	21-09-22	REVISED PER PLR	EJB
5	21-05-07	REVISED LOT LAYOUT AND ROADWORKS	TJV
4	21-03-10	ISSUED FOR COORDINATION	AGC
3	21-03-04	ISSUED FOR COORDINATION	AGC
2	21-02-18	ISSUED FOR COORDINATION	AGC
1	21-02-03	ISSUED FOR REVIEW	AGC

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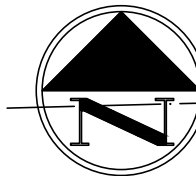
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designed by KBH file no. 20215
drawn by AGC drawing no. KEY-2
date 2020-07-17

LEGAL DESCRIPTION

LOT D DISTRICT LOT 909 GROUP 1 NEW WEST MINSTER DISTRICT PLAN LMP44578

CONTRACTOR TO VERIFY & LOCATE
EXISTING MAINS & SERVICE
CONNECTIONS & NOTIFY THE
ENGINEER OF ANY DISCREPANCIES
PRIOR TO BEGINNING CONSTRUCTION

SEE DRAWING KEY-1 FOR GENERAL NOTES
SEE DRAWING R-1 FOR ROADWORKS NOTES
SEE DRAWING D-1 FOR STORM & SANITARY NOTES
SEE DRAWING W-1 FOR WATERWORKS NOTES

SEPTIC TEST PIT
LOCATION (TYP.)

EXISTING DWELLING

EXISTING SHED

GRAVEL EMERGENCY ACCESS
ACCESS TO HAVE YELLOW PAINTED
CHAINED ACCESS ON EACH ENDDPA #2B - RAVINES (30m)
AREA E - ELIPHINSTONE OCPDPA #4 - STREAM RIPARIAN ASSESSMENT AREA (15m)
AREA E - ELIPHINSTONE OCP

SCRD FILE NO. SD000085
MOTI FILE NO. 2021-01483

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Ian Hall, General Manager, Planning and Development
Allen Whittleton, Chief Building Inspector

SUBJECT: SERVICE AGREEMENT WITH TOWN OF GIBSONS FOR BUILDING INSPECTION SERVICES

RECOMMENDATION(S)

THAT the report titled Service Agreement with Town of Gibsons for Building Inspection Services be received for information;

AND THAT the Sunshine Coast Regional District enter into an agreement with the Town of Gibsons for Building Inspection Services for up to 5 years;

AND THAT the delegated authorities be authorized to execute the proposed service agreement.

BACKGROUND

The Town of Gibsons (the Town) and the Sunshine Coast Regional District (SCRD) have been in discussions to develop a service agreement for select Building Inspection Services from the SCRD for a period of up to five years, 2021 through to December 31, 2025.

The purpose of the agreement is to provide the Town of Gibsons with Building Official Level 3 services on an as-and-when needed basis.

DISCUSSION

Background and Intergovernmental Implications

As of February 28, 2021, the BC Building Act required all building officials working on behalf of local authorities to hold qualifications commensurate with their scope of practice. To review plans, issue building permits, and monitor construction for large or complex industrial and public buildings (Part 3 under the BC Building Code), a Building Official Level 3 designation is required. Under the proposed agreement, the SCRD will be able to provide the Town with Building Official Level 3 service whenever it is needed.

Analysis and Benefits

A 5-year service agreement has the advantage of not needing a renewal agreement negotiated and executed each year.

There are numerous benefits to this agreement: business continuity for Town of Gibsons, the opportunity for SCRD Building Officials to work on complex buildings, increased cooperation between jurisdictions and potentially more efficient public services at a regional level.

Service Process

Work requests are submitted by the Town to the SCRD. The type of requests include plan checks, document review, inspections and support for the building aspects of bylaw enforcement.

The agreement will provide a mechanism for SCRD to accept or decline work.

Financial and Management Implications

Depending on the level of service the Town requires, the SCRD could see an increase in revenues. Work undertaken through the agreement may require staffing levels to be reviewed; staff perform this review on an annual basis as part of the budget process. The current strong building cycle is already placing pressure on divisional administrative resources.

This agreement is based on full cost recovery to the SCRD for services provided to the Town. Based on regular invoicing, the Town will reimburse the SCRD according to hourly (\$60 base rate for 2020) and per-item service rates for scanning and printing.

On January 1st each year the fees rates for this agreement will be adjusted by the percentage change over the preceding twelve (12) months in the Consumer Price Index for Vancouver as at October 31st.

STRATEGIC PLAN AND RELATED POLICIES

The above report aligns with the SCRD Board's strategic focus area of Working Together.

CONCLUSION

The SCRD and the Town will both benefit from this working arrangement. The Service Agreement will allow the SCRD to recover the costs of providing the service and the Town will be provided with Building Official Level 3 service as required under the BC Building Act.

Reviewed by:			
Manager		CFO/Finance	X – T.Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X -D. McKinley	Risk	X – V. Cropp
		HR	X – G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Raphael Shay, Manager, Sustainable Development

SUBJECT: CORPORATE CARBON NEUTRALITY FRAMEWORK

RECOMMENDATION(S)

THAT the report titled Corporate Carbon Neutrality Framework be received;

AND THAT the Corporate Carbon Neutrality Framework be endorsed;

AND THAT a Corporate Carbon Neutrality Plan that includes a timeline for achieving corporate carbon neutrality be developed in 2022;

AND FURTHER THAT existing policies and related documents be reviewed to identify alignment opportunities with Corporate Carbon Neutrality Framework.

BACKGROUND

The 2019-2023 Strategic Plan includes the Strategic Focus Area of Community Resilience and Climate Change Adaptation and states: “in the face of a global climate emergency we must move swiftly to reduce greenhouse gas (GHG) emissions and enhance our region’s resiliency to the effects of a changing climate.”

The Regional District has committed to taking a leadership role with Strategy 4.3 to achieve corporate carbon neutrality. This report addresses the tactic of undertaking steps to achieve Climate Action Revenue Incentive Program (CARIP) Level 4 (carbon neutrality).

The recommendations of this report comprise the preliminary steps that can be taken to initiate the transition to carbon neutrality and to a corporate contribution to ensuring a livable planet.

DISCUSSION

The discussion is comprised of the following sections:

1. Corporate Carbon Neutrality Framework
2. Corporate Carbon Neutrality Plan
3. Getting Started: Policy Integration
4. Role of Carbon Offsets

1. Corporate Carbon Neutrality Framework

Element 1: Principles

There are several principles at the heart of this framework. They help shape the direction the SCRD will choose to take.

Climate Emergency: The recent report from the Working Group 1 of the International Panel on Climate Change¹ yet again shed light on the situation humanity finds itself in. Climate change has been locked in for the next decades and will cause significant socio-ecological disruptions. The only path to not exceeding the safety threshold set in the Paris Agreement is a deep reduction of greenhouse gas emissions achieving carbon neutrality by 2050. Net-negative emissions, where greenhouse gases are taken from the atmosphere and stored in artificial or natural systems, are also required for decades after that.

Differentiated Responsibility: Enshrined in the legal Paris Agreement, this principle states that developed nations have a greater responsibility to phase out emissions quickly as they have benefited from historical emissions. Developed nations also must support developing nations leapfrog carbon intensive development. Applying this principle has led many to conclude developed nations should eliminate most emissions by 2030.

Value-added: The SCRD has several roles, policies, and processes in place to enable its operations. Actions required to achieve carbon neutrality should integrate into existing elements as much as possible rather than adding new layers. The Sustainable Development Division strives to support ongoing operations and projects by increasing capacity and empowering others to act.

Balance and Impact: Choices on focus areas will be made to maximize impact for climate action and social equity. Actions with the highest leverage will be prioritized. Balance will be sought between long term planning and quick wins.

Change Management: Humans have evolved to be resistant to change because change brings risk. But the science is clear that change is happening and being pro-active will enable greater agency in what the change looks like. Change is as much about what we choose to stop doing as what we choose to do. The Sustainable Development Division will increase awareness of the need for change, a desire to support change, knowledge of how to change, ability to demonstrate skills and behaviors, and reinforce the changes required to achieve carbon neutrality. A change management plan will be used to measure progress.

Element 2: Vision and Mission

A vision statement describes what the Corporate Carbon Neutrality Framework will achieve. The following vision statement is proposed:

The SCRD leads by example on the climate emergency through carbon neutral corporate operations.

¹ United Nations International Panel on Climate Change Sixth Assessment Report. Working Group 1 Item B1.1 on page 17. https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_SPM.pdf

A mission statement describes the purpose and intention of the Corporate Carbon Neutrality Framework. The following mission statement is proposed:

Achieving carbon neutrality is integrated into all aspects of the SCRD's operations. The policies, plans, capabilities, and support mechanisms needed are in place to facilitate the transition to corporate carbon neutrality.

Recommendation: That the Corporate Carbon Neutrality Framework composed of the preceding principles, vision and mission be endorsed.

The Framework can be used to develop a Corporate Carbon Neutrality Plan in 2022 (next section) and to drive policy integration (following section).

2. Corporate Carbon Neutrality Plan

Context: SCRD's Current Emissions

Eliminating GHG emissions is a significant challenge that requires systemic change on multiple levels. The SCRD will undertake this challenge in the context of serving a growing community.

The Strategic Plan's stated goal is to become carbon neutral in its corporate activities as defined by Climate Action Revenue Incentive Program (CARIP) Level 4 (carbon neutrality). The CARIP boundary is defined as the Traditional Services that local governments generally deliver in the Province of British Columbia, outlined in Table 1.

Table 1. CARIP Traditional Services Boundary

Within boundary of direct ownership of emissions	Emissions beyond boundary but within SCRD's influence
Administration and governance	Staff commuting
Drinking and wastewater	Landfill (Federal reporting)
Solid waste and organics collection	Recycling (Recycle BC)
Arts, recreation and cultural services	Transit (BC Transit)
Fire protection	Wastewater process emissions
Contractors	Fertilizers
	Embedded carbon
	Other Scope 3 emissions

For the purposes of carbon accounting, a Corporate Carbon Neutrality Plan will utilize the traditional services boundary. However, emissions that lie beyond this boundary are also within the scope of influence of the SCRD. These must be tackled as well as part of the work needed to address the climate emergency. Where possible, emissions beyond the traditional services boundary will be quantified to help prioritize actions with the greatest impact. In some cases, emission reductions may also generate carbon offsets that can be claimed by the SCRD or monetized to improve financial feasibility.

Of the emissions included in traditional services, the SCRD emits approximately 1,200 tonnes of carbon dioxide equivalent (CO₂e) a year. A yearly breakdown can be seen in Figure 1.

The drop in 2020 emissions is associated with the pandemic-related closure of the recreation centres and a drop in vehicle usage. Emissions are expected to increase as pandemic restrictions are phased out.

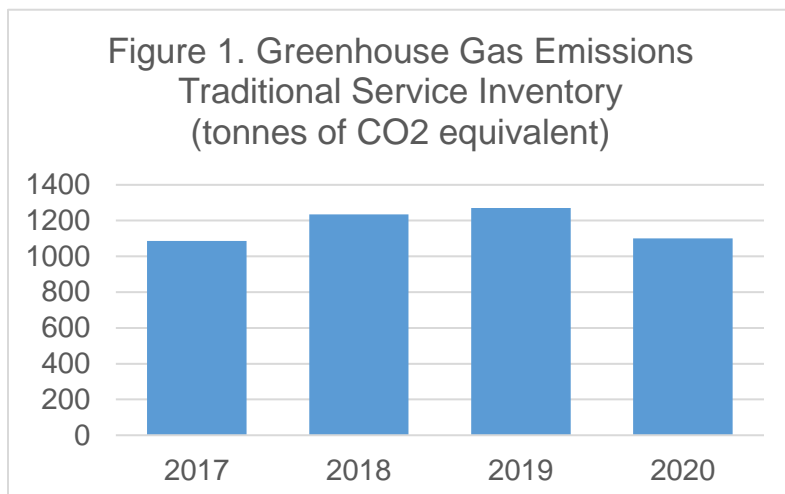
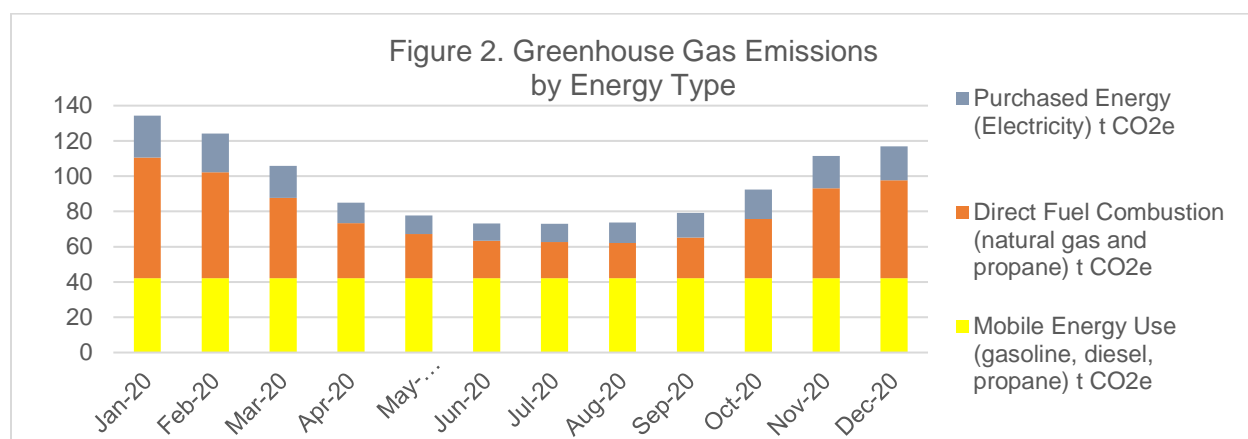


Figure 2 outlines emissions by energy type.



Path to Carbon Neutrality – Timeframe and Objectives

Achieving carbon neutrality will require the phasing out of fossil fuel assets through low carbon electrification or other means. This must be done in a planned fashion due to staff ability to manage retrofits as well as the costs and complexity of the retrofits required. Many assets also have several functional years of operation left and the financial implications of retiring assets early must be incorporate into capital and operational plans. In some cases, the market availability of zero emission alternatives is still under development.

Therefore, becoming carbon neutral will take a concerted effort to both action quick wins and develop the plans necessary for the shift to carbon neutral operations.

Recommendation: Develop a Corporate Carbon Neutrality Plan in 2022 that includes a timeline for achieving corporate carbon neutrality.

An outline / scope for the Plan can be found in Attachment A. Pending Board direction, the Plan will be developed for Q4 2022.

There are two main areas where additional information is required in order to develop a plan with ambitious and realistic objectives: buildings and fleet.

With regards to buildings, there are 12 sites that use fossil fuels, with 3 standing out as the most intense users (SAC, GACC and GDAF). Some of these are relatively simple to retrofit with low carbon electrification. Others are more complex and will require external support for detailed feasibility and design work prior to the completion of a plan.

With regards to fleet, the strategic plan includes a tactic of developing a corporate fleet management strategy. The market is rapidly evolving and provincial regulations are driving a shift to zero-emission vehicles.

These are significant projects requiring pre-work. Pending Board endorsement of the Framework and development of a Plan in 2022, staff would look to future annual budget processes to present proposals to complete these types of projects.

3. Getting Started: Policy Integration

Integrating carbon neutrality into policy objectives will support the development of a plan and the elimination of GHG emissions. Policies provide guidance for decision making and resource allocation. Updating policies is a preliminary step to meeting the mission statement of integrating carbon neutrality into SCRD's operations and will guide next steps and the development of a Corporate Carbon Neutrality Plan. Three Board policies in particular shape how the SCRD manages assets and a preliminary step could be to integrate the goal of carbon neutrality in these.

a) Opportunity: The Energy Management Policy (2-0970-2) be amended to include a procedure: "That the elimination of greenhouse gas emissions be prioritized in decision making and all new buildings will endeavor to achieve carbon neutrality."

This policy (Attachment B) was created when the SCRD had a Corporate Energy Manager. Progress on implementing the policy will be reinvigorated as part of the Corporate Carbon Neutrality Plan. As a first step, staff recommend updating the policy to prioritize reducing GHG emissions. In its current form, the policy focuses on energy efficiency and staff empowerment. The amendment will prioritize GHG emission reduction.

b) Other Policy Opportunities

a. The Asset Management Policy

The Asset Management Policy is a foundational element of how the SCRD manages assets and forecasts for the future. By integrating the goal of carbon neutrality into this policy, the Board will help shape the values that inform decision making.

b. Financial Sustainability Policy

By incorporating language to the effect that assets that use fossil fuels will not automatically be replaced with like-for-like equipment and where feasible will be replaced with low greenhouse gas options will avoid locking into fossil fuel assets. Fossil fuel assets may become stranded assets that have to be retired earlier than end-of-life

due to increasing regulations and next steps in the development of the Corporate Carbon Neutrality Plan.

The technical capacity and financial implications required to comply with such changes require further study. Practically, staff are already actively considering alternatives to fossil fuels during asset replacement planning.

4. Role of carbon offsets

While GHG emissions are reduced, the SCRD could be carbon neutral through carbon offsets. Carbon offsets can be produced by the SCRD or purchased from others.

SCRD-generated offsets would come from activities that lie beyond the traditional services boundary mentioned above. Examples of these projects include the curbside organics collection program, a potential biocover at the landfill if deemed feasible, or future park allocations that lead to avoided deforestation. These projects all have provincially approved quantification methodologies. Offsets that are not needed one year can be carried onto the following year. The quantities of offsets these project may offer have not yet been defined and the SCRD should increase its capacity, through contractors and internally, to quantify carbon associated with projects.

Beyond the SCRD-generated offsets, credible offsets can be purchased from the market at a cost of approximately \$25 per tonne of CO₂e. This is in line with the *Climate Change Accountability Act* that directs the Provincial public sector in BC to purchase offsets at \$25/tonne. At this rate, the Regional District could offset its corporate emissions for approximately \$30,000 per year. However, emissions would remain and may become a greater liability in the future. These offsets could be purchased from anywhere in the world because GHG emissions do not respect borders.

One consideration against purchasing offsets is that this would represent a new fee at a time when affordability of living on the Sunshine Coast is often cited as a significant challenge. The cost of carbon will also be increasing as the carbon tax is scheduled to incrementally increase from \$45/tonne in 2021 to \$170/tonne by 2030. As such, staff recommend focusing on Corporate Carbon Neutrality Plan activities that directly reduce SCRD emissions and create co-benefits including long-term cost savings.

The accuracy and credibility of emission reductions relies on robust quantification. Staff will consider how this need aligns, corporately, as part of the annual budget process.

Organizational and Intergovernmental Implications

The Corporate Carbon Neutrality Framework presented and development of a detailed Corporate Carbon Neutrality Plan have organizational implications. Like all climate action, it is meant to mitigate risk. It limits the need for costly adaptation or climate change that would lie beyond the community's adaptive capacity. Proactive action in reducing emissions will avoid locking into costly stranded assets and ensure a planned and thoughtful approach to change. A proactive approach ensures the Regional District is ready by pre-empting increasingly stringent provincial and federal policies, such as the ban on the sale of internal combustion vehicles by 2035.

In many cases, the opportunities lie in integrating a climate lens into existing policies, processes, and tools. These will require support mechanisms and training to empower staff. In other areas, staff will require an increase in capacity as there are new elements needed to facilitate the transition to carbon neutrality.

Implications will be further refined in the Corporate Carbon Neutrality Plan.

Financial Implications

There are various aspects to the financial implications of the Corporate Carbon Neutrality Framework, including:

1. Financial implications for capital plans from accelerated retirement of assets that burn fossil fuels and low carbon electrification. In many cases, assets can be used for the entirety or close to the expected end-of-life schedule. However in some cases, assets may be retired early. These implications will be fleshed out in further detail in the proposed Plan.
2. Operational budgets will continue to be adjusted to reflect the changing costs of energy, carbon taxes, and fuel switching. In the case of fleet and equipment, this may be a small adjustment or could be a reduction in operating costs as the electric vehicle and equipment sector matures and the cost of gasoline and diesel increases. In the case of buildings that will increasingly rely on electricity for heat, costs may increase in the short or medium term.
3. Staff capacity, training, and qualifications. As outlined above, there are areas where additional capacity will be required. Implications on staff will be provided in further detail as the scope of work becomes clearer for transitioning facilities to low carbon options, energy conservation measures, and renewable energy development. Strategies, such as community partnerships, will be explored to lessen costs.

Communications Strategy

A two-pronged communication plan will be developed.

First, it will expand communication with staff on the Framework and support mechanisms.

Second, it will inform citizens of the rationale for working towards carbon neutrality and the thoughtful approach being taken.

STRATEGIC PLAN AND RELATED POLICIES

The proposed Corporate Carbon Neutrality Policy and Plan support the Strategic Plan focus area of Community Resilience and Climate Change Adaptation. Specifically, Strategy 4.3 of achieving corporate carbon neutrality.

CONCLUSION

The 2019-2023 Strategic Plan includes the strategy of achieving corporate carbon neutrality.

A Framework, recommended for endorsement, outlines a vision and a mission statement as well as principles for how the SCRD will achieve carbon neutrality.

Development of a Plan in 2022 is recommended. This plan will need to address, amongst other areas, emissions from SCRD buildings and fleet.

Integrating carbon neutrality priorities/goals into key policies could be an early step. Staff will further study how the Energy Management Policy, Asset Management Policy and Financial Sustainability Policy can support corporate carbon neutrality.

Attachment(s):

A: Outline/Scope of Proposed Corporate Carbon Neutrality Plan

B: Energy Management Policy (2-0970-2)

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

Attachment A:

Outline/Scope of Proposed Corporate Carbon Neutrality Plan

The preliminary direction is structured around six pillars needed to achieve neutrality. The pillars are:

1. Governance
2. Buildings
3. Fleet and Equipment
4. Contractors
5. Supporting Each Other
6. Out of Boundary Emissions

These pillars will form the basis of a more detailed plan with specific actions.

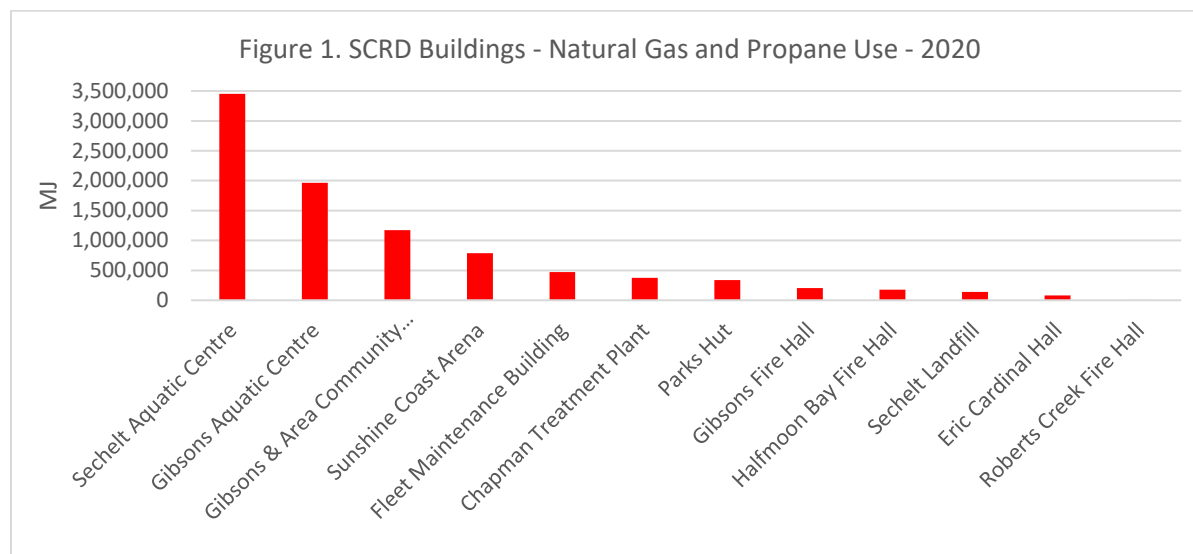
Governance

The first pillar of the proposed plan relates to governance. The goal of this area is to take the steps required to develop the policies, procedures and decision making tools needed to achieve carbon neutrality.

In some cases, this is already happening. For example, a climate lens is being integrated into the business case / project initiation brief tools. In other areas, policies and processes can simply be amended or expanded to include a climate lens.

Buildings

The goal of this pillar to outline steps needed in the areas of buildings. Buildings account for 54% of the SCRD's corporate GHG emissions. These predominantly come from 12 facilities that rely on natural gas and propane. As seen in Figure 1, the four recreation centers account for approximately two thirds of building emissions. Attachment B provides an itemized list of fossil fuel using assets in these buildings. Most fossil fuel assets in buildings are expected to reach end of life by 2029.



Phasing out fossil fuels and increasing the efficiency of buildings is critical to achieving carbon neutrality. There are several considerations, constraints, and opportunities when determining phase-out timelines and retrofit projects, including:

- **Financial:** Replacing assets that use fossil fuels at expected end-of-life will be the least costly in capital but the slowest option in reducing emissions and may not be the most economical option. There are also operational and maintenance cost implications that must be better understood and accounted for. The facility capital plans outline expected end-of-life dates and expected like-for-like replacement costs for all fossil fuel items. These capital plans that will need to be modified once costs of reducing emissions are better understood.
- **Technical:** Many of the assets in question will require feasibility studies and engineering design work in the years prior to asset replacement since these projects will not involve like-for-like replacements.
- **Staff capacity:** Alignment work plans is essential for coordinating feasibility studies, design work, and retrofit projects that will impact buildings and services. In many cases, facility operators do not have extra capacity to undertake this work. The Sustainable Development Division and others will be needed to assist in moving these projects forward.
- **Building lifespan:** The expected lifespan of the building housing fossil-fuel-using assets will impact the willingness to retrofit. The SCRD, and in some cases the community, needs to have dialogue on the vision for sites such as Mason Road Works Yard, the Sunshine Coast Arena, and the Gibsons and District Aquatic Centre. If it is decided to attempt to extend the lifespan of these buildings, then energy efficiency retrofits and work phasing out fossil fuels may be justified.
- **Related equipment:** Many fossil-fuel-using assets are part of building systems that have various components at different state of wear. Evaluating building systems can optimize efficiency and retrofit schedules.

- Grant availability: once a project is designed, the SCRD may opt to wait for possible grants to assist with funding a retrofit.

This section will consist of a table of projects with a five-year horizon. The project list will include projects that relate to phasing out fossil fuels, energy conservation measures including green infrastructure, energy audits, facility recommissioning, and renewable energy projects.

Fleet and Equipment

The goal of this pillar is to outline steps to eliminate fleet and equipment GHG emissions. Fleet and equipment, excluding transit, accounts for 29% of the SCRD's corporate emissions. There are approximately 129 vehicles and generators in the Regional District's fleet as well as small equipment that mostly uses fossil fuels.

Contractors

The goal of this pillar is to outline steps to reduce emissions from contractors that are included in the traditional services boundary. The Regional District uses contractors to perform many services, some of which are included in the Traditional Services boundary for GHG emissions. These contractors' emissions are estimated yearly and represent approximately 17% of emissions. It is assumed most of these emissions are related to gasoline and diesel.

Supporting Each Other

The way we live, play, and work will drastically change in the coming decade. Being proactive with our efforts to address change gives us a choice in what that change looks like. A reactive approach will strain resources while diminishing service levels and quality of life.

The goal of this pillar is to support each other achieve our goals, through change, and with climate grief. Specific elements will include a communication and training plan to foster an informed and supported staff. Weaving a proactive narrative around initiatives and developments will help celebrate successes and build momentum. The communication plan will include regular communication on climate impacts and organizational leadership relating to climate action. It will also include resources and training opportunities on climate grief, specific technologies or skills, and working with change.

Out of Boundary Emissions

There are several sources of GHG emissions that lie beyond the Traditional Services Boundary but within the scope of influence of the Regional District. Although these emissions lie beyond the scope of the carbon neutrality objective, they remain areas of interest as they may be sources of carbon offsets and reducing these emissions can also support community emission reductions.

These areas include:

- Staff commutes to work. Transportation is a significant portion of the Sunshine Coast's emissions. There are several ways that the SCRD could reduce commuting emissions from staff. They range from the Alternative Workspace Project to a guaranteed ride home policy that support public transit ridership and active transportation.

- Corporate Solid Waste. Steps are underway to increase the availability of compost bins at SCRD sites. This would reduce the methane emissions associated with organic waste decomposing at the landfill.
- Sports Fields. The SCRD manages approximately 525,000 square feet of sports fields. These are fertilized with approximately 2,200lbs of nitrogen annually. Synthetic nitrogen fertilizer has a significant embodied carbon footprint from its manufacturing and there is some greenhouse gas in the form of nitrogen dioxide (NO₂) that volatilizes during application. The Regional District conducted a pilot study using organic fertilizers with positive turf performance results. Further analysis on the business case for switching to organic fertilizer and potential emissions savings will be completed. Another action sports fields are already undertaking is inter-seeding more drought tolerant turfs. Drought tolerant turfs also require less fertilizer.
- Carbon sinks: The SCRD manages parks and owns forest land. The plan will explore possibilities for increase the carbon sink potential of these sites.

Sunshine Coast Regional District**BOARD POLICY MANUAL**

Section:	Buildings, Facilities & Properties	02
Subsection:	Energy Management	0970
Title:	Energy Management Policy	02

POLICY

The Sunshine Coast Regional District is committed to the efficient use of energy in the planning and operating of all the facilities under its jurisdiction.

Each member of management shall be responsible for the energy efficient operation of his/her area of responsibility, and each employee has a vital role to play in supporting this policy.

REASON FOR POLICY

To conserve energy within the Sunshine Coast Regional District services wherever possible.

AUTHORITY TO ACT

Delegated to Managers and Staff.

PROCEDURE

To carry out this policy the SCRD will:

1. Monitor energy consumption so that the energy efficiency goals can be established and energy performance measured and reviewed annually.
2. Maintain a continuous education program in energy efficiency procedures and practices.
3. Maintain an active energy conservation awareness program among all employees.
4. Work with all employees to practice established methods of energy conservation.
5. Encourage all employees to identify and suggest energy saving opportunities.
6. Upgrade existing facilities and equipment to higher efficiency where the change offers a simple payback that is viable to the organization.
7. Consider life cycle costs when purchasing new equipment and when undertaking major repairs to equipment.
8. Provide, where the business case supports, the best available energy efficient systems.
9. Maintain equipment to energy efficient standards.

Approval Date:	June 13, 2013	Resolution No.	260/13 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: Online Accommodation Platform Funding Approval for Affordable Housing Plan

RECOMMENDATION(S)

THAT the report titled Online Accommodation Platform Funding-Approval for Affordable Housing Plan be received;

AND THAT the SCRD's portion of the Online Accommodation Platform Funding through Destination BC and Sunshine Coast Tourism in the amount of \$86,001 be used toward a Regional Housing Coordinator through the Regional Planning Service [500];

AND FURTHER THAT the 2021 – 2025 Financial Plan Bylaw be amended accordingly.

BACKGROUND

The SCRD Board adopted the following resolution on April 22, 2021 (in part):

127/21 **Recommendation No. 10** *Online Accommodation Platform Funding - Affordable Housing Initiatives*

...AND THAT the 2019 / 2020 Municipal Regional District Tax / Online Accommodation Platform funds in the amount of \$86,001 be allocated to the Regional Planning Service [500];

AND THAT a proposal be submitted through Sunshine Coast Tourism to Destination BC to engage with an individual or agency to perform as a Regional Housing Coordinator for a fixed period of time and budget;

AND THAT staff explore options for collaboration with the Housing Action Table Steering Committee as part of next steps;...

In the attached letter dated September 20, 2021, Sunshine Coast Tourism advised that funding has been approved for the SCRD Affordable Housing MRDT (Municipal & Regional District Tax) Plan.

Dialogue with members of the Housing Action Table Steering Committee continued through the summer.

DISCUSSION

Analysis

Based on Sunshine Coast Tourism's notification, SCRD can proceed with the [Affordable Housing MRDT Plan](#) (Annex K) presented to Destination BC earlier this year.

Financial Implications

Based on the above approval received and the Board's prior allocation of funds to the Regional Planning Service, steps to complete are to include the Regional Housing Coordinator into the Budget and approval of an amendment to the 2021-2025 Financial Plan Bylaw.

Operational Implications

The Division's workplan/2022 service plan will be adjusted to include this item. There is very limited resourcing for proactive, strategic and/or regional work; the workplan is full for the next couple of quarters.

Timeline for next steps or estimated completion date

As described in the plan, SCRD will proceed to issue a call for proposals in Q4 2021 to select an individual or agency to perform as a Regional Housing Coordinator for a fixed period of time and budget.

The workplan for the Coordinator will be based on Board direction received on the [SCRD Affordable Housing Implementation Framework](#) (Annex C), intergovernmental dialogue to capture municipal Council direction on affordable housing and input from the Sunshine Coast Housing Action Table. The workplan will be specified in the call for proposals.

Subject to proposals received, the work can begin in Q1 2022.

STRATEGIC PLAN AND RELATED POLICIES

The approach applied relates to **Working Together**.

Affordable housing is positioned as an advocacy area in SCRD's Strategic Plan.

CONCLUSION

Based on confirmed approval of SCRD's Affordable Housing MRDT Plan, staff will proceed to issue a call for proposals for regional housing coordination work, following Board direction. Acceptance of the funding for this purpose and an amendment to the Financial Plan are required to proceed.

ATTACHMENTS

Attachment A – September 20, 2021 Letter from Sunshine Coast Tourism

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



Sunshine Coast Tourism
PO Box 1883
Gibsons BC
V0N 1V0
T: 1-866-941-3883
E: info@sunshinecoastcanada.com

September 20, 2021

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z OA8
Attn: Ian Hall, General Manager, Planning and Development



Dear Mr. Hall,

I am writing to confirm Sunshine Coast Tourism's (SCT) approval of the Sunshine Coast Regional District's (SCRD) Affordable Housing MRDT Plan, as submitted to us on May 10, 2021.

As the "*designated recipient*" of the Sunshine Coast's Municipal and Regional District Tax Program (MRDT), SCT is responsible for all MRDT monies received in accordance with the Program Guidelines.

As such, SCT has dispersed funds in the amount of \$86,001 to the SCRD on March 16, 2021, to be used according to the Affordable Housing MRDT Plan as mentioned above.

Please note, you must submit Appendix 2.4 Annual Affordable Housing MRDT report to SCT by May 15, 2022, so that it can be included in Sunshine Coast Tourism's Annual MRDT Report which is due each year by May 31.

If you have any questions, I can be reached via email at annie@sunshinecoastcanada.com or by phone at 604-330-3203.

Sincerely,

A handwritten signature in black ink, appearing to read "Annie Wise".

Annie Wise
Executive Director
Sunshine Coast Tourism

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: PLANNING AND DEVELOPMENT DEPARTMENT 2021 Q3 REPORT

RECOMMENDATION

THAT the report titled Planning and Development Department 2021 Q3 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activity in the Planning and Development Department for the Third Quarter (Q3) of 2021: July 1 to September 30, 2021.

The report provides information from the following Planning and Development Department divisions:

- Planning & Development Services
- Building Inspection Services
- Sustainable Development
- Protective Services

PLANNING AND DEVELOPMENT SERVICES DIVISION

Regional Planning [500]

Key projects in Q3 included:

- Regional Growth Baseline Research: At the direction of the Board's Strategic Plan, staff undertook the process of investigating and evaluating the potential of proceeding with a RGS baseline research project.
- Recap: the general goals of the RGS process are as follows:
 - Develop a shared understanding between Coast local governments of historical growth patterns and anticipated future growth needs;
 - Understand what adequate, sustainable servicing capacity will be required;
 - Foster dialogue about opportunities (building blocks, roadmap) to ensure future growth aligns with/contributes to community goals as described in Official Community Plans and other high-level plans and strategies. Potentially, a collective vision can be defined for how best to sustainably manage anticipated growth in a way that advances livability and reflects shared goals, objectives and values.
- The contract was awarded to MODUS consultants in Q2. Staff have engaged with the contract provider and commenced the process of connecting regional partners and data sources towards framing out the project. Staff will continue to work with the contractor with the goal of reporting back to the PCD in Q1, 2022.

Rural Planning [504]

Key projects in Q3 included:

- The Zoning Bylaw No. 310 Update project – Staff have worked diligently towards completion of the draft bylaw. A final draft is under review, receiving editing and formatting with the goal of introduction to PCD in Q4.
- Development Approvals Grant: The Province has developed a Local Government Development Approvals program. A total grant allocation of \$15-million (Province-wide) is part of the Province's ongoing work to give local governments the tools necessary to meet housing needs in their communities. The SCRD was awarded the requested grant and is preparing for next steps of call for proposals and project initiation, with a view to creating regional value.
- The volume of property inquiries has reduced gradually throughout Q3. The RT email system has aided staff in dispatching appropriately to the planning team to reduce wait times and improve customer service. Staff continue to be focused on reducing times further
- Planning and Bylaw staff have noticed a steady increase in works done without permits. As a pattern, these files take more time to bring to completion, often involve other agencies compliance /enforcement staff and may involve damage to sensitive ecosystems such as riparian areas. Inter-divisional process improvements are underway to manage the workflow and increase efficiency.

OPERATIONS

Development Applications Statistics

Applications Received	Area A	Area B	Area D	Area E	Area F	Q3 2021	2021 YTD
Development Permit	3	2	1	3	3	12	51
Development Variance Permit	1	1				2	7
Subdivision		1	1			2	15
Rezoning/OCP				1		1	2
Board of Variance						0	4
Agricultural Land Reserve						0	2
Frontage Waiver				2		2	7
Strata Conversion						0	0
Total	4	4	2	6	3	19	88

There were 19 Development Applications received in Q3 2021 compared to 19 in Q3 2020.

- The 2020 total for Development Applications was 77.
- The 2019 total for Development Applications was 96.
- The 2018 total for Development Applications was 88.
- The 2017 total for Development Applications was 80.

Development Applications Revenue

Revenue Stats	Area A	Area B	Area D	Area E	Area F	Q3 2021	2021 YTD
Development Permit	\$1,050	\$1,000	\$250	\$3,349	\$1,500	\$7,149	\$26,487
Development Variance Permit	\$500	\$150				\$650	\$2,340
Subdivision		\$865	\$700			\$1,565	\$16,935
Rezoning/OCP				\$2,400		\$2,400	\$4,820
Board of Variance						\$0	\$2,520
Agricultural Land Reserve						\$0	\$1,500
Frontage Waiver				\$750		\$750	\$1,200
Strata Conversion						\$0	\$0
Total	\$1,550	\$2,015	\$950	\$6,499	\$1,500	\$12,514	\$55,802

Development Applications revenue was \$12,514 in Q3 2021 compared to \$14,685 in Q3 2020.

- The 2020 total for Development Applications revenue was \$58,270.
- The 2019 total for Development Applications revenue was \$60,625.
- The 2018 total for Development Applications revenue was \$69,402.
- The 2017 total for Development Applications revenue was \$63,360.

Provincial and Local Government Referrals

Referrals	District of Sechelt	Town of Gibsons	Shíshálh Nation	Islands Trust	Skwxwú7mesh Nation	Province	Other*	Q3 2021	2021 YTD
Referrals						3			9

There were 3 Referrals received in Q3 2021 compared to 5 in Q3 2020.

- The 2020 total for Referrals was 25.
- The 2019 total for Referrals was 26.
- The 2018 total for Referrals was 24.
- The 2017 total for Referrals was 36.

Planning Division Public Inquiries

The statistics provided in the table below provide an overview of the quantity of planning / property related inquiries that the public submit to planning staff via email, front counter and phone.

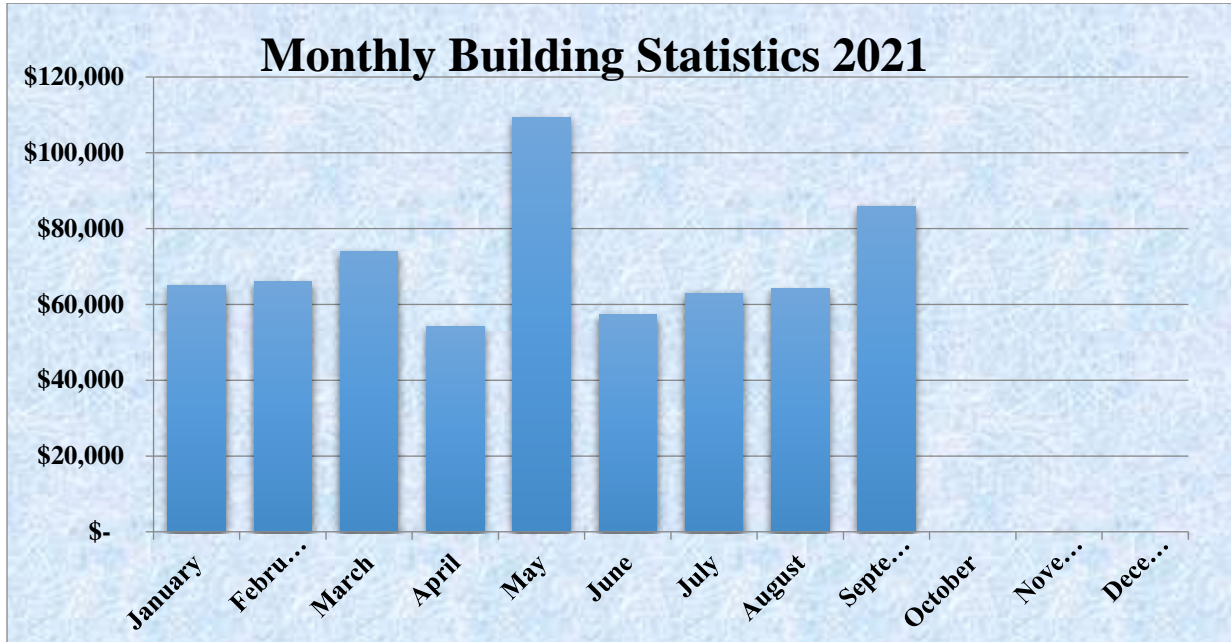
2021 Public Inquiries	#	2020 Public Inquiries	#
January	151	January	82
February	372	February	58
March	263	March	91
April	353	April	100
May	289	May	162
June	285	June	121
July	280	July	138
August	269	August	168
September	331	September	168
October		October	302
November		November	326
December		December	313
2021 Year to Date Total	2593	2020 Total	2029

There were 880 public inquiries in Q3 2021 compared to 474 in Q3 2020.
 The 2020 total for Public Inquiries was 2029.

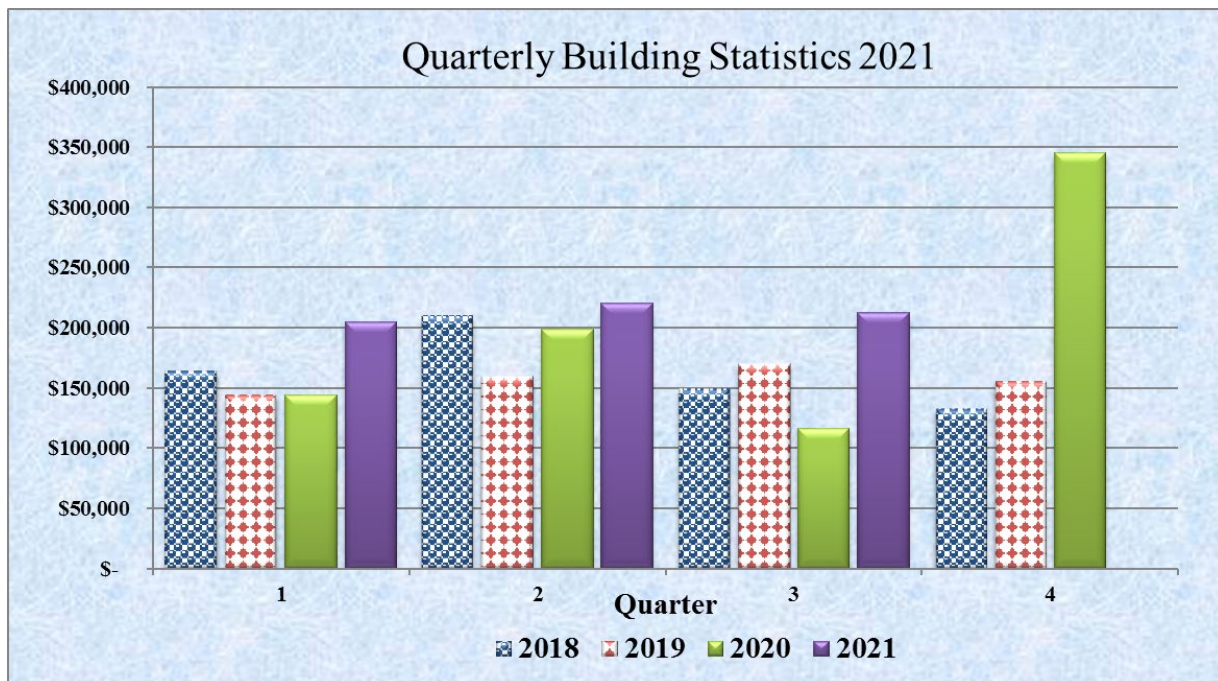
BUILDING INSPECTION SERVICES DIVISION

Construction activity within the SCR D continued to be strong in the Third Quarter of 2021. All indications point to a continuation of this trend.

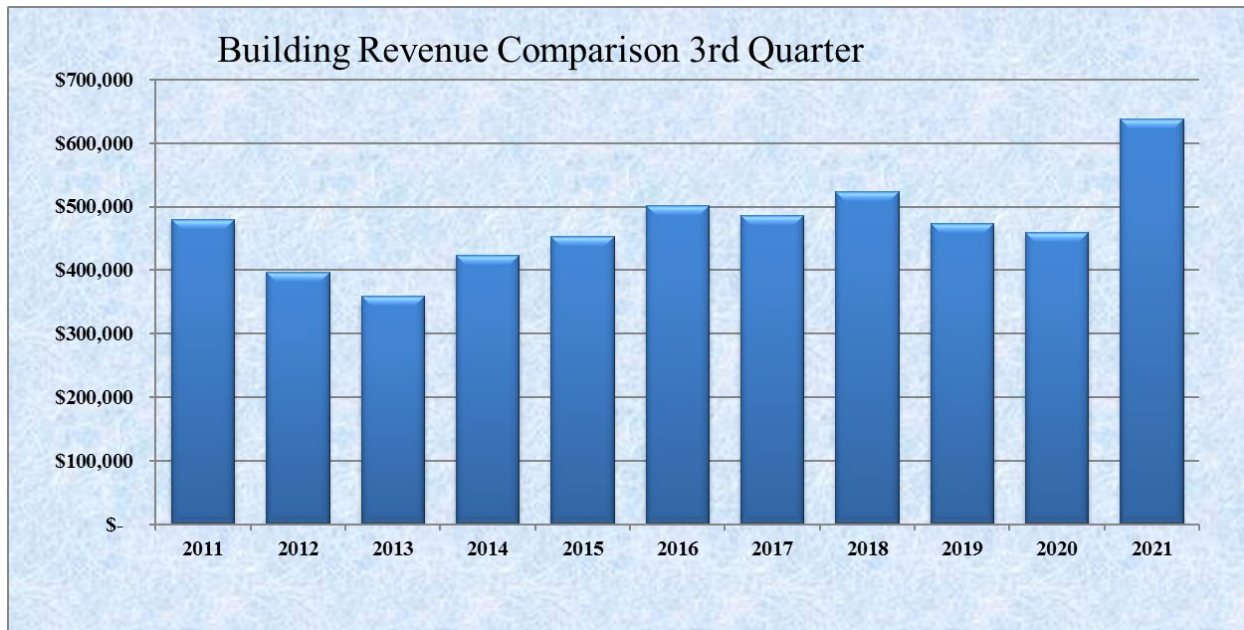
Monthly Building Statistics 2021



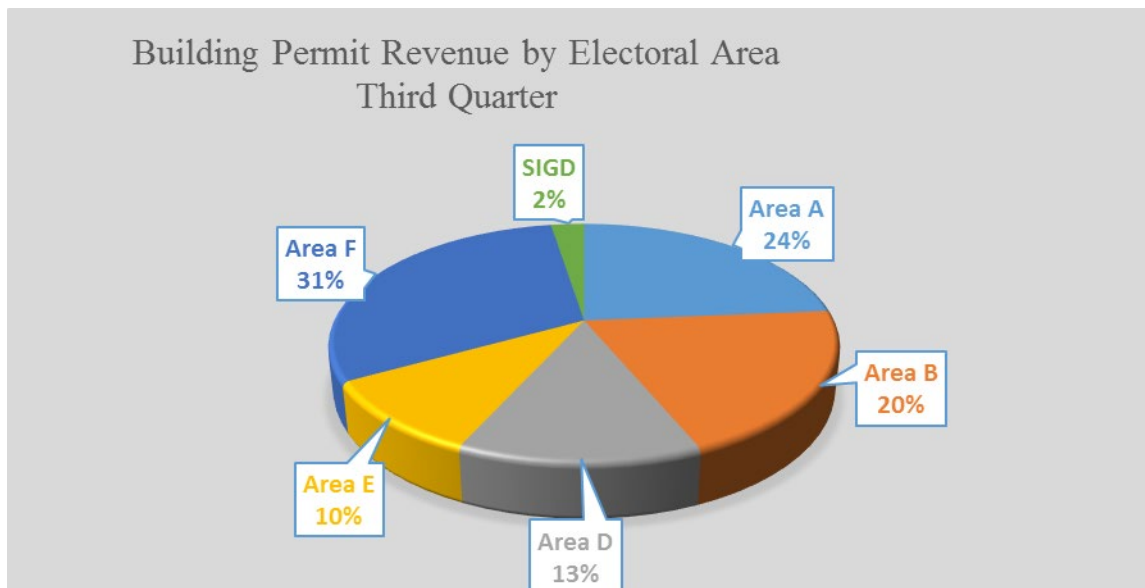
Quarterly Building Statistics Comparison 2018 - 2021



Q3 Building Revenue Comparison 2011 - 2021



Q3 2021 Building Permit Revenue by Electoral Area



SUSTAINABLE DEVELOPMENT DIVISION

- Work has started on Milestone 1, initiation, of the Building Adaptive and Resilient Communities (BARC) Framework alongside ICLEI Canada. A Project Team is being assembled and project timelines are being refined.
- An RFP for a community greenhouse gas emissions inventory has been awarded and work will commence shortly. This update to the 2012 Community Energy and Emissions Inventory will provide a breakdown by jurisdiction where possible for the Town of Gibsons, the Sechelt Indian Government District, and the District of Sechelt.
- The Electric Vehicle Charging Stations Program Phase 1 is underway. Charging stations are being purchased and installation is being scheduled. CleanBC Electric Fleet Program rebates have been secured (about \$8,000).
- Several energy walkthroughs and solar assessments have been completed with the Sunshine Coast Community Solar Association. Final reports are being prepared and reviewed.
- A Corporate Carbon Neutrality Framework was prepared with internal staff consultation and is presented to the Board in this Agenda.

PROTECTIVE SERVICES DIVISION

Fire Protection

- RFP for Firefighter Benefits has been issued
- Fire Protection Bylaw review continues

Roberts Creek Volunteer Fire Department

Sean Hatanaka signed on as Deputy Chief July 1st. Since then, there has been a marked improvement in our training program and feedback from firefighters is very positive.

During the first deployment to the interior, Sean Hatanaka's crew was staged on the Shackan Indian Band lands. They were involved in structural protection and some suppression operations.

Incident count to the end of September is 165. There has been an increase in MVIs and medical calls, but a decrease in structure fires. The structure fires we attended were mutual aid calls.

Halfmoon Bay Volunteer Fire Department

The HMB Fire Department is currently looking for a new deputy chief as the previous one has resigned. Efforts are being made to fill the position on an interim basis until a suitable replacement can be found.

Members of HMB Fire Department joined with other SCRD fire departments to fight wildfires in the interior and gained some excellent wildland firefighting experience.

Egmont and District Volunteer Fire Department

Meeting with Egmont residents scheduled for Saturday, October 30 to discuss tax increase
A 2000 imp gallon back up tank has been installed on Maple Road to provide a water source for fire protection.

A location has been determined and work has begun on the installation of a back up pond on Hallowell Road to provide water for fire protection.

Still giving out CO detectors.

The number of calls has declined since the campfire ban was lifted.

Gibsons and District Volunteer Fire Department

The GDVFD responded to 97 calls for service in the third quarter of 2021 including a brush fire at White Tower Park, a vehicle fire on Seaview Road, a grow op fire on Henry Road and a fire at the Kiwanis Heritage Apartments.

The fire prevention team completed 63 fire and life safety inspections, seven referrals and three OFC fire investigations.

The engine and all crew members deployed to assist with the White Rock Lake wildfire returned home safely. The crew returned with a great deal of experience and respect for devastating wildfires.

A Halloween task force is being set up for education and patrols on Halloween evening. The group, expected to consist of fire department members, bylaw and RCMP, are looking to educate the public on firework safety and highlight the Town of Gibsons fireworks bylaw

Sunshine Coast Emergency Program

- New mass communication system is scheduled to be implemented in late October or early November
- Posting has closed for the hiring of two FireSmart Coordinators
- Two grant applications are being developed to fund evacuation planning
- Electrical work has been completed at Mason Road to facilitate the removal of the decommissioned SCEP trailer
- SCEP Planning meeting held on September 29

Bylaw Enforcement

- New Bylaw Enforcement Officer, Stephen Lanegraff, starts October 12, 2021.

911 Program

- Currently in negotiations with RCMP to share communications towers at Cecil Hill and Chapman Reservoir.
- Vendor has been selected to complete work at the new Gibsons tower location
- Geotechnical report has been completed for new tower construction at Chapman Reservoir. An addition to that report may be required for a Development Permit.

Reviewed by:			
Manager	X - A. Whittleton X – D. Pady X – R. Shay X – M. Treit	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: COMMUNITY SERVICES DEPARTMENT 2021 Q3 REPORT

RECOMMENDATION

THAT the report titled Community Services Department 2021 Q3 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activity in the Community Services Department for the Third Quarter (Q3) of 2021: July 1 to September 30, 2021.

The report provides information from the following Community Services Department Divisions:

- Facility Services and Parks
- Recreation & Community Partnerships and Pender Harbour Aquatic & Fitness Centre
- Transit and Fleet (includes Q2 and Q3 reporting)
- Ports & Docks

FACILITY SERVICES AND PARKS DIVISION

Building Maintenance [313]

The focus continues to be on the successful completion of the preventative maintenance program for SCRD facilities maintained by Building Maintenance. General repairs and ongoing maintenance were completed at various facilities including Field Road, Mason Road Utilities building and Transit/Fleet building, recreation facilities, Half Moon Bay and Gibsons Fire Hall, and Gibsons Library.

Building Maintenance Tickets	Q1 2021 Jan – Mar	Q2 2021 Apr - Jun	Q3 2021 July - Sept	Q3 2020 (for comparison)
Tickets received	52	30	26	28
Tickets resolved	37	30	36	34
Open (unresolved) tickets as of	24 (March 31)	27 (June 30)	16	13

Gibsons Library

- Seagull Mitigation – ongoing, ticket is renewed annually.

Field Rd

- Paper Order – ongoing, ticket is renewed annually.
- Rolling Ladder IRC – inspected, no safety concerns, email sent to supplier for wheel availability – no response to date.
- Damaged cabinet door Field Rd kitchen – waiting for parts.

Gibsons Fire Hall #1

- Water fixture replacement – pending

Mason Rd Utilities Building

- Kitchen door seal – pending

Mason Rd Transit/Fleet Building

- Water Fixture Replacement - pending
- Transit Dispatch Front Door – waiting for budget approval

Recreation

Gibsons and Area Community Centre

- Shelving Unit – build small shelving unit in gym closet – on hold while other options are explored.
- Washroom Faucets – waiting on pricing options – options may be too limited because of Covid impact on manufacturers.
- Fascia Board – Budget proposal submitted for 2022

Sechelt Aquatic Centre

- Waste Tank Drain Line – scheduled for completion Oct 1st/21
- Pool Data Sheets – engineer is currently working on them.

Sunshine Coast Arena

- Water fixtures – pending
- Door Seals – pending

Gibsons and District Aquatic Facility

- Troubleshooting guides – in review and waiting on approval.

Major Projects

- Building Maintenance is working in conjunction with the Parks Department in an effort to complete multiple Capital Projects at facilities that are part of the Preventative Maintenance Program.
- Building Maintenance is constructing an office space and shop at the Sunshine Coast Arena.
- Building Maintenance is scheduled on November 9th to close the forest service road in Hillside Industrial Park to do maintenance on the bridge. Staff are currently waiting for the administrative portion of the job to be complete in order to proceed.

COVID-19

There has been a significant reduction in work tickets received since facilities have closed or are operating with reduced staffing due to COVID-19. Regular scheduled

Recreation Facilities Services [613 & 625]

Recreation Facility Services continues to provide routine preventative maintenance and ongoing repairs in all 5 of our recreation facilities.

Gibsons and Area Community Centre

- Annual refrigeration plant maintenance completed.
- Annual ice resurfacing maintenance completed.
- Annual dehumidifier maintenance completed.
- Annual boiler maintenance completed.
- Annual fire suppression system service completed.
- Routine annual facility maintenance by staff completed.
- Ice installation completed.
- Boiler pumps PP2 and P1 replaced.
- Refrigeration plant DDC computer failed, replacement PC and DDC software configuration provided by IT.
- HVAC equipment repairs to RTU's 8, 11 and HRV's 1, 2.
- Ongoing routine preventative maintenance.

Sunshine Coast Arena

- Annual refrigeration plant maintenance completed.
- Annual ice resurfacing maintenance completed.
- Annual dehumidifier maintenance completed.
- Annual boiler maintenance completed.
- Annual fire suppression system service completed.
- Routine annual facility maintenance by staff completed.
- SCA scoreboard capital replacement, installation scheduled for Oct 12th.
- Parking lot lighting replacement project tender documents drafted and submitted to procurement for review.

- Fire alarm system capital replacement project awarded, scheduling installation pending.
- Preparations for ice install completed, ice install scheduled to commence Sept 25th.
- Ongoing routine preventative maintenance.

Sechelt Aquatic Centre

- Review of domestic hot water system for showers performed by mechanical engineer.
- Lighting capital replacement in gym and fitness room completed.
- Sound baffle capital replacement project completed.
- Pool sand filter capital replacement project substantially completed, final completion on hold during stage 4 water restrictions.
- Exhaust fan capital replacement project completed, some deficiency work pending.
- Pool circulation pump capital replacements project awarded, delivery of pumps pending.
- Annual boiler maintenance completed.
- Routine annual facility maintenance completed by staff.
- Domestic hot water boiler failed, RFQ documentation for replacement submitted to procurement for review.
- Award of UV light capital replacement project in final stages, pending board award approval.
- Fire watch program implemented per requirement from Sechelt Fire Department.
- Linear heat and fire alarm project awarded, project scheduled to start Oct 12th.
- Ongoing routine preventative maintenance.

Gibsons and District Aquatic Facility

- Replaced pressure relief valves boilers, heat exchangers and hot water storage tanks.
- Capital replacement of mechanical room and change room exhaust fans completed.
- Replaced thermometer wells on heat exchangers.
- Install trim around mirrors in change rooms and washroom.
- Installed quick fill line for Rain Pool.
- Facility annual maintenance completed.
- Annual fire suppression system service completed.
- Ongoing routine preventative maintenance.

Pender Harbour Aquatic and Fitness Centre

- Installed discharge isolation valve on main pool circulation pump.
- Replaced hot tub main drain and skimmer valves.
- Installed isolation valves on main pool water heater.
- Ongoing routine preventative maintenance.

Cemeteries [400]

- Continued increased sales and interments are partly due to provincial restart and the lifting of restrictions on gatherings for celebrations of life and funerals, the other part is the increase of population. Devlin's Funeral Home has also seen a very large increase in deaths;
- SCRD Cemetery Business Plan request for proposals has been finalized and is scheduled for tender very early Q4 2021.

	Q1 2021 Jan - Mar	Q2 2021 Apr - Jun	Q3 2021 July - Sept	Q3 2020 (for comparison)
Burials				
Plots Sold	6	7	11	6
Interments	3	3	5	4
Cremations				
Plots Sold	1	3	6	0
Niches Sold	0	0	9	5
Interments	2	2	11	4
Inurnments (Niche)	0	0	2	3

Parks [650]

Projects

- Working with IT/GIS and Asset Management divisions on parks mapping, inventory and data retrieval improvements.
- Continued asset inventory and data acquisition and management. Work with SCRD Asset Management and IT/GIS on Parks asset data collection through a field mapping application.
- Updating operational first aid and risk assessments in coordination with SCRD Safety Coordinator
- Finalized both Park Summer Student Labourer and Asset Management projects.
- Continued representative involvement with the Mason Road Joint Health and Safety Committee.
- Divisional HR structure and re-alignment work with GM.
- Annual Work and budget planning.

Parks, Trails and Beach Accesses

- Regular maintenance, inspections and operation of all electoral area parks and amenities.
- Regular playground inspections of all electoral area parks.
- Inspections and updates of COVID-19 signage from most SCRD parks, trails and beach accesses.
- Seasonal work on all trails and beach accesses drainage corrections, required ditching, trail grade improvements, culvert cleaning and vegetation management.
- All parks, trails, beach accesses and properties assessed regularly for seasonal storm damage, blowdown and safety concerns.
- Retirement of Parks Operations Coordinator on July 30, 2021.
- Finalized seasonal Parks Laborer term Sept. 10 2021.
- Staff attended First Aid Level 2 training.
- Staff appointed to Board of Directors on the Western Turf grass Management Association.
- Discussions with staff and SCRD strategic Initiatives regarding carbon neutrality and achievable equipment options.
- Re-decking of multiple boardwalks at various locations throughout SCRD trails and parks.
- Ongoing asset management work with inventory and data collection.
- Posted Stage 3 and 4 water restrictions in all electoral area parks. Rescinded at Stage 1.

Area A – Egmont / Pender Harbour

- Vegetation management at Madeira Park/IGA path.
- Mowing and blowing of Egmont Park, John Daly Park, Dan Bosch Park and to the entrance/main trailhead of the Suncoaster Trail.

- Continued project planning with the community at Katherine Lake Park, Dan Bosch Park, Garden Bay and Madeira Park in relation to community-led project priorities and initiatives.
- Investigation and closure of non-sanctioned, informal trail at John Daly Park. Submission of a natural resource violations complaint with the province's compliance and enforcement branch.
- Work with tenure holder to temporarily close and re-route sections of the Suncoaster Trail as a result of logging operations. Public communication issued and notice on-site.
- Dan Bosch Park pit toilet and Katherine Lake campground septic tank pumped.
- Goal posts at Egmont Park sanded, cleaned and repainted.
- New border installed at Egmont Park playground.
- Danger tree assessed and removed from Daniel Point Park.
- Revisions and improvements for campground statistics and reporting.
- Seasonal Closure of Katherine Lake Campground on Sept. 10 2021.

Area B – Halfmoon Bay

- Refinish picnic tables and dedication benches.
- Seasonal washing of site furniture, tables, benches and garbage cans.
- Installation of a new dedication bench at Coopers Green Park.
- Clean-up, removal and disposal of 1500 lbs. of debris from Coopers Green.
- Wildlife Danger tree assessment and subsequent removal of hazardous limbs at Coopers Green Park.
- Ongoing vegetation management at a variety of Area B Parks.
- Toilet repairs in the ladies washroom Connor Park.
- Fire mitigation and fuel load management at Connor Park and within the Welcome Woods Trail system.
- Trout Lake Recreation Site pit toilet pumped and cleaned.
- Replacement of volleyball net at Coopers Green.

Area D – Roberts Creek

- Vegetation management and clean-up at Roberts Creek Pier Park.
- Seasonal washing of picnic tables, benches and garbage cans at Cliff Gilker Park.
- Repairs and redistribution of compacted gravel in Cliff Gilker Park playground.
- Maintained railing and retaining wall on access stairs at Cliff Gilker Park.
- Refinished dedication bench at Cliff Gilker Park and located a new spot for an additional Bayview Bench.
- Bridge inspection and tree removal at Woodley trail.
- Preparations for annual Creek Days event at Roberts Creek Pier Park.

Area E – Elphinstone

- Knotweed found at Head Rd. and Frank West Hall. Staff planning to deliver integrated pest management strategy Q4 2021.
- Completed park and trail bridge inspections.
- Mechanical removal of *Himalayan Balsam* on the Mahan Road connector trail.
- Cleanup at Woodcreek Park and breakup of hard substrate from under swings and slide.
- Enhanced seasonal clean-up and vegetation management at Whispering Firs Park, Frank West Hall, Maryanne West Park, Grandview Heights Park, Cedar Meadows Park, Chaster House and Chaster Park.
- Staff response and inspection of reports of trail damage to the Chaster-Sunnyside connector trail.
- Repairs to the basketball backboard at Cedar Meadows Park.
- Drainage management work at Kearton trail.

Area F – West Howe Sound

- Continued trail work at Sprockids park in coordination with Recreation Sites and Trails BC, BC FLNRORD and the Coast Mountain Bike Trail Association including deconstruction/remediation in area of unauthorized trails, additional signage upgrades and a comprehensive wildlife danger tree assessment and mitigation.
- Arborist inspection and report on hazardous trees in West Beach Park on Keats Island.
- Sections of Grantham's Community Park and trails continues to be closed due to unsafe geotechnical conditions and instability issues. Area has been cordoned off and closure/warning signage has been posted. Staff continue monitoring on a weekly basis and immediately after any significant weather events.
- Continual monitoring and documenting of situation at McNair Bridge.
- Tree mitigation in Shirley Macey Park Disc Golf course.
- Inspection and shut down Shirley Macey Spray Park at stage 3 water restrictions.
- Vegetation clean-up/management at Maple Park, Shirley Macey playground, Granthams Hall, and B.C. Ferries path.
- *Knotweed* found at Shirley Macey Park and *Giant Hogweed* found at Maple Park. Staff are preparing for treatment.
- Replaced table and chairs to halls.
- Cleaned Shirley Macey Park shower areas where the chairs are kept.

Parks Planning

- Work with RSTBC on relief funding project planning for partnered recreation sites. Province has approved funding and will manage contracts through Sunshine Coast Tourism and partners.
- Continued communications with the Sunshine Coast Disc Golf Association to formalize working partnership and maintenance arrangements for the Shirley Macey Park Disc Golf course.
- Meeting with the community and planning the Pender Harbour Reading Centre Mobility Ramp project.
- Staff developing community-led initiatives and improvements process.
- Meeting with the Ruby Lake Landowners Association regarding ongoing access and safety challenges at Ramp Road Boat Launch.
- Site inspection and response to proposed parkland dedication as a result of subdivision on Redroofs Road, in coordination with SCRD Planning.
- Met with community members to discuss challenges and options at Georgia Crest Park.
- Continued discussions with Coast Mountain Bike Trail Association in regards to the proposal for the re-development of the pump track and bike skills park adjacent to Sprockids Recreation Site. Set to draft request for proposals for engineering services late Q4 2021.
- Ongoing inventory and data collection as a part of parks asset management planning process.
- Continued requests to BC Ministry of Transportation and Infrastructure regarding ecosystem restoration at Vaucroft Beach Park on Thormanby Island.
- Staff working with community to examine trails in West Beach Park and erosion issue at entrance to Wreck Beach Park on Keats Island.
- Province on new provincial monitoring well at Welcome Woods Park in Area E complete.
- MOU finalized with Coastal Disk Golf Association for Shirley Macy Disc Golf Course.
- Staff working with Province and Squamish Nation on Ocean Beach Esplanade Lease renewal.

Sports Fields

Number of days booked per sports field in Q1, Q2 & Q3 2021 compared to Q3 2020 bookings:

Sports Field	Q1 2021 Bookings* Jan – Apr	Q2 2021 Bookings* Mar - Jun	Q3 2021 Bookings* July - Sept	Q3 2020 Bookings (for comparison)
Lions Field	39	0	8	9
Cliff Gilker	198	106	164	39
Connor Park	95	127	92	21
Maryanne West	51	0	22	25
Shirley Macey Park	244	163	182	182

The 2021 count reflects the SCRD pre-booked sports field bookings. As part of the provincial restart plan, Phase 2 saw sports fields re-opened mid-June 2020 for non-organized events only, and permitted organized play began in early July 2020.

- Irrigation system adjustments to Lions field, Connor field, Cliff Gilker field and Shirley Macey fields.
- Ongoing grass cutting and vegetation management at all sports fields.
- Edging of baseball diamond at Cliff Gilker.
- Developed and issued second request for proposals for the purchase of a new cab tractor for turf maintenance. Award issued late Q3 2021.
- Ongoing vegetation thinning around sports fields to expose more light onto the fields and improve drainage issues.

Community Halls

Number of days booked in Community Halls in Q1, Q2 & Q3 2021 compared to Q3 2020 bookings:

Community Hall	Q1 2021 Bookings* Jan - Apr	Q2 2021 Bookings* Apr - Jun	Q3 Bookings* July - Sept	2020 Q3 Bookings (for comparison)
Eric Cardinall	8	0	10	12
Frank West Hall	4	2	22	15
Coopers Green	0	2	5	2
Chaster House	0	6	22	10
Granthams Hall	0	0	6	2

*The 2021 count reflects the SCRD community hall closures as of March 17, 2020 as part of SCRD safety adjustments in service levels during the COVID-19 pandemic. Following PHO halls were reopened in October but then closed again in November.

- Divisional collaboration with Facility Services on preventative building maintenance to effectively coordinate share community hall safety and maintenance upgrades and priorities (ongoing).
- Work with SCRD Water and SCRD Building Maintenance staff on quick resolution/repairs to two separate water leaks at the Madeira Park Ranger Station.
- Work with Pender Harbour Living Heritage Society on roof replacement project at Sarah Wray Hall.

- Staff met with Halfmoon Bay Community Association to discuss next steps and set targets for the Coopers Green Hall Replacement project.
- Coordinated minor capital repair projects at community halls with SCRD Building Maintenance staff.

Dakota Ridge [680]

Operations

- Staff are working to offer seasons pass sales online, instead of having to visit recreation facilities, for the upcoming season which will help with customer convenience and ease physical contact.
- Scheduling of annual maintenance complete on Piston Bully.
- Site review, inspection and planning on annual access road repair and drainage correction work.
- Working to source and purchase new snowmobile and grooming drag, new trailhead kiosk and information signage and a solution to repair/replacement of equipment storage shed, as a part of approved one-time minor capital repairs and purchases.
- Working with the BC FLNRORD/Recreation Sites and Trails BC on partnership agreement renewal.
- Work with SCRD Recreation on Dakota Ridge communications and support for the upcoming operational season, and beyond.

Volunteers

- Staff working on sending thank you letters to volunteers.
- Planning for annual Fall volunteer work party to

Access Road

- Staff are working with road contractor on annual repairs and brushing.

RECREATION AND COMMUNITY PARTNERSHIPS DIVISION [614 & 625]

COVID-19 – All Facilities

Recreation Facilities return to drop in visits in July after the announcement to Step 3 on July 1.

In late August, new Public Health Orders (PHO's) were announced. Masks became required effective August 25 in all indoor public settings except while engaged in physical activity. Proof of vaccination became required for some recreational activities effective September 13. The PHO with details on the proof of vaccination was not released by the Province until Saturday, September 11 making it challenging for staff to inform front line staff and public on what was required. In the weeks following further clarification was provided and communications on what to expect have occurred both internally and externally. Antidotally, these PHO's have affected participation rates in our activities. Staff continue to work with user groups on an ongoing basis to ensure PHO requirements are being followed.

Budget Project Updates

Scheduling Software

This project is anticipated to save staff time scheduling and completing payroll, reduce errors and improve timely staff communications about scheduling. Request for proposal closed September 17 and evaluation is underway.

Programming Review

This project will provide a framework for programming staff to utilize that will lead to a consistent and transparent approach to programming that includes how community input around programming is sought and used, as well as how programs are evaluated and resourced. Request for proposal recently closed and evaluation is underway. The project objectives are:

- To develop a programming value statement and draft policy to guide the programming framework.
- A Recreation programming framework that will define programming service levels, how they are determined, and what resources are required to offer those service levels.
- Ability to identify and describe the triggers to expand or contract service levels (eg. changes to FTE count and/or other resources).
- A program evaluation process that includes community engagement and needs assessments to introduce, adjust or retire programs.
- A standardized method to evaluate programs including both quantitative and qualitative measures (e.g. cost recovery and financial sustainability).
- Performance indicator(s) and reporting linked to service performance goals identified through the review.

Deliverables are anticipated to be received in Q3 of 2022.

Parks Administration Support

- Recreation Staff facilitate the booking of Halls, Fields and Parks. Enquiries for bookings has continued to increase as groups return to using facilities.
- Groups and staff are still adjusting to the new facility booking process which begins with the initial application. Applications may be obtained online at www.scrd.ca/rentable-spaces and are processed in the order that they are received. Staff are continually working to meet short timelines for facility bookings in order to accommodate groups learning the new process.

- In Q3 we transitioned from processing customer insurance through our Activenet software to providing an online MIABC EventPortal or groups may also use their own insurance provider.
- COVID-19 Safety Plans are no longer required. As directed by the Province, we have now moved to Communicable Disease Prevention guidelines and all groups are responsible for maintaining awareness of and following all applicable public health orders.
- Staff have also been working on preparing for the upcoming Dakota Ridge season including providing the option for pass sales to occur online.

Gibsons and District Aquatic Facility (GDAF)

GDAF was closed in July for its annual maintenance closure and reopened in August as scheduled. Operational hours were increased to provide additional aquatic opportunities for the community in the absence of Sechelt Aquatic Centre being open. The facility was notably busier than in past summers making the increase in operational hours worthwhile and successful. Increased operating hours at GDAF remain in place until the Sechelt Aquatic Centre reopens in November however, it is expected that GDAF will return to modified hours as recruitment and training efforts continue.

Summer swim lessons were provided in August with full classes. COVID safety measures for staff and participants were in place.

In September GDAF continued to provide additional hours to help provide the community with aquatic opportunities in the absence of SAC being open. Staff were also able to increase Aquafit classes from 1 to 2 aquafits per week.

Admissions

GDAF	Q2 2021 Apr - Jun	Q3 2021 Jul - Sep	Q3 2020 (for comparison)	Q3 2019 (for comparison)
Admission Visits	2,884	3,979	Closed due to COVID-19	3,534

Included in this total are 29 L.I.F.E admissions for those living on a low income for Q3 2021.

Gibsons and Area Community Centre (GACC)

The GACC weight room remained open through Q3 and has antidotally experienced a steady increase in participation. Effective July 26 pre-registration was no longer required for drop in activities. Group fitness classes continued through Q3, with additional classes added in September. Participation is steadily increasing for group fitness classes.

GACC Arena operations continued through Q3 on the dry floor until July 21st. Staff coordinated Public Roller Skating and Pickleball sessions, as well as Facility rentals. The PHO's in place at the time limited SC Lacrosse from game play until early July. The restrictions also affected SC Roller Girls from renting the Arenas during the Spring and Summer.

While the dry floor season was wrapping up, staff worked with ice users to coordinate the Summer ice season. Staff and users worked out a viable schedule to share the available ice

and for the SCRD to provide public drop in and skating programs. The total incremental costs from August 3rd to September 3rd was calculated at \$31,864 and was surpassed by the ice usage and subsequent GROSS revenue of \$34,261 (\$2,397 NET). The Summer public drop in skating attendance averaged 25 patrons per session, which is significantly higher than any other year on record.

Ice Allocation

Staff are excited to report that most groups pre-pandemic are returning to the ice in either early September or early October as the second facility (SCA) reopens. As the PHO restrictions have softened, Ice Users are prepared to return with similar ice usage as in the Fall of 2019. The only group that is not returning for 2021/22 is HEROS. Staff will continue dialogue with HEROS representation with hopes that the program will be able to return in the Fall of 2022.

Admissions

GACC	Q2 2021 Apr - Jun	Q3 2021 Jul - Sep	Q3 2020 (for comparison)	Q3 2019 (for comparison)
Admission Visits	4,223	9,493	372 Opened September 4, 2020 after being closed due to COVID-19	19,878

Included in this total are 42 L.I.F.E admissions for those living on a low income for Q3 2021.

Sunshine Coast Arena (SCA)

The SC Lacrosse group's last rental at SCA was on June 22nd. Staff coordinated continued rentals at SCA with SC Youth Soccer and SC Pickleball. Due to low participation staff cancelled Drop in Pickleball however, SC Pickleball chose to rent the facility on Saturdays from July 21st for the remainder of the dry floor season up until September 25th.

Drought Delay

Ice was scheduled to be installed and ready for the original date of September 27 however, due to the drought emergency on the Sunshine Coast the ice install at SCA was delayed. Staff met with Ice Users to discuss and collaborate on a short-term schedule extending the shoulder season at GACC into the first week of October. Adult users in particular worked together to get everyone on the ice by either shortening ice times, rotating or playing later into the evening.

On September 20, 2021 the SCRD declared a return to Stage 1 water conservation regulations for SCRD water users. Staff worked together to coordinate staffing with Arena Workers assisting with the ice install, beginning on September 25th with ice planned to be in operation during the afternoon of Tuesday October 5th. Ice Users have been notified and will transition to the core season allocated schedule agreed upon in June 2021.

Admissions

SCA	Q2 2021 Apr - Jun	Q3 2021 Jul - Sep	Q3 2020 (for comparison)	Q3 2019 (for comparison)
Admission Visits	0	77	Closed due to COVID-19	2,100

Included in this total are 0 L.I.F.E admissions for those living on a low income for Q3 2021.

Sechelt Aquatic Centre (SAC)

The SAC weight room remained open through Q3 and, antidotally has experienced a steady increase in participation. Effective July 26 pre-registration was no longer required for drop in activities. Group fitness classes continued through Q3, with additional classes added in September. Participation was at full capacity for all group fitness classes.

In July 11 aquatic staff successfully participated and completed their National Lifeguard recertification. There was also a full Lifesaving Society National Lifeguard Course and a Red Cross Instructor Course where members of the public successfully completed the training.

The Summer swimming lesson set ran at full registration and was very successful. COVID safety measures for staff and participants were in place at all times.

During Q3 there was a Lifesaving Society awareness campaign from July 18-24 during National Drowning Prevention Week.

The Annual Maintenance closure of the pool natatorium started August 2 and will continue into the beginning of Q4 with the installation of the linear heat detection system.

Admissions

SAC	Q2 2021 Apr - Jun	Q3 2021 Jul - Sep	Q3 2020 (for comparison)	Q3 2019 (for comparison)
Admission Visits	19,894	12,096	1,476 Opened September 9, 2020 after being closed due to COVID-19	39,891

Included in this total are 168 L.I.F.E admissions for those living on a low income for Q3 2021.

Pender Harbor Aquatic and Fitness Centre (PHAFC)

Typically, the annual shut down for this facility occurs in August and into September however, with an extended shutdown at SAC planned in Q3, the annual shutdown was shifted from May 31 to July 18. PHAFC re-opened in July which is an unusual time for this facility to be open. During this time there were many local community members who attended the facility as well as many tourists. When the pool reopened on July 19 pre-registration was no longer required for drop in activities.

The summer swim lesson sessions ran with comparable registration to our “regular” summer swim lessons that are typically offered in July (vs. August). COVID safety measures for staff and participants were in place at all times.

Due to a staff (Lifeguard) shortage we were forced to reduce the hours of operation at the Pender Pool by 6.5 hours per week beginning the week of September 12. This has resulted in the Facility being closed on Friday evenings and on Saturday. This situation occurred for a number of reasons and we are not alone, this issue has become more pronounced with the onset of the COVID-19 pandemic and the industry is now seeing an acute lifeguard shortage. This is a common challenge across the country and recruitment efforts are ongoing.

The weight room has antidotally maintained participation levels through Q3. Group fitness programming restarted in September for the first time since the facility shut down in March 2020 and registration has been steady.

Admissions

PHAFC	Q2 2021 Apr - Jun	Q3 2021 Jul - Sep	Q3 2020 (for comparison)	Q3 2019 (for comparison)
Admission Visits	1,687	1,237	111 Opened September 14, 2020 after being closed due to COVID- 19	2,151

Included in this total are 15 L.I.F.E admissions for those living on a low income for Q3 2021.

TRANSIT AND FLEET DIVISION

Q2 Transit and Fleet Maintenance [310, 312]

In contrast to most BC Transit systems, the SCRD functions as both the Local Government partner and the service contractor in relationship with BC Transit. This provides a clearer picture of costs than would otherwise be the case.

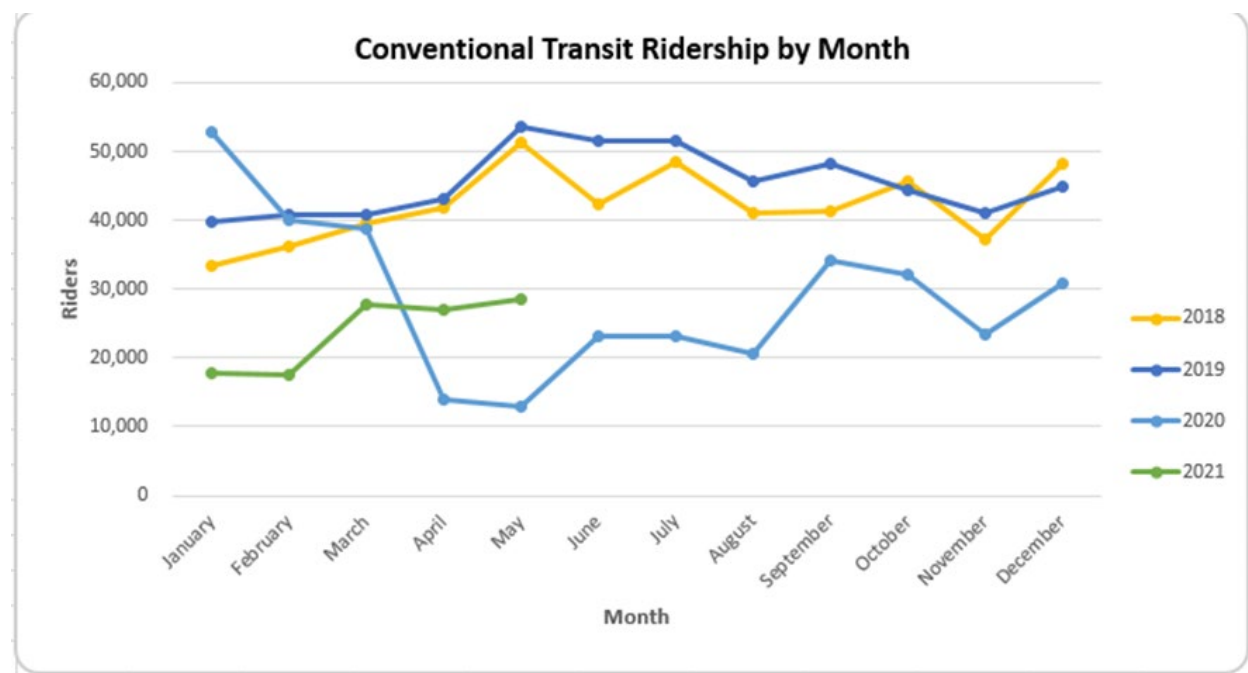
Transit

Transit operated at 80% of the regular scheduled spring hours due to COVID19. Mandatory face coverings implemented on August 24, 2020 continue to provide a safer environment for drivers and riders and all buses continued to be disinfected daily as per Provincial Health Authority requirements.

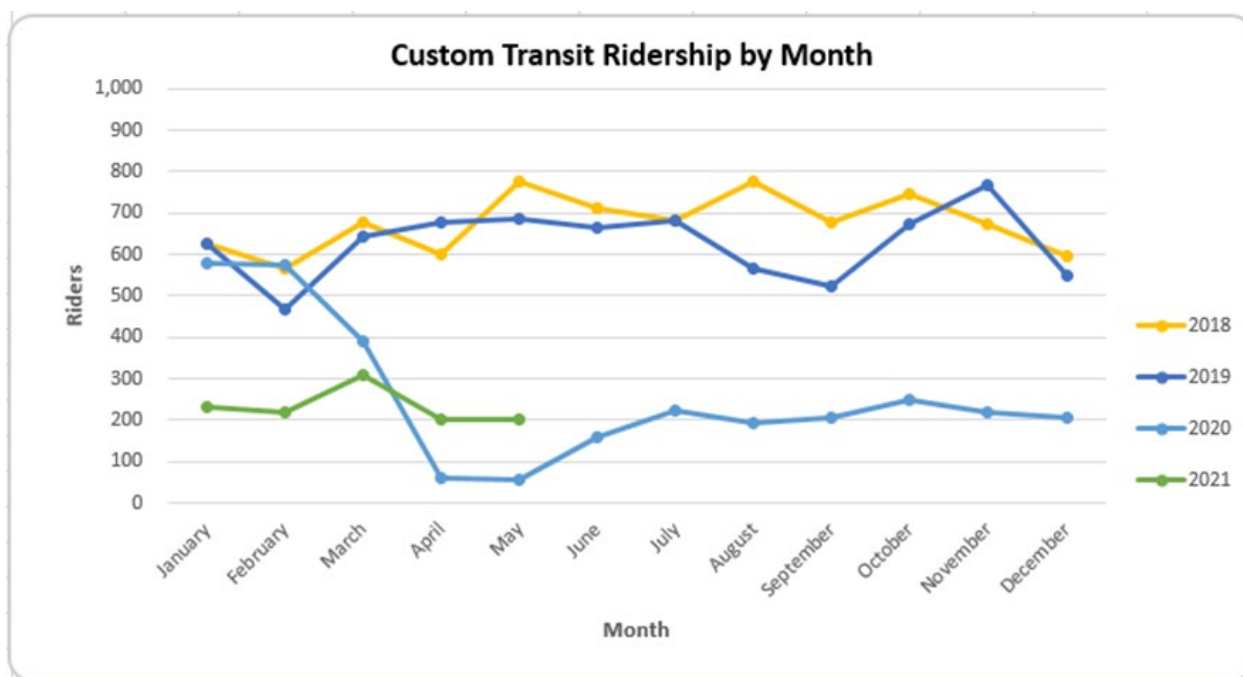
The average monthly ridership for Conventional buses throughout the spring was 27,754 trips which represents an 39.5% decrease of average monthly riders from the pre COVID spring of 2019.

The average monthly ridership for Custom buses throughout the spring was 237 trips which represents an 64.5% decrease of average monthly trips from the pre COVID spring of 2019

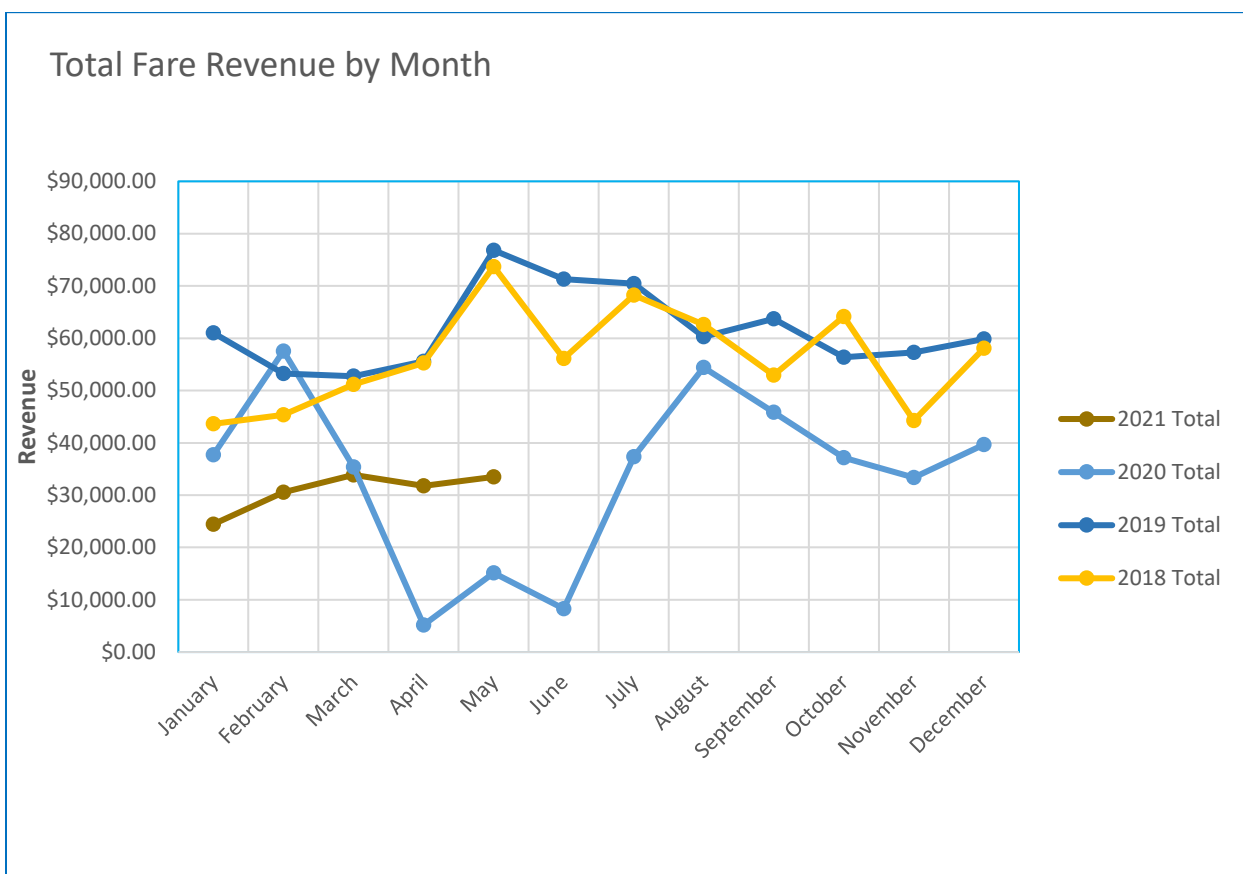
Revenue has decreased 46.5% from the same reporting period pre COVID in 2019. The actual monthly revenue might differ slightly to what is presented in this graph due an increased irregularity in the timing of registration of cash revenue.



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date

Transit Future Action Plan

In 2014 the Transit Future Plan for the Sunshine Coast was adopted. This plan is the service specific strategic plan guiding the service levels, routes and infrastructure expansions of the custom and conventional transit system on the Sunshine Coast.

The 2021 Transit Future Action Plan (TFAP) will be an update to the 2014 plan and will address the impacts of the COVID-19 Pandemic on the transit service.

The transit service and infrastructure priorities identified within the TFAP are based on a review of existing transit services, changing land uses and land use plans, and feedback from stakeholders and the general public.

Q2 Transit Future Action Plan Hi-Lights

- Project Working Group meeting on April 16, 2021
 - Groups in attendance were BC Transit, SCRD staff, District of Sechelt, BC Ferries and City of Powell River
- Transit Driver surveys conducted from April 19 to April 29
- Stakeholder engagement session on May 19, 2021
 - Stakeholders in attendance were Sunshine Coast Tourism, Sunshine Coast Resource Centre, Sunshine Coast Association of Community Living, Trail Bay Properties, Southern Ferry Advisory Committee, Sechelt Seniors Activity Centre, Sunshine Coast Community Services, School District #46, Gibson's Health Unit
- Project Working Group meeting on June 30, 2021
 - Groups in attendance were BC Transit, SCRD staff, District of Sechelt, BC Ferries, City of Powell River, Sechelt Indian Government District, Town of Gibsons

Fleet

- All 28 SCRD and Pender Harbour fire department trucks were received and serviced requiring 1 day per vehicle
- All SCRD generators were serviced. This work includes generators off site at Haslem and Lee Bay, 10 at various Water division locations, 1 at Field Road as well as generators at Half Moon Bay and Roberts Creek Fire halls. The servicing of generators required 14 days to complete.

Q3 Transit and Fleet Maintenance [310, 312]

In contrast to most BC Transit systems, the SCRD functions as both the Local Government partner and the service contractor in relationship with BC Transit. This provides a clearer picture of costs than would otherwise be the case.

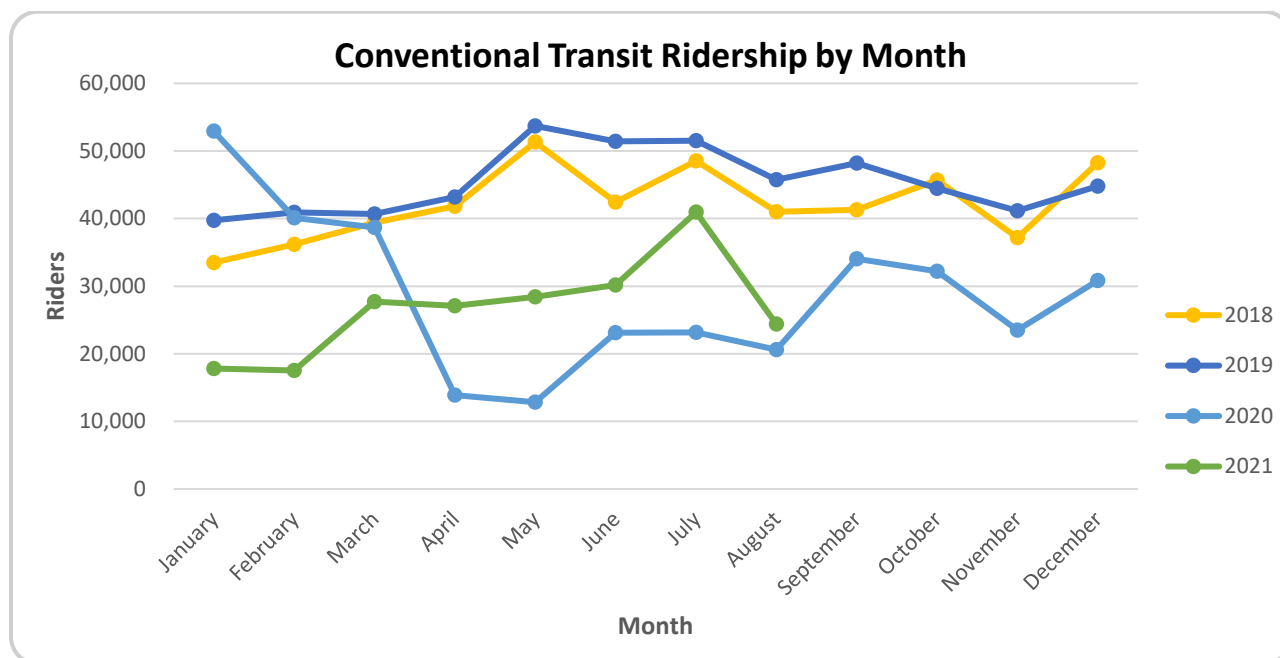
Transit

As of Transit June 25, 2021 Transit operated at 100% of the regular scheduled service hours. Mandatory face coverings implemented on August 24, 2020 continue to provide a safer environment for drivers and riders and all buses continued to be disinfected daily as per Provincial Health Authority requirements. The average monthly ridership for Conventional buses

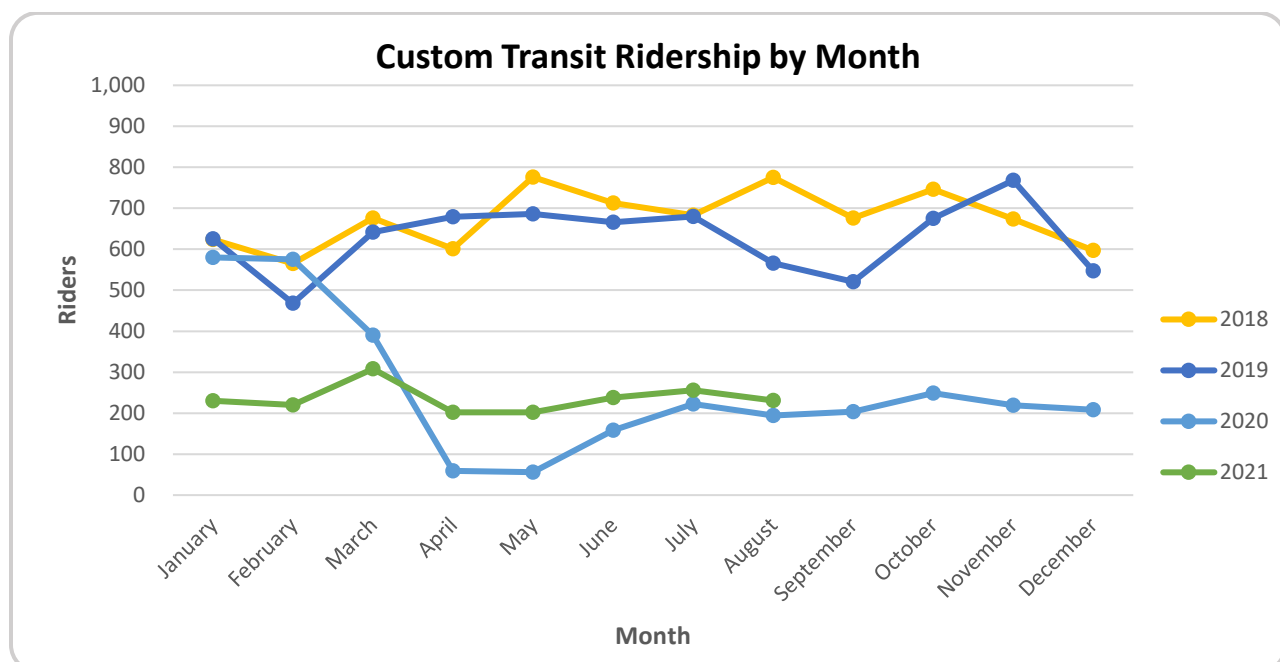
throughout the summer was 31,846 trips which represents an 35.75% decrease of average monthly riders from the pre COVID summer of 2019.

The average monthly ridership for Custom buses throughout the spring was 237 trips which represents an 64.5% decrease of average monthly trips from the pre COVID spring of 2019

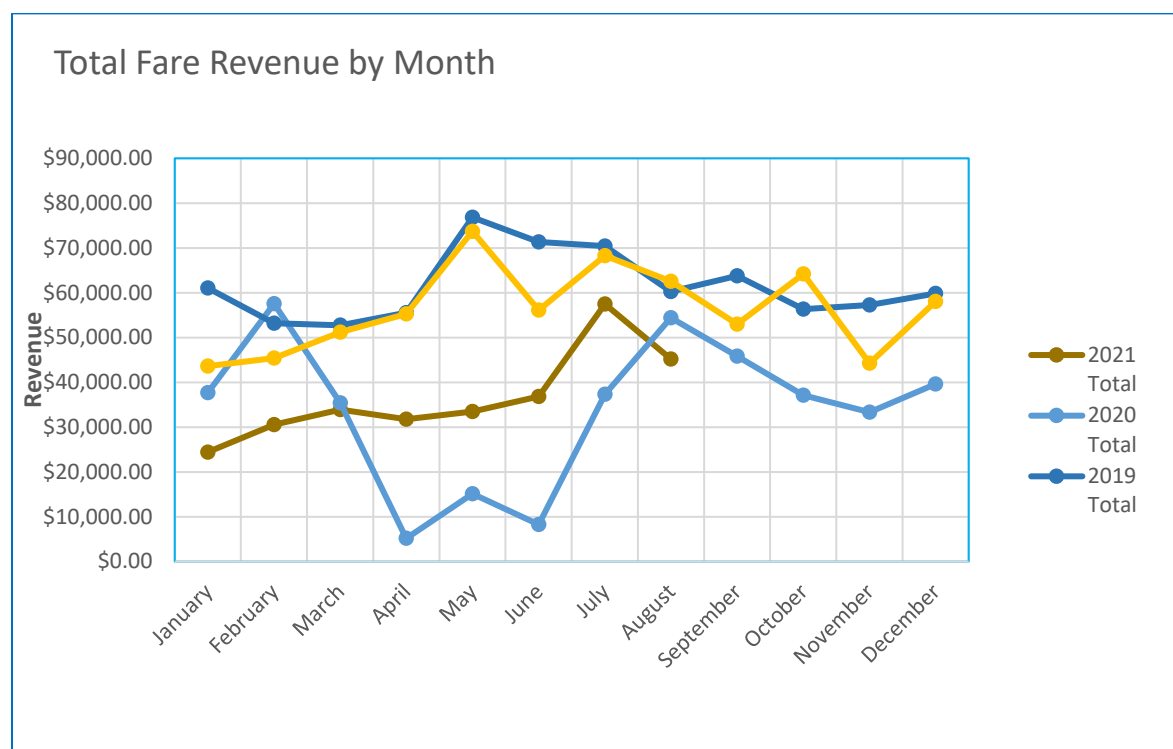
Revenue has decreased 30.95% from the same reporting period pre COVID in 2019. The actual monthly revenue might differ slightly to what is presented in this graph due an increased irregularity in the timing of registration of cash revenue.



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date

Transit Future Action Plan

In 2014 the Transit Future Plan for the Sunshine Coast was adopted. This plan is the service specific strategic plan guiding the service levels, routes and infrastructure expansions of the custom and conventional transit system on the Sunshine Coast.

The 2021 Transit Future Action Plan (TFAP) will be an update to the 2014 plan and will address the impacts of the COVID-19 Pandemic on the transit service.

The transit service and infrastructure priorities identified within the TFAP are based on a review of existing transit services, changing land uses and land use plans, and feedback from stakeholders and the general public.

Q3 Transit Future Action Plan Hi-Lights

- Public engagement from August 20, 2021 to September 17, 2021
- Public engagement participation included the following platforms:
 - An online survey which generated 346 completed surveys and 1,600 visits to the web page
 - Paper surveys located at Gibsons and Area Community Center, Gibsons Senior Society, Sechelt Aquatic Centre and Sechelt Seniors Centre which generated 11 completed surveys.

Fleet

- Fleet staff replaced a transmission on a Vicinity bus under BC Transits Transmission, Engines and Differentials (TED) program which took 4 days to complete

- Annual insurance and equipment review completed in preparation for year-end insurance process
- All lifting hoists were inspected
- Annual BC Transit Fleet inspections were completed
- Annual commercial vehicle safety enforcement (CVSE) inspection were completed
- Asset management and preventative maintenance of SCRD fuel tanks completed including decontamination, polishing and painting



PORTS AND DOCKS DIVISION [345]

OPERATIONS

- In Q3, a number of maintenance repairs were completed due to seasonal weather damage.
- Seasonal maintenance inspections will be conducted in early Q4 (October)
- Repairs to catastrophic storm damage at the Gambier Harbour float were completed.
- Planning for transition of the Division from Planning & Development to Community Services Department was completed.

PORTS MONITORS (POMO) COMMITTEE

The POMO approach of “eyes on the dock” to identify condition, maintenance or operation issues provided useful feedback that enables SCRD to respond to issues more quickly and more efficiently.

Currently 8 of the 9 POMO Committee positions are filled. The Port Graves position remains open. A POMO meeting will be scheduled in Q4.

MAJOR PROJECTS

An application for 2021 ports capital projects was made to the Investing in Canada Infrastructure Program (100% funding). The SCRD was not successful in obtaining funding for this grant application. Staff are preparing capital project plans based on Board-approved funding without the grant.

Reviewed by:			
Manager	X - K. Clarkson X - G. Donn X - J. Walton	Finance	
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Graeme Donn, Manager, Recreation Services

SUBJECT: NEW ACTIVENET SOFTWARE CONTRACT

RECOMMENDATION(S)

THAT the report titled New ActiveNet Software Contract be received;

AND THAT the Contract with ActiveNet Software for recreation programming software be renewed for a three-year term in the amount of \$169,578 (\$56,526 annually);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

ACTIVENet (AN) is the activity registration software currently used by the Recreation Division to manage all aspects of registered and drop in activities at SCRD Recreation Facilities. This software is also used when completing Hall rentals within Parks, field bookings and season pass sales for Dakota Ridge. All transactions related to Recreation and Parks for the use of Facilities and rentals are also managed through this software.

The terms and conditions of the original ACTIVENet contract, signed in 2012, are set to automatically renew each year and the SCRD now has the opportunity to update its contract with ACTIVENet in order to achieve a lower Fee Schedule. Best practice also recommends that operational contracts be renewed at least 1X every 5 years.

The purpose of this report is to seek Board approval to renew the contract for ACTIVENet software to align with Purchasing and Delegation authorities.

DISCUSSION

Over the past several months staff have been working with the AN software provider to negotiate new terms for its registration processing fees and subscription fees. It has been determined that the proposed new terms would allow the SCRD to operate with lower credit card fees (3%) versus the original credit card fees of 3.6% as well as new renewal terms.

The total annual contract cost is estimated at \$56,526 with a three year value of \$169,578.

Financial Implications

Signing a new contract with ACTIVENet software, it is expected to generate a savings of up to \$15,000 annually. However, bank and servicing fees have run slightly over Budget in prior years (2018-2019) and activity within the Recreation facilities are increasing post COVID-19, it is not recommended that the Financial Plan be amended at this time. Staff will monitor the

outcome of the savings and will report back to the Board as part of 2023 Budget if savings materialize.

Timeline for next steps

The new contract has been drafted and is awaiting approval. Once Board approval is completed, the contract will be signed and the new rates would apply. Assuming no delays, the new rates could be in place and take effect by December 1, 2021.

STRATEGIC PLAN AND RELATED POLICIES

While the move to an updated contract with ACTIVENet does not directly relate to the goals set forth in the SCRD's Strategic Plan, it is the fiduciary responsibility of the Division to review efficiencies wherever possible in line with the SCRD's Financial Sustainability Policy and Fees and Charges Bylaw.

CONCLUSION

The purpose of this report is to recommend the striking of a new contract with ACTIVENet, under lower rates, for an additional three-year term with plans to research moving to an alternative software provider at the end of this term, or sooner as applicable.

This will likely result in an expenditure reduction for the Recreation Division, without any negative impacts to service delivery, and allows the SCRD to implement a more sustainable approach by paying an annual subscription fee instead of historical transaction based subscription fees.

Reviewed by:			
Manager	X – G. Donn	CFO/Finance	X - T. Perreault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Kyle Doyle, Manager, Asset Management
Shelley Gagnon, General Manager, Community Services

SUBJECT: 2021 COMMUNITY RECREATION FACILITIES CAPITAL FUNDING REVIEW

RECOMMENDATION(S)

THAT the report titled 2021 Community Recreation Facilities Capital Funding Review be received;

AND THAT the 2022 contribution to Community Recreation [615] Capital Renewal be re-instated to \$770,198 and increased by 2% annually.

AND THAT for 2022, the Gibsons and Area Community Centre's Brine Chiller and Condenser project in the amount of \$917,600 be funded through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan;

AND THAT a loan of up to \$917,600 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the Gibsons Arena and Community Centre's Brine Chiller and Condenser project;

AND FURTHER THAT the draft 2022-2026 Financial Plan be amended as detailed in Table 3.

BACKGROUND

A 20-year Capital Plan for the Sunshine Coast Regional District's Recreation Facilities [615] was developed to assist with the prediction of future expenditures and mitigation of annual taxation variance. Every capital component from each of the four facilities have been captured by an asset registry and assigned a criticality ranking, an estimated lifespan, and a replacement cost. The continued development of the Capital Plan can be found in staff reports from [2016](#), [2019](#), and [2020](#). Based on the level of service established by the initial approval of the Capital Plan, this funding envelope only funds critical capital items necessary for provision of the primary service of each facility. The approved funding does not include the departmental capital requirements for high priority or desirable components that increase the level of service outside the primary function of the facility.

Due to the impact of COVID-19 on the operation of the facilities the Board opted to defer \$500,000 from the 2021 contribution to the Community Recreation capital fund as follows:

027/21 **Recommendation No. 8** Community Recreation Facilities 2021 Financial Outlook and COVID-19 Implications

THAT the report titled Community Recreation Facilities 2021 Financial Outlook and COVID-19 implications be received;

AND THAT for 2021 only, User Fee Revenue be reduced to \$957,100 from \$1,833,906 with the shortfall of \$876,806 to be recovered through property taxation;

AND THAT for 2021, the Community Recreation Facilities Capital renewal funding be reduced to \$269,896 from \$769,896 to offset the reduction in user fee revenue and increase in tax subsidy as a result of COVID-19 implication;

AND THAT for 2021, the 5% dedication of user fee revenue to capital renewal be temporarily suspended;

AND THAT for 2021, the Community Recreation operating budget be reduced by \$88,741; AND THAT the 2021 Budget amendments be incorporated into the draft 2021-2025 Financial Plan;

AND FURTHER THAT staff bring back a report in Q2 2021 on the legislative process and implications of transitioning the Community Recreation Facilities Capital Renewal funding through parcel taxes versus property taxation.

The funding needs identified since the inception of the Capital Plan have not been met. In the six years since the initial plan was introduced a cumulative funding gap of over \$1.2 million has been observed. The largest contribution to this variance is from the funding deferral associated with COVID-19 in 2021 as illustrated by the following table:

	Funding Requested	Funding Approved	Variance
2016	\$ 725,000.00	\$ 500,000.00	\$ (225,000.00)
2017	\$ 739,500.00	\$ 548,000.00	\$ (191,500.00)
2018	\$ 754,290.00	\$ 725,000.00	\$ (29,290.00)
2019	\$ 769,000.00	\$ 740,000.00	\$ (29,000.00)
2020	\$ 869,000.00	\$ 754,000.00	\$ (115,000.00)
2021	\$ 886,380.00	\$ 269,896.00	\$ (616,484.00)
Total	\$ 4,743,170.00	\$ 3,536,896.00	\$ (1,206,274.00)

The purpose of this report is to provide an annual update of the 20-year capital plan and funding required for all identified building component and to provide context for future budget proposals anticipated in subsequent reports.

DISCUSSION

The 20-year Capital Plan considers funding for components that are critical to the core operation of each facility. All other components are presented as budget proposals for Board consideration as needed. It is expected that during future annual reviews non-critical capital items may have their criticality re-evaluated if continued deferral of their replacement impacts the core operation of each facility.

There is a widening gap between the funding that has been identified by the Capital Plan as necessary to implement *critical* component capital renewals and the amount of actual funding that has been committed. This has necessitated revisions in the modelling due to lost opportunity to accrue interest from reserves, resulting in additional projected expenditure from debt servicing.

In preparation for the 2022 Budget, the annual internal review of the capital plan considered inflationary and sector increased costs for various projects, reviewed scheduling and workload of the overall project list and accommodated the emergence of several components that experienced premature failure, which are highlighted below.

Emerging Items

At the Sechelt Aquatic Center two projects emerged in 2021 that were due to premature failure of critical components:

- i) the accelerated degradation of fiberglass housing for several pool filters necessitated replacement of the filters 10 years sooner than anticipated by the manufacturer.
- ii) In early 2021, leakage observed from the fire sprinkler system revealed a widespread microbiological growth that corroded and blocked the inside of the distribution pipe. Further investigation showed that the entire system needed to be replaced. This replacement was not anticipated in the Plan until 2037. The replacement of the sprinkler system was deferred to 2022, with a temporary linear heat detection system installed in 2021 as per the following board resolution:

165/21 Sechelt Aquatic Facility RFP

THAT the report titled RFP 2161304 Reconstruction Pool Facility Fire Sprinkler System Award Report (Sechelt Aquatic Facility) be received for information;

AND THAT staff employ additional fire protection equipment by having a temporary linear heat detection system installed;

AND FURTHER THAT staff re-tender for the sprinkler system replacement project based on a three-phase approach over a three-year period beginning in 2021, and report back to a future meeting.

The pool filter project (i) was able to be funded through the previously approved 2021 funding envelope by delaying the replacement of HVAC components that were determined to be serviceable for the near-term. These items were pushed to the 2022 project list. The unexpectedly high cost of the sprinkler system (ii) prompted the Board to direct staff to implement a phased approach to sprinkler replacement. The Capital Plan was adjusted to reflect this phased approach using the best estimates available.

At times in 2021 a low number of responses to solicitations for tender have been received and in some cases bids that exceed anticipated project costs by more than double. This volatility is difficult to predict but can have significant impacts on the overall budgeting process for all services within the SCRD. While the impacts of the pandemic on capital projects are still being determined, ongoing review of project cost escalation will continue. At this time these isolated projects have not considered when predicting future project costs.

During the development and annual review of the Capital Plan an effort is made to predict both the future cost of projects and the method through which they will be funded. Larger projects that are eligible for debt funding may be modeled using current lending rates for a term appropriate to the component type. Approval of debt funding may not be granted which would

necessitate a revision to the Capital Plan. Over each of the next four years it is anticipated that debt funding will be required to implement large capital projects and that approval will be sought for each of these projects. For 2022 it is anticipated that the Gibsons Arena and Community Centre's Brine Chiller and Condenser project will require debt funding with an anticipated project value of approximately \$917,600.

Options and Analysis

As highlighted above the historical funding for the Community Recreation Facilities Capital Renewal has not met the projected needs. This has resulted in a projected depletion of reserve funds within the next five years under the current funding levels. Although there are many funding strategies that enable the continuation of the service in the short term, the two funding strategies presented below are considered sustainable for the entirety of the 20-year capital plan. Both strategies provide sustainable funding for the critical capital projects for all facilities.

Model 1

Model 1 projects for the most flexibility in financial planning. It assumes that in 2022 \$770,198 is contributed to the Community Recreation Capital fund and the previously approved annual increase of 2% is continued in perpetuity. The \$110,403 debt repayment in 2022 is assumed to be funded from the \$770,198, therefore, additional taxation is mitigated.

The success of this model requires that between 2027 and 2033, an additional \$500,000 is contributed annually on top of the baseline. This plan also assumes that starting in 2022 short term debt funding through the Municipal Finance Authority is utilized to fund several projects. See Table 1 below and ATTACHMENT A for more details.

Table 1: Model 1 - Five Year Projections

CAPITAL PLAN		2021	2022	2023	2024	2025	2026
Funding Commitment		\$ 255,096	\$ 770,198	\$ 785,602	\$ 801,314	\$ 817,340	\$ 833,687
Opening Reserve Balance		\$ 1,741,326	\$ 1,551,237	\$ 288,392	\$ 27,711	\$ 185,957	\$ 504,465
Debt Payment	GACC Brine Chiller & Condenser	\$ -	\$ 110,403	\$ 189,262	\$ 189,262	\$ 189,262	\$ 189,262
Debt Payment	GACC Zamboni, SAC Dehumidifier	\$ -	\$ -	\$ 51,652	\$ 88,546	\$ 88,546	\$ 88,546
Debt Payment	GACC Packaged Rooftop Units (PRU)	\$ -	\$ -	\$ -	\$ 39,043	\$ 66,930	\$ 66,930
Debt Payment	GACC Retractable Wall	\$ -	\$ -	\$ -	\$ -	\$ 17,453	\$ 34,905

In order to fund the projected shortfall between 2027 and 2033 the reallocation of a portion of the \$1.6 million of expiring debt to the capital renewal plan may be possible as mentioned in the [September 17, 2020 CAS report](#). This may also be used to mitigate short-term debt funding projected within Option 1.

Model 2

Model 2 presents a more straightforward approach to sustainable funding by increasing the 2022 contribution amount to \$934,198 and increasing annually at 2%. The predictable nature of this model provides consistency that Model 1 lacks. See Table 2 below and ATTACHMENT B for more details.

Table 2: Model 2 - Five Year Projections

	CAPITAL PLAN	2021	2022	2023	2024	2025	2026
	Funding Commitment	\$ 255,096	\$ 934,198	\$ 952,882	\$ 971,940	\$ 991,378	\$ 1,011,206
	Opening Reserve Balance	\$ 1,741,326	\$ 1,551,237	\$ 458,410	\$ 377,389	\$ 725,356	\$ 1,244,085
Debt Payment	GACC Brine Chiller & Condenser	\$ -	\$ 110,403	\$ 189,262	\$ 189,262	\$ 189,262	\$ 189,262
Debt Payment	GACC Zamboni, SAC Dehumidifier	\$ -	\$ -	\$ 51,652	\$ 88,546	\$ 88,546	\$ 88,546
Debt Payment	GACC Packaged Rooftop Units (PRU)	\$ -	\$ -	\$ -	\$ 39,043	\$ 66,930	\$ 66,930
Debt Payment	GACC Retractable Wall	\$ -	\$ -	\$ -	\$ -	\$ 17,453	\$ 34,905

As mentioned previously, both models represent only the funding required for critical capital component replacement/renewal. ATTACHMENT C shows the breakdown of anticipated project costs for all criticality classifications for the next 20 years for Community Recreation facilities.

Financial Implications

Committing to a sustainable level of funding for Community Recreation facilities critical capital components will help mitigate fluctuations in annual funding and enable consistent financial planning. High priority and desirable components will continue to be brought forward for funding approval on an annual basis.

All debt projected by the capital plan must be approved prior to borrowing, subsequent reports will provide a detailed analysis when these requests are made.

For 2022, the Community Recreation [615] Capital Renewal has been re-instated and is included in the draft Financial Plan in the amount of \$770,198. It also requires an increase of 2% annually. All the projects detailed in Table 3 (below) will then be included in the draft 2022-2026 Financial Plan.

The 2022 Plan requires that the Gibsons and Area Community Centre's Brine Chiller and Condenser, in the amount of \$917,600, is funded through short-term financing through the Municipal Finance Authority. It is recommended that this be included in the 2022-2026 Draft Financial Plan. As mentioned above, debt servicing is factored into the \$770,198, therefore no additional taxation is required for this project at this time.

Table 3: Financial Implications - Recommended Model

		2021	2022	2023	2024	2025	2026
	Annual Funding Commitment	\$ 255,096	\$ 770,198	\$ 785,602	\$ 801,314	\$ 817,340	\$ 833,687
	GACC Brine Chiller & Condenser	\$ -	\$ 110,403	\$ 189,262	\$ 189,262	\$ 189,262	\$ 189,262
Debt Payment	GACC Zamboni, SAC Dehumidifier	\$ -	\$ -	\$ 51,652	\$ 88,546	\$ 88,546	\$ 88,546
Debt Payment	GACC Packaged Rooftop Units (PRU)	\$ -	\$ -	\$ -	\$ 39,043	\$ 66,930	\$ 66,930
Debt Payment	GACC Retractable Wall	\$ -	\$ -	\$ -	\$ -	\$ 17,453	\$ 34,905
Debt Payment	Cumulative Debt Obligation	\$ -	\$ 110,403	\$ 240,914	\$ 316,851	\$ 362,191	\$ 379,644
	Debt Principal Repayment		\$ 99,510	\$ 226,858	\$ 302,054	\$ 348,009	\$ 370,151
	Debt Charges - Interest		\$ 10,893	\$ 14,056	\$ 14,796	\$ 14,182	\$ 9,492
	Opening Reserve Balance	\$ 1,741,326	\$ 1,551,237	\$ 288,392	\$ 27,711	\$ 185,957	\$ 504,465
	Capital Reserve Contribution	\$ 255,096	\$ 659,795	\$ 544,688	\$ 484,463	\$ 455,149	\$ 454,043
	Total Funded from Reserves	\$ 500,100	\$ 1,932,850	\$ 806,350	\$ 332,800	\$ 154,500	\$ 153,300
	Projected Reserve Balance	\$ 1,496,322	\$ 278,182	\$ 26,730	\$ 179,374	\$ 486,607	\$ 805,208
	Interest Earned on Reserve Balance	\$ 54,915	\$ 10,209	\$ 981	\$ 6,583	\$ 17,858	\$ 29,551

STRATEGIC PLAN AND RELATED POLICIES

The information provided in this report is consistent with the Board's Strategic Focus Area of Asset Stewardship as well as the Financial Sustainability and Asset Management policies.

CONCLUSION

Community Recreation critical capital components have been under-funded since the inception of the 20-year Capital Plan in 2016. This short fall has resulted in the need to increase the funding in order to maintain a sustainable Capital Plan for components that are critical to the delivery of the service at the four facilities operated by Community Recreation. Two options have been presented to meet this requirement.

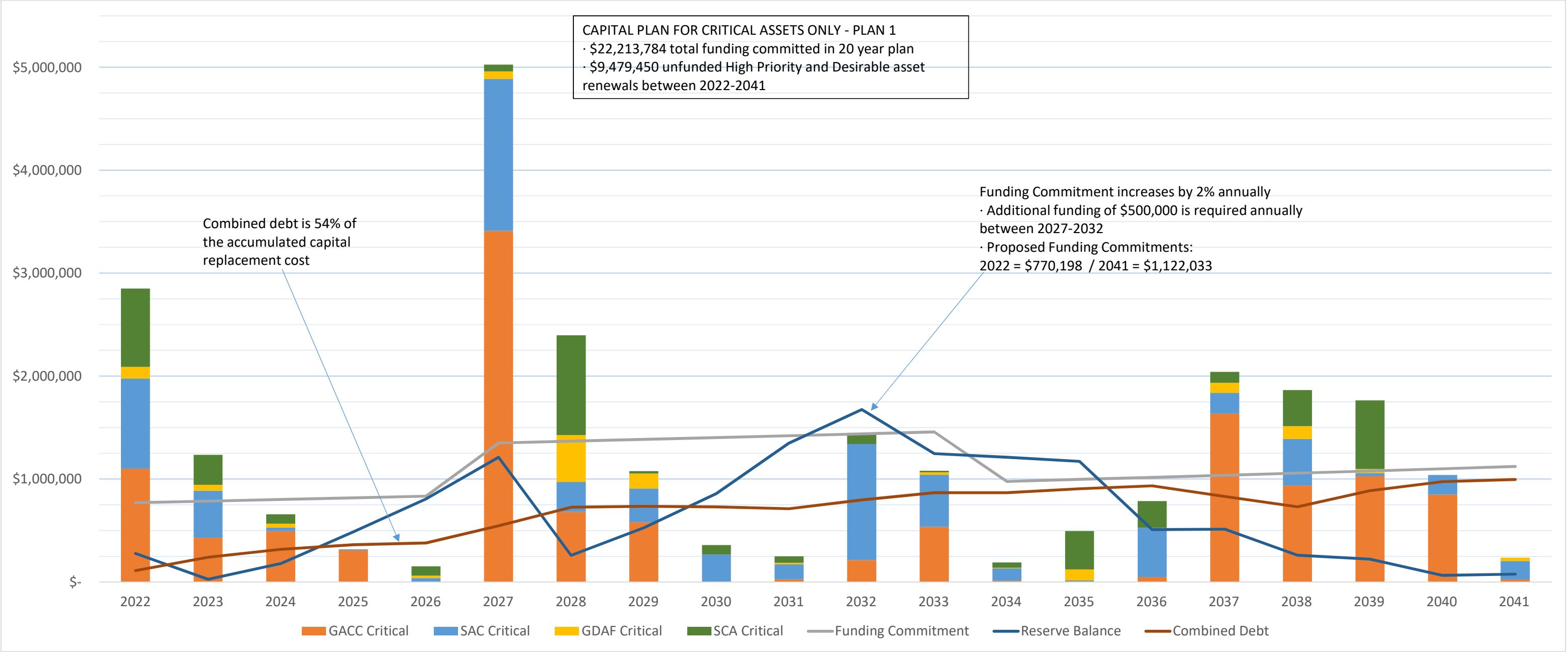
Attachments

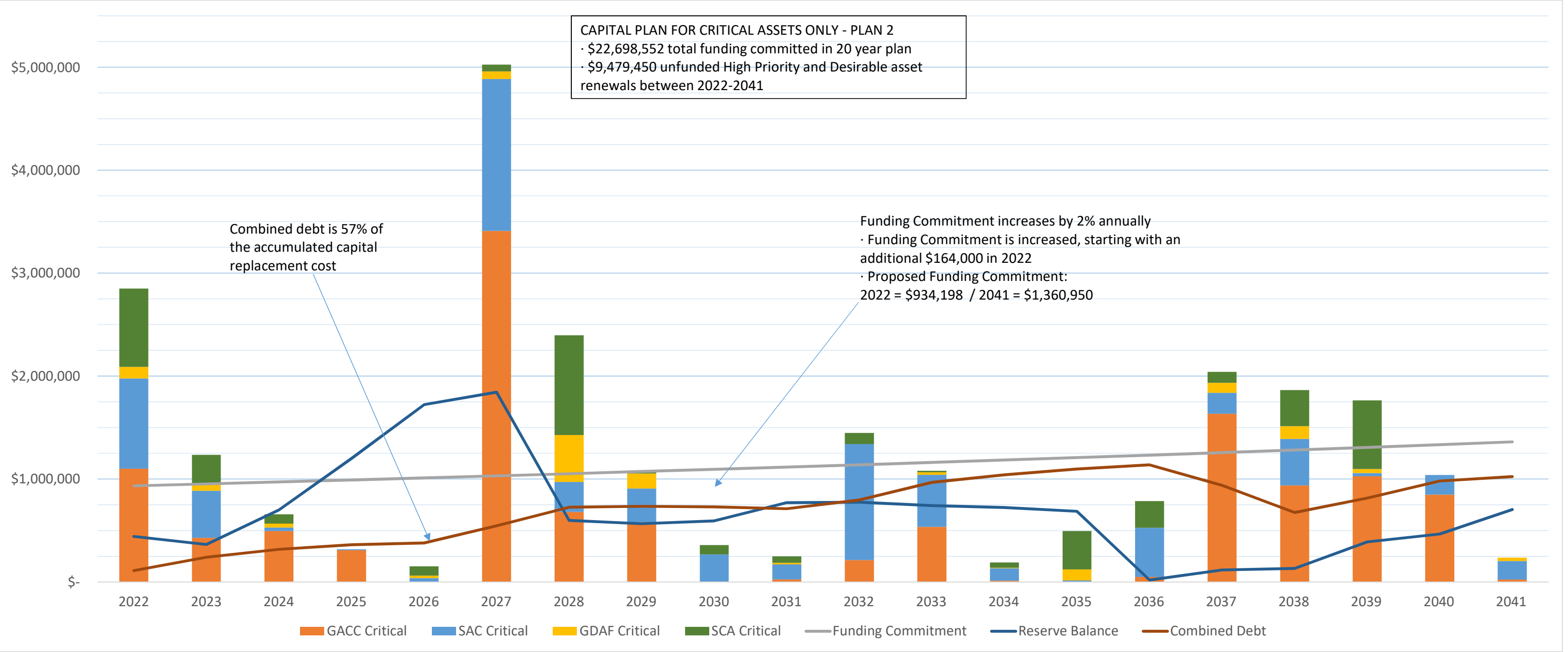
A – CAPITAL PLAN FOR CRITICAL ASSETS ONLY - PLAN 1

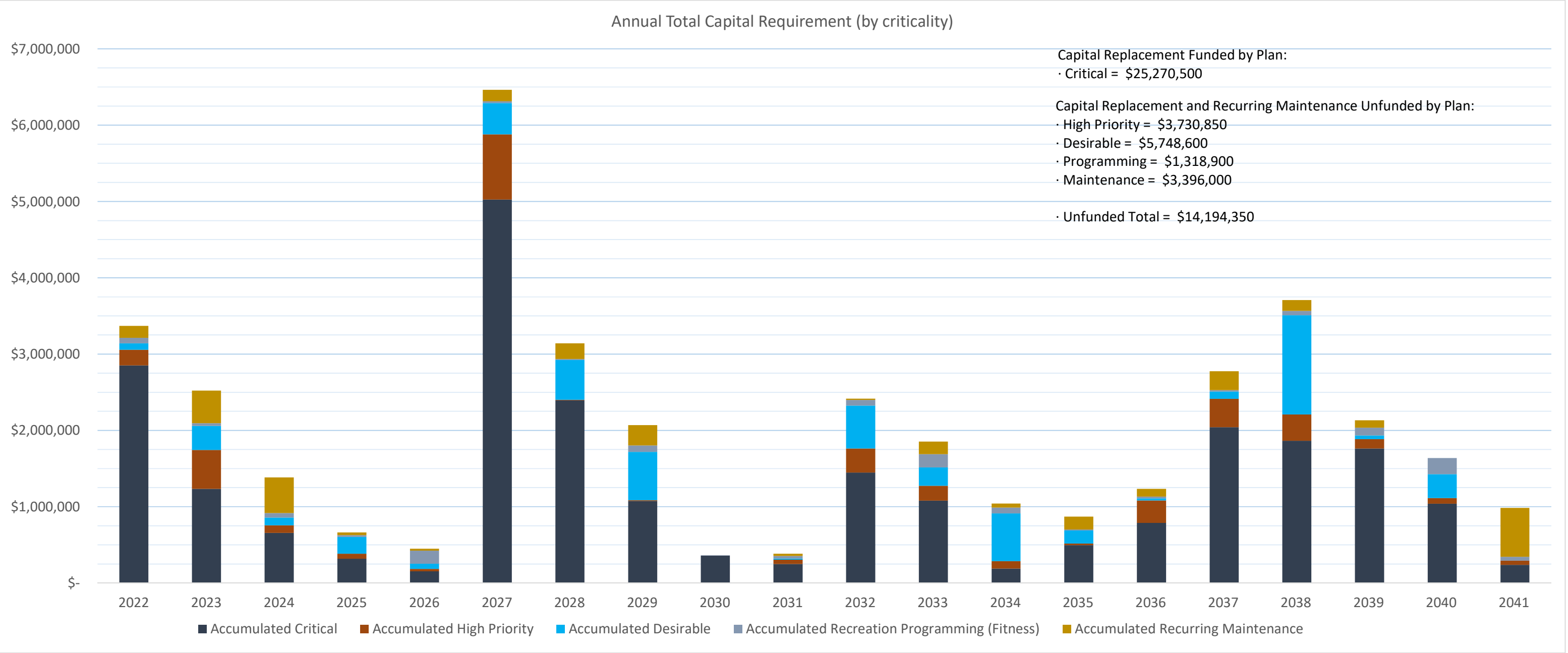
B – CAPITAL PLAN FOR CRITICAL ASSETS ONLY - PLAN 2

C - Annual Total Capital Requirement (by criticality)

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







SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee - October 21, 2021

AUTHOR: Kyle Doyle – Manager, Asset Management

SUBJECT: RECREATION FACILITY LIFECYCLE ASSESSMENT REPORT SUMMARY

RECOMMENDATION(S)

THAT the report titled Recreation Facility Lifecycle Assessment Report Summary be received for information;

BACKGROUND

As a part of the 2020 budget the Board approved [a budget proposal](#) for the future planning of aging Community Recreation Facilities. As a part of a well-informed discussion on long-term Capital Planning for Community Recreation Facilities [615], an understanding of the condition of Recreation Facilities, the projected ongoing capital renewal expenses, and the projected replacement costs of similar facilities was desired. A Facility Lifecycle Assessment for the Gibsons and District Aquatic Facility (GDAF) and the Sunshine Coast Arena (SCA) was put out for tender to provide an objective professional review that considered these factors.

This contract was awarded to Stephenson Engineering (SE) and the Final Reports for the Gibsons and District Aquatic Facility and the Sunshine Coast Arena are attached for reference (ATTACHMENT A). The purpose of this report is to provide a summary of the Lifecycle Assessment report produced by Stephenson Engineering and to facilitate and inform further discussion about the lifecycle status of SCRD recreation facilities.

DISCUSSION

Representatives from Stephenson Engineering attended both facilities to observe the condition of visible components and meet and interview facility operators. A condition rating system was employed to grade all observable components with a value over the capital threshold of \$3,000. Components were categorized to create a priority matrix ranging from most urgent (items related to safety) to least urgent (aesthetic or convenience related items). The field work and reporting were supplemented with a desktop review of available facility information, including historical reports and hazardous material assessments. No new sampling or testing for hazardous materials was conducted as a part of this process. The Lifecycle Assessment (LCA) reports identify immediate capital action items, provide a 20-year summary of projected capital expenditures, and make recommendations for areas that require further investigation to fully understand the current condition.

SE established an Estimated Current Replacement Value (CRV) for each of the two facilities. Each facility also received a 5, 10, and 20-year Facility Condition Index (FCI) as well as a System Condition Index (SCI) score for each of the four major systems (Architectural, Structural, Mechanical, Electrical). These indices provide an isolated quantitative score that can be used to provide a comparative condition rating for a facility as a whole (FCI) or for individual

systems of a facility (SCI). It is generally understood that these ratings are most useful as a comparative tool between facilities that are graded using the same techniques. The FCI does not provide a comprehensive rating scale and additional context is essential to fully understand the state of a facility.

These indices are based on deferred maintenance requirements and the estimated CRV for each facility/system. An FCI score is the ratio of the 'deferred needs' of a facility to the 'replacement value' of the same facility. It is expressed as a percentage, with lower values indicating better facility condition. The score has been expressed considering the anticipated needs over 5, 10 and 20-year time frames for each facility. The table below summarizes the FCI rating for each facility.

Table 1: FCI Summary Table - SCA and GDAF

	Estimated Replacement Value (2021 CAD\$)	5-Year FCI Rating	10-Year FCI Rating	20-Year FCI Rating
Gibsons and District Aquatic Facility	\$ 4,047,120.00	10% (Fair)	24% (Poor)	26% (Poor)
Sunshine Coast Arena	\$ 10,644,480.00	27% (Poor)	28% (Poor)	38% (Critical)

An SCI score provides further insight by further breaking down where the deferred needs exist into specific facility systems as mentioned above. The sum of each systems' outstanding deferred maintenance is divided by the ratio of a standard budget allocation for each system multiplied by the facility's unique CRV to create an SCI score. These scores have been provided by SE for a 5-year time frame for each facility and are summarized in the table below.

Table 2: SCI Summary Table – SCA and GDAF

	Estimated Replacement Value (2021 CAD\$)	5-Year SCI Rating
Gibsons and District Aquatic Facility	\$ 4,047,120.00	n/a
<i>Architectural</i>	\$ 1,699,790.40	11% (Fair)
<i>Structural</i>	\$ 849,895.20	1% (Good)
<i>Mechanical</i>	\$ 1,052,251.20	13% (Fair)
<i>Electrical</i>	\$ 445,183.20	18% (Fair)
Sunshine Coast Arena	\$ 10,644,480.00	n/a
<i>Architectural</i>	\$ 4,470,681.60	46% (Critical)
<i>Structural</i>	\$ 2,235,340.80	4% (Good)
<i>Mechanical</i>	\$ 2,767,564.80	19% (Poor)
<i>Electrical</i>	\$ 1,170,892.80	23% (Poor)

The scoring suggest that the structural components of each facility are in good condition, however this may be due to the minimally invasive investigation techniques used by the consultants that do not enable an in-depth analysis of structural components. The consultant noted in both reports that structural elements, including foundation elements, are generally concealed and difficult to assess.

As mentioned previously, the FCI and SCI indices are most useful as a comparative tool. The ratings provided by the consultants indicate that SCA needs more capital investment than GDAF with the Architectural system appearing to need the most attention. Highlights of each facility are provided below. Neither report provided the specific 'end of life' timing that was

sought through the original budget proposal as facilities were deemed to be functional and in a reasonable condition. As there are many factors outside the scope of the work done by Stephenson Engineering that contribute to these types of decisions, the goal of providing a specific end of life date was not ascertainable at this time.

Sunshine Coast Arena

The LCA report for the Sunshine Coast Arena identifies over \$2.9 million worth of capital projects in the next 5 years, and over \$4.0 million in the next 20 years (uninflated values). This aligns generally with the existing 20-year Capital Plan for Community Recreation Facilities which projects approximately \$1.1 million of critical capital projects over the next 5 years and nearly \$4.0 million of critical capital projects in 20 years for the Sunshine Coast Arena (inflated values). The LCA report is not limited to critical items, and considers 'Barrier Free' improvement projects as well as projects that are not captured by the SCRD's existing capital funding which has been limited to critical capital items.

Within the Architectural system, two critical immediate action items and 43 notable items were identified in the report. Safety concerns about the security gate leading to the upper lounge, and exposed framing in the Zamboni room were identified as critical items. The remaining 43 items ranged from paint upgrades to concerns about exposed plaster potentially containing asbestos in the lounge. Three additional investigations were recommended by the LCA report; a review of the interior stair gates and egress, an inspection of the Zamboni room exposed wood ceiling, and a 'Barrier Free' study to examine accessibility issues. It is understood that buildings constructed prior to the introduction of accessibility regulations are not currently required to be compliant.

Within the Structural system, two notable items and two additional investigation recommendations were identified. Two items appeared in both lists; a repair of corroded structural components and a more in-depth review, as well as repairs and further investigation of the exterior concrete masonry unit walls.

Within the Mechanical system, 14 notable items were identified for repair/replacement within the 20-year horizon of the study, with no immediate action recommended.

Within the Electrical system, the installation of Ground Fault Circuit Interrupter (GFCI) receptacles was identified as an immediate action item for health and safety reasons. A further six notable action items were identified with no additional investigations recommended.

Gibsons and District Aquatic Facility

The LCA report for the Gibsons and District Aquatic Facility identifies over \$400,000 worth of capital projects in the next 5 years and over \$1 million of capital projects in the next 20 years (uninflated values). Similarly the internal 20-year Capital Plan for Community Recreation projects approximately \$200,000 in critical capital projects over the next 5 years and \$1 million over the next 20 years (inflated values). The LCA report is not limited to critical items, and considers 'Barrier Free' improvement projects as well as projects that are not captured by the SCRD's existing capital plan which has been limited to critical capital items.

Within the Architectural system, one critical immediate action items and 26 notable items were identified in the report. The primary concern identified in the report was related to interior fire

doors not being present in the mechanical or electrical rooms. Similar to the Sunshine Coast Arena, a 'Barrier Free' study is recommended for this facility.

Within the Structural system, no notable items and no additional investigation recommendations were identified. Some evidence of roof leakage was noted in the mechanical room and the report recommends this be repaired.

Within the Mechanical system, nine notable items were identified for repair/replacement with no critical items identified for action.

Within the Electrical system six notable action items were identified with no additional investigations recommended.

Options and Analysis

The findings from these reports suggest that the Sunshine Coast Arena needs more capital investment in both the near term and long term when compared to the Gibsons and District Aquatic Facility.

The nearly \$3 million dollars in capital projects identified for SCA in the next five years represents almost 30% of the estimated facility replacement cost. The subsequent 15 years that were reviewed by this report account for approximately \$1 million dollars in capital projects.

Organizational and Intergovernmental Implications

The information provided by the Lifecycle Assessment report will assist the SCRD to optimize and maintain the physical condition and value of the existing assets, and to prioritize resources. The information provided enhances ongoing analysis of recreation facility capital needs projections.

Financial Implications

Receipt of the report produced by SE carries no immediate financial implications, however subsequent staff reports/proposals informed by this report may.

Timeline for next steps

To make a fully informed decision additional factors need to be identified and understood. Within the next five years it would be beneficial to conduct a community recreation facility needs assessment study to understand the community expectations for the facilities operated by the SCRD. In the same time frame analysis of the potential financial and environmental efficiencies that may be realized would also be beneficial. Preliminary work to identify potentially suitable locations may also provide valuable context to future considerations of facility renewal.

Communications Strategy

As more effort is made to evaluate the lifecycle of existing facilities community engagement should be prioritized. Developing a shared understanding of the community needs as well as the costs and benefits of facility renewal now will enable the SCRD to make fully informed future decisions.

STRATEGIC PLAN AND RELATED POLICIES

This work aligns with and enables further work that aligns with the SCRD Strategic Plan, specifically in the area of Asset Stewardship as well as the SCRD's Financial Sustainability and Asset Management policies.

CONCLUSION

A facility condition assessment of both the Gibsons and District Aquatic Facility and the Sunshine Coast Arena has indicated that both facilities require more than 25% of their estimated current replacement value (CRV) to be spent on capital projects over the next 20 years. For the Sunshine Coast Arena there is more than 25% of the CRV in projects identified within the next five years.

Any decision regarding the lifespan of this facility would influence the magnitude of capital reinvestment necessary. There is a sufficient amount of time remaining to develop an understanding of the remaining factors that will be considered to allow for a fully informed decision. When that information is received and compiled staff will prepare a summary report for board consideration.

ATTACHMENTS

Attachment A – Facility Lifecycle Assessment Report Gibsons & District Aquatic Facility

Attachment B – Facility Lifecycle Assessment Report Sunshine Coast Arena

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



FINAL REPORT

Facility Lifecycle Assessment Report Gibsons & District Aquatic Facility 953 Gibsons Way Gibsons, British Columbia

Submitted to:
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1
Attention: Mr. Kyle Doyle

Submitted by:
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Date: May 6, 2021
Project No.: 20201534

Table of Contents

EXECUTIVE SUMMARY	1
1.1. Defined General Terms	1
1.2. Summary of Findings	4
1.3. Opinions of Probable Costs	7
1.4. FCI Calculation	8
1.5. SCI Calculation	9
2. INTRODUCTION	10
2.1. Background	10
2.2. Objectives	10
2.3. Methodology	10
2.4. Deviations from the Guide	11
2.5. Evaluation Criteria	11
2.6. Recommendations for Additional Investigation	12
2.7. Desktop Data Collection	13
2.8. Outstanding Information	13
2.9. Building and Fire Code Compliance Overview	13
2.10. Evidence of Mould	13
2.11. Outline of the Report	13
2.12. Mandate and Report Resources	14
3. SITE DESCRIPTION	15
3.1. Site Location and Setting	15
4. ARCHITECTURAL	17
A01.0 SITE	19
A02.0 EXTERIOR WALLS	22
A03.0 EXTERIOR WINDOWS	23
A04.0 EXTERIOR DOORS	23
A05.0 FASCIA AND SOFFITS	24
A06.0 INTERIOR WALLS AND PARTITIONS	24
A07.0 INTERIOR DOORS AND WINDOWS	24
A08.0 CEILINGS	25
A09.0 FLOORING	26
A10.0 FIXTURES	26
A11.0 BARRIER-FREE REQUIREMENTS	28
R01.0 ROOFING	28
A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)	29

5. STRUCTURAL	42
S01.0 FOUNDATIONS	43
S02.0 FLOORS ON GRADE	43
S03.0 SUSPENDED FLOOR AND STAIRS	43
S04.0 ROOF STRUCTURES.....	44
S05.0 INTERIOR WALLS AND COLUMNS	44
S06.0 EXTERIOR WALLS AND COLUMNS.....	45
S99.0 OTHER	45
6. MECHANICAL	51
M01.0 SITE SERVICES.....	52
M02.0 PLUMBING	52
M03.0 HEATING	54
M04.0 COOLING.....	55
M05.0 VENTILATION.....	55
M06.0 FIRE PROTECTION	56
M07.0 CONTROLS.....	56
M08.0 POOL SYSTEM	57
M99.0 OTHER	57
7. ELECTRICAL	64
E01.0 INCOMING SERVICES	65
E02.0 DISTRIBUTION EQUIPMENT	65
E03.0 LIGHTING	66
E04.0 GROUNDING	67
E05.0 FIRE ALARM.....	67
E06.0 COMMUNICATIONS, DATA & SECURITY	68
E99.0 OTHERS	68
8. HAZARDOUS MATERIALS REPORTS	75

TABLES

TABLE 1: SUMMARY OF IMMEDIATE AND CAPITAL RESERVE EXPENDITURES (UNINFLATED)	8
TABLE 2: SUMMARY OF IMMEDIATE AND CAPITAL RESERVE EXPENDITURES PER YEAR (UNINFLATED)	8
TABLE 3: BUILDING PHYSICAL DESCRIPTION.....	15

APPENDICES

APPENDIX A MANDATE & REPORT RESOURCES
APPENDIX B LIMITATIONS AND USE OF THE REPORT
APPENDIX C CAPITAL RESERVE TABLE
APPENDIX D SITE PLAN

EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by the Sunshine Coast Regional District (SCRD) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 953 Gibsons Way in the Town of Gibsons, British Columbia (the "Site").

The building provides approximately 678 m² (7,300 ft²) gross floor area (GFA) according to information provided by the client and was constructed circa 1977 and is situated on a Site covering approximately 0.21 hectares (0.52 acres) of land. The building is an aquatic facility completed with a 20 m lap pool, hot tub, splash pool, toddler pool and changing facilities.

1.1. Defined General Terms

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

ABS: Acrylonitrile butadiene styrene

ACM: Asbestos containing material(s)

BUR: Built-up roof

CFL: Compact fluorescent light

CIP: Cast-in-place

CMU: Concrete masonry unit

CPT: Carpet tile

CRT: Capital reserve table

CT: Ceramic tile

EPDM: Ethylene propylene diene terpolymer

FLA: Facility Lifecycle Assessment

GFCI: Ground fault circuit interrupter

GFA: Gross floor area

GWB: Gypsum wall board

HID: High intensity discharge

HPS: High pressure sodium

HVAC: Heating, ventilation and air conditioning

IGU: Insulated glazing unit

LED: Light emitting diode

PCA: Property condition assessment

PCB: Polychlorinated biphenyl

PEX: Cross-linked polyethylene

PVC: Polyvinyl chloride

RTU: Roof top unit

SBS: Styrene-butadiene-styrene

SF: Square foot

SM: Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

CRV: Current Replacement Value- this was developed using information provided by “RS Means Square Foot Costs 2019” using similar building types to those being reviewed in this project. The estimate is obtained using a Dollar per Square Foot (\$/ft²) formula; the square foot area being the GFA of the building represented in square foot (ft²). The final price is presented in today’s Canadian Dollars (CAN\$) with a 20% estimating contingency and a location factor applied. The cost includes all of the major systems of the building: structural; architectural; mechanical; electrical.

FCI: Facility Condition Index is an industry standard asset management tool which measures the “constructed asset’s condition at a specific point in time” (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of different but related operational indicators (such as building repair needs) to obtain an overview of a building’s condition as a numerical value.

It was developed by the US Navy to assess conditions of vessels and strategically prioritize renewal spending. FCI was first utilized as an index for determining building condition in the early 1990’s by the US National Association of College and Universities and quickly became the standard for post-secondary institutions across North America. Recently condition index measures have been adopted by the US Federal Real Property Council, American Public Works Association, Council of Ontario Universities, Federation of Canadian Municipalities (through their Infraguide publications), Health Authorities, Education Ministries and Social Housing Authorities throughout North America.

FCI is obtained by aggregating the total cost of any needed or outstanding repairs, renewal or upgrade requirements at a building obtained from our Capital Reserve Table (CRT) compared to the Current Replacement Value (CRV) of the building components. It is the ratio of the “deferred needs” to replacement value” expressed in percentage terms. Land Value is not considered when evaluating FCI.

$$FCI = \frac{\text{Sum of Outstanding deferred maintenance}}{\text{Current Replacement Value of an Asset}} \times 100$$

The lower the value of FCI, the better condition that a building is in. Currently, industry uses benchmarks that indicate the following subjective condition rating for facilities with various ranges of FCI:

Good	<5%
Fair	5-10%
Poor	10-30%
Critical	>30%

Utilizing FCI provides a professional method of measurement to determine the relative condition index of a single building, group of buildings, or if desired, a total portfolio. As FCI increases, the assets will experience:

- Increased risk of component failure.
- Increased facility maintenance and operating costs.
- Greater negative impacts to staff and residents.

SCI: System Condition Index- is similar to the FCI, but deals specifically to the individual building system component rather than the overall facility. For this project we are using four major components, (Architectural, Structural, Mechanical, Electrical), to calculate the SCI, we will use the following ratio formula:

$$SCI = \frac{\text{Sum of Outstanding System deferred maintenance}}{\text{System Replacement Cost}} \times 100$$

The SCI is calculated based on the same CRV that was utilized in calculating the FCI above. We then apply the average percentage of the overall budget a system typically represents in a replacement building (Architectural ~ 42%, Structural ~ 21%, Mechanical ~ 26%, Electrical ~ 11%), to arrive at the System Replacement cost. The sum of outstanding system maintenance is taken from our summary table as noted in the Executive Summary.

The resultant SCI would then be scored using the same criteria utilized in the FCI calculation:

Good	<5%
Fair	5-10%
Poor	10-30%
Critical	>30%

1.2. Summary of Findings

A cursory summary of findings of this FLA is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed and a visual site review was conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original design.

Based on the findings of this FLA, the following conclusions are made:

- **Architectural**

The site and the building were developed circa 1977. One addition northwest of the building was constructed circa 1992. Vehicle access to the site is located at the north side of the property, off Gibsons Way. The pavements throughout the parking lot and driveways are asphalt. There is approximately parking for 40 surface parking spots including two (2) designated barrier-free parking stalls.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with a combination of ribbed face CMU and EIFS system walls. Some upper sections of the northwest elevation are clad with painted wood panels. Exterior wall insulation was concealed and not directly reviewed but assumed to be vermiculite insulation and polyethylene vapour barrier. Windows consists of insulated double-glazed units set in aluminum frames and some glass block units. The main entry doors are storefront doors with aluminum frames. Sliding glass door provides access to patio. Exterior utility doors are insulated painted metal doors set in painted metal frames.

Interior floor finishes are generally ceramic flooring, stamped concrete flooring and painted concrete flooring. Interior walls are mostly CMU walls finished with paint. Some areas are finished with ceramic tiles. The ceilings are mostly painted drywalls ceilings. Natatorium area is an exposed structure provided with suspended acoustic panels.

There are two roof levels, the raised roof on the natatorium area and lower roof levels on the building's north and west areas. Both roof systems are finished with a modified bitumen roof membrane SBS membrane. Water is drained from roof surfaces through roof drains tied to rain water leaders. Based on observations made on site, some of the rain water drains to an underground ran water drainage system, and some discharge directly to soil.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to be partially barrier-free compliant with some deficiencies noted in the parking lot area, interior circulation, pool and washrooms. Based on the use of the building, barrier-free compliance is deemed to be required. A barrier-free study is recommended to assess the current conditions and to provide recommendations to achieve compliance with current requirements.

The architectural components are in overall acceptable condition. Immediate action item with respect to fire-rated doors in electrical and mechanical rooms is required. Capital expenditures with respect to site, exterior walls, exterior doors, interior walls and partitions, interior doors, ceilings, flooring, fixtures, barrier-free, roofing are anticipated within the evaluation period. Additional investigation is recommended with respect to a barrier-free study to assess the current conditions and to provide recommendations to achieve compliance with current requirements. An additional investigation is also recommended for water infiltration into the EIFS cladding.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

- **Structural**

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. According to the drawings provided and observations made on site, the building foundation system consists of a combination CIP concrete strip footings, and interior columns on CIP concrete pad footings supporting CIP concrete foundation walls and slab on grade floors. The main building is comprised of load-bearing CMU walls supporting steel framed roof deck. The extension at the northwest section of the building consists of load bearing CMU walls and standard wood roof member trusses and wood roof deck. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

The structural components are in overall acceptable condition. No Immediate action items have been identified. No additional investigation is recommended at this time.

Capital expenditures are anticipated within the 20-year timeframe of this report related to repair of CMU walls and grout.

A detailed description of the Site and building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

- **Mechanical**

Domestic water is supplied from municipal mains. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was mostly concealed and therefore not directly reviewed, where exposed

it appears to be galvanized steel for the original building sections, and assumed to be galvanized steel or PVC for the 1992 addition. Domestic hot water is provided by two (2) domestic water heaters located in mechanical room.

Heating to the building is provided by gas-fired boilers supplying hot water to one (1) air handling unit equipped with a heating coil and also supply the building hydronic heaters. Heating for changerooms and washrooms is accomplished by hydronic radiant ceiling panels. Supplemental heating throughout is provided by fin tube radiators. No cooling is provided in the building. Exhaust is accomplished by local ancillary ceiling and wall mounted exhaust fans installed throughout. The washrooms fixtures include a combination of tankless and floor mounted dual flush tank water closets, wall hung sensor flush type urinals and counter mounted vitreous china lavatories.

Facility is provided with three (4) swimming pools: main pool, play pool, toots pool and a whirlpool. Each pool system is with a combination of sand filtration system and chemical treatment to consistently keep the water clean and healthy. Water in the swimming pools circulates through a filtering system located in mechanical room at natatorium area, removing dirt, debris and containments. During normal operation, water flows through wall and floor drains at the bottom of each pool and multiple skimmers around the top of the pool, the circulation pumps drives the water from drains and passes through the pump and out of discharge of the pump into the filters. Once the water has been filtered, chlorine is added to water using chemical feeder. A combination of heat exchangers and gas-fired boilers heats the pools water.

The building is also provided with ABC type extinguishers throughout.

In general, the visual review of the premises revealed that the mechanical equipment and systems have had routine maintenance, and where equipment has failed it has generally been repaired and/or replaced.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to plumbing, heating, cooling, ventilation, building automation system, pool water equipment is anticipated within the evaluation period are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

- **Electrical**

Electrical service is provided to the building via overhead conductors from a pole transformer located north of the building and owned by a local service provider. Power enters to mechanical room at 400A, 600V 3ph; and to electrical room at 200A, 240V 3ph. Individual motor control centres and disconnects are provided throughout the rooms. Power is then fed to approximately three (3) secondary distribution panels provided throughout the building. The secondary panels are generally rated 225A, 120/208V, 3-phase and 4-wire. Panels are manufactured by Square D. Interior lighting throughout the building is typically surface mounted LED lighting. Exterior lighting is wall-mounted LED lights controlled on timers. Building security is equipped with a zoned

security system comprised of keypads, motion sensors and door position switches. The building is equipped with dual head emergency lighting and remote battery packs throughout. A dial-in alarm system is provided for the building. Smoke detectors, heat detectors and horns were observed throughout.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition.

Capital expenditures with respect to distribution equipment, lighting, and security system are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

- **Hazardous Materials**

Based on the year of the construction of the building outlined in this report (~1977), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) are possible to be present in the building. A report was available for review, in general, ACMs are confirmed to be present in the following materials: ceramic tile in storage room and vermiculite in concrete block walls. If major renovations are to be completed, ACMs must be abated and disposed as per current health and safety regulations prior to proceeding with the work.

- **Immediate and Capital Reserve Summary**

Immediate investigation / action items identified pertain to fire rated doors and fire stopping sealants in mechanical and electrical rooms. Deficiencies and Capital Reserve Items have been identified within the 20-year time frame of this report with respect to architectural, structural, mechanical and electrical components and systems. The Immediate Repairs and Capital Reserve Analysis are included in Appendix C.

1.3. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$3,000 over the 20 Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Table 1: Summary of Immediate and Capital Reserve Expenditures (uninflated)

Section	Description	Immediate	Reserve Years 1 to 5 (2022 - 2026)	Reserve Years 6 to 10 (2027 - 2031)	Reserve Years 11 to 20 (2032-2041)	20-Year Reserve Total
3.0	Architectural	\$2,500	\$189,400	\$302,000	\$6,000	\$497,600
4.0	Structural	\$0	\$10,500	\$0	\$0	\$10,500
5.0	Mechanical	\$0	\$135,700	\$208,000	\$67,1000	\$410,800
6.0	Electrical	\$3,000	\$82,000	\$23,700	\$12,700	\$118,400
TOTALS		\$5,500	\$417,600	\$533,900	\$85,800	\$1,037,300

Note: Immediate (2021) expenditures are not included in the Capital Reserve totals.

Table 2: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
\$12,000	\$198,500	\$0	\$52,900	\$154,200
Year 6	Year 7	Year 8	Year 9	Year 10
\$135,400	\$240,500	\$5,000	\$32,400	\$120,600
Year 11	Year 12	Year 13	Year 14	Year 15
\$0	\$27,100	\$0	\$0	\$43,000
Year 16	Year 17	Year 18	Year 19	Year 20
\$12,700	\$0	\$0	\$0	\$3,000

1.4. FCI Calculation

Estimated Replacement Value (2021 CAD\$)			
\$4,047,120			
FCI Calculation, Scoring and Ratings*			
5 - Year	$FCI = \frac{\$417,600}{\$4,047,120} \times 100$	10%	Fair
10 - Year	$FCI = \frac{\$951,500}{\$4,047,120} \times 100$	24%	Poor

20 - Year	$FCI = \frac{\$1,037,300}{\$4,047,120} \times 100$	26%	Poor
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* See 1.1 Defined General Terms for formula breakdown and scoring ratings.

We estimate that the overall useful life of the facility is 85 years (Structural systems). Since the building was constructed in 1977, about 41 years of useful life remains assuming that all life cycle replacements and maintenance items outlined in this report are completed in a timely manner. The remaining FCI scores for year 10 and 20 are poor. Continued reinvestment will be critical to have these scores lower overall to maintain the building.

1.5. SCI Calculation

The following values represent the deferred replacement costs at the end of the 5-year period:

	SCI Calculation	SCI Scoring	SCI Rating
Architectural	$SCI = \frac{\$189,400}{(\$4,047,120 * 0.42)} \times 100$	11%	Fair
Structural	$SCI = \frac{\$10,500}{(\$4,047,120 * 0.21)} \times 100$	1%	Good
Mechanical	$SCI = \frac{\$135,700}{(\$4,047,120 * 0.26)} \times 100$	13%	Fair
Electrical	$SCI = \frac{\$82,000}{(\$4,047,120 * 0.11)} \times 100$	18%	Fair

* See 1.1 Defined General Terms for formula breakdown and scoring ratings.

2. INTRODUCTION

2.1. Background

Stephenson was retained by SCR D to perform a FLA in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 953 Gibsons Way in the town of Gibsons, British Columbia (the "Site").

The building provides approximately 678 m² (7,300 ft²) gross floor area (GFA) according to information provided by the client and was constructed circa 1977 and is situated on a Site covering approximately 0.21 hectares (0.52 acres) of land. The building is an aquatic facility completed with a 20 m lap pool, hot tub, splash pool, toddler pool and changing facilities.

2.2. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visually obvious signs of non-compliance with respect to building code and barrier free accessibility.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 ("Deviations from the Guide"). Limitations to our work are provided in Appendix B ("Limitations and Use of the Report").

Site Escort and general building information was provided by Tim Street, Facility Services Supervisor (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Adriana Almeida, B.Arch. and Aime Simosa, B.Eng. of Stephenson on January 20, 2021. The FLA was completed by Aime Simosa, B.Eng. and reviewed by Lawrence McSorley, Architect, AAA of Stephenson. The weather at the time of assessment was partly sunny and 6 °C with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or other hazardous materials. Asbestos sampling reports were not available for review.

2.4. Deviations from the Guide

The FLA was conducted and this report prepared in accordance with the scope of work outlined in accordance with Stephenson's proposal dated September 25, 2020 and executed by the Client on January 6, 2021.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- The term "Point of Contact" has been replaced with "Site Representative"
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

The FLA was completed in general accordance with SCRD stated scope of work as documented in the *Sunshine Coast End of Useful Life Assessment - Recreation RFP* (hereafter referred to as the "RFP"). The scope of the FLA was limited to identifying components, systems and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	Critical Unsafe- high risk of injury or critical system failure.
2	Poor- does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	Marginal- meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	Acceptable- meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	Good- meets all present requirements. No deficiencies.
6	Excellent- as new/state of the art, meets present and foreseeable requirements.

The capital expenditures identified with respect to deficiencies or deferred maintenance shall be identified by the following categories ("Cat X"):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as “Immediate” action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (2021 to 2025 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have CR of 4 or better that can be addressed at any time within the 20 year evaluation period (2021 to 2040 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4 to 6, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component’s EUL. For example, if an item with no observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2021 to 2025), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 5.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component’s EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2018 versus 2020, each having a 20 year EUL, an average install year of 2019 has been used to calculate a single lifecycle replacement event in 2039).

No building material sampling or testing was conducted as part of this assessment.

2.6. Recommendations for Additional Investigation

RAI.1) Water infiltration through the building envelope.

RAI.2) Barrier-Free Study.

RAI.3) Air Conditioning Study.

2.7. Desktop Data Collection

The following documents were reviewed:

- File titled: Opinion of Probable Cost Table - GDAF, dated April, 2017.
- File named: GDAF Asset Replacements (2017-2019), issued by SCRD.
- GDAF original construction set of drawings, prepared by David Nairne & Associates Ltd, dated 1977.
- GDAF renovation 1992 set of drawings, prepared by Vic Davies Architects Ltd, dated June 1992.
- Asbestos Sampling Report, prepared by Concentric Associates International Incorporated, dated January, 2020.

2.8. Outstanding Information

No outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

No evidence of mould was observed or identified.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Location and Setting

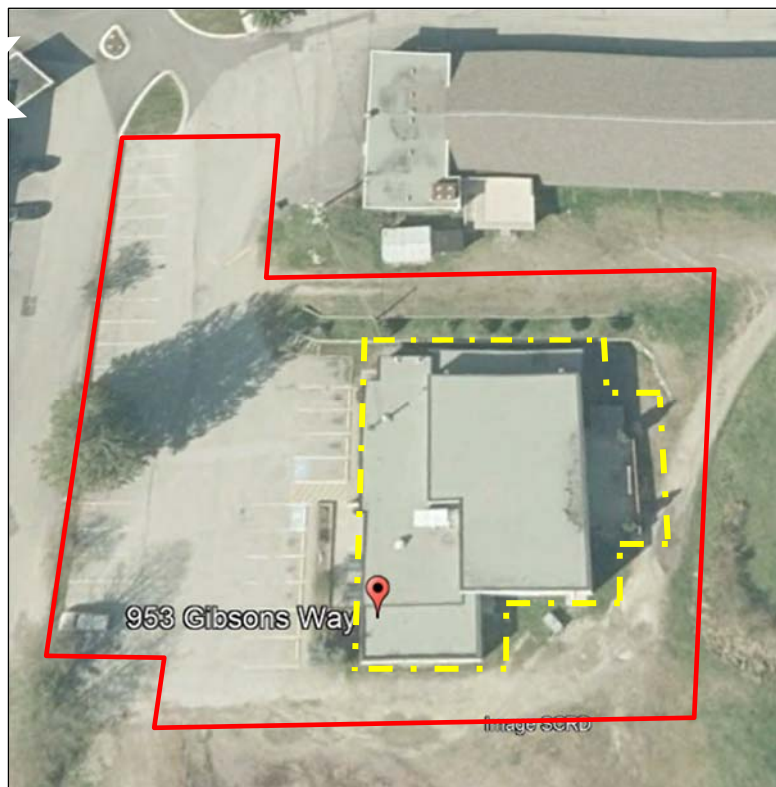
Stephenson was retained by SCRD to perform a FLA in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 953 Gibsons Way in the Town of Gibsons, British Columbia (the "Site").

Table 3: Building Physical Description

Site Area	0.21 hectares (0.52 acres)
Number of Buildings on Site	One + Storage Shed
Building (s) Footprint	678 m ² (7,300 ft ²)
Levels Above Grade	1
Levels Below Grade	0
Date of Building Construction	1977
Date of Major Renovations	1992: Addition at the northwest corner of the building for office/staff area.
Percentage Site Coverage by Building(s)	~33%
Percentage Site Coverage by Landscaped/Grassed/Bare Ground Areas	~15%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	~52%



General view of the Site building.



Site plan including the building.

4. ARCHITECTURAL

The site and the building were developed circa 1977. One addition northwest of the building was constructed circa 1992. Vehicle access to the site is located at the north side of the property, off Gibsons Way. The pavements throughout the parking lot and driveways are asphalt. There is approximately parking for 40 surface parking spots including two (2) designated barrier-free parking stalls.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with a combination of ribbed face CMU and EIFS system walls. Some upper sections of the northwest elevation are clad with painted wood panels. Exterior wall insulation was concealed and not directly reviewed but assumed to be vermiculite insulation and polyethylene vapour barrier. Windows consists of insulated double-glazed units set in aluminum frames and some glass block units. The main entry doors are storefront doors with aluminum frames. Sliding glass door provides access to patio. Exterior utility doors are insulated painted metal doors set in painted metal frames.

Interior floor finishes are generally ceramic flooring, stamped concrete flooring and painted concrete flooring. Interior walls are mostly CMU walls finished with paint. Some areas are finished with ceramic tiles. The ceilings are mostly painted drywalls ceilings. Natatorium area is an exposed structure provided with suspended acoustic panels.

There are two roof levels, the raised roof on the natatorium area and lower roof levels on the building's north and west areas. Both roof systems are finished with a modified bitumen roof membrane SBS membrane. Water is drained from roof surfaces through roof drains tied to rain water leaders. Based on observations made on site, some of the rain water drains to an underground ran water drainage system, and some discharge directly to soil.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to be partially barrier-free compliant with some deficiencies noted in the parking lot area, interior circulation, pool and washrooms. Based on the use of the building, barrier-free compliance is deemed to be required. A barrier-free study is recommended to assess the current conditions and to provide recommendations to achieve compliance with current requirements.

The architectural components are in overall acceptable condition. Immediate action item with respect to fire-rated doors in electrical and mechanical rooms is required. Capital expenditures with respect to site, exterior walls, exterior doors, interior walls and partitions, interior doors, ceilings, flooring, fixtures, barrier-free, roofing are anticipated within the evaluation period. Additional investigation is recommended with respect to to a barrier-free study to assess the current conditions and to provide recommendations to achieve compliance with current requirements. An additional investigation is also recommended for water infiltration into the EIFS cladding.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

A01.0 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	<p>Water: Water is provided through municipal mains by the local municipal provider.</p> <p>Sanitary Sewer: Sanitary sewer is disposed to the municipal sewer mains.</p> <p>Electrical: power is fed to the building from the local service provider through pole mounted electrical transformer located north of the site and into the building through overhead conductors.</p>	4	-	It was reported that the water provided from municipal mains has high level of pH. No other concern was observed or reported.
A01.2	Parking Lots & Drive Aisles	~2005-2017: The parking lot and drive aisles are finished with asphalt pavement.	3	C	<p>It was reported that small section of the parking lot was repaved in 2017.</p> <p>The area located at the northwest side of the site, and along the main elevation of the building were in acceptable condition, however, localized alligator cracking was observed at southwest corner of the parking area. It is recommended to replace of the cracking to avoid further damages on the adjacent paved area. An allowance has been included in the capital reserve table for localized replacement.</p> <p>The asphalt pavement is observed to be in general serviceable condition, and is expected to perform beyond the timeframe of this study with continued maintenance.</p>
A01.3	Parking Lot Markings	~2017: Parking stalls are marked with painted lines in the parking areas. Marked barrier-free stalls are provided.	4	-	Markings are generally visible. No concerns observed or reported. (See Note 4A)

A01.4	Concrete Sidewalks	Not present.	-	-	N/A
A01.5	Concrete Curbs / Pads	<p>~1992: Concrete pads are constructed in front of exit doors located north and south side of the building and in front of the main entrance. In addition, patio areas are provided with cast-in place concrete pads.</p> <p>~1992: A concrete paved walkway wraps around the north side to connect both the west side of the building and the concrete patio to the east.</p>	4	C	Some cracking was observed on concrete patio area located east side of the property and in concrete walkway, likely due to settlement of the soil. No other concerns observed or reported.
A01.6	Parking Islands	Not present.	-	-	N/A
A01.7	Parking Bumpers	~2017: Precast concrete parking bumpers were observed at some parking stalls.	4	-	No concerns observed or reported. (See Note 4A)
A01.8	Site Drainage	<p>~1977: One main catch basin was identified on the northwest paved area, and one additional smaller catch basin is provided southwest corner of the site.</p> <p>Roof drains discharge to ground via PVC downspouts. Based on observations made on site, some of the rain water drains to an underground ran water drainage system.</p>	3	C	<p>It was reported by Site Representative that water ponding issues occur on the south side of site. This area is not paved and no catch basin was observed. It is recommended to ensure a positive slope away from building to prevent water ponding around structure.</p> <p>Some PVC downspouts were observed to be discharging roof runoff close to building structure. It is recommended to provide proper extension to the downspouts to divert the water away from structure.</p> <p>No issues or concerns were observed or reported related to the underground rainwater drainage system.</p> <p>An allowance has been provided to modify both, the grading and extension of the downspouts.</p>

A01.9	Grassed Areas	~1977: Minor sections of sodding and various coniferous and deciduous trees were observed around the property.	4	-	No concerns observed or reported.
A01.10	Planters	~1977: Concrete block planters are provided along the front elevation of the building.	4	-	According to information provided by Site representative, the planters have caused some water damages to the exterior walls of the building. It is recommended to waterproof the planters to avoid further damages to the structure. (See Note 4A)
A01.11	Fencing	~1992: Painted wood fence is located on the east side of the building enclosing the patio area.	4	C	The fences were observed in serviceable condition. Replacements are expected within the timeframe of this report.
A01.12	Retaining Walls	~2014: There is a cast-in-place concrete retaining wall on the north side of the site.	4	C	Retaining wall appears well maintained, in acceptable condition and expected to perform as intended.
A01.13	Amenities	~1992: Building is provided with two (2) metal picnic table and one (1) bicycle rack located on west elevation of the building.	4	-	No concerns observed or reported. It was not indicated when they were installed but based on observed condition is assumed to have been installed in the early 90's during building renovations. (See Note 4A)
A01.14	Amenities - Signage	~1992: Wall mounted metal signage was observed on the building's west elevation.	4	-	No concerns observed or reported. It was not indicated when the sign was installed but based on observed condition is assumed to have been installed in the early 90's during building renovations. (See Note 4A)
A01.15	Amenities - Shed	~1992: Two (2) wood sheds are present on the east corner of the building in patio area. The sheds reportedly serve as storage spaces.	4	C	Water damaged was observed on the wood structure likely caused by water infiltration from the roof. According to information provided, the floor of one shed has significant water damage and is in poor condition.
A01.16	Ancillary Buildings	~2014: A C-Can storage container is provided for the site and is located on the northwest side of the property.	4	-	Access to the C-can was not granted. No issues reported or observed.
A01.17	Handrails	Not present.	-	-	N/A

A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	CMU	~1992: A section of the northwest elevation of the building is provided with ribbed face CMU walls.	4	-	It was reported that concrete block planters have been causing some water damages to the CMU walls. It is recommended as per section A01.10 to waterproof the back building face of the planter to avoid further damages to the structure. No other concerns observed or reported.
A02.2	EIFS	~1995: The building envelope is primarily clad with EIFS.	4	C	Wall EIFS system was observed to have been experiencing water damages, likely caused by moisture intrusion problems in wall cavities. This problem was mostly observed on northeast elevation of the building, where areas of cracking and bulging were noted. (See Note 4B)
A02.3	Painted Wood panels	~1992: Upper sections at northwest elevation are clad with painted wood panels.	4	C	No concerns observed or reported.
A02.4	Exterior Paint	~2015: The exterior EIFS walls and wood cladding are finished with paint.	4	C	Painting is reportedly completed on an as-needed basis. Repainting is expected within the timeframe of this report.
A02.5	Joint Sealers	~2020: Urethane -based sealants are provided at openings, expansion joints and material transitions.	4	C	Joint sealers are reportedly replaced on yearly basis. An allowance for replacement of joint sealers as required every 5 years is provided.
A02.6	Louvers	~1992: Anodized aluminum louvers were observed on the exterior walls throughout.	4	-	No concerns observed or reported. (See Note 4A)
A02.7	Insulation	~1977/1992: Insulation within the CMU walls is provided with vermiculite insulation. Some exposed areas at service rooms revealed some mineral wool.	4	-	It is recommended to inspect insulation at mechanical room, signs of roof leaking may have caused damaged in the insulation material. (See Note 4A)
A02.8	Vapour Barrier	~1977/1992: Concealed, but likely a polyethylene vapour barrier on some exterior wall sections.	4	-	No concerns observed or reported.

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	Exterior Windows-Glass Blocks	~2010: Glass blocks are provided at the north elevation of the building.	3	-	Glass blocks are in fair condition, with some damages observed on the blocks at the office area. Given the poor performance of glass blocks, an upgrade to insulated glass window units is recommended. (See Note 4A)

A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	Main Entrance Door	~1995: The main entrance to the building is located on the west elevation. The building entrance is equipped with an aluminum framed glass storefront double-door. Door is equipped with an automatic door opener, sidelights and transom.	4	C	No concerns observed or reported.
A04.2	Secondary Doors	~1995: Two vinyl framed sliding glass doors with adjacent sidelights are provided in patio area, east elevation of the building.	4	C	Door exhibit evidence of corrosion on various parts of their hardware likely due to the exposure of high humidity levels at natatorium area.
A04.3	Utility Doors	~2019: Painted hollow metal exterior doors in metal frames are installed at the emergency exits. Some units have glass vision panes.	4	-	No concerns observed or reported. The doors are expected to perform beyond the timeframe of this report.
A04.4	Overhead Doors	Not provided.	-	-	N/A

A05.0 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A05.1	Fascia	Not present.	-	-	N/A
A05.2	Soffit	~1992: Section of wood soffit panels are provided at northwest elevation of the building.	4	-	According to information provided, bird screen requires repairs. (See Note 4A)

A06.0 INTERIOR WALLS AND PARTITIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Fixed Partitions	~1977/1992: Interior partitions are generally painted CMU walls.	4	-	No concerns observed or reported.
A06.2	Interior Movable Partitions	Not present.	-	-	N/A
A06.3	Interior Paint	~2010: The CMU walls throughout the building are finished with paint.	4	C	It was reported that interior paint is done on a yearly basis. An allowance to do repainting on interior walls is included in the capital reserve table.
A06.4	Ceramic Tiles	~2014: Ceramic wall tiles are installed in the changerooms, showers and washrooms, pool sidewalls.	4	-	According to previous report ceramic tiles have been replaced in 2014. No concerns observed or reported.

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A07.1	Interior Doors	~1992: In general, the interior doors consist of a mix of stained wood doors in painted metal frames and painted hollow metal doors in painted metal frames. There are two (2) glazed storefront doors set in metal frames, one in between vestibule and natatorium area, and one provided for the office/first aid room. The doors leading to the change rooms are provided with automatic openers.	4	C	Deterioration as a result of normal wear or aging was observed in staff room door. In addition, sign of corrosion was observed on some metal frames in natatorium area.
A07.2	Interior Fire Rated Doors	Not present.	1	A	Mechanical and electrical room in the building were observed not to be provided with fire rated doors, which is considered a code violation. An allowance has been provided in the Capital Reserve table for installation of the doors.
A07.3	Interior Windows	~1992: Aluminum framed storefront windows are provided between the reception desk and the natatorium area. Entrance doors to the natatorium have glazed storefront sidelights and transoms.	4	-	No concerns observed or reported. (See Note 4A)

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Exposed Structure	~1995: The natatorium area and service rooms are all provided with exposed painted metal decking and trusses.	4	-	No concerns observed or reported.

A08.2	Gypsum Board	~1995: The majority of the building is provided with painted gypsum board ceiling assembly.	4	-	No concerns observed or reported.
A08.3	Ceiling Paint	~1995: Gypsum board ceiling assemblies are generally finished with paint.	4	C	No concerns observed or reported. Ceilings are expected to require repainting within the timeframe of this report.
A08.4	Ceiling Panels	~1995: Prefinished metal linear ceiling panels are provided in corridor area.	4	-	No concerns observed or reported. (See Note 4A)
A08.5	Acoustic Baffles Panels	~1995: Suspended soundproofing panels are provided in natatorium area.	4	C	No concerns observed or reported.

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Ceramic Tiles	~2014/2016: The floor covering the showers in the changerooms, public washrooms, janitor room and office/first aide room and pools and pool decks consists of ceramic floor tiles.	4	-	No concerns observed or reported.
A09.2	Stamped concrete flooring	~1992: The floor covering at the main entrance and hallway in the facility consists of stamped concrete.	4	C	No concerns observed or reported.
A09.3	Floor Paint	~1993: The floor covering in mechanical, electrical, staff room and office consists of sealed and painted concrete floor.	4	-	No major concerns reported or observed. Moderate wear and tear was noted. (See Note 4A)

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Natatorium Equipment	~1992: The natatorium area is provided with standard pool equipment that includes: toys accessories in tot pool, lane dividers, and pool metal handrails and metal access ladders.	4	-	During our cursory review, minor sign of surface corrosion was observed at some ladders. No other concerns observed or reported. It is assumed the natatorium equipment is replaced on as needed-basis as part of the ongoing maintenance plan.
A10.2	Counter/Cabinets	~1992: The millwork provided in the building consists of plastic laminated cabinets generally outfitted with laminated countertops in office/first aid room. Countertops changerooms/washrooms are also plastic laminate.	4	C	The component is showing signs of wear and tear and has exceeded its expected useful life. Replacement is anticipated within the evaluation period.
A10.3	Railings	~1992: Wall-mounted, stained wood handrails are provided for changerooms.	4	-	No concerns observed or reported. (See Note 4A)
A10.4	Lockers	~1992: A number of metal lockers are provided in change rooms and staff room.	4	C	No concerns observed or reported.
A10.5	Washrooms Accessories	~1992: Washroom accessories include toilet paper and hand towel dispensers, soap dispensers, mirrors, diaper changing stations, feminine products receptacle and dispenser, grab bars.	4	C	No concerns observed or reported.
A10.6	Toilet Partitions	~1992: Prefinished metal toilet partitions are installed in.	4	C	Replacement is anticipated within the evaluation period. Minor signs of wear and tear were noted.
A10.7	Wood Fixtures	~1992: Painted wood benches and shelving/hooks are provided in the changerooms.	4	C	No concerns observed or reported.
A10.8	Wayfinding	~2010: Fire diagrams are posted throughout the building. Adhesive vinyl signs are provided on doors for room identification.	4	-	No concerns observed or reported. (See Note 4A)

A11.0 BARRIER-FREE REQUIREMENTS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	Parking	A total of two (2) designated barrier-free parking stalls were observed in the parking lot near the main entrance. A designated accessible aisle is provided in between parking stall at the main entrance of the building.	3	D	The parking stalls do not appear to fully comply for barrier-free requirements. Metal signage with universal symbol for each parking are missing. (See Note 4C)
A11.2	Access Route and Building Entrance	The access route from the parking lot to the main entrance is level. A main entrance door is provided with automated door opener.	4	-	No concerns observed or reported.
A11.3	Interior Circulation	The interior circulation does not meet barrier free requirements.	3	D	No proper signs are provided for accessible washrooms and changerooms. In addition, brailled text signs in general are missing throughout facility. Door hardware and door widths of most of doors make the space not barrier-free compliant. The pools are not provided with a ramp or a lift. (See Note 4C)
A11.4	Washrooms	The washrooms and changerooms on the main floor don't meet barrier free requirements. Change rooms are provided with roll in shower with the exception of the family changeroom, which has a raised threshold.	3	D	The washrooms are not compliant with barrier free requirement due to space restrictions, inadequate door hardware, non-compliant mounting height of washroom fixtures and accessories. The roll in showers and designated stalls are missing some required grab bars. (See Note 4C)
A11.5	Other	A ceiling mounted lift is provided at accessible changeroom area.	4	-	According to information provided by Site representative, lift has not been used by public.

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	Modified Bitumen Roof (SBS)	~2011: The roofing system provided for the building consists of a 2-ply SBS roofing membrane.	4	C	Sign of standing water from poor drainage was noted at some roof drain locations. Some water infiltration from the roof and into the interior of the building was observed, these localized spots were noted in mechanical and electrical service rooms. An allowance has been included in the capital reserve table for repairs in year 2. Component is expected to perform beyond the time frame of this study with proper maintenance.
R01.2	Gutters and Downspouts	~1977/1992: Some PVC downspouts were observed at some elevations of the building.	4	-	Some downspouts were observed to be disposing the runoff close to foundations of the building. It is recommended the extension of the downspout to divert the water away from the building structure. An allowance has been provided on section A01.8 of this report. It is recommended to replace the downspouts along with the roof membranes/systems.
R01.3	Cap Flashing	~2017: Prefinished metal cap flashing is provided on the perimeter of the south roof section.	4	-	No concerns observed or reported. According to observations made on site, it is assumed that cap flashings were replaced in conjunction with the roof membrane replacement in 2011.
R01.4	Skylights	Not present.	-	-	N/A
R01.5	Roof Ladder	Not present.	-	-	N/A
R01.6	Roof Railing	Not present.	-	-	N/A

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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A99.1	Mould	No mould or conditions conducive to mould growth was observed.	4	-	No concerns observed or reported.
A99.2	Elevators	Not present.	-	-	N/A

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) A preliminary visual inspection revealed that water damage could be actively occurring at the northeast elevation of the building since areas of cracks and bulges on the EIFS were observed. These cracks and bulges will allow moisture to continue to infiltrate, causing further damages to the building structure. It is recommended at this time to conduct a destructive testing on the walls to determine the cause and establish proper remediation of the cladding material. The allowance provided for repairs is only an estimate; the final cost of repairs will rely solely on the results of the study.

4C) Since this is a public building, barrier-free compliance is deemed to be required. A barrier-free study is recommended in Year 1 to assess all deficiencies and to provide design solutions to make the building accessible. The design solutions should be aligned with the current British Columbia Building Code (BCBC) recommendations for accessibility. An allowance is provided for the completion of the study as well as an allowance to complete repairs/upgrades as per the results of the study. The allowance provided for repairs/upgrades is only an estimate based on observations made on site, the final costs of repairs/upgrades will rely solely on the results of the study.

IMMEDIATE ITEMS IDENTIFIED:

Imm.1) Fire-rated Doors.

CAPITAL RESERVE ITEMS IDENTIFIED:

A01.2) Parking Lot, Asphalt Paving

A01.5) Pedestrian, Concrete Pavement

A01.8) Regrade of south side of site for drainage and extension of downspouts

A01.11) Fences and Gate, Wood

A01.12) Retaining Walls

A01.15) Wood Sheds

A02.2) EIFS Repairs

A02.3) Wall Finishes, Paneling

A02.4) Exterior Paint

A02.5) Joint Sealers

A04.1 Exterior Doors, All Glass Storefronts

A04.2 Exterior Doors, Aluminum Storefronts

A06.3) Wall Finishes, Interior Paint

A07.1) Interior Doors, Swinging

A08.3) Ceiling Finishes, Paint
A08.5) Acoustic Baffle Panels
A09.6) Floor Finishes, Stamped Concrete
A10.1) Fixed Casework
A10.4) Lockers
A10.5) Washroom Accessories
A10.6) Fabricated Compartments
A10.7) Wood Fixtures (Benches and Shelving Hooks)
A11.1) Barrier-Free repairs/Upgrades
R01.1) Roof, SBS

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.1) Water infiltration Study (Destructive testing on EIFS).
RAI.2) Barrier-free study.



Photo #A1: General overview of the parking lot pavement.



Photo #A2: Some alligator cracking at northwest side of the site.



Photo #A3: Overall condition of the pavement markings.



Photo #A4: Observed water ponding at south side of site.



Photo #A5: Retaining wall north of the building.



Photo #A6: Overview of front elevation of the building. Typical exterior CMU walls EIFS and cladding finish.



Photo #A7: Sign of water infiltration on EIFS cladding finish.



Photo #A8: Deterioration observed EIFS cladding finish.



Photo #A9: Overview of main entrance door.



Photo #A10: Typical interior finishes in the building.



Photo #A11: Typical interior finishes in natatorium area.



Photo #A12: Typical interior finishes in the changerooms.



Photo #A13: Typical interior finishes in the washrooms.



Photo #A14: Typical interior finishes in service room.



Photo #A15: Designated barrier-free parking stalls.



Photo #A16: Partial barrier-free washrooms/changerooms.



Photo #A17: Overview of the SBS roofing system.



Photo #A18: Sign of ponding observed on the SBS roof.



Photo #A19: Sign of water infiltration from the roof (mechanical room).

5. STRUCTURAL

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. According to the drawings provided and observations made on site, the building foundation system consists of a combination CIP concrete strip footings, and interior columns on CIP concrete pad footings supporting CIP concrete foundation walls and slab on grade floors. The main building is comprised of load-bearing CMU walls supporting steel framed roof deck. The extension at the northwest section of the building consists of load bearing CMU walls and standard wood roof member trusses and wood roof deck. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

The structural components are in overall acceptable condition. No Immediate action items have been identified. No additional investigation is recommended at this time.

Capital expenditures are anticipated within the 20-year timeframe of this report related to repair of CMU walls and grout.

A detailed description of the Site and building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

S01.0 FOUNDATIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	Footings	~1977/1992: Concealed, but according to drawings consist of strip and pad type Cast-in-place (CIP) concrete footings.	4	-	No concerns observed or reported.
S01.2	Foundation Walls	~1977/1992: Mostly concealed, but according to drawings consist of Cast-in-place (CIP) concrete foundations walls around perimeter of the building.	4	-	No concerns observed or reported.

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	~1977/1992: The main floor consists of a CIP concrete slab-on-grade.	4	-	No differential movement or settlement noted.

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Suspended Floors	Not present.	-	-	-

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	~1977/1992: Original section of the building is comprised of open web steel joist (OWSJ) and steel girder bow trusses. Expansion section located at northwest corner of the building appears to be a wood deck on a combination of glulam and wood joist/beams, and supported on a concrete masonry walls.	4	-	No concerns observed or reported.
S04.2	Decking	~1977/1992: Original section of the building consists of preformed steel metal decking throughout. A wood roof deck on wood roof trusses appears to be provided for the expansion, northwest corner of the building.	4	C	Localized water stains were observed in wood roof framing in mechanical room, likely caused by leakage from the roof drainage pipe. It is recommended to repair the damaged wood section to avoid mold and rot. (See Note 5A)
S04.3	Lateral Resistance	Not present.	-	-	N/A

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	~1977/1992: Interior walls are CMU walls throughout.	4	-	It was reported by Site Representative and verified visually that the mechanical room walls have sections of missing grout in between the concrete blocks, allowing the blocks to move. This deficiency can be observed from the inside and outside of the room. (See Note 5B)

S05.2	Interior Columns	~1977: Interior concrete columns are provided in between natatorium area and service rooms. Columns are likely to be concrete block columns.	4	-	No concerns observed or reported.
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S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	~1977/1992: According to drawings provided all elevations of the building appear to be comprised of concrete masonry load bearing walls.	4	C	It was observed that one of the walls at the main entrance area appears to have been hit by car, causing the wall to shift. In addition, no connection between the top of foundation wall and the CMU wall was observed. (See Note 5C)
S06.2	Exterior Columns	Not present.	-	-	N/A

S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	Specially Engineered Construction	Not present.	-	-	N/A

NOTES:

5A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

5B) A previous structural study has been conducted to address the probable cause and repairs for the walls. Assessment was not available for review, therefore the allowance for repair included in the capital reserve table has been established assuming that issue with the walls has been caused by incorrect grouting practices. Cost of the repairs will rely solely on the results of the study.

5C) It is recommended to have the wall re-centered to have full bearing on the foundation, and to provide dowels added to prevent the wall from shifting if it gets hit again. An allowance has been included in the capital reserve table for repairs.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S05.1) Interior CMU wall repairs (Mechanical Room).

S06.1) Exterior CMU Wall repairs.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #S1: Natatorium steel framing.



Photo #S2: Wood framing at extension section in northwest corner of the building.



Photo #S3: Localized water stains in wood roof structure.

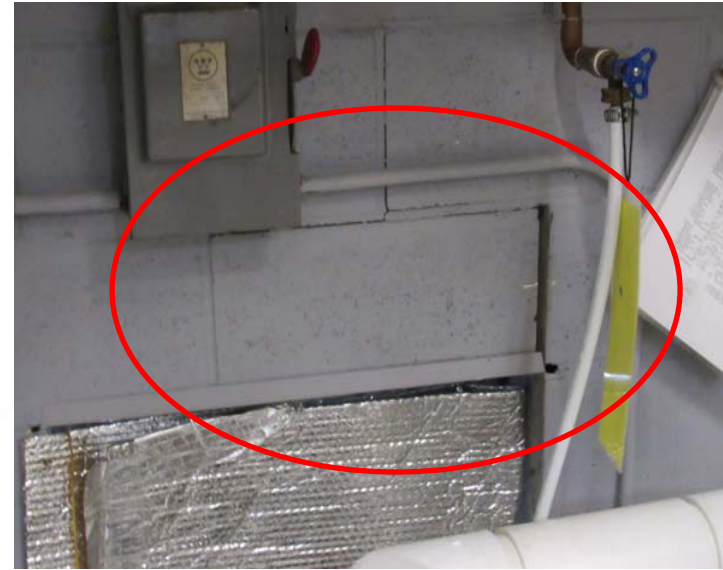


Photo #S4: Area of loose concrete blocks in load bearing wall in mechanical room.



Photo #S5: Interior columns.



Photo #S6: Shifted main entrance wall.



Photo #S7: No dowels provided to between wall and foundation wall.

6. MECHANICAL

Domestic water is supplied from municipal mains. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was mostly concealed and therefore not directly reviewed, where exposed it appears to be galvanized steel for the original building sections, and assumed to be galvanized steel or PVC for the 1992 addition. Domestic hot water is provided by two (2) domestic water heaters located in mechanical room.

Heating to the building is provided by gas-fired boilers supplying hot water to one (1) air handling unit equipped with a heating coil and also supply the building hydronic heaters. Heating for changerooms and washrooms is accomplished by hydronic radiant ceiling panels. Supplemental heating throughout is provided by fin tube radiators. No cooling is provided in the building. Exhaust is accomplished by local ancillary ceiling and wall mounted exhaust fans installed throughout. The washrooms fixtures include a combination of tankless and floor mounted dual flush tank water closets, wall hung sensor flush type urinals and counter mounted vitreous china lavatories.

Facility is provided with three (4) swimming pools: main pool, play pool, toots pool and a whirlpool. Each pool system is with a combination of sand filtration system and chemical treatment to consistently keep the water clean and healthy. Water in the swimming pools circulates through a filtering system located in mechanical room at natatorium area, removing dirt, debris and containments. During normal operation, water flows through wall and floor drains at the bottom of each pool and multiple skimmers around the top of the pool, the circulation pumps drives the water from drains and passes through the pump and out of discharge of the pump into the filters. Once the water has been filtered, chlorine is added to water using chemical feeder. A combination of heat exchangers and gas-fired boilers heats the pools water.

The building is also provided with ABC type extinguishers throughout.

In general, the visual review of the premises revealed that the mechanical equipment and systems have had routine maintenance, and where equipment has failed it has generally been repaired and/or replaced.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to plumbing, heating, cooling, ventilation, building automation system, pool water equipment are anticipated within the evaluation period are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

M01.0 SITE SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	Domestic Water Supply	Domestic water is supplied by municipal mains.	4	-	No concerns observed or reported.
M01.2	Sanitary Sewer	Sanitary waste is disposed to municipal mains.	4	-	No concerns observed or reported.
M01.3	Storm Sewer	Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. It appears that some water coming from the roof gutters is being collected and drained through an underground rainwater system; however, no additional information was provided while on site.	4	-	No concerns observed or reported.
M01.4	Natural Gas	Gas is supplied into the building by the local service provider. Gas meter is installed in the west elevation.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	Water Distribution	~1977/1992: Domestic water distribution piping appears to be primarily comprised of copper piping.	4	C	No concerns observed or reported.
M02.2	Backflow Prevention	~2016: Three (3) backflow preventers are provided for the facility at water main	4	-	No concerns observed or reported. Backflow preventers can be replaced as required at their end of useful life at a cost below the Capital Threshold. (See Note 6A)

		connections, pool make up water lines, and for the boiler.			
M02.3	Domestic Hot Water Heater	<p>~2013: Hot water is provided by two (2) indirect-fired vertical storage tanks located in mechanical room.</p> <p><u>Heater #1 and #2 (Mechanical Room)</u> Make: Viessmann Model: Vitocell 300-B Capacity: 300 L Max. heat exchanger water temperature: 120°C Install Year: 2013</p>	4	C	No concerns observed or reported.
M02.4	Heat Exchangers	<p>~2013: There are two (2) plate and frame heat exchangers serving the Main and Rain Pools manufactured by Graham Corporation. One (1) additional heat exchanger between boilers and secondary heating distribution. No tags were visible at the moment of the visit.</p>	4	-	According to previous report heat exchangers were replaced in 2013. No concerns observed or reported. Component is expected to perform beyond the time frame of this study.
M02.5	Waste Water Piping	~1977/1992: Galvanized steel waste water piping is provided.	4	C	No concerns observed or reported.
M02.6	Irrigation System	Not present.	-	-	N/A
M02.7	Washrooms Fixtures	~2010/2016: The washrooms fixtures include floor mounted dual flush tank type vitreous china water closets, wall hung sensor flush valve type vitreous china urinals, and counter mounted vitreous china lavatories.	4	-	According to information provided by Site Representative that lavatories were replaced ~2010, and toilets and urinals were replaced ~2016. Component is expected to perform beyond the time frame of this study.
M02.8	Showers	~2017: There are group showers, which are provided in each dressing room, consist of shower heads and control valves. Each group shower shares a common drain. An emergency shower is provided in the pool equipment room.	4	-	No concerns observed or reported.

M02.9	Water Pumps	~2013: The domestic hot water system is equipped with a recirculating pump. No tag visible during the visit.	4	-	No concerns observed or reported. (See Note 6A)
M02.10	Sum Pumps	~2016: According to information provided one (1) sump pump is present at the facility.	4	-	No concerns observed or reported. (See Note 6A)
M02.11	Hydronic System	~1977/2015: Insulated copper piping distributes heating water throughout the building. The system is completed with expansion tanks and circulation pumps.	4	C	According to previous report circulation pumps for the hydronic system were replaced in 2015. No concerns observed or reported. An allowance for pipe replacement has been provided.

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Boilers	<p>~2010: A gas fired hot water boiler is serving tots and whirlpool.</p> <p>~2015: There are four (4) gas fired hot water boilers serving the building space heating and main pool water. Each boiler is manufactured by IBC Technologies.</p> <p>Model: SL80-399 Capacity: 399 MBH Each boiler is equipped with a recirculation pump.</p>	4	-	No concerns observed or reported. Component is expected to perform beyond the time frame of this study.
M03.2	Fin Tube Radiation	~1992: Fin tube radiators are provided in accessible washrooms of the building. Unit temperature is controlled by local thermostats.	4	-	No concerns observed or reported. Component will reach the end of useful life within the time frame of this study. (See Note 6A)

M03.3	Radiant Ceiling Panels	~1992: Radiant ceiling panels located throughout the men and women changerooms common areas and toilet partitions.	4	C	No concerns observed or reported. Component will reach the end of useful life within the time frame of this study.
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M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	Air Conditioning	Not present.	-	-	It was reported by Site Representative that building gets excessively warm during summer time. An air conditioning study is recommended at this time. Allowances for study and possible upgrades have been included in the Capital Reserve table. Cost given is an estimate only and final cost will rely solely on the extent of the work identified by the mechanical consultant in the study.

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	Ventilation	~1992: There is one (1) air handling unit installed on the roof of the building for fresh air/heating supply: Make: Engineer Air Model No.: LM-8-C Serial No.: S19175 (AHU-1) Capacity: 8,000 CMF	4	C	According to previous report, AHU is provided with a heat coil that has been replaced in the past. Component will reach the end of useful life within the time frame of this study.

M05.2	Air Distribution	~1977/1992: Air distribution is accomplished by a galvanized metal ductwork system concealed within the ceiling space throughout.	4	-	No concerns observed or reported.
M05.3	Air Outlets & Inlets	~1974/1992: Metal grilles and air diffusers with covers are provided throughout the building.	4	-	No concerns observed or reported.
M05.4	Exhaust Fans	~1992: One washroom, the staff room and chlorine storage room contain ceiling mounted exhaust fans. ~2000: Dome type roof and wall mounted exhaust fans provide general and washroom exhaust.	4	C	Replacement cost for exhaust fans installed ~1992 falls below capital threshold of this study, therefore, only replacement for exhaust fans installed ~2000 have been included in the capital reserve table.

M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	Fire Extinguishers	~2012: Portable dry-type ABC fire extinguishers are provided throughout the building.	4	-	Inspections were observed to be up to date. (See Note 6A)

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	Electric and Electronic Controls	~1992/2013: The building is provided with a building automation system manufactured by ESC that serves the HVAC system. Manual thermostats were observed to control internal temperature in some areas of the building.	4	C	According to information provided in previous report, ESC automation system was installed in 2013. It is assumed that thermostats will be replaced with associated equipment at lifecycle replacement.

M08.0 POOL SYSTEM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M08.1	Pool Water equipment	~1992: Swimming pools are provided with a sand filter system, a circulation pump and chlorine treatment system.	4	C	According to previous report, recirculation pump for the main pool was replaced in 2017.

M99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M99.1	Humidifiers	Not present.	-	-	N/A
M99.2	De-humidifiers	Not present.	-	-	N/A

NOTES:

6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

M02.1) Domestic Water Piping.
M02.3) Domestic Water Heaters.
M02.4) Waste and Vent Piping.
M02.11) Hydronic System.
M03.3) Replacement of radiant ceiling panels.
M05.1) Replacement of air handling unit.
M05.4) Replacement of exhaust fans.

M07.1) Building System Control.

M08.1) Pool water equipment.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #M1: One of the three (3) backflow preventers observed on site.



Photo #M2: One of the two (2) water heaters observed on site.



Photo #M3: Two of the three (3) heat exchangers observed on site.



Photo #M4: Some of the washroom plumbing fixtures observed.



Photo #M5: One of the five (5) boilers observed on site.



Photo #M6: Typical radiant ceiling panel observed.



Photo #M7: Air handling unit installed on the roof.



Photo #M8: Dome type wall mounted exhaust fan for natatorium area.



Photo #M9: ABC type fire extinguishers provided throughout.



Photo #M10: Telaire humidity sensor provided in natatorium area.

7. ELECTRICAL

Electrical service is provided to the building via overhead conductors from a pole transformer located north of the building and owned by a local service provider. Power enters to mechanical room at 400A, 600V 3ph; and to electrical room at 200A, 240V 3ph. Individual motor control centres and disconnects are provided throughout the rooms. Power is then fed to approximately three (3) secondary distribution panels provided throughout the building. The secondary panels are generally rated 225A, 120/208V, 3-phase and 4-wire. Panels are manufactured by Square D. Interior lighting throughout the building is typically surface mounted LED lighting. Exterior lighting is wall-mounted LED lights controlled on timers. Building security is equipped with a zoned security system comprised of keypads, motion sensors and door position switches. The building is equipped with dual head emergency lighting and remote battery packs throughout. A dial-in alarm system is provided for the building. Smoke detectors, heat detectors and horns were observed throughout.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition.

Capital expenditures with respect to distribution equipment, lighting, and security system are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	Exterior Transformers	Power to the building is fed from an overhead utility owned transformer.	4	-	No concerns observed or reported.
E01.2	Conductors	Overhead underground power conductors from the exterior transformer and into the interior main electrical panels provide power for the building.	4	-	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	Primary Distribution (Switchgear, CDPs, splitters, disconnects)	~1992: There are two main electrical services provided to the building. The service provided to the mechanical room feds main disconnect switch manufactured by Square D rated at 400A, 600V, 3ph. The service provided to the electrical room feds main disconnect switch manufactured by Square D equipment rated at 200A, 240V. Motor control centers and additional disconnects are provided in both rooms.	4	C	No concerns observed or reported.

E02.2	Secondary Distribution (disconnects, splitters & sub-panels)	~2002: Approximately three (3) secondary distribution panels are provided throughout the facility. The panels are manufactured by Square D. The panels are generally rated 225A, 120/208V, 3-phase and 4-wire.	4	-	No concerns observed or reported.
E02.3	Branch Wiring	~1974: Electrical branch circuit wiring appears to be copper throughout the building.	4	-	<p>According to information provided, one switch was reported to be overheating last year. Issue was repaired.</p> <p>Some fire stopping sealants are missing in wall penetrations at mechanical and electrical rooms. As per NEC (Article 300.21 Spread of Fire or Products of Combustion) "Openings around electrical penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be fire stopped using approved methods to maintain the fire-resistance rating." An immediate allowance has been included in capital reserve table.</p> <p>No other concerns were observed or reported.</p>
E02.4	Receptacles	~1974: Electrical receptacles are provided throughout the building.	4		No concerns observed or reported. (See Note 7A)
E02.5	Surge Protection	Not present.	-	-	N/A

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	Interior Lighting	~2017: Lighting is provided by recessed and surface mounted light fixtures outfitted with LED bulbs.	4	C	No concerns observed or reported.

E03.2	Lighting Controls	~2017: Interior lighting is controlled by in-line voltage switches, motion switches for services rooms, and on timers for the natatorium area. Exterior lighting is reportedly controlled on timers.	4	-	No concerns observed or reported.
E03.3	Emergency Lighting	~2010: The building is equipped with dual head emergency lighting and remote battery packs throughout.	4	C	No concerns observed or reported.
E03.4	Exit Lighting	~2011: LED "Green Running Man" signal are provided at emergency exits and corridors.	4	C	No concerns observed or reported.
E03.5	Exterior Lighting	~2017: Exterior lighting is provided by wall mounted light fixtures, having noted LED lamps. Pole mounted light fixtures were likely HID.	4	C	No concerns observed or reported.

E04.0 GROUNDING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	Grounding	~1977: Concealed, but assumed to be present on major electrical equipment and conduit systems.	4	-	No concerns observed or reported.

E05.0 FIRE ALARM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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E05.1	Fire Alarm Panel	Not present.	-	-	A dial-in alarm system tied to the security system of the building is provided in the building. No concerns observed or reported.
E05.2	Devices	~2016: Detection devices include: smoke/heat detectors and horns.	4	-	No concerns observed or reported. (See Note 7A)

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Telephone	~2016: A telephone system is provided for the building tied to the SCRD telephone system.	4	-	No concerns observed ore reported.
E06.2	Internet Systems	~2016: Internet services are provided for the building.	4	-	No concerns observed ore reported.
E06.3	Public Address System	Not present.	-	-	N/A
E06.4	Intrusive Systems	~2016: Door contacts and motions sensors are provided and they are tied to the building alarm system and currently monitored by Telus.	4	C	No concerns observed ore reported.
E06.5	Surveillance Systems	Not present.	-	-	N/A
E06.6	Access Controls	Not present.	-	-	N/A

E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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E99.1	Emergency Generators	Not present.	-	-	N/A
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NOTES:

7A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

Imm.1) Allowance for fire proofing sealants in mechanical and electrical rooms.

CAPITAL RESERVE ITEMS IDENTIFIED:

- E02.1) Replacement of the main disconnect switches.
- E03.1) Interior lighting, LED.
- E03.3) Emergency Lights, Battery packs.
- E03.4) Exit Signs.
- E03.5) Exterior Lighting, LED.
- E06.3) Security System, Intrusion Detection.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #E1: Electrical service conductors.



Photo #E2: Main disconnect switch equipment in the mechanical room.



Photo #E3: Main disconnect switch in electrical room.



Photo #E4: Typical secondary distribution panel.



Photo #E5: Missing fire stopping sealants in electrical room.



Photo #E6: Typical interior lighting.



Photo #E7: Green man running signs provided throughout.



Photo #E8: Emergency battery packs throughout.



Photo #E9: Wall mounted exterior light fixtures.

8. HAZARDOUS MATERIALS REPORTS

Based on the year of the construction of the building outlined in this report (~1977), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) are possible to be present in the building. A report was available for review, in general, ACMs are confirmed to be present in the following materials: ceramic tile in storage room and vermiculite in concrete block walls. If major renovations are to be completed, ACMs must be abated and disposed as per current health and safety regulations prior to proceeding with the work.

Report Signature Page

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APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *Facility Assessments Recreation* was provided on January 6, 2021. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by the Sunshine Coast Regional District (SCRD).

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The FLA process is being undertaken to assist SCRD in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that SCRD will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the "Site Representative" in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the "Operating and Maintenance Item" list below. Also, please refer to the attached "Discussions of Overall Concepts and Terminology" for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE

- Buried services
- Landscaping

STRUCTURE

- Foundations and footings

ROOF

- Periodic maintenance

WALLS AND WINDOWS

- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS

- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL

- Motors, ductwork and in-duct equipment
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL

- Disconnects and breakers
- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is \$3,000. This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design, specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contractors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is considered to be beyond normal or routine maintenance work or for maintenance procedures

that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left "as is" with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention, but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention, but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period (realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;

- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2021) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents, increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C

Capital Reserve Table

Project No.: 20201534

Capital Reserve Analysis

Average Cost / Year
Average Cost / Year / Sq. M.

Total Costs

Totals (Uninflated)

Totals (Inflated)

\$5,500	\$12,000	\$198,500	\$0	\$52,900	\$154,200	\$135,400	\$240,500	\$5,000	\$32,400	\$120,600	\$0	\$27,100	\$0	\$0	\$43,000	\$12,700	\$0	\$0	\$0	\$3,000	\$1,037,300
\$5,500	\$12,360	\$210,589	\$0	\$59,539	\$178,760	\$161,675	\$295,785	\$6,334	\$42,275	\$162,076	\$0	\$38,638	\$0	\$0	\$66,993	\$20,380	\$0	\$0	\$0	\$4,032	\$1,259,435

APPENDIX D

Floor Plan



FINAL REPORT

Facility Lifecycle Assessment Report Sunshine Coast Arena 5982 Shoal Way Sechelt, British Columbia

Submitted to:
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1
Attention: Mr. Kyle Doyle

Submitted by:
Stephenson Engineering Ltd.
639 5th Ave. SW, Suite 901
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Date: May 5, 2021
Project No.: 20201534

Table of Contents

EXECUTIVE SUMMARY	1
1.1. Defined General Terms	1
1.2. Summary of Findings	4
1.3. Opinions of Probable Costs	7
1.4. FCI Calculation	8
1.5. SCI 5-Year Calculation	8
2. INTRODUCTION	5
2.1. Background	5
2.2. Objectives	5
2.3. Methodology	5
2.4. Deviations from the Guide	6
2.5. Evaluation Criteria	6
2.6. Recommendations for Additional Investigation	7
2.7. Desktop Data Collection	8
2.8. Outstanding Information	8
2.9. Building and Fire Code Compliance Overview	8
2.10. Evidence of Mould	8
2.11. Outline of the Report	9
2.12. Mandate and Report Resources	9
3. SITE DESCRIPTION	10
3.1. Site Location and Setting	10
3.2. Site Physical Description	10
4. ARCHITECTURAL	12
A01.0 SITE	14
A02.0 EXTERIOR WALLS	16
A03.0 EXTERIOR WINDOWS	17
A04.0 EXTERIOR DOORS	18
A05.0 FASCIA AND SOFFITS	19
A06.0 INTERIOR WALLS AND PARTITIONS	19
A07.0 INTERIOR DOORS AND WINDOWS	20
A08.0 CEILINGS	21
A09.0 FLOORING	22
A10.0 FIXTURES	23
A11.0 BARRIER-FREE REQUIREMENTS	25
R01.0 ROOFING	26

A99.0	OTHER (STAIRS AND CONVEYANCE DEVICES)	27
5.	STRUCTURAL	40
S01.0	FOUNDATIONS	41
S02.0	FLOORS ON GRADE	41
S03.0	SUSPENDED FLOOR AND STAIRS	41
S04.0	ROOF STRUCTURES.....	42
S05.0	INTERIOR WALLS AND COLUMNS	43
S06.0	EXTERIOR WALLS AND COLUMNS.....	43
S99.0	OTHER	44
6.	MECHANICAL	48
M01.0	SITE SERVICES.....	49
M02.0	PLUMBING	49
M03.0	HEATING	52
M04.0	COOLING.....	53
M05.0	VENTILATION.....	54
M06.0	FIRE PROTECTION	55
M07.0	CONTROLS.....	55
M99.0	OTHER	56
7.	ELECTRICAL	63
E01.0	INCOMING SERVICES	64
E02.0	DISTRIBUTION EQUIPMENT	64
E03.0	LIGHTING	65
E04.0	GROUNDING	66
E05.0	FIRE ALARM.....	66
E06.0	COMMUNICATIONS, DATA & SECURITY	67
E99.0	OTHERS	67
8.	HAZARDOUS MATERIALS REPORTS	74

TABLES

TABLE 1: SUMMARY OF IMMEDIATE AND CAPITAL RESERVE EXPENDITURES (UNINFLATED)	7
TABLE 2: SUMMARY OF IMMEDIATE AND CAPITAL RESERVE EXPENDITURES PER YEAR (UNINFLATED)	7
TABLE 3: BUILDING PHYSICAL DESCRIPTION.....	10

APPENDICES

APPENDIX A MANDATE & REPORT RESOURCES
APPENDIX B LIMITATIONS AND USE OF THE REPORT
APPENDIX C CAPITAL RESERVE TABLE
APPENDIX D FLOOR PLAN

EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by the Sunshine Coast Regional District (SCRD) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 5982 Shoal Way in the Town of Sechelt, British Columbia (the "Site").

The building provides approximately 3,251.60 m² (35,000 ft²) gross floor area (GFA) according to information provided by the client and was constructed circa 1974 and is situated on a Site covering approximately 1.48 hectares (3.66 acres) of land. The building is a recreational facility completed with an NHL sized ice arena, changing facilities, skate shop and a mezzanine area with views of the ice surface that serve as meeting areas for some community events.

1.1. Defined General Terms

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

ABS: Acrylonitrile butadiene styrene

ACM: Asbestos containing material(s)

CFL: Compact fluorescent light

CIP: Cast-in-place

CMU: Concrete masonry unit

CRT: Capital reserve table

FLA: Facility Lifecycle Assessment

GFCI: Ground fault circuit interrupter

GFA: Gross floor area

GWB: Gypsum wall board

HID: High intensity discharge

HPS: High pressure sodium

HVAC: Heating, ventilation and air conditioning

IGU: Insulated glazing unit

LED: Light emitting diode

PCB: Polychlorinated biphenyl

PVC: Polyvinyl chloride

RTU: Roof top unit

SBS: Styrene-butadiene-styrene

SF: Square foot

SM: Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

CRV: Current Replacement Value- this was developed using information provided by "RS Means Square Foot Costs 2019" using similar building types to those being reviewed in this project. The estimate is obtained using a Dollar per Square Foot (\$/ft²) formula; the square foot area being the GFA of the building represented in square foot (ft²). The final price is presented in today's Canadian Dollars (CAN\$) with a 20% estimating contingency and a location factor applied. The cost includes all of the major systems of the building: structural; architectural; mechanical; electrical.

FCI: Facility Condition Index is an industry standard asset management tool which measures the "constructed asset's condition at a specific point in time" (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of different but related operational indicators (such as building repair needs) to obtain an overview of a building's condition as a numerical value.

It was developed by the US Navy to assess conditions of vessels and strategically prioritize renewal spending. FCI was first utilized as an index for determining building condition in the early 1990's by the US National Association of College and Universities and quickly became the standard for post-secondary institutions across North America. Recently condition index measures have been adopted by the US Federal Real Property Council, American Public Works Association, Council of Ontario Universities, Federation of Canadian Municipalities (through their Infraguide publications), Health Authorities, Education Ministries and Social Housing Authorities throughout North America.

FCI is obtained by aggregating the total cost of any needed or outstanding repairs, renewal or upgrade requirements at a building obtained from our Capital Reserve Table (CRT) compared to the Current Replacement Value (CRV) of the building components. It is the ratio of the "deferred needs" to replacement value" expressed in percentage terms. Land Value is not considered when evaluating FCI.

$$FCI = \frac{\text{Sum of Outstanding deferred maintenance}}{\text{Current Replacement Value of an Asset}} \times 100$$

The lower the value of FCI, the better condition that a building is in. Currently, industry uses benchmarks that indicate the following subjective condition rating for facilities with various ranges of FCI:

Good	<5%
Fair	5-10%
Poor	10-30%
Critical	>30%

Utilizing FCI provides a professional method of measurement to determine the relative condition index of a single building, group of buildings, or if desired, a total portfolio. As FCI increases, the assets will experience:

- Increased risk of component failure.
- Increased facility maintenance and operating costs.
- Greater negative impacts to staff and residents.

SCI: System Condition Index- is similar to the FCI, but deals specifically to the individual building system component rather than the overall facility. For this project we are using four major components, (Architectural, Structural, Mechanical, Electrical), to calculate the SCI, we will use the following ratio formula:

$$SCI = \frac{\text{Sum of Outstanding System deferred maintenance}}{\text{System Replacement Cost}} \times 100$$

The SCI is calculated based on the same CRV that was utilized in calculating the FCI above. We then apply the average percentage of the overall budget a system typically represents in a replacement building (Architectural ~ 42%, Structural ~ 21%, Mechanical ~ 26%, Electrical ~ 11%), to arrive at the System Replacement cost. The sum of outstanding system maintenance is taken from our summary table as noted in the Executive Summary.

The resultant SCI would then be scored using the same criteria utilized in the FCI calculation:

1.2. Summary of Findings

A cursory summary of findings of this FLA is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed and a visual site review was conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original design.

Based on the findings of this FLA, the following conclusions are made:

- **Architectural**

The pavement throughout the parking lot and driveways are asphalt. There is parking for 76 surface parking spots including three (3) designated barrier-free parking stalls. Some stalls are provided with precast wheel stops, and some concrete pads are provided throughout the site.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with prefinished metal cladding with sections of painted/unfinished CMU walls. The sections with CMU walls on the south and west elevations are generally provided with metal cladding on the upper wall sections. Exterior wall insulation was mostly concealed and not directly reviewed but assumed to be provided with a combination of batt, loose-fill and blanket insulation and polyethylene vapour barrier. The arena has foil faced insulation on the ceiling and portions of the exterior walls. Windows consists of single glazed units set in aluminum frames. The main entry doors are storefront doors with anodized aluminum frames. Exterior utility doors are painted metal doors set in painted metal frames. A total of four (4) overhead doors were observed and are a combination of non-insulated sectional and metal coiling overhead doors.

Interior floor finishes are generally resilient sheet flooring, vinyl composite tile, carpet, paint and rubber flooring. Interior walls are CMU walls and GWB finished with paint, some areas are finished with ceramic tiles. The ceilings in the north building section are mostly finished with drop acoustic panel ceiling tiles with T-bar framework with the exception of the lounge which is finished with linear metal ceilings. Some other areas of the building are either exposed structure, glued acoustic tiles, or painted drywall ceilings.

The roof system of the main building and west addition encompass a sloped roof system finished with a prefinished standing seam and corrugated metal roofing. A flat roof section is provided south of the building finished with a modified bitumen roof membrane (SBS). Water is drained from roof surfaces through prefinished metal gutters that drain to ground via PVC downspouts. Based on observations made on site, some of the rain water drains to an underground rain water drainage system.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building does not appear to be barrier-free compliant including the parking lot, the building entrances, interior circulation, and washrooms. Based on the use of the building, barrier-free compliance is deemed to be required.

Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, interior walls and partitions, interior doors and windows, ceilings, flooring, fixtures, barrier-free, roofing and exterior stairs are anticipated within the evaluation period.

The architectural components are in overall acceptable to marginal condition.

- **Structural**

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. No drawings were provided for review. According to observations made on site, and standard construction practices, the building foundation system is assumed to consist of a combination of CIP concrete piers and grade beams and concrete slab on grade floors. The main building is a pre-engineered steel framed structure comprised of steel trusses and roof purlins and a metal deck. The structures to south and west of the arena are load-bearing CMU walls supporting wood trusses. The north section of the main arena building, is a wood framed mezzanine consisting of a wood deck on a combination of glulam and wood joist/beams, and supported on a combination of steel and wood columns and CMU walls. The exterior walls are a combination of load bearing CMU walls and standard wood framing walls with plywood sheathing for the additions. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

Capital expenditures with respect to corrosion on steel framing and CMU wall repairs are anticipated within the evaluation period. Concerns with corrosion of steel elements and moisture ingress in the CMU walls were noted, and additional investigations are recommended.

The structural components are in overall acceptable condition.

- **Mechanical**

Domestic water is supplied from municipal mains. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was mostly concealed and therefore not directly reviewed, where exposed it appears to be copper for the original building sections, and assumed to be black iron or PVC for the 2002 addition. Domestic hot water is provided by five (5) domestic water heaters located throughout the building.

Heating to the building is provided by a gas-fired boiler supplying hot water to air handling units likely equipped with heating coils. Heating for the west dressing rooms is provided by a furnace located within the ceiling space. Supplemental heating throughout is provided by hydronic baseboard, electric baseboard and unit heaters. Cooling is provided by a split (ductless) air-conditioning unit serving only the mezzanine office area. No cooling is provided in other areas of the building. Exhaust is accomplished by local ancillary ceiling mounted exhaust fans installed throughout. A roof-mounted exhaust fan is provided for the ice plant room and arena. Two dehumidifiers were observed, one indoor and outdoor, the indoor unit was not operational at the time of the assessment. The washrooms fixtures include floor mounted dual flush tank type

vitreous china water closets, wall hung automatic flush valve type vitreous china urinals and counter mounted and wall hung vitreous china and enameled steel lavatories. In general, the visual review of the premises revealed that the mechanical equipment and systems have had routine maintenance, and where equipment has failed it has generally been repaired and/or replaced.

The building is equipped with both a wet and dry type sprinkler system.

Capital expenditures with respect to plumbing, heating, cooling, ventilation, and dehumidifiers are anticipated within the evaluation period. No additional investigation is recommended at this time.

The mechanical components are in overall acceptable condition.

- **Electrical**

Electrical service is provided to the building via overhead and buried conductors from a pole transformer located south of the building and owned by a local service provider. Power is supplied to the building at 600 V to a main disconnect switch rated at 400 A, manufactured by Square D and located in the mechanical room. Power is then fed to approximately eight (8) secondary distribution panels provided throughout the building. The secondary panels are generally rated at 225/250 and 400 amps, 600 or 240 V, 3-phase and 4-wire. Panels are manufactured by Square D and Federal Pioneer. Interior lighting throughout the building is typically fluorescent with a combination of T-8 and T-5 fixtures with magnetic ballast and some LED lighting. Exterior lighting is wall-mounted high-pressure sodium (HPS) lights controlled by photocell receptors. Building security is provided from motion detectors located throughout the building tied to the security and fire alarm system. The building is equipped with battery packs emergency lighting and LED exit signs throughout. A fire alarm system is provided for the building which includes a Siemens MX-IQ panel and detection and alarm devices such as: bells, strobe lights, pull stations, smoke and heat detectors.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

Capital expenditures with respect to distribution equipment, lighting, fire alarm and public address systems are anticipated within the evaluation period.

The electrical components are in overall acceptable condition.

- **Hazardous Materials**

Based on the year of the construction of the building outlined in this report (~1974), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) are possible to be present in the building. Some reports were available

for review, in general, ACMs are confirmed to be present in the following materials: some drywall joint compound and wall plaster in lounge room. If major renovations are to be completed, ACMs must be abated and disposed as per current health and safety regulations prior to proceeding with the work.

- Immediate and Capital Reserve Summary

Immediate investigation / action items identified pertain to interior gates, exposed wood ceiling structure and GFCI receptacles. Deficiencies and Capital Reserve Items have been identified within the 20-year time frame of this report with respect to architectural, structural, mechanical and electrical components and systems. The Immediate Repairs and Capital Reserve Analysis are included in Appendix C.

1.3. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$3,000 over the 20 Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Table 1: Summary of Immediate and Capital Reserve Expenditures (uninflated)

Section	Description	Immediate	Reserve Years 1 to 5 (2021- 2025)	Reserve Years 6 to 10 (2026 - 2030)	Reserve Years 11 to 20 (2031- 2040)	20-Year Reserve Total
3.0	Architectural	\$6,000	\$2,047,100	\$52,900	\$773,800	\$2,873,800
4.0	Structural	\$0	\$80,000	\$0	\$0	\$80,000
5.0	Mechanical	\$0	\$534,800	\$3,700	\$312,000	\$850,500
6.0	Electrical	\$1,500	\$264,600	\$6,400	\$0	\$271,000
TOTALS		\$7,500	\$2,926,500	\$63,000	\$1,085,800	\$4,075,300

Note: Immediate (2021) expenditures are not included in the Capital Reserve totals.

Table 2: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
\$844,600	\$227,700	\$435,500	\$125,400	\$1,293,300
Year 6	Year 7	Year 8	Year 9	Year 10
\$7,400	\$0	\$22,200	\$24,700	\$8,700

Year 11	Year 12	Year 13	Year 14	Year 15
\$542,000	\$8,800	\$19,400	\$150,900	\$44,500
Year 16	Year 17	Year 18	Year 19	Year 20
\$7,000	\$112,200	\$7,800	\$142,600	\$50,600

1.4. FCI Calculation

Estimated Replacement Value (2021 CAD\$)			
\$10,644,480			
FCI Calculation, Scoring and Ratings*			
5 - Year	$FCI = \frac{\$2,926,500}{\$10,644,480} \times 100$	27%	Poor
10 - Year	$FCI = \frac{\$2,989,500}{\$10,644,480} \times 100$	28%	Poor
20 - Year	$FCI = \frac{\$4,075,300}{\$10,644,480} \times 100$	38%	Critical

* See 1.1 Defined General Terms for formula breakdown and scoring ratings.

We estimate that the overall useful life of the facility is 85 years (Structural systems). Since the building was constructed in 1974, about 38 years of useful life remains assuming that all life cycle replacements and maintenance items outlined in this report are completed in a timely manner. Since the building received a lower end poor 5-year FCI score, the SCR D may want to consider the cost option comparisons between a replacement facility versus major renovations, particularly if functionality and program requirements have changed over time. The remaining FCI scores for year 10 and 20 are poor and critical. Continued reinvestment will be critical to have these scores lower overall to maintain the building.

1.5. SCI 5-Year Calculation

The following values represent the deferred replacement costs at the end of the 5-year period:

	SCI Calculation	SCI Scoring	SCI Rating
Architectural	$SCI = \frac{\$2,047,100}{(\$10,644,480 * 0.42)} \times 100$	46%	Critical
Structural	$SCI = \frac{\$80,000}{(\$10,644,480 * 0.21)} \times 100$	4%	Good
Mechanical	$SCI = \frac{\$534,500}{(\$10,644,480 * 0.26)} \times 100$	19%	Poor

Electrical	$SCI = \frac{\$264,600}{(\$10,644,480 * 0.11)} \times 100$	23%	Poor
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* See 1.1 Defined General Terms for formula breakdown and scoring ratings.

2. INTRODUCTION

2.1. Background

Stephenson was retained by SCR D to perform a FLA in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 5982 Shoal Way in the town of Sechelt, British Columbia (the "Site").

The building provides approximately 3,251.60 m² (35,000 ft²) gross floor area (GFA) according to information provided by the client and was constructed circa 1974 and is situated on a Site covering approximately 1.48 hectares (3.66 acres) of land. The building is a recreational facility completed with an NHL sized ice arena, changing facilities, skate shop and a mezzanine area with views of the ice surface that serve as meeting areas for some community events.

2.2. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visually obvious signs of non-compliance with respect to building code and barrier free accessibility.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 ("Deviations from the Guide"). Limitations to our work are provided in Appendix B ("Limitations and Use of the Report").

Site Escort and general building information was provided by Allen van Velzen, Facility Services Coordinator (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Adriana Almeida, B.Arch. and Aimee Simosa, B.Sc. of Stephenson on January 20, 2021. The FLA was completed by Adriana Almeida, B.Arch. and reviewed by Lawrence McSorley, Architect, AAA of Stephenson. The weather at the time of assessment was partly sunny and 6 °C with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment. The roof was not accessible and review was completed using a telescopic camera pole.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or

other hazardous materials. Asbestos sampling reports were provided by the client and comments on results presented on those reports are included in the body of this report.

2.4. Deviations from the Guide

The FLA was conducted and this report prepared in accordance with the scope of work outlined in accordance with Stephenson's proposal dated September 25, 2020 and executed by the Client on January 6, 2021.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- The term "Point of Contact" has been replaced with "Site Representative"
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

The FLA was completed in general accordance with SCRD stated scope of work as documented in the *Sunshine Coast End of Useful Life Assessment - Recreation RFP* (hereafter referred to as the "RFP"). The scope of the FLA was limited to identifying components, systems and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	Critical Unsafe- high risk of injury or critical system failure.
2	Poor- does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	Marginal- meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	Acceptable- meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	Good- meets all present requirements. No deficiencies.
6	Excellent- as new/state of the art, meets present and foreseeable requirements.

The capital expenditures identified with respect to deficiencies or deferred maintenance shall be identified by the following categories ("Cat X"):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as “Immediate” action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (2021 to 2025 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have CR of 4 or better that can be addressed at any time within the 20 year evaluation period (2021 to 2040 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4 to 6, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component’s EUL. For example, if an item with no observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2021 to 2025), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 5.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component’s EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2018 versus 2020, each having a 20 year EUL, an average install year of 2019 has been used to calculate a single lifecycle replacement event in 2039).

No building material sampling or testing was conducted as part of this assessment.

2.6. Recommendations for Additional Investigation

RAI.1) Interior gates and egress

RAI.2) Exposed wood structure in Zamboni Room.

RAI.3) Barrier-free study.

RAI.4) Structural study to assess corrosion observed on framing and cross bracing.

RAI.5) Study to determine cause for water ingress in CMU wall.

2.7. Desktop Data Collection

The following documents were reviewed:

- Report titled: Final Building Condition Assessment Report, prepared by Facility Condition Assessment eXperts Canada Ltd., dated May 19, 2017.
- Refrigeration Flow Diagram Drawing No. A1050094-F1, prepared by Cimco Refrigeration, dated March 4, 2013.
- File named: SCA Asset Replacements (2017-2019), issued by SCRD.
- Sunshine Coast Arena Fire Alarm System Control Panel Connection Detail, Drawing No. V438-1, prepared by Siemens Technologies, dated August 26, 2003.
- Asbestos Sampling Report, prepared by Total Safety and issued by Solution Based Hazmat, dated September 12, 2014.
- Asbestos Sampling Report, prepared by Total Safety and issued by Solution Based Hazmat, dated April 30, 2015.
- Occupancy Agreement, prepared by BC Wildfire Management Branch, dated July 13, 2015.
- Hazardous Materials Survey, prepared by Concentric Associates International Incorporated, dated December 10, 2019.

2.8. Outstanding Information

No outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

No evidence of mould was observed or identified.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Location and Setting

Stephenson was retained by SCRD to perform a FLA in accordance with Stephenson's proposal dated September 25, 2020 of the property located at 5982 Shoal Way in the Town of Sechelt, British Columbia (the "Site").

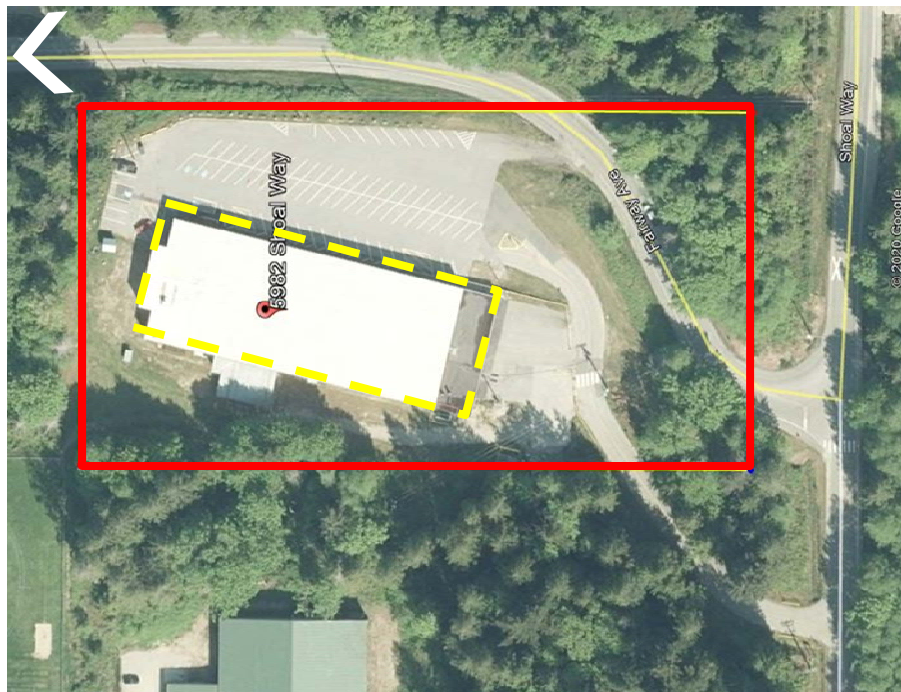
3.2. Site Physical Description

Table 3: Building Physical Description

Site Area	1.48 hectares (3.66 acres)
Number of Buildings on Site	One
Building (s) Footprint	3,251.60 m ² (35,000 ft ²)
Levels Above Grade	1 + Mezzanine
Levels Below Grade	0
Date of Building Construction	1974
Date of Major Renovations	2001: Addition west of the building for new change rooms.
Percentage Site Coverage by Building(s)	~22%
Percentage Site Coverage by Landscaped/Grassed/Bare Ground Areas	~44%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	~34%



General view of the Site building.



Site plan including the building.

4. ARCHITECTURAL

The site and the building were developed circa 1974. One addition west of the building was constructed circa 2002. Vehicle access to the site is located at the south side of the property, off Shoal Way. The pavement throughout the parking lot and driveways are asphalt. There is parking for 76 surface parking spots including three (3) designated barrier-free parking stalls. Some stalls are provided with precast wheel stops, and some concrete pads are provided throughout the site.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with prefinished metal cladding with sections of painted/unfinished CMU walls. The sections with CMU walls on the south and west elevations are generally provided with metal cladding on the upper wall sections. Exterior wall insulation was mostly concealed and not directly reviewed but assumed to be provided with a combination of batt, loose-fill and blanket insulation and polyethylene vapour barrier. The arena has foil faced insulation on the ceiling and portions of the exterior walls. Windows consists of insulated double-glazed units set in aluminum frames. The main entry doors are storefront doors with anodized aluminum frames. Exterior utility doors are painted metal doors set in painted metal frames. A total of four (4) overhead doors were observed and are a combination of non-insulated sectional and metal coiling overhead doors.

Interior floor finishes are generally resilient sheet flooring, vinyl composite tile, carpet, paint and rubber flooring. Interior walls are CMU walls and GWB finished with paint, some areas are finished with ceramic tiles. The ceilings in the north building section are mostly finished with drop acoustic panel ceiling tiles with T-bar framework with the exception of the lounge which is finished with linear metal ceilings. Some other areas of the building are either exposed structure, glued acoustic tiles, or painted drywall ceilings.

The roof system of the main building and west addition encompass a sloped roof system finished with a prefinished standing seam and corrugated metal roofing. A flat roof section is provided south of the building finished with a modified bitumen roof membrane (SBS). Water is drained from roof surfaces through prefinished metal gutters that drain to ground via PVC downspouts. Based on observations made on site, some of the rain water drains to an underground rain water drainage system.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building does not appear to be barrier-free compliant including the parking lot, the building entrances, interior circulation, and washrooms. Based on the use of the building, barrier-free compliance is deemed to be required.

The architectural components are in overall acceptable to marginal condition. Immediate action items with respect to exposed structure in the hot water heater room (also Zamboni Room) are required. Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, interior walls and partitions, interior doors and windows, ceilings, flooring, fixtures, barrier-free, roofing and exterior stairs are anticipated within the

evaluation period. Additional investigation is recommended with respect to a barrier-free study to assess the current conditions and to provide recommendations to achieve compliance with current requirements. An additional investigation is also recommended for egress related to the interior gates in the stairs and the exposed structure in the Zamboni Room.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

A01.0 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	<p>Water: Water is provided through municipal mains by the local municipal provider.</p> <p>Sanitary Sewer: Sanitary sewer is disposed to the municipal sewer mains.</p> <p>Electrical: power is fed to the building from the local service provider through a pole mounted electrical transformer located south of the site and into the building through a combination of overhead and underground conductors.</p> <p>Fuel: A propane gas storage tank is provided on the southwest corner of the site.</p>	4	B	<p>It was reported that the site has a septic field that serviced the building, but had failed, and currently sewage water is disposed to the municipal sewer mains. It was indicated that the connection to the municipal mains was intended to be a temporary fix. The connection seems to be working properly and no issues or concerns have arisen since installation; however, it is recommended to regularly monitor it in case signs of failure start to show. A more permanent connection is recommended along with the decommissioning of any components related to the septic field, such as the septic tank itself. An allowance is provided in Year 5 to complete this scope.</p> <p>The propane tank is used to serve the Zamboni in the facility; however, the facility has now switched to an electric Zamboni and the fuel gas is no longer required. Site Representative reported that they intend to use the remaining gas left in the tank and will then decommission it.</p>
A01.2	Parking Lots & Drive Aisles	~2007: The parking lot and drive aisles are finished with asphalt pavement.	4	C	Some minor cracking was reported at the time of the site visit that have been patched and prior localized longitudinal cracks filled and sealed. At the visible areas, we did not observe extensive deterioration, such as extensive alligator cracking and rutting. The asphalt pavement is observed to be in serviceable condition, and is expected to continue to perform until it reaches its estimated useful life with continued maintenance.

A01.3	Parking Lot Markings	~2007: Parking stalls are marked with painted lines in the parking areas. Marked barrier-free stalls are provided.	4	C	Markings are generally visible but show signs of deterioration in localized areas, and are anticipated to require replacement within the timeframe of this report.
A01.4	Concrete Sidewalks	Not present.	-	-	N/A
A01.5	Concrete Curbs / Pads	~1974/2001/2018: Concrete pads are constructed in front of exit doors along the west side of the building and in front of the main entrance. The concrete pads for the mechanical equipment on the west elevation were reportedly installed in 2018 when the equipment was replaced. The pad on the main entrance was reportedly the oldest pad and it is assumed to be original. Cast-in-place concrete curbs were observed on some sections of the perimeter of the parking lot and around some grassed areas.	4	C	No issues with ponding were noted at the time of the review. Significant cracking on the pad on the Zamboni Room exterior door was noted between the trench drain and the door, and is recommended to be replaced/repared.
A01.6	Parking Islands	Not present.	-	-	N/A
A01.7	Parking Bumpers	~2001: Precast concrete parking bumpers were observed at some parking stalls.	4	-	No concerns observed or reported. (See Note 4A)
A01.8	Site Drainage	~1974: One catch basin was identified on the south paved area. A trench drain is provided at the Zamboni Room overhead door. Roof gutters discharge to an underground rainwater drainage system.	4	-	No issues with ponding were noted at the time of the review. The trench drain grating located at the Zamboni Room exterior overhead door is worn and deteriorated and is recommended to be replaced. (See Note 4A) No issues or concerns were observed or reported related to the underground rainwater drainage system.
A01.9	Grassed Areas	~1974: Sodding and various coniferous and deciduous trees were observed around the property.	4	-	No concerns observed or reported.
A01.10	Fencing	~1995: Chain link fencing is located on the south and west elevations around mechanical and equipment and the propane tank.	4	-	The fences were observed in serviceable condition. Replacements are expected within the timeframe of this report. (See Note 4A)
A01.11	Retaining Walls	~1974: There is a cast-in-place concrete	4	C	Retaining wall appears well maintained, in acceptable

		retaining wall on the southeast corner of the building.			condition and expected to perform as intended.
A01.12	Amenities	Not present.	-	-	N/A
A01.13	Amenities - Signage	~2000: Wall mounted signage was observed on the building's east elevation.	4	-	No concerns observed or reported. It was not indicated when the sign was installed, but based on observed condition is assumed to have been installed in the early 2000's. (See Note 4A)
A01.14	Amenities - Shed	~1974: A wood shed is present on the northwest corner of the building. The shed reportedly serves as a shelter for the sewage pumps that were tied to the septic field.	2	-	The shed is generally in poor condition. Repairs below the capital threshold are expected within the timeframe of this report. Furthermore, if the municipality proceeds with decommissioning the septic field system, we recommend the shed be removed as par of the scope of work as it will no longer be needed.
A01.15	Ancillary Buildings	Not present.	-	-	N/A
A01.16	Bollards	Not present.	-	-	N/A
A01.17	Handrails	~1995: A painted metal handrail/fence is provided south of the building to enclose the maintenance/service parking area and guardrails above the retaining wall. The fenced parking area is completed with a swinging gate.	4	C	No information was provided as to when the handrails were installed and a mid 90's installation year has been assumed. No concerns observed or reported. The fence/handrail appears to be operating as intended.

A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	Metal Cladding	~1974: The main arena building exterior walls are finished with preformed, prefinished metal panels.	4	C	Localized impact damages were noted at a number of locations throughout. The overall paint finish has faded on some sections and some touch up painting has been

					completed. The cladding is reportedly original to the building and is expected to require replacement within the timeframe of this report.
A02.2	Exterior Paint	~2015: The exterior CMU walls are finished with paint as well as exterior metal stairs and railings.	4	C	Painting is reportedly completed on an as-needed basis. Repainting is expected within the timeframe of this report.
A02.3	Joint Sealers	~2005: Urethane -based sealants are provided at openings, expansion joints and material transitions.	4	C	Joint sealers are reportedly replaced on an as-needed basis and some touch ups have been completed within the last 2 years. An allowance for replacement of joint sealers as required every 5 years is provided.
A02.4	Louvers	~1974/2002: Anodized aluminum louvers were observed on the exterior walls throughout.	4	-	No concerns observed or reported. Some corrosion was observed on the louver located on the south elevation. The original louvers will require replacement within the timeframe of this report. (See Note 4A)
A02.5	Insulation	~1974/2002: Concealed on the north section of the building, but likely batt fiber glass insulation. Insulation on the arena building section is reflective foil faced fiberglass insulation covering the exterior walls and underside of the metal roof. Insulation within the CMU walls is concealed and not directly reviewed but likely comprised of block cell or rigid insulation. Sprayed insulation was observed within the ceiling space in the north building section on the structure and roof deck.	4	C	Damages were observed on the reflective insulation inside the arena. Most of the damages have been patched and repaired as needed. However, replacement is expected within the timeframe of this report. No other concerns observed or reported.
A02.6	Vapour Barrier	~1974: Concealed, but likely a polyethylene vapour barrier on some exterior wall sections.	4	-	No concerns observed or reported.

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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A03.1	Exterior Windows-Curtain Wall	~1974: The windows are a combination of fixed and operable aluminum framed insulated glass units (IGUs) completed with opaque spandrel panels.	3	C	The windows were reviewed from the interior space. One leak was reported by the Site Representative on the north elevation that occurs during heavy rain events but have been unable to determine where the leak is originating. The windows are not energy efficient as per on-site reports. It is recommended to replace the windows within the timeframe of this report with more energy efficient units.
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A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	Main Entrance Door	~1974: The main entrance to the building is located on the east elevation. The building entrance is equipped with an aluminum framed glass double-door and sidelights.	3	C	The hinges were replaced recently according to on-site reports. Some operational issues were observed at the time of the assessment and one of the sidelights was missing (currently covered with a wood board). Replacement is recommended within the timeframe of this report.
A04.2	Secondary Doors	Not present.	-	-	N/A
A04.3	Utility Doors	~2016: Painted hollow metal exterior doors in metal frames are installed at the emergency exits and exterior utility room.	4	-	No concerns observed or reported. The doors are expected to perform beyond the timeframe of this report.
A04.4	Overhead Doors	~2004/2013: A combination of non-insulated sectional and prefinished metal coiling overhead doors were observed on the south and east elevations.	4	C	It is reported that overhead door on the east elevation was installed/constructed for the arena renovation in 2013 and is seldom used. The Shop and Zamboni Room doors are regularly inspected and no issues or concerns were reported. Some localized impact damages were observed. Replacement of

					the sectional overhead doors is expected within the timeframe of this report.
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A05.0 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A05.1	Fascia	Not present.	-	-	N/A
A05.2	Soffit	~1974: Prefinished metal soffit is provided at the main entrance.	4	-	No concerns observed or reported. (See Note 4A)

A06.0 INTERIOR WALLS AND PARTITIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Fixed Partitions	~1974/2002: Fixed partitions for the west dressing room and south side of the building consist primarily of concrete masonry walls. Fixed partitions on the north section of the building are comprised of gypsum board over metal framed wall assembly.	4	-	No concerns observed or reported.
A06.2	Interior Movable Partitions	Not present.	-	-	N/A
A06.3	Interior Paint	~2010: The gypsum board throughout the building and concrete masonry in the dressing rooms is finished with paint.	4	C	It was reported that interior paint is done on an as-needed basis. Some touch-ups have been done in the last 2 years. An allowance to do repainting on interior walls is included in the capital reserve table.

A06.4	Wood Paneling	~1974: Some areas on the lower portion of the walls in the lobby, lounge and banquet room are finished with wood panelling. The panels are a combination of veneer and stained wood boards.	3	C	The wood panels are in overall marginal condition.
A06.5	Plaster	~1974: The Lounge Room upper wall sections are finished with a textured plaster finish.	2	C	It was reported that some areas tested positive for Asbestos. Some sections are deteriorating and becoming friable which is a health and safety concern. We recommend abatement of all sections of plaster and replacing it with painted drywall. An allowance has been included in the capital reserve table to complete this work which includes abatement, disposal and installation of new drywall walls finished with paint.
A06.6	Ceramic Tiles	~2001: Ceramic wall tiles are installed in the gang showers in the change rooms.	4	C	No concerns observed or reported.
A06.7	Laminate Wall Finish	~1995: The washrooms on the 2 nd floor are provided with a laminate wall finish glued over gypsum wall board.	4	C	No concerns were observed or reported. The panels are reportedly not an original building component; however, age is unknown. An install year of 1995 has been assumed for budgeting purposes.

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A07.1	Interior Doors	~1974/2002: The interior doors consist of a mix of painted wood doors in painted wood frames and painted hollow metal doors in painted metal frames. Some of the doors leading into the arena have glass inserts.	3	C	Dents and corrosion were observed on some the interior metal doors. Overall, the doors were reported to be dated and in need of replacement.
A07.2	Interior Fire Rated Doors	Not present.	2	A	Some rooms are required to have fire rated doors including the Zamboni room, ammonia plant room,

					workshop and mechanical room. The doors for these rooms are metal but no labels indicating fire rating were observed. Some of the doors are equipped with door closers.
A07.3	Overhead Doors	~2002: A metal coiling overhead door is installed between the arena and the Zamboni room for access to the arena.	4	C	Localized corrosion was observed. No other concerns observed or reported.
A07.4	Security Gates	~1974: Painted metal security gates are provided on the main lobby to access the arena area and on the stairs on the main floor to access the second floor. The gates are swinging and scissor type.	1	A	These gates were likely added over time to restrict public access to the second level and to the arena but do not meet current codes as they do not provide a panic device should someone be accidentally trapped on the other side- as they are on egress pathways. (it is doubtful they would have been allowed under the code in place at the time of construction). We recommend a study be conducted to establish the best design solutions, but would likely include doors or roll up gates tied to a fire alarm. An allowance for repairs is provided in year two, but actual cost will be dependant on the results of the study.
A07.5	Interior Windows	~1974: Interior glazing installed on the main and second floors overlooking the arena.	3	C	The units are single glazing and not energy efficient according to the Site Representative. The glazing has surpassed its EUL and replacement is recommended with mor energy efficient units.

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Suspended Ceilings	~1974/1999/2002: The majority of the main entrance area (north side of the building) on the main and second floor have suspended ceiling	3	C	Some ceiling tile finishes are reportedly original to the building. It was indicated that the ceiling tiles in the lobby were replaced circa 1999 and the ceiling tiles (not

		tiles on a T-bar grid with the exception of the lounge.			the grid) were replaced in the original changing rooms circa 2002. We recommend replacing the ceiling tiles at the same time for a more unified finish throughout the building.
A08.2	Exposed Structure	~1974: The ceilings in the Zamboni room is a exposed wood structure. The area where the Zamboni is parked is painted and the section where the hot water heater is installed is unfinished.	1	A	Based on our observations, the ceilings in the hot water heater area should be finished with gypsum wall board ceilings due to potential fire risk. A study is recommended to determine if GWB is required along with an allowance to install GWB as recommended by the study.
A08.3	Linear Ceiling	~1974: The ceiling in the lounge is finished with painted metal linear ceilings.	3	C	No concerns observed or reported. The ceiling has surpassed its EUL and will require replacement within the timeframe of this report. Furthermore, the ceiling is attached to the walls which contain asbestos plaster. Any ceiling replacements in this room must be completed after asbestos has been abated.
A08.4	Gypsum Board	~2001: A gypsum board ceiling assembly is provided in the west dressing room addition, the ice plant room and shop space.	4	-	No concerns observed or reported.
A08.5	Ceiling Paint	~2010: Gypsum board ceiling assemblies are generally finished with paint.	4	-	No concerns observed or reported. Ceilings are expected to require repainting within the timeframe of this report. Costing has been combined with Interior Painting (See A06.3).
A08.6	Glued-on ceiling tiles	~1974: A section of glue-on acoustic ceiling tiles was observed under the second-floor mezzanine in the rink.	4	-	No concerns observed or reported. (See Note 4A)

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Ceramic Tiles	~2001: The floor covering the showers in the changerooms consists of ceramic floor tiles.	4	C	No concerns observed or reported.
A09.2	Resilient Flooring (Sheet)	~1989: Sections of flooring in the banquet room are finished with resilient sheet flooring.	4	C	The flooring finish is in acceptable condition but will require replacement within the timeframe of this report.
A09.3	Resilient flooring (Tiles)	~1974: The floor covering the upper washrooms, hallway, banquet room (partial) and lounge (partial) consists of vinyl floor tiles.	3	C	The component is showing signs of wear and tear and has exceeded its expected useful life. Replacement is anticipated within the evaluation period.
A09.4	Rubber Flooring	~2002: A rubberized floor covering is installed in the dressing rooms, arena egress, Zamboni room (partial) and main lobby. The stairs leading to the mezzanine are also finished with rubber treads.	3	C	Some shrinkage of the tiles was observed in the dressing rooms and arena. The flooring finish is showing signs of wear and tear and is expected to require replacement within the timeframe of this report.
A09.5	Carpet Sheet	~1974: The Lounge room flooring is finished with carpet sheet.	3	C	The component is showing signs of wear and tear and has exceeded its expected useful life. Replacement is anticipated within the evaluation period.
A09.6	Carpet Tiles	~2013: The main office on the main floor is provided with carpet tiles.	4	-	The component will reach its expected useful life in timeframe of this report. Replacement is anticipated within the evaluation period at a cost below the Capital Threshold.
A09.7	Floor Paint	~2013: Painted and sealed concrete floor in the ice rink, ice plant, Zamboni and shop areas.	4	C	No major concerns reported or observed. Moderate wear and tear were noted in the shop areas.

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Counter/Cabinets	~1974: The millwork provided in the building	3	C	The component is showing signs of wear and tear and has

		consists of painted/stained wood cabinets generally outfitted with laminated countertops. The washrooms upstairs are provided with painted wood vanities topped with molded sink countertops.			exceeded its expected useful life. Replacement is anticipated within the evaluation period.
A10.2	Railings	~1974: Wall-mounted, stained wood handrails are provided for the stairs.	4	-	No concerns observed or reported. (See Note 4A)
A10.3	Lockers	Not present.	-	-	N/A
A10.4	Washrooms Accessories	~2013: Washroom accessories include toilet paper and hand towel dispensers, soap dispensers, mirrors, diaper changing stations, feminine products receptacle and dispenser.	4	-	No concerns observed or reported. (See Note 4A)
A10.5	Toilet Partitions	~2003: Prefinished metal toilet partitions are installed in the north public washrooms. Stained wood doors are provided for the toilets and showers in the changerooms.	4	C	Replacement is anticipated within the evaluation period. Minor signs of wear and tear were noted.
A10.6	Wood Fixtures	~1974/2002: Painted wood benches and shelving/hooks are provided in the changerooms. A number of display cases were observed in the lobby area.	4	C	No concerns observed or reported.
A10.7	Appliances	~2005: A refrigerator is provided in the kitchen located in the banquet room. A freezer and a merchandiser fridge were observed in the lounge.	3	C	The component is showing signs of wear and tear and has exceeded its expected useful life. Replacement is anticipated within the evaluation period.
A10.8	Bleachers	~1974: Painted wood bleachers are provided along the west section of the arena. Fixed benches were also observed on the players and referee areas in the arena.	4	C	No concerns observed or reported.
A10.9	Dasher Boards	~2013: The ice arena is provided with metal framed plastic dasher boards with plexiglass guards throughout the perimeter.	4	-	No concerns observed or reported. The dasher boards are expected to perform beyond the timeframe of this report.
A10.10	Score Boards	~1974: An electronic score board, controlled from the sound room is provided in the arena.	2	C	The site Representative indicated the score boards are expected to be replaced as part of the Capital Plan in

					2021.
A10.11	Protective Nets	~2013: Protective nets were observed in the arena on several areas above the dasher board partitions.	3	C	The nets appear to be replaced on an as-needed basis. An allowance for net replacement is included in the Capital Reserve Table.
A10.12	Wayfinding	~2010: Fire diagrams are posted throughout the building. Adhesive vinyl signs are provided on doors for room identification.	4	-	No concerns observed or reported.

A11.0 BARRIER-FREE REQUIREMENTS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	Parking	A total of three (3) designated barrier-free parking stalls were observed in the parking lot near the main entrance. Surface painted blue symbols are present.	2	D	The parking stalls do not appear to comply with the recommended dimensions for barrier-free access. In addition, no wheelchair aisle was observed painted on the pavement or compliant pole mounted signage provided at each stall. (See Note 4B)
A11.2	Access Route and Building Entrance	The access route from the parking lot to the main entrance is level.	2	D	The main entrance door is not provided with automated door openers and it is not easy to operate for people with limited mobility. (See Note 4B)
A11.3	Interior Circulation	The interior circulation does not meet barrier free requirements.	2	D	The door hardware, door width of most doors and the lack of an elevator or lift to the second floor where the banquet and lounge rooms are located makes the entire interior space not barrier free compliant. Furthermore, no wheelchair-accessible viewing space was observed on the main floor. (See Note 4B)
A11.4	Washrooms	The washrooms and changerooms on the main floor don't meet barrier free requirements.	2	D	The washrooms are not compliant with barrier free requirement due to space restrictions, no designated toilet stalls, inadequate door hardware, non-compliant mounting height of washroom fixtures and accessories

					and no designated accessible showers. At least one designated washroom and accessible change area should be provided on the main floor. (See Note 4B)
A11.5	Other	Not present.	-	-	N/A

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	Modified Bitumen Roof (SBS)	~2002: The roof above the ice plant and shop on the south side of the building consists of a 2-ply SBS roofing membrane.	3	C	Standing water from poor drainage was noted at some locations. Blisters have started to occur at roof sections. Given current observed condition the roof is anticipated to require replacement within the timeframe of this report.
R01.2	Metal Roofing	~1974/2002: The arena roof is a standing seam prefinished metal roof. The roof cover on the west dressing room expansion is a corrugated prefinished metal roof.	2/4	C	The roof above the arena appears to be original and is showing significant signs of deterioration. Site Representative reported issues with leaks and rust. Facility management have applied sealants and paint touch ups as required to extend the EUL of the roof but the roof no longer meets functional requirements, have significant deficiencies and have high operating / maintenance costs. A provision for a lifecycle replacement is included. The roof above the change rooms is in acceptable condition but is expected to require replacement within the timeframe of this report.
R01.3	Gutters and Downspouts	~1974/2002: Factory painted metal gutters connected to PVC downspouts that discharge to grade are provided.	4	C	No concerns observed or reported. It is recommended to replace the gutters and downspouts along with the roof membranes/systems.
R01.4	Cap Flashing	~2001: Prefinished metal cap flashing is provided	3	-	The paint finish has generally faded on some sections. It

		on the perimeter of the south roof section.			is recommended to replace the flashing along with the SBS roof replacement. (See Note 4A)
R01.5	Skylights	Not present.	-	-	N/A
R01.6	Roof Ladder	~2021: A vertical metal ladder with a protective cage on the upper section is provided to access the top of the condenser.	5	-	No concerns observed or reported. The ladder was not accessible at the time of the assessment; however, given the age of the ladder it is assumed that it is secured in place.
R01.7	Roof Railing	~2021: Metal railing is provided on the upper section of the condenser.	5	-	No concerns observed or reported. The top of the chiller was not accessible at the time of the assessment; however, given the age of the railing it is assumed that it is secured in place.

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Mould	No mould or conditions conducive to mould growth was observed.	4	-	No concerns observed or reported.
A99.2	Elevators	Not present.	-	-	N/A
A99.3	Exterior Stairs and Ramps	~1974: The building is equipped with two metal framed exterior egress stairs servicing the building's mezzanine. The stairs are completed with painted metal grate treads, handrails and guardrails.	4	C	Stairs have been well maintained with no major deficiencies observed or reported.

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) Since this is a public building, barrier-free compliance is deemed to be required. A barrier-free study is recommended in Year 1 to assess all deficiencies and to provide design solutions to make the building accessible. The design solutions should be aligned with the current British Columbia Building Code (BCBC)

recommendations for accessibility. An allowance is provided for the completion of the study as well as an allowance to complete repairs/upgrades as per the results of the study. The allowance provided is only an estimate based on observations made on site, the final cost will rely solely on the results of the study.

IMMEDIATE ITEMS IDENTIFIED:

Imm.1) Replace interior gates.

Imm.2) Repair exposed structure in Zamboni Room.

No other immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

A01.1) Repair sewage connection and decommission septic field and tank.

A01.1) Decommission propane tank.

A01.2) Replace asphalt paving.

A01.3) Repaint pavement markings.

A01.5) Replace concrete pedestrian pavement.

A01.11) Replace retaining walls.

A01.17) Replace handrails.

A02.1) Replace metal cladding.

A02.2) Repaint exterior walls.

A02.3) Replace joint sealers.

A02.5) Replace reflective insulation (arena).

A03.1) Replace curtain wall.

A04.1) Replace exterior entrance doors.

A04.4) Replace overhead doors.

A06.1) Repaint interior walls.

A06.4) Replace interior wall panelling.

A06.5) Repair/replace interior wall plaster.

A06.6) Replace wall ceramic tiles.

A06.7) Replace laminate wall panels.

A07.1) Replace interior doors.

A07.2) Install fire rated doors.

A07.3) Replace interior overhead doors.

A08.2) Repair exposed structure in Zamboni Room (per study).

A08.3) Replace linear ceiling.

A09.1) Replace ceramic floor tiles.

A09.2) Replace resilient sheet flooring.
A09.3) Replace VCT flooring.
A09.4) Replace rubber flooring.
A09.5) Replace carpet sheet.
A09.6) Replace floor paint.
A10.1) Replace cabinets.
A10.5) Replace Toilet partitions.
A10.6) Replace wood benches and display cases.
A10.7) Replace residential grade appliances.
A10.8) Replace fixed multiple seating.
A10.10) Replace scoreboards.
A10.11) Replace protective netting.
A11.1) Barrier-free upgrades.
R01.1) Replace SBS roof.
R01.2) Replace sheet metal roof.
R01.3) Replace metal gutters and downspouts.
A99.3) Replace exterior egress stairs.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.1) Interior stair gates and egress.
RAI.2) Zamboni Room exposed wood ceiling.
RAI.3) Barrier-free study.

No other additional investigations recommended.



Photo #A1: General overview of the parking lot pavement.



Photo #A2: Some crack pavement repairs noted on the access road to the parking lot.



Photo #A3: Overall condition of the pavement markings.



Photo #A4: Observed condition of the trench drain and concrete at the Zamboni Room exterior door.



Photo #A5: Retaining wall south of the building.



Photo #A6: Typical exterior metal cladding finish.



Photo #A7: Typical exterior windows on the north elevation.



Photo #A8: Main entrance door.



Photo #A9: Overhead doors on the south elevation.



Photo #A10: Typical interior finishes in the arena.



Photo #A11: Typical interior finishes in the changerooms.



Photo #A12: Typical interior finishes in the lobby.



Photo #A13: Typical interior finishes in the washrooms.



Photo #A14: Typical interior finishes in the community room.



Photo #A15: Typical interior finishes in the lounge.



Photo #A16: Friable asbestos plaster in the lounge.



Photo #A17: Typical condition of the main standing metal seam roof.



Photo #A18: Ponding observed on the SBS roof on the south building section.



Photo #A19: Roof above the 2002 change room addition.



Photo #A20: General overview of the fire escape stairs.

5. STRUCTURAL

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. No drawings were provided for review. According to observations made on site, and standard construction practices, the building foundation system is assumed to consist of a combination of CIP concrete piers and grade beams and concrete slab on grade floors. The main building is a pre-engineered steel framed structure comprised of steel trusses and roof purlins and a metal deck. The structures to south and west of the arena are load-bearing CMU walls supporting wood trusses. The north section of the main arena building, is a wood framed mezzanine consisting of a wood deck on a combination of glulam and wood joist/beams, and supported on a combination of steel and wood columns and CMU walls. The interior walls are a combination of load bearing CMU walls and standard metal framed walls with plywood sheathing for the additions. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

The structural components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to corrosion on steel framing and CMU wall repairs are anticipated within the evaluation period. Concerns with corrosion of steel elements and moisture ingress in the CMU walls were noted, and Additional Investigations are recommended.

A detailed description of the Site and building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

S01.0 FOUNDATIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	Footings	~1974/2002: The foundations are concealed and no structural drawings were available for review. Based on observations made on site, it is assumed that the foundations are a combination of CIP concrete piers and CIP grade beams for the main building and addition.	4	-	No concerns observed or reported.
S01.2	Foundation Walls	Not present.	-	-	N/A

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	~1974/2002: The main floor consists of a CIP concrete slab-on-grade.	4	-	No differential movement or settlement noted.

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Suspended Floors	~1974: The suspended floor of the mezzanine, at the north section of the main arena building, is	4	-	Some sections of the mezzanine have settled, according to information provided and observations made on site.

		wood framed consisting of a wood deck on a combination of glulam and wood joist/beams, and supported on a combination steel and wood columns and concrete masonry walls.			Site Representative reported that a structural study was completed following the recommendations of the previous BCA report. The structural report did not find any major structural concerns and only some minor repairs were completed as recommended by the study. No other major concerns were observed or reported.
S03.2	Crawlspace	Not present.	-	-	No concerns observed or reported.
S03.3	Stairs	~1974: A wood framed interior stair connects the main and second floors on the north side of the building.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	~1974/2002: According to information provided and observations made on site. The main arena building appears to be a braced pre-engineered structure comprised of rigid steel frame with steel trusses and roof purlins supporting a likely metal deck. The structures to the south and west of the arena building, are load-bearing concrete masonry walls supporting wood trusses. We were informed there are rigid frame base tie rods spanning the width of the building. The north section of the main arena building, is wood framed consisting a wood deck on a combination of glulam and wood joist/beams, and supported on a combination steel and wood columns and concrete masonry walls.	4	B	Site Representative reported, and it was observed that there are sections of corroded structure present. (See Note 5A)

S04.2	Roof Decking	~1974/2002: Concealed, but the main arena building likely has a metal roof deck. A wood roof deck on wood roof trusses appears to be provided for the south and west building sections.	4	-	No concerns observed or reported.
S04.3	Lateral Resistance	~1974/2002: Lateral resistance appears to be provided by steel cross bracing on the steel structure and demised shear walls in the south, north and west building sections.	3	B	Site Representative reported, and it was observed that there are corroded sections of the cross bracing of the main steel structure. (See Note 5A)

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	~1974/2001: Interior walls are a combination of metal stud framed walls and CMU walls.	4	-	No concerns observed or reported.
S05.2	Interior Columns	~1974/2001: Columns on the north section are mostly concealed, but steel columns are assumed to provided.	4	-	No concerns observed or reported.

S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	~1974/2002: The north and west building sections appear to be comprised of concrete masonry unit load bearing walls.	3	B	Moisture was observed on the north wall at the west elevation. (See Note 5B)
S06.2	Exterior Columns	~1974/2002: Steel perimeter columns/trusses	4	-	No concerns observed or reported.

		observed at the arena enclosure. Likely some wood columns are provided on the north building section.			
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S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	Specially Engineered Construction	Not present.	-	-	N/A

NOTES:

5A) Upon review of this component while on site, corrosion was noted on the cross-bracing members, columns' base plates and anchor bolts. It is recommended to complete a structural study on the main steel structure to determine if other components have been affected by corrosion and if the cross sections and structural capacity of the members have been impacted. Repairs must be completed as per the recommendations of the study and should include, at minimum, applying an anti-corrosive paint on the steel structure. Allowances for the study and repair have been included in the capital reserve table. Cost of the repairs will rely solely on the results of the study. This component will pass its EUL within the evaluation period and should be replaced.

5B) At the time of the assessment, blisters on the paint finish were observed, along with some moist areas. Site Representative indicated this issue has been consistent for the last few years and numerous repairs have been completed; however, they have been unable to determine the cause. An investigation is recommended to determine the source of water ingress and provide recommendations for repairs.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S04.1) Structural repairs.

S06.1) Exterior CMU wall repairs.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.4) Structural Study.

RAI.5) Exterior CMU Wall Investigation.

No other additional investigations recommended.



Photo #S1: Area of settlement as per Site Representative reports.



Photo #S2: Wood framed interior stairs.



Photo #S3: Arena steel framing.



Photo #S4: Some of the corrosion observed on the cross-bracing members.



Photo #S5: Corrosion at the column base.



Photo #S6: Signs of moisture on the north wall at the west building addition.

6. MECHANICAL

Domestic water is supplied from municipal mains. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was mostly concealed and therefore not directly reviewed, where exposed it appears to be copper for the original building sections, and assumed to be black iron or PVC for the 2002 addition. Domestic hot water is provided by five (5) domestic water heaters located throughout the building.

Heating to the building is provided by a gas-fired boiler supplying hot water to air handling units likely equipped with heating coils. Heating for the west dressing rooms is provided by a furnace located within the ceiling space. Supplemental heating throughout is provided by electric baseboard and unit heaters. Cooling is provided by a split (ductless) air-conditioning unit serving only the mezzanine office area. No cooling is provided in other areas of the building. Exhaust is accomplished by local ancillary ceiling mounted exhaust fans installed throughout. A roof-mounted exhaust fan is provided for the ice plant room. Two wall mounted exhaust fans are provided for the arena. Two dehumidifiers were observed, one indoor and outdoor, the indoor unit was not operational at the time of the assessment. The washrooms fixtures include floor mounted dual flush tank type vitreous china water closets, wall hung automatic flush valve type vitreous china urinals and counter mounted and wall hung vitreous china and enameled steel lavatories. In general, the visual review of the premises revealed that the mechanical equipment and systems have had routine maintenance, and where equipment has failed it has generally been repaired and/or replaced.

The building is equipped with both a wet and dry type sprinkler system.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to plumbing, heating, cooling, ventilation, and dehumidifiers are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

M01.0 SITE SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	Domestic Water Supply	Domestic waster is supplied by municipal mains.	4	-	No concerns observed or reported.
M01.2	Sanitary Sewer	Sanitary waste is disposed to municipal mains.	4	-	It was reported that the site has a septic field that failed and currently wastewater is disposed to the municipal sewer mains. It was indicated that the connection to the municipal mains was intended to be a temporary fix. The connection seems to be working properly and no issues or concerns have arisen since installation; however, it is recommended to regularly monitor it in case signs of failure start to show. A more permanent connection is recommended along with decommissioning any components related to the septic field. This issue has been addressed with item A01.1.
M01.3	Storm Sewer	Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. It appears that some water coming from the roof gutters is being collected and drained through an underground rain water system; however, no additional information was provided while on site.	4	-	No concerns observed or reported.
M01.4	Natural Gas	Gas is supplied into the building by the local service provider. Gas meter is installed in the north elevation.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	Water Distribution	~1974/2002: Domestic water distribution piping appears to be primarily comprised of copper piping.	4	C	The original piping is aging as per reports provided on site.
M02.2	Backflow Prevention	~2000/2015: Four (4) backflow preventers are provided for the facility at water main connections and for the boiler.	4	-	No concerns observed or reported, inspection tags are up to date. Backflow preventers can be replaced as required at their end of useful life at a cost below the Capital Threshold. (See Note 6A)
M02.3	Domestic Hot Water Heater	<p>~2005/2011/2017/2018: Hot water is provided by five (5) domestic hot water heaters. The heaters are a combination of electric and gas fired. One (1) electric hot water heater provides hot water to the in-slab heating system installed in the west dressing rooms.</p> <p><u>Heater #1 (North/Upper Floor) - electric</u> Make: Bradford White Model: M250S8DS-1NCP Heating Capacity: 3000 W Install Year:2011</p> <p><u>Heater #2 (West Dressing Rooms) - electric</u> Make: A.O Smith Model: DRE-120 100 Heating Capacity: 5000 W Install Year:2018</p> <p><u>Heater #3 (West Dressing Rooms) - electric</u> Make: John Wood Model: JW805TF1 Heating Capacity: 4500 W Install Year:2001</p>	3	C	<p>Some of the heaters will require replacement within the timeframe of this report.</p> <p>It was reported the in-slab heating system is performing poorly. According to the site representative, due to the absence of a sensor, the slab temperature is manually operated. It is recommended to upgrade the system to include an automatic control system connected to an in-floor temperature sensor, and replace the heater with an energy efficient boiler.</p>

		<p><u>Heater #4 (North Dressing Rooms) - gas</u> Make: A.O Smith Master Fit Model: BTRC365 110 Heating Capacity: 365,000 BTUH Install Year:2005</p> <p><u>Heater #5 (North Dressing Rooms) - gas</u> Make: A.O Smith Model: BTRC-365 118 Heating Capacity: 365,000 BTUH Install Year:2018</p> <p><u>Heater #6 (Zamboni Room) - electric</u> Make: John Wood Model: E80TE-48240 280 Heating Capacity: 6000 W Install Year:2017</p>			
M02.4	Waste Water Piping	~1974/2001: Copper waste water piping is provided with some ABS fittings.	4	C	No concerns observed or reported.
M02.5	Irrigation System	Not present	-	-	N/A
M02.6	Washrooms Fixtures	~2002: The washrooms fixtures include floor mounted dual flush tank type vitreous china water closets, wall hung automatic flush valve type vitreous china urinals and counter mounted and wall hung vitreous china and enameled steel lavatories.	4	C	No concerns observed or reported.
M02.7	Sinks	~1974: A stainless steel double basin kitchen sink is provided in the kitchens. A mop sink is provided for the janitor.	4	C	No concerns observed or reported.
M02.8	Showers	~2002: There are group showers, which are	4	C	No concerns observed or reported.

		provided in each dressing room, consisting of shower heads and control valves. Each group shower shares a common drain. The west dressing room expansion contains a fiberglass shower in the referee room.			
M02.9	Drinking Fountain	~2016: There is an electric drinking fountain located on the lobby.	4	-	No concerns observed or reported.
M02.10	Water Pumps	~2002: There is a circulation pump installed on the in-floor heating system in the west dressing rooms. The boiler is provided with 1/3HP circulation pump.	4	-	No concerns observed or reported. (See Note 6A)
M02.11	Hydronic System	~1974: Copper piping distributes heating water throughout the main and second floor on the North end of the building to terminal units. The system is completed with expansion tank and circulation pump.	4	C	No concerns observed or reported.
M02.12	Chilled Water Distribution	~2013: The brine lines from the ice plant are run in the arena slab.	4	-	No concerns observed or reported.

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Boilers	~2005: There is a gas fired hot water boiler manufactured by Super Hot serving the north side of the building. Boiler has an input capacity of 400 MBH. Model: SG400 -N-E-M Serial: SHJE-0525	4	C	No concerns observed or reported.

M03.2	Furnace	~2001: According to the previous report, there is an electric furnace located in the ceiling space to provide supplemental heating in the west dressing rooms.	4	C	The unit was not accessible at the time of the assessment. No concerns were reported by the site Representative.
M03.3	Unit Heaters	~1974/2021: Two electric unit heaters were observed in the workshop area.	2	-	It was indicated that the heating in the workshop is inadequate and that the unit heaters provided are not sufficient for the area. We recommend the installation of additional unit heaters. (See Note 6A)
M03.4	Baseboard Heaters	~2001: There are electric baseboard heaters throughout the building controlled by wall mounted thermostats.	4	C	No concerns observed or reported.
M03.5	Radiators	~2013: A radiant electric heater is installed over the time keepers box. A similar heater was also observed in the skate shop.	4	C	No concerns observed or reported. (See Note 6A)
M03.6	In-Floor Heating	~2002: The west dressing room is equipped with an in-floor heating system fed by an electric domestic hot water heater. The system includes distribution piping, expansion tank, pump and manifolds.	3	-	The hot water distribution piping for the in-slab heating is in good condition. However, it was reported that due to the absence of a floor temperature sensor, the in-slab heating system is functioning poorly. This is addressed with the domestic hot water heater above.

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	Chillers	2021: The ice plant serving the arena consists of the chiller, ammonia/brine heat exchanger, two compressors, a cooling tower, circulating pumps, and distribution piping to the arena.	5	-	No concerns observed or reported.
M04.2	Condenser	Not present.	4	-	N/A

M04.3	Air Handling Unit	Not present.	4	-	N/A
M04.4	Air Conditioner Unit	<p>2018: A split (ductless) air conditioner unit is provided for the office on the second floor. The unit is Fujitsu make: Model No.: AOU9RLS3 Serial No.: QSN 011025 Capacity: 9,000 BTUH (Cooling) / 12,000 BTUH (Heat)</p> <p>The unit is charged with R410A refrigerant.</p>	4	C	No concerns observed or reported. According to information available online (Fujitsu Website), the unit has a standing warranty of 12 years that is due to expire in 12/24/2030.

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	Air Handling Unit	<p>~2005: According to information provided, there are three (3) air handling units within the 2nd floor ceiling space on the north building section. Access to only one unit was available on site:</p> <p>Make: ADP Model No.: BCRMC3260S002 Serial No.: 6005G10712 Cooling Capacity: 60,000 BTUH</p>	4	C	No concerns observed or reported. According to the Site Representative, the AHUs do not have cooling capacity.
M05.2	Heat Recovery Ventilators	<p>~2005: According to information provided, there are four (4) heat recovery ventilators serving the main and second floor of the north end of the facility. Access to one of the units was available but no data label was visible. The units appear to be manufactured by Summer Aire.</p>	4	C	No concerns observed or reported.

M05.3	Air Distribution	~2000: Air distribution is accomplished by a galvanized metal ductwork system concealed within the ceiling space on the north and west building sections, and exposed in the arena.	4	-	No concerns observed or reported.
M05.4	Ventilation	~1974: Ventilation is accomplished in the arena by side wall fans.	4	-	No concerns observed or reported. (See Note 6A)
M05.5	Air Outlets & Inlets	~1974/2001: Metal grilles and air diffusers with covers are provided throughout the building.	4	-	No concerns observed or reported.
M05.6	Exhaust Fans	~1990/2005/2019: A roof mounted exhaust fan serves the ice plant room. Two wall mounted fans serve the arena. Roof mounted exhaust fans provide washroom and general exhaust in the north section of the building. Some janitorial rooms and washrooms are provided with ceiling mounted exhaust fans.	4	C	No concerns observed or reported. The fan serving the ice plant was installed in 2019 and is expected to perform with no issues beyond the timeframe of this report with continued maintenance.

M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	Fire Extinguishers	~2010: Portable dry-type ABC fire extinguishers are provided throughout the building.	4	-	Inspections were observed to be up to date. (See Note 6A)
M06.2	Sprinklers	~2005: The building is equipped with a sprinkler system throughout. The sprinkler tree is located under the stairs on the main floor. Both a wet and dry system are provided. The wet serves the heated spaces and the dry serves the arena.	4	-	No concerns observed or reported. Inspections were observed to be up to date.

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	Electric and Electronic Controls	~2005: Manual thermostats were observed to control internal temperature in some areas of the building. In addition, Grasslin digital timers are provided for the AHUs and HRVs.	4	-	No concerns observed or reported. It is assumed that controls will be replaced with associated equipment at lifecycle replacement.

M99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M99.1	Humidifiers	Not present.	4	-	No concerns observed or reported.
M99.2	De-humidifiers	~2000/2016: The arena is equipped with a dehumidifier manufactured by Thermoplus. A dehumidifier manufactured by Munters is installed on the building exterior and it serves the arena.	3	C	The indoor unit is no longer in service as per information provided on site, and replacement is required.
M99.3	Ammonia Detection	~2020: An ammonia detection system and alarm are provided in the ice plant room.	4	-	No concerns observed or reported.

NOTES:

6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

M02.1) Replace domestic water piping.

M02.3) Replace domestic hot water heater (#1 to #6).

M02.4) Replace waste and vent piping.

M02.6) Replace water closets and urinals.

M02.7) Replace sinks.
M02.8) Replace showers.
M02.11) Replace Hydronic system piping.
M03.1) Replace boiler.
M03.2) Replace furnaces.
M03.4) Replace baseboard heaters.
M04.4) Replace ductless air conditioner.
M05.1) Replace air handling units.
M05.2) Replace heat recovery ventilators.
M05.6) Replace exhaust fans.
M99.2) Replace dehumidifiers.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #M1: One of the four (4) backflow preventers observed on site.



Photo #M2: Two of the six (6) water heaters observed on site.



Photo #M3: Some of the plumbing fixtures observed.



Photo #M4: Boiler and hydronic system equipment.



Photo #M5: In-slab heating system.



Photo #M6: Some of the ice plant equipment.



Photo #M7: Air handling unit within the ceiling space.



Photo #M8: HRV within the ceiling space.



Photo #M9: Sprinkler three serving the building.



Photo #M10: Outdoor dehumidifier unit serving the arena.

7. ELECTRICAL

Electrical service is provided to the building via overhead and buried conductors from a pole transformer located south of the building and owned by a local service provider. Power is supplied to the building at 600 V to a main disconnect switch rated at 400 A, manufactured by Square D and located in the mechanical room. Power is then fed to approximately eight (8) secondary distribution panels provided throughout the building. The secondary panels are generally rated at 225/250 and 400 amps, 600 or 240 V, 3-phase and 4-wire. Panels are manufactured by Square D and Federal Pioneer. Interior lighting throughout the building is typically fluorescent with a combination of T-8 and T-5 fixtures with magnetic ballast and some LED lighting. Exterior lighting is wall-mounted high-pressure sodium (HPS) lights controlled by photocell receptors. Building security is provided from motion detectors located throughout the building tied to the security and fire alarm system. The building is equipped with battery packs emergency lighting and LED exit signs throughout. A fire alarm system is provided for the building which includes a Siemens MX-IQ panel and detection and alarm devices such as: bells, strobe lights, pull stations, smoke and heat detectors.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition. Immediate action items with respect to GFCI receptacles are required. Capital expenditures with respect to distribution equipment, lighting, fire alarm and public address systems are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	Exterior Transformers	Power to the building is fed from an overhead utility owned transformer.	4	-	No concerns observed or reported.
E01.2	Conductors	A combination of overhead and underground power conductors from the exterior transformer and into the interior main electrical panel provide power for the building.	4	-	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	Primary Distribution (Switchgear, CDPs, splitters, disconnects)	~2013: Power is supplied to the building at 600 V to a main disconnect switch located in the main electrical room and manufactured by Square D. This switch is rated at 400 Amps, 600 Volts, 3 Phase, 4 wire.	4	-	No concerns observed or reported.
E02.2	Interior Transformers	~2013: An interior transformer located in the main electrical room steps down power from 600 v to 120/208 V. The transformer is rated at 150 kVA and manufactured by Bemag.	4	-	No concerns observed or reported.
E02.3	Secondary Distribution (disconnects, splitters & sub-panels)	~2002/2013: Approximately eight (8) secondary distribution panels are provided throughout the facility. The panels are manufactured by Square D and Federal Pioneer. The panels are generally	4	-	No concerns observed or reported.

		rated at 225/250/400 amps, 600 V or 240 V, 3-phase, 4-wire.			
E02.4	Branch Wiring	~1974: Electrical branch circuit wiring is reportedly copper throughout the building.	4	-	No other concerns observed or reported.
E02.5	Receptacles	~1974: Electrical receptacles are provided throughout the building.	1	A	The Canadian Electrical Code (Part 1) requires that receptacles located within 1.5 m of sink, bathtub, or shower shall be protected by a ground fault circuit interrupter (GFCI) of the Class A type (subrule 26-700). The receptacles near the sinks in the kitchen and lounge bar should be replaced with GFCI protection. No other concerns observed or reported.
E02.6	Surge Protection	Not present.	2	D	It was indicated by the Site Representative that power surges are common in the area and that it affects equipment in the building, especially the variable drives controlling the ice plant equipment. It is recommended to install surge protection devices on main electrical distribution equipment to reduce the risk of equipment failure and burn out.
E02.7	Motor Control Centre	~2021: A Motor Control Centre is installed in the ice plant room.	5	-	No other concerns observed or reported.

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	Interior Lighting	~2014: Lighting is provided by recessed and surface mounted light fixtures outfitted with T-5 fluorescent lamps and LED bulbs.	4	-	No concerns observed or reported.
E03.2	Lighting Controls	~1974/2014: Interior lighting is controlled by in-line voltage switches. Exterior lighting is	4	-	No concerns observed or reported.

		reportedly controlled by photocells.			
E03.3	Emergency Lighting	~1974/2001: Battery packs with integral lighting heads are provided throughout the building.	4	C	The packs are reportedly replaced on an as-needed basis. Some original battery packs were observed in the arena that should be replaced within the timeframe of this report.
E03.4	Exit Lighting	~2010: LED exist signs are provided at emergency exits and corridors.	4	C	No concerns observed or reported. New fixtures should comply with current codes and include the "Green Running Man" signal.
E03.5	Exterior Lighting	~1995: Exterior lighting is provided by wall mounted light fixtures, having noted HPS lamps. Pole mounted light fixtures were also observed.	4	C	According to information provided, the exterior areas are poorly lit at night. The fixtures have surpassed their EUL and are recommended to be replaced with LED light fixtures.

E04.0 GROUNDING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	Grounding	~1974: Concealed, but assumed to be present on major electrical equipment and conduit systems.	4	-	No concerns observed or reported.

E05.0 FIRE ALARM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E05.1	Fire Alarm Panel	~1995: The building is outfitted with a Siemens MXL-IQ fire alarm system. The main panel is located in the sprinkler room. An annunciator is	2	C	The last inspection was completed in July 2020, according to the Site Representative. The current certificate was not posted on site. According to information provided,

		provided at the main entrance.			the fire alarm system is obsolete and was recommended to be replaced by the service technician.
E05.2	Devices	~1995: The fire alarm system includes alarm devices such bells & strobe lights. Detection devices include: pull stations, smoke/heat detectors and the fire suppression system.	2	-	Cost of replacement has been combined with item E05.1 above. According to information provided, the fire alarm system is obsolete and was recommended to be replaced by the service technician.

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Telephone	~2010: A Nortel telephone system is provided for the building tied to the SCRD telephone system.	4	-	No concerns observed ore reported.
E06.2	Internet Systems	~2010: Internet services are provided for the building.	4	-	No concerns observed ore reported.
E06.3	Public Address System	~2010: The building is equipped with a public address system that serves the arena.	4	C	No concerns observed ore reported.
E06.4	Intrusive Systems	~2018: Motions sensors are provided tied to the Fire Alarm system.	4	-	No concerns observed ore reported.
E06.5	Surveillance Systems	Not present.	-	-	N/A
E06.6	Access Controls	Not present.	-	-	N/A

E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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E99.1	Emergency Generators	Not present.	-	-	N/A
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NOTES:

None.

IMMEDIATE ITEMS IDENTIFIED:

Imm.3) Install GFCI Receptacles.

No other immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02.6) Install surge protection.

E03.3) Replace battery packs.

E03.4) Replace exit signs.

E03.5) Replace exterior lighting.

E05.1) Replace fire alarm system.

E06.3) Replace public address system.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #E1: Electrical service conductors.



Photo #E2: Primary and secondary distribution equipment in the electrical room.



Photo #E3: Main disconnect switch.



Photo #E4: Transformer in the electrical room.



Photo #E5: Missing GFCI receptacle near sink.



Photo #E6: Typical interior lighting.



Photo #E7: Exit lighting and some fire alarm devices.



Photo #E8: Original emergency battery packs in the arena.



Photo #E9: Wall mounted exterior light fixtures.



Photo #E10: Fire alarm panel in the sprinkler room.

8. HAZARDOUS MATERIALS REPORTS

A hazardous materials survey report was made available for review. ACMs are confirmed to be present in the following materials: drywall joint compound on walls and ceilings throughout main and second floor north heated space, and the hot water heater room and janitor's closet in the arena; plaster (both layers) on the perimeter walls of the 2nd floor bar (north heated space); spray insulation on the interior walls of the 2nd floor bar (north heated space). Presumed ACMs are assumed to be present on the following components: transite cement board on the floor of the electrical room in the lounge; vermiculite may be present in the interior cavities of concrete block walls located throughout the facility. Based on the year of the construction of the building outlined in this report (~1974), asbestos may be present in materials not visible or inaccessible to the surveyor during the HSS, including gaskets or sealants on machinery and electrical wiring etc. Lead based paint is also present mostly on painted interior surfaces in the north heated space. Mercury is present in Fluorescent lighting (tubes, compact bulbs, metal halide etc.) contain mercury vapour. PCBs may be present in the ballasts of fluorescent tubes.

If major renovations are to be completed, impacted hazardous materials present must be abated and disposed as per applicable health and safety regulations prior to proceeding with the work.

Report Signature Page

STEPHENSON ENGINEERING LTD.



Adriana Almeida, B.Arch.
Project Manager
Report Author



Lawrence McSorley, Architect, AAA, MRAIC
Principal
Senior Reviewer

APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *Facility Assessments Recreation* was provided on November 9, 2020. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by the Sunshine Coast Regional District (SCRD).

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The FLA process is being undertaken to assist SCRD in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that SCRD will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the "Site Representative" in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the "Operating and Maintenance Item" list below. Also, please refer to the attached "Discussions of Overall Concepts and Terminology" for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE

- Buried services
- Landscaping

STRUCTURE

- Foundations and footings

ROOF

- Periodic maintenance

WALLS AND WINDOWS

- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS

- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL

- Motors, ductwork and in-duct equipment
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL

- Disconnects and breakers
- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is \$3,000. This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design, specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contactors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is considered to be beyond normal or routine maintenance work or for maintenance

procedures that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left "as is" with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention, but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention, but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period (realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;

- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2021) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents, increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C

Capital Reserve Table

[illegible]

05/05/2021

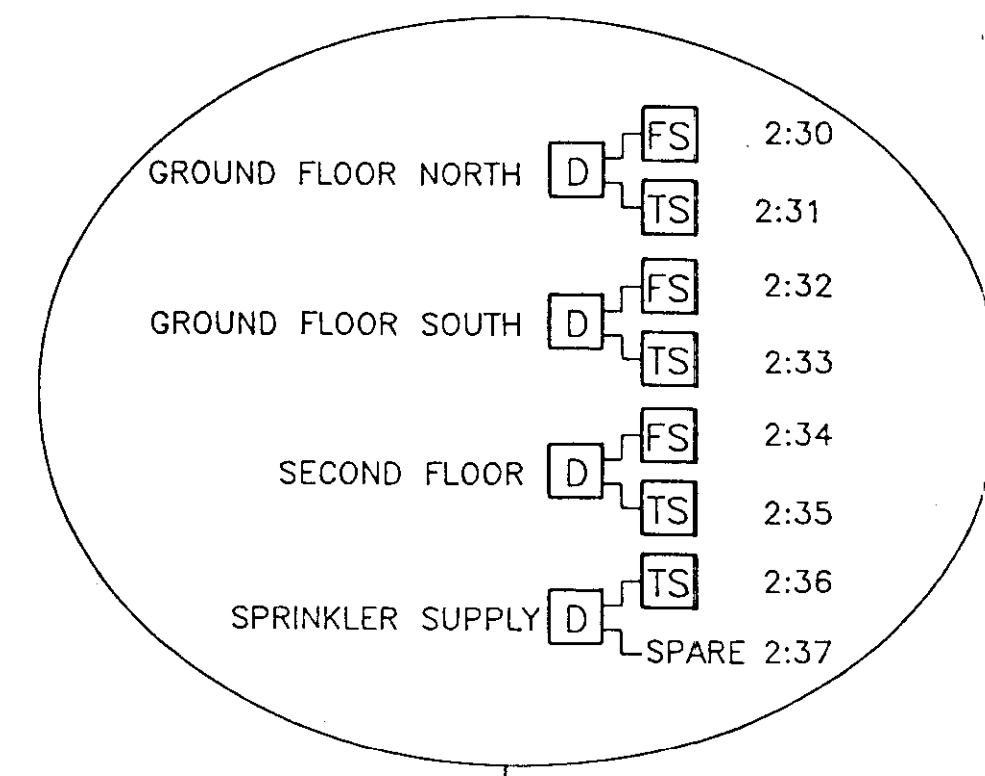
Completed by: AA
Reviewed by: LPM

\$7,500	\$844,600	\$227,700	\$435,500	\$125,400	\$1,293,300	\$7,400	\$0	\$22,200	\$24,700	\$8,700	\$542,000	\$8,800	\$19,400	\$150,900	\$64,300	\$7,000	\$112,200	\$7,800	\$142,600	\$50,600	\$4,075,300
\$7,500	\$869,938	\$241,567	\$445,883	\$141,139	\$1,499,289	\$8,836	\$0	\$28,122	\$32,228	\$11,692	\$750,255	\$12,547	\$29,490	\$228,250	\$69,500	\$11,233	\$185,450	\$13,279	\$250,050	\$68,002	\$4,925,578

APPENDIX D

Floor Plan

Pull st. 2-05✓
 2-06✓
 2-07✓
 2-08✓
 2-09✓
 2-10✓
 2-11✓
 2-12✓
 2-13✓
 smokes - 2-20✓
 2-21✓
 2-22✓
 2-23✓
 2-24✓
 2-25✓
 Heat 2-15✓
 2-16✓



VALVE ROOM
SPRINKLER TREE

- LEGEND:**
- [FAP] MXL-IQ FIRE ALARM PANEL
 - [ANN] LED ZONE ANNUNCIATOR
 - [P] FP-11 SMOKE DETECTOR
 - [X] FPT-11 THERMAL DETECTOR 135°F
 - [F] MSI-51B MANUAL STATION
 - [D] TRI-DC DUAL ADDRESSABLE INTERFACE MODULE
 - [M] TRI-SC ADDRESSABLE INTERFACE MODULE
 - [FS] SPRINKLER FLOW SWITCH
 - [TS] SPRINKLER VALVE TAMPER SWITCH
 - [B] 10" ALARM BELL
 - [B] 10" ALARM BELL C/W 15 CANDELA STROBE LIGHT

5			
4			
3			
2			
1	REVIEW REVISION	DATE	BY
NO.	REVISIONS	DATE	BY



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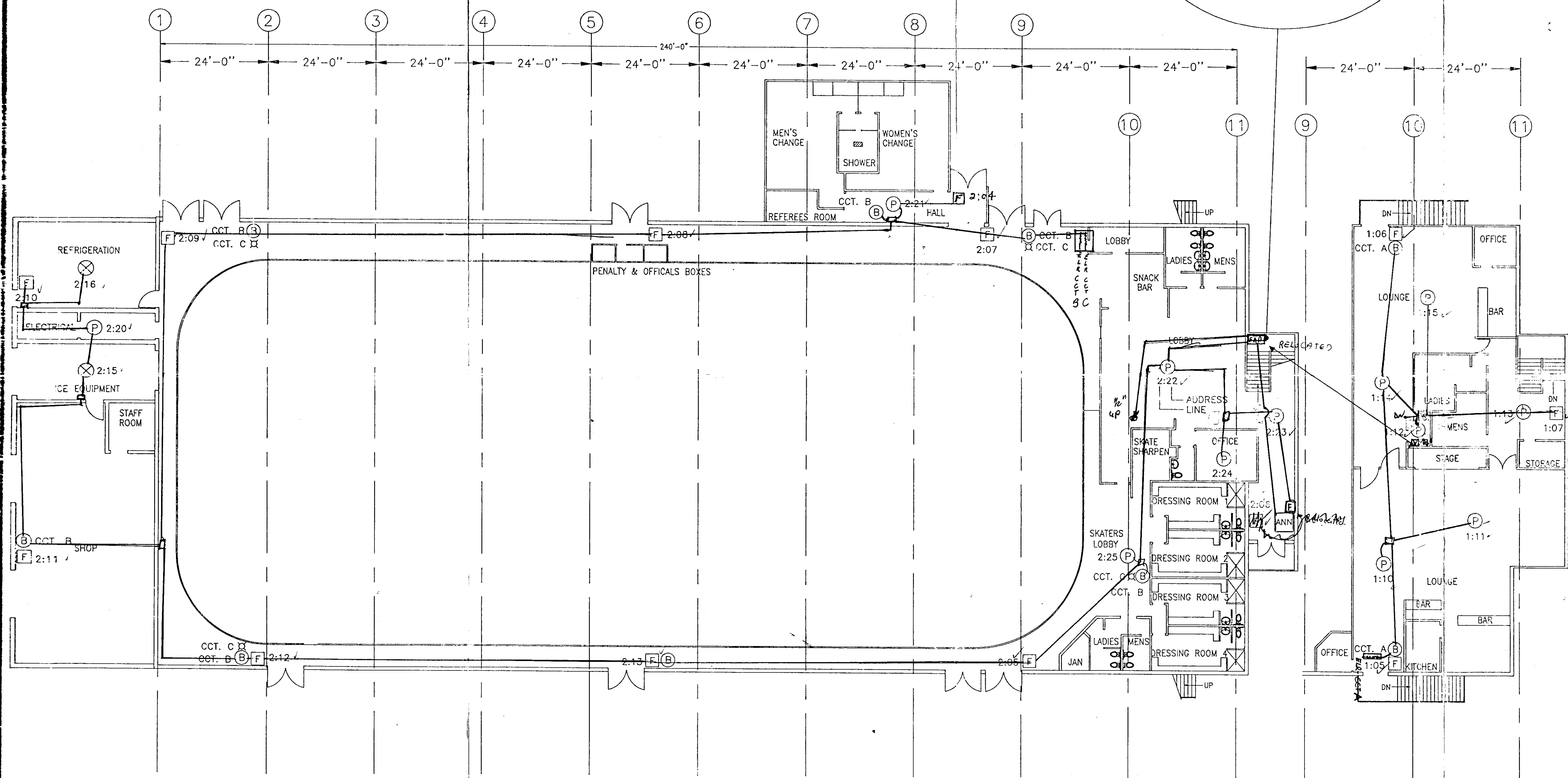
PROJECT:

SUNSHNE COAST ARENA
FIRE ALARM SYSTEM

DRAWING:

CONTROL PANEL
CONNECTION DETAIL

DRAWN BY: AQ	CHECKED BY:
DATE: AUGUST 26, 2003	SCALE: NONE
PROJECT NO.: 26-601281	DRAWING NO.: V438-1



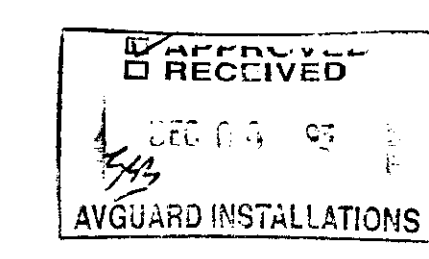
GROUND FLOOR PLAN
1/8"=1'-0"

FIRST FLOOR PLAN
1/8"=1'-0"

SECOND FLOOR PLAN
1/8"=1'-0"

Pull st. 1-05
 1-06
 1-07

smokes - 1-10
 1-11
 1-12
 1-13
 1-14
 1-15



"AS BUILT"

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Kevin Clarkson – Parks Superintendent

SUBJECT: Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project

RECOMMENDATION(S)

THAT the report titled Tyner Park/Lily Lake Storybook Walk Interpretive Signage Project be received;

AND THAT the SCRD support the Pender Harbour Rotary in proceeding with the Storybook Walk Interpretive Signage Project, provided that they:

- adhere to any conditions on the project outlined by shíshálh Nation
- acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation
- enter into a Construction Agreement and Stewardship/Operating Agreement;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement and Stewardship/Operating Agreement with the Pender Harbour Rotary.

BACKGROUND

On April 25, 2021 SCRD received a letter from the Pender Harbour Rotary Club requesting the approval of the SCRD to design and install approximately 21 ‘storybook’ interpretive signs, proposed to be installed along the Lily Lake trail in SCRD’s Tyner Park. Parks has since worked with the Rotary Club to better understand the proposed project, the Rotary Clubs commitment and contribution, the implications to SCRD (both initial capital as well as replacement capital, ongoing staff time, ongoing repair and maintenance costs, etc.), and how the project aligns with SCRD planning documents.

Tyner Park is owned by SCRD and located on the south side of Lily Lake in Pender Harbour. The park is approximately 2.1 hectares (5.3 acres) in size, is largely natural greenspace and provides about 2.5 kms of trail network for passive, non-motorized recreational use (small portions of connector trails fall within tenured Ministry of Transportation Rights-of-ways). Provisioned amenities and services at Tyner Park are limited, including seasonal trail maintenance, vegetation assessment and removal, as well as responding to any emergent issues and work priorities throughout regular annual operations. The park is locally appreciated for its conservation values and important biodiversity, and has a long history of local stewardship with dedicated groups like the Lagoon Nature Reserve Society, as well as the Pender Harbour Rotary Club.



Fig. 1. Location Map, Tyner Park/Lily Lake – Electoral Area A

Pender Harbour Rotary is a registered non-profit charitable society whose goal is to provide service to others both within our community and internationally, promote high ethical standards, advance world understanding, goodwill, and peace through friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

The purpose of this report is to seek SCRD approval for the Storybook Walk Interpretive Signage Project.

DISCUSSION

Entering the park from the south off of Francis Peninsula Road, Tyner Park/Lily Lake trails take users through a forested hillside, sloping down to the shores of Lily Lake. The trail system extends along the shoreline of Lily Lake and provides opportunities for wildlife viewing. As well, the park and its trails serve as important neighborhood connections for residents and visitors of Madeira Park.

The Storybook Walk Interpretative Signage Project proposes the design and installation of 21 (twenty-one) 'storybook' interpretive signs, to be placed along the side of the existing Lily Lake trail. The Rotary Club would work with Pender Harbour Elementary School to display children's books by well-established authors within the interpretive podiums. The storybooks would rotate and be changed every month or so. The stories would be intended to engage anyone, at any

age walking the trails, especially children. In future, Pender Harbour Rotary foresees including stories from the shíshálh Nation, with many books from Nation authors that have been published and available. The entire cost of the design, manufacturing and installation of the interpretative podiums would be borne by the Pender Harbour Rotary Club. The Club is willing to enter into a construction agreement with the SCRD that outlines responsibilities and requirements related to securing all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation.

Further, the Pender Harbour Rotary Club will maintain ownership of the assets (podiums) and is willing to enter into Stewardship/Operating Agreement with the SCRD for the ongoing maintenance, repair, replacement and/or removal of the interpretative podiums.



Fig.'s 2 and 3 – Examples of Storybook Interpretive Signage

Pender Harbour Rotary Club has already engaged with shíshálh Nation, and has received support-in-principle for the project. The project does not propose any surface works or excavation and hopes to further involve the Nation with continued opportunities for story sharing on interpretive signage throughout the park.

Administration recommends supporting the Pender Harbour Rotary Club to proceed with the Storybook Walk Interpretive Signage Project as proposed.

Financial Implications

The Storybook Interpretive Signage project is not anticipated to have financial implications for the SCRD at this time. In the future, there may be a one time operational cost to remove a sign if it is in a state of disrepair and the Rotary Club does not respond in a reasonable timeframe, but this could be assumed in the base budget and is a small risk.

Timeline for next steps or estimated completion date

Administration will outline the conditions of the support approved by the Board and the delegated authorities will enter into the related construction and ongoing stewardship/operating agreements between the SCRD and Pender Harbour Rotary Club.

STRATEGIC PLAN AND RELATED POLICIES

Supporting Rotary and this project aligns with the Boards current Strategic Plan (Working Together) and the Parks and Recreation Master Plans (2014) goal to strengthen community fabric throughout the SCRD.

CONCLUSION

Pender Harbour Rotary is seeking the approval of the SCRD to proceed with the Storybook Walk Interpretive Signage Project at Tyner Park/Lily Lake. The park and its trails are important community asset. This project serves to promote education and respectful recreational use, and Administration is supportive of the project approval subject to the provisions laid out in this report.

Reviewed by:			
Manager		Finance	X - T Perrault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Risk	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Kevin Clarkson – Parks Superintendent

SUBJECT: Madeira Park Ranger Station Reading Centre Mobility Ramp Project

RECOMMENDATION(S)

THAT the report titled Madeira Park Ranger Station Reading Centre Mobility Ramp Project be received;

AND THAT the SCRD support the Pender Harbour Rotary Club and the Pender Harbour Reading Centre in proceeding with the mobility ramp project proposal, provided that they:

- **adhere to any conditions on the project outlined by shíshálh Nation**
- **acquire all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation**
- **enter into a Construction Agreement;**

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Rotary Club and the Pender Harbour Reading Centre.

BACKGROUND

On September 23, 2021 SCRD received an application from the Pender Harbour Rotary Club and the Pender Harbour Reading Centre requesting the approval of the SCRD to design and build a mobility ramp, proposed to be installed at the exterior main entrance to the Reading Centre, at Ranger Station Park.

The Pender Harbour Ranger Station premises includes multiple buildings, a shed and an adjacent lawn area on the parcel, which is an SCRD park as part of the rural areas Community Parks function [650]. The largest building on the property was originally constructed as a ranger station in 1952 for the BC Forestry Service. Property ownership was transferred to the Regional District in 1986. The SCRD holds lease agreements with various groups for the different buildings. They are used as a performing art center and teaching facility for the Music Society, a Reading Centre/public library, art gallery and a childcare center. The premises is modest but has seen and continues to undergo many safety, efficiency and building upgrades. It serves as an asset to the community, as it brings world-class performances to the Sunshine Coast, represents an important gathering hub for both the community and larger region, and provides important family services.

The Pender Harbour Rotary Club would like to construct and install a ramp to the exterior of the building to improve accessibility for those with mobility challenges and/or strollers, walkers, etc. This need has been identified by users of the building and supported by the Reading Centre Board of Directors. Project construction and install is to be performed by Rotary Club and any landscaping remediation required after construction will be done by the Reading Centre volunteers.



Fig. 1. Location Map, Ranger Station Park – Electoral Area A

Pender Harbour Rotary is a registered non-profit charitable society whose goal is to provide service to others both within our community and internationally, promote high ethical standards, advance world understanding, goodwill, and peace through friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

The purpose of this report is to seek SCRDR approval for the Reading Centre Mobility Ramp Project.

DISCUSSION

The mobility ramp project is intended to increase ease of access to the Reading Centre for those who may have mobility challenges. The new ramp will be used by the public and so will meet the SCRDR standards and specifications for design and construction. The project will have no impact to other lessees or to users of the Ranger Station and its buildings or grounds, as the construction is intended to be isolated to the Reading Centre building only. Construction volunteers will secure construction site. The storage/lay down area will not be significant and will be temporary.

The SCRDR has a Lease Agreement with the Pender Harbour Reading Centre for the operations of the Reading Centre building. Under the current terms of the agreement, the Reading Centre requires the approval of the SCRDR to undertake any alternations or improvements to the building. They are also responsible for the repair and maintenance related to the building. The project has the full support of the Reading Centre Board of Directors. The Reading Centre will assist with local communications and inform other groups at the Ranger Station regarding construction dates and times.

The Rotary Club is willing to enter into a construction agreement with the SCRDR that outlines responsibilities and requirements related to securing all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation. SCRDR staff will monitor progress, as wells as inspect the project once completed. The proposal has also been vetted with shíshálh Nation, via a rights & title application and has received support-in-principle for the project from Chief & Council.



Fig. 2 - Existing entrance to the Pender Harbour Reading Centre and the proposed location of the new mobility ramp.

Administration recommends supporting the Pender Harbour Rotary Club to proceed with the Reading Centre Mobility Ramp project.

Financial Implications

The Reading Centre Mobility Ramp project is not anticipated to have any short-term financial implications for the SCRD. The application specifies that the Rotary Club will fund the entire capital cost of project. Once completed, the asset will become the property of the SCRD. There may be a minor increase to the capital renewal needs of the asset (eventual replacement) however, the SCRD could opt at that time to not replace.

Timeline for next steps or estimated completion date

Administration will outline the conditions of the support approved by the Board and the delegated authorities will enter into a Construction Agreement between the SCRD and Pender Harbour Reading Centre and Pender Harbour Rotary Club.

STRATEGIC PLAN AND RELATED POLICIES

Supporting the Reading Centre and Rotary Club and this project aligns with the Boards current Strategic Plan (Working Together) and the Parks and Recreation Master Plans (2014) goal to strengthen community fabric throughout the SCRD.

CONCLUSION

Parks is recommending and seeking the Board approval for SCRD to proceed with the Reading Centre Mobility Ramp project at the Madeira Park Ranger Station. The park, its buildings and the community programs offered are important community assets. This project serves to promote accessibility, and Administration is supportive of the project approval subject to the provisions laid out in this report.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – October 21, 2021

AUTHOR: Kevin Clarkson – Parks Superintendent

SUBJECT: Portable Toilet Services Contract Extension

RECOMMENDATION(S)

THAT the report titled Portable Toilet Services Contract Update be received;

AND THAT the contract with Star-Tek Industrial Services Ltd. for portable toilet services be increased to up to \$145,404 (excluding GST);

AND THAT the contract with Star-Tek Industrial Services Ltd. be extended to September 2023 for a value of up to \$50,342 including servicing contingency;

AND FURTHER THAT the delegated authorities be authorized to execute the contract amendment.

BACKGROUND

SCRD provides portable toilets in a number of parks, trailheads and non-park locations. Some are placed seasonally (May-October) and others are in place and serviced year round. Services for supply, maintenance and pumping of portable toilets are contracted through the Parks Division.

The existing contract expires in November 2021. At this time there is an opportunity to exercise the extension option which would extend the current contract to September 2023. The recommended value of this extension over the extended period would be \$50,342 for a total contract value not to exceed \$145,404.

DISCUSSION

The services associated with portable toilets are specialized and there are a limited number of firms on the Sunshine Coast / in the region capable of supplying them. Current service provisions have been professional and consistent throughout the existing service contract, and the Parks Division is generally satisfied with the provider's timely and professional attention to our requirements.

Financial Implications

Funding to support this contract is provided in the Community Parks (650) function base budget. No budget amendment is required at the current time. Staff note that because the contracted scope of work is defined such that SCRD can add or remove service locations, there is the possibility that the value of service could increase or decrease slightly over the duration of the extension. Staff will continue to monitor the service and bring forward a report should a future budget amendment be a consideration.

Timeline for next steps or estimated completion date

Following Board adoption, staff will prepare an amended contract including extension for signing by the delegated authorities.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The purpose of this report is administrative in nature, requesting Board approval to exercise the contract extension option for the continued provision of portable toilet services by Star-Tek Industrial Services Ltd.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Procurement	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

September 28, 2021

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

PRESENT:	Chair	Frank Belfry
	Members	Barbara Bolding (recorder) Eleanor Lenz Dieter Greiner Catherine Ondzik Kelsey Oxley Jim Noon
ALSO PRESENT:	Electoral Area D Director	Lori Pratt (Non-Voting Board Liaison)
	TELUS Representative	Chad Marlatt (Invited Guest)
REGRETS:	Members	Bruce Thorpe Nicole Huska
ABSENT:	Member	Alda Grames

CALL TO ORDER 7:02 p.m.

AGENDA The agenda was adopted as amended to include the addition of two items under Unfinished Business (Draft letter re: APC role changes; and Chair and Vice Chair replacements) and two items for information updates under New Business (Wood Bay Estates subdivision and Disc Golf).

MINUTESArea B APC Minutes

The Area B APC minutes of June 22, 2021 were approved with a correction to the attendance record to include Jim Noon who was present at the June meeting.

Minutes

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes, June 30, 2021
- Roberts Creek (Area D) APC Minutes, June 21, 2021
- Elphinstone (Area E) APC Minutes, June 23 & July 28, 2021
- West Howe Sound (Area F) APC Minutes, June 22 & July 27, 2021
- Planning and Community Development Committee Minutes, June 17 & July 15, 2021

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

From the minutes of June 22, 2021

- Update re: draft letter to SCRD regarding changes to APC role. B. Bolding will provide background information to K. Oxley who draft letter.
- Chair and Vice-Chair terms are ending in December, 2021 and replacements need to be appointed.

REPORTS

One representative from TELUS attended the meeting.

TELUS Telecommunication Tower – Coast Gravity Park (BC109146) – Request for Local Government Concurrence

The APC discussed the staff report regarding TELUS Telecommunication Tower – Coast Gravity Park (BC109146) – Request for Local Government Concurrence.

The following points were noted:

- This will be one of the last Sunshine Coast improvements proposed by TELUS. (There could be one more Tower near Tillicum Marina).
- The Tower will improve service south into Sechelt and north 3-4 km.
- 65 m tall, therefore will be above the treeline.
- Tower will not affect Coast Gravity Park.

Recommendation No. 1 *TELUS Telecommunication Tower – Coast Gravity Park (BC109146) – Request for Local Government Concurrence*

The Area B APC recommends that the TELUS application to install a Telecommunication Tower at Coast Gravity Park as described in the September 28, 2021 SCRD Referral be supported.

Subdivision Application SD000084 (Lot B Redroofs Road)

The APC discussed the staff report regarding Subdivision Application SD000084 (Lot B Redroofs Road).

The following concerns were noted:

- Road safety hazard due to access onto Redroofs Road being very close to a bend in Redroofs Road.
- A portion of the planned access road/driveway to the 5 lots, close to Redroofs Road is very steep. Does road grade exceed MOTI standards? Can MOTI requirements be ignored if planned road/driveway is on a private lot? Can emergency vehicles manage the grade in all seasons?
- Management of garbage pickup is not described.
- Are there a sufficient number of fire hydrants?
- The SCRD subdivision review does not ask for any specific action from the APC. Are we to review the application for information, or to review and provide a recommendation? The APC chose to review the application and provide comments.

Recommendation No. 2 *Subdivision Application SD000084 (Lot B Redroofs Road)*

The Area B APC recommended that further comment on the proposal be deferred due to lack of information;

AND THAT in order to comment further a fuller information package is required which should include:

- Road grade details including a road profile and cross section.
- Road maintenance plan.
- Clear detail of fire hydrant locations.
- Garbage collection plan.
- Septic disposal plans, especially in relation to building sites.
- All drawings (legible) listed on the Creus Engineering drawing Key-2 (p 47 of the agenda package) including:
 - Key 1 General Notes
 - R1 Roadworks Notes
 - R 2 Traffic Management Notes

NEW BUSINESS

For APC members information:

- Application from Disc Golf Association for a new course in Welcome Woods/Connor Park came to SCRDP Planning and Development Committee June 17, 2021. While not opposed to the proposal, it was deferred until a comprehensive management plan for both parks is available. Confirmed by SCRDP Board at June 24, 2021 meeting.

K Oxley (who is also Secretary Treasurer of the Disc Gold Association) provided further information.

- The Disc Golf Association has signed a memo of understanding to take on stewardship/maintenance responsibilities for the existing Disc Golf Course at Shirley Macey Park
 - Perhaps the proposal could be modified and brought forward again.
- Subdivision and sale of 9 lots on Wood Bay Heights seems to be proceeding. APC members wondered why we have been presented with information regarding a 7-lot subdivision (Redroofs Road. this meeting) and not this 9 lot subdivision, with the potential for many more lots in the immediate area?

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING October 26, 2021

ADJOURNMENT 8:51 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION

September 29, 2021

RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING
HELD ELECTRONICALLY VIA ZOOM.

PRESENT:	Chair	Mary Degan
	Members	Rick Horsley Karen Mahoney Nara Brenchley
ALSO PRESENT:	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Lucie McKiernan Applicant for DP000218 Recording Secretary	(Non-Voting Board Alternate) Monte Staats (Invited Guest) Vicki Dobbyn
REGRETS:	Members	Urszula Dragowska Kasha Janota-Bzowska
ABSENT:	Members	Bob Morris Rod Moorcroft Anne Cochran

CALL TO ORDER 7:03 p.m.

Chair Degan acknowledged the Skwxwú7mesh and shíshálh Nations' stewardship of this land for thousands of years.

AGENDA

The agenda was adopted as presented.

MINUTESArea E Minutes

The Area E APC minutes of July 28, 2021 were approved as circulated.

Minutes

The following minutes were received for information:

- West Howe Sound (Area F) APC Minutes of July 27, 2021
- Planning and Community Development Committee Minutes of July 15, 2021

REPORTS

Development Permit DP000218 (969 Keith Road)

The APC discussed the staff report and the following points were noted:

- The applicant had plans for a transfer station on the Hydro Right of Way, but it was denied by BC Hydro, so that part of application has been fully removed.
- How do we dissuade people from doing what has been done on this property, that is, a hodge podge of buildings? Are there fines? Neighbours have expressed concerns.
- A tributary of Chaster Creek runs up the west side of the property so there are questions about riparian setback, also it may be an area of geotechnical hazards. We need information from the SCR D staff to answer these questions.
- Application is consistent with Development Permit Guidelines. This is zoned rural industry which there isn't much of, so APC has not seen many applications from this zoning.
- The applicant's representative noted that the application is only looking at two retroactive structures and approval for two portables already moved to property. All the other structures have gone through the Development Permit process. The proposed tent structure on BC Hydro Right of Way is no longer part of application. The applicant's understanding from planning staff is they only need approval for form and character. Where structures are located they are only partially visible from the road. The lower section is boat repair facility, the middle of the property is First Response business. Rezoning was done in the past to permit these uses. Applicant is proposing to landscape around all four structures even though they are not all visible from the road.
- It was observed that most of the proposed landscaping is on the perimeter of the property.
- It is appreciated that landscaping is happening due to proximity to park and cemetery.
- There is a home at top of property which is permitted. Zoning is unique due to historical process. House on property is likely an affordable rental.
- Cedar is problematic due to climate change. It is recommended that water friendly irrigation system be installed. It is also recommended that the applicant consider an alternative to cedar such as California wax myrtle. Applicant noted they are using all native species.
- There is a penalty as all fees will be doubled. Owner wants everything up to approval now. Property is across the street from RV park. This application has a far superior landscaping plan compared to RV park. Landscaping will be helpful in terms of sound for people who will be living across the street.
- There is performance bond if the owner doesn't complete the landscaping plan in a timely way.
- It is recommended that the property not be paved and that there are permeable surfaces such as gravel and geo meshing due to major run off problems and flooding.

Recommendation No. 1 *Development Permit DP000218 (969 Keith Road)*

The Area E APC recommends approval of this application for the following reasons:

The proposal is consistent with Development Permit Application guidelines and zoning bylaw regulations.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING October 27, 2021

ADJOURNMENT 8:06 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION

September 28, 2021

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM.

PRESENT:	Chair Members	Susan Fitchell Doug MacLennan Kate-Louise Stamford Alicia Lavalle Al Hyland
ALSO PRESENT:	Director, Electoral Area F ALR application Recording Secretary	Mark Hiltz (Non-Voting Board Liaison) Lucas Chamberlain (Invited Guest) Diane Corbett
REGRETS:	Member	Sarah Macdonald
ABSENT:	Member	Fred Gazeley

CALL TO ORDER 7:04 p.m.

AGENDA

The agenda was adopted as presented.

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of July 27, 2021 were approved as circulated.

Minutes

The following minutes were received for information:

- Elphinstone (Area E) APC Minutes of July 28, 2021
- Planning and Community Development Committee Minutes of July 15, 2021

REPORTS

Application for Subdivision in the ALR - 2061 Twin Creeks Road

The APC discussed the staff report regarding an application for subdivision in the ALR at 2061 Twin Creeks Road. The applicant was present and responded to APC inquiries.

The following points were noted:

- The APC had considered an application for subdivision in the ALR for this property in June 2020. It did not go to the Agricultural Land Commission as it was not supported by the SCRD. Since that time the owners had submitted an agrologist's report, riparian report and geotechnical report, and adjusted some lot lines.
- Staff concurs with the applicant's rationale for the proposed subdivision within the ALR that was found to be consistent with the West Howe Sound Official Community Plan, Zoning Bylaw No. 310, and the SCRD Agricultural Area Plan.
- Any owner who has put in this much persistence and had professional support seems to have done their due diligence for best accommodation to the situation and the topographical challenge. They have put a lot of resources into these reports and are surely committed to do it and do it correctly.
- They are doing their due diligence and then some.
- Give our unconditional support.
- Don't have problem with this at all.

Recommendation No. 1 *Application for Subdivision in the ALR – 2061 Twin Creeks Road*

The Area F APC recommended that the proponent's proposal for subdivision in the ALR be supported, for the following reasons:

- It is consistent with the West Howe Sound Official Community Plan, Zoning Bylaw No. 310, and the SCRD Agricultural Area Plan.
- It would not result in any loss of lands in the ALR.
- It would partition the parcel along the non-ALR and ALR divide and the natural divide of ravines.
- It would increase the accessibility and availability for agriculture of the ALR lands.
- It would increase potential food security in the area.

DIRECTOR'S REPORT

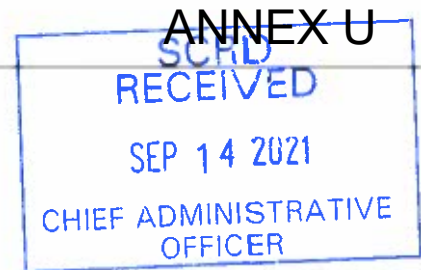
The Director's report was received.

NEXT MEETING October 26, 2021

ADJOURNMENT 8:43 p.m.



BRITISH
COLUMBIA



VIA EMAIL

Ref. 616604

September 14, 2021

Lori Pratt, Chair
Sunshine Coast Regional District Board
1975 Field Road
Sechelt BC V0N 3A0
Email: Jennifer.hill@scrd.ca; Lori.Pratt@scrd.ca

Dear Lori Pratt and the Sunshine Coast Regional District:

Thank you for your letter of April 22, 2021 regarding climate action in buildings.

Just as the Honourable Bruce Ralston, Minister of Energy Mines, and Low Carbon-Innovation, the Honourable Josie Osborne, Minister of Municipal Affairs and the Honourable George Heyman, Minister of Environment and Climate Change Strategy, wrote on May 12, 2021, I am committed to working together on reducing carbon in new construction, addressing housing affordability, and supporting the creation of resilient local communities. I wanted to provide additional information on the actions being taken by the Ministry of Attorney General.

The Province is committed to making all buildings, new and existing, more energy efficient and cleaner. Part of this commitment includes empowering local governments to regulate GHG emissions from new buildings, home energy labelling at the time of listing, and more financing options such as Property Assessed Clean Energy financing.

The development of the ministry's Existing Buildings Renewal Strategy (the Strategy) will help fulfill this commitment while also ensuring existing buildings are safer for British Columbians during events like earthquakes, wildfires, heat waves, and floods. The Strategy will not only focus on code or regulatory approaches but will consider affordability, ease of administration, and appropriate tools for different sectors to support renovations. Tools may include changes to planning and land use practices, financing and incentives, and education and awareness initiatives.

A further round of consultation with stakeholders, including local governments, is planned for the summer and fall of 2021.

.../2

Ministry of
Attorney General

Office of the
Attorney General

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Lori Pratt, Chair
Page 2

I recognize the challenges of implementing new programs in rural and remote communities. As more communities begin referencing the BC Energy Step Code, ministry staff are working closely with the Local Government Peer Network of the Energy Step Code Council to ensure energy advisors are available in Step Code communities. Furthermore, the Canada Greener Homes Grant, recently announced by the federal government, will provide a total of \$10 million over five years to support innovative projects to train and recruit energy advisors for rural and remote communities, and to recruit under-represented groups like women, Indigenous peoples, persons with disabilities, racialized individuals and individuals who identify as LGBTQ+. For more information on that program, please visit: <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/explore-careers-energy-efficiency/23446>

If you have further questions, I invite you or your staff to contact the Building and Safety Standards Branch by email at: building.safety@gov.bc.ca. They may be able to connect you to resources relevant to your Regional District.

Thank you for your commitment to addressing climate change through the building sector. We look forward to working together in areas of mutual interest.

Yours truly,

A handwritten signature in black ink, appearing to be 'DE', written in a cursive style.

David Eby, QC
Attorney General and
Minister Responsible for Housing

pc: Her Worship Lisa Helps

Sunshine Coast Regional District

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April 22, 2021

The Honourable George Heyman, Minister of Environment and Climate Change Strategy:
ENV.Minister@gov.bc.ca

The Honourable Josie Osborne, Minister of Municipal Affairs: MAH.Minister@gov.bc.ca

The Honourable Bruce Ralston, Minister of Energy, Mines, and Low-Carbon Innovation:
EMPR.Minister@gov.bc.ca

The Honourable Selina Robinson, Minister of Finance: FIN.Minister@gov.bc.ca

The Honourable David Eby, Attorney General and Minister Responsible for Housing:
AG.Minister@gov.bc.ca

Dear Honourable Ministers:

RE: Letter of Support for the Help Cities Lead Campaign

The Sunshine Coast Regional District is writing you in support of the Help Cities Lead (HCL) building decarbonization campaign, but through our own unique lens as a small rural community.

HCL is an education and awareness campaign focused on accelerating building decarbonization through collaboration between the Province of British Columbia and local governments. The group is led by Climate Caucus and supported by local governments and environmental NGO's.

Local governments are on the front lines of climate change dealing with the impacts of floods, droughts, forest fires, heat waves, etc. We are doing our best to provide the strong climate leadership that our residents are clamouring for, but we urgently need expanded regulatory authority in order to achieve our climate targets.

The need to accelerate building decarbonization is urgent, especially the retrofit of existing building stock. Recent climate policy modelling shows that existing policy tools and programs will not bring us near our GHG emissions targets. And small communities can't begin to do this without broader regulatory authority, well designed programs, and funding.

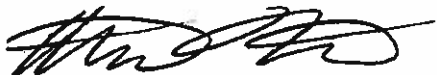
In particular, we urge you to take into account the needs and capacities of small, rural and remote communities when you create new programs. For example, implementation of the Step Code on the Sunshine Coast is challenging because we have no local source of required services, such as energy advisors. The cost of importing in-demand experts is adding to soaring construction costs at a time we already face an affordable housing crisis. Also, are you considering ways to decrease the burden of regulatory compliance instead of adding to it? We need immediate action, not further sources of delay.

...2.

The Sunshine Coast Regional District strongly supports addressing climate change through collaboration between the Province, local governments and First Nations. And we are willing to step up and work with you on solutions to the extra challenges faced by small, rural and remote communities.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT



For Lori Pratt,
Board Chair

cc: Lisa Helps, Mayor, City of Victoria: mayor@victoria.ca



TOWN OF GIBSONS

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September 16, 2021

ATTN: Lori Pratt, Chair
Board of Directors, Sunshine Coast Regional District
1975 Field Road
Sechelt, BC, V0N 3A1

Dear Chair Pratt,

Re: Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre

At the regular Council meeting held September 7, 2021, Council for the Town of Gibsons considered the request for funding received from the Sunshine Coast Regional District and passed a resolution in favour of providing \$8,461 of funding towards the costs of a fire protection system at the Sechelt Aquatic Centre.

Yours truly,

Rebecca Anderson
Director of Corporate and Legislative Services
and Corporate Officer



shishálh

SCRD
RECEIVED

OCT 01 2021

CHIEF ADMINISTRATIVE
OFFICER

September 27, 2021

Sunshine Coast Regional District Board and staff
c/o Chair Lori Pratt
Sunshine Coast Regional District

VIA EMAIL: Lori.Pratt@scrd.ca, Tracey.Hincks@scrd.ca

Dear Sunshine Coast Regional District Board and staff,

The Province and shishálh Nation (shishálh) are happy to share with the Sunshine Coast Regional District (SCRD) that a website is being launched to provide details about the Shared Decision Making (SDM) process for private and commercial moorage. The website is set to be published on October 1st, 2021. The website will provide information on the SDM process and includes guidance materials for applicants and qualified professionals when applying for Land Act authorizations for private and commercial moorage. The link to the website is: <https://www2.qa.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/collaborative-stewardship-bc/shishalh-shared-decision-making>. A new brochure will also be released supporting a broader distribution of knowledge about the SDM process and providing the link to the website (attached).

The new website and brochure are additional tools that we are confident will further help applicants understand the SDM process and create a smooth application process for all. As always provincial staff on the working group will work with all applicants to help them understand the application requirements.

Private and commercial moorage applications within the shishálh swiya have been moving through the SDM process already and there have been several positive metrics of effectiveness. 25 dock applications are currently under review, and 27 have proceeded to the board for decision, which includes 5 public wharfs. shishálh and the Province also continue to make good progress on replacement tenures in Pender Harbour with a total of 161 issued and another 97 tenures offered through a collaborative process.

In addition to the new website for private and commercial moorage applications through SDM, the updated Pender Harbour Dock Management Plan (Dock Management Plan) has been loaded to the Pender Harbour Project Website: <https://www2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/regional-crown-land-initiatives/pender-harbour-project>. The Dock Management Plan was updated after careful consideration of requested amendments by the local area residents' association. shishálh and

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Ministry of Forests, Lands, Natural
Resource Operations and Rural
Development

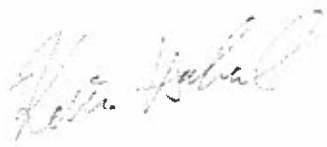
South Coast Natural Resource Region

Suite 200, 10428 - 153 Street
Surrey BC V3R 1E1
Phone: (604) 586-4400
Fax: (604) 586-4434

the Province collaborated in the review and update of the Dock Management Plan and undertook local engagement; the plan was approved by the Deputy Minister of Forests, Lands, Natural Resource Operations and Rural Development and Hiwus and shishálh Council.

We hope this information helps in providing further understanding and look forward to discussing at our next quarterly meeting this fall.

Sincerely,



Kevin Haberl
Director, Authorizations, South Coast Regional Operations Division
Ministry of Forest, Lands, Natural Resource Operations and Rural Development



Jasmine Paul
Stewardship & Territorial Land Management
Division Manager, shishálh Nation

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