



COMMITTEE OF THE WHOLE

Thursday, September 14, 2023

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.
AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1 - 3

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Water Supply Update Verbal
General Manager, Infrastructure Services
(Voting – A, B, D, E, F, Sechelt)
3. Emergency Preparedness Update Verbal
Chief Administrative Officer
(Voting – All Directors)
4. Impacts of Operating Emergency Operation Centers
(EOCs) to the Sunshine Coast Regional District Annex A
pp. 4-7
Senior Leadership Team
(Voting – All Directors)
5. Sunshine Coast Regional District Bylaw Enforcement Annex B
pp. 8-15
Policy Revisions
Senior Bylaw Officer
(Voting – A, B, D, E, F, sNGD)
6. Frontage Waiver FRW00021 (10584 Wood Bay
Ridge Road) – Electoral Area B Annex C
pp. 16-19
Planner II
(Voting - Rural Planning - A, B, D, E, F)
7. Telus Next Generation 911 Service Agreement Annex D
pp. 20-22
Manager, Protective Services
(Voting – All Directors)

8. Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training
Fire Chief, Gibsons and District Volunteer Fire Department
(Voting – A, B, D, E, F, Gibsons) Annex E
pp. 23-24
9. Request for Proposal 2322202 Hazard, Risk and Vulnerability Analysis Contract Award
Manager, Protective Services
(Voting – All Directors) Annex F
pp. 25-26
10. Community Services Q2 Department Report
General Manager, Community Services
(Voting – All Directors) Annex G
pp. 27-68
11. Electoral Area A (Egmont/Pender Harbour) Advisory Planning Commission Minutes of July 26, 2023
Electoral Area A - Rural Planning (Voting – A, B, D, E, F) Annex H
pp. 69-72
12. Electoral Area B (Halfmoon Bay) Advisory Planning Commission Minutes of July 25, 2023
Electoral Area B - Rural Planning (Voting – A, B, D, E, F) Annex I
pp. 73-75
13. Electoral Area D (Roberts Creek) Advisory Planning Commission Minutes of July 17, 2023
Electoral Area D - Rural Planning (Voting – A, B, D, E, F) Annex J
pp. 76-77
14. Electoral Area E (Elphinstone) Advisory Planning Commission Minutes of July 26, 2023
Electoral Area E – Rural Planning (Voting A, B, D, E, F) Annex K
pp. 78-80
15. Electoral Area F (West Howe Sound) Advisory Planning Commission Minutes of July 25, 2023
Electoral Area F – Rural Planning (Voting – A, B, D, E, F) Annex L
pp. 81-83

COMMUNICATIONS

MOTIONS

16. MOTION FOR WHICH NOTICE HAS BEEN GIVEN:

Annex M
pp. 84

Compensation Policy for Advisory Committees
(Director McMahon)

THAT the SCRD offer a per meeting stipend of \$150 to members of the Accessibility Advisory Committee, excepting those who represent organizations where they are employed;

AND THAT staff research a new compensation policy for advisory committees (including the Gibsons and District Fire Commission) with the goal of making our advisory committees more diverse, inclusive and representative of the residents of the Sunshine Coast
(Voting – All Directors)

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Senior Leadership Team

SUBJECT: Impacts of Operating Emergency Operation Centers (EOCs) to the SCRD

RECOMMENDATION(S)

(1) THAT the report titled Impacts of Operating Emergency Operation Centers (EOCs) to the SCRD be received for information.

BACKGROUND

On January 12, 2023, the SCRD Board adopted the following resolution:

006/23 THAT staff prepare a report in Q2 of 2023 outlining the financial and organizational impacts to the SCRD of repeated and overlapping EOC activations over the last three years.

This report is intended to capture the costs of Emergency Operation Centres (EOCs) and the resulting operational and project costs from emergencies over the three years from March 2020 to March 2023. It summarizes the number of hours that SCRD staff contributed to working in EOCs, performing the recovery and repairs/rebuild, in addition to their regular work, as well as the financial, productivity, and well-being costs attributed to that work. Combined, these impacts diminish staff's ability to carry out day-to-day operational workplan priorities.

It does not capture the significant efforts and partnerships of other local governments and agencies on the Sunshine Coast.

DISCUSSION

Financial Impacts

The following table illustrates the resulting costs of each emergency that has resulted in an EOC since March 2020 and the associated Government of BC Emergency Management and Climate Readiness (EMCR) reimbursement. The costs shown also include project expenditures and operational staff time that were not a result of running the EOC but were a direct result of the emergency.

The BC Government only reimburses salary costs if they are incremental such as backfill or work that is performed outside regular working hours. In addition, costs may be recovered for repair or replacement of local government-owned infrastructure to pre-disaster condition.

Event	EOC Operations		Non-EOC Operations		Funding Recovered
	Operating Costs	Salaries	Operating Costs	Salaries	
COVID -19 Pandemic	1,416	179,483	-	-	116,254
Chapman WTP Landslide	2,235	6,436	164,210.00	13,287	167,160
Trout Lake Fire	-	209	-	-	179
Drought 2021	3,235	36,924	138,777.00	16,936	47,988
Stewart Rd	3,108	1,473	-	-	3,108
Atmospheric River	79,925	97,135	514,333.00	6,580	241,929
Heat Emergency	632	4,121	-	-	-
Cyber Incident	132	3,968	62,538.00	14,903	-
Drought Response 2022	268,506	180,744	-	-	171,658
2022 Storm Damage	-	14,012	-	-	-
Total	359,189	524,505	879,858	51,706	748,276

Over the past three years, approximately, **\$576,212 in salaries** and an additional **\$1,239,047 in operational costs** has been expended because of emergency events. This is inclusive of projects that had to be undertaken as a result of the emergency event. These costs were incurred outside of operating the EOC but are indicative of the true cost of the emergency. In total, the percentage of cost recovery from these EOC activations was **60.3%** of incurred costs. As a result of the atmospheric river emergency in 2021, various Regional Water and Parks projects were undertaken to repair assets or property that were damaged. In some cases, the SCR D was able to recover costs for the project from the Province of BC. In other cases, the work has not been scoped and is still in the planning stages (Cliff Gilker and Chaster Creek pedestrian bridges).

Organizational Impacts

The impact to the SCR D with regards to emergencies, however, goes beyond the financial salaries and costs. Both mental and physical fatigue are risks that may be experienced by employees who are required to work in the EOC and who must also complete their regular job duties. Particularly with extended EOC’s (those lasting for weeks or months) this may mean that regular tasks go undone, creating a backlog and as the incomplete work accumulates, the level of anxiety experienced by these staff members may increase.

In addition to the fatigue associated directly with the job itself, extended EOCs may also impact the personal lives of employees. The extra time that employees work often means more time away from families or from personal pursuits, which are essential for a healthy work-life balance. Even when employees are not at work, time may still be spent thinking and worrying about both the emergency, and their regular work which is not being completed.

Working extra hours during an extended EOC and thus taking time away from one’s personal life is known to contribute to “burn-out”, and to the risk of employees having to take leave for health reasons or leaving their positions altogether to seek employment elsewhere. The risks to the SCR D include lost productivity, and potential time and costs of employee replacement.

While absences are not directly attributed to workload, stress levels, or burn-out caused by EOC activation and participation, there is an awareness that staff have been absent due to these factors, ranging from limited time loss through to extended absence.

It is imperative that EOC activations follow the provincial standards of utilizing the Incident Command System (ICS) organizational chart, roles and responsibilities to support any event. ICS provides structure and uniformity that enables all EOC trained persons to function effectively with common understanding and training. While the SCR D is currently striving to increase EOC-trained staff, it must be noted that this training takes staff away from their regular duties, which again increases the workload and potential stress on those employees.

While all staff must do what is required during any emergency, working in an EOC is not part of many existing job descriptions. Despite this, successful EOC activations and recovery operations require staffing key roles in EOCs with internal employees, as they have the necessary “expertise” and corporate knowledge of an organization.

Next steps

Several measures are under development to increase resilience and improve current practices in the Emergency Management Program, EOC Activations and the SCR D. Some of these include:

1. Develop new business practices for when the EOC is activated, to better define hours of operation, including hours for EOC role if sharing responsibilities with regular duties.
2. Ingrain and monitor work-life balance during EOC activations with a Health & Safety Officer (part of the Risk Management function in ICS), who will take the necessary steps to enforce time away from the EOC, as required.
3. Explore hiring casual staff or contracting service providers for key roles in the EOC to supplement internal expertise (which, as incremental resources could be cost-recovered).
4. Increase training and exercising of personnel.

STRATEGIC PLAN AND RELATED POLICIES

The Sunshine Coast Emergency Response Plan Review by David Mitchell & Associates, December 2018 refers to the review and updating of Emergency Management Bylaws 1041, 564 and 565, in addition to recommendations for overall improvement of the emergency program. Activating and managing EOC events, including the next steps described, is in-line with recommendations in this review.

With an increase in severe weather events due to climate change, this report and the next steps identified support the Strategic Plan’s focus area Community Resilience and Climate Change Adaptation. Specifically, it creates a backbone to support the tactic to develop and implement adaptation strategies and measures including emergency plans, for priority risk areas.

CONCLUSION

As detailed in this report, there are material financial and organizational impacts associated with running EOCs and managing emergencies. Some next steps are underway/planned to improve practice and enhance resilience.

Reviewed by:			
Manager	X – M. Treit	Finance	X – B. Wing
GM/SM	X – I. Hall X – S. Gagnon X – G. Parker X – S. Reid X – M. Brown	Legislative	
CAO	X – D. McKinley	Emergency Program Coordinator	X – N. Hughes
		Risk Management	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Krissy Kirkpatrick, Senior Bylaw Officer

SUBJECT: SUNSHINE COAST REGIONAL DISTRICT BYLAW ENFORCEMENT POLICY REVISIONS

RECOMMENDATION(S)

- (1) THAT the report titled Sunshine Coast Regional District Bylaw Enforcement Policy Revisions be received for information;**
- (2) AND THAT Bylaw Enforcement Policy be adopted as presented.**
-

BACKGROUND

The Board adopted the following resolution 254/21 (in part) on September 9, 2021:

AND THAT Board Policy 9-3800-4 Bylaw Enforcement Complaints be reviewed and amendments recommended to provide for more responsive and efficient enforcement that aligns with community expectations.

DISCUSSION

The policy was amended to ensure more efficient and effective enforcement. The amendments to the policy included gathering input from a variety of internal and external contributors, including the Bylaw Enforcement division, Legislative Services division, BC Ombudsperson, bylaw officers from other jurisdictions, and Sunshine Coast Regional District (SCRD) legal counsel.

Changes to the policy include the following:

- 1. Greater clarity of understanding for both staff and the public,**
 - (a) A definitions section has been added to clarify terms used in the new policy.
 - (b) Handling of public requests for information shall now be directed to the CAO or the Corporate Officer.
 - (c) Clarification for when acting agents are involved. Acting agents will now be the only source of contact between SCR D staff and members of the public. This will prevent situations where a resident appoints an agent but continues to directly contact the Bylaw Enforcement Division which creates confusion and inefficiencies with communication.

2. Improved efficiency with regards to enforcement,

- (a) The new policy clarifies which information must be included in a complaint and emphasizes that verbal complaints will only be accepted in exceptional circumstances.
- (b) The immediate penalties section has been updated to include environmental concerns including threats to public drinking water, risk or damage to the environment and repeat offences, in addition to the fire, health, and life-safety matters included in the previous policy.
- (c) The former “three warning letter” process has been replaced with a progressive approach that includes verbal or written communication with the subject of complaint and may include the issuing of verbal warnings, written warnings and/or tickets.
- (d) The priority of complaints has been updated and clarified with land alterations now at the second highest level.
- (e) Options for compliance agreements have been added with new reference to the Bylaw Enforcement Dispute Policy.

3. Clarification of SCRD staff approach.

- (a) A section on staff approach has been added to clarify the role of Bylaw enforcement staff and how the policy will be applied.
- (b) The section on confidentiality has been expanded to include reference to current legislation which governs how personal information is handled by SCRD staff.

Options and Analysis

The Board may adopt the policy as presented or with amendments. Staff can be directed to prepare amendments, if desired.

Organizational and Intergovernmental Implications

The proposed policy amendment can enhance responsiveness and efficiency in administering enforcement services.

Timeline for next steps or estimated completion date

Staff will implement this new policy once it has been adopted by the Board.

Communications Strategy

The content of the policy will be shared with the public on an ongoing basis through interactions between Bylaw staff and the public. The new policy will also be available to the public through the SCRD website and will provide information to explain priorities and the processes as they relate to bylaw enforcement.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The Bylaw Enforcement policy has been amended to ensure more efficient and responsive bylaw enforcement. Adoption as presented is recommended.

ATTACHMENTS

Attachment A – SCRD Board Policy 9-3800-4 - Bylaw Enforcement Policy

Reviewed by:			
Manager	X - M. Treit	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	



Section:	Legislative & Regulatory Affairs	
Title:	Bylaw Enforcement Complaints	

1. PURPOSE

1.1 The purpose of the Bylaw Enforcement Policy is to obtain compliance with Regional District bylaws through effective enforcement based on consistency and fairness. The SCRD Board promotes an enforcement philosophy that supports efforts to achieve voluntary compliance to bylaws through communication and education. Where this is not possible, a progressive approach to enforcement will be utilized including provisions for further enforcement.

2. SCOPE

2.1 This policy applies to enforcement of SCRD bylaws within the Sunshine Coast Regional District.

3. DEFINITIONS

3.1 **“Life Safety”** means a situation that currently or imminently threatens public safety (e.g. dog at large, drinking water concerns, buildings without permit)

3.2 **“Bylaw Dispute Adjudication System”** means the system that allows the SCRD to manage bylaw disputes locally rather than through the Provincial Court system.

3.3 **“Bylaw Enforcement Officer”** means a person prescribed under the *Community Charter* who is designated by a local government as a Bylaw Enforcement Officer.

4. POLICY

4.1 Bylaw Enforcement Approach

4.1.1 The Regional District may take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion guided by this policy

4.1.2 Bylaw enforcement staff will apply this policy with a view to:

- a) Accountability;
- b) Impartiality;
- c) Integrity and Professionalism;
- d) Upholding community standards;
- e) Respecting diversity, needs, values and aspirations of the public; and

4.1.3 The role of bylaw enforcement staff is to:

- a) Encourage education and awareness of community standards;
- b) Receive and document complaints;
- c) Enforce the Regional District Bylaws in a fair, efficient, equitable and reasonable manner;
- d) Apply discretion in the assessment of complaints and enforcement of bylaws in accordance with this policy;
- e) Administer enforcement proceedings;
- f) Manage communications with complainants and alleged offenders; and



BOARD Policy

- g) Provide clear and accurate information, while recognizing stakeholder's expectations of confidentiality and the importance of timely communication.

4.2 Confidentiality of Complainants

- 4.2.1 Unless required or permissible by law, the identity of a complainant, any personal information they provide, and the written complaint itself, will not be disclosed to the subject of complaint or any member of the public.
- 4.2.2 Complainants and Subject of Complaints are to be advised that any personal information provided is subject to disclosure by order of the BC Information and Privacy Commissioner. Requests for information that may involve the disclosure of personal information in complaints or in responses to the complaints will be handled in accordance with the *Freedom of Information and Protection of Privacy Act*.
 - a) In administering Bylaw Enforcement, complainants shall be advised that anonymity and confidentiality also cannot be assured if the investigation results in court proceedings. If a complainant whose identity must be revealed in order for enforcement action to proceed and the complainant refuses to have their identity revealed, pursuit of their complaint may be abandoned.
 - b) Public inquiries regarding the status of a bylaw enforcement matter under investigation shall be directed to the Corporate Officer or the Chief Administrative Officer.

4.3 Role of the SCRD Board

- 4.3.1 To maintain an administratively fair and unbiased bylaw enforcement system, it is paramount that there is a distinct separation between the elected officials' role to set overarching policy and priorities and SCRD bylaw enforcement staff's role to execute procedures as established and outlined in this policy. As such members of the public must be advised to contact the Bylaw Enforcement Department Directly.
- 4.3.2 To maintain impartiality, each Director remains uninvolved in specific bylaw enforcement decisions unless a matter is put onto an agenda for the Board to consider. The Board shall only consider matters authorizing SCRD staff to bring a property into compliance or legal proceedings that require a resolution of the Board. Board or director inquiries relating to bylaw enforcement matters shall be directed to the General Manager, Planning and Development Services.

4.4 Complaints

- 4.4.1 The SCRD, relies on public complaints to identify potential non-compliance.
- 4.4.2 Enforcement action will be considered where:
 - a) a complete complaint form has been received by a clearly identified individual or
 - b) a resolution of the Regional District Board directs enforcement action. or;
 - c) the SCRD receives a referral from a Government Agency, Fire Department, RCMP or SCRD staff in the course of their duties; or,
 - d) where a life safety issue exists.
- 4.4.3 If a complaint is not accepted or a decision is made to take no further enforcement action this will be reported back to a complainant when complainant contact information has been provided.



4.5 Actioning Complaints

4.5.1 The factors that will be taken into consideration when deciding whether or not to investigate include:

- a) The nature of the complaint or alleged violation including potential risk to public health and safety;
- b) The impact of the violation on the community;
- c) The impact of the violation on the complainant or other individuals

4.5.2 The following types of complaints may not be pursued:

- a) anonymous complaints;
- b) complaints without geographic proximity between the complainant and SOC;
- c) complaints made for retaliatory or bad faith purposes or which form part of a pattern of conduct by a complainant that is an abuse of process;
- d) repetitive complaints regarding an issue that has already been addressed. In these cases, the individual will still be notified of the decision not to respond to the complaint and the reasons for this decision;
- e) private civil matters; and
- f) landlord vs tenant or tenant vs tenant complaints (on shared property).

4.6 Complaint Priority

4.6.1 Priority to enforce complaints shall be in the following order:

- a) Any danger or threat to health or life safety of the public including community security;
- b) Land alteration without permit or contravention of existing permit (e.g. threat to environment);
- c) Any inconvenience to the public or other property owners (e.g. noise issues);
- d) Matters related to zoning regulations (e.g. over-height fence);
- e) Routine enforcement issues (e.g. dog licensing).

4.7 Investigation Process

4.7.1 A review of the complaint will be undertaken by the assigned Bylaw Enforcement Officer to determine if the complaint is substantiated.

4.7.2 The review may include gathering evidence in support of the bylaw investigation. Statements from witnesses may be obtained. If no violation exists, the complainant may be advised, and a record of the inquiry filed.

4.8 Progressive Enforcement

4.8.1 A series of steps following a progressive enforcement approach will be taken to encourage voluntary compliance. The compliance process guidelines are:

- a) The Subject of Complaint will be contacted personally or by mail and the alleged violation will be outlined;
- b) The bylaw enforcement officer may meet with the Subject of Complaint to review the nature of the violation. If a violation exists, the property owner and/or occupant's cooperation will be sought, and the officer will explain how to achieve compliance with



BOARD Policy

the bylaws. Warnings or educational materials may be given, and some matters may be solved informally.

- c) The Subject of Complaint may be asked to cease activity immediately or be given a deadline to comply. The Subject of Complaint will also be advised that failure to comply could result in further enforcement or legal action.
- d) If the activity continues or the deadline to comply has passed and the violation still exists or has not been remedied, bylaw enforcement staff may send a letter to the Subject of Complaint outlining the alleged offence and requesting compliance, noting possible consequences of inaction and stating an MTI or BEN ticket may be issued if the required corrective action is not taken.
- e) If corrective action does not occur, bylaw enforcement staff may issue an MTI to an offender, or a BEN ticket may be mailed.
- f) A formal documented Compliance Agreement may be used in lieu of a fine payment where applicable at the Bylaw Officer's discretion or as set out in the established Dispute process within the Regional District's Screening Officer Bylaw Notice Policy.
- g) The subject of complaint will be given an opportunity to enter into an adjudicated dispute process in accordance with the Bylaw Enforcement Adjudication System where applicable or dispute any fine at the Provincial Court level.
- h) Where progressive enforcement has not achieved voluntary compliance, other enforcement methods may be pursued such as remedial action, direct enforcement, Provincial or Supreme Court such as prosecution under the *Offence Act* or civil proceedings.

5. EXCEPTIONS

5.1 Verbal Complaints

- 5.1.2 Complaints will be accepted verbally under circumstances where waiting for a written complaint may cause harm, a life safety issue, or extensive damage to property.

5.2 Where a Ticket may be Immediately Issued

- 5.2.1 Immediate penalties may be issued in circumstances including but not limited to:
 - a) Public health, safety or environmental concerns (including threats to the supply of public drinking water)
 - b) Risk or damage to the environment
 - c) Repeat offences or offenders (or where SOC reasonably ought to have known the conduct contravenes SCRD Bylaws)
 - d) Where the Board has prioritized enforcement
 - e) Retaliatory offenses
 - f) Where a Stop Work Order has been issued

6. AUTHORITY TO ACT

- 6.1 The SCRD's *Municipal Ticket Information Bylaw No. 558* and *Bylaw Notice Enforcement Bylaw No. 638* identify which offences are subject to ticketing, who has authority to issue the ticket for each offence and what penalties may be imposed for each offence. The SCRD may also provide other policy guidance or direction on a specific complaint.



BOARD Policy

Enforcement of SCRD bylaws may be pursued in accordance with the terms of the *Offence Act*, the *Community Charter* and the *Local Government Act*.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1 Municipal Ticket Information Bylaw No. 558
- 7.2 Bylaw Notice Enforcement Bylaw No. 638
- 7.3 SCRD Board Policy 9-4000-4 Screening Officer Bylaw Notice
- 7.4 SCRD Bylaw Complaint Form

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Chris Humphries, Planner II

SUBJECT: Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road)
Electoral Area B

RECOMMENDATION(S)

THAT the report titled **Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road) – Electoral Area B** be received for information;

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot 38 be waived.

BACKGROUND

SCRD has received a Frontage Waiver Application in relation to a 10-lot subdivision, which includes 9 new parcels and a large remainder parcel, at 10584 Wood Bay Ridge Road in Halfmoon Bay.

Section 512 of the *Local Government Act* requires all new parcels to have a minimum 10 percent of the perimeter fronting a highway unless a local government waives the requirement. Proposed Lot 38 in the subdivision does not meet the 10% perimeter road frontage requirement. To facilitate the proposed subdivision, the applicant is requesting that the SCRD Board consider waiving the road frontage requirement.

The purpose of this report is to provide information on the application and obtain direction from the Committee of the Whole on this request.

Table 1 – Application Summary

Owner / Applicant:	Ventureland Management
Parent Parcel Legal Descriptions:	DISTRICT LOT 1485, GROUP 1 NEW WESTMINSTER DISTRICT EXCEPT PLANS 13528,19922, 20166, LMP26373, BCP17413, BCP39164 AND BCP45712 and DISTRICT LOT 6322 GROUP 1 NEW WESTMINSTER DISTRICT EXCEPT;FIRSTLY: PART ON PLAN 22545, SECONDLY; PART ON PLAN BCP17416
Parent Parcel P.I.D.'s:	011-641-223 and 015-138-160
Civic Address:	10584 Wood Bay Ridge Road, Halfmoon Bay
Subject Parcel Area	1.010 ha
OCP Land Use:	Rural Residential
Land Use Zone:	RU2
Subdivision District:	G1 – 1 ha minimum parcel area and 1.7 ha average parcel area
Application Intent:	Frontage waiver for proposed Lot 38

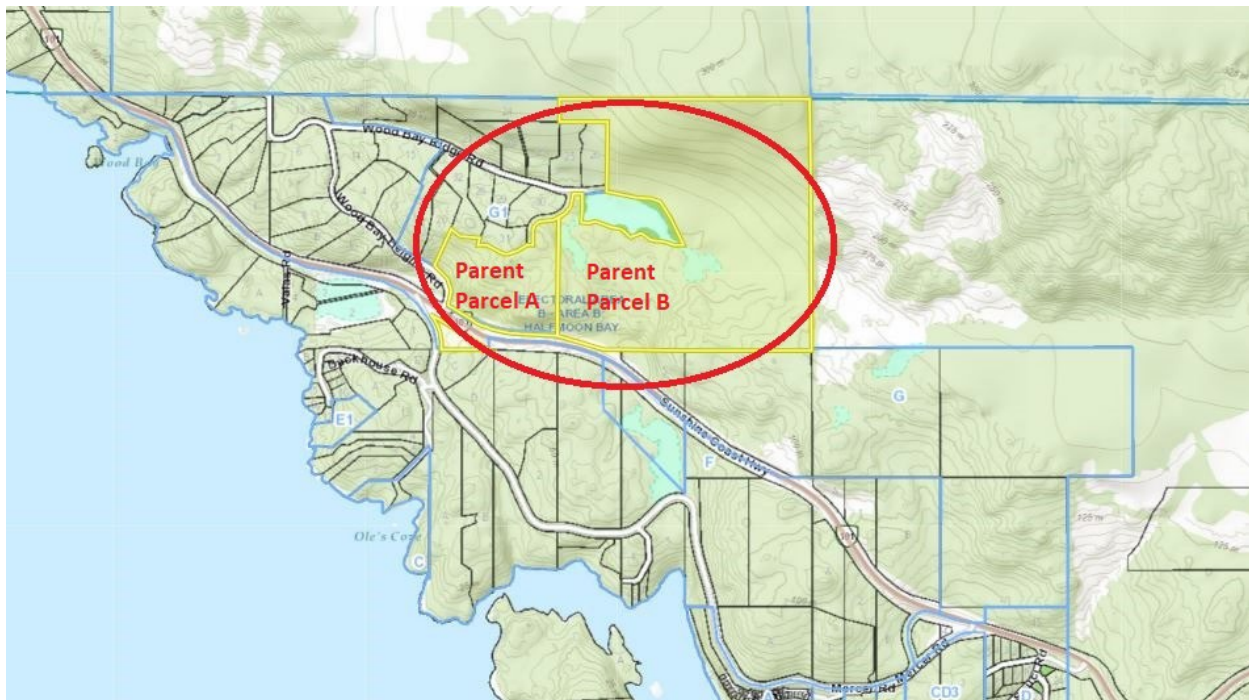


Figure 1 – Location of subject properties, parent parcels A and B, proposed for subdivision (circled in red)

DISCUSSION

The proposed subdivision is grandfathered under Bylaw 310 regulations until October 13, 2023 and would result in ten parcels derived from the two existing large parent parcels located at, and adjacent to, 10584 Wood Bay Ridge Road (Attachment A). The parent parcels are located within Subdivision District G1, and each of the proposed new lots are above the minimum parcel size requirement of 1 ha and minimum average parcel size of 1.7 ha in accordance with Zoning Bylaw 310, Section 406(8)(a). This subdivision proposal involves nine new 1-hectare minimum residential parcels and will leave one large remainder parcel that will have future subdivision potential that would be recognized in later phases.

One of the nine proposed 1-hectare minimum residential parcels, Lot 38, will have a road frontage of less than 10 percent of the total perimeter of the lot due to the overall parcel size and its configuration that results from topography, limitations in where VCH-approved septic fields can be located, and standards required by the Ministry of Transportation and Infrastructure relating to cul-de-sacs. The applicant has demonstrated that the frontage waiver process has been triggered in this case due to the large 1.01-hectare lot size that results in an overall larger perimeter, making the more than 18 metre proposed parcel frontage a smaller percent of the overall perimeter. Given the context of the subject parcel being located on a cul-de-sac, the applicant feels the requested frontage waiver will result in the best overall subdivision layout.

Staff have reviewed the applicant's proposal and concur that proposed Lot 38 has sufficient frontage, noting that the proposed 18+ metre parcel frontage is similar to those found on many rural subdivisions that have smaller lot sizes and resultant perimeters which do not trigger the requirement to consider a frontage waiver.

For context regarding process related to this property:

- The subdivision of this property was referred to the Area B Advisory Planning Commission (APC) in March 2022.
- Park dedication will be considered as part of an upcoming phase of this development which will entail a report to the Board and referral to APC.

CONCLUSION

A waiver for the 10 percent perimeter frontage requirement is required by the SCRD Board for the proposed subdivision to proceed.

Staff support this application and recommend issuing the frontage waiver for proposed Lot 38, which will allow the subdivision to proceed and be considered for final approval by the Ministry of Transportation and Infrastructure.

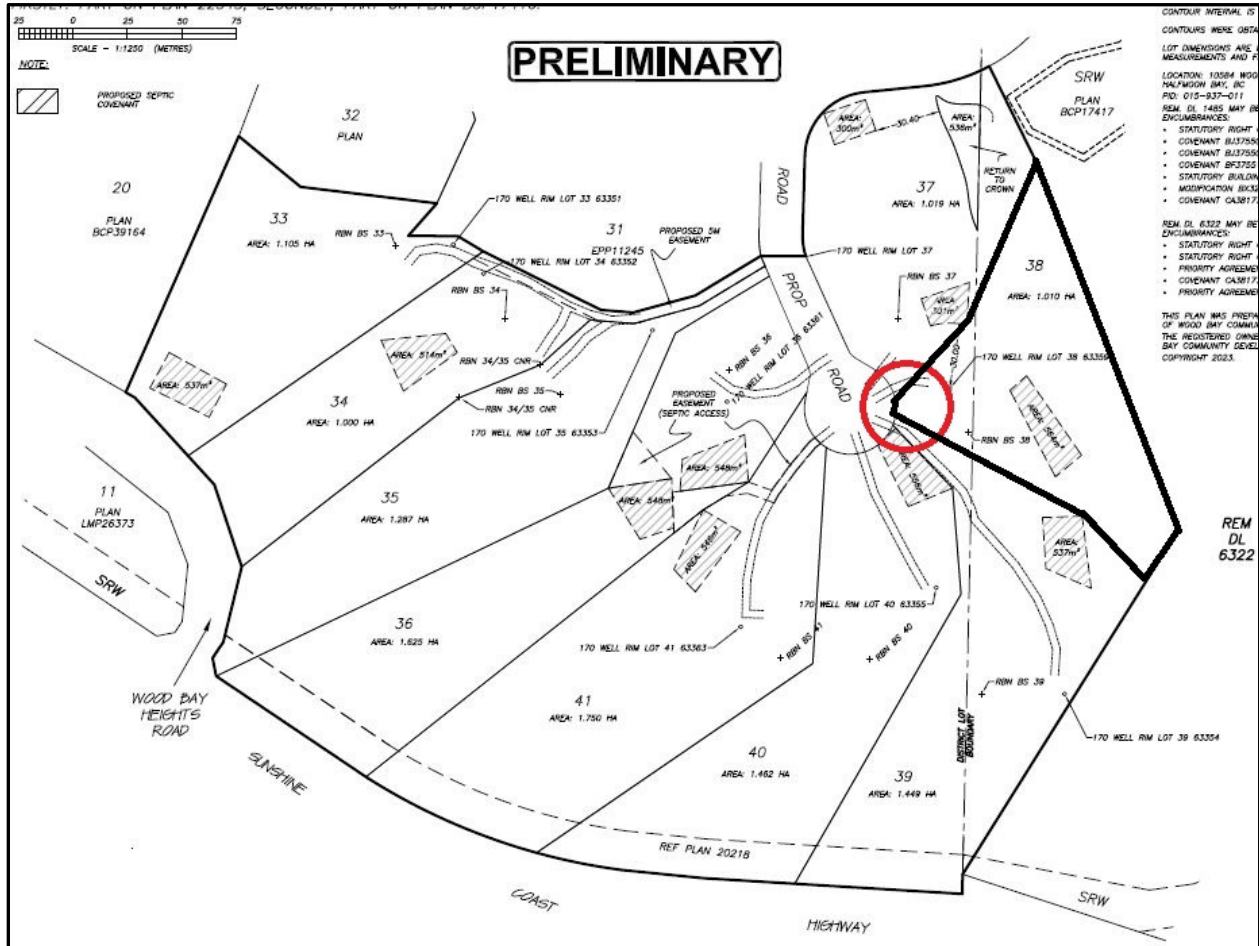
ATTACHMENTS

Attachment A – Subdivision Plan with Location of Frontage Waiver

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X- S. Reid
CAO	X – D. McKinley	Other	

Attachment A

Subdivision Plan with Location of Frontage Waiver



Ten lot subdivision with planned lot 38 in black, frontage location circled in red. Crosshatch polygons represent VCH-approved septic locations.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: TELUS NEXT GENERATION 911 SERVICE AGREEMENT

RECOMMENDATIONS

- 1) **THAT the report titled Telus Next Generation 911 Service Agreement be received for information;**
 - 2) **AND THAT the delegated authorities be authorized to execute the Next Generation 911 Service Agreement with TELUS for 5 years;**
 - 3) **AND THAT SCR D accept the UBCM Next Generation 911 grant valued at \$45,000;**
 - 4) **AND FURTHER THAT the delegated authorities be authorized to execute the Approval Agreement & accept the Terms and Conditions.**
-

BACKGROUND

The SCR D Board adopted the following resolution on January 26, 2023:

015/23 **Recommendation No. 5** Telus Next Generation 911 Service Agreement

THAT the report titled Telus Next Generation 911 Service Agreement be received for information;

AND THAT the decision to execute the Next Generation 911 Service Agreement with TELUS for 5 years be postponed and brought back to a Committee meeting for further discussion in September 2023.

The Canadian Radio-Television and Telecommunications Commission (CRTC) is mandating the implementation of Next Generation 911 (NG9-1-1). The CRTC regulates telecommunications carriers, such as TELUS and Bell, which supply the network needed to direct and connect 9-1-1 calls to emergency communications centres, like E-Comm.

NG9-1-1 will significantly enhance 9-1-1 service in Canada by transitioning to Internet-based networks that support modern/new features, while ensuring this life-saving system remains effective, secure, and resilient.

A presentation about NG9-1-1 was provided to the Planning & Development Committee on March 17, 2022 by Marc McAdam from E-Comm.

In order for E-Comm to transition to the new NG9-1-1 network on the Sunshine Coast, the SCR D needs to execute a NG9-1-1 agreement. The purpose of this report is to provide background on

the change, the agreement and to seek direction on signing as well as accept the UBCM Next Generation 911 Grant.

TELUS is requesting signed agreements by December 31, 2023.

DISCUSSION

Options and Analysis

The NG9-1-1 system is planned to replace the existing emergency communications network, which in B.C., is managed by TELUS. The planned decommissioning of the current network is anticipated to take place on March 4, 2025, which aligns with the federally mandated transition timelines.

There are no initiatives underway to extend legacy Enhanced 911 (E9-1-1) beyond this timeline.

Organizational Implications

If SCRD wishes to continue to participate in the 911 system, it will need to sign this agreement.

TELUS' understanding from its discussions with EComm executives is that EComm requires all of the regional districts that it serves to have executed the Local Government Authority (LGA) Agreement by December 31, 2023. This will enable EComm to successfully transition to NG9-1-1 before the CRTC orders the decommissioning of the legacy 9-1-1 network.

Transitioning the 9-1-1 network technology to an Internet Protocol (IP) environment (on a private network) will allow SCRD's 9-1-1 service to benefit with the following key features that will enhance the citizens of SCRD's public safety:

- Data will be able to be shared from the caller and additional data repositories to PSAPs
- Standard interfaces will allow easier integration of additional sources of information (i.e. building schematics, medical records, etc.)
- Improved location accuracy
- Support for voice, video, text, or data from various devices and networks
- Dynamic routing based on policies to direct to the most appropriate PSAP (This is especially advantageous during a large-scale emergency or an event that generates large volumes of calls).

The first phase of the launch will involve voice calls being transmitted over the new NG9-1-1 network. As per the CRTC mandate, the next feature to launch will be Real Time Text (RTT). It is anticipated that the RTT feature will launch in 2024, and the ability to transmit videos and pictures will be available sometime between 2025 - 2026.

In August, UBCM offered grants to local governments in an effort to help defray the costs of implementing the NG9-1-1 system. All local governments are eligible to receive a base allocation of \$45,000. Funds can be applied to training for protective services staff, public education specific to NG911, and legal and contract costs for system migration, mapping and GIS work to meet system requirements. Incremental staff time is also an eligible expense.

Intergovernmental discussions at a senior staff level about a regional approach to the investment of these funds are being planned.

Financial Implications

In addition to the grant from UBCM, SCR D was informed in 2022 that there would be a \$50,000 (spread over 5 years) levy from Ecomm to cover the costs of the necessary upgrades for the NG911 system.

On September 14, 2022 the Union of BC Municipalities (UBCM) passed a resolution calling on the provincial government to work collaboratively with local government to develop a new provincial mandate, governance, and funding formula for 9-1-1 services in British Columbia.

On March 1, 2023, the Province announced \$90 million in funding for E-Comm to assist in meeting implementation costs for NG9-1-1.

As a result of this provincial funding, the levy is no longer necessary. It is estimated that the provincial funding will cover the costs for the NG911 implementation until 2028, after which, there will likely be costs to local governments for the ongoing delivery of the NG911 system.

Costs related to training, GIS, contracts/legal and public education can be defrayed through the UBCM grant. Sharing/coordination between all Sunshine Coast local governments is likely to enhance regional impact. An operational plan will be prepared. Staff recommend accepting the grant. Confirmation of acceptance is required by October 2, 2023.

Next Steps

Pending Board direction, the delegated authorities would sign the Telus agreement, and accept the UBCM Next Generation 9-1-1 grant.

Signing the agreement supports continuity of service post March 4, 2025.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

The federally-mandated transition to NG9-1-1 requires the signing of agreements between service providers (TELUS) and delivery partners/PSAPs (SCR D). Staff recommend signing the agreement. Staff also recommend accepting the UBCM grant in the amount of \$45,000.

Reviewed by:			
Manager		CFO/Finance	X – B. Wing
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Rob Michael, Fire Chief GDVFD

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND GRANT APPLICATION FOR FIRE DEPARTMENT EQUIPMENT AND TRAINING

RECOMMENDATION(S)

- (1) **THAT the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;**
 - (2) **AND THAT a grant application of up to \$120,000 for Fire Department Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;**
 - (3) **AND FURTHER THAT the Sunshine Coast Regional District supports the current proposed activities identified in the application and is willing to provide overall grant management.**
-

BACKGROUND

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resiliency of local governments and First Nations communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of British Columbia Municipalities (UBCM).

Funding of up to a maximum amount of \$30,000 per fire department (\$120,000 overall) is currently available for fire department equipment and training that enhances the ability of volunteer fire departments to prepare for and respond to emergencies. The funding cannot be used for operational costs or the purchase of apparatus.

The Sunshine Coast Regional District (SCRD) applied for, and received, similar grants in 2019 and 2022 worth a total of nearly \$220,000, enhancing the capabilities of all four SCR D fire departments. A grant application for 2023 is proposed to continue to enhance and modernize the SCR D fire departments' equipment and training programs.

DISCUSSION

An application for this project is prepared to seek funding to enhance the SCR D fire departments. A resolution of Board support is required to accompany the grant application. A resolution of support is needed as a next step.

SCR D fire departments are constantly adjusting equipment and training to be better prepared to respond to structure and wildland urban interface fires. This application seeks to enhance the resiliency of the SCR D fire departments by purchasing new and updated response equipment.

The approach proposed here is a coordinated strategy involving all four SCRD fire departments.

Equipment requests may include: turnout gear, Self-Contained Breathing Apparatus (SCBA), portable radios, fire hose, portable pumps.

Training requests include: emergency vehicle operation training (as recommended for all fire departments in the 2018 service review of SCRD fire departments)

Financial Implications

This grant is expected to cover 100% of the eligible costs associated with the proposed project. Grant funds would be allocated to each fire protection service (maximum \$30,000 per fire department). A future financial plan amendment would be required to accept the grant, if approved.

Most of the proposed equipment is not included in the 20-year capital plans for fire departments, so replacement funding is not budgeted for. The increased capacity for service provision would be outside the current level of service expectations. Replacement of equipment at end of life (15-20 years) would not be considered by the capital plan.

A future decision on whether to replace (or not) the equipment would need to consider many factors such as future needs, future technology, grant availability, etc.

Timeline for next steps or estimated completion date

The application deadline for the Equipment and Training grant is October 20, 2023. An application for the grant is prepared to be submitted, pending Board approval. The results of the Equipment and Training grant application are expected approximately 90 days from the submission of that grant application.

A certified Board Resolution is needed in support of the application that includes confirmation of support for the current proposed activities and a willingness to provide overall grant management.

STRATEGIC PLAN AND RELATED POLICIES

This grant application is consistent with the SCRD Financial Sustainability Plan: seeking alternative funding for SCRD projects. Consideration of opportunities to offset 20-year capital plan funding requirements was made.

CONCLUSION

An application to the CEPF is prepared, seeking funding for equipment and training to enhance the SCRD's fire services. The application for grant funding requires a Board resolution to support the application.

Reviewed by:			
Manager	X- M. Treit	Finance	X - B. Wing
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X- D. McKinley	Purchasing & Risk	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: REQUEST FOR PROPOSAL (RFP) 2322202 HAZARD, RISK & VULNERABILITY ANALYSIS (HRVA) CONTRACT AWARD

RECOMMENDATIONS

- (1) THAT the report titled Request for Proposal (RFP) 2322202 Hazard, Risk & Vulnerability Analysis (HRVA) Contract Award be received for information;
 - (2) AND THAT the contract to provide a Hazard, Risk & Vulnerability Analysis (HRVA) be awarded to KPMG in the amount of up to \$58,000 (excluding GST);
 - (3) AND THAT the project budget for the contract of the Hazard, Risk & Vulnerability Analysis be increased from \$50,000 to \$58,000 with the additional \$8,000 + GST funded from Local Government Climate Action Program funds;
 - (4) AND THAT the delegated authorities be authorized to execute the contract;
 - (5) AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) issued an RFP to hire a contractor to provide an update to the current Hazard, Risk & Vulnerability Analysis (HRVA) which was last updated in 2005. The Request for Proposal (232202) was published on May 16, 2023 and closed on June 14, 2023.

DISCUSSION

Seven compliant proposals were received. Led by Purchasing, the evaluation committee reviewed and scored the proposals and staff recommended that a contract be awarded to KPMG as they were the highest scoring proponent for the project.

Financial Implications

The cost of the successful proposal (\$58,0000 + GST) exceeded the budgeted amount for this project (\$50,000) which necessitated the increase of \$8,000 to the original budgeted amount.

Staff recommend that the incremental budget need be funded from funds received through the Local Government Climate Action Program (LGCAP). LGCAP funds can be used for work that reduces emissions or prepares communities for the impacts of a changing climate. As part of emergency planning for climate and other impacts, the HRVA will contribute to climate resilience. SCRDC currently holds about \$370,000 of uncommitted LGCAP funding.

Timeline and Next Steps

Following Board decision, the contract award will be made. It is anticipated that the project will be completed by Q1 of 2024.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 232202 was issued for a Hazard, Risk & Vulnerability Analysis. Seven compliant proposals were received. Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with KPMG for a value of up to the amount up to \$58,000 (before GST), and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager	X – M. Treit	CFO/Finance	X – B. Wing
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing/Risk	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – September 14, 2023
AUTHOR: Shelley Gagnon, General Manager, Community Services
SUBJECT: COMMUNITY SERVICES DEPARTMENT 2023 Q2 REPORT

RECOMMENDATION

THAT the report titled Community Services Department 2023 Q2 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Community Services Department for the Second Quarter (Q2) of 2023 (April 1 to June 30).

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

- Parks [650]
- Cemeteries [400]
- Bicycle/Walking Paths [665 & 667]
- Dakota Ridge [680]
- Building Maintenance Services [313]
- Community Recreation Facilities [615]
- Pender Harbour Aquatic and Fitness Centre [625]
- Transit [310]
- Fleet [312]
- Ports [345 & 346]

PARKS [650]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Core operations	<p>Administration, renewal and extension of various licenses, leases, agreements, and contracts.</p> <p>Incorporating adaptive environmental and climate resiliency principles into operational practices.</p>	Ongoing	<p>Continued progress as work plan and emerging priorities permit.</p> <p>Partnership Agreements with RSTBC Renewed for Stewardship and Operations of Homesite Creek Falls, Big Tree, and Sprockids Recreation Sites complete.</p>
Parks and Trails maintenance	<p>Provide, seven day a week operation May through August and five day a week operations September through April.</p> <p>Conduct regular inspections of all properties and managed assets.</p> <p>Plan and complete routine, remedial, and preventative maintenance tasks in all parks.</p> <p>Adhere and adapt to water conservation, cultural and environmental legislation.</p> <p>Ongoing targeted Hazard Tree Assessment and mitigation projects, including hazard tree mitigation following significant storm/wind events.</p> <p>Targeted wildfire risk prevention, fuel load dispersal.</p> <p>Integrated pest and invasive/noxious species management and mitigation.</p>	Ongoing	<p>Staff scheduling moved to 7-day operations from May-August. Seasonal staffing resources supporting summer operations.</p> <p>Regular inspections are ongoing. Routine maintenance projects being completed include painting, staining, brushing, and trail infrastructure repairs.</p> <p>Continued progress on preventative maintenance tasks as work plan and emerging priorities permit.</p> <p>Several seasonal hazard tree assessment and prescriptive mitigation projects are being completed on priority parks/development interface areas.</p> <p>As needed.</p> <p>Ongoing fuel load mitigation, debris dispersal, removal, and documentation in Fields App.</p> <p>Treatment of noxious plant species in identified areas completed as needed (within existing limited budget).</p>
Campground Operations (Katherine Lake)	<p>Ongoing management of campground contracted operations and water system operations agreements.</p> <p>Conduct seasonal startup/shut down tasks.</p>	Ongoing	<p>Online reservations for the 2023 camping season opened in May.</p> <p>Continued engagement and support as required of Campground contractor.</p> <p>Annual road and beach maintenance completed.</p>

	<p>Ongoing asset repair and maintenance including road maintenance.</p> <p>Continual monitoring and adapting to campground streamflow and surface drainage patterns.</p>		<p>Tree hazard mitigation was completed to remove all identified hazards.</p> <p>Gazebo safety repairs completed.</p>
Playground Maintenance	<p>Regular playground safety inspections.</p> <p>Ongoing asset repair and maintenance.</p> <p>Seasonal start-up, operation and shut down of water park and children's play area.</p>	Ongoing	<p>Monthly inspections completed and documented.</p> <p>Ongoing repairs and maintenance of assets that could be completed given staffing limitations, and delays with procuring materials and external agency permits.</p> <p>Spray Park opened on schedule in May 2023, however was closed when Stage 3 water restrictions were activated.</p>
Sports Fields Maintenance	<p>Ongoing adaptive turf maintenance practices (i.e., aeration, coring, fertilizing and drainage/vegetation management).</p> <p>Repair and maintenance of irrigation systems.</p> <p>Coordinated support for sport field bookings.</p> <p>Baseball diamond fringe upkeep and resurfacing.</p>	Ongoing	<p>Ongoing turf management program at all SCRD sports fields, except for Cliff Gilker which is closed. Water restrictions are impacting delivery of certain aspects of the program.</p> <p>Ongoing various irrigation systems and turf repairs troubleshooting in progress but water restriction dependent.</p> <p>Continued improvements to process, and ongoing facility and events bookings facilitated through dedicated Facility Booking Technician including:</p> <ul style="list-style-type: none"> •Review of processes and procedures (damage deposits, payment terms, birthday parties and special events). •Streamlining the booking process for our customers (improvements to event applications, updates to website contact information, one point of contact, quick response times to questions). •Updated website to include updated images and information on facilities, field schedule updates, as well as centralized booking contact information. •Equipment audit and asset/inventory registry in ACTIVE Net. •Improved contracted caretaker communication follow-up. •Annual surveys, website, and Facebook monitoring – still to be initiated. •Improved process and timing related to damage deposit refunds. •Tracking customer satisfaction of halls and park special events. <p>Baseball diamond maintenance completed at end of Q2. Post season maintenance practices implemented and ongoing.</p> <p>Staff continue to assess, and regularly communicate any changing field conditions to all users.</p>

<p>Management and Maintenance of Community Halls</p>	<p>Ensure safe, regulation-compliant operation of community halls.</p> <p>Completion of annual preventative maintenance tasks.</p> <p>Coordinated support for facility rentals and bookings.</p> <p>NEW: Construction of a new community hall in Halfmoon Bay at Conner Park</p> <p>NEW: Explore the feasibility and possible community partnerships to retain the current hall at Coopers Green Park.</p>	<p>Ongoing</p>	<p>Ongoing regular inspections of halls completed.</p> <p>Continued annual preventative maintenance occurring as scheduled.</p> <p>Community Hall user group information meeting hosted. Ongoing improvements to process related to hall rentals (through dedicated Facility Booking Technician) including:</p> <ul style="list-style-type: none"> • Annual surveys, website, and Facebook monitoring – still to be initiated. <p>Open house hosted at Connor Park in June, seeking community feedback on siting and considerations for the design of the community hall at Connor Park. Let’s Talk website page launched. Other community events planned throughout the summer.</p> <p>Not started.</p>
<p>Planning and Coordination of Capital and Operational Projects</p>	<p>Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years.</p> <p>NEW: Park enhancements at Coopers Green Park</p>	<p>Ongoing</p>	<p>See BPSR for updates on projects.</p> <p>Dan Bosch Beach Parking Area Expansion and Park Upgrades – A follow up staff report was presented at the July 13 COW committee meeting recommended for the project proposal to be included for consideration in a park management plan. This will be brought forward for 2024 budget deliberation.</p> <p>Katherine Lake Perimeter Trail – A follow up staff report presented at the July 13 COW committee meeting recommended for the project proposal to be included for consideration in a park management plan. This will be brought forward for 2024 budget deliberation.</p> <p>Multiple permit approval requests for all 2023 operational and capital projects being prepared and submitted to approval agencies. All are in various stages, with some of the decisions to approve starting to be received in Q2.</p> <p>2022 carry forward project for garbage receptacle concrete pads installation initiated. Awaiting delivery of composting receptacles.</p> <p>Not started.</p>

<p>Asset Management Plan Implementation & Service Level Planning</p>	<p>Planning, coordination and procurement of goods and services to complete capital renewal projects.</p> <p>Continued refinement of the capital renewal plan and regular updates of asset registry as required.</p> <p>Document inventory of parks according to Parks Classification System.</p> <p>Define and document service levels for all classifications of parkland. Ensure consistent application of classification system and service levels.</p>	<p>Ongoing</p> <p>Q2</p> <p>Q1-Q4</p>	<p>Staff currently engaged in planning and coordination of the Vinebrook Bridge capital renewal project.</p> <p>Capital renewal plan revisions and asset registry updates are ongoing.</p> <p>Park classification and service level review to identify gaps and inconsistencies, not yet started.</p>
<p>Flood Recovery Projects</p>	<p>Complete flood recovery projects including restoring major infrastructure and assets to pre-event condition with consideration of mitigation strategies.</p>	<p>Q1-Q4</p>	<p>See BPSR for updates on specific projects.</p>
<p>Parks related Bylaws and Procedures</p>	<p>Review and update Parks Bylaw.</p> <p>Review work tasks to identify where additional safe work procedures are needed and develop procedures.</p> <p>Review and update existing safe work procedures.</p>	<p>Q2-Q4</p>	<p>Parks bylaw review not yet initiated.</p> <p>Review and updating of existing safe work procedures ongoing.</p> <p>Review of divisional work safe procedures and process underway.</p>
<p>Park Signs Standards/Regional Sign Strategy and priority repairs</p>	<p>Complete sign inventory, condition analysis, plan and implement standards for the different classifications of parks signs.</p> <p>Include considerations for integration of First Nations history/language as well as interpretative signage.</p> <p>Address priorities for sign repairs and replacements.</p>	<p>Q1-Q4</p>	<p>Some incremental progress on signage requirements for type of park classification, trail, or facility has been made as staff time allows.</p> <p>Priorities for sign replacement strategy underway. In situ consulted about archeological logistics related to potential large number of signs due for replacement.</p>
<p>Engaging with the Community</p>	<p>Pursue and support community stewardship and partnership opportunities for parks/trails and related community projects.</p>	<p>Ongoing</p>	<p>No new community led park initiatives in Q2.</p> <p>Updates on current initiatives:</p> <ol style="list-style-type: none"> 1. 2022 - Hotel Lake Boat Dock and Access Trail –Currently awaiting results of dock application review by sNGD/BC Shared Decision-Making Working Group. Advised that there could be a lengthy wait for this decision. No updates.

			<ol style="list-style-type: none"> 2. 2022 - West Beach Trail Geotech - recommendations include a civil engineer review of road and pathway grading, and to provide recommendations for improving drainage to limit further erosion. A detailed assessment and design of structure to limit erosion of the beach and toe of slope is required. Will propose as a 2024 budget request. Currently Keats Island Community Group is only offering in-kind labour and ongoing monitoring and maintenance of any improvement works. 3. 2022 - Lily Lake Interpretive Signage (CF 2021 initiative) – agreements completed. 4. 2023 - Sir Thomas Lipton Park Trail Signage (new) – Squamish Nation approval for installation of signpost. Community group drafting signage and will send to SCRD Parks for review. <p>Conversations initiated for development of a formalized volunteer program to support low risk community initiatives.</p> <p>Partnership Agreements signed with the Halfmoon Bay Community Association for the stewardship and shared maintenance of Welcome Woods Wilderness Park, Wood Bay Heights Park, and Homesite Creek Recreation Site.</p> <p>Continued partnership engagement with volunteer organizations for stewardship and operations of SCRD parks, Provincial Recreation Sites, and the Shirley Macey Disc Golf Course, as well as other partner organizations.</p>
Sports Field Strategy	Work in partnership with other jurisdictions, engage a consultant to develop a strategy that provides a long-term vision for the provision of sports field amenities on the Sunshine Coast.	Q3- 2024	Not started. Anticipate kick-off discussion with partners in Q3.

Key Performance Indicators:

Community Hall Bookings

	Hours Booked					Usage Rate				
	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2022 Q2	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2022 Q2
Chaster House	96	110			18.4	7.11%	8.15%			1.39%
Coopers Green	60.3	125.5			41	4.48%	9.30%			3.04%
Eric Cardinall	243	174.45			196.45	18.00%	12.94%			14.57%
Frank West	183	128.3			104	13.56%	9.52%			7.70%
Granthams	51	81			9	3.78%	6.00%			.67%
Total	633.30	619.75			369.30	9.39%	9.18%			5.47%

2022 – Chaster House closed until late Q2.

Usage Rate calculated based on available operating hours as specified in SCRD Parks Regulation bylaw No. 356. Park and facility hours are from 7am-10pm and are open 7 days/per week.

Sports Field Bookings

	Hours Booked					Usage Rate				
	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2022 Q2	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2022 Q2
Cliff Gilker	*102.50	closed			510	*45.56%	closed			37.78%
Connor	316.00	447.30			439.15	23.41%	33.15%			32.54%
Lions	0	3			54	0.00%	.22%			4.0%
Maryanne West	279.45	99			0	20.72%	7.33%			0%
Shirley Macey 1 & 2	876.30	709.30			331.45	64.93%	52.56%			24.57%
Total	2,030.15	1259.00			1334.60	30.08%	23.31%			19.78%

Usage rate calculated based on available operating hours as specified in SCRD Parks Regulation bylaw No. 356. Park and facility hours are from 7am-10pm and are open 7 days/per week.

*Cliff Gilker Sports Field open in Q1 2023 from January 1 to 16, usage rate calculated based on 16 days only.

Development Referrals Received and Reviewed by the Parks Division

Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q2 2022
6	3	-	-	6

The following KPI's will be reported on annually:

- number of km of trails (based on classification)
- Acres of parkland (various classifications)
- Katherine Lake Campground statistics (in Q3 and Q4)

Emerging Issues:

Trail Connector between Mintie Road and O'Brien Road, Area B: staff continue to prioritize the project. Archeological contractor identified a stone artifact, and further archeological assessment has been requested, which has resulted in a project delay.

Sunshine Coast Disc Golf Association (SCDGA) – Shirley Macey Disc Golf Course Area F: SCDGA/SCRD Parks are moving forward with short and long-term strategies to address improved communications and ongoing operations. Signage is ready to be installed to better communicate and educate the public on course etiquette and regulations. SCDGA is developing course directional signage to keep users on designated trails and reduce trampling of vegetation. SCDGA is consulting a professional disc golf course designer for sustainable design options for the existing nine-hole course and possible future expansion. SCDGA has also engaged the services of a Qualified Environmental Professional to ensure course design is sustainable and offers solutions to mitigate cumulative environmental impacts.

Regular Staff to Staff meetings with MOTI established: Staff from SCR D and MOTI have begun meeting on a regular basis to enhance communication and share information related to ongoing operational projects and emerging issues. One meeting was held in Q2.

CEMETERIES [400]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Ongoing cemetery park maintenance	Completion of ongoing maintenance and repairs to the cemetery grounds, signage, landscaping, pruning, headstone installations, maintenance of fencing, columbarium, and other assets.	Ongoing	No change from Q1. Continue to deliver core services.
Delivery of cemetery services to the public	Plot and niche sales, administration, counter service, updating of public facing materials and communications, accounting, and responding to customer inquiries. Initiate a public education plan to begin to address informal grave adornments at Seaview Cemetery.	Ongoing Q2	See KPI's for sales and interments. No change from Q1.
Business Process/Customer Service Improvements	Review services software (Stone Orchard) and incorporate efficiencies. Perform an in-depth analysis of plot inventory, plots sold, and plots not yet claimed. Improve cost tracking. Analyze timesheet coding and payroll allocations to fully capture associated servicing costs. Conduct an analysis of internal operating costs.	Q1-Q4	Continuous improvement team meets regularly. Inventory systems developed and statistics being tracked. Staff are performing analysis of plot sales trends and available. Options for remaining inventory, including the resale of unused plots being reviewed (ongoing). Working with Finance to organize effective cost tracking while capturing appropriately allocated service costs. Further work is required to define and capture specific costs. Analysis of internal operating costs not yet started.
Ensure regulatory compliance	Adherence to the Cemetery Act and mandated compliance inspections by Consumer Protection BC.	Ongoing	All management, administration, and operation of SCRD services continue to be carried out in accordance with all acts and regulations.
Asset Management Plan and Service Level Documentation	Finalize detailed asset registry for equipment, machinery, and assets. Work with Finance on asset retirement obligations. Define and document service levels.	Q1-Q4	Preliminary asset registry complete. Staff continue to collect as needed using mobile mapping and data collection application. Asset retirement information complete. Cemetery service level documentation ongoing.
Fees and Charges Review	Review all service fees and charges.	Q3-Q4	Compiling information and tracking suggested revisions to service fees and charges is ongoing.

Review and Update Cemetery Bylaw and Procedures	Review and update Cemetery Bylaw as well as operational procedures. Review work tasks to identify where additional safe work procedures are needed and develop procedures. Review and update existing safe work procedures.	Q4	Compiling information and tracking suggested revisions to bylaw in progress. Review and update existing safe work procedures ongoing.
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Key Performance Indicators for 2023:

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q2 2022
Current Inventory					
Full plots, regular	20	18			29
Full plots, Jewish Section	12	12			14
Cremation plot	229	226			249
Columbarium Niches	7	4			12
Burials					
Plots Sold	3	2			4
Interments	3	2			2
Cremations					
Plots Sold	0	1			2
Niches Sold	1	2			1
Interments	2	2			8
Inurnments (Niche)	1	3			2
Marker Installations	2	8			9

Emerging Issues:

RFP for Cemetery expansion plan under development. Change in senior staff delaying this project.

BICYCLE/WALKING PATHS [665/667]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Maintenance and operations of infrastructure	Ensure safe, regulation-compliant operation of all infrastructure and assets. Conduct regular inspections and address minor repairs as required, including vegetation trimming, brushing and removal, and drainage maintenance.	Ongoing	Development of inspection standards in progress. Spring sweeping of paved bicycle shoulders by Capilano Highway Services completed. Working with MOTI representatives related to removal of the fencing along Hwy 101 at Chaster Creek crossing and area.
Planning and coordination of major projects	Planning, coordination and procurement of goods and services to complete major and minor projects including projects carried forward from previous years.	Ongoing	Roberts Creek multi-use trail repairs completed (damage from flooding in 2022). Capital asset planning work has started. Staff are working to develop a comprehensive asset inventory and address any gaps in known tangible assets. See BPSR for details on the Lower Road Retaining Wall project. Continuing to work with MOTI on design and project scope.

Emerging Items:

Regular Staff to Staff meetings with MOTI established: Staff from SCRD and MOTI have begun meeting on a regular basis to enhance communication and share information related to ongoing operational projects and emerging issues. One meeting was held in Q2.

DAKOTA RIDGE [680]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Ongoing Operations	<p>Ensure safe, regulation-compliant operation of entire facility, related equipment and assets.</p> <p>Conduct ongoing trail maintenance and management.</p>	Ongoing	<p>Closed March 28.</p> <p>Revisions to volunteer manuals and operation and safety procedures in progress.</p> <p>Warming Hut roof leak repairs completed.</p>
Customer Service	<p>Ticket sales and accounting, and marketing and promotions of service.</p> <p>Regular public communications and updates.</p>	Ongoing	Nothing to report.
Volunteer Management and Support	<p>Continued focus on volunteer recruitment, training, coordination, and retention.</p> <p>Provide technical and safety training and risk management.</p>	Ongoing	<p>Reduced volunteer engagement in Q2.</p> <p>The volunteer appreciation event at the end of season was well attended and successful.</p> <p>Planning for volunteer work parties to begin August 2023.</p>
Seasonal Access Road management	<p>Annual maintenance to repair upper road sections and improve drainage (contracted services) including:</p> <ul style="list-style-type: none"> • Road plowing and maintenance • Brushing, trimming and vegetation maintenance 	Ongoing	<p>Engagement with procurement for development and tendering of the road maintenance and snow clearing contracts.</p> <p>Summer maintenance plan includes brushing of sections of access road and other road surface improvements as identified.</p> <p>Engagement with MOF staff representative to better understand road maintenance requirements and cost sharing.</p>
Asset Management Plan Implementation & Service Level Planning	<p>Complete asset registry for Dakota Ridge assets and develop long term capital plan.</p> <p>Define and document service levels for all classifications of parkland.</p>	Q2-Q3	<p>Service level planning underway.</p> <p>Asset inventory is updated and nearing completion.</p> <p>Still need to collect and map data on culvert locations, size, and condition.</p>
Capital and Operational Projects	<p>Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years.</p>	Q2-Q4	<ol style="list-style-type: none"> 1. Drag Behind Groomer – complete. 2. Free standing wood burning stove in warming hut replaced. 3. New grooming signage- complete. 4. Kiosk Trail Map design completed and in production. 5. Snowmobile ordered with estimated delivery in fall 2023.

Key Performance Indicators:

Dakota Ridge Season Pass Sales

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Pass Sales	127	107	112	209	221	196

Number of Volunteers:

Volunteer Position	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Trail Hosts	28	22	15	20	20	16
Groomers	9	9	9	7	8	8
Fall Work Party	13	7	10	10	5	16
Total	50	38	34	37	33	40

The number of operating days in the season is 105.

Emerging Issues:

The public warming hut roof was repaired.

BUILDING MAINTENANCE [313]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Preventative maintenance	Plan, schedule and complete routine scheduled preventative maintenance tasks at supported buildings.	Ongoing	Progress was made during Q2 to catch up on the preventative maintenance backlog from Q1. A small backlog still exists, which the division has prioritized catching up on. However due to planned annual leaves in Q3, the backlog will continue into Q4.
Maintenance support as capacity permits	Prioritize and complete tickets received for support to complete emerging repairs and priority tasks.	Ongoing	Approximately 310 hours were committed to larger projects and other work tickets in Q2. Supply chain issues continue to result in delays completing tickets and larger projects. See performance indicators below.
Development of Safety Procedures	Review work tasks to identify where additional safe work procedures are needed and develop procedures. Review and update existing safe work procedures	Q1-Q4	Two procedures completed in Q2; estimate 15% completed.
PCB (Polychlorinated Biphenyls) Investigation and Removal Planning	Conduct audits of pre-1980 buildings to establish inventory of PCB containing equipment. Develop replacement and disposal plans for PCB equipment.	Q1-Q2	Complete. No PCB's found in any facilities.
Asset Stewardship	Conduct a review of existing preventative maintenance programs provided by the division at 26 SCR D buildings as well as a review of the remaining buildings which do not currently have preventative maintenance support to identify gaps in service and opportunities for enhancements.	Q2 – Q4	Started. Anticipate completion in Q3.
Documentation of Service Levels	Establish Building Maintenance Service Levels.	Q1-Q4	No change from Q1. First draft completed and under review.

Key Performance Indicators:

Building Maintenance Tickets	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q2 2022
Tickets received	67	43			58
Tickets resolved	52	41			53
Unresolved tickets	39	41			26

Emerging Issues:

The division's annual work plan allocates 800 hours for larger projects and work tickets throughout the year. With approximately 800 hours committed to larger projects and tickets through to the end of Q2, the division's capacity to continue to support project requests and tickets for the remainder of the year is extremely limited within the available FTE. The division is taking steps to ensure support for service requests critical to maintaining operations remain available through deferral of some non-critical planned projects.

COMMUNITY RECREATION FACILITIES [615]

Facilities Services [613]

Progress on Priorities from 2023 Service Plan

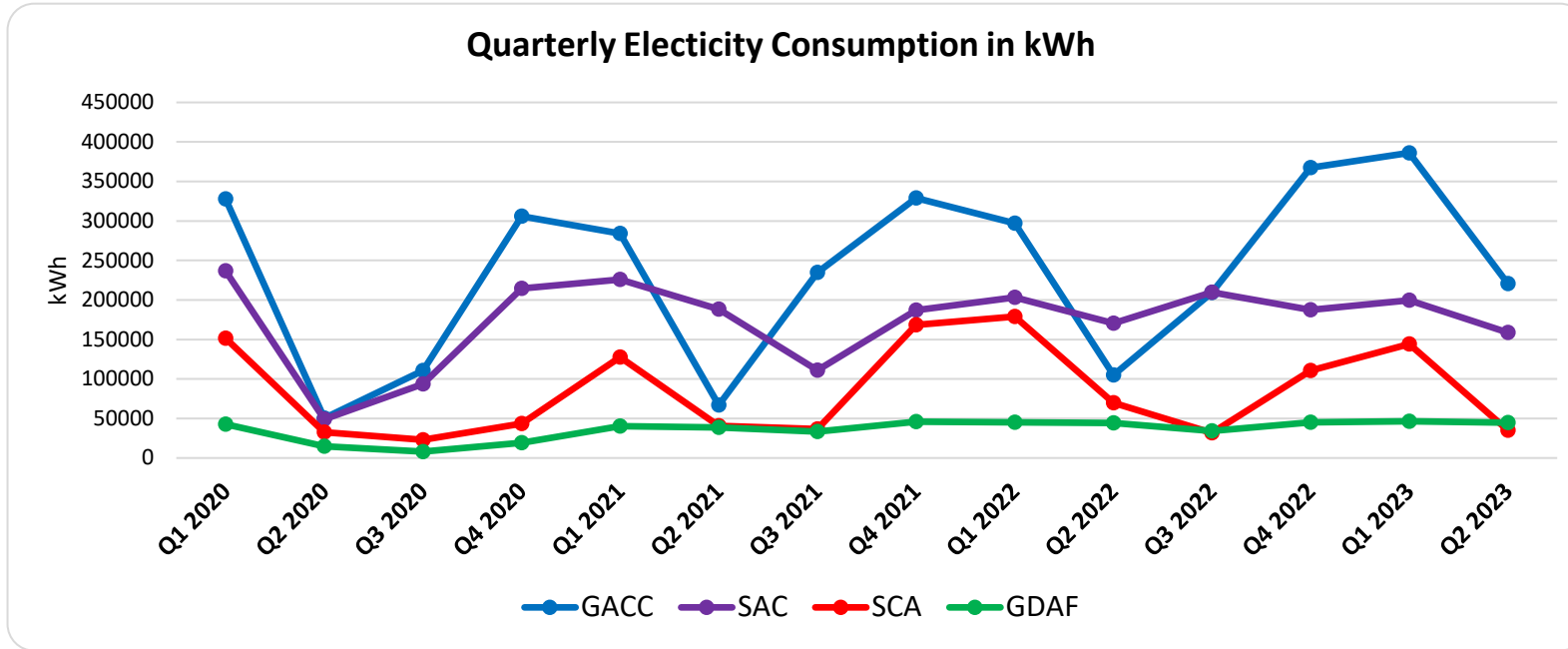
Objectives	Strategies	Timeline	Progress
Facility operation and preventative maintenance	Ensure safe, regulation-compliant operation of facilities. Prevent breakdowns/service interruptions. Maximize useful life of community assets.	Ongoing	No change from Q1. Continuing to experience cost increases for supplies, materials, and contracted labour in the current marketplace. Supply chain issues are continuing to result in longer than normal lead times to complete maintenance and repairs.
Planning and coordination of capital renewal projects.	Planning, coordination and procurement of goods and services to complete capital renewal projects and one-time capital projects. Plan, procure services, schedule and complete 38 new capital projects for 2023. Provide project management and oversight. Plan and coordinate the SAC sprinkler system replacement to occur in two phases, during annual facility maintenance, starting in 2023, completion in 2024.	Ongoing	One-Time Projects: <ul style="list-style-type: none"> • Two carry forward one-time projects have been substantially completed. • Two carry forward one-time projects have been tendered with awards anticipated for early Q3. • One new one-time project has not started, planned for Q3. • One new one-time project has started. Capital Renewal Projects: <ul style="list-style-type: none"> • Six projects completed. • SAC Air to Air and Dehumidification fan replacement awarded with anticipated completion by Q4 2024. • Five projects awarded with completion anticipated for Q3 – Q4. • Tendering process started for 18 projects which includes retendering of SCA and GDAF door replacements. • Design tendering commenced for four projects identified as multi-year projects with anticipated completion in Q2 – Q4 2024. • Eight projects identified as multi-year projects with expected completion in Q2 – Q4 2024. Tendering for these projects has not started. • GDAF Roof Top Unit Replacement project undergoing scope changes to align with project budget. • GACC Brine Chiller and Condenser replacement carry forward project started, procurement for detailed design engineering has commenced. • SCA Dehumidifier Electric replacement project cancelled due to shift in longer ice season at GACC. Some

			<p>expenses will be incurred to remove existing equipment and support platform.</p> <ul style="list-style-type: none"> • Eleven projects have not started. • SAC Fire Sprinkler System replacement phase 1 substantially completed, project is on schedule and budget.
Annual Facility Maintenance	Plan, schedule and complete annual maintenance at recreation facilities.	Q1-Q3	<p>Planning and procurement of goods and services for annual maintenance completed.</p> <p>GACC annual maintenance 50% complete. SAC annual maintenance completed. SCA annual maintenance 50% complete. GDAF annual maintenance scheduled for Q3.</p>
Development and Ongoing Review of Safety Procedures	<p>Review work tasks to identify where additional safe work procedures are needed and develop procedures.</p> <p>Review and update existing safe work procedures.</p>	Q1-Q4	No change from Q1 2022. In progress.
Climate Adaptation Internal Project	Work with Sustainable Development to collaborate on vulnerability mapping, risk analysis and adaptive design work.	Q1-Q2	No change from Q1.
Asset Retirement Obligations	Work with Finance to identify asset retirement obligations.	Ongoing	Complete.
Asset Management Software Planning	Work with Asset Management to determine asset management software requirements for recreation facilities.	Q1-Q4	No change from Q1.
Training and Development Program Implementation	Implement program to enhance staff skills, knowledge and experience	Q1 - 2024	Not started.
Documentation of Service Levels	Establish Facility Services Service Levels.	Q1-Q4	No change from Q1. First draft completed and under review.
Climate Change Adaptation	Analyze the viability of an alternative water source for Sunshine Coast Arena ice operations to reduce reliance on Chapman Water system during periods of drought.	Q2 – Q4	Staff report drafted in Q2, to be brought before the Board in Q3 (July).

Key Performance Indicators:

Quarterly Electricity Consumption in kWh

	Year	Q1	Q2	Q3	Q4	Annual Total	% Total 615 Facilities
GACC	2023	386,135	220,613				49.10%
	2022	297,021	105,090	209,312	367,210	978,633	42.38%
	2021	284,143	66,775	234,679	328,804	914,401	42.37%
	2020	327,878	50,366	110,741	306,071	795,056	46.11%
SAC	2023	199,661	158,816				29.01%
	2022	203,036	170,584	209,884	187,633	771,137	33.40%
	2021	225,979	188,278	111,083	186,926	712,266	33.01%
	2020	236,632	48,995	93,678	214,610	593,915	34.44%
SCA	2023	143,991	35,190				14.50%
	2022	178,982	69,735	31,672	110,580	390,969	16.93%
	2021	127,517	40,689	36,555	168,616	373,377	17.30%
	2020	151,385	32,792	23,033	43,452	250,662	14.54%
GDAF	2023	46,454	44,903				7.39%
	2022	44,996	44,143	34,048	45,185	168,372	7.29%
	2021	40,151	38,595	33,316	45,921	157,983	7.32%
	2020	42,690	14,662	8,092	19,184	84,628	4.91%



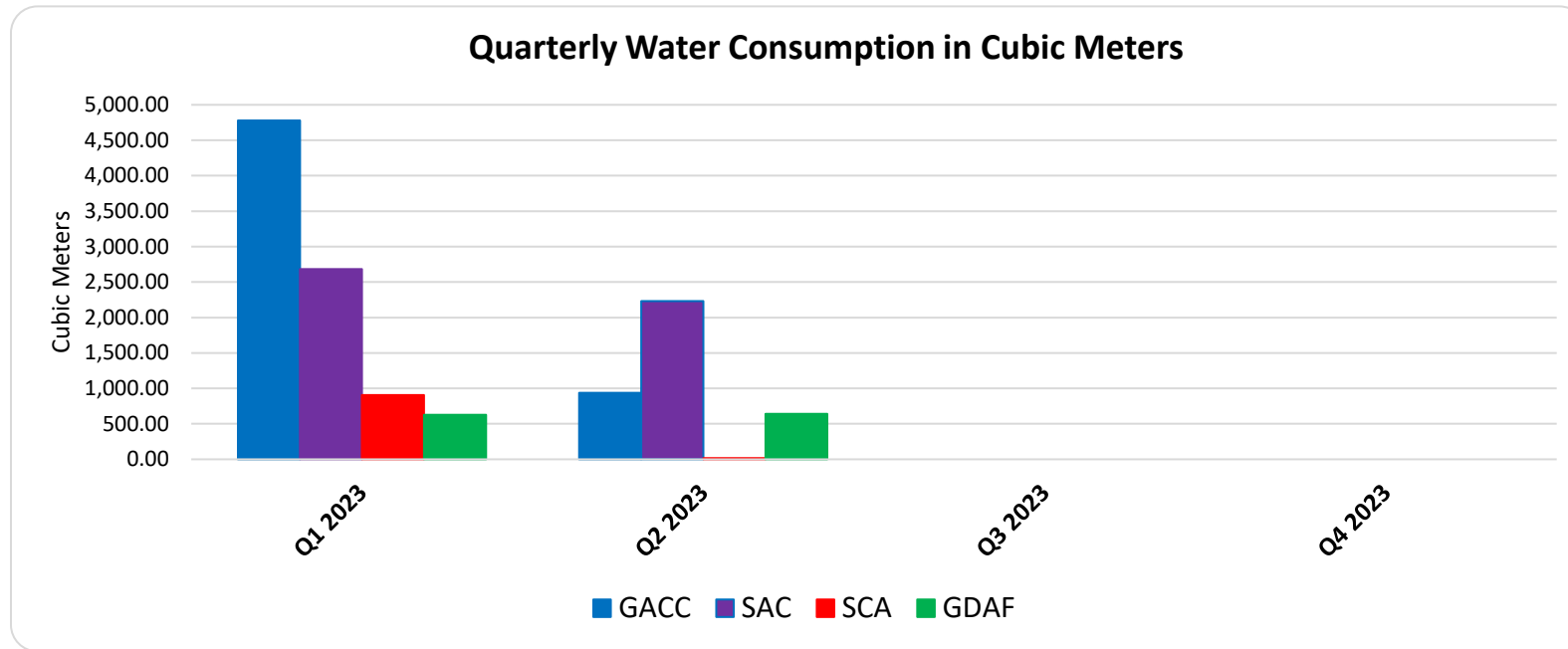
Quarterly Water Consumption in Cubic Meters

GACC and GDAF are supplied by Town of Gibsons water system.

SAC and SCA are supplied by Chapman water system.

	Q1 2023	Q2 2023	Q3 2023	Q4 2023	% Total 615 Facilities
GACC	*4,778.82	939.10			44.58%
SAC	2683.0	2233.0			38.33%
SCA	904.40	15.98			7.18%
GDAF	629.08	642.98			9.92%

* See emerging issues



Annual Natural Gas Consumption in GJ (% Total All Facilities)

	2023	2022	2021	2020
GACC	-	1,322.8 (10.68%)	1,199.5 (12.43%)	1,189.1 (15.99%)
SAC	-	7,540.1 (60.89%)	5,013.7 (51.95%)	3,479.4 (46.78%)
SCA	-	920.9 (7.44%)	741.2 (7.68%)	779.6 (10.48%)
GDAF	-	2,598.9 (20.99%)	2,696.8 (27.94%)	1,989.4 (26.75%)
Annual Total	-	12,382.7	9,651.2	7,437.5

Note: Due to variations in billing periods and meter reading dates, will report natural gas consumption annually.

Equipment Failures Impacting Service Levels – Q2 only

Facility	Equipment	Impact	Failure Date	Days Impacted
GACC	None to report	-	-	-
SAC	None to report	-	-	-
SCA	None to report	-	-	-
GDAF	None to report	-	-	-

Emerging Issues:

Staff investigated the increased water usage in Q1 and determined the increase was caused by a leak in the condenser and failure of the variable speed control for the condenser fan. The leak and variable speed control are being repaired during the annual refrigeration system maintenance.

RECREATION SERVICES [614]

Progress on Priorities from 2023 Service Plans

Objective	Strategies	Timeline	Progress
Provide public access to Aquatics, Arenas, Fitness and Programming	Return the facilities to traditional operating hours and service levels (staffing dependent).	Ongoing	<p>Aquatics</p> <ul style="list-style-type: none"> All aquatic facilities continue to operate at reduced hours due to lifeguard shortages. SAC pool closed due to annual maintenance (June 9 – July 19). During this closure, additional operating hours were offered at GDAF (35 hours per week). <p>Arenas</p> <ul style="list-style-type: none"> The ice remained available at GACC until May 13. Dry floor activity season opened May 24. SCA arena available for dry floor activities in Q2. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> The weight room and fitness spaces remained available at GACC and SAC at regular historical operating hours, apart from three Sundays at SAC to conduct planned annual maintenance work in June.
Program Delivery	<p>Delivery of accessible recreation programs in Aquatics, Arenas, Fitness and General Recreation (staffing and contractor instructor dependent).</p> <p>Improve programming processes and offerings based on findings from the 2022/2023 Programming Review.</p>	Ongoing	<p>Aquatics</p> <ul style="list-style-type: none"> Aquatics continues to offer programming based on staffing availability and reduced operating hours. Extensive waitlists for learn to swim programs (i.e., swimming lessons) continue. Aquatics offered first aid with CPR for 5 registrants and offered a staff National Lifeguard recertification for 7 registrants. Promotion of the summer Aquatic Leadership opportunities continued. <p>Arenas</p> <ul style="list-style-type: none"> GACC ice drop-in programs continued with participation trending downwards compared to the previous months, most likely due to warmer weather. An adult only Disco Skate was offered on April 6 and a youth only Disco skate on May 4. Attendance was low but it was the first time these types of special skates were offered. Dry floor programs such as roller skating and pickleball were offered but attendance was low. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> Registration for fitness and community recreation registered programs increased. A youth specific gymnastics sampler class was offered at GACC (non-school day); the class was fully subscribed with a waitlist.

			<ul style="list-style-type: none"> GACC Steady Feet program for those with mobility issues continues to have high enrollment, including waitlists, and staff are working to provide more offerings based on instructor availability. Summer camp program registrations were higher than in previous years.
<p>Community group partnership/space rental</p>	<p>Support community recreation priorities through providing facility space/services.</p>	<p>Ongoing</p>	<p>Aquatics</p> <ul style="list-style-type: none"> Continued use of pool facilities by local clubs (Chinook Swim Club, Orcas Swim Club and Sockeye Water Polo Club). During SAC annual maintenance, the Chinook Swim Club moved their bookings over to GDAF to maintain regular practice times. <p>Arenas</p> <ul style="list-style-type: none"> User group ice allocation meeting was held. Booking requests look very similar to the previous season with a few minor changes. Groups were notified of ice season dates, 2024 maintenance projects, and the possibility of a new user group (Junior Hockey). SC Minor Hockey annual awards night was held at SCA. SC Lacrosse Association season started at SCA in early April. They finished their season using both GACC and SCA. The association is continuing to rebuild its membership. The Hitmen hockey team held their annual 7-A-Side Hockey Tournament at GACC. The tournament was successful with 17 teams participating. The Gibsons Garden Club held their annual Plant & Garden sale in the lower parking lot of GACC alongside the Hitmen Tournament. The Quilt Show returned to the GACC dry floor. This was the first time back since the pandemic. The organizers felt the show was a great success with approximately 700 guests. The SC Pickleball Association organized a tournament at the GACC. The event saw over 100 players. This year the event moved from a one-day event to a two-day event. Arena board advertising spaces scheduled to expire were renewed or replaced by new advertisers. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> Partner programs with SC Community Services Society, SC Association of Community Living, YMCA, and Vancouver Coastal Health continue. GACC YMCA Youth Centre average daily attendance remains steady throughout the spring season, with art projects, music playing and basketball as the primary activities being offered.

			<ul style="list-style-type: none"> The SCRD provided a weeklong youth cycling camp with CycleBC. SD46 provided a per registrant subsidy to assist in making the program more affordable to families.
Business Process/Customer Service Improvements	Continue to develop and review policies and procedures.	Ongoing	<ul style="list-style-type: none"> Low-Cost Times (previously known as “toonie times”) were re-introduced at all facilities in Q2, based on usage statistics. The schedule is based on non-peak times and allows the public to drop-in for \$3. Activities include swimming, skating, weight room use, and courts. This promotion was paused during the pandemic due to Public Health Order affecting how recreation was allowed to offer services. Continue to review and revise/develop division policies and procedures.
Provision of support for Parks	Continue to provide support to Dakota Ridge pass set up and sales for Parks Division.	Q1-Q2	Complete.
Joint-Use Agreement	Provide access to recreation facilities School District groups/activities as staffing permits. Resume recreation programming in school District facilities for community benefit.	Ongoing Q4	Continue to support school use of SCRD facilities. Due to an administrative error during the 2023 financial plan adoption, SCRD programming in school facilities will not take place in 2023. Staff will bring back information during the 2024 budget process that would support this programming.
Annual Review and Implementation of the Programming Equipment Asset Management Plan	Continue to refine and implement the Programming Asset Management Plan	Ongoing	In progress.
Planning for Recreation Management Software Transition	Document business needs to be addressed through recreation software. Through a public procurement process, retain a vendor for recreation software. Develop business plan for support requirements of transitioning to a new recreation software product, if required.	Q2-Q4	Business needs were reviewed with an RFP developed accordingly, anticipating posting in Q3.
LIFE Program Review (Financial Assistance Program)	Complete a review of the LIFE (Leisure Involvement For Everyone) program.	Q1-Q4	An initial LIFE Review report has been drafted. Implementation plan draft is in progress.
Staff Recruitment, Training and Development	Continue to recruit staff to address shortages, provide opportunities for training and development, and for staff to strengthen their skills and abilities as it relates to their career.	Ongoing	Recruitment: <ul style="list-style-type: none"> Staff challenges in aquatics continue. There is a constant flow of staff being hired, and others leaving for various reasons (i.e., going back to school, moving off coast, etc.). Staff Training and Certification:

	<p>Strengthen the provision of aquatics through coordinated leadership, new training opportunities and new systems designed with input from staff.</p>		<ul style="list-style-type: none"> • Two Aquatic Instructor trainees completed a First Aid Instructor apprenticeship in June and are now working towards their National Lifeguard Instructor certification on the path to becoming Aquatic Instructors. • One staff completed their full slate of training and is now our first fully certified Aquatic Instructor. • As staff complete their training to become fully certified Aquatic Instructors more staff-led courses will be offered. Staff-led courses will mean improved program schedules (easier to schedule and less intensive i.e., 1 - 2 days a week over a few weeks vs a weeklong course). We expect that improved schedules will attract a wider participant demographic.
<p>Documentation of Service Levels</p>	<p>Establishment of Recreation Service Levels.</p>	<p>Q1-Q4</p>	<p>In progress.</p>

Emerging Issues:

Junior Hockey: Staff continue to plan in anticipation of a Junior Hockey franchise being awarded to the Sunshine Coast.

Pender Harbour Aquatic & Fitness Centre [625]

Progress on Priorities from 2023 Service Plans

Objective	Priorities	Timeline	Progress
Facility operation and preventative maintenance	<p>Ensure safe, regulation-compliant operation of facility.</p> <p>Prevent breakdowns/service interruptions.</p> <p>Maximize useful life of community assets.</p>	Ongoing	Similar to Q4 2022, continuing to experience cost increases for supplies, materials, and contracted labour in the current marketplace. Supply chain issues are continuing to result in longer than normal lead times to complete maintenance and repairs.
Annual Facility Maintenance	Plan, schedule and complete annual maintenance at recreation facilities	Q3	Planning and procurement of goods and services for annual maintenance completed. Annual maintenance scheduled for Q3.
Provide public access to Aquatic and Fitness facility and programs	Return the facilities to traditional operating hours and service levels (staffing dependent).	Ongoing	<p>Aquatics</p> <ul style="list-style-type: none"> Continue to operate at reduced hours due to lifeguard shortages. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> The weight room and fitness spaces remained available to the public at the same hours as the pool.
Program Delivery	<p>Delivery of accessible recreation programs in Aquatics, Fitness and General Recreation (staffing and contract instructor dependent).</p> <p>Improve programming processes and offerings based on findings from the 2022 Programming Review</p>	<p>Ongoing</p> <p>Q3</p>	<p>Aquatics</p> <ul style="list-style-type: none"> Staff continue to work with community members to provide flexible programming opportunities based upon staffing and public availability. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> Four registered fitness programs were offered during the Spring season, one was cancelled because of low registration. Three MYPASS drop-in fitness classes were offered and ran with strong attendance.
Community group partnership/space rental	Support community recreation priorities through providing facility space/services	Ongoing	Nothing to report.
Business Process/Customer service improvements	Continue to develop and review policies and procedures.	Ongoing	<ul style="list-style-type: none"> Low-Cost Times (previously known as “toonie times”) were re-introduced at PHAFC in Q2, based on usage statistics. The schedule is based on non-peak times and allows the public to drop-in for \$3. Activities include swimming and weight room use. This promotion was paused during the pandemic due to Public Health Order affecting how recreation was allowed to offer services. Continue to review and revise/develop division policies and procedures.

<p>Planning for Recreation Management Software Transition</p>	<p>Document business needs to be addressed through recreation software.</p> <p>Through a public procurement process, retain a vendor for recreation software.</p> <p>Develop business plan for support requirements of transitioning to a new recreation software product, if required.</p>	<p>Q2-Q4</p>	<p>Business needs were reviewed with an RFP developed accordingly, anticipate posting in Q3.</p>
<p>Joint-Use Agreement</p>	<p>Provide access to recreation facilities School District groups/activities as staffing permits.</p> <p>Resume recreation programming in school District facilities for community benefit.</p>	<p>Ongoing</p> <p>Q4</p>	<p>Aquatics</p> <ul style="list-style-type: none"> • Two school groups used the facility for fun swims. • Pender Harbour Secondary School (PHSS) had 8 students complete the Bronze Star program. <p>Fitness and Community Recreation</p> <ul style="list-style-type: none"> • Pender Harbour Secondary School used the weight room for their Strength and Conditioning class, twice a week. <p>Due to an administrative error during the 2023 financial plan adoption, SCR D programming in school facilities will not take place in 2023. Staff will bring back information during the 2024 budget process that would support this programming.</p>
<p>LIFE Program Review (Financial Assistance Program)</p>	<p>Complete a review of the LIFE (Leisure Involvement For Everyone) program.</p>	<p>Q1-Q3</p>	<p>An initial LIFE Review report has been drafted. Implementation plan draft is in progress.</p>
<p>Staff Recruitment, Training and Development</p>	<p>Continue to recruit staff to address shortages, provide opportunities for training and development, and for staff to strengthen their skills and abilities as it relates to their career.</p> <p>Strengthen the provision of aquatics through coordinated leadership, new training opportunities and new systems designed with input from staff.</p>	<p>Ongoing</p>	<p>Recruitment:</p> <ul style="list-style-type: none"> • Staff challenges in aquatics continue. One casual Lifeguard with swim instructor was hired in Q2. <p>Staff Training and Certification:</p> <ul style="list-style-type: none"> • The two Aquatic Instructor trainees planned for their next stages of certification during the PHAFC Annual maintenance closure in August. • As staff complete their training to become fully certified Aquatic Instructors more staff-led courses will be offered. Staff-led courses will mean improved program schedules (easier to schedule and less intensive i.e., 1 - 2 days a week over a few weeks vs a weeklong course). We expect that improved schedules will attract a wider participant demographic.
<p>Documentation of Service Levels</p>	<p>Establish Recreation Service levels.</p>	<p>Q1-Q4</p>	<p>In progress.</p>

Pender Harbour Aquatic Society (PHAS)	Continue to meet with the Pender Harbour Aquatic Society on a regular basis. This group provides valuable feedback and support for the continued operations of PHAFC.	Ongoing	<p>Staff continue to meet monthly with the PHAS. The PHAS has chosen to sponsor a community member to participate in lifeguard training.</p> <p>In cooperation with the PHAS, a 40th (+) year anniversary of the facility (now in its 43rd year) is being planned for Q3.</p>
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Key Performance Indicators:

Quarterly Electricity Consumption in kWh

	Year	Q1	Q2	Q3	Q4	Annual Total
PHAFC	2023	93,781	86,943			
	2022	99,548	76,183	48,223	81,905	305,859
	2021	107,664	68,108	51,094	101,761	328,627
	2020	102,121	42,673	47,771	103,339	295,904

Equipment Failures Impacting Service Levels – Q2 only

Facility	Equipment	Impact	Failure Date	Days Impacted
PHAFC	None to report.	-	-	-

Emerging Issues:

Nothing to report.

RECREATION SERVICES AND PENDER HARBOUR AQUATIC & FITNESS CENTRE

Key Performance Indicators:

Admissions (Includes paid drop in admissions, membership use or swipes, and lobby games participation GACC only)

Facility	2023					2022 Q2
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Total	
GACC	16,023	12,148			28,171	10,469
GDAF	6,262	5,004			11,266	5,525
SAC	40,962	28,300*			69,262	24,019**
SCA	1,773	182			1,955	450
PHAFC	4,306	3,241			7,547	3,395
Total	69,325	48,875			118,200	43,728

* SAC pool annual maintenance closure June 9 to July 14, 2023.

** SAC pool annual maintenance closure May 28 to June 26, 2022.

Sales of MYPASS & 10PASS

MYPASS and 10PASS can be used at all five Recreation facilities. MYPASS is a monthly pass with unlimited use. 10PASS is valid for 10 visits.

	2023										2022 Q2	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Aug)		Q4 (Sep-Dec)		Total		MYPASS	10PASS
	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS	MYPASS	10PASS		
New passes	2,239	673	1,552	460					3,791	1,133	1,298	355
Renewed passes	813	186	793	134					1,606	320	721	121
TOTAL	3,052	859	2,345	594					5,397	1,453	2,019	476
Cancelled passes	8	0	7	0					15	0	13	2

Includes family passes and individual passes for all age groups.

Sales of Facility-specific Passes

Facility-specific passes can only be used at one facility and are sold as monthly or 10-visit passes.

	2023										2022 Q2	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Aug)		Q4 (Sep-Dec)		Total		Monthly	10-visit
	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit	Monthly	10-visit		
GDAF												
New passes	71	43	61	38					132	81	61	33
Renewed passes	9	0	1	3					10	3	32	12
Total GDAF	80	43	62	41					142	84	93	45
PHAFC												
New passes	88	53	45	31					133	84	63	36
Renewed passes	30	7	26	45					56	52	2	0
Total PHAFC	118	60	71	76					189	136	65	36
TOTAL	221	103	171	117					392	220	158	81

Includes passes for all age groups.

2023 Q2 10-visit passes not included in above: Ice/dryfloor (17), Third Party Practitioner (7), SAC Parent & Tot (5).

Facility Bookings/Rentals

Arenas

ICE HOURS												
	2023										2022 Q2	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Aug)		Q4 (Sep-Dec)		Total		Prime	Non-prime
	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime	Prime	Non-prime		
GACC (Ice out May 13, 2023)												
Regular Bookings	701.25	116.75	250.25	79.00					951.75	195.75	No Ice	
Joint Use	0	26.00	0.00	3.25				0.00	29.25			
SCRD Programs	109.00	82.50	60.25	46.50				169.25	129.00			
GACC Total	810.25	225.25	310.50	128.75				1120.75	354.00	0	0	
Usage Rate	78.21%	41.79%	62.22%	46.82%				73.01%	43.49%	0.00%	0.00%	
SCA (Ice out March 13, 2023)												
Prime	473.50	65.75	No Ice					473.50	65.75	60.25	12.75	
Joint Use	0	25.50						0.00	25.50	0	1.00	
SCRD Programs	87.00	43.50						87.00	43.50	21.75	3.00	
SCA Total	560.50	134.75	0	0.00%			560.50	134.75	82.00	16.75		
Usage Rate	74.34%	27.61%	0	0.00%			74.34%	27.61%	62.12%	34.90%		
Total Hours Rented	1,370.75	360.00	310.50	128.75				1681.25	488.75	82.00	16.75	
Overall Usage Rate	76.58%	35.05%	62.22%	46.82%				73.45%	37.54%	62.12%	34.90%	

Prime Time: 3:00 p.m. – midnight on school days and 8:00 a.m. – midnight on non-school days.
 Non-Prime Time: 6:00 a.m. – 3:00 p.m. on school days and 6:00 a.m. – 8:00 p.m. on non-school days.

DRYFLOOR HOURS						
2023						Q2 2022
Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	Total		
GACC (May 24 to August 1, 2023)						
Regular Bookings	No Dry floor	69.50			69.50	129.00
SCRD Programs		51.00			51.00	164.50
GACC Total		120.50			120.50	293.50
Usage Rate		24.79%			24.79%	25.51%
SCA (March 25 to September 17, 2023)						
Regular Bookings	No Dry floor	93.00			93.00	69.50
SCRD Programs		43.00			43.00	0.00
SCA Total		136.00			136.00	75.00
Usage Rate		20.61%			20.61%	19.32%
Overall Usage Rate		22.38%			22.38%	24.61%

POOL HOURS													
2023												2022 Q2	
		Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Aug)		Q4 (Sep-Dec)		Total		Bookings	Hours
		Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours		
GDAF	Regular	20	27.00	57	66.50					77	93.50	42	70.00
	Joint Use	32	37.50	32	36.00					64	73.50	7	10.50
SAC	Regular	153	261.92	96	165.67					249	427.59	273	349.83
	Joint Use	58	73.25	64	75.33					122	148.58	36	53.25
PHAFC	Regular	2	2.50	1	1.00					3	3.50	2	2.00
	Joint Use	6	6.00	5	7.00					11	13.00	12	21.00
TOTAL	Regular	175	291.42	154	233.17					329	524.59	317	421.83
	Joint Use	96	116.75	101	118.33					197	238.08	55	84.75

Multi-Purpose Rooms

	2023										2022 Q2	
	Q1 (Jan-Mar)		Q2 (Apr-Jun)		Q3 (Jul-Aug)		Q4 (Sep-Dec)		Total		Hours	Usage
	Hours	Usage	Hours	Usage	Hours	Usage	Hours	Usage	Hours	Usage		
GACC (Rooms 204, 209, 217 & 219)												
SCRD Programs	220.50	4.82%	247.92	5.60%					468.42	4.46%	163.25	3.55%
Rentals	293.75	6.43%	221.75	5.01%					515.50	4.91%	234.50	5.10%
Partner Programs	461.25	10.09%	462.75	10.45%					924.00	8.80%	454.00	9.87%
Internal Bookings	13.75	0.30%	14.00	0.32%					27.75	0.26%	21.00	0.46%
TOTAL	989.25	21.65%	946.25	21.37%					1935.50	18.43%	872.75	18.96%
SAC (Community Room and Fitness Room)												
SCRD Programs	310.67	13.30%	265.58	11.78%					576.25	10.74%	233.75	10.55%
Rentals	34.00	1.46%	42.50	1.89%					76.50	1.43%	18.75	0.85%
Partner Programs	32.50	1.39%	30.00	1.33%					62.50	1.16%	30.00	1.35%
Internal Bookings	10.00	0.43%	11.25	0.50%					21.25	0.40%	187.50	8.47%
TOTAL	387.17	16.58%	349.33	15.50%					736.50	13.73%	470.00	21.22%
SCA (Community Room)												
Rentals	53.75	3.32%	14.00	0.87%					67.75	1.80%	36.50	2.23%
Internal Bookings	50.00	3.09%	18.00	1.12%					68.00	1.81%	50.50	3.08%
TOTAL	103.75	6.40%	32.00	2.00%					135.75	3.61%	87.00	5.31%

Usage rate based on Available Hours = Operating hours of recreation centre x number of rooms available

Registered Programs

Includes only pre-registered programs. Drop-ins are counted with admissions.

Season	Quarter	Dates
Winter	Q1	January 1 to March 31
Spring	Q2	April 1 to June 30
Summer	Q3	July 1 to August 31
Fall	Q4	September 1 to December 31

	Ice/Dry Floor Programs					Aquatic Programs					Fitness Programs				
	2023				2022 Q2	2023				2022 Q2	2023				2022 Q2
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)		Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)		Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Aug)	Q4 (Sep-Dec)	
No. of Registered Programs	6	1			50	40	44			32	41	43			25
No. of Cancelled Sessions	1	0			45	3	2			2	6	8			1
No. of Spaces Available	112	20			20	326	338			377	512	572			268
No. of Spaces Filled	94	12			10	308	276			375	290	274			147
No. on Waitlist	1	0			0	70	186			156	2	5			5

- Programs only run if a minimum number of participants are reached. Orientations are included in the registered programs and are cancelled if not booked.
- Birthday parties not included in the above data as follows: SAC Pool – 15, GACC Arena – 7, SCA Arena – 0.
- No. of spaces available is based on the maximum capacity permitted in a program.
- Aquatics swim lessons were full and waitlist numbers may be inflated due to customers adding their name to multiple waitlists.

Marketing

Facebook	Reach*					Number of Followers				
	2023				2022 Q2	2023				2022 Q2
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4	
SCRD Parks and Recreation	16,663	20,961			12,382	2,347	2,443			2,114
Pender Harbour	3,412	2,511			3,099	672	687			667

*Reach is the number of people who saw any content for the specified Facebook page for the defined period of time.

	2023				2022 Q2
	Q1	Q2	Q3	Q4	
Number of E-Newsletter Subscribers	248	207			248
Comment Cards Received	30	16			44

The following performance indicators will be reported annually in the Q4 report:

- LIFE (Leisure Inclusion For Everyone) program and admission statistics
- JUA (Joint Use Agreement) statistics

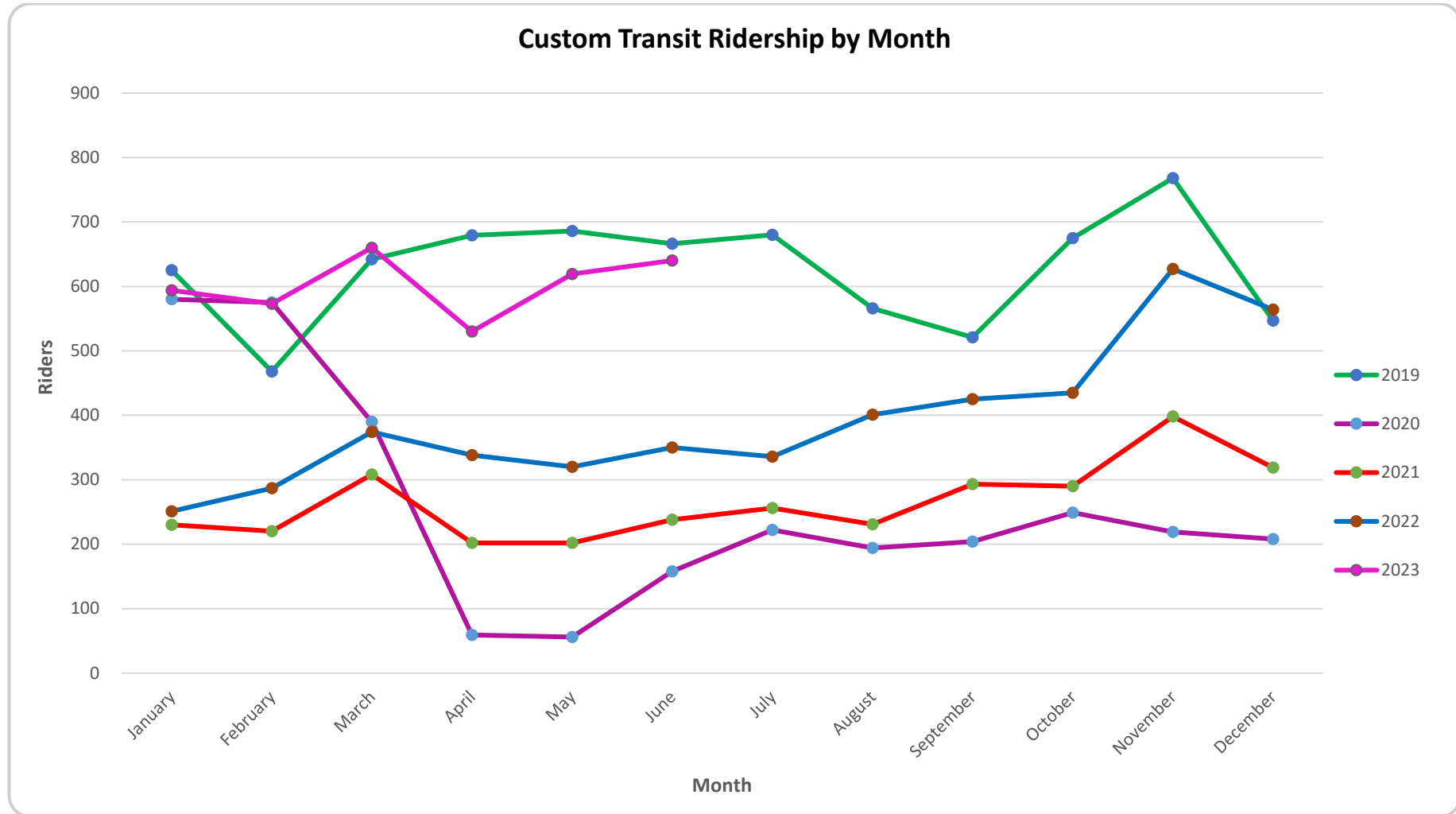
TRANSIT DIVISION [310]

Progress on Priorities from 2023 Service Plan

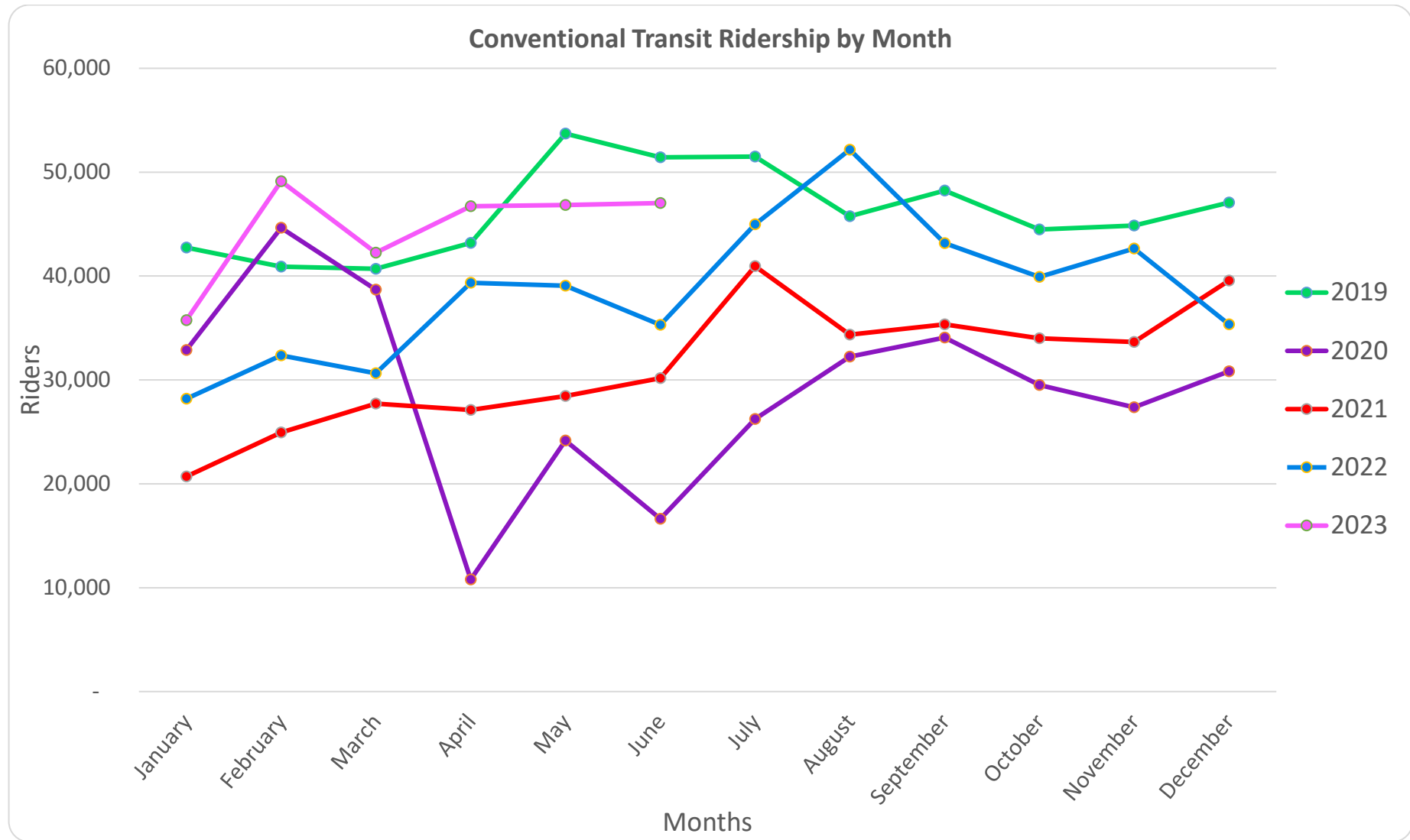
Objective	Strategies	Timeline	Progress
Maintain Service Levels	<p>Continue to provide conventional and custom transit services as per the Annual Operating Agreement with BC Transit.</p> <p>Ongoing recruitment, orientation and training of transit drivers to maintain service levels.</p> <p>Maintain cleaning and disinfecting of buses.</p>	Ongoing	<p>Despite significant staffing shortages, there were no service interruptions in Q2. Continued to provide Conventional and Custom Transit services as per Annual Operating Agreement.</p> <p>Hired and trained three (3) casual drivers in Q2.</p> <p>Cleaning and disinfecting of buses embedded into service levels (complete).</p>
Operations Standards	In partnership with BC Transit, identify the gaps in service levels between operations and the new BC Transit Operations Standards manual.	Ongoing	Continued progress in reviewing the new standards manual to identifying implications on current procedures or services levels.
Bus Shelter Program Development	<p>To develop a bus shelter program that includes:</p> <ul style="list-style-type: none"> - current inventory and asset condition assessments - standards for present and new bus shelters - implementation plan (phased approach) - budget implications (capital, operational, asset replacement) - Identification of possible funding opportunities 	Q4	The Bus Stop / Shelter and Asset inventory with condition assessments has been completed.
Custom Transit Service Review	In partnership with BC Transit, conduct a custom transit service review to inform future expansion recommendations.	Q2-Q4	Drafting the scope of the review with BCT; anticipating commencement of review in Q3.
Implementation of Electronic Fare System	Support BC Transit on introduction and implementation of new Electronic Fare System (UMO).	Q1-Q2	BCT has delayed implementation until December 2023.
Mason Yard Expansion Planning	In partnership with BC Transit, complete the Mason Road Works Yard expansion study.	Q1-Q2	Estimate completion of project in Q3. Staff report for the Board to follow.
Planning and coordination of minor and major projects	Planning, coordination and procurement of goods and services to complete capital and operational projects including projects carried forward from previous years.	Q4	See BPSR for details on projects.
Youth Engagement/ Ridership	Research and analyze the impacts of free transit for youth and bring a report back to the Board.	Q2-Q3	Due to staff capacity challenges, research and analysis on free transit for youth has been delayed until later in Q3.

	Develop a strategy to increase youth ridership.		Taking part in the BC Transit's pilot, "BusReady Ambassadors" program for kindergarten/elementary kids to middle school (grade 8) students about public transportation, safety, etiquette, sustainability and accessibility. The program was to be rolled out in June, however, due to BCT internal delays, it'll be in September / Q3. The main objective of BusReady is to give youth a positive impression of transit before they begin riding transit on their own. The goal is to prepare children on how to ride the bus safely and have a positive outlook on transit.
2023 Service Expansion - Conventional - Custom	In partnership with BC Transit, plan and implement expansion priorities for Route 90 and custom transit.	Q3-Q4	BCT Expansion funding was not approved in the Provincial budget. Expansion plans delayed until 2024.
Supernumerary Compensation Pilot	Implement one year pilot to address coverage for drivers cancelling shifts after hours. Evaluate effectiveness of pilot and report back to Board.	Q2 – Q1 2024	Pilot commenced in late Q2.

Key Performance Indicators:

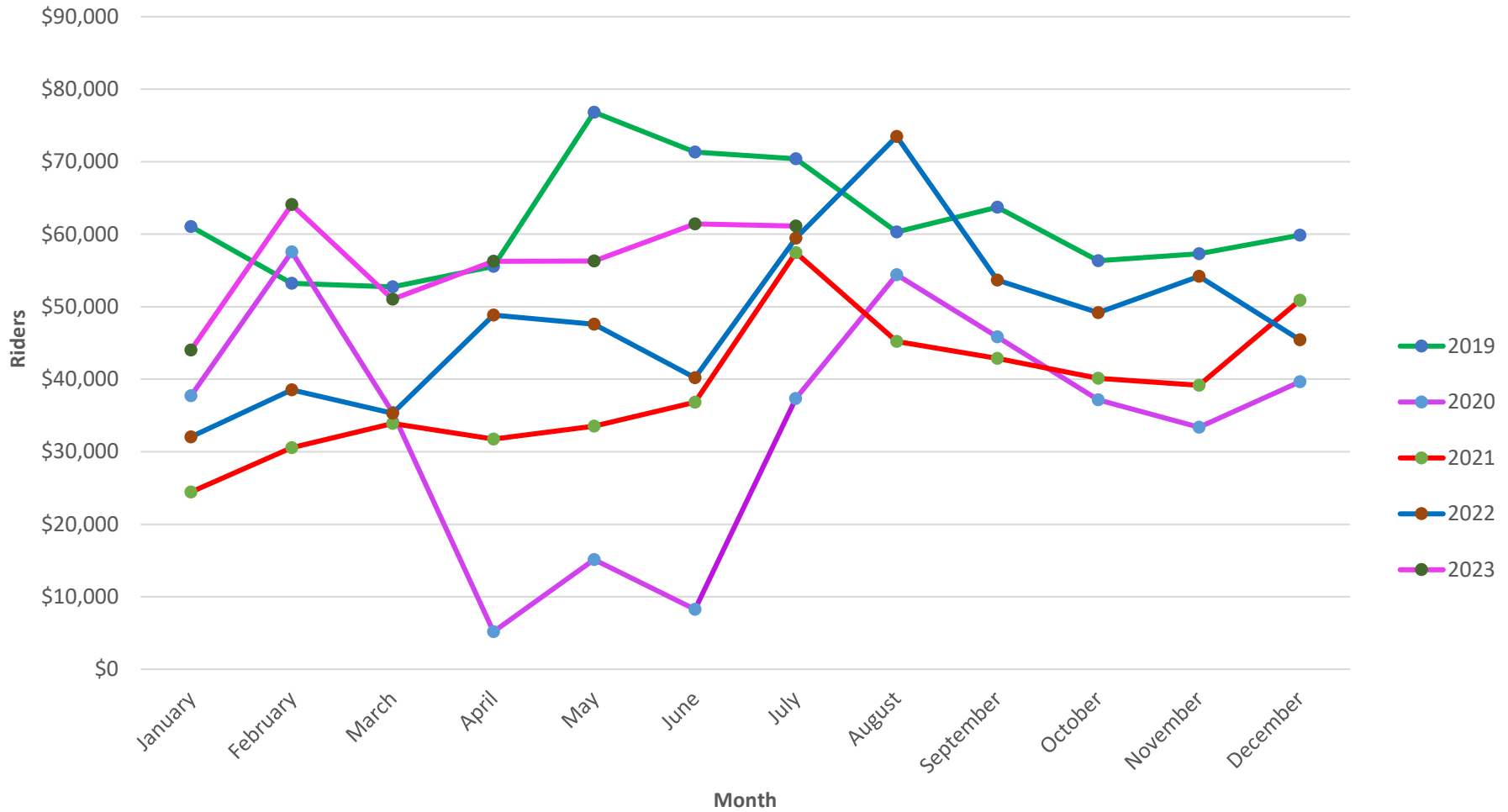


*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date

Total Fare Revenue by Month



Average Transit On Time Performance:

Year	Target	Q1	Q2	Q3	Q4
2023	73%	60%	58%		

BCT On-Time definition: A bus is considered “on time” when it arrives at a bus stop within 3 minutes of its scheduled arrival time.

Driver Recruitment:

Year	Q1	Q2	Q3	Q4
2023	3	3		

Emerging Issues:

Recruitment and training of drivers continues to be a priority.

FLEET DIVISION [312]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Maintain services to both transit and corporate fleet and equipment	<p>Conduct annual Commercial Vehicle Inspections.</p> <p>Conduct annual fleet inspections on all BC Transit Buses.</p> <p>Annual fleet servicing of SCRD generators</p> <p>Preventative and scheduled maintenance of SCRD vehicles and equipment</p>	Ongoing	<p>Ongoing.</p> <p>BCT Fleet Inspection in April – Overall Ranking: GREEN</p> <p><i>(Green = score between 85-100%)</i> <i>(Yellow = score between 75 – 84%)</i> <i>(Red = score lower than 74%)</i></p> <p>Ongoing.</p> <p>Annual maintenance is ongoing, however, due to staff absences and new Hoist installation delay, some backlog has developed.</p>
Fleet Rate Review	Conduct a fleet rate review and communicate recommended changes to impacted divisions.	Q2-Q4	To begin in Q3.
On Call Compensation Pilot	<p>Implement pilot program for on call compensation for afterhours fleet response.</p> <p>Evaluate effectiveness of pilot and report back to Board.</p>	Q2 – Q1 2024	Commenced.
Corporate Fleet Strategy	Engage the services of professional consultants to develop a plan to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible.	Q4 - 2024	To begin in Q4.

Emerging Issues:

1. 4 Post Hoist Installation: Ongoing delays with the installation of the new hoist have caused a backup in fleet repairs. Obtained a loaner hoist and regained some time loss.
2. Asset Failure: The 1995 2-Post Hoist for light vehicles (under 10,000 lbs.) including small transit buses and EVs requires replacement as it is not repairable. Work on small vehicles has been rescheduled around the work on large vehicles, and a work backlog is expected until a new hoist is procured. Staff are currently looking at options.

PORTS AND DOCKS DIVISION [345 & 346]

Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Routine preventative maintenance and minor repairs	Completion of annual inspections / repairs (two times per year). Sustainable, cost-effective asset management and prevention of service interruptions	Ongoing	Next minor inspection is planned for Q3. Current contract for this service expires in February 2024; currently drafting an RFP to post in Q3
Public information on docks/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Continue to update the public as needed; no issues arose during Q2.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.	Ongoing	POMO meeting was held on May 29, 2023.
Community cooperation and knowledge sharing	Attend the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed appropriate.	Ongoing	Staff attended Harbour Authority Association of BC meeting April 12.
Community cooperation and knowledge sharing	Continue to build relations and work with local island and marine associations.	Ongoing	Staff met with the port manager from the District of Sechelt, as well as the port manager for Nch'Kay. Discussed operations and maintenance practices.
Asset management	Completion of major inspections for remaining four ports (five ports completed in 2022). This will identify priorities for repair and replacements needed to maintain the asset. New best practices have been initiated by the shíshálh Nation and the Ministry (MFLNR). Complete gap analysis between existing dock structures and new best practices. Develop a capital asset renewal plan.	Q1-Q4	The four remaining inspections are planned for October 2023 [Q3]
Capital Maintenance Projects	Planning, coordination and procurement of goods and services to complete capital projects carried forward from previous years. Ensure projects adhere to environmental regulations and limit service disruption where possible.	Q1-Q4	Keats Landing new float is under construction (off site). Installation is planned for late fall. A contractor for engineered design drawings and updated cost estimates for 4 previously approved capital projects (Gambier Harbour, West Bay, Halkett Bay, and Eastbourne) has been secured and work on these projects is planned to start in Q3. Hopkins Landing structural upgrades were approved by the EAS Board on July 20, 2023.

			The Hopkins landing facility was closed to the public. The float was removed, a barricade was installed on the land and water approaches, signage installed, and monthly site visits/inspections are occurring.
Facilitate and support the provision of public docks (New Brighton Dock)	In partnership with the Squamish Nation Marine Group, and Gambier Island Community Association, facilitate a community conversation regarding the New Brighton Dock and conduct any studies required in the process.	Q1-Q4	Staff continued to meet with representatives from the N'ch Kay Corporation in Q2, however further discussion will wait until the fall. An information session on all SCRD Ports was provided to Board members.

Emerging Issues:

None to report.

Reviewed by:			
Manager	X– J. Huntington X– A. van Velzen X– G. Donn X– A. Kidwai	Finance	
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT

AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION

July 26, 2023

RECOMMENDATIONS FROM THE AREA "A" ADVISORY PLANNING COMMISSION MEETING HELD
AT SOUTH PENDER OFFICE, MADEIRA PARK, BC

PRESENT:	Chair	Alan Skelley
	Members	Jane McOuat Dennis Burnham Gordon Littlejohn Catherine McEachern Bob Fielding
ALSO PRESENT:	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)
	Area A Alternate Director	Christine Alexander (Non-Voting Board Liaison)
	Recording Secretary	Kelly Kammerle
REGRETS:	Members	Sean McAllister Tom Silvey Yovhan Burega

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTESArea A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of April 26, 2023 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of April 25, 2023
- Elphinstone (Area E) APC Minutes of April 26 & June 28, 2023
- West Howe Sound (Area F) APC Minutes of April 25 & May 23, 2023

REPORTS

The Area A APC reviewed the Regional Growth Framework Baseline Research report.

Recommendation No.1 *Regional Growth Framework Baseline Research*

The Area A APC recommended that the Regional Growth Framework Baseline Research report be received for information.

The Area A APC discussed the proposed amendments to Bylaw 337 (Area A) with respect to the PEP 2 Phase 1 Policy Fix Micro Project and had the following recommendation, concerns and issues:

Recommendation No.2 *Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendments.*

The Area A APC recommended that the SCR D Board adopt Option No. 3, make no changes at this time, and that the proposed amendments do not receive first reading and no amendments to Bylaw 337 be enacted at this time.

CONCERNS AND ISSUES:

- These amendments are not “housekeeping” items
- Given the importance and number of waterfront properties in Area A, the proposed changes will have a significant and negative impact on both property values and the amount of subdividable land.
- Area A residents need to be informed of the proposed changes and provided with an opportunity to ask questions and provide their input.
- Justification for pushing these changes through on an emergency basis has not been justified; specific provincial legislative requirements are not specified and vague references to fostering climate resilience is not adequate justification.
- The changes would aggravate rather than clarify the regulatory confusion and layer on additional and conflicting compliance and enforcement issues.
- The committee is concerned about the assumption that all areas should have the same OCP or Zoning bylaw as this idea has never been vetted with the residents of Area A, this Committee, PHARA or our community associations. Area A has extensive waterfront properties and a topography and economic climate quite different than the other Electoral areas and municipalities of the Sunshine Coast.

Parcel Area Calculation for Subdivision Purposes

- There may be confusion between “useable parcel area” (where a minimum useable size is set out in s.413 of Bylaw 337 for each Subdivision Area) and a calculation of the total area of the property proposed to be subdivided (the numerator in calculating minimum lot size). The Streamside Protection Enhancement Area (SPEA) is already excluded from the definition of “useable parcel area” in Bylaw 337. If specified requirements for minimum lot size, useable parcel area and lot coverage ratios are otherwise met, the committee did not see a benefit to excluding SPEA area. Requirements of the SPEA report (and a restrictive covenant on title) would restrict development on the resulting subdivided lots.
- The proposed definition of a stream or watercourse contains a novel, additional exclusion in calculating parcel area (new 402 (iv)) that goes beyond the current Riparian Areas Protection Act (RAP) because it removes the connection between such water and preservation of fish

habitat.

- As drafted, the proposed exclusion would include areas of pooled water over vast areas of land that is the temporary and natural consequence of precipitation in a Coastal Rainforest area of rocky sloping land. The committee questioned the exclusion of such water areas if there was no connection to protecting fish habitat and recommends deletion of 402 (iv).

Hardscaping Definition

- The benefit of creating a “hardscaping” definition was questioned, as it would further confuse the issue and be of limited benefit.
- The Changes proposed would not prevent hardscaping near the waterfront, because the prohibition would only apply where a SPEA area has been created in an RAP QEP report. That report is triggered by: an application for development (an undefined term in RAP regulations) or by a land being within a Development Permit Area (DPA) #4 under the Area A OCP).
- The proposed wording would not prevent a buyer of a vacant lot (whose land is not within Development Permit Area #4) building a road to the water, clearing tress, importing sand or gravel, building a retaining wall etc. because no SPEA would exist at that point.
- Such activities are unlawful where land is within a DPA #4 – Riparian (see OCP s. 3.10 and 3.10.8), but it was noted most landowners are not aware that their property is within a DPA.
- It would be of benefit to include “hardscape” in the “Land Alteration” definition in OCP s. 3.10 (c).

Streamside Buffer

- It was noted that a once a SPEA is delineated in the RAR report, it usually specifies what can be built or grown or not removed within the SPEA (down to identified trees, etc.) and the SCRDR often requires a covenant specifying such restrictions be registered against title.
- The 5-metre buffer is significant (increasing the SPEA setback area by potentially 20- 50%) and of questionable value. If the SPEA (as determined based on the professional reliance model set out in the RAP) is not adequate in protecting a stream or watercourse (and nearby roots and canopy), it seems the Province should revisit this legislation.
- Given the huge impact of these site restrictions for many property owners in Area A, limiting building of: patios, decks, pathways, stairs, etc., to access and enjoy the waterfront, the stated rationale of “critical green infrastructure asset that strengthens the resilience to climate change impacts” is not enough.
- Scientific justification is needed for something going beyond protection of fish habitat.
- Given the vast tracts of Crown land within Area A subjected to annual permitted deforestation, it is difficult to justify the hardship to (only) waterfront property owners by requiring an additional 5 metre “no build” zone.

Water Setbacks

- The proposed increased setback requirements pose serious consequences to landowners in Area A by reducing property values and rendering many parcels “unbuildable”.
- Serious justification and the opportunity for public input is requested.
- Varying setbacks means existing properties will lose privacy as neighbours are forced to build behind them and those required to build further back will have restricted sight lines and want to clear more trees for water views.
- The committee is concerned with the reality that, as the SCRDR increases these restrictions (without increasing the resources available to enforce them), trees will disappear to maintain view lines (Why do people buy waterfront?), paths and stairs will appear, (residents want safe access to waterfront), larger hardscaping will be built (such a long trek to the shore) and this activity will now occur (and be visible) in a (proposed) larger setback area.

-
- Bylaw enforcement, requests for variance and pressure on planning staff will grow exponentially, because the consequences are critical to waterfront owners.
 - The changes suggested are an oversimplified band-aid non-solution to a complex issue.

NEW BUSINESS

This APC requests a meeting with the planning department with all APC's in attendance.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING September 27, 2023

ADJOURNMENT 8:30 p.m.

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

July 25, 2023

RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair (Acting)	Kelsey Oxley
	Members	Len Coombes Barbara Bolding Ellie Lenz Alda Grames Matt Garmon Suzette Stevenson (Recorder)

ALSO PRESENT:	Director, Electoral Area B	Justine Gabias (Non-Voting Board Liaison)
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ABSENT:	Members	Nicole Huska
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CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Halfmoon Bay (Area B) Minutes

The Halfmoon Bay (Area B) APC minutes of April 25, 2023 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of April 26, 2023
- Elphinstone (Area E) APC Minutes of April 26 & June 28, 2023
- West Howe Sound (Area F) APC Minutes of April 25 & May 23, 2023

REPORTS

Regional Growth Framework Baseline Research

Key points of discussion:

- The baseline framework around transportation was insular to the coast and should include the need for transit ferry to ferry.
- The lack of transportation north of Sechelt, which is concerning for seniors, and others, for whom cycling is not an option, needs to be addressed.
- It was noted that Handy Dart service does not adequately bridge the gap in the lack of taxi service.
- Concern for a sustainable pace of development in regard to water, fire departments, schools (all infrastructure) must see parallel growth to match development.
- As has been in the past, attendance by a staff member to the APC meeting would provide clarity around jurisdiction and proposed management of water inline with development growth.

Recommendation No.1 *Regional Growth Framework Baseline Research*

The Area B APC recommends that the baseline framework around transportation recognize the coastal connection to the lower mainland and Powell River, as well as the lack of transportation north of Sechelt which focuses on ablist and creates a car dependent society, by including provision for a ferry to ferry transit route which could also provide insular transportation for communities north of Sechelt.

Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendments

Key points of discussion:

- Concern around the inclusion of the word “ponds” and the wording, “whether or not usually containing water” in the “proposed add” to Bylaw 722, Section 4.3.1 a) which is also included in the “proposed amendment” to Bylaw 337, Section 402 (iv).
- Consideration of the removal of the word “pond”, and “whether or not usually containing water” from the proposed add to Bylaw 722 section 4.3.1 a) and from the “proposed amendment” to Bylaw 337, Section 402 (iv).
- An SCR D staff member should be present to give context to the document wording so the APC can comment more contextually on the proposed changes. For example; p.24 and the calculation of minimum parcel area when not including a) and b) listed SPEAs

Recommendation No.2 *Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendments*

The Area B APC recommends that an all APC joint meeting be scheduled with SCR D staff present to create clarity around jurisdiction, and how SCR D will manage water services with area growth, which would provide opportunity for stronger input from all APCs for the proposed changes to the Bylaws 722 and 337.

REPORT

The Director's report was received.

NEXT MEETING Tuesday, September 26, 2023 via Zoom

ADJOURNMENT 7:55 p.m.

SUNSHINE COAST REGIONAL DISTRICT

**ROBERTS CREEK (AREA D)
ADVISORY PLANNING COMMISSION**

July 17, 2023

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Mike Allegretti
	Members	Meghan Hennessy Chris Richmond
ALSO PRESENT:	Electoral Area D Director	Kelly Backs (Non-Voting Board Liaison)
	Recording Secretary	Vicki Dobbyn
REGRETS/ABSENT		Bob Hogg Erik Mjanes Gerald Rainville

CALL TO ORDER 7:07 pm

AGENDA The agenda was adopted as presented.

MINUTES

The Roberts Creek (Area D) APC Minutes of March 20, 2023 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of March 29 and April 26, 2023
- Halfmoon Bay (Area B) APC Minutes of March 28 and April 25, 2023
- Elphinstone (Area E) APC Minutes of March 29, April 26 and June 28 2023
- West Howe Sound (Area F) APC Minutes of March 28, April 25, and May 23, 2023

REPORTS

Regional Growth Framework Baseline Research

Key Points of Discussion:

- There is a lack of clarity on what is expected of the APC in relation to all the documents.

- It was a lot of material to review with little notice, which was not appropriate and feels like a token consultation.
- The timeline for the need for feedback is not clear.
- Maps are not labelled properly.
- We would benefit from a webinar for all APCs and the Roberts Creek OCPC led by Planning staff for an overview and clarity on expectations.
- The APC needs more explicit instructions on the feedback requested.
- It was suggested that APC members particularly review the recommendations on pages 33 and 34 of the agenda package prior to further review.

Recommendation No. 1 *Regional Growth Framework Baseline Research*

The Area D APC recommends that the SCRDC hold a webinar led by Planning staff for all APC's for an overview of the three documents, and for clear instructions and a timeline on the expectations of feedback requested from the APC's;

AND THAT if a webinar is not within the capacity of staff, a written document with expectations and a longer timeline be provided.

Recommendation No. 2 *Regional Growth Framework Baseline Research*

The Area D APC recommends that Area D (Roberts Creek) be labelled on the maps in the Regional Growth Framework Phase 3 report.

DIRECTORS REPORT

The Director's Report was received.

NEXT MEETING

To be scheduled

ADJOURNMENT 8:07 pm

SUNSHINE COAST REGIONAL DISTRICT

AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION

July 26, 2023

RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING
HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

PRESENT:	Chair	Mary Degan
	Members	Laura Macdonald Nara Brenchley Arne Hermann Clinton McDougall
REGRETS:		Rod Moorcroft Anthony Paré Michael Sanderson
ALSO PRESENT:	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Alternate Director	Ashley St Clair
	Recording Secretary	Vicki Dobbyn

CALL TO ORDER 7:09 p.m.

AGENDA

The agenda was adopted as circulated.

MINUTES

Elphinstone (Area E) APC Minutes of June 28, 2023 were approved as circulated.

REPORTS**1. Regional Growth Framework Baseline Research**

Key Points of Discussion:

- In general APC members support the development of a regional growth strategy.
- It was noted that we do not have a land use plan or regional growth strategy.
- Members would like more time for effective consideration of the report, and will have an informal gathering in early August to discuss the report in order to finalize feedback and recommendations in time for the September APC meeting.
- Some of the specific planning language is challenging to understand. Members would like the benefit of having more members present with their expertise and familiarity with

planning language.

- It is not suitable for a template approach as it needs to be site specific.
- Reconciliation is now an important consideration in a regional growth strategy.
- The regional growth strategy is most likely to have greatest impact on rural areas because the municipalities are more built out.
- Members really appreciate the extensive report and believe it is on the right track
- Documents are impressive in scope
- Members liked seeing the cross jurisdictional collaboration, and seeing environmental and climate change issues such as invasive species, reducing emissions, and protecting tree habitats included in the report.
- Member acknowledge the hard work to develop this report and that it is something the community has been asking for.
- There could be more clarity on the website on what the SCRD can and cannot do.
- It was suggested that an article in the newspaper clarifying different roles and authorities in development would be helpful as many citizens are not aware of this.

Recommendation No. 1 *Regional Growth Framework Baseline Research*

The Area E APC recommends that the APC chair send the following questions to Planning staff, and ask for a response in early August:

- What is the relationship between the development of the regional growth strategy and the OCP review process? Which comes first? Should we be doing the regional growth strategy first?
- When a regional growth strategy is approved, does MOTI have to follow its direction?
- Is it important to have a regional growth strategy for accessing provincial and federal funding?

Recommendation No. 2 *Regional Growth Framework Baseline Research*

The Area E APC recommends that SCRD staff develop an easy infographic or flow chart outlining who has control over what aspects of development, to include SCRD zoning by-laws, Ministry Of Transportation and Infrastructure (MOTI), Vancouver Coastal Health (VCH), and provincial regulations.

Recommendation No. 3 *Regional Growth Framework Baseline Research*

The Area E APC recommends that the Regional Growth Framework Baseline Research report come back to the September agenda to provide the APC more time for consideration and discussion.

2. Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendment

Key Points of Discussion:

- How do we make sure the SCRD keeps up with changing provincial standards?
- Should there be a policy that the SCRD aligns with provincial standards at a minimum rather than having to deal with individual amendments. This would not prevent us from exceeding provincial standards.
- Will there be a surge of applications that will come in before this amendment is

approved?

- It can be challenging to determine boundaries which tie into parcel size.
- Will get first reading July 27. Third reading is targeted for quarter 4 of 2023
- It has implications for people developing rain gardens to manage stormwater.
- What if someone builds a pond, would it be subject to these amendments?
- It is appreciated that the amendment is being updated and protecting the environment.

Recommendation No. 4 *Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendment*

The Area E APC recommends support of option 1 to proceed with First Reading for all proposed amendments.

Recommendation No. 5 *Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendment*

The Area E APC recommends that the SCRD consider language in a by-law amendment that states as provincial regulations change, the SCRD by-laws automatically change to stay aligned with provincial standards.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING – WEDNESDAY, SEPTEMBER 27, 2023, 7:00 P.M.

ADJOURNMENT - 8:40 PM

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION

July 25, 2023

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Vice Chair	Tom Fitzgerald
	Members	Miyuki Shinkai Kevin Healy Jonathan McMorran
ALSO PRESENT:	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
REGRETS:	Members	Katie Thomas Susan Fitchell
ABSENT:	Members	Ryan Matthews

CALL TO ORDER 7:08 p.m.

AGENDA The agenda was adopted as presented.

MINUTESWest Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of May 23, 2023 were approved as circulated.

Minutes

The following minutes were received for information:

- Elphinstone (Area E) APC Minutes of June 28, 2023

REPORTSRegional Growth Framework Baseline Research

The APC discussed the staff report regarding the Regional Growth Framework Baseline Research. Director Stamford gave a brief background on the report and responded to APC inquiries.

The following points were noted:

- Is the idea for this to be a holistic view of how growth should happen on the Sunshine Coast? What is the point of this?
- It is a nice idea; it would be an amazing resource.
- It is hard to put a lot of detailed comments because there isn't detail to comment on.

A member read aloud from the Regional Growth Framework Phase 2 Report regarding Area F (page 17):

- Water supply comes from Chapman Creek, Langdale well, Soames Point well, Granthams Landing well, Collector and Gordon wells, and local ground sources. The OCP does not allow for system expansion outside of the Residential Settlement Boundary.
- Any potential growth along Port Mellon Highway within the Residential Settlement Boundary and Gambier Island is not limited by current infrastructure. Gambier Island could benefit from a developed water system to provide fire protection.
- There may be a need to upgrade road transportation infrastructure in this area in response to anticipated future transportation demand. Most roads do not meet Provincial standards.

The member commented that, without infrastructure developed, we can't build anything. We need to have Port Mellon road looked after to have any development come into our area. Nothing has been done. There is a lot of potential from Langdale to Port Mellon; infrastructure is a limitation. Trailer parks are a potential way of developing affordable housing. There has been a holding pattern for the last twenty years; with no infrastructure development or improvement, it is not welcoming.

Member supported points below and hoped the SCRDC would be able to execute some of the report's ideas into reality:

- (Phase 2 report, p. 21) "May be opportunities to allow affordable housing types like mobile home parks and tiny homes in rural areas (i.e. places that aren't necessarily well serviced by transit/services)."
- (Phase 2 report, p. 23) "Important to effectively communicate the value and benefits that are derived from growth."
- (Phase 3 report, p. 33, for Electoral Areas) "Focus development in close proximity to established centres or hubs, where commercial services and infrastructure servicing already exist." "Reduce development footprint and ecological impact by clustering buildings closely together."

Planning Enhancement Project (PEP) 2 Phase 1 Policy Mix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection Amendments

The APC discussed the staff report regarding Planning Enhancement Project (PEP) 2 Phase 1 Policy Mix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Watercourse and Shoreline Protection amendments. Director Stamford provided background information.

Points from discussion included:

- I saw that this was really long and I would need a lot of time to read it. Did not read.
- The Province brought in the RAPR legislation that sets out what the study area is and

what a Streamside Protection and Enhancement Area (SPEA) is. It is basically set by an accredited environmental monitor. It concerns me if you have another jurisdiction not just interpreting provincial guidelines, but want to do something on their own. Concern if, for example, Area A is doing something different than Gibsons. In reality the two zoning bylaws probably need a fair bit of work to make them consistent; they should be updated to match what the Province has downloaded on the Regional District. Concern about, with a very fixed budget, having to come up with a strict set of new rules, without having the budget to think this through.

- We have a bunch of minimum lot sizes that relate to where properties are within the Regional District. They are generally set bigger in the outlying areas, smaller into urban areas. The way minimum lot sizes were done was based on intended use. The bylaw should make lot size consistent with the Vancouver Coastal Health guidelines.
- The septic covenant area is huge, bigger than some lots that exist. Now, where you have two houses, you'd be making one. Same with SPEA: for all of the houses along Riverside, the SPEA boundary is part of their lot area. For a lot of those lots, you'd be turning three houses into one, but the SPEA would still be the same. Instead of creating 50 feet of road for one house, you'd be creating 150 feet of road, water main, drainage, clearing and maintenance for the road. By not including those areas (eg streamside protection, buffers), you are now ending up with bigger lots. It goes against everything we are trying to get more efficient with housing, and the area protected is still the same; there is less infrastructure for the same number of people. More efficient would be proving you have a viable building envelope.
- Where there is an existing lot that has been subdivided but not built on, is that taken into account?
- There are a lot of places that have been grandfathered. Does that make the lot redundant and disappear?

NEW BUSINESS

There was discussion of the Development Approval Process Review (DAPR) report sent to the APC by link in an email the previous day. There was uncertainty about what the SCR D was requesting of the APC regarding the report, and a few members wanted the report to come to the APC for consideration due to not having the proper time or context to review it.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Tuesday, September 26, 2023

ADJOURNMENT 8:27 p.m.

BACKGROUND – Compensation Policy for Advisory Committees

Increasingly local governments in Canada are recognizing that policies banning remuneration for participation in advisory committees create a barrier for many members of the public to participate, especially those with low income or employment where they can't afford to take unpaid time off work. The SCRDC has declared a commitment to social equity, and to do that we need to hear from traditionally underrepresented members of our community.

In 2021, the City of Toronto created new policy on honoraria to support public participation by traditionally under-represented groups on advisory committees. A short excerpt:

Historically, the Terms of Reference for Council Advisory Bodies have specified that no remuneration would be provided to public members as per principle 8 of the Policy: "No remuneration will be paid to members of advisory committees, task forces, or boards of Business Improvement Areas, Arena Boards and Community Centres".

City staff are recommending an honoraria program for CAB members in recognition of their contributions to the decision-making processes of the City. Honoraria may:

- *remove barriers to participation,*
- *support diverse engagement of equity seeking communities, and*
- *give recognition to the value of perspective and lived experience to Council's decision-making.*

Providing honoraria to CAB members is consistent with recent input received by the Toronto Office of Recovery and Rebuild (TORR) as a means of investing in measures to address historic barriers for of all Toronto residents to provide advice and input in the decision-making processes of City Council and the City.

<https://www.toronto.ca/legdocs/mmis/2021/ex/bgrd/backgroundfile-163700.pdf>

Toronto is now paying \$125 per meeting attended to committee members (not including those who represent organizations where they are employed).

Similarly, the City of Vancouver paid stipends to the members of the Climate Equity Working Group who created the climate justice charter (2021-22).

MOTION

That the SCRDC offer a per meeting stipend of \$150 to members of the Accessibility Advisory Committee, excepting those who represent organizations where they are employed.

AND that staff research a new compensation policy for advisory committees (including the Gibsons and District Fire Commission) with the goal of making our advisory committees more diverse, inclusive and representative of the residents of the Sunshine Coast.