

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 14, 2024

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: **PLANNING AND DEVELOPMENT DEPARTMENT 2024 Q3 REPORT**

RECOMMENDATION(S)

THAT the report titled Planning and Development Department 2024 Q3 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Planning and Development Department for the Third Quarter of 2024 (Q3 – July 1 to September 30, 2024).

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

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

PLANNING AND DEVELOPMENT SERVICES DIVISION

Regional Planning [500] and Rural Planning [504]

2023 Carryforward

Objective	Strategies	Timeline	Progress
Rural Planning 504: OCP Update	Renew all 7 SCRD OCPs with the aim of policy harmonization and strengthening of Development Permit Areas. Both of SCRD's zoning bylaws that implement the OCPs are also planned for renewal as part of this project. This project will involve significant public consultation and supportive studies. This project is supported by Regional Growth Baseline work completed in June 2023 and is additionally linked to Development Approvals Process Review (DAPR), and is key to ensuring effective implementation of the recommendations received in the final DAPR Report.	Notionally spring 2026 – timeline options report to be provided to Budget R1	The consultant team, that includes KPMG and McElhanney is assisting staff with leading this important community building work, which includes 4 phases. In Q3, Team OCP focused on Phase 1 work, which included technical analysis, development of an engagement and communication strategy, as well as the drafting of a background report on SCRD's land use policy framework, and housing needs report. The completion of this Phase 1 work will be finalized in Q4. Q3 has also included staff's preparation for the first round of engagement which will begin in the second half of Q4.

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Support efficient, coordinated climate-responsive regional development that responds to community needs and aligns with vision	Coordinate planning with municipalities and First Nations.	Ongoing	Ongoing
	Continue to coordinate and respond to referrals from BCTS.	Ongoing	BCTS shifted to the newly-legislated Forest Operations Map (FOM) as a means of sharing upcoming developments. As such BCTS did not formally release an Operating Plan for 2024 - 2028. No referrals were received in Q3.
	Rural Land Evaluation – Housing Potential (focused on electoral areas, but a coordinated/regional perspective being applied)	Q4 2024	Scoping dialogue completed. Consultant engagement plan defined Preparing for initiation in Q4

	Regional Housing Coordinator (RHC)	Ongoing to May 2025	RHC progressing on planned facilitation and coordination activities including Housing Action Table and three working groups Workplan development initiated; report forthcoming
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Objective	Strategies	Timeline	Progress
Development Approval Processes Review (DAPR) - Implementation of Recommendations	The final DAPR report includes 10 recommendations and steps to achieve and prioritize implementation of those recommendations. If the steps to implement the recommendations are followed and prioritized appropriately, DAPR has the potential to shorten timelines, provide improved predictability, reduce barriers, and encourage quality development submissions that contribute to key community building initiatives.	Ongoing to Q4 2025	Q3 saw the following progress on DAPR Implementation: <ul style="list-style-type: none"> • Fee review work to partially implement DAPR recommended cost recovery model for planning development services was completed. A staff report is planned for late Q4. • In alignment with DAPR recommendations, Budget 2024 approved a Planning Technician position which was hired in Q3, for the Development Planning Branch to provide customer service and assist with noncomplex applications. As a result, Development Permit processing times have been reduced and customer service response times enhanced. • Request for Quotation drafted to initiate Environmental Planning contracted services to assist with Development Permit Areas Enhancement work. This work is linked to both DAPR and the OCP update. • Staff are developing a workplan to implement the approved resources for contracted services in change management and software support that tie in with the UBCM grant funding for procedure review and redevelopment that was successfully awarded in late Q2 and detailed below.

Local Government Development Approvals Program (LGDAP): Procedures Review & Redevelopment	In alignment with approved \$150,000 of grant-funding through the Union of British Columbia Municipalities (UBCM), this LGDAP work will enable a review and redevelopment of SCRD Planning and Development procedures and public facing resource material. The work is oriented adjacent to DAPR and intended to achieve process improvements and customer experience.		A workplan has been under development in Q3 to action additional grant-funded resources to complement and enhance DAPR implementation work. A procurement process is planned for late Q4.
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Hillside [540]

Objective	Strategies	Timeline	Progress
Implement vision for area through an updated water lot lease arrangement	Work with Province, First Nations, community and landowners on renewal/update to water leases	2024/2025	QEP report completed. Board will be engaged on project direction and next steps.
Leverage upland parcels to achieve strategic goals	Partner with SCREDO to complete an investment attraction study and land development analysis	2024	Project paused.

RURAL PLANNING OPERATIONS

Development Applications and Inquiry Statistics

Development Applications Received	Area A	Area B	Area D	Area E	Area F	Q3 2024
Pre-Applications (regular)	12	6		2	3	23
Remedial Pre-Applications (REM)	1		2			3
Sub Total – Pre-Applications	13	6	2	2	3	26
Development Permit	5	6	2	2	4	19
Development Variance Permit	1	1			1	3
Subdivision		2	1			3
Rezoning/OCP						0
Board of Variance		1				1
Agricultural Land Reserve			1			1
Frontage Waiver		1				1
Strata Conversion						0
Tree Cutting Permits			1		1	2
Sub Total – Full Development Applications	6	11	5	2	6	30
Sub Total – Complex Property Information Requests	0	0	0	1	0	1
Grand Total	19	17	7	5	9	57

There were 57 Development Applications received in Q3 2024 compared to 72 in Q3 2023. The 2024 Year-to-Date total of Development Applications is 163.

Development Applications and Inquiry Revenue

Development Applications Revenue	Area A	Area B	Area D	Area E	Area F	Q3 2024
Pre-Applications (regular)	\$4,200	\$2,500		\$1,400	\$800	\$8,900
Remedial Pre-Applications (REM)	\$2,500		\$4,300			\$6,800
Sub Total – Pre-Applications	\$6,700	\$2,500	\$4,300	\$1,400	\$800	\$15,700
Development Permit	\$7,400	\$5,200	\$4,400	\$2,400	\$8,200	\$27,600
Development Variance Permit	\$2,200	\$2,200			\$2,200	\$6,600
Subdivision		\$4,300	\$2,000			\$6,300
Rezoning/OCP						
Board of Variance		\$2,200				\$2,200
Agricultural Land Reserve			\$750			\$750
Frontage Waiver		\$2,200				\$2,200
Strata Conversion						
Tree Cutting Permits			\$100		\$100	\$200
Sub Total – Full Development Applications	\$9,600	\$16,100	\$7,250	\$2,400	\$10,500	\$45,850
Sub Total – Complex Property Information Requests	\$0	\$0	\$0	\$300	\$0	\$300
Grand Total	\$16,300	\$18,600	\$11,550	\$4,100	\$11,300	\$61,850

The Development Applications revenue in Q3 2024 was \$61,850 compared to \$55,450 in Q3 2023. The 2024 Year-to-Date total of Development Applications and Inquiry venue is \$194,450.

Provincial and Local Government Referrals

Referrals	District of Sechelt	Town of Gibsons	Shíshálh Nation	Islands Trust	Skwxwú7mesh Nation	Province	Other*	Q3 2024
Referrals		1					1	2

**Squamish-Lillooet Regional District Referral*

There were 2 Provincial and Local Government referrals received in Q3 2024 compared to 2 in Q3 2023. The Year-to-Date total for Provincial and Local Government referrals is 2.

Planning Division Public Inquiries

2024 Public Inquiries	#	2023 Public Inquiries	#
January	131	January	151
February	126	February	164
March	137	March	189
April	145	April	137
May	117	May	153
June	180	June	132
July	140	July	150
August	154	August	166
September	131	September	170
October		October	160
November		November	144
December		December	92
2024 Total	1261	2023 Total	1808

There were 425 public inquiries in Q3 2024 compared to 486 in Q3 2023.

Staff observe that some of the year-over-year reduction in enquiries, particularly in calls for service at front counter, can be attributed to DAPR-focused process improvements. Applicants have self-serve options available in many cases and ticket-based electronic enquiries are being resolved without the need for additional contact.

BUILDING INSPECTION SERVICES DIVIS

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Progress on Priorities from 2024 Service Plan

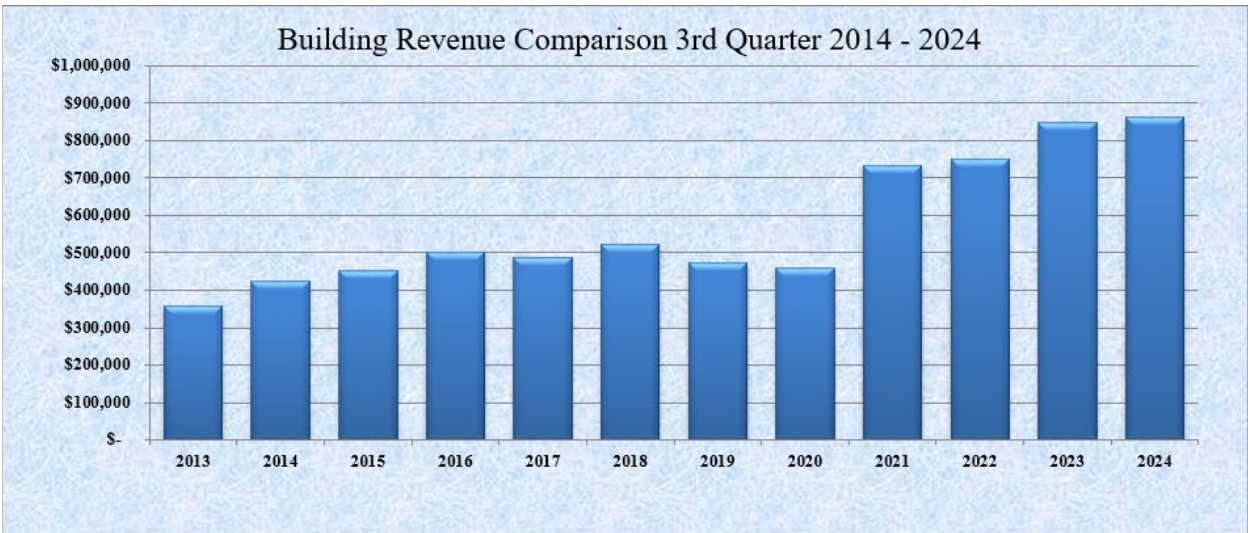
Objective	Strategies	Timeline	Progress
Delivery of Permitting and Inspection Services	Timely, reliable, professional, and courteous service aligned with provincial and local regulations	Ongoing	Ongoing
Building Sector Knowledge	Support professional development of staff and of the Coast's building sector through training, information sharing, and dialogue with builders, etc. Areas of focus include energy efficiency and the reduction of greenhouse gas emissions.	Ongoing	Ongoing
Development Approval Process (DAP) Improvement	In collaboration with both Planning and Bylaw Enforcement Services, the implementation of recommendations for "quick and impactful wins" identified through DAP review in support of longer-term changes.	Ongoing	Ongoing
Digital Service Enhancement	Development and implementation of digital tools and systems to enhance the delivery of permitting and inspection services.	Ongoing	Ongoing. Digital plan review preparedness project successfully completed. Monitoring the Ministry's progress on the development of the Building Permit and Code Compliance Tool- "Sprint Review" for Local Governments.
Digital Records Management - Project M.A.R.S.	Scheduled internal migration and restructuring of all Building Division's digital files and folders from existing Content Server to SharePoint.	Q4 2023 into Q1 2024	Complete
SCRD Building & Plumbing Bylaw Renewal	Review and identify improvements / updates to both <i>SCRD Building Bylaw No. 687</i> and <i>SCRD Plumbing Bylaw No. 400</i> in support of amending to, or re-drafting one amalgamated bylaw.	Q4 2023 through 2024	Initial review of existing Bylaws complete. First draft of proposed amalgamated bylaw nearing completion.

2024 Q3 Monthly Building Statistics

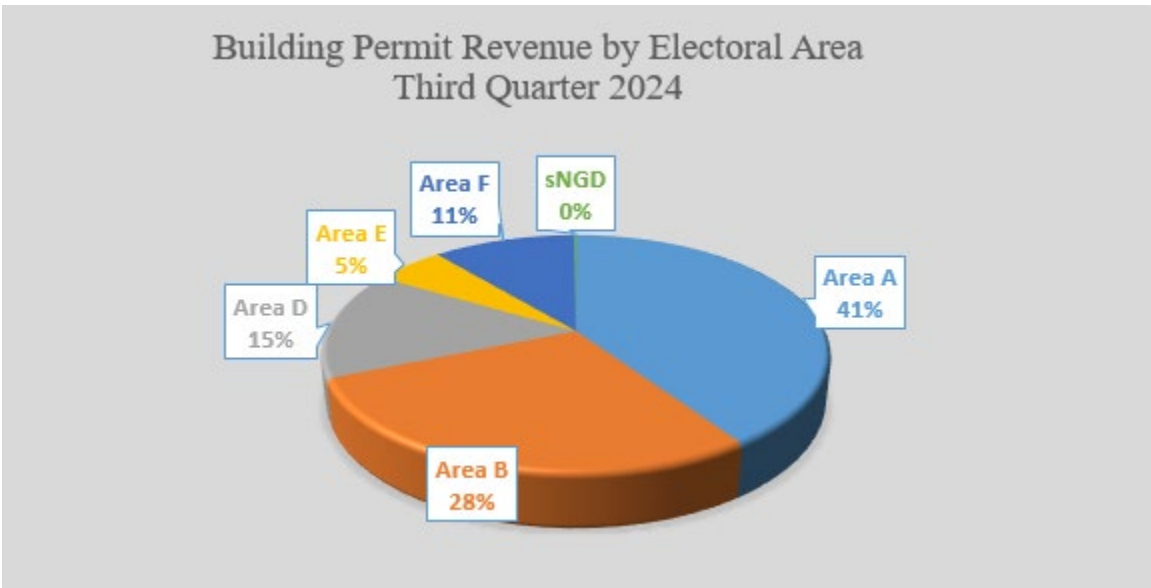
Q3 Building Revenue Comparison (2014 – 2024)

Revenues generated from building permit and inspection services in Q3 were 18% higher in comparison to the revenues generated in Q3 of 2023. A higher value application fee received for the construction of the Pender Harbour Ocean Discovery Center (PODS) were equal to the entirety of this inflation. Accordingly, the bulk of the quarterly income received was the result of permit activity within Electoral Area A. Electoral Area B accounted for the second most with approximately two thirds as much income.

In terms of year-to-date activity, revenues generated through to Q3 of 2024 were 1.5% higher than those from the same period in 2023. Data also indicated a reduction in permit activity towards the latter half of Q3. This was reflected in a 12% reduction in the total number of permits issued and 9% reduction in the number of applications received for the year in comparison to totals to the end of Q3 of 2023.



Q3 2024 Building Permit Revenue by Electoral Area



Q3 2024 Average Building Permit Processing Times

Processing time is calculated based on the length of time between the date that a building permit application is received, and the date on which the applicant is notified that the permit is ready for issuance. This average does not include the processing times of building permit applications that are subject to additional development application approvals outside of the Building Division's control.

Average Processing Time (weeks)					
Period	Q1	Q2	Q3	Q4	Average
2024	3.28	3.18	3.44		3.3
2023	5.14	3.64	2.93	2.63	3.59

Q3 2024 Number of Applications Received (New for 2024)

The number of applications accounts for the total number of building permit applications received for construction within all Electoral Areas and the sNGD.

Number of Applications					
Period	Q1	Q2	Q3	Q4	Year
2024	67	71	76		214
2023	82	85	68	43	278

Q3 2024 Number of Inspections Conducted

The number of inspections conducted accounts for the total number of site inspections conducted by the Building Division within all Electoral Areas and the sNGD.

Number of Inspections					
Period	Q1	Q2	Q3	Q4	Year
2024	284	329	377		990
2023	322	410	346	317	1395

Q3 2024 Number of Building Permits Issued

The number of building permits issued reflects the total number of building permits issued by the Building Division within all Electoral Areas and the sNGD.

Number of Permits					
Period	Q1	Q2	Q3	Q4	Year
2024	53	76	71		200
2023	62	98	68	61	289

Q3 2024 Number of Dwelling Units Created vs. Number of Dwelling Units Lost

The statistics provided in the table below provide an overview of the net gain / loss of dwelling units based on the number of building permits issued within all Electoral Areas and the sNGD. For this measurement, *dwelling units* include single family dwellings, halves of duplexes, auxiliary dwellings, and suites contained within both single-family dwellings and multi- unit residential buildings. The demolition of a dwelling is considered a dwelling unit lost. In the case that it is replaced, the replacement is considered a dwelling unit created resulting in no net loss or gain.

Number of Dwelling Units						
Period		Q1	Q2	Q3	Q4	Year
2024	Units Created	24	39	24		87
	Units Lost	6	2	3		11
	Net Gain / (-) Loss	18	37	21		76
2023	Net Gain / (-) Loss	18	38	19	20	95

SUSTAINABLE DEVELOPMENT DIVISION

Progress on Priorities from 2023 Service Plan (Carryforward)

Objective	Strategies	Timeline	Progress
135 – Corporate Sustainability			
Corporate Carbon Neutrality Plan	Plan adopted. Corporate GHG targets policy under development.	Q4 2024	Policy forthcoming.
136 – Regional Sustainability			
Develop Community Climate Action Plan	Complete ICLEI Building Adaptive and Resilient Communities (BARC) Milestone 3 (Action Planning), set community GHG emissions reduction target and action plan. Complete Community Climate Action Plan development, public engagement, and begin implementation.	Ongoing to Q4 2024	Referrals completed with presentations to District of Sechelt and Islands Trust. Communications plan being initiated with graphic design underway.
Coastal flood risk mapping	Complete detailed coastal flood risk mapping with District of Sechelt, Town of Gibsons, and Islands Trust.	Q3 2025	Letstalk.scrd.ca/coastal-flooding page went live with ability to drop pins on map. Preparing for future public engagement. Large quantity of reports and data from SCRD, Gibsons, Sechelt, and Islands Trust transferred to consultants. LIDAR validation field work underway. Computer modeling (e.g. wave modeling) underway.



Above: Consultants collecting data on shoreline characteristics for coastal floodplain mapping project

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
135 - Corporate Sustainability			
Set corporate targets for GHG emissions	Targets approved	Complete	Targets approved. Complete.
Corporate GHG emissions inventory	Completed annually as part of BC's Local Government Climate Action Program (Climate Action Charter)	Q3 2024	2023 emissions inventory completed. See KPIs below for inventory.
Implement decarbonization of SCRD assets	Decreasing trend in corporate GHG emissions (can be tied to targets)	Ongoing	Supporting some divisions with capital plans, Fleet Strategy, and EV charging.
Implement Corporate Carbon Neutrality Plan (CCNP)	Number of items actioned	Ongoing	
Fleet Strategy	Strategy completed, recommendations adopted, integration into organizational structures underway	2024 for initial milestones, ongoing	Data acquisition and validation completed. Fleet management practices analysis underway.

Support services and ad-hoc assistance.	BC Hydro power outages and rebates, biocover feasibility study, efficiency measures and low carbon electrification.	Ongoing	
Objective	Strategies	Timeline	Progress
136 - Community Sustainability			
Complete climate emergency and resilience updates to Official Community Plans and emergency bylaws	Adoption of amended bylaws; ensure legislative compliance	2026	Participating in OCP renewal project team.
Create / formalize community support and partnership tools for the Sunshine Coast Emergency Program and community resilience at the grassroots	Tools launched and engagement underway	2024, ongoing	Scheduled for later in work plans
Complete and implement Community Climate Action Plan	Plan adopted	2024	Plan adopted.
Support Services and strategic opportunities	<p>Bylaw review</p> <p>Support community emission reduction initiatives (e.g. Zero emission building regulations, awareness of rebates, active transportation...)</p> <p>Support community climate adaptation opportunities (e.g. Hazard Risk Vulnerability Assessment, Heat Response Plan, Business Continuity Plan, Water Strategy, and Emergency response plans...)</p>	Ongoing	<p>Supported Hazard, Risk, Vulnerability Analysis.</p> <p>Hosted Greenshores level 1 training workshop for local government staff, attended by</p> <p>Presented at Gibsons Public Market Climate Faire</p> <p>Worked with BC Hydro on Level 3 fast EV charging stations.</p> <p>Provided information to Coastal Douglas Fir Conservation Partnership on biodiversity mapping and reviewed external report on carbon sequestration / offset</p>

			<p>potential for Hillside Demonstration Forest.</p> <p>Supported Howe Sound Biosphere Region Initiative Society with Howe Sound Community Forum.</p> <p>Supported FireSmart steering committee</p> <p>Co-chaired VICC-climate action peer network for staff</p>
135 – 136 Corporate and Community Sustainability Overlap			
Integrate a climate risk framework into core decision-making processes (project scoping documents, staff reports, and budget proposals)	<p>Development of framework</p> <p>Completion of integrations</p> <p>Post-integration review of outcomes</p>	<p>Q3 2024</p> <p>Q1 2025</p> <p>Q1 2026</p>	CCAP directive for Climate lens review in Q4 2024 and service/infrastructure resilience framework for Q1 2025.
Detailed understanding and mapping of climate hazards and risk mitigation responses	<p>Complete Coastal Flooding Hazard mapping.</p> <p>Develop strategy for greater understanding of creek flooding hazard.</p> <p>Integrate climate hazard and risk layers (e.g. biodiversity, social vulnerabilities from VCH) into centralized visualization portal</p>	<p>Q4 2024</p> <p>Q1 2025</p>	<p>See comments above.</p> <p>Not started.</p> <p>data collection underway</p>
Integrate climate risks into asset management plans at SCRD and support partner organizations in resilience planning	Adopt region wide risk tolerance policies and integrate into asset management plans. Collaborate with partner organizations.	Ongoing	



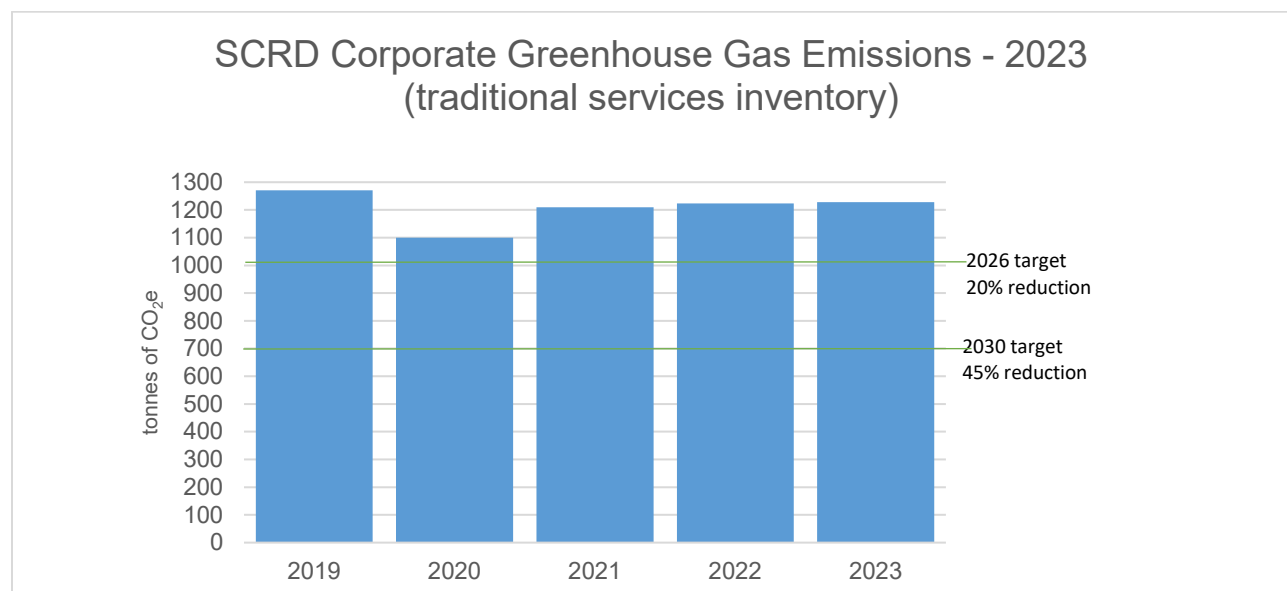
Above: Greenshores Level 1 training for local government staff



Above: Engaging citizens at the Gibsons Public Market Climate Faire

Key Performance Indicators

- Corporate Emissions, no material changes are expected for 2024.



PROTECTIVE SERVICES DIVISION

In Q3 the Protective Services Division prepared for organizational restructuring and the planned establishment, in Q4, of a new Emergency & Protective Services Department.

Provincial Wildfire Deployment

This year, the province requested command staff and a structure protection crew from the Sunshine Coast. A total of five members at a time were deployed for up to 14 days with one required crew change, due to the length of deployment. As reported to the Board in Q3, deployments this season went smoothly, had a positive operational impact in host locations, and no equipment damage or injuries were sustained. Training on structure protection, structure defense and leadership was utilized by SCRD firefighters and is directly relevant to local operations.

Command position:

- Fire Chief Rob Michael was deployed as a task force leader from August 4th to 11th to the Slocan Valley.

Structure protection:

- A mixed crew of members from Gibsons, Roberts Creek and Halfmoon Bay were deployed as a structure protection crew from July 23rd to August 13th to the Slocan Valley.



Gibsons and District Volunteer Fire Department (GDVFD)

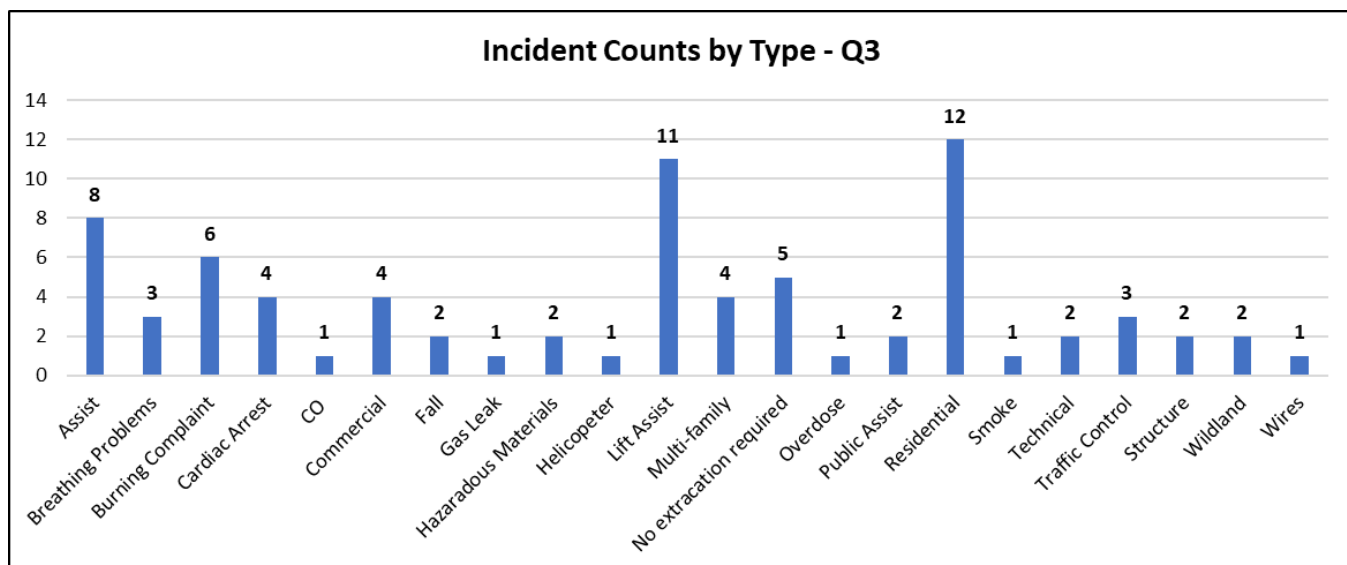
Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve personnel recruitment, retention, and equity	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consulting support and

			engagement plan being confirmed
Strengthen fire prevention focus, increase capacity to adapt to climate-related pressures	Recruit an Assistant Chief focused on fire prevention	Deferred	
Business Continuity	Replace Command Vehicle	Q2 2025	Project awarded

Key Performance Indicators

1. Number of callouts attended in Q3 2024 was: **107**
2. The GDVFD currently has **45** members:
 - **33** are fully certified as full service level firefighters according to the British Columbia Structure Firefighter Minimum Training Standards. **42** are trained to the interior level or higher. **42** are trained to the exterior level or higher.
3. The average estimated response time to emergency incidents in Q3 was: **4:45**
4. Number of training hours completed by volunteer firefighters in Q2 is **1054**



Notable incidents in Q3 included: a vehicle into a building, two simultaneous calls for smoke inside of structures (requiring mutual aid from Roberts Creek), a jet ski accident, a fuel spill at a local gas station and another fuel spill at the local marina.

There were also several calls related to illegal burning. This resulted in a number of tickets issued during open burning restrictions through the high-risk summer period.



Training highlights in Q3 included: emergency vehicle operations, vehicle extrication, ladder skills and emergency scene management.

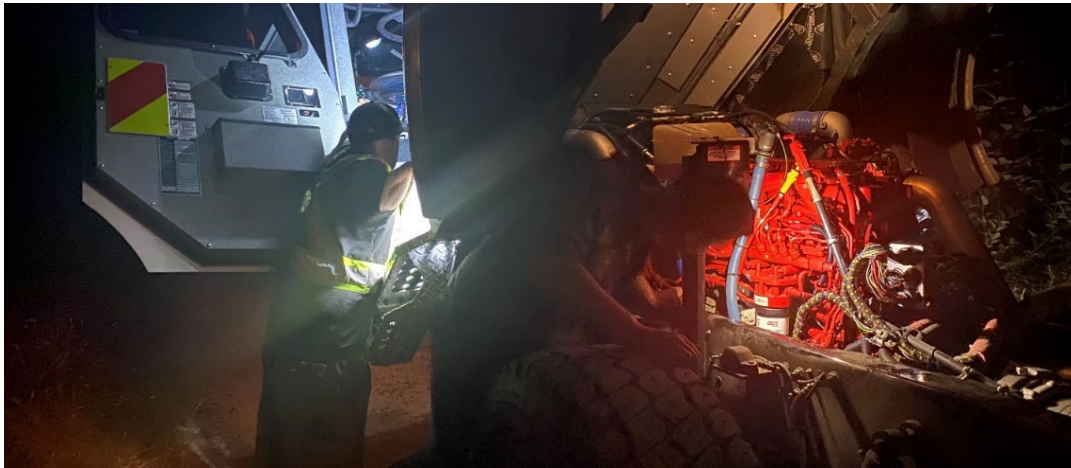


On July 13th, Sunshine Coast fire departments participated in a joint wildfire training exercise. Crews from the region put together a structure defense task force. A crew from Pemberton came across the ferry to participate as well. The training was essential in the region's efforts to prepare for local wildfire emergencies.

The fire prevention team completed 52 fire and life safety inspections, 18 referrals and two OFC fire investigations. The fire department also brought a fire truck to the Sunshine Coast Climate fair.



Quint 1 was placed out of service (mid training) due to a faulty fuel lift pump. SCRD Fleet worked through the night to repair the apparatus. A replacement part has since been installed and the vehicle is now operating normally.



Tires were also replaced on Engine 2 due to wear and damage to the treads. Fire department vehicles returning from deployment were also checked over by mechanics to ensure ongoing operability of fire department assets.

The department's janitorial contract expired in Q3 of this year. After years of dedicated and exceptional service, our contractor has chosen to retire and will not be renewing her contract. The department is working with Roberts Creek fire to issue a joint bid. However, it is anticipated that costs will either increase, or a service reduction will be required. In the meantime, staff are attempting to fill the service gap and are cleaning the facility with the assistance of volunteers.

Xwesam / Roberts Creek Volunteer Fire Department (XRCVFD)

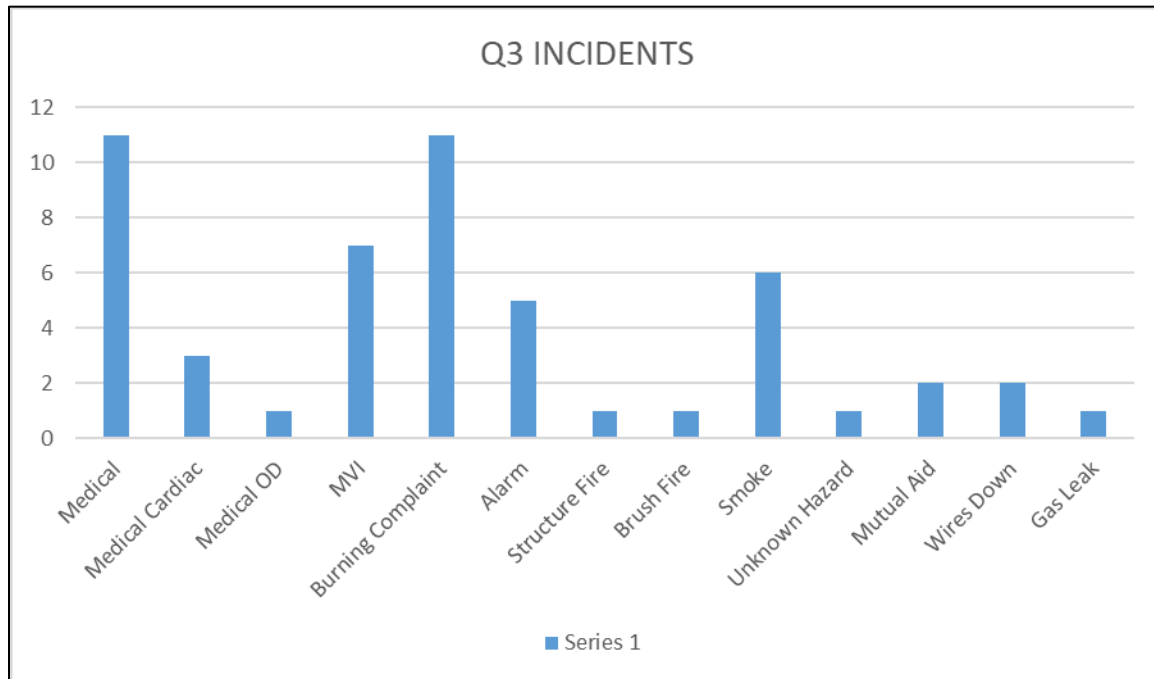
Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Protect Asset	Repair affected area of tarmac	Q2 2024	Complete
Reduce expense and liability of personal vehicle use	Fleet enhancement, add one officer vehicle	Q1 2024	Complete
Support volunteer firefighters, improve morale and health & wellness.	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consultant report prepared and initial review completed. Incremental funds approved in Budget 2024 administered to volunteers through honoraria.
Reduce volunteer workload	Hire part time assistant chief	Deferred	
Balance budget affected by increased costs and aging equipment	Increase base budget	Q3 2024	No Base Budget adjustments
Improve firefighter health & wellness and recruitment/retention.	Supply fire department station uniform	Q2 2024	In progress
Upgrade for regulatory compliance	Replace Electrical Control Panel	Q2 2024	In progress
Business Continuity	Replace rescue strut kit	Q4 2024	In progress
Business Continuity	Replace Command Vehicle	Q2 2025	In progress

Key Performance Indicators

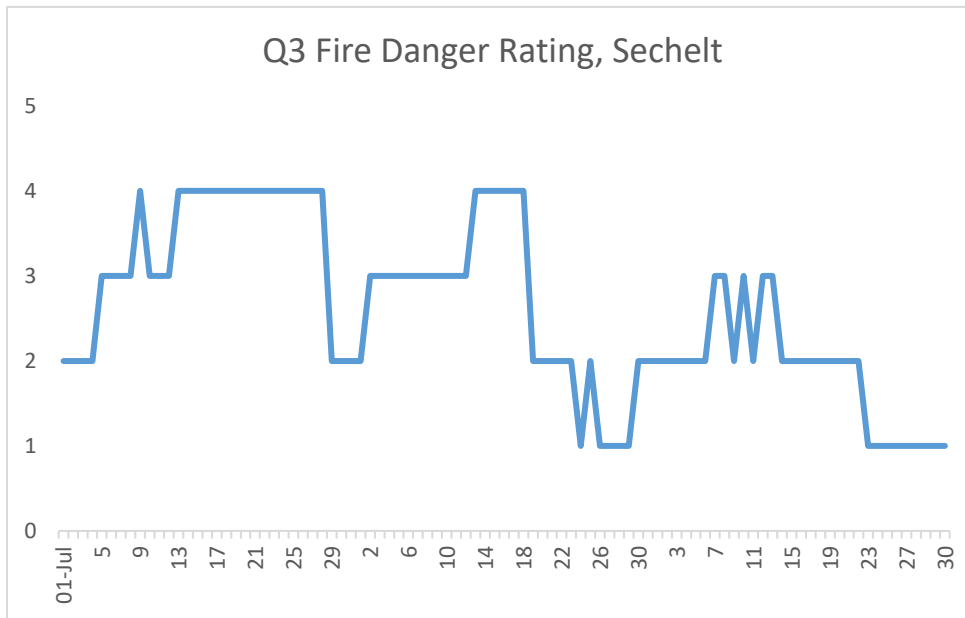
1. Number of callouts attended in Q3 2024 was: **52**
2. The XRCVFD currently has **22 active** members plus 2 on Leave of Absence:

- **6** are in the fire officer program, **7** are certified full service firefighters, **2** are trained to the interior level, **2** are trained to the exterior level, **7** Recruits trained to First Responder Level 3 and Traffic Control.
3. The average estimated response time to emergency incidents in Q3 was **5.5 minutes**.
 4. Number of training hours completed by volunteer firefighters in Q3 was **548**.
 5. Q3 Volunteer Paid On Call total was **\$6,352.50**



Notable incidents in Q3 included:

Fire danger ratings for Roberts Creek Fire Protection District are determined from data collected from an Environment Canada weather station located near the Sechelt airport. This summer was not as dry as 2023 and we did not achieve extreme fire danger rating in Q3, as seen in the chart below.



1= Very Low. 2=Low. 3=Moderate. 4=High. 5=Extreme.

BC Wildfire Service declared a provincial fire ban on July 12th and rescinded the ban on August 28th. During that time, two residents were issued fines under the Wildfire Act of \$1,150 each.

The picture on the right shows the remains of a burn that was found after residents in the area reported smoke during a fire ban. The fire was unattended, and no persons were found on the property. The remains show extension beyond the fire pit despite green vegetation. This fire was lit contrary to the Wildfire Act and SCRD bylaw regarding burning prohibited materials which carries a \$500 fine.



Medical response continues to be a concern in all areas of the Sunshine Coast and included one overdose in this district in Q3.

Motor vehicle incidents continue to be a major part of emergency response in Xwesam-Roberts Creek. The incident pictured below was the result of distracted driving. Fortunately, there were no serious injuries.



A structure fire was detected by residents and quick response from Roberts Creek members prevented this fire from extending into the house. The interior view shows the result of fire gasses beginning to enter the structure. Quick action by neighbors and the fire department had these new residents feeling more than welcome.



An organization known as Global Medic donated fire suppression skid units to small fire departments across Canada. Following an application by Deputy Fire Chief Sean Hatanaka, our skid unit was loaded on our duty officer vehicle. Since reception, this fire suppression unit has been used on small fires and a larger fire department response was not required.



Training highlights in Q3 included:

The third quarter of 2024 has been a period of growth and consolidation for the Xwesam-Roberts Creek Fire Department, fueled by the ongoing commitment of dedicated volunteers and the steady progress of the Fire Department's largest-ever recruit class. Continuous training efforts have focused on developing key skills and preparing for future challenges, ensuring the ability to respond effectively to emergencies while maintaining compliance with all safety standards.

Recruit Class of 2024

Recruits are nearing the completion of their exterior firefighter training, with full completion anticipated at the start of Q4. During Q3, recruits successfully accomplished most of their skill assessments, and as a group, they had the valuable opportunity to train once again at the Sechelt training yard. This training focused on forcible entry and vehicle fires, utilizing hybrid light-attack/brush truck (Wildland 1), marking their first time working together with this equipment. These experiences are crucial as they prepare for final assessments in Q4, marking an important step toward their readiness and operational capability.

Breathwork Training

Concluded comprehensive breathwork training with a dedicated four-hour session in September. This training aims to enhance members' physical resilience and mental health, benefiting them both in firefighting operations and in their day-to-day lives.

Planning and Future Training Initiatives

Collaborative planning efforts with Sechelt's training officer have progressed significantly, setting the foundation for the next year's Recruit Bootcamp. Additionally, the Department began designing a new mutual aid practice, furthering our partnership and collective preparedness.

Overall, Q3 has been marked by significant steps forward in training, skill development, and planning, all of which will directly contribute to the capabilities and resilience of our department in the coming quarters.

Pictured below: Rural Water Supply – Drafting practice at Roberts Creek Pier.



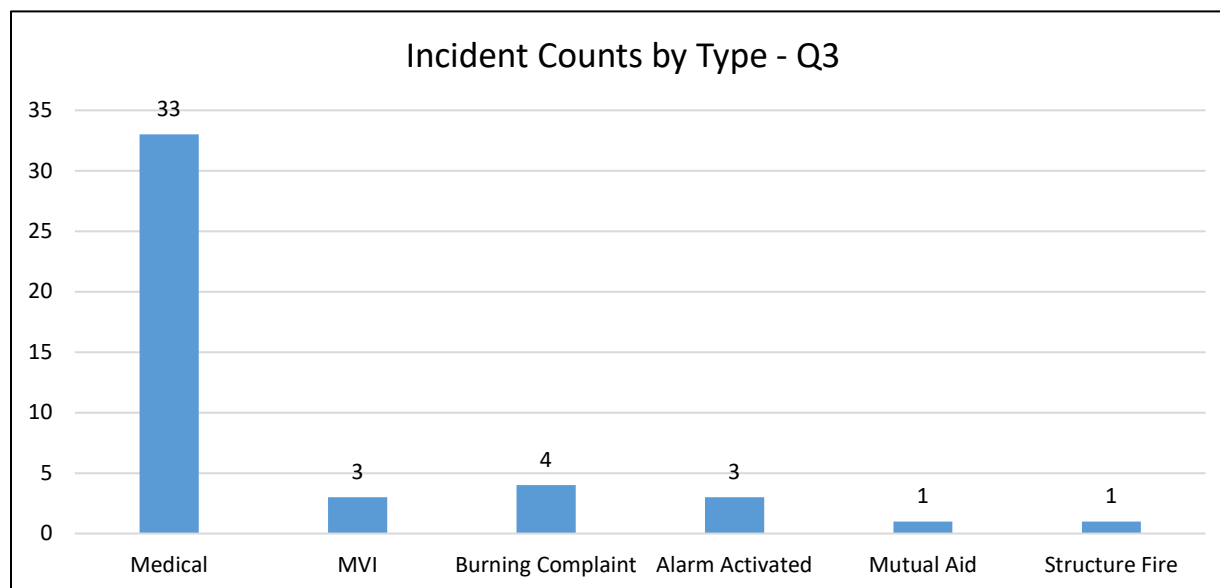
Halfmoon Bay Volunteer Fire Department (HBVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve fire department public engagement, planning and development	Hire part-time Assistant Chief	Deferred	
Improve recruitment, retention, and morale of firefighters.	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consultant report prepared and initial review completed.
Maintain fiscal responsibility	Increase operating budget in specific areas such as fuel, travel, and equipment.	2024	Complete
Provide adequate fire protection to Welcome Woods area of HMB	Replace Fire Hall #2	2025	Next steps, finding a consultant to conduct costs from Design and Build suppliers.

Key Performance Indicators

1. Number of callouts attended in Q3 2024 was: **49**
2. The HBVFD currently has **26** members:
3. The average estimated response time to emergency incidents in Q3 was **9.6 mins**
4. Number of training hours (practice nights and training courses) completed by volunteer firefighters in Q3 is **884**.



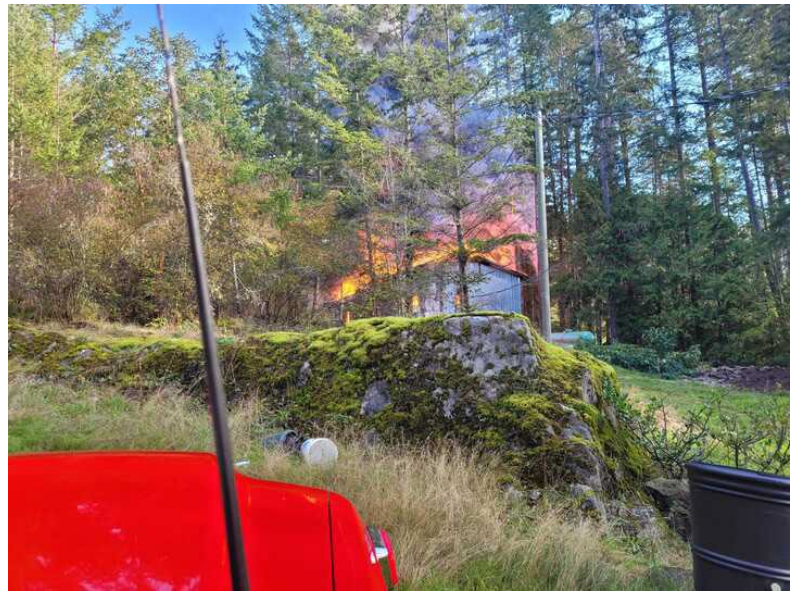
Notable incidents in Q3 included:

In September, the HBVFD responded to a structure fire off the Sunshine Coast Hwy.

Training highlights in Q3 included:

Department Wednesday night practice hours: 28

Department total membership Wednesday night practice hours: 446



Department training course hours: 438

Department membership total training hours Q3: 884

Training courses provided to members in Q3 were as follows:

- Wildland Training – July 13th, 2024 (8 Hours) – attended by 5 members
- ICS 100 – Aug 1st – 31st, 2024 (7 Hours) - attended by 1 member
- Hazmat Awareness – Aug 1st – 15th, 2024 (7 Hours) - attended by 1 member
- NFPA 1002 Emergency Vehicle Operator – Sept 12th – 22nd, 2024 (40 Hours) – attended by 6 members
- Emergency Scene Management 1 – Sept 26th – 29th, 2024 (24 Hours) – attended by 6 members

Providing continuing education for the membership has been successful. The training budget has been utilized to capacity and required additional funds.

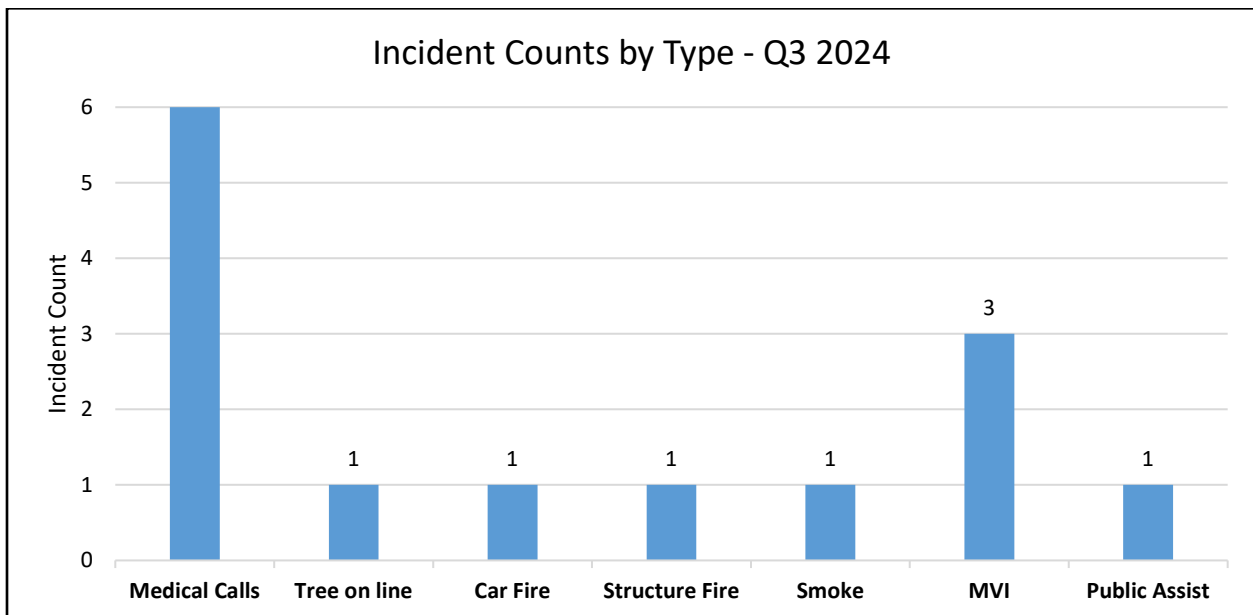
Egmont and District Volunteer Fire Department (EDVFD)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Improve readiness to respond to climate-related emergencies (wildfires).	Review compensation to volunteer members for training and emergency responses.	Q3 2024	Project team convened. Consultant report prepared and initial review completed.

Key Performance Indicators

1. Number of callouts attended in Q3 2024 was: **15**
2. The EDVFD currently has **17** members.
3. The total combined emergency response hours to incidents in Q3 was **21.75**.
4. Number of training hours completed by volunteer firefighters in Q3 was **200+**.



Notable incidents in Q3 included:

Egmont Fire responded to a Structure Fire on Sakinaw Lake. Many community members showed up pre-fire department arrival with drafting pumps and hoses to help stop the spread and extinguish the fire. Egmont Fire responded with 6 members and brought 5 drafting pumps and many hoses to the scene for response. Unfortunately, the cabin was a total loss, but the spread of the fire into the forest and neighboring properties was stopped.



Pictured above: Structure fire at a boat access only property on Sakinaw Lake, Post extinguishing at Sakinaw Lake fire and Sakinaw Lake responding crew.

Egmont Fire responded to a Motor Home fire on the highway above Ruby Lake with 3 members. Pender Harbour Fire joined on mutual aid to help put it out.



Pictured above: Motorhome fire. Deputy Chief Moussadji first on scene extinguishing fire.

On July 17, the department said goodbye to our longest standing member of 17 years, Frank Boudreau, who helped build the Egmont Fire Hall.



Pictured above: Wishing our longest standing member goodbye

Training highlights in Q3 included:

EDVFD weekly practices in Q3 consisted of Truck checks, Forestry pump skills, Tank fill practice, Hydrant skills, Medical scenario practice and CAF skills.

Egmont Fire received 8 sets of new turn out gear. 4 sets were purchased with 2023 and 2024 CFEP grant funding.



Sunshine Coast Emergency Program (SCEP)

Progress on Priorities from 2024 Service Plan Lite

Objective	Strategies	Timeline	Progress
Support Emergency Support Services (ESS) Team	Provide ongoing support, guidance and supervision as required.	Ongoing	2024 CEPF Grant for ESS was received to provide extra training, appreciation and equipment for group lodging and reception centres.
Support Emergency Communications Team (ECT)	Provide ongoing support and guidance.	Ongoing	Successful with 2024 CEPF Grant. Equipment has been purchased and installed at Field Rd. Chapman Tower Antenna and RCVFD antenna is ongoing to provide greater VHF coverage
Further expand Emergency program to deal with climate change.	Develop an Extreme Heat Response Plan	Q1 2024	Completed.
Strengthen Foundation of Emergency Program	Hazards Risks Vulnerability Analysis (HRVA) updated. The HRVA provides the foundation for emergency response planning.	Q2 2024	HRVA has been completed and awaiting presentation to CAO's for approval.
Strengthen Foundation of Emergency Program	Review and update Emergency Management Bylaws	Q4 2024	Contract awarded to Tim Pley & Assoc. Review is ongoing and contract to be extended to Dec 31, 2024 as new EDMA regulations are pending.
Increase Emergency Response Capability	Coast-wide multi-modal evacuation plan	Q1 2025	Successful CEPF Evacuation Grant received. RFP to be developed to hire contractor for a regional evacuation plan.
Reduce the impact of wildfires on local communities.	Continue and expand grant-funded FireSmart Program	Ongoing based on grant funding	Program fully operational.
Improve EM Program capacity and EOC Readiness	Hire additional staffing to support emergency management program and EOC.	Completed	Emergency Management Technician was hired in August.
Strengthen ESS Program	Increase hours of ESS Director	Completed	Completed.

Evacuation Planning/Readiness	Provide financial and staff support to communities constructing their own evacuation plans	Q4 2024	Started - RFP in development.
Neighbourhood Preparedness Support	Provide grant money to registered organizations to assist with neighbourhood preparedness.	Q4 2024	Draft proposal submitted Sep 03, 2024

Key Performance Indicators

1. Number of EOC activations **(year-to-date) - 0**
2. Cumulative days of EOC activation **(year-to-date) - 0**
3. Cumulative hours work in EOC (year-to-date) – SCRD staff and others – **0**
4. Number of members in ESS team – **16 Active members**
5. Number of ESS Calls for Service **(year to date) – 2**
6. Number of Grants Applied for **(year to date) – 3**
7. Number of successful Grant applications **(year to date) - 3**
8. Number of properties receiving FireSmart assessments (grant-funded program) -**170**
9. Number of community FireSmart evaluations (grant-funded program) - **9**
10. Number of FireSmart public engagement events (grant-funded program) - **26**
11. Completion of HRVA and EM bylaw updates – **HRVA draft completed and in review. Bylaw review is ongoing and scheduled for completion by December 31, 2024.**

The Emergency Program Coordinator (EPC) provided support for a wildfire north of Port Mellon, a wildfire under hydro lines near Sechelt Lake, a fuel spill on the highway outside of Earls Cove, a cottage fire near Sakinaw Lake, a fuel spill Gibsons waterfront and an RV fire near Ruby Lake.

The EPC coordinated and presented an emergency preparedness talk to outreach workers working with vulnerable populations. Attended Indigenous Engagement for Emergency Management in Deroche. During warm weather coordinated public messaging to keep cool and partnered with SCRD Community Services to provide bottled water and a facility for public at community centres. Attended Search and Rescue exercise utilizing the GEO BC evacuation application for evacuation notification.

Emergency Program stakeholder engagements this quarter included the SCEP quarterly meeting with external stakeholders with a large in-person turnout. Gibsons & District Chief Michael presented on the Wildfire Season and Stuart MacDonald (Search and Rescue) presented a new app for coordinating and tracking evacuation notifications.

Consultations with Fraser Valley Regional District Emergency Program Coordinator; qathet Emergency Program Coordinator, Skwxú7mesh Úxwumixw and shíshálh Nation.

Review and update of the Emergency Management Bylaws is ongoing; a draft proposal for discussion with DoS, sNGD and ToG, is in progress, however as the development of the

regulations for the Emergency Disaster Management Act have now been pushed to completion in 2025 it will cause a delay to adopt any new bylaws pertaining to emergency management.

Emergency Support Services (ESS)

No call outs this quarter. Monthly meeting and “welcome back from summer” held in September.

Emergency Communications Team (ECT)

ECT continues to train and meet weekly at the SCRD radio room.

Emergency Response and Recovery / Emergency Operations Centre

EOC Essentials training was delivered by Justice Institute of BC and held at the SCRD Field Road office in September. 22 people attended from various external stakeholders including VCH, SD46, Town of Gibsons, SCRD, ESS Director, SAR, GDVFD, HMBFD, MoTI, BCEHS, and FireSmart.

911 Service – Upgrades

2023 Carryforwards

Objective	Strategies	Timeline	Progress
Upgrade communication towers	Construct new radio tower at the Chapman water treatment plant.	Q3 2024	Foundation design negotiations in Q2 have delayed initiation of construction. Updated foundation design completed in Q3.
Acquire additional frequencies	Work with Innovation, Science and Economic Development Canada to acquire new radio frequencies	Q4 2026	Five new frequencies were acquired to be used for future radio upgrades. Project funding proposal to be provided to annual budget process
Improve redundancy in communication	Upgrade antennas and repeaters	Q4 2025	Vancouver Island upgrades being scoped.

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Protect service level as demand and	Improve redundancy in communication - upgrade antennas and repeaters, and phone lines	Q4 2025	Initial contact with ROGERS on collocating on their

radio traffic increases			Nanaimo site been successful. -- Ongoing
Upgrade communication towers	Construct new radio tower at the Chapman water treatment plant.	Q3 2024	Update in table above. Additionally, colocation agreement with RCMP for Cecil Hill completed.
Participation in the Next Generation 911 modernization	Signing of agreement with TELUS for NG911 system	2024-2029	Agreement has been signed

Key Performance Indicators

1. Number of times fire department communication interferes with other fire departments' communication.

During Q3, there have been no reports of radio interference between fire departments. There is general concern that radio interference will become more frequent with rising call volume and the continued use of one shared channel between departments. Departments may not be aware when they are talking over each other when communicating with Dispatch.

2. Number of times that communication from E-Comm is interrupted.

Reports of continued issues in Q2. Dead zones across the district make communications difficult with E-Comm and between local channels.

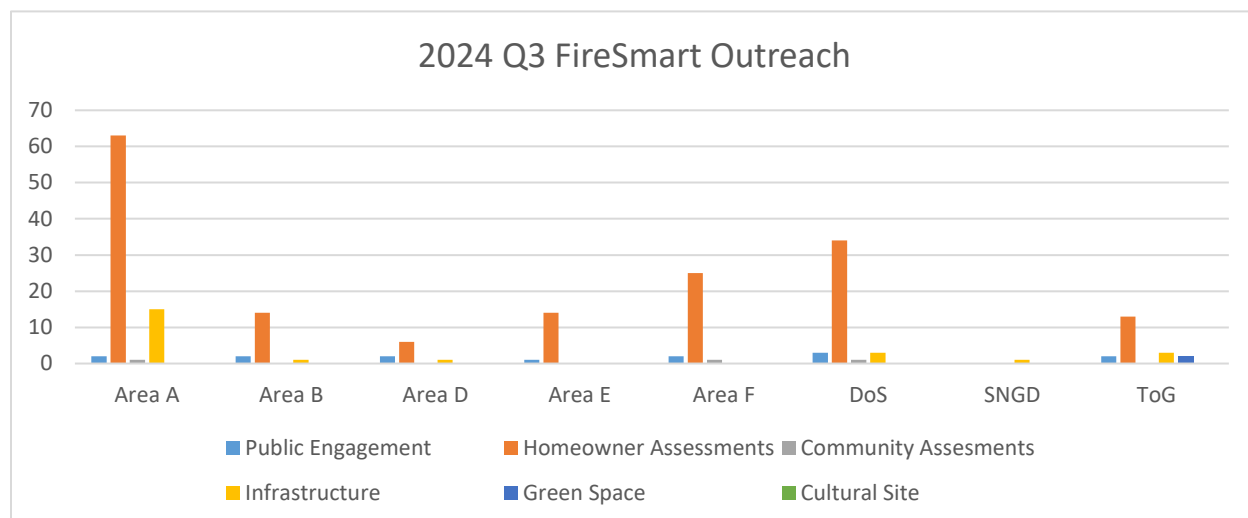
3. Number of times that fire departments are unable to use their radios for communication due to poor or an absence of service.

Two fire departments reported interruptions to radio communication during Q3, although there is not an accurate count of occurrences. These problems continue to be related to the geographic location of the incident, with a high number of them occurring in the Roberts Creek and Halfmoon Bay areas.

FireSmart Program

Some staffing changes have taken place within the FireSmart Team. Erin Wilson has moved over to the Sunshine Coast Emergency Planning Program as the Emergency Management Technician. Ivy Lock from the Roberts Creek Volunteer Fire Department has moved into the Local FireSmart Representative role. There have been two new additions to our casual crew members with Hannah Garden and Lee Fish taking on those roles.

The SCRD FireSmart team performed several assessments blitzes with the Sakinaw Lake community, this has seen close to 60 assessments just in the last quarter alone. Several of the other communities are seeing the value in the FireSmart program and are launching awareness sessions, with similar assessment blitzes, and are starting the application process for the FireSmart Canada Recognized Neighbourhood Program.



Work continues with assessments of infrastructure sites, critical infrastructure, solid waste and other community facilities, as well as the fire halls and ambulance stations. To date the SCRD water/wastewater facilities have all been assessed, with the reports submitted.

The Girl Guides FireSmart events that were held at Camp Olave were a rousing success. The team were able to work with over 250 campers from all around the province as well as Inuvik over the course of two camp sessions. The campers had an opportunity to run a firefighter relay and an up close and personal introduction to one of the Sunshine Coasts fire fighting apparatuses.

After a thorough introduction to FireSmart principles, that was followed by them doing their own hands on assessment of some of the cabins located around Camp Olave, each of the campers earned a FireSmart badge. This program is the first of its kind for FireSmart, as well as Girl Guides, and at this point Camp Olave on the Sunshine Coast is the only Girl Guide camp nationally to offer this program.



This quarter also saw the FireSmart Team involved in AGM presentations with several of the Sakinaw Lake communities, as well as hand on FireSmart sessions with North Thormanby, Sea Ranch and Brigade Bay. The team is continuing to be involved with local markets, etc. when they are not scheduled on assessment blitzes and other outreach programs.

BYLAW ENFORCEMENT DIVISION

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN LITE

Objective	Strategies	Timeline	Progress
Greater field presence, more efficient administration	Migration from Content Server to SharePoint	Q3 2024	Mobile workstations installed and in use.
	Continued use of mobile workstations	Q3 2024	In use
	Vacant Bylaw Enforcement Officer I position	Q3 2024	In progress, nearing completion

KEY PERFORMANCE INDICATORS / STATISTICS

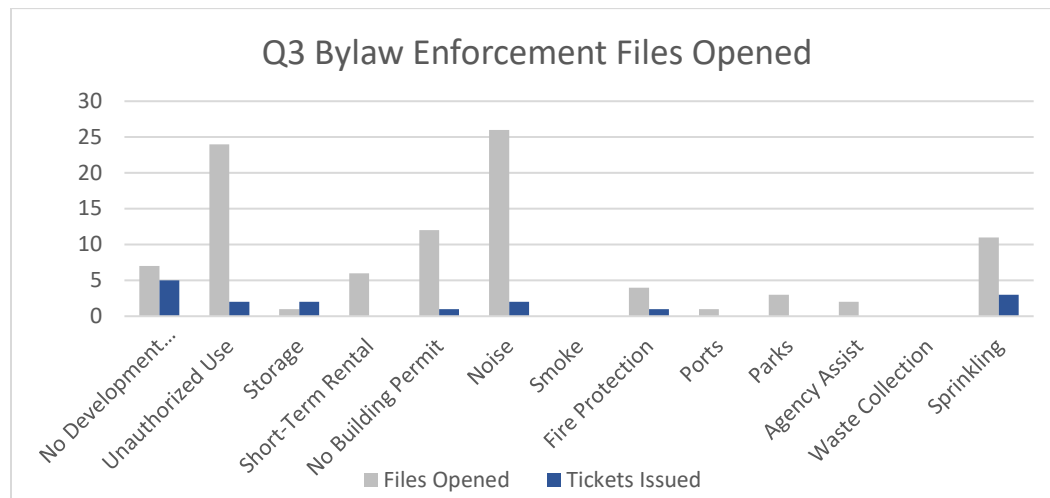
In the Third Quarter of 2024, the Bylaw Enforcement Department received a total of 97 Bylaw Enforcement complaints. There have been a combined total of 129 Files opened for both Bylaw Enforcement and Dog Control complaints. Bylaw Enforcement Complaints, broken down by Electoral Areas as follows:

Number of Bylaw Enforcement Files Opened by Electoral Area

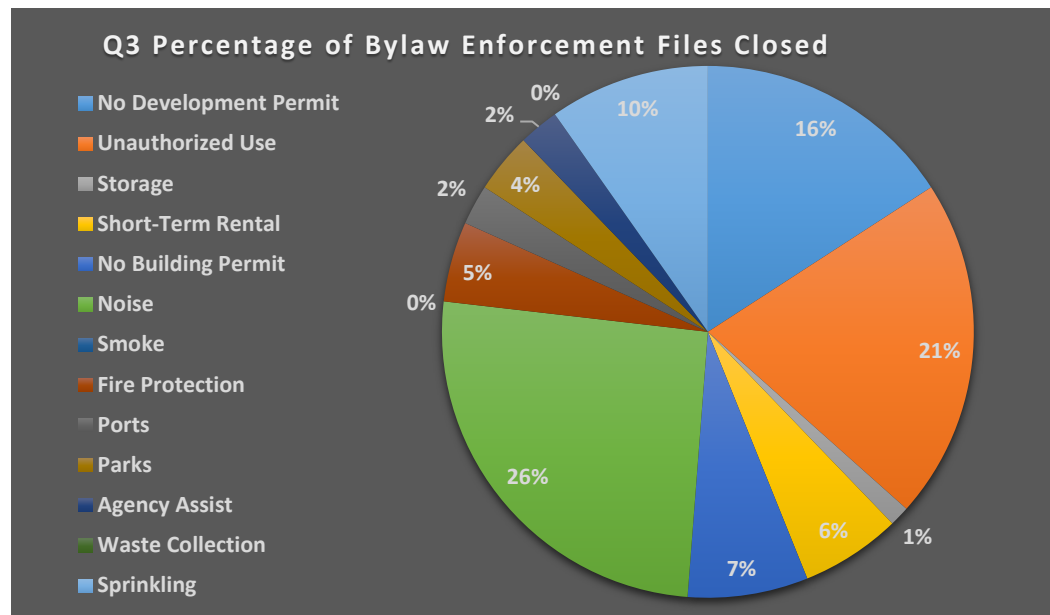
Electoral Area	Q1	Q2	Q3
Area A	16	22	18
Area B	12	9	22
Area D	9	11	18
Area E	10	16	16
Area F	4	11	17
*DoS	0	5	5
*sNGD	N/A	N/A	1
Total	51	74	97

**All Bylaw Enforcement Activity in the DoS and sNGD are Sprinkling Complaints*

Q3 Number of Files Opened and Tickets Issued by Infraction Type



Q3 Percentage of Files Closed by Infraction Type



SUMMARY OF FINES ISSUED

There have been 16 Bylaw Enforcement Notices (Tickets) Issued in the Second Quarter of 2024 for Bylaw Enforcement Infractions. Altogether there have been 19 Bylaw Enforcement Notices issued for both Bylaw Enforcement and Dog Control infractions. The amounts associated with those tickets are as follows:

Number of Tickets Issued and their Values

2024	Q1	Q2	Q3
Number of Tickets issued for Bylaw Enforcement	19	17	16
Number of Tickets issued for Dog Control	2	5	3
Total Number of Tickets gone through Adjudication/ Provincial Court Hearings	0	0	0
Percentage of Tickets in Dispute per Quarter	11%	25%	5%
Value of Tickets Issued	\$ 4,125.00	\$ 6,800.00	\$ 5,700.00
Value of Tickets Collected	\$ 1,125.00	\$ 2,400.00	\$ 1,400.00
Value of Tickets Written off/ Voided/Discounts	\$ 125.00	\$ 200.00	\$ 600.00
Total Value of Tickets Outstanding	\$ 2,875.00	\$ 4,250.00	\$ 3,700.00

COMPLEX BYLAW ENFORCEMENT FILES

At this time, the Bylaw Enforcement Department is currently dealing with 8 active Riparian and Land Alteration complaints. These types of infractions are generally very complex and time consuming, and typically involve cooperation with other SCRD departments and provincial and/or federal agencies.

During the Pandemic there was a significant backlog in land alteration and riparian infractions within development permit areas. Since that time the bylaw enforcement department has managed to bring several properties into either compliance or working towards compliance.

The Planning department is now working with these same property owners through the Remediation process.

Active Land Alteration and Riparian Infraction Complaints

Year	Q1	Q2	Q3	Q4
2024	16	15	8	
2023	21	14	12	11
2022	37	47	46	34

2024 Q2 HIGHLIGHTS

1. Keats and Gambier Island in a day - Bylaw and Dog Control Complaints on Keats and Gambier Island resulted in the Bylaw Enforcement Officers making visits to both islands on the same day.
2. RCMP Assist – Bylaw Enforcement Officer together with RCMP patrolled local waters by boat, this included a foot patrol on Thornaby Island that was very well received by residents.
3. Payment Hearing – A payment hearing has been scheduled with the Sechelt Court House to collect costs associated with outstanding bylaw tickets and continued bylaw contraventions. Payment hearings can be an effective progressive enforcement step within the scope of the Board's enforcement policy.

ANIMAL CONTROL

PROGRESS ON PRIORITIES FROM 2024 SERVICE PLAN LITE

Objective	Strategies	Timeline	Progress
Continued quality service delivery	Use of mobile data terminals	Ongoing	Completed

KEY PERFORMANCE INDICATORS / STATISTICS

In the Third Quarter of 2024, the Bylaw Enforcement Department received a total of 32 Dog Control complaints, broken down by electoral areas as follows:

Number of Dog Control Files Opened

Electoral Area	Q1	Q2	Q3
Area A	N/A	N/A	N/A
Area B	3	4	5
Area D	6	11	5
Area E	6	8	11
Area F	2	5	10
DoS	N/A	N/A	N/A
sNGD	0	0	1
Total	17	28	32

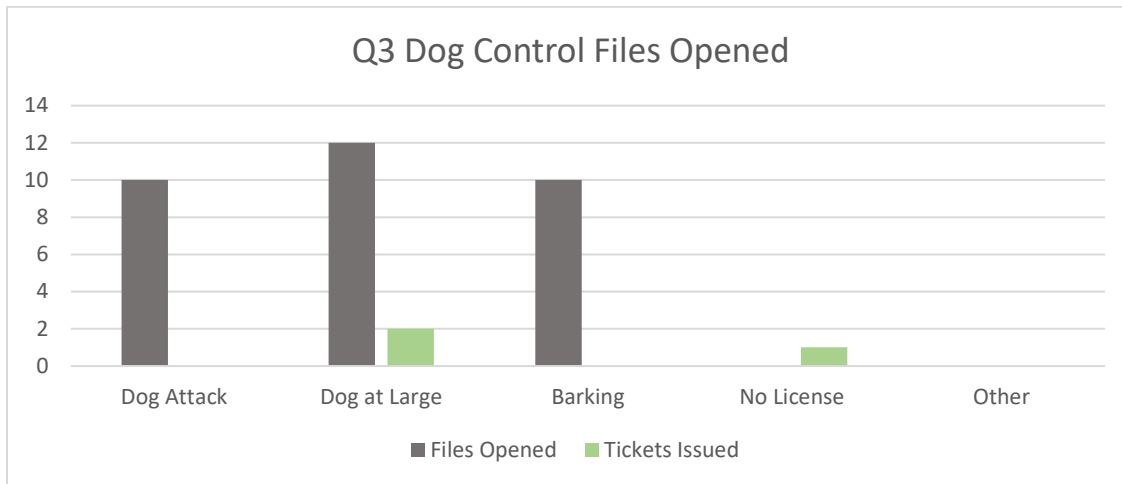
SUMMARY OF DOG ACTIVITY

In the Second Quarter of 2024 there have been 0 dogs apprehended and a total of 3 tickets issued in relation to dogs.

Dog Control Activity

2024	Q1	Q2	Q3
Number of Dogs Apprehended	2	0	0
Number of Tickets Issued	2	5	3
Number of Dogs Deemed Vicious	0	0	0

Number of Dog Control Files Opened by Infraction Type



Reviewed by:			
Manager	X – B. Kennett X – J. Jackson X – N. Hughes X – R. Shay X – K. Kirkpatrick	Finance	
GM	X – I. Hall	Legislative	
CAO/CFO	X – T. Perreault	Other	