



**DISTRICT OF SECHELT  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Wednesday, May 15, 2024, 7:00 pm  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt  
and Via Zoom Online Meeting Platform**

**PLEASE NOTE:**

The District of Sechelt will continue to conduct Council and Committee meetings in-person in the Community Meeting Room. The public is welcome to attend in person or by electronic communications, as follows:

District of Sechelt’s YouTube channel: <https://www.youtube.com/user/SecheltMedia>

Zoom: <https://zoom.us>, join Meeting ID: 817 8154 0764 and Password: MAY2024

Phone: 1-778-907-2071, with Meeting ID: 817 8154 0764 and Password: 6251609

**Pages**

<b>1. LAND ACKNOWLEDGEMENT</b>	
The District of Sechelt is located on the traditional and unceded territory of the shíshálh Nation. We respect the histories, language and culture of the people of the shíshálh Nation, whose presence continues to enrich this community.	
<b>2. CALL TO ORDER AND DECLARATION OF CONFLICT</b>	
<b>3. ADOPTION OF AGENDA</b>	
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11.	<b>RELEASE OF CLOSED MEETING ITEMS</b>	
11.1	<b>2024 Sunshine Coast Community Forest AGM Appointments</b> That the following resolution be released in an open meeting:  <b>Res. No 2024-04CM/A-03</b> (1) That Councillor Inkster and Mayor Henderson be authorized to act on behalf of the District of Sechelt as sole shareholder of the Sunshine Coast Community Forrest at the Annual General Meeting for the purposes of:  a) receiving and approving the minutes of the 2023 Annual General Meeting, b) accepting the audited consolidated financial statements for the year ended December 31, 2023, c) appointing an auditor for the ensuing fiscal year, d) appointing directors to the board; and  (2) That this resolution be released in open session.	
12.	<b>ADJOURNMENT</b> <i>Public Question and Answer Period.</i>	



# PROCLAMATION

WHEREAS More than 1 billion adolescent girls and women suffer from malnutrition today. The effects are passed down from mother to child. Malnourished mothers give birth to malnourished babies. These children suffer irreversible impacts on their brain development and futures; and

WHEREAS Supporting the nutrition of mothers and mothers-to-be and their children—particularly during the first 1000 days from conception to a child’s second birthday—can break the cycle of hunger; and

WHEREAS To create a world without hunger, we must break the cycle of malnutrition.

**NOW, THEREFORE:**

**I proclaim May 28, 2024 as**

## **WORLD HUNGER DAY**

**in the District of Sechelt**

A blue ink signature of John R. Henderson, written in a cursive style, is positioned above the name 'MAYOR JOHN R. HENDERSON'.

**MAYOR JOHN R. HENDERSON**

# DISTRICT OF SECHELT BOARD PRESENTATION

## SCCSS LEGACY FUND PROPOSAL – May 15, 2024





# STATUS OF FUNDING

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**Overall project cost \$34 million**

**SCCSS has secured 90% of the funds required.**

**Secured Funding**

Federal and Provincial Government	\$26M
SCCSS land and cash contribution	\$2.15M
Capital Campaign	\$2.45M

**Unconfirmed Funding**

50 women capital campaign	\$1.5M
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**Equity Gap**

**\$1.9M**

The Project.

The Programs.

The Potential.



35 Units of Affordable Housing



A Community Hub for Everyone



A Safer Neighbourhood



Food Solutions



Avenues Out of Poverty

# SCCF LEGACY FUND

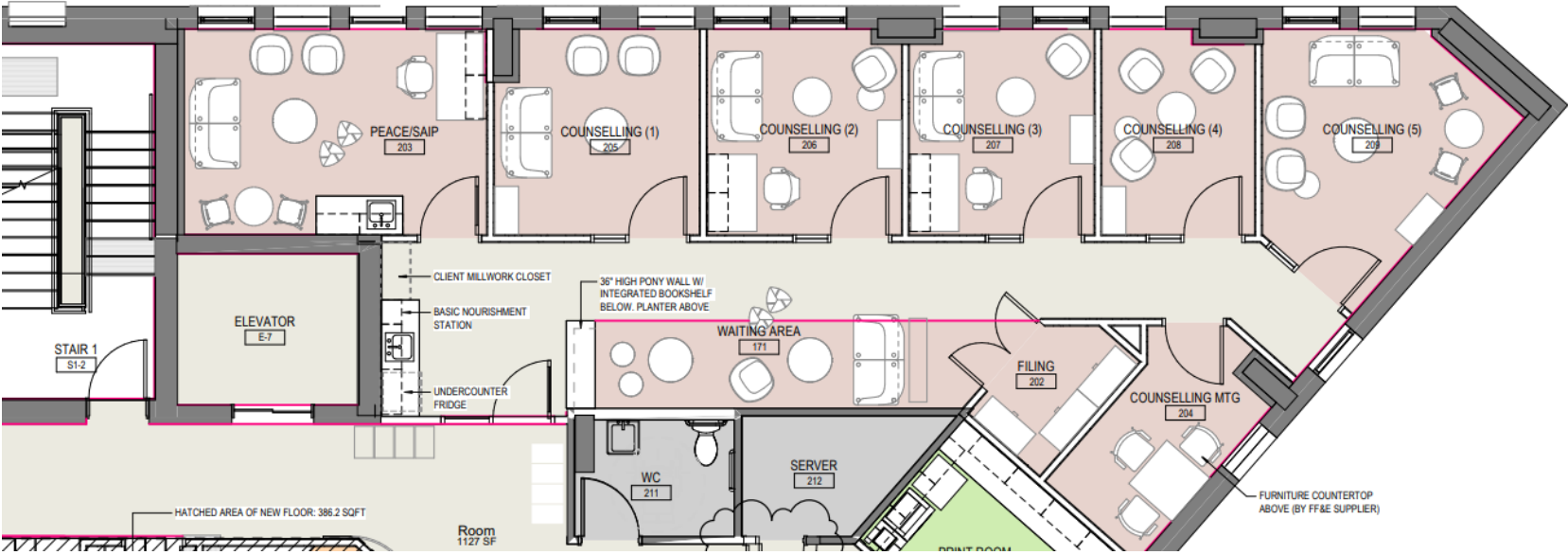
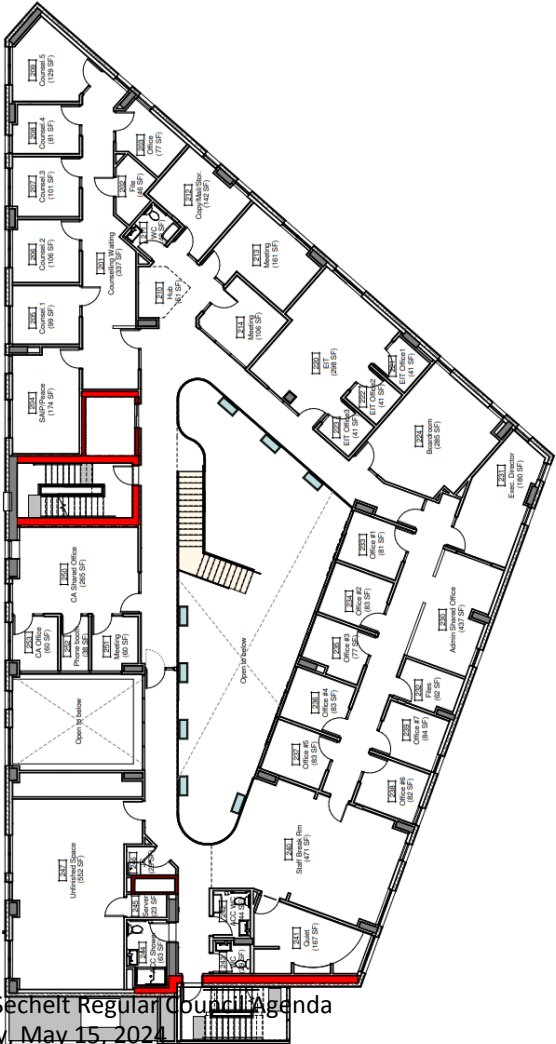
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**Bylaw No. 529, 2014 - “The funds in the SCCF Legacy Fund will be used for special projects that have the potential to offer lasting benefits to the community”.**

**Balance at Dec 31, 2022**

**\$1,677,995**

# Use of Funds – women and children's counselling spaces





**Together, we can build a brighter, more equitable future where everyone has the opportunity to thrive.**

**CONCLUSION AND QUESTIONS  
THANK YOU**



## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Maria Danysh, Arts and Culture Coordinator  
**SUBJECT:** **2024 Community Investment Program Grants**  
**FILE NO:** 1850-20-2024

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### RECOMMENDATION(S)

1. That Council approve the allocation of \$30,000 from general revenue towards Community Investment Program (CIP) grants.
2. That Council award grants as outlined in the following recommendations of the CIP Grant Review Committee:
  - 2.1. \$900 to the Davis Bay Wilson Creek Selma Park Community Association.
  - 2.2. \$750 to the Driftwood Players.
  - 2.3. \$0 to the Gibsons Curling Club.
  - 2.4. \$1,000 to the Gibsons Public Art Gallery.
  - 2.5. \$0 to the Kitchensink Rescue Farm & Sanctuary
  - 2.6. \$0 to the PIVOT: Empowering Recovery Society.
  - 2.7. \$1,000 to the Raincoast Conversation Foundation.
  - 2.8. \$2,500 to the Sechelt Community Schools Society.
  - 2.9. \$0 to the Sechelt Downtown Business Association for their Boomerang Bags.
  - 2.10. \$1,900 to the Sechelt Downtown Business Association for their Festival of Lights event.
  - 2.11. \$2,000 to Special Olympics British Columbia – Sunshine Coast.
  - 2.12. \$2,000 to the Sunshine Coast Charitable Housing Society.
  - 2.13. \$500 to the Sunshine Coast Community Orchestra Association.
  - 2.14. \$2,400 to the Sunshine Coast Community Services Society for their Volunteer Program.
  - 2.15. \$2,000 to the Sunshine Coast Community Solar Association.
  - 2.16. \$2,000 to the Sunshine Coast Conservation Association.
  - 2.17. \$2,500 to the Sunshine Coast Foundation.
  - 2.18. \$1,250 to the Jazz and Entertainment Society.
  - 2.19. \$500 to the Sunshine Coast Pickleball Association.

2.20. \$1,200 to the Sunshine Coast Salmonid Enhancement Society.

2.21. \$600 to the Sunshine Coast Writers & Editors Society.

2.22. \$0 to the Technology Festival Association of BC.

2.23. \$0 to the United Canadian Metis Nation.

3. That Council direct the signatories of the District of Sechelt to execute a standing Grant Agreement with:

3.1. The Coast Cultural Alliance in the amount of \$2,000 for 2024; \$3,500 for 2025; \$5,000 for 2026

3.2. Deer Crossing the Art Farm in the amount of 2,000 for 2024; \$3,500 for 2025; \$5,000 for 2026

3.3. The Sunshine Coast Festival of the Performing Arts in the amount of \$2,000 for 2024; \$3,500 for 2025; \$5,000 for 2026

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## **PURPOSE**

To bring forward the recommendations from the Community Investment Program (CIP) Grant Review Committee for Council consideration.

## **OPTIONS**

1. Increase or decrease an award amount;
2. Deny some or all of the recommended awards.

## **DISCUSSION**

### **Summary**

### **Legislative Context**

Council may provide CIP grant funding to any not-for-profit or charitable organization pursuant to the following sections of the Community Charter:

- Section 8(2) “A municipality may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization”;
- Section 25(1) “Unless expressly authorised under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business”.

### **Background**

On April 15, 2024, the CIP Grant Review Committee met to discuss and recommend CIP grant awards for 2024. Applications were assessed using the scoring matrix attached to the end of this report. Additional details about the Committee’s recommendations can be found in the minutes from the meeting as presented.

## **POLICY AND BYLAW IMPLICATIONS**

The CIP Grants are administered as directed by Council Policy 2.5.4 Community Investment Program Policy. The purpose of the CIP Grant Review Committee is to make recommendations for the distribution of CIP Grants in accordance with this council policy. The Committee is advisory with all recommendations forwarded to Council for consideration.

### **SUSTAINABILITY PLAN IMPLICATIONS**

Awarding grants to community organizations align with the following goals of the *2019 Integrated Community Sustainability Plan*:

- 1.0 Social Sustainability & Community Well-being
- 4.0 Arts and Culture
- 7.0 Leadership in Sustainability
- 7.4 Ensure financial sustainability (of the municipality)

### **FINANCIAL IMPLICATIONS**

Funding for CIP Grants comes from general revenue.

In 2024, the District of Sechelt received 26 applications with a total ask of \$131,675 in grants.

The 2024 budget for CIP Grants is \$126,280, of which \$96,280 was previously committed by way of multi-year grant agreements.

A table with a snapshot of the 2024 grant applications and CIP Grant Review Committee recommendations is attached at the end of this report. This table includes the CIP multi-year grants already committed.

### **COMMUNICATIONS**

Once approved by Council, applicants will be notified directly by staff, and an announcement of 2024 CIP Grant awards will be posted on the District of Sechelt website. Grant recipients will be offered the opportunity for a photo with the Mayor and/or Council to officially receive their award.

Respectfully submitted,

Maria Danysh,  
Arts and Culture Coordinator

Attachments:

- 1 - Table of 2024 CIP Grant Requests and Recommendations
- 2 - Council Policy 2.5.4 Community Investment Program Grant Review Committee - Terms of Reference 2014
- 3 - Scoring Matrix
- 4 - Minutes of the April 15, 2024 CIP Grant Review Committee

**ATTACHMENT 1**

APPLICANT	2022 GRANT	2023 GRANT	2024 REQUESTED	2024 RECOMMENDED	2025 RECOMMENDED	2026 RECOMMENDED
Davis Bay Community Association	\$1,000	N/A	\$10,140	\$900	N/A	N/A
Driftwood Players	N/A	N/A	\$750	\$750	N/A	N/A
Coast Cultural Alliance	\$3,500	\$3,500	\$5,500	\$2,000	\$3,500	\$5,000
Deer Crossing the Art Farm	\$5,000	\$5,000	\$5,000	\$2,000	\$3,500	\$5,000
Gibsons Curling Club	N/A	N/A	\$5,000	\$0	N/A	N/A
Gibsons Public Art Gallery	\$1,000	\$1,000	\$1,500	\$1,000	N/A	N/A
Kitchensink Rescue Farm	N/A	N/A	\$5,000	\$0	N/A	N/A
PIVOT: Empowering Recovery	N/A	N/A	\$7,500	\$0	N/A	N/A
Raincoast Conservation	N/A	N/A	\$5,000	\$1,000	N/A	N/A
Sechelt Community Schools Society	N/A	N/A	\$7,735	\$2,500	N/A	N/A
SDBA- Boomerang Bags	N/A	N/A	\$1,100	\$0	N/A	N/A
SDBA- Festival of Lights	\$1,500	\$1,500	\$5,000	\$1,900	N/A	N/A
Special Olympics BC - Sunshine Coast	N/A	\$2,000	\$2,000	\$2,000	N/A	N/A
S.C. Charitable Housing	N/A	N/A	\$6,200	\$2,000	N/A	N/A
S.C. Community Orchestra	\$1,400	\$500	\$1,500	\$500	N/A	N/A
S.C. Community Services - Volunteer Program	\$4,000	\$4,000	\$10,000	\$2,400	N/A	N/A
S.C. Communtiy Solar Association	N/A	N/A	\$4,000	\$2,000	N/A	N/A
S.C. Conservation Association	\$2,000	\$1,000	\$3,000	\$1,000	N/A	N/A
S.C. Festival Of Performing Arts	\$2,500	\$2,500	\$5,000	\$2,000	\$3,500	\$5,000
S.C. Foundation	N/A	N/A	\$5,000	\$2,500	N/A	N/A
S.C. Jazz and Entertainment Society	N/A	N/A	\$2,800	\$1,250	N/A	N/A
S.C. Pickleball Association	N/A	N/A	\$2,800	\$500	N/A	N/A
S.C. Salmonid Society	\$2,500	\$2,500	\$3,000	\$1,200	N/A	N/A
S.C. Writers and Editors Society	\$878	N/A	\$600	\$600	N/A	N/A
Technology Fesitval Association of B.C.	N/A	N/A	\$20,550	\$0	N/A	N/A
United Canadian Metis Nation	N/A	N/A	\$6,000	\$0	N/A	N/A
			<b>\$131,675</b>	<b>\$30,000</b>	<b>\$10,500</b>	<b>\$15,000</b>

Prior Commitments (multi-year grants)	2024 Grant	2025 Grant
Coast Recital	\$500	N/A
Crisis Intervention & Suicide Prevention BC	\$1,000	\$1,000
Restorative Justice Program of the Sunshine Coast	\$11,000	\$11,500
Sunshine Coast Arts Council	\$11,500	\$12,000
Sunshine Coast Community Services – Arrowhead	\$10,000	N/A
Sunshine Coast Community Services – Youth Outreach	\$30,980	\$32,220
Sunshine Coast Festival of the Written Arts	\$5,000	\$5,000
Sunshine Coast Hospice	\$5,000	\$5,000
Sunshine Coast Marine Rescue	\$4,800	\$4,800
Sunshine Coast Resource Centre	\$16,500	\$16,500
	<b>\$96,280</b>	<b>\$88,020</b>



## District of Sechelt Community Investment Program Grant Review Committee

### Terms of Reference

#### 1. PURPOSE

The purpose and mandate of the Community Investment Program – Grant Review Committee (the Committee) will include, but not limited to the following:

- Review grant requests submitted to the District of Sechelt;
- Provide advice on community investment program priorities;
- Provide advice on the effectiveness and relevance of the community investment program policy and procedures;
- Explore opportunities for funding and partnering to enhance the quality of life within the District of Sechelt;
- Provide advice on future review and renewal of District of Sechelt Community Investment Policy; and
- Provide advice and make recommendations to Council regarding award of grants.

#### 2. MEMBERSHIP

The Committee shall consist of ten (10) regular members as follows:

- Council shall appoint a Councillor who shall be the Chairperson and a voting member of the committee;

Other Members shall be;

- Chief Financial Officer
- Community Relations Coordinator or similar
- Arts Coordinator
- Representative of the Sunshine Coast RCMP or delegate
- Four volunteer members 'at-large' drawn from the community

Ex-Officio Members

- Mayor
- Chief of Innovation & Growth
- The term of office for the members of the community will be two (2) years staggered.
- Staff members shall serve as technical representation.



- Any member, who fails to attend 3 consecutive meetings without notifying the chair, shall relinquish his membership. A successor may be appointed by resolution of Council and the successor shall hold office for the remainder of the term of the terminated member.

### **3. PROCEDURES**

- Review Community Investment Program Grant Applications and recommend disbursement of Community Development Grants, Traffic Fine Revenue Grants and/or In-Kind Services to the District of Sechelt Committee of the Whole in the winter of each year.
- At year end review final reports to committee as supplied by each recipient outlining their respective results.
- The Community Investment Program Grant Review Committee must comply with District of Sechelt Community Investment Policy 2.5.4, attached.
- A quorum shall consist of a majority of regular members.
- Minutes of all meetings of the Committee shall be forwarded to the Director of Corporate Services to be placed on a Council agenda to be received for information.
- The Committee is advisory and all recommendations will be forwarded to Council for consideration through meeting minutes or within a separate written report to Council from the Community Investment Program – Grant Review Committee.
- The Committee will meet at the discretion of the Chair;
- Administrative and secretarial support for the Committee shall be provided for by the District of Sechelt.

Approval Date: April 16, 2014

Resolution #: 235-04/2014

**NAME OF APPLICANT ORGANIZATION:**

EVALUATION CRITERIA	SCORE
	Select from drop down list
<b>1. Evidence of community need or desire for proposed program (6)</b> <small>(e.g. Meets an identified need Cultural, Social, or Environmental) which is clearly described and substantiated)</small>	0
<b>2. Potential benefit to the residents of the District of Sechelt (6)</b> <small>(e.g. Evident how program will enhance community or lives of residents; Potential to create lasting change)</small>	0
<b>3. Capacity to deliver the proposed program (6)</b> <small>(e.g. Program fits the organizations mandate; Evidence of past success; Evidence of adequate staffing)</small>	0
<b>4. Evidence of community partnerships or support (4)</b> <small>(e.g. Program includes committed community partners)</small>	0
<b>5. Evidence of financial need (4)</b> <small>(e.g. Complete budget information provided; Budget is realistic)</small>	0
<b>6. Public accessibility (4)</b> <small>(e.g. Program is open and inclusive; Program includes and/or impacts a broad population)</small>	0
<b>7. Level of volunteer involvement (4)</b> <small>(e.g. When and where appropriate, volunteers are engaged in the program)</small>	0
<b>8. Evidence of funding from other sources (4)</b> <small>(e.g. District of Sechelt is not the only financial contributor; Evidence of applicant's own resources being contributed; Likelihood of obtaining funding from other sources)</small>	0
<b>9. Ability to demonstrate or anticipate future outcomes (4)</b> <small>(e.g. Clear goals and objectives; Proposed impact is measurable; Results are clear in reporting)</small>	0
<b>TOTAL</b>	<b>0</b>

**Totals will generally mean the following recommendations:** **Range (0-42)**

Fund entire request, if possible within CIP grant budget ..... 32 - 42

Partial funding ..... 21 - 31

No funding OR possibility of funding ..... 0 - 20

<b>Preliminary Grant Recommendation:</b>	2024
	\$

For Multi-Year Requests:

2025 \$ \_\_\_\_\_

2026 \$ \_\_\_\_\_





## DISTRICT OF SECHELT

### MINUTES OF THE COMMUNITY INVESTMENT PROGRAM GRANT SELECT COMMITTEE MEETING

April 15, 2024, 10:00 am  
Rockwood Lodge  
5511 Shorncliffe Ave., Sechelt

PRESENT: Councillor D. Bell (Chair), A. Thomas, S. Luckhart, K. McCaughan, V. Morris

STAFF: Arts and Culture Coordinator M. Danysh, S. Smith Manager of Community Services (partial attendance), Administrative Assistant C. Kidd- Recording Secretary

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#### 1. LAND ACKNOWLEDGEMENT

The Chair acknowledged their gratitude for living on the traditional lands of the shíshálh Nation.

#### 2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Community Investment Program Grant Select Committee Meeting to order at 10:03 am.

#### 3. ADOPTION OF AGENDA

That the April 15, 2024 Permissive Property Tax Exemption Select Committee Meeting Agenda be adopted.

**CARRIED**

#### 4. Review of Committee Scoring

Committee discussed the different Annual, and Multi-Year grant applications. Topics included grant eligibility, current financials, proposed grant use, and potential impact. The annual applications were discussed for the following organizations:

- Davis Bay Community Association
- Driftwood Players
- Gibsons Curling Club
- Gibsons Public Art Gallery

- Pivot Empowerment Education & Resource Society (PEERS)
- Raincoast Conservation Society
- Sechelt Community Schools Society
- Sechelt Downtown Business Association- Boomerang Bag Application
- Sechelt Downtown Business Association- Festival of Lights Application
- Special Olympics BC- Sunshine Coast
- Sunshine Coast Charitable Housing Society
- Sunshine Coast Community Orchestra Association
- Sunshine Coast Community Services Society – Volunteer Program
- Sunshine Coast Community Solar Association
- Sunshine Coast Foundation
- Sunshine Coast Jazz & Entertainment Society
- Sunshine Coast Pickleball Association
- Sunshine Coast Salmonid Enhancement Society
- Sunshine Coast Writers & Editors Society
- Technology Festival Association of BC
- United Canadian Metis Nation

The following Multi-Year Applications were discussed:

- Coast Cultural Alliance
- Deer Crossing- The Art Farm
- Sunshine Coast Festival of The Performing Arts

#### **4.1 Discussion and Committee Recommendations**

The committee discussed each application and made the following recommendations:

##### **Recommendation No. 1a – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$900 to Davis Bay Community Association**

**Moved/Seconded**

**CARRIED**

The Committee recommends Council direct Staff to investigate the cost of providing more comprehensive field maintenance support for the Davis Bay Community Association Field.

**Moved/Seconded**

**CARRIED**

**Recommendation No. 2 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$750 to Driftwood Players**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 3 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$0 to Gibsons Curling Club- Ineligible For Capital Project**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 4– Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1000 to Gibsons Public Art Gallery**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 5 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$0 to Kitchensink Rescue Farm & Sanctuary**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 6 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$0 to Pivot Empowerment Education Resource Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 7 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1000 to Raincoast Conservation Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 8a – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2500 to Sechelt Community Schools Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 8b – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council look into additional support opportunities for **Sechelt Community Schools Society**

**Moved/Seconded**

**CARRIED**



The Committee recommends Council award **\$0 to Sechelt Downtown Business Association- Boomerang Bags Application**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 10 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1900 to Sechelt Downtown Business Association- Festival of Lights Application**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 11 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2000 to Special Olympics BC- Sunshine Coast**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 12 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2000 to Sunshine Coast Charitable Housing Society**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 13 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$500 to Sunshine Coast Community Orchestra Association**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 14 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2400 to Sunshine Coast Community Services- Volunteer Program**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 15 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2000 to Sunshine Coast Community Solar Association**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 16 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1000 to Sunshine Coast Conservation Association**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 17 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$2500 to Sunshine Coast Foundation**  
**Moved/Seconded**

**CARRIED**

**Recommendation No. 18 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1250 to Sunshine Coast Jazz & Entertainment Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 19 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$500 to Sunshine Coast Pickleball Association**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 20 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$1200 to Sunshine Coast Salmonid Enhancement Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 21 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$600 to Sunshine Coast Writers & Editors Society**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 22 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$0 to Technology Festival Association of BC**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 23 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award **\$0 to United Canadian Metis Nation**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 24 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award the following Multi-Year amounts of **\$2000 (2024), \$3500 (2025), and \$5000 (2026) to Coast Cultural Alliance**

**Moved/Seconded**

**CARRIED**

**Recommendation No. 25 – Community Investment Program Review Committee Grant Funding**

The Committee recommends Council award the following Multi-Year amounts of **\$2000 (2024), \$3500 (2025), and \$5000 (2026) to Deer Crossing- The Art Farm**

**Moved/Seconded**

**CARRIED**

The Committee recommends Council award the following Multi-Year amounts of **\$2000 (2024), \$3500 (2025), and \$5000 (2026) to Sunshine Coast Festival of The Performing Arts**  
**Moved/Seconded**

**CARRIED**

**5. ADJOURNMENT**

The April 15, 2024 Community Investment Program Grant Select Committee Meeting adjourned at 2:38 pm.

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Certified correct by:

Donna Bell, Chair

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Certified correct by:

Kerianne Poulsen, Corporate Officer

## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
Mark Dalaire, Planning Technician  
**SUBJECT:** **Development Variance Permit for 6547 Sunshine Coast Highway**  
**FILE NO:** 3090-2024-01

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### RECOMMENDATION

**That Development Variance Permit 2024-01 be approved and issued.**

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### PURPOSE

The property owners have applied for a variance to reduce the setback to the ocean from 15 m down to 9.5 m for a small part of the lot to allow for an outdoor BBQ patio area.

### OPTIONS

1. Defer the application pending additional information.
2. Deny the application.

### DISCUSSION

#### Summary

There is a related Development Permit to address the revegetation of the Streamside Protection and Enhancement Area (SPEA) and the adjacent land. This also includes the removal of structures that were constructed within the SPEA. The Development Permit, which is delegated to staff for approval, will address the complete remediation of the waterfront area and implement a suitable landscape plan with appropriate plants to replace the lawn.

#### Legislative Context

Local governments have the authority to consider applications by owners to vary provisions of a bylaw as outlined in Division 9 (Development Variance Permits) of the *Local Government Act*. A local government may vary a land use regulation in accordance with applicable guidelines however, the level of density or use of the land may not be altered.

## Background

Table 1 – Application Summary

<b>Applicant</b>	Kyle Paisley / Summerhill Fine Homes Inc.
<b>Owner</b>	James Morden
<b>Civic Address</b>	6547 Sunshine Coast Highway
<b>Legal Address</b>	LOT 3 BLOCK 1 DISTRICT LOT 1210 PLAN VAP7839 PID 010-306-587
<b>Size of Properties</b>	~1,246 m <sup>2</sup>
<b>OCP Designation</b>	Residential
<b>Zoning Designation</b>	R1
<b>DP Areas</b>	Development Permit Area No. 2 (watercourse habitat and hazards) Development Permit Area No. 3 (marine foreshore) Development Permit Area No. 5 (steep slopes)



Figure 1 – Location Map



## **ANALYSIS**

A Development Variance Permit is required to allow the applicants to keep a concrete patio and BBQ area that is outside the SPEA but within the 15 m setback to the ocean. As this is a relatively small area and encroachment and is not a habitable structure, staff are supportive of the variance. The remedial revegetation work required for the Development Permit will not only offset the encroachment, but it will provide a far superior habitat and plant mix for the waterfront and SPEA areas. This solution agreed upon by staff and the applicant will benefit both the property and creek corridor.

## **POLICY AND BYLAW IMPLICATIONS**

No policy implications.

## **SUSTAINABILITY PLAN IMPLICATIONS**

This application meets the following goal of the Integrated Community Sustainability Plan:

3. Environmental Sustainability Sechelt is developed in harmony with its unique natural environment, and protects its natural ecosystem.

## **STRATEGIC PLAN IMPLICATIONS**

This application meets the following goal of the Strategic Plan:

5. Commitment to Climate Change Mitigation, Adaptation and the Preservation of the Natural Environment

## **FINANCIAL IMPLICATIONS**

No Financial implications.

## **COMMUNICATIONS**

Owners and occupiers within 100 m of the subject property were notified of Council's intention to consider Development Variance Permit 2024-01 as required under Section 499 of the *Local Government Act* and *Planning Procedures Bylaw No. 566, 2018*.

One comment has been received to date.

Respectfully submitted,

Ian Holl

Development Planning Manager

Attachments:

- 1 - DVP 2024-01
- 2 - Public Comments

## DEVELOPMENT VARIANCE PERMIT NO. 2024-01

1. This Development Variance Permit is issued to:

James Morden  
6547 Sunshine Coast Highway  
Sechelt, BC V7Z 0T1

2. This Development Variance Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
3. This Development Variance Permit applies to, and only to, the property within the District of Sechelt as described below, and all building structures and other developments thereon:

**Legal Description:** LOT 3 BLOCK B DISTRICT LOT 1210 PLAN VAP7839, PID: 010-306-587

**Civic Address:** 6547 Sunshine Coast Highway

4. Bylaws of the District enacted under Section 479 of the *Local Government Act*, as amended from time to time, are varied or supplemented as described below.
  - (a) Zoning Bylaw No. 580, 2022 is varied for the property noted above to achieve conformance for the constructed BBQ area of concrete pavers as shown on Attachment 1.

The variance is as follows:

- i. Section 2.15.2(b) – to reduce the setback from the natural boundary of the sea from 15 m down to 9.5 m as indicated on the attached Site Plan dated 2023-02-23 (Attachment 1).

## CONDITIONS OF PERMIT

5. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development Variance Permit shall form part of this Development Variance Permit:
  - a) Attachment 1 – Site Plan
  - b) Attachment 2 – Environmental Assessment (March 14, 2023)
  
6. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.
  
7. **THIS PERMIT IS NOT A BUILDING PERMIT.**
  
8. **THIS PERMIT IS NOT A DEVELOPMENT PERMIT.**

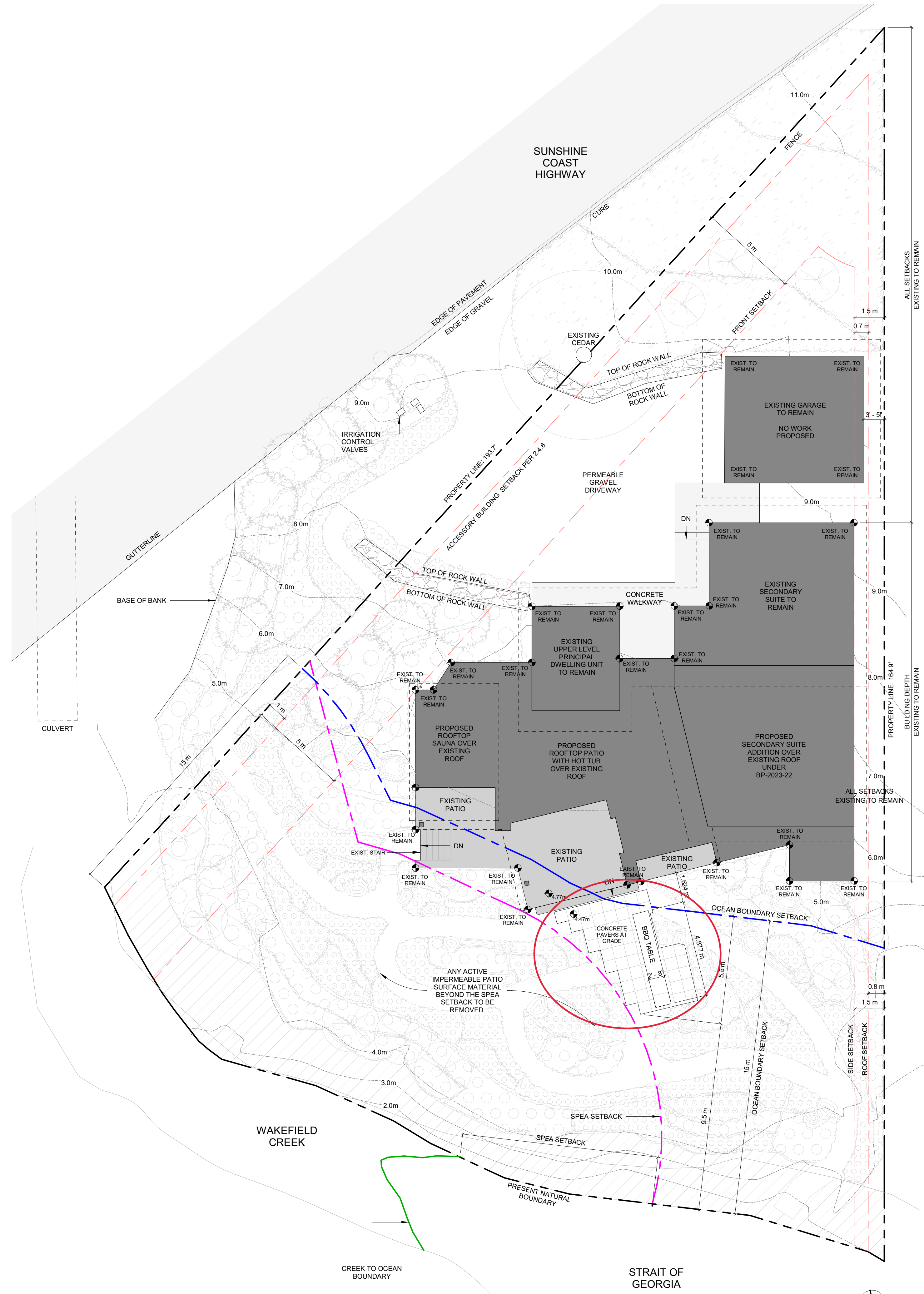
Authorizing Signature:

\_\_\_\_\_  
Andrew Allen  
Director of Planning & Development

Authorizing Resolution:

Date of Approval:

Date of Issue:



**SITE INFO**

**PROJECT ADDRESS:**

PRIMARY:  
6547 SUNSHINE COAST HWY  
SECHELT, BC V0N 3A8

SECONDARY:  
6549 SUNSHINE COAST HWY  
SECHELT, BC V0N 3A8

**LEGAL:** LOT 3 BLOCK 1 DL 1310 PLAN VAP7839

**PID:** 010-306-587

**FOLIO:** 570.02087.000

**SITE AREA:** 14,866 SQFT (1381 SQM)  
*(based on survey dated November 14th 2022 by Strait Land Surveying)*

**LOT COVERAGE:**

ALLOWABLE: 35% (5,203 SQFT)  
EXISTING: 25% (3,721 SQFT)  
PROPOSED: 26% (3,282 SQFT)

**ZONING:** R-1

**HEIGHT:** ALLOWABLE: 8.5M  
EXISTING: 7.2M *(based on existing building permit drawing set, issued November 21, 2016)*  
PROPOSED: 7.375M

**DPAS:**

DPA 2, WATERCOURSE HABITAT  
DPA 2, WATERCOURSE HAZARD  
DPA 3, MARINE FORESHORE SHORELINE  
DPA 5, STEEP SLOPES > 20% - 30%  
DPA 5, STEEP SLOPES > 30%

**ISSUES + REVISIONS**

NO	DATE	DESCRIPTION
1	27/02/23	ISSUED FOR BUILDING PERMIT

**Morden Residence**

6547 SUNSHINE COAST HWY  
SECHELT, BC V0N 3A8

PROJECT ID

SCALE  
As indicated

**SITE PLAN**



## Technical Memorandum



**To:** James Morden  
Home Owner

March 14, 2023  
File No. 22.0060

**Care of:** Kyle Paisley  
Summerhill Fine Homes  
By Email: kyle@summerhillfinehomes.com

**From:** Jason Barsanti, R.P.Bio.  
Barsanti Environmental Services Ltd.  
jason@barsantienviro.ca

**Re: Conditions and Impact Assessment at 6547 Sunshine Coast Highway, Sechelt, BC**

---

Barsanti Environmental Services Ltd. (Barsanti Environmental) is retained by James Morden (the Client). The Client requested the services of Qualified Environmental Professional (QEP) to perform a Conditions and Impact Assessment (CIA) on a riparian area at 6547 Sunshine Coast Highway, Sechelt, BC (the Site).

### Background

The Client was issued a Stop Work Notice from the local government, District of Sechelt (DoS) for conducting land alterations on the site. The DoS Bylaw Officer determined that works were occurring within a Riparian Assessment Area (RAA) and ordered the Client to have a CIA performed by a QEP.

### Contributing Professionals

**Barsanti Environmental Services Ltd.** Jason Barsanti, R.P.Bio. Habitat assessment.

Jason Barsanti, R.P.Bio. is the Principal of Barsanti Environmental and is a registered professional with the College of Applied Biology (CAB). Mr. Barsanti is also a QEP with 17 years' experience working with wildlife, fisheries, and wetland habitat assessments. Jason has extensive experience conducting surveys for rare and endangered plants, small mammals, amphibians, songbird breeding habitat, and invasive plants, developing habitat restoration plans conducting environmental monitoring of construction works, and performing fish, amphibian, and wildlife salvages for works in environmentally sensitive areas.

## Limits of Assignment

- Our investigation is limited to ecological conditions – fish habitat.
- Our investigation is based on information obtained from publicly available resources and through our visual inspection of the site and the surrounding area and discussions with the Client. No sampling was conducted for this report.
- Our work depends on an assumption of honesty and good faith in communications with the Client and their agents; we are not responsible for inaccuracies in information supplied to us by those parties.

## Methodology

This CIA was conducted by reviewing background information on the subject watercourse in Habitat Wizard and SCR D online mapping. The Client provided a site survey that was prepared by a British Columbia Land Surveyor (BCLS, Appendix 2). DoS provided a RAPR assessment of the site dated 2010. Observations of the streamside condition and the subject works were made on September 20 and December 13, 2022, at the site. This assessment is derived from the Detailed Assessment methodology of the Riparian Areas Protection Regulation<sup>1</sup> (RAPR).

## Overview Site Description

The subject property is a waterfront lot on the Salish Sea and bound on the west side by Wakefield Creek. The site is bound by Highway 101 on the north, and Wakefield Park on the east side (Figure 1, Figure 3, Figure 3). The site is largely cleared of woody vegetation and is primarily composed of the home, driveway and landscaped garden areas.

## Legal Description

Address	6547 Sunshine Coast Highway, Sechelt BC
PID	010-306-587
Legal Description	District Lot 3, Block 1, District Lot 1310, Plan VAP7839
Development Permit Areas	DPA 2: Watercourse Habitat DPA 2: Watercourse Hazard DPA 3: Marine Foreshore

<sup>1</sup> **Riparian Areas Protection Act. RIPARIAN AREAS PROTECTION REGULATION.** [Last amended May 4, 2020 by B.C. Reg. 99/2020]

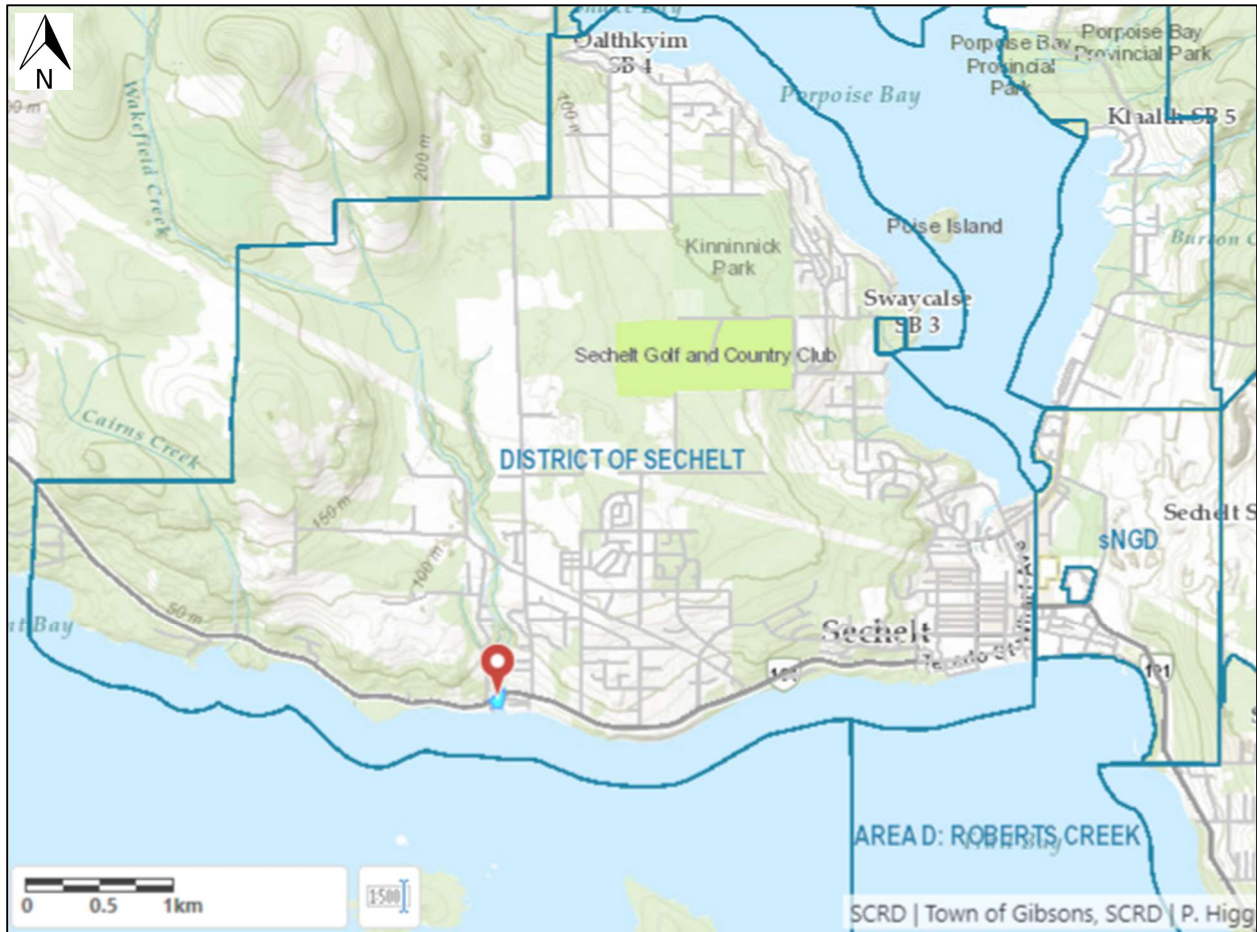


Figure 1. Location of the subject property in RMOW.





Figure 2. The subject property with DoS Development Permit Areas illustrated. From SCR D Webmap, 2023-02-27.





Figure 3. Air photo dated 2021 of the subject property in the neighbourhood context. SCRD Webmap, 2022-02-27

## Fish Habitat Assessment

### Fisheries Habitat in Wakefield Creek

**Watershed Code:** 900-122900

**Documented Species Present:** Coho and Chum Salmon, and Cutthroat Trout.

## RAPR Detailed Assessment Results

### Background

The subject watercourse is a natural stream that provides important fish habitat for spawning and rearing. Three complexities are present at the subject reach that impeded the present assessment. One, only approximately 40 m of stream channel are present adjacent to the site and, the Riparian Assessment Area (RAA) is between a highway culvert and the marine shoreline. Second, the derivation of the high-water mark (HWM) of the channel is complicated by the extensive shoreline protection and stream channel revetment works through the past installation of concrete lock-blocks and rip rap. Finally, determining the boundary between the marine waters and freshwater was further complicated by the revetment works.

These challenges were overcome first by assessing the nearest upstream reach north of the highway where the HWM is in a natural condition. Being highly modified, the derivation of the boundary between marine and freshwater was deferred to the opinion of the British Columbia Land Surveyor (BCLS).

### Results

The average of 11 channel width measurements over 100 m is 4.2 m. The average channel gradient is 13.3 percent. The site potential vegetation category is, Tree. The channel type is Step-Pool. The site is not on the south bank.

The applicable SPEA on the subject reach of Wakefield Creek was determined to be 12.5 m.

### Past RAPR Assessment Results

A RAPR was prepared for a development application on the subject property in July 2010 by another QEP. The result of their assessment was a SPEA of 13.0 m. The difference with the present finding is reasonable in consideration of the natural variation found over 100 m of channel length.

### Marine Foreshore

DoS' **DPA – 3 Marine Foreshore**, stipulates the offset from top-of-bank (TOB) of the marine shoreline for marine riparian area protection is 15.0 m.

## Conditions Assessment

The BCLS applied the 12.5 RAPR SPEA offset from freshwater habitat, and a 15.0 m offset from the marine shoreline TOB (Figure 4). The site survey illustrates the location of recent developments on the site including stone-tile patios and a foundation for a sauna. A net shed is present in the SPEA, it is unknown when the net shed was constructed; it appears in air photos between 2019 and 2021. It is understood that the shed was constructed by previous owners of the site.

During my site assessment widespread ground disturbance was evident which was created for the installation of a site-wide landscaping plan. In an air photo dated from 2021, lawns were

present throughout the greater portion of the site (Figure 5). In an air photo dated from July 2022, the removal of the lawns is observable (Figure 6).

No trees are visible in the focal area of the RAA in pre-disturbance air photos.

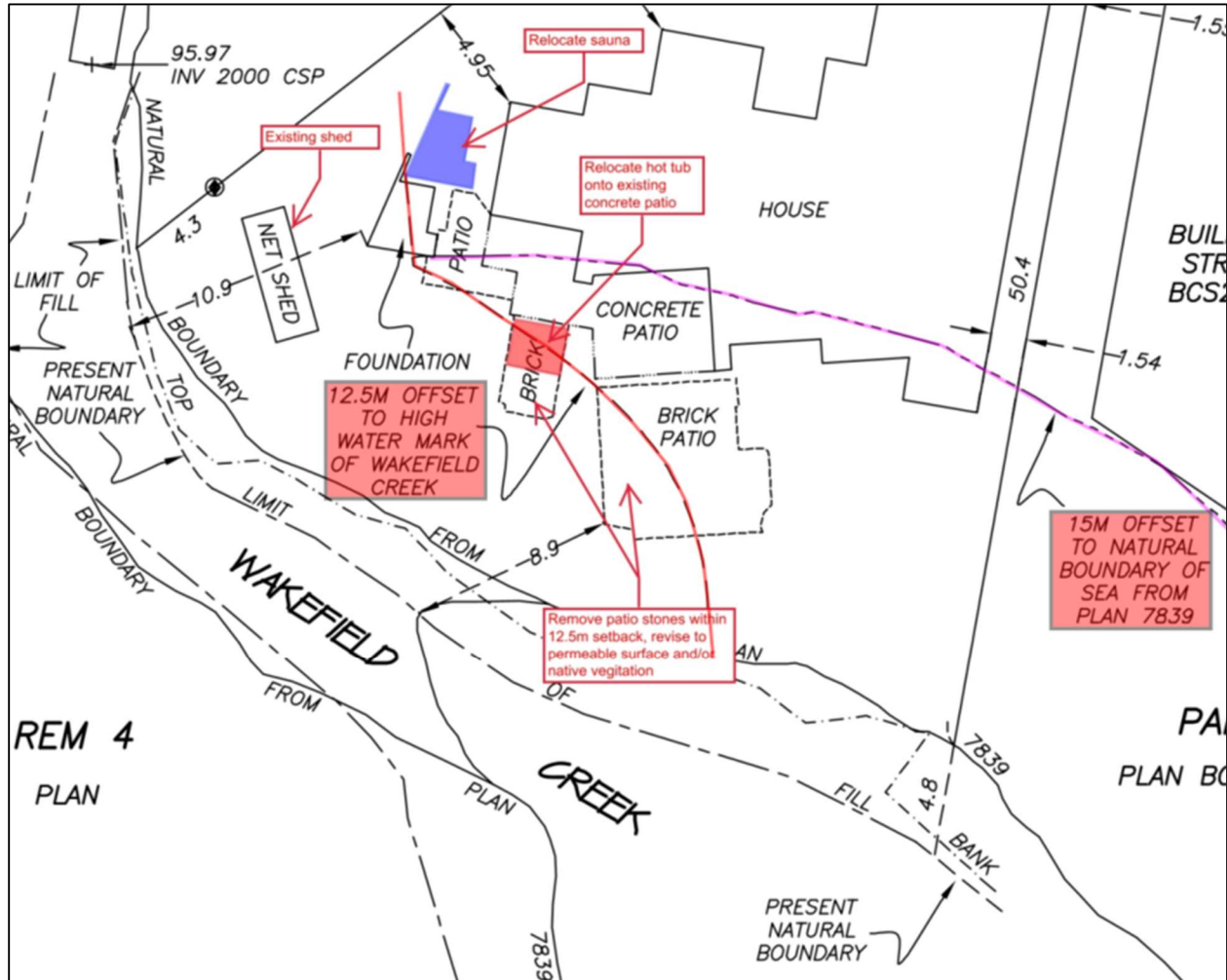


Figure 4. The image illustrates the location of the SPEA and the Marine Foreshore DPA relative to recent alterations made on the site. This is a screen capture from the full-size site plan in Appendix 1.



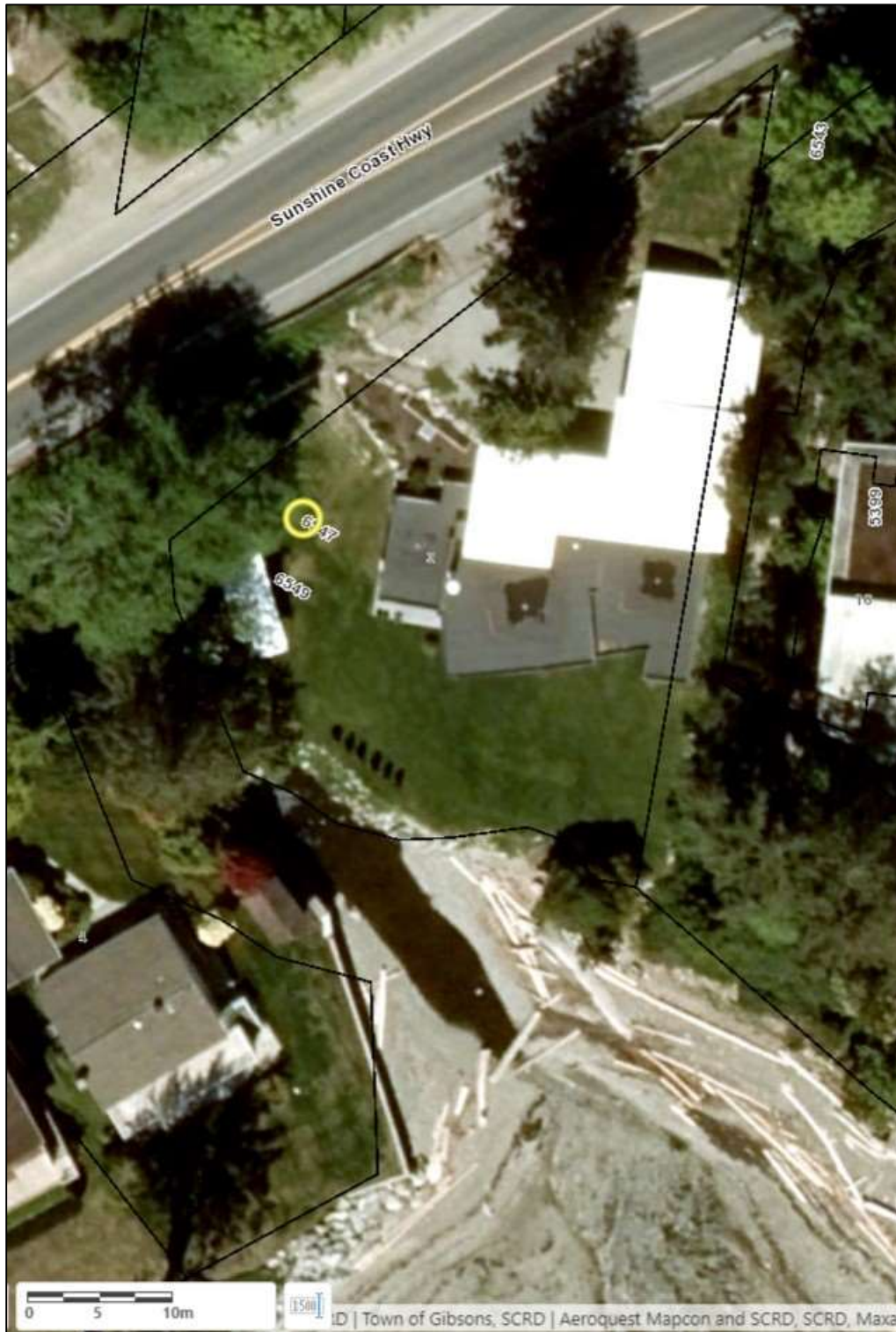


Figure 5. Pre-disturbance, air photo dated 2021. SCR D Webmap, 2023-02-27.



Figure 6. Post-disturbance, air photo dated July 2022. Google Earth, 2023-02-27.

## Impact Assessment

Instream Conditions: There is no observable impact below HWM or TOB of the watercourse and marine foreshore.

Riparian Conditions: Brick patios are present in the SPEA and the DPA-3 area. A foundation for a sauna is present in the SPEA. The net shed is in the SPEA. Lawns have been removed and unpaved pathways have been developed in the SPEA.



## Photos of Existing Site Conditions

The following site photos were taken on September 20, 2022.



**Figure 7. Viewing the site from the marine foreshore.**



**Figure 8. Viewing the RAA on the site, Wakefield Creek is on the right side of the frame.**





Figure 9. Opposite view of the RAA from Figure 8.



Figure 10. Viewing eastwards at the RAA and DPA-3.





Figure 11. Viewing westwards at the RAA and DPA-3. Wakefield Creek is in the background.

## Discussion

Constructed developments that are present in the SPEA are out of compliance with the RAPR. The Client has proposed to remove all constructed developments from the SPEA as illustrated on the appended site plan and in Figure 4.

The lawn was fully removed, however in terms of vegetation it provided negligible value for fish habitat. The lawn was present prior to the July 2010 RAPR assessment, and continued enjoyment of the feature would likely have been a grand-parented use in the SPEA and permitted to remain in place under the guidelines of the RAPR.

Permeable surfaced pathways in the SPEA should be minimized and the excess areas should be revegetated. Retention of permeable surface pathways in the DPA-3 area are at the discretion of DoS.

## Habitat Mitigation

The Client has a landscape plan that proposes wide-spread planting throughout the SPEA and DPA-3 area with native species selected specifically for the site conditions. The installation of the planting plan will result in a very significant improvement over the lawn that was present in the pre-disturbance conditions and could be considered a mitigating offset for accepting the permeable surface pathways in the DPA-3 area.

All areas where developments and disturbances are to be removed should be replanted with native species consistent with the landscape plan.



## Invasive Plants

A knotweed species is present on the site near the HWM of Wakefield Creek. Knotweeds are,

...noxious weeds within all regions of the province under the *BC Weed Control Act*, Weed Control Regulation, Schedule A, Part 1 – Provincial Weeds. Under this Act, “an occupier<sup>2</sup> must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person”.

Section 2 (1) (b) (iii) of the Community Charter, Spheres of Concurrent Jurisdiction - Environment and Wildlife Regulation, states that “municipalities may regulate, prohibit and impose requirements in relation to control and eradication of alien invasive species” which includes Japanese and giant knotweeds<sup>2</sup>.

The occurrence was noted in the July 2010 RAPR and recommendations were made for removing and managing it. The Knotweed is still present, and we are reiterating the importance of eradicating it from the site.

Several non-noxious invasive plants such as English Ivy and Himalayan blackberry are present in the SPEA and DPA-3 areas. These plants degrade ecological health of riparian area, and they should be completely removed from the site. It is understood that the Client is willing and motivated to retain an appropriately qualified invasive weed control practitioner to accomplish this.

## Conformance Monitoring

A post-construction site survey should be provided to ensure the recommendations for compliance with the RAPR and DPA-3 have been affected.

Planted areas should be monitored for plant survival and encroachment of invasive plants for three years. The planted area should be assessed for survival of planted stock to ensure a survival rate of 100 percent. If survivorship falls below this level than replacement plants must be installed. Mortalities must be replaced at a rate of 1:1 and like for like.

Care and management must be taken to avert the re-establishment and encroachment of invasive plants.

### **Proposed Conformance Monitoring Schedule**

1. Post Planting Completion
2. Annual conformance monitoring Session 1, in first September 12 months after planting
3. Annual conformance monitoring Session 2, second September.
4. Annual conformance monitoring Session 3, third September.

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<sup>2</sup> BEST MANAGEMENT PRACTICES FOR Knotweed Species in the Metro Vancouver Region. Access from <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/KnotweedsBMP.pdf> Accessed on 2023-02-27.

## Closing

We trust that the information supplied in this document meets your needs. Should more information or clarification on any part of this memo be required please do not hesitate to contact us.

### **BARSANTI ENVIRONMENTAL SERVICES LTD.**

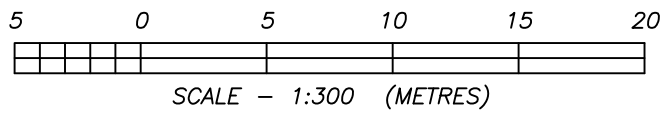
**Jason Barsanti. R.P.Bio.**  
**Principal Biologist**



### **Appendices:**

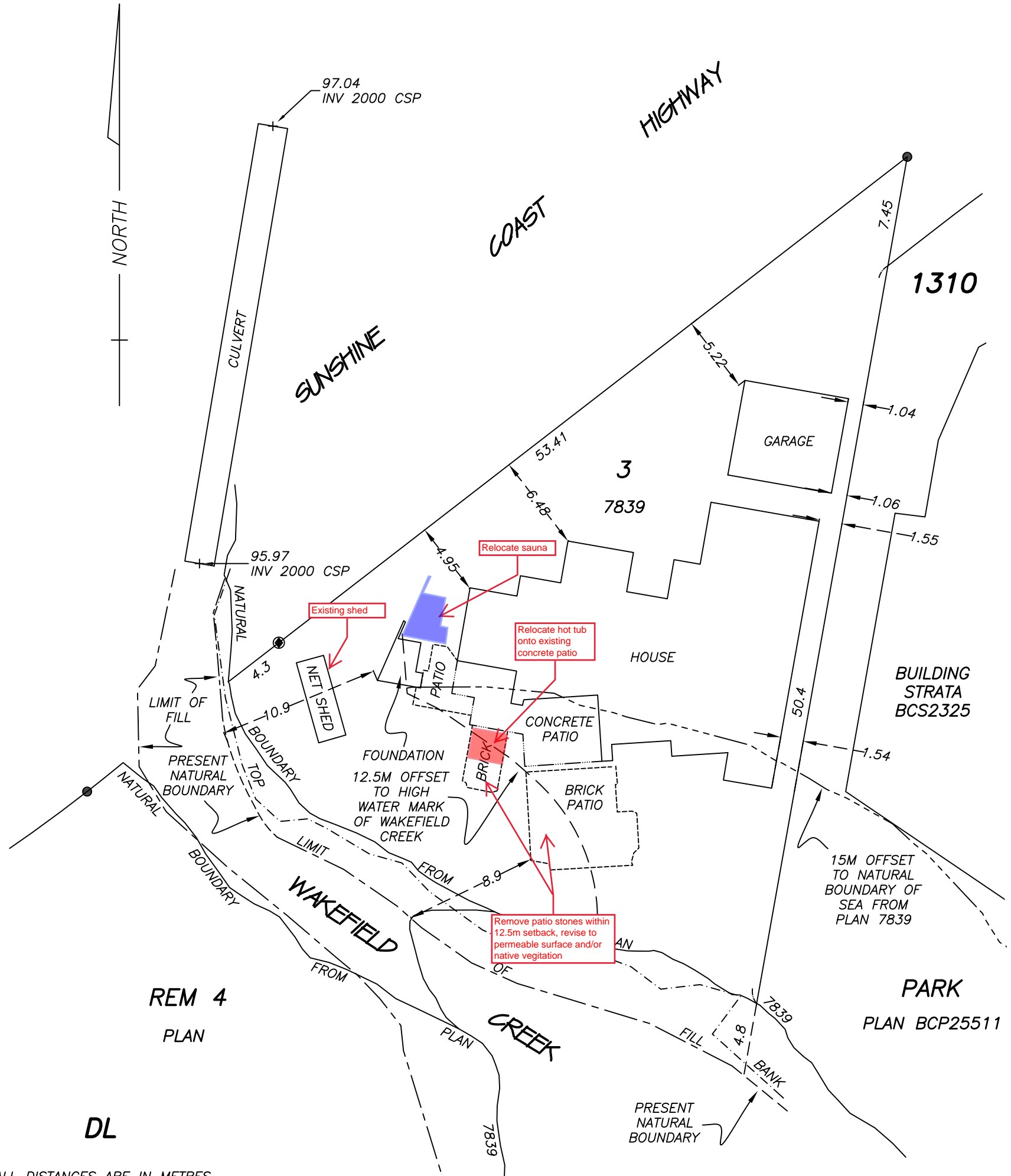
1. BCLS Site Survey
2. Landscape Design Plan

**SITE PLAN OF PART OF LOT 3 BLOCK 1 DISTRICT LOT 1310 PLAN 7839**



**NOTE:**

- DENOTES A STANDARD IRON POST FOUND.
- ⊙ DENOTES A NON-STANDARD IRON POST FOUND.



ALL DISTANCES ARE IN METRES.

DIMENSIONS OF THE LOT ARE FROM FIELD TIES TO SURVEY MONUMENTS AND FROM REGISTERED LAND TITLE OFFICE PLANS.

DIMENSIONS ARE TO EXTERIOR OF MAIN WALL.

ELEVATIONS ARE ON AN ASSUMED LOCAL DATUM.

LOCATION: 5647 SUNSHINE COAST HIGHWAY, SECHELT, BC  
PID: 010-306-587

LOT 3 MAY BE AFFECTED BY THE FOLLOWING ENCUMBRANCES:

- COVENANT CA6577127

THIS PLAN WAS PREPARED FOR SUMMERHILL FINE HOMES.

THE REGISTERED OWNER OF LOT 3 IS JAMES RONALD MORDEN.

COPYRIGHT 2023.

**STRAIT OF GEORGIA**

DATE OF SURVEY:  
NOVEMBER 14, 2022

STRAIT LAND SURVEYING INC.  
SEAMUS POPE, BCLS  
BOX 61 (5689 DOLPHIN STREET)  
SECHELT, BC VON 3A0  
T. 604.885.3237

22252-906





• MAIN RESIDENCE

• CONCRETE PATIO

• NATURAL MULCH COVER FOR PATHWAYS

• ALL NATIVE PLANT MATERIAL FOR AREAS WITHIN SPEA: SEE NOTES FOR PLANT LIST

• NEW SARENA ADDITION

• NET SHED TO BE REMOVED

• WAKEFIELD CREEK

• REVISED LANDSCAPE PLAN: MORDEN RESIDENCE 6547 GST HIGHWAY, SECHTEL BC  
SCALE 1/8" = 1'  
MARCH '23  
JOHN MURPHY DESIGN

• EXISTING FOREST

• NATURAL BOUNDARY

• PRESENT NATURAL BOUNDARY

• LIMIT OF FILL



**From:** [Al Hailey](#)  
**To:** [Planning](#)  
**Subject:** Re File 3090-2024-01 - Notice of Development Variance Permit No. 2024-01 ( 6547 Sunshine coast Highway)  
**Date:** Thursday, May 09, 2024 3:19:08 PM

Caution! This message was sent from outside your organization. [Allow sender](#) | [Block sender](#)

Hello Planning Dept,

Re File 3090-2024-01 - Notice of Development Variance Permit No. 2024-01 ( 6547 Sunshine coast Highway)

I am strongly NOT in favor of the proposed variance permit for the following reasons:

- 1) The concrete patio and barbecue area is a fairly recent build in the last few years, and obviously without a permit. When I moved here 17 years ago there was only a small old red cabin on the property.
- 2) The 15M setback from the water is there for environmental and other reasons. It is even more important in this case as this variance would allow incursion on Wakefield Creek, which is definitely a salmon bearing creek.
- 3) I suspect Fisheries might also need to be consulted.

I feel strongly enough about this that I would attend in person, but I have hernia surgery on May 10.

Thank you

Al Hailey  
5375 Wakefield Beach Lane  


## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
**SUBJECT:** Development Variance Permit for 6111 Mason Road  
**FILE NO:** 3090-2024-02

---

### RECOMMENDATION

**That Development Variance Permit 2024-02 be approved subject to the registration of a Section 219 covenant regarding the existing dwelling on the property.**

---

### PURPOSE

The property owners have applied for a variance to increase the setbacks for the Farm Residential Footprint and Single-Detached Dwelling in the AG1 (Agriculture) zone. They are also seeking to not require the Farm Residential Footprint to have a boundary fronting a property line and increase the size of the dwelling from a maximum gross floor area of 300 m<sup>2</sup> to 407 m<sup>2</sup>.

### OPTIONS

1. Defer the application pending additional information.
2. Deny the application.

### DISCUSSION

#### Summary

The AG1 zone in Zoning Bylaw No. 580, 2022 introduced a number of new and stronger regulations for properties in the Agricultural Land Reserve (ALR). This is in line with provincial ALR regulations and best practices. One challenge for any property is to address the Farm Residential Footprint. The regulation is intended to corral the residential uses on the property and control siting and sizing to reduce farm use and non-farm use conflicts within and between agricultural lands.

#### Legislative Context

Local governments have the authority to consider applications by owners to vary provisions of a bylaw as outlined in Division 9 (Development Variance Permits) of the *Local Government Act*. A local government may vary a land use regulation in accordance with applicable guidelines however, the level of density or use of the land may not be altered.

## Background

Table 1 – Application Summary

<b>Applicant</b>	Laurie Kremsater
<b>Owner</b>	Doreen Watt and Sandra Sneddon
<b>Civic Address</b>	6111 Mason Road
<b>Legal Address</b>	DISTRICT LOT 4313 PID 010-306-587
<b>Size of Properties</b>	~15.8 ha
<b>OCP Designation</b>	Agriculture / in the Agricultural Land Reserve
<b>Zoning Designation</b>	AG1
<b>DP Areas</b>	N/A

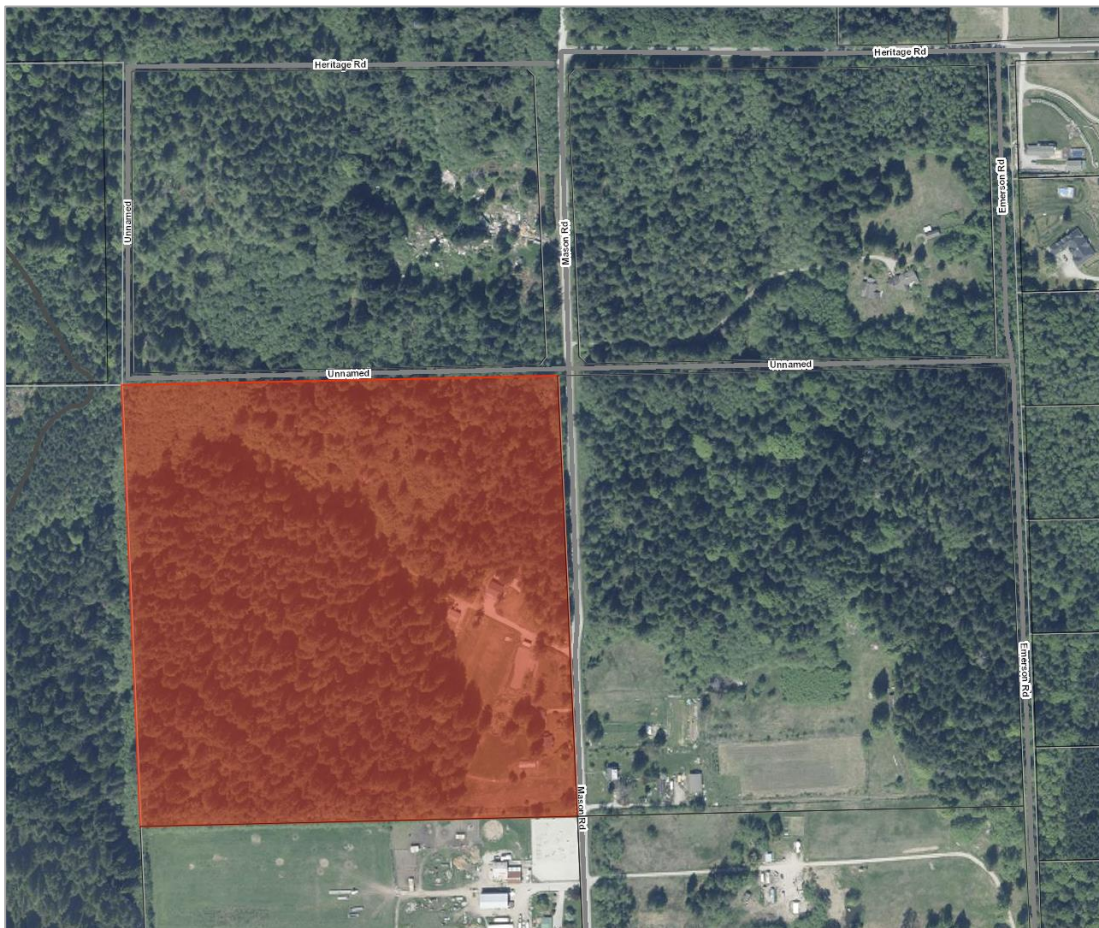


Figure 1 – Location Map

## **ANALYSIS**

The Development Variance Permit application is seeking a number of items including:

- Section 1.10.6 – to increase the maximum setback for the Single-Detached Dwelling from 50 m to 86 m.
- Section 1.10.6 – to increase the maximum setback for the Farm Residential Footprint from 60 m to 96 m.
- Section 1.10.15 – to allow the Farm Residential Footprint to not have any boundary fronting a property line as shown on Attachment 1.
- Section 1.10.4 – to increase the maximum gross floor area for the Single-Detached Dwelling from 300 m<sup>2</sup> to 407 m<sup>2</sup>.

The AG1 zone establishes a maximum size of 2,000 m<sup>2</sup> for the Farm Residential Footprint and associated maximum setbacks of 50 m for the dwelling and 60 m for the rear of the footprint. The intent is to keep the dwelling and footprint close to at least one road and access point while providing a 10 m backyard between the dwelling and the boundary of the footprint. There is also a maximum size (gross floor area) of the dwelling that is limited to 300 m<sup>2</sup>. The ALR regulations do allow a maximum of 500 m<sup>2</sup>, but given that is a compromise made Province wide, staff had previously recommended a smaller dwelling size.

The property owners are attempting to farm the land and are committed to continuing the farm operation with expanded family support with the new dwelling and are seeking some relaxations to the regulations within the AG1 zone. It was anticipated that there could always be site specific considerations for properties with existing dwellings that need to be factored in when implementing the Farm Residential Footprint regulations. This is the primary reason why there are regulations that can be varied through a Development Variance Permit application.

### **POLICY AND BYLAW IMPLICATIONS**

No policy implications.

### **SUSTAINABILITY PLAN IMPLICATIONS**

No sustainability plan implications.

### **STRATEGIC PLAN IMPLICATIONS**

No strategic plan implications.

### **FINANCIAL IMPLICATIONS**

No Financial implications.



## **COMMUNICATIONS**

Owners and occupiers within 100 m of the subject property were notified of Council's intention to consider Development Variance Permit 2024-02 as required under Section 499 of the *Local Government Act* and *Planning Procedures Bylaw No. 566, 2018*.

No comments have been received to date.

Respectfully submitted,

Ian Holl

Development Planning Manager

Attachments:

1 - DVP 2024-02

## DEVELOPMENT VARIANCE PERMIT NO. 2024-02

1. This Development Variance Permit is issued to:

Doreen Watt  
125 – 3225 Highland Boulevard  
North Vancouver, BC V7R 3A0  
AND  
Sandra Sneddon  
6705 Seaview Lane  
Sechelt, BC V0N 3A0

2. This Development Variance Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
3. This Development Variance Permit applies to, and only to, the property within the District of Sechelt as described below, and all building structures and other developments thereon:

**Legal Description:** DISTRICT LOT 4313, PID: 010-306-587

**Civic Address:** 6111 Mason Road

4. Bylaws of the District enacted under Section 479 of the *Local Government Act*, as amended from time to time, are varied or supplemented as described below.
  - (a) Zoning Bylaw No. 580, 2022 is varied for the property noted above to achieve conformance for the Farm Residential Footprint and Single-Detached Dwelling as shown on Attachment 1.

The variance is as follows:

- i. Section 1.10.6 – to increase the maximum setback for the Single-Detached Dwelling from 50 m to 86 m.
- ii. Section 1.10.6 – to increase the maximum setback for the Farm Residential Footprint from 60 m to 96 m.
- iii. Section 1.10.15 – to allow the Farm Residential Footprint to not have any boundary fronting a property line as shown on Attachment 1.
- iv. Section 1.10.4 – to increase the maximum gross floor area for the Single-Detached Dwelling from 300 m<sup>2</sup> to 407 m<sup>2</sup>.

## CONDITIONS OF ISSUANCE

5. A Section 219 covenant must be registered on title prior to the issuance of this permit. The covenant shall allow the existing small dwelling in the location identified on Attachment 1 to remain as long as the current long-term tenant (as of May 2024) is in residence. Once that tenant has moved or passed on then the covenant requires that the dwelling be demolished.
6. Submission of a detailed farm plan for the property that provides the rationale for the increase in dwelling size requested to support the farm operation.

## CONDITIONS OF PERMIT

7. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development Variance Permit shall form part of this Development Variance Permit:
  - a) Attachment 1 – Site Survey
  - b) Attachment 2 – Site Plan
  - c) Attachment 3 – House Plans
8. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.
9. **THIS PERMIT IS NOT A BUILDING PERMIT.**
10. **THIS PERMIT IS NOT A DEVELOPMENT PERMIT.**

Authorizing Signature:

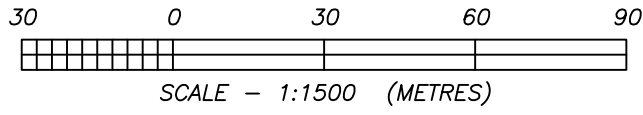
Authorizing Resolution:

Date of Approval:

Date of Issue: SUBJECT TO CONDITIONS

\_\_\_\_\_  
Andrew Allen  
Director of Planning & Development

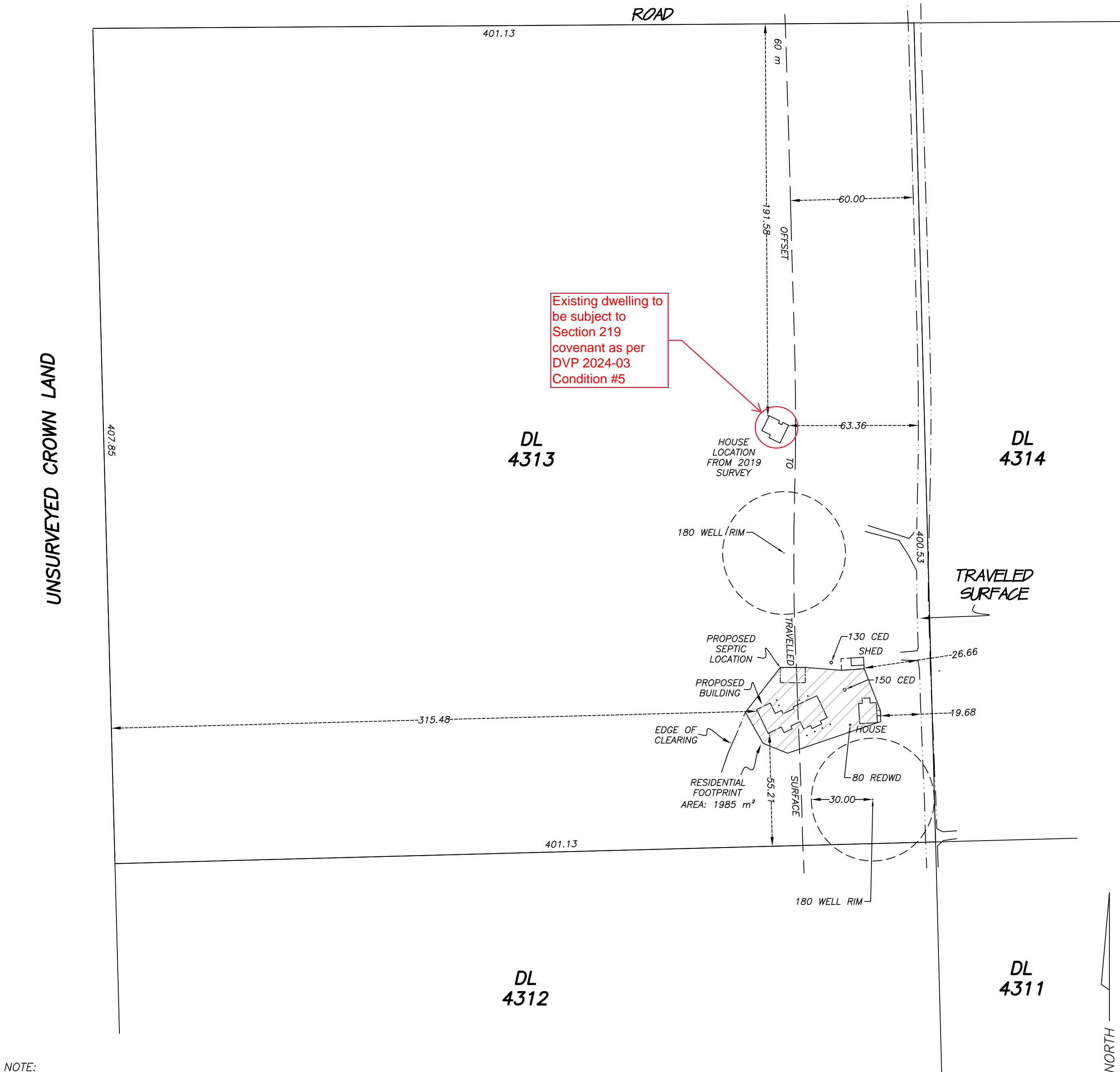
SITE PLAN OF PROPOSED BUILDING FOR DISTRICT LOT 4313 G.1 NWD



LOCATION: 6111/6109 MASON ROAD, SECHELT, BC  
PID: 015-856-577

LEGEND:

○ 130 CED  
DENOTES TREE, SPECIES AND SIZE (Ø, CM) LISTED



NOTE:

ALL DISTANCES ARE IN METRES.

LOT DIMENSIONS ARE DERIVED FROM FIELD MEASUREMENTS AND FROM REGISTERED PLAN 16513 AND OFFICIAL NOTES FOR DL 4313.

TREE SPECIES AND DIMENSIONS SHOULD BE VERIFIED BY A QUALIFIED ARBORIST PRIOR TO DESIGN AND PERMIT APPLICATION.

THIS PLAN WAS PREPARED FOR THE EXCLUSIVE USE OF LAURIE KREMSATER.

THE REGISTERED OWNERS OF DISTRICT LOT 4313 ARE SANDRA LOUISE SNEDDON AND DOREEN WINIFRED WATT.

DISTRICT LOT 4313 MAY BE AFFECTED BY THE FOLLOWING ENCUMBRANCES:

- COVENANT CA6587407

COPYRIGHT 2022.

STRAIT LAND SURVEYING INC.  
SEAMUS POPE, BCLS  
BOX 61 (5689 DOLPHIN ST)  
SECHELT, BC V0N 3A0

17171-907



# ATTACHMENT 2



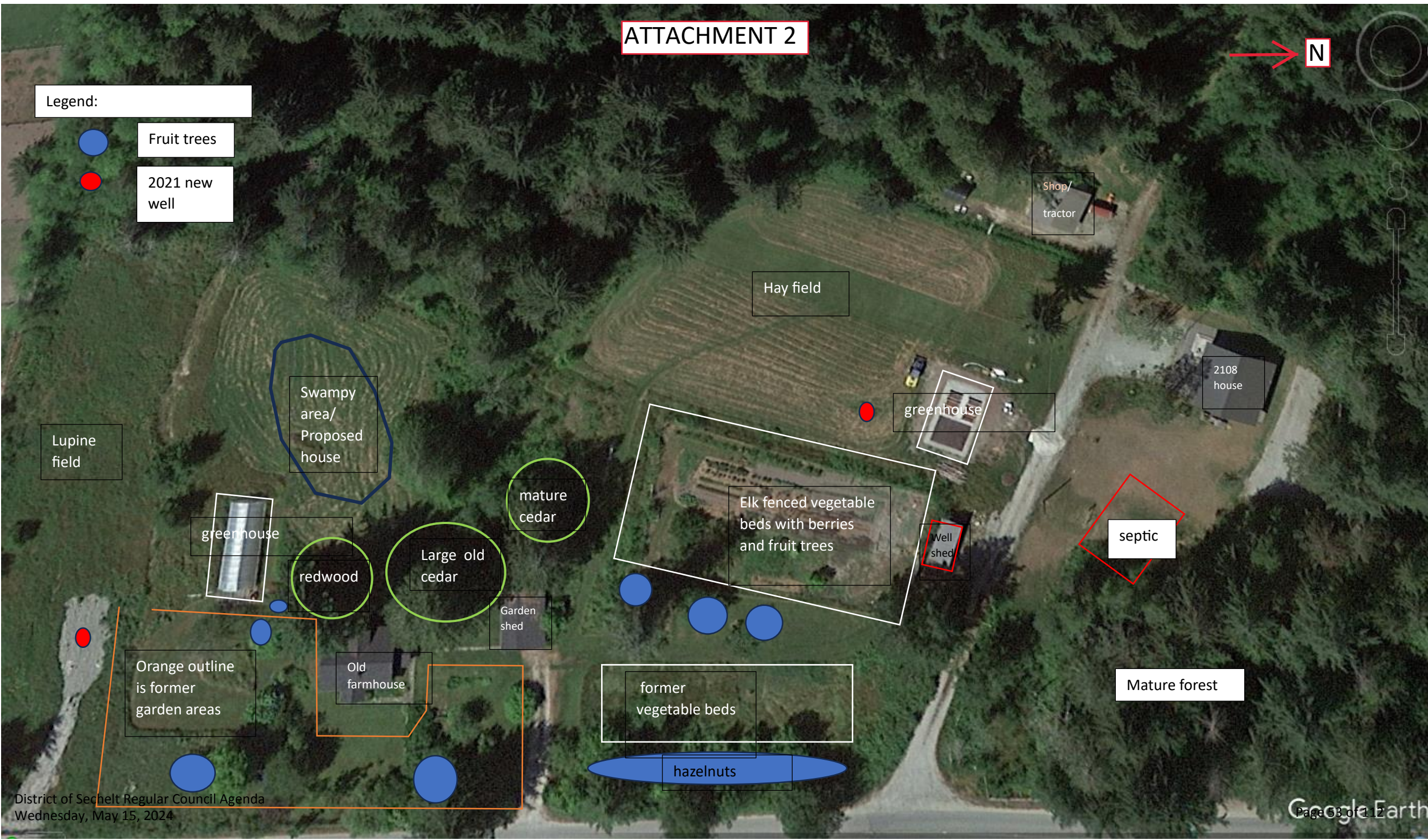
## Legend:



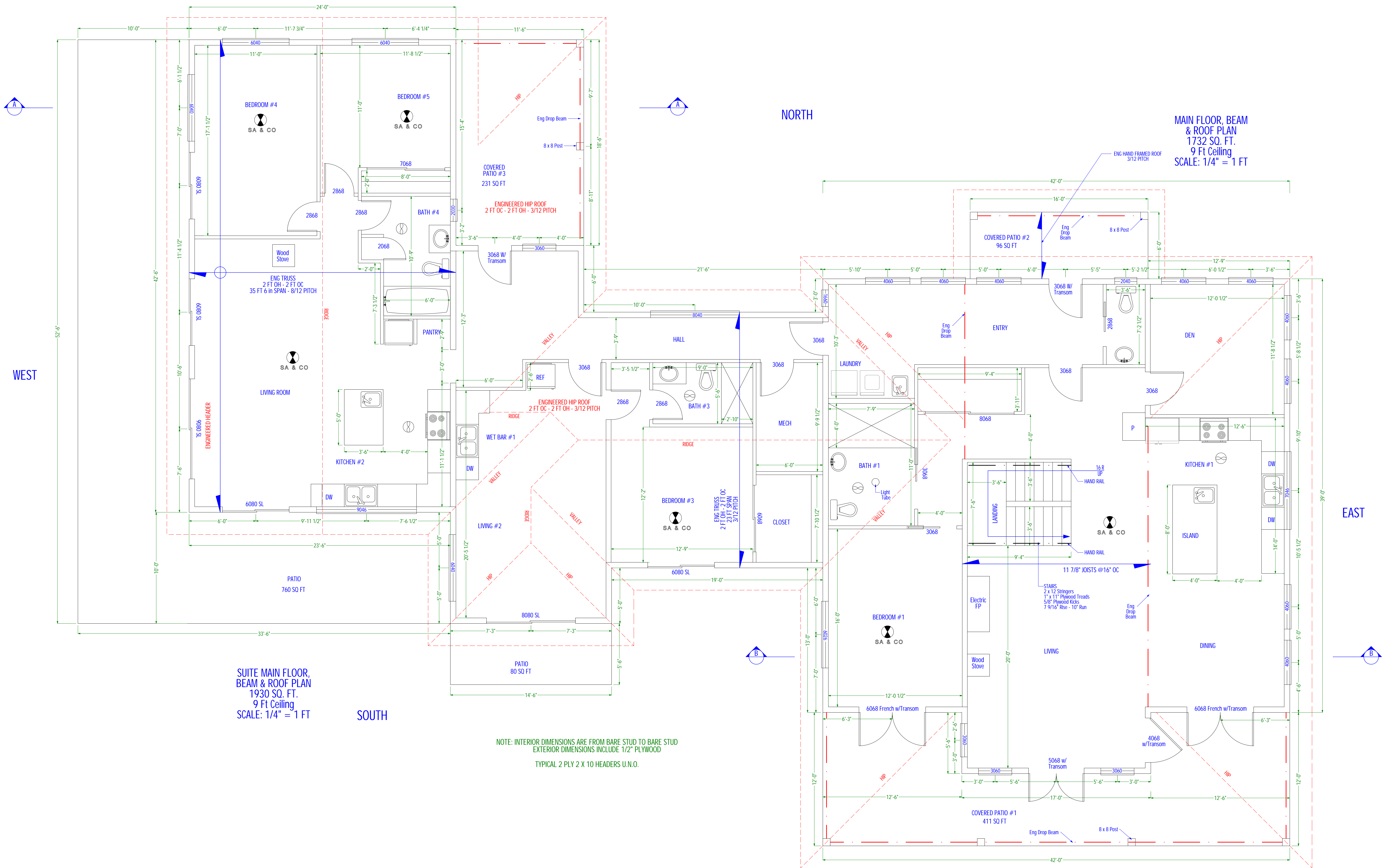
Fruit trees



2021 new well





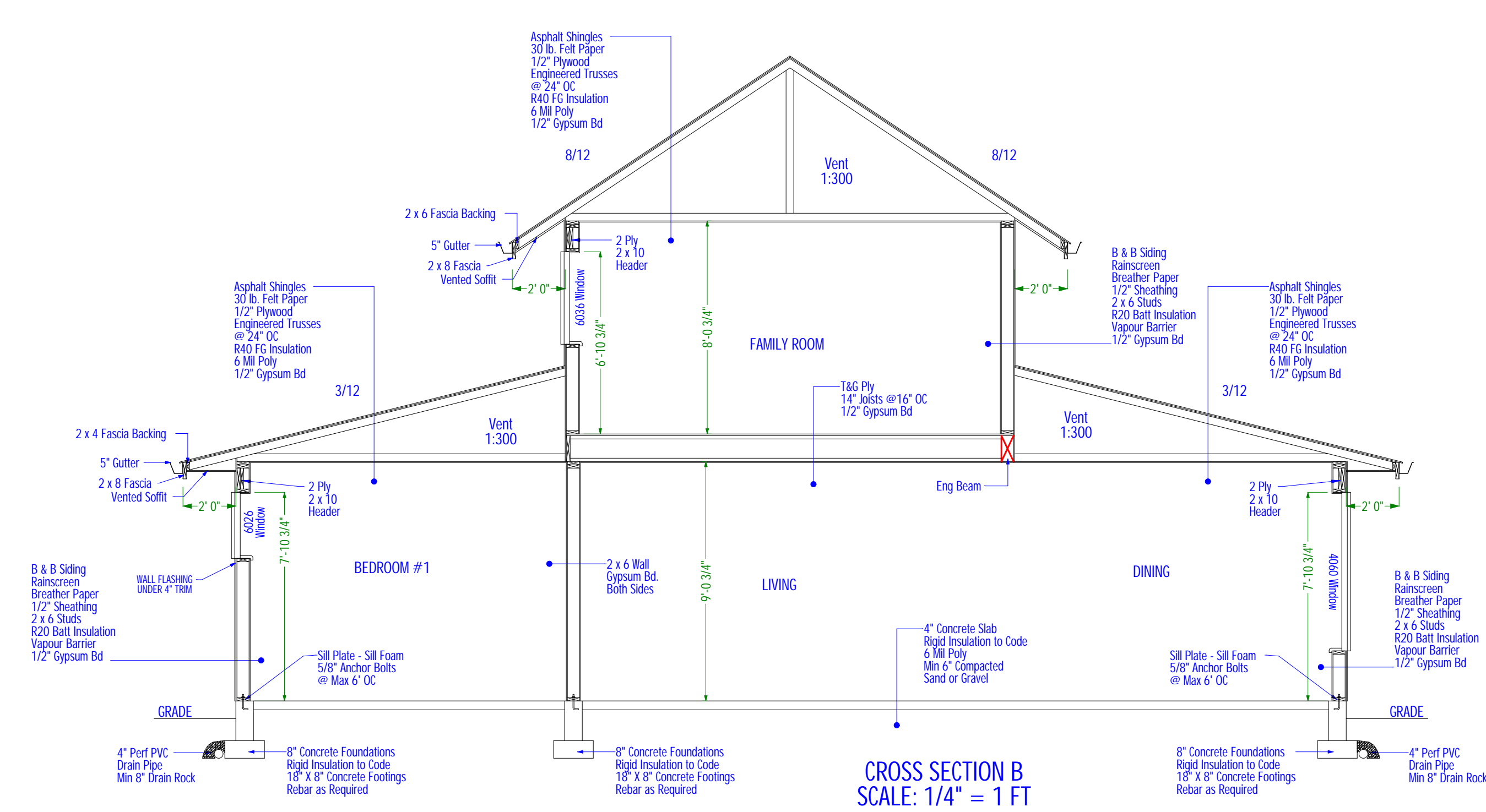
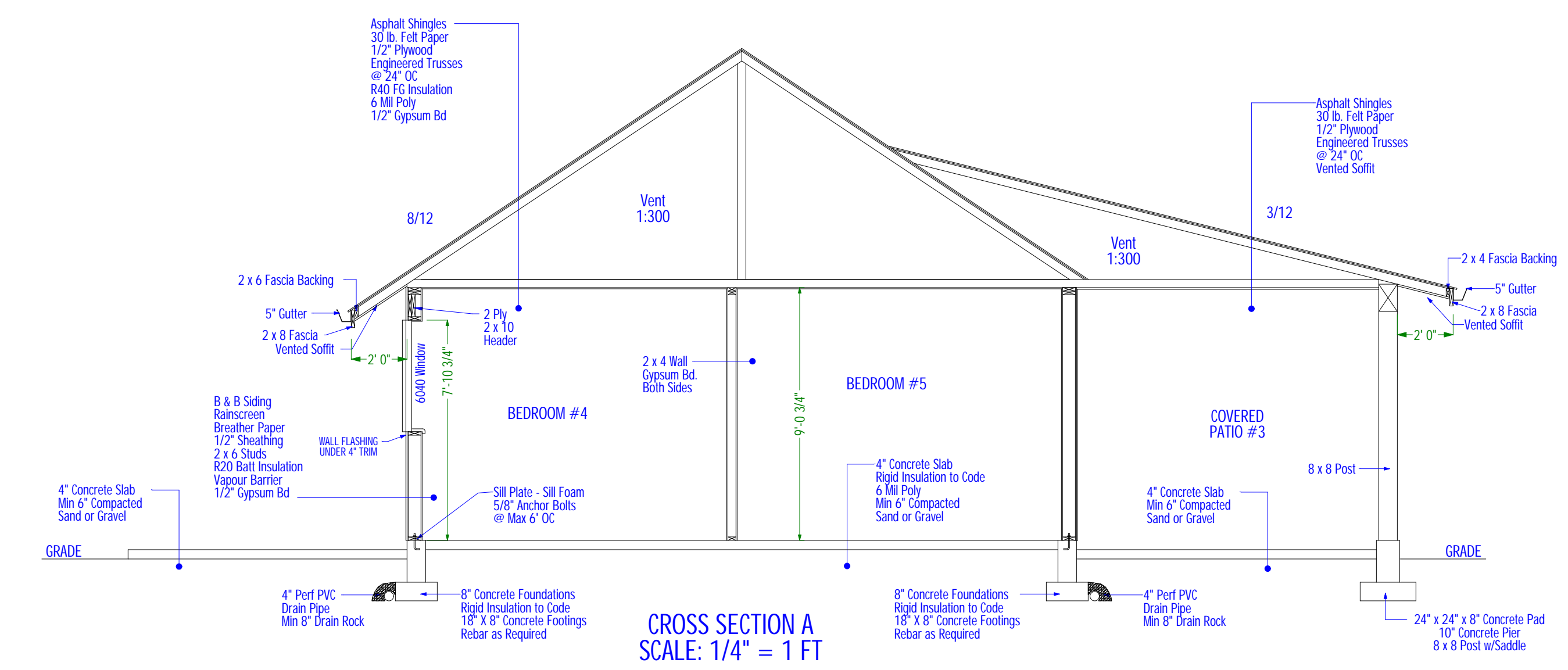
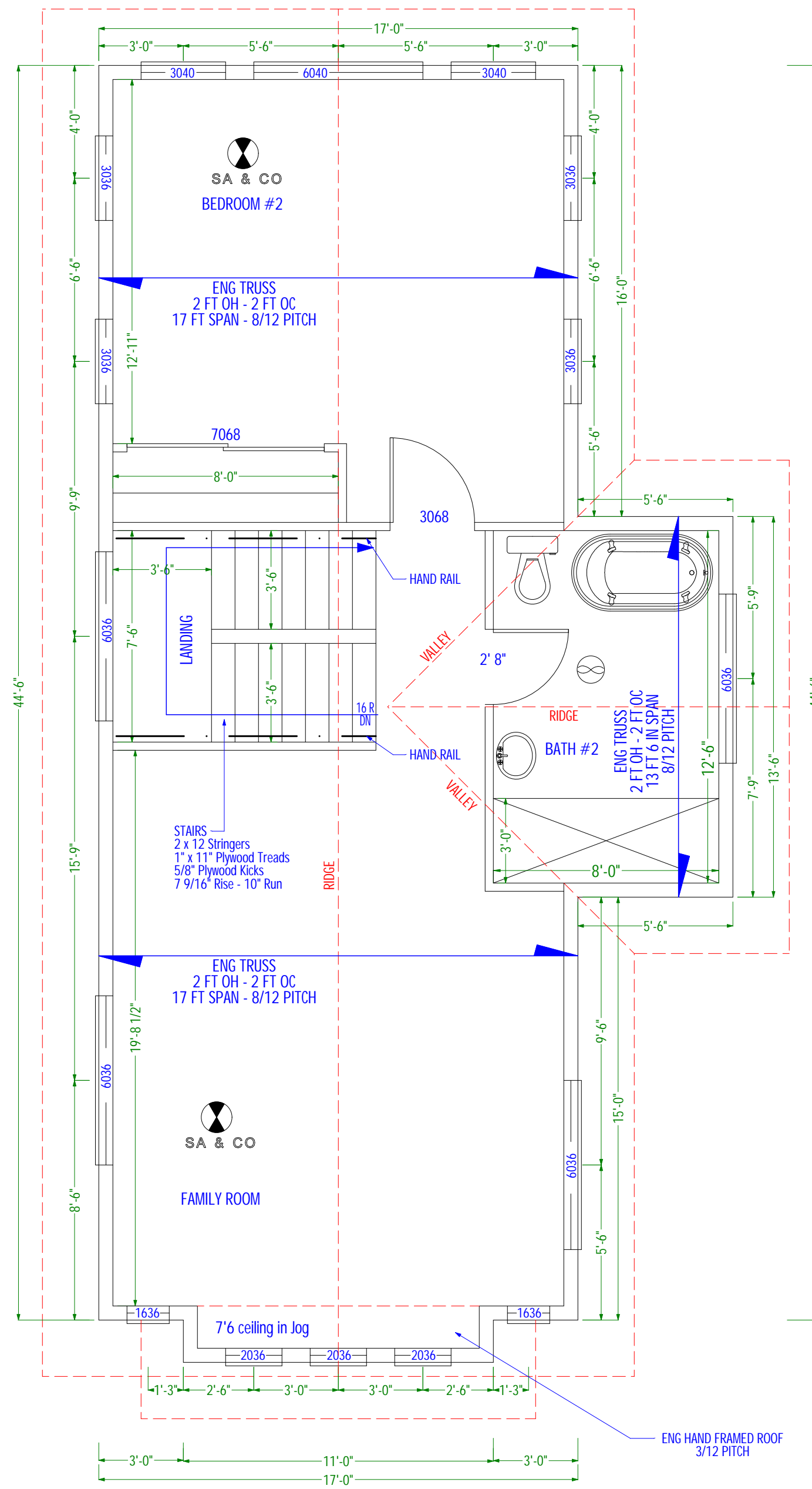



Bruce & Shirley Giesbrecht  
 www.oceanviewdrafting.com  
 email: bruce@oceanviewdrafting.com  
 #306 - 5710 Teredo St, Sechelt  
 604-885-5686

Builder/ Owner Information  
 Customer Name/s:  
 Laurie & Terry Kremsater  
 Lot Address:  
 6111 Mason Road

Date Drawn  
 April 2023

PAGE 4  
 NEW HOME DESIGN



 <p><b>CEAN VIEW DRAFTING</b> custom home design</p>	<p>Bruce &amp; Shirley Giesbrecht www.oceanviewdrafting.com email: bruce@oceanviewdrafting.com #306 - 5710 Teredo St. Sechelt 604-885-5686</p>	<p>Builder/ Owner Information Customer Name/s: Laurie &amp; Terry Kremssater Lot Address: 6111 Mason Road</p>	<p>Date Drawn April 2023</p>	<p>PAGE 5 NEW HOME DESIGN</p>
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# REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
**SUBJECT:** Development Variance Permit for 5522 McCourt Road  
**FILE NO:** 3090-2024-03

## RECOMMENDATION

**That Development Variance Permit 2024-03 be approved and issued.**

## PURPOSE

The property owners have applied for a variance to reduce the setback for the exterior side along McCourt Road for portions of the duplex being constructed. The variance would reduce the exterior side setback from 4 m down to 2.18 m.

## OPTIONS

1. Defer the application pending additional information.
2. Deny the application.

## DISCUSSION

### Summary

While the change in zoning from Zoning Bylaw No. 25, 1987 to Zoning Bylaw No. 580, 2022 provided a benefit to the property in terms of relaxed setbacks in some areas, in this area the setback was increased from 3 m to 4 m. However, even with the old zoning, additional encroachments were required for the staircase, deck, heat pump, associated supports, and a portion of the building foundation.

### Legislative Context

Local governments have the authority to consider applications by owners to vary provisions of a bylaw as outlined in Division 9 (Development Variance Permits) of the *Local Government Act*. A local government may vary a land use regulation in accordance with applicable guidelines however, the level of density or use of the land may not be altered.

### Background

Table 1 – Application Summary

<b>Applicant</b>	Mike Lightbody / The Strongman Group
<b>Owner</b>	1042635 BC Ltd.



<b>Civic Address</b>	5522 McCourt Road
<b>Legal Address</b>	LOT A DISTRICT LOT 4297 PLAN EPP79923 PID 030-518-407
<b>Size of Properties</b>	~8,000 m <sup>2</sup>
<b>OCP Designation</b>	Multifamily Mixed Residential
<b>Zoning Designation</b>	RM1
<b>DP Areas</b>	Development Permit Area No. 2 (watercourse habitat and hazards) Development Permit Area No. 3 (marine foreshore) Development Permit Area No. 5 (steep slopes)



Figure 1 – Location Map

## **ANALYSIS**

The exterior side setback fronts McCourt Road and the nearest neighbours are either across the road to the west or across the internal strata road to the south. There is a related Development Permit amendment application that is required which can address any necessary changes to the landscape plan as they are also changing materials for the buildings. It is reasonable to consider landscape screening requirements to offset the encroachments into the setback, particularly the heat pump equipment.

## **POLICY AND BYLAW IMPLICATIONS**

No policy implications.

## **SUSTAINABILITY PLAN IMPLICATIONS**

No sustainability plan implications.

## **STRATEGIC PLAN IMPLICATIONS**

No strategic plan implications.

## **FINANCIAL IMPLICATIONS**

No financial implications.

## **COMMUNICATIONS**

Owners and occupiers within 100 m of the subject property were notified of Council's intention to consider Development Variance Permit 2024-03 as required under Section 499 of the *Local Government Act* and *Planning Procedures Bylaw No. 566, 2018*.

No comments have been received to date.

Respectfully submitted,

Ian Holl

Development Planning Manager

Attachments:

1 - DVP 2024-03

## DEVELOPMENT VARIANCE PERMIT NO. 2024-03

1. This Development Variance Permit is issued to:  
1042635 BC Ltd.  
1885 Marine Drive  
North Vancouver, BC V7P 1V5
2. This Development Variance Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
3. This Development Variance Permit applies to, and only to, the property within the District of Sechelt as described below, and all building structures and other developments thereon:

**Legal Description:** LOT A DISTRICT LOT 4297 PLAN EPP79923 PID 030-518-407

**Civic Address:** 5522 McCourt Road

4. Bylaws of the District enacted under Section 479 of the *Local Government Act*, as amended from time to time, are varied or supplemented as described below.
  - (a) Zoning Bylaw No. 580, 2022 is varied for the property noted above to achieve conformance for the portions of the duplex shown on Attachment 1 and 2.

The variance is as follows:

- i. Section 1.6.5 – to reduce the setback from the exterior side (McCourt Road) from 4 m down to 2.18 m as indicated on the attached Site Plans and Elevation Drawings (Attachment 1 and 2) for the exterior staircase, associated support pillars, and heat pump equipment.
- ii. Section 1.6.5 – to reduce the setback from the exterior side (McCourt Road) from 4 m down to 3.32 m as indicated on the attached Site Plans and Elevation Drawings (Attachment 1 and 2) for the building foundation.

## CONDITIONS OF PERMIT

5. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development Variance Permit shall form part of this Development Variance Permit:
  - a) Attachment 1 – Site Plan
  - b) Attachment 2 – Site Elevation
  
6. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.
  
7. **THIS PERMIT IS NOT A BUILDING PERMIT.**
  
8. **THIS PERMIT IS NOT A DEVELOPMENT PERMIT.**

Authorizing Signature:

\_\_\_\_\_  
Andrew Allen  
Director of Planning & Development

Authorizing Resolution:

Date of Approval:

Date of Issue:





M.P. LIGHTBODY LTD  
604 828 1953  
mplightbody@shaw.ca  
www.mplightbody.com

FORMLINE ARCHITECTURE  
1103-845 MARINE DR.  
WEST VANCOUVER  
604 912 0203  
INFO@FORMLINE.CA

**ATTACHMENT 1**

PROPERTY LINE

3.0M SETBACK (OLD)

4.0M SETBACK (NEW)

PROPERTY LINE

5.0M SETBACK (NEW)

7.5M SETBACK (OLD)

3.0M SETBACK (OLD)

1.5M SETBACK (NEW)

PROPERTY LINE

7.5M SETBACK (OLD)

5.0M SETBACK (NEW)

PROPERTY LINE

ISSUED FOR:	VARIANCE REVIEW
DATE:	FEBRUARY 29 2024
SCALE:	
NOTES:	

CONSTRUCTION		
TENDERING		
BUILDING PERMIT		
DEVELOPT PERMIT		
VARIANCE		
CONCEPT	1	2

DRAWING UPDATE:
1 2023/05/23 GENERAL

**SETBACKS  
UPDATE  
ZONE:  
RM- 1 (NEW)  
&R-4 (OLD)**

PROJECT  
**2143**  
SHEET  
**A 0.0**



5522 MCCOURT AVE  
SECHELT B.C.



M.P. LIGHTBODY LTD  
604 828 1953  
mp@lightbodyshaw.ca  
www.mp@lightbody.com

FORMLINE ARCHITECTURE  
1103-845 MARINE DR.  
WEST VANCOUVER  
604 912 0203  
INFO@FORMLINE.CA

ISSUED FOR:	VARIANCE REVIEW
DATE:	FEBRUARY 29 2024
SCALE:	
NOTES:	

CONSTRUCTION		
TENDERING		
BUILDING PERMIT		
DEVELOPT PERMIT		
VARIANCE		
CONCEPT	1	2

DRAWING UPDATE:	
1 2023/05/23	GENERAL

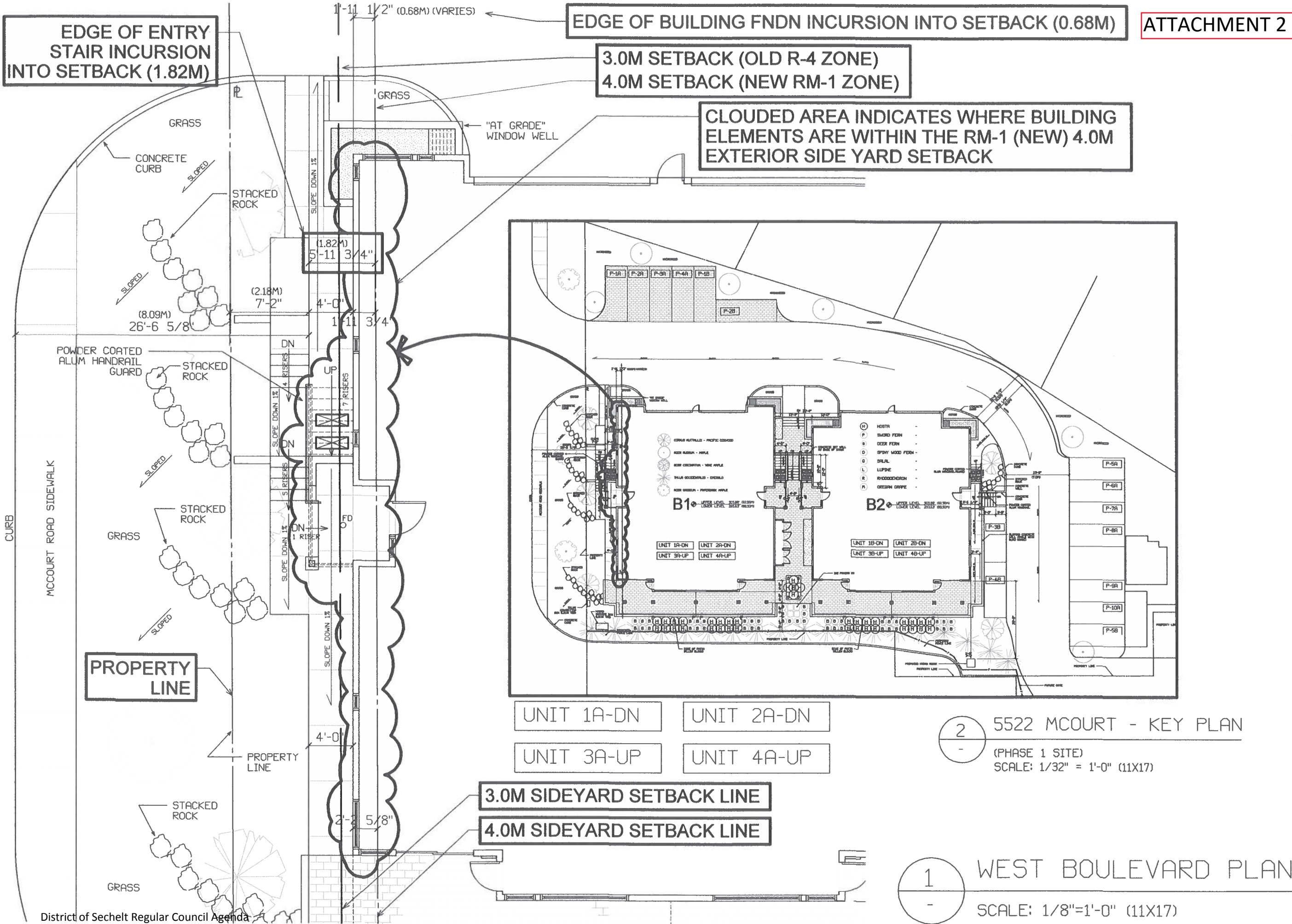
MCCOURT SIDEYARD

PROJECT

2143

SHEET

A 0.0



2 5522 MCOURT - KEY PLAN  
(PHASE 1 SITE)  
SCALE: 1/32" = 1'-0" (11X17)

1 WEST BOULEVARD PLAN  
SCALE: 1/8"=1'-0" (11X17)

5522 MCCOURT AVE  
SECHULT B.C.



M.P. LIGHTBODY LTD  
604 828 1553  
mp@lightbodyshav.ca  
www.mplightbody.com

FORMLINE ARCHITECTURE  
1103-845 MARINE DR.  
WEST VANCOUVER  
604 912 0203  
INFO@FORMLINE.CA

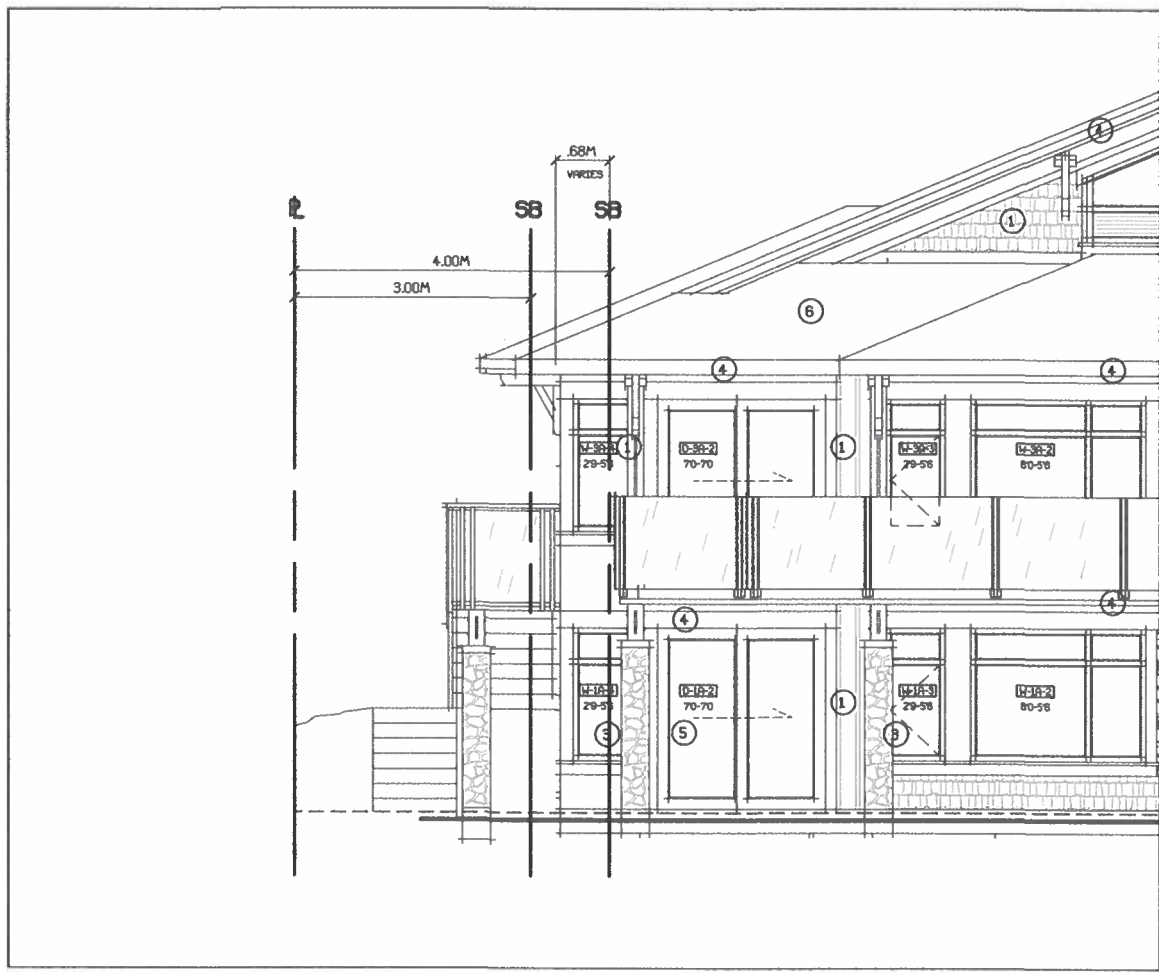
ISSUED FOR:	VARIANCE REVIEW
DATE:	FEBRUARY 29 2024
SCALE:	
NOTES:	

CONSTRUCTION		
TENDERING		
BUILDING PERMIT		
DEVELOPT PERMIT		
VARIANCE		
CONCEPT	1	2

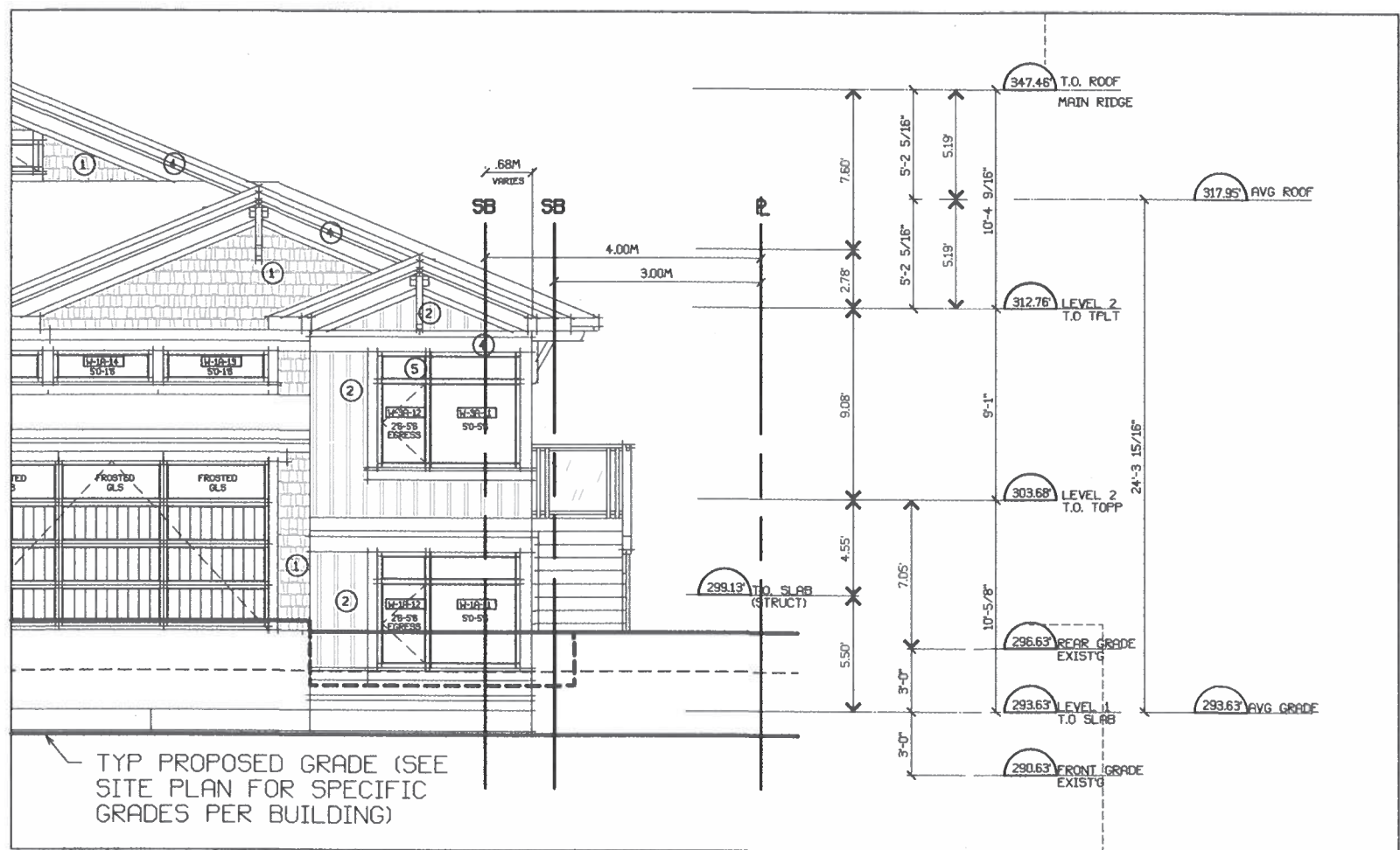
DRAWING UPDATE:	
1	2023/06/23 GENERAL

PARTIAL ELEVATIONS

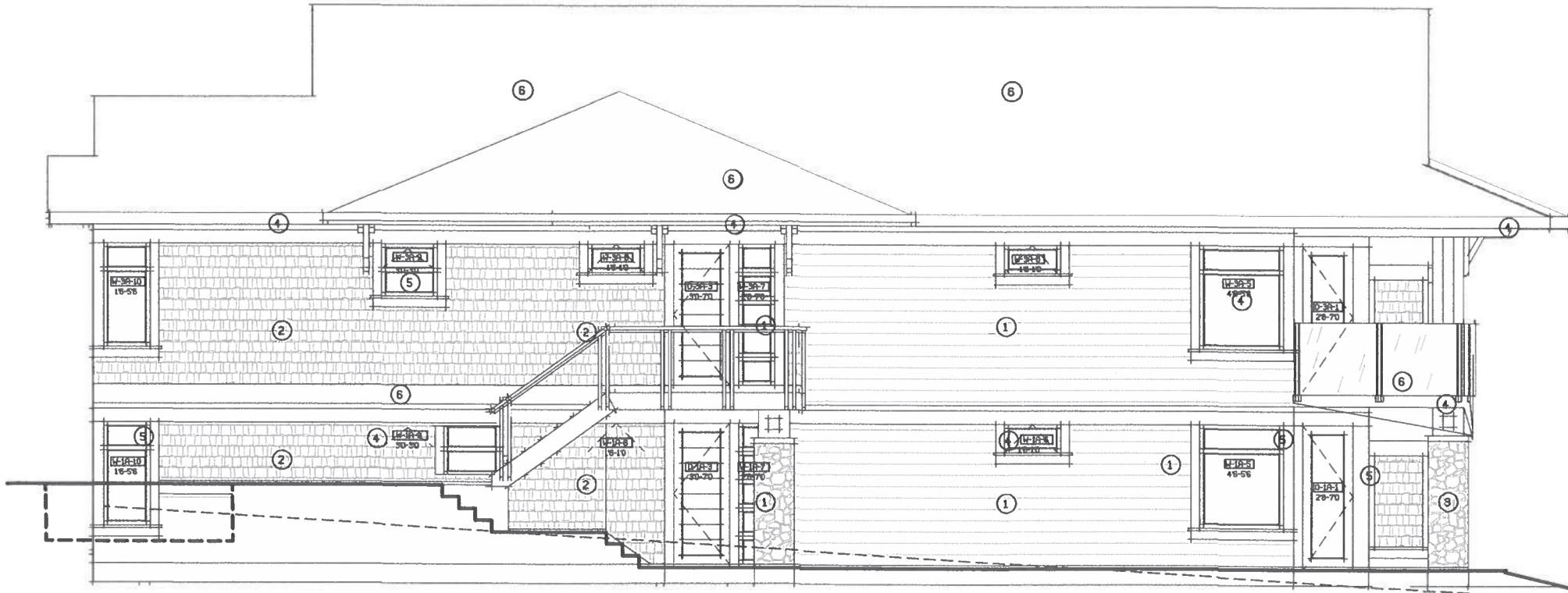
PROJECT  
**2143**  
SHEET  
**A 0.0**



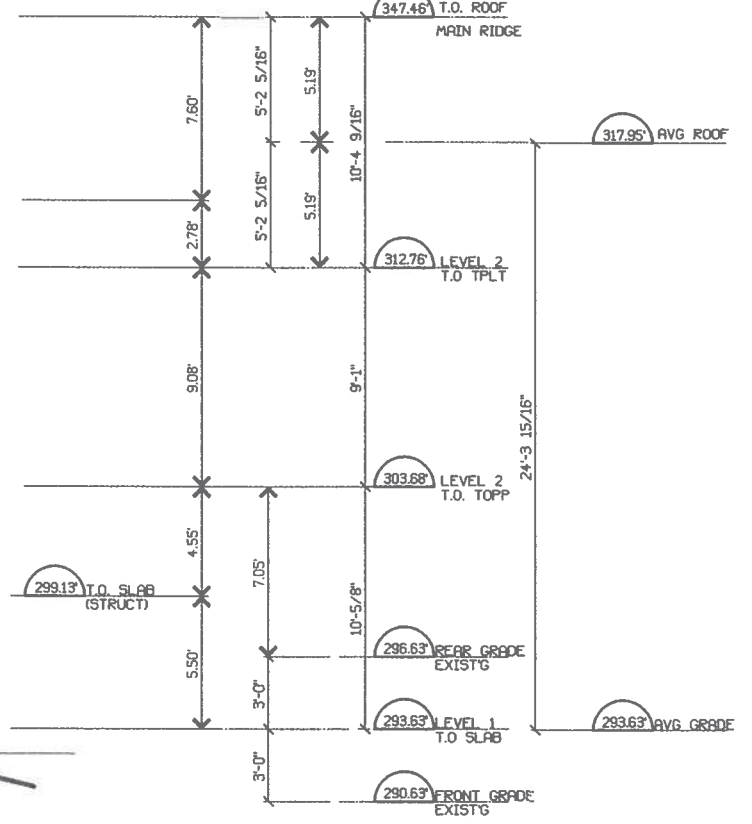
1 PART ELEVATION - SOUTH  
SCALE: 1/4"=1'-0" (22X34)



2 PART ELEVATION - NORTH  
SCALE: 1/4"=1'-0" (22X34)



3 ELEVATION - WEST  
SCALE: 1/4"=1'-0" (22X34)





## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
**SUBJECT:** Development Variance Permit for 4350 Rainbow Road  
**FILE NO:** 3090-2024-07

---

### RECOMMENDATION

**That Development Variance Permit 2024-07 be approved and issued.**

---

### PURPOSE

The property owners (BC Hydro) have applied for a variance to increase the permitted fencing height within the front property setback and outside the front setback. The variance application is needed to consider increasing the height from 2 m to 2.4 m for the fence located outside the front setback area, and to increase the height from 1.2 m to 1.8 m for the fence located within the front setback. This would be for the applicable areas on both Lot B and Lot 2.

### OPTIONS

1. Defer the application pending additional information.
2. Deny the application.

### DISCUSSION

#### Summary

Zoning Bylaw No. 580, 2022 established maximum fence heights that are the same across all zones (residential, commercial, industrial). BC Hydro has security requirements that they are seeking to implement on their industrially zoned properties on Rainbow Road. An increase to the fence height is requested to allow them to meet their own requirements. A related Development Permit application has been applied for and will be brought to Council at a future meeting for other work proposed on the site.

#### Legislative Context

Local governments have the authority to consider applications by owners to vary provisions of a bylaw as outlined in Division 9 (Development Variance Permits) of the *Local Government Act*. A local government may vary a land use regulation in accordance with applicable guidelines however, the level of density or use of the land may not be altered.

## Background

Table 1 – Application Summary

<b>Applicant</b>	McElhanney
<b>Owner</b>	BC Hydro and Power Authority
<b>Civic Address</b>	4350 Rainbow Road
<b>Legal Address</b>	LOT B DISTRICT LOT 1603 PLAN LMP47740 PID 024-920-517 LOT 2 DISTRICT LOT 1603 PLAN VAP17710 PID 007-260-997
<b>Size of Properties</b>	~12,389 m <sup>2</sup> ~5,913 m <sup>2</sup>
<b>OCP Designation</b>	Business and Industry
<b>Zoning Designation</b>	I1
<b>DP Areas</b>	Development Permit Area No. 10 (business and industry)

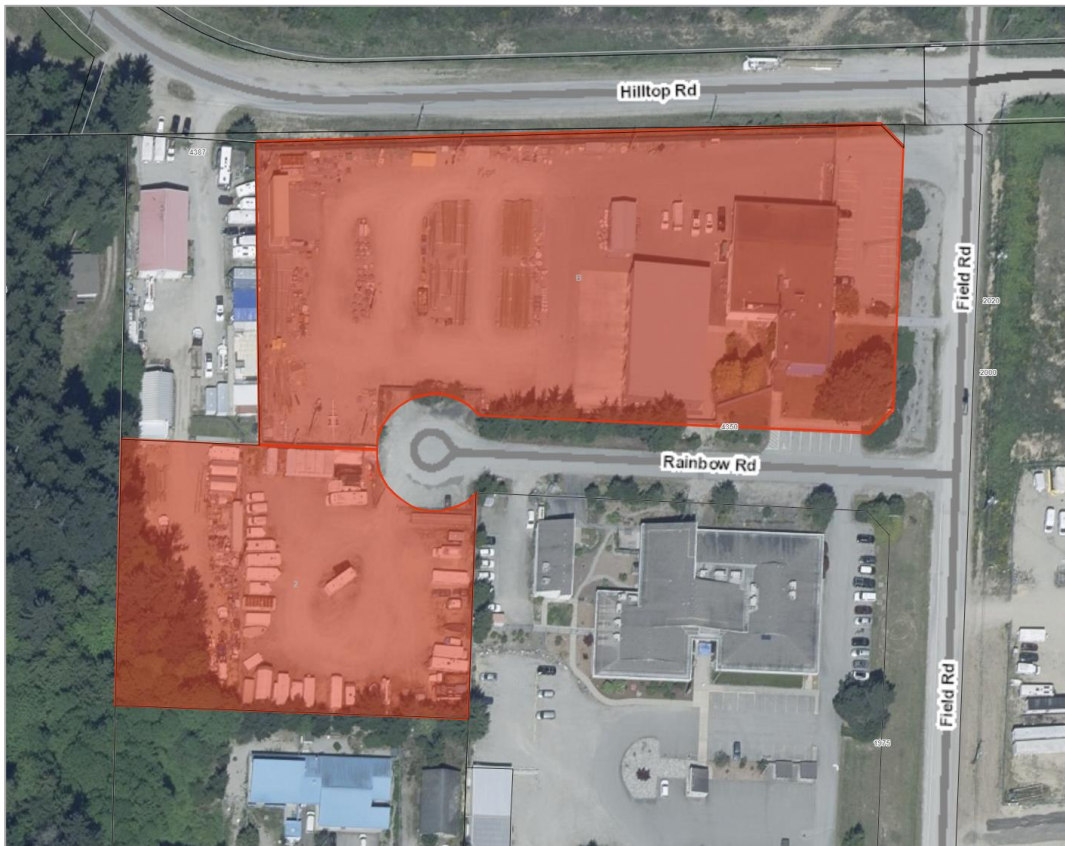


Figure 1 – Location Map

**ANALYSIS**

District staff have reviewed the application and there are no concerns with the proposed fence height increases. There would also be a barbed wire section that is 30 cm high on top of each fence. This would be on top of the 1.8 m and 2.4 m respectively. It is acknowledged that future zoning updates should consider different fence heights for industrial zones vs. residential zones. The Development Permit will address landscaping issues along with the proposed works associated with that application.

**POLICY AND BYLAW IMPLICATIONS**

No policy implications.

**SUSTAINABILITY PLAN IMPLICATIONS**

No sustainability plan implications.

**STRATEGIC PLAN IMPLICATIONS**

No strategic plan implications.

**FINANCIAL IMPLICATIONS**

No Financial implications.

**COMMUNICATIONS**

Owners and occupiers within 100 m of the subject property were notified of Council’s intention to consider Development Variance Permit 2024-07 as required under Section 499 of the *Local Government Act* and *Planning Procedures Bylaw No. 566, 2018*.

No comments have been received to date.

Respectfully submitted,

Ian Holl

Development Planning Manager

Attachments:

1 - DVP 2024-07



## DEVELOPMENT VARIANCE PERMIT NO. 2024-07

1. This Development Variance Permit is issued to:  
BC Hydro and Power Authority  
6911 Southpoint Drive  
Burnaby, BC V3N 4X8
2. This Development Variance Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
3. This Development Variance Permit applies to, and only to, the property within the District of Sechelt as described below, and all building structures and other developments thereon:

**Legal Description:** LOT B DISTRICT LOT 1603 PLAN LMP47740 PID 024-920-517  
LOT 2 DISTRICT LOT 1603 PLAN VAP17710 PID 007-260-997

**Civic Address: 4350 Rainbow Road**

4. Bylaws of the District enacted under Section 479 of the *Local Government Act*, as amended from time to time, are varied or supplemented as described below.
  - (a) Zoning Bylaw No. 580, 2022 is varied for the property noted above to achieve conformance for the proposed fences as shown on Attachment 1.

The variance is as follows:

- i. Section 2.12.4 – to increase the maximum fence height within a front yard setback from 1.2 m to 1.8 m plus an additional 0.3 m for barbed wire on top as indicated on the attached Site Plan (Attachment 2).
- ii. Section 2.12.5 – to increase the maximum fence height outside a front yard setback from 2 m to 2.4 m plus an additional 0.3 m for barbed wire on top as indicated on the attached Site Plan (Attachment 2)

## CONDITIONS OF PERMIT

5. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development Variance Permit shall form part of this Development Variance Permit:
  - a) Attachment 1 – Site Location Map
  - b) Attachment 2 – Site Plan
  
6. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.
  
7. **THIS PERMIT IS NOT A BUILDING PERMIT.**
  
8. **THIS PERMIT IS NOT A DEVELOPMENT PERMIT.**

Authorizing Signature:

\_\_\_\_\_  
Andrew Allen  
Director of Planning & Development

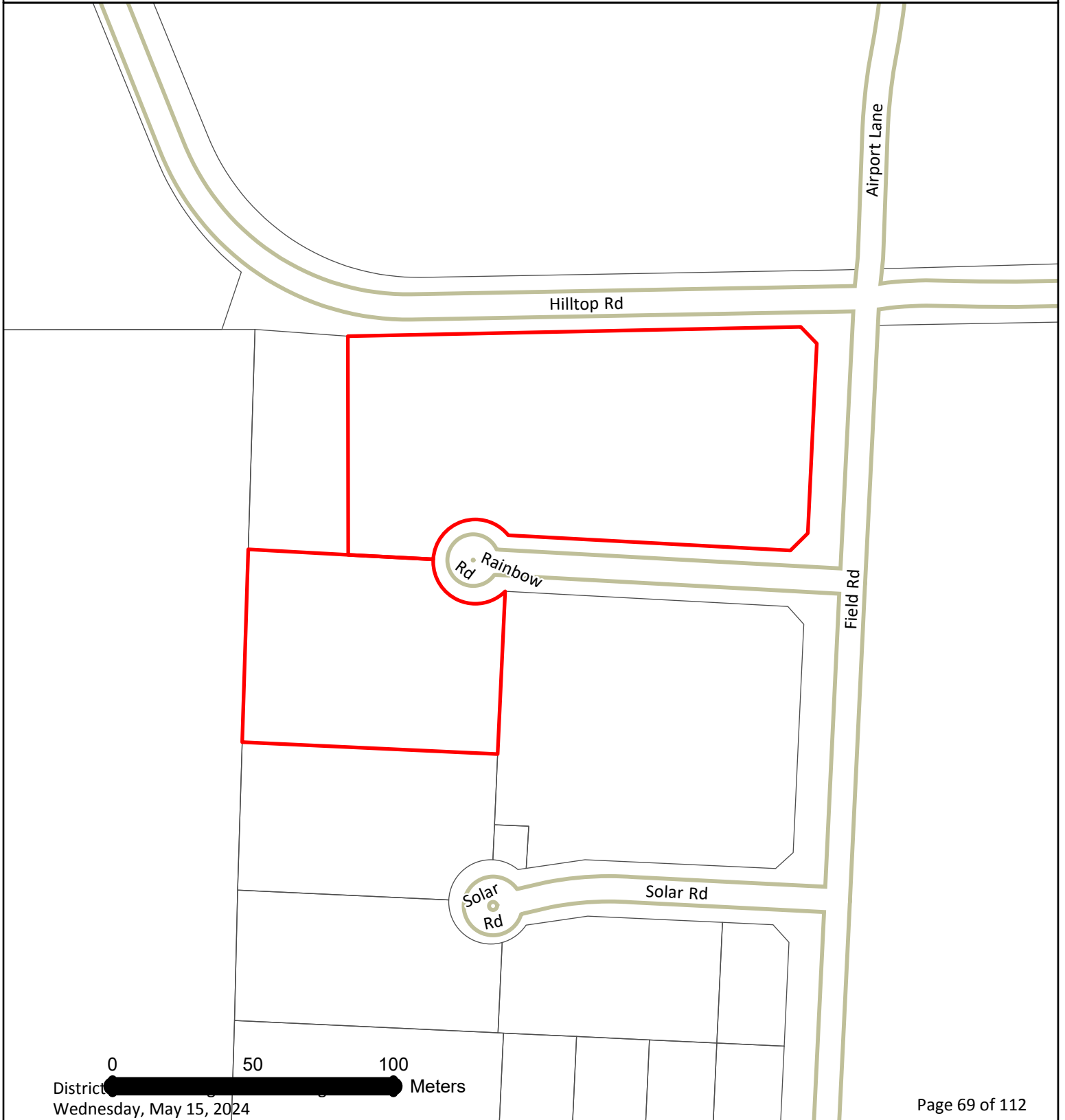
Authorizing Resolution:

Date of Approval:

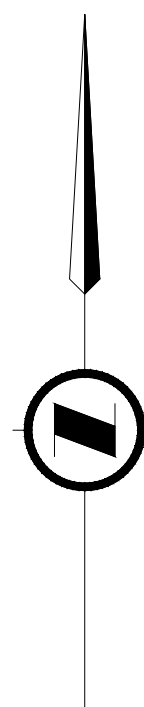
Date of Issue:

CIVIC: 4350 Rainbow Road  
LEGAL:  
LOT B DISTRICT LOT 1603 PLAN LMP47740, PID 024-920-517  
LOT 2 DISTRICT LOT 1603 PLAN VAP17710, PID 007-260-997

 Subject Properties







TREE TABLE				
POINT #	Trunk Diameter (mm)	Dripline Diameter (m)	ELEV	NOTES
30295	400	8.0	73.5	
30296	400	8.0	73.3	
30432	320	6.0	72.6	
30433	380	6.0	72.6	
30435	240	6.0	72.4	
30436	240	5.0	72.4	
30438	300	7.0	72.5	
30439	320	6.0	72.6	
30441	200	4.0	72.4	
30442	200	4.0	72.5	
30444	200	4.0	72.3	
30445	200	4.0	72.3	
30446	250	5.0	72.2	
30448	200	4.0	72.3	
30450	360	8.0	72.2	
30451	300	8.0	72.2	
30452	300	7.0	72.4	
30510	650	10.0	73.5	
30511	550	9.0	73.2	
30512	900	12.0	73.9	3 Trunks
30513	450	9.0	73.8	3 Trunks
30514	300	5.0	73.6	
30537	300	6.0	73.6	
30538	180	5.0	73.6	
30542	200	1.0	73.5	
30543	200	1.0	73.7	
30544	200	1.0	73.7	
30545	200	1.0	73.7	
30546	200	1.0	73.7	
30547	200	1.0	73.7	
30548	200	1.0	73.7	
30549	200	1.0	73.7	
30550	200	1.0	73.7	
40080	2000		72.1	2 Trunks

- NOTES
- THE GRID COORDINATES ARE UTM ZONE 10, NAD83 (CSRS) AND ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS TO MONUMENTS 08H2548 AND 08H2567.
  - ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CGVD28. THIS PLAN SHOWS GROUND LEVEL DISTANCES. TO COMPUTE GRID LEVEL DISTANCES, MULTIPLY GROUND DISTANCES BY A COMBINED FACTOR OF 0.9996243.
  - THIS PLAN IS BASED ON LAND TITLE OFFICE RECORDS AND LIMITED FIELD TIES. THIS PLAN SHALL NOT BE USED TO DEFINE PROPERTY BOUNDARIES.
  - THIS PLAN REPRESENTS FIELD SURVEY CONDUCTED ON DEC 17, 2014, JAN 6, 2015 AND JAN 5, 2024.
  - CONTOUR INTERVAL IS 0.25m.
  - AREAS ARE CALCULATED FROM GROUND DISTANCES.
  - THE TITLE IS SUBJECT TO UNDERSURFACE RIGHTS F17593.

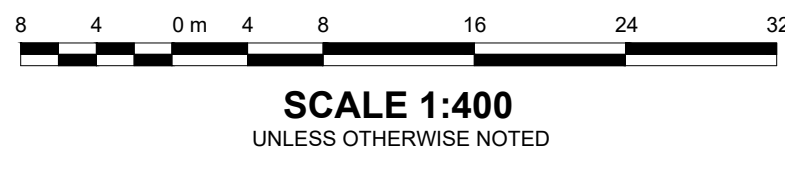


- LEGEND
- Power: Kiosk, Power Guy Wire, Power Pole, Pole with Light
  - Lighting: Yard Lamp
  - Road Symbols: Bollard
  - Site Symbols: Sign (Steel Post), Flag Pole, Pole, Column
  - Vegetation: Tree Deciduous, Tree Coniferous
  - Storm Sewer: Catch Basin, Storm Clean Out, Manhole Catch Basin
  - Water: Fire Hydrant, Water Valve, Spot Elevation

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**McElhanney**

Suite 200  
658 Beatty Street  
Vancouver BC  
Canada V6B 1C1  
Tel 604 683 8521

**BC HYDRO**  
6911 SOUTHPOINT DRIVE, BURNABY, BC V3N 4X8

**TOPOGRAPHIC SURVEY PLAN OF PARCEL B BLOCKS 1 TO 3 DL 1603 GROUP 1 NWD PLAN LMP47740**  
PID:024-920-517; 4350 RAINBOW ROAD, SECHLT, BC

Drawing No. **V-01**

Project Number 2121-00947-01 Rev. 0

## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
**SUBJECT:** Rezoning Application for the C4 Zone by Sunshine Coast Chamber of Commerce  
**FILE NO:** 3360-2024-02

---

### RECOMMENDATION

**That Council deny the application to request an amendment to the Downtown Centre C4 zone.**

---

### PURPOSE

The Sunshine Coast Chamber of Commerce has applied to propose a change to the C4 (Downtown Centre Commercial 4) zone in Zoning Bylaw No. 580, 2022. The proposed change would allow a secondary suite in the basement of existing dwellings where the current C4 regulations are focused on commercial redevelopment with apartment units above the first storey. Staff do not support the rezoning application and no bylaw has been prepared at this time pending further direction from Council.

### DISCUSSION

This issue arose from a zoning review of a property on Mermaid Street where the zoning is commercial and it has been used as commercial, but the structure was initially constructed as a dwelling. The proposal was to put in a basement suite, though the zoning requires commercial to be located above first floor use. The Chamber of Commerce is the applicant for a broader non-site-specific amendment to the C4 zone as a whole to introduce ground floor residential to the commercial zone.

With the introduction of increased residential opportunities through Small-scale Multi-unit Housing (SSMUH) it does not seem necessary to add more ground-floor (of basement) residential capacity to the downtown centre commercial zone.

### POLICY AND BYLAW IMPLICATIONS

With respect to the proposed amendment, it is not as simple as changing the above/below language as the intent of the C4 zone is to implement the Downtown Centre land use designation as well as the Transition Commercial land use designation. Apartment is defined differently than secondary suite, and what we are looking at in the case of 5690 Mermaid Street, is really a secondary suite in a single detached dwelling. An apartment would not be part of a single detached dwelling as it is currently defined.

To amend the C4 zone in its entirety is also quite substantial and would conflict with the intent to support redevelopment of the downtown core with mixed use buildings up to six storeys. As the District will be working on zoning amendments to comply with the SSMUH initiative, there will be a significant increase in properties zoned for additional residential units.

This builds upon the previous substantial increase that the District enabled through the adoption of Zoning Bylaw No. 580, 2022 with the reduction in minimum lot size from 2,000 m<sup>2</sup> to 900 m<sup>2</sup> to allow a detached accessory dwelling unit on properties serviced by municipal water and sewer.

Coupled with the summary of multifamily development applications noted below, there is no shortage of housing units in development nor authorized under zoning.

- 5528 & 5536 Inlet Avenue (Telus Living) (59 apartment units) – Building Permit issued.
- 5680 Ebbitide Street (Ebbitide Developments) (28 rental apartment units) – Building Permit ready to issue subject to servicing agreement.
- 5535 Shorncliffe Avenue (109 rental apartment units) - Development Permit approved.
- 5638 Inlet Avenue (SC Community Services) (34 units) - Development Permit approved and Building Permit application under review.
- 5803 Medusa Street (Sunshine Coast Lions Housing Society) (94 units) – Building Permit issued.
- 5981 Shoal Way (117 townhouses) –Development Permit application for Phase 1 (28 units) submitted May 2024.

If it was made, it would prolong the existence of old single-family dwellings on properties zoned for Commercial purposes. It would establish an additional barrier to redevelopment of these properties for their intended use in accordance with Official Community Plan (OCP) policies and current zoning. Such a rezoning would conflict with the OCP policies that apply and would require an amendment to the OCP in order to move forward.

### **SUSTAINABILITY PLAN IMPLICATIONS**

This application does not meet any goals of the Integrated Community Sustainability Plan.

### **STRATEGIC PLAN IMPLICATIONS**

This application conflicts with the goals of the Strategic Plan.

### **FINANCIAL IMPLICATIONS**

There could be financial implications for the District as properties perpetuate in a sub-optimal residential state instead of being redeveloped for higher density commercial and mixed uses with the associated increased Development Cost Charge and tax potential.

### **COMMUNICATIONS**

Council's decision will be communicated to the applicant.



Respectfully submitted,

Ian Holl, MCIP, RPP  
Development Planning Manager

## REQUEST FOR DECISION

**TO:** Council **MEETING DATE:** May 15, 2024  
**FROM:** Ian Holl, Development Planning Manager  
**SUBJECT:** Rezoning Application for 86 Townhouses at 5397 McCourt Road  
**FILE NO:** 3360-2023-03

---

### RECOMMENDATIONS

1. That Council give first reading to Zoning Amendment Bylaw No. 580-10, 2024.
  2. That prior to consideration of adoption, the applicant shall:
    - a. Resolve the park land issue (land, improvements, cash-in-lieu etc.) to the satisfaction of the District.
    - b. Confirm their water demand reduction and conservation plans to be implemented at the development permit stage.
    - c. Pay an agreed upon Community Amenity Contribution based on Council policy to be split equally between the Community Amenity and Affordable Housing Reserve Funds
- 

### PURPOSE

A rezoning application is presented for 5397 McCourt Road for a multifamily development with 86 townhouse units plus 43 secondary suites. The Advisory Planning Commission (APC) reviewed the application at their May 7 meeting. Zoning Amendment Bylaw No. 580-10, 2024 is presented here for first reading.

### OPTIONS

1. Refer back to staff for more information prior to considering first reading.
2. Deny the application.

### DISCUSSION

The applicant has committed to incorporating greywater reuse systems (e.g. Greyter modules) into each townhouse unit to reuse shower/bath water for toilet flushing. They are also planning to implement a rainwater capture and storage system to provide for outdoor irrigation needs that reduces potable water demand.

## Site and Surrounding Uses

The proposed development includes 86 townhouses with 43 secondary suites. Twelve of the townhouse units are proposed to be market rental units with the remainder being for purchase.

The surrounding area is mostly single detached dwellings. The properties are all zoned R2 except for the RM1 zoned duplex development at McCourt and Jasper. The properties are all designated Residential in the Official Community Plan (OCP).

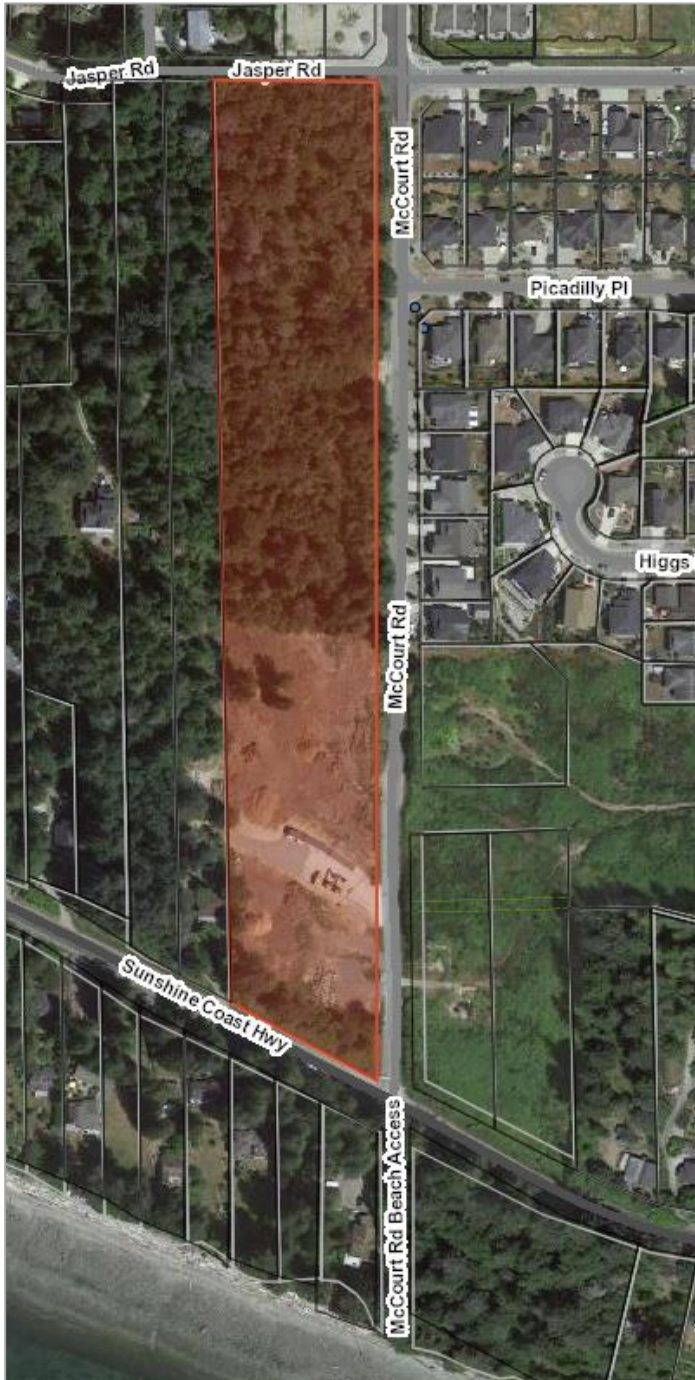


Figure 1 - Location Map



## Land Use Context

Table 1 - Surrounding Uses

Direction	OCP Designation	Zoning	Current Use
North	Residential	R2	Single detached dwellings, vacant
South	Residential	R2	Single detached dwellings
East	Residential	R2	Single detached dwellings
West	Residential	R2	Vacant, single detached dwellings



Figure 2 – OCP context



Figure 3 – Zoning context

**Proposal**

The proposed development consists of a mix of two, three, and four bedroom townhouse units. There are two unit types that include secondary suites. General parameters are outlined below.

Table 2 - Proposal Summary

Unit Type	Quantity	Gross Floor Area	Bedrooms
Unit B with suite	21	2,556 ft <sup>2</sup>	4
Unit C	8	1,952 ft <sup>2</sup>	3
Unit D with suite	22	2,265 ft <sup>2</sup>	4
Unit E	8	2,081 ft <sup>2</sup>	3
Unit F	7	1,985 ft <sup>2</sup>	3
Unit G	8	2,105 ft <sup>2</sup>	3
Unit H	6	1,466 ft <sup>2</sup>	2
Unit I	6	1,466 ft <sup>2</sup>	2
<b>Total</b>	<b>86 Townhouse Units / 43 Secondary Suites</b>		

## Legislative Context

As a result of Bill 44, local governments are not allowed to hold a public hearing for a rezoning application that is consistent with the Official Community Plan (OCP). Where a public hearing is not required or not allowed to be held, the local government must give public notice (similar to the previous public hearing notice) of when the bylaw will be given first reading. This has been done.

## Background

Table 3 – Application Summary

<b>Applicant</b>	Sandrin Leung Architecture
<b>Owner</b>	Reflection Development Ltd. / Ross Porter
<b>Civic Address</b>	5397 McCourt Road
<b>Legal Address</b>	Lot H District Lot 4292 Plan VAP7321, PID 004-516-249
<b>Size of Properties</b>	~29,945 m <sup>2</sup>
<b>OCP Designation</b>	Residential
<b>Zoning Designation</b>	Residential Two Zone – Low Density (R2)
<b>DP Areas</b>	Development Permit Area 5: Steep Slopes Development Permit Area 7: Multiple Family Residential

## POLICY AND BYLAW IMPLICATIONS

### Official Community Plan

The proposed development is generally consistent with the Residential land use designation. This application includes needed housing forms as identified in the 2022 Housing Needs Report. While the proposal does not include designated affordable housing it is recognized more compact forms of housing are more attainable. Multifamily residential development must conform to the guidelines contained in Development Permit Area 7: Multifamily Residential.

### Official Community Plan

The proposed development is generally consistent with Residential land use policies in the OCP. As a result, no public hearing can be held for the zoning amendment bylaw.

### Zoning Bylaw

The District is considering rezoning the property to the R5 zone with site specific amendments only as needed. The existing R5 zone in Zoning Bylaw No. 580, 2022 provides a solid base to address the proposed development.



## Park Land Dedication

The proposed park dedication at the southern end of the property fronting the Sunshine Coast Highway is not an acceptable park location. It does not meet the requirements of the OCP, is encumbered by steep slopes, and is not useable parking space. The applicant is aware of this and staff are working to determine District park requirements in terms of land dedication locations (for example at the north end of the property fronting Jasper) or construction/cash in lieu requirements for upgrading nearby park spaces.

## Parking

The proposed development requires more parking than is provided so further work will be needed to address these issues. A parking demand assessment supporting a reduction in off-street parking supply would be required to consider parking variances.

Table 4 - Parking Summary

Required Parking Rates	Parking Spaces
Townhouse unit – 2 spaces/unit	86 units = 172 parking spaces
Secondary suite – 1 space/unit	43 units = 43 parking spaces
Visitor Parking – 0.2 spaces/townhouse unit	86 units = 17 (17.2) parking spaces
Amenity building – assuming Assembly use – 1 space/20 m <sup>2</sup> GFA	167.29 m <sup>2</sup> = 8 (8.36) parking spaces
Bicycle Parking Short Term – 1 per 5 units Long Term – 1 per unit	26 (25.8) spaces 129 spaces
Electric Vehicle Charging Stations 1 Level 2 EV charging station per 20 parking spaces	7 (6.5) Level 2 EV charging stations
<b>Total Required</b>	<b>241 (240.56) parking spaces</b> <b>26 short term bicycle parking</b> <b>129 long term bicycle parking</b> <b>7 Level 2 EV charging stations</b>
<b>Total Proposed</b>	<b>218 parking spaces</b> <b>0 short term bicycle parking</b> <b>0 long term bicycle parking</b> <b>0 EV charging stations</b>

## **Amenity Contributions**

All rezoning applications seeking increased density are subject to Council Policy 3.5.8 Community Amenity and Affordable Housing Contribution (Attachment #).

CACs for townhouse units are targeted at \$5,000 per unit with a 50% reduction for dedicated market rental units. This would yield the following:

74 units X \$5,000/unit = \$370,000

12 units X \$2,500/unit = \$30,000

TOTAL CAC = \$400,000

Staff recently received a Community Amenity Contribution offer letter (see attached).

## **Development Permit**

The development is subject to Development Permit Area No. 5 (steep slopes) and Development Permit Area No. 7 (multifamily).

DPA #5 guides development on and around steeply sloped terrain and provides guidelines to achieve the following objectives:

- *To minimize the impact of development on hillsides and steeply sloped lands.*
- *To retain the natural features of sloped lands.*
- *To support low impact and innovative development approaches to minimize long-term infrastructure costs on steeply sloped lands.*

DPA #7 guides the form and character of multi-family residential development in the downtown centre area and provides guidelines to achieve the following objectives:

- *To support a variety of housing forms that provide appropriate and affordable housing for all segments of the population.*
- *To ensure a high quality of urban design and livability for all higher-density housing.*
- *To use a distinctive design character to create identifiable neighbourhoods.*
- *To ensure that new development is compatible with surrounding uses.*

At this time only the land use bylaw amendments are under consideration by Council, however early feedback on the form and character of the project is useful to guide the applicant towards a successful development permit application. Staff have not undertaken a comprehensive review of DPA guidelines.

## **SUSTAINABILITY PLAN IMPLICATIONS**

This development would align with the following goals of the Integrated Community Sustainability Plan:

1. Social Sustainability and Community Well Being
2. Planning for Climate Change
3. Sustainable Community Growth and Development

## **STRATEGIC PLAN IMPLICATIONS**

This development would align with the following goals of the Strategic Plan:

1. Effective Growth
2. Housing
3. Community Safety and Wellbeing
4. Commitment to Climate Change Mitigation, Adaptation, and the Preservation of the Natural Environment

## **FINANCIAL IMPLICATIONS**

Based on Council's Community Amenity Contribution (CAC) policy, staff would calculate the CAC for this proposal and work with the applicant to determine an agreed upon contribution.

## **COMMUNICATIONS**

No public hearing will be held. Public comments can still be received regarding the application at any time. The public notice stated the date and time of this Council meeting where first reading would be considered.

Respectfully submitted,

Ian Holl, MCIP, RPP  
Development Planning Manager

## **Attachments:**

1. Report to APC – May 7, 2024
2. Extract of Recommendations from Advisory Planning Commission meeting of May 7, 2024
3. Community Amenity Contribution Letter

## **Associated Bylaw:**

1. Zoning Amendment Bylaw No. 580-10, 2023



## REQUEST FOR DECISION

**TO:** Advisory Planning Commission      **MEETING DATE:** May 7, 2024

**FROM:** Ian Holl, Development Planning Manager

**SUBJECT:** Rezoning Application for 86 townhouses at 5397 McCourt Road (Reflection Development)

**FILE NO:** 3360-2023-03

### PURPOSE

The purpose of this report is to present the Advisory Planning Commission (APC) with the proposal for a new development at 5397 McCourt Road. Staff are seeking the Commission's early recommendations to Council on the proposed rezoning application as well as preliminary form and character comments. The zoning amendment will be presented to Council for First Reading at the May 15 Council meeting.

Table 1 - Application Summary

<b>Applicant</b>	Sandrin Leung Architecture
<b>Owner</b>	Reflection Development Ltd. / Ross Porter
<b>Civic Address</b>	5397 McCourt Road
<b>Legal Address</b>	Lot H District Lot 4292 Plan VAP7321, PID 004-516-249
<b>Size of Properties</b>	~29,945 m <sup>2</sup>
<b>OCP Designation</b>	Residential
<b>Zoning Designation</b>	Residential Two Zone – Low Density (R2)
<b>DP Areas</b>	Development Permit Area 5: Steep Slopes Development Permit Area 7: Multiple Family Residential

### DISCUSSION

#### Site and Surrounding Uses

The proposed development includes 86 townhouses with 43 secondary suites. Twelve of the townhouse units are proposed to be market rental units with the remainder being for purchase.

The surrounding area is mostly single detached dwellings. The properties are all zoned R2 except for the RM1 zoned duplex development at McCourt and Jasper. The properties are all designated Residential in the Official Community Plan (OCP).



Figure 1 - Location Map

## Land Use Context

Table 2 - Surrounding Uses

Direction	OCP Designation	Zoning	Current Use
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Figure 2 – OCP context





Figure 3 – Zoning context

**Proposal**

The proposed development consists of a mix of two, three, and four bedroom townhouse units. There are two unit types that include secondary suites. General parameters are outlined below.

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Unit Type	Quantity	Gross Floor Area	Bedrooms
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Unit I	6	1,466 ft <sup>2</sup>	2
<b>Total</b>	<b>86 Townhouse Units / 43 Secondary Suites</b>		

## ANALYSIS

### Official Community Plan

The proposed development is generally consistent with Residential land use policies in the OCP. As a result, no public hearing can be held for the zoning amendment bylaw.

### Zoning Bylaw

The District is considering rezoning the property to the R5 zone with site specific amendments as needed. The existing R5 zone in Zoning Bylaw No. 580, 2022 provides a solid base to address the proposed development.

### Park Land Dedication

The proposed park dedication at the southern end of the property fronting the Sunshine Coast Highway is not an acceptable park location. It does not meet the requirements of the OCP, is encumbered by steep slopes, and is not useable parking space. The applicant is aware of this and staff are working to determine District park requirements in terms of land dedication locations (for example at the north end of the property fronting Jasper) or construction/cash in lieu requirements for upgrading nearby park spaces.

### Parking

The proposed development requires more parking than is provided so further work will be needed to address these issues. A parking demand assessment supporting a reduction in off-street parking supply would be required to consider parking variances.

Table 4 - Parking Summary

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**Amenity Contributions**

All rezoning applications seeking increased density are subject to Council Policy 3.5.8 Community Amenity and Affordable Housing Contribution (Attachment #).

CACs for townhouse units are targeted at \$5,000 per unit with a 50% reduction for dedicated market rental units. This would yield the following:

74 units X \$5,000/unit = \$370,000

12 units X \$2,500/unit = \$30,000

TOTAL CAC = \$400,000

Staff have not received a Community Amenity Contribution offer letter.

**Development Permit**

The development is subject to Development Permit Area No. 5 (steep slopes) and Development Permit Area No. 7 (multifamily).

DPA #5 guides development on and around steeply sloped terrain and provides guidelines to achieve the following objectives:

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DPA #7 guides the form and character of multi-family residential development in the downtown centre area and provides guidelines to achieve the following objectives:

- *To support a variety of housing forms that provide appropriate and affordable housing for all segments of the population.*
- *To ensure a high quality of urban design and livability for all higher-density housing.*
- *To use a distinctive design character to create identifiable neighbourhoods.*
- *To ensure that new development is compatible with surrounding uses.*



Staff are seeking preliminary comments from the APC to guide the form and character of the proposed development. At this time only the land use bylaw amendments are under consideration by Council, however early feedback on the form and character of the project is useful to guide the applicant towards a successful development permit application.

Staff have not undertaken a comprehensive review of DPA guidelines. Guidelines are attached for the Commission's information.

### **APC CONSIDERATION**

Staff are seeking recommendations from the Commission prior to drafting bylaw amendments.



Figure 3 - Rezoning Process

The APC should consider the following points:

- Is the proposed development compatible with surrounding land uses?
- Are the proposed density, massing, and uses appropriate for this location?
- Provide preliminary comments on form and character of the development, including landscaping and livability.

Should the application proceed, the APC will have further opportunity to comment as part of the development permit process.

Respectfully submitted,

Ian Holl, MCIP, RPP  
Development Planning Manager

Attachments:

1. [DPA 5 and 7 Guidelines](#)
2. [Development Proposal](#)
3. [Development Permit Area Summary](#)
4. [Architectural Plans](#)
5. [Landscape Plans](#)
6. [Sustainability Checklist](#)
7. [Geotechnical Assessment](#)
8. [Hydrogeological Assessment](#)
9. [Traffic Impact Study](#)
10. [Rezoning Servicing Report #1](#)
11. [Rezoning Servicing Report #2](#)

**Advisory Planning Commission – May 7, 2024****Extract of Recommendations on 5397 McCourt Road****Recommendation No. 3 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommends the applicant consider the following density and massing improvements:

- Explore options to break up the building mass,
- Combine spaces between the buildings to create larger open space,
- Reorient the buildings,
- Implement switch back roads to further break up massing,
- Redesign the buildings to include split level unit design; and
- Reduce overall visual massing and density, reduce cut and fill, and work with the existing terrain.

CARRIED

**Recommendation No. 4 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend the developer and architect incorporate further requirements included in Development Permit Area 5, including additional citing on steep slopes; and explore options to minimize cut and fill.

CARRIED

**Recommendation No. 5 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend the applicant discuss with District of Sechelt requirements for electric vehicle (EV) charging stations; and

At a minimum, consider installing 240-volt service in garages to accommodate future EV charging capabilities in accordance with Provincial regulations.

CARRIED

**Recommendation No. 6 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend that the developer retain a registered wildlife biologist to ensure any issues related to provincial wildlife protection requirements are addressed.

CARRIED

**Recommendation No. 7 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend the applicant consider the following design considerations:

- Redesign road 1 to include street frontage facades for units on both sides,
- Articulation of end units along McCourt Road,
- Articulation of unit entrances; and
- Diversity of building facades.

CARRIED

**Recommendation No. 8 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend that cash in lieu for a parkland dedication not be considered, and the applicant pursue onsite park options, including:

- Break up the massing of proposed buildings using green space,
- Create more outdoor space for residents,
- Retain mature trees; and
- Facilitate future active transportation throughout the site.

CARRIED



**Recommendation No. 9 – Rezoning Application – 5397 McCourt Road**

Moved/Seconded

The APC recommend the applicant obtain an updated traffic forecast to account for new developments in the area since March 2022; and

Discuss with Ministry of Transportation and Infrastructure and the District of Sechelt the concept of installing a signalized crosswalk at the Sunshine Coast Highway for pedestrians and other active transportation.

CARRIED

**ATTACHMENT 3**

# Sandrin Leung Inc.

BUILDING DESIGN

**SITE ADDRESS**

5397 McCourt Rd Sechelt, BC

## Community Amenity and Affordable Housing Contribution Offer

For the Council Policy 3.5.8 Community Amenity and Affordable Housing Contribution we would like to offer:

CACs for townhouse units are targeted at \$5,000 per unit with a 50% reduction for dedicated market rental units.

86 units X \$5,000/unit = \$430,000

TOTAL CAC = \$430,000

**DISTRICT OF SEHELTT  
Bylaw No. 580-10, 2024**

---

A bylaw to amend District of Sechelt Zoning Bylaw No. 580, 2022

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**WHEREAS** the District of Sechelt deems it necessary to amend the District of Sechelt Zoning Bylaw No. 580, 2022;

**AND WHEREAS** the proposed rezoning is consistent with Official Community Plan Bylaw No. 492, 2010;

**NOW THEREFORE**, the Council of the District of Sechelt in open meeting assembled enacts as follows:

**TITLE**

1. This bylaw may be cited for all purposes as, "Zoning Amendment Bylaw No. 580-10, 2024".

**AMENDMENTS**

2. That Lot H District Lot 4292 Plan VAP7321 at 5397 McCourt Road, as shown on the plan attached to and forming part of this bylaw as Schedule A, be rezoned from R2 (Low Density) to the R5 (medium density) zone.
3. That Section 1.5.8 Site Specific Uses be amended to include the following:  
**Lot H District Lot 4292 Plan VAP7321**
  - a) A minimum of 12 townhouse units must be used for residential rental tenure.
4. That Zoning Designation Schedules of Zoning Bylaw No. 580, 2022 (Official Zoning Maps Schedules A1, A2, and A3) be amended to reflect the zoning designation and boundaries brought into force by this bylaw.

**PROVISIONS**

5. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
6. That Schedule A is attached to and forms part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2024  
READ A SECOND TIME THIS DAY OF , 2024  
NO PUBLIC HEARING HELD – CONSISTENT WITH OFFICIAL COMMUNITY PLAN  
APPROVED BY THE MINISTRY OF TRANSPORTATION  
AND INFRASTRUCTURE THIS DAY OF , 2024  
READ A THIRD TIME THIS DAY OF , 2024  
ADOPTED THIS DAY OF , 2024

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**Mayor**

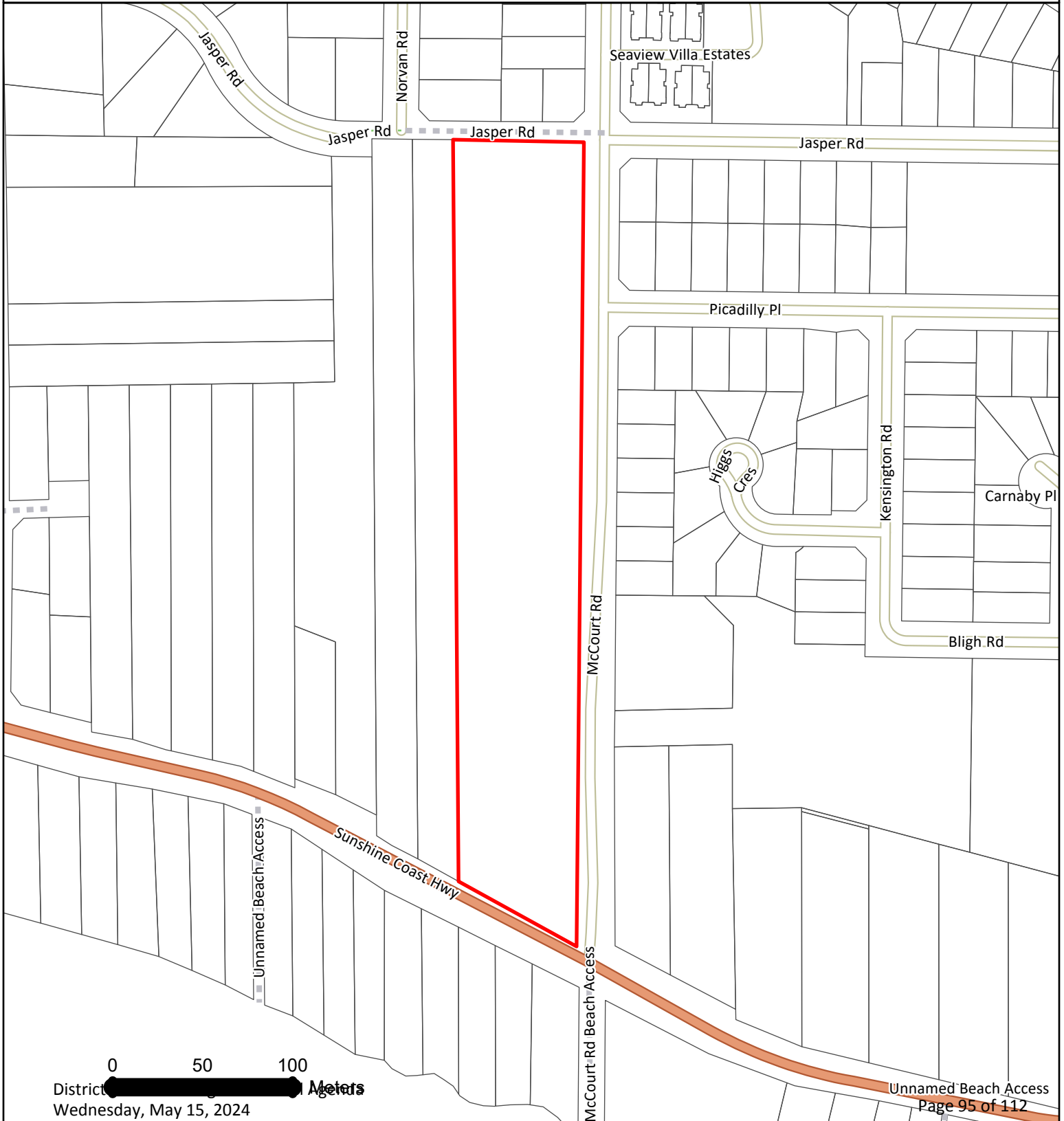
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**Corporate Officer**



CIVIC: 5397 McCourt Road  
LEGAL: LOT H DISTRICT LOT 4292 PLAN VAP7321, PID 004-516-249

 Subject Property





## DISTRICT OF SECHELT

### MINUTES OF THE REGULAR COUNCIL MEETING

May 1, 2024, 7:00 pm  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt

**PRESENT:** Mayor J. Henderson, Councillor D. Inkster, Councillor D. McLauchlan, Councillor B. Rowe, Councillor A. Shepherd, Councillor A. Toth

**ABSENT:** Councillor D. Bell

**STAFF:** Director of Planning and Development A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Planning Development Manager I. Holl, Chief Building Official J. Nyhus, Manager of Community Services S. Smith, Corporate Officer K. Poulsen, Administrative Assistant C. Kidd (Recording Secretary)

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#### **1. CALL TO ORDER AND DECLARATION OF CONFLICT**

The Mayor called the Regular Council Meeting to order at 7 pm.

#### **2. LAND ACKNOWLEDGEMENT**

The Mayor noted the land acknowledgement on the meeting agenda and stated that the Chief Administrative Officer was absent.

#### **3. DELEGATIONS & PROCLAMATIONS**

##### **3.1 syiyaya Reconciliation Movement - Chief Garry Feschuk and Kathleen Coyne**

The Mayor welcomed and introduced the delegation and made a statement about the importance of the syiyaya Reconciliation Movement to our communities. The delegation included of Chief Garry Feschuk, former District of Sechelt Mayor Cam Reid, and Kathleen Coyne and District of Sechelt Manager of Community Services, Siobhan Smith.

The delegation thanked the District and local governments for their works in reconciliation and presented a gift to the Council. Chief Feschuk gave special thanks to Ms. Smith, for her work and dedication to the syiyaya Reconciliation Movement.

Chief Feschuk invited the Council to attend multiple events over the coming months to celebrate and honour the shíshálh Nation, recognizing the atrocities that took place at the Sechelt residential school and the importance of coming together on the path toward reconciliation.

Former Mayor Cam Reid shared words on Reconciliation, and the unique position Sechelt has taken in working towards it.

#### **4. ADOPTION OF AGENDA**

##### **Res. No. 2024-5A-01**

Moved/ Seconded

That the May 1, 2024 Regular Council Meeting Agenda be adopted.

**CARRIED**

#### **5. BUSINESS ITEMS**

##### **5.1 Council Communications Policy No. 1.3.19**

Staff provided an overview of the intent of the policy, and in response to questions confirmed that:

- The governance audit may provide recommendations that could influence future decisions on council-staff communications.
- Council Communications Policy 1.3.19 may be amended at any time by a Council resolution.

##### **Res. No. 2024-5A-02**

Moved/ Seconded

That Council Communications Policy 1.3.19 be adopted

**CARRIED**

##### **5.2 Consolidated Budget Book**

The following areas of the Proposed Budget Book were discussed:

- Changes include removal of references to the Housing Accelerator Fund and references to the Capital Reserve Contribution.

- Impact of the business and residential multipliers on different aspects of the community.

Staff clarified that no changes were made to the Five Year Financial Plan, that the proposed Budget Book is a living document which may be edited as required without needing endorsement of Council for minor changes, and that major changes to the Budget Book must come to Council for endorsement.

**Res. No. 2024-5A-03**

Moved/ Seconded

That the 2024-2028 Consolidated Financial Plan Book be endorsed.

**CARRIED**

**6. BYLAWS**

**6.1 2024- 2028 Consolidated Financial Plan**

a. Report

**Res. No. 2024-5A-04**

Moved/ Seconded

That the 2024 - 2028 Consolidated Financial Plan Bylaw No. 621, 2024 receive three readings

**CARRIED**

b. 2024- 2028 Consolidated Financial Plan Bylaw No. 621, 2024

**Res. No. 2024-5A-05**

Moved/ Seconded

That District of Sechelt 2024 - 2028 Consolidated Financial Plan Bylaw No. 621, 2024 be read a first time on May 1, 2024.

**CARRIED**

**Res. No. 2024-5A-06**

Moved/ Seconded

That District of Sechelt 2024 - 2028 Consolidated Financial Plan Bylaw No. 621, 2024 be read a second time on May 1, 2024.



**CARRIED**

**Res. No. 2024-5A-07**

Moved/ Seconded

That District of Sechelt 2024 - 2028 Consolidated Financial Plan Bylaw No. 621, 2024 be read a third time on May 1, 2024.

**CARRIED**

**6.2 2024 Tax Rates**

a. Report

**Res. No. 2024-5A-08**

Moved/ Seconded

The District of Sechelt 2024 Tax Rates Bylaw No. 622, 2024, be read a first, second and third time.

**CARRIED**

b. 2024 Tax Rates Bylaw No. 622, 2024

**Res. No. 2024-5A-09**

Moved/ Seconded

That 2024 Tax Rate Bylaw No. 622, 2024 be read a first, second and third time on May 1, 2024.

**CARRIED**

**6.3 Sewer User Fees**

a. Report

**Res. No. 2024-5A-10**

Moved/ Seconded

That the District of Sechelt Sewer Fees Amendment Bylaw 426-19, 2024 be read a first, second and third time.

**CARRIED**

b. Sewer User Fees Amendment Bylaw No. 426-19, 2024

**Res. No. 2024-5A-11**

Moved/ Seconded

That District of Sechelt Sewer User Fees Amendment Bylaw No. 426-19, 2024 be read a first, second and third time on May 1, 2024.

**CARRIED**

**6.4 Septage Disposal Fees**

a. Report

**Res. No. 2024-5A-12**

Moved/ Seconded

That the District of Sechelt's Septage Disposal Fees Amendment Bylaw No. 483-7, 2024 be read a first, second and third time.

**CARRIED**

b. Septage Disposal Fees Amendment Bylaw No. 483-7, 2024

**Res. No. 2024-5A-13**

Moved/ Seconded

That District of Sechelt Septage Disposal Fees Amendment Bylaw 483-7, 2024 be read a first, second and third time on May 1, 2024.

**CARRIED**

**6.5 Fees and Charges For Solid Waste**

a. Report

**Res. No. 2024-5A-14**

Moved/ Seconded

That the Fees and Charges Amendment Bylaw No. 575-15, 2024 be read a first, second and third time.

**CARRIED**

b. Fees and Charges Amendment Bylaw No. 575-15, 2024

**Res. No. 2024-5A-15**

Moved/ Seconded

That Fees and Charges Amendment Bylaw No. 575-15, 2024 be read a first, second and third time on May 1, 2024.

**CARRIED**

*The Mayor noted that Councillor Bell sent her regrets.*

## **6.6 Protection of Trees on District of Sechelt Public Lands**

### a. Report

The Chief Building Official provided an overview of the proposed amendments and confirmed the following in response to questions from Council:

- The \$1,000 fine is the current limit on the District bylaw.
- The District has the option to fine for each tree damaged/ removed.

#### **Res. No. 2024-5A-16**

Moved/ Seconded

That Highways and Parking Amendment Bylaw No. 516-4, 2024 be read a first time.

**CARRIED**

### b. Highways and Parking Amendment Bylaw No. 516-4, 2012

#### **Res. No. 2024-5A-17**

Moved/ Seconded

That Highways and Parking Amendment Bylaw 516-4, 2024 be read a first time on May 1, 2024.

**CARRIED**

**OPPOSED: Councillor McLauchlan**

#### **Res. No. 2024-5A-18**

Moved/ Seconded

That the report titled Protection of Trees on District of Sechelt Public Lands and its affiliated policies and bylaws be referred to a Committee of the Whole Meeting.

**CARRIED**

**OPPOSED: Councillors McLauchlan and Toth**

## **6.7 Subdivision and Development Control Amendment Bylaw No. 430-6, 2024**

In response to questions, staff confirmed that all active development applications were reviewed in creating the bylaw amendments and all applicants were consulted.

a. Report

**Res. No. 2024-5A-19**

Moved/ Seconded

That Council adopt Subdivision and Development Control Bylaw No. 430-06, 2024.

**CARRIED**

**Opposed: Councillor McLauchlan**

b. Subdivision Development Control Amendment Bylaw No. 430-6, 2024 (Fire Flows)

**Res. No. 2024-5A-20**

Moved/ Seconded

That Subdivision and Development Control Bylaw No. 430-06, 2024 be adopted on May 1, 2024.

**CARRIED**

**Opposed: Councillor McLauchlan**

**6.8 5550 Wharf Avenue (lane) - Road Closure and Disposition Bylaw No. 613, 2023**

a. Report

**Res. No. 2024-5A-21**

Moved/ Seconded

That Council adopt District of Sechelt 5550 Wharf Avenue (lane) - Road Closure and Disposition Bylaw No. 613, 2023.

**CARRIED**

**Opposed: Councillor McLauchlan**

b. Road Closure and Disposition Bylaw No. 613, 2023

**Res. No. 2024-5A-22**

Moved/ Seconded

That District of Sechelt Road Closure and Disposition Bylaw No. 613, 2023 (5550 Wharf Avenue Lane) be adopted on May 1, 2024.

**CARRIED**

**Opposed: Councillor McLauchlan**



**6.9 Rezoning for 8 Lot Subdivision at 5476 Mills Road - Highland Builders**

a. Report

**Res. No. 2024-5A-23**

Moved/ Seconded

That Council adopt Zoning Amendment Bylaw No. 580-11, 2024; and

That Council endorse the following water conservation measures to be required as conditions of the Development Permit and secured with a Section 219 covenant.

- a. Outdoor watering is limited to drip irrigation emitters and hand watering only.
- b. Landscape planting is limited to primarily indigenous and drought tolerant plants only.
- c. Irrigated lawns are not permitted.

**CARRIED**

b. Zoning Amendment Bylaw No. 580-11, 2024

**Res. No. 2024-5A-24**

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-11, 2024 be adopted on May 1, 2024.

**CARRIED**

**7. MINUTES OF PREVIOUS MEETINGS**

**7.1 Minutes of the March 27, 2024 Regular Council to Closed Meeting**

**Res. No. 2024-5A-25**

Moved/ Seconded

That the Minutes of the March 27, 2024 Regular Council to Closed Meeting be adopted.

**CARRIED**

**7.2 Minutes of the October 11, 2023 Regular Council to Closed Meeting**

**Res. No. 2024-5A-26**

Moved/ Seconded

That the Minutes of the October 11, 2023 Regular Council to Closed Meeting be adopted.

**CARRIED**

**7.3 Minutes of the April 17, 2024 Regular Council Meeting**

**Res. No. 2024-5A-27**

Moved/ Seconded

That the Minutes of the April 17, 2024 Regular Council Meeting be adopted.

**CARRIED**

**7.4 Minutes of the April 3, 2024 Regular Council Meeting**

**Res. No. 2024-5A-28**

Moved/ Seconded

That the Minutes of the April 3, 2024 Regular Council Meeting be adopted.

**CARRIED**

**Res. No. 2024-5A-29**

Moved/ Seconded

That Resolution No. 2024-4B-05 be referred to a future meeting and that staff provide a report to with options for supporting the Sechelt Legion.

**CARRIED**

**Res. No. 2024-5A-30**

Moved/ Seconded

That the report requested in Resolution No. 2024-04B-03 to provide an financial update on all District projects valued over \$500,000 be presented to Council by July 31, 2024.

**CARRIED**

**7.5 Minutes of the April 24, 2024 Committee of the Whole Meeting**

**Res. No. 2024-5A-31**

Moved/ Seconded

That the Minutes of the April 24, 2024 Committee of the Whole Meeting be received and the following recommendation(s) be endorsed:

Recommendation No. 2

That the 2024-2028 Consolidated Financial Plan Book be endorsed.

Recommendation No. 3

That the 2024 - 2028 Consolidated Financial Plan Bylaw No. 621, 2024 be read a first, second and third time.

Recommendation No. 4

That the District of Sechelt Sewer Fees Amendment Bylaw 426-19, 2024 be read a first, second and third time.

Recommendation No. 5

That the District of Sechelt's Septage Disposal Fees Amendment Bylaw No. 483-7, 2024 be read a first, second and third time.

Recommendation No. 6

That the Fees and Charges Amendment Bylaw No. 575-15, 2024 be read a first, second and third time.

Recommendation No. 7

That the District of Sechelt 2024 Tax Rates Bylaw No. 622, 2024 be read a first, second and third time.

**CARRIED**

**7.6 Minutes of the March 27, 2024 Committee of the Whole Meeting****Res. No. 2024-5A-32**

Moved/ Seconded

That the Minutes of the March 27, 2024 Committee of the Whole Meeting be received and the following items be endorsed:

Recommendation No. 2

That while the District of Sechelt does not feel we can contribute to the Sunshine Coast Regional District's Sunshine Coast Arena Water Well Investigation project at this time, we look forward to the possibility of contributing during the construction phase of the project.

**CARRIED**

**7.7 Minutes of March 19, 2024 Airport Development Select Committee Meeting**

**Res. No. 2024-5A-33**

Moved/ Seconded

That the Minutes of the March 19, 2024 Airport Development Select Committee Meeting be adopted and the following recommendations be endorsed:

Recommendation No. 2

That staff be directed to prepare to apply for grants for the equipment to upgrade our current weather station to an AWOS system.

**CARRIED**

**7.8 Minutes of the February 20, 2024 Airport Development Select Committee Meeting**

**Res. No. 2024-5A-34**

Moved/ Seconded

That the Minutes of the February 20, 2024 Airport Development Select Committee Meeting be adopted.

**CARRIED**

**7.9 Minutes of the April 5, 2024 Permissive Property Tax Exemption Select Committee Meeting**

**Res. No. 2024-5A-35**

Moved/ Seconded

That the Minutes of the April 5, 2024 Permissive Property Tax Exemption Select Committee Meeting be adopted.

**CARRIED**

**7.10 Minutes of the March 28, 2024 Permissive Property Tax Exemption Select Committee Meeting**

**Res. No. 2024-5A-36**

Moved/ Seconded

That the Minutes of the March 28, 2024 Permissive Property Tax Exemption Select Committee Meeting be adopted.

**CARRIED**



**8. BUSINESS ARISING FROM THE MINUTES**

**Res. No. 2024-5A-37**

Moved/ Seconded

That staff no longer record summaries of SCRD representative or Councillor reports, and simply state in the minutes that "Members of Council provided verbal updates of their activities".

**CARRIED**

**9. COUNCIL REPORTS**

**9.1 Sunshine Coast Regional District Representatives**

Council received updates from the Sunshine Coast Regional District Representatives.

**9.2 Council**

Members of Council provided verbal updates on their activities.

**Res. No. 2024-5A-38**

Moved/ Seconded

That Council approve \$400 from the Community Safety Select Committee budget to support the SCAF Emergency Preparedness Event on 11 May, 2024.

**CARRIED**

**10. CORRESPONDENCE**

None.

**11. RELEASE OF CLOSED MEETING ITEMS**

None.

**12. ADJOURNMENT**

**Res. No. 2024-5A-39**

Moved/ Seconded

That the May 1, 2024 Regular Council Meeting be adjourned at 9:27 pm.

**CARRIED**

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Certified correct by:

John Henderson, Mayor

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Certified correct by:

Kerianne Poulsen, Corporate Officer



## DISTRICT OF SECHELT

### MINUTES OF THE REGULAR COUNCIL MEETING

April 24, 2024, 3:30 pm  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt

PRESENT: Mayor J. Henderson, Councillor D. Bell, Councillor D. Inkster, Councillor D. McLauchlan, Councillor B. Rowe, Councillor A. Shepherd, Councillor A. Toth

STAFF: Chief Administrative Officer A. Yeates, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Executive Assistant J. Doherty (Recording Secretary)

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#### 1. LAND ACKNOWLEDGEMENT

None

#### 2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council to Closed Meeting to order at 4:41 pm and asked for declarations of conflict. There were none.

#### 3. ADOPTION OF AGENDA

**Res. No. 2024-4C-01**

Moved/ Seconded

That the April 24, 2024 Regular Council to Closed Meeting Agenda be adopted.

**CARRIED**

#### 4. CLOSED SESSION

**Res. No. 2024-4C-02**

Moved/ Seconded

That the meeting be closed to the public at 4:17 pursuant to Sections 90 (1) (a), (c), (d), (e), (j), (k) and (l) of the *Community Charter*.

pursuant to Sections 90 (1) (a), (c), (d), (e), (j), (k) and (l) of the *Community Charter*.

**CARRIED**

**4.1 CALL TO ORDER AND DECLARATION OF CONFLICT**

**4.2 ADOPTION OF CLOSED AGENDA**

**4.3 Section 90 (1) (d), (j), (k), (l)**

**4.4 Section 90 (1) (e), (k), (l)**

**4.5 Section 90 (1) (a), (j), (l)**

**4.6 Section 90 (1) (e), (k), (l)**

**4.7 Section 90 (1) (c), (l)**

**4.8 Section 90 (1), (l)**

**4.9 Section 90 (1), (c), (l)**

**5. ADJOURNMENT**

**Res. No. 2024-4C-03**

Moved/ Seconded

That the Regular Council to Closed Meeting be adjourned at 6:05 pm.

**CARRIED**

\_\_\_\_\_  
Certified correct by:

John Henderson, Mayor

\_\_\_\_\_  
Certified correct by:

Kerianne Poulsen, Corporate Officer





# SUNSHINE COAST BEAR ALLIANCE

REPLACING FEAR *with* KNOWLEDGE

Mayor and Council  
5797 Cowrie Street,  
Sechelt, BC V0N 3A0

May 4, 2024

Re: District of North Vancouver Councillor, Betty Forbes, UBCM Motion: Black bear cub Conflict Response

Dear Mayor and Council,

This letter is being sent to you to request your support for North Vancouver District Councillor Betty Forbe's proposal calling for the Union of British Columbia Municipalities to vote on a resolution asking that an independent public board be established to oversee the British Columbia Conservation Service and to seek a continuity of care for orphan bear cubs of the year (born in January of the same year) across the province as follows:

"THEREFORE, BE IT RESOLVED that the Union of British Columbia Municipalities request the Province of British Columbia to initiate changes to the British Columbia Conservation Officer Service, Human-Black Bear (Single) Conflict Response Guideline, to include a review of actions through an independent civilian-led oversight board, orphaned bear cubs to be transported to a wildlife sanctuary for health assessment of cubs by qualified wildlife veterinarian, for treatment or euthanasia, and an audit done by the Solicitor General on the British Columbia Conservation Officer Service actions, policies, procedures."

The Sunshine Coast Bear Alliance Society supports this proposal in principle: it is our hope that the Mayor and Council will also support this motion.

Our Sunshine Coast Bear Alliance Society recognizes that caring for our province's bears and other wildlife is a multi-faceted issue with a myriad of challenging components and can only imagine the complexity involved with the ministration of the diverse duties and responsibilities of the Conservation Officers themselves.

We are compelled to share though that unfortunately there is growing disappointment among local community members directed at the Conservation Service. Residents regularly voice their concerns to us that they do not want to call the Conservation Service for fear that, 'the bear will just be killed.'

We believe that increased transparency through independent oversight would be beneficial to both the public and to the Conservation Service itself.

In a recent letter from Jim Standen, Assistant Deputy Minister of Conservation and Recreation Division to our bear alliance Mr. Standen states that, " With regards to oversight, the COS is supportive of external oversight and is always open to finding new ways to improve transparency and ensure Conservation Officers have the trust of the people and communities they serve. The COS welcomes an audit and would fully participate if one were to proceed."

We also concur with the proposition that all orphan bear cubs of the year be transported to a licensed wildlife rehabilitation facility and assessed by a veterinarian. The system at present allows for incongruencies in orphan cub care. Some orphan cubs are taken to a wildlife facility for assessment by a veterinarian and possible rehabilitation, or euthanized if his/her condition warrants, while other cubs of the year may be terminated in the field when they may have been a candidate for rehabilitation.

Thus far the District of North Vancouver's motion has been passed unanimously at the Lower Mainland Local Government Association AGM with all municipalities from Hope to Pemberton supporting this initiative.

If you have any questions I can be easily reached at email: [scbearalliance@gmail.com](mailto:scbearalliance@gmail.com)

Thank you very much for considering this request.

Most appreciatively,

*Diane Henley*

Diane Henley  
Co-Founder Sunshine Coast Bear Alliance Society  
[Scbearalliance.com](http://Scbearalliance.com)