



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

Wednesday, June 19, 2024, 7:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PLEASE NOTE:

The public is welcome to attend meetings 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: 839 5964 1811 and Password: JUNE2024
Phone: 1-778-907-2071, with Meeting ID: 839 5964 1811 and Password: 45152155

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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.	
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April 16, 2024

To British Columbia Municipalities

Dear Mayor and Members of Council:

Re: Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service

At it's Regular Meeting held on Monday, February 26, 2024 the District of North Vancouver Council unanimously passed the following motion:

RECOMMENDATION:

THAT the Union of British Columbia Municipalities resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service is supported for Lower Mainland Local Government Association consideration:


WHEREAS *the British Columbia Conservation Officer Service currently can independently decide how to handle black bears and cubs in conflict situations, without the oversight of an independent external public board;*

AND WHEREAS *there is no mandate for orphaned black bear cubs to be taken to a Wildlife Sanctuary for health assessment and treatment by a qualified wildlife veterinarian, and be the sole authority to perform a humane euthanasia of black bear cubs if needed.*

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 and procedures.*

We are anticipating that this will be considered at the upcoming Lower Mainland Local Government Association's Annual Conference, and we would appreciate your support.

Sincerely,



Mayor Mike Little

2023 Annual Report



District of
SECHELT



The District of Sechelt is located on the traditional 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.

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Welcome to Sechelt

Vision

Sechelt is an inclusive, resilient and economically vibrant community that leads in environmental stewardship and climate adaptation; we are grounded in community and deep connection to the environment.

We foster innovation and support safe and welcoming neighbourhoods where everyone who lives here can make a living, find suitable housing, and get around easily and safely.

Core Values

The following core values guide Council communication and decisions.

Caring and Sharing Community

Environmental Sustainability

Emergency Preparedness

Who we are

The District of Sechelt is located on the Sunshine Coast in the swiya (world, birthplace, territory) of the shíshálh people, in southern British Columbia. With a current population of just under 11,000, the community of Sechelt maintains a unique economic balance between small-scale manufacturing, retail and service sectors, tourism, and industrial uses. Only accessible by ferry or small passenger plane and float plane, Sechelt sits in the middle of the peninsula, with the Salish Sea on one side and the Sechelt Inlet on the other.

Famous for its relaxed seaside vibe, Sechelt is truly a community that has it all. With a vibrant arts community, entrepreneurial spirit and strong community values, we subscribe to the art of living well. It is quickly becoming a hub for outdoor enthusiasts with easy access to tidal, fresh water and backcountry recreation.

We are a growing community that embraces smart and sustainable development. With a business-friendly attitude and a supportive municipal council, the District of Sechelt works with residents, developers and business owners to streamline processes and pave the way to success.

We are Sechelt. We are...



The heart of
the Sunshine Coast.

Message from the Mayor



On behalf of Council, I'm honoured to present the District of Sechelt 2023 Annual Report. Council began 2023 developing a set of strategic priorities to guide the work of the District until 2026. Council developed core values based on creating a caring and sharing community that is environmentally sustainable and prepared for emergencies. Here we highlight the progress the District has made towards applying our resources responsibly and strategically.

A highlight of 2023 was the grand opening of the Operations Centre on Dusty Road. This much-needed facility now houses both the District's Public Works and Parks departments as well as provides additional meeting space. Adjacent to the Ops Centre is Sechelt's only sani-station for campers and recreation vehicles, which proved particularly successful in the summer of 2023. A facility such as this helps attract tourists to Sechelt which, in turn, is good for businesses up and down the Coast.

During 2023, progress was made in three major infrastructure projects aimed at active transportation, revitalization of the downtown core and supporting future growth. The Mason Road sidewalk and bike path in West Sechelt not only encourages alternate ways to move throughout Sechelt, but also enhances safety for our residents. Improvements to Inlet Avenue significantly upgraded functionality and beautification of the downtown core, adding safer parking spaces, wider sidewalks and traffic calming measures, increasing accessibility for all. We also broke ground on the Wakefield lift station, a project that will provide increased wastewater capacity for future growth in West Sechelt.

Council approved 118 building permits which will add a mixture of much-needed housing, including affordable and market rental housing to Sechelt. Continued improvements took place in a new permitting system to make it easier for builders and homeowners to apply for and submit building permits. Our team's recommendations for builders to assess opportunities to adopt grey water have been well received.

Water shortages and the safety of all members of our community remain challenges as we progress through 2024. Your Council advocated strongly with both the Provincial and Federal governments to promote solutions to these issues. We are hopeful that these efforts in 2023 will produce concrete results in 2024.

Looking ahead, we continue to face challenges. I am confident, with the cooperation of our neighbouring governments along with the support from our federal and provincial counterparts, we can solve our water supply shortages, improve highway safety, add affordable housing, and provide the complex services and facilities necessary to improve community safety in Sechelt.

On behalf of the Council, I would like to extend my sincere gratitude to all who have contributed to the success of our community over the past year. To our great staff, the amazing volunteers of so many extraordinary organizations, our hard working and dedicated businesses and to our residents – thanks! We are truly blessed to call this remarkable place our home.

Sincerely,

A handwritten signature in blue ink, appearing to read "John R. Henderson". The signature is fluid and cursive, with a large initial "J" and "H".

John R. Henderson
Mayor

Message from the Chief Administrative Officer

From the staff at the District of Sechelt, I am excited to provide the public with a look into the operations that serve the residents of Sechelt. We take great pride in maintaining our infrastructure, green spaces, systems and regional relationships. The Annual Report is a look back over the past year and a chance to see what lies ahead. Thank you for taking the time to read the 2023 Annual Report outlining the District's achievements, accomplishments and financial activities.

2023 brought new strategic direction from Council focusing on growth, housing, safety, financial balance, climate change, and creating a vibrant downtown. These strategic priorities help guide the projects and work that staff and Council undertake for the next three years.

We have maintained our steadfast commitment to responsible financial management, accountability and transparency, and investments that meet the needs of our community. From infrastructure projects that enhance Sechelt's livability, to regional collaboration on accessibility, to hosting multiple large-scale events throughout the year, we are committed to highlighting Sechelt's vibrancy while making it a great place for residents and businesses.

This year was not without its challenges. Housing affordability and community safety drove the exploration of new ways to meet the community's housing needs. Council formed a community safety committee and approved funding for a community watch pilot program that continues into 2024. The past several years have been transformational for the organization as we continue to navigate unique times, namely global financial challenges that affect every resident and business in Sechelt.

None of this would be possible without the dedication of our staff, support of Council and wonderful community members and volunteers. Our employees' commitment to public service is unwavering and their contributions add value to those living in or visiting Sechelt. Staff work hard to ensure our district is a thriving place to live, work and play. I look forward to advancing Council's strategic priorities and celebrating more opportunities to come in 2024.



Andrew Yeates
Chief Administrative Officer



Mayor and Council



**Councillor
Donna Bell**



**Mayor
John Henderson**



**Councillor
Darren Inkster**



**Councillor
Dianne McLauchlan**



**Councillor
Brenda Rowe**



**Councillor
Adam Shepherd**



**Councillor
Alton Toth**

STRATEGIC PRIORITIES

The Strategic Plan is a statement of the District's overall vision and priorities. It provides a roadmap for Council, staff and the community to support implementation of six key strategic priorities:

- 1. Effective Growth**
- 2. Housing**
- 3. Community Safety & Well-Being**
- 4. Ensuring Financial Balance**
- 5. Commitment to Climate Change Mitigation, Adaptation and the Preservation of the Natural Environment**
- 6. Fostering a Vibrant Downtown Core**

Read Council's detailed Strategic Plan [here](#)



2023 STRATEGIC GOALS AND ACCOMPLISHMENTS

Effective Growth

What we did in 2023 to achieve this:

- Began construction of the Wakefield Lift Station that will provide capacity for future growth.
- Coordinated with ICBC to initiate a Network Screening Study to assess the safety of Sechelt's road network.
- Completed the Sanitary Sewer Master Plan along with a sanitary sewer model.
- Created an organizational Culture Audit internally with District staff.
- Developed new Occupational Health and Safety program, implementation in 2024.
- Proceeded with work toward development of a septage receiving long-term plan.
- Began the Development Cost Charges Program and Bylaw update. This update will ensure that development pays for growth with respect to infrastructure.
- Continued the Subdivision and Development Bylaw revision, aligning updates that will support the Master Municipal Contract Document Guidelines.
- Progressed the District asset management program - a valuable tool in planning for growth and service delivery.
- Continued working on the Transportation Master Plan which is nearing completion.
- Progressed toward component plans on the pathway to a liquid waste management plan.
- Replaced aging technology and streamlined meeting processes for staff and residents in the Community Room of Municipal Hall.
- Installed Telus Pure Fibre Internet, network/firewall hardware, security (alarms, cameras, fob access) at Operations Centre.
- Installed WiFi access points inside and outside the building Operations Centre.
- Replaced the backup battery in Municipal Hall server room.
- Completed first stage of Cultural Asset Planning.

Housing

What we did in 2023 to achieve this:

- Approved building permit for Greencourt, a multistory residential building with 94 units.
- Issued building permit for 59 dedicated rental units and ground floor commercial space in Telus Living development.
- Value of construction projects totaled at \$77 million.
- Implementation of District guidelines and bylaws regarding short-term rental accommodations.
- Maintained infrastructure operation that is essential for current and future housing, including storm and sanitary sewers, wastewater treatment and roads.
- Supported housing through engineering servicing reviews for new developments.
- Where there are opportunities, the Engineering and Operations and the Planning and Development divisions strive to coordinate municipal infrastructure renewal projects with nearby housing developments. One example is on Inlet Avenue where a road revitalization project was facilitated through the planning and development of Telus Living.

Community Safety & Well-Being

What we did in 2023 to achieve this:

- Hired security company, for patrolling DOS facilities, Parks and downtown Sechelt.
- Over 30 selected businesses, DOS facilities and parks have been equipped with barcodes, which the security patrol company scans.
- Created and monitor new communitysafety@sechelt.ca email address.
- Formed the Community Safety Committee, who work with RCMP, Vancouver Coastal Health, BC Housing, Cold Weather Shelter, Rain City, Sunshine Coast Community Service (Food Bank), Sechelt Downtown Business Association, community organizations, District bylaw department and Council.
- Created tracking spreadsheet to track email safety concerns from businesses and residents.
- Hired a third bylaw officer.
- Increased bylaw enforcement to seven days per week.
- Completed significant projects that improve and expand the active transportation network throughout the District. The expansion provides access to safer and healthier transportation options.
- Partnered with ICBC to initiate a transportation network safety screening to target safety concerns in the District.
- Partnered with the Rotary Club Sunshine Coast to complete a gazebo in Jane Bowers Park.
- Mitigated standing water at Jane Bowers Dog Park by applying engineered non-splinter wood chips.
- Collaborated with Sunshine Coast Regional District and Town of Gibsons to establish a regional accessibility advisory committee.
- Continued inspection, maintenance and renewal of infrastructure like streetlighting, culverts and roads necessary for the continued safety of the community.
- Installed security cameras at Jane Bowers Dog Park and DOS Parks storage area.
- Enhanced security at Hackett Park.
- Reconfigured the Security System Portal for increased reliability across facilities.
- Launched a new website featuring easier search functions.
- Created the Airport Development Committee.
- Created the Permissive Property Tax Exemption Committee.
- Reconstructed new stairs at the Heritage Beach access.
- Moved the Sandy Hook Community Association proposed Tot Park Gazebo project forward.
- Launched a survey as beginning engagement for the Septage facility.
- Added steps to either side of the Hackett Park Amphitheatre seating area.
- Supported well-being solutions to reduce harm for housed and unhoused.
- Supported BC Housing and Rain City through the reconstruction of the Sechelt Shelter.
- Worked with the Sunshine Coast Community Action Team for installation of portable toilet onsite at Rain City facility.

Ensuring Financial Balance

What we did in 2023 to achieve this:

- Applied for and received \$8 million in grant funding.
- Coordinated 27 active procurement competitions.
- Refined project management, budgeting and purchase order processes to improve transparency and fiscal accountability.
- Completed the asset management plan for the Water Resource Centre that will provide a clearer understanding of future financial obligations.
- Completed migration from desk phones to Teams Soft Phone System. Cost savings and removal of hardware to maintain.
- Implemented budget software.
- Hosted four interactive sessions regarding the 2023 budget.

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

What we did in 2023 to achieve this:

- Created a new temporary position for a Climate Adaptation and Resiliency Analyst.
- Embarked with other regional partners on a mapping project to identify flood hazards.
- Reviewed climate policies, with the assistance of grant funding from the Pacific Institute for Climate Solutions.
- Built a new ramp at Tuwanek Spit to support various marine-based activities.
- Created natural benches for an outdoor classroom as part of the Healing Forest Initiative.
- Expanded the EV charging network at municipal hall with the installation of two chargers.
- Completed active transportation projects, facilitating a transportation mode shift.
- Continued progress of the Transportation Master Plan. Plan has a strong focus on active transportation planning for the future vision of the community.
- Treated wastewater to a high standard with continual sampling and reporting to protect the receiving environment.
- Supported increasing water supply by requiring conservation and reduction in demand of water.
- Advocated and educated for the preservation and value of our water supply.
- Began irrigation system improvements with the addition of irrigation for the 16 new street trees to be planted on Inlet Avenue.

Fostering a Vibrant Downtown Core

What we did in 2023 to achieve this:

- Held a ribbon cutting and community celebration opening event for the Hackett Park playground.
- Hosted a grand opening event for the Operation Centre which features a recreational vehicle sani-station. The intent is to foster camping tourism in Sechelt through the provision of services such as sani-stations. This will bring more tourists to Sechelt and increase downtown commerce.
- Upgraded Inlet Avenue for functionality and beautification of the downtown area.
- Completed Snickett Park washroom project.
- Received honorable mention from Creative City Network (CCNC), as part of the 2023 Awards of Excellence program, awarded for the community art mural “Weaving Patterns & Rhythms”.
- Installed two new signs for District facilities.
- Worked with community partners for Jazz Festival, Bright Nights and other events.
- Advertised DOS facilities, which increases revenue and increases spending downtown. (Food services, drink, party rental, music etc.).
- Worked with the Parks Department on planting designs for facilities.
- Worked with Tourism for filming in our community.
- Increased foot traffic downtown, in our parks and on our waterfront with mobile vending.

2023 SECHLT BY THE NUMBERS

ENGINEERING

1060m sidewalk installed

20 multi-use pathways

3 Active Transportation Projects

500 potholes repaired

1200m storm sewer installed

93 streetlight requests

287 facilities service requests

105 km paved roads

37 km sidewalks

718 streetlights total

FACILITIES

1160 facility rentals

15 wedding rentals

39 floats in holiday parade

113 corporate requests

8 DOS hosted events

35 DOS supported events

IT

931 IT service/help tickets received

113 computers maintained

109,536 emails sent

450,632 emails received

4,741 meetings created by staff

8,384 meetings staff interacted in

PLANNING

121 short-term rental permits applications received

67 residential building permits issued

29 commercial building permits issued

611 bylaw complaints received

596 bylaw enforcement tickets issued.

77 million total construction value

PARKS

19 new district trees planted

10 playgrounds

46 number of hanging baskets

85 number of community light banners

1704 urban trees

10 rain gardens

275 benches and picnic tables

FINANCIAL

\$12.4 million increase in District assets

21 procurements completed

\$5.7 million valued procurements

WASTE WATER

15,500 kWh solar power energy offset

6,000 people connected to the Water Resource Centre

9 wet wells and lift stations

1,120 sanitary sewer maintenance holes

10.2 km force main length

58.6 km gravity main length

FINANCIAL STATEMENTS

Report from the Chief Financial Officer



I am pleased to present the 2023 Annual Municipal Report for the District of Sechelt. The purpose of this report is to publish the District of Sechelt's audited Consolidated Financial Statements for the fiscal year ended December 31, 2023, in accordance with Sections 98 and 167 of the Community Charter.

The preparation and presentation of the financial statements and related information in the 2023 Annual Report is the responsibility of the management of the District. These statements have been prepared in accordance with generally accepted accounting principles for Local Governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The District of Sechelt maintains a system of internal accounting controls designed to safeguard the assets of the corporation and provide reliable financial information.

The independent audit firm of MNP Ltd. is responsible for expressing an opinion as to whether the financial statements, prepared by the District's management, present fairly the financial position of the District of Sechelt as of December 31, 2023 and the results of its operations for the year then ended.

During 2023, the District continued to experience significant cost escalation primarily for construction materials and services. Other operational and economic risks challenged District staff to manage available resources throughout the year to deliver its core programs and services while also delivering on important capital projects.

The District's financial position continued to be strong in 2023 with an operating surplus of \$14,041,350. The accumulated surplus is the primary indicator of the financial resources the municipality has available to provide future services. It consists of both cash and non-cash components. This result includes cash contributions of \$1,261,056 to the General Surplus and \$327,867 to the Sewer Surplus. The remaining balance contributes to both Capital and other dedicated reserves.

Total revenue in 2023 increased when compared to 2022, largely due to an increase in government grants received to fund capital projects. Revenue from property tax, sales of goods and services, and the recognition of development cost charges remains steady.

Total operating expenses are similar to 2022 with expenses coming in below the 2023 budget. Staff's commitment to reducing waste, competitive sourcing of goods and finding alternative solutions to expensive resources contributes to these results. The positive results from operations in 2023 indicate

that the prudent approach to financial management of the District will allow it to continue on its path to financial sustainability.

The District continues to improve its financial policies, processes and procedures to ensure that high quality services for current and future residents and businesses remain. I want to thank all the members of the Finance department for their hard work throughout 2023 and their dedication and commitment to the District of Sechelt citizens.

A handwritten signature in black ink, appearing to read "David Douglas". The signature is stylized and cursive.

David Douglas, CPA, CGA
Director of Financial Services

District of Sechelt

Consolidated Financial Statements

For the year ended December 31, 2023

District of Sechelt
Consolidated Financial Statements
For the year ended December 31, 2023

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Management's Responsibility for Financial Reporting

The Council of the District of Sechelt has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of the District of Sechelt. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of consolidated financial statements.

The Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Mayor and Council review internal financial statements on a quarterly basis, and meet periodically with management and the independent auditors to satisfy themselves that management's responsibilities are properly discharged. Council annually reviews and approves the consolidated financial statements.

The District of Sechelt's independent auditors, MNP LLP, are engaged to express an opinion as to whether these consolidated financial statements present fairly the District of Sechelt's consolidated financial position, financial activities, and cash flows in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion in accordance with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.



David Douglas, CPA, CGA
Director of Financial Services

To the Mayor and Council of the District of Sechelt:

Opinion

We have audited the consolidated financial statements of the District of Sechelt (the "District"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2023, and the results of its consolidated operations, remeasurement gains and losses, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 22, 2024

MNP LLP

Chartered Professional Accountants

District of Sechelt
Consolidated Statement of Financial Position

December 31, 2023

2023

2022

Financial Assets

Cash	\$ 38,676,420	\$ 27,465,927
Portfolio investments (Note 4)	16,674	16,347
Accounts receivable (Note 5)	8,483,068	2,877,258
Investment in business enterprise (Note 6)	1,963,734	2,330,785
	49,139,896	32,690,317

Liabilities

Accounts payable and accrued liabilities	6,296,979	3,042,345
Deferred revenue (Note 8)	8,933,505	3,164,193
Deferred development cost charges (Schedule 1)	4,778,326	4,715,540
Refundable deposits	3,182,384	2,296,920
Long-term debt (Note 9)	1,111,155	1,851,926
Short-term loans (Note 10)	3,363,066	1,635,202
Asset Retirement Obligations (Note 18)	3,607,441	-
	31,272,856	16,706,126

Net Financial Assets

	17,867,040	15,984,191
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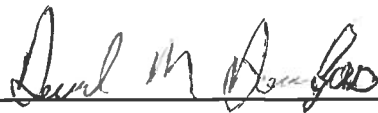
Non-financial Assets

Tangible capital assets (Schedule 2)	168,103,042	156,035,358
Prepaid expenses	325,975	235,158
	168,429,017	156,270,516

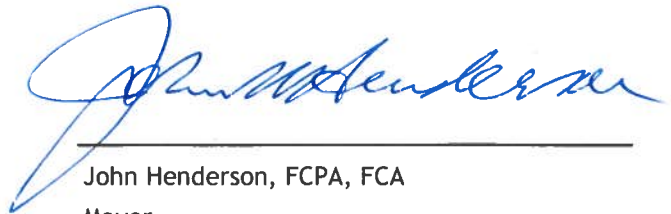
Accumulated Surplus (Note 20)

	\$ 186,296,057	\$ 172,254,707
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Contingent Liabilities (Note 16)



David Douglas, CPA, CGA
Director of Financial Services



John Henderson, FCPA, FCA
Mayor

The accompanying notes are an integral part of these consolidated financial statements.

District of Sechelt
Consolidated Statement of Operations

For the year ended December 31, 2023	Budget 2023	2023	2022
	(Note 17)		
Revenues (Schedule 3)			
Taxation and other levies (Note 11)	\$ 14,095,106	\$ 14,087,020	\$ 13,075,101
Private contributions (Note 12)	710,902	1,363,042	506,415
Government grants (Note 13)	8,692,489	10,061,135	3,509,919
Sale of goods and services	5,426,375	5,746,878	5,140,689
Licences, permits and fees	1,824,515	1,920,667	2,136,518
Penalties and interest	156,000	276,570	186,362
Income (loss) from business enterprise (Note 6)	-	(91,161)	681,482
Return on investments	467,203	1,761,874	1,014,653
Loss on disposal of tangible capital assets	-	(2,443)	(73,264)
Development cost charges (Schedule 1)	1,555,729	1,330,700	51,122
	32,928,319	36,454,282	26,228,997
Expenses (Schedule 3)			
General Government	4,892,595	4,221,629	3,857,481
Planning and Community Development	1,764,727	1,501,996	1,664,328
Community Services	2,692,574	2,847,945	2,605,446
Public Works	5,002,163	4,209,446	4,383,981
Facilities	1,162,318	985,518	787,244
Police Services	3,004,787	2,586,678	2,601,975
Solid Waste	1,981,789	1,668,038	1,573,614
Sewer Operating	4,473,035	4,391,682	3,499,316
	24,973,988	22,412,932	20,973,385
Annual Surplus	7,954,331	14,041,350	5,255,612
Accumulated Surplus, beginning of year	172,254,707	172,254,707	166,999,095
Accumulated Surplus, end of year	\$ 180,209,038	\$ 186,296,057	\$ 172,254,707

The accompanying notes are an integral part of these consolidated financial statements.

District of Sechelt
Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2023	Budget 2023	2023	2022
	(Note 17)		
Annual surplus	\$ 7,954,331	\$ 14,041,350	\$ 5,255,612
Aquisition of tangible capital assets (Schedule 2)	(23,150,263)	(12,434,509)	(6,820,207)
Amortization of tangible capital assets (Schedule 2)	3,783,172	3,854,513	3,480,502
Increase in tangible capital assets due to asset retirement obligations	-	(3,490,133)	-
Net book value of tangible capital assets disposed (Schedule 2)	-	2,443	101,473
	(19,367,091)	(12,067,686)	(3,238,232)
Increase in prepaid expenses	-	(90,815)	(714)
Increase in net financial assets	(11,412,760)	1,882,849	2,016,666
Net financial assets, beginning of year	15,984,191	15,984,191	13,967,525
Net financial assets, end of year	\$ 4,571,431	\$ 17,867,040	\$ 15,984,191

The accompanying notes are an integral part of these consolidated financial statements.

District of Sechelt
Consolidated Statement of Cash Flows

For the year ended December 31, 2023	2023	2022
Operating transactions		
Annual surplus	\$ 14,041,350	\$ 5,255,612
Non-cash items:		
Amortization of tangible capital assets	3,854,513	3,480,502
Actuarial adjustment on long term debt	-	(233,220)
Loss (Income) from Investment in business enterprise	91,161	(681,482)
Accretion	117,308	-
Loss on disposal of tangible capital assets	2,443	73,264
Donation of tangible capital assets	-	(240,000)
	<u>4,065,425</u>	<u>2,399,064</u>
Changes in non-cash operating balances:		
Increase in accounts receivable	(5,605,810)	(330,632)
Decrease (increase) in prepaid expenses	(90,817)	(714)
Increase (decrease) in accounts payable	3,254,634	332,228
Increase (decrease) in deferred revenue	5,769,312	(875,523)
Increase (decrease) in development cost charges	62,786	1,044,468
Increase (decrease) in refundable deposits	885,464	(533,309)
	<u>4,275,569</u>	<u>(363,482)</u>
Cash provided by operating transactions	<u>22,382,344</u>	<u>7,291,194</u>
Financing transactions		
Repayment of long-term debt	(740,771)	(913,153)
Proceeds of short-term loans	1,811,779	1,470,000
Repayment of short-term loans	(84,242)	(43,687)
Cash applied to financing transactions	<u>986,766</u>	<u>513,160</u>
Capital transactions		
Acquisition of tangible capital assets	(12,434,509)	(6,580,207)
Proceeds from the sale of tangible capital assets	-	28,210
Cash applied to capital transactions	<u>(12,434,509)</u>	<u>(6,551,997)</u>
Investing transactions		
Net proceeds on sale of portfolio investments	-	3,026,574
Dividends received on Investment in business enterprise	275,890	525,890
Cash applied to investing transactions	<u>275,890</u>	<u>3,552,464</u>
Increase in cash and cash equivalents	11,210,491	4,804,821
Cash and cash equivalents, beginning of year	<u>27,465,927</u>	<u>22,661,106</u>
Cash and cash equivalents, end of year	<u>\$ 38,676,420</u>	<u>\$ 27,465,927</u>

The accompanying notes are an integral part of these consolidated financial statements.

December 31, 2023

1. Nature of Organization

The District of Sechelt (the "District") was incorporated on May 15, 1986 and operates under the *Local Government Act* and the *Community Charter*. The principal activities of the District are preservation, protection, and enhancement of the quality of life in Sechelt through the facilitation of municipal services in an equitable, efficient, and effective manner.

2. Significant Accounting Policies

(a) Basis of Presentation

The consolidated financial statements of the District are the representations of management prepared in accordance with Canadian public sector accounting standards ("PSAS"). These standards are established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada").

(b) Principles of Consolidation

The consolidated financial statements include the accounts of all activities or entities whose operations are under the control of the District. These include the general operating funds, the capital funds, and all reserve funds. All interfund balances have been eliminated for the purposes of these financial statements.

The consolidated financial statements include the operations of a wholly owned subsidiary of the District, Sunshine Coast Community Forest Ltd. (Formerly Sechelt Community Projects Inc. ("SCPI")). Sunshine Coast Community Forest Ltd. is accounted for using the modified equity method. Under this method, the District's equity is adjusted by the annual profits and losses of the subsidiary and declared dividends, if any. Sunshine Coast Community Forest Ltd. utilizes the International Financial Reporting Standards to prepare their financial statements.

The revenue from taxation and other sources collected by the District on behalf of other governments for education, health care, fire protection services, Sunshine Coast Regional District, and other external organizations that are not controlled by the District are not included in these consolidated financial statements.

December 31, 2023

2. Significant Accounting Policies (Continued)

(c) Revenue Recognition

The accrual basis of accounting is followed in the financial statement presentation. Revenue is recognized in the period in which the transactions or events that gave rise to the revenues occurred. Restricted contributions from non-government sources unearned in the current period are recorded on the Statement of Financial Position as deferred revenue.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the Statement of Operations as the stipulation liabilities are settled.

Development cost charges received in respect of construction for sewer, drainage, road, and park requirements are recorded as deferred development cost charges. These amounts are recorded as revenue when the related development costs are incurred.

Non-monetary revenues are recognized at the estimated fair market values at the time all of the requirements and conditions for the project have been met, ownership and control is transferred to the District, and the appropriate acceptances or approvals have been issued.

Charges for sewer are recorded as user fees when delivered. Connection fee revenues are recognized when the connection has been established.

Sales of services and other revenue are recognized on an accrual basis as the services are delivered.

(d) Revenue Recognition - Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized, and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

The District estimates amounts of adjustments and records taxation revenue net of such amounts. Any adjustments in excess of those estimated are recognized at the time they are awarded.

December 31, 2023

2. Significant Accounting Policies (Continued)

(e) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended to be sold in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the consolidated change in net financial assets for the year.

Tangible capital assets, a type of non-financial asset, are comprised of capital assets and capital work in progress. They are recorded at cost less accumulated amortization and are classified according to their functional use. The cost of a tangible capital asset includes the purchase price and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation, insurance costs, and duties. Contributed tangible capital assets are recorded at fair value at the date of the contribution.

Amortization is recorded on a straight-line basis over their estimated useful lives commencing once assets are put into use, as follows:

Land improvements	10 to 30 years
Buildings	20 to 70 years
Furniture, fixtures and minor equipment	5 to 30 years
Automotive equipment	5 to 20 years
Roads	10 to 60 years
Structures (bridges, etc.)	20 to 100 years
Infrastructure - sewer	30 to 80 years
Infrastructure - drainage	20 to 50 years

The District holds works of art that have not been recorded in tangible capital assets.

December 31, 2023

2. Significant Accounting Policies (Continued)

(f) Financial Instruments

A financial asset or a financial liability is only recognized on the District's Statement of Financial Position when, and only when, the District becomes a party to the contractual provisions of the instrument. All financial instruments are recognized either at fair value or cost/amortized cost.

For a financial instrument in the fair value category, the change in the fair value is recognized as a remeasurement gain or loss in the Statement of Remeasurement Gains and Losses until the financial instrument is derecognized. At the time when the financial instrument in the fair value category is derecognized, the associated accumulated remeasurement gains and losses are reversed and reclassified in the Statement of Operations.

Transaction costs are added to the carrying value of items in the cost or amortized cost category when they are initially recognized. However, when items in the fair value category are initially recognized, transaction costs are expensed. Interest is measured using the effective interest method. Interest and dividends attributable to financial instruments are reported in the Statement of Operations.

Accounting standard PS 3450 *Financial Instruments* requires equity investments traded in an active market to be recorded at fair value. The District has no such investments. PS 3450 allows for other investments to be recorded at fair value if they are managed on a fair value basis. The District has elected to record its portfolio investments on a fair value basis. Cash is recorded at cost. Accounts receivable (excluding tax receivables), accounts payable and accrued liabilities, short-term debt, and long-term debt are recognized at amortized cost.

At the end of the each reporting period, the District assesses whether there are any indications that the financial asset, or group of similar financial assets, measured at amortized cost or cost may be impaired. When there is an indication of impairment, the carrying amount is written down accordingly.

(g) Contaminated Sites

Liabilities for contaminated sites are recognized when an environmental standard exists, contamination exceeds the standard, the District has responsibility for remediation, future economic benefits will be given up, and a reasonable estimate can be made.

The District has assessed its potential liabilities under accounting standard PS 3260 *Liability for Contaminated Sites* including sites that are no longer in productive use and sites for which the District accepts responsibility. Additionally, the District has used the standards contained in Schedule 2 (Industrial and Commercial Purposes and Activities) of the Contaminated Sites Regulation of the British Columbia *Environmental Management Act* to determine whether a potential liability exists. As at December 31, 2023, no such contamination in excess of an environmental standard requiring remediation exists.

December 31, 2023

2. Significant Accounting Policies (Continued)

(h) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions. Significant areas requiring the use of management estimates relate to the determination of collectability of accounts receivable, useful lives of tangible capital assets, fair value investments, provisions for contingencies, and asset retirement obligations. Actual results could differ from those estimates. Adjustments, if any, will be reflected in the period of settlement.

(i) Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the District to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to the asset retirement activities, based on information available at December 31, 2023. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected or occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

At each financial reporting date, the District reviews the carrying amount of the liability. The District recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

3. Adoption of Accounting Policies

(a) PS 3280 - Asset Retirement Obligations

Effective January 1, 2023, the District adopted Public Accounting Standard PS 3280 *Asset Retirement Obligations*. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing Section PS 3270 *Solid Waste Landfill Closure and Post-Closure*

December 31, 2023

3. Adoption of Accounting Policies (Continued)

(a) PS 3280 - Asset Retirement Obligations (Continued)

Liability. The standard was adopted on the prospective basis at the date of adoption.

Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset when certain criteria are met, as described in Note 2(i).

Pursuant to the recommendations, the change was applied prospectively and prior periods have not been restated. As such, the District recognized asset retirement obligations for those arising on or after January 1, 2023, as well as for those arising prior to January 1, 2023 but for which an obligation was not previously recognized.

The cumulative effect in the current year of adopting this new standard is to increase liabilities by \$3,490,133 and increase tangible capital assets \$3,490,133.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

4. Portfolio Investments

	2023	2022
Other portfolio investments	\$ 16,674	\$ 16,347

Investments are recorded at market value. Other portfolio investments consists of a Guaranteed Investment Certificate. The other portfolio investments mature in September 2024 with an interest rate of 4.05% (2022 - 2.00%).

5. Accounts Receivable

	2023	2022
Property taxes receivable	\$ 1,438,863	\$ 1,307,568
Federal government receivables	385,732	558,185
Provincial government receivables	200,731	-
Capital grants receivable	5,575,300	491,247
Lease receivables	108,917	61,858
Other grants receivable	101,760	116,244
Other receivables	1,259,364	929,755
Allowance for doubtful accounts	9,070,667	3,464,857
	(587,599)	(587,599)
	\$ 8,483,068	\$ 2,877,258

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

6. Investment in Business Enterprise

On March 8, 2005, Sunshine Coast Community Forest Ltd. (Formerly Sechelt Community Projects Inc. (SCPI)) was incorporated. Sunshine Coast Community Forest Ltd. was formed for the purpose of acquiring and managing a Community Forest Agreement dated May 30, 2011.

The District owns all 17,260 issued shares of Sunshine Cost Community Forest Ltd.. All of the Board members are appointed by the District. Sunshine Coast Community Forest Ltd.'s financial statements were prepared in accordance with International Financial Reporting Standards as issued by the International Accounting Standards Board.

The District's investment in Sunshine Coast Community Forest Ltd. is recorded using the modified equity basis. Under this method, the District's equity is adjusted by the annual profits and losses of the subsidiary and declared dividends, if any.

	2023	2022
Statement of Financial Position		
As at December 31		
Total assets	\$ 2,398,383	\$ 2,723,276
Total liabilities	434,649	392,491
Shareholder's equity	1,963,734	2,330,785
	\$ 2,398,383	\$ 2,723,276
Statement of Operations		
For the Year Ended December 31		
Revenues	\$ 1,728,914	\$ 2,133,598
Expenses	(1,820,075)	(1,452,116)
Net Income (Loss)	\$ (91,161)	\$ 681,482
Statement of Changes in Shareholder's Equity		
For the Year Ended December 31		
Cost of investment	\$ 172,600	\$ 172,600
Contributed surplus	49,770	49,770
Accumulated net equity income, beginning of year	2,108,415	1,952,823
Net income (loss)	(91,161)	681,482
Dividends declared during the year	(275,890)	(525,890)
	\$ 1,963,734	\$ 2,330,785

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

7. Deposits and Reserve - Municipal Finance Authority

The Municipal Finance Authority of British Columbia (the "MFA") provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. The MFA must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenses, becomes an obligation of the MFA to the regional districts.

Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the District. The proceeds from these discharges will be credited to income in the year received. As at December 31, the total debt reserve was comprised of:

	2023	2022
Debt Reserve - Cash Deposits	\$ 90,155	\$ 87,437
Debt Reserve - Demand Notes	340,060	340,060
	\$ 430,215	\$ 427,497

These balances are not reported elsewhere in these consolidated financial statements.

8. Deferred Revenue

Deferred revenue represents funds received that are held for various restricted purposes. These funds are recognized as revenue in the period when the eligible related expenditures or conditions have been met.

	2022	Receipts	Revenue Recognized	Interest	2023
Deferred Grants					
Sunshine Coast Drought Mitigation Grant	\$ -	\$ 5,300,000	\$ -	\$ -	\$ 5,300,000
BC Gov Housing Initiatives Support	-	200,731	-	-	200,731
Heritage BC Grant (CERIP)	46,115	-	(35,740)	-	10,375
Tourism Dependant Communities Grant	380,937	-	(380,937)	-	-
Marin Community Foundation Grant	568	-	-	-	568
Strengthening Communities Grant	9,630	-	(9,630)	-	-
	437,250	5,500,731	(426,307)	-	5,511,674
Cash in lieu for development	1,233,669	78,041	(34,913)	2,580	1,279,377
Donations	39,380	-	-	2,064	41,444
Prepayment of property taxes	1,438,404	2,342,554	(2,231,067)	-	1,549,891
Other	15,490	534,817	-	812	551,119
	2,726,943	2,955,412	(2,265,980)	5,456	3,421,831
	\$ 3,164,193	\$ 8,456,143	\$ (2,692,287)	\$ 5,456	\$ 8,933,505

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

9. Long-term Debt

	Year Due	Rate Per Annum	2023	2022
Debentures - Municipal Finance Authority				
Water Resource Centre	2025	2.25 %	\$ 1,111,155	\$ 1,851,926
			<u>\$ 1,111,155</u>	<u>\$ 1,851,926</u>

The District will be required to make repayments over the next five years as follows:

2024	\$ 740,770
2025	370,385
	<u>\$ 1,111,155</u>

All debentures are secured by promissory notes issued by the District.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

10. Short-term Loans

	Year Due	Rate per Annum	2023	2022
MFA Loan - Plotter	2025	5.63 %	\$ 8,461	\$ 11,947
MFA Loan - Dump Truck	2026	5.63 %	116,526	153,255
MFA Loan - Chemical Storage Area	2027	5.63 %	238,079	-
MFA Loan - Operations Center Short Term Advance *	2024	5.63 %	3,000,000	1,470,000
			<u>\$ 3,363,066</u>	<u>\$ 1,635,202</u>

The District will be required to make principal payments over the next five years as follows:

2024	\$ 3,102,690
2025	106,658
2026	84,975
2027	<u>68,743</u>
	<u>\$ 3,363,066</u>

* The District will be required to make interest only payments on the Operations Center short-term advance until the project is complete, at which time a long-term debt will be established.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

11. Taxation and Other Levies

The District collects amounts for itself and on behalf of other taxing authorities.

	Budget 2023	2023	2022
Collections for District of Sechelt			
General municipal purposes	\$ 13,062,699	\$ 13,056,933	\$ 12,046,536
Business improvement area	71,407	71,400	70,700
Sewer frontage taxes	961,000	958,687	957,865
	\$ 14,095,106	\$ 14,087,020	\$ 13,075,101
Collections for Other Taxing Authorities			
BC Assessment Authority	\$ 227,654	\$ 227,626	\$ 205,085
Municipal Finance Authority	1,305	1,306	1,130
Provincial Education - residential	6,271,220	6,270,345	5,578,115
Provincial Education - non-residential	1,341,924	1,341,089	1,172,658
Regional Hospital District	432,349	432,295	351,254
Regional Fire District	1,924,706	1,920,680	1,535,344
Sunshine Coast Regional District	6,360,333	6,359,173	5,504,970
Sunshine Coast Regional District - Water Rates	2,264,095	2,264,095	1,756,984
	\$ 18,823,586	\$ 18,816,609	\$ 16,105,540

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

12. Private Contributions

	Budget 2023	2023	2022
Donations - Sechelt Arts Festival	\$ 35,000	\$ 16,100	\$ 20,450
Donations - Library, Arts and Culture	700	11,235	4,955
Grant - Evacuation Route Planning	-	16,319	-
Grant - Vancouver Foundation	-	60,000	-
Grant - Adopt a Tree	5,000	4,534	7,500
Grant - Destination BC	-	18,100	18,100
Grant - Taking Down the Wall	-	-	1,200
Grant - Marin Community Foundation	-	-	18,040
Grant - Engineering summer student	-	12,000	-
Grant - Parks summer student	-	6,204	-
Grant - BC Hydro EV Charging Station	25,000	-	-
Cash in Lieu - Trail Ave Improvements	25,726	-	-
Cash in Lieu - Telus - Inlet Ave Improvements	619,476	817,611	-
Cash in Lieu - Legion - Inlet Ave Improvements	-	128,440	-
Developer contributions - Affordable Housing	-	83,750	77,500
Developer contributions - Community Amenity	-	83,750	47,500
Developer contributions - Parks	-	87,650	10,150
Developer contributions - Public Works	-	1,000	71,020
Developer contributions - Sewer	-	16,349	230,000
	\$ 710,902	\$ 1,363,042	\$ 506,415

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

13. Government Grants

	Budget 2023	2023	2022
Operating - Federal			
Celebrate Canada (Canada Day)	\$ 15,000	\$ 15,000	\$ 10,000
Sechelt Arts Festival	40,000	33,700	46,400
RCMP Roof contribution	-	44,725	-
Remote Working and Digitization	-	-	2,000
Canada Summer Jobs	-	-	2,993
Operating - Provincial			
Gas Tax	529,771	529,771	507,506
Small Community Investment Fund	360,000	355,000	457,000
RCMP Traffic Fine Program	81,000	70,000	81,128
Sechelt Arts Festival	3,000	-	1,470
Street Lights Cost Share	3,007	3,760	3,008
Local Government Climate Action Program	-	110,082	110,082
Growing Communities Fund	-	3,759,000	-
BC Healthy Communities grant	-	-	4,000
Strengthening Communities	-	-	95,120
Reclaimed Water - Infrastructure Planning	-	-	10,000
UBCM Poverty Reduction	-	67,096	74,145
UBCM Strengthening Communities - Arrowhead Restart Pandemic	-	30,485	30,485
UBCM Strengthening Communities - Homeless Coordinator	114,380	18,613	-
UBCM Next Generation 911 funding	-	22,500	-
BC Fairs, Festivals, and Events (BCFFE) for Sechelt Arts Festival	-	15,500	-
BC Fairs, Festivals, and Events (BCFFE) for Syiyaya Days	-	3,300	-
Municipal			
Community Archives	8,660	8,294	7,600
Sechelt Arts Festival	2,500	-	-
Reclaimed Water Study	-	-	7,500
Capital			
BC Active Transportation - Wharf Ave	-	(117,317)	421,725
ICET - Wharf Ave	-	-	165,836
ICIP - Active Transportation Network	2,944,559	2,943,559	294,441
Bike BC	455,250	455,250	-
BC Air Access Program	-	-	274,586
SD46 Raised Crosswalk NWB to Mason Rd	50,391	-	-
ICIP - Wakefield Lift Station	657,920	656,665	13,782
ICIP - Hackett Park Outdoor Stage	-	-	210,386
Heritage BC - Rockwood Lodge	46,115	35,740	188,485
Canada Community Revitalization Fund (Inlet Ave)	-	-	97,524
Tourism Dependant Communities	380,936	380,936	392,717
CCRF - Inlet Ave - Federal Grant	-	619,476	-
New Spaces Fund - Child care facility	3,000,000	-	-
	\$ 8,692,489	\$ 10,061,135	\$ 3,509,919

December 31, 2023

14. Pension Liability

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2022, the Plan had about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from the local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Plan as at December 31, 2021 indicated a \$3,671 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2024.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and costs to individual employers participating in the Plan.

During the year, the District paid \$491,147 (2022 - \$450,520) for employer contributions to the Plan.

15. Irrevocable Standby Letters of Credit

In addition to the performance deposits reflected in cash balances, the District is holding irrevocable standby letters of credit in the amount of \$6,350,670 (2022 - \$2,972,073). These letters were received to ensure the performance of works undertaken within the District. These amounts are not reflected in the financial statements. They are available to satisfy any liabilities arising from non-performance by the depositors.

December 31, 2023

16. Contingent Liabilities

- (a) The District is a subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by section 3.02 of the *Insurance Act* of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the District is assessed a premium and specific deductible for its claims based on population. The obligation of the District with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscribers may suffer.
- (b) As a member of the Sunshine Coast Regional District, the District is responsible for its portion of any operating deficit or long-term debt related to functions in which it participates.
- (c) The Sunshine Coast Regional District has requested and has been provided with demand notes drawn in its favour totaling \$340,060 (2022 - \$340,060) (Note 7) to provide for additional funds, should the need arise, to service its debt.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

17. Annual Budget

The budget data presented in these consolidated financial statements are based upon the District's 2023 - 2027 Financial Plan as adopted through Bylaw No. 618, 2023 on May 3, 2023. This budget is prepared on a cash basis which differs from the budget amounts in these consolidated financial statements which are prepared in accordance with PSAS. The following table reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Financial Plan Presentation	Financial Statement Presentation
Revenues		
Taxation and other levies	\$ 13,145,106	\$ 14,095,106
Fees, rates and sale of services	3,790,743	7,406,890
Return on investments	467,203	467,203
Grants, donations and private contributions	9,403,391	9,403,391
Development cost charges	1,555,729	1,555,729
Sewer Revenues	4,577,147	-
	<u>32,939,319</u>	<u>32,928,319</u>
Expenses		
General Government	4,752,799	4,892,595
Planning and community development	1,762,077	1,764,727
Community services	2,506,777	2,692,574
Public works	3,100,481	5,002,163
Facilities	821,006	1,162,318
Police services	3,004,787	3,004,787
Solid waste	1,981,789	1,981,789
Sewer operating	3,126,590	4,473,035
Interest on Debt	145,511	-
Amortization	3,783,172	-
	<u>24,984,988</u>	<u>24,973,988</u>
Annual Surplus (Deficit)	<u>7,954,331</u>	<u>7,954,331</u>
Principle on debenture debt	913,707	-
Debt acquired	(3,403,342)	-
Transfer to (from) reserves	(5,835,257)	-
Transfer to (from) capital	(2,777,869)	-
Transfer to (from) surplus	(310,000)	-
Reduction of capital equity	(3,783,172)	-
Capital Purchases	23,150,263	-
	<u>7,954,331</u>	<u>-</u>
	<u>\$ -</u>	<u>\$ 7,954,331</u>

December 31, 2023

18. Asset Retirement Obligations

The District owns and operates several buildings that are known to have asbestos and lead paint, which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. Additionally, the District operates a septage receiving site that has been constructed on leased land. Upon expiry of the land lease, in 2031, there is a legal obligation to remove the buildings, equipment, and infrastructure that has been placed on the land. Following the adoption of Public Accounting Standard PS 3280 *Asset Retirement Obligations*, the District recognized an obligation relating to the remediation of the hazardous materials in buildings and the decommission of the septage receiving site as estimated at January 1, 2023.

The District has adopted this standard prospectively. Under the prospective method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Discounting has been applied to a portion of the retirement obligations where there is a known date of retirement. Estimated costs totaling \$3,277,088 for the retirement of the Septage Receiving site have been discounted using a present value calculation with a discount rate of 4.28%. The remaining assets, for which there is no known retirement date, have been recognized at their total current estimated costs of \$749,290, with no discounting applied. Retirement obligations are expected to be incurred between 2023 and 2057 with the regular replacement, renovation, or disposal of assets.

	Septage Site Closure	Asbestos Removal	2023
Initial recognition of asset retirement obligation	\$ 2,740,843	\$ 749,290	\$ 3,490,133
Increase due to accretion	117,308	-	117,308
Closing asset retirement obligation	\$ 2,858,151	\$ 749,290	\$ 3,607,441

19. Segmented Information

The District is a diversified municipal government entity in the Province of British Columbia that provides a wide range of services to its citizens such as roads, sewer and drainage infrastructure, garbage collection, and parks. The District also contributes to the costs of water, recreation, fire protection, and transit which are under the jurisdiction of the Sunshine Coast Regional District.

The nature of the segments and the activities they encompass are as follows:

General Government

General Government is composed of the District's internal support functions including Administration, Communication, Corporate Services, Financial Services, Human Resources, Information Technology, Mayor and Council, and any other services categorized as non-departmental.

December 31, 2023

19. Segmented Information (Continued)

Police Services

Police Services is responsible for the municipal portion of the services provided by the Royal Canadian Mounted Police in respect of law enforcement and protection to persons and property within the District.

Public Works

Public Works is composed of Public Works, Engineering, Street Lights, Drainage, and Fleet. The services provided by this segment include planning and maintenance of roads, sidewalks, drainage, street lights, and parking facilities. As well, this segment includes the District's equipment and vehicle fleet.

Solid Waste

Solid Waste administers the collection and disposal of household garbage and recyclables on a contracted basis.

Sewer Operating

Sewer Operating is responsible for the collection, transportation, and treatment of sanitary sewage, and maintaining the necessary infrastructure to provide these services.

Planning and Community Development

Planning and Community Development includes the following:

- Building Inspection regulates all construction within the District in accordance with applicable bylaws, regulations, and legislation.
- Development Services is responsible for land-use planning, guidelines, and development in accordance with the District's Official Community Plan and other applicable plans.
- Economic Development seeks to create a vibrant local and sustainable economy that provides a full range of goods, services, and opportunities, on a contracted basis.

Community Services

Community Services is composed of Parks and Arts, Culture & Heritage. Parks contributes to the quality of life and personal wellness of the community through the provision and maintenance of parks, trails, streetscapes, and beach accesses. Arts, Culture & Heritage provides library services and contributes to the quality of life of the community through supporting a variety of arts and cultural initiatives in the community, including the Sechelt Arts Festival.

December 31, 2023

19. Segmented Information (Continued)

Facilities

Facilities is responsible for the operation and maintenance of District lands, buildings, wharfs, and other municipal structures.

Sunshine Coast Community Forest Ltd.

Sunshine Coast Community Forest Ltd. (Formerly Sechelt Community Projects Inc. (SCPI)) was formed for the purpose of acquiring and managing a Community Forest Agreement (Note 2, 5). This wholly owned subsidiary of the District is considered a separate segment for reporting purposes.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

20. Accumulated Surplus

The District segregates its accumulated surplus into the following categories:

	2023	2022
General Government (Note 21)	\$ 8,778,085	\$ 7,532,501
Sewer fund (Note 21)	4,648,698	3,825,311
General Government statutory reserves (Note 21)	10,884,160	6,017,880
Investment in Sunshine Coast Community Forest Ltd.	1,963,734	2,330,785
	26,274,677	19,706,477
Tangible capital assets	168,103,042	156,035,358
Asset Retirement Obligations	(3,607,441)	-
Long-term debt	(1,111,155)	(1,851,926)
Short-term loans	(3,363,066)	(1,635,202)
	160,021,380	152,548,230
Equity in tangible capital assets	160,021,380	152,548,230
Accumulated Surplus	\$ 186,296,057	\$ 172,254,707

Statutory reserves represent funds set aside by bylaw for specific purposes.

Equity in tangible capital assets represents the net book value of the assets less any debt outstanding used to acquire tangible capital assets.

District of Sechelt
Notes to the Consolidated Financial Statements

December 31, 2023

21. Statutory and Non-statutory Reserves

Under PSAB reporting requirements, statutory and non-statutory reserves comprise a part of the operating surplus of the District. Below are listings of the reserves balances at the end of each year:

	2022	Interest and Contributions	Transfers	2023
Statutory Reserves				
Equipment Replacement	\$ 282	\$ 15	\$ -	\$ 297
Parkland Acquisition	222,197	103,886	-	326,083
Capital	2,590,960	1,855,278	(1,200,592)	3,245,646
Municipal Wharf Facilities	552	29	-	581
Community Forest Legacy Fund	1,677,995	344,739	(120,000)	1,902,734
Affordable Housing	325,157	184,107	-	509,264
Community Amenity Fund	65,424	91,567	-	156,991
Community Works Fund	1,135,313	594,280	(434,016)	1,295,577
Growing Communities Fund	-	3,930,629	(483,642)	3,446,987
	<u>6,017,880</u>	<u>7,104,530</u>	<u>(2,238,250)</u>	<u>10,884,160</u>
Non-statutory Reserves				
General Fund (Prior years surplus)	1,687,044	1,573,343	(591,959)	2,668,428
General Fund Other	5,965,723	1,233,462	(1,089,527)	6,109,657
Sewer Fund (Prior years surplus)	1,475,965	445,175	-	1,921,140
Sewer Fund Other	2,229,080	1,143,056	(644,578)	2,727,558
Investment in Sunshine Coast Community Forest Ltd.	2,330,785	-	(367,051)	1,963,734
	<u>13,688,597</u>	<u>4,395,036</u>	<u>(2,693,115)</u>	<u>15,390,517</u>
	<u>\$ 19,706,477</u>	<u>\$ 11,499,566</u>	<u>\$ (4,931,365)</u>	<u>\$ 26,274,677</u>

December 31, 2023

22. Financial Instrument Risk

The District, through its financial assets and liabilities, is exposed to various risks. The following analysis provides a measurement of those risks at December 31, 2023. There have been no changes to exposure of these risks from the prior year.

(a) Credit Risk

Credit risk is the risk that the District will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the District to credit risk consist primarily of cash and cash equivalents, portfolio investments, and accounts receivable. The District has an investment policy to ensure investments are managed appropriately to secure the preservation of capital and the availability of liquid funds. The District invests surplus funds in accordance with its investment policy. The majority of receivables are due from federal and provincial agencies as well as taxpayers. Amounts due from taxpayers are effectively secured by the property due to the collection method under the tax sale legislation.

(b) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Investments bear some interest rate risk but these risks are mitigated through the diversification of the portfolio and low risk investment decisions.

(c) Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market.

(d) Liquidity Risk

Liquidity risk is the risk that the District will not be able to meet its obligations as they fall due. The District maintains adequate levels of working capital to ensure all its obligations can be met when they fall due.

December 31, 2023

23. Comparative Figures

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

District of Sechelt
Schedule 1 - Deferred Development Cost Charges

For the year ended December 31, 2023

	Sewer	Sechelt Drainage	Sechelt Roads	Sechelt Parks	2023	2022
Balance, Beginning of year	\$ 2,276,898	\$ 233,853	\$ 1,130,186	\$ 1,074,603	\$ 4,715,540	\$ 3,671,072
Interest	69,255	18,886	78,540	71,237	237,918	111,868
Cash contributions	59,518	126,563	680,446	289,041	1,155,568	983,722
Capital expenditures (revenue recognized)	(1,014,753)	-	(311,770)	(4,177)	(1,330,700)	(51,122)
Balance, end of year	\$ 1,390,918	\$ 379,302	\$ 1,577,402	\$ 1,430,704	\$ 4,778,326	\$ 4,715,540

Development cost charges are funds received from developers to cover the costs of future capital projects. These funds are recognized into revenue when the related costs are incurred.

District of Sechelt
Schedule 2 - Tangible Capital Assets

For the year ended December 31, 2023

	Land	Buildings	Vehicles/ Equipment/ Furniture	Works in Progress (WIP)	Other	Engineering Infrastructure				2023	2022
						Roads	Drainage	Sewer	Other		
Cost											
Balance, beginning of year	\$71,171,190	\$39,289,809	\$10,298,095	\$11,200,513	\$ 52,975	\$57,536,703	\$10,922,268	\$23,033,016	\$ 7,695,782	\$231,200,351	\$ 225,064,267
Additions	-	242,152	765,413	11,347,858	-	47,488	-	-	31,598	12,434,509	6,820,207
Additions due to ARO											
Recognition	-	1,980,742	1,100,774	-	-	-	-	408,617	-	3,490,133	-
WIP Completed	-	102,361	538,469	(648,753)	-	-	-	-	7,923	-	-
Disposals	-	-	(300,428)	-	-	-	-	-	-	(300,428)	(684,123)
Balance, end of year	\$71,171,190	\$41,615,064	\$12,402,323	\$21,899,618	\$ 52,975	\$57,584,191	\$10,922,268	\$23,441,633	\$ 7,735,303	\$246,824,565	\$ 231,200,351
Accumulated Amortization											
Balance, beginning of year	\$ -	\$16,366,455	\$ 6,563,369	\$ -	\$ 37,083	\$34,554,816	\$ 4,656,650	\$10,940,915	\$ 2,045,706	\$ 75,164,994	\$ 72,267,141
Amortization expense	-	1,203,103	589,033	-	2,649	1,161,700	210,186	502,743	185,099	3,854,513	3,480,502
Disposals	-	-	(297,985)	-	-	-	-	-	-	(297,985)	(582,649)
Balance, end of year	\$ -	\$17,569,558	\$ 6,854,417	\$ -	\$ 39,732	\$35,716,516	\$ 4,866,836	\$11,443,658	\$ 2,230,805	\$ 78,721,523	\$ 75,164,994
Net book value, end of year	\$71,171,190	\$24,045,506	\$ 5,547,906	\$21,899,618	\$ 13,243	\$21,867,675	\$ 6,055,432	\$11,997,975	\$ 5,504,498	\$168,103,042	\$ 156,035,358

District of Sechelt
Schedule 3 - Segmented Information

For the Year Ended December 31, 2023

	General Fund							Sewer Fund		
	General Government	Planning and Community Development	Community Services	Public Works	Facilities	Police Services	Solid Waste	SCPI	Sewer Operating	Total
Revenues										
Taxation and other levies	\$13,128,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 958,687	\$14,087,020
Private contributions	16,319	185,600	185,723	959,051	-	-	-	-	16,349	1,363,042
Government grants	937,756	177,178	456,730	7,663,728	80,465	88,613	-	-	656,665	10,061,135
Sale of goods and services	319,949	1,750	59,065	3,710	55,982	99,683	1,587,881	-	3,618,858	5,746,878
Licences, permits and fees	412,275	419,325	6,040	191,697	632,236	27,261	231,833	-	-	1,920,667
Penalties and interest	276,570	-	-	-	-	-	-	-	-	276,570
Income (loss) from business enterprise	-	-	-	-	-	-	-	(91,161)	-	(91,161)
Return on investments	1,359,900	-	-	-	57,000	-	-	-	344,974	1,761,874
Loss on disposal of tangible capital assets	-	-	-	(2,443)	-	-	-	-	-	(2,443)
Development cost charges	-	-	4,177	311,770	-	-	-	-	1,014,753	1,330,700
	16,451,102	783,853	711,735	9,127,513	825,683	215,557	1,819,714	(91,161)	6,610,286	36,454,282
Expenses										
Salaries and benefits	2,852,550	1,144,192	1,101,405	1,668,165	188,978	366,261	-	-	695,610	8,017,161
Contract services	974,409	159,784	384,273	425,846	202,898	2,157,172	1,656,441	-	632,183	6,593,006
Travel and education	147,825	19,238	11,816	26,023	2,132	-	-	-	14,297	221,331
Supplies and materials	193,543	5,851	155,586	290,232	65,935	13,889	1,926	-	692,325	1,419,287
Utilities	6,902	-	55,817	177,785	127,934	-	-	-	171,088	539,526
Interest and bank charges	62,970	10,975	160	-	106,555	756	-	-	36,663	218,079
Risk management	125,711	-	2,797	32,267	57,145	-	-	-	65,344	283,264
Grants	-	159,307	931,879	-	-	48,600	9,671	-	-	1,149,457
Amortization of tangible capital assets	195,337	2,649	204,212	1,619,970	233,941	-	-	-	1,598,404	3,854,513
Accretion of Asset Retirement Obligations	-	-	-	-	-	-	-	-	117,308	117,308
Recovery of Sewer Costs	(337,618)	-	-	(30,842)	-	-	-	-	368,460	-
	4,221,629	1,501,996	2,847,945	4,209,446	985,518	2,586,678	1,668,038	-	4,391,682	22,412,932
Annual Surplus (Deficit)	\$12,229,473	\$ (718,143)	\$ (2,136,210)	\$ 4,918,067	\$ (159,835)	\$ (2,371,121)	151,676	\$ (91,161)	\$2,218,604	\$14,041,350

District of Sechelt
Schedule 3 - Segmented Information

For the year ended December 31, 2022

	General Fund							Sewer Fund		Total
	General Government	Planning and Community Development	Community Services	Public Works	Facilities	Police Services	Solid Waste	SCPI	Sewer Operating	
Revenues										
Taxation and other levies	\$12,117,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 957,865	\$13,075,101
Private contributions	1,200	143,100	61,095	71,020	-	-	-	-	230,000	506,415
Government grants	1,273,577	184,227	673,566	1,000,034	188,485	176,248	-	-	13,782	3,509,919
Sale of goods and services	126,744	13,679	50,451	16,232	50,807	65,486	1,419,138	-	3,398,152	5,140,689
Licences, permits and fees	239,734	938,370	11,606	22,185	682,208	23,639	218,776	-	-	2,136,518
Penalties and interest	186,362	-	-	-	-	-	-	-	-	186,362
Income (loss) from business enterprise	-	-	-	-	-	-	-	681,482	-	681,482
Return on investments	506,446	-	-	-	374,025	-	-	-	134,182	1,014,653
Loss on disposal of tangible capital assets	-	-	-	10,210	(14,889)	-	-	-	(68,585)	(73,264)
Development cost charges	-	-	16,963	30,525	-	-	-	-	3,634	51,122
	14,451,299	1,279,376	813,681	1,150,206	1,280,636	265,373	1,637,914	681,482	4,669,030	26,228,997
Expenses										
Salaries and benefits	2,696,690	1,143,066	939,584	1,694,973	102,263	300,607	-	-	724,222	7,601,405
Contract services	967,918	336,584	337,303	457,529	164,886	2,279,843	1,558,741	-	471,462	6,574,266
Travel and education	112,002	12,329	12,704	30,843	909	55	-	-	18,594	187,436
Supplies and materials	165,186	11,924	200,554	318,644	50,136	230	-	-	375,395	1,122,069
Utilities	7,384	-	42,473	167,096	110,532	-	-	-	170,024	497,509
Interest and bank charges	28,314	6,176	69	3,045	88,619	1,066	-	-	53,301	180,590
Risk management	114,477	-	2,172	28,450	51,259	-	-	-	61,811	258,169
Grants	-	151,600	884,790	-	-	20,174	14,873	-	-	1,071,437
Amortization of tangible capital assets	95,682	2,649	185,797	1,683,401	218,640	-	-	-	1,294,335	3,480,504
Accretion of Asset Retirement Obligations	-	-	-	-	-	-	-	-	-	-
Recovery of Sewer Costs	(330,172)	-	-	-	-	-	-	-	330,172	-
	3,857,481	1,664,328	2,605,446	4,383,981	787,244	2,601,975	1,573,614	-	3,499,316	20,973,385
Annual Surplus (Deficit)	\$10,593,818	\$ (384,952)	\$ (1,791,765)	\$ (3,233,775)	\$ 493,392	\$ (2,336,602)	\$64,300	\$681,482	\$1,169,714	\$ 5,255,612

District of Sechelt**Schedule 4 - COVID-19 Safe Restart Grant for Local Governments****For the year ended December 31, 2023**

	2023	2022
Balance, beginning of year	\$ 1,538,213	\$ 1,859,118
Eligible costs incurred:		
Building modifications	61,425	-
Recreation, parks and culture	5,038	64,453
Office modifications	-	34,078
Computer and technology costs to improve connectivity and virtual connections	210,258	222,374
Community Safety	21,117	-
Total eligible costs incurred	297,838	320,905
Balance, end of year	\$ 1,240,375	\$ 1,538,213

In November 2020, the Province of British Columbia issued grants to local governments for operations impacted by COVID-19.

The District has established a non-statutory reserve within accumulated surplus to track the use of the COVID-19 Safe Restart Grant funds.

District of Sechelt
Schedule 5 - Growing Communities Fund

For the Year Ended December 31, 2023

	2023
Balance, beginning of year	\$ -
Interest and contributions	3,930,629
Eligible costs incurred:	
Active transportation	<u>483,642</u>
Balance, end of year	<u>\$3,446,987</u>

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The District of Sechelt received \$3,759,000 of GCF funding in March 2023.

APPENDIX "A"

2023 PERMISSIVE PROPERTY TAX EXEMPTION

Name of Society	Civic Address	Estimated 2023 Total Tax Exemption
Bethel Baptist Church	5717 Mermaid Street	1,034
Holy Family - Roman Catholic Church	5714 Nickerson Road	10,377
Living Faith Lutheran Church	4607 Whitaker Road	2,866
New Life Christian Fellowship Foundation	5895 Reef Road	8,584
S.C. Seventh-Day Adventist Church	1581 Jack Road	4,084
Sechelt Congregation of Jehovah Witnesses	6384 Norwest Bay Road	3,726
St Hilda's Anglican Church	5838 Barnacle Street	14,472
St John's United Church	5085 Davis Bay Road	3,234
Sunshine Coast Calvary Fellowship	4943 Geer Road	5,977
Crossroads Community Church	5116 Davis Bay Road	1,075
Sechelt Seniors Activity Centre Society	5604 Trail Ave	37,871
S.C. Association for Community Living	6442 Orchard Road	3,730
S.C. Association for Community Living	214-5604 Inlet Ave	1,525
S.C. Association for Community Living	215-5604 Inlet Ave	1,525
S.C. Association for Community Living	318-5604 Inlet Ave	1,545
S.C. Association for Community Living	319-5604 Inlet Ave	1,545
SPCA - Sunshine Coast Branch	4376 Solar Road	13,183
S.C. Association for Community Living	103 - 5711 Mermaid Street	4,921
S.C. Association for Community Living	104 - 5711 Mermaid Street	2,532
S.C. Association for Community Living	105-5711 Mermaid St	5,247
S.C. Association for Community Living	5527 Schorncliffe Avenue	3,894
S.C. Association for Community Living	5910 Turnstone Crescent	4,155
S.C. Association for Community Living	5832 Medusa Street	4,579
S.C. Community Health Council (Shorncliffe)	5847 Medusa St	1,657
S.C. Community Health Council (Shorncliffe)	5847 Medusa St	37,757
S.C. Community Services Society (Food Bank)	5638 Inlet Ave	14,601
S.C. Community Services Society		3,496
S.C. Community Services Society	5782 Cowrie St	11,195
S.C. Community Services Society	5522 Trail Ave	2,754
S.C. Community Services Society	5520 Trail Ave	5,997
St. Marys Hospital Foundation Society	5693-5695 Cowrie St	13,721
Sunshine Coast Lions Housing Society	5821 Medusa Street	12,505

APPENDIX "A"

2023 PERMISSIVE PROPERTY TAX EXEMPTION

Sunshine Coast Lions Housing Society	5583 Ocean Ave	7,726
Sunshine Coast Lions Housing Society	5583 Ocean Ave	25,852
Sunshine Coast Lions Housing Society	5583 Ocean Ave	33,054
Sunshine Coast Search & Rescue	1975 Field Road	2,860
Davis Bay/Wilson Creek Community Assoc.	5123 Davis Bay Road	19,929
Elphinstone Aero Club	2122 Field Road	4,253
Girl Guides of Canada - Camp Olave	3965 Sunshine Coast Hwy	137,188
Suncoast Racquet Club	6000 Lighthouse Ave	14,438
Sunshine Coast Army Cadets Support Association	4403 Hilltop Road	3,389
Sunshine Coast Salmonoid Enhancement Society	4381 Parkway Drive	16,133
Sunshine Coast Botanical Garden Society	5941 Mason Road	20,642
Sunshine Coast R.A.A. Canada Chapter #580	Field Road Airport	3,952
Sunshine Coast Rod and Gun Club	4438 Gun Club Road	20,489
Arts Council	5714 Trail Ave	17,143
Kirkland Centre	4602 Simpkins Rd	7,163
Rockwood Centre	5511 Shorncliffe Rd	19,620
The Nature Trust of BC (Sechelt Marsh)	5741 Wharf St	11,115
Royal Canadian Legion	5546 Inlet Ave	15,339
Royal Canadian Legion	5591 Wharf Ave	14,760
Total Exemptions		\$640,407



REQUEST FOR DECISION

TO: Council **MEETING DATE:** June 19, 2024
FROM: Katie Allnutt, Accountant
SUBJECT: **2023 Statement of Financial Services**
FILE NO: 1880-20-SOFI 2023

RECOMMENDATIONS

- (1) That the District of Sechelt 2023 Statement of Financial Information be approved for submission to the Ministry of Municipal Affairs.**
 - (2) That a member of Council and Director of Finance be authorized to sign the 2023 Statement of Financial Information Approval form.**
-

PURPOSE

The purpose of this report is to present Council with the District's 2023 Statement of Financial Information (SOFI) (attachment 1).

DISCUSSION

Summary

Each year the District is required to file financial information under the provisions of *the Financial Information Act* (FIA) within six months of year end.

FIA requires the following information:

- Financial statement information, which is completed through our annual audited financial statements
- Amount of severance agreements with non-union employees for which payment commenced during the fiscal year
- Disclosure of any financial guarantee and indemnity agreements
- Wages and expenses for elected officials
- Wages and expenses for staff earning \$75,000 or more annually
- Supplier payments exceeding \$25,000 annually
- Grants paid exceeding \$25,000 during the year
- The Statement of Financial Information approval.

Background

Key points regarding the attached statements and schedules include:

Staff Remuneration & Expenses

The remuneration amounts disclosed in the SOFI incorporate several items, including:

- Salary/wages (regular pay, overtime, vacation and other paid leave amounts, and any retroactive pay changes if applicable);
- Taxable benefits;
- Payment into a trust or any form of income deferral paid by the District to the employee, or on behalf of the employee, in the rare case that occurs; and
- Staff expenses.

The FIA specifically states that expenses “are not limited to expenses that are generally perceived as perquisites or bestowing personal benefit and may include expenditures required for employees to perform their job functions”; but excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counseling, insurance and similar plans. Any amounts paid directly to an employee, or to a third party on behalf of the employee, which have not been included in “remuneration” are reported as staff expenses.

The figures reported as staff expenses include items such as:

- Travel expenses
- Memberships
- Tuition
- Relocation
- Vehicle leases
- Extraordinary hiring expenses; and
- Registration, training, and conference fees.

Total elected officials remuneration for 2023 was \$206,042.

Total employee remuneration for 2023 was \$6,272,924.

Supplier Payments

The SOFI includes a summary of payments made to outside organizations for goods and services purchased by the District, which total more than \$25,000 for the reporting year. The SOFI also summarizes payments made as cash grants and contributions.

Total supplier payments in 2023 were \$24,755,914.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with this report.

COMMUNICATIONS

The Statement of Financial Information will be available on the District of Sechelt website and included in the annual report.

Respectfully submitted,
Katie Allnutt
Accountant

Attachments:

1 - 2023 Statement of Financial Information (SOFI) DRAFT



Statement of Financial Information

For the year ended December 31, 2023

DRAFT

Table of Contents

Schedule of Remuneration and Expenses	1
Statement of Severance Agreements	2
Schedule of Payments to Suppliers of Goods and Services	3
Schedule of Guarantee and Indemnity Agreements	5
Statement of Financial Information Approval	6

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**DISTRICT OF SECHLT
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

Elected Officials

Name	Position	Remuneration (1)	Expenses (2)
Henderson, John	Mayor	\$ 50,000	6,204
Bell, Donna	Councillor	25,000	7,118
Inkster, Darren	Councillor	26,701	7,372
McLauchlan, Dianne	Councillor	25,000	6,611
Rowe, Brenda	Councillor	29,343	6,514
Shepherd, Adam	Councillor	25,000	6,894
Toth, Alton	Councillor	25,000	6,261
Total: Elected Officials		\$ 206,042	\$ 46,974

Other Employees with remuneration exceeding \$75,000

Name	Position	Remuneration (1)	Expenses (2)
Allen, Andrew	Director of Planning and Development	168,207	5,149
Allnutt, Katie	Accountant	82,373	5,425
Bandara, Sanath	Manager of Engineering Services	117,640	2,266
Banks, Morgan	Sewer Treatment and Collection II	102,368	1,369
Bradley, Kevin	Parks Foreman	88,294	1,422
Chow, Dylan	Facilities Maintenance Technician	77,507	1,419
Dhillon, Kirninder	Director of Engineering and Operations	158,529	3,090
Dornbierer, Les	Public Works Manager	96,894	1,056
Douglas, David	Director of Finance	168,207	3,692
Durkee, Kevin	Asset Management/GIS Technician	83,491	1,957
Forster, Tracy	Deputy Corporate Officer	82,704	4,061
Holl, Ian	Manager of Development Planning	119,082	1,493
Johnson, Erin	Accountant	81,795	4,950
Koberwitz, Sven	Development Planner	85,877	4,218
Landry, Cam	Building Inspector	78,745	2,019
Maerz, Julie	Engineering Project Manager	111,034	1,414
Manickum, Hash	Information Technology Manager	114,943	3,043
Miller, Catherine	Manager of Wastewater	115,210	2,568
Nyhus, James	Chief Building Official	132,050	4,640
Parekh, Smit	Sewer Treatment and Collection II	83,982	836
Poulsen, Kerianne	Corporate Officer	106,148	4,062
Roberts, Lindsay	Director of Corporate and Community Services	146,195	2,619
Smith, Beverley	Manager of Financial Services	119,356	5,140
Smith, Siobhan	Manager of Community Services	93,160	3,978
Spence, Meghan	Manager of Engineering Services	122,031	3,629
Stjepovic, Marina	Community Planner	78,551	778
Vickers, Lindsay	Communications Manager	109,288	2,986
Walkey, Kaden	Wastewater Chief Operator	135,886	3,132
Wood, Julia	HR Advisor	83,466	3,837
Yeates, Andrew	Chief Administrative Officer	209,742	3,933
Subtotal: Other Employees		3,352,757	90,183
Consolidated total of other employees with remuneration of \$75,000 or less		2,920,167	51,818
Total: Other Employees		\$ 6,272,924	\$ 142,001

(1) Includes any form of salary, wages, and taxable benefits paid to the employee or on behalf of the employee.

(2) Includes travel expenses, memberships, tuition, relocation, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of an employee.

The amounts listed in this statement are based on actual wages and benefits paid during the year. The total will vary from the wages and salaries reported in the consolidated financial statements, which are prepared on an accrual basis.

**DISTRICT OF SEHEL
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements under which payment commenced between the District of Sechelt and its non-unionized employees during the fiscal year 2023.

DRAFT

**DISTRICT OF SECHELT
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

Alphabetical List of Suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Amount
AON CANADA INC - T57048C	165,398
ASSOCIATED ENGINEERING (BC) LTD	25,237
ARCADIAN PRODUCTIONS INC.	64,235
ARYA ENGINEERING INC	30,100
APPLIED ELECTRONICS LIMITED	95,140
ALD MECHANICAL	31,223
AZRA PAINTING LTD	27,100
BC GOVERNMENT AND SERVICE EMPLOYEES' UNION	74,838
BC HYDRO	405,806
BRENNTAG CANADA INC.	283,499
COMMISSIONER OF MUNICIPAL SUPERANNUATION	947,981
CLEARTECH INDUSTRIES INC.	164,920
CARO ANALYTICAL SERVICES	28,106
CAPLE GREGORY H	41,239
COLUMBIA FUELS	116,137
CENTRIX CONTROL SOLUTIONS LP	70,299
CAERUS CONSTRUCTION LTD	1,616,811
CONTROL SOLUTIONS	62,393
CONTINENTAL POWER SERVICES (1987) LTD	138,876
DRAGON'S DEN JANITORIAL LTD.	55,780
DISTRICT OF SECHELT	31,972
DESJARDINS	583,934
DRAKE EXCAVATING (2016) LTD.	1,599,383
ESRI CANADA LIMITED	118,888
EMPLOYER HEALTH TAX	138,391
GHD DIGITAL- ESOLUTIONS GROUP LIMITED	74,449
ESCRIBE	29,975
FORTIS BC NATURAL GAS	34,518
GROUP OF ONE PAINTING INC	104,527
GREATPACIFIC CONSULTING LTD	95,708
GIANGRANDE NINO	326,139
HYLAND SOFTWARE INC.	54,759
HABITAT SYSTEMS INC	118,704
H&H DEVELOPMENTS	134,837
INSURANCE CORPORATION OF B.C.	34,086
ISL ENGINEERING AND LAND SERVICES LTD	33,137
KM CIVIL CONSULTANTS LTD	50,577
LIDSTONE & COMPANY	39,983
LAT DIV OF LAFARGE CANADA INC.	48,496
MUNICIPAL INSURANCE ASSOCIATION OF BC	118,844
McELHANNEY LTD.	115,656
MAYCON CONSTRUCTION MANAGEMENT LTD	3,829,851
MNP LLP	38,422
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL	78,431
NB CONTRACTING LTD.	1,306,376
OLSON ELECTRIC LTD	147,156
OPUS CONSULTING GROUP LTD	343,071
OPERATIONS ECONOMICS INC.	36,803
OMICRON CANADA INC.	26,758
INLAND ENVIORNMENTAL RESOURCES INC	41,308
PETROVALUE PRODUCTS CANADA INC.	97,797
PENDER HARBOUR COMMUNITY SCHOOL	27,000
PARKER'S TREE SERVICE	56,018
GTY SOFTWARE INC.	50,680
QUATREX ENVIRONMENTAL INC	216,167
RECEIVER GENERAL OF CANADA (RCMP/POLICE	1,403,680
RADIGOS JANITORIAL	161,485
ROADHOUSE KUSTOM METALS & DESIGN	27,615
SUNSHINE COAST REGIONAL DISTRICT (LANDFILL	144,172
SECHELT DOWNTOWN BUSINESS ASSOCIATION	72,037
SUNSHINE COAST REGIONAL DISTRICT (DEBENTURES)	391,219
SUNSHINE COAST REGIONAL DISTRICT (WATER BILLINGS)	69,161
SOUTH COAST FORD SALES LIMITED	125,017
STAR-TEK INDUSTRIAL SERVICES LTD.	115,369

DRAFT

**DISTRICT OF SECHELT
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

Alphabetical List of Suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Amount
SECHELT TRUCK & EQUIP. LTD	101,726
SALISH SOILS INC.	257,849
SUNSHINE COAST REGIONAL HOSPITAL DISTRICT	432,335
SAWARNE LUMBER CO LTD	249,271
SUNSHINE COAST RESOURCE CENTRE SOCIETY	97,096
SAVE ON BLACKTOP 2008 LTD	129,698
SHISHALH NATION	242,581
SMITH JOY	63,756
SUNSHINE COAST AFFORDABLE HOUSING SOCIETY	45,241
STANTEC CONSULTING LTD	32,102
SEAL TEC INDUSTRIES LTD.	30,224
SPERLING HANSEN ASSOCIATES	78,624
TELUS COMMUNICATIONS COMPANY	40,358
TELUS	40,219
TRANE CANADA T42324C	49,236
TETRAHEDRON OUTDOOR CLUB	28,200
ULINE CANADA CORPORATION	78,797
URBAN SYSTEMS LTD.	230,858
CENTRALSQUARE CANADA SOFTWARE INC	30,937
VEOLIA WATER TECHNOLOGIES CANADA INC.	25,558
WORK SAFE BC	198,113
WASTE MANAGEMENT	1,693,620
WESTERN ROAD DISTRIBUTION INC	37,264
XYLEM CANADA LP	35,417
YOUNG ANDERSON	54,371
ZHANG KATIE	44,700
	<u>\$ 21,485,827</u>
Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	<u>\$ 2,275,387</u>

Total payments to suppliers for grants and contributions exceeding \$25,000

Supplier Name	Amount
BC CONSERVATION FOUNDATION	27,000
SECHELT DOWNTOWN BUSINESS ASSOCIATION	1,500
SECHELT PUBLIC LIBRARY ASSOCIATION	622,813
SUNSHINE COAST COMMUNITY SERVICES	124,534
SUNSHINE COAST REGIONAL ECONOMIC DEVELOPMENT	26,104
SUNSHINE COAST SALMONID ENHANCEMENT SOCIETY	29,500
SUNSHINE COAST TOURISM	116,750
SUNSHINE COAST RESOURCE CENTRE SOCIETY	46,500
	<u>\$ 994,701</u>
	<u>\$ 24,755,914</u>

The amounts listed in this statement are based on actual disbursements during the year. The total will vary significantly from the expenses reported in the consolidated financial statements, which are prepared on an accrual basis. There are a number of disbursements on the SOFI report that are not considered an expense in the financial statements such as: the purchase of tangible capital assets, long-term debt repayments, payments to other government taxing jurisdictions, security bond releases, and the purchase of portfolio investments.

**DISTRICT OF SEHEL
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT OF GUARANTEE AND INDEMNITY AGREEMENTS

The District of Sechelt has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

DRAFT

**DISTRICT OF SEHEL T
STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information produced under the Financial Administration Act.

David Douglas, CPA, CGA
Director of Financial Services
Date, 2024

John Henderson
Mayor on Behalf of Council
Date, 2024

DRAFT



REQUEST FOR DECISION

TO: Council **MEETING DATE:** June 19, 2024
FROM: Julie Maerz, Engineering Project Manager
SUBJECT: **Municipal Hall & Library Remediation (Phase 1) Project Award**
FILE NO: 5210-01 2022-01

RECOMMENDATION

That Council direct staff to award the contract for the Municipal Hall & Library Remediation (Phase 1) Project to Signia Construction Ltd. in the amount of \$1,259,170 + GST; and

That the Director of Engineering and Operations be authorized to sign the agreement.

PURPOSE

To present Council with recommendations from SR Engineering for the Municipal Hall & Library Remediation Project (Phase 1) to award the project to Signia Construction Ltd. and receive Council direction.

DISCUSSION

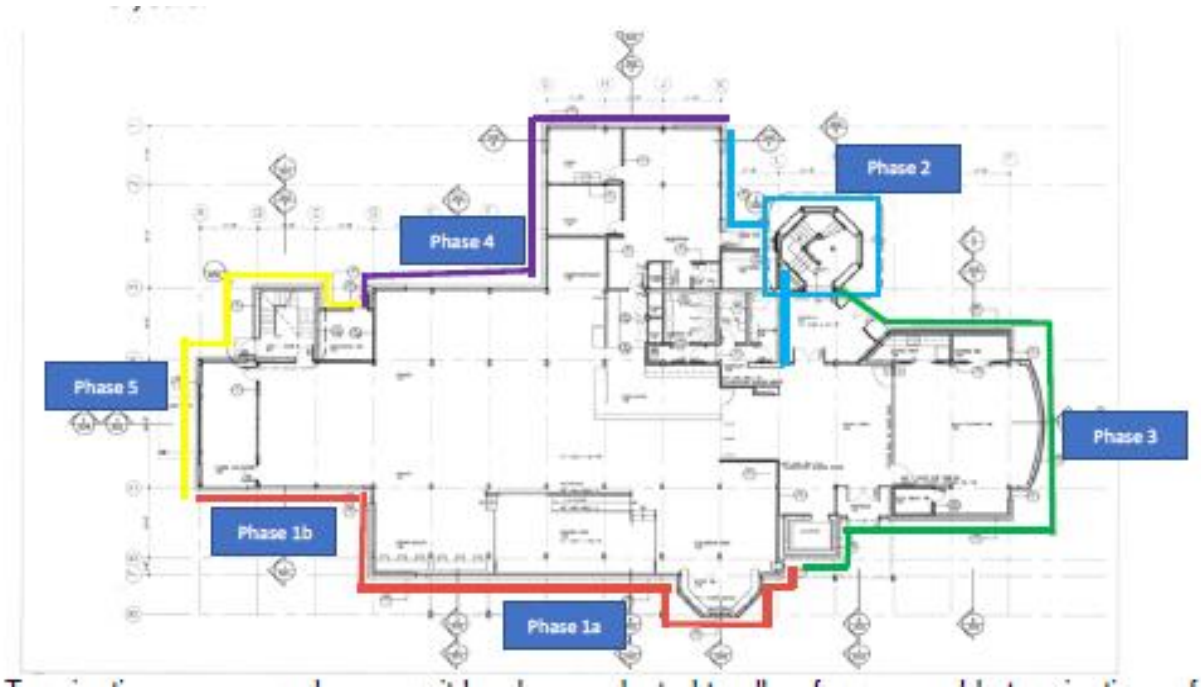
Summary

Staff completed the procurement process for the Municipal Hall & Library Remediation Project (Phase 1) and received one compliant bid. SR Engineering (Engineering Consultant) have provided their recommendation to award the project to Signia Construction Ltd. (formerly Golden Globe). The projected target is to have these works commence in the summer of 2024. The next step is officially awarding the project to Signia Construction Ltd. These works will include a full envelope replacement of the south elevation and will take approximately twenty (20) weeks.

Background

In June 2020, Hamilton Fine Homebuilding provided a memo to the District of Sechelt outlining the problem areas in need of remediation at Municipal Hall. In August 2022, SR Engineering completed a building envelope condition assessment of the Municipal Hall and Library identifying the failing condition of the building and remediation recommendations. This report was taken to Council on January 18, 2023, by the Director of Engineering and Operations. In conjunction with these memos and reports, the Facilities Maintenance Technician has serviced the building repairing areas where feasible and within his abilities.

In September 2022, SR Engineering and staff organized the remediation work into a phased work plan to address the recommendations within SR Engineering’s Building Envelope Condition Assessment according to urgency and necessity. In 2023 Council approved the Municipal Hall remediation phased plan starting with the most urgent phases. Phase 1 and Phase 2 are the most critical repairs and were approved in the 2024 capital works budget. The remaining phases will be brought forward to Council in the future.



The proposed workplan anticipates that the Municipal Hall and Library will be able to operate during construction.

POLICY AND BYLAW IMPLICATIONS

Procurement: Staff adhered to the District’s procurement process set out by the policy in receiving proposals for the works.

SUSTAINABILITY PLAN IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

1. *Effective Growth*
2. *Community Safety and Wellbeing*
3. *Fostering a Vibrant Downtown Core*

FINANCIAL IMPLICATIONS

The District of Sechelt was provided with one compliant proposal, Signia Construction Ltd. in the amount of \$1,259,170 + GST.

The existing approved capital budget for phase 1 and 2 of \$1,650,000 is adequate to fund the Municipal Hall & Library Remediation Project for phase 1. Additional funds for Phase 2 (tower phase) will be brought forward with the 2025 financial budget review and Council's direction on the next phase.

Normally a contingency of 15 to 30% is required for a project with this risk profile. The contract award to Signia will result in a project contingency of 16% (calculated from the total budget value). Staff will monitor the drawdown of the contingency as the project is completed and will be proactively seeking Council approval for a contingency top-up if the contingency goes below 10% on in the project.

The budget is shown in the below table should Council grant the award to Signia Construction Ltd.

Municipal Hall & Library Remediation Budget (not including GST)	
Approved Budget for Phase 1 & 2	\$1,650,000
Construction Cost Phase 1 (Signia Construction Ltd.)	\$1,259,170
Engineering Consulting Fees	\$123,050
Contingency	\$267,780
Total Required Budget for Phase 1	\$1,650,000

Funding Source for Municipal Hall & Library Remediation Budget	
Capital Reserve	\$1,240,000
PW Op & Maintenance Reserve	\$60,000
Growing Community Fund	\$350,000
Total Funding Available for Phase 1	\$1,650,000

COMMUNICATIONS

If Council approves the award of this contract to Signia Construction Ltd., a Letter of Award will be issued in the amount of \$1,259,170+ GST.

The District will post the project information to social media and the District's website. Staff will work with the Municipal Hall & Library Staff on the scheduling of the works to minimize the disturbances as much as possible.

Respectfully submitted,

Julie Maerz

Engineering Project Manager

REQUEST FOR DECISION

TO: Council **MEETING DATE:** June 19, 2024
FROM: Ian Holl, Development Planning Manager
SUBJECT: Temporary Use Permit for 6583 Sechelt Inlet Road
FILE NO: 3380-2024-02

RECOMMENDATION

That Council approve Temporary Use Permit 2024-02 for 6583 Sechelt Inlet Road for a three year period subject to the conditions of issuance described in the permit.

PURPOSE

The District received a Temporary Use Permit (TUP) application for a campground on two properties directly north of the Porpoise Bay Provincial Park. The proposed TUP is for a three year period.

OPTIONS

1. Defer approval of the TUP until all the required information is submitted.
2. Do not approve the TUP.

DISCUSSION

Summary

The campground would have ten RV sites and ten tent sites. There would be one 40 ft shipping container for storage and rental equipment. There would be another structure with four washrooms and showers. There is an RV trailer for site office and caretaker uses. The campground would be serviced in a manner consistent with District of Sechelt and Vancouver Coastal Health regulations. The primary option would be by a septic field to manage the washrooms and RV needs. If Council is in support of approving the permit, staff will ensure the conditions of issuance are resolved before the permit is issued.

Legislative Context

Temporary Use Permits are allowed in the District of Sechelt in accordance with Section 492 and 493 of the *Local Government Act*. They can be issued for a period of up to three years and renewed once for another period of up to three years.

Background

The two properties involved at 6583 Sechelt Inlet Road are part of the larger site now owned by Tsain-Ko T'sayemay LP. The properties were previously rezoned quite some time ago and there are many development related covenants on title.

The Temporary Use Permit is the appropriate mechanism to consider the campground proposal.

Table 1 – Site Information

Applicant	Tsain-Ko T’sayemay LP
Owner	Tsain-Ko T’sayemay LP
Civic Address	6583 Sechelt Inlet Road
Legal Address	Lot 1 District Lot 1557 Plan BCP4625, PID: 025-624-776 Lot B District Lot 1557 Plan LMP27859, PID: 023-399-651
Size of Properties	~8 ha (active development area ~1.5 ha)
OCP Designation	Mixed Residential/Commerical Neighbourhood
Zoning Designation	CD1
DP Areas	Development Permit Area No. 3 (marine foreshore) Development Permit Area No. 11 (mixed residential/commercial neighbourhood)



Figure 1 – Site Location

POLICY AND BYLAW IMPLICATIONS

The zoning of the subject property does not allow for the use hence the requirement for a temporary use permit. There are no Official Community Plan (OCP) implications.

SUSTAINABILITY PLAN IMPLICATIONS

This TUP application partially aligns with the following goals of the Integrated Community Sustainability Plan:

1. Economic Sustainability
2. Environmental Sustainability

STRATEGIC PLAN IMPLICATIONS

This TUP application does not align with any of the goals of the Strategic Plan.

FINANCIAL IMPLICATIONS

The District would require a \$10,000 security as a condition of the permit to ensure the land is returned to its former condition at the end of the permit.

COMMUNICATIONS

The public notification process for a TUP application required a mailout to properties within 100 m of the subject lands plus an advertisement in two editions of the Coast Reporter.

Respectfully submitted,

Ian Holl, MCIP, RPP
Development Planning Manager

Attachments:

1. TUP 2024-02

TEMPORARY USE PERMIT NO. 2024-02

1. This Temporary Use Permit is issued to:
TSAIN-KO T'SAYEMAY LP
5573 SUNSHINE COAST HIGHWAY
SECHELT, BC
V0N 3A0
2. This Temporary Use Permit is issued subject to compliance with all the Bylaws of the District of Sechelt applicable thereto, except as specifically varied or supplemented by this Permit.
3. This Permit applies only to the lands described below:
Lot 1 District Lot 1557 Plan BCP4625, PID: 025-624-776
Lot B District Lot 1557 Plan LMP27859, PID: 023-399-651

CONDITIONS OF ISSUANCE

The following conditions must be met before the permit can be issued. If this requirement is not met by August 30, 2024, then the permit will lapse.

4. Submission of a report from a Registered Professional Biologist.
 - a. To address the objectives and guidelines of Development Permit Area (DPA) No. 3 (marine foreshore) and ensure the appropriate measures are implemented and/or the campground does not encroach within the DPA.
5. Submission of the Vancouver Coastal Health approved sewerage system permits and materials.

PERMIT CONDITIONS

6. The use authorized by this Temporary Use Permit may be carried out only in accordance with the terms and conditions set out herein.
7. If the terms of this permit are not adhered to, this permit may be revoked prior to the expiry date of the permit.
8. This permit, issued per Section 493 of the *Local Government Act*, is valid for a period of three years beginning on the date of issuance.
9. The temporary uses, buildings, and structures must be installed and carried out in substantial compliance with the drawings and specifications shown in Schedule A, and the Registered Professional Biologist Report attached as Schedule B.

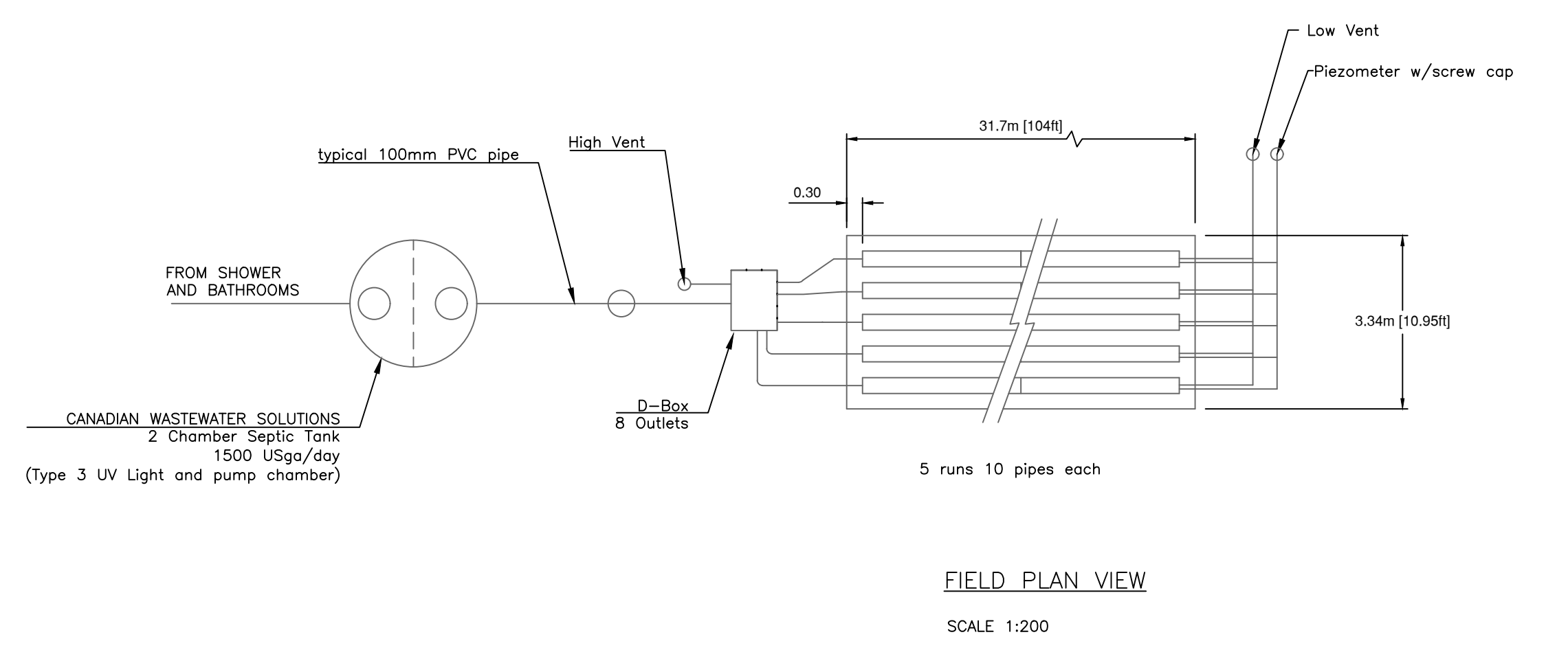
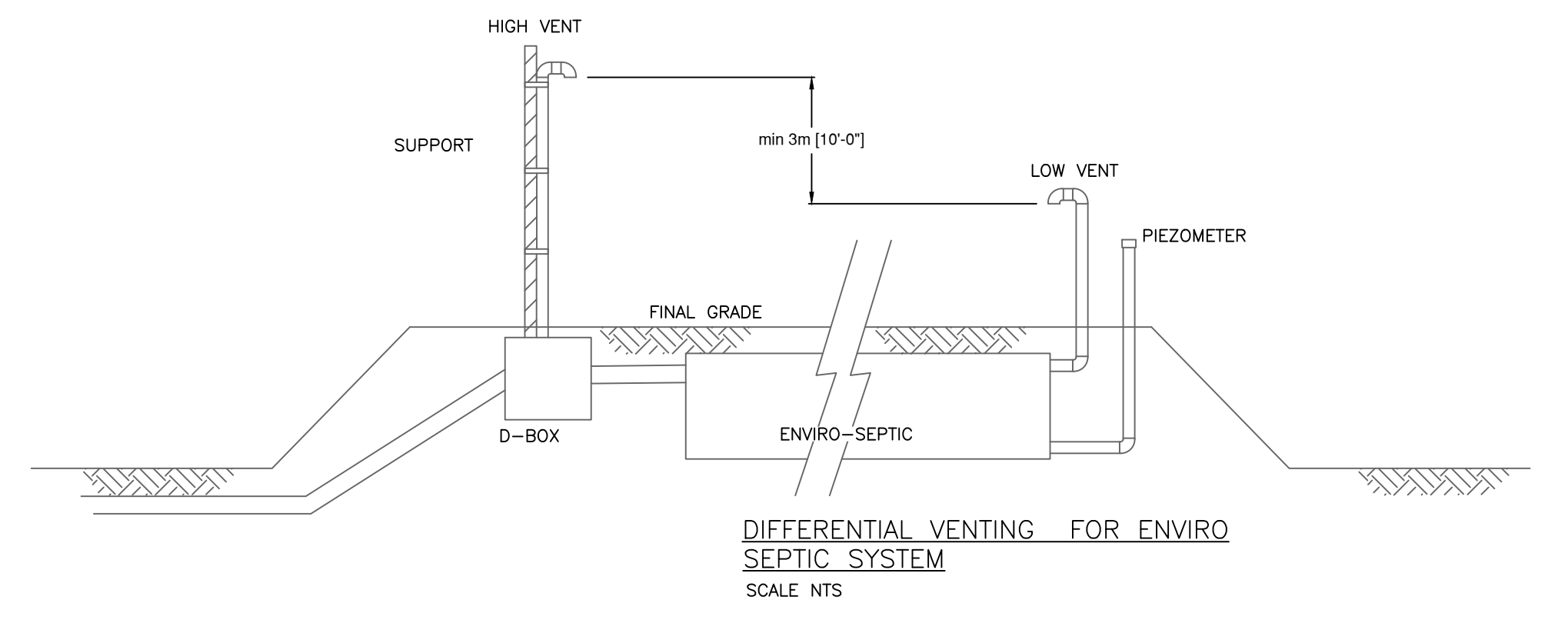
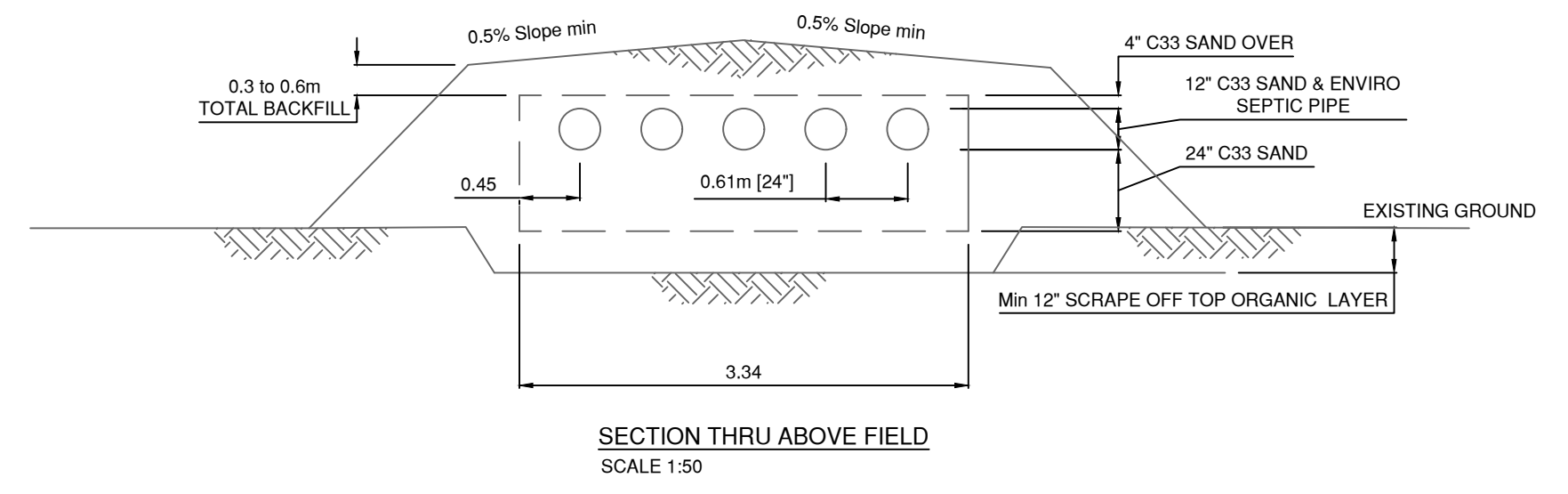
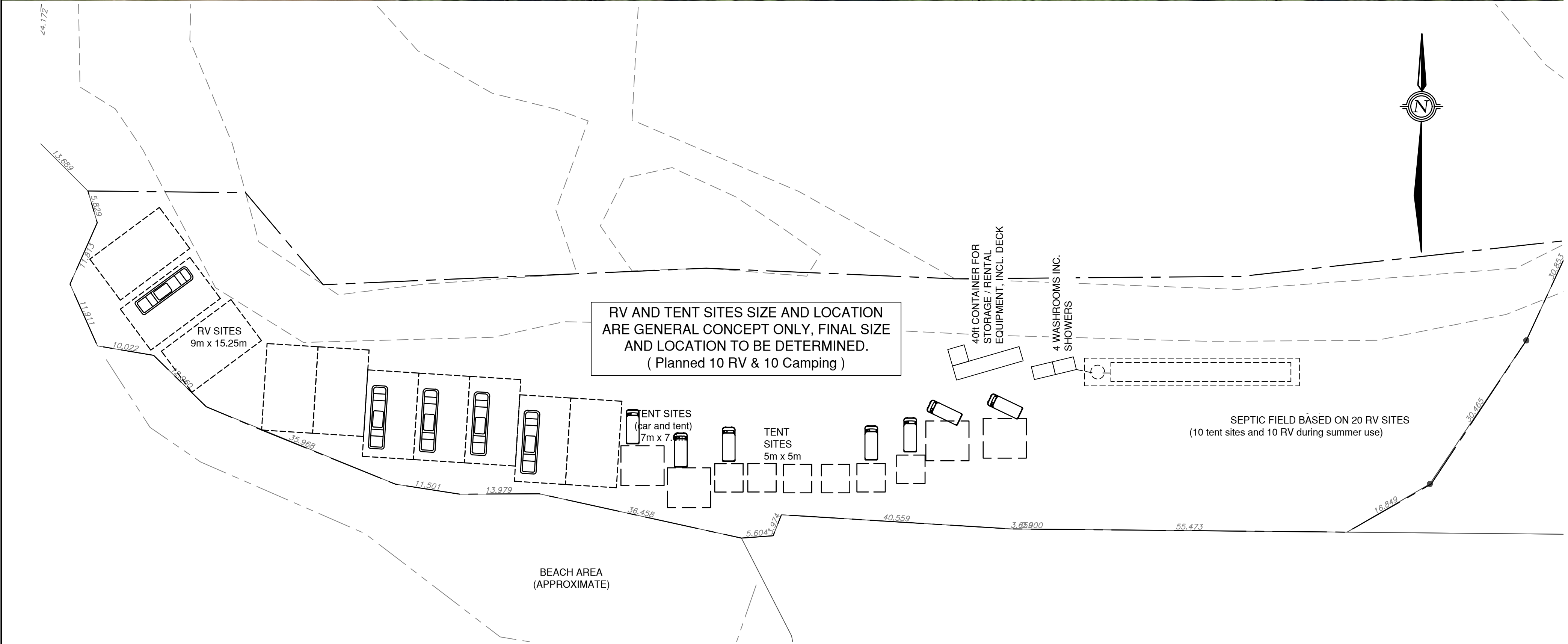
10. In addition to the permitted uses in the CD1 Zone in the District of Sechelt Zoning Bylaw No. 580, the subject property may be used for the following:
 - a. *Campground with 10 RV sites, 10 tent sites, accessory storage and storage of recreational rental equipment, four washrooms and showers, and a site office and caretaker trailer.*
11. A security deposit of \$10,000 must be provided to the District of Sechelt to ensure removal of the structures and materials after the term of the Temporary Use Permit and the remediation of the site to its original condition.
12. Issuance of a Temporary Use Permit does not relieve the property owner of the responsibility to comply with applicable acts, regulations, or bylaws of the District of Sechelt, or other agencies having jurisdiction under an enactment (e.g. Vancouver Coastal Health, Ministry of Transportation and Infrastructure).
13. **This Temporary Use Permit is not a Building Permit.**

AUTHORIZING RESOLUTION

passed by the District of Sechelt Council on the ___ of _____, 2024.

AND ISSUED SUBJECT TO CONDITIONS this _____ of _____, 2024.

Andrew Allen
Director of Planning and Development



SITE PLAN
SCALE 2:1

SUNCO CIVIL CONSULTING LTD.
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SEPTIC PLAN
CAMP SITE
6583 SECHULT INLET ROAD
SUNSHINE COAST, BC

PROJECT NO.	2024-041
DWG NO.	01
REV NO.	01
DATE:	29/04/2024
OTHERS FILE NO.	###

REQUEST FOR DECISION

TO: Council **MEETING DATE:** June 19, 2024

FROM: Kevin Pearson, Senior Policy Planner

SUBJECT: OCP Amendment Bylaw No. 492-35 – Development Density and Height Policy

FILE NO: 3900-02 492-35

RECOMMENDATIONS

1. That second reading for Official Community Plan Amendment Bylaw No. 492-35, 2023 on March 20, 2024 be rescinded.
 2. That Official Community Plan Amendment Bylaw No. 492-35, 2023, as amended in Schedule A, be granted second reading.
 3. That a public hearing be scheduled in July 2024.
-

PURPOSE

To replace Figure 17 in the current Official Community Plan (OCP) with the latest, proposed Schedule A of the amending OCP Bylaw No. 492-35, based on public input received. If Council supports the latest proposal, then second reading previously granted to OCP Amendment Bylaw No. 492-35 on February 7, 2024 needs to be rescinded, and the updated amended bylaw re-read a second time. Scheduling a second public hearing is also required.

BACKGROUND

Since October 2023, various staff reports have discussed the purpose and intent of the original proposed OCP amendment, along with explanations of floor area ratio (FAR), why the units per hectare measurement is no longer needed, support for taller buildings to accommodate new housing development densities, alignment with Provincial legislation, and District plans and policies. The intent of this bylaw amendment is to create a common policy in the OCP to support housing (in particular multi-unit) and move away from amending the OCP on each occasion.

Further background and the previously proposed amendments, where second reading was previously granted, can be found on the [February 7, 2024 Regular Council Agenda](#).

The latest bylaw amendment described in the following table is recommended by staff primarily based on public input.

PROPOSED BYLAW AMENDMENT

Figure 17 – Housing Forms and Density ****CHANGES ARE SHOWN IN BOLD****

OCP Land Use Designation		Typical Maximum Floor Area Ratio	Typical Maximum Building Height (Storeys)
Low Density Residential		0.5 -> Add 0.4	2 -> Add 1 - 2
Residential	1-2 units Large lot estate lot (Typical lot area > 750 m ²)	0.5 -> Add 0.35	2 -> Add 1 - 2
	3+ units Single-family detached (Typical lot area < 750 m ²)	1.0 -> Add 0.4	3 -> Add 1 - 2
Special Infill Areas (Residential)		1.5	4
Neighbourhood Centre (Commercial/Residential)		1.7	5
Multifamily/Mixed Residential; Downtown Centre & Village (Multi Residential & Commercial)		2.4	6

The table shows what is proposed to be added and deleted from Schedule A (i.e. the new Figure 17 of the OCP). This further amendment would only apply to the “Low Density Residential” and “Residential” land use designations, while the three other categories “Special Infill Areas”, “Neighbourhood Centre” and “Multifamily/Mixed Residential...” are not proposed to change. The intent here is to leave the “Low Density Residential” as it is for now and put the focus on the higher density areas, where the floor area ratio policy will be best utilized.

PUBLIC INPUT

Input was received during the statutory OCP amendment consultation process that started last year after first reading, as well as before and during the March 20, 2024 public hearing. Prior to the public hearing there was also meeting between the West Sechelt Community Association and District staff. After the public hearing additional input was received from participants of the District's Complete Communities Day on May 14, 2024 at Seaside Centre. Amendments to the bylaw are now proposed to address the concerns received from the public.

Attachments 1 and 2 include the public hearing report and the written comments received. The main concerns expressed on the substance of the proposed bylaw have been:

- 1) A FAR increase of 0.4 to 0.5 and dwelling heights from 2 to 3-storeys in the Residential Land Use designation. More specifically, a concern over potential view losses with three-storey residential buildings. The proposal appears to have been regarded more as zoning bylaw regulations than OCP policies. Staff understand that protecting views is important for existing homeowners; however, densifying all of our residential neighbourhoods will become more important as Sechelt continues to grow, as well as what has been mandated through the *Small-Scale Multi-Unit Housing* program, and other initiatives brought forth by the Province.
- 2) The potential for higher FAR and buildings proposed for the Special Infill Area, in particular that area bordering West Sechelt. Note that staff are not recommending amendments to this land use designation. The boundaries of the Special Infill Areas are well defined on the present land use maps of the OCP and those are what Figure 17 refers to. Further neighbourhood planning is on-going here and site-specific information will be shared with Council in the future.
- 3) Policy confusion as different and conflicting density statements appear throughout the document. Staff recognized these minor conflicts in the OCP last summer, and crafted and intended the new Figure 17 to be the primary table for density and height policies.

COMPLETE COMMUNITIES DAY

The proposed bylaw amendment was a topic at Complete Communities Day held at Seaside Centre on May 14, 2024. Input at that meeting ranged from the concerns noted above to those who support the original proposed amendment.

CONCLUSION

The staff recommendation recognizes community concerns opposing the amendment. Although not entirely within the spirit of the *Small-Scale Multi-Unit Housing* program of the Province, this amendment would mean that the FAR and building height policies of the current OCP would not change from what they are now for the "Residential" and "Low Density

Residential” land use designations in Sechelt. To further cement this for the time being, the recent SSMUH zoning bylaw amendments did not propose greater building heights or FAR.

Should second reading of OCP Amendment Bylaw No. 492-35 be rescinded and re-read a second time as proposed, it is recommended that another public hearing be scheduled for a date and time in July. Additionally, staff plan to hold virtual information sessions to further provide an opportunity for the community neighbourhood associations and others to give feedback.

Respectfully submitted,

Kevin Pearson
Senior Policy Planner

Attachments

1 – March 20, 2024 Public Hearing Report

2 – Public Comments

DISTRICT OF SECHELT
MINUTES OF THE PUBLIC HEARING
Held in Community Meeting Room, 5797 Cowrie Street, Sechelt BC, and via
Zoom Online Meeting Platform
Wednesday March 20, 2024

PRESENT Mayor J. Henderson (Chair); Councillors D. Bell, D. Inkster, D. McLauchlan, B. Rowe, A. Shepherd, and A. Toth

STAFF Director of Planning and Development A. Allen; Development Planning Manager I. Holl; Senior Policy Planner K. Pearson; Corporate Officer K. Poulsen; Deputy Corporate Officer T. Forster; and Administrative Assistant F. Bol (Recording Secretary)

1. CALL TO ORDER

The Chair called the Public Hearing to order at 6:00 pm.

2. INTRODUCTION OF APPLICATION

The Chair introduced the proposed Official Community Plan (OCP) Amendment Bylaw No. 492-35, 2023, and advised those persons in attendance that the Public Hearing was being convened pursuant to the *Local Government Act*.

3. CORPORATE OFFICER PROCEDURES

The Public Hearing was attended by 26 members of the public. The Deputy Corporate Officer explained the purpose and rules of the Public Hearing.

4. APPLICATIONS

4.1 Official Community Plan (OCP) Amendment Bylaws: No. 492-35, 2023

Staff provided an overview and presentation of the proposed bylaw amendments.

The Chair called for comments from the public.

Name: Candice Sayre, West Sechelt Community Association

Address: 6177 Oracle Road, Sechelt

Candace Sayre informed Council that a detailed submission was provided to the District of Sechelt on behalf of the West Sechelt Community Association. In Ms. Sayre's opinion a public information session was needed as the bylaw would be a significant change for residents.

She explained that the West Sechelt Community Association felt that their concerns and recommendations have not been addressed and Council's approval of the bylaw despite residents' concerns has caused some upset. She thanked Council for hearing her concerns.

Name: Catherine Hanson, Sechelt Community Association Forum (SCAF)
Address: 6233 Oracle Road, Sechelt

Catherine Hanson thanked Council and informed them that Sechelt Community Association Forum (SCAF) is comprised of community associations (some which pre-date the incorporation of District of Sechelt) and in the past had been included on advisory committees and development referrals to ensure their perspective was included in community planning.

Ms. Hanson stated that citizens deserve and want to know what is going on in their neighbourhood, their property, and their taxes. She explained the need for clear and concise information that community members can understand, and informed Council that she does not believe this has been provided for OCP Amendment Bylaw No. 492-35. Ms. Hanson said that SCAF urges Council to pause this faulty process and to hold information sessions to provide opportunities for residents could be heard.

Name: Aidan Shirley, CityState Consulting
Address: 2414 St. Johns Street, Port Moody

Aidan Shirley informed Council that he was in support of the Official Community Plan (OCP) amendment. In his opinion the bylaw brings the OCP into alignment with desired forms of housing and brings unit size types into alignment with the types of houses the province, the District, and Sunshine Coast housing operators are looking for. Mr. Shirley noted that the OCP is a guiding document that does not supersede Council's authority on development applications or its discretion on community planning matters. Every District project will need to meet development permit area guidelines at the development permit stage. Form and character considerations stay the same, but maximum heights and density will change.

In Mr. Shirley's opinion, this bylaw amendment streamlines the process and sends a message to the industry that this is the type of housing we are looking for. He commended and thanked staff for bringing the OCP into alignment with Bill 44 - Small Scale, Multi-Unit Housing.

Name: Warren Allan - Davis Bay, Wilson Creek, Selma Park (DBWCSP)
Community Association Liaison
Address: 5033 Sunshine Coast Highway, Selma Park

Warren Allan informed Council that he is representing the DBWCSP Community Association and is in support of the West Sechelt Community Association's (WSCA) position. He noted that open and transparent communication was needed for Official Community Plan (OCP) amendments and informed Council that the District only included the WSCA in the referral process, excluding other community associations. He stated that in his opinion, District of Sechelt Council Policy 1.4.6

(Community Association) requires referrals to be sent to all community associations. The DBWCSP Community Association requested that the bylaw amendment be withdrawn because the OCP change was not a minor update and impacts the whole District. Mr. Allan explained that in his opinion passing bylaws and then telling the community after the fact why the changes in amendments are good, ignores best practices and fails to meet the obligations of proactive engagement and statutory requirements of the *Local Government Act*. In closing he noted that he hopes the upcoming OCP review would include budgeting to re-establish individual neighbourhood plans.

Name: Darla Urqhart
Address: 5973 Cowrie Street, Sechelt

Darla Urqhart stated that she was informed by the Senior Policy Planner that it is possible her home could be affected by the height increase from 2 to 3 stories if neighbouring properties were to build larger structures on their lots. She informed Council that she is concerned the 3 lots surrounding her property may affect her views, which is the reason why she and other residents bought their homes. Ms. Urqhart questioned whether there were loopholes, if suites would be allowed, if people would lose their views in Clayton Estates and asked what guarantees Council could make to ensure their views are protected.

Staff clarified that Zoning Bylaw 580 reduced building heights for dwellings from 3 to 2 stories in the R1 and R2 zone and confirmed that the primary objective with this bylaw amendment is to streamline processes related to development applications for larger buildings downtown. Staff stated that the intent of this bylaw amendment is to not change the zoning at this point and existing building schemes will continue to apply.

Name: Gordon Head
Address: 6332 Baille Road, Sechelt

Gordon Head informed Council that he believes a public information forum is needed. He questioned whether the OCP actually sets policy direction that reflects community aspirations and goals in practice. Mr. Head reminded Council to consider Ms. Urqhart's statement and please not forget who they are in representing this community.

The Chair reminded the gallery that written submissions would be accepted to the end of the meeting at: planning@sechelt.ca.

Name: Lynne Forrest, President of Tillicum Bay Neighbourhood Association (TBNA)
Address: 5678 Tillicum Bay Road, Sechelt

Lynne Forrest noted that she submitted a brief letter on the issue earlier to Council and thanked the Senior Policy Planner for providing information. She spoke of the September 13, 2023, Committee of the Whole staff report and reminded Council that the purpose was to bring Sechelt's Official Community Plan into alignment with the accelerated housing targets and

potential for large scale zonings. Ms. Forrest informed Council that in her opinion, the provincial mandate encouraging local governments is to streamline development approval process, however the District of Sechelt was not on the provincial list of municipalities required to expedite approvals.

She informed Council that she believes bringing the OCP forward now was intended to align with Council's Housing Accelerator Fund Grant Application. She felt that District staff were somewhat pressured to push the OCP portion through, and now it was no longer required since Council did not get that grant. In closing she stated that in her opinion the proposed bylaw amendment needs careful consideration, so the current OCP amendment approval process needs to be halted, and conducted in a manner that allows for more consideration.

The Mayor called a first time asking if anyone else would like to speak to Official Community Plan Amendment Bylaw No. 492-35, 2023.

The Mayor called a second time asking if anyone else would like to speak to Official Community Plan Amendment Bylaw No. 492-35, 2023.

The Mayor called a third time asking if anyone else would like to speak to Official Community Plan Amendment Bylaw No. 492-35, 2023.

With no further speakers, the Mayor reminded the public that no further information is to come forward to Council regarding Official Community Plan Amendment Bylaw No. 492-35, 2023.

5. ADJOURNMENT

The March 20, 2024 Public Hearing was adjourned at 6:57 pm.

Certified correct:
Kerianne Poulsen, Corporate Officer

From: [Tillicum Bay Neighbourhood Association](#)
To: [Kevin Pearson](#)
Subject: Re: RC 2024-02-07 OCP Amendment - Height Terminology
Date: Wednesday, February 07, 2024 4:01:33 PM
Attachments: [image001.png](#)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Hi Kevin,
Perhaps that explanation could be part of your presentation tonight? There may be others who remember the issues caused in the past.
Thanks,
Lynne

On Wed, 7 Feb 2024 at 15:53, Kevin Pearson <kpearson@sechelt.ca> wrote:

Thanks Lynne,

I can give you a better response to this by Friday this week. I understand what you are saying, and I will clarify the intent of the OCP amendment with you and why staff has chosen term of storey.



Kevin Pearson, RPP
Senior Policy Planner

Cell 604-741-3370

PO Box 129 | 2nd Floor, 5797 Cowrie St. | Sechelt, BC | V0N 3A0

I acknowledge with gratitude that I work on the unceded homelands of the shíshálh Nation

From: Tillicum Bay Neighbourhood Association <tillicumbayinfo@gmail.com>
Sent: Wednesday, February 07, 2024 3:41 PM
To: Kevin Pearson <kpearson@sechelt.ca>; Andrew Allen <Andrew.Allen@sechelt.ca>
Subject: RC 2024-02-07 OCP Amendment - Height Terminology

RC 2024-02-07 OCP Amendment - Height Terminology

Hello Mr. Pearson,

I'm sure everyone appreciates any effort to clarify and make our OCP and Zoning Bylaw more understandable. However, there are two words, "storeys" and "floors", used in our bylaws to reference building height that has caused a lot of problems over the years.

"Storeys" is still included in your proposed OCP Amendment Bylaw 492-35, 2023. There was a humorous tale of how tall a storey was with an ending of "That's the tallest storey I ever heard". Building storeys or floors vary from the standard up to 10 or more feet depending on the design.

I humbly suggest that the words "storey" and "floors" be removed completely in reference to building heights and that any reference to height be in meters only. I believe this small change should remove any confusion and/or misinterpretation going forward.

Sincerely,

Lynne Forrest
President
Tillicum Bay Neighbourhood Association.

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.

February 19th, 2024

Mayor and Council

District of Sechelt Planning Department

Re: Proposed Official Community Plan (OCP) Amendment 492-35

The West Sechelt Community Association (WSCA) has been advised that prior to the public hearing on the above noted bylaw, there is to be no public open house or information session to inform community members of its justification and its implications, particularly with respect to potential heights of mixed residential/commercial and multi-family developments.

In the Special Infill Areas zoned and designated multi-family in West Sechelt, 4 storeys (12 to 16 meters) would be permitted compared to the 10.5 meters currently permitted under zoning, and 6 storeys plus (24 meters) would be the threshold in multi-family/Mixed Residential areas. On what identified parcels does the District of Sechelt envision these increases in heights? Why is it necessary to undertake these amendments outside the context of an overall OCP review? What is being proposed for West Sechelt that would justify such urgent changes at this time?

Reading a public hearing binder consisting of staff reports, referral comments, and bylaw language is questionably sufficient for informed comment at a public hearing on a bylaw amendment that is not minor. This is especially true for members of the public lacking a clear and precise explanation of the details of a complicated change.

We respectfully request that members of the community, if interested, be given the opportunity for an open information session prior to the public hearing.

Thank you for your consideration.

Respectfully submitted

Candice Sayre

President, West Sechelt Community Association

For the board

March 10^t, 2024

Editor:

Re: Proposed Official Community Plan (OCP) Amendment 492-35

A public hearing has been scheduled for March 20, 2024 for an amendment to the District of Sechelt's (DOS) Official Community Plan that has significant implications for sewerage areas which largely encompass the downtown and West Sechelt.

West Sechelt Community Association (WSCA) requested Council and staff to hold a public open house or information session prior to the public hearing. The purpose would be to justify the urgent need for such changes and their implications. WSCA received no response to its request dated February 19, 2024.

In the Special Infill Areas zoned and designated multi-family in West Sechelt, 4 storeys (12 to 16 meters) would be permitted compared to the 11-12 meters currently permitted under zoning, and 6 storeys plus (18-24 meters) would be the threshold in multi-family/Mixed Residential areas. On which parcels does the DOS envision these increases in heights? Why is it necessary to undertake these amendments outside the context of an overall OCP review? What is being proposed for West Sechelt that would justify such urgent changes at this time?

Reading a public hearing binder consisting of staff reports, referral comments, and bylaw language is insufficient for most people to have adequate information to comment at a public hearing on a bylaw amendment of major importance. Having to make an appointment to access staff for answers to questions is off-putting. Holding a public information session after the fact sends the message that Council does not want to consider public input prior to making decisions. This is not acceptable, especially because of the long-term impact these changes will have on the community.

Respectfully submitted,
Candice Sayre, President
For the Board
West Sechelt Community Association
c: Council

March 20, 2024

Council

District of Sechelt

Public Hearing: Proposed Official Community Plan (OCP) Amendment 492-35 the OCP Amendment); written submission by the West Sechelt Community Association (WSCA)

Greetings:

OCP Amendment 492-35 will affect West Sechelt, its residents and the District of Sechelt (DOS) community as a whole for years to come. This is exactly why the OCP (492,2011), the Local Government Act (Sec. 475) and DOS Planning & Development Procedures (Bylaw No. 566, 2081) require public consultation and public information ...”to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application and public hearing processes.”

WSCA has submitted written inquiries, met with planning department representatives and requested Council and staff to hold a public open house or information session prior to the public hearing in order to engage the public and explain the changes in a manner which would enable them to see, learn and understand the proposed impact upon their neighbourhood, especially the proposed change in height of multi-family/Mixed Residential areas from 11-12 meters to 16-24 meters in established neighbourhoods of single family homes.

No public information session was ever scheduled. The public hearing notebook does not answer the questions WSCA has posed, and does not meet the threshold of informing West Sechelt residents on the following:

1. Which West Sechelt parcels are targeted for increased height from the current 11-12 meters permitted by the OCP to the 16-24 meters proposed by this OCP amendment?
2. Why are these height changes being sought now when the provincial legislation does not mandate them?
3. Has the impact of these height changes upon lack of light, looming construction loss of view, inadequate roads and parking been considered?

4. Has the impact of this amendment upon our already beleaguered water supply, the lifespan of the water resource center, inadequate highway and narrow residential roads been considered?
5. Will the changes wrought by this OCP Amendment actually result in affordable housing?
6. Residential lots in West Sechelt can command prices exceeding \$500,000. Will developers expend such amounts to construct under market residences?

In addition, WSCA contributed the following comments:

1. Figure 19

- (a) Density Bonusing:

There are changes in the Format of Figure 17 since first reading in reference to deletion of units per hectare. We note that the wording of Bylaw 492-35 at second reading is that Figure 17 is being **amended** (not replaced). Does this mean that Figure 17 is being amended with respect to Floor Area Ratios and Heights only, and that the density bonusing provisions will remain in effect? We hope so.

It was our understanding that the intention at first reading was to delete density bonusing for amenities and affordable housing because these are more appropriately included in a zoning bylaw. Figure 19 in Bylaw 492-35 would replace the one currently in the OCP.

Our comment at that time was that the OCP provides a useful framework for negotiating density bonusing into specific zoning, and therefore, we were not supportive of eliminating it. Until such time that Council has adopted a replacement policy for the provision of amenities, including affordable housing, the policies in the OCP should remain in place and be implemented. This is an important issue because there have been significant increases in density and more proposed for the Silverstone lands, and we understand that there have been no amenities, including affordable housing, negotiated to date.

(b) Floor Area Ratios (FAR) and heights:

- (i) Special Infill Multi-Family Areas, including apartments and townhouses in Neighborhood Centres and Multifamily Mixed Residential.

West Sechelt is a community with areas of outstanding water views, and portions of it have underground wiring to not mar those views. The possibility of an imposing and bulky multi-family structure of 4, 5, and 6 storeys obliterating views is unacceptable. This is particularly so if there is no ability for adjacent property owners to comment via a public hearing if the proposal is deemed to be consistent with the OCP.

Figure 17 currently has typical heights of 2-3 storeys for Special Infill Areas, and the Provincial Guidelines for the smaller scale multi-family units of 4 units per lot are 3 storeys.

We therefore suggest that multi-family units in Special Infill areas and for Apartments and Townhouses in other designated land uses in West Sechelt be limited to 3 storeys. Three storey buildings can be better integrated into established single-family areas while meeting growth needs.

- (ii) Multifamily/Mixed Residential & Downtown Centre (Multi-Residential & Commercial)

The current Figure 17 in the OCP indicates that the typical heights for Neighborhood Centre designations are 2 to 4 storeys, and for Multi-family/Mixed Residential and Downtown Centre the heights are 3-4 storeys and up to 6 storeys in some locations.

If Council believes that there are locations where 5 and 6 storeys, that are now being proposed as benchmark, are required, then those areas should be specified, e.g., the downtown Sechelt neighborhood

which is the centre for all neighborhoods and a focus for the district as a whole.

If Council proceeds with the OCP Amendment, it should be amended to maintain existing typical heights of 2-3 storeys in Figure 17 for Special Infill Areas in established parts of West Sechelt, and that Figure 17 specify that 4, 5, and 6 stories are to be limited to the Silverstone Lands to the north of Derby Road and east of Granite Road. WSCA suggests strongly, however, that this public hearing be paused in order for a public information session to be scheduled for such important and long-term changes.

WSCA recognizes the need for higher density-we are not NIMBYS. Neighbourhoods thrive with a healthy mix of housing and age groups. But residents deserve to know what will happen if an OCP amendment is approved before a public hearing cuts off inquiry and discussion. Of what use is a public information session held after a public hearing shuts down the exchange of information? Reading a public hearing binder consisting of staff reports, referral comments, and bylaw “jargon” does not adequately or properly inform most people in order to enable them to comment on a bylaw amendment of major importance at a public hearing. Having to make an appointment to access staff for answers to questions is off-putting. Further, the lack of a public information session creates the unfortunate impression that Council does not want to consider public input prior to making decisions. This is not acceptable, especially because of the long-term impact these changes will have on the community.

Respectfully submitted,

Candice Sayre, President

West Sechelt Community Association

c: Planning Department

To Mayor and Council:

Re: Proposed OCP Amendment 492-35

I am elderly and have recently become the sole owner of property in West Sechelt which my husband and I bought in 2004. The zoning of this property has changed several times since then. I am not sure what the current zoning is for my property.

This is the first year after the restrictions of Covid have been lifted. People are very busy trying to catch up on work they want to have done or want to do themselves. They also want to travel and meet family and friends freely again.

We are beginning the March break and BC Ferries have said March 20th and Easter Sunday are the two busiest days of the holiday.

The changes seem quite complex. There appear to be two different Special Infill Areas: one multi-family and the other, multi-family/Mixed Residential. I would like to know whether my property is in a Special Infill Area and which type it is, as well as just what could be built in the area. Speaking for myself, I think I would need several information meetings to fully understand what could take place.

Would it be possible to delay the information meeting or meetings, at least until after the holiday and have the public hearing after that?

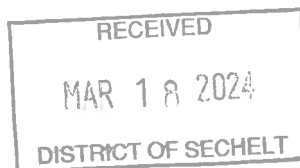
The West Sechelt Community Association suggests Amendment 492-35 be part of an overall review of the OCP. That would be the logical solution; however, recalling 2004, West Sechelt was targeted as the first area for development even then. I am thus asking only that you delay the public hearing until sufficient clarification of the Amendment takes place.

Thank you for your consideration.

Respectfully submitted.

Nancy Leathley

Sechelt, B.C.
V7Z 0N3



From: Catherine Hanson [REDACTED].com>
Sent: Monday, March 18, 2024 9:19 AM
To: Council <Council@sechelt.ca>; Planning <Planning@Sechelt.ca>
Cc: Catherine Hanson [REDACTED].com>; Nancy Leathley [REDACTED].ca>;
Candice Sayre [REDACTED].com>
Subject: Re: Upcoming Public Hearing

Dear CouncilMembers & Planning Staff:

I received the following response from a member of the West Sechelt Community Association (WSCA) - a founding member actually!

She is struggling with voicing her views on the proposed amendment and I am forwarding her response on her behalf.

This is a real example of people wanting to have input, needing more information and providing a citizen's context that could have been considered before rushing to a Public Hearing.

I formally request that Nancy Leathley's email be recorded. Please confirm receipt and advise if you have further questions.

Respectfully,
Catherine Hanson
[REDACTED]
Sechelt
V7Z 0N7

[REDACTED]

On Mar 16, 2024, at 12:57 AM, Nancy Leathley

[REDACTED].ca> wrote:

Catherine, I'm so hopeless on the computer. I've been out of politics but want to support you in this.

Please read this and tell me how I can email it to Council and how i should address the Council. Sorry, I'm so swamped just trying to survive.

nancy

To Mayor and Council:

Re: Proposed OCP Amendment 492-35

I am elderly and have recently become the sole owner of property in West Sechelt which my husband and I bought in 2004. The zoning of this property has changed several times since then. I am not sure what the current zoning is for my property.

This is the first year after the restrictions of Covid have been lifted. People are very busy trying to catch up on work they want to have done or want to do themselves. They also want to travel and meet family and friends freely again.

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The changes seem quite complex. There appear to be two different Special Infill Areas: one multi-family and the other, multi-family/Mixed Residential. I would like to know whether my property is in a Special Infill Area and which type it is, as well as just what could be built in the area. Speaking for myself, I think I would need several information meetings to fully understand what could take place.

Would it be possible to delay the information meeting or meetings, at least until after the holiday and have the public hearing after that?

The West Sechelt Community Association suggests Amendment 492-35 be part of an overall review of the OCP. That would be the logical solution; however, recalling 2004, West Sechelt was targeted as the first area for development even then. I am thus asking only that you delay the public hearing until sufficient clarification of the Amendment takes place.

Thank you for your consideration.

Respectfully submitted.

Nancy Leathley

[REDACTED]
Sechelt, B.C.
V7Z 0N3

Wednesday, March 13, 2024 at 11:00:54 a.m. PDT, Catherine Hanson
[REDACTED].com> wrote:

Good Morning all; The purpose of this email is to inform you of an upcoming Public Hearing on a subject that could have a major and long lasting impact on your neighbourhood and property value. The WSCA encourages you to participate in any way that you can. Thank you.

On **Wednesday March 20** the District of Sechelt will hold a Public Hearing to consider Official Community Plan Amendment Bylaw 492-35, 2023. In accordance with the Local Government Act this Public Hearing will be held in a hybrid format, both in person and electronically.

WHAT'S PROPOSED

To change the Official Community Plan (OCP) with increases in floor area ratios and building heights references throughout the residential land use designations.

WHAT THIS MEANS FOR YOU AND YOUR PROPERTY

- It may be the only time you will have the ability to have a voice into this process.
- Of considerable interest, is the change in height allowances. That is to say, a 4-6 story buildings could be built on vacant lots in established neighbourhoods.
- This could affect views - as well as property values.
- The only information available on this proposed change is through reading a "Public Hearing Binder" or scheduling an appointment with Planning staff.

WHAT THE WEST SECHELT COMMUNITY ASSOCIATION (WSCA) HAS DONE TO DATE

- January 31, 2024 - Members from the WSCA Executive met (in person) with Planning Staff. We expressed our concerns on the lack of information available and the necessity of communicating changes to residents and home owners.
- February 19, 2024 - The WSCA followed up on these issues and our concerns in writing (see Letter 1 below). We requested that the Planning Department and Council provide information sessions on these changes in advance of the Public Hearing. There was no response from, or uptake by, Planning Department on this request.

- March 10, 2024 - The WSCA, having received no response to the Feb 19 letter, wrote a Letter to the Editor of the Coast Reporter with a cc to Council (see Letter 2 below).

WHAT YOU CAN DO

- The WSCA is encouraging property owners to participate in this Public Hearing either in person or by Zoom and to write Council so as to express their views on these changes and/or request more information.

1.) In-Person Meeting Information

DATE: WEDNESDAY MARCH 20TH

TIME: 6:00 PM

PLACE: Community Meeting Room, 1st Floor 5797 Cowrie Street

2.) Zoom Information

<https://zoom.us> , join Meeting ID: 868 0600 2508 and Password: PH2024.

Or iPhone one-tap :

Canada: +17789072071,,86806002508#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Canada: +1 778 907 2071

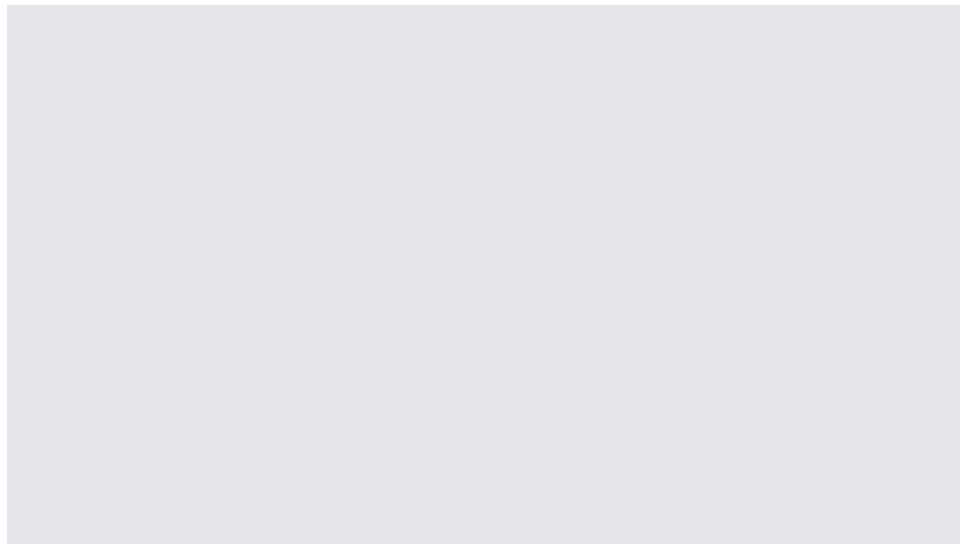
Webinar ID: 868 0600 2508

Password: 420913

3.) Written Information

Refer to the District of Sechelt website for email contact and mailing address.

4.) AGENDA





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:

- Zoom: <https://zoom.us>, join Meeting ID: 868 0600 2508 and Password: PH2024.
- Phone: 1-778-907-2071, with Meeting ID: 868 0600 2508 and Password: 420913.

**DISTRICT OF SEHEL
PUBLIC HEARING**

Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt

and Via Zoom Online Meeting Platform

Wednesday, March 20, 2023
6:00 pm

AGENDA

1. CALL TO ORDER
2. INTRODUCTION OF BYLAW AMENDMENT
 - 2.1 Official Community Plan Amendment Bylaw 492-35, 2023, Floor Area Ratio (FAR) and Building Height
3. CORPORATE OFFICER – PROCEDURES
4. BYLAW AMENDMENT
 - 4.1 Official Community Plan Amendment Bylaw 492-35, 2023, Floor Area Ratio (FAR) and Building Height Staff
 - Presentation
 - Public Input

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PDF Document : 41 KB

LETTER 1 - TO COUNCIL AND PLANNING DEPARTMENT

February 19th, 2024

Mayor and Council

District of Sechelt Planning Department

Re: Proposed Official Community Plan (OCP) Amendment 492-35

The West Sechelt Community Association (WSCA) has been advised that prior to the public hearing on the above noted bylaw, there is to be no public open house or information session to inform community members of its justification and its implications, particularly with respect to potential heights of mixed residential/commercial and multi-family developments.

In the Special Infill Areas zoned and designated multi-family in West Sechelt, 4 storeys (12 to 16 meters) would be permitted compared to the 10.5 meters currently permitted under zoning, and 6 storeys plus (24 meters) would be the threshold in multi-family/Mixed Residential areas. On what identified parcels does the District of Sechelt envision these increases in heights? Why is it necessary to undertake these amendments outside the context of an overall OCP review? What is being proposed for West Sechelt that would justify such urgent changes at this time?

Reading a public hearing binder consisting of staff reports, referral comments, and bylaw language is questionably sufficient for informed comment at a public hearing on a bylaw amendment that is not minor. This is especially true for members of the public lacking a clear and precise explanation of the details of a complicated change.

We respectfully request that members of the community, if interested, be given the opportunity for an open information session prior to the public hearing.

Thank you for your consideration.

Respectfully submitted

Candice Sayre

President, West Sechelt Community Association

For the board

LETTER 2 - TO COAST REPORTER AND CC'D TO COUNCIL

March 10, 2024

Editor: Coast Reporter

Re: Proposed Official Community Plan (OCP) Amendment 492-35

A public hearing has been scheduled for March 20, 2024 for an amendment to the District of Sechelt's (DOS) Official Community Plan that has significant implications for sewerred areas which largely encompass the downtown and West Sechelt.

West Sechelt Community Association (WSCA) requested Council and staff to hold a public open house or information session prior to the public hearing. The purpose would be to justify the urgent need for such changes and their implications. WSCA received no response to its request dated February 19, 2024.

In the Special Infill Areas zoned and designated multi-family in West Sechelt, 4 storeys (12 to 16 meters) would be permitted compared to the 11-12 meters currently permitted under zoning, and 6 storeys plus (18-24 meters) would be the threshold in multi-family/Mixed Residential areas. On which parcels does the DOS envision these increases in heights? Why is it necessary to undertake these amendments outside the context of an overall OCP review? What is being proposed for West Sechelt that would justify such urgent changes at this time?

Reading a public hearing binder consisting of staff reports, referral comments, and bylaw language is insufficient for most people to have adequate information to comment at a public hearing on a bylaw amendment of major importance. Having to make an appointment to access staff for answers to questions is off-putting. Holding a public information session after the fact sends the message that Council does not want to consider public input prior to making decisions. This is not acceptable, especially because of the long-term impact these changes will have on the community.

Respectfully submitted,

Candice Sayre, President West Sechelt Community Association

cc: Sechelt Council



PLEASE NOTE:

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- Zoom: <https://zoom.us>, join Meeting ID: 868 0600 2508 and Password: PH2024.
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**DISTRICT OF SECHELT
PUBLIC HEARING**

**Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt**

and Via Zoom Online Meeting Platform

**Wednesday, March 20, 2023
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 - 4.1 **Official Community Plan Amendment Bylaw 492-35, 2023, Floor Area Ratio (FAR) and Building Height Staff**
 - **Presentation**
 - **Public Input**

From: noreply@sechelt.ca <noreply@sechelt.ca> **On Behalf Of** Darla Urquhart
Sent: Monday, March 18, 2024 4:59 PM
To: Planning <Planning@Sechelt.ca>
Subject: Amendment hearing for March 20 , OCP 492- 35

Warning! This message was sent from outside your organization and we are unable to verify the sender.

[Block sender](#)

I am against the proposal for OCP amendment 492-35 .I am against it because of the potential losses it will create to the seaside community . Sechelt has unique seaside characteristics that need to be considered and respected before allowing changes that will increase building heights on all residential properties in Sechelt . I am requesting that council respect and maintain the original building schemes in the already developed areas of Sechelt under the pretence in which the properties were developed . I am also requesting that council respect the existing home owners that have already paid inflated prices for geo engineered view properties with building schemes in Sechelt . (example , such as Clayton estates and West Sechelt .) I have been informed that amendment of 492-35 would allow 3 levels instead of two (with re zoning applications) This would conflict with the current building schemes in which current homeowners bought into (building scheme protects the views which people bought at inflated prices in order to obtain a view) . I would request that no three level homes be allowed to build in front of an already built one or two level home . I would think it would be fair that a three level building could be built behind any existing two or one level home . Furthermore , Every community needs a balance of housing choices at all economic levels . We need to attract Business corporations and professionals so that the community can reduce the tax stress on homeowners who currently are paying 85% of the taxes . It would be a huge mistake to limit and sacrifice one economic group for another by allowing all residential properties in Sechelt to switch to high density . Building three levels in front of the already existing one and two level home will change the landscape of Sechelt as it will reduce the number of view homes to water front only . I am Sad to think about this being a possibility for the future of Sechelt . ----- Origin:

<https://www.sechelt.ca/en/news/public-hearing-ocp-amendment.aspx> -----
----- This email was sent to you by Darla Urquhart [REDACTED] .com>
through <https://www.sechelt.ca>.

From: Kevin Pearson <kpearson@sechelt.ca>
Sent: Tuesday, March 19, 2024 8:46 AM
To: Nancy Leathley [REDACTED].ca>
Cc: Planning <Planning@Sechelt.ca>; Tracy Forster <tforster@sechelt.ca>; Kerianne Poulsen <KPoulsen@sechelt.ca>
Subject: RE: Upcoming Public Hearing

Thanks for confirming Nancy.

If you are able to meet with me here at the District Hall to go over the maps and tables, I can make arrangements for that today. I can also give you a call if you want.

Kevin

From: Nancy Leathley [REDACTED].ca>
Sent: Monday, March 18, 2024 5:55 PM
To: Kevin Pearson <kpearson@sechelt.ca>
Subject: Re: Upcoming Public Hearing

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Yes please, Kevin, under Section 4.1, Public Input.

I am so technologically challenged I really don't know how to unzip the attachments you sent but I have prior commitments on March 20th and won't be able to attend on

zoom in any case.

Thank you very much, Kevin

Nancy Leathley

On Monday, March 18, 2024 at 01:27:04 p.m. PDT, Kevin Pearson <kpearson@sechelt.ca> wrote:

Hi Nancy, in response to your e-mail.

I somehow sent it to a different Nancy. Sorry. Are you wanting this on the Public Council Agenda for Wednesday night this week?

Kevin Pearson

District of Sechelt

From: Kevin Pearson
Sent: Monday, March 18, 2024 10:50 AM
To: Catherine Hanson <[REDACTED].com>; Nancy Shields <[REDACTED].a>
Cc: Planning <Planning@Sechelt.ca>
Subject: RE: Upcoming Public Hearing

Good morning, Catherine and Nancy.

Thanks for your input. Please let me know as soon as possible if you want this e-mail string as public record for District Council's review for the Public Hearing on March 20, 2024.

I acknowledge your property is addressed at the end of a cul-de-sac in an area designated "Low Density Residential" in the OCP. The property is not in a Special Infill Area. Along [REDACTED] road, the proposed OCP density changes would support an increase in floor area ratio (FAR) on your lot from 0.4 to 0.5 subject to zoning, Provincial Riparian Areas Regulations, meeting servicing requirements and Building Permit.

FAR = the gross floor area supported relative to your lot area.

For example, with a FAR of 0.5: if your lot size is 1,000 square metres (you need to know your own lot size to measure the FAR with more certainty), then the zone that would be supported on your lot would allow a total combined floor area (of all residential buildings) of 500 square metres.

Under the current policy a FAR of 0.4 is supported, meaning 400 square meters of floor area is supported by zoning, assuming if your lot size is 1,000 square meters.

Land across Wakefield Creek, to the east of your lot, is designated “Residential” in the OCP which supports slightly higher density. Attachment 2 shows the proposed densities supported. Attachment 3 are corresponding OCP maps with Land Use Designations. The public reports that have been available for several months speak the proposal in more detail.

Kevin Pearson, RPP

Senior Policy Planner

Cell 604-741-3370

PO Box 129 | 2nd Floor, 5797 Cowrie St. | Sechelt, BC | V0N 3A0

I acknowledge with gratitude that I work on the unceded homelands of the shíshálh Nation

From: Planning <Planning@Sechelt.ca>

Sent: Monday, March 18, 2024 9:33 AM

To: Catherine Hanson [REDACTED].com>

Cc: Nancy Leathley [REDACTED].ca>; Kevin Pearson <kpearson@sechelt.ca>

Subject: RE: Upcoming Public Hearing

Good Morning Catherine,

Thank you for forwarding this to us. I did leave Nancy a voicemail this morning as well.

The below email will certainly be added to the public comments record.

Kindly,

Michaela Sugars
Administrative Assistant – Planning and Development
Office 604-885-1986 | Direct 604-740-8459
PO Box 129 | 2nd Floor, 5797 Cowrie St. | Sechelt, BC | V0N 3A0

I acknowledge that I work on the unceded homelands of the shíshálh Nation

From: Catherine Hanson [redacted].com>
Sent: Monday, March 18, 2024 9:19 AM
To: Council <Council@sechelt.ca>; Planning <Planning@Sechelt.ca>
Cc: Catherine Hanson [redacted].com>; Nancy Leathley [redacted].ca>; Candice Sayre [redacted].com>
Subject: Re: Upcoming Public Hearing

Dear CouncilMembers & Planning Staff:

I received the following response from a member of the West Sechelt Community Association (WSCA) - a founding member actually!

She is struggling with voicing her views on the proposed amendment and I am forwarding her response

on her behalf.

This is a real example of people wanting to have input, needing more information and providing a citizen's context that could have been considered before rushing to a Public Hearing.

I formally request that Nancy Leathley's email be recorded. Please confirm receipt and advise if you have further questions.

Respectfully,

Catherine Hanson

[REDACTED]

Sechelt

V7Z 0N7

[REDACTED]

On Mar 16, 2024, at 12:57 AM, Nancy Leathley [REDACTED] <[REDACTED].ca> wrote:

Catherine, I'm so hopeless on the computer. I've been out of politics but want to support you in this.

Please read this and tell me how I can email it to Council and how i should address the Council. Sorry, I'm so swamped just trying to survive.

nancy

To Mayor and Council:

Re: Proposed OCP Amendment 492-35

I am elderly and have recently become the sole owner of property in West Sechelt which my husband and I bought in 2004. The zoning of this property has changed several times since then. I am not sure what the current zoning is for my property.

This is the first year after the restrictions of Covid have been lifted. People are very busy trying to catch up on work they want to have done or want to do themselves. They also want to travel and meet family and friends freely again.

We are beginning the March break and BC Ferries have said March 20th and Easter Sunday are the two busiest days of the holiday.

The changes seem quite complex. There appear to be two different Special Infill Areas: one multi-family and the other, multi-family/Mixed Residential. I would like to know whether my property is in a Special Infill Area and which type it is, as well as just what could be built in the area. Speaking for myself, I think I would need several information meetings to fully understand what could take place.

Would it be possible to delay the information meeting or meetings, at least until after the holiday and have the public hearing after that?

The West Sechelt Community Association suggests Amendment 492-35 be part of an overall review of the OCP. That would be the logical solution; however, recalling 2004, West Sechelt was targeted as the first area for development even then. I am thus asking only that you delay the public hearing until sufficient clarification of the Amendment takes place.

Thank you for your consideration.

Respectfully submitted.

Nancy Leathley

[REDACTED]
Sechelt, B.C.

V7Z 0N3

Wednesday, March 13, 2024 at 11:00:54 a.m. PDT, Catherine Hanson
[REDACTED].com> wrote:

Good Morning all; The purpose of this email is to inform you of an upcoming Public Hearing on a subject that could have a major and long lasting impact on your neighbourhood and property value. The WSCA encourages you to participate in any way that you can. Thank you.

On **Wednesday March 20** the District of Sechelt will hold a Public Hearing to consider Official Community Plan Amendment Bylaw 492-35, 2023. In accordance with the Local Government Act this Public Hearing will be held in a hybrid format, both in person and electronically.

WHAT'S PROPOSED

To change the Official Community Plan (OCP) with increases in floor area ratios and building heights references throughout the residential land use designations.

WHAT THIS MEANS FOR YOU AND YOUR PROPERTY

- It may be the only time you will have the ability to have a voice into this process.
- Of considerable interest, is the change in height allowances. That is to say, a 4-6 story buildings could be built on vacant lots in established neighbourhoods.
- This could affect views - as well as property values.
- The only information available on this proposed change is through reading a "Public

Hearing Binder” or scheduling an appointment with Planning staff.

WHAT THE WEST SECHELT COMMUNITY ASSOCIATION (WSCA) HAS DONE TO DATE

- January 31, 2024 - Members from the WSCA Executive met (in person) with Planning Staff. We expressed our concerns on the lack of information available and the necessity of communicating changes to residents and home owners.
- February 19, 2024 - The WSCA followed up on these issues and our concerns in writing (see Letter 1 below). We requested that the Planning Department and Council provide information sessions on these changes in advance of the Public Hearing. There was no response from, or uptake by, Planning Department on this request.
- March 10, 2024 - The WSCA, having received no response to the Feb 19 letter, wrote a Letter to the Editor of the Coast Reporter with a cc to Council (see Letter 2 below).

WHAT YOU CAN DO

- The WSCA is encouraging property owners to participate in this Public Hearing either in person or by Zoom and to write Council so as to express their views on these changes and/or request more information.

1.) In-Person Meeting Information

DATE: WEDNESDAY MARCH 20TH

TIME: 6:00 PM

PLACE: Community Meeting Room, 1st Floor 5797 Cowrie Street

2.) Zoom Information

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Or iPhone one-tap :

Canada: +17789072071,,86806002508#

Or Telephone:

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Canada: +1 778 907 2071

Webinar ID: 868 0600 2508

Password: 420913

3.) Written Information

Refer to the District of Sechelt website for email contact and mailing address.

4.) AGENDA



PLEASE NOTE:

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**Community Meeting Room
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 - 4.1 Official Community Plan Amendment Bylaw 492-35, 2023, Floor Area Ratio (FAR) and Building Height Staff**
 - Presentation
 - Public Input

[b6a53633-c881-48ac-9f52-](#)

LETTER 1 - TO COUNCIL AND PLANNING DEPARTMENT

February 19th, 2024

Mayor and Council

District of Sechelt Planning Department

Re: Proposed Official Community Plan (OCP) Amendment 492-35

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Reading a public hearing binder consisting of staff reports, referral comments, and bylaw language is questionably sufficient for informed comment at a public hearing on a bylaw amendment that is not minor. This is especially true for members of the public lacking a clear and precise explanation of the details of a complicated change.

We respectfully request that members of the community, if interested, be given the opportunity for an open information session prior to the public hearing.

Thank you for your consideration.

Respectfully submitted

Candice Sayre

President, West Sechelt Community Association

For the board

LETTER 2 - TO COAST REPORTER AND CC'D TO COUNCIL

March 10, 2024

Editor: Coast Reporter

Re: Proposed Official Community Plan (OCP) Amendment 492-35

A public hearing has been scheduled for March 20, 2024 for an amendment to the District of Sechelt's (DOS) Official Community Plan that has significant implications for sewerred areas which largely encompass the downtown and West Sechelt.

West Sechelt Community Association (WSCA) requested Council and staff to hold a public open house or information session prior to the public hearing. The purpose would be to justify the urgent need for such changes and their implications. WSCA received no response to its request dated February 19, 2024.

In the Special Infill Areas zoned and designated multi-family in West Sechelt, 4 storeys (12 to 16 meters) would be permitted compared to the 11-12 meters currently permitted under zoning, and 6 storeys plus (18-24 meters) would be the threshold in multi-family/Mixed Residential areas. On which parcels does the DOS envision these increases in heights? Why is it necessary to undertake these amendments outside the context of an overall OCP review? What is being proposed for West Sechelt that would justify such urgent changes at this time?

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Respectfully submitted,

Candice Sayre, President West Sechelt Community Association

cc: Sechelt Council



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**Community Meeting Room
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 - **Presentation**
 - **Public Input**

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.



Sechelt Community Associations Forum

Communicating to assist the District of Sechelt and all who live in it

March 20, 2024

District of Sechelt

Mayor and Council

Re: Sechelt Community Association Forum (SCAF) Response to Public Hearing on Proposed Official Community Plan (OCP) Amendment Bylaw 492-35, 2023 - Floor Area Ratio (FAR) and Building Height

Dear Mayor and Council,

The Sechelt Community Associations Forum is concerned with the lack of communication between our 8 Community Associations and the District Planning Department and Sechelt Council as required under the Local Government Act (LGA) and Community Charter (CC).

The proposed OCP Bylaw Amendment 492-35, 2023 has not met the policy, established practice nor spirit of reasonable and adequate community consultation as required in the LGA. All Community Associations should have received a Referral Form (Attachment 1) for this proposed amendment.

There are specific sections of the OCP, LGA, Planning & Procedures Bylaw, as well as the District Administration Policy, which require and allow all registered Sechelt Community Associations inclusion on the planning referral process for any OCP amendment. That is to say, not just the neighbourhoods in which there would be an immediate impact. Consultation with, and a referral to, all SCAF associations did **not** happen for this proposed amendment. (Please refer to Attachment 2 for excerpts from cited documents)

Previously, the policy and practice was to include referrals to all the Sechelt Community Associations for any proposed OCP change before a Public Hearing. It should be noted the OCP includes the whole Sechelt community, therefore, any change, regardless of the neighbourhood within which it is proposed, can be used in other areas, either directly or as a precedent for change.

SCAF wants to reiterate that open and transparent communications with all citizens and Community Associations is key to ensuring Council makes decisions that reflect community aspirations. Failure to do so could negatively affect the reputation of District and its governance practices.

Respecting the long term impacts this proposed amendment could have on the community, **SCAF requests Council not adopt the amendment.** We propose the following:

- 1.) Hold information session(s) to thoroughly explain the proposed changes
- 2.) Provide all SCAF Community Associations an opportunity to provide their input.
- 3.) Reschedule a Public Hearing

Respectfully,

Catherine Hanson

Chair, Sechelt Community Associations Forum:

Davis Bay-Wilson Creek-Selma Park Community Association

East Porpoise Bay Community Association

Sandy Hook Community Association

Sechelt Village Community Association

Sunshine Heights and Owners Association

Tillicum Bay Neighbourhood Association

Tuwanek Ratepayers Association

West Sechelt Community Association

This letter has been emailed to:

planning@sechelt.ca

council@sechelt.ca

ATTACHMENT 1 - Excerpts of documents cited on page 1

1. Official Community Plan (OCP) 492, 2011 (page 135)

"Official Community Plan amendments will be reviewed in accordance with the following criteria:

(b) the community has been consulted and **the proposed use has a high level of support in the community;**

(c) the proposed use is consistent with the overall vision for the community and local neighbourhood;

2. The Local Government Act (LGA)

Sect.475 (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

(2) For the purposes of subsection (1), the local government must

(a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing

(3) Consultation under this section is in addition to the public hearing required under section 477 (3) (c).

3. Planning & Development Procedures Bylaw No. 566, 2018 (page 10-11, Sect. 8.14)

Public Information Meeting

Unless waived in writing by the Director, an applicant shall host and facilitate a Public Information Meeting prior to the application being considered by Council to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral and public hearing processes.

4. Council Policy - Administration 1.4.6. Community Associations

PURPOSE

Being registered as a community association allows a group to:

* be recognized by Council as a society registered under the BC Societies Act;

* be included on the Planning and Development Services Department referral process

ATTACHMENT 2 - DoS D Development Referral Form



604 885 1986
 PO Box 129, 5797 Cowrie St,
 2nd Floor
 Sechelt, BC V0N 3A0
 www.sechelt.ca

DEVELOPMENT APPLICATION REFERRAL

Please send your reply to planning@sechelt.ca

APPLICATION NO:	[REDACTED]	DATE:	[REDACTED] 2023	OCP
FILE MANAGER:	[REDACTED]	EMAIL:	[REDACTED]	X Zoning
APPLICANT:	[REDACTED]			Subdivision
APPLICANT CONTACT:	[REDACTED]			Variance
SITE ADDRESS:	[REDACTED]			Development Permit
LEGAL:	[REDACTED]			OTHER:
ZONING:	EXISTING [REDACTED]	PROPOSED	[REDACTED]	
OCP DESIGNATION:	EXISTING [REDACTED]	PROPOSED	N/A	

Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. Please respond to this referral by [REDACTED]. If no response is received within that time, it will be assumed that your agency's interests are unaffected.
PLEASE RESPOND TO THIS REFERRAL WITHIN 30 DAYS.

PURPOSE OF APPLICATION:
 [REDACTED]

GENERAL LOCATION: [REDACTED]

<p>OTHER INFORMATION: If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.</p>	<p>ATTACHMENTS: [REDACTED] Staff Report to Council w/Attachments and Zoning Amendment Bylaw</p>
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This referral has also been sent to the following agencies:

X	Sunshine Coast Regional District - Infrastructure Department	X	Sechelt Volunteer Fire Department
X	Shishálh Nation	X	FortisBC Energy / Energy Services Advisor
X	Vancouver Coastal Health Authority	X	Telus
	Ministry of Transportation & Infrastructure	X	B.C. Hydro / BC Transmission Co
	Agriculture Land Commission		Coast Cable - Eastlink
	Archaeology Branch of BC	X	Canada Post
X	School District #46	X	Transportation Choices Sunshine Coast
	Council	X	District of Sechelt Engineering Department
	Other:	X	District of Sechelt Building Department

Community Associations and Groups:

	East Porpoise Bay		Downtown Village	X	West Sechelt		TuwaneK
	Selma Park/Davis Bay/Wilson Creek		Sandy Hook		S.H.O.R.A.		S.D.B.A.
	Chamber of Commerce						

March 20, 2024

Submission to Public Hearing on Bylaw 492-35

As a West Sechelt resident with a property interest in this issue, I have tried to understand and make sense of Bylaw 492-35 which proposes changes to Figure 17 Housing Forms and Density in the current OCP. Planning staff have stated in their report of February 7th that “It is hoped that this revised Figure 17 is clearer than the current Figure 17 in the OCP.”

It is not clearer to me in two areas, as follows:

- (1) whether proposed Figure 17 is replacing or amending the current one in the OCP; and
- (2) how the proposed introduction of SSMUH (Small Scale Multi-Unit Housing) provisions are separate and distinct from the Special Infill Areas as they have different FAR and typical maximum height (storeys) allowances.

Figure 17: Replacement or Amendment?

On balance, I have concluded that Figure 17 is being amended (for the following reasons) and for greater clarity for public comment and for future interpretation the bylaw, there should have been a consolidated Figure 17 with changes highlighted.

- The text within Bylaw 492-35 states that “Figure 17 of Section 5 Bylaw No. 492, 2010 is **amended** in accordance with Schedule A – it does not state that it is being **deleted and replaced**.”
- The public hearing advertisement states that what is being proposed is to “update the Official Community Plan with increases to floor area ratios and building heights references throughout the residential land use designations”. If density bonusing provisions were being deleted via the replacement of Figure 17, the public hearing advertisement should have indicated this, as they are an important OCP component.
- While there is a note on proposed Figure 17 (Schedule A to Bylaw 492-35) “this figure applies to all references to residential development densities throughout the Official Community Plan), the only references I found specifically to FAR and height thresholds were to site properties in DLs 303 and 304. The only other references to development densities were in Policies 5.25 and 5.28 relating to density bonusing that in turn referenced the specifics of density bonusing provisions. If the intention was to delete density bonusing provisions, then a text amendment to these policies would have been appropriate, not difficult, and transparent.

However, I do note that staff, at a meeting with some members of the West Sechelt Community Association, indicated that the intention was to replace the current OCP Figure 17. An earlier staff report indicated a deletion of references to Units Per Hectare as a measurement of density and density bonusing provisions within the Current OCP Figure 17.

It is difficult to provide relevant comment on proposed changes if there is an element of uncertainty and therefor a lack of clarity about proposed changes. If density bonusing provisions are to be

deleted from the OCP, I am not supportive until such time as there is a concurrent Board policy external to the OCP adopted in replacement. Affordable housing, for example, achieved via density bonusing is important and timely given developments that are coming on-stream.

Figure 17: Introduction of Residential: 1-2 units, and 3+ units

The introduction of Residential 1-2 and 3+ units into Figure 17 presumably reflects the Province's directive respecting Small Scale Multi-Unit Housing. This directive requires that a minimum of 3 units be permitted in single family zones on parcels 280 square meters and less; and a minimum of 4 units on parcels greater than 280 square meters (source is Provincial Policy Manual and Site Standards – note that my figures do not exactly correspond with what is in Figure 17).

There is no text policy referencing the Provincial Directive. There is no typical parcel size, as per the existing Figure 17 for Special Infill areas of 0.4 ha, and no description of housing types. The Province's list of housing types (duplexes, Accessory Dwelling Units, triplexes, fourplexes, townhouses and cottage court houses) are not noted, but are similar to that described under Special Infill Areas.

What is the difference between Special Infill Areas and the Residential 1-2 units and 3+ units (with no upper parcel size) that warrants different typical building storeys and FARs? If I were to apply for 4 units to be built on an empty lot, would I be able to have 3 storeys or 4? A typical FAR OF 1.0 or 1.5? A requirement for a public hearing or that a public hearing not be held?

The SSMUH appears to overlap with existing OCP provisions for Special Infill Areas – perhaps requiring an adjustment in typical parcel size thresholds to blend the two. The introduction of SSMUH should take into account existing similar policies.

Of note also is the fact that the public hearing advertisement did not indicate that Bylaw 492-35 was incorporating the SSMUH provisions and once adopted, the community will have no opportunity for comment, as a public hearing on zoning must not be held.

I urge Council to not rush into approving Bylaw 492-35 at this time.

Judy Skogstad



Sechelt, BC

From: noreply@sechelt.ca <noreply@sechelt.ca> **On Behalf Of** MARYANN
Sent: Wednesday, March 20, 2024 11:25 AM
To: Planning <Planning@Sechelt.ca>
Subject: By-law 492-35,2023 proposed lots and AQUIFER

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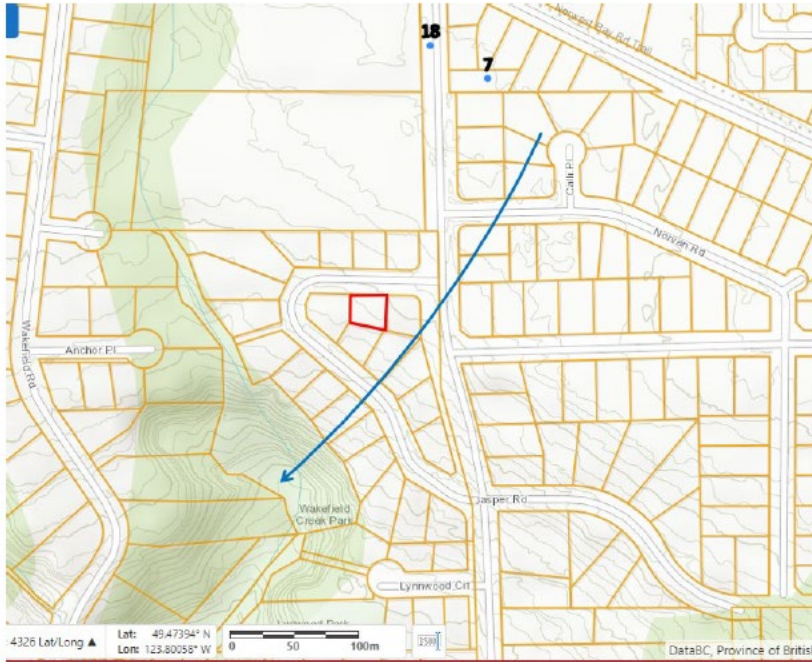
By-law 492-35, 2023 and existing AQUIFER The spirit of By-Law 492-35 to OCP toward multi-unit and affordable housing is commendable. My concern is in the proposed area at Norwest Bay Road and Mason Road. Proximity to West Sechelt Elementary and neighbourhood store is good. Also higher building heights are less likely to impede existing views. My great concern is the AQUIFER which sits below this proposed area. The groundwater flows are toward the Wakefield Creek and ocean. Two Registered water wells near Norwest Bay and Mason are at 18ft and 7 ft. This is a sand and gravel aquifer with a shallow water table, as evidenced by the shallow depths of the two wells on record. Recent construction at West Sechelt Elementary and Mason Road reworking of storm sewers has raised the water table even more. Affecting wet basements in properties on Mason and Jasper Roads. Excavating foundations and basements for new multistory units will impact the aquifer and cause extensive damage to existing neighbourhoods downstream. I urge the District to seek the study of this area by hydrogeologists to understand what impacts this type of construction will have. We don't want another 'Shores'. Sincerely Maryann Kamphuis [REDACTED].com [REDACTED] road -----
----- Origin: <https://www.sechelt.ca/en/news/public-hearing-ocp-amendment.aspx> ----- This email was sent to you by MARYANN [REDACTED].com> through <https://www.sechelt.ca>.

AQUIFER: located below the neighbourhood in the proposed Bylaw 492-35,2023

The Provincial data base shows this area to have a sand and gravel aquifer with a shallow water table.

The nearest wells on record (shown on map below) are 18' and 7' deep.

Hydrogeologist Report must be completed and studied BEFORE implementing said By-law.



By-law 492-35, 2023 and existing AQUIFER emailed to DoS planning March 20,2024 11:25am

The spirit of By-Law 492-35 to OCP toward multi-unit and affordable housing is commendable. My concern is in the proposed area at Norwest Bay Road and Mason Road. Proximity to West Sechelt Elementary and neighbourhood store is good. Also higher building heights are less likely to impede existing views. My great concern is the AQUIFER which sits below this proposed area. The groundwater flows are toward the Wakefield Creek and ocean. Two Registered water wells near Norwest Bay and Mason are at 18ft and 7 ft. This is a sand and gravel aquifer with a shallow water table, as evidenced by the shallow depths of the two wells on record. Recent construction at West Sechelt Elementary and Mason Road reworking of storm sewers has raised the water table even more. Affecting wet basements in properties on Mason and Jasper Roads.

Excavating foundations and basements for new multistory units will impact the aquifer and cause extensive damage to existing neighbourhoods downstream.

I urge the District to seek the study of this area by hydrogeologists to understand what impacts this type of construction will have.

We don't want another 'Shores'.

Sincerely Maryann Kamphuis

[REDACTED].com

[REDACTED]

[REDACTED] road

March 19, 2024

District of Sechelt Mayor and Council
PO Box 129, 5797 Cowrie Street
Sechelt, BC V0N 3A0

Dear Mayor and Council:

Re: Official Community Plan Amendment (OCP) Bylaw No. 492-35

The SDBA is in favour of the minor amendment to the Official Community Plan (OCP) Bylaw No. 492, 2010, to increase the floor area ratio (FAR) and building height references for the following land use designations that effect the Downtown Core.

Increasing density in the downtown area will have a positive impact on the local economy as it grows the local goods and services base, creates vibrancy and activation of downtown spaces, creates affordability for staff housing when smaller units are available as well as improves safety for citizens and business owners.

Sincerely,

Sechelt Downtown Business Association
sdba@dccnet.com
www.secheltdowntown.com
604-885-9611



March 20, 2024
District of Sechelt

via email: planning@sechelt.ca; council@sechelt.ca

Mayor and Council,

re: Official Community Plan Amendment Bylaw 492-35, 2023,
Floor Area Ratio (FAR) and Building Height

Dear Mayor and Council,

The Tillicum Bay Neighbourhood Association (TBNA) objects to this proposed OCP amendment proceeding. We strongly support the Sechelt Community Associations Forum (SCAF) submission. OCP amendments can be used either directly or as a precedent for changes anywhere in Sechelt.

Required community consultations prior to a Public Hearing exist in our Official Community Plan (OCP) (page 135) Criteria for Evaluating OCP Amendments (b) and (c); the Local Government Act (LGA) Sect. 475 (3) Consultation during the development of official community plan; Sechelt Planning & Procedures Bylaw 588, 2018 (page 10-11), Sect. 8.14. Additionally, District Administration Policy 1.4.6 Community Associations 2018, Purpose (2nd paragraph, 2nd bullet) grants SCAF associations inclusion to the planning referral process.

Lack of proper LGA Consultation is subject to judicial review. The LGA purpose is to provide a legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities and therefore is the one thing that protects us.

In closing the TBNA requests that this OCP amendment be put on hold with a new future Public Hearing when the legislated consultation requirements as per the LGA, the Sechelt OCP and Bylaws can be conducted. We also request that any other current or future OCP amendment follow the same required legislated consultation and Sechelt bylaw requirements.

Sincerely,

Lynne Forrest
President

on behalf of the
Tillicum Bay Neighbourhood Association

March 20, 2024

Mayor and Council,
District of Sechelt,
P.O. Box 129
Sechelt, BC V0N 3A0

RE: Amendment to the OCP

Dear Mayor Henderson & Councillors:

This letter is to express our concern with the proposed amendment to the Official Community Plan, specifically the proposed change in allowable height of Multi-Family/Mixed Residential buildings from 11-12 meters to 16-24 meters in established neighbourhoods of single family homes.

This proposed change may be suitable for downtown or other commercial zoned areas, or even new developments such as Silverstone, but it is not suitable for infill areas within established neighbourhoods where residents bought their properties years ago and have taken care of and enjoyed their neighbourhood and the community.

We feel it would be inconsiderate and disrespectful to the people of Sechelt if the Mayor and Council were to approve such a change. We voted for you to represent us and be considerate of the community when making decisions that can affect all of us for years to come. The proposed change in the OCP to the height of Multi-Family/Mixed Residential buildings will not benefit any of the residents in Sechelt, many of whom voted for this Mayor and Council. It would only benefit the developers and would be a shame if that is what the Mayor and Council's primary goal and focus is.

Mr. Mayor and Council, we hope that you are listening to the people of the Community. It is times like these when your actions demonstrate that you do care about us and want good things for our community. It is not just about the developers who, in most cases, do not even live here.

Respectfully,

Robert and June Sangster
[REDACTED] Rd.,
Sechelt, BC V7Z 0N6

From: Heather Fowler <[REDACTED]>

Sent: Wednesday, March 20, 2024 3:01 PM

To: Planning <Planning@Sechelt.ca>

Subject: Comment for tonight's public hearing

Caution! This message was sent from outside your organization.

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To Whom It May Concern,

I am writing this comment in response to the proposed OCP changes regarding floor ratio increases and building heights in residential land use designation.

I am adamantly opposed to any increase in square footage and building heights. The newer houses being built with existing codes are large and high enough. We are a small Coastal town, not downtown Vancouver. All housing should remain in scale to existing houses and neighbourhoods. Think Sanibel Island.

Further, I shouldn't have to remind my government that we have a serious decades long water crisis and that the government's first and foremost duty is to supply their citizens with clean water, air and affordable housing.

In light of this dire situation, I am calling on a moratorium of all new building and any related building code changes and increases until our government can take care of the crises at hand instead of adding to them. In addition, our OCP is old and in need of a complete update and citizens should be involved with this entire process.

Truthfully Yours,
Heather Fowler
Sandy Hook

100 units/year
the phrase "all residential communities" well all were not covered.

Public Hearing March 20, 2024
OCP Change West Sechelt Rezoning

Good evening, my name is Warren Allan. I live in Sechelt and reside at 5033 Sunshine Coast Highway in Selma Park, a community within the District of Sechelt and a member of the Davis Bay Wilson Creek Selma Park Community Association as our Council Liaison. I am here on behalf of our president, Megan Methias, to speak on behalf of our Community Association as she is not available this evening. We are here in support of the West Sechelt Community Association and opposed to this proposed amendment.

Without addressing specific issues of the proposed OCP amendment bylaw, to meet the spirit and wording of provincial legislation and our own policies, Council should take a step back because of significant failures of policy, practice and communication.

Without addressing specific issues of the proposed OCP amendment bylaw, to meet the spirit and wording of provincial legislation and our own policies, Council should take a step back because of significant failures of policy, practice and communication.

As a former three term Sechelt councillor, I am fully aware of Council's responsibilities with respect to the referral process requirements under the Local Government Act, our obligations under the Community Charter and of the established bylaws and written policies of the District of Sechelt. During my 9 years on Council I learned more open and transparent communication is better than less. All the community associations were included as standard community referrals when "updates" or changes to our OCP or zoning amendments were contemplated. It was not a decision by Council or staff as to whether our interests were affected but rather by the community as to whether we believed our interests were affected. If we chose not to respond to a referral request that should be our decision to make.

Mayor and Council and staff should be fully aware of and familiar with these regulatory requirements and guidelines, particularly with respect to our planning referral process as outlined in our District of Sechelt Council Policy under Administration Policy 1.4.6 "Community Associations". Under "Purpose" it simply states, and I quote "to be included in the Planning and Development Services Department referral process." As the West Sechelt Community Association was apparently the only association to receive this referral either staff unwittingly failed to include all of the community associations or Council unknowingly either breached or ignored it's own policies. These written policies were created to ensure all our Community Associations received referrals as a standard referral agency and it was up to the individual community association to determine whether a response was necessary. In fact, to use wording from our Communication Plan under "Ethics" comments include "Transparent (honest, open, willingness to share information)" and under "Engagement" comments include "those who are affected by a decision ought to be involved". As the impact of this amendment will clearly affect our whole community, we should have all been included in this referral.

I understand Mayor and Council will be receiving correspondence this evening from SCAF (Sechelt Community Association Forum) which, for the benefit of those here this evening or watching on YouTube, SCAF associations include residents from each of our communities and neighbourhoods and represent our communities on behalf of their residents. Our concern is regarding a failure to "meet the test" of best or adequate practices or of engaging "proactively" (a word used repeatedly throughout the Administration 1.4.6 Community Association document) in consulting and communicating with the public.

withdraw WSA

As we presently have before us a flawed process, Council should ~~turn down~~ this amendment and start again with attention to addressing the failure to meet the requirements of the Local Government Act, Community Charter and our District of Sechelt's own policies and established practice. Consultation with, and referrals to, our community associations as required was clearly not undertaken.

to

Therefore, rather than trying discuss the specifics of the proposed amendment with respect to Floor Area Ratios and Building Heights, rather than try to fix a flawed application process with band-aid solutions, to properly meet the requirements of the Local Government Act and our own established written policies, the Davis Bay Wilson Creek Selma Park Community Association requests this proposal be withdrawn as this OCP change is not a minor update or specific zoning change applicable only to West Sechelt but rather tied to the Provincial requirement to increase density throughout our community.

Lastly, a couple of lines stood out to me in our District of Sechelt "Communication Plan 2018-2021". "Proactive stakeholder engagement is the most effective way to communicate important District initiatives and foster an atmosphere of community collaboration and ensure an open and transparent democratic process." From what I understand, wanting to pass bylaws and to then ~~wanting to~~ tell us after the fact why those changes and amendments are good for us clearly ignores any best practices and fails to meet the obligation of "proactive engagement" let alone statutory requirements of the LGA.

The other line that I wanted to confirm with Council states "The plan will be reviewed annually to ensure it is always meeting the needs of the municipality and to assign a budget to key initiatives each year." I am hoping that review will be available and identified in the next draft version in our 2024 budget and should include budgeting to re-establish individual Neighbourhood Plans for our diverse community.

In closing, the Davis Bay Wilson Creek Selma Park Community Association strongly supports the West Sechelt Community Association in opposing this proposed amendment.

On behalf of the Davis Bay Wilson Creek Selma Park Community Association,

Warren Allan
Community Association Council Liaison
5033 Sunshine Coast Highway,
Sechelt, BC V7Z 0B6

Attachments:

Sechelt Communications Plan ~~201-2021~~

2018-2021 WSA

District of Sechelt Council Policy
Administration Policy
Community Associations

**DISTRICT OF SEHELTT
Bylaw No. 492-35, 2023**

Being a bylaw to amend District of Sechelt Official Community Plan Bylaw No. 492, 2010

WHEREAS the Council of the District of Sechelt deems it necessary to amend the District of Sechelt Official Community Plan Bylaw No. 492, 2010;

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

TITLE

This bylaw may be cited for all purposes as, "Official Community Plan Amendment Bylaw No. 492-35, 2023".

AMENDMENTS

1. Figure 17 of Section 5 Bylaw No. 492, 2010 is amended in accordance with Schedule A.
2. That Schedule A is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	15TH	DAY OF	NOVEMBER, 2023
READ A SECOND TIME THIS	7TH	DAY OF	FEBRUARY, 2023
PUBLIC HEARING HELD THIS	20TH	DAY OF	MARCH, 2024
READ A THIRD TIME THIS		DAY OF	, 2024
ADOPTED THIS		DAY OF	, 2024

Mayor

Corporate Officer

Schedule A

Figure 17 – Housing Forms and Density

OCP Land Use Designation		Typical Maximum Floor Area Ratio*	Typical Maximum Building Height (Storeys)*
Low Density Residential		0.5	2
Residential	1-2 units	0.5	2
	3+ units	1.0	3
Special Infill Areas (Residential)		1.5	4
Neighbourhood Centre (Commercial/Residential)		1.7	5
Multifamily/Mixed Residential & Downtown Centre (Multi Residential & Commercial)		2.4	6

*Maximum densities and heights are intended to provide a guideline for most developments within the corresponding land use designation. Modest variations from these maximums may be considered, subject to justification of meeting the intent of this bylaw.

Glossary:

Floor Area Ratio (FAR) = Gross Floor Area (GFA) divided by Lot Area

1 Storey = approximately 3-4 metres

Note: This figure applies to all references to residential development densities and building heights throughout Official Community Plan Bylaw No. 492.

**DISTRICT OF SEHELTT
Bylaw No. 492-35, 2023**

Being a bylaw to amend District of Sechelt Official Community Plan Bylaw No. 492, 2010

WHEREAS the Council of the District of Sechelt deems it necessary to amend the District of Sechelt Official Community Plan Bylaw No. 492, 2010;

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

TITLE

This bylaw may be cited for all purposes as, "Official Community Plan Amendment Bylaw No. 492-35, 2023".

AMENDMENTS

1. Figure 17 of Section 5 Bylaw No. 492, 2010 is amended in accordance with Schedule A.
2. That Schedule A is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	15TH	DAY OF	NOVEMBER, 2023
READ A SECOND TIME THIS	7TH	DAY OF	FEBRUARY, 2023
PUBLIC HEARING HELD THIS	20TH	DAY OF	MARCH, 2024
RESCINDED THIS		DAY OF	
READ A SECOND TIME AS AMENDED THIS		DAY OF	
SECOND PUBLIC HEARING HELD THIS		DAY OF	
READ A THIRD TIME THIS		DAY OF	,2024
ADOPTED THIS		DAY OF	,2024

Mayor

Corporate Officer

Schedule A

Figure 17 – Housing Forms and Density

OCP Land Use Designation		Typical Maximum Floor Area Ratio*	Typical Maximum Building Height (Storeys)*
Low Density Residential		0.4	1 - 2
Residential	Large lot estate lot (Typical lot area > 750 m ²)	0.35	1 - 2
	Single-family detached (Typical lot area < 750 m ²)	0.4	1 - 2
Special Infill Areas (Residential)		1.5	4
Neighbourhood Centre (Commercial/Residential)		1.7	5
Multifamily/Mixed Residential; Downtown Centre & Village (Multi Residential & Commercial)		2.4	6

*Maximum densities and heights are intended to provide a guideline for most developments within the corresponding land use designation. Modest variations from these maximums may be considered, subject to justification of meeting the intent of this bylaw.

Glossary:

Floor Area Ratio (FAR) = Gross Floor Area (GFA) divided by Lot Area

1 Storey = approximately 3-4 metres

Note: This figure applies to all references to residential development densities and building heights throughout Official Community Plan Bylaw No. 492.

REQUEST FOR DECISION

TO: Council **MEETING DATE:** June 19, 2024
FROM: Ian Holl, Development Planning Manager
SUBJECT: Rezoning Application for 49 Townhouses at 5875 Reef Road
FILE NO: 3360-2022-07

RECOMMENDATIONS

1. That Council adopt Official Community Plan Amendment Bylaw No. 492-36, 2023.
 2. That Council adopt Zoning Amendment Bylaw No. 580-08, 2023.
 3. 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. Landscape planting is limited to primarily indigenous and drought tolerant plants only.
 - b. Provision of a rain garden or a system of rain gardens to manage rainwater and drainage for each phase of development and/or the overall development site.
 - c. Irrigated lawns are not permitted.
 - d. Outdoor water use for landscaping is restricted to non-potable water sources such as rainwater and greywater reuse.
 - e. Outdoor watering is limited to drip irrigation emitters and hand watering only.
-

PURPOSE

Present Council with a rezoning application for 5875 Reef Road for a 49-unit townhouse development. Official Community Plan (OCP) and Zoning amendment bylaws have been prepared for consideration of adoption.

DISCUSSION

Summary

The rezoning conditions have been met. A covenant has been registered regarding the payment of the Community Amenity Contribution, and the water conservation measures are presented for endorsement.

POLICY AND BYLAW IMPLICATIONS

The OCP amendment only changes density and does not change the land use designation.

SUSTAINABILITY PLAN IMPLICATIONS

This application aligns with the following goals of the Integrated Community Sustainability Plan:

2. Economic Sustainability
6. Sustainable Community Growth and Development

STRATEGIC PLAN IMPLICATIONS

This application aligns with the following goals of the Strategic Plan:

1. Effective Growth
2. Housing
5. Commitment to Climate Change Mitigation, Adaptation, and the Preservation of the Natural Environment

FINANCIAL IMPLICATIONS

The Community Amenity Contribution (CAC) of \$245,000 is secured via a Section 219 covenant registered on title.

COMMUNICATIONS

None.

Respectfully submitted,

Ian Holl, MCIP, RPP
Development Planning Manager

Associated Bylaws:

1. Official Community Plan Amendment Bylaw No. 492-36, 2023
2. Zoning Amendment Bylaw No. 580-08, 2023

**DISTRICT OF SECHELT
REPORT OF THE PUBLIC HEARING
Held in Community Meeting Room, 5797 Cowrie Street, Sechelt BC, and via
Zoom Online Meeting Platform
Wednesday, May 8, 2024**

- PRESENT** Councillors A. Toth (Chair), A. Shepherd, B. Rowe, and D. Inkster
- REGRETS** Mayor J. Henderson, Councillor D. Bell and D. McLauchlan
- STAFF** Development Planning Manager I. Holl; Senior Policy and Planner K. Pearson; Deputy Corporate Officer T. Forster; and Recording Secretary M. Sugars
-

1. CALL TO ORDER

The Chair called to order the Public Hearing to order at 6:00 p.m.

2. INTRODUCTION OF APPLICATIONS

The Chair introduced the two proposed Official Community Plan Amendment Bylaw 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023 (5875 Reef Road), and Official Community Plan Amendment Bylaw 492-34, 2023 and Zoning Amendment Bylaw No. 580-07, 2023 (5686 & 5694 Wharf Ave, 5700 East Porpoise Bay Rd, 5689 Trident Ave), and advised those persons in attendance that the Public Hearing was being convened pursuant to the *Local Government Act*.

3. CORPORATE OFFICER PROCEDURES

The Public Hearing was attended by nine members of the public. The Chair explained the purpose and rules of the Public Hearing.

4. APPLICATIONS

4.1 Rezoning Application 3360-2022-07 – 5875 Reef Road (Yang)

Staff provided a presentation of the proposed Official Community Plan Amendment Bylaw 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023.

The Chair called for comments from the public.

Official Community Plan Amendment Bylaw 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023 (Yang)
and Official Community Plan Amendment Bylaw 492-34, 2023 and Zoning Amendment Bylaw No. 580-07, 2023
(Vidorra Developments)
May 8, 2024

There was one individual speaker.

Speakers from the gallery:

Name: Aidan Shirley
Address: 2414 St. Johns Street

Mr. Shirley is a representative of the proposed development. He provided a verbal overview of a presentation which he would be providing to staff. He noted the amenities of the proposed development, and its proximity to relevant nearby services. He gave a brief overview of the development, including its variety of layouts and sizes. He summarized the required variances for the bylaw, and confirmed that the setback variance had already been resolved. He outlined environmental concerns and the applicant's proposal for these concerns based on professional report findings. He spoke about the proposed landscaping plan, as well as pedestrian connectivity.

The Chair called a first time asking if anyone would like to speak with regard to the proposed rezoning.

The Chair called a second time asking if anyone would like to speak with regard to the proposed rezoning.

The Chair called a third time for further input from members of the public and when no one came forward, the Chair reminded all those present that no further information is to come forward to Council regarding Official Community Plan Amendment Bylaw 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023, or Official Community Plan Amendment Bylaw 492-34, 2023.

4.2 Rezoning Application 3360-2023-01 – 5686 & 5694 Wharf Ave, 5700 East Porpoise Bay Rd, 5689 Trident Ave (Vidorra Developments)

Staff provided a presentation of the proposed Official Community Plan Amendment Bylaw 492-34, 2023 and Zoning Amendment Bylaw No. 580-07, 2023.

The Chair called for comments from the public in the order recorded on the speakers list.

There were two individual speakers.

Speakers from the gallery:

Official Community Plan Amendment Bylaw 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023 (Yang)
and Official Community Plan Amendment Bylaw 492-34, 2023 and Zoning Amendment Bylaw No. 580-07, 2023
(Vidorra Developments)
May 8, 2024

Name: Jill Hemmings Anderson
Address: 5970 & 5699 Trident Avenue

Ms. Hemmings Anderson stated she owns the property located directly behind the proposed development. She noted that she is not opposed to the development, and has attended all meetings regarding the proposal. She expressed concerns regarding the proposed height of the tallest building, and believes six stories is too high. She noted that the properties in the surrounding neighbourhood are relatively large, and they would like to maintain the feel and style of the neighbourhood. Ms. Hemmings Anderson referenced other areas within the lower mainland as examples of desirable neighbourhood feel. She also expressed her belief that property clearing should not take place until immediately prior to construction. She concluded her comments by stating the neighbourhood is close knit, with many long-time residents who own multiple houses in the area.

Name: Judith McGrath
Address: 5780 Marine Way

Ms. McGrath enquired about square footage. The Chair explained the purpose of the meeting was to receive public input, and any questions could be emailed to planning@sechelt.ca. Ms. McGrath confirmed she had no comments at this time.

The Chair called a first time asking if anyone would like to speak with regard to the proposed rezoning.

The Chair called a second time asking if anyone would like to speak with regard to the proposed rezoning.

The Chair called a third time for further input from members of the public and when no one came forward, the Chair reminded all those present that no further information is to come forward to Council regarding Zoning Amendment Bylaw No. 580-07, 2023 (5686 & 5694 Wharf Ave, 5700 East Porpoise Bay Rd, 5689 Trident Ave).

5. ADJOURNMENT

The Public Hearing was adjourned at 6:30 p.m. on May 8, 2024.

Certified Fair and Correct:

Kerianne Poulsen, Corporate Officer

Dear Sechelt mayor, council, and planners,

I am writing today about new developments and active transportation infrastructure in my neighbourhood.

I live on Lupin Lane, near the new townhome developments going in on Reef Road and Shoal Way. I am writing to ask for improvements to the neighbourhood infrastructure to promote safety, community, and active transportation.

I strongly support the proposed townhome developments. These developments are comfortable walking and cycling distance to downtown and are on a bus route, so it makes good use of existing infrastructure. I would like to see parking minimums removed and further increases in density approved if the developer requests it as parking minimums are overly restrictive and increase the cost of housing.

My concern about these developments doesn't have to do with the homes, but the cars and trucks that may be associated with them. I urge you to comprehensively update Trail Ave and Reef between Shoal Way and Surf Circle and along the entirety of Marine to improve comfort and safety for cyclists, pedestrians, and transit users and limit noise pollution from traffic in the neighbourhood.

These areas are already quite dangerous for folks not in cars. I cannot drive and so walk or cycle these areas regularly. I have had many close calls and an increase in traffic will only make my neighbourhood more dangerous and louder and unpleasant. These areas need traffic calming, reduced speed limits, dedicated, signalled crossings for pedestrians, and sidewalks and separated cycling infrastructure.

Speeding along Trail Ave is a serious issue. Recently, I was almost hit by a car that accelerated out of the intersection at Anchor towards Marine, went off the road, across the bike lane, and onto the sidewalk where I was walking. There is repeated damage to LPTs, fences, and hedges along Trail Ave on the way to Reef where cars have gone off the road.

Right now, Trail Ave and Marine Way are designed primarily for cars, not people. With the approval of these new developments it is the right time to make these changes. We have the opportunity to improve safety, increase active transportation, reduce traffic and costs of road maintenance, and lower noise pollution in the neighbourhood.

Active transportation also builds community - I've met and gotten to know so many people in the neighbourhood on our daily walks, but constrain my route based on safety concerns and the sheer unpleasantness of walking around cars. One neighbour no longer walks around the neighbourhood after being hit by a car.

While professional planners will certainly have better ideas than me about how to build active transportation infrastructure and limit noise pollution, I believe Sechelt should

- reduce the speed limit along Trail/Reef and Marine (ideally, throughout town as well! Dropping the speed limit from 50 to 30 will dramatically improve both noise pollution and safety)
- install separated cycling and pedestrian infrastructure along Trail/Reef between Surf and Shoal and along the length of Marine.
- Use street trees as protective bollards for the separated infrastructure
- use design cues like narrowing the road to encourage slower driving on Trail/Reef. (The current work at Reef which has temporarily narrowed the road has made it noticeably nicer to walk there as the cars slow down a lot more)
- consider making Marine one way for cars and bi-directional for pedestrians and cyclists

I would very much like to take a walk around the neighbourhood with a planner or council member, but I know you all have very busy schedules, so below is a list of particularly dangerous areas and other considerations.

- There are community mailboxes at both ends of Marine. Crossings are unmarked and wide and a frequent source of pedestrian/car conflict.
- Teenagers and children take the bus and do not have safe crossings to get to and from transit - especially at the apartment complex at Trail & Reef.
- Many steep driveways entering the roads at areas of low visibility due to curves and steep hills
- Bus stops along the road, but often dangerous to cross, especially for children or slower, elderly people
- Beach accesses are under-utilized because there's limited pedestrian and cycling traffic - because it's dangerous and unpleasant
- Neighbourhood trail access at Reef & Trail involves unmarked crossing in a tight curve with speeding cars.
- Intersections are wide with wide corners, forcing pedestrians into intersections for a long time and allowing drivers to turn at speed.
- Garbage bins block bike lanes every week

30 September 2023

- People park on the road shoulder forcing pedestrians into the road, especially along Marine
- The curve just past Surf forces cyclists and pedestrians together - and cars frequently drive straight onto the sidewalk there as they round the curve.

Thank you very much for your time and work for Sechelt!

Sincerely,

C. Susannah Tysor
Lupin Lane, Sechelt

-----Original Message-----

From: Zach Johnson

Sent: Wednesday, February 07, 2024 11:51 AM

To: Planning <Planning@Sechelt.ca>

Subject: 5875 Reef Rd

Caution! This message was sent from outside your organization.

Hi there,

I own in the area and was just wanting to offer some input. How about zoning this so that there can be some commercial space on the lower level? This area is such a dead zone for anything walkable and or commercial. A cafe or a convenience store or something to break up the single use monotony of the area would go a long way to building a better neighbourhood. This could potentially be a place where residents of west

sechelt gather without going 'downtown'. Anyways, just a thought.

Best regards

Zach Johnson

Sent from my iPhone



5875 Reef Road

Townhouse Development

Public Hearing

49

UNITS

3

STOREYS

3.17

SITE AREA
(ACRES)

R2

EXISTING
ZONE

R5

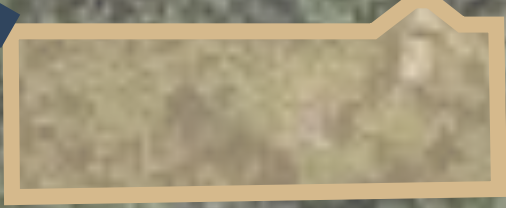
PROPOSED
ZONE

City
State™



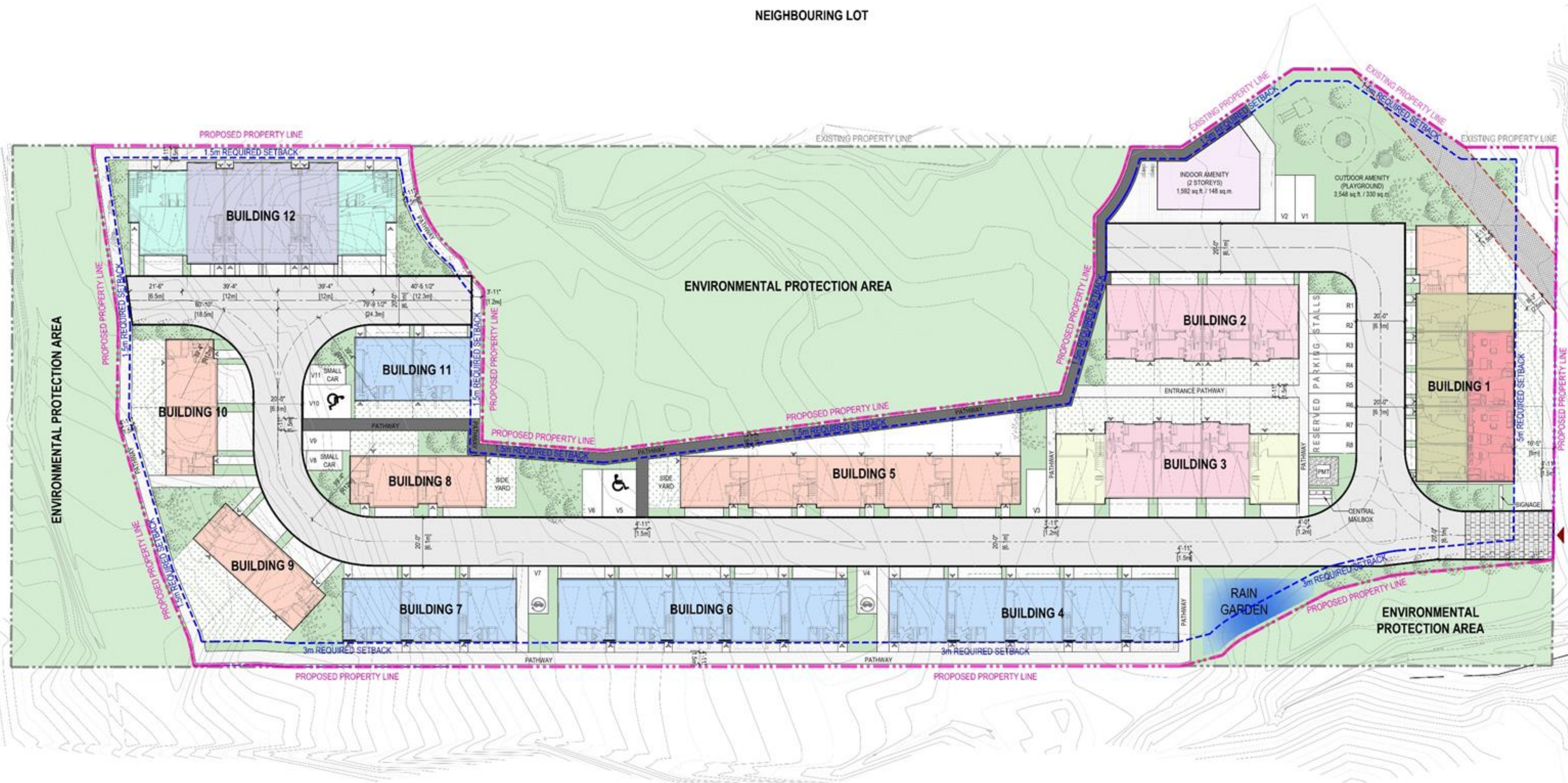
-  **SCHOOL**
-  **CHURCH**
-  **DAYCARE**
-  **PARK**
-  **SPORTS FIELDS**
-  **ICE RINK**
-  **TENNIS ARENA**
-  **GOLF COURSE**
-  **TRANSIT STOP**

5875 REEF



LOCATION

NEIGHBOURING LOT



SITE PLAN

REZONING

The site’s current zone does not meet the vision of Sechelt’s Official Community Plan. Sites over 1 acre are encouraged to consider attached housing forms, including townhouses, to facilitate “a mix of housing types and intensification.”

To align the proposed development with Sechelt’s OCP, we are proposing to rezone the site:

CURRENT ZONE
R2 – LOW DENSITY



PROPOSED ZONE
R5 – MEDIUM DENSITY

REQUIREMENT	R5	PROPOSED	Δ
Lot Area	≥ 4,000 m ²	12,845 m ²	+8,845 m ²
Lot Coverage	≤ 50%	22%	-28%
Units per Hectare (UPH)	≤ 35	38	+3
Gross Floor Area (GFA)	≤ 7,707 m ²	6,482 m ²	-1,225 m ²
Floor Area Ratio (FAR)	≤ 0.60	0.50	-0.10
Storeys	≤ 3	3	-
Building Height	≤ 10.5 m	10.5 m	-
Front Setback	≥ 5.0 m	5.0 m	-
Rear Setback	≥ 5.0 m	14.6 m	+9.6 m
Interior Side Setback	≥ 1.5 m	1.5 m	-
Exterior Side Setback	≥ 3.0 m	3.0 m	-
Vehicle Parking	≥ 108	107	-1
Bicycle Parking	≥ 59	59	-
Indoor Amenity Area	-	1,592 ft ²	+1,592 ft ²
Outdoor Amenity Area	-	3,548 ft ²	+3,548 ft ²



ENVIRONMENTAL PROTECTION

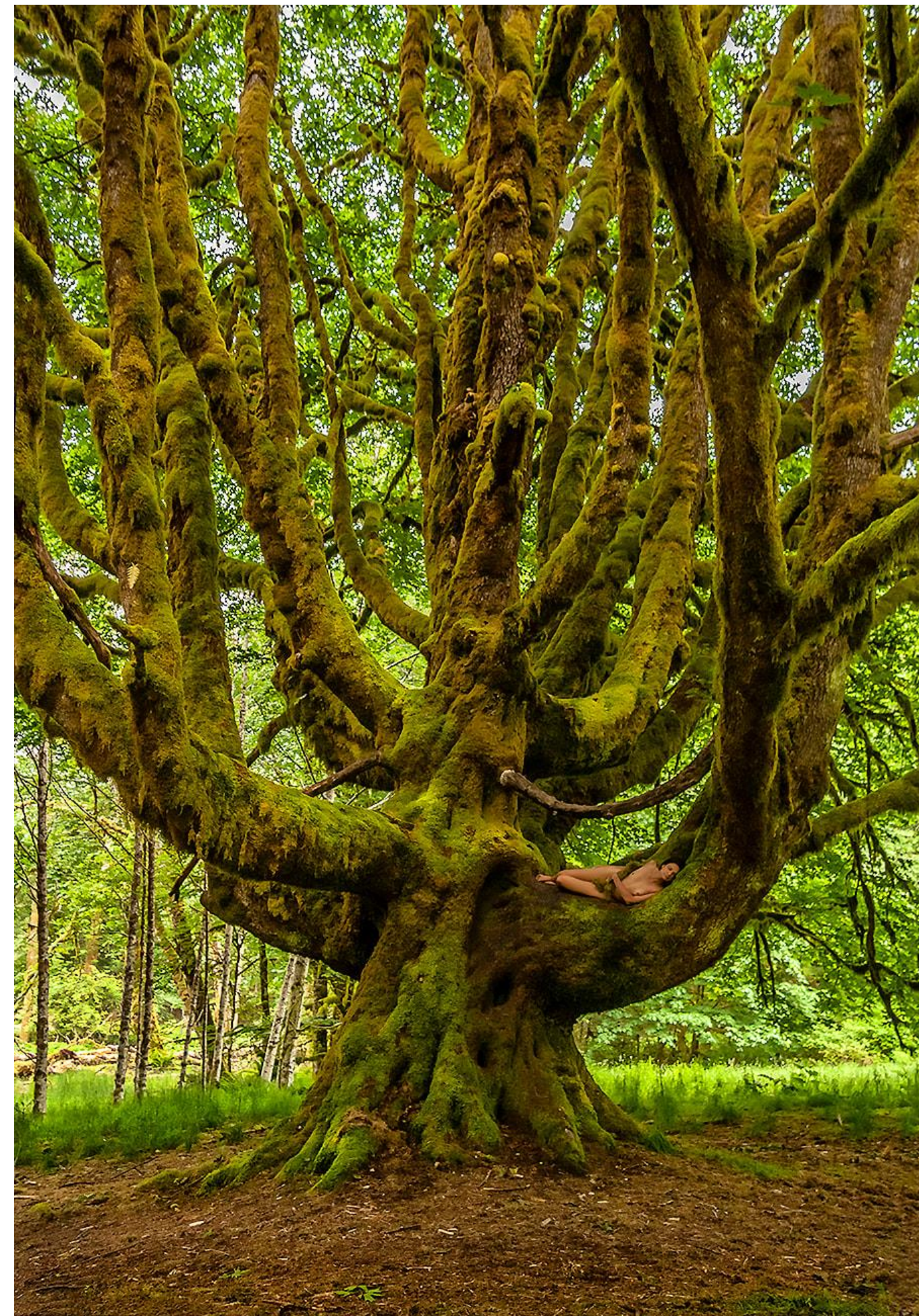
The proposed development prioritizes ecological restoration and protection. Numerous studies and reports support the proposed improvements:

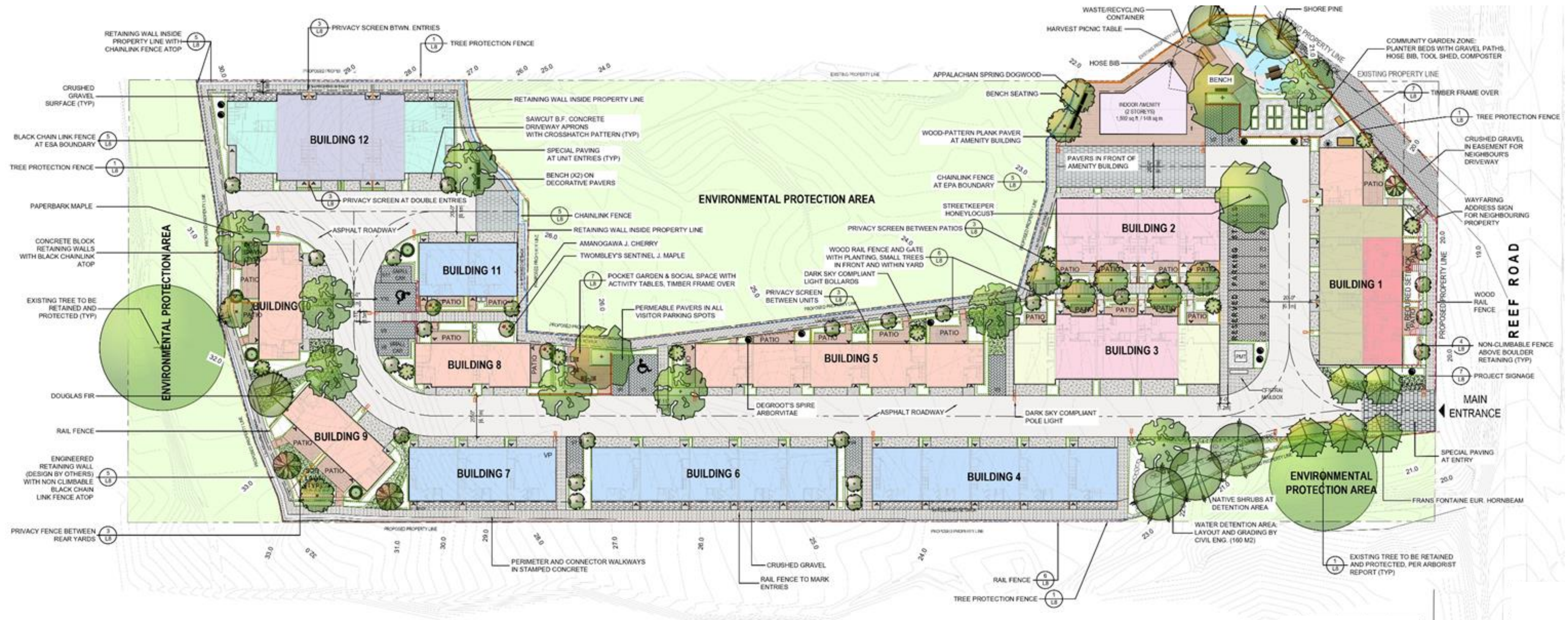
- Arborist Report
- Flood Hazard Risk Assessment
- Watercourse Assessment Report
- Restoration Plan

The proposed development will:

- Improve quality of environmental areas
- Exceed Provincial requirements for in-stream and riparian areas
- Protect via covenant over an acre of land for ecological benefit

The protected lands will be owned and managed by the strata, per staff direction.





PLANT SCHEDULE			
KEY	QTY	BOTANICAL NAME	COMMON NAME
TREE			
1	9	ACER GRiseum	PAPERBARK MAPLE
2	3	ACER PALMATUM 'SEIKYU'	SEIKYU JAPANESE MAPLE
3	3	ACER PALMATUM 'TWOMBLEYS SENTINEL'	TWOMBLEYS SENTINEL JAPANESE MAPLE
4	5	CARPINUS BETULUS 'FRANS FONTAINE'	FRANS FONTAINE EUROPEAN HORNBEAM
5	10	CHAMAECPARIS NOOT 'GREEN ARROW'	GREEN ARROW FALSEYEW
6	9	CORNUS FLORIDA 'APPALACHIAN SPRING'	APPALACHIAN SPRING FLOWERING DOGWOOD
7	2	EXISTING TREE RETAINED	RETAINED
8	3	OLESTRA T. V. 'HERNIAI PRAYERS'	STREETKEEPER HONEYLOCUST
9	4	PNUS CEMBRIS 'YLEN'	SILVER WHISPERS SWISS STONE PINE
10	3	PNUS CONTORTA	SHORE PINE
11	15	PRUNUS SERULATA 'AMANOAWA'	AMANOAWA CHERRY
12	3	PSEUDOTSUGA MENZIESII	DOUGLAS FIR
13	10	THUJA OCCIDENTALIS 'DEGROOTS SPIRE'	DEGROOTS SPIRE ARBORVITAE
PERENNIAL			
AS	83	ASTILBE 'RED SENTINEL'	RED SENTINEL MEADOW SWEET
BO	12	BERGENIA 'SPRING FLING'	SPRING FLING BERGENIA
CI	20	COMPTONIA RACEMOSA 'ATROPURPUREA'	PURPLE BUGSANE
DB	64	DRYOPTERIS ERYTHROSORA 'BRILLIANCE'	BRILLIANCE AUTUMN FERN
LPW	10	EUPATORIUM MACULATUM 'LITTLE PVE'	LITTLE PVE JOE PVE WEED
JP	9	EUPATORIUM PURPUREUM 'ATROPURPUREA'	JOE PVE WEED
BC	159	HEUCHERA 'CHERRY COLA'	CHERRY COLA CORAL BELLS
HFP	53	HEUCHERA 'FOREVER PURPLE'	FOREVER PURPLE CORALBELLS
HI	8	HOSTA 'NALCYON'	HALCYON HOSTA
HR	19	HOSTA 'KROSSA REGAL'	KROSSA REGAL HOSTA
SD	5	LEUCANTHEMUM X SUPERBUM	SHASTA DASY
LID	13	LIGULARIA STENOCHALA 'THE ROCKET'	THE ROCKET LEOPARD PLANT
RLS	8	PEROVSKIA 'LITTLE SPIRE'	DWARF RUSSIAN SAGE
GRASS			
BS	27	BELCORNUM SPICANT	DEER FERN
BS	88	CORNUS CANADENSIS	100M POT. NATIVE
E2	27	EUCONYMUS FORT. 'EMERALD N GOLD'	EUCONYMUS GOLD VARIEGATED
G	36	GALLIOTERIA SHALLOW	SALAL
MS	3	MATTEUKIA STRUTHPFERTER	OSTRICH FERN
PA	38	POLYSTICHUM ACROSTICHODES	CHRISTMAS FERN
PM	265	POLYSTICHUM MUNITUM	WESTERN SWIRN FERN

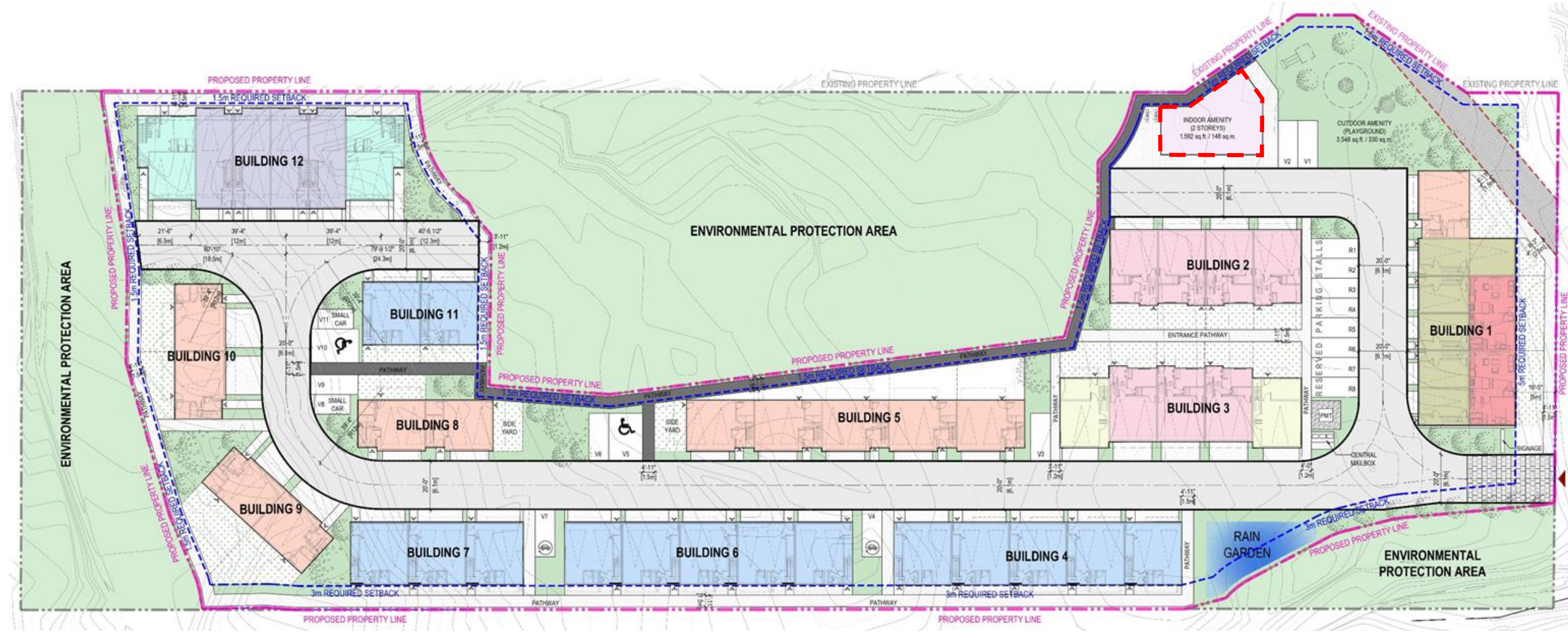
PLANT SCHEDULE			
KEY	QTY	BOTANICAL NAME	COMMON NAME
SHRUBS, GRASSES			
AU	13	AUCUBA 'JAPONICA 'ROZANNE''	ROZANNE DWARF AUCUBA
BK	86	BUXUS MICROPHYLLA 'GREEN MOUNTAIN'	GREEN MOUNTAIN BOX
C	9	CORNUS SERICEA	RED OBIER DOGWOOD
HO	4	HOLIDISCUS DISCOLOR	OCEANSPRAY
HY	6	HYDRANGEA MACROPHYLLA 'HORROR'	ABRACADABRA ORB HYDRANGEA
HB	21	HYDRANGEA PANICULATA 'BOMBSHELL'	BOMBSHELL HYDRANGEA
K	7	KALAMIA LATIFOLIA 'CAROL'	CAROL MOUNTAIN LAUREL
KRG	15	KALAMIA LATIFOLIA 'RASPBERRY GLOW'	RASPBERRY GLOW KALAMIA
M	6	MAHONIA AQUIFOLIUM	TALL OREGON GRAPE
MC	33	MAHONIA AQUIFOLIUM 'COMPACTA'	COMPACT OREGON GRAPE HOLLY
MN	32	MAHONIA NERVOOSA	PLUM PASSION HEAVENLY BAMBOO
N	15	MANDINA DOMESTICA 'MONK'	COPIERTINA WINEBARK
NC	14	PHYSCARPUS OPIALIFOLIUS 'COPPERTINA'	LITTLE JOKER WINEBARK
LN	15	PHYSCARPUS OPIALIFOLIUS 'HOOGZIG1'	DWARF MUGO PINE
RP	53	PNUS MUGO 'SLOWMOUND'	CALIFORNIA RHODOENDRON
RM	8	RHODOENDRON MACROPHYLLUM	NOTKA ROSE
RI	5	ROSIA NUTKANIA	DOUBLE FLOWER SALMONBERRY
RU	5	RUBUS SPECTABILIS 'DOUBLE FLOWER'	FRAGRANT SARCOCOCCA
SA	13	SARCOCOCCA HOODERANA 'TUSCIFOLIA'	DWARF SKIMMIA
SK	29	SKIMMIA REEVESIANA	DOUBLE PLAY DOOZIE SPIREA
DPS	28	SPIREA 'NCSXQ'	GOLD FLAME SPIREA
SDF	32	SPIREA JAPONICA 'GOLD FLAME'	SNOWBERRY
S	5	SYMPHORICARPOS ALBUS	HICKS YEW
Y	532	TAXUS X MEDIA 'HICKS'	EMERALD GREEN CEDAR
TH	78	THUJA OCCIDENTALIS 'SMARAGD'	EVERGREEN HICKLEBERRY
V	26	VACCINIUM OVATUM	HIGHBUSH CRANBERRY
VT	3	VACCINIUM TROBILUM	
GRASS			
KF	99	CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER'	FOERSTER REED GRASS
EVS	199	CAREX OSHKONENSIS 'EVERLIGHT'	EVERLITE VARIEGATED SEDGE
BF	35	FESTUCA CINEREA 'ELIAMI BLUE'	ELIAMI BLUE FESCUE
HA	103	HAKONICHELOA MACRA 'AUREA'	GOLDEN HAKONE GRASS
BOG	36	HELIOTRICHON SEMPERPRENS	BLUE OAT GRASS
MB	23	MELICANTHUS SHENANSIS 'PURPURASCENS'	PURPLE FLAME GRASS
PV	35	PANICUM VIRGATUM 'TOTEM POLE'	TOTEM POLE BLUE SWITCH GRASS
SC	11	SCRIPUS MICROCARPUS	SMALL BLUEGRASS



AMENITIES

Generous on-site amenities promote social gathering, play, & connection to the environment.

- 1,954 ft² indoor amenity building
- Gathering and strata meetings
- Can accommodate a home-based daycare for eight children

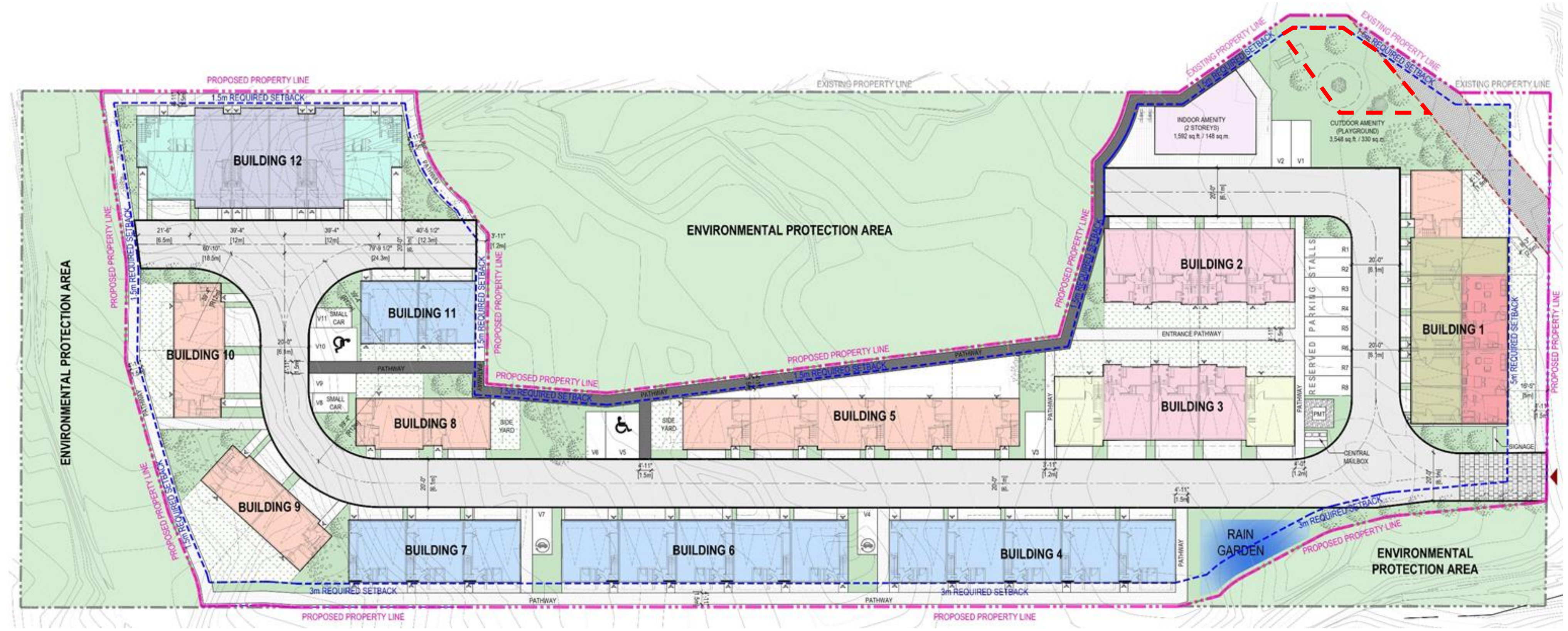


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- 3,548 ft² of outdoor amenity area:
 - Playground
 - Intensive perimeter tree and shrub plantings

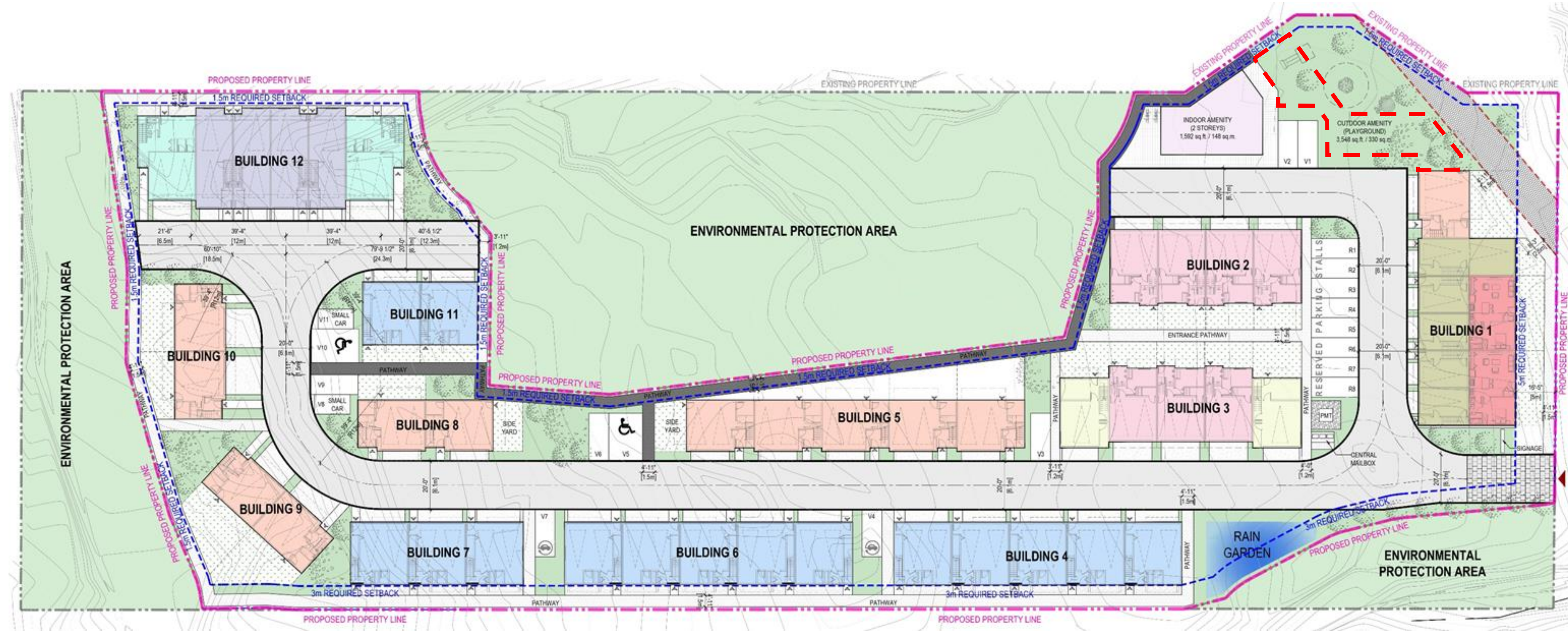


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- 1,954 ft² indoor amenity building
- Gathering and strata meetings
- Can accommodate a home-based daycare for eight children

- 3,548 ft² of outdoor amenity area:
 - Playground
 - Intensive perimeter tree and shrub plantings
 - Community planter boxes
 - Harvest picnic table





THANK YOU!



**DISTRICT OF SEHELDT
Bylaw No. 492-36, 2023**

Being a bylaw to amend District of Sechelt Official Community Plan Bylaw No. 492, 2010
for 5875 Reef Road.

WHEREAS the District of Sechelt deems it necessary to amend the District of Sechelt 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, "Official Community Plan Amendment Bylaw No. 492-36, 2023".

AMENDMENTS

2. Schedule A of Official Community Plan Bylaw No. 492, 2010 is amended by adding the following after Section 5.30 of Part 5: Residential and Special Infill Areas, and renumbering as necessary:
"5.3X Notwithstanding any other provisions of the Official Community Plan, the maximum density on LOT 2, BLOCK 18, DISTRICT LOT 1471, VAP15606 at 5875 Reef Road , is 38 units per hectare and 0.6 Floor Area Ratio."
3. That Schedule C (C1, C2, C3) of Official Community Plan Bylaw No. 492, 2010 be amended to reflect the land use designation and boundaries brought into force by this bylaw.

PROVISIONS


4. 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.
5. That Schedule A is attached to and forms part of this bylaw.

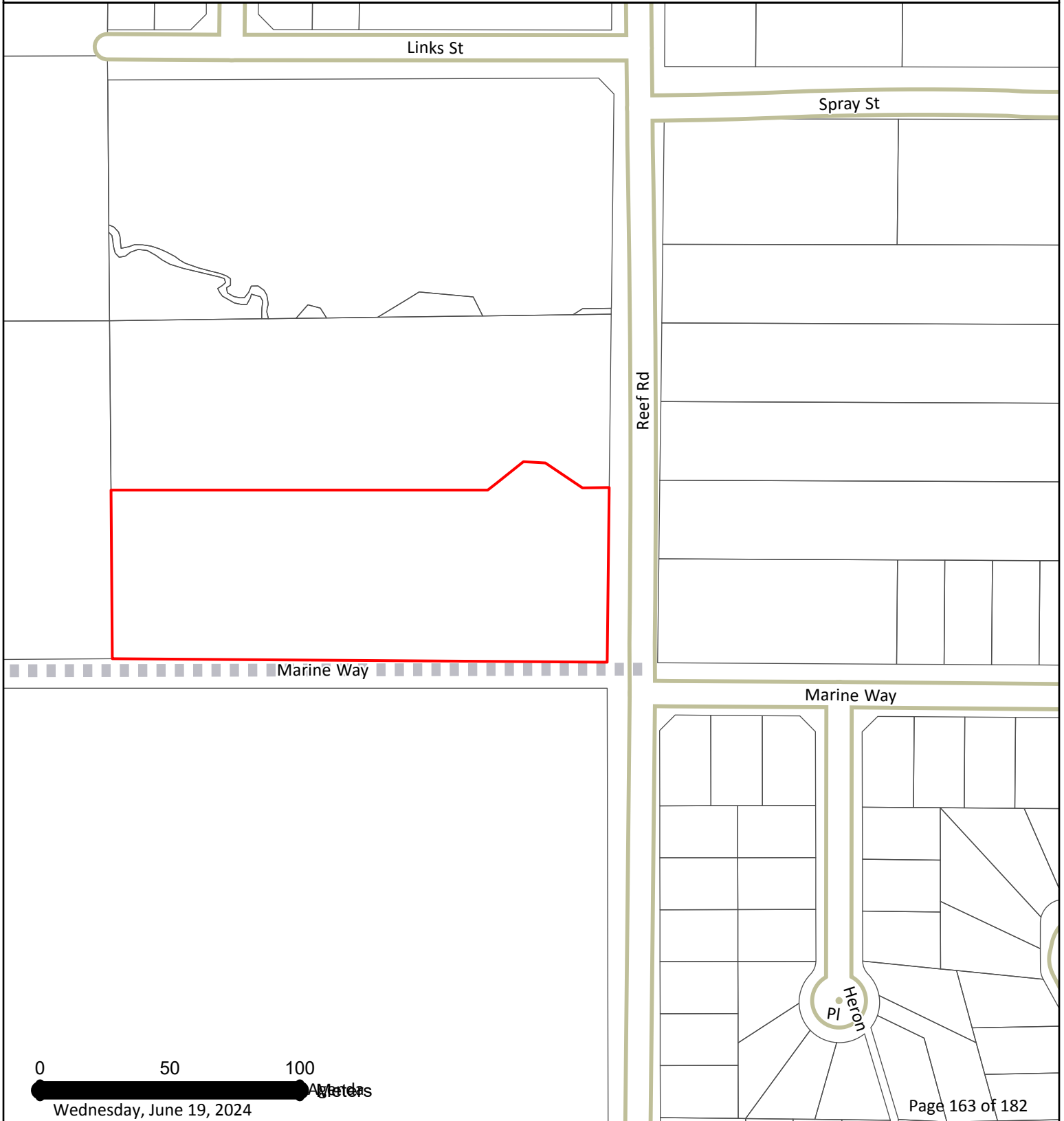
READ A FIRST TIME THIS	6 TH DAY OF	DECEMBER, 2023
READ A SECOND TIME THIS	20 th DAY OF	MARCH, 2024
PUBLIC HEARING HELD THIS	8 th DAY OF	MAY, 2024
READ A THIRD TIME THIS	5 th DAY OF	JUNE, 2024
ADOPTED THIS	DAY OF	, 2024

Mayor

Corporate Officer

CIVIC: 5875 REEF ROAD
LEGAL: LOT 2 DISTRICT LOT 1471 PLAN 15606
PID: 007-645-520

 Subject Property



0 50 100
meters

Wednesday, June 19, 2024

DISTRICT OF SEHELTT
Bylaw No. 580-08, 2023 (5875 Reef Road)

A bylaw to amend District of Sechelt Zoning Bylaw No. 580, 2022 for 5875 Reef Road.

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. 580-08, 2023".

AMENDMENTS

2. That LOT 2, BLOCK 18, DISTRICT LOT 1471, VAP15606 at 5875 Reef Road, as shown on the plan attached to and forming part of this bylaw as Schedule A, be rezoned from R2 (Low Density) to R5 (Medium Density).
3. That Section 1.5.8 of the R5 zone be amended to include the following site-specific regulations:
LOT 2, BLOCK 18, DISTRICT LOT 1471, VAP15606
 - a) The maximum density is 38 units per hectare and 0.6 Floor Area Ratio.
 - b) The rear lot line setback is 1.5 m, provided that an Environmental Protection Area with a width of 3.5 m or greater is provided west of the rear lot line.
 - c) The parking requirement for a townhouse unit shall be 1.98 spaces per unit instead of 2 spaces per unit pursuant to Section 3.13 of Zoning Bylaw No. 580, 2022.
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.

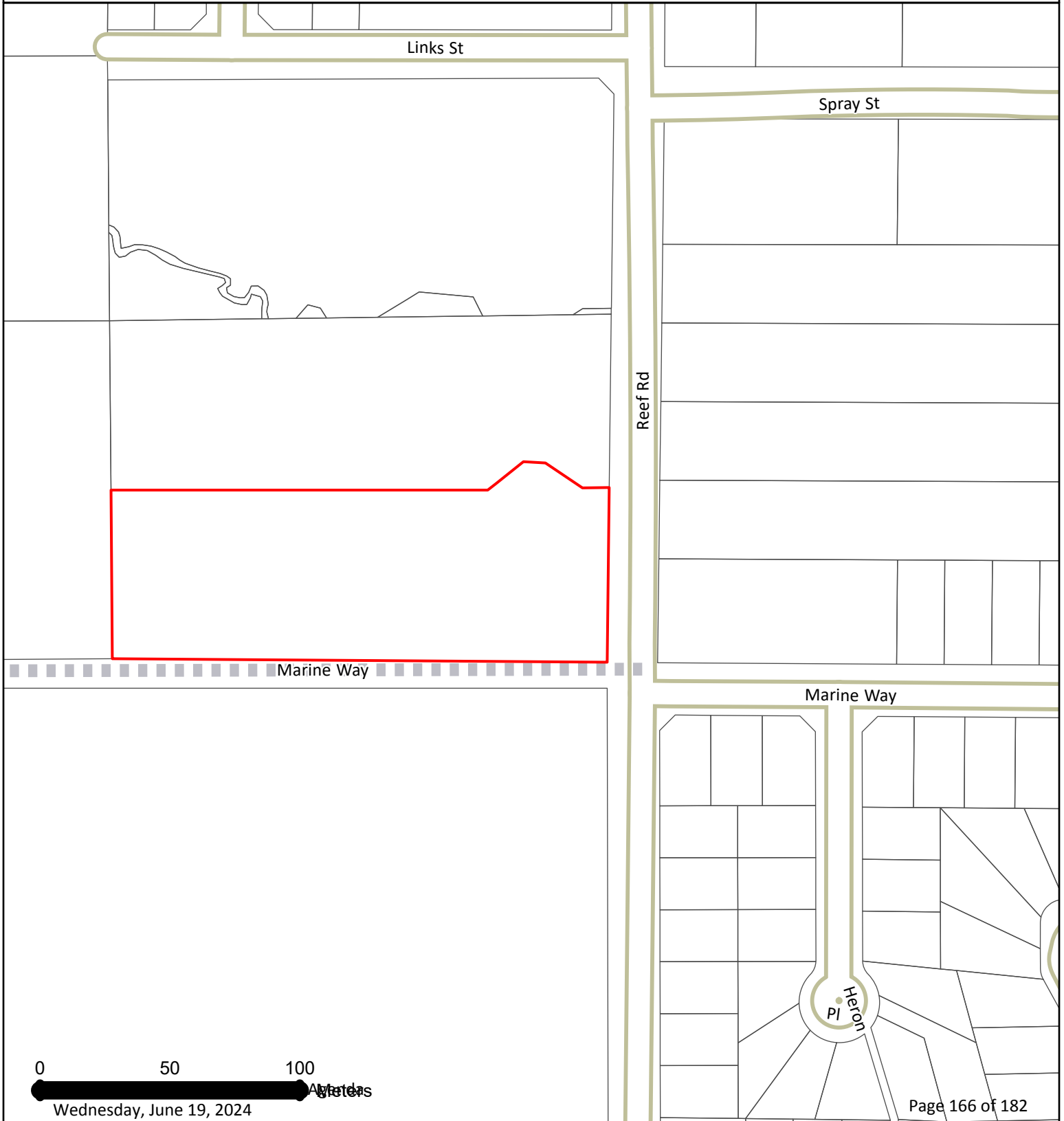
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Mayor

Corporate Officer

CIVIC: 5875 REEF ROAD
LEGAL: LOT 2 DISTRICT LOT 1471 PLAN 15606
PID: 007-645-520

 Subject Property



0 50 100
meters

Wednesday, June 19, 2024



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**June 5, 2024, 7:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform**

PRESENT: Councillor B. Rowe (Chair), Councillor D. Bell, Councillor D. McLauchlan, Councillor A. Shepherd

ABSENT: Mayor J. Henderson, Councillor D. Inkster, Councillor A. Toth

STAFF: Director of Planning and Development A. Allen, Director of Engineering and Operations K. Dhillon, Manager of Financial Services B. Smith, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Engineering Technologist S. Fjetland, Administrative Assistant C. Kidd (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

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

The Chair also acknowledged the 80th Anniversary of D-Day, on June 6, 2024.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Regular Council Meeting to order at 7:04 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

The Chair noted that the following Council members send their regrets:

- Councillor Bell was attending the meeting online from Ottawa, ON
- Mayor Henderson was attending the Federation of Canadian Municipalities conference in Calgary, AB.

- Councillor Inkster and Toth were in transit from attending a Wildfire Conference in Kelowna, BC.

Res. No. 2024-6A-01

Moved/ Seconded

That the June 5, 2024 Revised Regular Council Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS**4.1 Sunshine Coast Pride Month - June 2024**

The Chair proclaimed the month of June 2024 as Sunshine Coast Pride Month in the District of Sechelt.

4.2 Sunshine Coast Community Forest Operating Plan

The Chair noted that the Sunshine Coast Community Forest delegation was not present.

Res. No. 2024-6A-02

Moved/ Seconded

That staff reach out to the Sunshine Coast Community Forest Operating Plan to see if they would like to reschedule their delegation.

CARRIED

5. BUSINESS ITEMS**5.1 Inlet Avenue Noise Bylaw Variance**

Staff provided an overview of the report and noted that the work was anticipated to take one night to complete and will be scheduled, weather dependent.

Res. No. 2024-6A-03

Moved/ Seconded

That Council approve a variance to Noise Bylaw No. 519, 2012, allowing NB Contracting LTD. to complete the road markings of Inlet Avenue between 5:00 pm to 2:00 am from Monday to Friday.

CARRIED

5.2 Liquor Licence Amendment for Twenty Two Taphouse at 5770 Teredo Street

Staff provided an overview of the report.

Res. No. 2024-6A-04

Moved/ Seconded

That Council has provided an opportunity for any resident to speak to the application.

That Council has considered the following:

- The location of the establishment;
- The person capacity and hours of liquor service;
- The impact of noise on the community in the vicinity of the establishment; and
- The general impact on the community if the application is approved.

That Council supports the licence amendment for Twenty Two Taphouse to increase the total liquor licence capacity from 195 persons to 256 persons.

CARRIED

5.3 Protection of Plants and Trees Policy 5.3.3

Staff noted these recommendations are brought forward from the May 22, 2024 Committee of the Whole Meeting.

Res. No. 2024-6A-05

Moved/ Seconded

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

That the following amendment bylaws be read for the first, second and third time:

- a. Municipal Ticket Information Bylaw Amendment No. 491-4, 2024; and
- b. Bylaw Notice Enforcement Implementation Amendment Bylaw No. 515-14, 2024; and

That Tree Cutting and Limbing Policy No. 5.3.1 be rescinded; and

That the Protection of Plants and Trees on Public Lands Policy 5.3.3 be endorsed.

CARRIED

6. BYLAWS**6.1 Protection of Trees on District of Sechelt Public Lands**

- a. Highways and Parking Amendment Bylaw No. 516-4, 2024

Res. No. 2024-6A-06

Moved/ Seconded

That Highways and Parking Amendment Bylaw 516-4, 2024 be read a second and third time on June 5, 2024.

CARRIED

- b. Municipal Ticket Information Amendment Bylaw No. 491-4, 2024

Res. No. 2024-6A-07

Moved/ Seconded

That Municipal Ticket Information Bylaw Amendment Bylaw No. 491-4, 2024 be read a first, second and third time on June 5, 2024.

CARRIED

- c. Bylaw Notice Enforcement Implementation Amendment Bylaw No. 515-14, 2024

Res. No. 2024-6A-08

Moved/ Seconded

That District of Sechelt Bylaw Notice Enforcement Implementation Amendment Bylaw No. 515-14, 2024 be read a first, second and third time on June 5, 2024.

CARRIED

6.2 Zoning Bylaw Amendment for Small Scale Multi-Unit Housing

- a. Report

Staff spoke of the amended Zoning Bylaw that incorporates the legislated changes required by Province. It was noted that a re-zoning within 800 m of the highway would typically require Ministry of Transportation and Infrastructure (MOTI) approval, however a bulletin was released stating that this is no longer a requirement for SSMUH bylaws.

Res. No. 2024-6A-09

Moved/ Seconded

That Council give first, second and third readings to Zoning Amendment Bylaw No. 580-13, 2024; and

That Zoning Amendment Bylaw No. 580-13, 2024 be adopted.

CARRIED

- b. Zoning Amendment Bylaw No. 580-13, 2024 - SSMUH

Res. No. 2024-6A-10

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-13, 2024 be read a first, second and third time on June 5, 2024.

CARRIED

Res. No. 2024-6A-11

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-13, 2024 be adopted on June 5, 2024.

CARRIED

6.3 Rezoning Application for 49 Townhouses at 5875 Reef Road

- a. Report

Staff noted that details of the design would be addressed at later stages of development.

Res. No. 2024-6A-12

Moved/ Seconded

That Council give third reading to Official Community Plan Amendment Bylaw No. 492-36, 2023; and

That Council give third reading to Zoning Amendment Bylaw No. 580-08, 2023.

CARRIED

OPPOSED: Councillor McLauchlan

- b. Official Community Plan Amendment Bylaw No. 492-36, 2023 - Reef Rd.

Res. No. 2024-6A-13

Moved/ Seconded

That Official Community Plan Amendment Bylaw No. 492-36, 2023 be read a third time on June 5, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

- c. Zoning Amendment Bylaw No. 580-08, 2023 - Reef Rd.

Res. No. 2024-6A-14

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-08, 2023 be read a third time on June 5, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

6.4 Rezoning Application for 89 Apartment Units at 5700 East Porpoise Bay Road (Vidorra Developments)

- a. Report

Res. No. 2024-6A-15

Moved/ Seconded

That third reading be given to Official Community Plan Amendment Bylaw No. 492-34, 2023; and

That third reading be given to Zoning Amendment Bylaw No. 580-07, 2023.

CARRIED

OPPOSED: Councillor McLauchlan

- b. Official Community Plan Amendment Bylaw No. 492-34, 2023 - Vidorra

Res. No. 2024-6A-16

Moved/ Seconded

That Official Community Plan Amendment Bylaw No. 492-34, 2023 (Vidorra) be read a third time on June 5, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

- c. Zoning Amendment Bylaw No. 580-07, 2023 - Vidorra

Res. No. 2024-6A-17

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-07, 2023 (5700 East Porpoise Bay Road) be read a third time on June 5, 2024.

CARRIED

OPPOSED: Councillor McLaughlan

7. MINUTES OF PREVIOUS MEETINGS

7.1 Minutes of the May 22, 2024 Regular Council to Closed Meeting

Res. No. 2024-6A-18

Moved/ Seconded

That the Minutes of the May 22, 2024 Regular Council to Closed Meeting be adopted.

CARRIED

7.2 Minutes of the May 22, 2024 Committee of the Whole Meeting

Res. No. 2024-6A-19

Moved/ Seconded

That the Minutes of the May 22, 2024 Committee of the Whole Meeting be received and the following recommendations be endorsed:

(2) That Highways and Parking Amendment Bylaw No. 516-4, 2024 be read a second and third time; and

That the following amendment bylaws be read for the first, second and third time:

1. Municipal Ticket Information Bylaw Amendment No. 491-4, 2024; and
2. Bylaw Notice Enforcement Implementation Amendment Bylaw No. 515-14, 2024; and

That Tree Cutting and Limbing Policy No. 5.3.1 be rescinded; and That the Protection of Plants and Trees on Public Lands Policy 5.3.3 be endorsed.

CARRIED

7.3 Minutes of the May 15, 2024 Regular Council Meeting

Res. No. 2024-6A-20

Moved/ Seconded

That the Minutes of the May 15, 2024 Regular Council Meeting be adopted.

CARRIED

7.4 Minutes of the May 8, 2024 Regular Council to Closed Meeting

Res. No. 2024-6A-21

Moved/ Seconded

That the Minutes of the May 8, 2024 Regular Council to Closed Meeting be adopted.

CARRIED

7.5 Minutes of the May 8, 2024 Committee of the Whole Meeting

Res. No. 2024-6A-22

Moved/ Seconded

That the Minutes of the May 8, 2024 Committee of the Whole Meeting be received and the following recommendations be endorsed:

(3) That staff bring forward amendments to Bylaw 409, 2003 to allow for relocated homes to be placed in the District of Sechelt and that amendments may include, but not limited to:

- Altering language in section 16 to more readily facilitate relocated dwellings in the District of Sechelt;
- Strike or update Section 16.3 to better consider the affect a 500 m range may have in representing home values adjacent to a subject property;
- Ensure that an engineering report regarding life safety improvements as well as hazardous material safety are required as part of an assessment prior to permits being issued for relocated homes; and

That the bylaw amendment be forwarded to the Community Associations for information prior to adoption.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

None.

9. COUNCIL REPORTS

9.1 Sunshine Coast Regional District Representatives

None.

9.2 Council

Members of Council provided verbal updates of their activities.

10. CORRESPONDENCE

10.1 Union of BC Municipalities Ministerial Meeting Requests

Council noted that 2024 UBCM AGM Ministerial meeting requests will need to be submitted by June 21, 2024.

11. RELEASE OF CLOSED MEETING ITEMS

None.

12. ADJOURNMENT

Res. No. 2024-6A-23

Moved/ Seconded

That the June 5, 2024 Regular Council Meeting be adjourned at 7:40 pm.

CARRIED

Certified correct by:

Councillor Brenda Rowe, Chair

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

June 12, 2024, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

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

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 Committee of the Whole Meeting to order at 3:01 PM and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Recommendation No. 1

Moved/ Seconded

That the June 12, 2024 Committee of the Whole Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

4.1 Sue Big Oil, Dawn Allen

Dawn Allen of the Sue Big Oil movement and Andrew Gage, legal counsel for West Coast Environmental Law, provided an overview of the Sue Big Oil initiative.

In response to questions from Council, the delegation noted:

- The campaign targets fossil fuel companies, not just oil companies.
- The amount of money they are asking for is intended to cover the entire cost of the class action, assuming enough municipalities are able to support the campaign (500,000 people).

Recommendation No. 2

Moved/ Seconded

That the District of Sechelt support the Sue Big Oil Campaign and pledge 1\$ per resident as a campaign contribution.

CARRIED

OPPOSED: Mayor Henderson and Councillor Shepherd

5. BUSINESS ITEMS

5.1 Sechelt Legion 140 Financial Assistance Options for Frontage Contribution Costs

Staff reviewed frontage improvement requirements for other non-profit organizations in Sechelt and noted that no others have been exempted from frontage improvements.

Recommendation No. 3

Moved/ Seconded

That the Sechelt Legion Branch 140 be offered a grant of \$50,000 and be required to reimburse the District of Sechelt the remaining amount owed for frontage contributions, \$78,440, over a 10 year period, interest free.

CARRIED

OPPOSED: Councillor Shepherd

5.2 Sunshine Coast Community Services Request for Funding

Staff noted a policy could be drafted for the Legacy Fund to provide the Community with equal opportunities to access it.

In response to questions, staff confirmed:

- Permissive Tax Exemption on a \$34M new build would be approximately \$85,000 at the current tax rates.

- Municipalities can not commit to a liability longer than 5 years without an AAP process.

Recommendation No. 4

Moved/ Seconded

That the decision on the request from the Sunshine Coast Community Services Society for \$1,000,000 to be donated from the District of Sechelt be deferred with a report to come back to Council no later than July 31st, 2024, providing additional input from the Sunshine Coast Community Forest and noting any policy implications.

OPPOSED: Councillor Bell, Inkster and McLauchlan

6. ADJOURNMENT

Recommendation No. 5

Moved/ Seconded

That the June 12, 2024 Committee of the Whole meeting be adjourned at 4:26 pm.

CARRIED

Certified correct by:

Councillor Adam Shepherd, Chair

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**June 12, 2024, 3:30 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform**

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, Deputy Corporate Officer T. Forster (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

None.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council to Closed Meeting to order at 4:35 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Res. No. 2024-6B-01

Moved/ Seconded

That the June 12, 2024 Regular Council to Closed Meeting Agenda be adopted.

CARRIED

4. CLOSED SESSION

Res. No. 2024-6B-02

Moved/ Seconded

That the meeting be closed to the public at 4:36 pm pursuant to Sections 90 (1) (c), (e), (g), (i), (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) (c) and (l)

4.4 Section 90 (1) (g) and (i)

4.5 Minutes of the May 22, 2024 Closed Council Meeting

5. ADJOURNMENT

Res. No. 2024-6B-03

Moved/ Seconded

That the June 12, 2024 Regular Council to Closed Meeting be adjourned at 5:21 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer

Honorable Mayor Henderson and Council Members
2nd Floor, 5797 Cowrie Street
PO Box 129, Sechelt, BC
V0N 3A0

June 4, 2024

Dear Honorable Mayor Henderson and Sechelt Council Members,

I am writing to you today to ask for your help in eliminating the Scotch Broom that is rapidly spreading along Sechelt Inlet Road. The Invasive Species Council of BC has this to say about this invasive weed:

Scotch broom (English broom) is an escaped garden plant introduced from Europe that easily invades sunny, disturbed sites such as rangelands, roadsides, and areas of recent logging. Scotch broom can increase the intensity of wildfires, obstruct sightlines along roads, and crowd out native plants that animals depend on. A mature plant can live up to 25 years and produce seeds that can survive in the soil for 30 years. Scotch broom is designated as a Regional Containment/Control species by the BC Provincial Priority Invasive Species List.

The Scotch Broom is rapidly spreading along both sides of Sechelt Inlet Road. There is also a particularly dense infestation on private property, a vacant lot, across from Yew Park on Sechelt Inlet Road, that is spreading seeds to neighboring properties and along the roadway. Unfortunately, this lot is also adjacent to the problem property on Stockwell Road and the debris on that property, combined with the broom next door, is extremely concerning because of the potential for a very large and out of control fire. There is just so much combustible fuel available that it is extremely worrisome.

When I enquired with the By Law office last spring they said it was not in their jurisdiction and they could not help get in touch with the owner regarding this issue nor provide any direction regarding who to speak with about the broom spreading along the roadway.

*However, according to the provincial **WEED CONTROL ACT RSBC 1996 CHAPERT 487 THERE IS A Duty to control noxious weeds and In accordance with the regulations, an occupier 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.***

The provincial acts also states that “A council may appoint one or more inspectors and weed control officers to enforce and administer this Act in the municipality.”

The act goes on to say that if the invasive species are not removed at council’s request they may have the work done to remove it and bill the landowner for the work by adding

it onto their taxes. This would hopefully only be a last resort as we would all like to be good neighbors.

Would it be possible to start with educating all DOS homeowners about this invasive species and begin an annual early spring campaign using the Coast Reporter and Social Media to remind people it is their responsibility to clear this dangerous weed from their own properties?

Would it be possible for the DOS to send letters out to the landowners of the few lots that are particularly infested by Scotch Broom requesting those landowners clear the broom from their land for the benefit of all?

Could we then ask for groups of volunteers together with the DOS employees regular landscaping efforts to work on eradicating the weed from public lands?

Your help and guidance in this matter would be greatly appreciated.

Sincerely,

Tracey Noble
Director, East Porpoise Bay Neighborhood Association
6173 Sechelt Inlet Road
Sechelt, BC
V7Z 0L3

traceynoble@shaw.ca