

# DISTRICT OF SECHELT REGULAR MEETING OF COUNCIL AGENDA

Wednesday, July 3, 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: <a href="https://www.youtube.com/user/SecheltMedia">https://www.youtube.com/user/SecheltMedia</a>
Zoom: <a href="https://zoom.us">https://zoom.us</a>, join Meeting ID: 831 4453 7756 and Password: JULY2024

Phone: 1-778-907-2071, with Meeting ID: 831 4453 7756 and Password: 81854684

			Pages
1.	LAND	ACKNOWLEDGEMENT	
	Natio	vistrict of Sechelt is located on the traditional and unceded territory of the shishalh n. We respect the histories, language and culture of the people of the shishalh n, whose presence continues to enrich this community.	
2.	CALL	TO ORDER AND DECLARATION OF CONFLICT	
3.	ADOP	TION OF AGENDA	
4.	DELEG	GATIONS & PROCLAMATIONS	
	4.1	Sunshine Coast Community Forest - Operating Plan	3
		Sara Zieleman, Executive Director and Warren Hansen, Operations Manager	
5.	BUSIN	NESS ITEMS	
	5.1	Remedial Action Order for 5708 Salmon Drive	13
	5.2	Development Permit for 4350 Rainbow Road	21
	5.3	Development Permit for 6401 Apple Orchard Road	58
6.	BYLA	WS	
	6.1	Building Bylaw Amendment 409-12, 2024 - Relocated Homes For First, Second and Third Reading.	
		a. Report	76
		b. Bylaw for Readings	78
7.	MINU	ITES OF PREVIOUS MEETINGS	

	7.1	Minutes of the June 26, 2024 Committee of the Whole Meeting For Receipt and Endorsement.	81					
		That the Minutes of the June 26, 2024 Committee of the Whole Meeting be received and the following recommendation be endorsed:						
		(2) That option D be selected for further consideration at the July 17, 2024 Regular Council Meeting.						
	7.2	Minutes of the June 26, 2024 Regular Council to Closed Meeting For Adoption.	83					
	7.3	Minutes of the June 19, 2024 Regular Council Meeting For Adoption.	85					
8.	BUSIN	ESS ARISING FROM THE MINUTES						
9.	COUNCIL REPORTS							
	9.1	Sunshine Coast Regional District Representatives						
	9.2	Council						
10.	CORRESPONDENCE							
	10.1	UBCM 2024-2034 Community Works Fund Agreement For Decision.	93					
		"That the Mayor and Corporate Officer be authorized to sign the 2024-2034 Community Works Fund Agreement on behalf of the District of Sechelt."						
11.	RELEASE OF CLOSED MEETING ITEMS None.							
12.	ADJOURNMENT							

Public Question and Answer Period.



# 2024-2028 Operating Plan

## Willoungent **Biodiversity & Ecosystem** Conservation Sustainability Social **Economy** Well-Being District of Sechelt Regular Council Agenda Wednesday, July 3, 2024

#### Integrating Ecosystem Based Management into the Ops Plan



#### **Biological**

Conservation network protecting at-risk species and ecosystems

Ecologically conservative riparian management

Supporting habitat restoration

Old growth recruitment strategy



#### Economic

Local contractors

Local sales

Profits go back to the community



#### Social

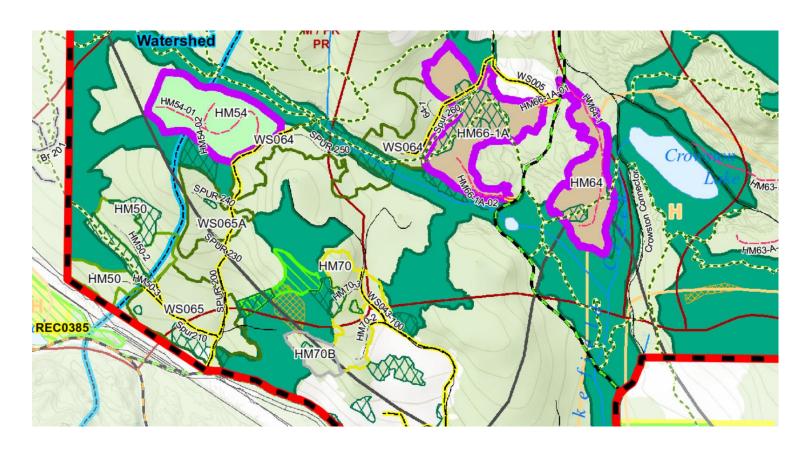
Protection of cultural values

No logging in the Chapman Community Watershed

Supporting recreation (funding and enhancing access)

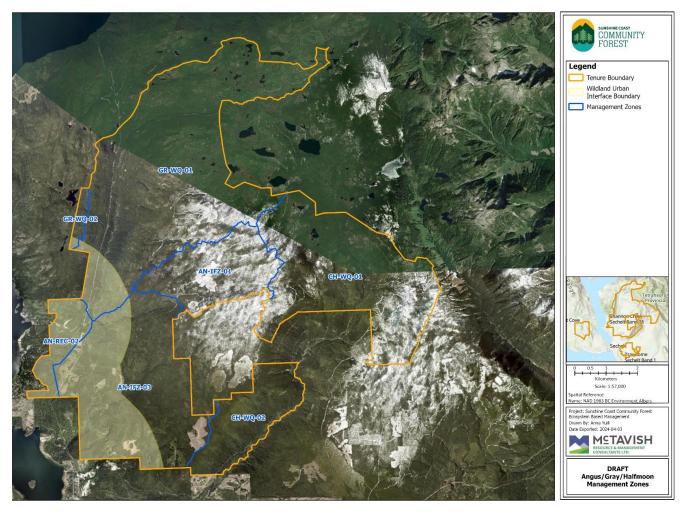
No logging old growth

## Conservation Network



- Coverage
  - 42% of our tenure
- Design Principles
  - Wildlife habitat
  - Old forest conservation
  - Ecosystem representation
    - 30% protection for each ecosystem

## Management Zones



Water Quality Zone Focus on maintaining water quality and forest influence

Recreation Zone
Protecting trails and
cultural values

Research Zone Collaborative research on biodiversity and tree growth

Integrated Forest Management Zone Sustainable timber harvest

## Operations Plan – What is it?

- Operations Plan
  - Shows our present status,
  - shows proposed cutblocks,
  - harvest schedules,
  - our operational strategies and practices, and
  - updates on completed harvesting activities.
- Annually driven
- Shared with the public on our website and FOMS
- Meetings with the shishalh Nation, District of Sechelt and the Sunshine Coast Regional District, Community Associations and local trail groups

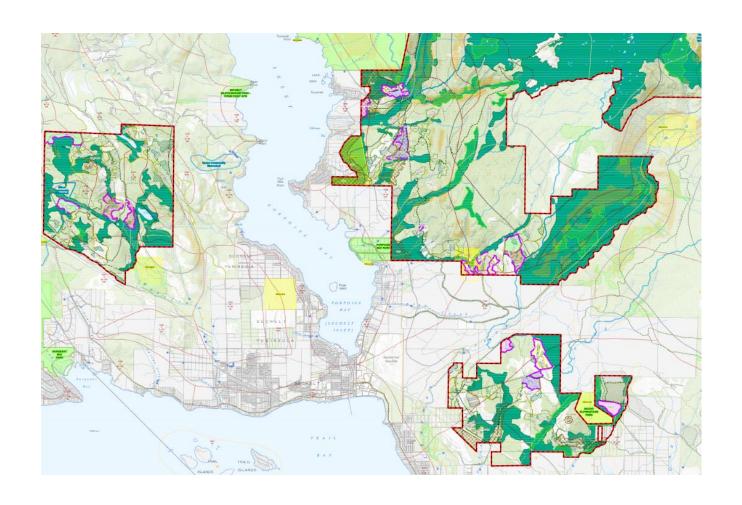




"FOMS" means Forest Operations Mapping

## Operations Plan – Highlights

- The highlights of this plan include:
  - Elements of Ecosystem-Based Management (EBM) are integrated into the document.
  - The map shows Conservation Areas, incorporating ecosystem conservation principles.
  - 42% of forests are designated as Conservation Areas, aligning with SCCF policies.
  - SCCF policies include no harvesting of Old Growth forests, a moratorium on logging in Chapman Watershed, and protection of vulnerable ecosystems and species at risk.
- The plan emphasizes a shift from Clearcutting to Retention silviculture systems.
- Retention silviculture preserves structural elements within original stands, promoting long-term ecological diversity.
- Harvest openings are acceptable if they support ecosystem health, biodiversity, and sustained tree growth.
- The plan incorporates Intermediate (Partial Cutting) practices for commercial thinning and wildfire risk reduction.
   Approximately 25% of harvesting is planned as Intermediate Cuts.



## Silviculture Systems - Retention System

The plan emphasizes a shift from Clearcutting to Retention silviculture systems.



- Clearcuts are typically large in scale 20ha to 100 ha
- Lack of internal groups or single trees in the block
- Used for maximum timber production

- (1) retained trees are distributed over the area of the cutblock,
- (2) standing trees are left for the long term (at least one rotation) and
- (3) distribution of leave trees achieves > 50% 'forest influence' (i.e. the area surrounding a tree or forest edge with a radius equal to the tree height).
- (4) acknowledges that retention of trees and other structural attributes of forests for purposes other than tree regeneration and timber production are legitimate goals of forest management



## Silviculture Systems - Commercial

Thinning
The plan has about 1/4

The plan has about 1/2 of logging to be commercial thining

- (1) Commercial thinning harvested smaller trees leaving the bigger trees to grow
- (2) Approximately half the trees are harvested and about 40% of the volume.
- (3) Harvested with small machines





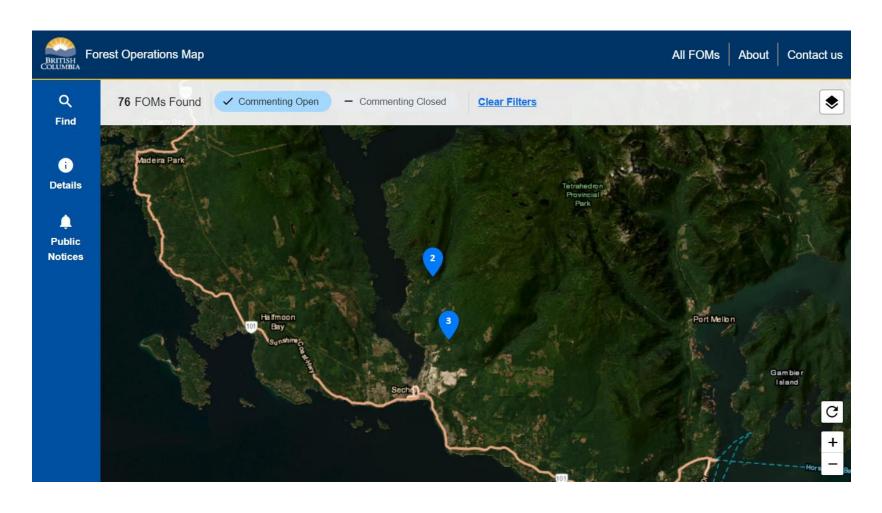


## Forest Operations Mapping

Requirement: As of April 1, 2024, all forestry licensees must share plans using a Forest Operations Map (FOM).

Transparency: Enhances operational planning transparency and public engagement.

Feedback Integration: Public comments considered before issuing permits.



Home

**Events** 

Forestry

Firewood

Legacy Fund

About







#### **REQUEST FOR DECISION**

TO: Council MEETING DATE: July 3, 2024

**FROM:** James Nyhus, Chief Building Official

SUBJECT: Request for Decision Remedial Action Order for 5708 Salmon Drive

**FILE NO:** 3800-04

#### **RECOMMENDATION**

That Council directs the owner of 5708 Salmon Drive, Lot 15 District Lot 304 Plan VAP15852 PID: 004-516-834, to bring the property into conformance with the provisions of the Property Maintenance Bylaw No. 522, 2012; and

That the Remedial Action Order for 5708 Salmon Drive be given a deadline of thirty days to comply with Property Maintenance Bylaw No. 522, 2012; and

That staff be authorized to contract a service provider to bring 5708 Salmon Drive into compliance with Property Maintenance Bylaw No. 522, 2012, should the property owner fail to do so by the Remedial Action Order deadline.

#### **PURPOSE**

To order the owner of 5708 Salmon Drive to remove refuse and discarded materials in order to remedy the unsightly conditions on the property.

#### **DISCUSSION**

#### Summary

Staff have been receiving complaints from the neighbourhood about the state of the property for more than four years and while actively trying to obtain voluntary compliance from the property owner to no avail.

The bylaw enforcement officers have undertaken measures in order to enforce the bylaw and seek voluntary compliance including regular site visits, emails and phone calls, in addition to nine bylaw notices (fines) administered.

In spite of this, and years of bylaw enforcement hoping to obtain voluntary compliance, it is clear that the owner does not intend to follow through with the necessary steps for bylaw compliance.

Therefore, the owner has been advised that staff are asking Council for a Remedial Action Order if the property is not brought into compliance with Property Maintenance Bylaw 522, 2012.

Staff have identified a contractor that is willing to remove the refuse and materials to meet the requirements of Property Maintenance Bylaw No. 522, 2012. The contractor has not quoted a price for the work but using the company's rates and person hour labour costs, staff estimate the cost of remediation conservatively at \$25,000.00 for removal and disposal. The remedial action order will enable costs to be recovered from the property owner.

#### **Background**

A chronology of the bylaw enforcement measures and activities is contained in Attachment 1.

#### POLICY AND BYLAW IMPLICATIONS

Council has the authority to impose remedial action requirements under Section 72 of the *Community Charter*. Under this section, Council can impose a remedial action requirement for matters or things referred to in Section 74(2), a Declared Nuisance. If the owner does not comply within the time ordered, the costs can be recovered under Section 80 of the *Community Charter*. The owner, other occupants, and any charge holders have been notified as required under Section 77 of the *Community Charter*.

#### SUSTAINABILITY PLAN IMPLICATIONS

1. Social Sustainability and Community Well Being.

#### STRATEGIC PLAN IMPLICATIONS

3. Community Safety and Wellbeing.

#### **FINANCIAL IMPLICATIONS**

Should the owner not comply with the Remedial Action Order within the time limit set by Council, the District will incur the costs of a contractor to remove and dispose of refuse and bring the property into compliance with Property Maintenance Bylaw No. 522, 2012. The District will recover the costs incurred as a property tax debt.

#### **COMMUNICATIONS**

The owner will be notified of Council's decision by registered mail.

If Council adopts the recommendation by staff, the property owner will be ordered to bring the property into compliance with Property Maintenance Bylaw No. 522, 2012 within thirty days. The order will further inform the property owner that failure to do so will result with the District

contracting a service provider to bring the property into compliance on their behalf, and the costs
incurred will be recovered from the property owner.

Respectfully submitted,

James Nyhus Chief Building Official

Attachments:

1 -Remedial Action Order 5708 Salmon Drive

#### Attachment "A"

## **Chronology of Violations and Enforcement 5708 Salmon Drive**

August 6/20 – Bylaw receives a complaint regarding the status of the property, appliances, old furniture, building materials accumulating in the yard. Bylaw attends and speaks with owners. Inspections to occur bi-weekly.

August 31/20 – Complainant emails in again that the debris is still in the yard and now there is an Atco trailer onsite.

September 29/20 – Trailer has been brought onsite as per comps recent complaint. Owner states it was because of COVID 19 pandemic and they owned a condo and had to remove the furniture from it so are using the trailer to store the furniture. Minor amount of progress had been made at cleaning the property.

October 15/20 – Complaint emailed in again, appliances still in yard, vehicles are being repaired onsite. Owners are bringing home more stuff and nothing is being hauled away. Bylaw officer attends and there appears to be no evidence of any clean up attempt. Bylaw observes more stuff onsite.

October 26/20 – Bylaw attends, no evidence of any clean up attempt. Issued BENS notice BN2120. November 2/20 – Comp. emails in photographs. Extensive renovations appear to be taking place. Bylaw forwards photographs to Building dept. to assist. Bylaw attends and again no attempt to clean up the property. Entire backyard being used for storage of construction waste. Bylaw issues BENS notice BN2121.

November 10/20 – Email from another complainant received. Yard getting worse and now moving to the front of the house.

November 12/20 – Email received from a  $3^{rd}$  complainant regarding the status of the property. Unsightly.

November 16/20 – Property owner comes in and meets with Bylaw Enforcement Officer GH. The owner states that he will be removing debris and one derelict vehicle by the end of the week. States he has responded to the building department in relation to structures onsite. Confirmed with Planning that the owner has been in contact with him regarding building permit applications.

November 20/20 – Bylaw attended site. Trailer full of debris dumped and white jeep removed.

November 23/20 – Complaint emailed in stating the backyard area was not getting any better. Bylaw attended site and owner stated he was working on the front yard. Bylaw suggested to clean the backyard area first.

November 30/20 – Complaint emailed in stating minimal changes have taken place. Bylaw spoke with Greg Kusnir who stated he had put 12 hours working on the backyard and front yard.

December 1/20- Bylaw attended site. Evidence that further cleanup has taken place in particular the driveway area. The back of the property remains unsightly.

December 6/20 – Complainant emails in stating lumber has been delivered to the property.

December 8/20 – Bylaw attended property. Evidence of further clean up attempted. Blue canopy has been erected and evidence of a fence being put up in the front yard. Backyard area remains unsightly December 14/20 – Bylaw spoke with one of the owners. She states misdirection of the four tickets, bylaw accepts early payment amount. Bylaw attends property, owner states another trailer full of stuff will be going to recycling (Salish Soils) this week.

December 22/20 – Bylaw attended property. Trailer still full of debris, some clean up done from the right side of the driveway, however there are two large chairs/couches now in the driveway.

Email received from comp. that two more trailers full of assorted junk has arrived on the property. December 23/20 – Bylaw issues BENS 2657.

December 27/20 – Complainant emails in that more stuff has arrived onsite.

January 4/21 – Complainant calls in stating the owner continues to haul in garbage. Bylaw attends site and speaks with Mr. Kusnir. He is aware of fines and weekly inspections. Viewed sheds and they appeared to be definite signs of improvement. Given tasks to complete by the following Monday or more fines will be issued.

January 11/21 – Comp. emails in that there are 5 vehicles plus a trailer onsite.

January 14/21 – Bylaw attends site. Some minimal improvements noticed.

January 18/21 – Bylaw attends site. Some minimal improvements noticed. Greg was advised of a rat infestation in one of the sheds. Bylaw gives expectations for the next week.

January 25/21 – Bylaw attends site. Some minimal improvements noticed. Greg given expectations for the next week.

January 26/21 – Greg Kusnir calls bylaw and states one vehicle has been towed to the wrecker.

February 5/21 – Comp. calls in to state more lumber has been dropped off.

February 8/21 – Bylaw attends site. Two steps forward, one step back. Some minimal improvements noted. List of tasks was given to the owner to be completed. The owner states the lumber that was delivered is for a new shed. Greg reminded to consult planning regarding lot coverage and setbacks. February 22/21 – Bylaw attends site. Two steps forward, one step back. Some minimal improvements noted.

March 1/21 – Bylaw attends site. Minimal improvements noted.

March 8/21 – Bylaw attends site. All tasks that were asked to be completed were done. Bylaw gives the owner another list of tasks to be completed.

March 15/21 – Bylaw attends site. All tasks that were asked to be completed were done.

March 29/21 – Bylaw attends site. All tasks that were assigned have been completed. Building issues stop work order for a ramp that was being constructed and that a permit is required to add the sound proof wall in the basement along with the minimum requirements for a registered secondary suite.

April 6/21 – Bylaw attends site. All assigned tasks completed. Informed about 5<sup>th</sup> wheeler onsite.

Cannot be used as a dwelling and must not be considered derelict.

April 12/21 – Bylaw attends site. All assigned tasks completed. Owner given another set of tasks to complete for the following week.

April 21/21 – Bylaw attends site. All assigned tasks completed.

May 5/21 – Bylaw attends site. Not a lot of progress made this past week. The owner states he is off work for the next three months and can focus on cleaning the property.

May 12/21 – Bylaw attends site. Not a lot of progress made this past week.

May 20/21 – Bylaw attends site. Front driveway somewhat improved. Greg given another list of tasks to complete for the following week.

May 31/21 – Bylaw attends site. Front driveway somewhat improved. Civil issue regarding retaining wall between owner and neighbour. Encouraged to clean up area to access retaining wall area. Bylaw sent email to building dept regarding retaining wall.

June 8/21 – Bylaw attends site. Somewhat improved from last weeks inspection, although the owner has acquired a substantially sized day marker which he intends to use for a marine themed lawn ornament. Vehicles still onsite of which he intends to deal with and given tasks to complete this week.

June 16/21 – Complaint emails in stating some progress has been made. Owner has chopped down a cherry tree. Metal and wood waste. Owner given a list of tasks for the following week.

June 25/21 – Bylaw attends. Progress noted. Given tasks for the following week to complete.

June 30/21 – Bylaw attends. Progress noted. Owner to continue with the purge of lawnmower, soil, discarded vegetation, ongoing trailer dumps

July 8/21 – Bylaw attends. Progress noted. Owner given new tasks to complete for the following week. July 16/23 – Bylaw attends. Progress noted. Owner given new tasks to complete for the following week.

September 9/21 – Bylaw attends. Little progress noted on continued clean up of property.

October 11/21 – Complaint emailed about ongoing unsightliness and rats.

October 29/21 – Bylaw attends. No recent progress. Owner is to continue to purge with detailed list sent to him via email.

November 3/21 – Bylaw attends. No recent progress noted. Owner hasn't completed a single project since he moved in but continues to add to the eyesore in the yard.

November 3/21 – Bylaw attends. No recent progress noted. Owner hasn't completed a single project since he moved in but continues to add to the eyesore in the yard.

November 19/21 – Bylaw attends. No progress noted. In fact the situation has regressed with the addition of multiple items in the front yard: bathroom vanity under a tarp, two mattresses, tv screen, vacuum parts, stacked washer and dryer, multiple tires, rotten wood, wooden table and chairs on the front lawn

Kayaks, canoes on a discarded ramp. Red barrels? Metal railing, large tote on right-of-way. Issued BENS BN2725 for unsightly property.

November 26/21 – Bylaw attends. Some progress made on the removal of items listed above.

December 3/21 – Bylaw attends. Some minimal improvements noted.

December 10/21 – Bylaw attends. Notable effort observed.

December 20/21 – Complaint emailed in. Little to no improvement. Wondering if Bylaw is still enforcing.

December 21/21 – Bylaw attends. Minimal progress made. Owner given task list to complete in the following week.

January 21/22 – Due to staffing issues, unable to attend until this date. Minimal efforts noted and new complaints from both neighbours, one being a civil issue. Owner given tasks to complete before the next inspection or further tickets to be issued. Noted that Owner is now on LTD due to some mental health issues.

January 26/22 – Complaint from a resident of the neighbourhood received.

Feb 4/22 – Bylaw attended site. Some progress noted. Owner given list of tasks for following week.

Feb 11/22 – Bylaw attended site. Some progress noted. Given list of tasks for following week.

Feb 24/22 – Owner calls in to Bylaw with update of status of property.

Feb 28/22 – Complainant notifies bylaw that they have contacted a lawyer to discuss their civil options as they are fed up with the neighbours.

March 1/22 – Bylaw attended site. Large amount of clutter on the front drive and yard as a removal of the 5<sup>th</sup> wheel and reorganization of the back yard. Owner warned that he would receive a fine and given a list of tasks to complete by March 11<sup>th</sup> or fine will be issued.

Neighbour is concerned as they are listing their property and feel that property in question could impact a sale. Issued BENS BN2163 for unsightly premise due to inadequate action to bring the property into conformance.

March 11/22 – Bylaw attended. Large amount of clutter in the front drive and yard. Issued BENS BN2168 for unsightly premise.

April 1/22 – Bylaw attended. Little progress made on clean up. Given task list of following week.

April 7/22 – Email from owner with update of property status.

April 19/22 – Complaint emailed in, wind storm and debris from the property in question's yard blew onto their property.

April 22/22 – Bylaw attended. Large amount of clutter still remains with little progress made. Owner given task list for following week.

May 2/22 – Bylaw attended, no progress made. Issued BENS BN2182 via mail. Given task list for following week

May 9/22 - Bylaw attended, no progress made. Given task list for following week

May 19/22 - Bylaw attended, no progress made. Given task list for following week

July 7/22 – Complaint emailed in that blackberries are taking over their property that are coming from the property in question.

Aug 4/22 - Bylaw attended. Blackberries better maintained. Given task list for the following week. Sept 26/22 – Email from comp. No noticeable improvement next door. Is Bylaw still inspecting every week. Eight vehicles now parked on the road easement. Wonder if this was okay for long term storage of vehicles? Tenants dog barking outside. Complainant states neighbours are fed up with eyesore of property.

Sept. 27/22 – Bylaw attended. Issued BENS BN2393 for Mazda parked in excess of 48 hours on the roadway. Large amount of clutter in the front drive and yard. Issued BENS BN2394 for unsightly premise. October 11/22 – Bylaw attended. Large amount of clutter on front drive and yard and lack of progress since last visit. Issued BENS BN2403 for unsightly premise.

October 17/22 – Bylaw attended. Some progress made on clean up. Given task list for following week. October 31/22 – Bylaw attended. Some progress made on clean up. Given task list for following week. November 14/22 – Bylaw attended. Some progress made on clean up. Given task list for following week. March 16/23 – Due to staff changes, file has been reassigned.

June 11/23 – Civil issue pertaining to retaining wall still an issue. Email from complainant.

June 15/23 – Bylaw attended regarding retaining wall collapsing. He states contractor has been hired. Will continue to clean property. Timeline of this to occur is two weeks.

July 10/23 – Complainant called in asking about contractor for retaining wall. Owner states he has not be able to contact the contractor for the last three weeks. No change in status of property.

August 25/23 – Another complaint received regarding status of property.

December 17/23 - File transferred to BEO TM as BEO AH is no longer with the District of Sechelt Bylaw Dept. The owner of 5708 Salmon Dr. advised. BEO TM to follow up on status of property after the holidays. Owner advised of pending remedial action against his property and that it is in his best interest to clean up over the upcoming Christmas break.

Jan 23/24 - BEO TM asked Planning to please run Land Titles on property. BEO then emailed property owner to arrange for an inspection of the progress on the clean up of the property. We agreed to meet onsite on Wednesday Jan 24 @ 12:00pm.

Jan 24/24 - 12:00pm - BEOs TM and DB attended property and met with Property owner Greg Kusnir. Front of property still had structure of which owner stated that he will have down by the end of the weekend but got delayed because of the snow. Front yard still contained various items of which the owner had neatly stacked in some areas, however items that still need to be removed. Side yard on the west? side of the home had piles of wood, plastics that in BEO option need to go. If no use of tires or the wood or no place to store that is enclosed, these items need to be removed. Behind gate in the side yard was some shelving and water tanks, ladders, some scattered items and a recreation trailer and a vehicle in which he stated was his son's vehicle. More wood and bins in the rear of the yard alongside of the recreational trailer. Tarps, metal, old wood stove, two wheel barrels, shelving, doors, screens, items on shelves, more ladders, plastic containers all at the rear of the property. Owner stated that he is trying to get it all into the shed like structure in the back that currently has a tarp over it. Photographs taken and attached to file. Owner asked that we come back early next week as we should see more of an improvement.

BEO TM advised owner that as we won't be having the contractor coming by this week he has until the end of the weekend to do more clean up. In the meantime, we would like to see the structure in the front taken down as promised and the debris taken off of DoS Blvd. (he has placed metal for the scrap

metal guy on the Blvd.) removed before our next visit. We will re-assess during our next onsite inspection. BEO TM to set up another inspection time with owner next week.

Jan 29/24 - BEO TM received email from owner and agreed on another site visit on Wednesday February 7th as BEO will be unavailable the rest of this week.

Feb 7/24 - 12:00pm - BEOs TM and DB attended site and met with owner. He has made some more progress on the clean up of the property. Photographs taken. BEO advised that the photographs will be shown to management and then Council if a Request for Decision is asked of Council for a Remedial Action Order. In the meantime, he was advised to keep going with cleaning the property as it is in his best interest if it does go for remedial action. Less cost on his taxes. Photographs attached to file. May 29/24 BEOs Tm and DB attended the site and observed that some items on the property had been cleaned up, some had been relocated to a different part of the property and tents had been constructed around the debris. BEOs contacted the property owner and identified the ongoing issues. May 31/24 Notice was sent from the Corporate Officer to the property owner informing them that Council will consider a Remedial Action Order for 57085 Salmon Drive at the July 3, 2024 Regular Council

June 18/24 Mr. Kusnir spoke to the Corporate Officer on the phone, informing her that his property is now in compliance and requested an inspection for June 21.

June 21/24 Mr. Kusnir requested that the inspection be rescheduled for Monday, however BEO DB had already conducted the inspection and found that although some debris had been removed and some relocated to tent-like structures, the property to be in contravention of the Bylaw 522, in addition to Zoning and Building Bylaw contraventions. BEO DB informed Mr. Kusnir of the ongoing contraventions. June 24/24 Mr. Kusnir emailed District staff to inform them that he was now in compliance and to request that the Remedial Action Order be dropped. The Corporate Officer responded to confirm that the property remains non-compliant and provided clarification on the requirement for vehicle insurance.

June 25/24 BEO Martin informed Mr. Kusnir that although some debris had been removed and some relocated to tent-like structures, the property to be in contravention of the Bylaw 522, in addition to Zoning and Building Bylaw contraventions.

June 28/24 Mr. Kusnir informed the Corporate Officer via email that he had misunderstood the issues that were resulting in non-compliance of his property and asked for more time to resolve these. The Corporate Officer confirmed that the property continues to be in contravention of the Bylaw 522, in addition to Zoning and Building Bylaw contraventions and that the Remedial Action Order will be presented to Council on July 3 for their consideration. Mr. Kusnir was encouraged to attend the meeting to make a statement to Council.



#### **REQUEST FOR DECISION**

TO: Council MEETING DATE: July 3, 2024

FROM: Ian Holl, Development Planning Manager

SUBJECT: Development Permit for 4350 Rainbow Road

**FILE NO:** 3060-2024-07

#### **RECOMMENDATION**

That Development Permit 2024-07 be approved and issued for 4350 Rainbow Road.

#### **PURPOSE**

The property owners (BC Hydro) have applied for a Development Permit for works on their facility at 4350 Rainbow Road. Council has previously seen and approved the Development Variance Permit 2024-07 regarding fence height.

#### **OPTIONS**

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

#### **DISCUSSION**

#### Summary

Development Permit Area No. 10 Business and Industry applies to the property. The proposed works are relatively minor in scope; however, Council must approve the permit as there is no delegated authority for staff to do so.

#### **Legislative Context**

#### **Background**

Table 1 – Application Summary

Applicant	McElhanney
Owner	BC Hydro and Power Authority
Civic Address	4350 Rainbow Road
Legal Address	LOT B DISTRICT LOT 1603 PLAN LMP47740 PID 024-920-517 LOT 2 DISTRICT LOT 1603 PLAN VAP17710 PID 007-260-997

Size of Properties	~12,389 m² ~5,913 m²
OCP Designation	Business and Industry
Zoning Designation	11
DP Areas	Development Permit Area No. 10 (business and industry)



Figure 1 – Location Map

#### **ANALYSIS**

BC Hydro will be installing two shipping containers for storage on the property. The work also involves replacement of existing fencing and installation of new fencing. Landscaping works are proposed alongside this in addition to paving a new internal road and regrading and paving an existing parking lot.

As noted in the May 15, 2024, Development Variance Permit report, District staff have reviewed the application and there are no concerns with the proposed fence height increases. The Development Permit will address landscaping issues along with the proposed works associated with that application.

None.
SUSTAINABILITY PLAN IMPLICATIONS
None.
STRATEGIC PLAN IMPLICATIONS
None.
FINANCIAL IMPLICATIONS
None.
COMMUNICATIONS
None.
Respectfully submitted,
Ian Holl
Development Planning Manager
Attachments:
1 - Development Permit 2024-07

**POLICY AND BYLAW IMPLICATIONS** 



#### **ATTACHMENT 1**

604 885 1986

PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0 www.sechelt.ca

#### **DEVELOPMENT PERMIT NO. 2024 – 07**

1. This Development Permit is issued to:

BC Hydro and Power Authority 6911 Southpoint Drive Burnaby, BC V3N 4X8

- 2. This Development Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
- 3. This Permit supplements, but does not replace, relevant provincial and federal regulations and statutes.
- 4. This permit applies to the lands within the District of Sechelt described below:

Parcel Identifier: PID 024-920-517

PID 007-260-997

Legal Description: LOT B DISTRICT LOT 1603 PLAN LMP47740

LOT 2 DISTRICT LOT 1603 PLAN VAP17710

Addressed as: 4350 Rainbow Road

- 5. The Property is located in a designated Development Permit Area:
  - (a) Development Permit Area #10
- 6. This Development Permit applies to following works on the Property subject to signed servicing agreements for all onsite and offsite works and services:
  - (a) Installing two shipping containers as accessory buildings for storage.
  - (b) Replacing existing fencing and installing new fencing to expand yard area plus new perimeter fencing and gate access.
  - (c) Constructing a new paved internal road, regrading and paving an existing parking lot.
  - (d) Installing landscaping improvements.



PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0 www.sechelt.ca

#### **CONDITIONS OF DEVELOPMENT PERMIT**

- 1. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Permit and any plans and specifications attached to this Development Permit shall form part of this Development Permit:
  - (a) Attachment 1, which contains the site plans for the proposed work, prepared by McElhanney, dated March 12, 2024 (2121-00947-00 Rev. 5).
  - (b) Attachment 2, which contains the Topographic Survey Plan, prepared by McElhanney, dated February 23, 2024 (2121-00947-01).
  - (c) Attachment 3, which contains the Landscape Plan, prepared by McElhanney, dated March 1, 2024 (2121-00947-00 Rev. PA).
  - (d) Attachment 4, which contains the Arborist Report, prepared by McElhanney, dated March 1, 2024 (2121-00947-01).
    - a. All species should be drought tolerant and adhere to Fire Smart guidelines.
    - b. Replace Junipers with species that conform to 1(d)(a).
- Sensitive operations involving land alteration/excavation are confined to periods of dry weather with minimal traffic and appropriate equipment that will create the least disturbance.
- 3. Any retaining systems (regardless of height) that are needed for the proposed development must have a detailed design prepared by a qualified professional engineer and approved by the District based on the EGBC Retaining Wall Design Professional Practice Guidelines (Version 1.1 February 25, 2020) and must include the signed Retaining Wall Assurance Statement. Retaining Structures that exceed 1.2 m or have a horizontal to vertical setback of less than 2H to 1V with a cumulative height greater than 1.2 m require a Building Permit complete with Sealed design and Letters of Assurance from qualified professional engineers with expertise in Geotechnical design and Structural design.
- 4. Provide a security bond in the amount of \$10,000 in the form of an irrevocable letter of credit, bank draft or certified cheque. This security bond will be held to ensure that the works have been satisfactorily completed according to the plans and specifications in Attachments 1 4, noted in Condition 1 above.

#### 604 885 1986



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Partial releases of the security bond will be considered upon completion of the works outlined in each phase, upon submission of the following reviews, once approved by the District:

- (a) 25% of the security bond may be released after the two following reports have been submitted:
  - i. Field review report #1 prepared and signed by the qualified engineering professional confirming that appropriate erosion and sediment control measures are installed. This report is to be submitted; at least four weeks prior to the start of any development activities.
  - ii. Field review report #2 prepared and signed by the qualified environmental professional confirming that appropriate tree protection measures are installed. This report is to be submitted; at least four weeks prior to the start of any development activities.
- (b) 75% of the security bond may be released after Final Report #1 and #2 have been submitted.
  - Final Report #1 Final Review: Prepared and signed by the qualified engineering professional immediately following completion of all land alteration works confirming that all works have been done in accordance with the requirements of this permit.
  - ii. Final Report #2 Final Review: Prepared and signed by the qualified environmental professional immediately following completion of all land alteration works confirming that all works have been done in accordance with the requirements of this permit.
- 5. If construction for the development permitted by this Permit does not substantially commence within <u>twenty-four months</u> of the date of issuance, this Permit shall lapse.
- 6. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.

THIS DEVELOPMENT PERMIT IS NOT A BUILDING PERMIT.



**604** 885 1986 PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0

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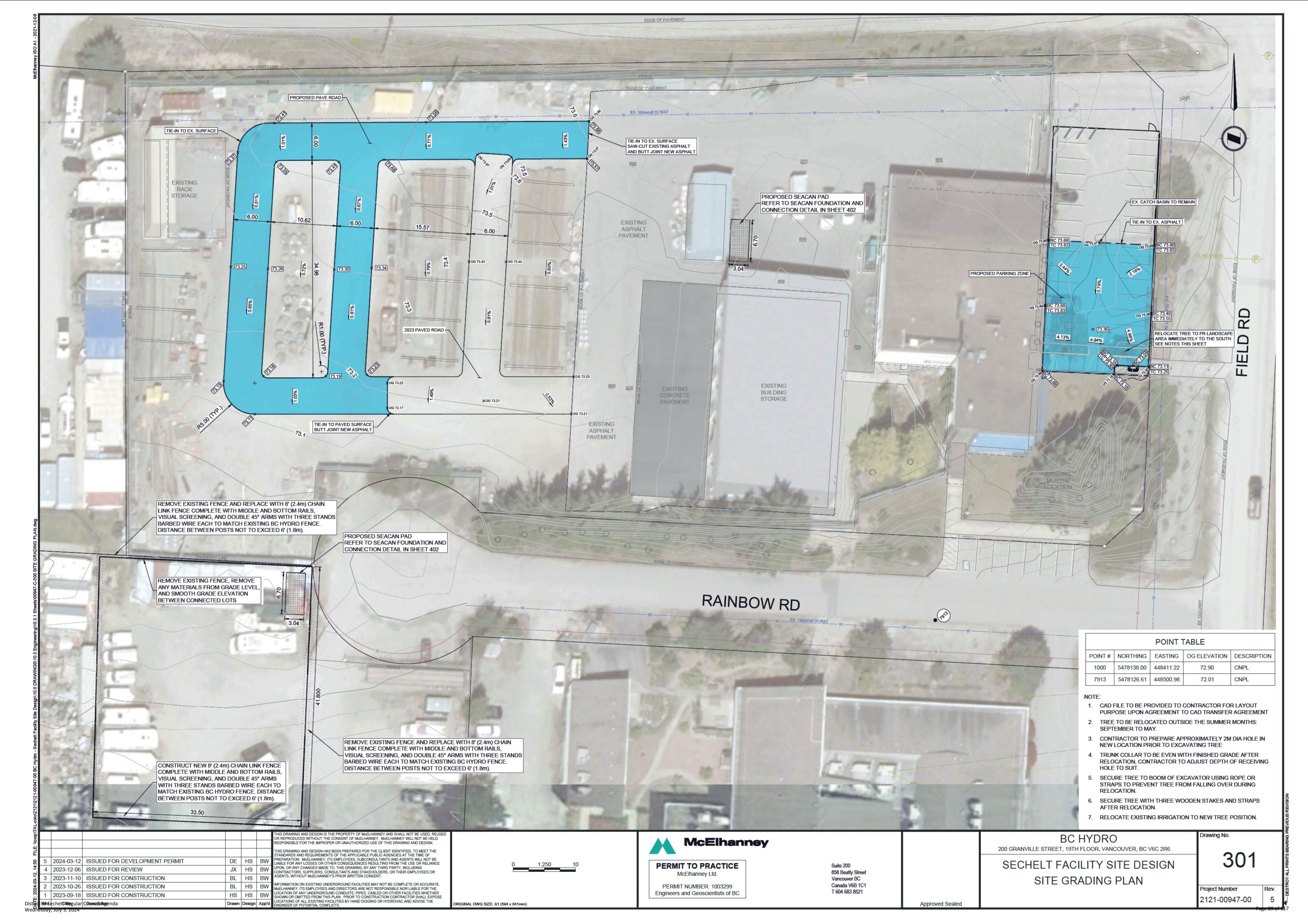
Authorizing Resolution of Council:
Date of Resolution:
Date of Issue:
Authorizing Signature:

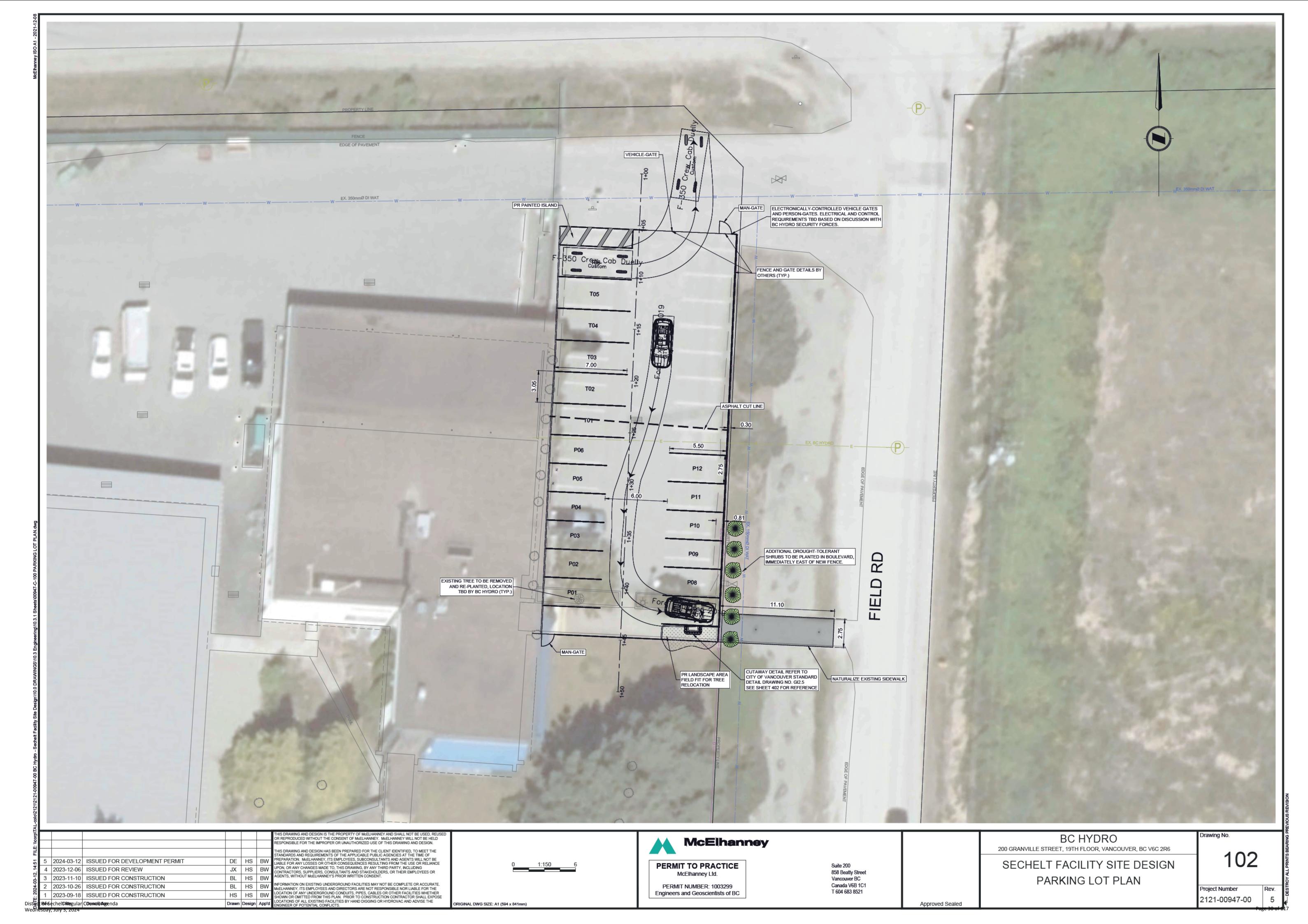
Andrew Allen

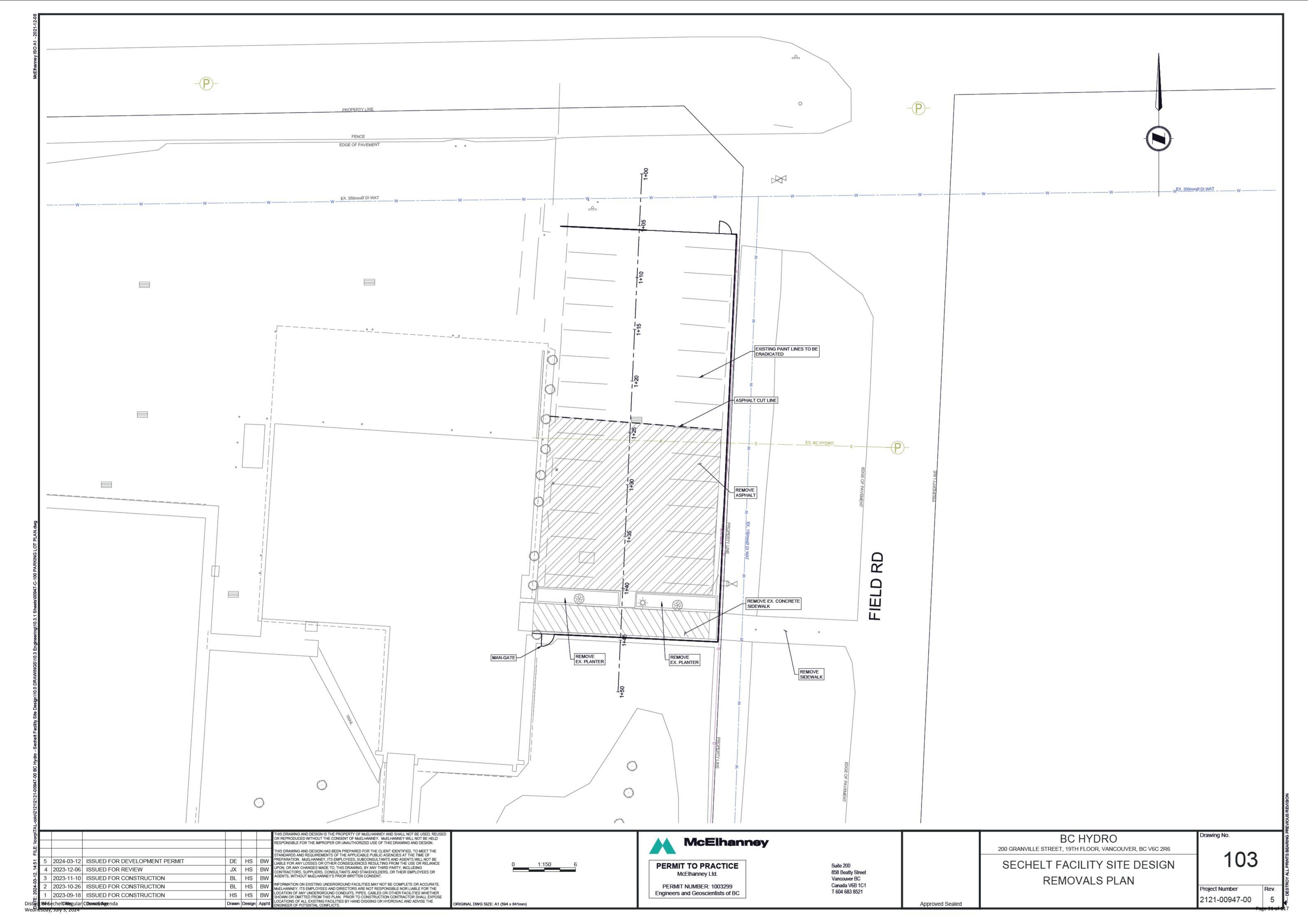
Director of Planning & Development

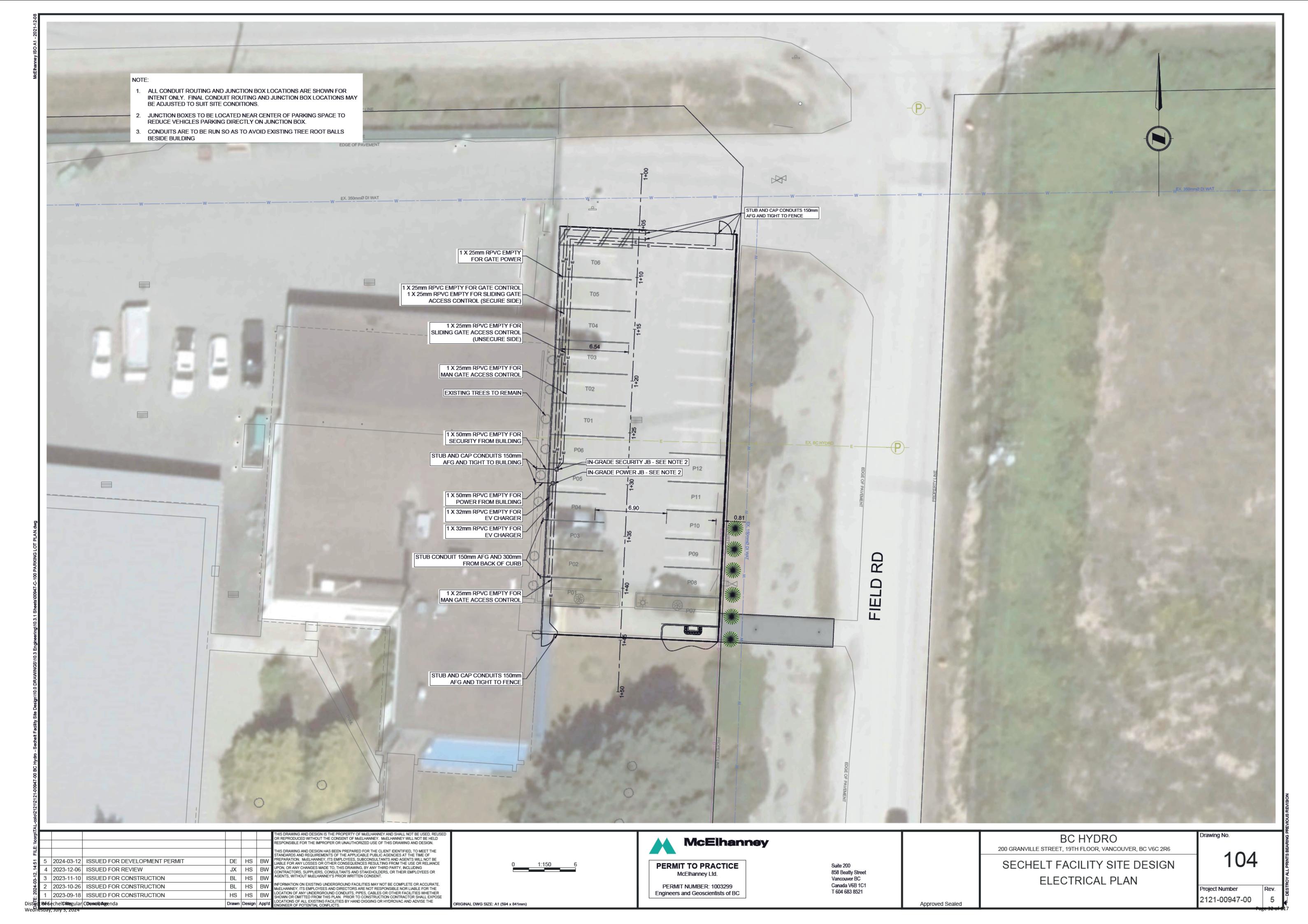
- Attachment 1
- Attachment 2
- Attachment 3
- Attachment 4

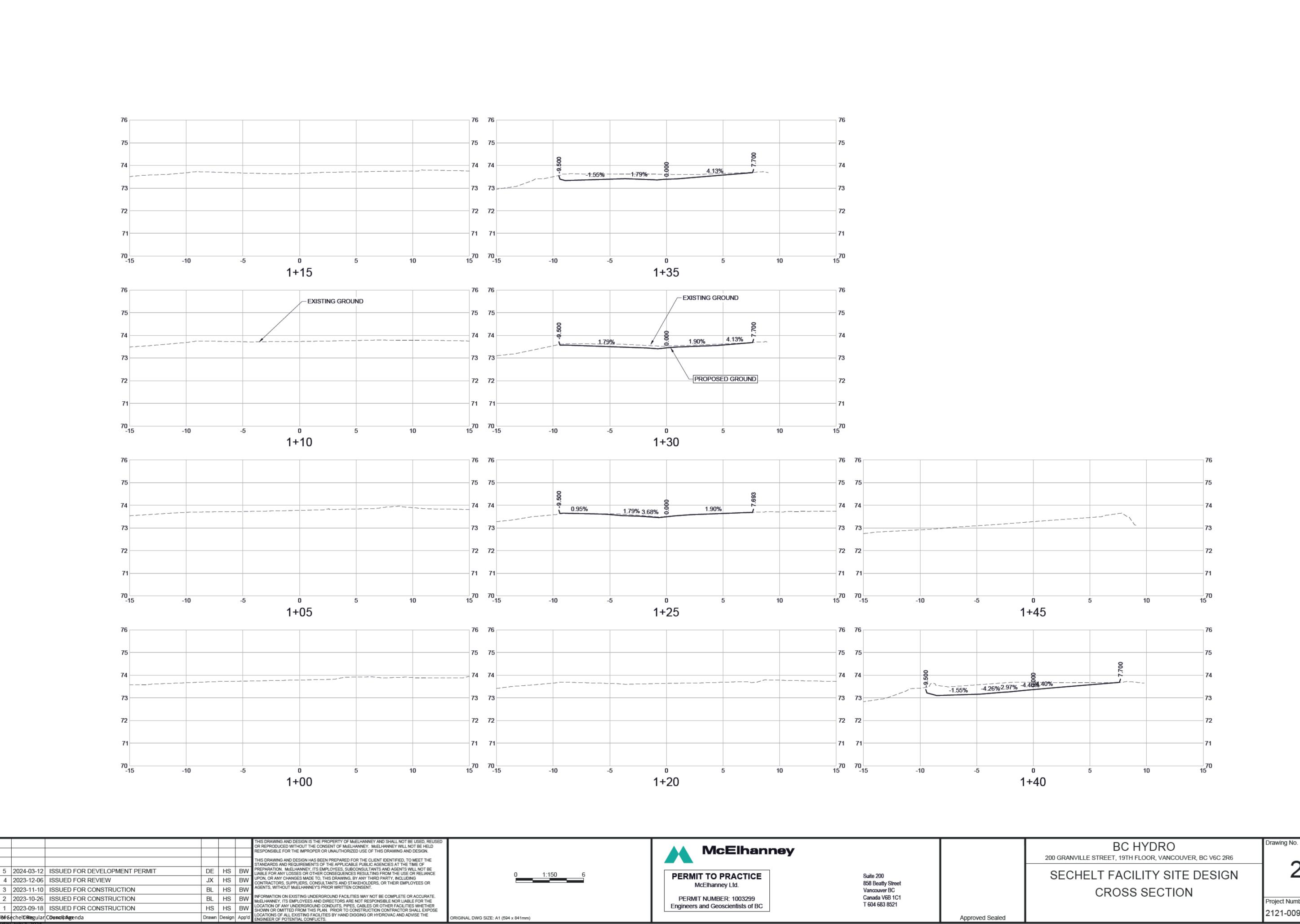












PERMIT NUMBER: 1003299

Engineers and Geoscientists of BC

ORIGINAL DWG SIZE: A1 (594 x 841mm)

2 2023-10-26 ISSUED FOR CONSTRUCTION

District of Sechel DRegular Council Agenda

2023-09-18 ISSUED FOR CONSTRUCTION

Canada V6B 1C1

Approved Sealed

T 604 683 8521

Project Number

2121-00947-00

#### SEDIMENT CONTROL INFORMATION

#### 1.0 GENERAL

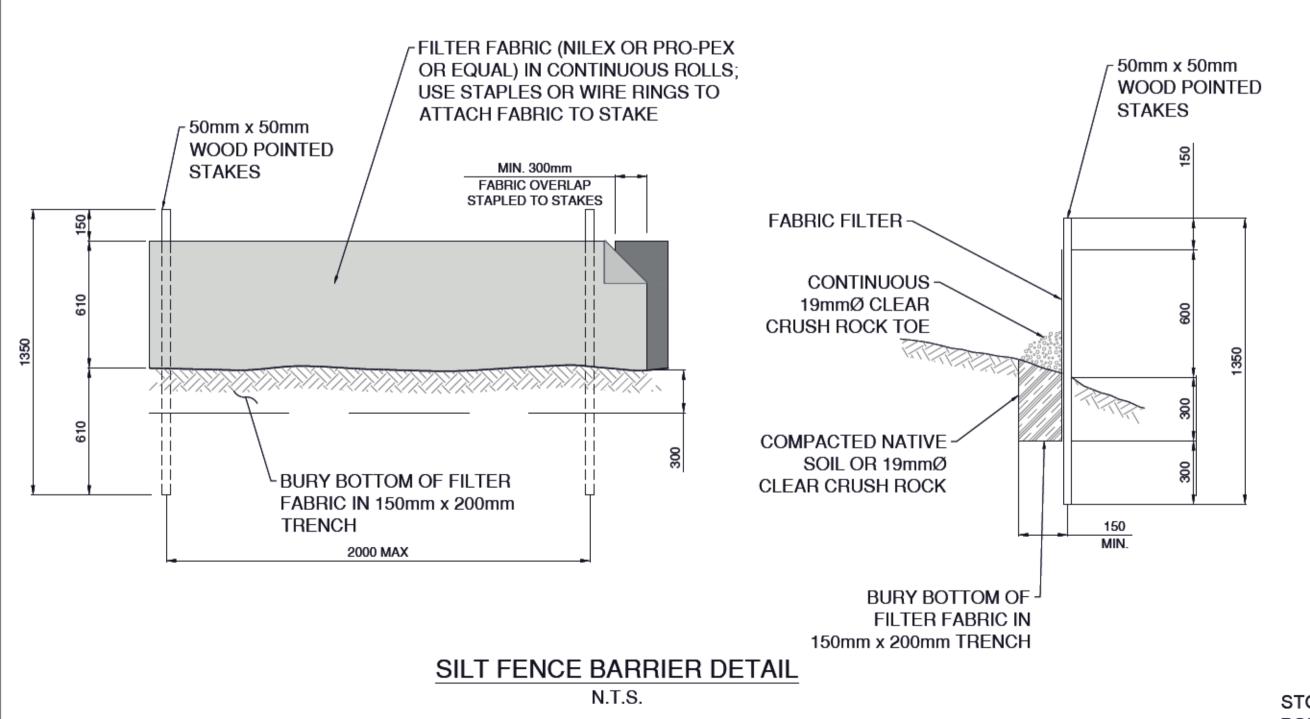
- 1.1 CONTRACTOR TO COMPLY WITH BRITISH COLUMBIA APPROVED WATER QUALITY GUIDELINES (BC WQG) FOR EROSION AND SEDIMENT CONTROL.
- 1.2 THE BC WQG INCLUDES BUT IS NOT LIMITED TO
- A. COVERING EXPOSED SOIL WITH POLY OR ANOTHER EROSION PREVENTION MATERIAL.
- B. COLLECTING AND TREATING ALL SEDIMENT LADEN RUNOFF AND GROUNDWATER PUMPED FROM TRENCHING
- 1.3 DISCHARGE TO THE STORM SEWER MUST BE TREATED TO BC WATER QUALITY GUIDELINES. WHERE NO BACKGROUND LEVELS ARE AVAILABLE. TREAT WATER TO <4 NTU.
- 1.4 CONTRACTOR TO CLEAN ASPHALT AND CONCRETE SURFACES ON A DAILY BASIS OR AS REQUIRED TO REMOVE SEDIMENT AND DEBRIS DEPOSITED FROM CONSTRUCTION ACTIVITY DURING CIVIL WORKS, ADHERE TO WEEKLY CLEANING BEYOND CIVIL WORKS COMPLETION.
- 1.5 ESC MEASURES TO BE INSPECTED BY THE CONTRACTOR AND REPAIRED IMMEDIATELY IF FOUND DEFICIENT. INSPECTIONS AND REPAIRS ARE TO BE DIRECTLY BEFORE AND AFTER A SIGNIFICANT RAINFALL EVENT.
- 1.6 ESC MEASURES WITH ACCUMULATED SEDIMENT ABOVE 30% CAPACITY TO BE CLEANED OR REPLACED.
- 1.7 CONTRACTOR TO ENSURE THAT CLEANING OF ESC MEASURES WILL NOT COMPOUND OR COMPROMISE ANOTHER MEASURE.
- 1.8 ANY DISCHARGE INTO CBS TO BE PROTECTED FROM SEDIMENTS THROUGH USE OF SILT FILTERS.
- 1.9 THE SEDIMENT CONTROL MEASURES SHOWN ON THESE DRAWINGS AND CONTRACT DOCUMENTS ARE TO BE DEEMED MINIMUM AND NOT WITHSTANDING COMPLIANCE. THE DEVELOPER AND CONTRACTOR. ARE ULTIMATELY RESPONSIBLE FOR SEDIMENT CONTROL FOR THE DURATION OF THE PROJECT.

ORDER OF ROAD WORKS AND SERVICING CONSTRUCTION TO BE CARRIED OUT IN ACCORDANCE WITH THE STAGED CONTRACT CONSTRUCTION SEQUENCE SPECIFIED BELOW.

1.10 ALL EXPOSED SLOPES AND SPOIL STOCKPILES TO BE COVERED WITH 6MM POLYETHYLENE SHEETING OR EROSION CONTROL MATTING. ALL WELL ANCHORED TO RESIST WIND WITH WEIGHTS OR STAPLED IN PLACE.

EROSION CONTROL MATTING TO BE COMBINATION STRAW/COCONUT FIBER BLANKET TYPE SC150 AS MANUFACTURED BY NORTH AMERICAN GREEN OR APPROVED EQUIVALENT. BLANKET TO BE PLACED STRICTLY IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.

- 1.11 ALL SILT FENCING SHOWN TO BE CONSTRUCTED IN ACCORDANCE WITH SILT FENCE DETAIL. CONTRACTOR TO INSTALL ADDITIONAL SILT FENCE WHERE SITE CONDITIONS DICTATE AND DOWN SLOPE OF ALL SPOIL PILES AND AS DIRECTED BY THE DESIGN ENGINEER.
- 1.12 ALL CATCH BASINS AND LAWN BASINS TO HAVE UPSTREAM SEDIMENT TRAPS PRIOR TO AND AFTER PAVING AS DETAILED ON THE DRAWINGS.
- 1.13 EARTHWORKS, GRADING AND SERVICES INSTALLATION CONSTRUCTION OPERATIONS TO BE TERMINATED DURING HEAVY RAINFALL WHEN SOIL DISTURBANCE IS SUBJECT TO EROSION AND RELEASE OF SEDIMENTS TO SURFACE RUNOFF.



#### REBAR FOR BAG REMOVAL FROM INLET NILEX SILT SACK REGULAR FLOW OR APPROVED EQUAL **EXPANSION** RESTRAINT (1/4" NYLON ROPE, 2 2 EACH FLAT **DUMP STRAPS** WASHERS),

GENERAL NOTES:

95% MPMDD.

FILL OR PAVEMENT PROFILES.

BY THE GEOTECHNICAL ENGINEER.

1. NO INVESTIGATION HAS BEEN COMPLETED AND SUBSURFACE SOIL DATA WAS NOT AVAILABLE AT THE

GEOTECHNICAL ENGINEER OR THEIR REPRESENTATIVE PRIOR TO PLACEMENT OF ANY ENGINEERED

REMOVAL OF VEGETATION, SURFICIAL TOPSOIL, WATER SOFTENED SOILS, EXISTING FILLS, AND OTHER SOFT DELETERIOUS MATERIALS TO SUBGRADE IN COMPACT OR BETTER CONDITION SUBSTANTIALLY

FREE OF ORGANICS. PRIOR TO PLACING ROADWAY FILLS. STRIPPED SURFACES SHOULD BE REVIEWED

GRAVEL WITH LESS THAN 5% FINES (PERCENT PASSING THE #200 SIEVE). ENGINEERED FILL SHOULD BE

PLACED AND COMPACTED IN MAXIMUM 300MM LOOSE LIFTS WITH EACH LIFT COMPACTED TO AT LEAST

DENSITY TESTING DURING SITE FILL PLACEMENT SHOULD BE CARRIED OUT ON A REGULAR BASIS TO

RE-USE OF EXCAVATED SOILS AS ENGINEERED FILL WILL BE SUBJECT TO REVIEW AND ACCEPTANCE

20.78 THROUGH 20.95 SHOULD BE ADHERED TO FOR ANY EXCAVATION ON SITE. WHERE EXCAVATION

TIME OF WRITING. IT IS ASSUMED THAT THE SUBGRADE SOILS ARE IN A COMPACT OR BETTER

2. SITE PREPARATION BELOW THE PROPOSED PAVED AREAS AND STORAGE AREA SHOULD INCLUDE

3. ENGINEERED FILLS BELOW THE PROPOSED PAVED AREAS AND STORAGE AREA SHOULD TYPICALLY

CONFIRM ADEQUACY OF COMPACTION, IN ADDITION, MCELHANNEY SHOULD BE CONTACTED TO

4. GUIDELINES IN THE OCCUPATIONAL HEALTH AND SAFETY REGULATION UNDER PART 20, SECTIONS

GROUNDWATER SEEPAGE OR SURFACE WATER RUNOFF MAY RESULT IN A LOSS OF BEARING

STRENGTH. THEREFORE. INGRESS OF GROUNDWATER INTO ANY EXCAVATION SHOULD BE

ALLOWING THE SUBGRADE TO DRY PRIOR TO CONSTRUCTION OF BUILDING FOUNDATIONS.

SCENARIOS ARE NOT CLEARLY DEFINED UNDER THIS REGULATION. A GEOTECHNICAL ENGINEER SHOULD BE CONSULTED TO ASSESS POTENTIAL HAZARDS AND PROVIDE RECOMMENDATIONS.

CONTROLLED BY GRADING, PERIMETER DITCHING OR A COMBINATION OF SUMPS AND PUMPS, ANY

THE GRANULAR STRUCTURE SHOULD EXTEND BEYOND THE FINAL EDGE OF PAVEMENT BY A DISTANCE

EQUAL TO THE ROAD STRUCTURE THICKNESS. MATERIALS SHOULD BE PLACED AND COMPACTED IN

WATER OR SNOW THAT COLLECTS ON THE FOUNDATION SUBGRADE SHOULD BE REMOVED BEFORE

REVIEW FILL QUALITY, AND PLACEMENT AND COMPACTION PROCEDURES.

OF THE MATERIAL BY THE GEOTECHNICAL ENGINEER.

COMPLIANCE WITH THE CURRENT MMCD.

CONSIST OF ENGINEERED FILL CONSISTING OF CLEAN, FREE DRAINING, WELL-GRADED SAND AND

CONDITION. SUBGRADE SOILS SHOULD BE REVIEWED AND APPROVED BY A MCELHANNEY

NOTE: SILT FILTER TO BE SHAPED TO FIT CITY'S STANDARD CATCHBASINS

#### SILT FILTER FOR CATCH & LAWN BASINS DETAIL (TYPICAL)

N.T.S. STOCK PILE TO BE COVERED WITH 6mil SILT FENCE AROUND PERIMETER POLY IF USED WITHIN 48 HRS. IF LEFT

Approved Sealed

Suite 200 858 Beatty Street

Vancouver BC Canada V6B 1C1

T 604 683 8521

35mm MMCD HOT MIX ASPHALT, UPPER COURSE #2 40mm MMCD HOT MIX ASPHALT, LOWER COURSE #2 100mm MMCD GRANULAR BASE (MMCD SECTION 31 05 17 2.10)

250mm MMCD SELECT GRANULAR SUBBASE (MMCD SECTION 31 05 17 2.8)

APPROVED SUBGRADE, PROOF ROLL REQUIRED TO BE WITNESSED BY GEOTECHNICAL ENGINEER; CONTRACTOR SHALL PROVIDE A MINIMUM 48 HOURS ADVANCE NOTICE TO **ENGINEER** 

YPICAL ROAD STRUCTURE FOR WEST PARKADE ZONE

35mm MMCD HOT MIX ASPHALT, UPPER COURSE #2 40mm MMCD HOT MIX ASPHALT, LOWER COURSE #2 100mm MMCD GRANULAR BASE (MMCD SECTION 31 05 17 2.10) 200mm MMCD SELECT GRANULAR SUBBASE

(MMCD SECTION 31 05 17 2.8)

APPROVED SUBGRADE, PROOF ROLL REQUIRED TO BE WITNESSED BY GEOTECHNICAL ENGINEER; CONTRACTOR SHALL PROVIDE A MINIMUM 48 HOURS ADVANCE NOTICE TO **ENGINEER** 

TYPICAL ROAD STRUCTURE FOR EAST PARKADE ZONE

STOCK PILE DETAIL

N.T.S.

LONGER, COVER WITH STRAW AND SEED

ORIGINAL DWG SIZE: A1 (594 x 841mm)

	=						
orp\							THIS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY AND SHALL NOT BE USED, REUSEI OR REPRODUCED WITHOUT THE CONSENT OF McELHANNEY. McELHANNEY WILL NOT BE HELD
ĕ E							RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.
FLE							THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF
E: 2024-03-12, 14:52	5	2024-03-12	ISSUED FOR DEVELOPMENT PERMIT	DE	HS	BW	PREPARATION. McELHANNEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE
	4	2023-12-06	ISSUED FOR REVIEW	JX	HS	BW	UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR
	3	2023-11-10	ISSUED FOR CONSTRUCTION	BL	HS	BW	AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT.
	2	2023-10-26	ISSUED FOR CONSTRUCTION	BL	HS	BW	INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE.  McELHANNEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE
	1	2023-09-18	ISSUED FOR CONSTRUCTION	HS	HS	BW	LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE
Distric	: 150€vS	chel <b>DRe</b> gular	Councip Agenda	Drawn	Design	App'd	LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

**McElhanney** 

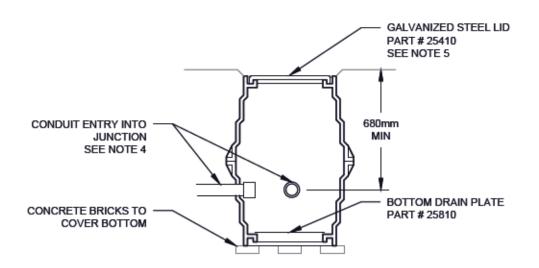
**BC HYDRO** 200 GRANVILLE STREET, 19TH FLOOR, VANCOUVER, BC V6C 2R6

SECHELT FACILITY SITE DESIGN **DETAILS-1** 

Drawing No. 401

roject Number

2121-00947-00

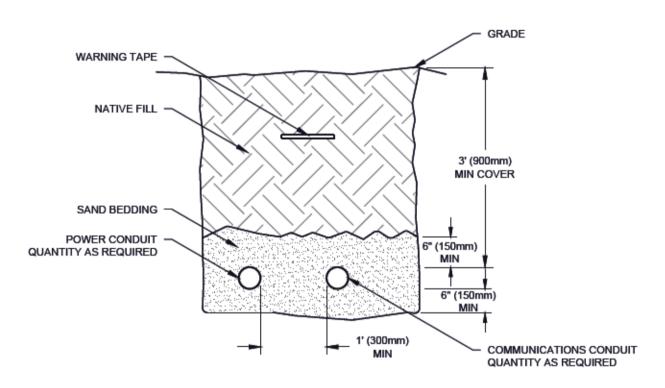


JUNCTION BOX NOTES:
1. TWO SMALL ROUND JUNCTION BOXES INSTALLED WITH ONE

- INVERTED UNDER THE OTHER. PROVIDE BONDING FOR STEEL LID.
- 3. JUNCTION BOX IS TO BE WEST COAST ENGINEERING 25020 OR APPROVED EQUAL.
- 4. CONDUIT IS TO BE RUN AT A DEPTH OF 900mm AND HAVE A GENTLE RISE UP FOR ENTRY INTO JUNCTION BOX.
- 5. JUNCTION BOX TO BE SET 15mm BELOW SURROUNDING GRADE TO REDUCE THE CHANCE OF DAMAGE FROM SNOW CLEARING

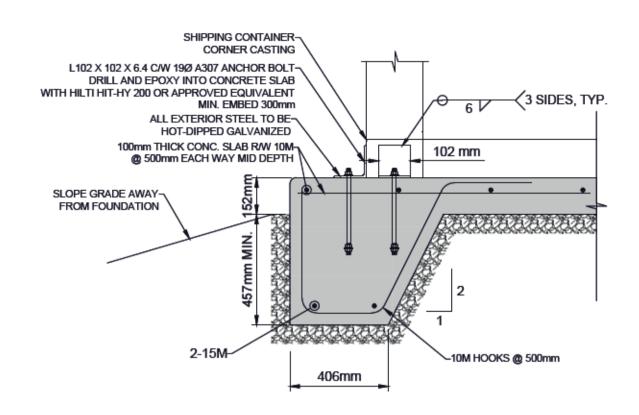
#### JUNCTION BOX DETAIL

SCALE: NTS

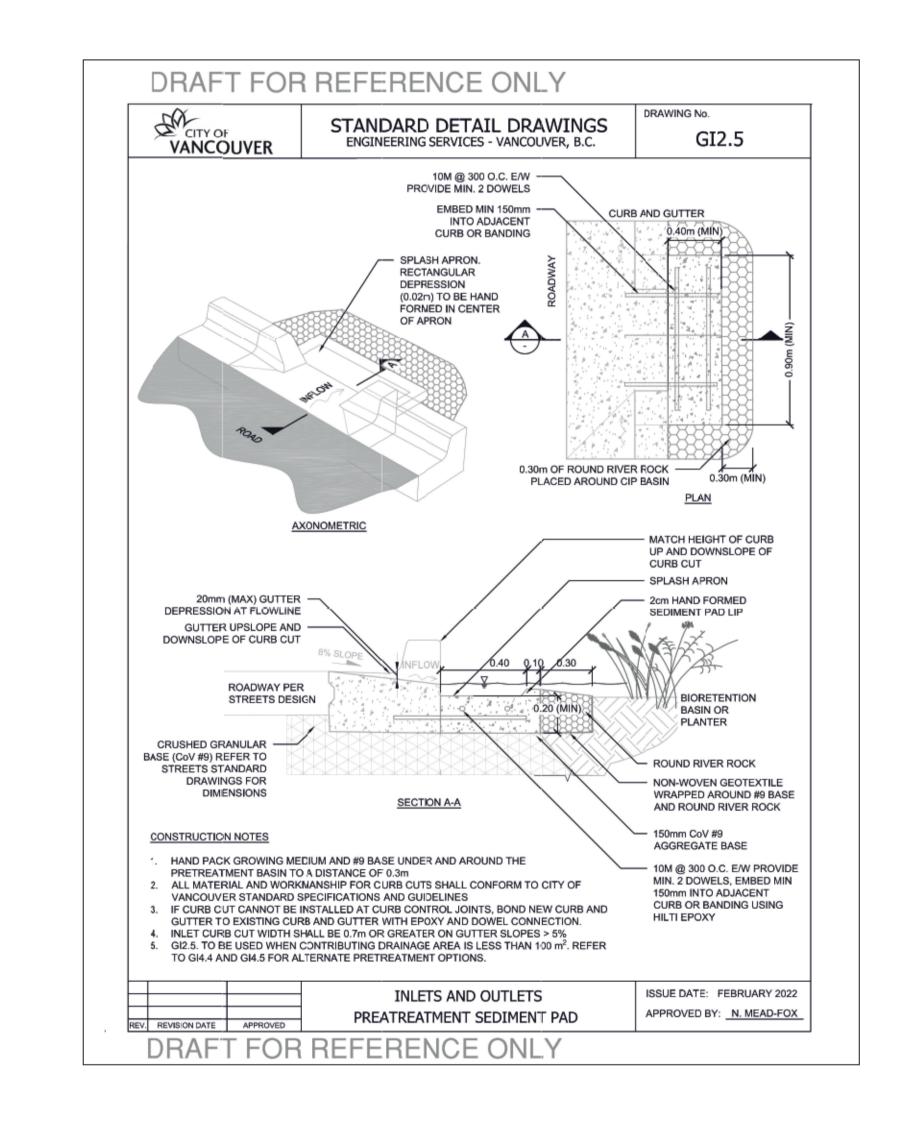


UNLESS OTHERWISE NOTED MAINTAIN A MINIMUM OF 300mm SPACING FROM ALL OTHER BURIED UTILITIES.

TYPICAL TRENCH DETAIL



### SEACAN FOUNDATION & CONNECTION DETAIL



⋖							
:orp\T							THIS DRAWING AND DESIGN IS THE PROPERTY OF MœLHANNEY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF MœLHANNEY. MœLHANNEY WILL NOT BE HELD
ĕ iii							RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.
							THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF
252	5	2024-03-12	ISSUED FOR DEVELOPMENT PERMIT	DE	HS	BW	PREPARATION. McELHANNEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE
2, 14	4	2023-12-06	ISSUED FOR REVIEW	JX	HS	BW	UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR
03-17	3	2023-11-10	ISSUED FOR CONSTRUCTION	BL	HS	BW	AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT.
4	2	2023-10-26	ISSUED FOR CONSTRUCTION	BL	HS	BW	INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE.  MœLHANNEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE
: 20	1	2023-09-18	ISSUED FOR CONSTRUCTION	HS	HS	BW	LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE
E d	®€Se	chel <b>DRe</b> gular	Cōunoi p'Agenda	Drawn	Design	App'd	LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.



ORIGINAL DWG SIZE: A1 (594 x 841mm)

Suite 200 858 Beatty Street Vancouver BC Canada V6B 1C1 T 604 683 8521

BC HYDRO 200 GRANVILLE STREET, 19TH FLOOR, VANCOUVER, BC V6C 2R6 SECHELT FACILITY SITE DESIGN

402

Project Number 2121-00947-00

Drawing No.

Approved Sealed

District of Sechel DRegular Council Agenda Wednesday, July 3, 2024

**DETAILS-2** 

PCL B

LMP47740 PID: 024-920-517 Area=1.24ha

HILLTOP ROAD ROAD PLANS LMP47739 & 47738

CHAINLINK FENCE WITH CORRUGATED SHEET BACKING

88°59'59" 161.235



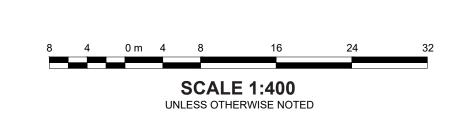
TREE TABLE								
POINT #	Trunk Diameter (mm)	Dripline Diameter (m)	ELEV	NOTES				
30295	400	8.0	73.5					
30296	400	8.0	73.3					
30432	320	6.0	72.6					
30433	380	6.0	72.6					
30435	240	6.0	72.4					
30436	240	5.0	72.4					
30438	300	7.0	72.5					
30439	320	6.0	72.6					
30441	200	4.0	72.4					
30442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

- 1. THE GRID COORDINATES ARE UTM ZONE 10, NAD83 (CSRS) AND ARE DERIVED FROM DUAL FREQUENCY GPS DIFFERENTIAL CARRIER PHASE OBSERVATIONS TO MONUMENTS 08H2548 AND 09H2567.
- ELEVATIONS ARE IN METRES AND ARE REFERRED TO GEODETIC DATUM CVD28. THIS PLAN SHOWS GROUND LEVEL DISTANCES. TO COMPUTE GRID LEVEL DISTANCES,
- MULTIPLY GROUND DISTANCES BY A COMBINED FACTOR OF 0.9996243.
- 3. THIS PLAN IS BASED ON LAND TITLE OFFICE RECORDS AND LIMITED FIELD TIES. THIS PLAN SHALL NOT BE USED TO DEFINE PROPERTY BOUNDARIES.
- 4. THIS PLAN REPRESENTS FIELD SURVEY CONDUCTED ON DEC 17, 2014, JAN 6, 2015 AND JAN 5 2024. CONTOUR INTERVAL IS 0.25m.
- 6. AREAS ARE CALCULATED FROM GROUND DISTANCES.
- 7. THE TITLE IS SUBJECT TO UNDERSURFACE RIGHTS F17593.
- EPRODUCED WITHOUT THE CONSENT OF McELHANNEY. McELHANNEY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. HIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND EQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. McELHANNEY, ITS MPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER DNSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT.

NFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE. McELHANNEY, S EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE LOCATION OF ANY NDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY

IS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY AND SHALL NOT BE USED, REUSED OR

LOCK BLOCK RETAINING WALL



A	McElhanney

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

BC HYDRO 6911 SOUTHPOINT DRIVE, BURNABY, BC V3N 4X8 TOPOGRAPHIC SURVEY PLAN OF PARCEL B BLOCKS 1 TO 3 DL 1603 GROUP 1 NWD PLAN LMP47740 PID:024-920-517; 4350 RAINBOW ROAD, SECHELT, BC

Site Symbols

Storm Sewer

Flag Pole

Tree Coniferous

Storm Clean Out

Manhole Catch Basin

Catch Basin

Fire Hydrant

Water Valve

Spot Elevation

Column

Drawing No.

Project Number 2121-00947-01

0 2024-02-23 INITIAL SUBMISSION Drawn Survey App'd HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS. Date Description ORIGINAL DWG SIZE: ANSI D (22" x 34") Wednesday, July 3, 2024

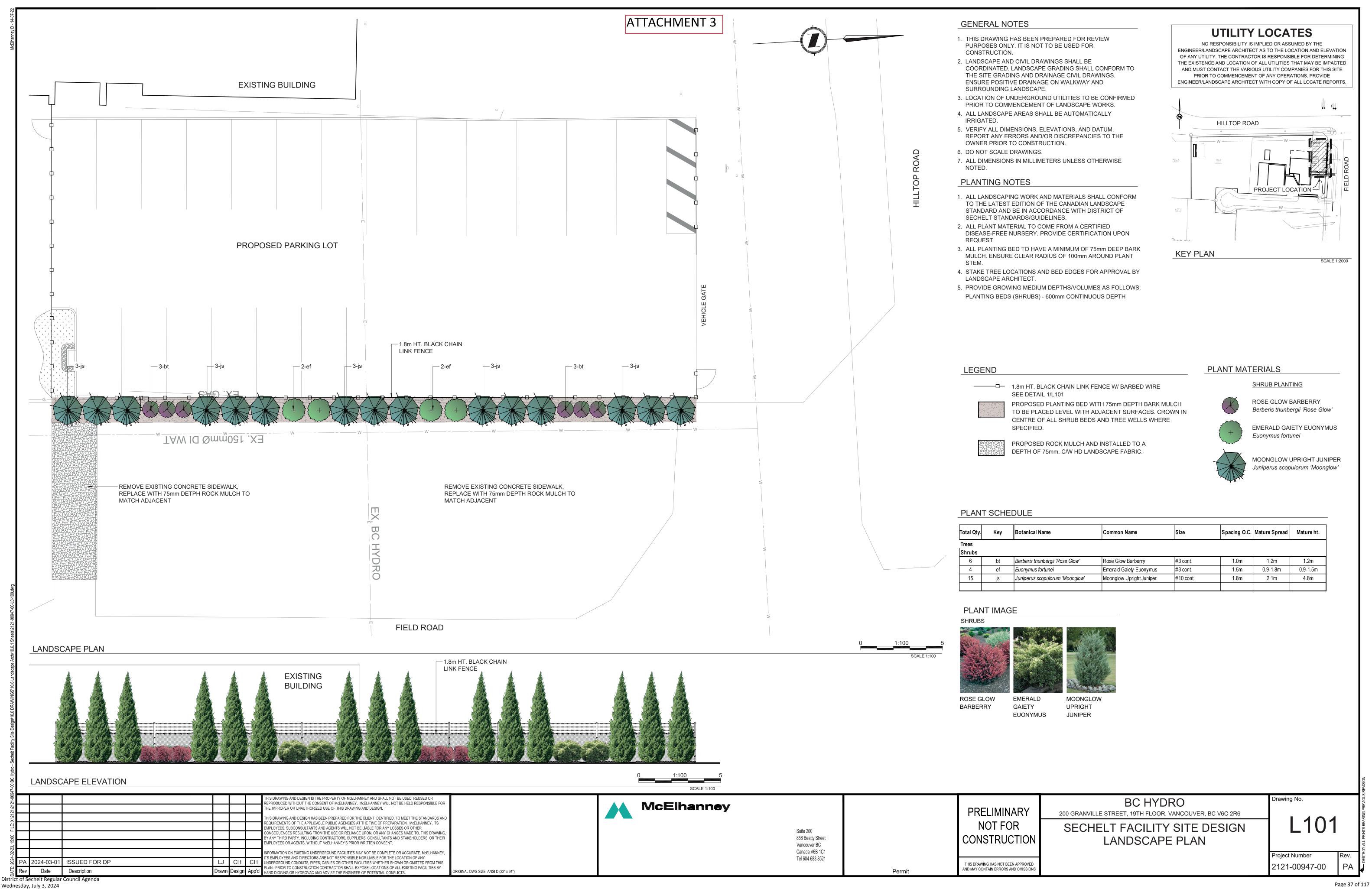
ASPHALT PAD

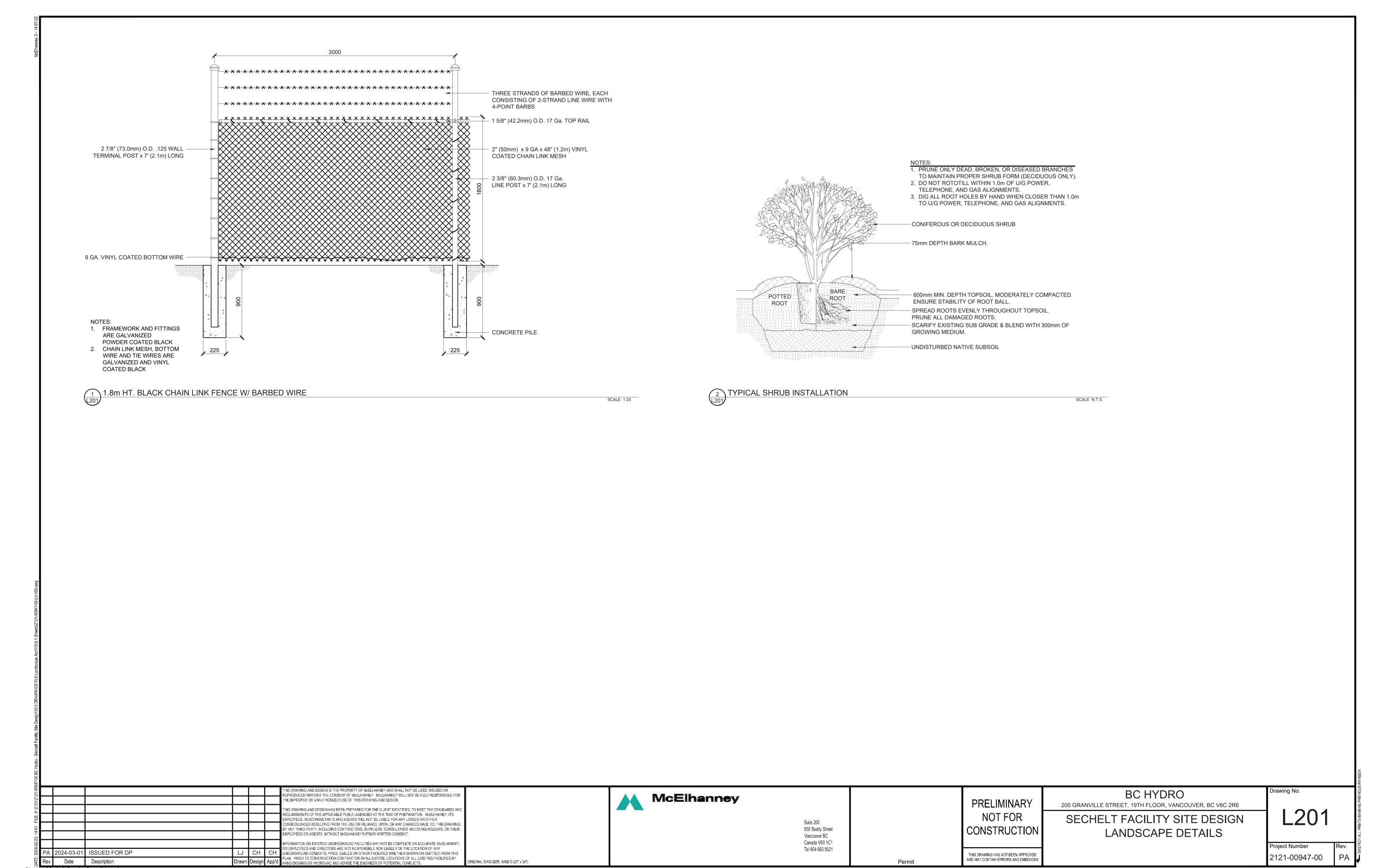
LOT 2 VAP17710 Area=0.592ha

PCL A LMP47740

Page 36 of 117

Approved Sealed





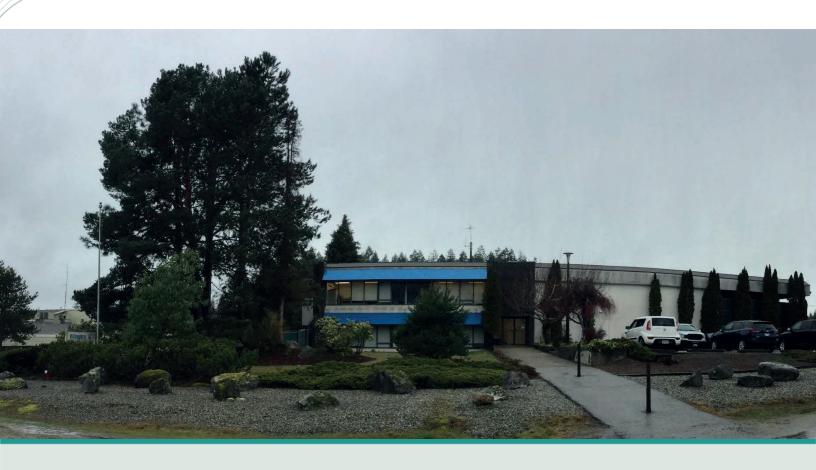
Wednesday, July 3, 2024

Page 38 of 117









## Arborist Report for Sechelt Facility Upgrades, Sechelt BC

2024-03-01 | Revision #0

Submitted to: BC Hydro Prepared by McElhanney

## Contact

Robin Ong, BSc, MGEM, Project Arborist ISA Certified Arborist SG 0706A
Tree Risk Assessment Qualification
Email: rong@mcelhanney.com

McElhanney project #: 2121-00947-01

## Address

100 – 8837 201 Street Langley, BC V2Y 0C8

# Your Challenge. Our Passion.

REVISION	DESCRIPTION	DATE (YYYY-MM-DD)	ISSUED BY	REVIEWED BY
0	ORIGINAL	2024-03-01	RO	JP

## **Contents**

1.	Introduction & Project Understanding	. 1
	Tree Inventory Methodology	
	Definitions	
	Site Information	
	Tree Risk Assessment	
6.	Impact Assessment	. 4
6.1. 6.2.	Trees to be Removed  Trees to be Retained	. 4 . 4
	Trees to be Retained  Trees to be Transplanted	
	Impact Mitigation	
	Limitations of Report	
9	Company Information	. 8
10	In Closing	. 8
11	References	. 9

## **Appendices**

- A Tree Management Plan
- B Site Photographs





## 1. Introduction & Project Understanding

McElhanney Ltd. was asked to complete an inventory and impact assessment for the trees in the vicinity of the existing east parking lot of the BC Hydro District Office in Sechelt, BC. The following civil upgrades are proposed:

- Cut, resurfacing and southward expansion of asphalt along the parking lot east of the main building.
  - Two trees stand within the expansion footprint (future parking lots P01 & P07) and have been identified for transplanting to an adjacent site within the subject property.
- Removal of a segment of asphalt walkway where it intersects the gravel strip parallel to Field Road, to be subsequently filled with gravel and boulders placed in to make the gravel strip contiguous.
- Installation of vehicular and personnel gates along the parking lot perimeter and associated electrical design.

The impact assessment section of this report is based on plans provided to date, including the current versions of the topographic land survey and grading plan (prepared by McElhanney).



Figure 1. Orthophoto of the subject property.



## 2. Tree inventory Methodology

For the purpose of this report, the size, health, and structural condition of trees located within 5 m of the property were documented. For ease of identification in the field, each tree that was geolocated by a land surveyor was assigned a tree ID # for cross referencing between the arborist report, tree inventory table and tree protection plan. Each tree was visually examined in the field on a limited visual assessment basis in accordance with Tree Risk Assessment Qualification (TRAQ) methods (Dunster *et al.* 2017) and ISA Best Management Practices. The following information was included in the tree inventory table (*Table 1*).

- Tag or ID #
- Species
- Diameter at breast height (dbh measured in cm)
- Root Protection Zone (m)
- Dripline (radius)
- Health and structural condition (good, fair, poor or a combination)
- General remarks
- Tree Retention/Location Comments

## 3. Definitions

- DBH diameter at breast height. The diameter of trunk measured to the nearest centimetre at 1.4 metres above ground level.
- **Dripline** Indicates the radius of the crown spread, measured in metres, from the centre of the tree to the dripline of the longest limbs.
- MUP Multi-Use Pathway.
- Protected Root Zone (PRZ) As defined in the District of Sechelt Bylaw No. 484, 2009, the
  Protected Root Zone is the land surrounding a tree designated for protection in the Tree
  Management Plan. Six times the tree DBH was used to calculate the PRZ and represents a radial
  distance (in meters) measured from the center of the trunk where it emerges from the ground. The
  larger of this value or the tree's dripline determined the final PRZ. Disturbance within this zone
  should be minimal for a tree to stand a reasonable chance of long-term survival.

The condition of the health / structure of each tree was evaluated with the following criteria:

- Good: No visible or minor health or structural flaw.
- Fair: Health or structural flaw present that can be corrected through normal arboricultural or horticultural care.
- Poor: Significant health or structural defects that compromise the long-term survival or retention of the specimen.

Descriptive information for each tagged tree is recorded in the tree inventory table (*Table 1*). The locations and retention/removal recommendation for each identified tree is detailed on the attached tree management plan in *Appendix A*.

Table 1. Tree Inventory

3.070	Table 1. Tree Inventory  Name				Duindi	Protected Root	Condition			_
Tree	Name	Name		Height	Dripline (radius,	<b>Zone</b> [6*DBH or dripline,	Condition		Remarks	Tree Retention/Location
ID#	Common	Botanical	(cm)	(m)	m)	whichever is higher] (radius, m)	Health	Structural		Comments
1	Western redcedar	Thuja plicata	44.5	16	4	4	Good	Good	Previously pruned along East to maintain building clearance, although crown balance is sustained.	Retain
2	Western redcedar	Thuja plicata	40	15	4	4	Good	Good	Well-balanced crown. Standing on slightly raised mound.	Retain
3	Douglas-fir	Pseudotsuga menziesii	32	14	3	3	Fair-good	Fair-good	Trees #3 to 17 stand along north boulevard of Rainbow Road. A ditch meanders along this tree row. Douglas-fir saplings and small Arbutus trees form an understorey below the leading trees.	Retain
4	Douglas-fir	Pseudotsuga menziesii	38	17	3	3	Fair-good	Fair-good		Retain
5	Douglas-fir	Pseudotsuga menziesii	24	18	3	3	Fair-good	Fair-good		Retain
6	Douglas-fir	Pseudotsuga menziesii	24	18	2.5	2.5	Fair-good	Fair-good		Retain
7	Douglas-fir	Pseudotsuga menziesii	30	19	3.5	3.5	Fair-good	Fair-good		Retain
8	Douglas-fir	Pseudotsuga menziesii	32	13	3	3	Fair-good	Fair-good		Retain
9	Douglas-fir	Pseudotsuga menziesii	23	13	2	2	Fair-good	Fair-good		Retain
10	Douglas-fir	Pseudotsuga menziesii	22	16	2	2	Fair-good	Fair-good		Retain
11	Douglas-fir	Pseudotsuga menziesii	25	15	2	2	Fair-good	Fair-good		Retain
12	Douglas-fir	Pseudotsuga menziesii	24	14	2	2	Fair-good	Fair-good		Retain
13	Douglas-fir	Pseudotsuga menziesii	25	14	2.5	2.5	Fair-good	Fair-good		Retain
14	Douglas-fir	Pseudotsuga menziesii	20	14	2	2	Fair-good	Fair-good		Retain
15	Douglas-fir	Pseudotsuga menziesii	36	22	4	4	Fair-good	Fair-good		Retain
16	Douglas-fir	Pseudotsuga menziesii	30	22	4	Δ	Fair-good	Fair-good		Retain
17		Pseudotsuga menziesii	30	22	3.5	3.5	Fair-good	Fair-good		Retain
18		Pinus sylvestris	73	21	7.5	7.5	Good	Fair-good	Crown asymmetry, less foliage along east & southeast. South branching slightly heavy (over sidewalk & parking lot edge)	Retain
19	Scots pine	Pinus sylvestris	61	20	7	7	Good	Fair	Kink along trunk @ 8m. No branches tending N due to adjacent trees. Sap exuding @ 1.5m towards south & east	Retain
20	Scots pine	Pinus sylvestris	79	18	8	8	Good	Fair	Codominant primary branching (east-west orientation) & secondary branches @ 1.7m & 2.3m	Retain
21	Scots pine	Pinus sylvestris	50	18	6	6	Fair-good	Fair	Codominant branching @ 3.5m, east-west orientation	Retain
22		Picea omorika	30	18	2.5	2.5	Fair-poor	Fair-poor	Suppressed by adjacent trees. Multiple codominant branching @ 10m, 12m. Stress crop along upper foliage	Retain
23	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.7	1.2	Fair-good	Fair	Asymmetric crown, no branches tending west	Retain
24	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
25	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.5	1.2	Fair	Fair-good	Sparse foliage. Standing between existing main building and east parking lot	Retain
26	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
27	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
28	Excelsa red cedar	Thuja plicata var. Excelsa	>20	6	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
29	Excelsa red cedar	Thuja plicata var. Excelsa	>20	7	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
30	Excelsa red cedar	Thuja plicata var. Excelsa	>20	7	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
31	Excelsa red cedar	Thuja plicata var. Excelsa	>20	7	0.6	1.2	Fair-good	Fair-good	Standing between existing main building and east parking lot	Retain
32	Flowering cherry	Prunus sp.	30	6	3	3	Fair-good	Fair-good	Well balanced spreading crown. Standing in planter between raised curb and retaining wall, 1.25m wide x 7.8m long.	Transplant
33	Silver birch	Betula pendula	18	7	2.5	2.5	Fair-good	Fair	Standing in planter between raised curb and retaining wall, 1.25m wide x 7.6m long.  Codominant primary & tridominant secondary branching. Exposed dead wood & sapsucker holes on bark	Transplant
34	Lodgepole pine	Pinus contorta	8,6,6	2.6	1	1.2	Good	Fair	Multiple stems from 0.8m. Dense foliage.	Retain

## 4. Site Information

The site address of the proposed upgrades is 4350 Rainbow Road. The observed tree resource consists of Scots and lodgepole pines (*Pinus sylvestris & P. contorta*), standing as a cluster situated southeast of the main building); Excelsa red cedar (*Thuja plicata* var. *Excelsa*), lining the strip between the main building and the existing east parking lot; and Douglas-fir (*Pseudotsuga menziesii*) boulevard trees along the north of Rainbow Road. Outside the east entrance of the existing building stand a pair of ornamental deciduous cherry and birch trees within concrete planters that border a retaining wall.

For the purpose of this tree inventory, only trees with DBH of 20cm or more, and trees that have potential for proposed construction impact were surveyed. Detailed tree descriptions of assessed trees are presented in *Table 2* and locations are shown on the Tree Management Plan (*Appendix A*).

## 5. Tree Risk Assessment

During our February 28th, 2024 site visit, trees were assessed for risk, on a limited visual assessment basis following ISA TRAQ methods (Dunster et al 2017), in the context of the current and proposed land uses, and on a 1-year timeframe basis. No trees were observed to be in poor condition, and no trees were deemed to be at a level of risk to potential targets that require removal for hazard mitigation.

## 6. Impact Assessment

## 6.1. TREES TO BE REMOVED

No trees are proposed for removal due to impacts from proposed construction.

## 6.2. TREES TO BE RETAINED

All trees are to be retained as indicated in *Table 1*. Trees #24 to 31 will require tree protection barriers fitted prior to construction, while trees #3 to 22 are located far enough away from the proposed construction area that they will not be exposed to significant aboveground physical and belowground physiological impacts.

## 6.3. TREES TO BE TRANSPLANTED

Two ornamental deciduous trees located south of the parking lot are within the footprint of the proposed expansion and are recommended for transplanting within the site. These trees are to be moved to the following locations shown in *Table 2*:

Table 2. Trees proposed for transplanting

ID#	<b>Botanical Name</b>	Transplanting Location Description
32	Prunus sp.	Transplant to lawn 8m south of existing tree location
33	Betula pendula	Transplant to proposed landscape area 2.5m south of existing tree location

## 6.3.1. Transplanting Best Practices

Based on historical satellite imagery, the trees identified in *Table 2* have been growing within concrete planters for more than a decade and are likely to have root spread restricted to north and south directions. Although this asymmetry in root structure is not optimal, it is possible to stake the trees following a transplant. While there is no guarantee that the tree will survive transplanting, there are careful considerations that would increase tree survival. The following recommendations are proposed for the transplanting operations.

**Evaluation of receiving site:** While the identified receiving site is spaced a few metres away from existing tree locations and are similar in environmental conditions e.g. weather and sun aspect, a soil pH test is recommended. Similar pH values would ensure nutrient availability in the new site is sustained to that in the trees' current locations. If the pH values are dissimilar, some soil replacement or amendment may be recommended.

Timing: To minimize transplant shock to the tree, root pruning is recommended (if feasible within the

existing planters), ideally several months in advance of the eventual transplant. Pruning will encourage a flush of new absorbent feeder roots that are necessary for water and nutrient flow into the tree. For best health outcomes, root pruning is recommended in the fall, proceeded by transplanting in the spring. This sequence reduces the burden of plant growth during the dormant period during winter while new feeder roots emerge. Transplanting should take place outside summer months to reduce the need to water the tree during dry spells.

**Trenching:** Immediately to follow root pruning, trenching around the plant is recommended where the new roots are to develop, by filling the trench with organic soil. A 3-inch layer of mulch over the root ball will protect the newly pruned roots from extreme temperatures and low moisture.

**Transplanting Method:** The contractor is to prepare an approximately 2.5m-diameter hole and of a depth matching the root ball size in the new location prior to excavating the tree. When the receiving site is prepared, dig soil away from the existing tree's root

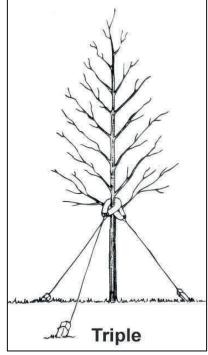


Figure 2. An example of triple staking to secure transplanted trees.



ball and wrap the ball in natural, biodegradable burlap. Secure tree to the boom of an excavator using rope or straps to prevent tree from falling over during relocation. Ensure the burlap does not come undone, as a broken soil ball can lead to root breakage and subsequent tree death.

Once laid into the receiving pit, the trunk collar has to be flush or slightly raised above adjacent grade, ensuring that the root collar does not go below grade which would lead to water pooling upon the tree's base and risk root rot. Finally, secure the tree with three or more wooden stakes after relocation (*Figure 3* above).

**Irrigation:** Existing irrigation should be relocated to the new tree's position, ensuring that the top 2 to 3 inches of soil remain moist especially during drier periods. Deep, infrequent (twice per month, roughly) soaking of the entire root depth is also recommended throughout the first warm season post-transplantation.

## 7 Impact Mitigation

**Tree Protection Barrier**: The areas, surrounding the trees to be retained, should be isolated from the construction activity by erecting protective barrier fencing. Proposed locations of tree fencing are shown on the Tree Management Plan (*Appendix A*), based on Sechelt's requirement for private owners to erect tree protection barriers during construction.

Where possible, the fencing should be erected at the perimeter of the tree dripline. The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

**Excavation**: We recommend that no excavation occur within tree protection zones of trees that are to be retained. Any excavation that is necessary, within the working space setback of trees to be retained must be completed under the direction of the project arborist. If it is found, at the time of excavation, that the excavation cannot be completed without severing roots that are critical to the trees health or stability it may be necessary to remove additional trees.

**Material storage**: Areas must be designated for material storage and staging during the construction process. Ideally these areas will be located outside of the tree protection areas that will be isolated by barrier fencing. Should it be necessary to store material temporarily within any of the tree protection areas, the project arborist must be consulted.

**Mulch layer or plywood over heavy traffic areas**: Should it be necessary to access tree protection areas during the construction phase of the project, and heavy foot traffic or vehicular encroachment is required, we recommend that a layer of wood chip horticultural much or plywood be installed to reduce

compaction. This project arborist must be consulted prior to removing or moving the protection barrier for this purpose.

**Pruning**: We recommend that any pruning of bylaw-protected trees to be retained be conducted to ANSI A300 Standards and Best Management Practices.

**Stump removal:** We recommend that, if stumps require removal, they are removed under arborist supervision or ground using a stump grinder to avoid disturbing root systems of trees in close proximity to retained trees in plan.

**Windthrow**: Where forest edge trees are proposed to be removed, we recommend that trees that may experience an increase in wind exposure be re-examined, once tree clearing has taken place, to ensure that they are structurally stable, and suitable for retention as leading-edge trees.

Paved areas over critical root zones of trees to be retained: Where paved areas cannot avoid encroachment within critical root zones of trees to be retained, construction techniques, such as floating permeable paving, may be required. (specifications can be provided by the project arborist, in consultation with the design consultant).

**Landscaping:** Any proposed landscaping within the critical root zones of trees to be retained must be reviewed with the project arborist.

## **8 Limitations of Report**

This arboricultural field review report was prepared by McElhanney for the exclusive use of the Client and may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client without the prior written consent of McElhanney. Any unauthorized use of this report, or any part hereof, by a third party, or any reliance on or decisions to be made based on it, are at the sole risk of such third parties. McElhanney accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report, in whole or in part.

Arborists are professionals who examine trees and use their training, knowledge, and experience to recommend techniques and procedures that will improve a tree's health and structure or to mitigate associated risks. Trees are living organisms whose health and structure change and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. The arborist's review is limited to a visual examination of tree health and structural condition, without excavation, probing, resistance drilling, increment coring, or aerial examination. There are inherent limitations to this type of investigation, including, without limitation, that some tree conditions will inadvertently go undetected. The arborist's review followed the standard of care expected of arborists undertaking similar work in British Columbia under similar conditions. No warranties, either express or implied, are made as to the services provided and included in this report.

The findings and opinions expressed in this report are based on the conditions that were observed on the noted date of the field review only. The Client recognizes that passage of time, natural occurrences, and direct or indirect human intervention at or near the trees may substantially alter discovered conditions and that McElhanney cannot report on, or accurately predict, events that may change the condition of trees after the described investigation was completed.

It is not possible for an Arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk. The only way to eliminate tree risk entirely is to remove the entire tree. All trees retained should be monitored on a regular basis. Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

Immediately following land clearing, grade changes or severe weather events, all trees retained should be reviewed for any evidence of soil heaving, cracking, lifting or other indicators of root plate instability. If new information is discovered in the future during such events or other activities, McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein.

## **9 Company Information**

WorkSafe BC # 200094159

General Liability ACE INA Insurance Company, Policy No: CGL 524064: \$3,000,000

Errors & Omissions Certain Underwriters at Lloyds as arranged by Lockton Companies

LLP, Policy No: GLOPR 1601496: \$3,000,000

City of Surrey Inter-Municipal

Business License (Metro 14

West)

148615, expires November 26, 2024.

## **10 In Closing**

We trust that this report meets your needs. Should there be any questions regarding the information within this report, please do not hesitate to contact the undersigned.

Yours truly,

McELHANNEY LTD.

Prepared by:

Robin Ong, B.Sc., M.G.E.M.
ISA Certified Arborist SG 0706A
Tree Risk Assessment Qualification

Email: rong@mcelhanney.com

Reviewed by:

Jori Porter, B.A., RBTech

ISA Certified Arborist PN 8854A Tree Risk Assessment Qualification

Email: jporter@mcelhanney.com

## 11 References

District of Sechelt. 2009. Bylaw No. 484, A bylaw to manage cutting and removal of trees in the District of Sechelt.

District of Sechelt. n.d. Protecting Trees in Sechelt.

Dunster, J.A., E.T. Smiley, N. Matheny, and S. Lily. 2017. Tree Risk Assessment Manual, International Society of Arboriculture (ISA).

## APPENDIX A - TREE MANAGEMENT PLAN

## IMPACT MITIGATION

 $\underline{\text{Tree Protection Barrier:}} \text{ The areas, surrounding the trees to be retained, should be}$ isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the tree protection zones. The barrier fencing to be erected must be a minimum of 1200mm in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

<u>Excavation</u>: We recommend that no excavation occur within tree protection zones of trees that are to be retained. Any excavation that is necessary, within the working space setback of trees to be retained must be completed under the direction of the project arborist. If it is found, at the time of excavation, that the excavation cannot be completed without severing roots that are critical to the trees health or stability it may be necessary

Demolitors trict of Secheberegular Cohncil Agertoavith demolition

not approve tree removal at this phase. If the municipality relaxes the requirement for barrier fencing installations prior to demolition (subject to onsite arborist supervision during demolition operations) a Letter of Undertaking may be required by the municipality. Material storage: Areas must be designated for material storage and staging during the construction process. Ideally these areas will be located outside of the tree protection areas that will be isolated by barrier fencing. Should it be necessary to store material temporarily within any of the tree protection areas, the project arborist must be consulted.

Mulch layer or plywood over heavy traffic areas: Should it be necessary to access tree protection areas during the construction phase of the project, and heavy foot traffic or vehicular encroachment is required, we recommend that a layer of wood chip horticultural mulch or plywood be installed to reduce compaction. This project arborist must be consulted prior to removing or moving the protection barrier for this purpose.

- Once tree clearing has taken place we recommend that trees to be retained be pruned to remove deadwood, and to address any structural flaws.
- We recommend that any pruning of bylaw-protected trees be performed to ANSII A300 standards and Best Management Practices.

Stump removal: We recommend that, if stumps require removal, they are removed under arborist supervision, or ground using a stump grinder to avoid disturbing root systems of

trees in close proximity, that are shown on the tree management drawing to be retained. Windthrow: Where forest edge trees are proposed to be removed, we recommend that trees that may experience an increase in wind exposure, be re-examined, once tree clearing has taken place, to ensure that they are structurally stable, and suitable for retention as leading edge trees.

Paved areas over critical root zones of trees to be retained: Where paved areas cannot avoid encroachment within critical root zones of trees to be retained, construction techniques, such as floating permeable paving, may be required. (specifications can be provided by the project arborist, in consultation with the design consultant). Landscaping: Any proposed landscaping within the critical root zones of trees to be retained must be reviewed with the project arborist.

Arborists Role: It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:

- Locating the barrier fencing.
- Reviewing the report with the project foreman or site supervisor.
- Locating work zones and machine access corridors where required.
- Supervising excavation for any areas within the critical root zones of trees to be retained including any proposed retaining wall footings and review any proposed fill areas

## LEGEND

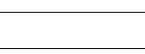
Protected root zone (PRZ)

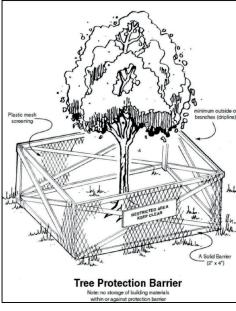


Deciduous tree w/Tag No.



Coniferous tree w/Tag No. Tree protection barrier





## SKETCH T1

Tree Management Plan 4350 Rainbow Road Sechelt, BC

DATE: March 4, 2024 PREPARED FOR: BC Hydro SCALE: 1:500 @ 11" X 17"

McE PROJECT: 2121-00947-01



McElhanney

Suite 2300 13450 - 102 Avenue Surrey BC-Canada V115%3
Tel 604 596 0391 - Fax 604 584 5030

Deparations, tree removal permits may be necessary. Note that some municipalities may arborist supervision, or ground using a stump grinder to avoid disturbing root systems of wear trees to be retained.

Signature of the culture of

## APPENDIX B — SITE PHOTOGRAPHS



Photo 1. Site conditions along the east parking lot, camera pointing west.

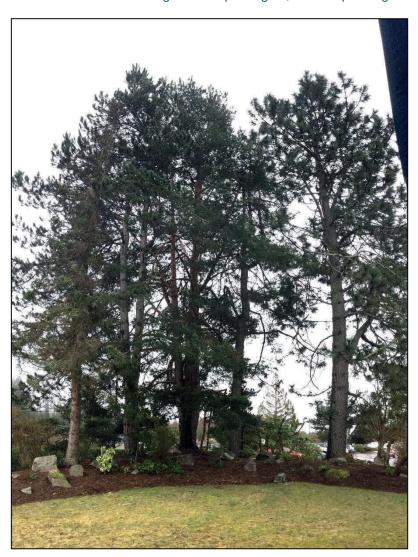


Photo 2. Trees #18 to 22 located southeast of the main building, the largest trees within the site.



Photo 3. Arrows indicating the proposed approximate transplant locations for trees #32 (left) and #33 (right). Photo looking north.



Photo 4. Tree #34 (right) situated 5m from proposed removal of a section of asphalt walkway.



Photo 5. Tree row #3 to 17 along Rainbow Road.



## Contact

Robin Ong, BSc, MGEM, Project Arborist ISA Certified Arborist SG 0706A Tree Risk Assessment Qualification Email: rong@mcelhanney.com







## **REQUEST FOR DECISION**

TO: Council MEETING DATE: July 3, 2024

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

SUBJECT: Development Permit for 6401 Apple Orchard Road

**FILE NO:** 3060-2024-01

## **RECOMMENDATION**

That Development Permit 2024-01 be approved and issued for 6401 Apple Orchard Road.

## **PURPOSE**

Highland Advantage Builders Inc. has applied on behalf of 1349123 BC Ltd. for a development permit for a duplex at 6401 Apple Orchard Road. This property was previously rezoned to allow for duplex use and after recent zoning changes for Small-scale Multi-unit housing (SSMUH), the surrounding properties have a similar zoning.

## **OPTIONS**

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

## **DISCUSSION**

## Summary

More recently, with the adoption of the SSMUH zoning amendments, this property would potentially be allowed up to four dwelling units. This could be accommodated with a secondary suite in each half of the duplex for example.

The Advisory Planning Commission (APC) reviewed the application at the February 6, 2024 meeting and the minutes are included in Attachment 2. The applicant has attempted to address the issues raised and the recommendations from the APC. Staff have also been working on updating District streetscaping requirements to align with current direction on native, drought tolerant species, and balancing water conservation with Fire Smart approaches.

## **Legislative Context**

Local governments have the authority to establish objectives for the form and character of intensive residential development within the Official Community Plan. Guidelines are specified to provide direction for developers to meet the objectives. The relevance of guidelines can vary depending on the context and form of development. Guidelines can also range in importance from required to optional. It is a discretionary decision by Council to determine if sufficient guidelines have been incorporated to meet the objectives of the development permit area.

The review of development permit applications is restricted to consideration of guidelines and objectives in relation to the proposed development. The level of density or use of the land may not be regulated through the development permit process.

The *Local Government Act* limits that development permits may only include requirements respecting the character of the development, including landscaping, siting, form, exterior design and finish of buildings and other structures.

## **Background**

Table 1 – Application Summary

Applicant	Highland Advantage Builders Inc.
Owner	1349123 BC Ltd.
Civic Address	6401 Apple Orchard Road
Legal Address	Lot 6, District Lot 4299, Plan EPP86398, PID 031-267-564
Size of Properties	~726 m²
OCP Designation	Residential
Zoning Designation	R4 (Urban Infill)
DP Areas	DPA 8 – Intensive and Infill Residential

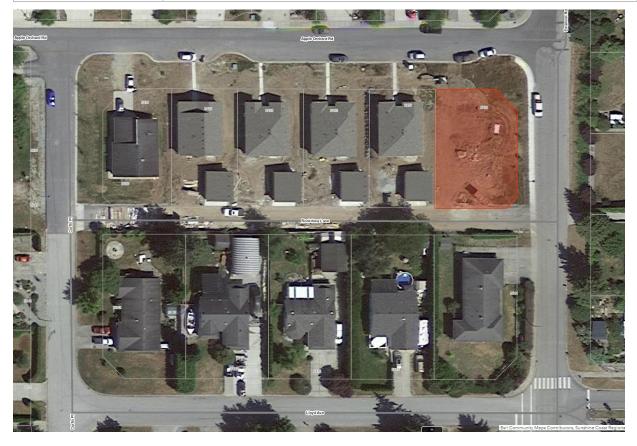


Figure 1 – Location Map

## **ANALYSIS**

## **Development Permit Area 8: (DPA 8)**

## **Objectives**

DPA 8 has the following goals and objectives:

- To create variety of compact housing forms with a high standard of urban design and livability, designed for durability and an attractive appearance over the long term.
- To integrate new infill development with the surrounding neighbourhood.
- To provide new housing forms which are affordable and appropriate to the needs of different groups of the population.
- To control design of new development and the provision of amenities.

Guidelines in DPA 8 are categorized as follows:

- Site Planning / Building Scale, Form and Character
- Small Lot Subdivisions (subdivision already completed)
- Sustainability / Lighting
- Coach Houses (not applicable)
- Parking and Access / Servicing
- Waterfront Infill (not applicable)

The proposed development is for a single duplex.

Staff note that in previous plans the extensive turf lawn is not acceptable to the District given recent Council direction on implementing water conservation measures for new development. It also does not meet the following DPA 8 guidelines:

- (Sustainability) Limit the use of potable water for landscape irrigation. Once landscaping is established, limit the use of in-ground sprinkler/irrigation systems. Use captured water, recycled water and drought-resistant plants.
- (Sustainability) Provide natural filtration of rainwater into the site through techniques such as raingardens, rainwater collection systems, bioswales or rock pits and permeable paving for hard surfaces such as driveways.

A key element of the direction supported by District policy is considering appropriate landscaping that is based on drought tolerant native species. Staff have been working internally to ensure this is reflected in public boulevard standards moving forward.

For this development permit, conditions regarding planting appropriate groundcover have been incorporated in the proposed permit. While the landscape plan may not clearly indicate these updated requirements, the development permit conditions, particularly 1(c)(a-d) identify the requirements for changes to the landscape. A selection of plants is available to replace the grass lawn that is recommended to be prohibited. This allows the DP to be approved without waiting for an updated landscape plan.

## **POLICY AND BYLAW IMPLICATIONS**

The proposed development is consistent with the OCP and Zoning Bylaws.

## SUSTAINABILITY PLAN IMPLICATIONS

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

- 1. Social Sustainability and Community Well Being
- 5. Planning for Climate Change
- 6. Sustainable Community Growth and Development

## STRATEGIC PLAN IMPLICATIONS

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

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

## **FINANCIAL IMPLICATIONS**

None.

## **COMMUNICATIONS**

None.

Respectfully submitted,

Ian Holl

**Development Planning Manager** 

## Attachments:

1 - Development Permit 2024-01



PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0 www.sechelt.ca

## **DEVELOPMENT PERMIT NO. 2024 – 01**

1. This Development Permit is issued to:

1349123 BC Ltd.

9286 - 116<sup>th</sup> Street

Delta, BC V4C 5W9

- 2. This Development Permit is issued subject to compliance with all the applicable Bylaws of the District of Sechelt except as specifically varied or supplemented by this Permit.
- 3. This Permit supplements, but does not replace, relevant provincial and federal regulations and statutes.
- 4. This permit applies to the lands within the District of Sechelt described below:

Parcel Identifier: PID 031-267-564

**Legal Description:** LOT 6 DISTRICT LOT 4299 PLAN EPP86398

**Addressed as:** 6401 Apple Orchard Road

- 5. The Property is located in a designated Development Permit Area:
  - (a) Development Permit Area #8
- 6. This Development Permit applies to following works on the Property subject to signed servicing agreements for all onsite and offsite works and services:
  - (a) Constructing a new duplex.
  - (b) Creating two driveway accesses (Rockdove Lane and Emerson Road).
  - (c) Installing landscaping improvements groundcover, shrubs, and trees.



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## **CONDITIONS OF DEVELOPMENT PERMIT**

- 1. The Property and the works shall be developed strictly in accordance with the following terms, conditions and provisions of this Development Permit and any plans and specifications attached to this Development Permit shall form part of this Development Permit:
  - (a) Attachment 1, which contains the Topographic Survey Plan, prepared by Bennett Land Surveying (Coastal) Ltd., dated February 18, 2022.
  - (b) Attachment 2, which contains the site plans, elevations, and floor plans, prepared by Highland Advantage Builders Inc., dated May 31, 2024 (v3.3C).
  - (c) Attachment 3, which contains the Landscape Plan, prepared by Highland Advantage Builders Inc., dated May 31, 2024 (v3.3C).
    - a. All species should be drought tolerant and adhere to Fire Smart guidelines.
    - b. Replace Junipers with species that conform to 1(c)(a).
    - c. Irrigated lawns are not permitted.
    - d. Groundcover cannot be grass, and must be one or more of the following:
      - i. Trifolium repens var. Pipolina (Microclover)
      - ii. Antennaria rosea (Pussytoes)
      - iii. Actostaphylos uva-ursi (Kinnickinnick)
      - iv. Lonicera spp. (Honeysuckle)
      - v. Sedum spp. (Stonecrop)
- 2. Sensitive operations involving land alteration/excavation are confined to periods of dry weather with minimal traffic and appropriate equipment that will create the least disturbance.

## 604 885 1986



PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0 www.sechelt.ca

- 3. Any retaining systems (regardless of height) that are needed for the proposed development must have a detailed design prepared by a qualified professional engineer and approved by the District based on the EGBC Retaining Wall Design Professional Practice Guidelines (Version 1.1 February 25, 2020) and must include the signed Retaining Wall Assurance Statement. Retaining Structures that exceed 1.2 m or have a horizontal to vertical setback of less than 2H to 1V with a cumulative height greater than 1.2 m require a Building Permit complete with Sealed design and Letters of Assurance from qualified professional engineers with expertise in Geotechnical design and Structural design.
- 4. Provide a security bond in the amount of \$10,000 in the form of an irrevocable letter of credit, bank draft or certified cheque. This security bond will be held to ensure that the works have been satisfactorily completed according to the plans and specifications in Attachments 1 4, noted in Condition 1 above.

Partial releases of the security bond will be considered upon completion of the works outlined in each phase, upon submission of the following reviews, once approved by the District:

- (a) 25% of the security bond may be released after the two following reports have been submitted:
  - i. Field review report #1 prepared and signed by the qualified engineering professional confirming that appropriate erosion and sediment control measures are installed. This report is to be submitted; at least four weeks prior to the start of any development activities.
  - ii. Field review report #2 prepared and signed by the qualified environmental professional confirming that appropriate tree protection measures are installed. This report is to be submitted; at least four weeks prior to the start of any development activities.
- (b) 50% of the security bond may be released after Final Report #1 and #2 have been submitted.
  - Final Report #1 Final Review: Prepared and signed by the qualified engineering professional immediately following completion of all land alteration works confirming that all works have been done in accordance with the requirements of this permit.
  - ii. Final Report #2 Final Review: Prepared and signed by the qualified environmental professional immediately following completion of all planting and landscape work confirming that all works have been done in accordance with the requirements of this permit.



604 885 1986

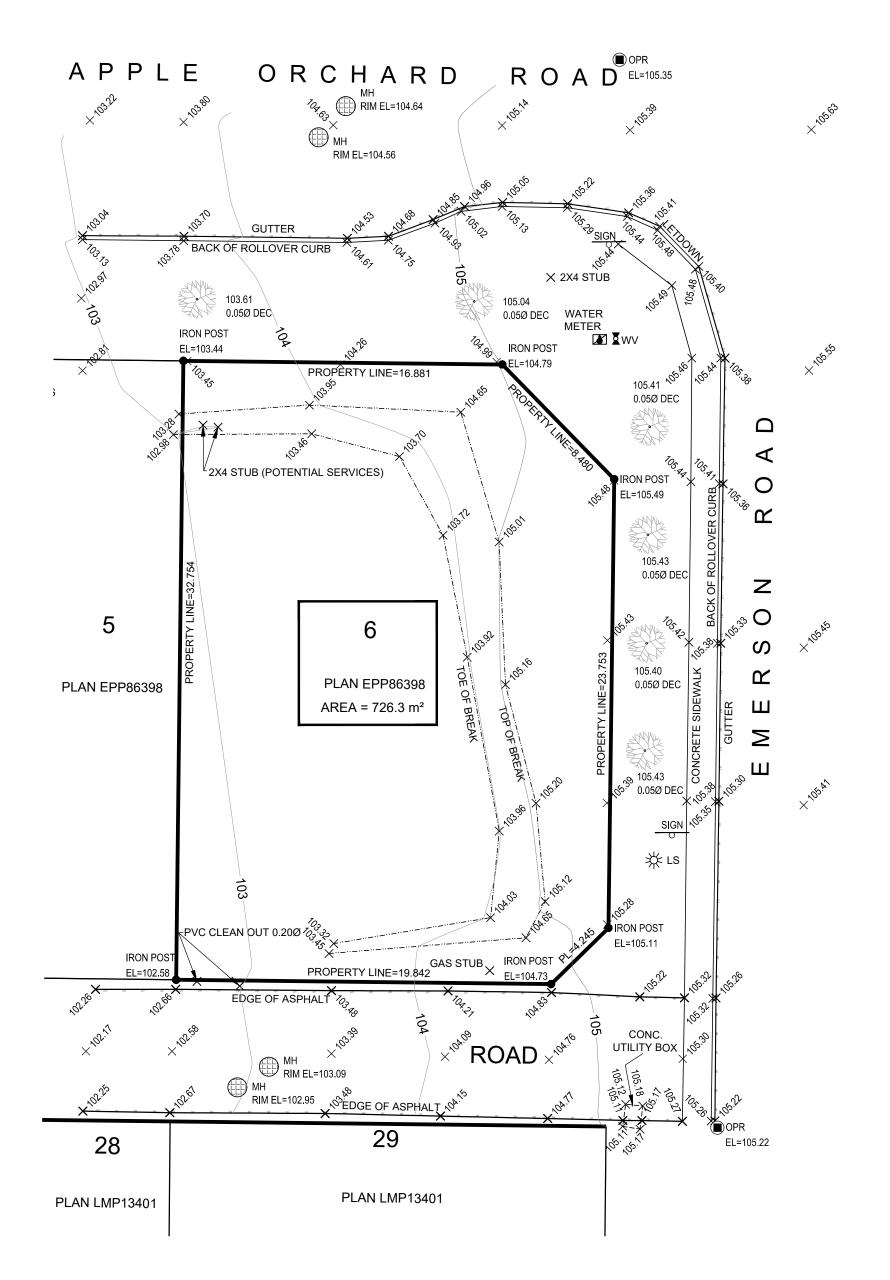
PO Box 129, 5797 Cowrie St, 2nd Floor Sechelt, BC VON 3A0 www.sechelt.ca

- (c) The remaining 25% of the security bond will be released upon submission of:
  - i. Final report prepared and signed by the qualified environmental professional after 2 years post-installation of the planted materials as approved in the Landscape Plan contained in Attachment 3 and Condition 1(c)(a d), confirming at least 80% survival rate of the planted materials.
- 5. If construction for the development permitted by this Permit does not substantially commence within twenty-four months of the date of issuance, this Permit shall lapse.
- 6. Notice of this permit shall be filed at the Land Titles Office under the authority of Section 503 of the *Local Government Act* and upon such filing, the terms of this permit or any amendment hereto shall be binding on all persons who acquire an interest in the lands affected by this permit.

## THIS DEVELOPMENT PERMIT IS NOT A BUILDING PERMIT.

Authorizing Resolution of Council:						
Date of Resolution:						
Date of Issue:						
Authorizing Signature:						
Andrew Allen						
Director of Planning & Development						
<ul><li>Attachment – 1</li></ul>						
<ul><li>Attachment – 2</li></ul>						

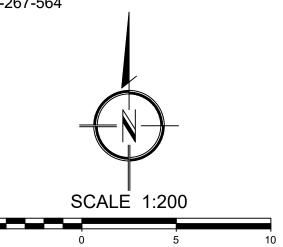
Attachment – 3



## **TOPOGRAPHIC SURVEY PLAN ON** LOT 6 DL 4299 Gp 1 NWD DISTRICT **PLAN EPP86398**

**TOWN OF GIBSONS** 

CIVIC ADDRESS: 6401 APPLE ORCHARD ROAD PID: 031-267-564



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

## LEGEND:

- DENOTES STANDARD IRON POST FOUND

- DENOTES STANDARD ROCK POST FOUND

- DENOTES SPOT ELEVATION ;; Ls - DENOTES LAMP STANDARD → SIGN - DENOTES STREET SIGN (∰) мн - DENOTES MANHOLE - DENOTES WATER VALVE **▼** WV

> - DENOTES PROPERTY LINE - DENOTES CONCRETE CONC.



105.04

0.05Ø DEC - DENOTES 0.05m Ø ORNAMENTAL DECIDUOUS TREE WITH A GROUND ELEVATION OF 105.04m.

## DATUM:

ELEVATIONS ARE TO DISTRICT OF SECHELT GEODETIC DATUM, AND ARE DERIVED FROM CONTROL MONUMENT 951434, PUBLISHED ELEVATION = 99.961 METRES, ISA NO. 79, NAD 83, (CVD28GVRD2018).

CONTOUR INTERVAL = 1.0 METRES.

## PROPERTY:

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM PLAN EPP86398.

OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

## GENERAL:

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADED AREA IS NOT AN INDICATION OF DRIP LINE LOCATION UNLESS SPECIFICALLY LABELLED.



BC LAND SURVEYORS 634 FARNHAM ROAD GIBSONS, BC V0N 1V8 TEL 604-886-2531 www.bennettsurveys.com

DATE:	BY:	
FEB. 18, 2022.	JH	
REVISION:		
THIS PLAN HAS BEEN PREPARED FOR CONSTRUCTION PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.	3	
ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITH CONSENT OF BENNETT LAND SURVEYING LTD.	HOUT	
BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.		
CERTIFIED CORRECT		

FIELD SURVEY COMPLETED ON FEBRUARY 8TH, 2022.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

FB4023 P90-93 (KC-JW)



PLOT PLAN / ILLUSTRATIONS

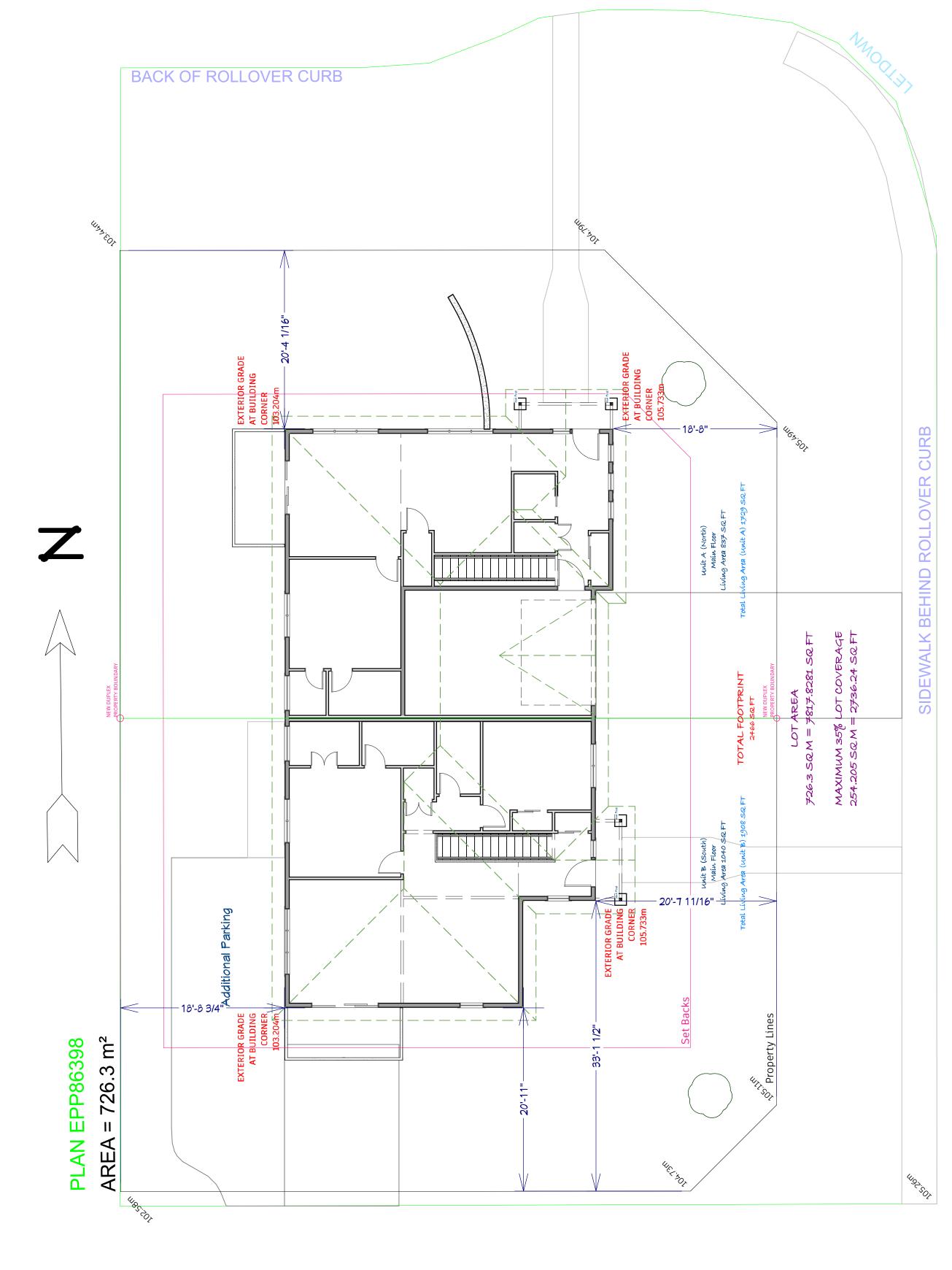
Ш

DATE: 2024-05-31

SCALE:

SHEET:

## ORCHARD APPLE ROAD



ROCKDOVE LANE

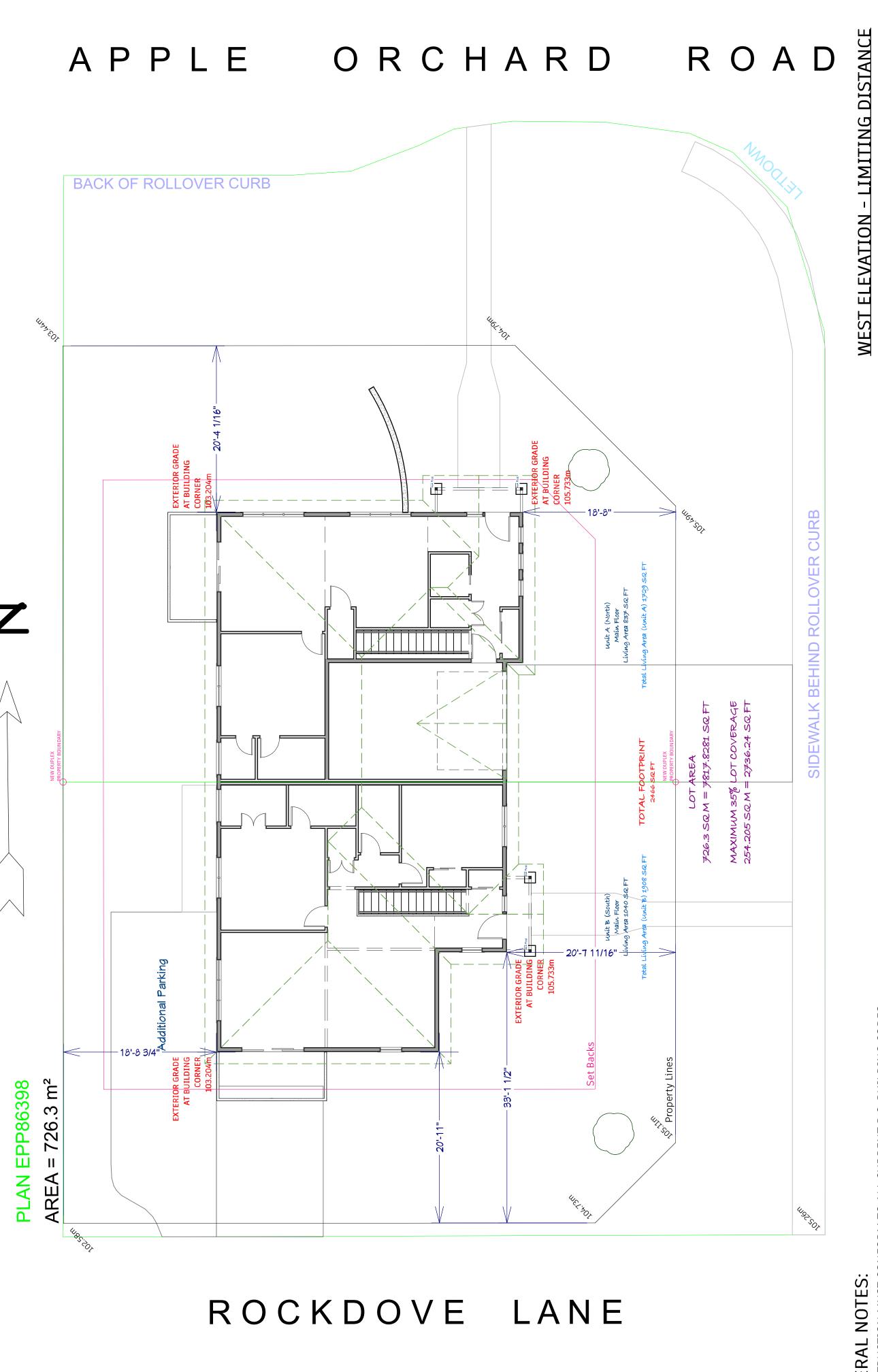








6401 Apple Orchard Road - Brolaw Construction



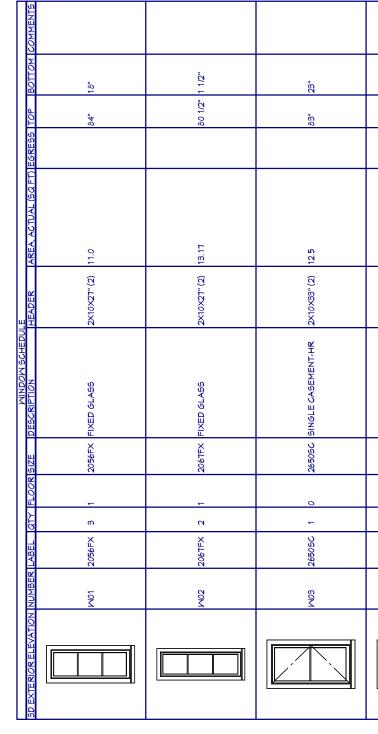
- MM TO SOIL NEEDS TO

- IF THE BUILDING IS IN NO WAY RELIEVED OF FULL RESPON NG WITH THE BUILDING CODE BY THE AUTHORITY HAVING
- SSUMES NO RESPONSIBILITY FO OCCUR WITH THE CONSTRUCTION OF THE OWNER/BUILDER TO CONBUILDING CODE REQUIRED.

# 

115.99M2 24.71M2

EXPOSED BUILDING FACE UNPROTECTED OPENING



DISTANCE

**NORTH ELEVATION** 

% OF UNPROTECTED OPENING MAX ALLOWABLE % UP TO AS PER TABLE 9.10.14.4.-A

LIMITING DISTANCE

SOUTH ELEVATION

% OF UNPROTECTED OPENING MAX ALLOWABLE % UP TO AS PER TABLE 9.10.14.4.-A

64.92M2 19.80M2

EXPOSED BUILDING FACE UNPROTECTED OPENING

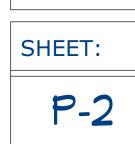
LIMITING DISTANCE

LIMITING DISTANCE

EAST ELEVATION

50.85M2 14.84M2

# GENERAL DUPLEX LOT EASEMENT & PARTYWALL EXPOSED BUILDING FACE UNPROTECTED OPENING



HIGHLAND ADVANTAGE BUILDERS INC.

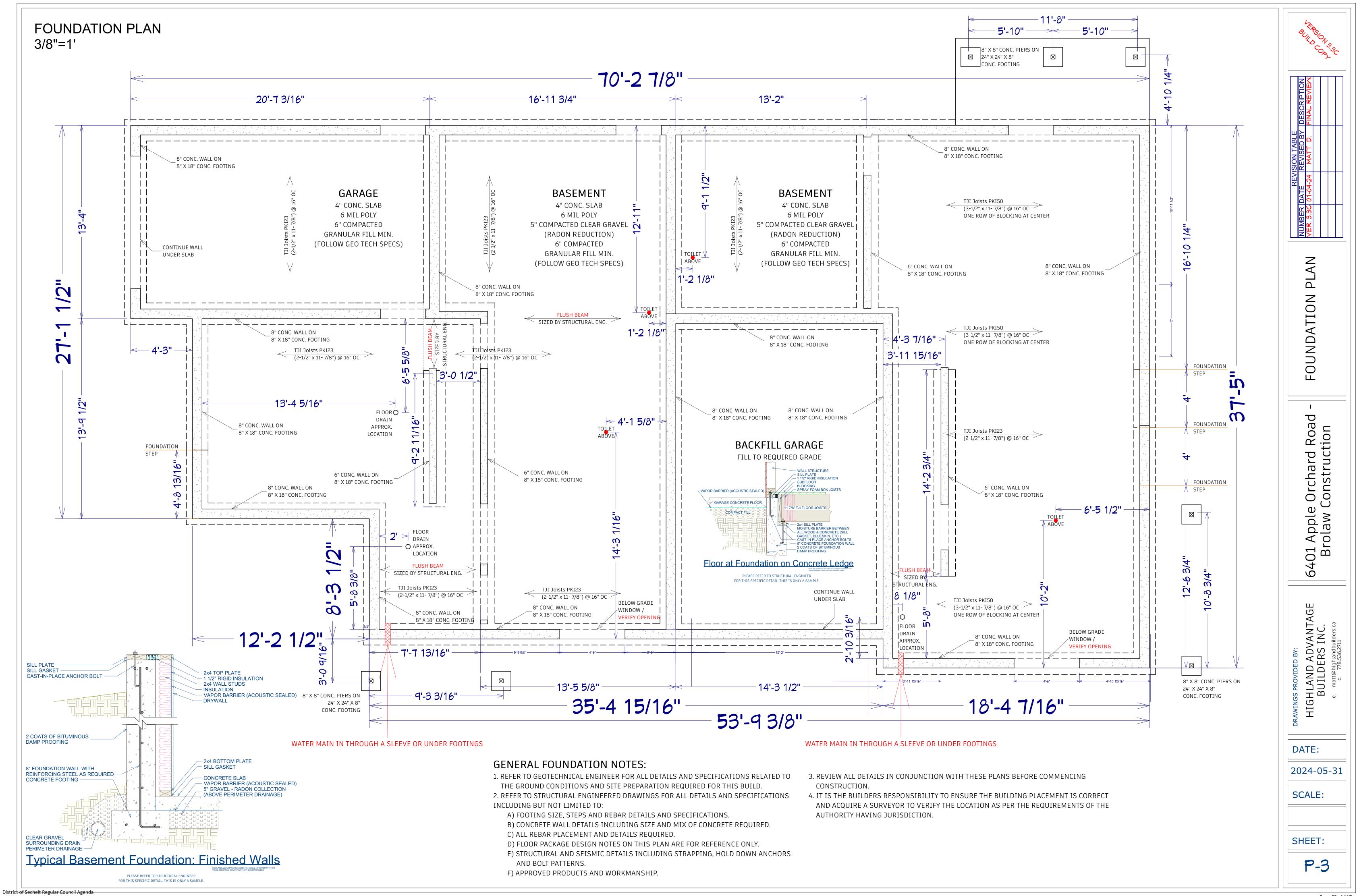
DATE:

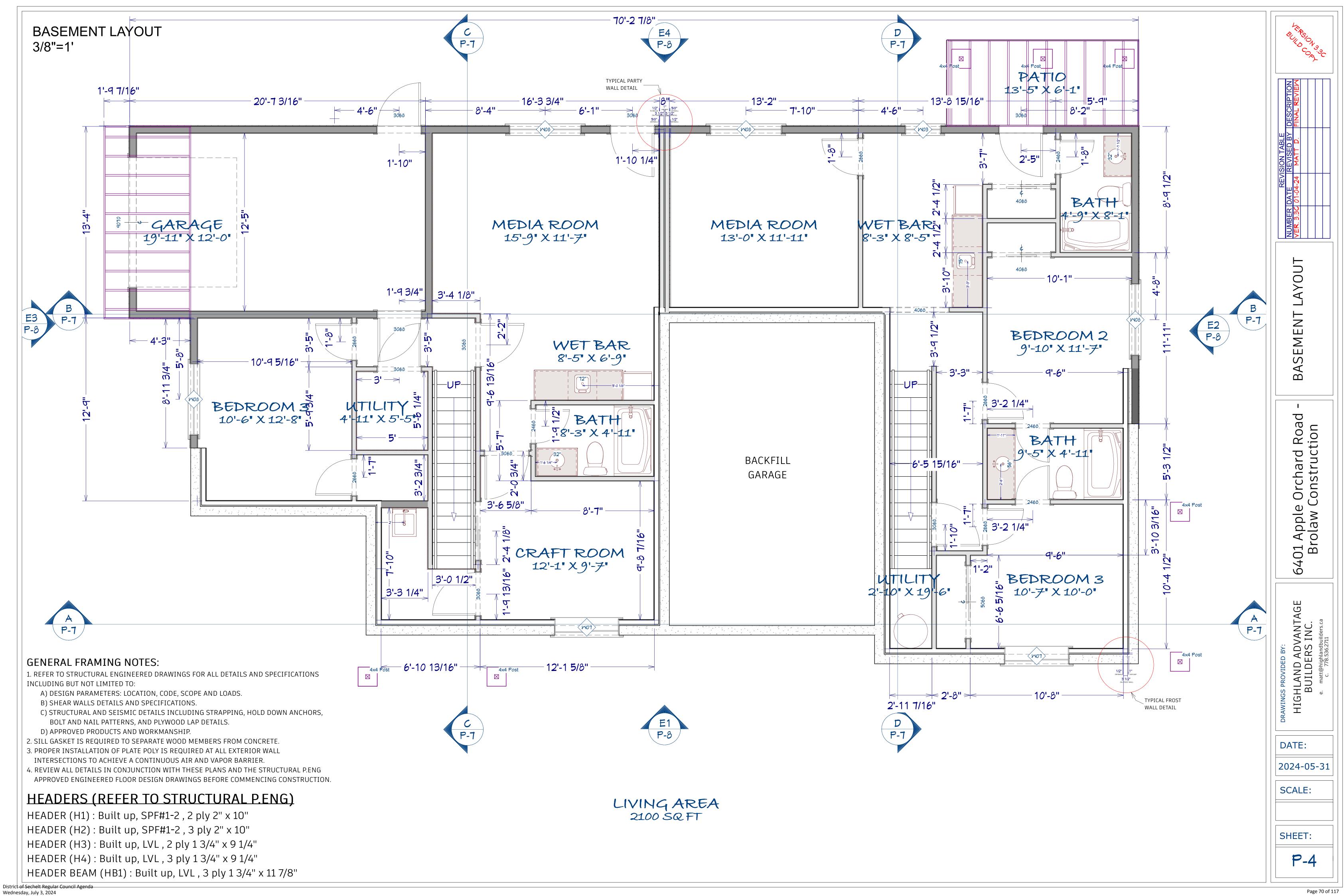
SCALE:

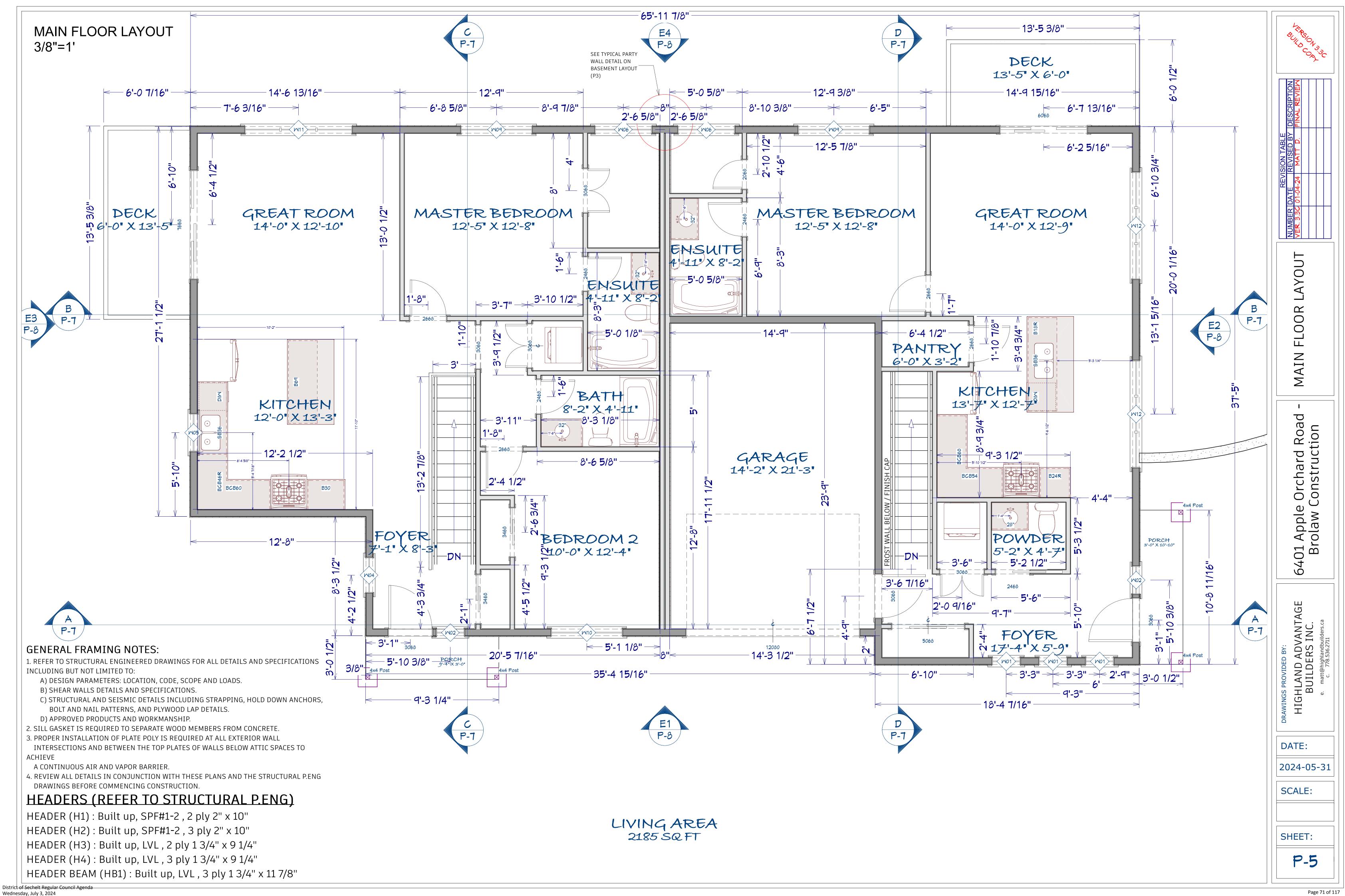
2024-05-31

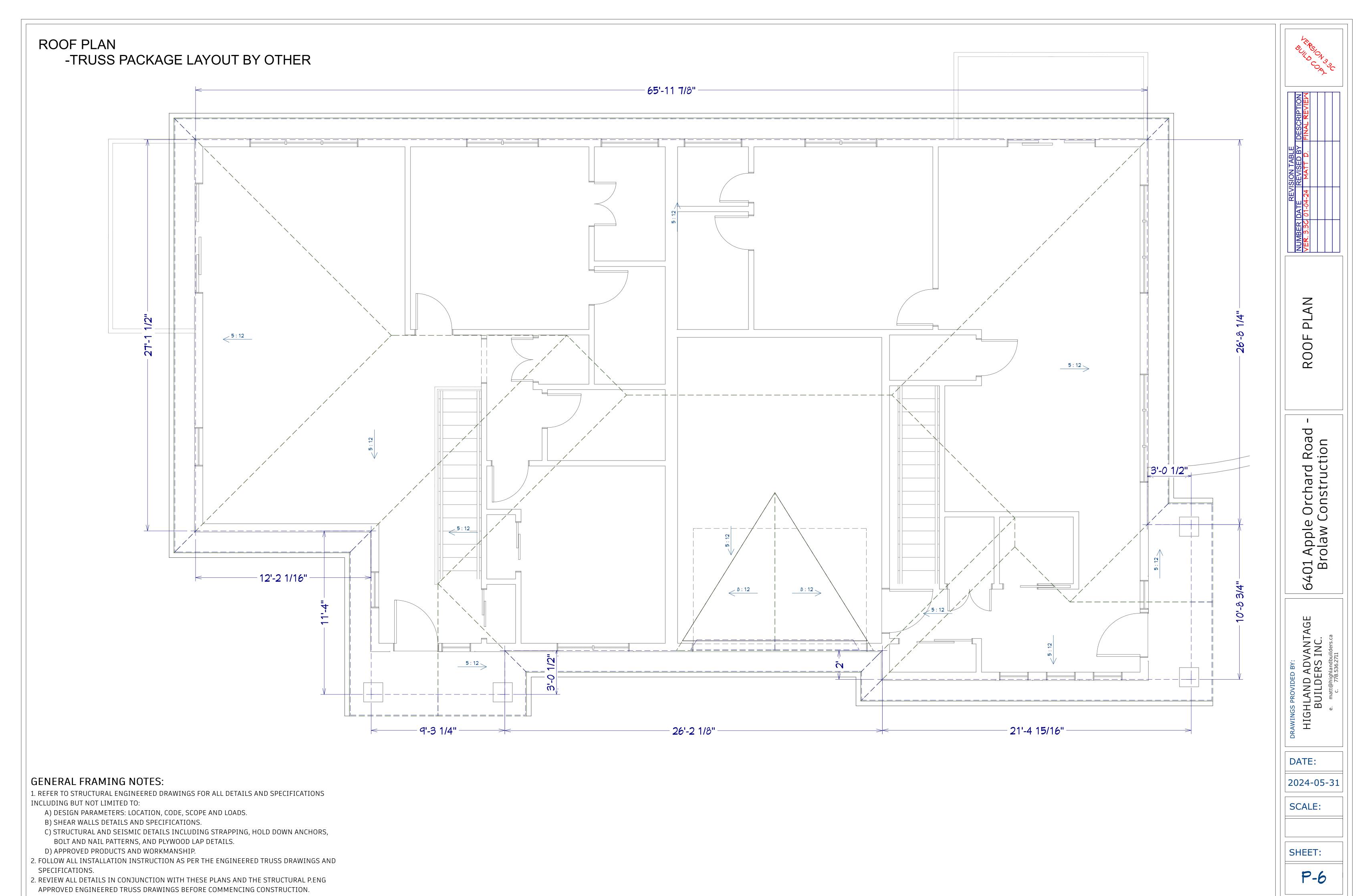
6401 Apple Orchard Road Brolaw Construction

NOTES, WINDOW SCHEDULE & FENESTRATION













6401 Apple Orchard Road Brolaw Construction

MAWINGS PROVIDED BY:
HIGHLAND ADVANTAGE
BUILDERS INC.

DATE:

2024-05-31

SCALE:

1/4"=1'

SHEET:

P-7



2@ 11/2" TOP PLATES (3") 104 1/4" STUDS 11/2" BOTTOM PLATE

Cross Section A - A





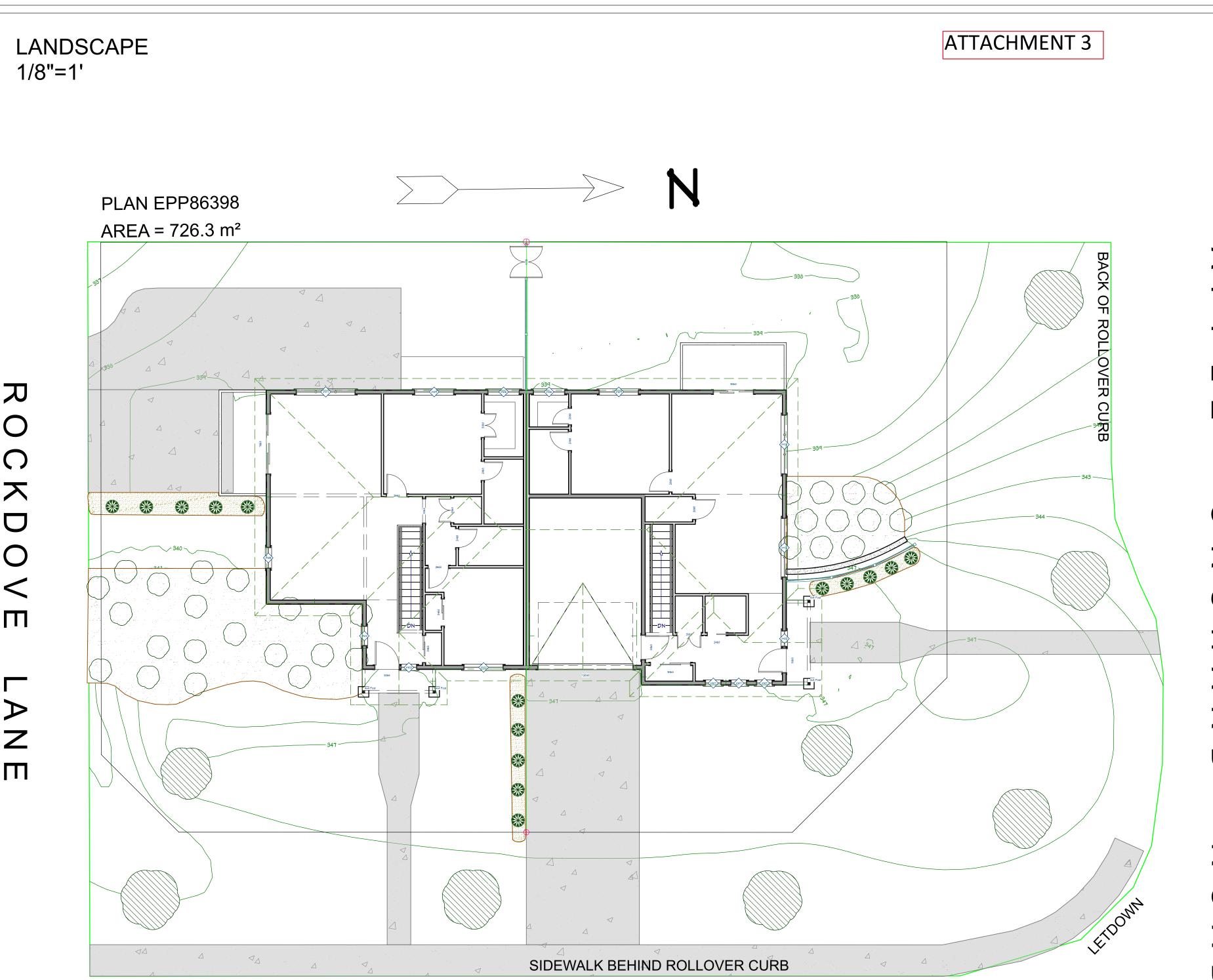
3/4" T&G SUBFLOOR

Cross Section B - B

Cross Section D - D



Page 74 of



A P P L

	PLANT SCHEDULE					
NUMBE	R QTY	2D SYMBOL	3D PERSPECTIVE	COMMENTS		HEIGHT AT MATURITY
P01	15			ENGLISH COMMON BOXMOOD (OR A SIMILAR VARIETY NATIVE TO THE AREA AND AVAILABLE)	PLANTED IN XERISCAPED GRAVEL GARDEN BEDS.  OTHER DROUGHT TOLERANT XERISCAPING PLANTS  CAN BE USED AS AN ALTERNATIVE (KINNIKINNICK -  ARCTOSTAPHYLOS UVA-URSI OR OTHER).  ON SITE LANDSCAPE - GUIDELINE FOR BUILDER/  OWNER.	48"
P02	31			MORNING LIGHT OR CHINESE SILVER GRASS. (OR A SIMILAR VARIETY NATIVE TO THE AREA AND AVAILABLE)	PLANTED IN GARDEN BEDS TOPPED WITH BARK MULCH FOR IMPROVED WATER RETENTION.  ON SITE LANDSCAPE - GUIDELINE FOR BUILDER/ OWNER.	60"
P03	8			RED MAPLE (REFER TO THE DOS APPROVED TREES)	PLANTED IN ROUND GARDEN BEDS TOPPED WITH BARK MULCH FOR IMPROVED WATER RETENTION.  OFF SITE LANDSCAPING - (6) REQUIRED FOR DISTRICT OF SECHELT DEVELOPMENT PERMIT.  ON SITE LANDSCAPE - (2) GUIDELINE FOR BUILDER/OWNER.	216"









DRAWINGS PROVIDED BY:
HIGHLAND ADVANTA(
BUILDERS INC.

LANDSCAPE

DATE:

2024-05-31

SCALE:

1/8"=1'

SHEET:

P-9



# **REQUEST FOR DECISION**

TO: Council MEETING DATE: July 3, 2024

**FROM:** James Nyhus, Chief Building Official

SUBJECT: Amendment to Part 16 of Building Bylaw No. 409, 2003 – Relocated Homes

**FILE NO:** 3900-02

#### RECOMMENDATION

That Building Bylaw Amendment No. 409-12, 2024 be given first, second and third readings.

#### **PURPOSE**

To align Building Bylaw No. 409, 2003 with the provisions of the Building Code and remove restrictive requirements regarding the relocation of existing houses into the District of Sechelt.

#### **OPTIONS**

1. Provide staff with further direction.

#### **DISCUSSION**

#### Summary

Council has directed staff to prepare an amendment to Building Bylaw 409, specifically the requirements outlined in Part 16 that were adopted in 2003 but no longer align with the provisions of the BC Building Code and are considered restrictive pertaining to relocating dwellings.

The proposed amendments ensure that relocated housing meets the safety criteria for housing in the District of Sechelt while not imposing the same requirements for newly constructed housing according to the current BC Building Code.

#### **Legislative Context**

The Building Act and the General Regulation of the Building Act.

#### POLICY AND BYLAW IMPLICATIONS

The proposed amendments are consistent with the Building Act and the respective bylaws of the District of Sechelt.

#### SUSTAINABILITY PLAN IMPLICATIONS

- 1. Social Sustainability and Community Well Being
- 2. Economic Sustainability
- 3. Environmental Sustainability
- 6. Sustainable Community Growth and Development
- 7. Leadership in Sustainability

#### STRATEGIC PLAN IMPLICATIONS

- 1. Effective Growth
- 2. Housing
- 3. Community Safety and Wellbeing

#### FINANCIAL IMPLICATIONS

None.

#### **COMMUNICATIONS**

Should the bylaw amendment be adopted, a consolidated version of Bylaw 409, 2003 will be published on Sechelt.ca

Respectfully submitted,

James Nyhus

**Chief Building Official** 

# DISTRICT OF SECHELT Bylaw No. 409-12, 2024

A bylaw to amend Building Bylaw No. 409, 2003

**WHEREAS** the District of Sechelt may regulate building pursuant to Section 8 (3) of the Community Charter;

**AND WHEREAS** it has been deemed necessary to amend District of Sechelt Building Bylaw No. 409, 2003 from time to time to align with the provisions of the BC Building Code and other enactments;

**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, "Building Bylaw Amendment No. 409-12, 2024".

#### **AMENDMENTS**

- 2.
  - 2.1 Part 16. 1(2)(f) of District of Sechelt Building Bylaw No. 409, 2003 is deleted and replaced with:
    - When the building is intended to be used as a dwelling unit the applicant shall include a report prepared by a registered professional stating that the building intended to be used for habitation has been evaluated for the requirements of the current building code for structural capacity and resistance to lateral loads for the District of Sechelt and for health and safety; and
  - 2.2 Part 16. 1(2)(g) of District of Sechelt Building Bylaw No. 409, 2003 is deleted and replaced with:
    - Include plans detailing all upgrading required to meet the requirements of this bylaw and other applicable enactments; and
  - 2.3 Part 16. 1(2)(h) of District of Sechelt Building Bylaw No. 409, 2003 is deleted; and
  - 2.4 Part 16. 1(2)(i) of District of Sechelt Building Bylaw No. 409, 2003 is renumbered as Part 16.1(2)(h), and replaced with:

Be accompanied by a damage deposit as set out in the District of Sechelt Fees and Charges Bylaw No. 575, 2019 Schedule F; and

- 2.5 Part 16.1(2)(j) is deleted; and
- 2.6 Part 16.1(2)(k) is renumbered Part 16.1(2)(i); and
- 2.7 Part 16.2 of District of Sechelt Building Bylaw No. 409, 2003 is deleted and replaced with:

Prior to the move, provide the most recent British Columbia Assessment Authority assessment of the building's value; and

2.8 Part 16.3 of District of Sechelt Building Bylaw No. 409, 2003 is deleted and replaced with:

All relocated buildings that are dwellings shall be of a value, after completion of the building permit, equal to at least 85% of the assessed value as per the British Columbia Assessment Authority of the buildings that are dwellings within 500 m of the relocated building; and

The Director of Planning and Development, or designate, confirms that the relocated building that is a dwelling meets all of the requirements of the District of Sechelt Zoning Bylaw 580 and Development Permit Areas as stipulated in the Official Community Plan Bylaw 432; and

- 2.9 Part 16.5 of Building Bylaw Bylaw No. 409, 2003 is deleted; and
- 2.10 Part 16.6 of Building Bylaw Bylaw No. 409, 2003 is deleted; and
- 2.11 Part 16.7 of Building Bylaw Bylaw No. 409, 2003 is deleted; and
- 2.12 Part 16.8 of District of Sechelt Building Bylaw No. 409, 2003 is renumbered as Part 16.5, and replaced with:

The required building permit must be issued and all required fees, deposits and securities must be paid in full prior to the move of a building into or within the District of Sechelt.

#### **DEFINITIONS**

3. In this bylaw:

**Council** means the Municipal Council of the District of Sechelt. **District** means the municipal corporation of the District of Sechelt.

#### **PROVISIONS**

Mayor

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.

READ A FIRST TIME THIS	DAY OF	MONTH	2024
READ A SECOND TIME THIS	DAY OF	MONTH	2024
READ A THIRD TIME THIS	DAY OF	MONTH	2024
ADOPTED THIS	DAY OF	MONTH	2024

**Corporate Officer** 



#### DISTRICT OF SECHELT

# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

June 26, 2024, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PRESENT: Councillor D. Bell (Chair), Mayor J. Henderson, Councillor D.

McLauchlan, Councillor B. Rowe, Councillor A. Shepherd, Councillor A.

Toth

ABSENT: Councillor D. Inkster

STAFF: Chief Administrative Officer A. Yeates, Director of Planning and

Development A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Project Manager, Engineering Department J. Maerz, 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 3:03 pm and asked for declarations of conflict. There were none.

#### 3. ADOPTION OF AGENDA

### Recommendation No. 1

Moved/Seconded

That the June 26, 2024 Committee of the Whole Meeting Agenda be adopted.

#### 4. DELEGATIONS & PROCLAMATIONS

None.

#### 5. BUSINESS ITEMS

# 5.1 Municipal Hall and Library Remediation

District staff, Tony Osborn of Tony Osborne Architecture & Design and William Tran of SR Engineering provided the Committee with an overview of the report.

The Committee discussed the following topics:

- Potential funding sources.
- Public engagement strategies.
- Cost escalation risks if repairs on the tower are delayed.

Councillor Rowe entered the meeting at 3:54 pm.

#### Recommendation No. 2

Moved/Seconded

That Option D *Tower and Adjacent Walls plus Community Engagement and Feasibility Study for Future Expansion* be selected.

**CARRIED** 

#### 6. ADJOURNMENT

#### Recommendation No. 3

Moved/ Seconded

That the June 26, 2024 Committee of the Whole meeting be adjourned at 4:04 pm.

Certified correct by:	Certified correct by:
Donna Bell, Chair	Kerianne Poulsen, Corporate Officer



# DISTRICT OF SECHELT MINUTES OF THE REGULAR COUNCIL MEETING

June 26, 2024, 4:00 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,

Councillor A. Toth

STAFF: Chief Administrative Officer A. Yeates, Director of Planning and

Development A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts,

Corporate Officer K. Poulsen, Executive Assistant J. Doherty

(Recording Secretary)

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

The Mayor called the Regular Council to Closed Meeting to order at 4:23 pm.

#### 2. LAND ACKNOWLEDGEMENT

The Mayor noted the land acknowledgement on the Agenda and asked for declarations of conflict for agenda items. There were none.

#### 3. ADOPTION OF AGENDA

Res. No. 2024-6D-01

Moved/Seconded

That the June 26, 2024 Regular Council to Closed Meeting Agenda be adopted.

4. (	CLOSED	<b>SESSION</b>
------	--------	----------------

Res. No. 2024-6D-02

Moved/Seconded

That the meeting be closed to the public at 4:23 pm pursuant to Sections 90 (1) (a), (c) and (l) of the *Community Charter*.

**CARRIED** 

- 4.1 CALL TO ORDER AND DECLARATION OF CONFLICT
- 4.2 ADOPTION OF CLOSED AGENDA
- 4.3 Release of Closed Meeting Items
- 4.4 Section 90 (1) (a), (c), and (l)
- 5. ADJOURNMENT

Res. No. 2024-6D-03

Moved/ Seconded

That the June 26, 2024 Regular Council to Closed Meeting be adjourned at 5:19 pm.

Certified correct by:	Certified correct by:
John Henderson, Mayor	Kerianne Poulsen, Corporate Officer



# DISTRICT OF SECHELT MINUTES OF THE REGULAR COUNCIL MEETING

June 19, 2024, 7:00 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 A. Shepherd, Councillor A. Toth

ABSENT: Councillor B. Rowe

STAFF: Director of Planning and Development A. Allen, Director of

Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Manager of Financial Services B. Smith, Accountant K. Allnutt, Engineering Projects Manager J. Maerz,

Development Planning Manager I. Holl, Senior Policy Planner K.

Pearson, Corporate Officer K. Poulsen, Administrative Assistant C. Kidd

(Recording Secretary)

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

The Mayor called the Regular Council Annual General Meeting to order at 7:01 pm and asked for declarations of conflict. There were none.

#### 2. LAND ACKNOWLEDGEMENT

The chair noted the Land Acknowledgement on the Agenda.

#### 3. ADOPTION OF AGENDA

It was noted that the Black Bear Cub Conflict Delegation was absent due to illness.

#### Res. No. 2024-6C-01

Moved/ Seconded

That the June 19, 2024 Regular Council Annual General Meeting Agenda be adopted, as amended to remove the Black Bear Cub Conflict Response - Tammy Trefry, Coastal Wildlife Rescue and Conflict Resource Services delegation.

**CARRIED** 

#### 4. DELEGATIONS & PROCLAMATIONS

None.

#### 5. BUSINESS ITEMS

#### 5.1 2023 Annual Report

Staff presented the 2023 Annual Report to Council, for discussion and consideration.

Council commented on the format of the report, noting that the new version was easy to follow, and provided ample information.

It was noted that Councillor Rowe sent her regrets.

The Chair provided an opportunity for members of the public to speak to the Annual Report.

#### Res. No. 2024-6C-02

Moved/Seconded

That the 2023 Annual Report, related submissions and questions from the public be considered, pursuant to Section 99 of the *Community Charter*.

**CARRIED** 

#### 5.2 2023 Statement of Financial Information

Staff presented information on the SOFI report, including the requirements for financial reporting

It was noted that a payment of \$1500 to the Sechelt Downtown Business Association was included on a list of grants and donations over \$25,000 in error.

#### Res. No. 2024-6C-03

Moved/ Seconded

That the District of Sechelt 2023 Statement of Financial Information be approved for submission to the Ministry of Municipal Affairs; and

That a member of Council and Director of Finance be authorized to sign the 2023 Statement of Financial Information Approval form.

**CARRIED** 

### 5.3 Municipal Hall and Library Remediation Phase 1 Project Award

Staff provided an overview of the report and noted the following:

- A report is coming the the June 26, 2024 Committee of the Whole with detailed options of the project.
- Costs for Phase 1 of the project have increased by 40% due to inflation.
- The Sechelt Library Board is involved in the consultation process and completed their own space needs assessment.
- Funding sources will be determined when the scope of the project is confirmed.

#### Res. No. 2024-6C-04

Moved/ Seconded

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.

**CARRIED** 

#### 5.4 Temporary Use Permit (TUP) for Campground at 6538 Sechelt Inlet Road (Tsain-Ko)

Staff provided an overview of the report and noted:

- There is a well on the property, though would need approval from the Health Authority and Province prior to commercial use.
- The property was previously used by the shishall Nation as a private campground, however in order to operate as a commercial campground, a TUP is required.
- A map included in the TUP package illustrates 20 spots for camping 10 for tents, and 10 for recreational vehicles.

#### Res. No. 2024-6C-05

Moved/ Seconded

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.

**CARRIED** 

#### 6. BYLAWS

# 6.1 OCP Amendment Bylaw No. 492-35 -Development Density and Height Policy

#### a. Report

Staff provided clarifications on the changes to the amendment and community feedback received.

Council commended the Planning Department for their efforts in the revisions and work on amending the bylaw.

#### Res. No. 2024-6C-06

Moved/ Seconded

That the second reading for Official Community Plan Amendment Bylaw No. 492-35, 2023 on March 20, 2024 be rescinded; and

That Official Community Plan Amendment Bylaw No. 492-35, 2023, as amended in Schedule A, be granted second reading; and

That a public hearing be scheduled in July 2024.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

b. OCP Amendment Bylaw No. 492-35, As Amended

Res. No. 2024-6C-07

Moved/Seconded

That Official Community Plan Amendment Bylaw No. 492-35, 2023 be read a second time, as amended on June 19, 2024.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

#### 6.2 Rezoning Application for 49 Townhouses at 5875 Reef Road

#### a. Report

Staff provided an overview of the rezoning application. Council discussed the need for water collection standards to include during development stages.

Res. No. 2024-6C-08

Moved/Seconded

That Council adopt Official Community Plan Amendment Bylaw No. 492-36, 2023.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

Res. No. 2024-6C-09

Moved/Seconded

That Council adopt Zoning Amendment Bylaw No. 580-08, 2023.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

Res. No. 2024-6C-10

Moved/Seconded

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.

**CARRIED** 

**OPPOSED: Mayor Henderson and Councillor McLauchlan** 

Res. No. 2024-6C-11

Moved/Seconded

That section (f) be added as a condition of the Development Permit for the 49 Townhouses at 5875 Reef Road and included on the Section 219 covenant, as follows:

f. that no water faucets on the exteriors of buildings be connected to potable water sources.

**CARRIED** 

# **OPPOSED: Mayor Henderson and Councillor McLauchlan**

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

Res. No. 2024-6C-12

Moved/Seconded

That Official Community Plan Amendment Bylaw No. 492-36, 2023 be adopted on June 19, 2024.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

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

Res. No. 2024-6C-13

Moved/Seconded

That Zoning Amendment Bylaw No. 580-08, 2023 be adopted on June 19, 2024.

**CARRIED** 

**OPPOSED: Councillor McLauchlan** 

#### 7. MINUTES OF PREVIOUS MEETINGS

#### 7.1 Minutes of the June 5, 2024 Regular Council Meeting

Res. No. 2024-6C-14

Moved/Seconded

That the minutes of the June 5, 2024 Regular Council Meeting be amended to reflect that Councillor Bell Attended the meeting online; and

That the June 5, 2024 Regular Council Meeting minutes be adopted as amended.

**CARRIED** 

#### 7.2 Minutes of the June 12, 2024 Committee of the Whole Meeting

Res. No. 2024-6C-15

Moved/Seconded

That the minutes of the June 12, 2024 Committee of the Whole Meeting be amended to change the word "entire" on the second bullet point under 4.1 to "initial"; and

That the following recommendation(s) be endorsed:

- (2) That the District of Sechelt support the Sue Big Oil Campaign and pledge 1\$ per resident as a campaign contribution; and
- (3) 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, \$78,4401 over a 10 year period, interest free; and
- (4) 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 31<sup>st</sup> July, 2024, providing additional input from the Sunshine Coast Community Forest and noting any policy implications.

**CARRIED** 

#### 7.3 Minutes of the June 12, 2024 Regular Council to Closed Meeting

Res. No. 2024-6C-16

Moved/Seconded

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

**CARRIED** 

#### 8. BUSINESS ARISING FROM THE MINUTES

None.

#### 9. COUNCIL REPORTS

#### 9.1 Sunshine Coast Regional District Representatives

Council received verbal updates from the Sunshine Coast Regional District Representatives.

#### 9.2 Council

Members of Council provided verbal updates of their activities.

#### 10. CORRESPONDENCE

#### 10.1 2024-06-05, Email, T. Noble, Scotch Broom on Sechelt Inlet Road

Staff confirmed that the District of Sechelt Operations Yard would not be a suitable location to burn scotch broom. Other invasive species like Japanese knotweed, and giant knotweed were also discussed.

Res. No. 2	024-	6C-17	7
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Moved/ Seconded

That staff investigate potential sites to store and burn scotch broom safely.

**CARRIED** 

#### 11. RELEASE OF CLOSED MEETING ITEMS

None.

#### 12. ADJOURNMENT

Res. No. 2024-6C-18

Moved/ Seconded

That the June 19, 2024 Regular Council Annual General Meeting be adjourned at 9:11 pm.

Certified correct by:	Certified correct by:
John Henderson, Mayor	Kerianne Poulsen, Corporate Officer



June 21, 2024

Andrew Yeates
Chief Administrative Officer and Deputy Corporate Officer
District of Sechelt
Box 129
Sechelt, BC V0N 3A0

SENT VIA E-MAIL: cao@sechelt.ca

Dear Andrew Yeates:

#### RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the District of Sechelt and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to <a href="mailto:ccbf@ubcm.ca">ccbf@ubcm.ca</a>.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF website.

If you have any questions, please emails us at <a href="mailto:ccbf@ubcm.ca">ccbf@ubcm.ca</a> or call us at 250-356-5134.

Sincerely,

Brant Felker

Manager, CCBF Program Services

#### 2024-2034 COMMUNITY WORKS FUND AGREEMENT

#### under the

# ADMINISTRATIVE AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

This Agreement made as of	, 202,
BETWEEN:	
District of Sechelt (the Local Government	)
AND	

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act* RSBC *2006, c.1,* as represented by the President (the "UBCM)

#### 1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

#### 2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A: Ultimate Recipient Requirements

Schedule B: Eligible Project Categories

Schedule C: Eligible and Ineligible Expenditures

Schedule D: Program Reporting

Schedule E: Communications Protocol

Schedule F: Asset Management Schedule G: Housing Report

#### 3. ROLE OF UBCM

- 3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:
  - a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
  - b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

c) fulfill other roles and responsibilities as set out in the Agreement.

#### 4. **CONTRIBUTION PROVISIONS**

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$278,659, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by **UBCM** from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

#### 5. **USE OF FUNDS BY LOCAL GOVERNMENT**

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

#### 6. **COMMITMENTS OF THE LOCAL GOVERNMENT**

- 6.1 The Local Government shall:
  - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
  - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any postemployment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- I) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

#### 7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

#### 8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

#### 9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall from part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

#### 10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

#### 11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

#### 12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

# Any notice to UBCM will be addressed to:

**Executive Director** 

525 Government Street

Victoria, British Columbia

**V8V 0A8** 

Email: ccbf@ubcm.ca

#### Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

#### **SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

District of Sechelt	UNION OF BC MUNICIPALITIES		
Original signed by:	Original signed by:		
Mayor	Corporate Officer		
Corporate Officer	General Manager, Victoria Operations		
Signed by District of Sechelt on the day of, 202	The Community Works Fund Agreement have been executed by UBCM on the day of, 202		

#### Schedule A - Definitions

"Affordable Housing" means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

"Administrative Agreement or Agreement" means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

"Asset Management" means an integrated process, bringing together skills, expertise, and activities of people; with information about a community's physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

"Canada Community-Building Fund" (CCBF) means the program established under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act*, *No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act*, 2021, *No. 1*.

"Chief Financial Officer" means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

"Community Works Fund" means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

"Community Works Fund Agreement" means this Agreement made between UBCM and Local Government.

**"Contract"** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

"Core Housing Need" means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

"Eligible Expenditures" means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

"Eligible Projects" means projects as described in Schedule B (Eligible Project Categories).

**"Funding Agreement"** means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

"Gender Based Analysis Plus" (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The "plus" in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

"Housing Needs Assessment" means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

"Housing Report" means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

"Ineligible Expenditures" means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

"Infrastructure" means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

"Local Government" means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

"Oversight Committee" means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

"Party" means Canada, British Columbia or UBCM when referred to individually and collectively referred to as "Parties".

"Previous Agreements" means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

"Prior Community Works Fund Agreement" means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

**Third Party"** means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

"Sustainable Service Delivery" means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

### "Ultimate Recipient" means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

"Unspent Funds" means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

#### **SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

- 1. Local roads and bridges roads, bridges and active transportation infrastructure
- 2. Short-sea shipping infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
- 3. Short-line rail railway related infrastructure for carriage of passengers or freight
- 4. Regional and local airports airport-related infrastructure (excludes the National Airport System)
- 5. Broadband connectivity infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
- 6. Public transit infrastructure which supports a shared passenger transport system which is

available for public use

- 7. Drinking water infrastructure that supports drinking water conservation, collection, treatment and distribution systems
- 8. Wastewater infrastructure that supports wastewater and storm water collection, treatment and management systems
- 9. Solid waste infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
- 10. Community energy systems infrastructure that generates or increases the efficient usage of energy
- 11. Brownfield Redevelopment remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
- 12. Sport Infrastructure amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
- 13. Recreational Infrastructure recreational facilities or networks
- 14. Cultural Infrastructure infrastructure that supports arts, humanities, and heritage
- 15. Tourism Infrastructure infrastructure that attract travelers for recreation, leisure, business or other purposes
- 16. Resilience Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
- 17. Fire halls fire halls and fire station infrastructure including fire trucks
- 18. Capacity building includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

#### **SCHEDULE C - Eligible and Ineligible Expenditures**

## 1. Eligible Expenditures

- 1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:
  - a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
  - b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
    - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
    - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
    - iii. training directly related to asset management planning; and
    - iv. long-term infrastructure plans.
  - c) the expenditures directly associated with joint federal communication activities and with federal project signage.
- 1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:
  - a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
  - b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
  - c) the arrangement is approved in advance and in writing by UBCM.

#### 2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;

- iv. short-sea shipping;
- v. disaster mitigation;
- vi. broadband connectivity;
- vii. brownfield redevelopment;
- viii. cultural infrastructure;
- ix. tourism infrastructure;
- x. sport infrastructure; and
- xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
- d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
- e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) purchase of land or any interest therein, and related costs;
- h) legal fees;
- i) routine repair or maintenance costs; and
- j) costs associated with healthcare infrastructure or assets.

#### **SCHEDULE D - Program Reporting**

#### **Ultimate Recipient Reporting**

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

#### 1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

#### 2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

#### 2.1 <u>Independent Audit or Audit Based Attestation</u>:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

#### 2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

#### 3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

#### 4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

#### **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

#### 1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

#### 2. Joint communications approach

a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a "Communications Approach" template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.
- 3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes
- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.
  - Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.
- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.
- 4. Announcements and media events for Eligible Projects
- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the <u>Table of Precedence for Canada</u>.
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the <u>Table of Precedence</u> for Canada.
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

#### 5. Program communications

4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the <u>Table of Precedence for Canada</u>.
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

#### 6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

### 7. Communicating success stories

7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

#### 8. Advertising campaigns

8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

#### 9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable. The Canada wordmark or digital sign must link to Canada's website, at <a href="http://www.infrastructure.gc.ca">www.infrastructure.gc.ca</a>. The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <a href="http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html">http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html</a>.

#### 10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

#### 11. Communication Costs

11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

#### **SCHEDULE F – Asset Management**

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the 2022 Status of Asset Management in BC Report, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the 2022 Status of Asset Management in BC Report as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

#### **SCHEDULE G – Housing Report**

#### 1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

#### 2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

#### 2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

#### 2.2 Municipalities Identified for Project-Level Reporting

#### Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
Name of the municipality	Identify which criteria as noted above applies	Identify key housing gaps and needs that are related to infrastructure

Table 1: Ultimate Recipients Identified for Project Level Reporting

# 2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate	Project Title	Project	Investment	Housing
	Recipient		Description	Category	Outcomes and
					Indicators
As	As provided	As provided in	Provide a	Indicate which	Identify key
provided	in Table 1	program	brief	CCBF category	housing
in		reporting	description	the project falls	outcomes and
program		(Schedule D)	of the	under	indicators
reporting			project		(section 2.3)
(Schedule					that will be
D)					used to
					measure
					success.

Table 2: Project-Level Reporting on Housing Outcomes

#### 2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

#### 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense
  to do so, that support an increased supply of housing (e.g., upgrading pipes to support
  densification rather than sprawl, or remediating a brownfield site that could then be used for
  affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an
  increase in housing supply and how many housing units were supported or preserved (as outlined
  in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

#### 4. Assessment of the Housing Reports and Compliance

# 4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

#### 4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.