

DISTRICT OF SECHELT REGULAR MEETING OF COUNCIL AGENDA

Wednesday, February 5, 2025, 7:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PLEASE NOTE:

The public is welcome to attend meetings in person or by electronic communications, as follows:

District of Sechelt's YouTube channel: https://www.youtube.com/user/SecheltMedia

Zoom: https://zoom.us, join Meeting ID: 844 2423 6237 and Password: FEB2025 Phone: 1-778-907-2071, with Meeting ID: 844 2423 6237 and Password: 4386420

Pages 1. LAND ACKNOWLEDGEMENT The District of Sechelt is located on the traditional and unceded territory of the shishalh Nation. We respect the histories, language and culture of the people of the shishalh Nation, whose presence continues to enrich this community. CALL TO ORDER AND DECLARATION OF CONFLICT 2. 3. **ADOPTION OF AGENDA** 4. **DELEGATIONS & PROCLAMATIONS** 5 4.1 **Toastmasters Month- February 2025** 5. **BUSINESS ITEMS** 5.1 **Sechelt Farmers' Market** 6 Renewal of Agreement for the Sechelt Farmers' and Artisans' Market a. b. Farmers' and Artisans Market Society Presentation 50 5.2 Development Permit For 5570 Anchor Road (2 Duplexes) 113 5.3 **Bylaw Violations By Short Term Rental Operations** 115 5.4 Liquor Licence Amendment For Legion At 5546 Inlet Avenue 122 5.5 Motion to Submit An Expression Of Interest To The Ministry Of Housing For The Hearth And Home Program -Councillor Rowe 5.6 Mandatory Good Neighbour Agreement - Councillors Rowe and Toth

WHEREAS local governments across British Columbia are experiencing

challenges related to supportive housing and shelter facilities, including concerns about community safety, property maintenance, and local accountability; and

WHEREAS some supportive housing and shelter operators do not consistently engage with local governments or community stakeholders to address concerns, leading to negative impacts on surrounding neighborhoods;

THEREFORE BE IT RESOLVED THAT Association of Vancouver Island and Coastal Communities and Union of BC Municipalities urge the Province of British Columbia and BC Housing to require that all supportive housing and shelter operators enter into a Good Neighbour Agreement (GNA) with the local governments in which these facilities operate, to ensure clear expectations regarding community impact mitigation, security measures, and ongoing engagement with local government and residents.

6. BYLAWS

None.

7. MINUTES OF PREVIOUS MEETINGS

- 7.1 Minutes of the December 9, 2024 Sunshine Coast Regional Accessibility

 Advisory Committee Meeting

 For Receipt.
- 7.2 Minutes of the January 15, 2025 Regular Council Meeting

 For Adoption.

 127
- 7.3 Minutes of the January 22, 2025 Committee of the Whole Meeting

 That the Minutes of the January 22, 2025 Committee of the Whole Meeting be received and the following recommendation(s) be endorsed:
 - (2) That staff be directed to apply for status as a Dark Sky Community;
 - (3) That the 2024 Fourth Quarter Report be received;
 - (4) That the Climate Action Initiatives Report be received; and
 - (5) That staff bring back a report with a more detailed workplan and budget implications to address climate change in the District of Sechelt.
- 7.4 Minutes of the January 22, 2025 Special Committee of the Whole Meeting

 That the Minutes of the January 22, 2025 Special Committee of the Whole

 Meeting be received and the following recommendation(s) be endorsed:
 - (2) That a sewer user fee increase of 3.95% be included into the Five-Year Financial Plan;
 - (3) That a septage fee increase of 6% be included in the Five-Year Financial Plan;
 - (4) That the Connect the Coast contribution of \$75,000 be referred to a regional budget discussion for 2026;
 - (5) That the \$100,000 Consultant Technical Support budget be approved;

135

- (6) That the following operating expenses be approved:
 - SQL (Structured Query Language) Server Upgrade \$10,000
 - Adobe Upgrade \$15,000
 - GIS Enhancements \$15,000
 - Airport Storage \$3,500;
- (7) That \$120,000 for 2025 be budgeted to continue downtown private security patrols in the Five-Year Financial Plan;
- (8) That staff prepare a report on the cost and implications of converting an existing Bylaw Officer to a Community Safety Officer position; and

That \$7,000 be added to the 2025 budget as a placeholder of the Community Safety Officer position.

- (9) That \$5,000 be approved to create and deliver a community safety communications strategy in the 2025 Five-Year Financial Plan;
- (10) That staff prepare a report on the cost and legal implications of a community safety surveillance camera system as a pilot project;
- (11) That a total of \$137,000 for community safety be funded for 2025 in the Five-Year Financial Plan, with \$100,000 from the Community Safety Reserve, and \$37,000 from Taxation for the following uses:
 - Downtown private security patrols
 - Converting an existing Bylaw Officer to a Community Safety Officer position
 - Creating and delivering a community safety communications strategy;
- (12) That the RCMP parking lot project #7965 be referred to the 2026 budget process for consideration;
- (13) That the Airport Fuel Pump replacement project #4017 be referred to the 2026 budget process for consideration;
- (14) That the 2025 Capital Plan as presented on pages 112-113 of the December 18, 2024, Special Committee of the Whole Agenda be approved with the funding sources identified on page 155 of the December 18, 2025, Special Committee of the Whole Agenda, with the exception of:
 - The Connect the Coast project
 - RCMP parking lot project #7965
 - Airport Fuel Pump replacement project #4017; and
- (15) That early approvals for capital projects approved in Recommendation No. 14 from this meeting be granted.

8. BUSINESS ARISING FROM THE MINUTES

9. COUNCIL REPORTS

9.1 Sunshine Coast Regional District Representatives

9.2 Council

10. CORRESPONDENCE

None.

11. RELEASE OF CLOSED MEETING ITEMS

None.

12. ADJOURNMENT

Public Question and Answer Period.







PROCLAMATION

WHEREAS Toastmasters International, a non-profit

educational organization, is a leader in making effective oral communication a national and

international reality for all persons; and

WHEREAS Toastmasters programs help people develop skills

in speaking, listening, and other vital skills that enhance leadership potential and foster

understanding; and

WHEREAS There are active Toastmasters Clubs on the

Sunshine Coast that meet regularly to continue to promote the goals, vision, mission and core values

of Toastmasters International; and

WHEREAS Toastmasters International has designated

February as Toastmasters Month.

NOW, THEREFORE:

I proclaim February 2025, as

TOASTMASTERS MONTH

in the District of Sechelt

MAYOR JOHN R. HENDERSON



REQUEST FOR DECISION

TO: Council MEETING DATE: February 5, 2025

FROM: Siobhan Smith, Manager of Community Services

SUBJECT: Renewal of Agreement for the Sechelt Farmers' and Artisans' Market

FILE NO: 2240-20-2025

RECOMMENDATION(S)

(1) That Council authorize staff to enter into an agreement, as described in this report, with the Sechelt Farmers' and Artisans' Market to operate a weekly market on Cowrie St. between April to October 2025; and

(2) That staff continue working with the Sechelt Farmers' and Artisans' Market to determine a suitable new location for the 2026 Market season.

PURPOSE

The purpose of this report is to provide background information, and to seek approval from Council to renew the Sechelt Farmers' and Artisans' Market (the Market) Agreement for a one-year term.

OPTIONS

- 1. Council can enter into an Agreement with the Market for a longer term.
- 2. Council can choose to amend the fees proposed for the 2025 Market Agreement.

DISCUSSION

Summary

The agreement between the District of Sechelt and the Sechelt Farmers' and Artisans' Market expired on December 31, 2024. The Market wishes to continue operating in its existing location and to renew the agreement for three years. However, with proposed new rental housing projected to begin construction on Shorncliffe Ave (creating construction and future resident traffic), and a planned new traffic signal at Shorncliffe and the highway, it is uncertain whether the Market's current location will continue to be viable beyond 2025.

Staff are recommending that the agreement with the Market be renewed for one year, instead of the usual three-year term. This allows time for the Market to explore alternative locations, and for staff to continue land use planning processes that may result in establishing a location that can better support the Market long-term.

In addition, staff are recommending a change in the Market's annual fee from a flat rate of \$2,500, to a rate based on the "Special Event (non-profit)" fees outlined in in the District's *Parks, Lands, and Roads Temporary Bylaw 480*, 2008. This new rate will be as follows:

- \$5/day special event (non-profit) permit x 30 Saturdays, April 5 Oct 28, 2025 = \$150
- \$250 damage deposit
- \$50/day fee for electricity use x 30 Saturdays, April 5 Oct 28, 2025 = \$1,500

TOTAL for 2025: \$1,900

The Market would also be responsible for the cost of any repair or replacement of equipment, infrastructure or other damage that results from Market activities, including the replacement or repair of electrical breakers and wiring.

Staff will work with operators of the Market to support their search for a suitable new location. It is possible that this new location will not be on municipal property, but all options remain under consideration at this time. It is recommended that both staff and the Market reach out to key stakeholders including Sechelt Downtown Business Association and the Chamber of Commerce to seek assistance in selecting an alternate location.

Background

The Market was founded in 1993 and is operated by the Sechelt Farmers' and Artisans' Market Association, a registered member-funded non-profit organization. The Market runs every Saturday from 9am to 2:30pm between April and October and features approximately 60 local vendors each week. Volunteers and vendors begin setting up on Cowrie St. at 7am, and generally finish take down by 3:30pm.

The Market has operated in its current location on Cowrie St. since 2012. At that time, the District invested \$15,000 to make site improvements, such as electrical upgrades, to better accommodate the needs of the Market. From 2012 to 2019, the Market was offered an annual lease for the nominal sum of \$1/year. When the lease was renewed in 2020, the annual fee was increased to \$2,500 to offset the cost of staff time required to support the Market. No other fees for items such as electrical use or damage deposit were collected.

In a staff report to Council from September 7, 2022, it was noted that future development on Shorncliffe Ave might necessitate the relocation of the Farmers' Market.

"The future of the Farmers Market in its current location will need to be reviewed in light of the proposed development. Additional residential traffic will be generated from Shorncliffe through the Cowrie Street intersection and the Farmers Market location would be problematic. Shifting it further east along Cowrie Street would allow the District

to close a block off to traffic on the market day and more easily divert traffic around the area."

In the minutes from that meeting the following was noted:

"In discussion it was noted a new location for Sechelt Farmers' Market may need to be considered, however the project's community amenity contribution (CAC) could assist in supporting costs related to a change of location."

In June 2023, staff met with a representative from the Market and the Sechelt Downtown Business Association. At that meeting, staff discussed the challenge of keeping the Market in its current Cowrie St. location, but also reiterated the interest in keeping the Market downtown. Both the proposed rental housing development on Shorncliffe Ave., and the future light controlled intersection at Shorncliffe Ave and the highway, were cited as reasons for the need to relocate the Market. Some suggestions were made regarding possible alternate locations downtown, and following the meeting, staff circulated a draft design for relocating the Market to a section of Inlet Avenue (see attached). Following this meeting, the topic of relocation was discussed at a board meeting of the Farmers' Market, and Market representatives did a walking tour of downtown Sechelt with District elected officials.

In August 2024, staff reached out to the Market to begin conversations about renewing their agreement, and at the end of September, the Market representatives requested a three-year term in the current location.

After receiving confirmation from the Market that they wanted to renew their agreement for another three-year term in the existing location, staff reached out to the following organizations to solicit feedback regarding the pending renewal of the Market Agreement:

- School District 46 (provides storage for barricades, and operates StrongStart Learning Centre on Shorncliffe Ave. on Saturdays)
- Sechelt Downtown Business Association
- Sechelt Fire Department
- Sunshine Coast Association for Community Living (SCACL)
- Sunshine Coast Transit
- Trail Bay Properties Ltd.

The community and neighbouring organizations and businesses are generally supportive of the Sechelt Farmers' Market. There were some concerns raised that will need to be addressed for the 2025 season:

- The Market will need to ensure that a 6m wide fire lane is maintained between the two rows of tents, and all tents must be fire rated and spaced at least 1m apart.
- There is a need for stricter adherence to the electrical power guidelines. Electrical service has been a challenge in this area with heavy demand, breakers tripping and safety concerns, resulting in overtime call outs for District staff and contractors.

 Access to Shorncliffe Ave. needs to be maintained for staff, residents, and emergency services going to and from the SCACL residence at 5527 Shorncliffe Ave.

Future considerations for an alternative location:

- The Sechelt Downtown Business Association would like the Market to remain downtown and, if possible, move closer to the main shopping district.
- Sunshine Coast Regional District cited a significant impact on service, noting that the
 Market disrupts bus routes. This results in the need to reroute buses, set up temporary
 bus stops, install signage to keep bus riders informed, and address complaints from users
 who are required to walk further than usual. The rerouting also negatively impacts their
 on-time performance ratings in BC Transit's monthly performance assessments.

Staff also reached out to the BC Farmers Market Association and three municipalities that host farmers markets on municipal roads: City of Kamloops, City of Penticton, and the City of Delta. In these three examples, the cities described their markets as generally "self-sufficient". The cities provided the necessary traffic barricades, but the actual traffic management was the responsibility of the Market organizers. One city required the Market Manager to have Traffic Control Person certification. The fees charged were generally for the cost of a road closure permit and/or event business license. Some also charged a fee for electrical usage. The locations of these Markets did not require re-routing of public transit. Most made use of electrical from boxes and lampposts on the street. One city required the Market to retain the services of an electrician as a field safety representative.

Any new location will likely require some infrastructure upgrades. Components required for a successful market include:

- a central and accessible location
- a space for 60+ vendors
- the ability to use site from 7am 3:30pm on a Saturday
- near public transit
- parking nearby
- access for emergency services
- maintaining access to residential properties

Additional requirements needed to meet the guidelines set by Vancouver Coastal Health:

- access to public restrooms (portable toilets are acceptable)
- access to electrical power (to keep prepared foods at correct temperature)
- access to potable water
- hand wash stations
- tents and flooring for all food vendors (e.g. if the Market is located on grass, gravel or dirt, a plywood floor must be placed under all food-vending tents)

POLICY AND BYLAW IMPLICATIONS

Continuing to host the Sechelt Farmers' and Artisans' Market in or near downtown Sechelt aligns with Council's Strategic Plan, the Official Community Plan, and the Integrated Sustainability Plan.

Official Community Plan, Bylaw 492, 2010

A number of policies within the District's Official Community Plan (OCP) support having a Farmers' and Artisans' Market and support a downtown location for the Market.

Supporting Agriculture and Food Security

8.4 Growth, diversification and development of the local agricultural economy is supported, including farming and associated activities such as farm-gate marketing, farmer's markets, value-added agricultural processing, and agritourism opportunities that are ancillary to farming and support the viability of the farm use.

DPA 6 – Downtown Sechelt

Gateways/Pedestrian Orientation

Creating attractive pedestrian oriented entrances into the Downtown and minimizing the impacts of through traffic is a priority for Sechelt.

Downtown First

- 1.3 The majority of new growth, particularly higher density residential uses, shall be located in close proximity to the Downtown ... This approach will reinforce the role of the Downtown as the primary business, cultural and service centre for Sechelt.
- 6.1 The Downtown Centre designation ... includes the "main street" shopping and business areas. This designation is intended to bring a vibrant mix of uses and to increase the number of people living in the Downtown, and permits a wide mix of retail, office, tourist.
- 11.10 Sechelt supports the principle of "Downtown First" to retain the Downtown as the centre of cultural activities. Public art, theatres, art galleries, festivals and artists studios are encouraged to locate in the Downtown. The District will aim to integrate arts and cultural uses in existing and new community facilities and public open space.

Parks, Lands, and Roads Temporary Bylaw 480, 2008

This is a bylaw that provides for both mobile vending and special events permits in Sechelt parks, properties, and roads. According to the definitions found in this bylaw, a "Farmers' Market" would be considered a "commercial" event. However, the Sechelt Farmers' and Artisans' Market is operated by a non-profit association. As well, this bylaw limits all types of events to a maximum duration of 4 months. Given the high level of public benefit of the Market, and the strategic alignment of the Market with the District's OCP, Strategic Plan, and Sustainability Plan, staff are

recommending that Council enter into an Agreement with the Market that applies the non-profit rate, and allows for a 7-month duration for the 2025 market season.

Vancouver Coastal Health & BC Centre for Disease Control

Both Vancouver Coastal Health (VCH) and the BC Centre for Disease Control (BCCDC) have established guidelines for Farmers' Markets. The Sechelt Farmers' and Artisans' Market will need to complete the VCH Market Manager application form and contact the local Environmental Health Officer in advance of the 2025 market season to review health requirements. As well, it is the responsibility of the Farmers' Market Manager to ensure that all provincial requirements outlined by the BCCDC are fulfilled.

BC Liquor and Cannabis Regulation Branch

The BC Liquor and Cannabis Regulation Branch (LCRB) allows liquor manufactures, such as cideries and distilleries, to provide samples and sell liquor products for off-site consumption at farmers markets. It is the responsibility of the Market Manager to ensure any of their vendors who sell liquor have the required market authorization from the LCRB.

SUSTAINABILITY PLAN IMPLICATIONS

Renewing the Farmers' Market Lease as recommended aligns with the following goals of the Integrated Community Sustainability Plan, 2018:

1. Social Sustainability and Community Well Being

Sub-Goal 3: Increase Access to Local Food Production

Action: Updating plans, policies, and regulation to support local food production, community gardens and farmers markets

2. Economic Sustainability

Sub-Goal 2: Diversity the Local Economy

Action: Supporting opportunities for local business, arts and culture, tourism,

agriculture, and local foods

Action: Recognize Arts & Culture as an Economic Driver

STRATEGIC PLAN IMPLICATIONS

Renewing the Farmers' Market lease as recommended aligns with the following core values, goals of *Council's Strategic Plan 2023-2026*:

C. Community Safety and Wellbeing

- Working with grassroots community partners to grow sustainable food security
- Considering a parks, recreation and culture lens on our community service delivery

D. Ensuring Financial Balance

 Analyzing and reviewing service levels to ensure we are efficiently managing core services, improving as a team and planning for the future

F. Fostering a Vibrant Downtown Core

- Supporting a vibrant community with housing options and business opportunities, and community health and safety, particularly in our downtown core
- Considering an active network including, walkability, streetscapes, beautification and connection to neighbourhoods outside the downtown village area
- Cooperating with community partners

FINANCIAL IMPLICATIONS

Farmers' Markets in BC have shown substantial economic and social benefits. According to a 2023 study (see attached) the Sechelt Farmers' and Artisans' Market attracts nearly 50,000 shoppers each year and generates an annual economic impact of \$3.2 million on the local economy. The BC Association of Farmers' Markets reported that in 2023, \$36,618 worth of produce and meat were purchased at the Sechelt Market with coupons from the "BC Farmers Markets Nutrition Coupon." The Nutrition Coupon Program provides farmers' market coupons to lower-income families, pregnant people and seniors and can be used to purchase vegetables, fruits, nuts, eggs, dairy, herbs, plants, honey, meat, and fish.

Staff recommend that the one-year Agreement rate change from \$2,500/year to \$150/year. This is based on \$5/day non-profit special event permit fee. If the Market were to be charged at the commercial special event fee, the rate would increase to \$100/day (\$3,000/season).

In addition to the annual fee of \$150, staff are recommending the market pay a \$250 damage deposit and a \$50/day (\$1,500/season) fee for electricity use. This would ensure the fees charged to the Market are consistent with those charged to other non-profit special events held in Sechelt.

Staff labour costs are anticipated to decrease under the one-year agreement. Instead of staff dropping off and picking up traffic barricades weekly, they will lend a set of barricades to the Market for the entire 2025 season.

Staff will provide the Market with specifications for the required surge-protecting power strip and the maximum number and type of electrical items that can be connected onsite. This should resolve the electrical issues experienced in 2024, thereby eliminating emergency and overtime staff callouts. The Market would be responsible for the cost of any repair or replacement of equipment, infrastructure or other damage that results from Market activities, including the replacement or repair of electrical breakers and wiring in the event that breakers are tripped.

A bear-proof garbage receptacle will be reinstalled on Cowrie St in the Market area for the 2025 Season. The District already owns this receptacle, and a cement pad is already in place allowing for ease of installation. The intended use of this receptacle will be for any waste the Market patrons may need to dispose of (coffee cups etc.). Market vendors will continue to be responsible for taking any of their own waste with them at the end of the day.

There will be some administrative staff time dedicated to assisting the market in finding a new location for the 2026 season.

COMMUNICATIONS

Any decision of Council regarding the Agreement will be communicated to the board of the Farmers' Market directly via email. All third parties who shared comments and concerns directly with staff in advance of this report (e.g. Sunshine Coast Transit, Trail Bay Mall, SCACL, Sechelt Fire Dept.) will be provided with a written update via email. As well, a news release will be shared via District social media pages to notify the public of the decision.

Respectfully submitted,
Siobhán Smith, MA
Manager of Community Services

Attachments:

- 1. Proposed 1-year Agreement
- 2. Location map of 2025 Market
- 3. Draft layout of Market on Inlet Ave.
- 4. 2023 BC Farmers' Market Economic Impact Study
- 5. Council Correspondence 2025-01-30 J. Byrnes, SFAM Lease Renewal

LETTER OF AGREEMENT

THIS AGREEMENT is dated for reference the day of	, 20
BETWEEN:	
THE CORPORATION OF THE DISTRICT OF SECHELT, 2nd Floor,	
5797 Cowrie Street, P.O. Box 129, Sechelt, British Columbia VON 3A0 (the "District of Sechelt")	
AND:	
SECHELT FARMERS AND ARTISANS' MARKET,	
Street Address	
Sechelt, BC	

The Sechelt Farmers and Artisans' Market has permission to occupy the area as shown in Schedule A (the Area).

NOW THEREFORE THIS AGREEMENT WITNESSETH:

1. DEMISE AND TERM

a) Demise

(the "Market")

In consideration of the rents, covenants, agreements and conditions herein to be paid, performed and observed by the Market, the District of Sechelt does hereby demise and rent to the Market the Property and the Market does hereby accept the demise and rent of the Property, all subject to the covenants, conditions and agreements herein contained.

b) Term

Subject to this Agreement, the Market shall have and hold the Property for a one (1) year term commencing on the 1st day of April, 2025 to and including the 31st day of October, 2025.

c) Renewal

The District of Sechelt will consider renewing this Lease for a further three (3) year term upon receipt of a written request to do so from the Market at least ninety (90) days prior to expiry of the term.

2. USE AND OCCUPANCY OF THE AREA

a) The District of Sechelt will:

- i. Provide barricades in sufficient quantity to permit the closure of the area to vehicular traffic on Cowrie Street, between Ocean Avenue and Shorncliffe Avenue, as outlined in Schedule A:
- ii. Ensure the public washrooms, located in the lower level of the Municipal Hall building, remain open from 8:00 a.m. to 2:30 p.m. every Saturday, between April 1st and October 31st of each year;

- iii. Provide access to potable water and electricity. The actual number and location of taps and electrical outlets will be determined by the availability of such services in the area defined in Schedule A; and
- iv. Install a garbage receptacle within the area in Schedule A.

b) The Sechelt Farmers and Artisans' Market will:

- Accept and maintain adequate insurance as defined in section 5 of this agreement;
- ii. Maintain an active membership in the BC Farmers' Market Association;
- iii. Acquire a valid Business Licence from the District of Sechelt;
- iv. Acquire the necessary Health Permit from the appropriate health authority;
- v. Follow the BC Centre for Disease Control guidelines for Temporary Food Markets; and
- vi. Leave the area free of any debris or temporary structures.

c) Signs

The Market will not erect, paint, display, place, affix or maintain or permit to be erected, painted, displayed, placed affixed or maintained any sign, decoration, picture, lettering, symbol or notice of any nature or kind whatsoever (herein called the "Signs") on the Property without first obtaining the District of Sechelt's written consent, such consent not to be unreasonably withheld. The Market, at its cost, will acquire all requisite statutory permits which may be required to erect or maintain any such approved Signs. The Market will cause any Signs to be maintained in a proper state of repair and will indemnify and save harmless the District of Sechelt from all personal injuries or property damage or loss to any person caused by the existence of any such Sign.

d) Condition of Lands and Premises

The Market will not permit the Property to become untidy or unsightly and will not permit waste or refuse to accumulate therein.

Should the Market's activities result in call outs to the District of Sechelt for any repair to or replacement of equipment, infrastructure or other damage, including but not limited to replacement or repair of electrical breakers and wiring, the Market shall pay the full cost of any District staff time, contractor invoices, equipment and materials required to restore the item, in accordance with District of Sechelt Fees and Charges Bylaw No. 575, 2019.

e) Not to affect Insurance

The Market will not do, or omit to do, or permit to be done, or omitted to be done in the Lands and Premises anything which would directly or indirectly cause the District of Sechelt's premiums for liability insurance to be increased. If any insurance premium is thereby increased the Market will pay to the District of Sechelt the amount by which the insurance premiums are so increased. The Market will not store or permit to be stored upon the Lands and Premises anything of a dangerous, inflammable or explosive nature (other than normal household products) or anything which would have the effect of increasing the District of Sechelt's insurance premiums or which would render void or voidable, or which may conflict with, the requirements of any policy or policies of insurance whereby the Premises are insured, including any regulations of fire insurance underwriters applicable to such policy or policies of insurance.

If any insurance policy is cancelled or threatened to be cancelled by an insurer by reason of the use and occupation of the Property by the Market or by an assignee, sub-Market or anyone permitted by the Market to be on the Property then the District of Sechelt, at its option, may, subject to compliance with Article 6.2, terminate this Lease upon 90 days' written notice to the Market and thereupon rental fees and outstanding utilities fees will be apportioned and paid in full to the date of expiration of such notice and the Market will immediately deliver up vacant possession of the Property to the District of Sechelt and the District of Sechelt may re-enter and take possession of same and, at its option and at the expense of the Market, may rectify the situation causing such cancellation.

The District of Sechelt, by its representatives, may at any time enter upon the Property to remove any article or remedy any condition which, in the reasonable opinion of the District of Sechelt, would be likely to lead to a cancellation of any insurance policy. Such entry by the District of Sechelt will not be deemed to be a re-entry or a trespass.

3. RENT AND UTILITIES

a) Rent

The Market shall pay to the District of Sechelt rent in the amount of \$150.00 per year, due and payable on the 1st day of April, 2025.

b) Utilities

Access to water and electricity will be provided by the District of Sechelt. The Market will pay a fee of \$50/day for use of electrical.

4. COVENANTS

The Market shall, during the term of this Agreement, maintain and preserve the Property in good order and shall operate and maintain the same in a diligent and workmanlike manner.

a) Improvements

No improvements whatsoever shall take place on the Property without the express authorization of the District of Sechelt. Any improvements made to the area must be of a temporary nature including buildings or structures.

b) Encumbrances

The Market shall not mortgage, charge or otherwise encumber its interest in the Land.

c) Assignment

The Market shall not sublease, assign mortgage or transfer this Agreement except with the written consent of the District of Sechelt.

d) Indemnity

The Market shall indemnify and save harmless the District of Sechelt from and against all losses, claims, damages, actions, causes of action, costs and expenses whatsoever that the District of Sechelt may sustain, incur, suffer or be put to by reason of the use or occupancy of the Land by the Market.

e) Compliance with Regulations

The Market shall in the improvement, operation and/or maintenance of the Area comply with all Municipal, Provincial and Federal legislation relating thereto.

f) District of Sechelt's Conveyance

Should the District of Sechelt conveyor assign or otherwise divest itself of its interest in the Lands and Premises, it will be relieved of all obligations under this Lease from and

after the effective date of such conveying, assigning or divesting, save and except for the obligation to account to the Market for any monies due and payable to the Market by the District of Sechelt pursuant to this Lease up until the date of such conveyance, assignment or divestiture

5. INSURANCE AND SECURITY

- a) The Market shall, during the Term of this Agreement, carry commercial comprehensive liability insurance protecting the District of Sechelt as an additional insured in an amount of not less than Five Million Dollars (\$5,000,000) covering each individual occurrence or accident. A copy of proof of insurance shall be provided to the District of Sechelt at the beginning of each year of this Agreement.
- b) The Market shall pay a one-time \$250 damage deposit for the use of the site and traffic barricades.

6. TERMINATION

a) Default

Should the Market default in any of the covenants herein contained to be performed by the Market then and in that event, the District of Sechelt may terminate this Agreement and retake possession of the Land should the Market fail to rectify such default within ten (10) days of being given notice to do so.

b) Notices

This Agreement may be terminated by either party at any time by giving not less than ninety (90) days written notice to the District of Sechelt at the address first set out in this Agreement and if to the Market at the address as first set out in this Agreement. Any notice required to be given under this Agreement shall be conclusively deemed to be given or delivered to and received by the addressee if delivered personally on the date of such personal delivery or if mailed on the fourth business day after the mailing of the same in British Columbia by pre-paid post. Either party may, from time to time, advise the other by notice in writing of any change of address of the party, giving such notice and from and after the giving of such address specified therein this shall, for the purpose of this paragraph, be conclusively deemed to be the address of the party giving such notice.

7. ENTIRE AGREEMENT

This Agreement shall be deemed to constitute the entire Agreement between the District of Sechelt and the Market with respect to the matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by either party to this Agreement.

8. MISCELLANEOUS

a) Headings

The headings appearing in this agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.

b) Gender

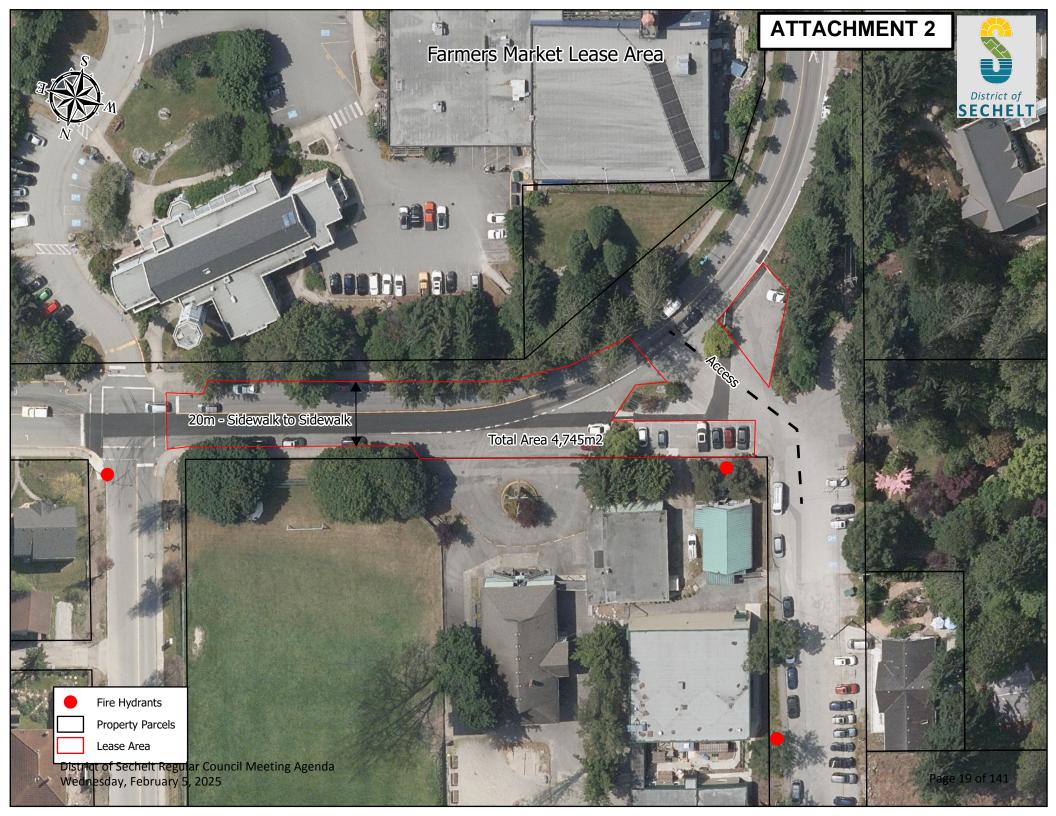
Words in the singular will include the plural and words in the plural will include the singular and words in the masculine gender will include feminine and neutral genders and vice versa where the context so requires.

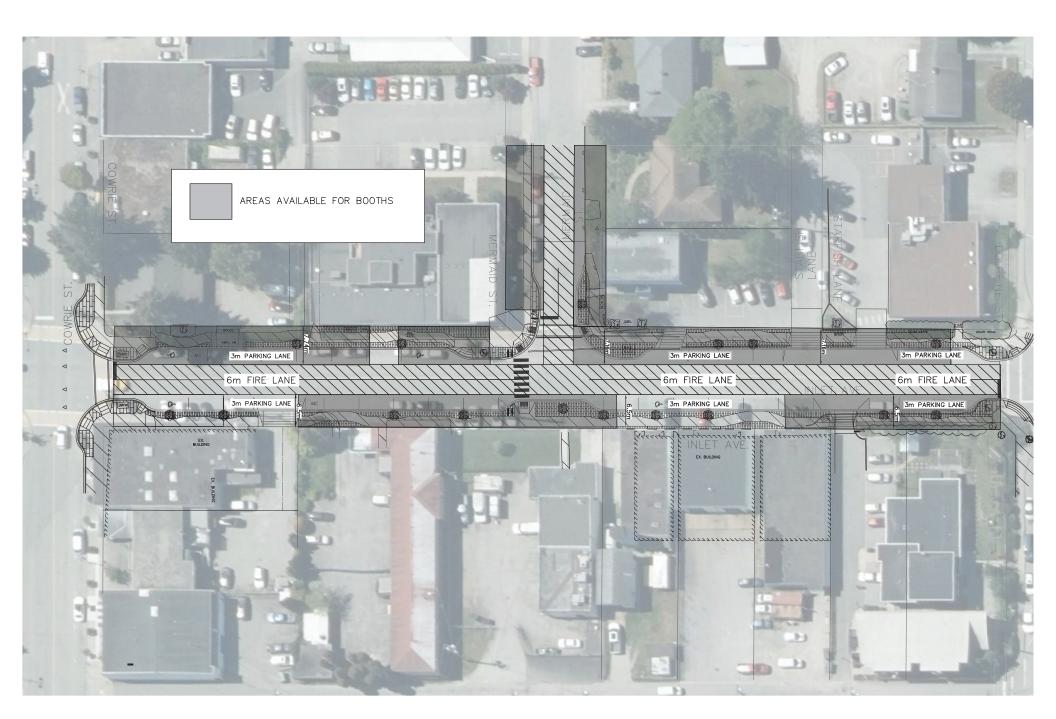
c) Inuring Effect

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors and assigns.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED and SEALED on behalf of the DISTRICT OF SECHELT by:)))
Authorized Signatory)))))
Authorized Signatory	
SIGNED on behalf of the SECHELT FARMERS' AND ARTISANS' MARKET) by its authorized signatories:))) Witness Signature
Authorized Signatory)) Witness Name (Please print)
Authorized Signatory)) Witness Address





2023 BC Farmers' Market Economic Impact Study FINAL REPORT

Sechelt Farmers' and Artisans' Market Sechelt, British Columbia

This project was completed by:

BC Association of Farmers' Markets (BCAFM)

in collaboration with:

University of Northern British Columbia (UNBC)

December 23, 2023

Prepared by:

David J. Connell, PhD RPP MCIP Chloe Brogan, Project Manager Kate Poirier, Project Coordinator Mandy Drescher, Research Associate

PROJECT SUPPORTERS:







SUMMARY

The BC Association of Farmers' Markets (BCAFM), in collaboration with Dr. David Connell of the University of Northern British Columbia (UNBC), completed a large, province-wide study in 2023 to measure the economic impacts¹ of farmers markets in BC. The results of this project show that farmers markets in BC have grown over the past decade, despite unprecedented social, political, and economic challenges, including the COVID-19 global pandemic.

Quantifying the economic contributions of farmers markets encourages long-term support for local BC agriculture and food sectors, along with the thousands of farm and food businesses who sell at farmers markets across BC. Furthermore, this study demonstrates the role of farmers markets as integral low-barrier, direct sales channels for local BC producers and shoppers to connect, while showing us their essential role in local food security and food systems.

The **2023 BC Farmers' Market Economic Impact Study** builds upon the success of similar projects completed in 2012 and 2006, which were also led by BCAFM and Dr. David Connell. By using comparable methods, we are able to assess changes over time. This study measures market spending and spending at neighbouring local businesses, both of which contribute to the economic impact of farmers markets in BC. In total, 70 farmers market assessments were completed across the province between May and September, 2023. This final report presents the findings from the assessment completed for the Sechelt Farmers' and Artisans' Market on Saturday, July 22nd, 2023. Additionally, this report includes partial results from the provincial analyses of BCAFM member markets. A full profile of provincial results is available in the BC final report.

2023 Study Highlights for the Sechelt Farmers' and Artisans' Market:

- Annual economic impact² on the local economy: \$3.2 million
- Annual direct sales: \$2.1 million
 - Average shopper spending per market visit: \$42.77
- Over 65,600 visits and 49,200 shoppers annually
- 43% of study participants self-identified as tourists or day-trippers
- 37% of the survey respondents visit the farmers market either regularly (almost weekly) or frequently (2-3 times per month)
- Shopper spending at other local neighbouring businesses: \$2.8 million
 - 89% of study participants said that they would spend \$63.34 each shopping or eating at other local neighbouring businesses

¹ This study measures the economic benefits of farmers markets. The BC Association of Farmers' Markets chose to use the term "impacts" because of its common use in media communications and its greater recognition by members of the public.

² This is a measure of the "ripple effect" for every dollar spent at farmers markets, including monies vendors spend on inputs for the products sold.

The Sechelt Farmers' and Artisans' Market

Market Website: http://www.secheltmarket.com/

Rain or shine, the largest outdoor market on the Sunshine Coast.

With vendors on hand from April through October, the Sechelt Farmers' and Artisans' Market proudly stands as the largest outdoor market on the Sunshine Coast – rain or shine.

The focus has remained on hyper-local food and art ever since a handful of local farmers and artists began this market more than 25 years ago. Because of this, food producers from throughout the Sechelt Peninsula have proudly called this market home ever since. Supplying the community with garden-fresh produce, fresh seafood, craft beer, baked goods, fresh-cut flowers, and artisan crafts every Saturday morning. The Sechelt Farmers' & Artisans Market has become an integral part of the Sechelt's summer social calendar.

The market respectfully acknowledges that the land they gather on is the unceded, traditional territory of the Shíshálh Nation.

Availability: April 1 – October 28, 2023

Saturdays, 9:00am - 2:30pm

Vendors: 55

Location: Downtown Sechelt at Cowrie and Ocean Street

5797 Cowrie St. Sechelt, BC

Contact Info: John Byrnes, Board Executive

farmmanagersechelt@gmail.com

RESEARCH METHOD

Using methods based on the Rapid Market Assessment technique developed by Oregon State University³, individual market assessments included interactive dot surveys, crowd counts, and one-on-one interviews with both market shoppers and nearby businesses. These are the same methods used for the BC study in 2012 and 2006.

Dot Survey

The dot survey method engaged consumers in friendly interaction through multiplechoice questions posted in large print on paper pads at eye level. This approach has a high response rate, thereby increasing both validity and accuracy.

The colours of dot survey stickers were random, except for yellow stickers which were reserved for tourists and/or day-trippers to the market. Participants were asked: "Are you a tourist or day-tripper?". The following definitions were provided to research associates to assist in communicating with participants:

A tourist is someone who is doing overnight stays in the area or region. A daytripper is someone from the area or region who made a special trip into town for the day. Special trip is not something they usually do.

Picture 1 is an example of an average dot survey set-up on-site at participating markets.

Picture 1.

Dot Survey Market Set-up



³ Brewer, L., Lev, L., & Stephenson, G. (2008). *Tools for Rapid Market Assessments*. Oregon State University. https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/sr1088.pdf

The set of questions used for the survey (Box 1) were developed in two parts. The first four questions were developed by the research team and were asked at all farmers markets participating in the project. The consistency provided by asking the same questions at all markets is necessary to complete the provincial analysis. Each participating market developed the fifth question to collect data that are relevant to making effective changes and improvements to the local market.

Box 1.

Dot Survey Questions

- 1. How much have you spent, or do you plan to spend, at the market today?
- 2. How often do you come to this farmers market?
- 3. If you plan to do additional shopping or eating while in this area of town today, how much do you plan to spend?
- 4. When did you start shopping at this market?
- 5. What was your primary reason for visiting downtown Sechelt today?

Crowd Count

During a ten-minute period of each hour a market is open, members of the assessment team and market volunteers stood at each major entry point to the market and counted people entering. The total number of attendees is estimated from these systematic counts using an established formula of multiplying the actual counts by six to determine estimated hourly attendance.

Shopper Surveys

At each market, a small sample of customers was asked to participate in a short interview. People were asked about where they shop, factors they consider when buying food, how long they spend at the market, and how they spend their time when at the market. Customers were also asked if they shop at other businesses on the same day that they visit the farmers market.

Given the small sample size collected at each market, only results aggregated at the provincial level are shown. The information collected from shoppers builds upon the dot survey data, providing additional insights into market customers. Together, the dot survey and the more detailed shopper surveys improve our understanding of what makes farmers markets successful and how they contribute to the local area, in terms of both economic and social impacts.

Local Neighbouring Business Surveys

Neighbouring businesses located near assessed farmers markets were surveyed to assess the influence of the market on neighbouring businesses and to explore the nature of the relationship. Surveys were not completed at farmers markets that did not have other businesses located nearby. The business information helps to understand the relationship between farmers markets and local, neighbouring businesses generally. Given the small sample size collected at each market, only results aggregated at the provincial level are shown. Local neighbouring business survey results can be found in the provincial final report.

Tourist & Day-tripper Analysis

Tourist and day-tripper averages referenced in this report are based on markets, as opposed to shoppers. The regional averages in this report rely on the percentages of locals and tourists/day-trippers for each assessed market and markets are weighed equally. The results would differ if averages were calculated proportionate to the number of shoppers.

Research Associates

A team of six research associates, located in different regions, were hired to conduct on-site market assessments across the province. Research associates, along with Dr. David Connell, Project Lead, the Project Manager, and Project Coordinator met inperson for training and a trial market assessment at the start of the project. Research associates were then responsible for implementing study methods consistently to the best of their ability at 70 market assessments in BC, with ongoing remote support from the study team.

Limitations

The goal of all researchers is to be as accurate and precise as possible. Inevitably, there are trade-offs when these aims compete with other goals. In this study, the project team chose to prioritize engaging as many shoppers as possible in our five-question dot survey. This approach helped to support relations between shoppers and the farmers markets, and with over 11,000 shoppers participating in the dot survey, we gained accuracy. On the other hand, the simple questions reduced our level of precision. The quality of our results was also affected by the diversity among markets, including factors such as: size of the market, physical characteristics of the market (e.g., flow of customers), how busy the market was on the day of the assessment, and weather conditions.

Differences among our research associates also contributed to different outcomes. For example, the question "Are you a tourist or day-tripper?" was not asked consistently with all participants at all market assessments. These and other factors affected levels of participation in the dot survey and one-on-one surveys in different markets.

RESULTS

This section reviews the results of the crowd count estimates and dot surveys, as well as provincial-level results from the shopper and business surveys.

Market Assessment

The weather on the day of the assessment was sunny, with a steady breeze. There were approximately 55 vendors present.

Crowd & Shopper Counts

The total estimated number of people attending the Sechelt Farmers' and Artisans' Market on July 22, 2023, was 2913.

When asked, vendors at the market said market attendance was average for that time in the season, as compared with past years.

The actual and extended counts for the assessment are shown in Table 1. The total estimated counts are also shown in Chart 1.

Table 1.

Estimated Crowd Count

Time Period	Count Period	Actual Count	Extended Total
1 st hour (9:00-10:00)	9:00 – 9:10am	57	342
2 nd hour (10:00-11:00)	10:00 – 10:10am	80	480
3 rd hour (11:00-12:00)	11:00- 11:10am	142	852
4 th hour (12:00-1:00)	12:00 – 12:10pm	109	654
5 th hour (1:00-2:00)	1:00 – 1:10pm	84	504
6 th hour (2:00-2:30) ⁴	2:00 – 2:10pm	27	81 ⁵
Estimated total crowd count on July 22, 2023			2913

⁴ To account for a half an hour in the sixth time period the actual count was multiplied by three instead of six.

Chart 1 shows the estimated crowd totals for each hour. Market attendance steadily builds over the first two hours, peaking between 11am and noon. Attendance then steadily declines throughout the afternoon, decreasing dramatically in the last half-hour.

Chart 1.

Crowd Counts by the Hour on Assessment Day

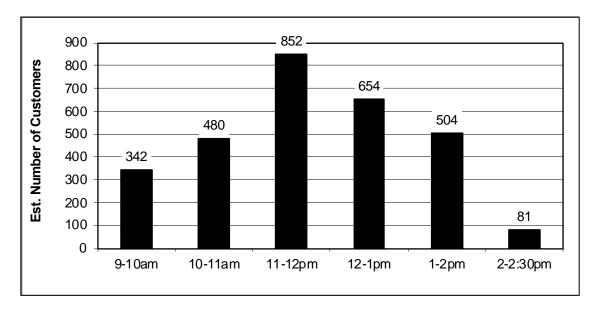
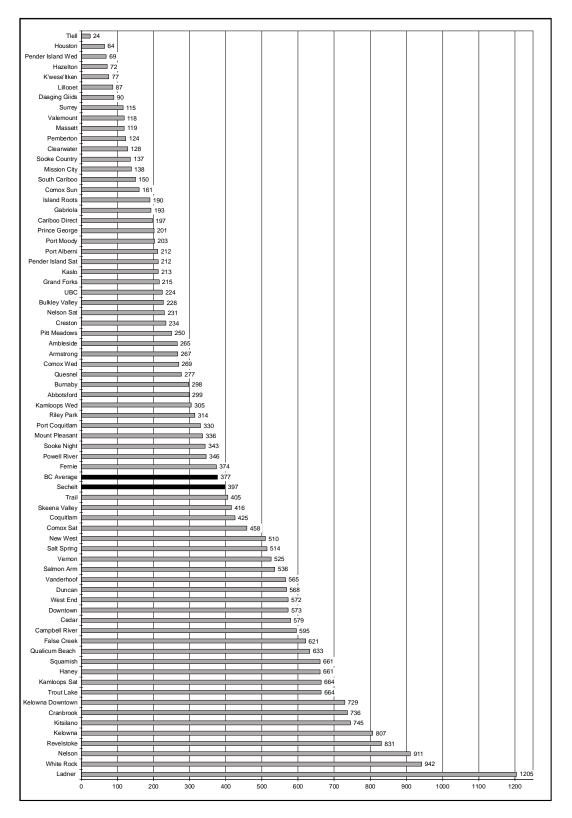


Chart 2 (next page) showcases the average number of shoppers per hour during peak market season at all assessed BCAFM member markets.

Chart 2.

Average Number of Shoppers per Hour in Peak Market Season



Dot Survey

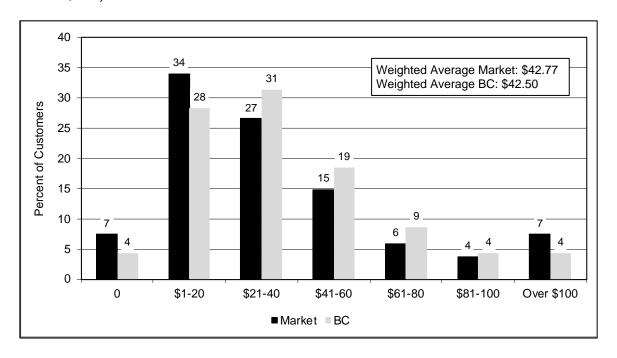
Approximately 187 people participated in the dot survey, which is about 6% of estimated total crowd counts for all of the market assessments. The following charts show the results for each of the dot survey questions.

Question 1. How much have you spent, or do you plan to spend, at the market today?

Overall, respondents spent an average⁶ of \$42.77 each on the day of assessment⁷, which is nearly on par with the provincial spending average of \$42.50 per market shopper. Over half the customers surveyed (61%) said they spent or would spend up to \$40 at the market that day. A small percentage of participants (7%) said they spent or planned to spend over \$100 at the market on the day of assessment.

Chart 3.

Average Market Spending (Sechelt Farmers' and Artisans' Market=188; BC=11,504)



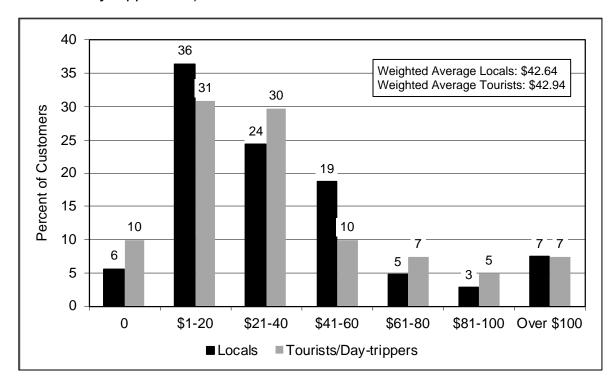
⁶ Experience Renewal Solutions, & Connell, D.J. (2009). *National Farmers' Market Impact Study*. Farmers' Markets Canada. https://www2.unbc.ca/sites/default/files/sections/david-connell/farmers-marketimpactstudy2009.pdf

⁷ The average spent per customer both at markets and adjacent businesses is weighted by category based on results of a national study of farmers markets completed in 2008.

Chart 4 shows spending differences between locals and those who self-identified as tourists or day-trippers. At the Sechelt Farmers' and Artisans' Market, about 43% of respondents self-identified as tourists or day-trippers. On average, locals and tourists or day-trippers spend the same amount at the Sechelt Farmers' and Artisans' Market. Locals spend an average of \$42.64 each and tourists/day-trippers spend an average of \$42.94 each at the market.

Chart 4.

Sechelt Farmers' and Artisans' Market Average Spending (Locals=107; Tourists/Day-trippers=81)

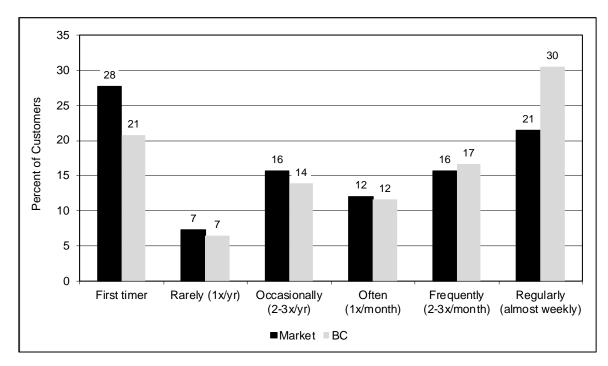


Question 2. How often do you come to this farmers market?

Chart 5 shows that 37% of survey respondents visit the market either frequently (2-3 times per month) or almost weekly. First-time visitors to Sechelt Farmers' and Artisans' Market accounted for 28% of participants, compared to a first-time provincial average of 21%. Chart 6 compares the frequency of visits of tourists/day-trippers to locals.

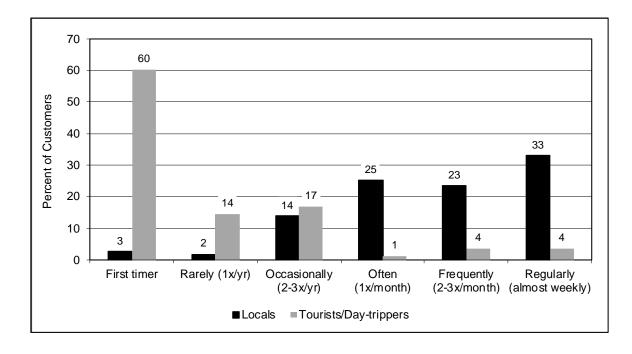
Chart 5.

Shopper Frequency (Sechelt Farmers' and Artisans' Market=191; BC=11,659)



Of survey respondents who identified as tourists or day-trippers to the Sechelt Farmers' and Artisans' Market, 60% were first-time visitors. Meanwhile, 56% of locals visit the market at least twice per month.

Chart 6
Shopper Frequency (Locals=115; Tourists/Day-trippers=83)

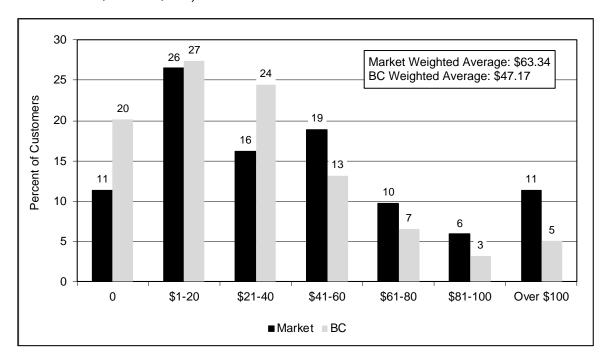


Question 3. If you plan to do additional shopping or eating while in this area of town today, how much do you plan to spend?

Chart 7 shows the range of additional spending by market customers on assessment day for the Sechelt Farmers' and Artisans' Market, with 89% of respondents saying they would spend an average of \$63.34 each doing additional shopping at neighbouring businesses⁸.

Chart 7.

Local Neighbouring Business Spending (Sechelt Farmers' and Artisans' Market=185; BC=11,244)

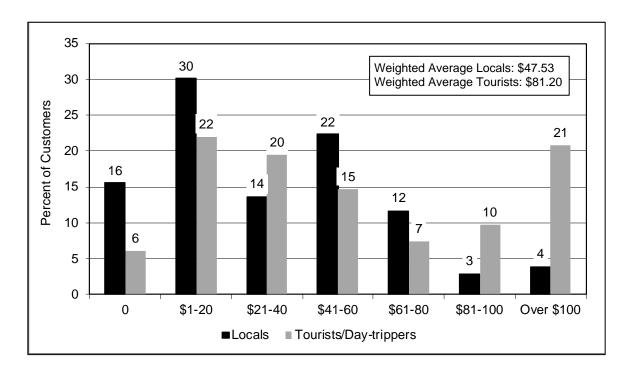


⁸ To some degree, study participants perspective influences the understanding of "neighbouring businesses". However, participants were given the additional context of businesses they are stopping at because they were also shopping at the farmers' market.

Chart 8 demonstrates different spending habits between locals and tourists or day-trippers in regard to shopping at neighbouring businesses. While 85% of locals indicated that they would shop at adjacent businesses, 94% of tourists and day-trippers also would. Average tourist and day-tripper spending was significantly higher than local spending at other businesses in the neighbourhood at \$81.20 compared to \$47.53 per local shopper.

Chart 8.

Local Neighbouring Business Spending (Locals=103; Tourists/Day-trippers=82)

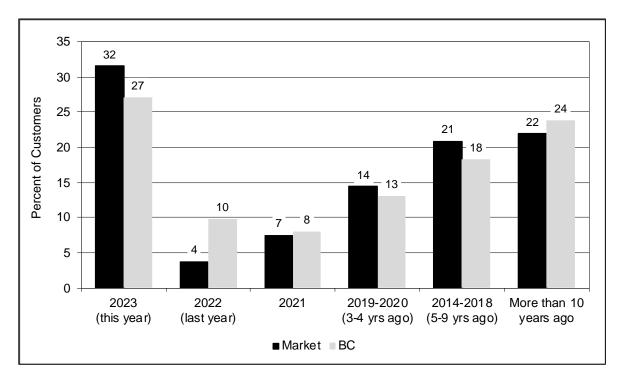


Question 4. When did you start shopping at this farmers market?

As shown in Chart 9, the Sechelt Farmers' and Artisans' Market has a good proportion of long-time, loyal customers. Nearly half of all customers surveyed (43%) have been coming to this market for five years or more, 22% of which have been attending for more than 10 years. In addition to the long-time regulars, there were also 32% of respondents who were first-year visitors to this market.

Chart 9.

Market Attendance (Sechelt Farmers' and Artisans' Market=187; BC=11,547)

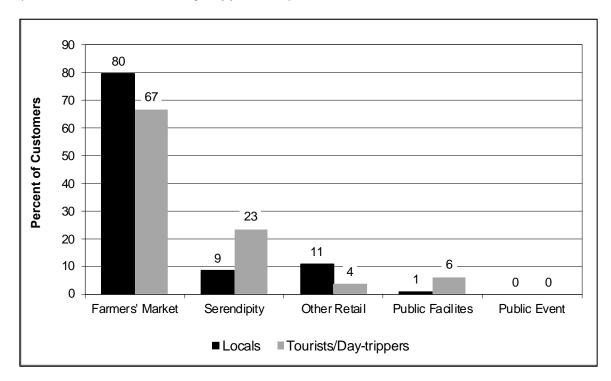


Question 5. What was your primary reason for visiting downtown Sechelt today?

As shown in Chart 10, for the majority of locals (80%) and tourists/day-trippers (67%) visiting the Farmers' and Artisans' Market was the main reason to go downtown Sechelt on the day of assessment.

Chart 10.

Market Question – What was your primary reason for visiting downtown Sechelt? (Locals=103; Tourists/day-trippers=81)



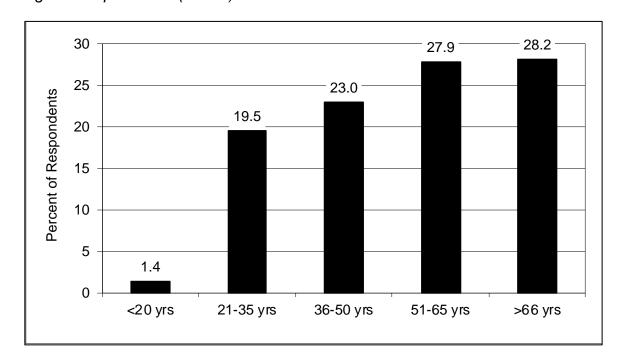
Shopper Surveys

A total of 373 interviews were completed at 70 markets in BC. The following charts show results of all the shoppers surveyed one-on-one across the province. When interpreting the results of these surveys, it should be noted that people who support the market most frequently are also more likely to agree to an interview. The over-representation of regular shoppers is demonstrated when we compare the respondents who reported shopping almost weekly, which was 30% of the dot survey participants, compared to 43% of shopper survey participants. It should be acknowledged that the following results represent only the market shoppers who were interviewed.

The results in Chart 11 show the age range of interview participants at assessed farmers market across BC. The majority of one-on-one interviews (56%) were conducted with market shoppers aged 51 and up.

Chart 11.

Age of Respondents. (n=348)



The household income of interview participants is shown in Chart 12. The results show that people from households with a range of incomes shop at BC's markets. However, one-quarter of participants fall within \$100,000-\$199,000 range.

Chart 12.

Household Income (2023=356)

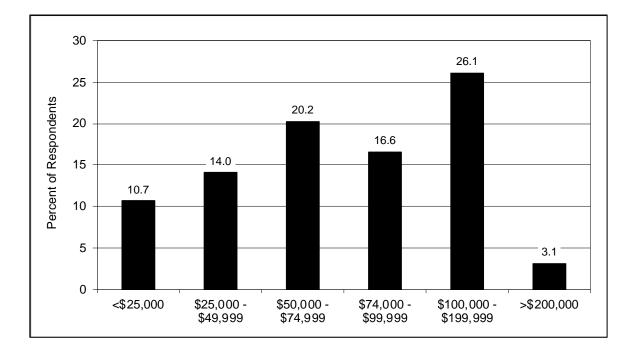
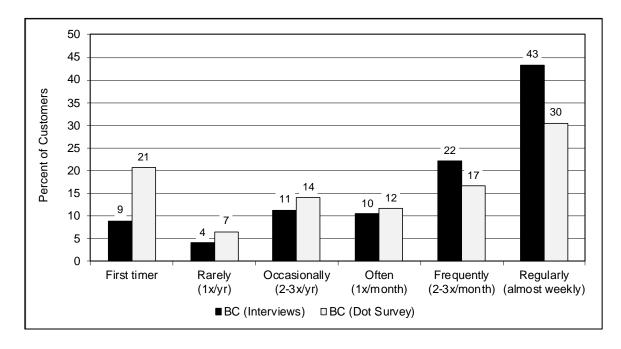


Chart 13 demonstrates the frequency of visits to farmers markets. As previously noted, the results do over-represent regular shoppers due to the nature of survey participation. The actual results are likely to reflect less frequent shopping behaviour, but are still relevant.

Chart 13.

Frequency of Visits to Farmers Markets (2023=372)



Shoppers were asked where and how often they buy groceries at other food retail outlets during the regular outdoor market season. Chart 14 shows where people bought their food in 2023.

Chart 14.

Where Shoppers Buy Groceries During the Outdoor Market Season (2023=347)

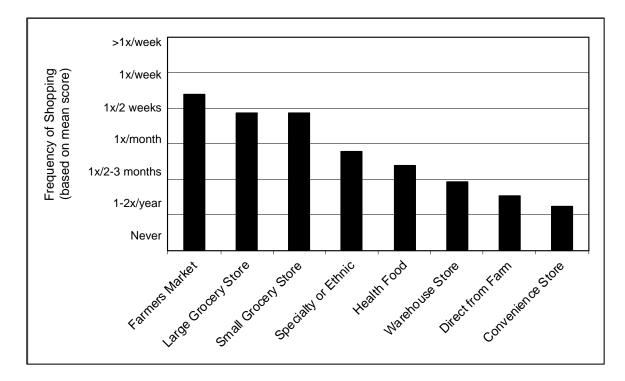
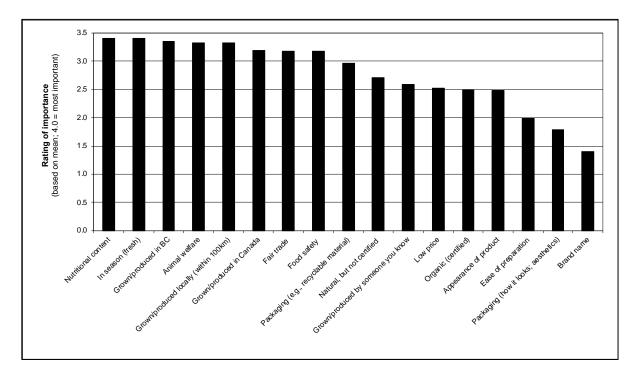


Chart 15 provides insight into shopping patterns and the factors customers consider when buying food. Generally, nutritional content and freshness are most important; however, local production and animal welfare are also important factors among interview participants.

Chart 15.

Factors People Consider when Buying Food (2012=286; 2023=363)



Shoppers were asked how much time they spend at the market during their visits and whether they spend any of that time talking with vendors and/or friends (Charts 16 and 17 respectively, next page)

Chart 16.

Length of Time Shoppers Spend at the Market (2023=370)

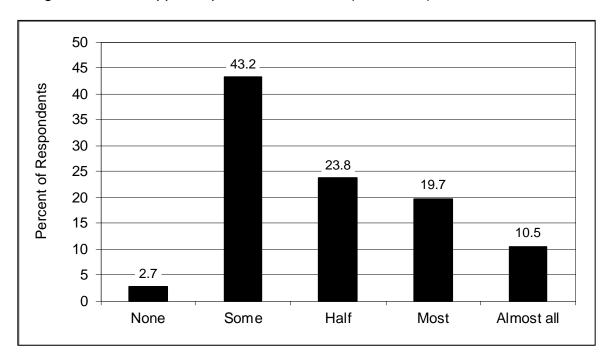
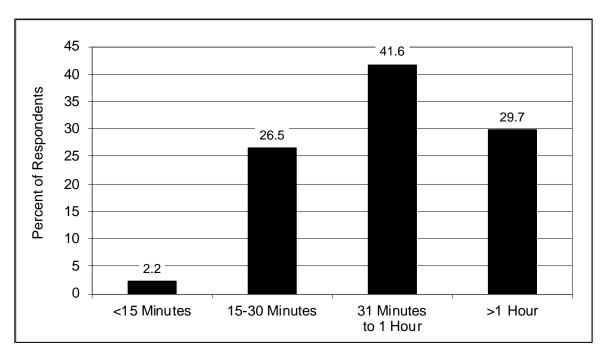


Chart 17.

Time Spent Talking with Others at the Market (2023=370)



The results of the above two questions are combined in Table 3 below. The shaded boxes highlight those people who spend at least half an hour at the market and at least half of that time talking with others (46%).

Table 3.

Time Spent at the Market Socializing (BC=370)

		How time is spent					
		None	Some	Half	Most	Almost All	Total
Time spent at market	<15 min.	1%	2%	0%	0%	0%	2%
	15-30 min.	1%	17%	5%	3%	1%	26%
	31 min. to 1 hr	1%	16%	15%	6%	3%	42%
	>1 hr	0%	8%	4%	11%	7%	30%
Total		3%	43%	24%	20%	11%	100%

Shoppers were asked to indicate the extent to which they agreed or disagreed with the following two statements: "prices at farmers markets provide good value" and "farmers markets are too expensive". The overwhelming majority of respondents (84%) agreed that farmers markets provide good value, with 55% of respondents disagreeing that farmers markets are too expensive. Charts 18 and 19 (next page) showcase these results.

Chart 18.

Prices at Farmers Markets Provide Good Value. (n=365)

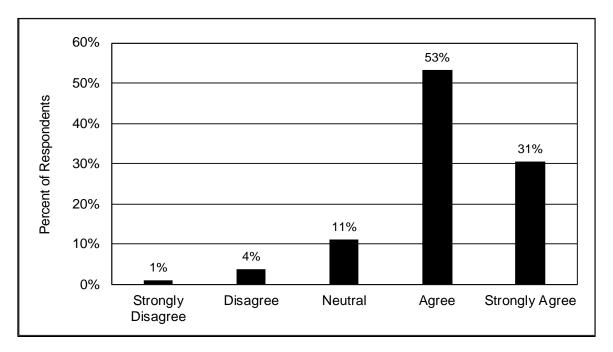
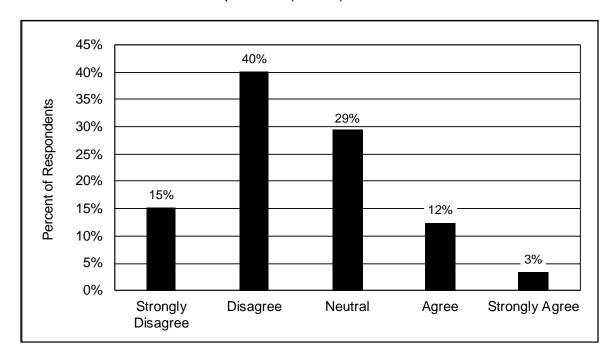


Chart 19.

Farmers Markets Are Too Expensive. (n=358)

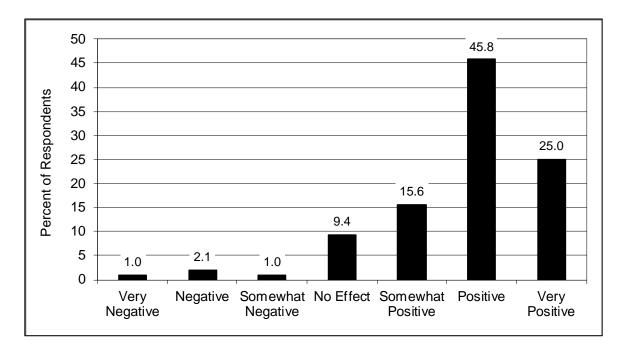


Business Surveys

Based on the availability of businesses for interviews, proximity to the market, and whether they are open on market days, we conducted 103 surveys with neighbouring businesses. Responses from adjacent businesses were overwhelmingly positive, as evident in Chart 20. Most respondents (86%) reported that their neighbouring farmers market has had a net positive effect on their businesses. One-quarter (25%) of businesses described the effect as "very positive".

Chart 20.

Effect of Market on Neighboring Businesses (2023=103)



ECONOMIC IMPACTS ASSESSMENT – SECHELT FARMERS' AND ARTISANS' MARKET

The information collected in this assessment enables us to measure the economic impacts of the Sechelt Farmers' and Artisans' Market.

Annual Direct Sales

The amount of money spent by market shoppers (referred to as direct sales) is an effective way to measure economic impacts of a farmers market. This impact is the measure of total annual sales of a farmers market. Annual sales are calculated as follows:

Average Expenditure by Shopper X Number of Spending by Shopper X Shoppers per Market Day⁹ X Number of Market Days by Shopper X Seasonal Factor¹¹

Sechelt Farmers' and Artisans' Market seasonally adjusted annual direct sales for 2023:

\$42.77 per shopper visit X 2185 spending customers X 31 (adjusted) sessions =

\$2.1 million

Multiplier Effect

Another measure of economic impacts of farmers markets is to measure the ripple effect of people spending dollars at the market: "If I spend \$1 at the market then how does this dollar benefit the local economy?". The ripple effect includes both the profit to the market vendor and the monies the vendor spent on inputs for the products sold at the market, such as: seeds, feed, tools, and ingredients.

In this study we measure revenues and account for the ripple effect using a multiplier of 1.5^{12,13} to calculate the economic impact. This multiplier means that for every dollar spent at the market, another \$0.50 was spent in the local economy.

⁹ The number of spending customers is 75% of the seasonally adjusted estimated crowd count for a peak market day.

¹⁰ Market days account for comparable hours and multiple locations, including winter and special dates, such as holiday markets.

¹¹ The seasonal factor accounts for varying sales and crowd levels during a market season and is based on data provided by the market manager and/or long-time vendors.

¹² Hughes, D.W., Brown, C., Miller, S., & McConnell, T. (2008) Evaluating the economic impact of farmers' markets using an opportunity cost framework. *Journal of Agricultural and Applied Economics, 40*(1), 253-265. <a href="https://www.cambridge.org/core/journals/journal-of-agricultural-and-applied-economics/article/abs/evaluating-the-economic-impact-of-farmers-markets-using-an-opportunity-cost-framework/E57B46247B82A049139B0FE6804234D8

¹³ Otto, D., & Varner, T. (2005). Consumers, vendors, and the economic importance of Iowa farmers' markets: An economic impact survey analysis. Ames, Iowa: Leopold Centre for Sustainable Agriculture. Retrieved from: https://dr.lib.iastate.edu/entities/publication/45ba02a3-1938-464b-81f0-24f7a4bd8d02

Using a multiplier of 1.5, the annual economic impact is approximately:

2023 Annual Economic Impact: \$3.2 million

This calculation means that the Sechelt Farmers' and Artisans' Market contributes an estimated \$3.2 million to the local economy each year. These monies benefit not only market vendors but also the local businesses that supply these vendors.

Community Impact

We can also assess the 'spillover' effect that the Sechelt Farmers' and Artisans' Market has on their neighbouring businesses. Based on dot survey results for question three, we can estimate the impact of market customers spending additional dollars at local, neighbouring businesses on the day of the market. Using the same formula for estimating sales, as above, the annual spending at neighbouring businesses is approximately:

2023 Annual Spending at Local Neighbouring Businesses: \$2.8 million

Acknowledgements

The BC Association of Farmers' Markets and the project team would like to thank the Sechelt Farmers' and Artisans' Market for participating in this study and for providing a team of volunteers to help conduct the assessment. The BCAFM gratefully acknowledges the financial assistance of BC Ministry of Agriculture and Food.

Finally, with the completion of this study, the BCAFM Membership and Communications team will ensure these important results and findings are shared far and wide with BCAFM members and a range of local, provincial, national, and global stakeholders.

Kerianne Poulsen

From: john byrnes

Sent: Thursday, January 30, 2025 9:08 AM

To: Council

Subject: SFAM Lease Renewal

CAUTION: This email originated from outside the organization. Use caution opening links or attachments.



I am writing with regards to the Sechelt Farmers' and Artisans' Market (SFAM) lease renewal consideration that will be on the agenda for Feb 5th.

I have been a member of the market for (about) 15 years. I have served on the SFAM Board of Directors for (about) 12 years, all but a couple as chair. I have worked closely with DoS over the years, including participating in the lease renewal process a number of times.

The staff I have worked with have been very supportive and helpful to the market at all times and I would say that if ever there were issues that arose it was very easy to resolve, in particular during COVID, when the staff worked with us to help keep the market open while many other markets and events throughout the province were shut down - some never to recover.

I have also worked with mayor(s), council(s) and staff over the years with regards to finding a new location for the market. That the market would one day have to move from Cowrie St has been well known. It appears on our AGM agenda of 2017, in Board meeting minutes, and has been discussed casually amongst members - particularly after it appeared in the DoS meeting minutes of (2022). Regarding the Inlet Ave discussions, the SFAM Board worked with DoS on details of the proposal and it was discussed at a Board meeting at the time as reflected in the agenda of the day. It should be accepted as general knowledge - that is not to say that all members or the public are aware of this, but certainly the SFAM Board was. I hope the public realizes the efforts DoS has made.

On DoS trying to find a suitable replacement location for the market, I know that staff continues to spend considerable time and effort. In particular I would like to thank the Mayors and Council members as well as all DoS staff for their efforts in this regard up to 2022 when I stepped down from the SFAM Board. You all had a role in making the Sechelt Farmers' and Artisans' Market the great event it has become.

Regards, John Byrnes



REQUEST FOR DECISION

TO: Council MEETING DATE: February 5, 2025

FROM: Andrew Allen, Director of Planning and Development

SUBJECT: Development Permit for 5750 Anchor Road

FILE NO: 3060-2022-25

RECOMMENDATION

That Development Permit 2022-25 be approved.

PURPOSE

Council has considered this application at two previous meetings; the applicant has not accepted the development permit that was approved for issuance by Council and requested an additional consideration. The issue relates to the request to cover the staircase, and it is now recommended to proceed without the cover.

The request to cover the staircase from the parking area up to the first unit and elevators was based on a recommendation from the Advisory Planning Commission, and staff determined the request fit within the general objectives and guidelines for the development permit area.

The previous recommendation was to increase comfort for future owners and provide weather protected access as part of a unique development. It would also add to the visual appeal of the building. However, it is not a critical element where its absence would prevent the proposal from meeting the objectives and guidelines of the development permit area. It also does not provide a vital life and safety feature. Future residents will be responsible for the care and maintenance of the staircase in adverse weather conditions.

OPTIONS

1. Council can choose to approve the DP 2022-25 based on APC advice for a cover over the staircase.

DISCUSSION



Figure 1 – Subject Property Location

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 decision point for Council is whether guidelines have sufficiently been achieved rather than approve or not approve of the housing development.

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.

POLICY AND BYLAW IMPLICATIONS

The proposed development is for two duplexes, stacked close together with a single shared access. Overall, the application meets the objectives and guidelines of Development Permit Areas No. 4, 5, and 8. Council directed staff to work with the applicant to resolve the question of elevator vs. stairs (covered or uncovered) and it appears the resolution to enable this application to proceed is to remove the requirement for covered stairs.

The following provides a summary of design options and Building Code challenges for Council consideration.

Applicant Proposal

The applicant proposes to install an elevator system to serve three out of four dwelling units, with the lowest dwelling unit served by the stairway that provides access to the elevators. The applicant's proposal does include the stairway (uncovered) continuing further to provide access to the other three dwelling units in order to meet BC Building Code requirements for egress.

BC Building Code Challenges

The BC Building Code will provide significant challenges for the applicant to work through in terms of the elevator design and capacity, and fire separation for the dwelling units.

Staircase:

In terms of the staircase, the BC Building Code does not require it to be covered. That is a condition coming out of the Development Permit application review. The stairway would need to be a minimum of 3 m away from the face of the building(s) and needs to comply with 3.4.3.2. and 3.4.6. (2024 BCBC). It is in the interest of the building occupants to keep the stairway in good repair and clear of snow and ice.

Elevators:

The BC Building Code as well as other Provincial regulations apply to elevator design. The elevators, as proposed, do not appear to be large enough to allow furniture etc. The design may change during building permit review, which could lead requiring minor amendments to an approved Development Permit. This is within the scope of the Director of Planning and Development's delegated authority to approve amendments.

Fire Separation:

Duplexes are typically side by side, however, in this case they are stacked on top of each other. The Building Code generally envisions the separation between buildings to be in that side-by-side configuration rather than stacked vertically. Fire wall considerations extend through the roof and exterior walls and beyond into the immediate space outside the building.

In this proposal, the prescriptive requirements of Division B of the Building Code for this configuration would consider the building a four-storey building with four dwelling units. For this proposal to be considered as two separate duplexes under the BC Building Code, a robust alternative solution would need to be proposed from a qualified Building Code Consultant. Alternative solutions are intended to meet the objectives, functional statements and intent of the prescriptive requirements of Division B of the Building Code. More work will be required between development permit and building permit.

SUSTAINABILITY PLAN IMPLICATIONS

- 1. Social Sustainability and Community Well Being
- 3. Environmental Sustainability
- 6. Sustainable Community Growth and Development

STRATEGIC PLAN IMPLICATIONS

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

COMMUNICATIONS

If Council approves the Development Permit, then it can be issued relatively quickly as the security has been paid.

Respectfully submitted,

Andrew Allen, Director of Planning and Development

Attachments:

1. Development Permit 2022-25



DEVELOPMENT PERMIT NO. 2022 – 25

1. This Development Permit is issued to:

1349123 BC Ltd.

9286 - 116th 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 007-255-705

Legal Description: Lot 21, Block 10, DL 304, Plan 17781

Addressed as: 5750 Anchor Road

- 5. The Property is located in a designated Development Permit Area:
 - (a) Development Permit Area #4
 - (b) Development Permit Area #5
 - (c) 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 two new duplexes, one of which includes an existing dwelling unit already on the property.
 - i. With an elevator to access the upper three units, constructing a stairway from the ground level all the way to the upper unit, providing access to all units including access to the elevator area and the lowest unit.

OR

- ii. With no elevator, constructing a stairway from the ground level all the way to the upper unit, providing access to all units.
- (b) Constructing an accessory building for solid waste management.



- (c) Creating a looped driveway access and associated parking areas.
 - i. Four parking spaces required.
 - ii. One Level 2 EV charger required.
 - iii. All spaces must be 2.5 m (width) by 6 m (length).
 - iv. No small car spaces allowed.
- (d) Installing landscaping improvements groundcover, shrubs, and trees.

CONDITIONS OF DEVELOPMENT PERMIT

- 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 Location Map.
 - (b) Attachment 2, which contains the Site Plan and Cross Section, prepared by Gregory Palamarz, of Panelex/Primex Industries, dated August 15, 2022 (Revised April 5, 2024).
 - (c) Attachment 3, which contains the elevations and renderings, prepared by Gregory Palamarz, of Panelex/Primex Industries, dated August 15, 2022 (Revised April 5, 2024, August/September 2024).
 - (d) Attachment 4, which contains the Geotechnical Hazard Assessment, prepared by Benjamin Smale, P.Eng., of Boundary Consulting Services Ltd., dated August 30, 2022 (BCS-0081).
 - (e) Attachment 5, which contains the Geotechnical Field Review, prepared by Micah Smith, P.Eng., of Boundary Consulting Services Ltd., dated March 22, 2024 (BCS-0081).



- (f) Attachment 6, which contains the Landscape Plan and Cost Estimate, prepared by Zale Design., dated July 5, 2024 (24-02).
 - a. All species should be drought tolerant and adhere to Fire Smart guidelines.
 - b. Irrigated lawns are not permitted.
 - c. Groundcover cannot be grass or sod, 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)
- 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 \$18,846 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 6, 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.
- (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 6 and Condition 1(f)(a c), 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 <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 www.sechelt.ca

Authorizing Resolution of Council:
Date of Resolution:
Date of Approval:
Date of Issue:
Authorizing Signature:
Andrew Allen
Director of Planning & Development

Attachment – 1

Attachment – 2

Attachment – 3

Attachment – 4

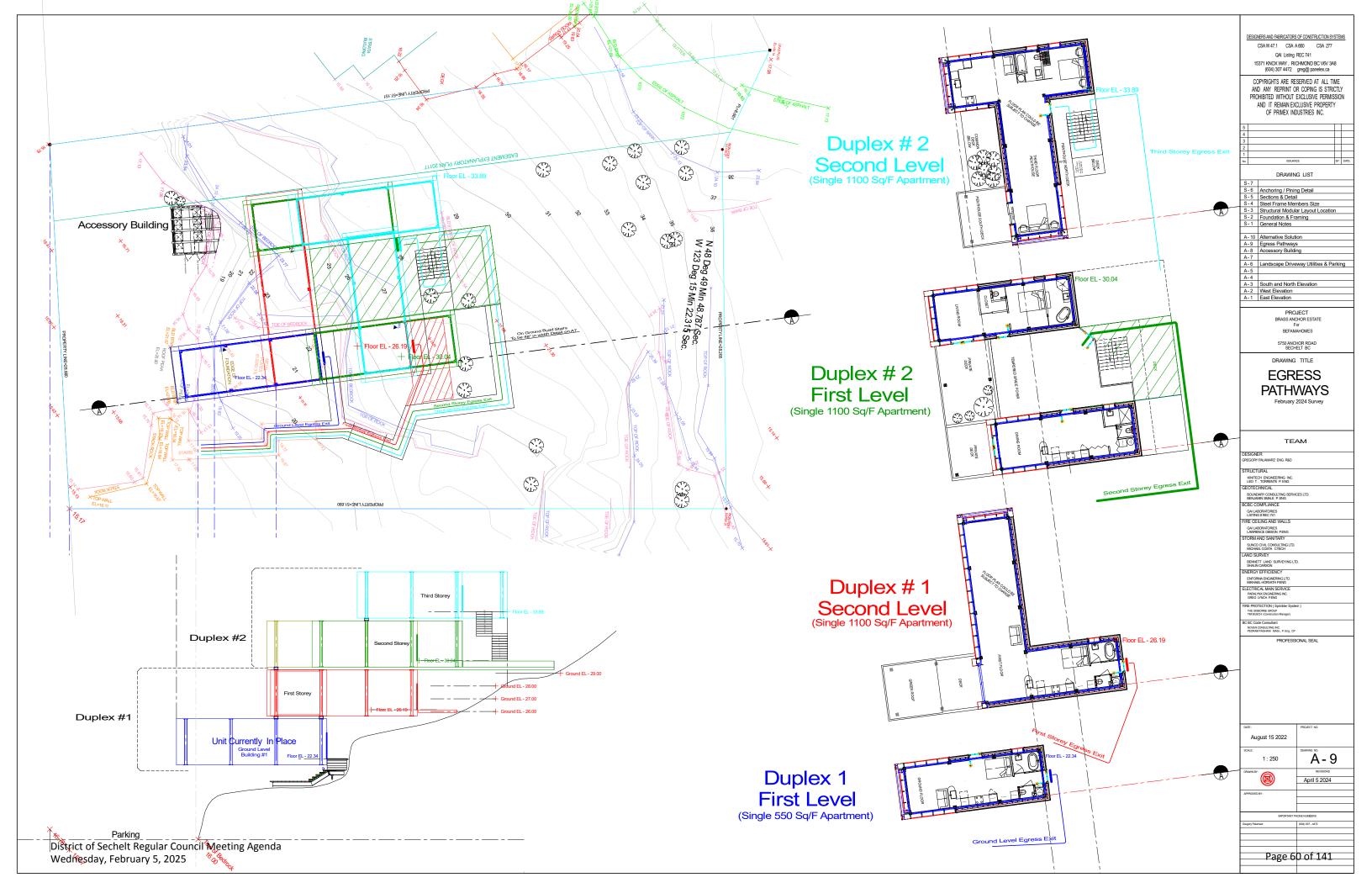
Attachment – 5

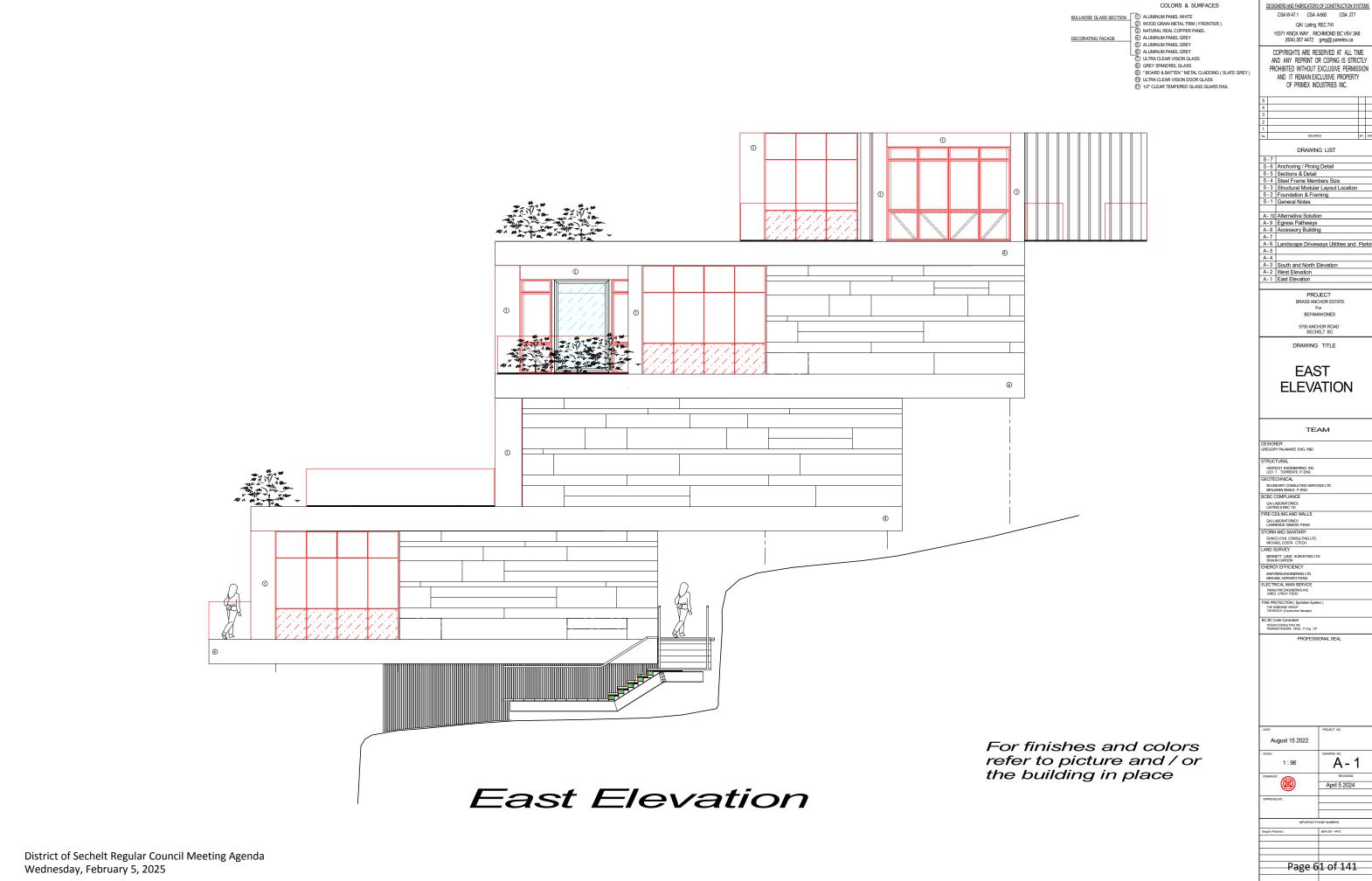
Attachment - 6



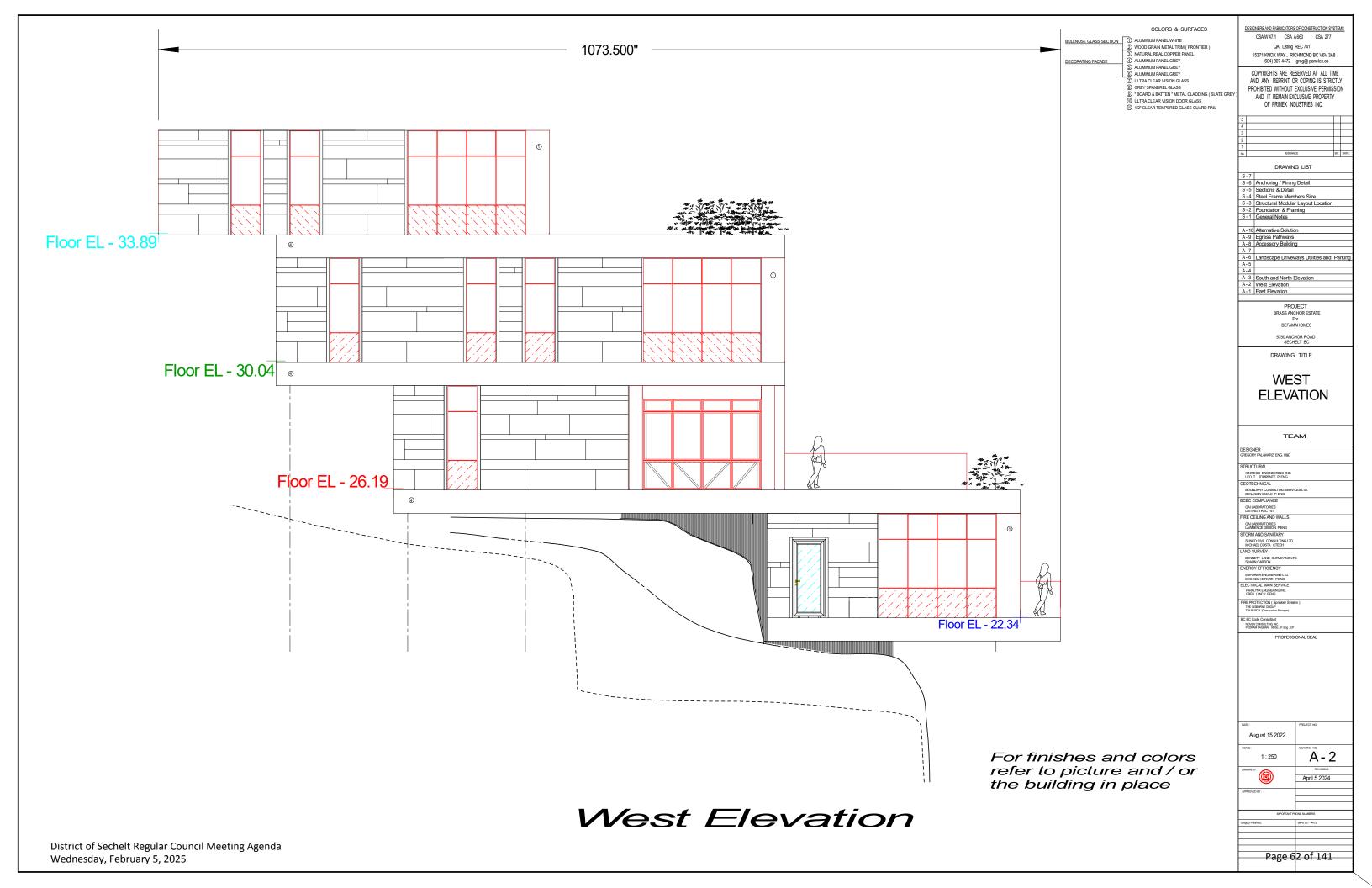
Attachment 1 Development Permit 2022-25

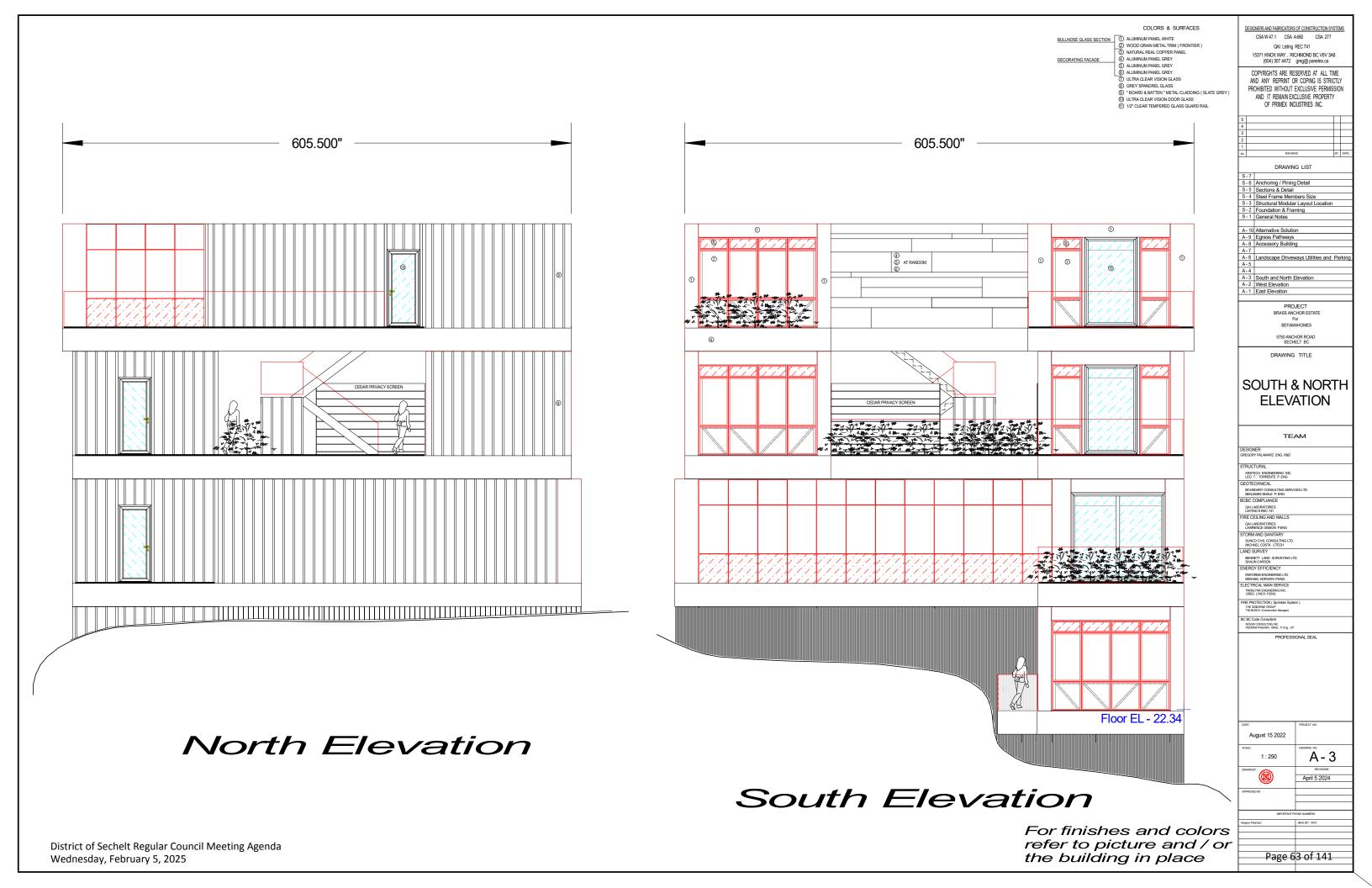
CIVIC: 5750 Anchor Road LEGAL: **Subject Property** LOT 21 DISTRICT LOT 304 PLAN VAP17781, PID 007-255-705 Mackenzie Marina Driveway Unnamed Unnamed Unnamed Unnamed Unnamed Wharf Ave Anchor Rd Unnomed C Unnamed Strata DW Surf Cir Surf Cir Lane Trail Ave PW/WWTP Rd 50 100 nMeters Page 59 of 141 Wednesday, February 5, 2025

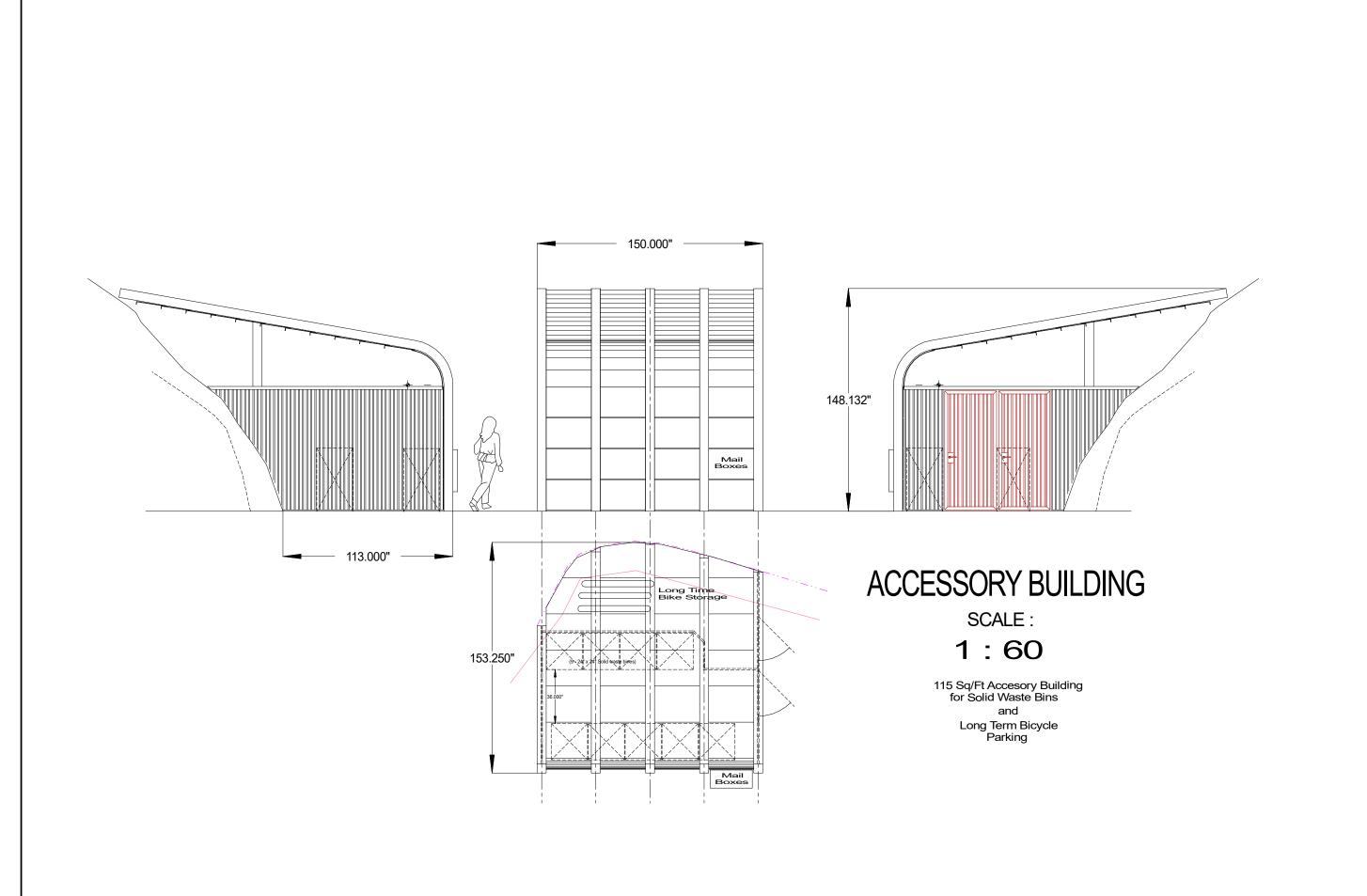












 $\underline{\text{DESIGNERS}} \, \text{AND} \, \, \text{FABRICATORS} \, \, \text{OF CONSTRUCTION} \, \, \text{SYSTEMS}$ CSAW 47.1 CSA A 660 CSA 277 QAI Listing REC 741

15371 KNOX WAY , RICHMOND BC V6V 3A8 (604) 307 4472 greg@ panelex.ca COPYRIGHTS ARE RESERVED AT ALL TIME AND ANY REPRINT OR COPING IS STRICTLY PROHIBITED WITHOUT EXCLUSIVE PERMISSION

AND IT REMAIN EXCLUSIVE PROPERTY

A- 10 Alternative Solution
A- 9 Egress Pathways
A- 8 Accessory Building

A-6 Landscape Driveways Utilities and Parkin

A-3 South and North Elevation
A-2 West Elevation
A-1 East Elevation

PROJECT

BEFAMAHOMES

DRAWING TITLE

ACCESSORY BUILDING

STRUCTURAL
KINITECH ENGINEERING INC.
LEO T. TORRENTE P. ENG

GEOTECHNICAL GEOTECHNICAL
BOUNDARY CONSULTING SERVICES LTD.
BENAMIN SMALE P. EMB
BCBC COMPLIANCE
OAI LABORATORIES
LISTING # REC 741
FIRE CEILING AND WALLS
OAI LABORATORIES
LIVMERUS GISSON PENO
STORM AND SANITARY

SUNCO CIVIL CONSULTING LTD MICHAEL COSTA CTECH LAND SURVEY

BENNETT LAND SURVEYING LTD. SHAUN CARSON

ENERGY EFFICIENCY
ENFORMA ENGINERING LTI
MIKHAEL HORVATH P.ENG

ELECTRICAL MAIN SERVICE PARALYNX ENGINERING INC. GREG LYNCH PENG

FIRE PROTECTION (Sprinkler Sys THE GISBORNE GROUP TIM BUSCH (Construction Manager)

BC BC Code Consultant NOVEN CONSULTING INC. PEDRAM FAGHANI MASo., P. Eng., CP

August 15 2022

A-8 1:60

April 5 2024

Page 64 of 141

District of Sechelt Regular Council Meeting Agenda Wednesday, February 5, 2025

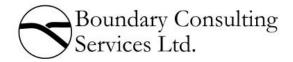












August 30, 2022 BCS-0081

Gregory Palamarz 1344128 B.C. Ltd. 1371 Knox Way Richmond, BC V6V 3A8

e. greg@panelex.ca | t. 604.307.4472

Re: GEOTECHNICAL HAZARD ASSESSMENT – MULTI-FAMILY RESIDENTIAL STRUCTURE 5750 Anchor Road, Sechelt, BC

INTRODUCTION

Boundary Consulting Services Ltd. (BCS) presents the following document summarizing the results of a recent geotechnical hazard assessment performed for a proposed multi-family residential structure on 5750 Anchor Road in Sechelt, BC. The intent of this document is to provide the Client (1344128 B.C. Ltd.) with the information required for design and permitting for the proposed structure.

SCOPE

The scope for this project included:

- 1. An initial site meeting with the Client's representative to review, conceptually, the Client's plans for development;
- 2. A surficial site reconnaissance to collect relevant information on lot layout, existing development, proposed development, topography, vegetation, surface water, access, and surficial soil/rock outcropping;
- 3. A subsurface assessment including test pitting in three locations on the lower bench of the lot where thicker soil deposits are present. This included general observation for geotechnical conditions. Sampling and testing were not required and were not conducted;
- 4. A background study to review any additional available information regarding topography, vegetation, geologic setting, seismicity, and stratigraphic progression, amongst others;
- 5. Qualitative hazard analysis to determine the potential for geotechnical hazard development that may impact the proposed development;
- 6. Quantitative hazard analysis where required to further define potential hazardous conditions that may impact the proposed development;



August 17, 2022 Project Number: BCS-0081

- 7. Geotechnical engineering analysis to determine the geotechnical engineering design parameters to provide the Client for structural design; and,
- 8. Preparing a report summarizing the above details for use by the Client in design and permitting.

METHODOLOGY

A BCS technical representative met with the Client onsite on January 7, 2022. During this site visit, the representative and the Client review the Client's plans for development.

A BCS technical representative returned to site on January 14, 2022 During this site visit, the representative excavated three test pits (location shown in Appendix B). No sampling or laboratory testing was performed during test pitting as it was not required for determination of geotechnical or geotechnical hazard parameters. The representative collected information on topography, lot layout, vegetation, surficial soil/rock outcropping, development layout, and other information relevant to geotechnical engineering.

BCS conducted a background study of the available information on and near the lot to supplement the information collected during site reconnaissance. This included reviewing topographic maps, geologic maps, zoning maps, water well databases, flood maps, and other information critical to geotechnical hazard review and/or geotechnical analysis.

BCS performed a qualitative analysis of hazards to provide a basic determination of what hazards the site may be subject to, and to determine if further analysis would be required for site specific hazard determination or building component design. The qualitative analysis was performed using methodology as described in the Engineers and Geoscientists of British Columbia (EGBC) *Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in BC* (EGBC, 2010). Quantitative analysis was considered, but not required for the small-scale rock features onsite.

BCS created this report to summarize the results of the above components. This report is structured to provide the Client with the geotechnical engineering information required for design. It is also structured to provide the Client with the information required to apply for a Development Permit (DP) at the Authority Having Jurisdiction (AHJ, the District of Sechelt). Specifically, this is intended to satisfy the predevelopment requirements for Development Permit Area (DPA) #3 – Marine Foreshore and Shoreline Areas and DPA #4 – Rocky Beach Front, Escarpments, and Slope Hazards.

LOT DESCRIPTION

The Lot that is the subject of this study is located at 5750 Anchor Road in Sechelt, BC (Lot 21, Block 10, District Lot 304, Plan VAP17781). The Lot is roughly rectangular with a frontage and depth of 29 m and 52 m, respectively. The Lot has an area of approximately 0.17 ha. It is bound on its western lot line with a strata development, on its eastern lot line by a vacant lot, on its northern lot line by a strata street, and

on its southern side by Anchor Road. The Lot's legal frontage currently exists on Anchor Road. Access to the Lot is provided either through its frontage or through its northern confluence with the strata road

August 17, 2022

Project Number: BCS-0081

(SCRD, 2022).

EXISTING DEVELOPMENT

The Lot does not contain any existing development. It has been previously cleared of vegetation and was partially levelled as part of site preparation work in early 2022.

PROPOSED DEVELOPMENT

The Client intends to construct a new multi-family residential structure on the Lot. The development will be constructed out of modular structural units. These units will be assembled on shallow pier foundations pinned directly to bedrock. The Client intends to proceed in a phased development and is currently

constructing one unit.

This report covers review of the first unit of the development – a detailed unit layout of the remaining units was not available at the time of this report. Each unit will require individual approval from a qualified geotechnical professional, which can be made in addendum to this report. The layout of the

first unit is provided in Appendix C of this report.

The Client intents to develop the Lot with minimal disturbance to the existing rock and soil structures onsite. The lower area of the site has been previously regraded, and the Client is intending this area eventually be developed into a parking lot or similar access. This component should be reviewed when presented (it has not been presented at the time of this report). The remaining units will be placed on pier foundations in a manner that agrees with existing site grade to minimize grading work. The proposed

work for this project does not include substantial grading or blasting (greater than 5 m³).

TOPOGRAPHY

The local topography of the Lot can be described as a benched bedrock surface landing in overburden at the base of site. This surface slopes from northwest downward southeast starting at 39 masl ending at 16 masl on a benched slope with an average gradient of 35%. There is not sufficient resolution on the aerial topographic imagery to describe each bench in detail. These benches extend from southeast to northwest each approximately 20 m wide x 5 m tall. The top two benches consist of bedrock. The bottom

bench consists of overburden soil (SCRD, 2022).

The global topography of the area around the Lot generally slopes from west downward east starting near 130 masl in West Sechelt extending to 17 masl near site with an overall gradient of 6%. Near site, the topography delineates into a small knoll. The Lot is situated on the slope of this knoll. The base of the site is near the base of the knoll, the crest of the site is near the crest of the knoll (SCRD, 2022).

Boundary Consulting Services Ltd. ©

Page 3 of 13

District of Sechelt Regular Council Meeting Agenda Wednesday, February 5, 2025

VEGETATION

The Lot has been cleared of the natural forest prevalent in the area. There is no established canopy remaining onsite. The remaining vegetation consists of a ground cover of mostly invasive species of herbs, forbs, and woody stemmed plants. Some of this vegetation was stripped and grubbed as part of the site visit described above. Vegetation provides no indication to geotechnical hazard and is not expected to effect geotechnical hazard conditions in an adverse manner.

SURFACE WATER/DRAINAGE

There was no surface water present at the time of the preliminary assessment site reconnaissance. There are no signs of defined surface water features that are a concern for geotechnical conditions.

SOIL AND ROCK

The subsurface investigation included excavation of three test pits. The location of these test pits is provided in the appended documents to this letter (Test Pit Location Map). The results of the test pit investigation indicated the following stratigraphy below site to the maximum excavation depth of 2.0 m:

Podzol/Organic Soil:

A PODZOL/ORGANIC SOIL horizon is present onsite between 0.0 mbgs and 0.3 mbgs. This material consists of sand, some gravel, some silt, some organics, brown to dark brown, non-plastic, non-dilatant, loose, mixed, bedded with rotting organics. This layer is a mixture of natural and non-natural deposits and is expected to vary in thickness throughout site. No laboratory testing was performed on this material. The material is not suitable for use as structural bearing and would not be preferable for use as road or access subgrade. Direction has been provided to the Client to either grub and dispose this material or to stockpile this material for later use.

Gravelly Sand:

A GRAVELLY SAND horizon is present onsite between 0.3 mbgs and 1.9 mbgs. This material consists of gravelly sand, trace cobble, trace boulder, trace silt, brown to light brown, non-plastic, non-dilatant, compact to dense, mixed. This layer is native in origin and varies in thickness throughout site with ground and rock profile. No laboratory testing was performed on this material. This material is suitable for use as structural bearing and would be suitable for use as road or access subgrade. Direction has been provided to the Client that this layer is suitable for bearing or reuse around site as structural fill, where clean.

August 17, 2022

Gravel:

A GRAVEL horizon was found in TP21-01 only at the very base of the test pit at 1.9 mbgs to 2.0 mbgs. This material consists of gravel, some sand, some cobble, trace boulder, trace silt, brown, non-plastic, non-dilatant, very dense, mixed. This layer is native in origin and cannot be reliably predicted for depth without further test pitting. No laboratory testing was performed on this material. This material is suitable for use as structural bearing and would be suitable for use as a road or access subgrade. The excavator refused in this layer, which is an indication that the profile is likely getting close to encountering rock. Direction has been provided to the client that this layer is suitable for bearing but not likely reuse as structural fill due to its boniness.

Granite:

GRANITE outcropping is present throughout site though was not encountered in the test pits excavated at the base of the middle bench. This rock is generally considered intact, very strong, massive, with closely gapped non-weathered discontinuities. The reviewer could not find any locations of recent bedrock calving, topple, or other instability events. A large pile of granite rubble exists at the eastern base of site, though this is expected to be remnant construction debris from a different project. The rock is considered suitable for structural bearing and would be suitable for use as road or access subgrade.

GROUNDWATER

No groundwater was encountered during the subsurface investigation. If groundwater is encountered during site preparation, it should be reviewed for importance by a qualified professional.

SEISMICITY

The current version of the BC Building Code (British Columbia Municipal Affairs and Housing, 2018) references data and information from the 2015 Earthquake Hazard Calculator (Government of Canada, 2022). The calculator uses site location and the earthquake monitoring database to determine the likely spectral responses to defined return seismic events. These values are provided in below, and in further detail in Appendix B.

Latitude: 49.482° N
Longitude: 123.760° W
Peak Ground Acceleration: 0.357g
Peak Ground Velocity: 0.548 m/s

Spectral Acc. Response Values: SA(0.2)=0.816g, SA(0.5)=0.736g, SA(1.0)=0.428g, SA(2.0)=0.262g

The interaction between seismic motion and the top 30 m of soil influences seismic design. The current BC Building Code accounts for this by applying a correction to the above values based on soil class type. This allows for these values, which are provided based on an expected Site Class C, to be adjusted to

August 17, 2022

account for different soil conditions. The soils encountered during the subsurface investigation indicates that the subject lot is Site Class B – Rock. This correlates to the following design coefficients (Canadian Geotechnical Society, 2012):

Seismic Coefficients: FA=0.9, Fv=0.8

The newest proposed version of the National Building Code (2020), which is yet to be released and used provincially, uses information from a newer 2020 Earthquake Hazard Calculator. This tool has improved on the 2015 calculator by adding new data from monitoring programs, new design waveforms from earthquakes internationally, and more tools for data production and interpretation. The 2020 version allows the user to specify Site Class or Vs30 directly to correct for the difference in seismic response caused by difference in Site Class. The BC Building Code does not currently contain the information and equations to use this new calculator, but the data has been included for reference and use in geotechnical analysis. Changes to peak ground acceleration are particularly useful for a more realistic understanding of slope stability responses to seismic movement.

Latitude: 49.482° N
Longitude: 123.760° W
Peak Ground Acceleration: 0.367g
Peak Ground Velocity: 0.332 m/s

Spectral Acc. Response Values: SA(0.2)=0.832g, SA(0.5)=0.717g, SA(1.0)=0.3g, SA(2.0)=0.192g

QUALITATIVE HAZARD ASSESSMENT

BCS conducted a qualitative assessment of hazards present in the project area. The intent of this qualitative assessment was to determine which hazards are applicable to site, their relative probability of occurrence, and if any further study would be required to determine hazard susceptibility. Qualitative assessments involve the determination of relative susceptibility based on desktop study, field study, sound engineering judgement, and local experience. The results of qualitative analyses are typically used as a precursor to determine if and which quantitative methods should be used for hazard determination.

BCS conducted a qualitative assessment of the project area for the following geotechnical hazards:

- Creek/river flooding;
- Creek/river erosion;
- 3. Debris flow/floods;
- 4. Small scale localized landslide;
- 5. Snow avalance;
- 6. Rock fall/instability; and,
- 7. Ligeufaction.

Each hazard was reviewed independently to determine the qualitative probability of impact to the proposed project.

August 17, 2022

The criterion for qualitative evaluation of hazards is generally considered subjective, and there are many applicable standards for use and comparison in qualitative evaluation. It is important to note that the qualitative hazard review for this project is used as a screening tool for further quantitative evaluation.

EGBC (Engineers and Geoscientists of British Columbia, 2010) and the report on *Hazard Acceptability for Development Approvals by Local Government* prepared by Dr. Peter W. Cave (Cave, 1993) provide guidelines for assessment and reporting of qualitative hazard assessment. Qualitative assessment commonly utilizes relative terms and return period ranges to identify potentially hazardous areas, and the associated actions required in assessment.

These relative terms and return period ranges can be compared to the information provided in Table 1 prepared by the Resource Inventory Committee, Government of British Columbia Slope Task Force (Resource Inventory Committee, British Columbia, 1996).

Table 1: Relative terms and ranges of probability of occurrence.

Relative Term of Probability of Occurrence	Estimated Annual Probability of Occurrence	Comments	
Very Low	< 1 in 2,500 years	-	
Low	1 in 2,500 years to 1 in 500 years	Indicates the hazards is of uncertain significance.	
Moderate	1 in 500 years to 1 in 100 years	Indicates the hazard within a given lifetime is not likely, but possible. Signs of previous events, such as vegetation damage, may not be easily noted.	
High	1 in 100 years to 1 in 20 years	Indicates that the hazard can happen within the lifetime of a person or typical structure. Events are clearly identifiable from deposits and vegetation but may not appear fresh.	
Very High	> 1 in 20 years	Indicates the hazard is imminent and well within the lifetime of a person or typical structure. Events occurring within a return period of 1 in 20 years or less generally have clear and fresh signs of disturbance.	

Table 2 provides the results of the qualitative hazard assessment for the site containing the proposed construction. These results are based on the information provided in the site reconnaissance, desktop study, and drawing review.

Table 2: Results of qualitative hazard review of the proposed building site.

ĺ	Creek/River	Creek/River	Debris	Small Scale	Snow	Rock		Catastrophic
	Flooding	Erosion	Flow/Flood	Landslide	Avalanche	Instability	Rock Fall	Landslide
	Very Low	Very Low	Very Low	Very Low	Very Low	Moderate	Moderate	Very Low

August 17, 2022

Based on the results of the qualitive assessment, further quantitative analysis was deemed required to determine susceptibility of the proposed construction to rock instability and rock fall.

QUANTITATIVE HAZARD ASSESSMENT

Rock instability and rock fall are of sufficient qualitative probability to merit review from a quantitative perspective. However, the relatively small nature of the rock features onsite limits the creation and progression of either rock instability or rockfall. Additionally, the overall slope at 35% is already barely conducive to propagation of rockfall particles, and even less so across the benches throughout site. Quantitative models at this scale are rarely productive and don't provide further information to the reviewer.

DEVELOPMENT SITING

The results of the geotechnical hazard assessment indicate that the proposed first unit of the multi-family residential structure is situated in a location that is not subject to natural geotechnical hazard.

Most of the rock instability and rockfall hazards present onsite can be attenuated through site specific placement review, site modification (where required), and protection devices (where required). Review of the plans created for this report, for the existing unit, are considered in compliance with the requirements from a rock instability and rockfall perspective, and may be considered safe for intended use with registered covenants requiring:

- 1. Blasting All blasting must be performed under the supervision of a qualified blasting professional. This includes registration and review of a blast plan with the District of Sechelt, and registry of that plan under a relevant development permit. All blasting activities should be evaluated for monitoring and/or inspection by a qualified professional.
- Approval of Future Sites The placement of all future units must be approved in writing by a
 qualified geotechnical professional either in the form of a new geotechnical hazard assessment
 or in addendum to this report.
- 3. Final Approval of Completed Structures In case review practices change, this development will always require written review from a qualified geotechnical professional prior to completion of the development permit or provision of the permission to occupy. The
- 4. Protection of Nearby Structures –Site grading activities, especially those occurring on or above the rock benches, must be accomplished under the scheduled field review of a qualified geotechnical professional to ensure downslope structures or infrastructure is protected from rockfall.

August 17, 2022

SITE PREPARATION

The first unit of the proposed development will be placed near the centre of the site on a lower bedrock bench. To prepare for construction, the rock surface in the area should be cleared of overburden soil and pressure washed to expose the rock surface. The rock surface must be reviewed by a qualified geotechnical professional to ensure that the discontinuities in the rock surface don't provide localized conditions of rock instability below or above the development. The qualified professional must review the footing locations to ensure intactness of the rock surface. Further recommendations on preparing footing areas is provided in Foundation Design in this report.

EXCAVATION AND BLASTING

The Client is not planning on any major excavation or blasting as part of the work (less than one truckload of material, approximately 5 m³). Should this change, this must be reviewed by a qualified blasting professional and/or a qualified geotechnical professional. Some minor scaling, chipping, and drilling is planned for the project, but this may be performed without specific specification other than cause no harm to existing structures. The nearby development to the west is situated directly on rock, and is not at risk of undermining from small excavation or blasting.

FOUNDATION DESIGN

The Client has requested that the structures be designed with shallow pier foundation units. These discrete foundation points will be placed directly on bedrock and pinned to the bedrock surface to limit uplift. The first unit of the multi-family residential structure, shown in Appendix B, currently shows all piers placed directly on rock surface. These piers may be designed with an allowable bearing capacity of 500 kPa based on an ultimate bearing capacity (unfactored) of 1,500 kPa (factored) 750 kPa. These values are based on a conservative interpretation of information provided in the Canadian Foundation Engineering Manual. No site-specific coring and testing were performed for the project. This process is generally more expensive than its resultant design change (Canadian Geotechnical Society, 2012).

The design calls for construction of small piers with structural pinning to rock. These appear to be features provided for uplift resistance. The structural design has not provided the assumptions used in design of these features. For the purpose of verification, the Structural Engineer should review this report and utilizing the Estimated Ultimate Bond Strength Rock-Grout of 500 kPa (Ostermayer & Barley, 2002).

SLABS ON GRADE

The proposed multi-family residential structure has a crawl space and is situated above grade. There are no slabs on grade currently planned for this structure or the overall development. Should this change, a qualified geotechnical professional should be contacted to review subgrade conditions and confirm requirements for drainage or envelope protection.

August 17, 2022

SURFACE AND SUBSURFACE DRAINAGE

Surface drainage features for the proposed multi-family residential structure will be designed by others.

The proposed multi-family residential structure will be situated on a shallow pier foundation and will not involve the construction of earth retaining walls either for basement walls or for grading. The foundation will be situated on a rock foundation not susceptible to frost heave. Accordingly, perimeter drains (foundation walls) or toe drains (retaining walls) may not be required for this project. This should be verified during construction by a qualified geotechnical professional.

All collected surface and subsurface drainage should be routed to an approved storm water collection point. This should be the District of Sechelt storm water sewer system. If no connection to the sewer is available, the Lot may be fitted with a rock pit to control and dissipate collected drainage. This system must be designed and/or reviewed by a qualified geotechnical professional.

BULK CUT/FILL

The proposed multi-family residential structure is currently planned to be placed on a shallow pier foundation directly on rock. The desired bearing subgrade is either at surface or near surface for most of the structure. Little bulk cut or fill (< 0.9 m depth) is planned as part of the construction of the first unit of the multi-family residential structure. Should this change, a cut/fill plan should be created and/or reviewed by a qualified geotechnical professional.

BACKFILL AND COMPACTION OF ENGINEERED BACKFILL

There is little bulk cut/fill planned or the development (< 0.9 m depth). There are no specific features currently visible in the Client's design that would constitute backfill or compaction of engineered fill; other than buried utilities, road access, and pedestrian access features. The Client should make themselves aware of the requirements and specifications required by the facilitators of these features. Where specifications are not provided and required by the Client or the District of Sechelt, they should be created and/or reviewed by a qualified geotechnical professional.

FIELD REVIEW

The recommendations provided in this report are considered to be part of a two phase engineering project including construction review. This office should be contacted upon completion of the architectural and structural drawing set for review in compliance with the geotechnical recommendations provided herein. Following completion of that review, BCS can provide a Schedule B to provide assurance of design and construction review for geotechnical engineering aspects of the project. As part of the scheduled professional process, BCS must be contacted for review of the following project components:

August 17, 2022

GEOTECHNICAL HAZARD ASSESSMENT – MULTI-FAMILY RESIDENTIAL STRUCTURE 5750 Anchor Road, Sechelt, BC

- Site clearing, preparation, and grading;
- Review of structure siting in consideration of geotechnical hazards and other requirements;
- Compacted engineered fill and backfilling;
- Foundation bearing capacity and subgrade;
- Drainage installation and permanent site dewatering (if required); and,
- Closure review following completion of all geotechnical components of construction.

(SCRD, 2022)

August 17, 2022

Constraints and Limitations

The recommendations in this report are provided with the understanding that the contractor will be suitably qualified and experienced to perform the proposed works. The analysis and recommendations submitted in this report are based in part on reconnaissance level site investigation and survey information's available at the time of the investigation. The nature and extent of variations across the site may not become evident until commencement of construction. If variations then become apparent, it may become necessary to re-evaluate the recommendations of this report. In the event of report revisions, additional funds may be required.

Stratigraphic variations in ground conditions are expected due to the depositional nature of soil deposits. As such, all explorations involve an inherent risk that some subsurface conditions may not be detected. It is the contractor's responsibility to notify this office in the case that unforeseen subsurface conditions are encountered during any stage of the proposed development of the subject site.

No other warranty, either expressed or implied, is made. If the project does not start within two years of the report date, the report may become invalid and further review may be required. This report has been prepared for the exclusive use of 1344128 B.C. Ltd. and their "Approved Users". BCS and its employees accept no responsibility to any party for loss or liability incurred as a result of use of this report. Any use of this report for purposes other than the intended should be approved in writing by BCS. Contractors should rely upon their own explorations for costing purposes.

This report is based on the information provided by the Client and/or the Client's consultant. BCS cannot accept responsibility for inaccuracies, misstatements, omissions and/or deficiencies in this report resulting from the sources of this information. This report assumes that BCS will be retained to review the geotechnical aspects of construction during the development of this lot.

Closure

We hope that this document provides the information required at this time. Should any further information be required please don't hesitate to contact our office.

Sincerely,

Boundary Consulting Services Ltd.

2022/08/30.

Benjamin Smale, P.Eng.

Geotechnical Engineer

Appendix A: Standard Limitations (2 pages)

Appendix B: Drawings (1 pages)

Appendix C: External Information (6 pages)

Appendix D: Site Photographs (4 pages)

Appendix E: Project Formwork (6 pages)

The Engineering content of this document has been produced following Boundary Consulting Services Ltd.'s documented quality management progress using engineering standards authenticated by the Professional of Record under Permit to Practice Number 1002593.

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Page 12 of 13

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August 17, 2022

APPENDIX A

August 17, 2022

Project Number: BCS-0081

Standard Limitations

STANDARD TERMS



- 1. **General:** Boundary Consulting Services Ltd.. (BOUNDARY) shall render the Services, as specified in the attached Scope of Services, to the client for this Project in accordance with the following terms of engagement. BOUNDARY may, at its discretion and at any stage, engage sub-consultants to perform all or any part of the Services.
- 2. Representatives: Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.
- 3. Authorization to Proceed: Ordering of work over the telephone or by written instructions will serve as authorization for BOUNDARY to proceed with the services called for in this proposal and agreement with the terms. This Agreement, including attachments incorporated herein by reference, represents the entire agreement between BOUNDARY and Client. This Agreement may be altered only by written instrument signed by authorized representatives of both Client and BOUNDARY.
- 4. Extent of Agreement: Work beyond the scope of services or redoing any part of the project through no fault of BOUNDARY, shall constitute extra work and shall be paid for on a time-and-materials basis in addition to any other payment provided for in this Agreement. If, during the course of performance of this Agreement, conditions or circumstances are discovered which were not contemplated by BOUNDARY at the commencement of this Agreement, BOUNDARY shall notify Client in writing of the newly discovered conditions or circumstances, and Client and BOUNDARY shall renegotiate, in good faith, the terms and conditions of this Agreement.
- 5. Compensation: Charges for the Services rendered will be made in accordance with BOUNDARY Schedule of Fees and Disbursements in effect from time the services are rendered. BOUNDARY Schedule of Fees and Disbursements are included in BOUNDARY Budget Estimate. All charges will be payable in Canadian Dollars. BOUNDARY shall invoice the Client on a monthly basis for the services performed under this Agreement and shall provide a monthly summary of costs to date. The Client shall pay such invoice upon receipt. Invoices not paid within thirty (30) days of the invoice date shall be subject to a late payment charge of 1.5 percent per month (18% per annum) from date of billing until paid. The invoice amounts shall be presumed to be correct unless Client notifies BOUNDARY in writing within fourteen (14) days of receipt. Overdue accounts over 90 days will be forwarded to a collections agency.
- 6. **Probable Costs:** BOUNDARY does not guarantee the accuracy of probable costs for providing Engineering Services. Such probable costs represent only BOUNDARY as a Professional and are supplied only for the general guidance of the Client.
- 7. Standard of Care: BOUNDARY shall perform its services in a manner consistent with the standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services are performed. This Agreement neither makes nor intends a warranty or guarantee, expressed or implied.
- 8. Indemnity: Client waives any claim against BOUNDARY, its officers, employees and agents and agrees to defend, indemnify, protect and hold harmless BOUNDARY and its officers, employees and agents from any and all claims, liabilities, damages or expenses, including but not limited to delay of the project, reduction of property value, fear of or actual exposure to or release of toxic or hazardous substances, and any consequential damages of whatever nature, which may arise directly or indirectly, to any party, as a result of the services provided by BOUNDARY under this Agreement, unless such injury or loss is caused by the sole negligence of BOUNDARY.
- 9. Limitation of Liability: Client agrees to limit BOUNDARY and its officers, employees, and agents liability due to professional negligence and to any liability arising out of or relating to this Agreement to Fifty Thousand Dollars (\$50,000) or the amount of BOUNDARY fee, whichever is less. This limit applies to all services on this project, whether provided under this or subsequent agreements, unless modified in writing, agreed to and signed by authorized representatives of the parties. No claims may be brought against BOUNDARY in contract or tort more than two (2) years after Services were completed or terminated under this engagement. Note: BOUNDARY will not be responsible for water ingress related problems as our insurance policy contains an Absolute Water Ingress Exclusion.
- 10. Additional Limits: For special projects, higher liability limits are available from our underwriter for an additional fee.
- 11. Insurance: BOUNDARY warrants it is protected by WorkSafe BC Insurance, General Liability Insurance, Professional Errors and Omissions Insurance, and Automobile Liability Insurance. Certificates for such policies of insurance shall be provided to the Client upon request.
- 12. Responsibility: BOUNDARY is not responsible for the completion or quality of work that is dependent upon or performed by the Client or third parties not under the direct control of BOUNDARY, nor is BOUNDARY responsible for their acts or omissions or for any damages resulting therefrom. BOUNDARY shall not be responsible for:
 - a. The failure of a contractor, retained by the Client, to perform the work required for the Project in accordance with the applicable
 - b. The design of or defects in equipment supplied or provided by the Client for incorporation into the Project
 - c. Any cross-contamination resulting from subsurface investigations;
 - d. Any damage to subsurface structures and utilities which were identified and located by the Client;
 - e. Any Project decisions made by the Client if the decisions were made without consultation of BOUNDARY or contrary to or inconsistent with BOUNDARY recommendations;
 - . Any consequential loss, injury, or damages suffered by the Client, including but not limited to loss of use, earnings, and business interruption; and,
 - g. The unauthorized distribution of any document or report prepared by or on behalf of BOUNDARY for the exclusive use of the Client.

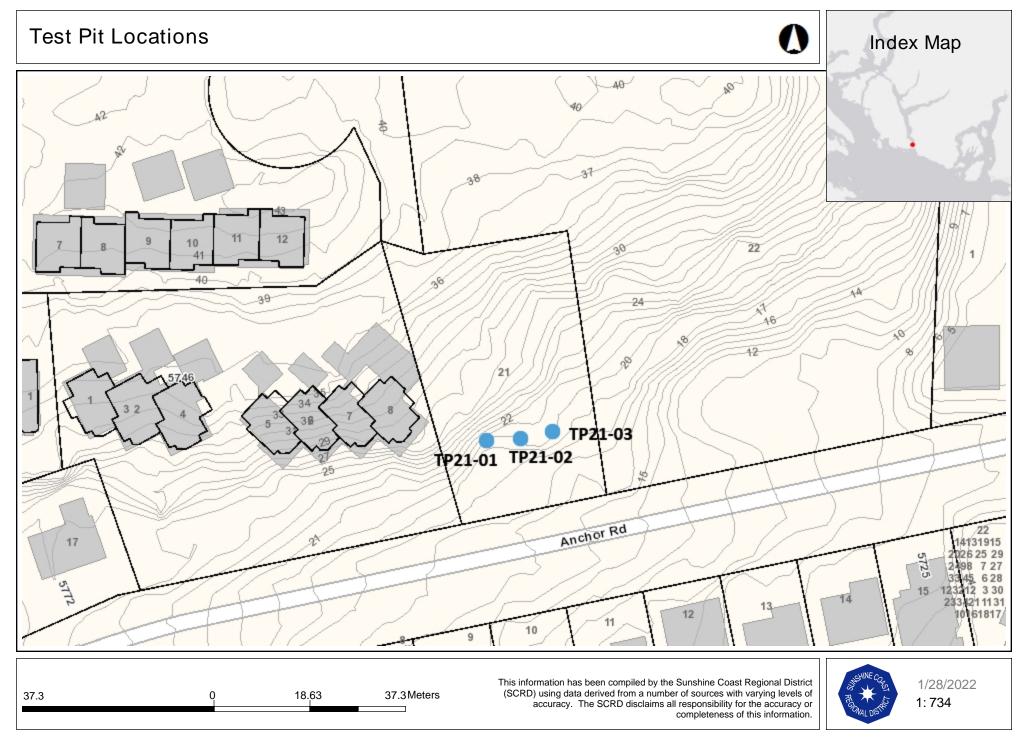
STANDARD TERMS



- 13. Exclusive Use: Services provided under this Agreement, including all reports, information or recommendations prepared or issued by BOUNDARY, are instruments of service for the execution of the Project. BOUNDARY retains the property and copyright in these documents, whether the Project is executed or not. No other use of these documents is authorized under this Agreement without the prior written agreement of BOUNDARY.
- 14. Samples: All non-consumed samples shall remain the property of the Client, and Client shall be responsible for and promptly pay for the removal and lawful disposal of samples, cuttings and hazardous materials, unless otherwise agreed in writing. If appropriate, BOUNDARY shall preserve samples obtained for the project for not longer than thirty (30) days after the issuance of any document that includes the data obtained from those samples.
- **15. Environmental**: BOUNDARY's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of air, soil and/or groundwater, unless otherwise specifically listed in the attached Scope of Services. BOUNDARY will co-operate with the Client's environmental consultant during field work phase of the investigation.
- **16. Field Services:** Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of BOUNDARY, to review whether the work of a contractor retained by the client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in BOUNDARY not providing qualified certifications for the work.
- 17. Termination: This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of a termination, the Client shall pay for all reasonable charges for work performed and demobilization by BOUNDARY to the date of notice of termination. The limitation of liability and indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.
- 18. Dispute Resolution: If requested in writing by either the Client or BOUNDARY, the Client and BOUNDARY shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured, non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of British Columbia or by an arbitrator appointed by agreement of the parties or by reference to a Judge of the Supreme Court of British Columbia.
- **19. Governing Law:** This Agreement is governed by the law British Columbia, and any litigation shall be brought and tried in, the judicial jurisdiction of the BOUNDARY office that entered this Agreement, as stated herein.
- 20. Non-Solicitation: The Client agrees they shall not recruit for employment or hire any BOUNDARY employees who provide services pursuant to this Agreement during the term of this Agreement and for a period of one (1) year following its termination.

APPENDIX B

Drawings



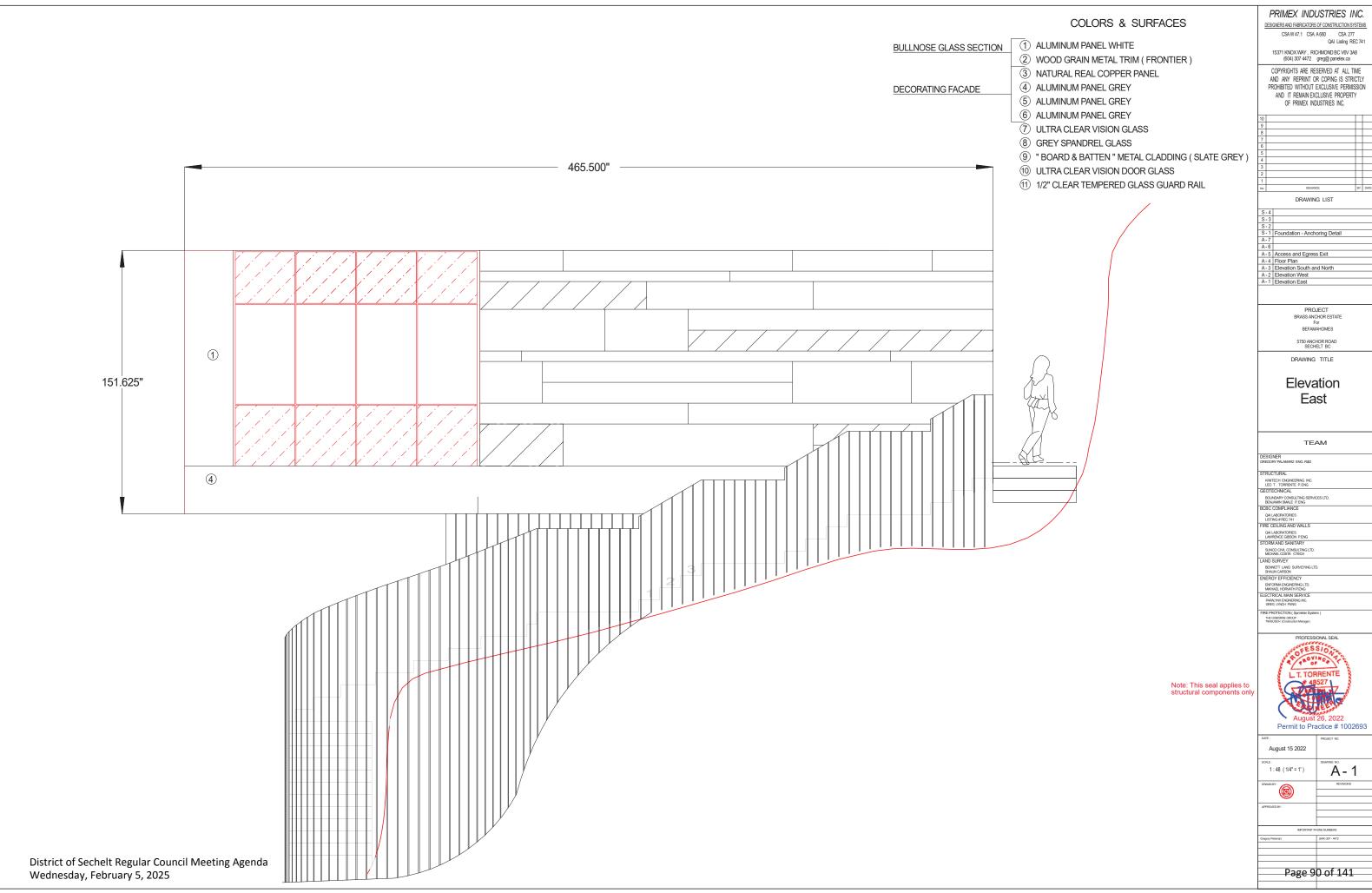
Legend Parcel Boundaries Contours Unconstructed Roads Golf Courses Parks SCRD Park Recreation Site Municipal Park Provincial Park Wharf Cemetery Band Lands

APPENDIX C

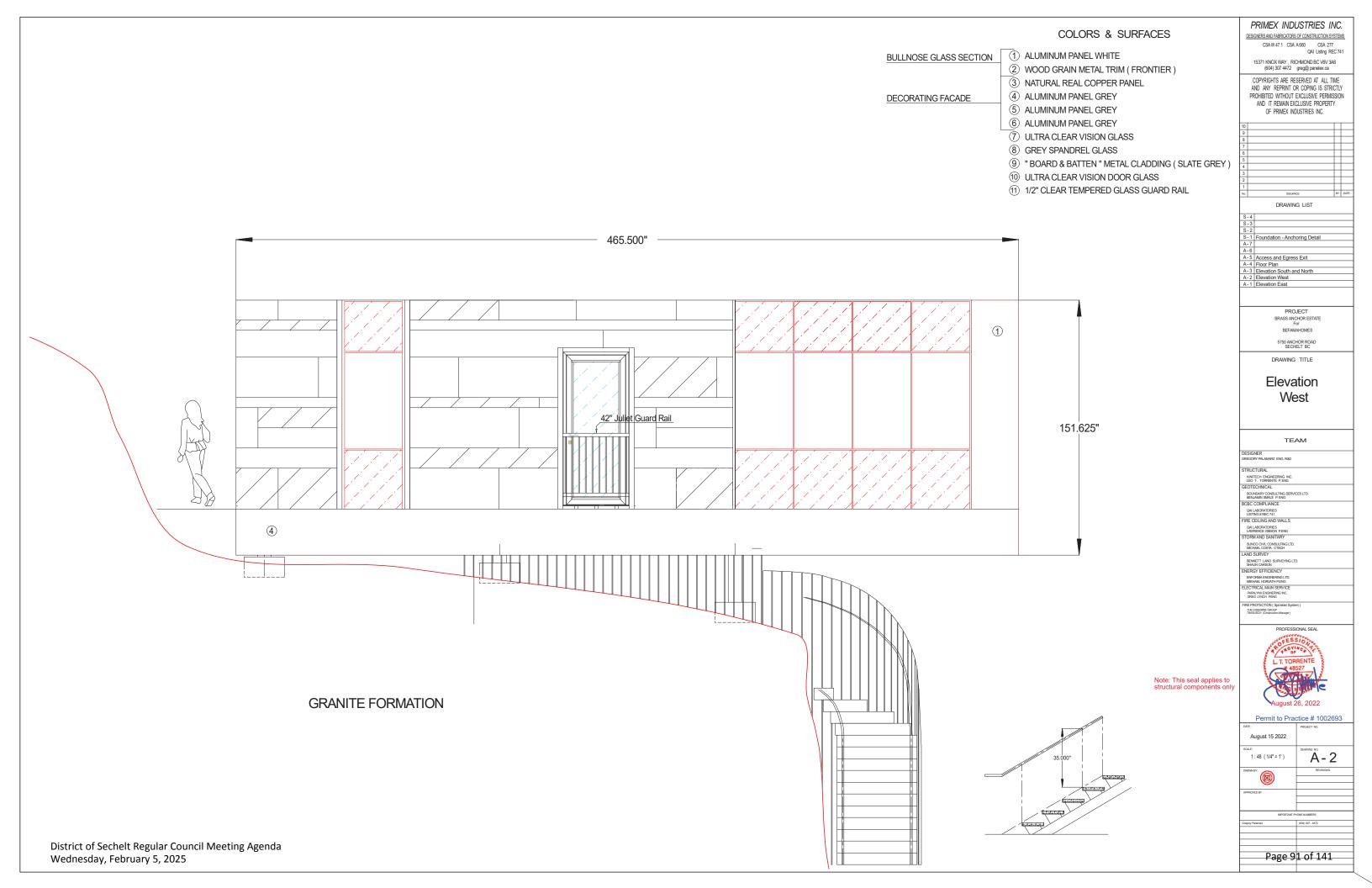
August 17, 2022

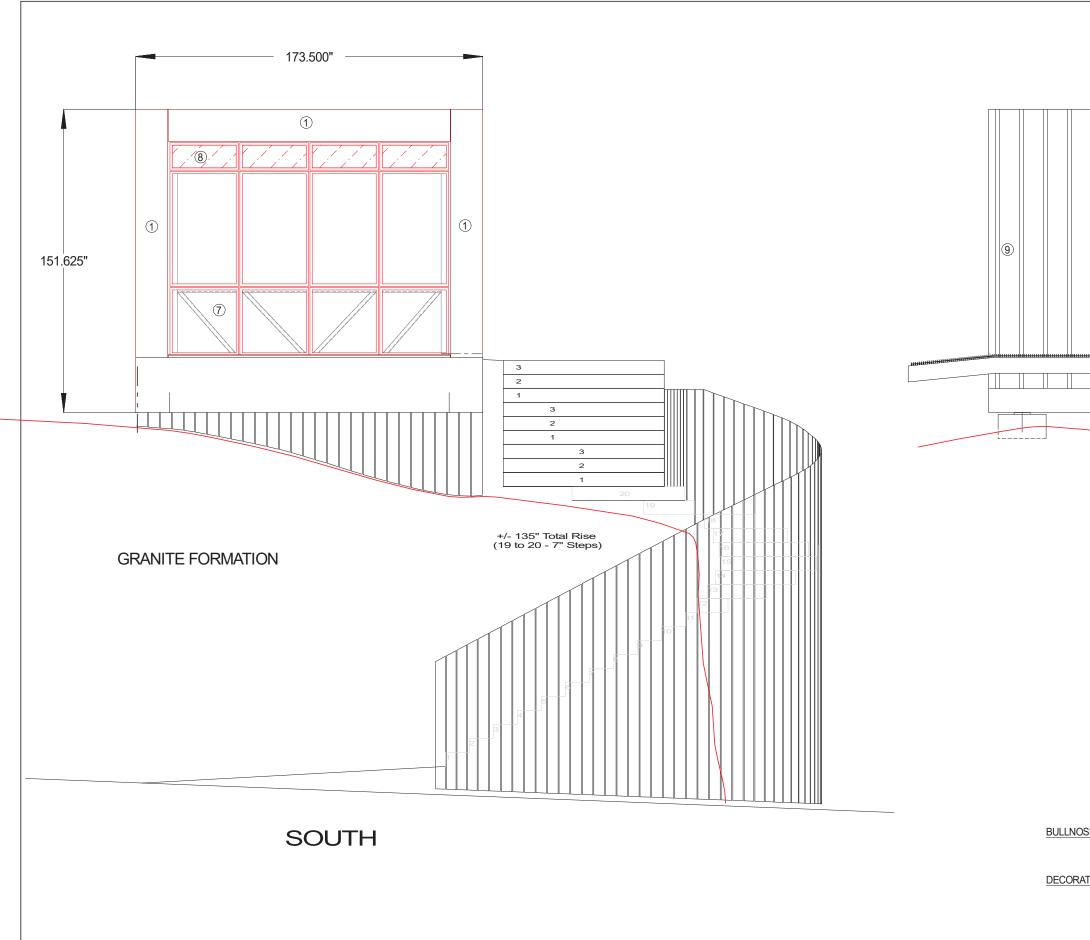
Project Number: BCS-0081

External Information



ISSUANCE	BY:	DATE:
DRAWING LIST		
4		





District of Sechelt Regular Council Meeting Agenda

Wednesday, February 5, 2025



NORTH

Note: This seal applies to structural components only

COLORS & SURFACES

BULLNOSE GLASS SECTION 1 ALUMINUM PANEL WHITE $\ensuremath{\textcircled{2}}$ WOOD GRAIN METAL TRIM (FRONTIER) 3 NATURAL REAL COPPER PANEL

DECORATING FACADE

- (4) ALUMINUM PANEL GREY
 - 5 ALUMINUM PANEL GREY

 - 6 ALUMINUM PANEL GREY
 - 7 ULTRA CLEAR VISION GLASS
 - 8 GREY SPANDREL GLASS
 - (9) "BOARD & BATTEN" METAL CLADDING (SLATE GREY)
 - 10 ULTRA CLEAR VISION DOOR GLASS
 - 1) 1/2" CLEAR TEMPERED GLASS GUARD RAIL

PRIMEX INDUSTRIES INC. DESIGNERS AND FABRICATORS OF CONSTRUCTION SYSTEMS CSA W 47.1 CSA A 660 CSA 277 QAI Listing REC 741 COPYRIGHTS ARE RESERVED AT ALL TIME AND ANY REPRINT OR COPING IS STRICTLY PROHIBITED WITHOUT EXCLUSIVE PERMISSION OF PRIMEX INDUSTRIES INC. DRAWING LIST 1 Foundation - Anchoring Detail A-5 Access and Egress Exit A-4 Floor Plan A-3 Elevation South and North
A-2 Elevation West
A-1 Elevation East BRASS ANCHOR ESTATE For BEFAMAHOMES 5750 ANCHOR ROAD SECHELT BC DRAWING TITLE Elevation South and North TEAM STRUCTURAL KINITECH ENGINEERING INC LEO T. TORRENTE P. ENG GEOTECHNICAL BOUNDARY CONSULTING SERVICES LTD. BENJAMIN SMALE P. ENG BCBC COMPLIANCE LISTING# REC 741

FIRE CEILING AND WALLS

QAI LABORATORIES

LAWRENCE GIBSON PENG

STORM AND SANITARY SUNCO CIVIL CONSULTING LTE MICHAEL COSTA CTECH LAND SURVEY

BENNETT LAND SURVEYING LTD. SHAUN CARSON SHAUN CARSON

ENERGY EFFICIENCY

ENFORMA ENGINERING LTD.

MICHAEL HORVATH PENG

ELECTRICAL MAIN SERVICE

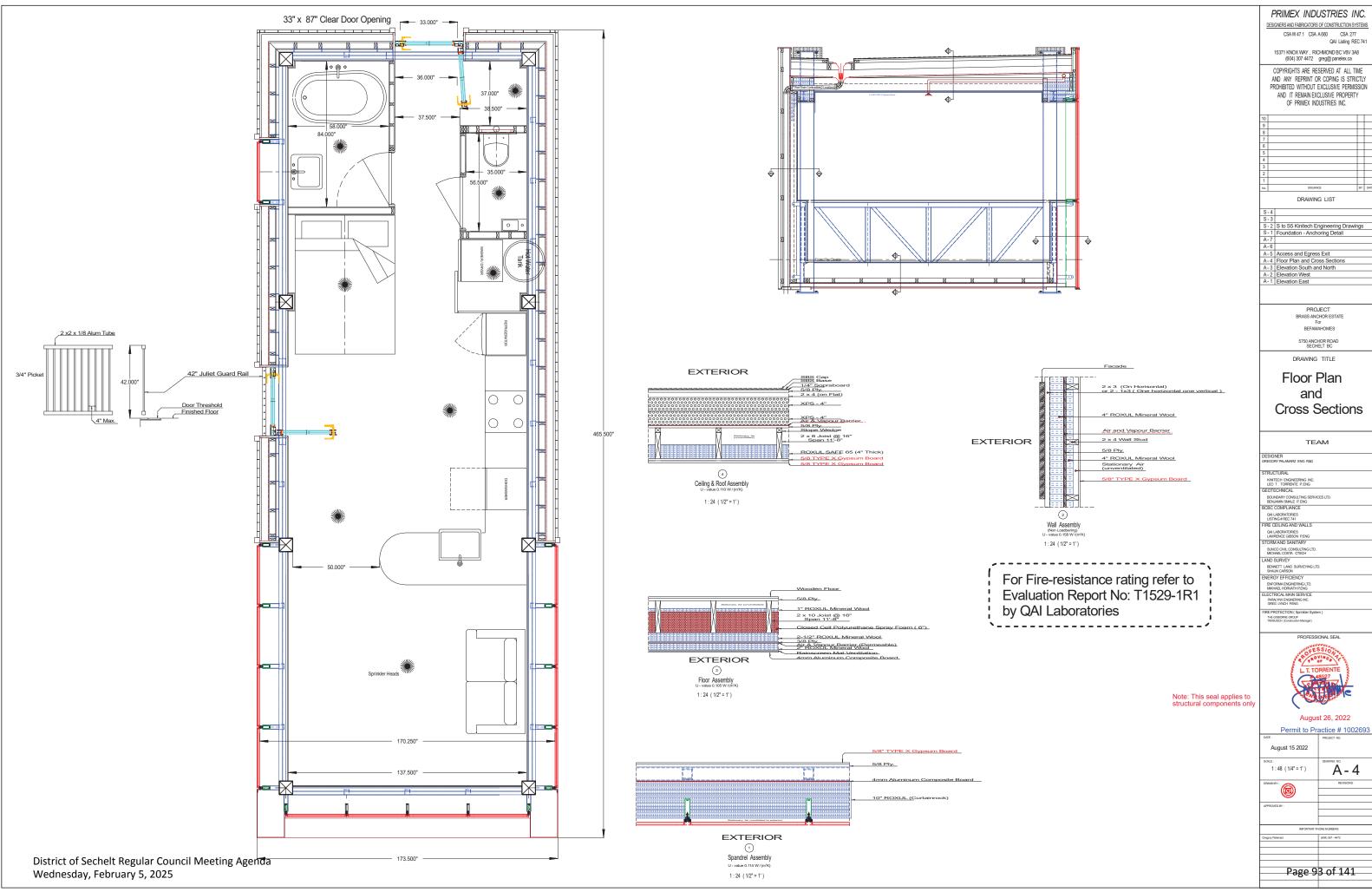
PARALYNX ENGINERING INC. GREG LYNCH P.ENG FIRE PROTECTION (Sprinkler Systen
THE GISBORNE GROUP
TIM BUSCH (Construction Manager)



Permit to Practice # 1002693

A-3

August 15 2022 1:48 (1/4"=1') Page 92 of 141



DESIGNERS AND FABRICATORS OF CONSTRUCTION SYSTEMS

CSAW 47.1 CSA A 660 CSA 277

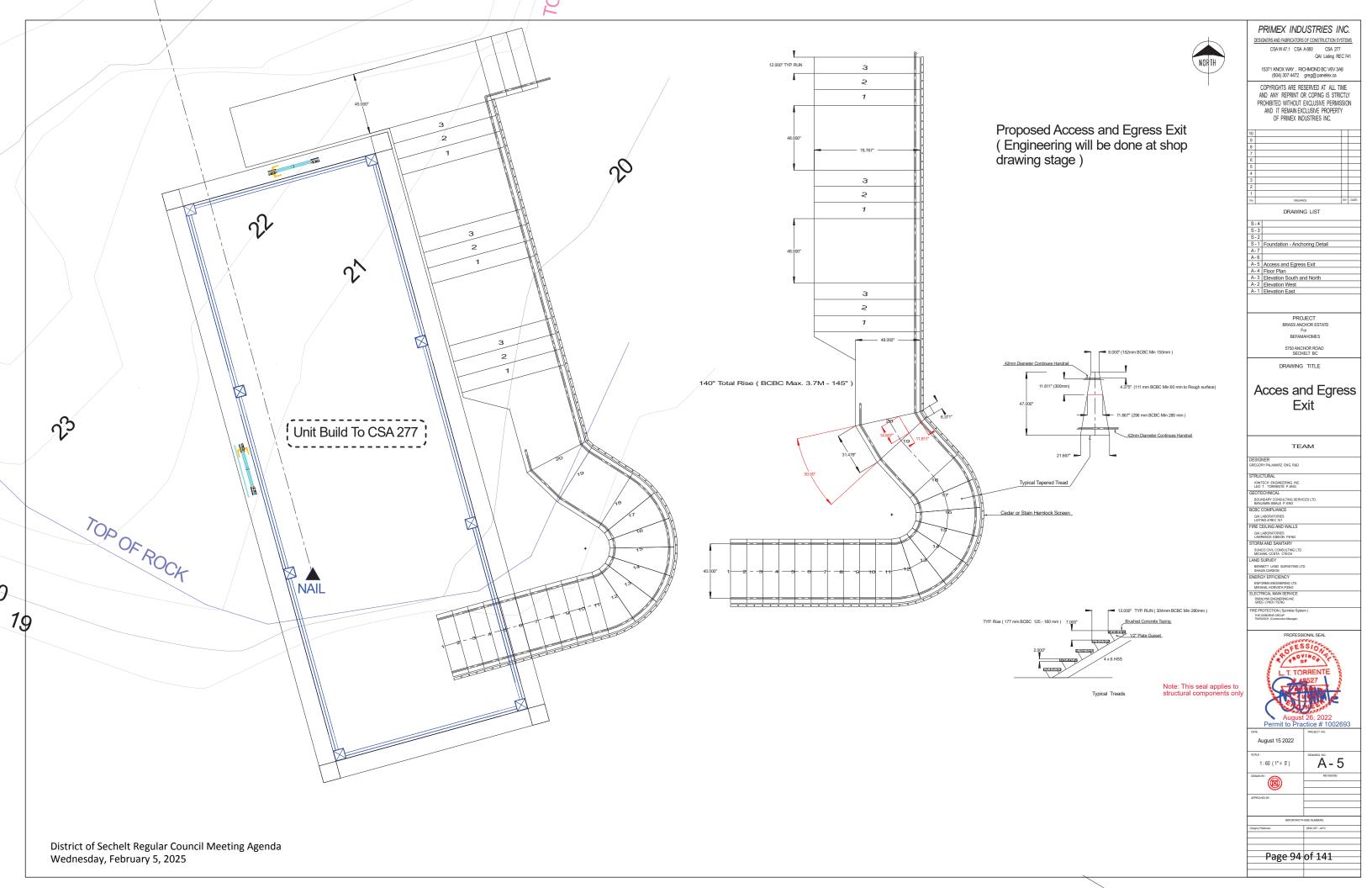
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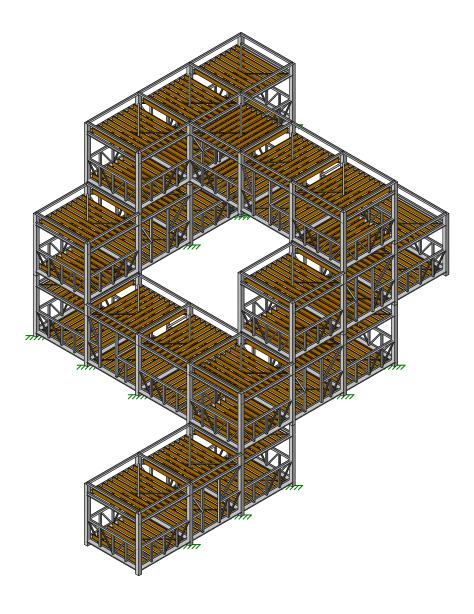
Cross Sections



	FINDSCOT NO.
August 15 2022	
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DRAWN BY:	REVISIONS:
APPROVED BY:	







APPENDIX D

August 17, 2022

Project Number: BCS-0081

Site Photographs





Photograph 1: Showing site access conditions to the west of site.



Photograph 2: Showing site access conditions to the east of site.



Photograph 3: Showing the bedrock surface near the base of the first planned unit.



Photograph 4: Showing the intact rock slope above the base of the first unit.



Photograph 5: Showing the next bedrock bench above the first planned unit.



Photograph 6: Showing the downslope perspective of the area shown in Photograph 5.





Photograph 7: Showing overgrown talus particle on the eastern extent of site.



Photograph 8: Showing talus on the eastern extent of site.

APPENDIX E

August 17, 2022

Project Number: BCS-0081

Project Formwork

APPENDIX D: LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia", March 2006/Revised September 2008 ("APEGBC Guidelines") and the "2006 BC Building Code (BCBC 2006)" and to be provided for *landslide assessments* (not floods or flood control) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines

To:	The Approving Authority	Date:	August 30, 2022
	District of Sechelt		
	5797 Cowrie Street, Sechelt, BC		
	Jurisdiction and address		
With reference t	o (check on):		
	 □ Land Title Act (Section 86) - Subdivision Approval □ Local Government Act (Sections 919.1 and 920) - Development Community Charter (Section 56) - Building Permit □ Local Government Act (Section 910) - Flood Plain Bylaw □ Local Government Act (Section 910) - Flood Plain Bylaw □ Local Government Act (Section 692 (D)) - Provincial Reg Stability (Seismic) Regulation 	Varianc Exempt	e ion
For the Property	:		
5750 Anchor	Road, Sechelt, BC (Lot 21, Block 10, District L	ot 304	, Plan VAP17781)
Legal de	scription and civic address of the Property		
The undersigned Geoscientist	d hereby gives assurance that he/she is a Qualified Profe	essional	and is a <i>Professional Engineer</i> or <i>Professional</i>
	aled and dated, and thereby certified, the attached landslidelines. That report must be read in conjunction with this started		
Check to the left of a			
	and reviewed appropriate background information I the proposed residential development on the Property		
the state of the s	ed field work on and, if required, beyond the Property		
	on the results of the field work on and, if required, beyond t	he Prop	erty
	ed any changed conditions on and, if required, beyond the Pr	operty	
	dslide hazard analysis or landslide risk analysis I have:		A CONTRACTOR OF THE CONTRACTOR
	wed and characterized, if appropriate, any landslide that may	affect t	the Property
4.779-2.00 P.O.	nated the landslide hazard ified esisting and anticipated future elements at risk on and,	if roquir	ed beyond the
Prop		ii i equii	ed, beyond the
	nated the potential consequences to those <i>elements at risk</i>		
	he Approving Authority has adopted a level of landslide safet	y I have:	
_ √ 7.1 comp	pared the <i>level of landslide safety</i> adopted by the <i>Approving A</i> envestigation		
	e a finding on the <i>level of landslide safety</i> on the Property bas		
	e recommendations to reduce landslide hazards and/or lands		
	ne Approving Authority has not adopted a level of landslide so		
	ibed the method of landslide hazard analysis or landslide risk		
	red to an appropriate and identified provincial, national or in Indslide safety	ternatio	nai guideline for <i>level</i>
	pared this guideline with the findings of my investigation		
6.5 comp	with the midnigs of my investigation		

Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia

8.4	made a finding on the level of landslide safety	on the Property based on the comparison
8.5	made recommendations to reduce landslide h	azards and/or landslide risks
		ns of the Property and recommended who should
cond	duct those inspections	
Based on m	ny comparison between	
check	one	
Ø		adopted level of landslide safety (item 7.2 above)
	the appropriate and identified provincial, n (item 8.4 above)	national or international guideline for level of landslide safety
I hereby giv	ve my assurance based on the conditions 18 cont	ained in the attached landslide assessment report
	on or more where appropriate	
		e Land Title Act (Section 86), "that the land may be used safely
Check	for the use intended	
u	with one or more recommended registered	convenants
	without any registered covenant	
\Box		he Local Government Act (Sections 919.1 and 920), my report
		ining what conditions or requirements under [Section 920]
	subsection (7.1) it will impose in the permit	t" munnity Charter (Section 56), "The land may be used safely for
	the use intended"	mullinty Charter (Section 50), The land may be used safely for
Check	cone	
4	with one or more recommended registered	convenants
	without any registered covenant	The state of the s
_		ows only), as required by the "Flood Hazard Area Land Use
	occur safely."	e Local Government Act (Section 910), "The development may
		flows only), as required by the Local Government Act (Section
	910), "the land may be used safely for the u	
Benjamin	A. Smale	August 30, 2022
Name (print)		Date
		August 30 2022
Signature		NO STRONG TO
507 Parke	er Road	B. A. SMALE
Address		## H244
	BC V0N 1V1	A COUNTY OF
604.989.003		The contract of the contract o
Telephone		(Affix Professional seal here)
If the Quali	fied Professional is a member of a firm, comple	te the following.
l am a mem	nber of the firm Boundary Consulting Se	ervices Ltd.
and I sign tl	his letter on behalf of the firm.	(Print name of firm)

¹⁸ when seisr	mic slope stability assessments are involved, level of	landslide safety is considered to be a "life safety" criteria as described

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

> Guidelines for Legislated Landslide Assessments 55 for Proposed Residential Development in British Columbia

APEGBC March 2006/Revised September 2008

in the National Building Code of Cnada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the British Columbia Building Code

Building Permit Number (for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each registered professional of record.

	ng jurisdiction		
District of Sechelt			
Name of Jurisdiction (Pri	nt)	87	
Re: Multi Family Re	sidential Dwelling		
Name of Project (F			
5750 Anchor Ro	oad, Sechelt, BC		
Address of Project			
1 1/40014			
The undersigned here	by gives assurance that	the design of the	
	listed below that apply to the will not necessarily be er		
or record. All the disciplin	les will flot flecessarily be el	ripioyed on every project.)	2 milista
	- ARCHITECTURAL		266 27001, 23
-			A CONTRACTOR OF THE PARTY OF TH
	STRUCTURAL		#88244
	- MECHANICAL		DOMINON
CHARLES AND	PLUMBING	1.17	AGINE POP
V	FIRE SUPPRESSION	SYSTEMS	
25	ELECTRICAL	(6)	(Professional's Seal and Signature)
5,	_ GEOTECHNICAL — 1	emporary	-(0)
-65	_ GEOTECHNICAL -	permanent	August 30, 2022
	11/0/11	(2)	Date
	17/1/2	~ (V (G	>
he application for the	building permit as outline	ed below substantially compl	fered professional of record in support of y with the British Columbia Building Co
and other applicable e	nactments respecting sa	fety except for construction :	safety aspects.
The undersigned here	by undertakes to be resp	onsible for field reviews of the	ne above referenced components durin
construction, as indica	ited on the "SUMMARY (OF DESIGN AND FIELD RE	VIEW REQUIREMENTS" below.
, - m	2/10/1/		
/	0		
			CRP's Initials

British Columbia Building Code 2018

Schedule B - Continued	
	Building Permit Number
	(for authority having jurisdiction's use)
	5750 Anchor Road, Sechelt, BC Project Address
	Geotechnical Engineering
	Discipline
ne undersigned also undertakes to notify the authoridersigned's contract for field review is terminated	nority having jurisdiction in writing as soon as possible if the dat any time during construction.
certify that I am a registered professional as define	ed in the British Columbia Building Code.
enjamin A. Smale	
egistered Professional of Record's Name (Print)	
07 Parker Road	- W - W - W - W - W - W - W - W - W - W
idress (Print)	2822106130.
ibsons, BC V0N 1V1	A PROVINCE PE
Idress (Print) (continued)	B. A. SMALE
04.989.0031	# 38244
04.969.0031	
one Number	O Dans
1000	
1	(Professional's Seal and Signature)
	August 30, 2022
	Date
10/1/12	The state of the s
the Registered Professional of Record is a memi	ber of a firm, complete the following.)
im a member of the firm Boundary Consulting Send I sign this letter on behalf of the firm.	(Print name of firm)
~ 1 1 1 1 1 V	■ to the state of
ote: The above letter must be signed by a register ritish Columbia Building Code defines a registered	red professional of record, who is a registered professional. The d professional to mean
	practise as an architect under the Architects Act, or practise as a professional engineer under the Engineers and
	a.
	CRP's Initials
	2 of 4
	2 VI T

British Columbia Building Code 2018

Schedule B - Continued

Building Permit Number for authority having jurisdiction's use)

5750 Anchor Road, Sechelt, BC

Project Address

Geotechnical Engineering

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

ARCHITECTURAL

- 1.1 Fire resisting assemblies
- 1.2 Fire separations and their continuity
- 1.3 Closures, including tightness and operation
- 1.4 Egress systems, including access to exit within suites and floor areas
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for firefighting access
- 1.10 Access requirements for persons with disabilities
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below grade
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10 ASHRAE, NECB or Energy Step Code requirements
- 1.25 Building envelope, testing, confirmation or both as per Part 10 requirements

_STRUCTURAL

- 2.1 Structural capacity of structural components of the building, including anchorage and seismic restraint
- 2.2 Structural aspects of deep foundations
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post tensioned concrete design and construction

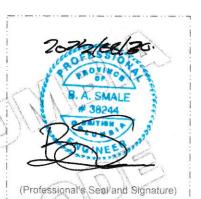
MECHANICAL

- 3.1 HVAC systems and devices, including high building requirements where applicable
- 3.2 Fire dampers at required fire separations
- 3.3 Continuity of fire separations at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings
- 3.8 Mechanical systems, Part 10 ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing, confirmation or both as per Part 10 requirements

CRP's Initials

3 of 4

British Columbia Building Code 2018



August 30, 2022

Jate

Schedule B - Continued **Building Permit Number** 5750 Anchor Road, Sechelt, BC Project Address Geotechnical Engineering PLUMBING 4.1 Roof drainage systems Site and foundation drainage systems 4.2 Plumbing systems and devices Continuity of fire coparations at plumbing penetrations Functional testing of plumbing related fire emergency systems and devices Maintenance manuals for plumbing systems Structural capacity of plumbing components, including anchorage and seismic restraint 47 Review of all applicable shop drawings 4.8 Plumbing systems, Part 10 ASHRAE, NECB or Energy Step Code requirements 4.9 4.10 Plumbing systems, testing, confirmation or both as per Part 10 requirements FIRE SUPPRESSION SYSTEMS Suppression system classification for type of occupancy 51 Design coverage, including concealed or special areas 5.2 Compatibility and location of electrical supervision, ancillary alarm and control devices 5.3 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping 54 devices where necessary Qualification of welder, quality of welds and material 5.5 Review of all applicable shop drawings 5.6 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards 5.7 Maintenance program and manual for suppression systems 5.8 Structural capacity of sprinkler components, including anchorage and seismic restraint 5.10 For partial systems confirm sprinklers are installed in all areas where required 5.11 Fire Department connections and hydrant locations 5.12 Fire hose standpipes 5.13 Freeze protection measures for fire suppression systems 5.14 Functional testing of fire suppression systems and devices Electrical systems and devices, including high building requirements where applicable 6.1 Continuity of fire separations at electrical penetrations 6.2 Functional testing of electrical related fire emergency systems and devices 6.3 Electrical systems and devices maintenance manuals 6.4 Structural capacity of electrical components, including anchorage and seismic 6.5 restraint Clearances from buildings of all electrical utility equipment Fire protection of wiring for emergency systems 6.7 Review of all applicable shop drawings
Electrical systems, Part 10 - ASHRAE, NECB or Energy-Step Code 6.8 6.9 requirements Electrical systems, testing, confirmation or both as per Part 10 requirements **GEOTECHNICAL** — Temporary 7.1 Excavation 7.2 Shoring 7.3 Underpinning 7.4 Temporary construction dewatering (Professional's Seal and Signature) **GEOTECHNICAL** — Permanent 8.1 Bearing capacity of the soil 8.2 Geotechnical aspects of deep foundations August 30, 2022 8.3 Compaction of engineered fill 8.4 Structural considerations of soil, including slope stability and seismic loading 8.5 Backfill 8.6 Permanent dewatering

4 of 4

British Columbia Building Code 2018

8.7 Permanent underpinning

CRP's Initials



MEMORANDUM

To:	Gregory Palamarz	Dat	Date:		March 22, 2024	
10.		Pro	Project No:		5-0081	
Commonu	1344128 B.C. Ltd.	T.	604.307.4472	F.	-	
Company:		E.	greg@panelex.ca			
Con	-	T.	-	F.	-	
Cc:		E.	-			
From:	Micah Smith	T.	604.671.6518	F.	-	
From:		E.	micah@boundar	ycon	sulting.ca	
Cubio at.	Field Review of Retaining Wall					
Subject:	5750 Anchor Road, Sechelt, BC					

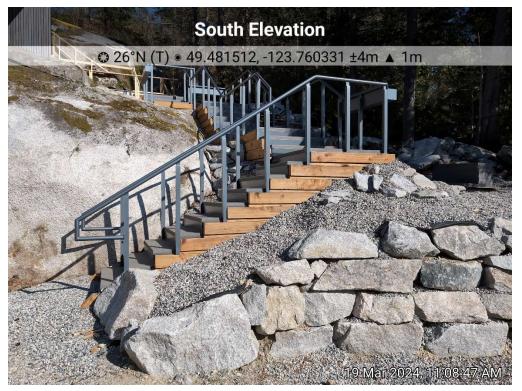
PLEASE CALL IF YOU EXPERIENCE ANY DIFFICULTIES IN RECEIVING THIS DOCUMENT.

This message is intended only for the confidential use of the individual or entity to which it is addressed. Any Distribution, copying, or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and destroy the original without making a copy. Thank you.

Boundary Consulting Services Ltd. (BCS) presents the following document summarizing the results of a recent post-construction geotechnical review at the above-listed address. This review was initiated by the Client (Gregory Palamarz) to confirm adequate design and construction of a small, stacked rock retaining wall depicted in Photographs 1 & 2. The retaining wall is approximately 8 m long and has a maximum height less than 1.2 m. The wall is located near the southern lot line and extends north approximately 4 m then does a 90 bend towards the west.

The retaining wall is made of large boulders and placed with a negative batter up to a height less than 1.2 m in height. The construction is appropriate for this size and application. It is concluded that it is stable and unlikely to fail. However, in the improbable scenario of a failure, the collapse of this wall would not result in damage to the dwelling or neighboring properties.





Photograph 1 - Showing western portion of the wall.



Photograph 2 - Showing eastern portion of the wall.

March 22, 2024 Project Number: BCS-0081

The above reviewed retaining wall may be considered safe for intended use.

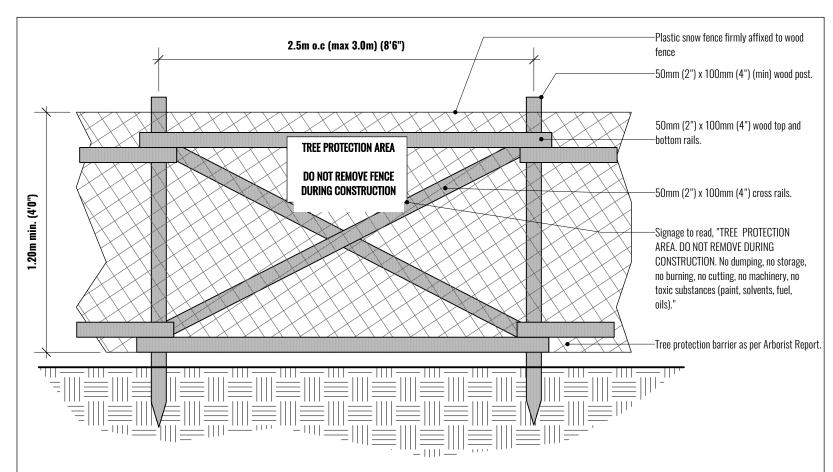
Sincerely,

Boundary Consulting Services Ltd.

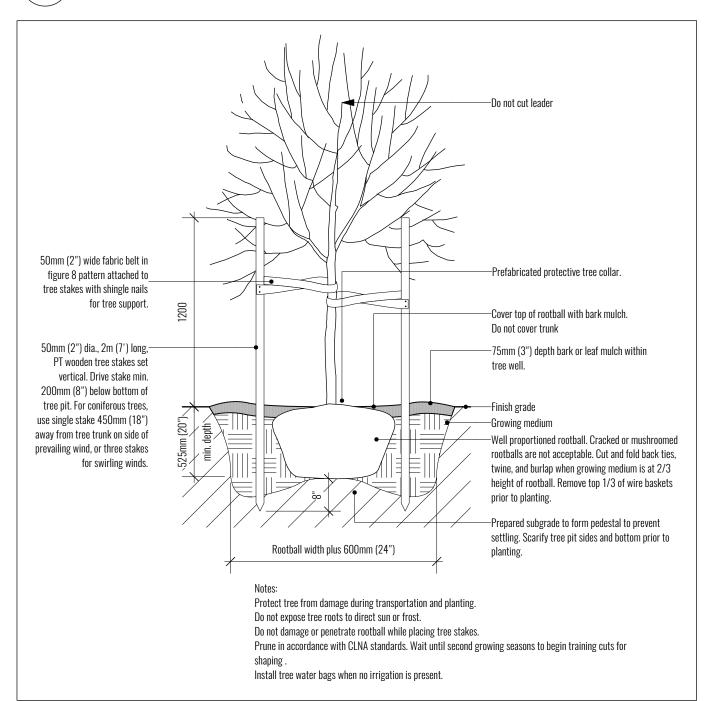
Micah Smith, P.Eng.

Geotechnical Engineer

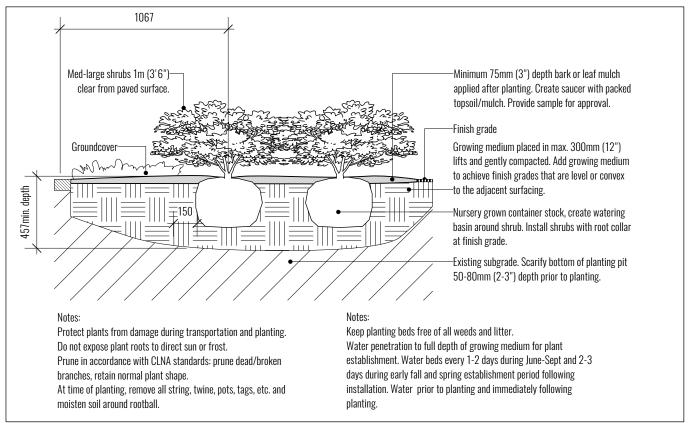
The Engineering content of this document has been produced following Boundary Consulting Services Ltd.'s documented quality management progress using engineering standards authenticated by the Professional of Record under Permit to Practice Number 1002593.

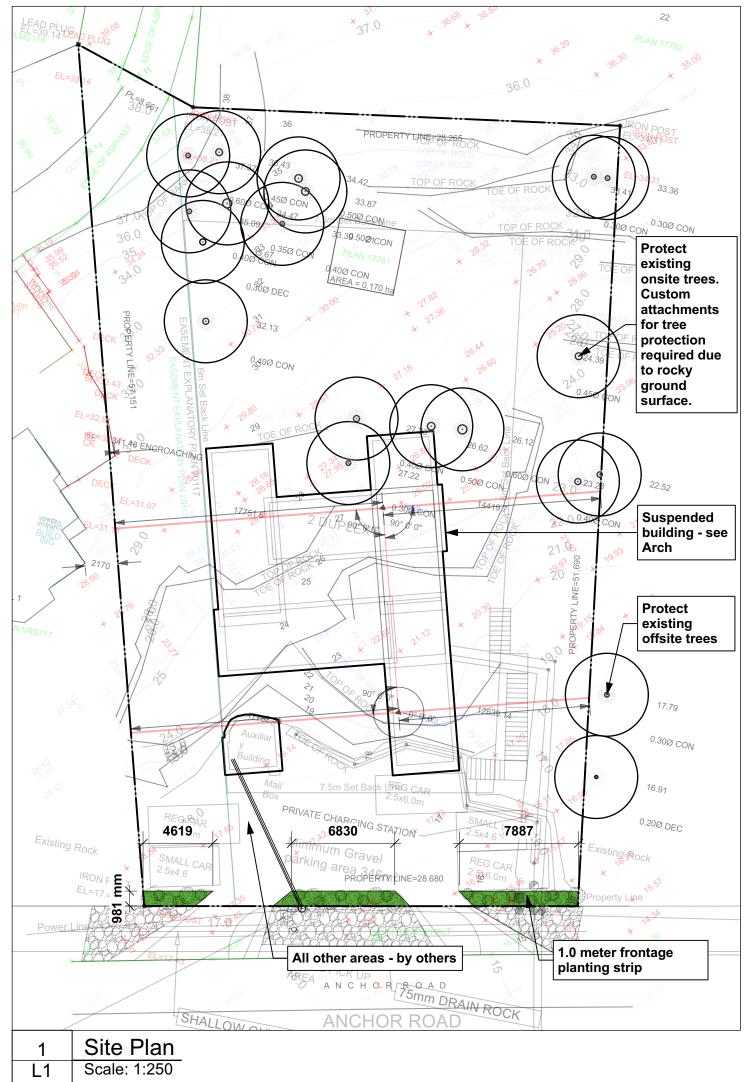


TREE PROTECTION FENCING



TREE PLANTING





NOTES AS PER CIVIL

- THE LOT IS MOSTLY ROCK AND HAVE LITTLE TO NO SPACE FOR PLANTINGS.
 A 1.0m STRIP ALONG THE FRONTAGE IS TO BE USED FOR LANDSCAPING
- •• TOP SOIL MOUNT TO BE INSTALLED AND USED FOR PLANTINGS SPECIAL CONSIDERATION TO BE PLACED ON PLANT SELECTION AND AVAILABILITY THAT WOULD DO WELL ON ROCK.
- •• SHRUBS AND PLANTS WITH SHALLOW ROOT S SYSTEMS ARE TO BE RECOMMENDED. • IF POSSIBLE FOR A TREE PLACEMENT, THE DEVELOPER IS TO CONTACT THE TOWNS PARKS DEPARTMENT IN THE FINAL SELECTION OF TREES.
- TREES ARE TO HAVE A 5-6cm CAL. MINIMUM ALL PLANTING MATERIALS ARE TO BE FROM A CERTIFIED DISEASE FREE NURSERY.
- NURSERIES TO BE CONTACTED REGARDING NATIVE PLANTINGS. THE DEVELOPER SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. ALL PLANT
- MATERIALS NOT SURVIVING OR IN POOR CONDITION DURING THE GUARANTEE PERIOD SHALL BE REPLACED BY THE CONTRACTOR AT NO EXTRA COST TO THE OWNER. TREES PHYSICALLY REMOVED BY NEW HOME OWNERS, AFTER BUILD OUT, DURING THIS PERIOD, ARE THE RESPONSIBILITY OF THE TOWN TO DEAL WITH.
- THE DEVELOPER IS TO FOLLOW UP WITH THE TOWNS PARKS DEPARTMENT REGARDING THE PLACEMENT OF NEW TREES. THE PARKS DEPARTMENT IS TO BE CONTACTED REGARDING POSSIBLE TREE VARIATIONS OR FROM THE SUGGESTED LIST IN BYLAW 430.
- TREES ARE TO BE PLACED AT AN OFFSET DISTANCE FROM THE FOLLOWING STEEL / WOODEN POLES
 - **DRIVEWAYS** CATCH BASINS
 - MANHOLES, VALVE BOXES, SERVICES SEWER SERVICES
 - HYDRANTS IN LINE WITH 8.0m SIGHT TRIANGLE CORNERS
- STREET TREES ARE TO BE SPACE 6-12M APART DEPENDING ON SPECIES.
- TREE ARE TO BE PLANTED AS PER SECHELT PARK RECOMMENDATIONS. TOP SOIL DEPTHS
- •• 200mm FOR LAWN AREAS
- 300mm ON ALL SIDES OF THE ROOT BALL FOR TREES
 450mm FOR SHRUB AREAS

GENERAL PLANTING NOTES;

1. All work shall meet or exceed the requirements of the current edition of the Canadian Landscape Standards. 2. Plant material to the satisfaction of the Canadian Landscape Standards for nursery stock.

3. Sizes on the planting plan shall be considered minimum sizes. 4. Root balls to be free of pernicious weeds.

5. Sod is to be sand based turf and mesh free. No substitutes.

6. Top soil mixtures shall be tested for particle size, Ph, nutrient levels. Amendments are to follow the test recommendations, and shall bring the soil up to an acceptable horitcultural quality for the trees, shrubs, or turf planting. Provide vertification of fertilizer and lime applications and rates during the installation and maintenance periods. Provide sample of leaf mulch for

7. Top soil depths are to be minimum as follows:

150mm (6") off slab for irrigated lawn, 225mm (9") off slab for non-irrigated lawn, 450mm (18") off slab for shrubs, 900mm (36") for trees. Install 50mm (2") of well composted organic mulch after planting and rake smooth.

8. The Landscape Architect Consultant is to review the prepared sub-grade depths prior to application of top soil mixtures and finish grading. Scarify compacted subgrades minimum 150mm (6") immediate before placing growing medium. Provide positive grades away from buildings and toward drains and catch basins. Slope away from building minimum 2%. Slope towards lawn basins minimum 4%. Slope lawn and grass areas minimum 2% and maximum 3:1 slopes. Slope grass swales that do not have additional erosion protection minimum 1% along invert and maximum 10% along side slopes, and minimum 6:1 slope and maximum 3:1 slope.

9. All soft landscaping to have a temporary irrigation system during 2-year plant establishment, to be high efficiency irrigation system to the IIABC standards. Hand-watering is acceptable by the Contractor for 2 years.

10. Install temporary tree protection fencing for existing hedges, trees, and shrub beds which are to remain. Maintain fence during construction. No storage of materials or equipment, or any

12. Landscape Contractor is to provide **2 years** of maintenance after the date of Substantial Completion. Maintain to Canadian Landscape Standard Level 2 'Groomed'. Contractor is to provide a 1-year warranty for all plant material, and an additional 1-year warranty for subsequent plantings after replacements are made. Plants installed between January 1 and June 1 shall be under extended warranty until June 1 of the following year.

13. Planting on City Boulevard is to have the approval of the Parks Department prior to installation. Size, species, and location require approval at time of installation.

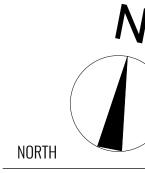
SHRUBS	<u>S</u>						
ID	Quantity	Common Name	Latin Name	Scheduled Size	Mature Height	Mature Spread	Notes
Pot-F	8	Bush Cinquefoil	Potentilla fruticosa-Lemon Meringue	#5 pot	18 - 24 in	24 - 36 in	Cont. B
Tv	24	Common Thyme	Thymus vulgaris	#1 pot	<= 12 in.	<= 12 in.	Cont.
Arb	3	Compact Strawberry Bush	Arbutus unedo 'Compacta'	#10 pot	5 - 10 ft.	4 - 7 ft.	Cont.
AVJ	23	Kinnikinick	Arctostaphylos uva-ursi 'vancouver Jade'	#1 pot	<= 12 in	24 - 36 in	Cont.
Мр	3	Mugo Pine	Pinus mugo ' Mughus'	#3 pot	2 ft	4 - 7 ft	Cont.
Rs	4	Red flowering currant	Ribes sanguineum	#2 pot	5-10 ft	4-7 ft	Cont. BC native. Specimen size/shape
Poly	2	Tassel Fern	Polystichum polyblepharum	#2 pot	18 - 24 in.	12 - 24 in.	Cont. BC native
	25	Flowering perennials at time	of installation	#2 pot			



THESE DOCUMENTS, AND THE INFORMATION CONTAINED IN THESE DOCUMENTS, ARE THE SOLE PROPERTY OF ZALE DESIGN AND MAY NOT BE REPRODUCED OR SUBMITTED TO OUTSIDE PARTIES WITHOUT THE EXPRESSED WRITTEN CONSENT OF ZALE DESIGN. THE DOCUMENTS, AND THE INFORMATION CONTAINED IN THESE DOCUMENTS, SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN FOR THE CONSTRUCTION OF THE REFERENCED PROJECT. ANY OTHER USE, REUSE, OR MODIFICATION OF THE DOCUMENTS WITHOUT THE CONSULTANT'S PRIOR WRITTEN CONSENT WILL BE AT THE RECIPIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO THE CONSULTANT.

Jul 05.24	Issue for Development Permit	
Jul 05.24	For Client Review	
DATE	DESCRIPTION	

REVISIONS



ANCHOR ROAD DEVELOPMENT

5750 ANCHOR ROAD SECHELT, BC

PROJECT

 SCALE	as noted
DRAWN BY	KZ
PROJECT NO.	24-02

DRAWING

Planting Layout

5	Mail Box	7.5m Set Back LineG CAR 2.5x6.0m		16.91	Protect existing offsite trees
REGRA 2.5x6.0m	× IVIII	TE CHARGING STATION	SMALL CAR 2.5x4.6 \6.	0.200 E	STM and SANI as per Civil Hydro, Telus, Cable lines
IRON POST EL=17.43	3-Kinnikinick	ing area 34 TYPEINE=28.680	nikinick G CAR	10-Kinnikinick Property Line	1.0 meter frontage planting strip with new shrubs, irrigate to
er Line	T 17 0 1 1 - Bush Cinquefoil	2-Bush Cinquefoil	inquefoil	1-Tassel Fern 3-Bush Cinquefoil	Drain rock with runoff gutter as per Civil.
1-Tasse	ugo Pine WA	STE PICK UP	4-Red flow	Mugo Pine vering currant	New trees not proposed due to
16.90	ALLOWOUT	ANCHOR ROAL	RAIN ROCK	XX.5	shallow depth for root system and because no existing trees are to be removed during construction.
2 Planting Plan L1 Scale: 1:100					

Review of Estimated Landscape Construction Costs for 5750 Anchor Road Landscaping Based upon DP drawing prepared by Zale Design July 5, 2024

Soft Landscaping

Premium garden soil for shrubs @ 18"	cu.yds.	\$ 70.00	12	\$ 836.11
Garden bark mulch for shrub beds @ 2"	cu.yds.	\$ 60.00	1	\$ 71.67
Potentilla	#5 pot	\$ 27.50	8	\$ 220.00
Kinnickinick	#1 pot	\$ 12.00	23	\$ 276.00
Mugo Pine	#3 pot	\$ 21.00	3	\$ 63.00
Red flowering currant	#2 pot	\$ 15.25	4	\$ 61.00
Tassel fern	#2 pot	\$ 15.25	2	\$ 30.50
Perennial	#2 pot	\$ 15.25	25	\$ 381.25
Subtotal Softscape ground				\$ 1,939.53
Maintenance of plants, averaged at 6 months/year for spring cultivation, summer watering, and fall bedding over the course of 2 years	per month	\$ 400.00	12	\$ 4,800.00

Total Estimated landscape construction		\$ 7,076.50
GST @ 5%		\$ 336.98
SUBTOTAL LANDSCAPING		\$ 6,739.53



FOR INFORMATION

TO: Council MEETING DATE: February 5, 2025

FROM: James Nyhus Chief Building Official

SUBJECT: Report to Council on Bylaw Violations by Short Term Rentals

FILE NO: 4010

PURPOSE

This report is prepared pursuant to Council Resolution No. 2024-12A-20:

"That a comprehensive report on the number of short-term rental related complaints for 2024 be presented to Council, including those related to licensed or suspected unlicensed short-term rentals, in the next two months."

DISCUSSION

Summary

In 2024 Bylaw Enforcement staff received 32 formal complaints pertaining to the use of short-term rentals (STR) in residential neighbourhoods. In addition, to complaints from the public, staff monitored STR business operations using tracking software (Granicus). This enabled enforcement of Business Licence Bylaw No. 520, 2012.

With thorough and fair investigation many of the complaints were resolved by voluntary compliance of the owner/operators. In some instances, bylaw infraction notices were issued in order to obtain compliance.

Of the 32 formal complaints, 22 were related to unlicensed operations and 10 were related to licenced operations. As a result, 62 bylaw infraction notices were issued. Note that multiple tickets may be result from a single complaint.

Six bylaw infraction notices were given to licenced STR owner/operators, and five were issued to non-licenced STR operators for violations within Business Licence Bylaw No. 520, 2012. Violations included operating a business without a licence and advertising without a licence, as identified by Bylaw Enforcement Officers using Granicus Software. The remaining infraction notices were issued for violations within other bylaws such as noise and wildlife attractants.

Additional non-licenced STR operators were identified and, after receiving a warning letter, either complied by removing their listings and ceasing operations or by applying for and obtaining a business licence.

Staff are hoping to move forward with the acquisition of a digital bylaw enforcement platform in 2025 which will consolidate complaints from all sources and enable Bylaw Enforcement Officers

to issue bylaw notices and/or municipal tickets directly. This will greatly improve both efficiency and ability to provide accurate statistics coming from a central data base.

Legislative Context

BC's Short-Term Rental Accommodation Act was enacted after the District of Sechelt adopted its short-term rental provisions into Business Licence Bylaw No. 520, 2012. At the time of the writing of this report, the enforcement component of the Act has not been completed.

POLICY AND BYLAW IMPLICATIONS

None.

SUSTAINABILITY PLAN IMPLICATIONS

- 1. Social Sustainability and Community Well Being
- 2. Economic Sustainability
- 6. Sustainable Community Growth and Development

STRATEGIC PLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

None.

COMMUNICATIONS

This report will be available to the public through the District of Sechelt website.

Respectfully submitted,

James Nyhus

Chief Building Official



REQUEST FOR DECISION

TO: Council MEETING DATE: February 5, 2025

FROM: Ian Holl, Development Planning Manager

SUBJECT: Liquor Licence Amendment for Royal Canadian Legion, Branch No. 140 at 5546

Inlet Avenue

FILE NO: 4350-2024-02

RECOMMENDATIONS

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

- 2. That Council has considered the following:
 - a. The location of the establishment;
 - b. The person capacity and hours of liquor service;
 - c. The impact of noise on the community in the vicinity of the establishment; and
 - d. The general impact on the community if the application is approved.
- 3. That Council supports the licence amendment for the Royal Canadian Legion, Branch No. 140 to increase the total liquor licence capacity from 60 persons to 100 persons.

PURPOSE

The purpose of the report is for Council to consider a referral from the Liquor and Cannabis Regulation Branch (LCRB) concerning an application to increase the capacity at the Royal Canadian Legion Branch No. 140 at 5546 Inlet Avenue.

OPTIONS

1. Do not support the application.

DISCUSSION

Legislative Context

The *BC Liquor Control and Licencing Act* and *Liquor Control and Licensing Regulation* requires a local government to gather the views of residents and consider prescribed criteria to evaluate certain types of liquor licence applications. As the approving authority for liquor licensing the LCRB must consider a local government recommendation prior to issuing or amending a prescribed class of licence.

Background

The Legion is a food and beverage establishment located in their new site at 5546 Inlet Ave. Their current liquor primary licence is for a capacity for up to 60 people. They have applied to the LCRB for an amendment to their licence to increase the liquor licence capacity to 100 people.

Table 1: Site Data		
Applicant	Kathy Wishlow, First Vice President	
Establishment	Royal Canadian Legion Branch No. 140	
Civic Address	5546 Inlet Avenue	
Zoning Designation	C4 Downtown Centre Commercial	
OCP Designation	Downtown Centre	
Current Licence Type	Liquor Primary with 60-person occupancy	

Public and Neighbour Comments

To gather residents' views on the application, an advertisement was published in the January 17, 2025 issue of the Coast Reporter newspaper, posted to the District's social media, and notification letters were mailed to neighbours within 100 m.

As of the report deadline, no comments have been received.

Referral Comments

The application was referred to the following agencies and internal departments for comment:

Table 2: Referral Comments		
RCMP Sunshine Coast Detachment	No concerns with the application.	
Sechelt Downtown Business Association	Supports the application.	
Building Department	No concerns with the application.	
Bylaw Enforcement	No concerns with the application.	

Consideration of Prescribed Criteria

In accordance with provincial regulation the local government must consider the following criteria when considering liquor primary licence changes:

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

The location of the establishment

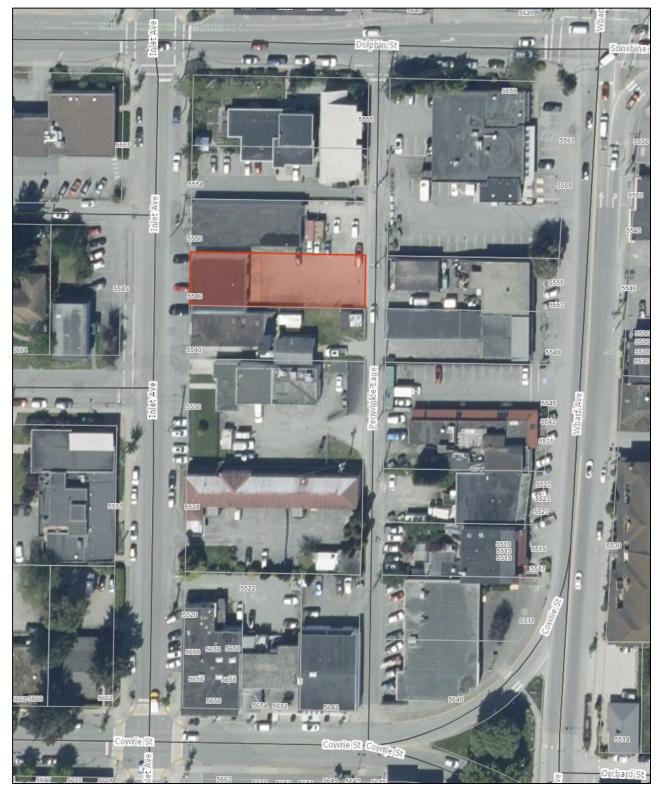


Figure 2 – Aerial image 2021 showing surrounding area



Figure 3 – Surrounding OCP designations

The Legion is located within the 'Downtown Centre' designation under the Official Community Plan. Zoning Bylaw No. 580, 2022 allows for 'liquor primary establishment' as a permitted use within the C4 zone. The proposed changes conform with the zoning bylaw.

Table 3: Adjacent Land Uses				
Direction	Zone	Designation	Actual Land Use	
North	C4	Downtown Centre Commercial	Commerical	
South	C4	Downtown Centre Commercial	Commerical	
East	C4	Downtown Centre Commercial	Commerical	
West	C4	Downtown Centre Commercial	Commerical	

The person capacity and hours of liquor service

The applicant is seeking to increase the liquor licence capacity from 60 to 100 persons. Hours of liquor service comply with the District of Sechelt Business Licence Bylaw No. 520, 2012, and no changes are proposed.

The impact of noise on the community in the vicinity of the establishment

The amendment only proposes an internal increase in capacity.

Noise has not been a source of bylaw complaints, and additional impact is not expected to be an issue for this establishment in this location.

The general impact on the community if the application is approved

If the application is approved, the impact is expected to be positive, as supporting business in the downtown core works to develop a more vibrant Sechelt for residents and visitors.

POLICY AND BYLAW IMPLICATIONS

None.

SUSTAINABILITY PLAN IMPLICATIONS

This application generally supports economic sustainability by supporting local business.

STRATEGIC PLAN IMPLICATIONS

This application is in line with Council's strategic priority of "fostering a vibrant downtown core" which includes business opportunities in the downtown core.

FINANCIAL IMPLICATIONS

No financial implications.

COMMUNICATIONS

Council's recommendation will be sent to the LCRB and included in the meeting minutes.

Respectfully submitted,

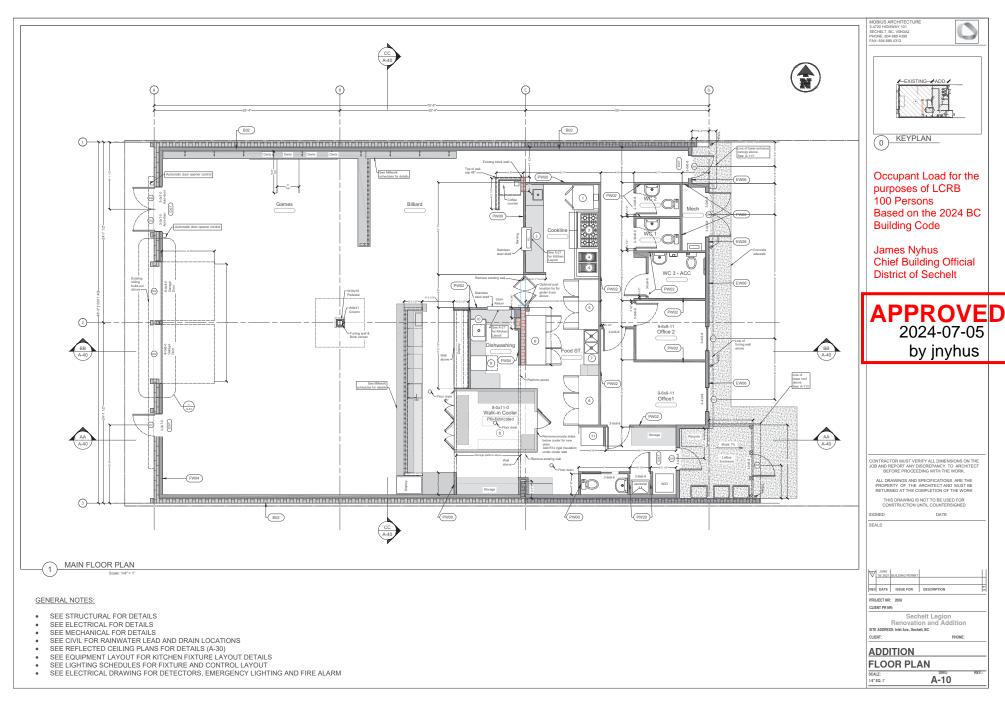
Ian Holl, MCIP, RPP

Development Planning Manager

Attachments:

1 – Royal Canadian Legion Branch No. 140 Renovation and Expansion Occupancy

ATTACHMENT 1





NOTICE OF MOTION

TO: Council MEETING DATE: February 5, 2024

FROM: Councillor Brenda Rowe

SUBJECT: Notice of Motion - Motion to Submit an Expression of Interest to the Ministry of

Housing for the Hearth and Home Program

FILE NO: 0550

RECOMMENDATION

WHEREAS the District of Sechelt is experiencing a growing homelessness issue that

disproportionately affects seniors and Indigenous individuals, both of whom are

particularly vulnerable populations;

AND WHEREAS there is a critical lack of affordable and supportive housing opportunities in the District

of Sechelt, which is insufficient to meet the increasing needs of the community;

AND WHEREAS the Hearth and Home Program, endorsed under the NDP and BC Green Party agreement,

continues to receive funding support and aligns with the "Village" model of housing, which promotes community-oriented and sustainable solutions to homelessness and

housing insecurity;

THEREFORE BE IT RESOLVED THAT the District of Sechelt Council direct staff to prepare and submit an

Expression of Interest to the Ministry of Housing for the Heart and Hearth Program, outlining the urgent need for affordable and supportive housing in Sechelt, with a particular focus on addressing homelessness among seniors and Indigenous individuals;

AND BE IT FURTHER RESOLVED THAT staff reach out to the Shíshálh Nation to partner in this Expression

of Interest and to explore, recognizing the importance of collaboration and shared

leadership in addressing homelessness within the District of Sechelt;

AND BE IT FURTHER RESOLVED THAT staff reach out to the Town of Gibsons and the SCRD for letters of

support to strengthen the Expression of Interest.

Respectfully submitted,

Councillor Brenda Rowe







SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

December 9, 2024

RECOMMENDATIONS FROM THE SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING HELD AT THE GIBSONS AND AREA COMMUNITY CENTRE AT 700 PARK ROAD, GIBSONS, B.C. AND VIA ZOOM

PRESENT:

(Voting Members) Chair B. Conway

Committee members E. Eaton

L. Forrest
R. Kiewitz
A. Lattanzi
B. Straw
S. Tompkins

ALSO PRESENT:

(Non-Voting) Councillor, TOG D. Croal

Director, SCRD D. McMahon Staff, DOS M. Stjepovic

Youth Representative M. Vanhoeven SCRD, Corporate Officer S. Reid Staff, SCRD R. Porte Staff, TOG K. Thomas

Recorder, SCRD K. Gower

REGRETS: Committee Member A. Gursche

Councillor, DOS A. Toth

CALL TO ORDER Chair Conway called the meeting to order at 11:10 am

AGENDA The agenda was adopted as amended.

MINUTES

The Sunshine Coast Regional Accessibility Advisory Committee (SCRAAC) minutes of October 21, 2024 were accepted as presented.

REPORTS

Where are we in the process - Update

- Environmental Scans were conducted in all three local governments
- Committee members should continue to send barriers & opportunities to legislative@scrd.ca
- Selection of a consultant is in progress, still to be determined whether Sechelt or Gibsons will administer the grant funds on behalf of the committee
- Ongoing feedback program "Let's Talk" page to be initiated

Environmental Scan

Each local government provided an update on the results of the environmental scan conducted within their respective local government.

Marina Stjepovic, Staff, District of Sechelt, highlighted the following:

 Office accessibility is a challenge, including the elevator, telephone system and access to different facilities

Rebecca Porte, Staff, Sunshine Coast Regional District highlighted the following:

- No specific standard for accessibility was identified
- Positive changes included options for residents to pay bills, attend meetings, or get information remotely or online
- Transportation was an issue of note in particular, the demand for handyDart service exceeds the existing level of service available

Katie Thomas, staff, Town of Gibsons, highlighted the following:

- The Town of Gibsons building is not accessible and requires a building audit
- The Town's Parks masterplan is being reviewed with an aim to developing one or two accessible trails from lower to upper Gibsons

Chair Conway addressed the committee highlighting the need to focus on prioritization of the opportunities and barriers as the committee's work continues.

Working Groups

- The Transportation working group meetings took place on November 18 and December 4, 2024
- The working group would like to see a member of SCRAAC participate on the new BC Ferries Advisory Committee
- In addition to advocacy, the Committee would like to actually work with BC Ferries and BC Transit to ensure support for accessibility improvements

Accessibility Barriers and Opportunities on the Sunshine Coast

- Committee members were encouraged to continue identifying opportunities and barriers to add to the tracking spreadsheet
- Creating the priorities list of opportunities and barriers will be ongoing and can be added to once engagement with the public begins

Consultant Update

- A list of consultants through the Disability Alliance has been made available
- Decision needs to be made amongst staff which local government will administer the grant and then interviews with consultants will follow
- The aim is to have a consultant in place before the next Committee meeting

Update on Let's Talk Page

The committee discussed the following with respect to public engagement:

- Consultants may have advice on how best to engage public and when
- An online public engagement page will be developed on the SCRD's *Let's Talk* website that will provide a place where the public can submit feedback, ask questions, and get information including background, goals, key milestones, and document links related to the work on the Regional Accessibility Plan
- The Let's Talk page will be developed once a consultant has been selected
- Other methods of public information and engagement will also be contemplated
- Informing the community, especially those with accessibility issues, of the committee's work to create a Regional Plan is an important priority
- A letter or article submitted to the Coast Reporter newspaper was suggested

COMMUNICATIONS

• Correspondence from Kate Turner, Assistant to the Director of Instruction for Inclusive Education, School District 46, regarding School District 46 Accessibility Planning, was received for information

NEW BUSINESS

• Terms of Reference and Appointment of Committee Members

The SCRD Corporate Officer addressed the committee regarding a proposed

amendment to extend committee appointments to two years. Committee members present

at the meeting were supportive of their terms being extended.

Next Meeting

• District of Sechelt to host next meeting. Date to be confirmed.

ADJOURNMENT

The meeting was adjourned at 12:55 pm



DISTRICT OF SECHELT MINUTES OF THE REGULAR COUNCIL MEETING

January 15, 2025, 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 B. Rowe, Councillor A. Shepherd,

Councillor A. Toth

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

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

Development Planner T. Baker, Corporate Officer K. Poulsen,

Administrative Assistant C. Kidd (Recording Secretary)

1. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council Meeting to order at 7:00 pm and asked for declarations of conflict. There were none.

2. LAND ACKNOWLEDGEMENT

The Chair noted the land acknowledgment on the agenda.

3. ADOPTION OF AGENDA

Res. No. 2025-01A-01

Moved/Seconded

That the January 15, 2025 Regular Council Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

None.

5. BUSINESS ITEMS

5.1 Development Variance Permit 2024-23 - 5883 Cowrie Street

Staff provided an overview of the development variance permit application, indicating that it would allow for alteration of the height to width ratio for a retaining wall. It was clarified that by approving the permit it would allow the developer to anchor the retaining wall to the existing rock bluff slope, significantly reducing the need for blasting.

In a response to an inquiry from Council, the property owner indicated that a phase three may come in the future, however it would be on an adjacent property.

Res. No. 2025-01A-02

Moved/Seconded

That Development Variance Permit 2024-23 be approved.

CARRIED

5.2 Development Permit with a Variance 2024-09 - 6086 Poise Island Drive

Staff noted a permit for this lapsed in 2020 due to inactivity. This new application includes a variance to the District of Sechelt for a cement staircase.

In response to questions from Council, staff further noted that the property will have main vehicle access via Ripple Way and secondary vehicle access on Poise Island Drive.

Res. No. 2025-01A-03

Moved/Seconded

That Development Permit, with a variance, 2024-09 be approved.

CARRIED

5.3 Sechelt Airport Development Select Committee Appointment

Res. No. 2025-01A-04

Moved/ Seconded

That Council appoint Luke Gordon to the Sechelt Airport Development Select Committee.

CARRIED

6. BYLAWS

None.

7. MINUTES OF PREVIOUS MEETINGS

7.1 Minutes of the December 18, 2024 Regular Council Meeting

Res. No. 2025-01A-05

Moved/ Seconded

That the Minutes of the December 18, 2024 Regular Council Meeting be adopted.

CARRIED

7.2 Minutes of the December 18, 2024 Special Committee of the Whole Meeting

Res. No. 2025-01A-06

Moved/ Seconded

That the Minutes of the December 18, 2024 Special Committee of the Whole Meeting be received and the following recommendation(s) be endorsed:

(2) That a minimum 3% contribution be considered for the 2025 budget general capital reserve.

CARRIED

7.3 Minutes of the November 19, 2024 Airport Development Select Committee

Res. No. 2025-01A-07

Moved/Seconded

That the Minutes of the November 19, 2024 Airport Development Select Committee be received, and the following recommendations be endorsed:

- (2) That the Director of Engineering and Operations send notes from her meeting with Associated Engineering Consulting to the Airport Committee; and
- (3) That the Director of Engineering and Operations provide the data and map from the tree survey to the Airport Committee; and
- (4) That Council engage in further discussions with landowners to support the Airport's ongoing development; and
- (5) That the Committee assemble comments on the Airport draft master plan which staff will share with Operations Economics Inc (OEI); and that the Committee meet with OEI to discuss the comments on the draft master plan; and
- (6) That the upgrade of the fuel system not be delayed due to environmental risks from potential leakage.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

It was noted that the Davis Bay Wilson Creek Selma Park Community Association, and development applicant for 4886 Sunshine Coast Highway, have now had a virtual meeting to introduce themselves and begin discussions. Both parties are ready to meet with Council and staff to find a solution.

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 2025-01-06 Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention - Final Call for Resolutions

Council discussed developing a resolution for the Association of Vancouver Island and Coastal Communities (AVICC) requesting that the Union of British Columbia Municipalities (UBCM) advocate to the Ministry of Housing to provide and make necessary a Good Neighbour Agreement between municipalities and any non-profit operator that may be selected to operate and provide emergency shelter, housing, and community support programs for the unhoused population.

10.2 2024-12-16 UBCM Canada Community Building Fund - Second Community Works Fund Payment for 2024/2025

Correspondence was received.

11. RELEASE OF CLOSED MEETING ITEMS

None.

12. ADJOURNMENT

Res. No. 2025-01A-08

Moved/ Seconded

That the January 15, 2025 Regular Council Meeting be adjourned at 7:54 pm.

CARRIED

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



DISTRICT OF SECHELT

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

January 22, 2025, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

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

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

ABSENT: Councillor A. Toth

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

Development A. Allen, Director of Financial Services and Information Technology D. Douglas, Director of Engineering and Operations M. Lee, Director of Corporate and Community Services L. Roberts, Community Planner M. Stjepovic, Corporate Officer K. Poulsen,

Administrative Assistant C. Kidd (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 3:00 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Moved/ Seconded

That the January 22, 2025 Committee of the Whole Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

4.1 Royal Astronomical Society of Canada- Sechelt Branch

Charles Ennis, President of the Sunshine Coast Centre, of the Royal Astronomical Society of Canada, addressed Council regarding the Dark Sky Community Certification. He outlined benefits of directed lighting use and noted that the District of Sechelt has met the regulatory requirements for Dark Sky Community status since 2019 and would only need to submit an application.

Recommendation No. 2

Moved/Seconded

That staff be directed to apply for status as a Dark Sky Community.

CARRIED

5. BUSINESS ITEMS

5.1 2024 Fourth Quarter Report

Staff responded to and clarified questions about the Community Land Development Analysis (CLDA) and Official Community Plan (OCP), locations of where the art wrapped hydro boxes, the recent grant application by the Sechelt Downtown Business Association submitted for upgrades to the Trail Bay Boulevard, the potential use of tiny homes as dwellings in the District of Sechelt, and vacant staff positions.

Recommendation No. 3

Moved/Seconded

That the 2024 Fourth Quarter Report be received.

CARRIED

5.2 Climate Action Initiatives For 2025

In response to questions, staff confirmed that there are some Green House Gas (GHG) emission targets listed in the OCP, though there is no official Climate Action Plan in place. A Climate Action Plan may help to expedite Sechelt's preparedness for climate

change and demonstrate Sechelt's commitment to climate action for future grant applications.

Recommendation No. 4

Moved/ Seconded

That the Climate Action Initiatives Report be received.

CARRIED

Recommendation No. 5

Moved/ Seconded

That staff bring back a report with a more detailed workplan and budget implications to address climate change in the District of Sechelt.

CARRIED

6. ADJOURNMENT

Recommendation No. 6

Moved/ Seconded

That the January 22, 2025 Committee of the Whole meeting be adjourned at 3:59 pm.

Certified correct by:	Certified correct by:
Darren Inkster, Chair	Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING

January 22, 2025, 10:00 am
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PRESENT: Councillor B. Rowe (Chair for a portion of the Meeting), Mayor J.

Henderson (Chair for a portion of the Meeting), Councillor D. Bell, Councillor D. McLauchlan, 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 Financial Services and Information Technology D. Douglas, Director of Engineering and Operations M. Lee, Director of Corporate and Community Services L. Roberts, Manager of Financial Services B. Smith, Accountant E. Johnson, Administrative Assistant J. Seguin, Corporate Officer K. Poulsen,

Administrative Assistant C. Kidd (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

The Chair acknowledged their gratitude for living on the traditional lands of the shíshálh Nation and noted that the Nation had just received funding for a new water reservoir project on the Sunshine Coast.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Special Committee of the Whole Meeting to order at 10:00 am and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Moved/Seconded

That the January 22, 2025 Special Committee of the Whole Meeting Agenda be adopted.

CARRIED

4. BUSINESS ITEMS

4.1 SEWER & SEPTAGE

Staff provided a brief review of the presentation from the Budget meeting on December 18, 2024.

a. Base Budget

Staff confirmed that an increase of 3.95% to the sewer user fees would be sufficient to cover the increased cost of operation, and capital requests for 2025.

Recommendation No. 2

Moved/ Seconded

That a sewer user fee increase of 3.95 % be included into the Five-Year Financial Plan.

CARRIED

b. Additional Operating Requests

In response to questions from Council, it was confirmed that the Wastewater Operations Laboratory Operator position was critical. It would enable mandatory testing and reporting, while allowing the Operators to focus on operating as the Water Resource Centre is already short staffed.

c. Capital

Recommendation No. 3

Moved/ Seconded

That a septage fee increase of 6% be included in the Five-Year Financial Plan.

CARRIED

4.2 GENERAL OPERATING FUND

a. Additional Operating Requests

Council discussed the Connect the Coast project.

Moved/ Seconded

That the Connect the Coast contribution of \$75,000 be referred to a regional budget discussion for 2026.

CARRIED

In response to questions, staff confirmed that operating funds for the Consultant Technical Support are required for the provision of specialist reports such as geotechnical and environmental assessments, which are often needed when responding to emergency infrastructure damage. Staff noted that approximately \$41,000 out of the total \$100,000 request would be covered by savings in wages due to vacant staff positions.

Recommendation No. 5

Moved/Seconded

That the \$100,000 Consultant Technical Support budget be approved.

CARRIED

Recommendation No. 6

Moved/Seconded

That the following operating expenses be approved

- SQL (Structured Query Language) Server Upgrade \$10,000
- Adobe Upgrade \$15,000
- GIS Enhancements \$15,000
- Airport Storage \$3,500

CARRIED

Staff confirmed that with the approved items so far, the tax rate would be at 8.34%.

A conversation was brought forward by the Chair of the Community Safety Select Committee around community safety measures. Council spoke of continuing security patrols, adding new resources, and converting a Bylaw Officer position to a Community Safety Officer.

Moved/ Seconded

That \$120,000 for 2025 be budgeted to continue downtown private security patrols in the Five-Year Financial Plan.

CARRIED

OPPOSED Councillor McLauchlan

Mayor Henderson joined the meeting at 11:12 am.

Recommendation No. 8

Moved/Seconded

That staff prepare a report on the cost and implications of converting an existing Bylaw Officer to a Community Safety Officer position; and

That \$7,000 be added to the 2025 budget as a placeholder of the Community Safety Officer position.

CARRIED

Recommendation No. 9

Moved/Seconded

That \$5,000 be approved to create and deliver a community safety communications strategy in the 2025 Five-Year Financial Plan.

CARRIED

Recommendation No. 10

Moved/ Seconded

That staff prepare a report on the cost and legal implications of a community safety surveillance camera system as a pilot project.

CARRIED

Meeting was recessed at 11:32 am.

Meeting reconvened at 11:38 am.

Moved/ Seconded

That a total of \$137,000 for community safety be funded for 2025 in the Five-Year Financial Plan, with \$100,000 from the Community Safety Reserve, and \$37,000 from Taxation for the following uses:

- Downtown private security patrols
- Converting an existing Bylaw Officer to a Community Safety Officer position
- Creating and delivering a community safety communications strategy.

CARRIED

b. Capital

Council discussed Capital Projects, and the potential of specific projects being postponed to mitigate a budget deficit, projects discussed include repairs and redesign to the RCMP parking lot, and replacement of the Airport fuel pump.

Staff clarified that the air curtain burner on the budget would be purchased in partnership with the Community Forest pending them receiving funding, but we would own the asset.

Recommendation No. 12

Moved/ Seconded

That the RCMP parking lot project #7965 be referred to the 2026 budget process for consideration.

CARRIED

Recommendation No. 13

Moved/Seconded

That the Airport Fuel Pump replacement project #4017 be referred to the 2026 budget process for consideration.

CARRIED

Moved/ Seconded

That the 2025 Capital Plan as presented on pages 112-113 of the December 18, 2024, Special Committee of the Whole Agenda be approved with the funding sources identified on page 155 of the December 18, 2025, Special Committee of the Whole Agenda, with the exception of:

- The Connect the Coast project
- RCMP parking lot project #7965
- Airport Fuel Pump replacement project #4017

CARRIED

OPPOSED Mayor Henderson.

Meeting was recessed at 12:31 pm.

Meeting reconvened at 1:00 pm.

Councillor Rowe left the meeting, and Mayor Henderson assumed Chair.

Recommendation No. 15

Moved/Seconded

That early approvals for capital projects approved in Recommendation No. 14 from this meeting be granted.

CARRIED

Council discussed the potential of service reduction scenarios to reduce budget deficit. It was noted that discussion should happen prior to discussions for the 2026 budget process.

Recommendation No. 16

Moved/Seconded

That staff bring forward options to remove \$2 million from the District of Sechelt's operational spending for 2025 for Council's consideration prior to adoption of the Five-Year Financial Plan.

DEFEATED

OPPOSED Councillors Bell, McLauchlan, Toth, and Shepherd

Councillor Toth left the meeting at 1:37 pm.

5. ADJOURNMENT

Recommendation No. 17

Moved/Seconded

That the January 22, 2025 Special Committee of the Whole Meeting be adjourned at 1:44 pm.

	CARRIED
Certified correct by:	Certified correct by:
John Henderson, Chair	Kerianne Poulsen, Corporate Officer