



TO: Committee of the Whole

REPORT DATE: October 23, 2024

FILE NO: 0640

PURPOSE

The quarterly report provides an update to Council on District activities for the period July 1 to September 30, 2024. The report includes all departments to identify which projects, and operational activities support Council's strategic priorities for the entire organization.

COUNCIL PRIORITIES

Effect Growth

- Updated Housing Needs Report endorsed by Council, providing direction for housing choices and effective growth.
- Prepared bylaw amendments for new Francophone School (SD No. 93) on Medusa Street.
- Approved Development Permit for childcare facility on Cowrie Street.
- Distributed community grants to recipients.
- Gathered information about mobile vending via survey.

Housing

- Applied for the second intake of the Housing Accelerator Fund, which can bring in significant financial resources to drive short-term and long-term change in the housing approval process.
- Development Permit Automation Workflow: The IT and Planning Departments are collaborating on a project to automate the development permitting process. This initiative aims to transition from a manual to an automated system, enhancing efficiency, saving time, and supporting council goals related to housing.

Community Safety and Wellbeing

- Drafted Sunshine Coast Community Forest (SCCF) Dividend Policy and referred to the SCCF Board.
 - Awarded \$111,000 in Sunshine Coast Community Forest Legacy Grants to eight community organizations.
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- A decorative footer bar consisting of three horizontal stripes: a yellow stripe at the top, a green stripe in the middle, and a blue stripe at the bottom.



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- Council organized a public meeting with community members to discuss public safety in the downtown.
- Approved a five-year agreement with Sunshine Coast Museum and Archives for the maintenance and operation of Sechelt's Community Archives.
- Released the District of Sechelt full Governance Audit Report to the public.
- Council endorsed recommendations from Governance Audit Report.
- Hosted the second Sunshine Coast Regional Accessibility Advisory Committee Meeting.
- Creation of Community Safety section with resources on District website.

Ensuring Financial Balance

- Invoice Automation: Project is 95% complete. This pilot project will make the process more efficient at zero cost.
- Launched Qwestica budget software with Vadim and Single Sign-On (SSO) integrations.

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

- Participated in the (Sunshine Coast Regional District (SCRD) Climate Action Plan.
- Drafted Wildfire Development Permit Area.
- Hosted public lecture on "Sechelt's Urban Forests in a Changing Climate" with more than 30 attendees.
- Testing fleet tracking software on one F550 truck within our Public Works fleet. More fleet will be added in Q4.

Fostering a Vibrant Downtown Core

- Support for car free day organized by Transportation Choices Sunshine Coast (TraC).
- Prepared zoning amendment for C4 zone to encourage secondary dwelling units in commercial buildings.
- Approved Development Permit for refurbishment of commercial building on Wharf Ave.
- Hosted two pop-up lemonade stands at Snickett Park. Beverages and cups provided by McDonalds.



DIVISIONAL UPDATES - Corporate and Community Services

After three months without an assistant, during the third quarter, Corporate and Community Services welcomed a new full-time Administrative Assistant.

Communications

Summer is always a busy time in DOS communications supporting local events and initiatives. This quarter communications held two lemonade pop-up events along the seawall at Snicket Park. McDonalds donated lemonade and cups, creating a free event for the District. People were pleased to see this small gesture from the district. Another pop-up is planned for Q4.

Communications coordinated and created a community safety section on the website highlighting different tips and tricks, contact information, upcoming meeting times and “see it report it” informational section. The section includes headings on community services, crime prevention, RCMP services, Sechelt Fire Department, emergency preparedness, and pets and wildlife.

The recycling campaign continues in order to reduce the contamination rate in blue residential recycling bins. Aside from pushing out recycling information, we also warned residents that bins would be left unemptied if they contained no-go items. Bins will start being left unemptied in early Q4.

Highlights from Q3 include:

- Promotion for Community Safety Meeting #1.
- Re-opening Municipal Hall to the public after months of closure due to a leak in the winter.
- Seasonal social media and website messaging wildfire risks, drought-tolerant plants, water restrictions, FireSmart tips and bear aware.
- Urban Forest seminar promotion and materials.
- Cheque presentations to both the recipients of the Community Investment Grants and Community Forest Legacy Fund Grants.
- Promoting the Summer Music Series.
- Launching two different surveys: Mobile Vending (342 responses), Summer Music Series (10 responses).
- Assisting with letters and materials for the Wakefield Culvert replacement project.
- Top social posts: Keep Bears Safe; Mobile vending quiz, Street Trees event, Places to Cool and Beat the Heat.

Council Support**Events:**

- syiyaya Days Community Event and Parade.
- Reconciliation Pole Unveiling Ceremony, House of Clans.



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- Hosted the Q2 RCMP Policing update with various government agencies.
- Presented the Sunshine Coast Community Forest Legacy Grant Cheques.
- Council organized and hosted a community-wide Safety Public Event to more than 200 attendees.
- Mayor attended the Legion's new location opening.
- Presented the Community Investment Program Grants.
- Mayor attended the Festival of the Written Arts opening reception-Rockwood Lodge.
- Mayor attended the Hackett Park Artisan Fair opening.
- 2024 UBCM Convention September 16-20 in Vancouver and engaged in seven separate meetings with Minsters and Ministry Staff.
- Mayor Henderson and Councillor Inkster participated as panelists in the Climate Change Faire, Gibsons.

Q3 emails to Council:

- 137 Emails
- Most of the correspondence was regarding unhoused, community safety, housing, short-term rentals, water.

Arts, Culture & Heritage

Arts, Culture, and Heritage is responsible for the support of local arts and culture, District-sponsored festivals and events, promotion of Sechelt as an arts and culture destination, the management of the Sechelt public art collection, and the Community Investment Program (CIP) grants. Arts, Culture and Heritage is also involved in fostering community connections through the planning, developing, and evaluating arts, cultural, and heritage activities and events presented by the District, including the *siyaya* reconciliation projects and initiatives.

Community & Public Art

- Completed restoration work on the vandalized Friendship Park mural by original artist Dean Schutz.
- Selected three artists from the Artist Roster to participate in BC Hydro Beautification Program for utility box art wraps.





Festivals & Events

- Hosted and executed July 1st event of family festivities in Hackett Park.
- Supported the execution of July 1st parade along Cowrie street.
- Hosted the 10th annual Summer Music Series in Hackett Park
 - 8 concerts at noon on Saturdays, throughout July and August
 - concerts featured local musical groups of a wide variety of genres
 - finale concert featured a queer non-binary composer and singer from Vancouver.
- Sechelt Arts Festival awarded Building Communities Through Arts and Heritage grant funding (Heritage Canada).
- Sechelt Arts Festival hosts a free community festival to celebrate the Autumn equinox with music, dance, art, drumming, masks and performance on the estuary at Chapman Creek.
- Completed and submitted Celebrate Canada final report for siiyaya and Canada Days events.



July 1st, 2024 | Canada Day parade and event at Hackett Park



Thank You (social media) message for 2024 Summer Music Series artists

Community Investment Program (CIP) Grants

- Issued 23 grant cheques and coordinated photo opportunities with Mayor, Council and requested recipients.

Community Outreach

- Represented District of Sechelt in monthly syiyaya Reconciliation Movement committee meetings.
- Represented District of Sechelt in regional network meeting with the Public Art Advisory Council.

Other

- Community witnessed the shísháhlh Nation's unveiling ceremony for the Reconciliation Pole at Our House of Clans.
- Continued work on further developing the Cultural Assets Report Card.
- Continued research for content transfer of current Archives website to a District page.
- Participated in the KAIROS blanket exercise, exploring the historic and contemporary relationship between Indigenous and non-Indigenous peoples on the land known as Canada.



Parks

Community-driven Service Requests

- 75 general service requests
- 34 tree/urban forest service requests

Gardens

- Summer seasonal annual flower displays and hanging basket flowers in locations in the downtown area.
- A “Plant Smart” List was developed for the public to use as a guide for selecting drought-tolerant, FireSmart, native, and pollinator-friendly plants. The list is available on Sechelt.ca.
- Resident volunteers assisted with maintenance of the Wakefield Beach Access.
- A complete redesign of the municipal hall gardens was started, including an extreme pruning of the wisteria. This was done to support the renovations taking place at municipal hall.



Before: Wisteria growing on the pergola in front of the Sechelt Public Library



After: Much of the vegetation has been removed for building renovations. Staff did their best to preserve the wisteria.

Community Event Support

- Multiple community events were supported with equipment and supplies, logistics support, electrical, and additional gardening including:
 - Sechelt Farmers’ and Artisans’ Market
 - Canada Day parade and festivities
 - Summer Music Series Concerts



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- Sleepy Hollow Rod Run & Show and Shine
- Hackett Park Craft Fair
- Festival of the Written Arts
- Parks staff created the DOS float for the July 1st parade.

Parks Infrastructure and Maintenance

- Playground at Kinnikinnick park received much-needed clean-up and repairs
- Started the work of improving turf conditions in lower Hackett Park



Before: rust damage to slide in Kinnikinnick Park



After: repairs & painting by Parks maintenance staff

Sports Fields

- Bleachers at Hackett Park Ball Diamond 2 were revitalised, moss was removed and bleachers were repainted.
- Staff converted the H1 ball diamond at Hackett Park from gravel to turf. This increased the size of the field, allowing it to be used by adult soccer teams in addition to youth soccer. The diamond will still be useable for minor softball and t-ball practice.
- New Irrigation & turf specialist staff worked on locating irrigation failures and making repairs to those systems.



Converting Hackett Park ball diamond 1 from gravel to grass



Urban Forest

- A storm in August resulted in the loss of an olive tree from the ts'ukw'um / Davis Bay waterfront walkway.
- A car accident on Shorncliffe Ave caused significant damage to a streetscape and caused a street tree to catch on fire.



Damage to tree during storm



Damage from car accident

Safety & Security

- Gardeners worked with Bylaw and Public Works staff to address temporary shelters in parks and gardens.
Private security who patrol parks, public facilities, and downtown Sechelt each night, reported the following for July & August of Q3:
 - Loitering: 110
 - Incidents: 6
 - Fire: 1
 - Number of times Fire Dept called: 2
 - Number of police files opened: 9

Staffing Updates

- Said goodbye to our two temporary summer Parks Labourers.
- Hired a Temporary Full-Time Gardener.

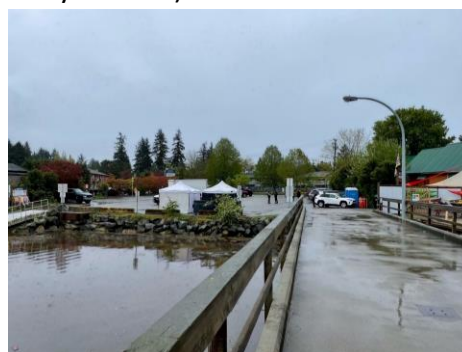
Community Facilities

Managed 332 rentals for community facilities:

- 7 wedding bookings
- 11 showings of facilities
- Installation of blinds into Rockwood living room
- Upgraded Rockwood Lodge front steps
- Installation of new commercial hood fan and equipment for Rockwood kitchen



- Managed 3 mobile vendors for Davis Bay and Friendship Park.
 - Installed 50-amp power at Davis Bay
- Organized field user meeting and bookings for the winter season.
 - Issued 4 field user permits
- Managed cleaning contract for all DoS facilities.
- Continued monitoring and recording the security reports.
 - Launched new web page for Security
 - Administration and set up for community safety meeting
- Issued 2 filming permits.
 - Murder in a Small Town (scene filmed on Davis Bay Pier)
 - Amazing Race Canada (drone scenes filmed in downtown Sechelt, and Porpoise Bay Marine)





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- Organized 11 banner installations for Davis Bay and Teredo locations.
- Issued 19 Special Event Permits.
- Took Traffic Control Training Certification.

Corporate Services

Corporate Services, in partnership with the Information Technology Department, continue to make progress on the records migration project, which is targeted for completion in 2025.

Key Achievements in the Third Quarter:

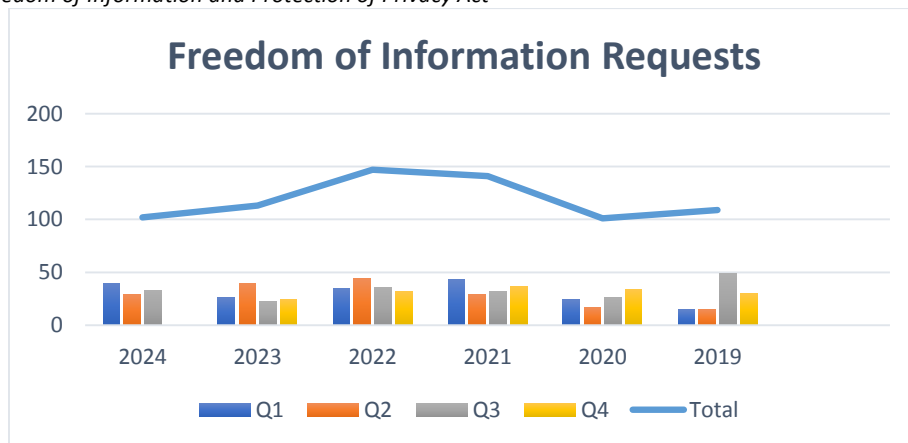
- Coordinated 20 sets of meeting minutes.
- Generated 18 Council and Committee of the Whole (CoW) agendas.
- Reviewed and advised on 6 Select Committee agendas.
- Identified 8 correspondence items for Council meetings.
- Hosted 1 Public Hearing.
- Arranged 5 meeting delegations.
- Assisted 2 Notice of Motions for members of Council.

Corporate Services continues to enhance efficiency and support across departments, contributing to the overall success of the District of Sechelt.

Requests for Records:

2024 Requests for Records under FOIPPA* (quarterly)				
Q1	Q2	Q3	Q4	YTD
40	29	33		102

*FOIPPA = Freedom of Information and Protection of Privacy Act





Q3 RECRUITMENT DATA		
Jobs Posted: 4	Applicants Hired: 6 (3 internal)	Employees Onboarded: 6 (3 internal)
Development Technologist (Regular, Full-Time)	Parks Maintenance (Regular, Full-Time)	Parks Maintenance (Regular, Full-Time)
Director of Engineering and Operations (Regular, Full-Time)	Finance Admin Assistant (Temporary, Full-Time)	Finance Admin Assistant (Temporary, Full-Time)
Casual Receptionist	Corporate Services Admin Assistant (Regular, Full-Time)	Corporate Services Admin Assistant (Regular, Full-Time)
Admin Assistant, Engineering & Operations (Regular, Full-Time)	Corporate Records Assistant (Repost) (Temporary, Full-Time)	Corporate Records Assistant (Repost) (Temporary, Full-Time)
	Gardener (Temporary, Full-Time)	Gardener (Temporary, Full-Time)
	Receptionist (Temporary, Full-Time)	Receptionist (Temporary, Full-Time)



DIVISIONAL UPDATES – Engineering and Operations

Projects & Sustainability

- Wakefield Lift Station-80% Complete.
- Project start for Municipal Hall-Phase 1 of the Library and Municipal Hall Remediation by Signia Construction Ltd.
- Began the RCMP conceptual design plan for the proposed parking lot.
- Prepared the feasibility Request for Proposal for Library and Municipal Hall expansion.
- Began repairs for tower leaks at Municipal Hall.

Assets & GIS

- Asset Steering Committee worked on refining roles and responsibilities, defining asset categories, and beginning discussions round critical assets.
- Asset report cards - Phase 2 is near completion. A new category (Marine) has been added.
- Work orders are being created in Cityworks for Operators at the Water Resource Centre to keep track of asset maintenance.
- Green and Grey infrastructure repairs, updates and additions.
- Culvert Inspection program completed. Over 300 culverts inspected, 50 in need of immediate action.

Public Works

- Bought a new excavator.
- Took part in works for the Active Transportation Network for Reeves Rd to Nickerson Rd.
- Continued regular Thursday morning clean ups of the unhoused encampment with Bylaw.
- Replaced all garbage cans on Cowrie St, and in Davis Bay with Bear proof cans.
- Painted new parking lot lines at the Municipal Hall, and Aquatic Centre.
- Assisted in the GIS mapping and asset inspection of culverts.
- Continued with ongoing grading and road maintenance for dirt roads.
- Assisted the Parks Department in removing a baseball diamond at Hackett Park and prepared for re-seeding.
- Installed new staircase at Rockwood Lodge.



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Thursdays Unhoused Cleanup with Bylaw



Hackett Park Ball Diamond Conversion



New Public Works Excavator



New staircase installed at Rockwood Lodge



Wastewater

- Operators participated in the Annual Environmental Operator Certification Program Virtual Conference September 10 – 11. Conference attendance contributes to continuing education requirements for recertification.
- Hosted a tour for other wastewater professionals. This gave us a chance to show off the facility and have some interesting wastewater conversations.
- Continued collection system inspection and flushing in various locations in Q3.
- Performed a field survey in the collection system on some older gravity trunks to identify sources of dry weather infiltration.
- Annual inspection and clean out of three lift stations occurred in Q3: Mackenzie, Shores and Harbour.
- On August 31 the Wastewater and Public Works crews responded to a sanitary sewer overflow at the bottom of Mason Road and Highway 1. The incident was reported to Emergency Management BC (EMBC). The overflow, which was estimated at 8.5 cubic meters, was caused by a blockage of large “rock” and debris in the sanitary line. Photo is below.
- The odour control system was offline for two days the week of July 20 and again for one day on September 10. Both incidents were due to different failed components and were unrelated.
- Focused attention was spent at the Septage Receiving Facility flushing lines, managing solids and clearing vegetation.
- Conducting of bench testing of polymers to identify an effective product for the dewatering of septage solids.



During the sewer main inspection following up from the sanitary sewer overflow on August 31, this “rock”, as well of other debris, was removed from the sewer line.



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Wakefield Lift Station-Wet well lid installation



DOS & Library-South Elevation Remediation



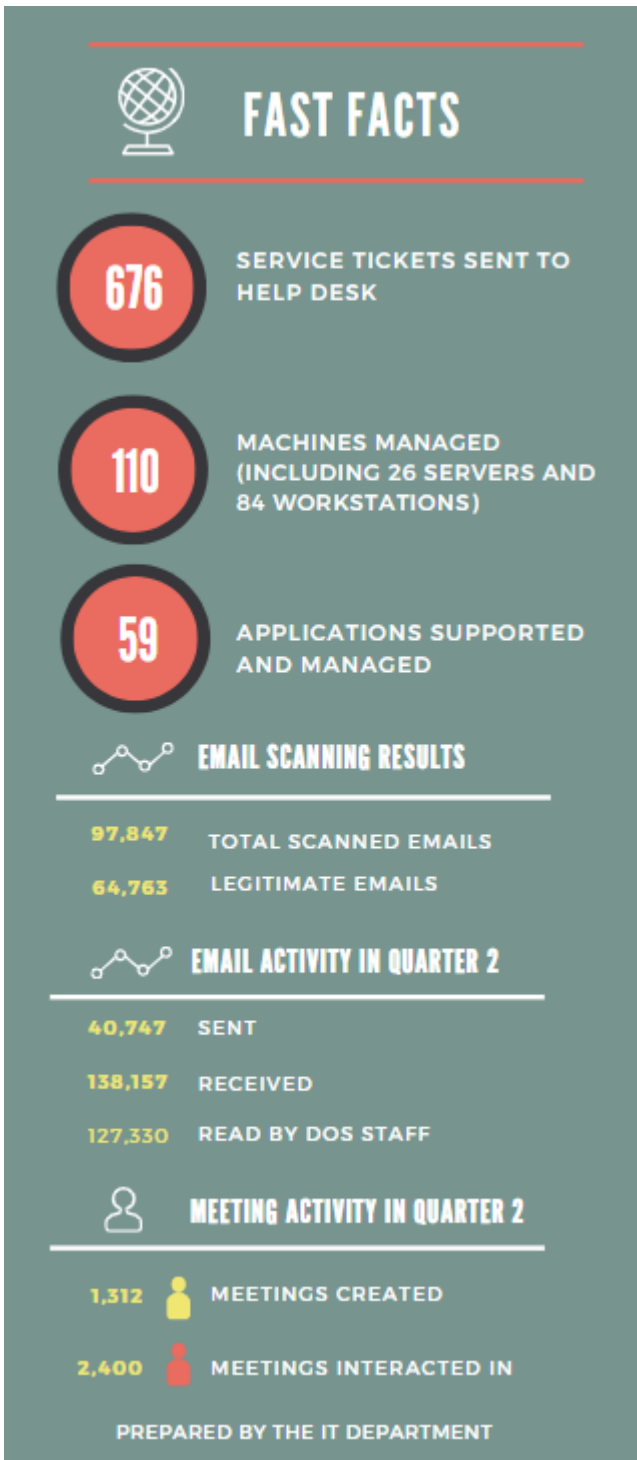


DIVISIONAL UPDATES – Financial Services and Information Technology

Information Technology (IT)

Key Initiatives Summary:

- **Questica:** Launched budget software with Vadim and Single Sign-On (SSO) integrations.
- **Development Permit Automation Workflow:** The IT and Planning Departments are collaborating on a project to automate the development permitting process. This initiative aims to transition from a manual to an automated system, enhancing efficiency, saving time, and supporting council goals related to housing.
- **Design Partner Program:** The District of Sechelt’s IT Manager has joined the Design Partner Program, where municipal IT leaders from Kamloops, Kelowna, Vancouver, Campbell River, and Prince George meet every two months to discuss how IT solutions can benefit their organizations.
- **SharePoint Document Management:** Completed the planning phase and now in the design phase. Data migration will begin in Q4.
- **Invoice Automation:** Project is 95% complete, aiming to go live in the next couple of months. This pilot project will make the process more efficient at zero cost.
- **Fleet Tracking Software:** Testing the software on one F550 truck within our Public Works fleet. More fleet will be added in Q4.
- **IT Training:** Conducted training for staff on using MS Co-Pilot Edge Browser to enhance productivity, with over 35 attendees. More training in Q4.



Finance

Due to flooding at the Municipal Hall early in 2024, reception staff were relocated to the Operations Building on Dusty Road. To ensure citizens were informed and redirected to the temporary location, we placed ads in the local newspaper, posted on social media, and put up signage at both locations. Additionally, we included a flyer with the temporary address in the tax notice and provided alternative payment methods such as a drop box at Municipal Hall, online banking, and mail. A big thank you to all staff who supported the temporary location, enabling us to successfully assist citizens who paid in person.

Department Highlights

- Established a committee comprised of three council members was to review the current permissive property tax exemption policy. The committee convened multiple times over the summer, and the final draft of the policy is set to be presented to the Council this fall. The new policy will be applicable to the 2026 Permissive Property tax exemption.
- Issued \$111,000 in Sunshine Coast Community Forest Legacy Fund grants to eight Sunshine Coast community groups.
- Awarded the Wakefield Road Culvert Replacement contract for procurement to NB Contracting for \$864,367. Additionally, there are five active tenders: Road Scanning Services, Removal and Disposal of Dewatering Septage Solids, and Community Land Development Analysis & Official Community Plan Update to highlight a few.
- Finalized the collection of 2024 property taxes. The Provincial Government Property Tax Deferment program is gaining popularity, with 15% of District of Sechelt residents enrolled. After the July 3rd tax deadline, staff began preparing the delinquent taxpayer listing for the annual tax sale on October 7th.
- The Airport Development Select Committee met in July to review and plan for land development at the Airport site.
- Began the 2025 budget process with managers and support staff.



DIVISIONAL UPDATES – Planning and Development

Policy Planning

- A Housing Needs Report (2024) endorsed by Council in September and posted to the webpage and we have met the Provincial deadline ahead of schedule.
- Issues a request for proposals for consultant support for the Community Land Development Analysis (and OCP Update). Responses are currently under review by staff and regional partners.
- Submitted a second application to the Housing Accelerator Fund. Decision is anticipated in Q4, 2024.
- Received revised second reading on the OCP Amendment regarding development density adjustment. Planning for a public hearing has commenced.
- Drafted Wildfire Development Permit Area framework for inclusion in new OCP and including wildfire lens in a variety of policies and educational materials.
- Contributed to the Development Cost Charge (DCC) Bylaw Update, which includes modelling for SSMUH build-out scenarios and financial impact analysis. An Amenity Cost Charge Bylaw will accompany the DCC Bylaw.
- Continued Planning support for Transportation Master Plan.
- Involved in regional flood hazard mapping study.
- Completed basic corporate Greenhouse Gas emissions reporting required under Local Government Climate Action Program.
- Participated in and supported the Car Free on Cowrie event.

Development Planning

- Development Permits
 - 6401 Apple Orchard – duplex
 - 5768 Cowrie Street – childcare facility
 - 5981 Shoal Way – 28 Townhouses
 - 5517-/19 Wharf Avenue – Commercial building façade improvements
- Rezoning applications
 - 5926 Shoal Way – Application for 63 townhouse development. Road dedication and extension will be required for Reef Road, an urban lane, ALR buffering, and a protected greenspace area.
 - Medusa Street – Rezoning for a new Francophone School (SD No. 93) for approximately 200 students ranging from K - 12. Additional spaces for Infant to Pre-Kindergarten care.













Advisory Planning Commission (APC)

- Coastal Living – Wharf Ave
 - Form & Character DP for a mixed use (residential/commercial) in the town centre. DP required for upgrades to exterior which included new white façade, trim accents, signage, rear security wall that is screened with vegetation, new resident access. Council approved the DP in July 2024.
 - APC provided comments on building and site design for the refurbishment of the commercial building fronting on Wharf Ave with rear access on Periwinkle Lane.
- DP for two duplexes – Anchor Road
 - APC provided good comment about weather protected pedestrian access. They noted the proposal was a unique approach to the site that contains a challenging rock bluff.
- DP 5981 Shoal Way
 - APC provided building and site plan design comments for 28 townhouse units.
 - Form & Character DP for a townhouse development. Housing is marketed to working professionals. Project is Phase 1 of overall project consisting of 117 multi-family dwelling units.




Planning Applications Received:

-  5 Development Variance Permits
-  1 Temporary Use Permit
-  5 Development Permits
- 2 Rezoning applications
-  1 Sign Permits
-  3 Subdivisions

Short-Term Rental Applications in Q3:

-  11 STR Applications Received
-  4 Approved
-  2 Denied
- 5 In Progress

Short-Term Rental Applications Year-to-Date:

-  157 Total Applications Received
-  113 Approved
-  14 Cancelled
-  19 Denied
- 11 In Progress





Greenecourt



Telus Living



Car-Free Event on
Cowrie





Building Department

- Construction underway for ‘complex buildings’ at Telus Living on Inlet Ave, Telus Marina in East Porpoise Bay and Greenecourt on Ocean Ave.
- Review continues for future building at Community Services on Inlet Ave and a demolition permit was issued for the existing building. The Building team has been working closely with the applicants to expedite the process.
- Paused (by applicants) building permits for rental projects on Ebbitide and Trail Ave largely due to time delay and increase in costs from archaeological permitting requirements from the Province.
- Issued eight permits for single family dwellings in Q3.
- Navigating many building bylaw violations. Staff are working with property owners to achieve compliance with bylaws.
- Attending online workshops regarding the implementation of the BC government Building Permit Hub through which all building permit applications in BC will come through.

Building Permits in Q3

Application Type	Number of Permits	Value of Construction	Permit Fees	Additional Dwellings Created
🏠 Residential	8	\$7,410,000	\$68,566	0
🏢 Commercial	21	\$3,927,534	\$40,395	8
... Other	8	\$292,733	\$5,608	0
Total	37	\$11,630,267	\$114,569	8

Bylaw Enforcement





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- Commencement of third Bylaw Enforcement Officer. The department now has full staff complement.
- Commenced enforcement of business bylaw for unlicensed short-term rental operations; infractions included noise and operation without full-time resident host.
- Bylaw Officers, along with staff from Public Works, created and implemented a plan for monitoring and cleaning the encampment area on High Tide Ave, including outreach and weekly visits with the residents of the area and weekly clean-up of garbage.
- Review and enforcement on property maintenance concerns and complaints relating to several unsightly properties, one of which was the subject of a request to Council for a Remedial Action Order.
- The property that was the subject of the Remedial Action Order of Council was successfully brought into compliance without the need for further implementation and enforcement.
- Coordinated the towing of select derelict vehicles abandoned on District roads.



23 Business Licences Issued in Q3 (does not include STRs)



104 Complaints Filed:



Assistance: 2



Building: 4

Dog: 13



Garbage: 27



Highway and Parking: 29



Noise: 3



Other: 1

Parks: 1



Property Maintenance: 12



Public Places: 4



STR: 2

Sign: 3

Tree: 1



Zoning: 2



109 Bylaw Fines Issued:



Building: 13

Dogs: 17



Property Maintenance: 3



Materials on Highway: 7



Parking: 22



STR (Short Term Rental): 18

Zoning/land use: 16



Solid Waste: 12



Open Air Burning: 1