

TO: Committee of the Whole

REPORT DATE: January 22, 2025

FILE NO: 0640

PURPOSE

The quarterly report provides an update to Council on District activities for the period October 1 to December 31, 2024. The report includes all departments to identify which projects, and operational activities support Council's strategic priorities for the entire organization.

COUNCIL PRIORITIES

Effective Growth

- Commenced Community Land Development Analysis (CLDA) with staff from the shíshálh Nation and Sunshine Coast Regional District. The CLDA is the background technical analysis that will form the foundation for the renewal of the Official Community Plan. A community visioning exercise is scheduled to take place in the first quarter (Q1), 2025.
- Completed the planning phase and now in the design phase of the SharePoint project. The SharePoint Hub Structure has been completed. File migration is starting in Q1 2025.

Housing

- The 2024 Housing Needs Report Identifies that approximately 2,900 new housing units needed in Sechelt by 2041 to augment effective growth. Recent long-range planning efforts including initiation of the CLDA and OCP Update, Sewer and Transportation master plans) underway will all consider the forecasted housing demands.
- Began automation of the development permitting process. This information technology (IT) and Planning department 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

- Completed rebuild of Heritage to Fairway Connector Trail and opened to the public.
- Presented the Sechelt Festival of the Arts in a new format this year.
- Provided art Space in Rockwood Lodge to local artists as a venue for the annual Sunshine Coast Art Crawl.

- Kicked off the 2025 Community Investment Program (CIP) with a call for volunteers to serve on the CIP Grant Review Volunteer Committee and opened the 2025 call for applications.
- Trails upgraded, trees planted, storm barriers installed.
- Active Transportation Network (ATN) segments along Crowston Road and part of Ripple Way are complete, with the remaining sections on Reeves Road and Ripple Way scheduled for early 2025.
- Significant storm clean up this quarter.
- Significant wastewater line preventative maintenance and spill clean up this quarter.

Ensuring Financial Balance

- Presented the 2025 Budget on December 18th.
- Began migrating financial software (Vadim) to online servers.
- Conducted field work in mid-November in preparation for 2024 year end audit.

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

- Completed fleet tracking software project on Public Work vehicles. Tracking will be added to vehicles in Q1 2025 to improve efficiency and reduce fuel consumption and costs.
- Held preliminary meetings for a Coast-wide anti fats, oils or grease campaign.
- Planted 47 trees as part of the community Request-A-Tree program.

Fostering a Vibrant Downtown Core

- Added two new art wraps to BC Hydro boxes on Trail and Inlet avenues.
- Coordinated community Halloween events in partnership with business owners.
- Concluded the Sechelt Arts Festival in the fourth quarter, brightening many of our downtown areas.
- Held the Festival of Lights Parade and Bright Nights events, contributing to downtown vibrancy over the holidays.
- Completed the certified commercial kitchen at Rockwood Lodge.
- In consultation with the Artistic Director of a local Sechelt dance company, researched and purchased new vinyl dance floor for Hackett Park stage as part of the capital funds allocated for equipment upgrades.

DIVISIONAL UPDATES - Corporate and Community Services

Communications

Larger communications projects kicked-off this quarter. We began working on a multi-year communications strategy that will be ready to go in the beginning of 2025. This will help guide the larger projects and tone of the District while at the same time continuing to communicate the day-to-day events, issues and topics that come up. We look forward to sharing this in the first quarter of 2025.

Communications continued highlighting contamination reduction through a recycling campaign. Two staff members along with a representative from Recycle BC went by foot one day to look through residential recycling bins. It was positive and noted that it is a small percentage of residents contaminating the recycling for the entire District. We will continue with education and notification to residents.

Communications met with the wastewater team to discuss initial plans for an anti-fats, oils and grease (FOG) campaign. Our team reached out to the Town of Gibsons who is interested in working together to share advertising costs, messaging and graphics – all of which can be done in-house. This will start in the first quarter of 2025.

Highlights from Q4:

- Supported Wakefield Road culvert project.
- One of the first in the community to release road closure information and updates regarding the large windstorm on November 4. This is thanks to the District's good communication with the RCMP.
- Public Survey: Budget 2025
- Public Survey: Communications Strategy
- Hot coffee and hot chocolate pop up tent along the Trail Bay boulevard. This coincided with encouraging people to fill out the communications survey. People liked the pop up and the dialogue District staff had with residents was rewarding. Once again, supplies and drinks were donated.
- Promoted king tide photo contest as part of a Coast-wide Coastal Flood Mapping Project.
- Assisted in promoting the holiday parade and encouraging businesses and people to enter floats in the parade.
- Promoted Bright Nights at Rockwood
- Top social posts: FOG isn't good for the holidays, Heritage connector trail re-opens, Budget survey.

Council Support

Events:

- Hosted the Q3 RCMP Policing update with various government agencies on Oct 22.
- Mayor Henderson was presented the first Poppy by Legion President B. Mclean.
- Councillor McLauchlan attended the Livable Cities Forum in Vancouver Oct 23-25.

- Councillors Bell, Shepherd and McLauchlan attend the first Community Safety and Wellbeing Conference held in Victoria by Mayor Alto, Oct 27-30.
- Councillors handed out Halloween Candy at the Trail Bay Mall.
- UBCM September 2025 in Victoria was booked for All Council.
- Mayor attended the Official Remembrance Day event.
- Council attended a 2025 Budget workshop .
- Mayor turned on the lights at the Rockwood Light the Lights.
- Mayor and Council participated in the Festival of Lights Parade.
- Mayor and Council with senior management met with new MLA Randene Neill.
- Mayor and several Council members joined District staff at the staff Christmas party at Blue Ocean Golf Club.
- Mayor and Council presented a gift to retiring Archivist Ann Watson for her 27 years of service.

Q4 emails to Council:

- 144 Emails – October 1 - December 31
- Most of the correspondence was regarding unhoused, community safety, housing, short-term rentals, zoning amendments, and the Official Community Plan.

Arts, Culture & Heritage

Community & Public Art

- Completed design and installation of vinyl wrap to two BC Hydro utility boxes. Designs are by local artists as part of the BC Hydro Beautification Program.



“Black Bearries” by artist Helen Eady





“Smuggler Cove Island Shoreline” by photographer Shel Neufeld

Festivals & Events

- Applied for funds from Heritage Canada grant to support the hosting of syíyaya Days 2025 (National Indigenous Peoples’ Day & Canada Day) in June and July 2025.
- Provided art Space in Rockwood Lodge to local artists as a venue for the annual Sunshine Coast Art Crawl
 - Studio and gallery participation included a total of 189 venues, representing more than 280 individual artists from Earls Cove to Gambier Island. This included 43 new venue listings.
 - 38,000 venue visits
- 2024 Sechelt Arts Festival / The Salish Sea closes with a special gallery exhibition and all ages music event at the Arts Centre
 - 7 events took place from March to November 2024
 - Over 45 artists participated and were featured during the festival
 - 25 volunteers were recruited to help with various events
 - Approximately 3,200 visitors of all ages attended the events
- Supported the Light the Lights at Rockwood event and Festival of Light parade along Cowrie Str.
 - Approximately 1,000 in attendance
- Hosted and chaired annual Festival and Event Planners Network meeting held at the Arts Centre

Community Investment Program (CIP) Grants

- Issued a call for volunteers to serve on the 2025 CIP Grant Review Volunteer Committee
- Council appointed 2 (two) new members of the CIP Volunteer Committee
- 2025 CIP grant applications made available online for submissions

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
- Represented District of Sechelt at the WESTcoast Municipal Events meeting (hosted by City of Vancouver)
- Alongside local community members, witnessed the ceremony and gift presentation of a woven blanket to Sechelt / shíshálh Hospital in celebration of its 60th anniversary

Professional Development

- Attended and participated in the 2024 Creative City Summit/Culture Shift, located in Vancouver

Other

- In consultation with the Artistic Director of a local Sechelt dance company, researched and purchased new vinyl dance floor for Hackett Park stage as part of the capital funds allocated for equipment upgrades.

Parks

Community-driven Service Requests for Parks

- 56 service requests
- 25 tree-related and/or urban forest concerns

Parks & Trails

- An aerator and front-mount mower were purchased this year; both arrived just in time for fall maintenance of sport fields.
- Heritage to Fairway Connector Trail was re-built and opened to the public. This section of trail had been washed out by rain from an “atmospheric river” as well as overflow from a blocked culvert in 2021 and again in 2022. Rebuilt storm water collection ponds and weirs will mitigate any future damage from stormwater runoff.
- The section of trail that runs parallel to the Kinnikinnick field and ball diamond has been widened and improved. The culvert was redone to improve drainage; invasives and overgrowth were removed to allow more space for people and their off-leash dogs; decommissioned fencing was removed to allow more space for a ride-on mower; and the trail was re-built.

Urban Forest and Storm Cleanup

- Staff planted 47 trees as part of the community Request-A-Tree program. The purchase of trees was made possible with funding from BC Hydro’s Re-Greening program.
- Wet and stormy weather in November and December made for significant clean-up of debris, clearing of storm drains and trails, and addressing fallen trees at the waterfront, in trails, and next to Rockwood Lodge and the Sunshine Coast Arts Centre.

- Storm barriers in Davis Bay were topped with stamped concrete. Previously, these “planters” collected debris, attracted weeds, and were improperly used as waste receptacles. The stamped concrete tops will eliminate the need for routine cleanup and maintenance, while maintaining their functionality as a storm mitigation tool.

Professional Development

- Parks irrigation and maintenance staff were invited to spend a day touring several of the artificial turf fields in the District of North Vancouver (DNV). Parks staff were able to learn from the DNV about the installation, maintenance, and costs of these fields; the different types of artificial turf in use; and the pros and cons of artificial turf for municipal sports fields.
- Parks gardeners were invited to tour the VanDusen Botanical Garden with the Garden Superintendent (Vancouver Park Board). Staff had the opportunity to see the work that goes into the elaborate Christmas light displays and draw inspiration from accessible raised garden beds and educational signage and displays that encourage the public to engage with the gardens around them.

Community Event Support

- Staff decorated the downtown of Sechelt with a variety of light displays, wreaths on lampposts, fresh cedar swags and winter hanging baskets on buildings.
- Provided support for the Festival of Lights parade, the Light the Lights event at Rockwood Lodge, and the Remembrance Day parade.

Vandalism

- There were a few incidents of vandalism in and around municipal parks. Pathways, trees, and a building were spray painted at the Sunshine Coast Arts Centre, and newly planted trees were destroyed near Rockwood Gardens along Shorncliffe Ave.

Community Facilities

Facility rentals: 306 facility rentals

Rockwood Lodge’s new commercial kitchen is finished, now fully certified as a Commissary Kitchen. Staff developed all materials required for kitchen usage of the gas stove and commercial hood fan.

A tree fell at Rockwood Lodge, knocking out the power on December 24. Repairs were quickly scheduled and facility rentals resumed over the winter break.

Events

- Assisted with organizing the annual Festival of Lights parade – 29 registered floats
- Organized Bright nights – 60 families came to see Santa
- Handed out Halloween candy at Trail Bay Mall
- Assisted with organizing staff Christmas party

- Decorated Rockwood Lodge and Seaside Centre for Christmas
- 5 x special event permits issued.

Corporate Services

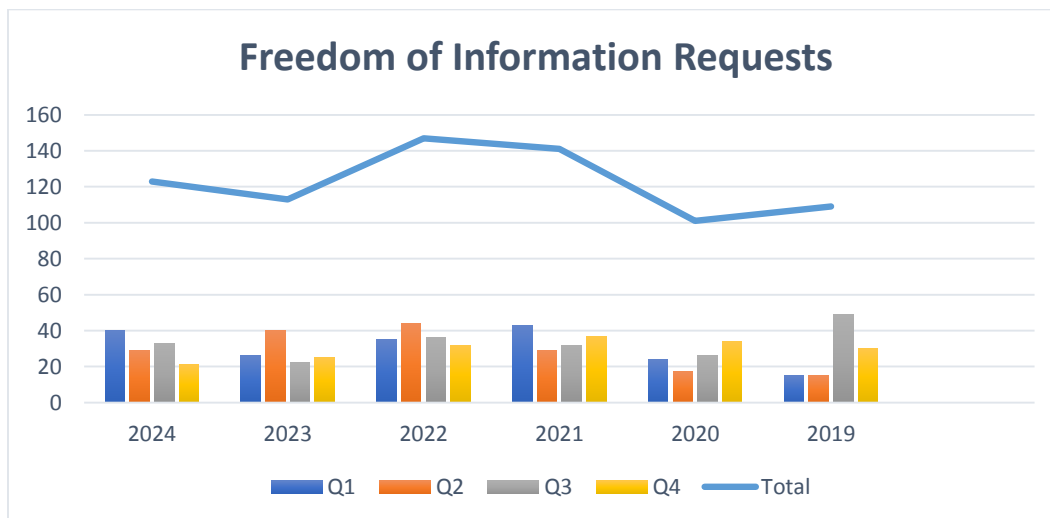
Corporate Services, in partnership with the Information Technology Department, continue to make progress on the records migration project, which is targeted for completion in 2025.

Significant progress has been made in enhancing operational efficiency and transparency. The continued implementation of the eSCRIBE software program is underway, with an initial rollout to Council. This part of the initiative is designed to streamline the distribution of meeting agendas, enable seamless access to real-time revisions, and provide a centralized repository for essential documents, ensuring a more efficient and resourceful workflow.

Additionally, ongoing efforts are being directed toward formalizing a comprehensive bylaw adjudication process. This research-driven initiative aims to provide a structured and efficient mechanism for resolving disputes related to bylaw tickets, fostering fairness and clarity in enforcement procedures.

Fourth quarter services:

- Coordinated 22 sets of meeting minutes.
- Generated 12 Council and Committee of the Whole (CoW) agendas.
- Reviewed and advised on 3 Select Committee agendas.
- Identified 1 correspondence item for Council meetings.
- Hosted 2 Public Hearings.
- Arranged 7 meeting delegations and proclamations.
- Assisted 1 Notice of Motion for a member of Council.
- Freedom of Information requests: 21



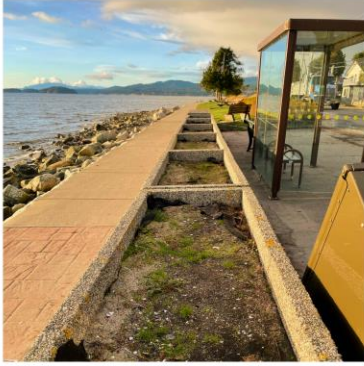
INFORMATION REQUESTS					
	Q1	Q2	Q3	Q4	YTD
FORMAL	40	29	33	21	123
INFORMAL	0	0	0	0	0
TOTALS	40	29	33	21	123

Human Resources

Q4 RECRUITMENT DATA		
Jobs Posted: 4	Applicants Hired: 4 (3 internal)	Employees Onboarded: 4 (3 internal)
Manager of Engineering (Regular, Full-Time)	Director of Engineering and Operations (Regular, Full-Time)	Director of Engineering and Operations (Regular, Full-Time)
Engineering Technologist (Regular, Full-Time)	Casual Receptionist	Casual Receptionist
Accountant (Regular, Full-Time)	Admin Assistant, Engineering & Operations (Temporary, Full-Time)	Admin Assistant, Engineering & Operations (Temporary, Full-Time)
Development Technologist (Regular, Full-Time)	Development Technologist (Regular, Full-Time)	Development Technologist (Regular, Full-Time)



Rockwood Lodge's new commercial kitchen



Before (Left): Planters were a challenge to maintain.

After (Right): Stamped concrete provides a low-maintenance finished look and retains functionality as a storm mitigation tool.



Some of the 47 trees planted via the Request-a-Tree program, with financial support from BC Hydro ReGreening Grant



Expanded walking trail for people and off-leash dogs at Kinnikinnick Park



Staff learning the process to repair artificial turf.



Fallen tree at Sunshine Coast Arts Centre at corner of Trail Ave & Medusa St.



Fallen tree that knocked-out power to Rockwood Lodge



Fallen tree in Kinnikinnick Park Trails



Kinnikinnick park after heavy rainfall



Community Services Dept. float for the Festival of Lights Parade, December 2024



Light displays at Municipal Hall and Acacia Park, December 2024

DIVISIONAL UPDATES – Engineering and Operations

Projects & Sustainability

- Wakefield culvert replacement is substantially complete.
- Active Transportation Network (ATN) segments along Crowston Road and part of Ripple Way are complete, with the remaining sections on Reeves Road and Ripple Way scheduled for early 2025.
- Bike BC project on Reef Road and Shoal Way is complete.
- Rectangular Rapid Flashing Beacon (RRFB) lights installed at the NWBR/Emersion Road and Reef Road/Marine Way crosswalks.
- Started Municipal Hall/Library building envelope remediation project.
- Wakefield lift station is in the final stages of completion.
- Completed commercial kitchen at Rockwood Lodge.
- Contract for the Friendship Park Washroom Remediation Project was awarded to Caerus Construction.
- Contractor for the Hackett Park basketball court re-surfacing and new accessible hoop was awarded to Victoria Play Co for works to commence in the Spring of 2025.
- Processed 10x the typical volume of BC One Calls during the fourth quarter, resulting from water meter installation.

Assets & GIS

- Asset Report Cards: Completed and added to the 2025 provisional budget book.
- Work orders are being created in Cityworks for operators at the Water Resource Centre to track asset maintenance.
- Asset coding for invoices is set to begin in 2025, aimed at increasing the management and tracking of operating and capital expenditures within asset categories.
- Green and Grey infrastructure repairs, updates, and additions - green infrastructure are things like rain gardens, and grey is traditional built infrastructure such as culverts.
- Road condition update project underway, collection scheduled for spring of 2025.
- New reporting metric added to the [Asset Management page](#) of our website showing year-to-year progress of asset management readiness compared to a national average of mid-sized municipalities.

Public Works

- Continuous bobcat street sweeping and backhoe street sweeping are being conducted throughout municipal roads.
- Due to the atmospheric rains, the Public Works crew has been working on fallen trees, overflowing culverts, trash racks blocked with debris, and catch basins overflowing. Gravel roads, including those near Annex Road, Tuwanek, and Sandy Hook, were damaged by the extensive rain and storm cleanup.

- Ongoing homeless clean-ups occur every Thursday at 9:30 a.m., accompanied by the RCMP and Bylaw Enforcement. Outside of this day, cleanup and encounters with homeless individuals are ongoing daily.
- Rebuilt a wood bridge supporting the main sewer line located below the bridge deck near Marine Drive in West Porpoise Bay.
- Gowland Road was closed for the installation of a new culvert and the reconstruction of the road shoulder, that collapsed due to heavy rainfall.
- All Public Works (PW) staff have completed the Confined Space Course, First Aid Level 1, and Traffic Control training.
- PW assisted the Parks Department in delivering gravel to rebuild the trails by Kinnikinnick Park. 10-12 loads delivered using the dump trucks to accommodate this request.
- Worked with Wastewater staff on Sechelt Inlet Road with sewer overflow, collaborating to learn more about collections and training on confined space to replace the air-relief valve.
- Decorated the newest fleet vehicle, 2024 Ford Lightning Electric Truck, for the Parade of Lights.
- Installed variable message boards for events, displaying times of road closures.
- Prepared for upcoming weather changes to salt brine the streets for icy conditions and being proactive as temperatures drop below 0°C.
- The Porpoise Bay dock and Day Float Dock next to the boat launch have pails of salt for staff to use in the mornings when necessary. Paperwork is kept to document who, when, and where salt was applied for icy conditions.
- Ditching is required to maintain flow in our ditches, with extensive work needed throughout the district.
- Fleet snow removal trucks are ready for the upcoming season. Salt is also being delivered to make brine and for use in our salters.
- Received 338 service requests this quarter and have successfully completed 288 of them.

Wastewater

- In accordance with the Municipal Wastewater Regulation, the wastewater operators conducted Receiving Environment Monitoring (REM) in October. REM is carried out twice annually, with samples collected from several locations in Trail Bay.
- On November 28, a sanitary sewer overflow occurred on Sechelt Inlet Road. The incident, which was reported to Emergency Management BC (EMBC), resulted from a failed air relief valve in the sanitary line and was estimated at 2.7 cubic meters.
- On November 4, a sanitary sewer overflow occurred on North Gale Avenue. The overflow was caused by an improperly installed service connection, which allowed roots to grow into the sewer system and create a blockage.
- On December 19, a sanitary sewer overflow occurred on Norwest Bay Road. The incident, reported to Emergency Management BC (EMBC), was estimated at 2 cubic meters and resulted from a blockage caused by grease accumulation in the sanitary line and aging infrastructure (see photo below).

- Received a new scissor lift at the Water Resource Centre (WRC), fulfilling a 2024 capital request to ensure operator safety when working at heights.
- Replaced the pellet carbon in the odor control final polishing stage. Carbon replacement is required every 4 years. The unit is 4 ft deep and 8 ft in diameter.
- Wastewater and Public Works crews participated in a two-day Confined Space Entry Course.
- Performed preventative flushing of the sanitary sewer lines over several days, targeting areas with a history of blockages. Key focus areas included Wharf Avenue, Ebbtide Street, and Mason Road, where significant grease accumulation was observed.
- Removal and reclamation of stored septage solids was completed in December 2024. Before and after pictures are provided below.
- The wastewater operators responded to several urgent after-hours incidents within the plant and collection system, including twelve power disruptions, three collection system blockages, and eight operational upsets.



A new scissor lift was received at the WRC.



NWB Road sanitary sewer line blockage due to grease accumulation.



Stored septage solids, before removal.



Site after removal of septage solids.



Photo of the Municipal Hall and Library Remediation



Rockwood Lodge Kitchen



Wakefield Lift Station



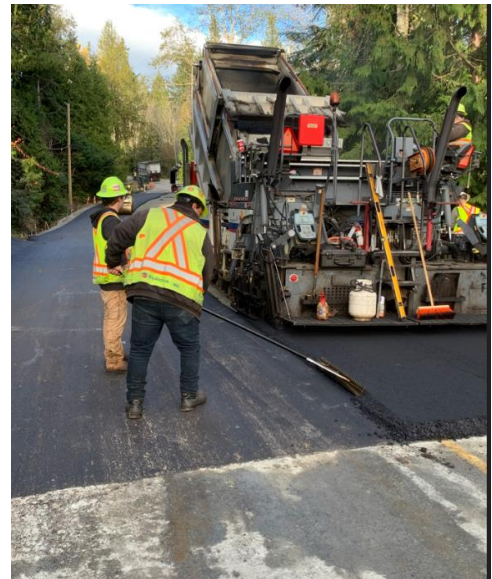
Weekly Homeless Clean Up



Bike BC project on Reef Road and RRFB Installation at NWBR/Emerson Intersection



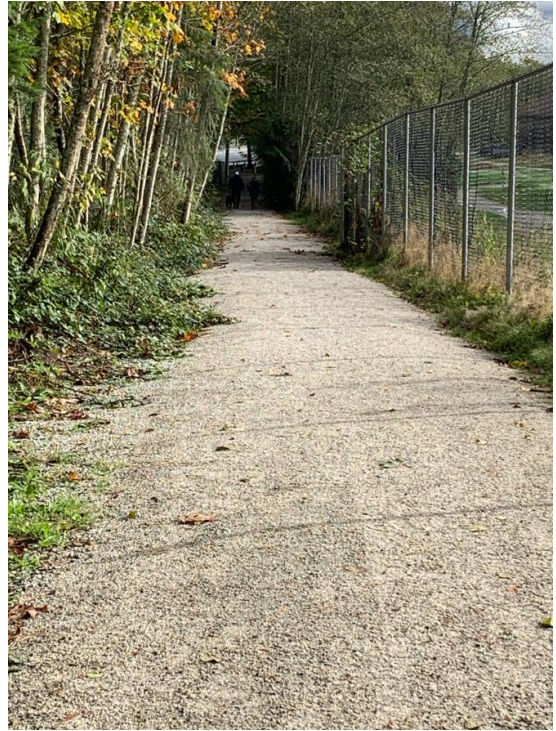
Wakefield Road Culvert- Pipe Installation



Wakefield Road Paving

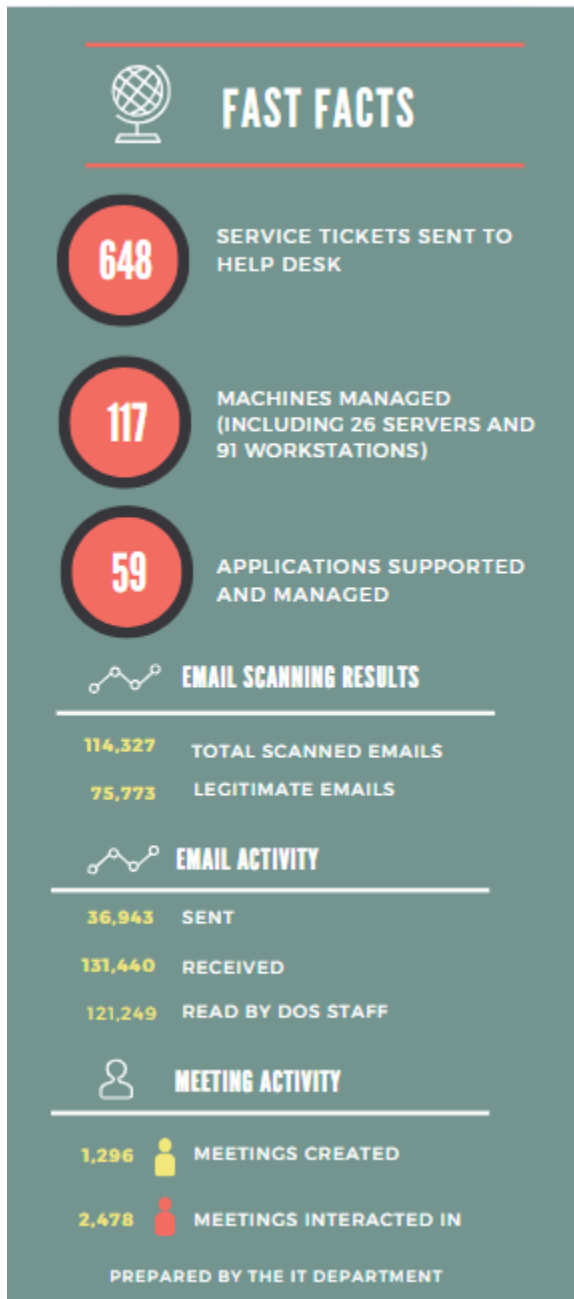


ATN – Trail expansion on Crowston Trail



ATN -Trail expansion on Crowston Trail

DIVISIONAL UPDATES – Financial Services and IT



Information Technology (IT)

Key Initiatives Summary:

- **Financial Software Upgrade:** Migrating Vadim, our financial software, to the Cloud. (In Progress)
- **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. (In Progress)
- **SharePoint Document Management:** Completed the planning phase and now in the design phase. The SharePoint Hub Structure has been completed. Migration is starting in Q1 2025. (In Progress)
- **Audio Video (AV) Equipment Upgrade:** RFQ process is underway to select a vendor for upgrading AV equipment at Seaside Centre, WRC Boardroom, and Municipal Hall Boardroom. (In Progress)
- **Invoice Automation:** The goal is to streamline the invoicing process for our Finance team and all staff that manage invoices. In Q1 2025 the application will be set up for Finance and IT to beta test. (In Progress)
- **Fleet Tracking Software:** Tested the software on one F550 truck within our Public Works fleet. Testing was successful. Q1 2025 we will be adding 15 more vehicles to be tracked. (In Progress)

IT Training: Conducted training for staff on using MS Planner for improved project management, with over 30 attendees. The upcoming M365 Workshop in Q1 2025 will help educate staff on what tools are available now to improve with productivity and efficiencies.

Finance

In preparation for the 2024 year-end audit, the interim audit took place the week of November 12th.

- Met with Council for a Budget workshop in mid-December and presented the first 2025 Budget draft at the Special Committee of the Whole (COW) meeting on December 18th.
- Presented The Airport Master Plan Report to the Airport Development Select Committee for their input to the final report. Meetings with the ADSC were held monthly in October and November.
- Implemented Questica Budget Software in the development and completion of the 2025 budget.
- Procurement for the District continued to be active in the fourth quarter of the year. The Finance team continued to lead this process while maintaining documents, ensuring compliance with policy, and looking at industry best practices for procedure improvements.
 - Significant competitive bids during the fourth quarter of 2024
 - RFQ – Sports Field Strategy (closed; in evaluation stage)
 - RFP Friendship Park Washroom Renovation – Caerus Construction Limited
 - RFP Community Land Development Analysis & Official Community Plan Update – DIALOG Architecture Engineering Interior Design
 - RFP Removal and Disposal of Dewatering Septage Solids – Maycon Construction Management Ltd.
 - RFP Road Scanning Services – Tetra Tech Canada Inc.
- Brought forward 5 reports to Committee of the Whole and Regular Council Meetings.
 - 2025 Permissive Property Tax Exemptions Bylaw No. 624
 - 2024 Third Quarter Report
 - RFD Report Budget 2025
 - Report 2025 Budget Survey
 - Report 2025 Budget Information of Financial Data

DIVISIONAL UPDATES – Planning and Development

Policy Planning

- Commenced Community Land Development Analysis Update and Official Community Plan (OCP) update. Public outreach and engagement to commence in Q1, 2025.
- Provided the 2024 Short-Term Rental Program Update to Council.
- Supported the Sunshine Coast Regional Accessibility Committee, Transportation Master Plan and Active Travel for children working group.
- Supported climate action planning for region, including coastal food mapping study.
- In addition to regional climate coordination with Sunshine Coast Regional District (SCRD) and other local governments, a new broader collaboration within the coastal communities of the North Shore and Sunshine Coast region is currently being led by International Council for Local Environmental Initiatives Canada (ICLEI Canada) with funding from Natural Resources Canada. The intent is to share, learn and implement regional solutions on coastal climate adaptation over a two-year period. District of Sechelt staff participated in an orientation session in December 2024.

Development Planning

The following were approved by Council in Q4, 2024:

- Development Permits for housing developments at:
 - 5750 Anchor Road
 - 5981 Shoal Way
 - 6089 Rosewood Place
 - 5556 Nickerson Road
- A Strata Conversion of a previously occupied dwelling- 5666 Osprey Street.
- A Development Permit and Development Variance Permit for an industrial subdivision at 5980 Sechelt Inlet Road and Lot 12 Sechelt Inlet Crescent.

Bylaw Amendments

The following bylaw amendments received readings in Q4, 2024:

- Official Community Plan Amendment Bylaw No. 492-35, residential density for adoption.
- Zoning Amendment Bylaw No. 580-17, 2024 – density adjustment for Community Services, 5638 Inlet Ave for adoption.
- Zoning Amendment Bylaw No. 580-09, agritourism accommodation at 1785 Tyson Road for third reading.
- Zoning amendment 580-06 for Genaris on 5535 Shorncliffe Ave – 109 rental apartments.
- Zoning Amendment 580-16 for residential use in the C4 Zone (Sunshine Coast Chamber of Commerce) for adoption.
- Zoning Amendment 580-10 for 86 townhouse units at 5397 McCourt Road for adoption.

Public Hearings

- Official Community Plan Bylaw No. 492-35 134 for consideration of residential and special infill area density.
- Zoning Amendment Bylaw No. 580-09, 2023 133 for Agritourism Accommodation.

Advisory Planning Commission (APC)

- The APC bylaw was amended to broaden the scope of membership, and this will be implemented in the recruitment for additional members.
- In Q4, 2024 the APC provided recommendations on a rezoning application at 5926 Shoal Way, file 3360-2024-04 and received reports for information including: Housing Needs Report, Housing Accelerator Fund - Second Intake and Official Community Plan Amendment 492-35 - Floor Area Ratio.

Q4 Planning Applications Received:	2024 Totals – Planning Applications
☐☐ 6 Development Variance Permits	☐☐ 21 Development Variance Permits
📄 5 Development Permits	📄 23 Development Permits
1 Rezoning application	7 Rezoning applications
👤 2 Sign Permits	👤 15 Sign Permits
☐☐ 3 Subdivisions	☐☐ 7 Subdivisions
🍷 1 Liquor Licence Amendment referral	🍷 2 Liquor Licence Amendment referrals
	⌚ 3 Temporary Use Permits

Short-Term Rentals (STR)

An annual review of the STR program was presented to Council in November. A total of 113 licenses were approved for 2024 and data indicates that compliance is increasing.

Staff have commenced processing applications for the 2025 operating year. In November, staff notified all active STR licence holders via email of renewal requirements for 2025. A renewal application form is available on the District website. During the postal strike additional notification efforts were also made via social media and print media.

The renewal period for 2025 runs from November, 2024 to January 31, 2025. This application date is the same for all business licence renewals. To date, 53 renewal forms for existing STRs have been received as well as 14 applications for new operations; review continues.

Building Department



Community Services permit review is on-going and has carried over into 2025 and issuance is expected soon.

- Telus Living, Telus Marina, with restaurant and Greenecourt construction is continuing at a good pace with the wood frame construction being built on top of the concrete main floor.

- The Provincial Building Permit Hub will be coming online in March of this year. The Building Department will ensure that the District is ready for this change. All building permits will be required to be entered into the Permit Hub by the end of 2025.
- Many Building Bylaw violations continued into this quarter and, as before, the Building Team works with owners and contractors to ensure compliance with all applicable bylaws.


In 2024, the building department received a total of 104 permit applications, with a value of construction totaling \$24,062,539.00. In 2024 a total of \$236,682.00 was collected in permit fees, and 30 additional dwellings were created.

Building Permits in Q4:

Application Type	Number of Permits	Value of Construction	Permit Fees	Additional Dwellings Created
 Residential	13	\$4,642,01	\$ 44,177	7
 Commercial	2	\$192,600	\$2,270.00	0
Other	6	\$609,590	\$7,376.00	0
Total	21	\$5,444,202	\$ 53,823	7

Bylaw Enforcement

- Property Maintenance Bylaw violations were one of the main areas of enforcement that the Bylaw Team dealt with in Q4, 2024. There are several properties in varying stages of compliance.
- STR complaints center around parking and garbage, but the owners are complying with the direction of the Bylaw Enforcement Officers.
- There have been several complaints around un-hosted STR's that also have been resolved. The Bylaw Team is monitoring several properties that are suspected of operating in contravention of the Business Licence Bylaw.
- Abandoned vehicles and trailers have been a surging problem as of late but the amended Vehicle Removal Bylaw should help with deterrence of this.
- Weekly cleanup of the Hightide encampment continues with the attendance of the Bylaw Enforcement Officers.

 **15 Business Licences Issued in Q4 (does not include STRs)**

 **Q4 Complaints Filed: 39**

 Noise: 2

 Building: 2



 Other: 1

Dog: 6

  Property Maintenance: 3

  Garbage: 1

  Public Places: 1

  Highway and Parking: 22

  Zoning: 1

 **Q4 Bylaw Fines Issued: 79**



District of SECHELT

- ☐☐ Building: 1
- Dogs: 1
- 🏠 Property Maintenance: 15
- 🚧 Materials on Highway: 1
- 🅑☐ Parking: 26
- Zoning/land use: 29
- ♻️☐ Solid Waste: 6
- 🔥 Open Air Burning: 1

- Tree: 1
- ☐☐ Zoning: 6

2024 Totals – Bylaw Enforcement

📋 Complaints Filed: 343

- 🆘 Assistance: 7
- 🏢 Building: 23
- 🔥 Open Air Burning: 4
- ☐☐ Business Licence: 3
- Dog: 44
- 🔥 Firearm and Bow: 1
- ☐☐ Garbage: 47
- 🏠 Porpoise Bay: 17
- ☐☐ Highway and Parking: 101
- 🔊 Noise: 18
- ❓ Other: 3
- Parks: 2
- ☐☐ Property Maintenance: 28
- ☐☐ Public Places: 18
- 🏠 STR: 17
- Sign: 3

💰 Bylaw Fines Issued: 418

- ☐☐ Building: 53
- Dogs: 50
- ☐☐ Highway and Parking: 131
- 🚧 Materials on Highway: 5
- 🔥 Open Air Burning: 2
- 🏠 Porpoise Bay: 1
- 🏠 Property Maintenance: 33
- ♻️☐ Solid Waste: 19
- 🏢 STR (Short Term Rental): 63
- Zoning/land use: 61





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