

FIRST QUARTER REPORT

TO: Committee of the Whole

REPORT DATE: April 23, 2025

FILE NO: 0640

PURPOSE

The quarterly report provides an update to Council on District activities for the period between January 1 to March 31, 2025. The report includes all departments to identify which projects, and operational activities that support Council's strategic priorities for the entire organization.

COUNCIL PRIORITIES

Effective Growth

- Initiation of the Community Land Development Analysis (CLDA) with the project consultant, DOS staff, and partners: Sunshine Coast Regional District (SCRD) and shíshálh Nation.
- First public engagement for the CLDA and Official Community Plan (OCP) projects – workshop February, 2025.
- Continued preparation and planning for SharePoint document management data migration project.
- Started IT Automation Strategy with various departments including Finance, Planning and Development and the Water Resource Centre.

Community Safety and Wellbeing

- Snow clearing on waterfront walkways, multi-use pathways, sidewalks, and paved park paths to ensure downtown Sechelt remains walkable and accessible in winter.
- Accessibility upgrades to Hackett Park's pathways surrounding ball diamond bleachers.

Ensuring Financial Balance

- Conducted 2024 year-end financial audit fieldwork in preparation of presentations of the financial statement for Council in the second quarter.
- Presented 2025 budget for discussions with Council during public information sessions. A motion was passed to approve the 2025 operational and capital budget.

- Migrated the Vadim software to the cloud.

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

- Set up and supervised a directed work study with a UBC Forestry student to update Sechelt's tree canopy and vegetation GIS layer in conjunction with Parks and Asset Management.
- Installed new irrigation controller for Kinnikinnick Park fields to optimize water usage.
- Installed fleet-tracking software on 15 vehicles, and staff have been trained on how to use the application to collect data to improve safety and efficiency.

Fostering a Vibrant Downtown Core

- Planted 11,700 bulbs in fall of 2024 that bloomed in garden beds throughout the community during Q1.
- 1-year agreement was implemented for Sechelt Farmers' & Artisans' Market at its current location on Cowrie Street, while a new permanent location is sought.



DIVISIONAL UPDATES - Corporate and Community Services

Communications

Multiple engagement events kicked off Q1, including two for the Transportation Master Plan and one for the CDLA/OCP project. After a longer break without engagement events, it was nice to see residents come out and share their ideas with us.

The first quarter also focused on Communications creating an extensive section of the website dedicated to Community Safety. An online form was created for residents to connect with us to “Report a Safety Concern”. This form compliments the community safety email that was rebranded to communicate more efficiently with residents. Concerned residents are encouraged to write in with the details and our Bylaw department will respond with immediate support or direction to resources to ensure their complaint is heard and responded to.

HIGHLIGHTS:

- Added community safety resources and section on the District’s website.
- Attended mid-north Island local government communicators one-day professional development session.
- Promoted emergency preparedness.
- Helped facilitate CDLA/OCP public workshop with more than 100 attendees, February 13.
- Promoted earthquake safety information and reminders to be prepared.
- Promoted Pink shirt day, Ramadan, International Women’s Day, St. Patrick’s Day.
- Helped facilitate three Transportation Master Plan engagements, one in-person with select group (February 26), one virtual for all residents (March 6) and one open house at Seaside Centre (March 12).
- Top District of Sechelt (DoS) organic (unpaid) social media posts: All hands on deck for snow clearing; New art wraps on hydro boxes; Thank You to Public Works and Parks teams during snow storm.

Council Support

EVENTS:

- Q4 RCMP Policing Update.
- Budget Workshop .
- Council participated in the 2025 Intergovernmental Budget Roundtable hosted by the SCRCD .
- Council representatives participated in the DoS Public Workshop on Community Land Development Analysis.
- Council members attended the Sunshine Coast Tourism Strategic Planning Workshop .
- Council members attended the Foundation Agreement Ceremony.

- Council members attended the Sunshine Coast Chamber of Commerce lunch with guest speaker Member of Parliament, Patrick Weiler.
- Council members toured the Sunshine Coast Community Forest Milling Yard.
- Mayor and Council members attended the Local Government Leadership Academy Conference March 12-14 in Richmond.
- Representation by Council members at the Transportation Master Plan Open House at Seaside Centre.
- Deputy Mayor and five councillors hosted a breakfast meeting with shíshálh Nation Chief and Council.
- Mayor and Council met with Minister Spencer Chandra Herbert, Minister of Tourism, Arts, Culture and Sport at Municipal Hall.

Q1 emails to Council:

- 133 Emails
- Most of the correspondence was regarding unhoused, community safety, housing, short-term rentals, zoning amendments, and the Official Community Plan.

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 syíyaya reconciliation projects and initiatives.

HIGHLIGHTS:

Community & Public Art

- Vinyl wrapped two BC Hydro utility boxes with designs from local artists, as part of the BC Hydro Beautification Program.
- Installed 'A Stroll Through Sechelt' BC Hydro kiosk art wrap.
- Installed three framed photography prints by local artist, Colin Horbin, at Municipal Hall.
- Posted a call for Artist Roster submissions for future displays at the Municipal Hall.
- Selected 15 local artists to join the Roster for a two-year term (2025, 2026).
- Supported the temporary re-location of 'Summer Time' sundial sculpture by artist George Pratt; moved from Municipal Hall to the Operations Centre for restoration and cleaning.

Festivals & Events

- Posted a Call for a Producer for a three-year contract for the Sechelt Summer Music Series (2025-2027) .

- Initiated syíyaya Days event planning meetings.
- Hosted and chaired July 1 planning meetings .

Community Investment Program (CIP) Grants

- Reviewed final reports from 2024 CIP Grants.
- Reviewed annual and multi-year applications for 2025 CIP Grants.
- Hosted CIP Grant Review Committee's annual adjudication process.

Community Outreach

- Hosted a cultural roundtable for local festival and event producers.
- Represented District of Sechelt in monthly syíyaya Reconciliation Movement committee meetings.
- Represented District of Sechelt at the WESTcoast Municipal Events meeting (hosted by City of Vancouver).

Other

- Coordinated storage solutions for Hackett Park stage storage room to enhance user experience.



"A Stroll Through Sechelt" by artist Jana Curll

Parks

- Responded to 70 service requests, of which 25 were tree-related and/or urban forest concerns.

Parks & Trails

- Snow cleared on waterfront walkways, multi-use pathways, sidewalks, parking lots, and paved park paths.
- Topped-up wood chip surfacing in Jane Bowers Dog Park.

Sports Fields & Courts

- Upgraded accessibility to Hackett Park's pathways surrounding ball diamond bleachers.
- Conducted maintenance of ball diamond including new base anchors, edging, weeding, filling and leveling the infield with 20 yards of double crush.
- Installed new irrigation controller for Kinnikinnick Park fields.
- Conducted irrigation audits in preparation for starting-up all sprinkler systems.
- Power washed the tennis & pickleball courts at Hackett Park.

Gardens and Landscaping

- Repaired landscaped boulevard along Dolphin St., damage caused by beetle infestation and birds.
- The 11,700 bulbs planted in fall of 2024 are now blooming in garden beds throughout the community.

Urban Forest and Storm Cleanup

- Cleaned and cleared areas of Mission Point Park and Brookman with assistance from the SCRD FireSmart crew – low-hanging branches where limbed-up and windfall debris and invasives were removed.

Professional Development

- Attended Western Turf Grass Conference.
- Attended BC Recreation and Parks Professionals conference.

Community Event Support

- 1-year agreement in place for Sechelt Farmers' & Artisans' Market.

Planning & Policy

- Contracted consulting firm E. Lee's & Assoc. to complete the Regional Sports Field Strategy for the Sunshine Coast. Project partners include SD46, SCRD, Town of Gibsons and the shíshálh Nation.

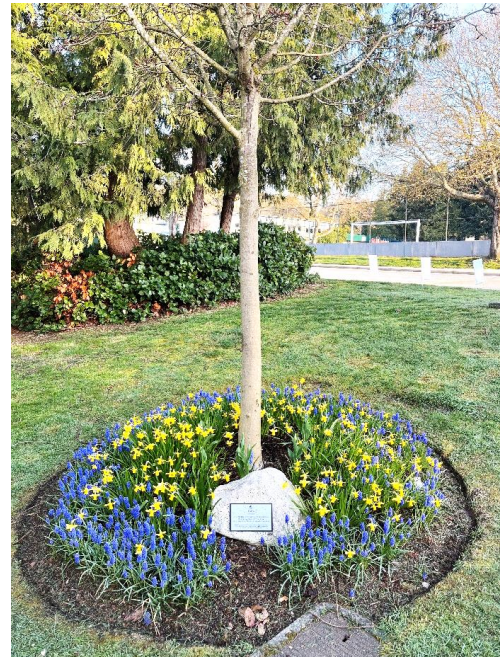




District of
SECHELT



PARKS: Snow clearing on waterfront walkways, multi-use pathways, sidewalks, parking lots, and paved park paths



PARKS: The 11,700 bulbs planted in fall of 2024 are now blooming in garden beds throughout the community



PARKS: Before and After FireSmart clean-up at Mission Point Park



PARKS: Accessible pathway added around bleachers at Hackett Park ball diamond

Community Facilities

The team continued to work with Sechelt Downtown Business Association, Sunshine Coast Rotary club, Sunshine Coast Tourism and local community groups to utilize facilities for downtown events.

Rentals Jan 1 – March 31

- Mission House – 353 rental hours (248.50 hours in 2024) – (73 bookings)
- Rockwood Lodge – 923 rental hours (826.50 hours in 2024) - (203 bookings)
- Seaside Centre – 469.50 rental hours (350.00 hours in 2024) - (68 bookings)

Events

- Issued seven Special Event Permits from January to March.
- Attended the Polar Bear Swim for Lions Club at Friendship Park, worked with group to relocate from Davis Bay.

Other

- Issued a Request for Expression of Interest for the 2025 Park Vending Pilot Program for potential proposals.
- Coordinated schedules for field users for District Parks.
- Coordinated ongoing repairs and maintenance for District rental facilities.
- Attended Community Safety committee meetings.
- Added Occupational Health & Safety monthly meetings.
- Attended syiyaya Days planning meetings.
- Posted two x community banners.
- Coordinated cleaning services for District facilities.

Corporate Services

Bylaw Ticket Disputes

Corporate Services is currently implementing a new program for the screening and adjudication of disputed bylaw notices (tickets) to ensure a fair, consistent, and transparent resolution process.

Individuals who receive a bylaw ticket have the option to dispute it through a District of Sechelt Screening Officer before proceeding to provincial adjudication. District Screening Officers engage with disputants to understand the reasons for their dispute and provide information about the case and the dispute process and discuss the potential for compliance agreements.





If the ticket is upheld and the disputant disagrees with the Screening Officer's decision, they may request an adjudication hearing. The BC adjudication hearing process provides an opportunity for a neutral, independent Adjudicator to determine whether a bylaw violation has occurred. Hearings are typically conducted remotely, and the Adjudicator's decision is final. In cases where a disputant fails to respond or attend the hearing, the fine and adjudication fee are forwarded directly to collections for payment.

In the first quarter of 2025, Corporate Services screened a total of 59 ticket disputes, with a combined dollar value of \$14,310.00.

Bylaw Ticket Dispute Quarterly Reporting

	Cancelled		Paid		Adjudication		Collections		TOTAL	
	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount
2025 Q1	31	\$6,210.00	11	\$3,300.00	15	\$4,200.00	2	\$ 600.00	59	\$14,310.00
TOTAL	31	\$6,210.00	11	\$3,300.00	15	\$4,200.00	2	\$600.00	59	\$14,310.00

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

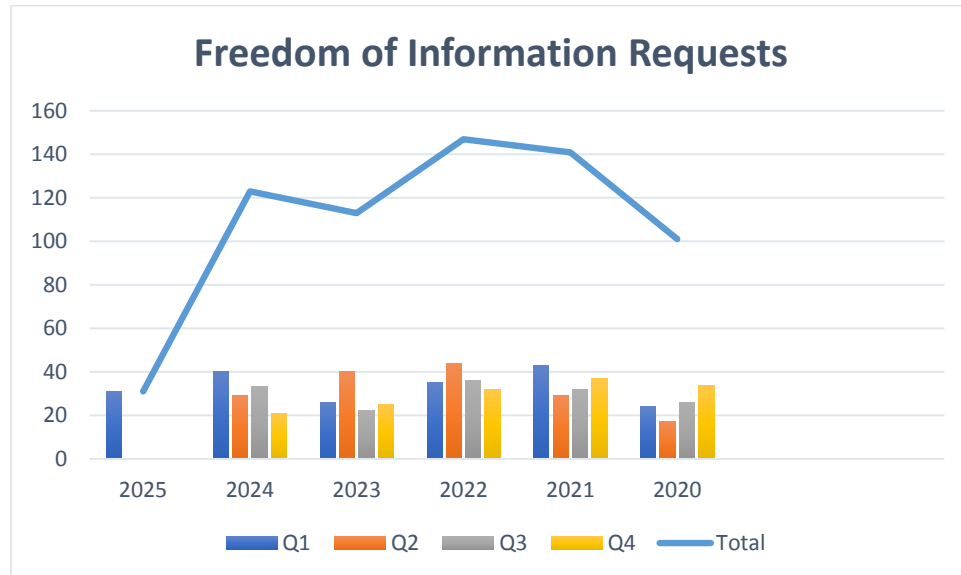
Additional First Quarter Services:

- Coordinated 22 sets of meeting minutes.
- Generated 18 Council and Committee of the Whole (CoW) agendas.
- Reviewed and advised on four Select Committee agendas.
- Identified one correspondence item for Council meetings.
- Arranged five meeting delegations and proclamations.
- Assisted two Notice of Motion for members of Council.
- Assisted with submission of one AVICC/UBCM resolution.
- Freedom of Information requests: 31

2025	FREEDOM OF INFORMATION REQUESTS				
	Q1	Q2	Q3	Q4	YTD
FORMAL	31	0	0	0	31
INFORMAL	0	0	0	0	0
TOTALS	31	0	0	0	31



District of
SECHLT



Human Resources

Job postings: 10

- Accountant (Regular, Full-Time), hired and onboarded
- Sewer Treatment and Collections Operator (Regular, Full-Time)
- Engineering Technologist (Regular, Full-Time)
- Public Works Operator 1 (Temp, Full-Time)
- Parks Worker (Temp, Full-Time)
- Public Works Operator 1, repost (Temp, Full-Time)
- Admin Assistant – Engineering (Temp, Full-Time)
- Admin Assistant – Finance (Temp, Full-Time)
- Receptionist (Casual)
- Wastewater Student (Temp, Full-Time)

DIVISIONAL UPDATES – Engineering and Operations

Projects & Sustainability

- In progress:
 - Municipal Hall/Library building envelope remediation project.
 - Request for Proposals for the Feasibility Study for the District Hall & Library.
 - The Childcare and Housing Project.
 - Kirkland Deck Remediation Project.
 - District-Wide 2025 Paving Program tender.
 - RFQ for the manhole replacement on Mermaid Street.
 - RFP for the Cook Creek Culvert Replacement design.
 - RFQ for the District-Wide Pavement Marking 2025 Program.
 - RFP for the Seawall Remediation at Davis Bay.
- Wakefield Lift Station is in the final stages of completion.
- Started Friendship Park Washroom Remediation Project.
- Commenced Active Transportation Network Segment II on Reeves Road with the assistance from Public Works.
- Completed the second phase of Transportation Master Plan public engagement.
- Updated the Sanitary Sewer Model and Master Plan to include provision for Small Scale Multi-unit Housing (SSMUH) changes.
- Completed 594 BC One Calls.

Assets & GIS

- Implemented the creation of work orders in Cityworks for operators at the Water Resource Centre to track asset maintenance, issues that have been stalling this project have been resolved.
- Began asset coding for invoices.
- Repaired and updated green and grey infrastructure repairs. Green includes items; such as, rain gardens, and grey includes traditional built infrastructure; such as, culverts.
- Progressed road condition update project with collection scheduled for spring of 2025.
- Increased functionality on the internal staff map for reviewing record drawings of properties and infrastructure.

Public Works

- Responded to an emergency sewer back-up on Winward Lane by rebuilding the inspection chamber (IC) and sewer line to the main.
- Addressed ditch flooding on Belle Road by installing a new culvert and diverting water away from the property.
- Applied approximately 300 tons of salt to local roads.





District of SECHELT

- Brining operations were carried out whenever weather permitted, particularly during temperature windows between 0°C and -1°C.
- Demolished abandoned RVs. Steel vehicle frames were cut up and recycled. Eight vehicles towed from the site, and gravel fill was brought in to resurface the area.
- Reduced Allen Road bridge to 4 tonnes after safety issues triggered an inspection by a structural engineer. A long-term solution is being evaluated.
- Cleared rocks blocking the culverts and removed debris from roadways with support from contractors after heavy rains on March 27. Able to stabilize the area and prevent future undermining of roads.
- Completed 474 Requests for Service.

Wastewater

- Conducted Receiving Environment Monitoring (REM) in March. REM is carried out twice annually, with samples collected from multiple locations in Trail Bay.
- Inspected seven portable monitoring devices located throughout the collection system to monitor flow, pressure, and hydrogen sulphide concentrations.
- Each lift station is equipped with two pumps in service and one spare. In January, a pump at the Harbour Lift Station failed and was replaced with the spare. Five days later, the second pump failed after a piece of rebar entered the wet well through the collection system. Given the 10-week turnaround for pump repairs, this incident highlighted the importance of maintaining available spare pumps to ensure uninterrupted operation.
- Replaced aging infrastructure connection on Boulevard Street.
- Decommissioned the old Wakefield lift station.
- Evaluated conditions in treatment process using new microscope. Organisms observed include *Stentor coeruleus* (green) and *Vorticella* (stalked “tulip”), both single-celled protozoa that help clean the effluent. *Stentor* feed on decaying organic matter and indicate a healthy system, while *Vorticella* feed on bacteria and other protozoa.
- Repurposed old liner to help manage spring vegetation growth at the Dusty Road septage receiving station.
- Inspected one-year old outfall line using side scan sonar and a remotely operated vehicle (ROV). Inspectors confirmed that the outfall is in good condition.
- Inspected the underwater twin force mains in Porpoise Bay. Several boats were observed anchored above the site, and debris including old fishing nets. Recommend diver inspection every five years (next due November 2027), along with annual sonar and ROV evaluations.
- Responded to multiple urgent after-hours incidents involving both the plant and the collection system. These included seven power disruption events, fourteen collection system issues, and one operational upset at the WRC.



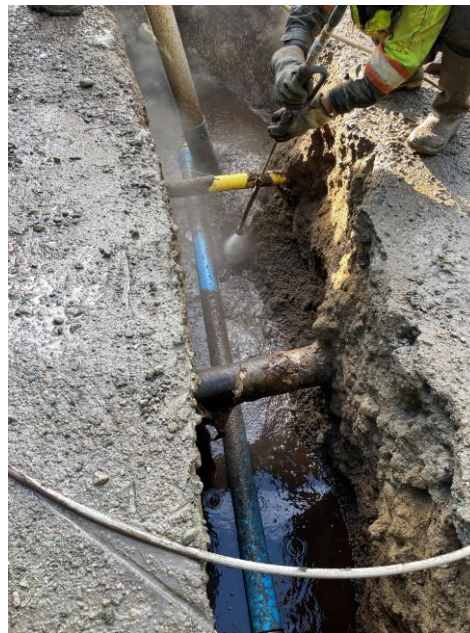
Upper Yard Clean Up



ATN Project on Reeves Road



Municipal Hall & Library Remediation Project.



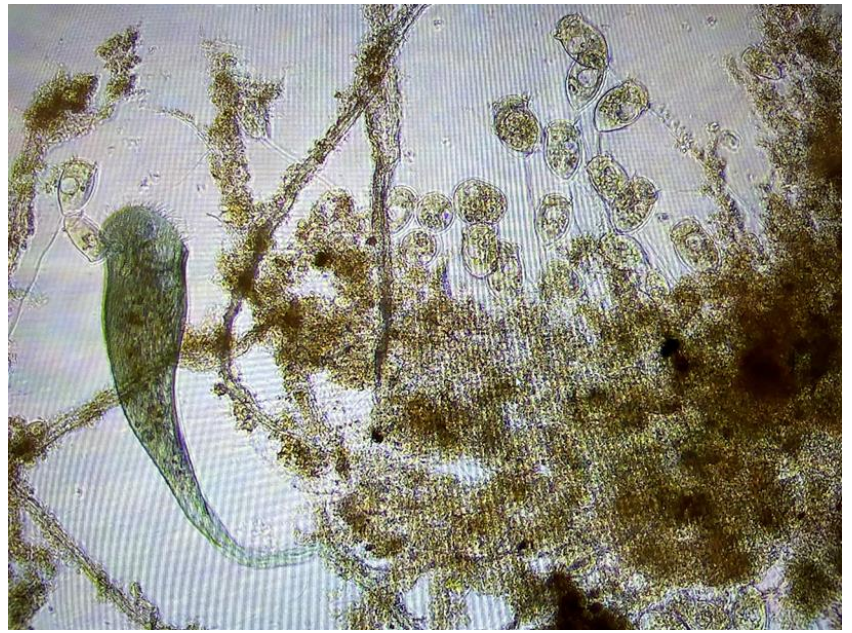
Windward Lane



Snow Conditions



Belle Road



Two protozoa found in the treatment process, Stentor and Vorticella.



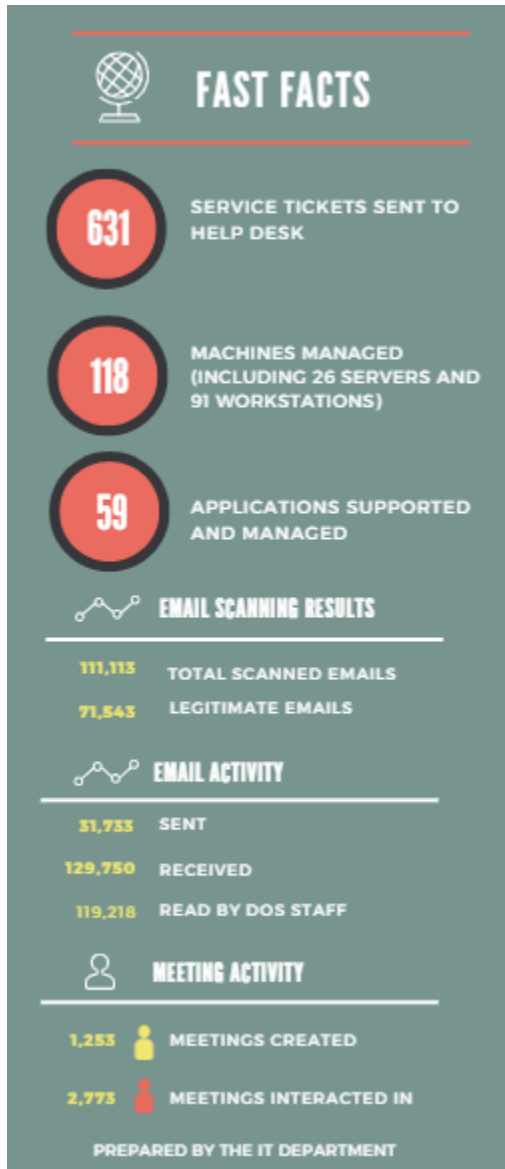
Portable monitoring device installed in the collection system.



Repurposing an old liner to prevent vegetation growth at the Dusty Road site.

DIVISIONAL UPDATES – Financial Services and IT

Information Technology (IT)



Key Initiatives Summary:

- **Financial Software Upgrade:** The Vadim software has successfully been migrated to the cloud.
- **SharePoint Document Management:** Data migration has commenced and is currently in progress.
- **Invoice Automation:** The application is in the testing phase and is progressing well.
- **Fleet Tracking Software:** We have added 15 vehicles to the system, and staff have been trained on how to use the application.
- **Automation Strategy:** IT is collaborating with several departments to enhance automation processes and workflows for greater efficiency. Current projects include invoice automation, development permits, bylaw ticketing, and business licenses. In Q2, we will coordinate workshops with each division to demonstrate how Microsoft 365 can improve efficiency and productivity. These workshops will also help IT identify and prioritize future automation projects in our IT work plan. (In Progress)
- **Dell vs Lenovo:** IT has been piloting Lenovo laptops and is pleased with their performance and cost savings compared to Dell. We have decided to switch to Lenovo moving forward. (In Progress)
- **WRC SCADA (Supervisory Control and Data Acquisition) Project:** This project aims to modernize the system that monitors and controls water treatment and distribution processes. (In Progress)

Finance

Finance staff completed audit fieldwork in preparation for the 2024 year-end financial audit, ahead of presenting the financial statement to the Council in Q2. This preparation involved several key activities and coordination efforts to ensure a smooth and thorough audit process. The Finance team was committed to meeting audit timelines and addressing all necessary requirements.

The new accounting standard, Revenue (PS 3400), was introduced for 2024, significantly improving the clarity and transparency of revenue recognition in public sector financial statements. This standard helps readers distinguish between exchange and non-exchange transactions, aiding them in making informed decisions about the entity's financial health and performance.

The 2025 budget was presented to the Council during a public session, and a motion was passed approving the 2025 operational and capital budget. This approval meant that various community projects and capital initiatives could move forward, benefiting residents and enhancing the overall quality of life in the municipality.

The final stages of the Airport Master Plan were completed in collaboration with the Airport Development Select Committee and the consultant Operations Economic Inc. These stages involved comprehensive reviews, addressing change requests, implementing safety and environmental enhancements, and ensuring all stakeholders were informed and involved in the process.

PROCUREMENT HIGHLIGHTS:







- RFQ Sports Field Strategy, in collaboration with Sunshine Coast Regional District, the Town of Gibsons, the shíshálh Nation, and School District 46, awarded to E. Lees & Associates Consulting Ltd.
- RFQ Parks Top Dresser for Fields awarded to Rollins Machinery Limited.
- EOI Park Vendor Pilot Program 2025 Request for an Expression of Interest in the evaluation stage.
- RFP Feasibility Study & Funding Model of District of Sechelt Facility in the evaluation stage.

Staff brought several reports to the Council, including the Sechelt Airport Development Select Committee appointment, Parcel Tax Roll Review Panel Appointments, and Permissive Property Tax Exemption Select Committee Recommendations.



DIVISIONAL UPDATES – Planning and Development

Development Planning

	Development Permits	7
	Development Variance Permits	2
	Rezoning Applications	3
	Subdivision Applications	2
	Temporary Use Permits	-
	Sign Permits	-
	Patio Permits	1
	Tree Cutting Permits	-
	Liquor Licence Amendments	2

Policy Planning

- Initiated Community Land Development Analysis (CLDA) with the project consultant, DOS staff, and partners: SCRd and shíshálh Nation.
- Held CLDA public engagement session #1 at Seaside Centre on February 13 – approximately 80 attendees.
- CLDA is approximately 50% complete.
- Climate Action planning priorities are underway.
- Supported accessibility planning for the Regional Accessibility Advisory Committee, and the funding and hiring of a consultant to assist with the preparation of a regional Accessibility Plan.
- Set up and supervised a directed work study with a UBC Forestry student to update Sechelt's tree canopy and vegetation GIS layer in conjunction with Parks and Asset Management

Bylaw Amendments

- Submitted third large neighbourhood master plan rezoning application (Cook Creek) in late Q1, 2025.
- Received second reading (OCP and Zoning amendments) Derby/Granite neighbourhood master plan rezoning in late Q1, 2025.

Development Variance Permits

- 2025-02 - Variance to rear setback to allow a garage to be converted into a DADU on Medusa Street **(Approved)**



- 2024-09 - Variance for retaining wall height and ratio to allow two Quadplex structures to be built on Cowrie Street **(Approved)**

Development Permits

- 2024-09 – DP with Variance to allow a 32-unit accommodation resort & hotel to be constructed on Poise Island Drive **(Approved)**

Advisory Planning Commission (APC)

- No January or February meetings due to development applications not being ready.
- March 2025 meeting to introduce new members and provide orientation for all.

Short-Term Rentals (STR)

🏠	Applications Received	113 (84 renewals)
✓	Approved	98
⊘	Denied/Cancelled/Withdrawn	5
	In Progress	10

Building Department

- The main building permit for the Community Services building at 5638 Inlet Avenue is on the verge of issuance.
- Greenecourt and Telus Living are soon to be at the roofing stage.
Continued to prioritize tenant improvement building permit applications by providing onsite pre-application meetings and pre-review of plans.

Application Type	Number of Permits	Value of Construction	Permit Fees	Additional Dwellings Created
Commercial	5	\$404,200.00	\$4,370.00	
Residential	17	\$7,738,588.00	\$79,976.00	8
Other	8	\$771,724.70	\$11,229.93	
Total	30	\$8,914,512.70	\$95,575.93	8

Bylaw Enforcement

- Discovered many unlicensed STR's continuing to operate in the aftermath of the provincial Short Term Rental Accommodation Act.



District of SECHELT

- Relocated one unlicensed RV from Wharf Avenue to a private property without the District having to incur great expenses. Another burned out vehicle was also removed.
- Attending weekly cleanup at the homeless encampment offering support to the public works team.
- Overall, there has been good compliance without the need for fines in dealing with and educating the public.



68 Complaints Filed



Building: 3



Burning: 4

Business Licence: 1

Dog: 14



Garbage: 4



Highway and Parking: 29



Noise: 3



Other: 2



Property Maintenance: 2



Public Places: 5



Zoning: 1



46 Bylaw Fines Issued



Building: 5

Dogs: 6



Property Maintenance: 2



Materials on Highway: 4



Parking: 20

Zoning/land use: 7



Solid Waste: 2

16 New Business Licenses Approved (does not include STRs)



TELUS Living



Community Services



Greenecourt



Community Land Development Analysis Engagement - Workshop

 **FUTURE SECHELT:**
Our Path to 2045

Official Community Plan

Join the **workshop** about Housing,
Transportation, Infrastructure and Daily Needs.

When: Thursday, February 13th
Where: Seaside Centre
Time: Choose workshop
1-3 p.m. OR 5-7 p.m.

Sign up here



yoursaysechelt.ca/official-community-plan

