

SECOND QUARTER REPORT

TO: Committee of the Whole

REPORT DATE: July 23, 2025

FILE NO: 0640

PURPOSE

The quarterly report provides an update to Council on District activities for the period between April 1 to June 30, 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

- Presentation of 2024 Annual Report.
- Microsoft 365 Workshops - staff attended workshops to streamline the use of Microsoft 365 tools. These sessions helped reduce choice overload, align tool usage across departments, and improve productivity through targeted training and guidance.
- Completed the first draft of the Community Land Development Analysis.
- Held a community engagement session for community visioning to complement the Community Land Development Analysis.

Housing

- The primary building permit for Community Services on Inlet Ave was issued.
- The building permit application for the first of two rental buildings on Shorncliffe Ave was received.
- Building permits for two fourplexes matching the Small-scale Multi-unit housing initiative were issued.

Community Safety and Wellbeing

- Creation of monitored community safety email and online form for residents to contact with safety concerns.
- Large driftwood logs and a significant amount of sand were cleared from the accessible ramp at the beach in Davis Bay

Ensuring Financial Balance

- Completed the 2024 financial audit and presented the Financial Statements to the Council, receiving an unqualified opinion from the auditors.
- Presented the 2024 Statement of Financial Information (SOFI) to the Council and submitted it to the Ministry of Municipal Affairs and Housing by the June 30th deadline.
- Completed and submitted the Local Government Data Entry (LGDE) report detailing the previous fiscal year's financial activities, to the Ministry of Housing and Municipal Affairs by May 15th.
- Calculated the 2025 property taxes, mailed out tax notices, and managed a busy July with staff handling tax collections and inquiries.
- Finalized the 2025-2029 Five-Year Financial Plan, including setting the 2025 sewer, septage user rates, and tax rates, and presented it to the Council for adoption before May 15th.
- Held first silent auction of District items, including unclaimed items seized by the RCMP.

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

- Internal Climate Action Committee established to move initiatives forward.
- Supported Sechelt Community Association Forum to host an Emergency Planning event for the community.
- Invasives were removed from one of the large garden beds in Davis Bay. Drip irrigation installed, and lower-maintenance native grasses were planted

Fostering a Vibrant Downtown Core

- Community Safety initiatives
- syíyaya days – June 21 – July 1
- Canada Day Parade and Celebrations
- Gibsons Jazz Festival and Beyond. The third year at Hackett Park Stage – over 400 attendees
- Seasonal flower beds were planted and floral hanging baskets were hung downtown
- Installation of new banners along Cowrie Street for syíyaya Days; featuring images of five weave design from four shíshálh Nation artists



DIVISIONAL UPDATES - Corporate and Community Services

Communications

The second quarter is a busy time for Communications. With a new streamlined format, Communications set out to create the 2024 Annual Report. Each Division and department provided content, key projects and statistics for the report – a true team effort. Communications assembled the report, and alongside key staff from the Corporate Services department, edited the report drafts. This year Communications opted to have the report graphically designed, resulting in a very polished and easy-to-read report for the community. The 2024 Annual Report can be found [online here](#).

Our team collaborated with the Engineering Division to devise a plan to help promote the new bear-resistant green organics bins purchased by the District. After receiving a lot of feedback from residents about tipped bins and bear encounters on collection day, the District rolled out a pilot program with bear-resistant organics bins. So far, the District has not received the uptake on the bins that it had anticipated from the amount of feedback received over the past years. We will regroup to come up with a better strategy in the hopes of distributing all 200 bins.

Communications always plays a big part in helping promote syíyaya Days and the Canada Day parade and events. This year was no exception! A lot of social media took place and the team participated in the parade festivities by handling crowds, distributing candy and driving the District vehicle.

HIGHLIGHTS:

- Participated at the Sechelt Volunteer Fair 2025, promoting community safety, alongside the RCMP.
- Created online form for residents to contact with community safety concerns. Linked to email address monitored by Bylaw team.
- Helped organize and facilitate the second engagement Future Sechelt: Our Path to 2025, Sechelt's Official Community Plan. Great turnout, discussions, ideas and data collected.
- Assisted in promoting the District's Request a Street Tree program.
- Organized a photo op and greet with this year's recipients of the Community Investment Program. This year the District awarded \$134,375 in grants to local organizations.
- Supported the Arts and Culture team to highlight events for syíyaya Days.
- Posted reminders about tax season – July 2nd and encouraged homeowners to sign up to receive and pay their property taxes online.
- Attended the Canadian Public Relations Society national conference. A lot was learned, with great presenters and discussions. We look forward to implementing some of the ideas learned.



District of SECHELT

- Hosted two Student Mayors for a Day.
- Helped design and market the engagement page and events to kick off the Municipal Hall feasibility study. One survey and two in-person events took place reaching 1500 people.
- Collaborated with the SCRD and Town of Gibsons to assist in marketing a lower Coast sports field use strategy. The District created the main project page for this initiative as well as helped in promoting the survey to reach as many field users and residents as possible.
- Top District of Sechelt organic (unpaid) social media posts: April Fools Day – Rockwood short-term rental, Bear-resistant organics totes, Student Mayors for a Day, video of micro bacteria filtering the water in the WRC.

Notable events and days celebrated:

- April Fools' Day 5.7 reach
- Easter events
- Earth Day
- National Day of Mourning
- Volunteer Week
- MMIWG March
- Victoria Day
- Mother's Day
- Local Government Awareness Week
- Pride Month
- Elder Abuse Awareness Day
- National Indigenous Peoples' Day
- Syíyaya Days
- Canada Day

Council Support

Staff supported Council to attend a variety of meetings and events throughout the community in the second quarter.

Q2 emails to Council:

- 84 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

- Met with xwash Steven Feschuk (Protector of Culture, shíshálh Nation) to discuss previous and upcoming Public Art collaborations with the shíshálh Nation and artists.

Festivals & Events

- Awarded Producer contract to Arcadian Productions for a three-year term for the Sechelt Summer Music Series (2025-2027).
- Developed marketing materials for 2025 Sechelt Summer Music Series.
- Awarded a Celebrate Canada grant from Heritage Canada for the 4th annual syíyaya Days.
- Launched 4th annual syíyaya Days with 17 indigenous-led programs, events and activities held between June 21 – June 30.
- Welcomed 2 sponsors for syíyaya Days (Sunshine Coast Credit Union and Domtar Howe Sound Pulp & Paper).
- Coordinated the production of new banners along Cowrie Street for syíyaya Days; featuring photographs of 5 woven reconciliation blankets and sashes made by shíshálh Nation artists.
- Planning, coordination and implementation of Canada Day festivities in Hackett Park.

Community Investment Program (CIP) Grants

- Awarded 18 grants and 2 multi-year agreements for CIP recipients

Community Outreach

- Represented District of Sechelt in monthly syíyaya Reconciliation Movement committee meetings

Other

- Worked with a reputable stage lighting company in Vancouver to research and order 5 new LED outdoor lighting fixtures with preset “looks” for the Hackett Park stage (part of the New Equipment budget); installation date is to be determined.





District of
SECHELT



Unbroken Friendship
Jessica Silvey



Paddling Together
Shy Watters



Sash - A
kwayimin Andy Johnson



The Sun
ch'elkwilwt Raquel Joe



Sash - B
kwayimin Andy Johnson

Cowrie Street banners, featuring images of shishálh Nation reconciliation blankets and shawls

syiyaya Days
Believing is Seeing
June 21 – July 1
ch'atlich | Sechelt

District of SECHELT
shishálh NATION
Funded by the Government of Canada
Financé par le gouvernement du Canada
Canada

Sechelt Downtown
CAPILANO UNIVERSITY
Sunshine Coast Arts Council
Domtar
Howe Sound Mill
The Coast
Sechelt Library
Sunshine Coast Public Library
Sunshine Coast Credit Union

2025 syiyaya Days branding (Believing is Seeing) and sponsor recognition

Parks

Community-driven Service Requests

- 89 general service requests
- 25 tree/urban forest service requests

Gardens and Landscaping

- Crews were kept very busy during the growing season. Mowing and trimming all small lawn areas, 4 days/week, with a particular focus on the downtown core
- Seasonal flower beds were planted and floral hanging baskets were hung downtown
- Irrigation and plantings were installed on the grounds of the new Wakefield Lift station
- Roses and invasives were removed from one of the large garden beds in Davis Bay, drip irrigation installed, and lower-maintenance grasses were planted
- Landscaped areas around the perimeter of the Municipal Hall /Library building were redesigned and re-established after the building renovations were completed. This included adding drip irrigation to the garden beds
- One sculpture was relocated, and benches were refinished and rearranged to improve opportunities for outdoor gatherings in the Municipal Hall/Library garden



Planting around the new Wakefield Lift Station



Gardens reestablished around-Municipal Hall post-renovations



Sculpture garden and pathway updates



Seasonal flower beds planted

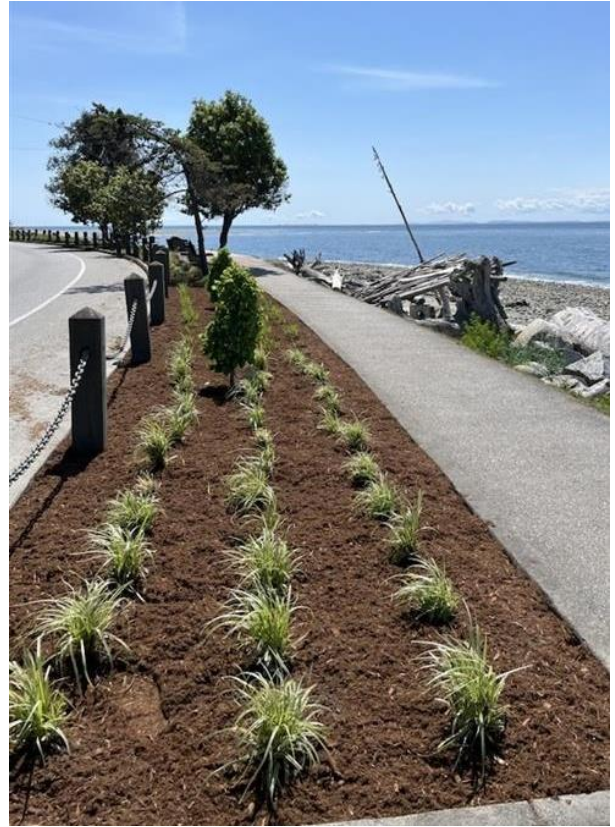


Floral hanging baskets for downtown





Drip irrigation added to a garden bed



Grasses planted along waterfront in Davis Bay

Parks Infrastructure & Maintenance

- Stair railings reinstalled in Davis Bay (these are removed during storm season and replaced in spring)
- Newly-designed collapsible bollard made and installed at Mission House
- Mobile vendor concrete pad area expanded in Davis Bay
- Large driftwood logs and a significant amount of sand were cleared from the accessible ramp at the beach in Davis Bay
- Cleaning and repairs were started on benches along the Davis Bay and Trail Bay waterfronts. There are currently 275 benches and picnic tables in Sechelt
- Updates were made to a section of the walking path around the Marsh
- An accessible pathway was added to the entry of Kirkland House



Before: Landscape ties lifting off rebar with high tides



After: landscape ties secured and aggregate added to walking path

Sports Fields, Diamonds & Courts

- H1, formerly a baseball diamond at Hackett Park, has now been converted to natural turf to allow sufficient space for adult soccer games at the park
- Irrigation fixes and startups finished
- District of Sechelt parks staff assisted the shíshálh Nation by aerating, seeding, and fertilizing the two sports fields at Ted Dixon park
- An accessible basketball hoop was installed in Hackett Park



New accessible basketball hoop at Hackett Park is popular with all ages



Upgrades and maintenance on sports field irrigations systems

Theft & Vandalism

- Numerous plants were stolen from Seaside Centre and other gardens downtown soon after being planted this spring





Planning & Policy

- Community engagement started for the Regional Sports Field Strategy, including online survey and user-group focus meeting

Staffing Updates

- Awarded the Canadian Parks & Recreation Association's "Green Jobs Grant"
- Hired two Parks Labourers to work as temporary summer staff

Community Facilities

In the Second Quarter of 2025 – Community facilities were busy with 1866 hours of rentals.

Rentals April 1 – June 30

Mission House – 492 hours

Seaside Centre – 904 hours

Rockwood Lodge – 470 hours

Sports Field Bookings

- launched on April 1st with 6 user groups playing on Hackett, Kinnikinnick, and Piccadilly fields

Community Events

14 special event permits were issued, highlights include:

- Easter Egg Hunt – Lions Club – Hackett Park
- Pride Festival at Mission Park –over 500 attendees
- Walk for Guide Dogs – Lions Club - Hackett Park
- Hike for Hospice – SC Hospice Society – Mission Park
- World Oceans Day Festival – SC Conservation - Mission Park
- Sunshine Coast Drag Racing – Sechelt Airport
- Jazz Festival – Gibsons Jazz Festival and Beyond, the third year at Hackett Park Stage – over 400 attendees.





Parks Vending Program

- Launched on May 1st, with three vendors selected. Little Spoon Ice Cream and Sun Dog's Eatery at Davis Bay as well as Boba Goat Bubble Tea at Friendship Park.



Banner Stations

- 11 banners were installed, promoting events in Sechelt at Davis Bay and Teredo St banner stations

Filming

- Film crew for *Murder in a Small Town* were active in Sechelt in April and May, using the Operations Centre parking area for their crew parking. Filming locations included the Sechelt Airport and Cowrie Street

Corporate Services

In the second quarter of 2025, Corporate Services screened a total of 24 bylaw ticket disputes, with a combined dollar value of \$6,650.00.

The District's new document management was brought online with the first migration of files from the old system into SharePoint. Staff are learning new, more efficient ways to work and are looking forward to the completion of the project in Q3.

Bylaw Ticket Dispute Quarterly Reporting

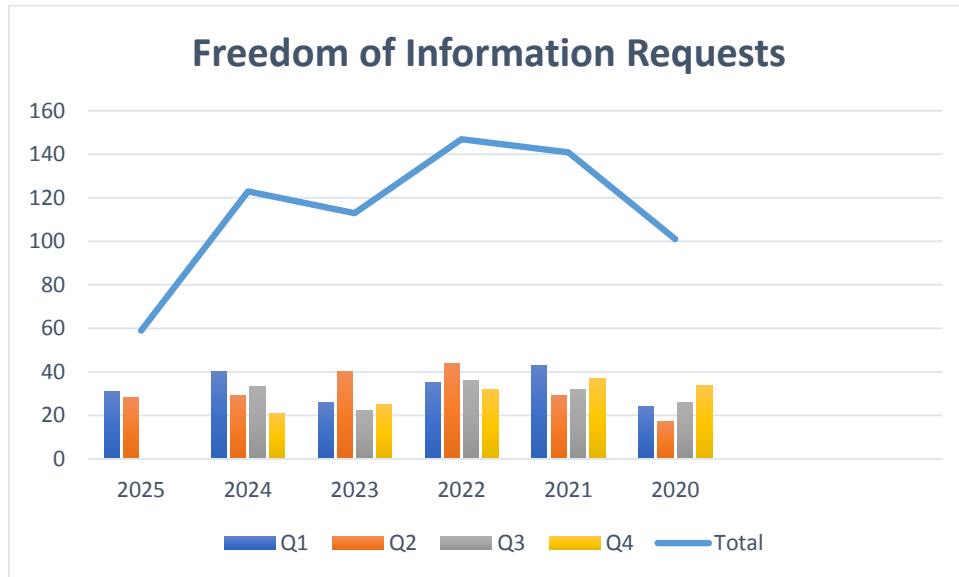
Screened:	Cancelled		Paid		Disputant Requested Adjudication		Sent to Collections		TOTAL	
	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount	Tickets	\$ Amount
2025 Q2	8	\$2150.00	9	\$2,650.00	6	\$1,800.00	1	\$50.00	24	\$6,650.00
2025 Q1	38	\$7585.00	19	\$6,125.00	0	\$0.00	2	\$600.00	59	\$14,310.00
TOTAL	46	\$9,735.00	28	\$8,775.00	6	\$1,800.00	3	\$650.00	83	\$20,960.00

**Data revised in accordance with adjudication findings*

Additional Second Quarter Services:

- Coordinated 25 sets of meeting minutes.
- Generated 25 Council and Committee of the Whole (CoW) agendas.
- Reviewed and advised on 1 Select Committee agenda.
- Identified 6 correspondence items for Council meetings.
- Arranged 6 meeting delegations and proclamations.
- Assisted 1 Notice of Motion for members of Council.

2025	FREEDOM OF INFORMATION REQUESTS				
	Q1	Q2	Q3	Q4	YTD
FORMAL	31	27	0	0	58
INFORMAL	0	1	0	0	1
TOTALS	31	28	0	0	59



Human Resources

Job postings: 3

- Engineering Summer Student (Temp, Full-Time)
- Parks Worker (Temp, Full-Time)
- Wastewater Laboratory Technician (Regular, Full-Time)

Joint Occupational Health and Safety (JOHS)

- Finalized the new occupational health and safety program

Training

- Shoring and excavation
- Respirator Protection
- Biohazardous Substances
- Lockout Tag Out
- Fall Protection
- Chemical Spill Response Hearing testing

Organizational Development

- Presented at LGMA on good governance practices

DIVISIONAL UPDATES – Engineering and Operations

Projects & Sustainability

Completed:

- Final Completion of the Wakefield Lift Station.
- Final Completion of Friendship Park Washroom Renovation including a dog fountain.
- Final Completion of Phase 1 of the District Hall and Library Building Envelope Remediation.
- Public Engagement for the Feasibility Study for the Municipal Hall & Library.
- Rockwood Chimney Repair.
- Wakefield Culvert Road Works – Line painting has been completed.

In Progress:

- Continuation of the Feasibility Study for the Municipal Hall & Library options including a “what we heard report” from the public engagement.
- Updates to the Childcare and Housing Project (funding plan, ownership model, and housing unit increase).
- Archeology approvals, engineering design, and permits for the Robertson House and Mission House septic system replacement.
- Request for Proposal (draft) for the Davis Bay Washroom Renovation for fall 2025.
- Installation of a painted mural in the shower area at the Friendship Park Washroom.
- Electrical upgrades at Friendship Park.
- Painting of the Hackett Park Basketball Court for Summer 2025.
- Accessibility review reports for Hackett Park, Rockwood Lodge, Seaside and Davis Bay underway.
- Wakefield Culvert – Handrail construction is in progress.
- Active Transportation Network on Reeves Road – Construction has commenced.
- Mermaid Street Manhole Replacement – RFQ has been issued.
- District-Wide Paving Program – Tender process is currently underway.
- Sidewalk Remediation – RFQ process is underway.
- Waterfront Walkway Widening (Inlet Avenue to Wharf Avenue) – RFQ process is underway.
- District-Wide Line Painting – RFQ process is underway.

Assets & GIS

- Repaired and updated both green and grey infrastructure components.
 - Green infrastructure includes nature-based solutions such as rain gardens and vegetated swales.
 - Grey infrastructure refers to traditional built systems, including culverts, roads, and other engineered structures.
- Progressed road condition update project with data collection complete, draft report due shortly.
- Asset Management Program: The Levels of Service project is ongoing

Public Works

- Assisted with the installation of a new basketball stand at Hackett Park.
- Ongoing street sweeping maintenance.
- Farmers Market signs reinstalled for the first week of the season.
- Groundwater source at WRC – Annual pump installation to fill truck for irrigation.
- Gravel road maintenance including grading and application of dust suppression.
- Temporary runway threshold markers were installed at the airport.
- Weekly homeless encampment cleanup every Thursday morning, accompanied by police and bylaw officers.
- Movie crew was facilitated in the lower yard at the Operations Centre.
- Drainage work completed at the airport.
- Active Transportation Project constriction on Mason Road: installed delineator markers between curbs.
- Flail mowing completed in Tuwanek, Sandy Hook, Field Road, Davis Bay, and West Sechelt.
- Facilitated large driftwood removal at Davis Bay walkway with the crane-truck.
- Float installation at Friendship Park pier.
- Training courses attended in conjunction with Wastewater staff:
 - Shoring & Excavation
 - Fall Protection
 - Lockout & De-energizing
 - Asbestos and Silica Awareness.
- Highway boulevard cleanup from Tim Hortons to McDonald's jointly completed with District Public Works, First Nations Public Works, and Capilano Highways.
- Friendship Park float inspected and repaired after incident with tugboat.
- Public Works received 542 service requests.



Skid-steer sweeper maintenance



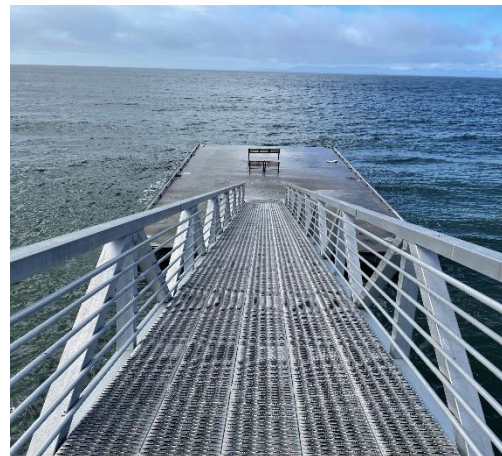
Dust suppression delivery



Temporary airport markers



Movie crew in lower yard



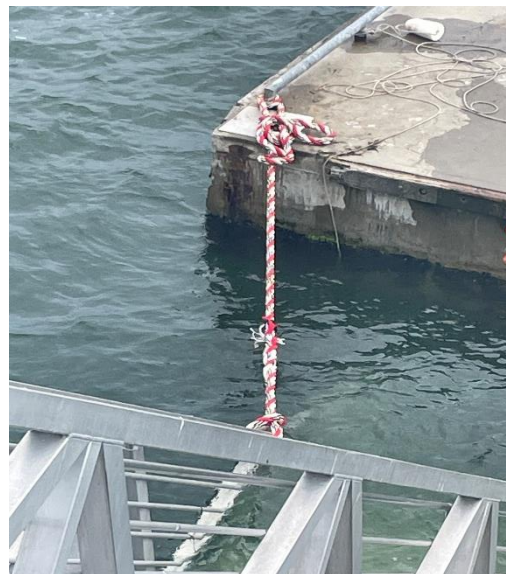
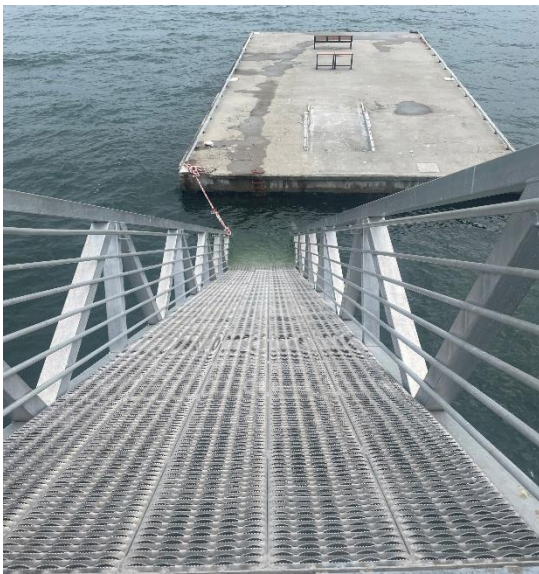
Float installation at Friendship Park



District of
SECHELT



Joint cleanup from Tim Hortons to McDonald's Boulevards



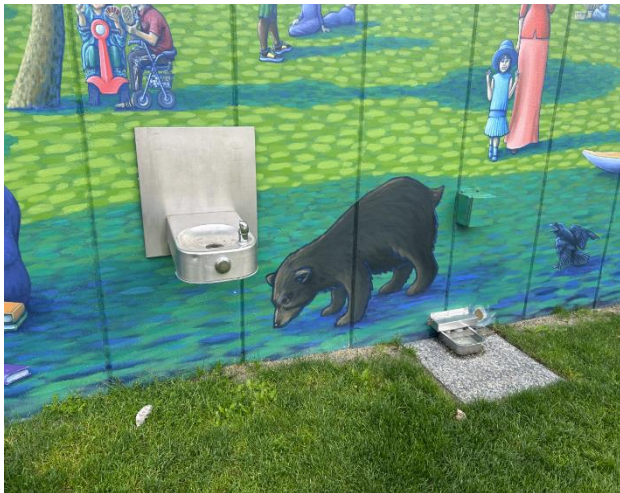
Pacific Towing tug moored to the float pulled away while still tied, causing the gangway to detach from the float.



Rockwood Lodge Chimney



Municipal Hall & Library South Elevation
Remediation



Friendship Park Washroom
Renovation-Dog Fountain



Wakefield Lift Station



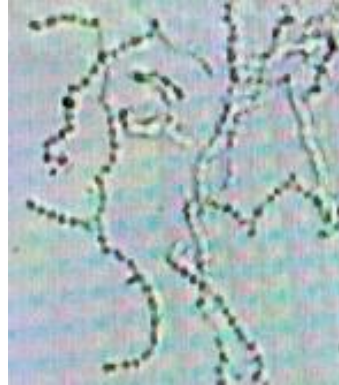
Public Engagement at Farmers Market



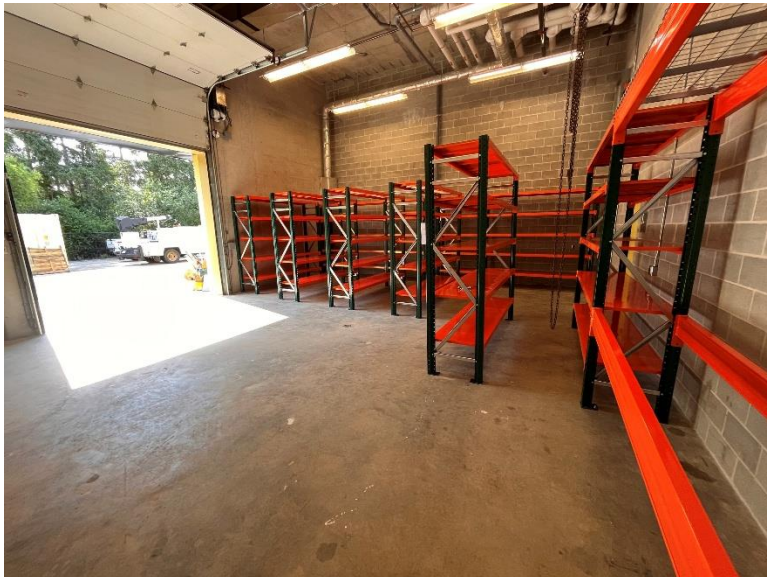
ATN on Mason Rd with 80 delineators

Wastewater

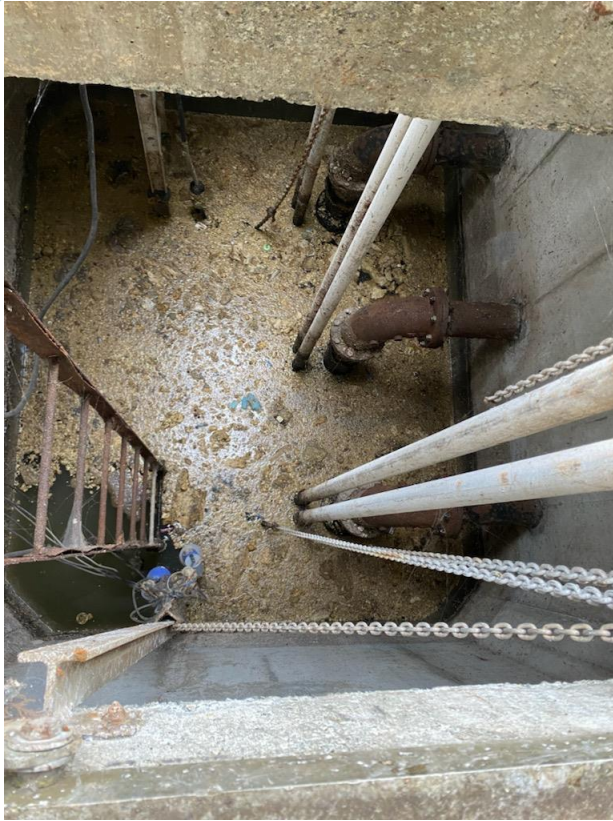
- One of two vacant Wastewater Treatment Operator positions was filled.
- The wastewater team welcomed a summer student from the Water Engineering Technology program at Okanagan College.
- A educational tour was provided for a Chatelech Secondary School class.
- Seasonal changes, especially in spring, present operational challenges for the treatment process. Effective microbiological turnover has been maintained by close monitoring and adjusting operational strategies, including ensuring sufficient oxygen levels. As temperatures rise, dissolved oxygen decreases, promoting the growth of undesirable organisms which cause poorly settling biomass. Using a microscope, operators can detect these issues early and make necessary adjustments before problems arise. (Photos below)
- A pressure transmitter was installed at the WRC enabling better monitoring of discharge pressure and early detection of potential outfall issues.
- Bench testing on several polymers was completed to determine the best choice for a septage solids dewatering trial scheduled for Q3 2025.
- A racking system was installed in the WRC workshop to organize spare parts for equipment. (photos below)
- The annual cleanout and inspection were performed on three lift stations: Onni, Watermark and Mackenzie. (Photos below)
- A marine notification sign was installed at the shoreline near Mackenzie lift station, alerting boaters to the location of an underwater sewer line, to prevent setting anchors near the infrastructure. The project was collaborative, with Parks, Public Works and Wastewater teams. (Photo below)
- A repurposed generator was installed at the Norwest Bay lift station to provide backup power.
- Q1 effluent and reclaimed water regulatory reports were submitted to the Ministry of Environment and Environment Canada.
- Wastewater operators responded to several urgent after-hours incidents within the plant and collection system. These included:
 - 3 incidents related to power disruptions
 - 10 incidents involving collection system issues
 - 2 operational upsets at the WRC



Small sphere-shaped bacteria, found in chains, referred to as bulking filaments. Excess microorganisms of this type contribute to poor settling biomass.



Racking system installed in the WRC workshop to keep the spare parts inventory organized.



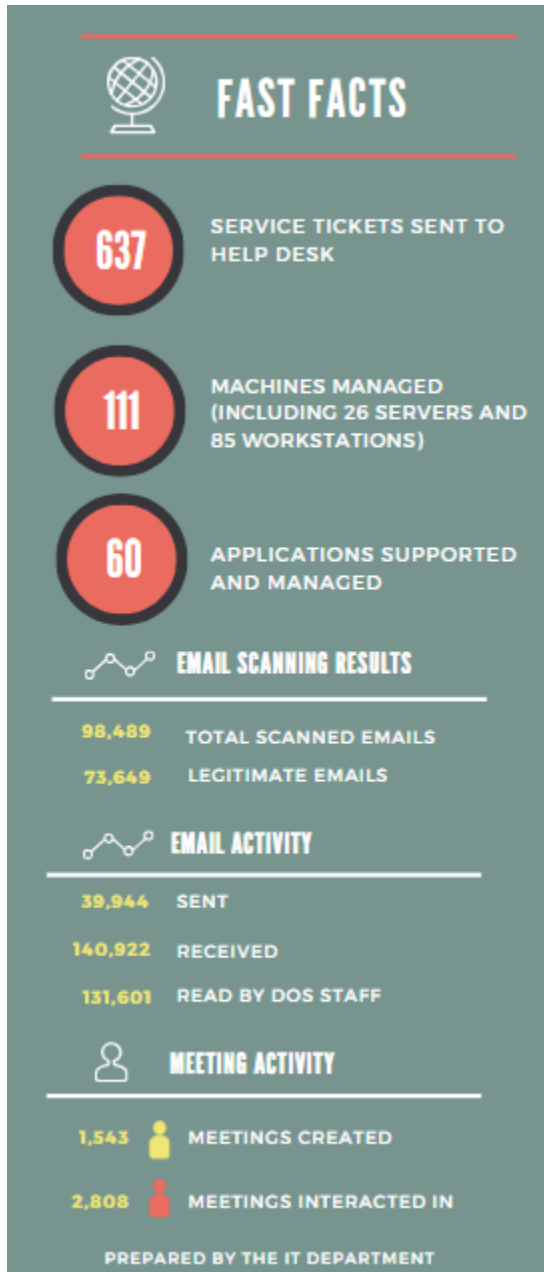
Mackenzie Lift Station, before and after annual clean. Note significant grease on the surface.



Marine navigation sign installed at the Mackenzie Lift Station pressure main.

DIVISIONAL UPDATES – Financial Services and IT

Information Technology (IT)



Key Initiatives Summary:

SharePoint Document Management: Data migration is nearly complete; staff training is underway (in progress).

Invoice Automation: The application is currently undergoing testing and development is advancing as scheduled (in progress).

Automation Strategy: IT is working with multiple departments to improve automation processes and workflows for increased efficiency. Ongoing projects include invoice automation, development permits, bylaw ticketing, and business licenses. In Q2, workshops were held with each division to demonstrate the use of Microsoft 365 for efficiency and productivity improvements. These workshops assisted IT in identifying and prioritizing future automation initiatives for the IT work plan. Staff are incorporating new skills from these sessions to support productivity. There has been an observable shift toward broader technology adoption among both inside and outside staff (in progress).

WRC SCADA (Supervisory Control and Data Acquisition) Project: Upgrading the water treatment and distribution monitoring system (in Progress).

M365 CoPilot – A pilot group is currently using this AI tool within their Office applications. They have received training, and staff are utilizing it to assist with routine tasks, allocating additional time to other responsibilities.

Finance

- Successfully completed the **2024 financial audit** and presented the **2024 Financial Statements** to the Council. The auditors provided an unqualified opinion, indicating that the financial statements are fairly and accurately presented in accordance with generally accepted accounting principles (GAAP), without any reservations or exceptions.
- Presented to Council the **2024 Statement of Financial Reporting (SOFI)** and submitted to Ministry of Municipal Affairs and Housing by the June 30th deadline. This submission is required under the Financial Information Act (FIA) and must be completed within six months of the fiscal year end.
- Completed **Local Government Data Entry (LGDE) report** which is a standardize financial reporting that is used by local governments to British Columbia. These forms provide a comprehensive measure of local government activities over the previous fiscal year, including assets, liabilities, revenue, and expenditures. Local governments must annually submit these forms to the Ministry of Housing and Municipal Affairs by May 15.
- Calculated the **2025 property taxation** to balance the budget and mailed out tax notices to all property owners in the District of Sechelt. July was a busy month for front counter staff, who were actively collecting taxes, while support staff worked diligently behind the scenes, responding to email and phone inquiries regarding taxation, deferment, and homeowner grant queries.
- Completed the **2025-2029 Five-Year Financial Plan**, which outlines the strategic financial direction and priorities for the next five years. The plan includes setting the 2025 sewer and septage user rates, as well as the **2025 tax rates**, ensuring a balanced and sustainable budget for the upcoming fiscal year. The plan was prepared and presented to the Council for final adoption before the May 15th deadline, demonstrating our commitment to fiscal responsibility and transparent governance.
- During the first half of 2025, our procurement activities included three significant public tenders. These included the **Park Vending Pilot Program 2025**, aimed at enhancing visitor amenities and fostering a vibrant downtown core. Additionally, we issued a **Request for Proposal (RFP) for a Feasibility Study and Funding Model for the District of Sechelt Municipal Hall building**, which will provide critical insights and financial strategies for the development of municipal hall. Lastly, we released a **Request for Quotation (RFQ) for a Parks Top Dresser for Fields**, to ensure our sports fields are maintained to the highest standards, promoting community health and recreation. These procurement initiatives reflect our commitment to improving community services and infrastructure through careful planning and strategic investments.
- In the first half of 2025, we welcomed three new staff members to the finance team, successfully filling our vacant positions.

DIVISIONAL UPDATES – Planning and Development

Policy Planning

- Second Open House for Community Land Development Analysis held at Seaside Centre.
- Community Land Development Analysis draft completed.
- OCP Framework approved and referred to Community Associations for input.
- Public engagement strategy for new OCP in the works.
- Climate Action Planning – staff prioritized a list of climate actions with budget and staffing implications for Council’s endorsement.
- Regional Accessibility Plan – worked with accessibility committee and staff from SCRD and Town of Gibsons to develop a draft.
- Prepared the application for Dark Skies Community recognition, worked with Engineering staff.
- Continued participation in the regional Coastal Flooding Mapping Project.
- Continued to provide Planning support to Engineering on the Transportation Master Plan
- Worked with the UBC Urban Forestry Hub student to update the GIS layer for Urban Forest canopy cover.
- Prepared amendment to Planning and Development Procedure bylaw to find efficiencies in housing approval, particularly for Small-scale Multi-unit housing.
- Confirmed in staff report to Council that the OCP contains sufficient policy to support housing initiatives outlined in the Housing Needs report.

Development Planning

- Two quadplexes (SSMUH housing projects) have reached the building permit stage.
- The minor rezoning at 5476 Mills Road was adopted at the beginning of Q2.
- Online application portal and workflow management system (using Pipefy software) had a soft launch at the end of Q2.

Bylaw Amendments

- Rezoning & OCP amendment for a Francophone school was given second reading and a public hearing was held. Council Report for 3rd Reading forthcoming.
- Bylaw amendment for Small-scale Multi-unit housing on Mills Road was adopted.
- Silverstone Heights neighbourhood plan sent for referral and comment.

Development Variance Permits

- Variances for natural boundary setback and front setback at 5423 Selma Park Road were approved by Council.
- Tuwanek Hotel variance for STR parking reduction was reconsidered by Council.

Board of Variance

- The Board of Variance approved retaining wall heights on a property in Tillicum Bay. This property was previously approved by the Board of Variance in 2023 and site plan amendments were considered.

Development Permits

- DP for Trail Bay Mall approved.

Advisory Planning Commission (APC)

- APC reviewed and provided feedback on a proposed Tibetan Buddhist and Cultural Centre on Cowrie Street. Council Report for consideration forthcoming.
- APC reviewed and provided feedback on a proposed 23-unit townhouse development on Baillie Road. Council Report for 1st Reading forthcoming pending site plan amendments from the applicant.



Community Land Development Analysis Engagement Workshop #2 – April 10th













Business Licence Applications

Business licences are received by the Planning and Development Division for review of zoning regulations, and land use policies. In Q2, 46 businesses licence applications were received.





Short-Term Rentals (STR)

	Received	13 applications and 5 were renewals (114 licenses issued to date in 2025)
	Approved	15
	Denied/Cancelled/Withdrawn	1

Application Numbers

	Development Permits	9
	Development Variance Permits	4
	Rezoning Applications	-
	Subdivision Applications	2
	Temporary Use Permits	1
	Sign Permits	2
	Patio Permits	-
	Tree Cutting Permits	2
	Liquor Licence Amendments	1

Building Department

Application Type	Number of Permits	Value of Construction	Permit Fees	Dwelling Units Created
 Commercial	4	\$960,000.00	\$8,109.00	50
 Residential	22	\$26,476,415.00	\$243,503.00	
 Other	8	\$997,001.00	\$10,772.00	
 Total	34	\$28,433,416.00	\$262,384.00	

Housing and Commercial Developments

Building Permit Issued

- The main building permit for Sunshine Coast Community Services at 5638 Inlet Ave has been officially issued. Staff have worked very hard on this application and are very pleased that BC Housing completed their obligations in issuing the building permit. This marks a major milestone in bringing vital services and support to our community.



New Housing on the Horizon

- A Building Permit Application has been received for a 49-unit multi-family development at 5535 Shorncliffe Ave. This is a promising step toward expanding housing options in Sechelt.

TELUS Marina Restaurant Nearing Completion

- The restaurant is on track to be completed and open its doors this September.



TELUS Living Project Progressing Smoothly

- The TELUS living development is moving along well and has reached the plumbing stage of construction development.



The Arbutus at Greenecourt

- The project experienced some weather delays through the winter, but with the roof recently being completed, construction is on track.



Fast-Tracked Success

- The Building Department continues to prioritize tenant improvement permits, demonstrating exceptional service by issuing two permits within just 24 hours of application—for E.B.'s Ice Cream and Seaside Medical Office, for example.

Inspections in Action


- Our inspectors completed an impressive **380** scheduled building inspections this quarter, plus additional, unscheduled site visits.
- Fred's Restaurant at the Sechelt Inn (formerly known as Driftwood Inn) opened in Q2, 2025.

Bylaw Enforcement

Complaints Filed Total: 75

Assistance 1

 Building 4

 Burning 2

 Business Licence 3

Dog 9



- ☐☐ Garbage 13
- ☐☐ Highway and Parking 16
- 🔊 Noise 4
- 📄 OCP 1
- ☐☐ Property Maintenance 13
- ☐☐ Public Places 2

- 🚰 Sewer 1
- 📍 Sign 1
- ☐☐ Zoning 5

💰 Bylaw Fines Issued: 56

- ☐☐ Building 13
- 🏢 Business Licence 2
- Dogs 6
- 🔊 Noise 1
- 🔥 Open Air Burning 1
- 🅑☐ Parking: 10
- 🏠 Property Maintenance 5
- Zoning/land use 9
- ♻️☐ Solid Waste 6
- 🏠 STR 3

Business Licenses

20 New Business Licenses Approved (does not include STRs)

Bylaw Department Highlights

Community Safety

- Ongoing cleanup of homeless encampment down at Hightide continues to be successful.

Improved Compliance on the Roads

- Fewer vehicles are being ticketed and towed from the Downtown area this past quarter.

Mason Rd Emu Saved





District of **SECHELT**

- A quick response helped the Mason Rd Emu from being attacked by a coyote. The owner was very appreciative.

Resolving Dog Incidents with Compassion

- Dealt with two vicious dog attacks against other dogs. Mediated between owners of victim dogs/offending dogs, encouraging payment of vet bills due to injuries to victim dogs – Successful.

Strengthening Local Connections

- Community Safety business cards were distributed to local businesses, so they are aware they can email any time if they have concerns or questions and we will either respond or advise what to do.

Building a Safer, Heard Community

- Continue to make the Community feel safe and heard through Community Safety.

Protecting Wildlife Together

Working in conjunction with Conservation to ensure that the garbage issues that were created last year are addressed in a timely manner to keep the bear population safe and minimize conflict with citizens.

Bylaw Amendments

- Amendments were made to several bylaws to ensure the correct reference to enforcement bylaws is contained within the enforcement section of the bylaw. Additionally, a bylaw amendment to protect trees on District lands was adopted. The bylaw amendments provide the tools required for successful and consistent bylaw enforcement.

