



## DISTRICT OF SECHELT

### MINUTES OF THE REGULAR COUNCIL MEETING

December 6, 2023, 7:00 pm  
Community Meeting Room  
1st Floor, 5797 Cowrie St., Sechelt  
and Via Zoom Online Meeting Platform

**PRESENT:** Mayor J. Henderson, Councillor D. Bell, Councillor D. Inkster, Councillor D. McLauchlan, Councillor B. Rowe, Councillor A. Shepherd, Councillor A. Toth

**STAFF:** Chief Administrative Officer A. Yeates, Director of Planning and Development Services A. Allen, Director of Engineering and Operations K. Dhillon, Director of Corporate and Community Services L. Roberts, Development Planning Manager I. Holl (online); Manager of Information Technology H. Manickum (online); Manager of Financial Services B. Smith; Corporate Officer K. Poulsen, Recording Secretary F. Bol

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#### 1. CALL TO ORDER AND DECLARATION OF CONFLICT

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

#### 2. ADOPTION OF AGENDA

**Res. No. 2023-12B-01**

Moved/ Seconded

That the December 6, 2023 Regular Council Meeting Agenda be adopted.

**CARRIED**

#### 3. DELEGATIONS

None.

**4. PROCLAMATIONS**

None.

**5. BUSINESS ITEMS**

**5.2 Website Search Feature Upgrade**

Staff noted that the subscription fee for the website search feature upgrade is \$7,000 per year with the option to renew. The tool is one of the top three AI software solutions on the market and will allow users to search more effectively within District website pages and PDF files, including archives and minutes pages. If the software proves successful, staff may recommend the subscription as a regular operating budget item for future years.

**Res. No. 2023-12B-02**

Moved/ Seconded

That the purchase and implementation of an enhanced website search solution for the District of Sechelt website be approved in the amount of \$7,000 to be funded from COVID-19 Safe Restart Grant.

**CARRIED**  
**Opposed: Councillor Shepherd**

**5.1 Accounts Payable Invoice Automation Software**

The benefits and features of the automation software were discussed.

**Res. No. 2023-12B-03**

Moved/ Seconded

That Council approve \$45,000 to be funded from the COVID 19 Safe re-start funds for the Information Technology (IT) and Finance departments to work with a Consultant to implement an Invoice Automation solution using Microsoft's Power Automate Platform.

**CARRIED**

**5.3 Asset Retirement Obligation (ARO) Council Policy**

The Manager of Financial Services provided an overview of the proposed policy.

In response to questions from Council, staff noted:

- The Septage Receiving facility was identified as a major ARO item that is under lease.

- The ARO policy applies to end-of-life cycle costs for all assets, including lease assets and any District-owned property.
- Policy verbiage was provided by District auditors, provincial legislation, the Public Sector Accounting Board, and other agencies.

**Res. No. 2023-12B-04**

Moved/ Seconded

That the Asset Retirement Obligation (ARO) Council Policy 2.10.4 be adopted.

**CARRIED**

**5.4 Bill 44 - Housing Statutes (Residential Development) Amendment Act, 2023**

The Director of Planning and Development provided an overview and noted that the Province is creating additional work for municipal planning departments with immediate requirements to update zoning bylaws, housing needs assessments, and official community plans.

In response to questions by the Council, staff noted the following:

- Staff are recruiting for the Senior Development Planner position.
- Should the Housing Accelerator Fund be successful, funds may be used towards staffing and ;consulting support.
- A staff report will be coming to the Regular Council meeting on December 20 to seek support for application to the Complete Communities Grant which, if successful, will be used to update the Housing Needs Assessment.
- Staff expect to receive more information from the Province in January 2024.
- The Housing Needs Assessment update will be done in conjunction with the District of Sechelt, the Town of Gibsons, and the Sunshine Coast Regional District, utilizing regional funding and the Complete Communities Program grant.

**6. BYLAWS****6.1 5875 Reef Road Multifamily Rezoning**

The Development Planning Manager provided Council with an overview of the current status of the project.

In response to questions by the Council, staff noted the following:

- The ownership of the riparian area has yet to be determined.

- Extending Marine Way to the west was deemed undesirable by staff due to creek proximity, road feasibility, and networking connectivity.
- The project area is part of the Transportation Master Plan and potential development options for road connections are available.
- A referral response from the shíshálh Nation has yet to be received and staff will follow up.
- After the first reading, a referral will be sent to all relevant stakeholders and agencies.
- The Sechelt Volunteer Fire Department has reviewed the site plan and had input, and the applicant has already made changes as requested.

Staff noted a typographical error on page 20 of the agenda package will be corrected for future staff reports related to this application, including more information on the implications of Development Permit Area 2.

Staff noted that water conservation measures would be provided as part of the development permit.

**Res. No. 2023-12B-05**

Moved/ Seconded

That the 5875 Reef Road Multifamily Rezoning application be deferred.

**AMENDED BY THE FOLLOWING**

**Res. No. 2023-12B-06**

Moved/ Seconded

That the motion be amended to require that the following items come forward to Council prior to the 5875 Reef Road Multifamily Rezoning being considered:

- (a) the riparian concerns are addressed;
- (b) more details are received from the Homes for People Program; and
- (c) a cursory Official Community Plan review be conducted in the surrounding area.

**DEFEATED**

**Opposed: Mayor Henderson, Councillors Bell, Inkster, Rowe, and Shepherd**

**Res. No. 2023-12B-07**

Moved/ Seconded

That Council give first reading to Official Community Plan Amendment Bylaw No. 492-36, 2023, and

That Council consider Official Community Plan Amendment Bylaw No. 492-36, 2023 in conjunction with the District of Sechelt Financial Plan and Waste Management Plan, pursuant to Section 477 of the *Local Government Act*; and

That Council refer Official Community Plan Amendment Bylaw No. 492-36, 2023 to relevant organizations for comment as part of early and on-going engagement, pursuant to Section 475 of the *Local Government Act* and Council Policy 3.3.7; and

That Council give first reading to Zoning Amendment Bylaw No. 580-08, 2023; and

That prior to consideration of adoption, the applicant shall:

- a. Confirm their water demand reduction and conservation plans to be implemented at the development permit stage.
- b. Pay the agreed upon Community Amenity Contribution of \$245,000 to be split equally between the Community Amenity and Affordable Housing Reserve Funds.

**CARRIED**

**Opposed: Councillors McLauchlan and Toth**

**Res. No. 2023-12B-08**

Moved/ Seconded

That Official Community Plan Amendment Bylaw No. 492-36, 2023, be read for the first time this 6<sup>TH</sup> day of December, 2023.

**CARRIED**

**Opposed: Councillors McLauchlan and Toth**

**Res. No. 2023-12B-09**

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-08, 2023 (5875 Reef Road), be read for the first time this 6<sup>TH</sup> day of December, 2023.

**CARRIED**

**Opposed: Councillors McLauchlan and Toth**

**6.2 Rezoning Application for 36 Units of Mixed Residential Housing at Lot 5 Tower Road (Silver Valley Homes)**

In response to questions, staff confirmed:

- The Section 219 covenant for water conservation measures would ensure the property adheres to the measures, regardless of ownership.
- Improvements for surrounding roads would be a condition of this development or any other development.
- The new legislation (Bill 44) allows for all residential properties to include suites, however it does not require that all residential properties have suites.

**Res. No. 2023-12B-10**

Moved/ Seconded

That Council adopt Zoning Amendment Bylaw No. 580-5, 2022 (Lot 5).

That Council endorse the following water conservation measures to be required as conditions of the Development Permit and secured with a Section 219 covenant.

- a. The provision of a ~2,650 L rainwater storage tank for each single family lot, duplex, and townhouse unit.
- b. Outdoor water use for landscaping is restricted to non-potable water sources such as rainwater and greywater reuse.
- c. Outdoor watering is limited to drip irrigation emitters and hand watering only.
- d. Landscape planting is limited to primarily indigenous and drought tolerant plants only.
- e. Irrigated lawns are not permitted.

**CARRIED**

**Opposed: Councillor McLauchlan**

**Res. No. 2023-12B-11**

Moved/ Seconded

That the Zoning Amendment Bylaw No. 580-5, 2022 (Lot 5) be adopted this 6<sup>th</sup> day of December, 2023.

**CARRIED**

**Opposed: Councillor McLauchlan**

**6.3 Sewer Service Area Extension – Luch & McCarter (5980 Sechelt Inlet Road and 5512 Sechelt Inlet Crescent)**

In response to an inquiry by Council, staff noted that development cost charges (DCCs) apply to industrial properties.

The Corporate Officer noted that a minor correction will be made to Sewer Local Service Area Amendment Bylaw 393-4, 2023 to reflect the correct date of adoption.

**Res. No. 2023-12B-12**

Moved/ Seconded

That Sewer Local Service Area Amendment Bylaw 393-4, 2023, be adopted this 6<sup>th</sup> day of December, 2023, to add the following parcels to the Sewer Local Service Area; and that the correct date of adoption be included on the Bylaw:

- a. LOT P DISTRICT LOT 1438 GROUP 1, NEW WESTMINSTER DISTRICT PLAN BCP36498; and
- b. LOT 12 DISTRICT LOT 1438 GROUP, 1 NEW WESTMINSTER DISTRICT PLAN BCP38917.

**CARRIED**

**Opposed: Councillor McLauchlan**

**Res. No. 2023-12B-13**

Moved/ Seconded

That the Sewer Local Service Area Amendment Bylaw 393-4, 2023 be adopted this 6<sup>th</sup> day of December 6, 2023.

**CARRIED**

**Opposed: Councillor McLauchlan**

**7. MINUTES OF PREVIOUS COUNCIL, COMMITTEE AND COMMISSION MEETINGS**

**7.1 Regular Council to Closed Meeting of November 22, 2023**

**Res. No. 2023-12B-14**

Moved/ Seconded

That page 3 of 3 of the Minutes of the Regular Council to Closed Meeting of November 22, 2023, be amended to reflect that the Mayor provided a statement to members of Council instead of referring to members of the public; and

That the Regular Council to Closed Meeting of November 22, 2023 be adopted as amended.

**CARRIED**

**7.2 Regular Council to Closed Meeting of November 8, 2023**

A member of Council noted that the new eScribe agenda management system provides more transparency for members of the public on closed meeting minutes.

**Res. No. 2023-12B-15**

Moved/ Seconded

That the Minutes of the Regular Council to Closed Meeting of November 8, 2023 be adopted.

**CARRIED**

**7.3 Regular Council to Closed Meeting of September 27, 2023**

**Res. No. 2023-12B-16**

Moved/ Seconded

That the Minutes of the Regular Council to Closed Meeting of September 27, 2023 be adopted.

**CARRIED**

**7.4 Regular Council Meeting of November 15, 2023**

**Res. No. 2023-12B-17**

Moved/ Seconded

That the Minutes of the Regular Council Meeting of November 15, 2023 be adopted.

**CARRIED**

**7.5 Committee of the Whole (Budget) Meeting of November 21 and 22, 2023**

**Res. No. 2023-12B-18**

Moved/ Seconded

That the Minutes of the Committee of the Whole Meeting of November 21 and 22, 2023 be received and the following recommendations be endorsed:

**2024 Provisional Budget Book - Additional Operating Requests**

*Recommendation No. 3*

That the following 2023 Operating Budget requests be approved:



<b>Project Name</b>	<b>Funding Source</b>	<b>Amount (\$)</b>
Drainage Master Plan Engineering	Canada Community Building Fund	\$250,000
DCC Bylaw Update Engineering	Surplus, Prior Year	20,000
Accessibility Audit Facilities	Grant - BC Safe Restart (COVID)	25,000
Microsoft 365 Consulting Services	Grant - BC Safe Restart (COVID)	25,000
IT Corporate Training	Grant - BC Safe Restart (COVID)	5,000
Orthophoto Imagery Acquisition	Taxation (0.08% increase)	10,000
OCP Update	Housing Accelerator Fund	500,000
Mobile Ticketing Tablets and Printers	Grant - BC Safe Restart (COVID)	15,000
Davis Bay Wharf: Environmental Assess.	Surplus, Prior Year	30,000
Davis Bay Wharf: Archaeology (PAFR)	Surplus, Prior Year	15,000
Utility Billing Module	Grant - BC Safe Restart (COVID)	32,000
Fleet Tracking Software Fleet	Climate Action Plan Reserve	15,000
Enhanced Policing Patrols (RCMP)	Grant - BC Safe Restart (COVID)	40,000
Asset Appraisal Services	Canada Community Building Fund	20,000
Rockwood Facility Upgrades	Surplus, Prior Year	11,000
Seaside Facility Upgrades	Surplus, Prior Year	12,000

Community Services Master Plan	Canada Community Building Fund	95,000
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**2024 Provisional Budget Book – Additional Operating Requests**

*Recommendation No. 4*

That the following Additional Operating Requests be approved:

GIS Development Files	Surplus, Prior Year	\$10,000
Environmental Impact Study	Sewer User Fees	\$100,000
H2S Maintenance Hole Monitoring	Sewer User Fees	\$12,000

**Mayor and Council Project Discussion**

*Recommendation No. 5*

That the *One-Way Cowrie Street Concept* be referred to the Sechelt and District Chamber of Commerce, Sechelt Downtown Business Association and Sechelt Village Community Association.

*Recommendation No. 6*

That staff bring a brief report on the removal of pharmaceuticals and microplastics from effluent from the District of Sechelt sewer system.

**CARRIED**

**7.6 Committee of the Whole Meeting of November 8, 2023**

**Res. No. 2023-12B-19**

Moved/ Seconded

That the Minutes of the Committee of the Whole Meeting of November 8, 2023 be received and the following recommendation be endorsed:

**Short-Term Rental Program Update**

*Recommendation No. 2*

That no further Temporary Use Permit applications for Type 3 short-term rentals be considered due to provincial legislative changes mandating principal residency; and

That the operators of the six Temporary Use Permits for short-term rental approved in 2023 be notified that the Temporary Use Permit, and business licence, will expire upon adoption of provincial legislative changes; and

That Council direct staff, upon adoption of provincial regulations, to amend Zoning Bylaw No. 580, 2022 and Business Licence Bylaw No. 520, 2012 as necessary to remove reference to Secondary Residence and the option of a Temporary Use Permit for Type 3 short-term rentals; and

That staff provide an update report in Q4, 2024.

**CARRIED**

**8. BUSINESS ARISING FROM THE MINUTES**

None.

**9. NEW BUSINESS**

None.

**10. REPORTS FROM COUNCILLORS**

**10.1 SCRD Board Directors' Report**

The SCRD Board Directors' report focused on the Sunshine Coast Regional District's (SCRD) preliminary budget. Two additional budget deliberation sessions are scheduled, with staffing requests deferred to the upcoming meeting. The new District of Sechelt SCRD Alternate Directors have been officially sworn in. A Dock Management Plan and a Reservoir Presentation were received during a well-attended meeting, which sparked further discussions on water-related projects and the installation of water meters.

**10.2 Councillors' Reports**

Councillor McLauchlan reported that she attended the Sunshine Coast Regional District (SCRD) meetings. She attended the Light the Lights celebration and parade and she attended the Open House event hosted by Sunshine Coast Community Services.

Councillor Rowe reported that she attended the sold-out Charity Hockey Classic Canucks Alumni Game last Saturday with 900 people in attendance and thanked the community for their support. She noted that an upcoming priority item will be improvements to the Gibsons & Area Community Centre.

Councillor Inkster reported that he attended the Light the Lights ceremony. He noted that there was a Ferry Advisory Committee (FAC) meeting and informed Council that there will be two ferries for the Langdale to Sechelt route next summer. The FAC lobbied for reservations to be attached to the BC Ferries Travel Assistance Program (TAP) forms for those needing medical appointments. The BC Ferries Corporation heard community

concerns regarding gate issues and washroom availability above the Horseshoe Bay vehicle ticketing booths, and the FAC will continue to look into this.

Councillor Shepherd reported that he attended the Airport Development Select Committee meeting, the Sunshine Coast Housing Action Table meeting and the Sechelt Christmas Parade.

Councillor Bell reported on the fire last night in the Tuwanek area that claimed a neighbour's home. She noted the importance of community, acknowledged Chief Pike for his leadership and thanked the Sechelt Volunteer Fire Department for their quick response.

Councillor Toth did not provide a report.

Mayor Henderson reported that he attended 12 meetings in Ottawa last week on Monday and Tuesday. He thanked MP Patrick Weiler for discussions on derelict vessels and will continue discussions with shíshálh Nation Chief Lenora Joe on the potential for collaboration in future. Mayor Henderson and MP Patrick Weiler attended an event sponsored by Canadian Aquaculture. There will be big announcements coming early next year from the Green Municipal Fund (GMF) Council which may benefit the Sunshine Coast. The Mayor noted the passing of local residents Bill Clark, the founding president of the Sechelt Royal Astronomical Society of Canada, Doug Hockley, and Bev Shaw. He attended a celebration of life for shíshálh Nation elder Barb Higgins.

## **11. ITEMS FOR INFORMATION/RELEASE OF CLOSED MEETING ITEMS**

### **11.1 Council Correspondence**

#### **Res. No. 2023-12B-20**

Moved/ Seconded

That the Sunshine Coast Labour Council be invited to a future Committee of the Whole meeting to present findings from the Living Wage for Families research.

**CARRIED**

#### **Res. No. 2023-12B-21**

Moved/ Seconded

That a letter be issued in support of the Sunshine Coast Centre of the Royal Astronomical Society of Canada's application for funding to install an accessible portable toilet for the observatory located at the Sechelt Airport.

**CARRIED**

## **12. MAYOR, COUNCIL AND STAFF EMERGENCY ITEMS**

None.

**13. ADJOURNMENT**

**Res. No. 2023-12B-22**

Moved/ Seconded

That the December 6, 2023 Regular Council Meeting be adjourned at 9:11 pm.

**CARRIED**

Certified correct:



John Henderson, Mayor



Kerianne Poulsen, Corporate Officer