



DISTRICT OF SECHELT

REGULAR MEETING OF COUNCIL

AGENDA

Wednesday, April 3, 2024, 7:00 pm

Community Meeting Room

1st Floor, 5797 Cowrie St., Sechelt

and Via Zoom Online Meeting Platform

PLEASE NOTE:

The District of Sechelt will continue to conduct Council and Committee meetings in-person in the Community Meeting Room. The public is welcome to attend in person or by electronic communications, as follows:

District of Sechelt's YouTube channel: <https://www.youtube.com/user/SecheltMedia>

Zoom: <https://zoom.us>, join Meeting ID: 810 8300 5253 and Password: APR2023

Phone: 1-778-907-2071, with Meeting ID: 810 8300 5253 and Password: 4287607

Pages

1. LAND ACKNOWLEDGEMENT

The District of Sechelt is located on the traditional and unceded territory of the shíshálh Nation. We respect the histories, language and culture of the people of the shíshálh Nation, whose presence continues to enrich this community.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

3. ADOPTION OF AGENDA

4. DELEGATIONS & PROCLAMATIONS

- 4.1 **Sunshine Coast Association of Responsible Dog Owners (SCARDO)** 4
Requesting authorization for dogs to be off-leash on Kinnikinnick fields.

5. BUSINESS ITEMS

- 5.1 **Security Patrols for Downtown Sechelt** 17
- 5.2 **Justice Service Building Roof Replacement Project Award and Noise Bylaw Variance** 19

6. BYLAWS

None.

7. MINUTES OF PREVIOUS MEETINGS

- 7.1 **Minutes of the March 13, 2024 Regular Council to Closed Meeting** 23
For adoption.
- 7.2 **Minutes of the February 28, 2024 Regular Council to Closed Meeting** 25

For adoption.

7.3	Minutes of the October 25, 2023 Regular Council to Closed Meeting	27
------------	--	-----------

For adoption.

7.4	Minutes of the October 11, 2023 Regular Council to Closed Meeting	29
------------	--	-----------

For adoption.

7.5	Minutes of the March 20, 2024 Regular Council Meeting	31
------------	--	-----------

For adoption.

7.6	Minutes of the March 6, 2024 Regular Council Meeting	42
------------	---	-----------

For adoption.

7.7	Minutes of the February 21, 2024 Regular Council Meeting	49
------------	---	-----------

For adoption.

7.8	Minutes of the March 13, 2024 Committee of the Whole Meeting	57
------------	---	-----------

For receipt and endorsement of:

(2) That the 2024 Provisional Budget Book Version 2 be received, as presented.

7.9	Minutes of the February 28, 2024 Committee of the Whole Meeting	59
------------	--	-----------

For receipt and endorsement of:

(4) That Option 1 be deferred to the March 13, 2024 Committee of the Whole meeting;

(5) That staff prepare a supplemental report to address the following concerns:

- 1. Use of council chambers;*
- 2. Library space incorporation;*
- 3. Daycare inclusion options;*
- 4. Parking implications;*
- 5. Project phasing; and*
- 6. Funding options including grants;*

(6) That Councillors Bell, Rowe and Toth be appointed to the Permissive Property Tax Exemption Select Committee and report back to Council no later than August 31, 2024;

(9) That Noise Bylaw 519, 2012, be reviewed at a Committee of the Whole meeting, in consideration of concerns expressed by community members.

7.10	Minutes of the March 21, 2024 Permissive Property Tax Exemption Select Committee Meeting	64
-------------	---	-----------

For receipt.

8. BUSINESS ARISING FROM THE MINUTES

9. COUNCIL REPORTS

9.1 Sunshine Coast Regional District Representatives

9.2 Council

10. CORRESPONDENCE

10.1	2024-03-21 SCRD, Request for Resolution of Support - Evacuation Route	66
-------------	--	-----------

Planning Grant

11. RELEASE OF CLOSED MEETING ITEMS

None.

12. ADJOURNMENT

Public Question and Answer Period.

Kerianne Poulsen

Subject: FW: SCARDO - request to permit dogs on Kinnikinnick Sports Field FW: New Response Completed for Delegation Request Form

From: Tracy Mitchell [REDACTED].net>

Sent: Monday, March 11, 2024 3:30 PM

To: Kerianne Poulsen <KPoulsen@sechelt.ca>

Subject: Re: SCARDO - request to permit dogs on Kinnikinnick Sports Field FW: New Response Completed for Delegation Request Form

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

April 3 is fine

Going to be consulting with an expert regarding the condition of the field and what is causing the degradation.

On Mon, Mar 11, 2024 at 3:02 PM Kerianne Poulsen <KPoulsen@sechelt.ca> wrote:

Hi Tracy,

Yes, that was the original plan, but I was waiting for your confirmation. I apologize if you had sent this and I missed it. If there is a specific deadline or time sensitivity I can still appeal to senior management to include the delegation on March 20th. Are you looking to apply for a grant, or request approval from Council on a project?

I was also waiting for your confirmation that the materials I mentioned below should be included on the public agenda as background information from Council, or if your group prefers something else. Please let me know.



Kerianne Poulsen (she/her)

Corporate Officer

Direct 604-740-8479 | PO Box 129 | 2nd Floor, [5797 Cowrie St.](#) | [Sechelt, BC](#) | [V0N 3A0](#)

I acknowledge with gratitude that I work on the homelands of the shíshálh Nation

Be Calm. Be Kind. Be Coastal.

From: Tracy Mitchell [REDACTED] <[REDACTED].net>

Sent: Monday, March 11, 2024 2:52 PM

To: Cheryl/Peter/Pippa [REDACTED] <[REDACTED].com>; Kerianne Poulsen <KPoulsen@sechelt.ca>; Patrick Tritchler [REDACTED] <[REDACTED].com>; Rob Simms [REDACTED] <[REDACTED].com>

Subject: Re: SCARDO - request to permit dogs on Kinnikinnick Sports Field FW: New Response Completed for Delegation Request Form

Hi Kerianne,

I was under the impression that we were able to speak at the March 20 meeting.

Please let us speak on April 3

Thank you.

Tracy

On Mon, Mar 11, 2024 at 2:43 PM Kerianne Poulsen <KPoulsen@sechelt.ca> wrote:

Hi Tracy,

Our agenda is full for March 20 and I'm no longer able to offer March 27 as an option. Would your group be interested in coming as a delegation on April 3?

Thanks,

Kerianne

From: Kerianne Poulsen

Sent: Friday, February 23, 2024 1:25 PM

To: [REDACTED].net

Subject: FW: SCARDO - request to permit dogs on Kinnikinnick Sports Field FW: New Response Completed for Delegation Request Form

Hi Tracy,

This is the last correspondence I have. We could include the content from your petition page on the agenda if you like, including a link to the live page so people could go and see how many have signed and what the comments are. (the link is at the bottom of this email string.

The meeting options were:

- Wed March 6, 7pm Regular Council
- Wed March 13, 3p, Committee of the Whole
- Wed March 20, 7pm Regular Council
- Wed March 27, 3pm Committee of the Whole

Or we can look at later options of you prefer.

FYI - The playground at Creekside is close to end of life, according the last inspection in the fall of 2023. I know a nearby childcare facility uses it regularly currently, but it will need to be removed or replaced soon.

I don't have a lot of time to research grant opportunities, but here are a few that your team might want to look into:

- <https://www.orcbc.ca/grants-for-outdoor-recreation> (this one is new, just starting up spring 2024)
- <https://cpa.ca/funding/>
- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>
- <https://www.ubcm.ca/funding-programs>



Kerianne Poulsen (she/her)

Corporate Officer

Direct 604-740-8479 | PO Box 129 | 2nd Floor, [5797 Cowrie St. | Sechelt, BC | V0N 3A0](#)

I acknowledge with gratitude that I work on the homelands of the shíshálh Nation

Be Calm. Be Kind. Be Coastal.

From: Kerianne Poulsen <KPoulsen@sechelt.ca>

Sent: Thursday, November 30, 2023 3:21 PM

To: [REDACTED] [.net](#)

Cc: Lindsay Roberts <LRoberts@sechelt.ca>; Siobhan Smith <ssmith@sechelt.ca>; Council <Council@sechelt.ca>

Subject: SCARDO - request to permit dogs on Kinnikinnick Sports Field FW: New Response Completed for Delegation Request Form

Good afternoon Tracy,

To follow up with our phone conversation today, this email provides the information you had requested, which you had indicated you will share with the ombudsperson. I have copied Council on this message to ensure full transparency on District of Sechelt processes.

The attached staff report provides background on the history of Kinnikinnick sports fields designation as an offleash dog area. Also attached is Council Procedure Bylaw No. 568, 2018.

Background

District of Sechelt Animal Control Bylaw No. 677, 2023 states:

5. Control of Dogs and Animals

1. No person shall permit or allow a dog owned, possessed or harboured by that person, to run at large or to trespass in or upon any private or public lands or premises within the boundaries of the District of Sechelt.

A sports field is considered to be 'public lands' unless it has a special designation permitting dogs. Our staff receive direction from Council on what services to provide and what levels of service should be provided. Public processes such the development of a [Parks Master Plan](#) include public engagement, and are created to help inform Council when they are asked to make decisions on behalf of the community. Kinnikinnick Park is on pages 110 – 111 and does not include a mandate for dog on the sports field. The adjacent trail network is designated as an offleash dog park.

Our staff can not act in opposition to a Council decision, without a new resolution of Council:

- A resolution was made to adopt the Parks Master Plan (Res. No. 2022-05C-13).
- A resolution was made to prohibit dogs on Kinnikinnick Sports field in 2022 (Res. No. 2018-09B-26).

The attached staff report explains that in 2003 the District of Sechelt Council approved a six-month trial for use of Kinnikinnick Park, including the trails and field, by off-leash dogs. The off-leash use worked well with the trail system, and initially there were few problems with dogs on the field. The construction of the upper field completed in 2008, and in subsequent years, drainage and lighting improvements were made to the lower field to improve the quality of the pitch for soccer and slo-pitch.

At the September 1, 2010, Regular Council Meeting the following recommendation from the July 28, 2010 Committee of the Whole meeting was adopted by Council Resolution No. 322-09/2010(8):

“That the current designation of Kinnikinnick Park sports field as an off-leash dog park be continued on a permanent basis, except when the field is previously booked for a sports event.”

Since 2010, circumstances have changed with regards to increased use by sports groups, extreme weather events, and the frequency, length, and severity of water restrictions. Many local dog owners have been conscientious, however despite their best efforts, damage to the playing surface continues to be an issue. The off-leash dog park designation for Kinnikinnick Park sports fields puts additional strain on the fields, contributes to shared use conflicts, and is not in alignment with other BC and Sunshine Coast communities, which typically do not allow dogs on sports fields.

In April 2022 a delegation from SCARDO and a delegation from Sport Field Users was received by Council to share their views, along with correspondence from both sides. Minutes are attached (p.2)

In May 2022 a 2010 council resolution allowing dogs on Kinnikinnick fields was rescinded, and a new resolution was passed to prohibit dogs on the field.

Res. No. 2022-05C-13 – Moved/Seconded

That Council Resolution No. 322-09/2010(8):

"That the current designation of Kinnikinnick Park sports field as an off-leash dog park be continued on a permanent basis, except when the field is previously booked for a sports event." be rescinded; and

That off-leash dogs not be permitted on the playing fields at Kinnikinnick Park, 6200 Ripple Way.

CARRIED

Currently our parks service levels are directed by the Parks Master Plan (which designates Kinnikinnick as a sports field), and Res. No. 2022-05C-13, which prohibits dogs on the playing field.

Making a Request to Council

As we have discussed, in order for staff to bring forward a recommendation to Council that a prior decision be reconsidered, there must be new evidence. You have asked that the fields be inspected by professionals that have more expertise than our staff, but this would require a budget. The staff inspections show that the damage to the fields increases when dogs are using the field. Re-seeding is also impossible with regular use by dogs. For these reasons, staff are not willing to include an additional level of inspection in their budget request for 2024.

If there is no new information that would result in staff recommending the changes you are requesting, you may still reach out to your elected officials. I understand that you have already taken the following steps:

- Asked to be included as a delegation to Council
- Emailed Council directly to share your petition.
- Emailed Mayor Henderson and (I think) spoke with him over the phone.

The delegation request was denied for reasons I have explained below. To reiterate:

(6) The Corporate Officer may refuse to place a delegation on the agenda if:

- (i) the issue is not considered to fall within the jurisdiction of Council; or,
- (ii) if the delegation topic is a matter previously considered by Council;

If the delegation wishes to appeal the Corporate Officer's decision, they may do so to the Mayor or in the absence of the Mayor the member designated to act in place of the Mayor.

You mentioned that members of Council did not respond to your direct email to them.

You have appealed to the Mayor, but he did not overturn my decision.

Today I suggested two other avenues that are open to you as a community member in Sechelt:

1. Reach out to individual councillors directly. Email addresses are:

- toth@sechelt.ca
- inkster@sechelt.ca
- rowe@sechelt.ca
- shepherd@sechelt.ca
- mclauchlan@sechelt.ca
- bell@sechelt.ca

2. Attend the question and answer period following a public meeting. The [meeting schedule is here](#) and you may attend in person, or via zoom.

Please do not hesitate to reach to out if you have additional questions.



Kerianne Poulsen (she/her)

Corporate Officer

Direct 604-740-8479 | PO Box 129 | 2nd Floor, [5797 Cowrie St. | Sechelt, BC | V0N 3A0](#)

I acknowledge with gratitude that I work on the homelands of the shíshálh Nation

Be Calm. Be Kind. Be Coastal.

From: Tracy Mitchell [REDACTED].net>
Sent: Thursday, November 16, 2023 9:01 AM
To: Council <Council@sechelt.ca>
Cc: info@bcombudsperson.ca
Subject: Fwd: New Response Completed for Delegation Request Form

Good morning,

Go to the link in this email to view the petition to reinstate off leash dog use.

<https://www.change.org/p/oppose-off-leash-ban-at-kinnickinnick-field?fbclid=IwAR3xCleAzLmoRygYB>

Please feel free to contact me for further details.

Kind regards,

Tracy Mitchell

[REDACTED]

----- Forwarded message -----

From: Kerianne Poulsen <KPoulsen@sechelt.ca>
Date: Wed, Nov 15, 2023 at 3:37 PM
Subject: RE: New Response Completed for Delegation Request Form
To: [REDACTED].net [REDACTED].net>
CC: Siobhan Smith <ssmith@sechelt.ca>, Lindsay Roberts <LRoberts@sechelt.ca>

Good afternoon Tracy,

To follow up with our phone call today, this is to confirm that your delegation request is not approved at this time. The request is in opposition to a decision of Council that was made in 2022 and can not be brought back to a Council meeting without:

- a. A staff report identifying new information, or
- b. Support from a member of Council.

A request for reconsideration would need to be brought forward by staff or addressed by a member of Council directly through the Notice of Motion process, or Mayor's Reconsideration process, as per Council Procedure Bylaw No. 568, 2018, and the *Community Charter*.

- In order for staff to recommend a reconsideration, new evidence should be presented to the Manager of Community Services (includes Parks Dept), Siobhan Smith (ssmith@sechelt.ca) or the department director, Lindsay Roberts (lroberts@sechelt.ca).
- Council can be reached at council@sechelt.ca if you would like to request a reconsideration of the decision directly.

The supplementary information you provided in the email to Floria Bol is attached in case you would like to forward this message.

Please let me know if you have any questions or if you would like to discuss this further on the phone.



Kerianne Poulsen (she/her)

Corporate Officer

Direct 604-740-8479 | PO Box 129 | 2nd Floor, [5797 Cowrie St. | Sechelt, BC | V0N 3A0](#)

I acknowledge with gratitude that I work on the homelands of the shíshálh Nation

Be Calm. Be Kind. Be Coastal.

From: noreply@sechelt.ca <noreply@sechelt.ca>
Sent: Tuesday, November 14, 2023 4:22 PM
To: DelegationRequests <DelegationRequests@sechelt.ca>
Cc: Corporate <corporate@sechelt.ca>
Subject: New Response Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday November 14th 2023 4:18 PM with reference number 2023-11-14-001.

- **Name of Delegation:**

SCARDO

- **Name of Primary Contact Person:**

Tracy

- **Phone Number:**

[REDACTED]

- **Email:**

[REDACTED].[net](#)

- **Delegation's Declaration**

By checking this box, I declare that I understand and agree to the rules for delegations as outlined above

- **Name of Delegation:**

Sunshine Coast Association of Responsible Dog Owners (SCARDO)

- **Name of Contact Person**

Tracy Mitchell

- **Meeting Type Preferred**

Committee of the Whole

- **Meeting Date Preferred:**

11/22/2023

- **Subject of Delegation**

Reinstatement of Kinnickinnick Field as a designated off-leash dog area

- **Purpose of Delegation**

Requesting action by Council

- **Summary of Delegation**

Please find the link to a petition regarding the reinstatement of Kinnickinnick Field as a designated of-leash dog area.

<https://www.change.org/p/oppose-off-leash-ban-at-kinnickinnick-field?fbclid=IwAR3xCleAzLmoRygYB>

[This is an automated email notification -- please do not respond]

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.

----- Forwarded message -----

From: Tracy Mitchell [REDACTED] [net](#)>

To: Corporate <corporate@sechelt.ca>

Cc:

Bcc:

Date: Wed, 15 Nov 2023 00:58:31 +0000

Subject: Request for meeting with Committee of the Whole

Dear Floria Bol,

Per our phone conversation this afternoon regarding the request for reinstatement of Kinnickinnick Field, I have attached some photos and provided a link to the petition regarding this matter.

Thanks so much,

Tracy Mitchell

[REDACTED]

<https://www.change.org/p/oppose-off-leash-ban-at-kinnickinnick-field?fbclid=IwAR3xCleAzLmoRygYB>

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.

March 25, 2024

Dear Council Members,

On behalf of the Sunshine Coast Association for Responsible Dog Owners, we extend our heartfelt gratitude to the council for the opportunity to advocate our case to reinstate on a 6 month probationary basis, Council Resolution No. 322-09/2010(8), which designates Kinnikinnick Park sports field as an off-leash dog park, except when the field is previously booked for a sports event. This resolution has been a cornerstone of our community for many years, providing valuable benefits to Sechelt residents.

While we understand the concerns raised regarding the wear and tear of the sports field, it is essential knowledge that multiple factors contribute to this issue. We appreciate the advice from the Superintendent of the Blue Ocean Golf Course, an experienced greenskeeper, who has highlighted that the wear and tear cannot be solely attributed to dogs.

It is important to note that he has expressly authorized us to walk our dogs off-leash around the perimeter of the golf course when no golfers are present, being mindful to pick up after our dogs. He is aware that the dogs will stray onto the fairways but is not concerned about damage to the course as a result. He has stated that soccer season (due to the cleated footwear), climate change, and inadequate field surfacing are significant contributors, indicating a shared responsibility among various groups.

It is, therefore, unjust to target dog owners as the sole group facing restrictions on field usage. Such limitations based solely on dog ownership fail to consider the diverse needs within our community. Public spaces play a crucial role in nurturing social cohesion, physical well-being, and a shared sense of belonging across all demographics. Embracing inclusivity is key to cultivating environments where every individual feels respected and part of the community.

Some benefits to consider for shared usage of such shared spaces are:

1. **Physical Activity and Well-being:** Access to public spaces encourages physical activity, benefiting individual health and well-being. This includes not only sports players but also dog owners who utilize these spaces for recreational walks and exercise with their pets.
2. **Accessibility for Seniors and Physically Challenged Individuals:** Kinnikinnick Park sports field, offers a safer environment for seniors and those with physical challenges, with its flat terrain, easy accessibility from parking, and openness compared to other areas. This accessibility is crucial for ensuring equal opportunities for all members of our community. For example, it has been expressed from some seniors that Jane Bowers Dog Park in Sechelt has a difficult uphill terrain for seniors who are not as mobile as others.
3. **Optimized Resource Utilization:** Public spaces are funded by taxpayer dollars and should be designated to maximize their utility for the entire community. The fact is these fields are left empty and unused a great deal of the time. Restricting access based on narrow criteria limits the potential benefits these spaces can offer.

Prior to the adoption of the original resolution No. 322-09/2010(8) to allow off-leash dog use of the Kinnikinnick Park sports field, there was a 6-month probationary trial period. We request that you follow the same process and approve a 6-month probationary period for one of the following three options:

- A) Off-leash access to only the upper field of Kinnikinnick Park sports field (which would require some fencing), except for when there are scheduled sports events.

OR

- B) Off-leash access to both the upper and lower fields of Kinnikinnick Sports Field, except for when there are scheduled sports events.

OR

- C) Off-leash access to both the upper and lower fields of Kinnikinnick Sports Field, for specified times during the day (9-11 AM and 3-5 PM), except for when there are scheduled sports events.

The probationary period will enable responsible dog owners to demonstrate to both the council and the community at large that the use of the fields for an off-leash dog park can co-exist with other users. At least some members of the Association will be at the park daily. We will make it our individual and collective responsibility to ensure that the fields are used respectfully, without a detrimental impact on other users. This would include scooping up any dog excrement that may have been unwittingly left by other dog owners (which already is a common practice amongst our community of dog owners).

In closing, we would like to share with you the following poem from Dog Songs, by the Pulitzer Prize winner, Mary Oliver.

“The dog would remind us of the pleasures of the body with its graceful physicality, and the acuity and rapture of the senses, and the beauty of the forest and ocean and the rain and our own breath. There is not a dog that romps and runs but we learn from him.

The other dog - the one that all its life walks leashed and obedient down the sidewalk-is what a chair is to a tree. It is a possession only, the ornament of a human life. Such dogs can remind us of nothing large or noble or mysterious or lost. They cannot make us sweeter or more kind.

Only unleashed dogs can do that. They are a kind of poetry themselves when they are devoted not only to us but to the wet night, to the moon and the rabbit-smell in the grass and their own bodies leaping forward.”

Thank you for your attention to this matter.

Sincerely,

Members of the Sunshine Coast Association of Responsible Dog Owners (SCARDO) and all dog owners on the Sunshine Coast

REQUEST FOR DECISION

TO: Council **MEETING DATE:** April 3, 2024

FROM: Lucy Clark, Community Services Coordinator

SUBJECT: Security Patrols for Downtown Sechelt

FILE NO: 2240-2023-30

RECOMMENDATION

(1) That a security service provided by Unison Security Ltd. be extended to patrol the District of Sechelt for a period of no more than six months; and

That the security service be funded in the amount of no more than \$60,542.00 from the Community Crime Programming Reserve.

PURPOSE

To consider extending the security service provided by Unison Security Ltd. in the District of Sechelt for a period of six months.

OPTIONS

1. Direct staff to issue a request for proposals for a longer term contract.

DISCUSSION

Summary

On September 6, 2023, Council approved up to \$50,000 for a three-month pilot project to provide professional security services to patrol downtown Sechelt. Since the implementation of the program, the service area was extended to include additional areas of Sechelt outside of the downtown core.

The security service has been well-received by businesses and residents in Sechelt. The contracted service provider has provided extensive reporting, indicating high levels of activity observed and numerous calls to the RCMP and Sechelt Fire Department. This program provides an opportunity for data collection and timely reporting of issues to the RCMP and Sechelt Fire Department.

The security program cost \$40,360.88 for the period spanning October 2023 to February 2024. The remaining funds are expected to run out by mid-April 2024 which will end the security patrols.

Extending the contract with Unison Security will provide Council and the community with additional data to decide if security patrol is a service the District of Sechelt would like to provide in the future.

POLICY AND BYLAW IMPLICATIONS

None.

SUSTAINABILITY PLAN IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

On September 6, 2023, \$50,000 was approved from the COVID restart funds. \$40,360.88 has been spent between October 2023 and February 2024, leaving a remainder of \$9,639.12 to cover the expenses expected for March 2024. Staff have identified funding available within the Community Crime Programming Reserve to provide the service for an additional six month in the amount of \$60,542.

COMMUNICATIONS

None.

Respectfully submitted,

Lucy Clark

Community Services Coordinator

REQUEST FOR DECISION

TO: Council **MEETING DATE:** April 3, 2024

FROM: Julie Maerz, Engineering Project Manager

SUBJECT: Justice Service Building Roof Replacement Project Award and Noise Bylaw Variance

FILE NO: 0810-20-06 Justice Services Building, Roof Replacement

RECOMMENDATION(S)

- (1) That Council direct staff to award the contract for the Justice Service Building Roof Replacement Project to Metro Roofing & Sheet Metal Ltd. in the amount of \$700,646 + GST.
 - (2) That Council approve a variance to Noise Bylaw No. 519, 2012, allowing Metro Roofing & Sheet Metal Ltd. to complete the Justice Service Building's Roof Replacement between 5:00 pm to 2:00 am from Monday to Friday.
-

PURPOSE

To present Council with recommendations for the Justice Service Building (JSB) Roof Replacement Project award and receive Council direction.

To bring forward a request to Council to approve a variance to Noise Bylaw 519, 2012 to facilitate the JSB roof replacement works at night minimizing disruption to the Courthouse operations during the day for the required duration of the repairs.

DISCUSSION

Summary

Staff have completed the tender phase for the JSB roof replacement project and are targeting to have these works commence in Spring 2024 with the next step of awarding the project to Metro Roofing & Sheet Metal Ltd. These works will include a full replacement of the flat and sloped portions of the roof and will take approximately 40 days.

Due to the operations of the court system and the sensitivity to noise disruptions the Provincial court system is requiring works to be done outside of their operational times of 8:30 am to 4:30

pm, Monday to Friday. This time is contrary to the District of Sechelt's Noise Bylaw and therefore, a bylaw variance is being requested. The proposed work schedule is Monday to Friday, 5:00 pm to 2:00 am and Saturday 8:00 am to 4:00 pm.

Background

The JSB roof has experienced several leaks over the last five years and the roof is reaching the end of its life expectancy. The roof requires replacement before any major issues arise that are more than a quick repair. The RCMP sections of roof have been replaced over the last two to seven years. The JSB roof replacement project has been part of the capital works plan for the last couple of years and staff have been working with Provincial Court staff on timing and scheduling of these works. Through these discussions with Court staff, it has been evident that works completed at the JSB building that would disrupt court sessions need to be completed outside of their operational times. It was noted that this is standard practice in other Court buildings where major building repair is required. After exploring several options with District and Court staff the only viable option outside of closing the court entirely is to work outside of their operational hours.

Section 4(d) of the Noise Bylaw states:

"No person shall, on a Monday to Saturday inclusive before 0700 hours or after 2100 hours, or on a Holiday before 0900 hours or after 1700 hours, engage in or permit construction in such a manner as to create noise."

The Contractor can perform these works Monday to Friday from 5:00 pm to 2:00 am, Monday to Friday and on Saturday from 8:00 am to 4:00 pm. The works will take approximately six weeks. The Contractor can start the process as early as April 8th, 2024, if Council approves the award of the contract. The majority of sound would be from the roof cutters and disposal of the garbage into the bins which would be completed before 10:00 pm. After 10:00 pm would be the installation period of the new roof which would be quieter. This would include woodwork (skill saws) and the sound of roof torches. Bin removal and material delivery would occur during the day and some flexibility from the Courts will be required.

POLICY AND BYLAW IMPLICATIONS

Council has previously approved Noise Bylaw variances to allow weekend and evening works for other construction projects, including construction of Trail Avenue, Wharf Avenue, and the Airport Runway.

A variance to the provisions of the Noise Bylaw must be granted by Council resolution.

Procurement-Staff adhered to the District's procurement process set out by the policy in receiving proposals for the works.

SUSTAINABILITY PLAN IMPLICATIONS

1. *Economic Sustainability-Improving District of Sechelt infrastructure*

STRATEGIC PLAN IMPLICATIONS

1. *Ensuring Financial Balance*

FINANCIAL IMPLICATIONS

The District of Sechelt was provided with five compliant bid proposals. The proposals were scored based on their experience & qualification, approach & methodology, and price. Based on this scoring criteria Metro Roofing & Sheet Metal Ltd. was the successful proponent. The existing approved capital budget of \$920,000 is adequate to fund the JSB roof replacement project. As shown in the below table if Council grants the award to Metro Roofing & Sheet Metal Ltd., the value of award shall be \$700,646 + GST for evening and weekend work.

JSB Roof Replacement Tender Prices (not including GST)		
Evening and Weekend Working Hours		
	Metro Roofing & Sheet Metal Ltd.	\$700,646
	Parker Johnson Industries Ltd.	\$706,303
	Cascade Roofing & Waterproofing	\$846,646
	Nelson Roofing & Sheet Metal Ltd	\$939,117
	Marine Roofing (1996 Ltd)	\$899,000

COMMUNICATIONS

Should Council approve the variance, staff will hand deliver notices to impacted residents in advance of the commencement of work. In addition, the District will post this information to social media and the District's website.

If Council approves the award of this contract to Metro Roofing & Sheet Metal Ltd., a Letter of Award will be issued in the amount of \$700,646+ GST .

Respectfully submitted,

Julie Maerz
Engineering Project Manager



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

March 13, 2024, 3:30 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: Director of Planning and Development Services A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Deputy Corporate Officer T. Forster (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

None.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council to Closed Meeting to order at 3:46 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Res. No. 2024-3B-01

Moved/ Seconded

That the March 13, 2024 Regular Council to Closed Meeting Agenda be adopted.

CARRIED

4. CLOSED SESSION

Res. No. 2024-3B-02

Moved/ Seconded

That the meeting be closed to the public at 3:47 pm pursuant to Sections 90 (1) (a), (c), (e), (j), (k), (l) and Section 90 (2) (b) of the Community Charter.

CARRIED

4.1 CALL TO ORDER AND DECLARATION OF CONFLICT**4.2 ADOPTION OF CLOSED AGENDA****4.3 Sections 90 (1), (a) and (k)****4.4 Sections 90 (1), (l)****4.5 MINUTES OF PREVIOUS MEETINGS**

- a. Minutes of the February 28, 2024 Closed Council Meeting
- b. Minutes of the February 14, 2024 Closed Council Meeting
- c. Minutes of the January 24, 2024 Closed Council Meeting
- d. Minutes of the January 10, 2024 Closed Council Meeting

5. ADJOURNMENT**Res. No. 2024-3B-03**

Moved/ Seconded

That the March 13, 2024 Regular Council to Closed Meeting be adjourned at 5:29 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**February 28, 2024, 3:30 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 Financial Services and Information Technology D. Douglas, Corporate Officer K. Poulsen, Executive Assistant J. Doherty (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

None.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council to Closed Meeting to order at 5:03 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Res. No. 2024-2D-01

Moved/ Seconded

That the February 28, 2024 Regular Council to Closed Meeting Agenda be adopted.

CARRIED

4. BUSINESS ITEMS**4.1 Request for Letter of Support - Sunshine Coast Regional Situation Table****Res. No. 2024-2D-02**

Moved/ Seconded

That a letter of support for a Sunshine Coast Regional Situation Table be drafted and sent to the Ministry of Public Safety & Solicitor General.

CARRIED**5. CLOSED SESSION****Res. No. 2024-2D-03**

Moved/ Seconded

That the meeting be closed to the public at 5:10 pm pursuant to Sections 90 (1) (a), (k) and (l), and Section 90 (2) (b) of the Community Charter.

CARRIED**5.1 CALL TO ORDER AND DECLARATION OF CONFLICT****5.2 ADOPTION OF CLOSED AGENDA****5.3 Section 90 (1) (a)****5.4 Section 90 (1) (k) and Section 90 (2) (b)****5.5 Section 90 (1) (K)****5.6 90 (2) (B)****5.7 Section 90 (2) (b)****6. ADJOURNMENT****Res. No. 2024-2D-04**

Moved/ Seconded

That the February 28, 2024 Regular Council to Closed Meeting be adjourned at 6:32 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

October 25, 2023, 3:30 p.m.
Community Meeting Room
1 st Floor, 5797 Cowrie St., Sechelt
Via Zoom Electronic Meeting Platform

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

STAFF: Chief Administrative Officer A. Yeates, Director of Planning and Development A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Deputy Corporate Officer T. Forster

1. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Regular Council to Closed Meeting to order at 3:44pm and asked for declarations of conflict. There were none.

2. ADOPTION OF AGENDA

Res. No. 2023-10D-01

Moved/ Seconded

That the October 25, 2023 Regular Council to Closed Meeting Agenda be adopted.

CARRIED

3. CLOSED SESSION

Res. No. 2023-10D-02

Moved/ Seconded

That the meeting be closed to the public at 3:45pm pursuant to Sections 90 (1) (g) and (i) of the *Community Charter*.

CARRIED

3.1 Sections 90 (1) (g) and (i)

4. ADJOURNMENT

Res. No. 2023-10D-03

Moved/ Seconded

That the October 25, 2023 Regular Council to Closed Meeting be adjourned at 4:15pm.

CARRIED

Brenda Rowe, Chair

Kerianne Poulsen, Corporate Officer

DISTRICT OF SECHELT
MINUTES OF THE REGULAR COUNCIL MEETING
Held in Community Use Room, 5797 Cowrie Street, Sechelt, BC and
via Zoom Electronic Meeting Platform
Wednesday, September 27, 2023

PRESENT	Mayor J. Henderson; Councillors D. Bell; D. Inkster; B. Rowe; A. Shepherd (Online) and A. Toth (Online)
REGRETS	Councillor D. McLauchlan
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; Corporate Officer K. Poulsen and Deputy Corporate Officer T. Forster (Recording Secretary)

1. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the meeting to order at 4:01pm and asked for any Declarations of Conflict. There were none.

2. ADOPTION OF AGENDA

Res. No. 2023-09C-1 – Moved/Seconded

That the September 27, 2023, Regular Council Meeting Agenda be adopted.

CARRIED

3. CLOSED SESSION

Res. No. 2023-09C-2 – Moved/Seconded

That the meeting be closed to the public pursuant to Sections 90 (1) (a), (k), and (l) of the Community Charter.

CARRIED

The meeting recessed at 4:02pm.

The meeting reconvened at 4:52pm.

13. ADJOURNMENT

Res. No. 2023-9C-3 – Moved/Seconded

That the September 27, 2023 Regular Council Meeting be adjourned at 4:52pm.

CARRIED

Certified Correct:

John Henderson, Mayor

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**March 20, 2024, 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 Financial Services and Information Technology D. Douglas, Manager of Development and Planning I. Holl, Manager of Sustainable Infrastructure M. Lee, Corporate Officer K. Poulsen, Recording Secretary F. Bol

1. LAND ACKNOWLEDGEMENT

None.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council Meeting to order at 7:08 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Res. No. 2024-3C-01

Moved/ Seconded

That the March 20, 2024 Regular Council Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

None.

5. BUSINESS ITEMS

5.1 Coasters Car Club Letter of Agreement

Res. No. 2024-3C-02

Moved/ Seconded

That the Letter of Agreement between the District of Sechelt and Coasters Car Club for use of Hackett Park and Cowrie Street for the annual Sleepy Hollow Rod Run and Show and Shine event be renewed for a three-year period August 9, 2024, to August 8, 2026, under the terms and conditions presented.

CARRIED

OPPOSED: Councillor McLauchlan

5.2 Temporary Use Permit for 5686 Wharf Avenue, 5694 Wharf Avenue and 5700 East Porpoise Bay Road

A typographical error was noted on page 16 of the agenda package, and the permit should be for a two-year term, not a one-year term.

In response to questions from Council, staff confirmed:

- The noise bylaw applies to the property.
- There is nothing in the proposed temporary Use Permit (TUP) regulating lighting.
- Majority of the TUP site use will be for employee parking and storage.
- Construction activity on this site will be minimal.
- The site will be regulated like every other construction site in Sechelt.
- A security deposit is required for all TUPs to ensure the conditions of the permit are adhered to.

Res. No. 2024-3C-03

Moved/ Seconded

That Council approve Temporary Use Permit 2023-02 for 5686 Wharf Ave, 5694 Wharf Ave, and 5700 East Porpoise Bay Road for a two-year period.

Amendment:

Res. No. 2024-3C-04

Moved/ Seconded

That the motion be amended to:

That Council approve Temporary Use Permit 2023-02 for 5686 Wharf Ave, 5694 Wharf Ave, and 5700 East Porpoise Bay Road for a two-year period; and

That Temporary Use Permit 2023-02 include dark skies provisions.

CARRIED

OPPOSED: Councillor McLauchlan

Res. No. 2024-3C-05

Moved/ Seconded

That Council approve Temporary Use Permit 2023-02 for 5686 Wharf Ave, 5694 Wharf Ave, and 5700 East Porpoise Bay Road for a two-year period; and

That Temporary Use Permit 2023-02 include dark skies provisions.

CARRIED

OPPOSED: Councillor McLauchlan

6. BYLAWS

6.1 Rezoning Application for 49 Townhouses at 5875 Reef Road

a. Report

The Development Planning Manager provided an overview, including details on the proposed road network, environmentally sensitive areas, and noted that the strata will maintain the property.

The applicant confirmed that:

- The intent is to build a mix of two to four bedrooms units.
- Indoor parking is being considered.
- Favourable feedback from the public has been received by the applicant.

Staff noted there will be no formal public information sessions required for this application, aside from the Public Hearing being scheduled in April.

Res. No. 2024-3C-06

Moved/ Seconded

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

That Council give second reading to Zoning Amendment Bylaw No. 580-08, 2023.

That Council authorize staff to schedule a Public Hearing for Official Community Plan Amendment Bylaw No. 492-36, 2023 and Zoning Amendment Bylaw No. 580-08, 2023.

CARRIED**OPPOSED: Councillors McLauchlan and Shepherd**

- b. Official Community Plan Amendment Bylaw No. 492-36, 2023 - 5875 Reef Road

Res. No. 2024-3C-07

Moved/ Seconded

That Official Community Plan Amendment Bylaw No. 492-36, 2023 be read a second time on March 20, 2024.

CARRIED**OPPOSED: Councillors McLauchlan and Shepherd**

- c. Zoning Amendment Bylaw No. 580-08, 2023 - 5875 Reef Road

Res. No. 2024-3C-08

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-08, 2023 be read a second time on March 20, 2024.

CARRIED**OPPOSED: Councillors McLauchlan and Shepherd**

6.2 Subdivision and Development Control Amendment Bylaw No. 430-06, 2024

- a. Report

The Development Planning Manager provided an overview.

Staff confirmed the following:

- The Approving Officer would make decisions on subdivision application.
- The Chief Building Official would make decisions on building permit applications.
- Civil engineering professionals must produce the data needed to make a decision.
- Civil engineering professionals have been consulted in the preparation of the recommendation from staff.
- The proposed bylaw amendment will allow development applicants to apply for a variance on fire flow requirements through staff, rather than coming to Council with a Development Variance Permit (DVP) application.
- There are active development applications that cannot be completed without a DVP or the adoption of this bylaw amendment.

- Processes related to the delegation of authority to staff.
- Precedent with respect to delegation of authority to staff.
- The Fire Underwriters Survey (FUS) 2020 already provides authority for the Chief Building Official to approve fire flow, staff just wanted to solidify this in a bylaw.
- The proposed bylaw amendment applies to all subdivisions and building permits.
- Processes at the SCRD are different because the approving officer is Provincial.

Res. No. 2024-3C-09

Moved/ Seconded

That Council give first reading to Subdivision and Development Control Bylaw No. 430-06, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

Res. No. 2024-3C-10

Moved/ Seconded

That staff present the following details to Council:

- Input from the industry; and
- Comments from the Sechelt Fire Department; and
- A demonstration of how this process aligns with the Sunshine Coast Regional District.

CARRIED

OPPOSED: Councillors McLauchlan, Rowe and Toth

- b. Subdivision and Development Control Amendment Bylaw No. 430-06, 2024

Res. No. 2024-3C-11

Moved/ Seconded

That Subdivision and Development Control Amendment Bylaw No. 430-06, 2024 be read a first time on March 20, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

Res. No. 2024-3C-12

Moved/ Seconded

That Subdivision and Development Control Amendment Bylaw No. 430-06, 2024 be read a second time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

Res. No. 2024-3C-13

Moved/ Seconded

That Subdivision and Development Control Amendment Bylaw No. 430-06, 2024 be read a third time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

6.3 Amendments to Business Licence Bylaw No. 520, 2012 - Short Term Rentals and Non-Profit Business Licences

The meeting recessed at 8:55 pm.

The meeting reconvened at 9:00 pm.

a. Report

The Director of Planning and Development provided an overview and noted that the Provincial regulations deadline of May 1, 2024.

In response to short-term rental questions, staff noted that:

- Information was provided about the identification and enforcement of non-compliant business operators.
- The province will be establishing an enforcement team, but it is not clear how this will impact the workload for municipalities.
- The province defines a long-term rental as a rental for more than 30 days.

In response to non-profit business licence questions, staff confirmed that the intent of the non-profit business licence is to provide a low-cost option for societies to obtain a business licence:

- Some organizations need a business licence for insurance purposes or grant applications.
- Societies would only need a non-profit business licence if they are operating a business, as defined by Provincial and Federal governments.

Res. No. 2024-3C-14

Moved/ Seconded

That Council give three readings to Business Licence Bylaw Amendment 520-07, 2024 to bring the bylaw into alignment with provincial legislation on short-term rental accommodations.

That Council give three readings to Business Licence Bylaw Amendment 520-08, 2024 to add an option for non-profit businesses.

That it be confirmed that Business Licence Amendment Bylaws No. 520-07, 2024, and 520-08, 2024, be advertised in the paper of record, online, and on the District's public notice board and that no further notification is required.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

- b. Business Licence Amendment Bylaw No. 520-07, 2024 - Short Term Rentals

Res. No. 2024-3C-15

Moved/ Seconded

That Business Licence Amendment Bylaw 520-07, 2024 be read a first time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

Res. No. 2024-3C-16

Moved/ Seconded

That Business Licence Amendment Bylaw 520-07, 2024 be read a second time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

Res. No. 2024-3C-17

Moved/ Seconded

That Business Licence Amendment Bylaw 520-07, 2024 be read a third time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson and Councillor McLauchlan

- c. Business Licence Amendment Bylaw No. 520-08, 2024 - Non-Profit Business Licence Rates

Res. No. 2024-3C-18

Moved/ Seconded

That Business Licence Bylaw Amendment 520-08, 2024 be read a first time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson, Councillors Bell and McLauchlan

Res. No. 2024-3C-19

Moved/ Seconded

That Business Licence Bylaw Amendment 520-08, 2024 be read a second time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson, Councillors Bell and McLauchlan

Res. No. 2024-3C-20

Moved/ Seconded

That Business Licence Bylaw Amendment 520-08, 2024 be read a third time on March 20, 2024.

CARRIED

OPPOSED: Mayor Henderson, Councillors Bell and McLauchlan

7. MINUTES OF PREVIOUS MEETINGS

Res. No. 2024-3C-21

Moved/ Seconded

That the following minutes be deferred:

7.1 - Minutes of the February 28, 2024 Regular Council to Closed Meeting

7.2 - Minutes of the October 25, 2023 Regular Council to Closed Meeting

7.3 - Minutes of the October 11, 2023 Regular Council to Closed Meeting

7.4 - Minutes of the February 21, 2024 Regular Council Meeting

CARRIED

OPPOSED: Councillor Toth

7.1 Minutes of the February 28, 2024 Regular Council to Closed Meeting

7.2 Minutes of the October 25, 2023 Regular Council to Closed Meeting

7.3 Minutes of the October 11, 2023 Regular Council to Closed Meeting

7.4 Minutes of the February 21, 2024 Regular Council Meeting**8. BUSINESS ARISING FROM THE MINUTES**

None.

9. COUNCIL REPORTS**9.1 Sunshine Coast Regional District Representatives**

Councillor Inkster reported that the SCRD Fire Flow report was completed, and the Board will apply for Extreme Heat Grant Funding.

Councilor Toth:

- The first water supply update presentation was received by the Board and is available on the SCRD website.
- Updates were provided on the current status of the snowpack.
- An archaeological contract was awarded for all remaining water meter installations (over 4,000 properties).

9.2 Council

Mayor Henderson attended:

- Final Chamber of Commerce meeting with Councillor McLauchlan.
- Green Municipal Fund Council meeting on funding for municipalities.
- Sechelt Arts Festival - Salish Sea Presentation, available until April 13.
- Sechelt Seniors Centre Annual General Meeting.
- Council hosted a lunch with shíshálh Nation.
- Tour of Silverstone Care Centre.
- A meeting with Councilors Rowe and Shepherd and Downtown Village residents regarding safety challenges; will be attempting to meet with Honourable Ravi Kalhon to advocate for support for homeless.

The Mayor will be away for the Global EV Summit in Oslo, Norway as the sole Canadian representative.

Councillor McLauchlan:

- Noted a visit to Oslo, Norway in 1991 to attend a conference and conduct her thesis.

- Attended the Sechelt Arts Festival - Salish Sea presentation.
- Attended the Chamber of Commerce meeting and luncheon at the Blue Ocean Golf Course.

Councillor Inkster had nothing to report due to time constraints.

Councillor Bell:

- Attended the Sunshine Coast Labour Council International Women's Day Event
- Would like to see a public information session hosted by the District of Sechelt on Bill 44.

Councillor Toth had nothing to report due to time constraints.

Councillor Shepherd attended the Airport Development Select Committee Meeting.

Councillor Rowe reported that she was away visiting Nashville, Tennessee.

10. CORRESPONDENCE

10.1 02-29, Mail, Letter to Mayor and Council BC Farmers' Market

Res. No. 2024-3C-22

Moved/ Seconded

That staff send a letter of support to the BC Minister of Health, the Honourable Adrian Dix, for the BC Farmers' Market Nutrition Coupon Program.

CARRIED

10.2 03-05, Letter, SCRD Request for Cost Sharing For Sunshine Coast Arena Water Well Investigation

Res. No. 2024-3C-23

Moved/ Seconded

That Correspondence item 10.2, 03-05, Letter, SCRD Request for Cost Sharing For Sunshine Coast Arena Water Well Investigation, be deferred to the Committee of the Whole meeting on March 27, 2024.

CARRIED

11. RELEASE OF CLOSED MEETING ITEMS

11.1 Release from Closed - Community Investment Program Grant Appointments

Res. No. 2024-3C-24

Moved/ Seconded

That the following resolution from the October 11, 2023, closed council meeting be confirmed in open meeting:

That the following community volunteers be appointed to the Community Investment Program Grant Review Committee:

1. Kareen McCaughan (one-year term);
2. Sophie Luckhart (two-year term);
3. Andrea Thomas (two-year term).

CARRIED

12. ADJOURNMENT

Res. No. 2024-3C-25

Moved/ Seconded

That the March 20, 2024 Regular Council Meeting be adjourned at 9:59 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**March 6, 2024, 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. McLaughlan, Councillor B. Rowe, Councillor A. Shepherd

REGRET: Councillor A.Toth

STAFF: Acting CAO and Director of Financial Services and Information Technology D. Douglas, Director of Planning and Development Services A. Allen, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Deputy Corporate Officer T. Forster, Recording Secretary F. Bol

1. LAND ACKNOWLEDGEMENT

None.

2. 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.

It was noted that Councillor Rowe was attending the meeting via Zoom and that Councillor Toth sends his regrets.

3. ADOPTION OF AGENDA

Res. No. 2024-3A-01

Moved/ Seconded

That the March 6, 2024 Regular Council Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS**4.1 Proclamation- Epilepsy Awareness Month and Purple Day - March 26**

The Mayor proclaimed March 26, 2024 as Purple Day in the District of Sechelt.

5. BUSINESS ITEMS**5.1 Connecting Sechelt Youth Grant Application**

The Director of Corporate and Community Services provided an overview of the report.

The discussion the following was noted:

- The grant would support/ address youth and community safety concerns and provide an opportunity for youth to develop leadership skills.
- A student-led group would be created, along with a paid coordinator from School District 46, and funding may be used to provide student incentives, however the intention is that decisions on spending will be made collaboratively with the student group.

Res. No. 2024-3A-02

Moved/ Seconded

That the District of Sechelt's application to the Sunshine Coast Community Foundation Responsive Community Grant be endorsed for a grant of up to \$10,000 for the "Connecting Sechelt Youth to their Community" project.

CARRIED

5.2 Request to Assign Lease & Modification Agreement – 4430 Hilltop Road

The following topics were discussed:

- Blackcomb Helicopters will continue to guarantee the lease through the assignment to Sunshine Coast Hangars.
- A Notice of Disposition advertisement was placed with the original lease agreement and another ad is not needed for the lease assignment.
- The modification agreement will be advertised for two consecutive weeks.
- Blackcomb Helicopters Ltd. to reimburse District of Sechelt legal fees for review of the agreement as was included in the lease assignment request.

Res. No. 2024-3A-03

Moved/ Seconded

1. That the Blackcomb Helicopters Ltd. 4430 Hilltop Road, Sechelt lease dated January 16, 2020 be assigned to Sunshine Coast Hangars Ltd; and

That the District of Sechelt enter into a Non-Disturbance Agreement with Blackcomb Helicopters Ltd. and Sunshine Coast Hangars Ltd.; and

That the Mayor and Corporate Officer be authorized to sign the Assignment Agreement for 4430 Hilltop Road and Non-Disturbance Agreement with Blackcomb Helicopters Ltd. and Sunshine Coast Hangars Ltd.

2. That Council approve a modification to the January 16, 2020, lease agreement for 4430 Hilltop Road to stipulate:

- Permitted Use: The Lessee may use the Lease Area and Building (hereafter referred to as the "Building") for the purpose of:
 - a. operating as a helicopter service, aviation hangar use and other airport related business for the duration of the lease term; or
 - b. a sublease for a specific use authorized in writing by the District of Sechelt staff for a term of no more than 10 years of the lease assignment date.

Common areas are to be used as taxiways and access roads only; all vehicle parking is to be contained on the Lessee's lease area.; and

- Within three years of the date the lease assignment comes into effect, perform UPGRADES to the PROPERTY, the cumulative cost of which UPGRADES shall not be less than \$31,000 as calculated using the reasonable market value of the products and services paid for and none of such costs may be related to upgrades completed prior to 2024; and

That the Mayor and Corporate Officer be authorized to sign the Modification Agreement for 4430 Hilltop Road.

CARRIED

5.3 Temporary Use Permit - 5845 Sunshine Coast Highway (Greencourt)

The Development Planning Manager provided an overview and noted that:

- The permit is for the construction of prefabricated walls on site which will be shipped to the Medusa Street site for assembly.
- The property owners have provided consent.
- A traffic management plan on proposed routing of the walls and transporting of materials is provided in the agenda package at page 41.

Res. No. 2024-3A-04

Moved/ Seconded

That Temporary Use Permit 2024-01 be approved for 5845 Sunshine Coast Highway for a one-year period.

CARRIED**6. BYLAWS****6.1 Rezoning for 8 Lot Subdivision at 5476 Mills Road – Highland Builders**

The following topics were discussed:

- The new zoning would provide for a minimum lot size of 300 square metres.
- Community amenity contributions may be written into the covenant.
- This zoning amendment applies to one specific property.

a. Report**Res. No. 2024-3A-05**

Moved/ Seconded

That Council give third reading to Zoning Amendment Bylaw No. 580-11, 2024.

That prior to consideration of adoption, the applicant shall:

1. Register a Section 219 covenant requiring the payment of the agreed upon Community Amenity Contribution (CAC) in the amount of \$160,000 to be split equally between the Community Amenity and Affordable Housing Reserve Funds; and that the CAC be paid at the building permit stage based on the \$5,000/unit calculation.

CARRIED**b. Zoning Amendment Bylaw No. 580-11, 2024****Res. No. 2024-3A-06**

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-11, 2024 be read a third time on March 6, 2024.

CARRIED**6.2 Rezoning Application for 109 Apartments at 5535 Shorncliffe Ave (Genaris)****a. Report**

The Development Planning Manager provided Council with an overview of the report.

The following topics were discussed:

- The reduction of setbacks is not expected to impact the neighbouring properties now, or in the future

- Public parking on along Shorncliffe Avenue frontage would be constructed on District right-of-way by the applicant as a part of their frontage works.

Res. No. 2024-3A-07

Moved/ Seconded

That Council give third reading as amended to Zoning Amendment Bylaw No. 580-06, 2023.

CARRIED

OPPOSED: Councillors Inkster and McLauchlan

- b. Zoning Amendment Bylaw No. 580-06, 2023

Res. No. 2024-3A-08

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-06, 2023 be read for a third time, as amended on March 6, 2024.

CARRIED

OPPOSED: Councillors Inkster and McLauchlan

7. MINUTES OF PREVIOUS MEETINGS

7.1 Minutes of the February 14, 2024 Regular Council to Closed Meeting

Res. No. 2024-3A-09

Moved/ Seconded

That the Minutes of the February 14, 2024 Regular Council to Closed Meeting be amended to note that Councillors Bell and Rowe sent their regrets; and

That the Minutes of the February 14, 2024 Regular Council to Closed Meeting be amended to note that the Mayor attended the meeting online; and

That the Minutes of the February 14, 2024 Regular Council to Closed Meeting be adopted, as amended.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

9. COUNCIL REPORTS

9.1 Sunshine Coast Regional District Representatives

Councillor Inkster reported that tax requisition from Sechelt citizens will go down this year and the Parcel Tax will increase. He noted that the draft financial document will be made available to District of Sechelt Council in future. The next SCRD meeting is

scheduled in March and the financial document will be made available to the two new SCRD alternates.

9.2 Council

Councillor Inkster informed Council that he attended the following meetings:

- Community Safety Select Committee
- Sechelt Downtown Business Association Annual General Meeting

Councillor McLauchlan informed Council that she attended the Sunshine Coast Regional District Electoral Area Services Committee meeting and commented on an approach to planning policy that seemed to promote cohesion between the electoral areas.

Councillor Shepherd informed Council that he attended the following meetings:

- Community Safety Select Committee
- Library Board

Councillor Bell attended the Community Safety Select Committee meeting and noted that Sunday March 8, 2024 is International Women's Day.

Councillor Rowe attended the Community Safety Select Committee meeting and spoke of the Better Together Neighbourhood Collective Pilot Project.

Mayor Henderson attended the Sechelt Downtown Business Association Annual General Meeting.

The Mayor noted that he attended the Local Government Show with Eastlink and that he will attend the Association of Vancouver Island and Coastal Communities (AVICC) meeting on April 12. The Mayor spoke of his meetings with cabinet ministers and informed Council that next week Sechelt and District Chamber of Commerce will have it's 48th and final meeting prior to the regional merger.

10. CORRESPONDENCE

10.1 2024-02-13 SCRD, Letter of Support Request - 2024 & 2025 FireSmart Community Funding Grant Application

Res. No. 2024-3A-10

Moved/ Seconded

That the District of Sechelt supports the Sunshine Coast Regional District applying for, receiving, and managing Community Resiliency Investment Program — 2024 and 2025 FireSmart Community Funding and Supports grant funding on behalf of the District of Sechelt.

CARRIED

10.2 2024-02-08 Letter of Support Request, Nickelbros, Relocated Homes

The Director of Planning and Development noted that a report could be prepared by the Chief Building Official upon Council direction.

Councillor Rowe left the meeting at 8:25 pm.

Res. No. 2024-3A-11

Moved/ Seconded

That a letter be issued to advocate for the Province to provide clarification on regulations with respect to relocated homes to the Minister of Housing.

CARRIED

Res. No. 2024-3A-12

Moved/ Seconded

That the Chief Building Official bring forward a report with information on regulations related relocated homes to a future Council meeting.

CARRIED

11. RELEASE OF CLOSED MEETING ITEMS**12. ADJOURNMENT****Res. No. 2024-3A-13**

Moved/ Seconded

That the March 6, 2024 Regular Council Meeting be adjourned at 8:37 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE REGULAR COUNCIL MEETING

**February 21, 2024, 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: Acting CAO and Director of Planning and Development Services A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Recording Secretary F. Bol

1. LAND ACKNOWLEDGEMENT

None.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Mayor called the Regular Council Meeting to order at 7:02 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF REVISED AGENDA

Res. No. 2024-2C-01

Moved/ Seconded

That the Revised February 21, 2024 Regular Council Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

None.

5. BUSINESS ITEMS**5.1 Sunshine Coast Tourism Grant Application for Accessible Door at Visitor Information Centre**

Staff confirmed that the Small Business BC's Workplace Accessibility Grant will cover the full cost of the Accessibility Door, without additional funding from the District.

Res. No. 2024-2C-02

Moved/ Seconded

That a Small Business BC's Workplace Accessibility Grant application submitted by Sunshine Coast Tourism for the installation of an accessible door at the Sechelt Visitor Information Centre be supported; and

That a letter of support be drafted and sent to Sunshine Coast Tourism to include with their grant application.

CARRIED

5.2 Development Permit 2022-29 for 5535 Shorncliffe (Genaris)

The Development Planning Manager provided an overview and noted that:

- The road will connect through the adjacent property on Shorncliffe, limiting impact to Rockwood Lodge.
- The majority of trees on the property will be protected.
- Community Amenity Contribution includes 11 below market rental units.
- Water conservation measures are being taken, however no greywater recycling being considered at this time.
- The zoning bylaw requires a minimum number of electric vehicle chargers on the property.

Res. No. 2024-2C-03

Moved/ Seconded

That Development Permit 2022-29 for 5535 Shorncliffe Avenue be approved subject to:

1. The adoption of Zoning Amendment Bylaw No. 580-06, 2023;
2. Confirmation from the District of Sechelt Engineering Department that the proposed access road realignment meets the applicable requirements;

3. Confirmation from the District of Sechelt Parks Department that the proposed landscaping and tree protection measures meets the applicable requirements.

CARRIED

OPPOSED: Councillors Inkster and McLauchlan

5.3 Integrated Community Sustainability Plan (ICSP) - Update

The following topics were discussed:

- Engaging the public on updates to the ICSP and a full Official Community Plan (OCP) review is being coordinated.
- Council comments will be considered in the update process of the plan.

a. Report

Res. No. 2024-2C-04

Moved/ Seconded

That the Integrated Community Sustainability Plan (ICSP) - Update be received.

CARRIED

5.4 Sechelt Airport Lease Modification Agreement – Spani/Meyer/Meneely

Res. No. 2024-2C-05

Moved/ Seconded

That the Airport License Agreement between Vincent Meneely, Beat and Marilyn

Meyer, Doug Spani and the District of Sechelt be amended by:

1. Removing Vincent Meneely as Licensee; and
2. Adding Roderick Powell as a Licensee; and

That the Mayor and Corporate Officer be authorized to execute the Modification Agreement as presented.

CARRIED

6. BYLAWS

6.1 Rezoning for 8 Lot Subdivision at 5476 Mills Road - Highland Builders

Staff provided an overview and noted that an R3 zoning designation would not be allowed for this property under Bill 44 at the time a building permit would be issued.

The following topics were discussed:

- Applicant expressed concerns about the legislated requirements included in Bill 44 and how they believe they will be impacted.
- Staff recommend a minimum of 2 dwelling units for R6 zone and a reduction in parking requirements, though dependent on property site.
- Each dwelling unit must have a full kitchen, per building code.

Variances may be possible at Council's discretion for individual sites.

a. Report

Res. No. 2024-2C-06

Moved/ Seconded

That Staff change the proposed zoning amendment bylaw to align with the applicant's original vision of single story ranchers with no secondary suites on the eight lots.

DEFEATED

OPPOSED: Councillors Bell, McLauchlan, Rowe and Shepherd

Res. No. 2024-2C-07

Moved/ Seconded

That council give first and second reading to Zoning Amendment Bylaw No. 580-11,2023; and that prior to consideration of adoption, the Applicant shall:

1. Confirm their water demand reduction and conservation plans to be implemented at the development permit stage
2. Pay an agreed upon Community Amenity Contribution based on Council policy to be split equally between the Community Amenity and Affordable Housing Reserve Funds.

CARRIED

Opposed: Mayor Henderson

b. Zoning Amendment Bylaw No. 580-11, 2024

Res. No. 2024-2C-08

Moved/ Seconded

That Zoning Amendment Bylaw No. 580-11,2024 be read for a first and second time on February 21, 2024.

CARRIED

6.2 Fees and Charges Amendment Bylaw No. 575-14, 2023 - Film Production**a. Fees and Charges Amendment Bylaw No. 575-14, 2023 (Film Production)****Res. No. 2024-2C-09**

Moved/ Seconded

That District of Sechelt Fees and Charges Amendment Bylaw No.575-14, 2023 (Film Production) be adopted.

CARRIED

7. MINUTES OF PREVIOUS MEETINGS**7.1 Minutes of the February 14, 2024 Regular Council to Closed Meeting****Res. No. 2024-2C-10**

Moved/ Seconded

That the Minutes of the February 14, 2024 Regular Council to Closed Meeting be adopted.

CARRIED

7.2 Minutes of the January 24, 2024 Regular Council to Closed Meeting**Res. No. 2024-2C-11**

Moved/ Seconded

That the Minutes of the January 24, 2024 Regular Council to Closed Meeting be adopted.

CARRIED

7.3 Minutes of the February 7, 2024 Regular Council Meeting**Res. No. 2024-2C-12**

Moved/ Seconded

That the Minutes of the February 7, 2024 Regular Council Meeting be amended under SCRD reports to clarify:

- "representing 50% of the increase to the landfill budget";
- "FireSmart program grant opportunity";
- "emergency program after hours contact"; and

That the Minutes of the February 7, 2024 Regular Council Meeting be adopted, as amended.

CARRIED

7.4 Minutes of the February 14, 2024 Committee of the Whole Meeting

Res. No. 2024-2C-13

Moved/ Seconded

That the Minutes of the February 14, 2024 Committee of the Whole Meeting be amended to clarify attendance:

- Regrets: Councillor Bell and Councillor Rowe
- Absent: Councillor McLauchlan; and

That the Minutes of the February 14, 2024 Committee of the Whole Meeting be adopted, as amended.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

Res. No. 2024-2C-14

Moved/ Seconded

That the Integrated Community Sustainability Plan (ICSP) - Update be referred to the Community Associations for review.

CARRIED

9. COUNCIL REPORTS

9.1 Sunshine Coast Regional District Representatives

Councillor Toth attended a Special Board Meeting as Vice Chair and a decision was made to defer the Langdale well budget to 2025. The development of the Langdale well may be, dependent on the viability of potential Sechelt wells. He noted that tomorrow SCRD Financial Plan Bylaw will be considered for adoption.

Councillor Inkster reported that more fire flow water pressure information is being received. A discussion on colour coding for fire hydrants took place.

9.2 Council

Councillor Bell provided an overview of the Housing Summit 2024 and commended District staff for their dedication in working through the recent legislative changes on housing.

Councillor Rowe left the meeting at 8:54 pm.

Councillor McLauchlan informed Council that she attended the Housing Summit 2024 (online) and noted an enjoyable event in Sechelt over the weekend without funding from the District of Sechelt.

Councillor Rowe returned to the meeting at 8:56 pm.

Councillor Inkster informed Council that he attended a Sunshine Coast Regional Economic Development presentation, which included information on the Buy Local Campaign, and noted that other communities are also facing drought and climate change. He noted that travel budgets for each councillor may provide more flexibility and choice for members of Council.

Councillor Rowe attended the Housing subcommittee meeting to discuss Kelly Foley's work with vulnerable populations, treatment and recovery plans. She noted a proposal for government health authority and non-profits will come forward in future.

Councillor Shepherd attended the Airport Development Select Committee meeting last night. The Director of Engineering and Operations noted that the first master plan draft will come in future. Councillor Inkster thanked staff for updates on the tree trimming program that is required before the new lighting system can be turned on.

Councillor Toth attended a Community Forest Board Meeting and noted that low revenues were due to reduced logging in January.

Mayor Henderson attended a Department of Fisheries meeting on derelict vessels. The Mayor noted that the province has dropped proposed changes to the *Land Act*, seems to be upholding the Dock Management Plan. The 2 Billion Trees Program is launching across Canada. He informed Council he attended several social events, including 'tea with a Mountie' and congratulated the District of Sechelt Office Otters, RCMP and community groups for raising \$5,000 in support of the Special Olympics.

10. CORRESPONDENCE

None.

11. RELEASE OF CLOSED MEETING ITEMS

None.

12. ADJOURNMENT

Res. No. 2024-2C-15

Moved/ Seconded

That the February 21, 2024 Regular Council Meeting be adjourned at 9:59 pm.

CARRIED

Certified correct by:

John Henderson, Mayor

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

March 13, 2024, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

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

STAFF: Director of Planning and Development Services A. Allen, Director of Engineering and Operations K. Dhillon, Director of Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Recording Secretary F. Bol

1. LAND ACKNOWLEDGEMENT

The Chair acknowledged their gratitude for living on the traditional lands of the shíshálh Nation.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Committee of the Whole Meeting to order at 3:02 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Recommendation No. 1

Moved/ Seconded

That the March 13, 2024 Committee of the Whole Meeting Agenda be adopted.

CARRIED

4. APPOINTMENTS AND DELEGATIONS

None.

5. BUSINESS ITEMS**5.1 2024 Provisional Budget Book Version 2**

The Director of Financial Services and Information Technology provided an overview of the changes from the first version of the 2024 Provisional Budget Book, the public engagement process and next steps.

The five-year financial plan will come forward to a Committee of the Whole meeting in April once the British Columbia Assessment Authority numbers are confirmed. Members of Council may consider recommending budget changes prior to adoption of the financial plan and tax rate bylaws.

In response to questions from Council, staff provided information on the following budget items:

- The Municipal Hall Phase 2 project
- Professional development for staff and Council

Staff confirmed that when grants are not awarded the item is removed from the budget. Additionally staff will provide details on the various tax rate scenarios

Recommendation No. 2

Moved/ Seconded

That the 2024 Provisional Budget Book Version 2 be received, as presented.

CARRIED

6. ADJOURNMENT**Recommendation No. 3**

Moved/ Seconded

That the March 13, 2024 Committee of the Whole meeting be adjourned at 3:41 pm.

CARRIED

Certified correct by:

Darren Inkster, Chair

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

**February 28, 2024, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform**

PRESENT: Councillor D. Bell (Chair), Mayor J. Henderson, 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 Financial Services and Information Technology D. Douglas, Director of Corporate and Community Services L. Roberts, Corporate Officer K. Poulsen, Chris Kidd (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

The Chair acknowledged Pink Shirt Day and the Land acknowledgement of the shíshálh Nation.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Committee of the Whole Meeting to order at 3:02 pm and asked for declarations of conflict. There were none.

3. ADOPTION OF AGENDA

Moved/Seconded

Recommendation No. 1

Moved/ Seconded

That the February 28, 2024 Committee of the Whole Meeting Agenda be adopted.

CARRIED

4. DELEGATIONS & PROCLAMATIONS

None.

5. BUSINESS ITEMS**5.1 Municipal Hall and Library Remediation - Options**

The District of Sechelt Engineering Project Manager, Tony Osborn and Martin Kopecky of TOAD Design, with William Tran of SR Engineering Ltd. provided Council with an overview of the project.

Library Director Leianne Emery and Library Board members attended the meeting. The library representatives noted that the third option is most preferred by the Library, and the second option would be better supported if there were an increase of space for library staff.

The following topics were discussed:

- Expansion of the library
- Technical requirements for the addition of a third-floor childcare facility.
- Architectural features, including the retention of the tower.
- Potential options for making better use of existing space at the Municipal Hall and at other District-owned facilities.
- The potential for creating multipurpose spaces at the Municipal Hall.
- Potential grant opportunities.
- A phased approach, begin with option 2 and phase in option 3 at a later time.

In response to questions from Council it was noted by consultants:

- There were no immediate concerns with the addition of a third floor.
- A roof top play space could work well and a downtown location is ideal for a childcare facility.
- Childcare facility specifications would need Council consideration.

Recommendation No. 2

Moved/ Seconded

That Council support Option 3:

Long-term \$8,250,000

The addition of a significant extension of the building along the north face, including retention of the tower, adding substantial capacity to municipal hall and library, and meeting our existing and future space needs.

DEFEATED

OPPOSED: Mayor Henderson, Councillors Bell, McLauchlan, Shepherd and Toth

Recommendation No. 3

Moved/ Seconded

That Council support Option 1:

Short-Term – Minimum Mandatory Requirement \$600,000
The tower will architecturally remain the same but will have a full replacement of the building envelope elements including windows, cladding, wall assembly complete with rainscreen, and roof. This option is mandatory to repair the existing building envelope damage unless the medium term (Option 2) is selected.

DEFEATED

OPPOSED: Councillors Inkster, Rowe, Shepherd and Toth

Recommendation No. 4

Moved/ Seconded

That Option 1 be deferred to the March 13, 2024 Committee of the Whole meeting.

CARRIED

OPPOSED: Councillor McLauchlan

Recommendation No. 5

Moved/ Seconded

That staff prepare a supplemental report to address the following concerns:

1. Use of council chambers;
2. Library space incorporation;
3. Daycare inclusion options;
4. Parking implications;
5. Project phasing; and
6. Funding options including grants.

CARRIED

5.2 Permissive Property Tax Exemption Review Process

The Director of Finance and Information Technology provided Council with an overview of the report.

Recommendation No. 6

Moved/ Seconded

That Councillors Bell, Rowe and Toth be appointed to the Permissive Property Tax Exemption Select Committee and report back to Council no later than August 31, 2024.

CARRIED

OPPOSED: Councillor McLauchlan

6. NOTICE OF MOTION**6.1 Notice of Motion - Consideration of Noise Bylaw**

Councillor Shepherd provided background information concerns expressed by community members regarding decibel levels and provincially regulated industries such as mining and air traffic in the District of Sechelt.

Clarification was requested by Council on whether a noise bylaw enacted by a municipality has jurisdictional authority over provincially regulated mines or the airspace above a municipality.

Recommendation No. 7

Moved/ Seconded

That Noise Bylaw 519, 2012, be reviewed at a Committee of the Whole meeting, in consideration of concerns expressed by community members.

Amendment:

Recommendation No. 8

Moved/ Seconded

That the motion be amended to read:

That the District of Sechelt seek a legal opinion prior to consideration of Noise Bylaw 519, 2012 to confirm jurisdictional authority over mines and airspace.

DEFEATED

OPPOSED: Mayor Henderson, Councillors Bell, Inkster and McLauchlan

Recommendation No. 9

Moved/ Seconded

That Noise Bylaw 519, 2012, be reviewed at a Committee of the Whole meeting, in consideration of concerns expressed by community members.

CARRIED

OPPOSED: Councillor Toth

The Chief Administrative Officer informed Council that staff will provide a timeline for reporting on the Noise Bylaw, in consideration of current workplans and staff resources.

7. ADJOURNMENT
Moved/Seconded

Recommendation No. 10

Moved/ Seconded

That the February 28, 2024 Committee of the Whole meeting be adjourned at 5:05 pm.

CARRIED

Certified correct by:

Donna Bell, Chair

Certified correct by:

Kerianne Poulsen, Corporate Officer



DISTRICT OF SECHELT

MINUTES OF THE PERMISSIVE PROPERTY TAX EXEMPTION SELECT COMMITTEE MEETING

March 21, 2024, 3:30 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt

PRESENT: Councillor B. Rowe (Chair), Councillor D. Bell, Councillor A. Toth

STAFF: Director of Financial Services and Information and Technology D. Douglas, Manager of Financial Services B. Smith, Administrative Assistant C. Kidd (Recording Secretary)

1. LAND ACKNOWLEDGEMENT

The Chair acknowledged their gratitude for living on the traditional lands of the shíshálh Nation.

2. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Permissive Property Tax Exemption Select Committee Meeting to order at 3:31 pm.

3. ADOPTION OF AGENDA

Recommendation 1

That the March 21, 2024 Permissive Property Tax Exemption Meeting Agenda be adopted.

CARRIED

4. BUSINESS ITEMS

4.1 Meeting Schedule

The Committee discussed the schedule and timeline for Policy and Bylaw review, this process is expected to take four to five weeks.

4.2 Review Terms of Reference

The Committee reviewed the adopted Terms of Reference for the Permissive Property Tax Exemption Select Committee.

Discussion included:

- What is a Permissive Property Tax Exemption
- Permissive Property Tax Exemption Eligibility

4.3 Review of Permissive Tax Exemption Policy 2.8.1

The Committee reviewed the adopted Permissive Property Tax Exemption Policy 2.8.1.

Discussion included:

- Organizational categories of Permissive Property Tax Exemption
- How categories affect Policy 2.8.1.

4.4 Review Permissive Property Tax Exemption Bylaw 585

The Committee reviewed the adopted Permissive Property Tax Exemption Bylaw 585, and its amendments.

Discussion included:

- The varying types of exemptions provided, such as Statutory Exemption and Permissive Exemption
- Approximate values of exemption based on 2024 permissive property tax exemption numbers, adjusted with appropriate inflation
- How different categories of organizations are divided, and a timeline of when each category will be discussed
- The next meeting of the Committee is scheduled for Thursday, 28 March, 2024 at 3:30 pm.

5. ADJOURNMENT

The March 21, 2024 Permissive Property Tax Exemption Select Committee Meeting adjourned at 4:26 pm.

Certified correct by:

Brenda Rowe, Chair

Certified correct by:

Kerianne Poulsen, Corporate Officer

Sunshine Coast Regional District

1975 Field Road
Sechelt, British Columbia
Canada V7Z 0A8

P 604-885-6800
F 604-885-7909
Toll free 1-800-687-5753

info@scrd.ca
www.scrd.ca



March 21, 2024

Mayor and Council
District of Sechelt
via email: council@sechelt.ca

Dear Mayor and Council:

**Re: Request for Resolution of Support for Community Emergency Preparedness Fund (CEPF)
Evacuation Route Planning Grant Application**

The Sunshine Coast Regional District is preparing a regional grant application for the UBCM Community Emergency Preparedness Fund – Evacuation Route Planning grant program.

At the Regular Board meeting on March 14, 2024, it was resolved that:

076/24 Recommendation No. 5 *Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning*

THAT the report titled Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning be received for information;

AND THAT the grant application of up to \$120,000 for the Community Emergency Preparedness Fund – Evacuation Route Planning be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND THAT the Sunshine Coast Regional District supports the Evacuation Route Planning project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolution of support for the Sunshine Coast Regional District's grant application be forwarded to shishálh Nation Government District, District of Sechelt and Town of Gibsons.

The resolution of support must clearly state that Council supports the Sunshine Coast Regional District applying for, receiving, and managing Community Emergency Preparedness Fund (CEPF) Evacuation Route Planning grant funding on behalf of your community.

We are asking your council for a resolution of support that includes the aforementioned language. If Council supports this initiative, please send a resolution of support to Nancy Hughes, Emergency Management Coordinator at nancy.hughes@scrd.ca by April 15, 2024.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

A blue ink signature of Leonard Lee, written in a cursive style.

Leonard Lee
SCRD Board Chair

Enclosure: SCRD Committee of the Whole February 22, 2024, staff report - Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – February 22, 2024

AUTHOR: Nancy Hughes, Emergency Management Coordinator

SUBJECT: **COMMUNITY EMERGENCY PREPAREDNESS FUND GRANT APPLICATION – EVACUATION ROUTE PLANNING**

RECOMMENDATION(S)

- (1) THAT the report titled Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning be received for information;**
 - (2) AND THAT the grant application of up to \$120,000 for the Community Emergency Preparedness Fund – Evacuation Route Planning be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;**
 - (3) AND THAT the Sunshine Coast Regional District supports the Evacuation Route Planning project and is willing to provide overall grant management;**
 - (4) AND FURTHER THAT requests for resolution of support for the Sunshine Coast Regional District's grant application be forwarded to shíshálh Nation Government District, District of Sechelt and Town of Gibsons.**
-

BACKGROUND

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of British Columbia Municipalities (UBCM).

Staff are preparing a grant application for the Evacuation Route Planning funding stream to hire a contractor to develop an evacuation plan for the whole region. The application deadline is April 26, 2024.

DISCUSSION

The Sunshine Coast Emergency Program (SCEP) endeavors to improve the ability and readiness in the event an area wide evacuation is needed. The lower Sunshine Coast requires a regional evacuation plan that will identify and provide capacity of available routes for egress, methods of evacuation, modes of transportation including marine, anticipated speed of progression related to local hazards and other factors that impact functionality of evacuation routes.

An evacuation route plan defined for the coast enhances our existing measures including an emergency alerting system "Voyent Alert", evacuation plans for Egmont, Tuwanek and the Bay Area – Gibsons, and community presentations and training for personal and neighbourhood preparedness. This contributes to the overall resiliency and emergency preparedness for the lower Sunshine Coast.

This funding will be used to hire a contractor to develop/provide a regional evacuation route plan that will become the foundation for staff, stakeholders and community to learn, train and plan activities in order to improve our ability to evacuate safely and efficiently.

As each jurisdiction is permitted to submit one application, SCEP is proposing to be the primary applicant and shíshálh Nation Government District, District of Sechelt, Town of Gibsons and the Electoral Areas as sub applicants. A resolution will be required, from each “sub applicant” stating their approval for the primary applicant (SCRD) to apply for, receive and manage the grant funding on their behalf.

This initiative is another step that supports ongoing efforts with SCEP, Emergency Support Services (ESS), Emergency Communications Team, Sunshine Coast Fire Departments, Search and Rescue, Police, BC Ambulance Service and other community stakeholders that will play key roles in evacuations on the coast. The funding that was received for community evacuation planning will bridge the gap between neighbourhood preparedness and a regional evacuation plan, by providing a community specific and detailed evacuation guide for residents.

Financial Implications

Grant funding up to a maximum amount of \$30,000 (100% grant funded) for each local government. If the grant application is successful, this funding will provide the ability for the SCEP to work with a contractor for evacuation plans for the coast.

Note: Staff examined whether this grant stream could offset the cost of the development of community evacuation workshops and guides (as incorporated into the 2024 budget). Based on current grant guidelines for this intake, there is not a fit – the current CEPF grant focus is on an engineering-based evacuation plan. Staff will continue to monitor CEPF and other external funding sources for opportunities to offset taxation for SCEP workplan items, in accordance with the Financial Sustainability Policy.

Timeline for next steps or estimated completion date

Upon approval of the SCRД Board direction to apply for the grant, staff will submit an application and supporting documentation. If approved, the project will be carried out and completed between the months of May – December 2024.

STRATEGIC PLAN AND RELATED POLICIES

This request aligns with our strategic plan to make the Sunshine Coast a more prepared and resilient community for emergency response. It is more cost effective for the application to be a collaborative effort and be submitted as a regional project.

CONCLUSION

An application to CEPF is being prepared by staff and is due on April 26, 2024. A resolution of support from the Board is required for the application to be considered.

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Risk Mgmt.	X - V. Cropp