



Staff Report For Information

TO: Committee of the Whole - May 22, 2025
AUTHOR: Ian Hall, General Manager, Planning and Development
SUBJECT: **Planning and Development Department 2025 Q1 Report**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide an update on activity in the Planning and Development Department for the First Quarter (Q1 – January 1 to March 31, 2025).

This report is for information. No staff recommendation accompanies this report and Committee of the Whole action is not required.

BACKGROUND

The report provides information from the following Planning and Development Department divisions:

- Planning and Development Services
- Building Inspection Services
- Sustainable Development
- Bylaw Enforcement

PLANNING AND DEVELOPMENT SERVICES DIVISION

Regional Planning [500] and Rural Planning [504]

Service Plan Updates

Strategies / Project	Timeline	Progress and Status Update
Coordinate planning with municipalities and First Nations.	Ongoing	Ongoing
Coordinate and respond to referrals from local government and provincial referrals	Ongoing	There were 3 Liquor and Cannabis Regulation Branch (LCRB) referrals received in Q1 2025.
Rural Land Evaluation – Housing Potential (focused on electoral areas, but a coordinated/ regional perspective being applied)	Q1-3 2025	Project launching in May 2025.
Regional Housing Coordinator (RHC)	Ongoing to May 2025	RHC progressing on planned facilitation and coordination activities including Housing Action Table and three working groups. Details reported below.
Development Approval Processes Review (DAPR) - Implementation of Recommendations	Ongoing throughout 2025.	<ul style="list-style-type: none"> Adoption of updated planning application fees to partially implement DAPR recommended cost recovery model for development planning services was completed. New fees came into effect January 1, 2025. Progress report provided in Q1 2025.
Local Government Development Approvals Program (LGDAP): Procedures Review & Redevelopment	Complete by Q1 2026 (grant deadline)	Contract awarded. Project initiated.

Rural Planning Operations

Development Applications and Inquiry Statistics

Development Applications Received	Area A	Area B	Area D	Area E	Area F	Q1 2025
Pre-Applications (Regular)	11	7	7	2	1	28
Remedial Pre-Applications (REM)	2	2	1	1		6
Sub Total – Pre-Applications	13	9	8	3	1	34
Development Permit	9	5	2	4	1	21
Development Variance Permit	1	2	1			4
Subdivision	2	3				5
Rezoning/OCP						0
Board of Variance						0
Agricultural Land Reserve					2	2
Frontage Waiver						0
Strata Conversion						0
Tree Cutting Permits						0
Sub Total – Full Development Applications	12	10	3	4	3	32
Sub Total – Complex Property Information Requests	1	0	1	0	0	2
Grand Total	26	19	12	7	4	68

There were 68 Development Applications received in Q1 2025 compared to 58 in Q1 2024.

Development Applications and Inquiry Revenue

Development Applications Revenue	Area A	Area B	Area D	Area E	Area F	Q1 2025
Pre-Applications (regular)	\$9,200	\$4,700	\$3,700	\$1,500	\$1,000	\$20,100
Remedial Pre-Applications (REM)	\$5,000	\$5,000	\$2,500	\$2,500		\$15,000
Sub Total – Pre-Applications	\$14,200	\$9,700	\$6,200	\$4,000	\$1,000	\$35,100
Development Permit	\$16,150	\$7,050	\$5,300	\$6,600	\$800	\$35,900
Development Variance Permit	\$3,250	\$8,700	\$3,250			\$15,200
Subdivision	\$10,000	\$11,600				\$21,600
Rezoning/OCP						\$0
Board of Variance						\$0
Agricultural Land Reserve					\$1,200	\$1,200
Frontage Waiver						\$0
Strata Conversion						\$0
Tree Cutting Permits						\$0
Sub Total – Full Development Applications	\$29,400	\$27,350	\$8,550	\$6,600	\$2,000	\$73,900
Sub Total – Complex Property Information Requests	\$500		\$500			\$1,000
Grand Total	\$44,100	\$37,050	\$15,250	\$10,600	\$3,000	\$110,000

The Development Applications and Inquiry revenue in Q1 2025 was \$110,000 compared to \$73,200 in Q1 2024.

Provincial and Local Government Referrals

Referrals	District of Sechelt	Town of Gibsons	Shíshálh Nation	Islands Trust	Skwxwú7mesh Nation	Province	LCRB	Q1 2025
Referrals							3	3

There were 3 Liquor and Cannabis Regulation Branch (LCRB) referrals received in Q1 2025 compared to 0 in Q1 2024. The three referrals resulted in \$9,825.00 revenue.

Planning Division Public Inquiries

There were 476 public inquiries in Q1 2025 compared to 394 in Q1 2024.

2025 Public Inquiries	#	2024 Public Inquiries	#
January	157	January	131
February	143	February	126
March	176	March	137
April		April	145
May		May	117
June		June	180
July		July	140
August		August	154
September		September	131
October		October	138
November		November	130
December		December	115
2025 Total (Year to Date)	476	2024 Total	1644

Regional Housing Coordinator Quarterly Report / Project Updates

In Q1 2025, work aligned with the annual workplan was completed. This included:

1) Prevention and Pathways out of Homelessness

Treatment & Recovery Housing and Services

A needs assessment and business case for treatment and recovery housing have been submitted to Vancouver Coastal Health for final review. Approval is pending before it can be shared with service providers and stakeholders. The assessment highlights an urgent need for First Stage Treatment and Recovery Housing, as well as Transitional Housing.

Support is underway for Together We Can Society to establish a First Stage Treatment and Supportive Recovery Facility on the Lower Sunshine Coast. Concurrent research is being conducted on transitional housing models in other communities to inform local development.

The Situation Table

Development of the Situation Table has begun, led by Amanda Prince Lea (Sunshine Coast Affordable Housing Society), with support from the Regional Housing Coordinator. Activities include drafting privacy protocols, engaging partner agencies, and planning training sessions.

The Table will coordinate frontline service providers to proactively support individuals and families at imminent risk of harm (e.g., overdose, eviction), aiming to intervene before a crisis occurs. Expected launch: September 2025.

Harbour Lights Low-Income Seniors Housing Program

Work continues to secure funding for the design phase of this initiative. The program addresses the acute shortage of affordable housing for older adults by connecting them with homeowners who have unoccupied secondary suites or accessory dwelling units. Through incentives, support, and recognition, the program will encourage landlords to offer below-market rentals, benefiting both parties.

Community of Practice / Division of Family Practice

The Regional Housing Coordinator met with Afsaneh Moradi and Dr. Robert Lehman from the Division of Family Practice to discuss working together to develop a Community of Practice that would support a continuum of care for treatment and recovery services on the Sunshine Coast.

Canada BC Rental Subsidies

Supporting the Town of Gibsons and Sunshine Coast Resource Centre in developing a process for the allocation of 40 new rental subsidies. A contract with BC Housing has been secured. The Resource Centre will begin distributing funds in April 2025 in coordination with frontline workers.

Homeless PIT Count

The Point in Time homeless count was carried out on March 6. This initiative was coordinated by Chris Hergesheimer with support from several organizations.

2) Workforce Housing

Small-Scale Multi-Unit Housing

The Sunshine Coast Affordable Housing Society is working in collaboration with Lisa Helps Cities and Happy Cities to secure funding for a feasibility study that will identify financial, legal, and resident-led development solutions for two small-scale multi-unit housing types:

- Small-scale cluster housing (5 to 25 units) with shared social spaces.
- Conversion of single-detached houses into multi-unit properties by retrofitting the existing structures, creating secondary or caregiver suites, and adding accessory dwelling units or duplexes.

3) Seniors Housing

Sunshine Coast Naturally Occurring Retirement Community

In partnership with the Sunshine Coast Resource Centre and the Partners in Change Society, the first Sunshine Coast Naturally Occurring Retirement Community (NORC) launched at the Watermark building in Sechelt on March 12, 2025. This initiative aims to improve the quality of life for older adults who are aging in place by fostering community connection, inclusion and access to services.

Seniors Housing Needs Assessment

Undertaking a needs assessment to identify the specific needs and affordability thresholds for seniors who require assisted living or long-term care housing. Data collected will be used to develop a Needs Assessment and Business Case report for providing seniors housing on the lower Sunshine Coast. Over 300 surveys were completed and information gathered at four outreach events. The final report is expected in May 2025.

Research on Accessible Housing

Collaborating with an accessibility advocate to develop an inventory of accessible housing on the Sunshine Coast. This assessment will not only identify available units but will also uncover the specific needs and gaps in accessible housing, contributing to the seniors' housing needs assessment project.

4) Land Inventory

The Sunshine Coast Affordable Housing Society is working with SCRD to develop and collate an inventory and assessment of under-utilized land on the Sunshine Coast, including non-profit, faith based, public and institutional land. This includes working with non-profit boards and faith-based organizations to support them in the process of redeveloping their land for community housing. This work builds on previous work by the Town of Gibsons. Recruitment is underway for a Research Coordinator and the project will be launched in May 2025.

Hillside Industrial Park [540]

Service Plan Updates

Strategies / Project	Timeline	Progress and Status Update
Work with Province, First Nations, community and landowners on update to water leases.	Q4 2026	<p>Preparatory work toward a workplan responding to Board direction to wrap up the headlease/transition to industrial operators leasing directly from the province and to prepare proposals for application for new licenses/leases to protect environmental values was initiated in Q1.</p> <p>Meetings with industrial tenure holders, First Nations, the Province of BC were completed.</p>

BUILDING INSPECTION SERVICES DIVISION

Building Inspection Services [520] Service Plan Updates

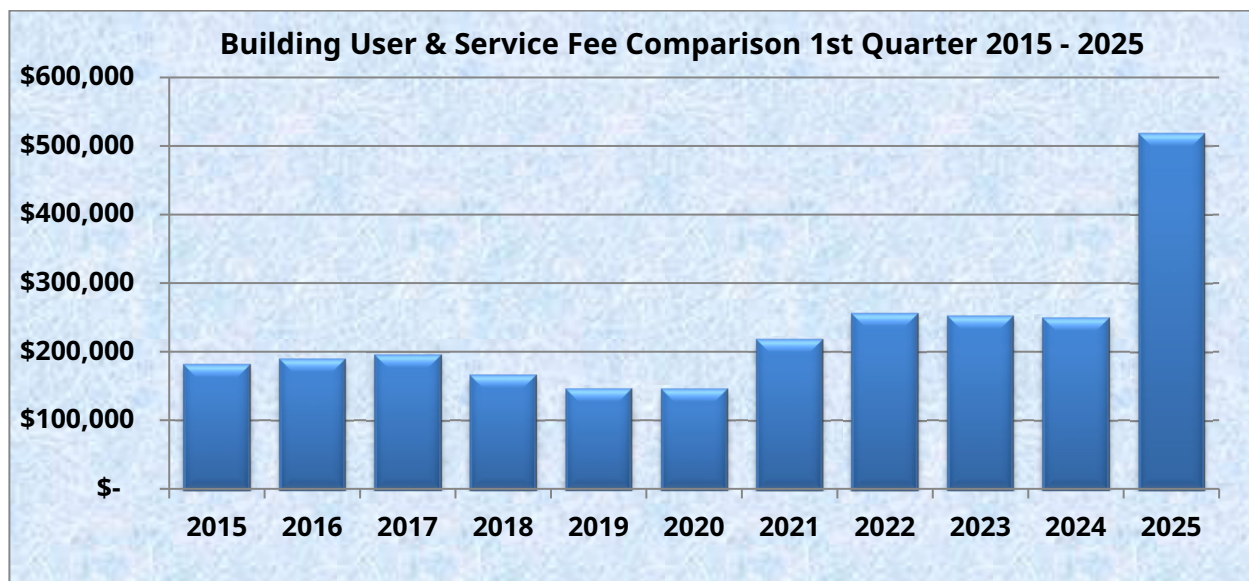
Strategies / Project	Timeline	Progress and Status Update
SCRD Building & Plumbing Bylaw Renewal Review and identify improvements / updates to both <i>SCRD Building Bylaw No. 687</i> and <i>SCRD Plumbing Bylaw No. 400</i> in support of amending to, or re-drafting one amalgamated bylaw.	End of Q2 – Early Q3 2025	Internal staff review of draft amalgamated bylaw complete. External legal review in progress.

2025 Q1 Monthly Building Statistics

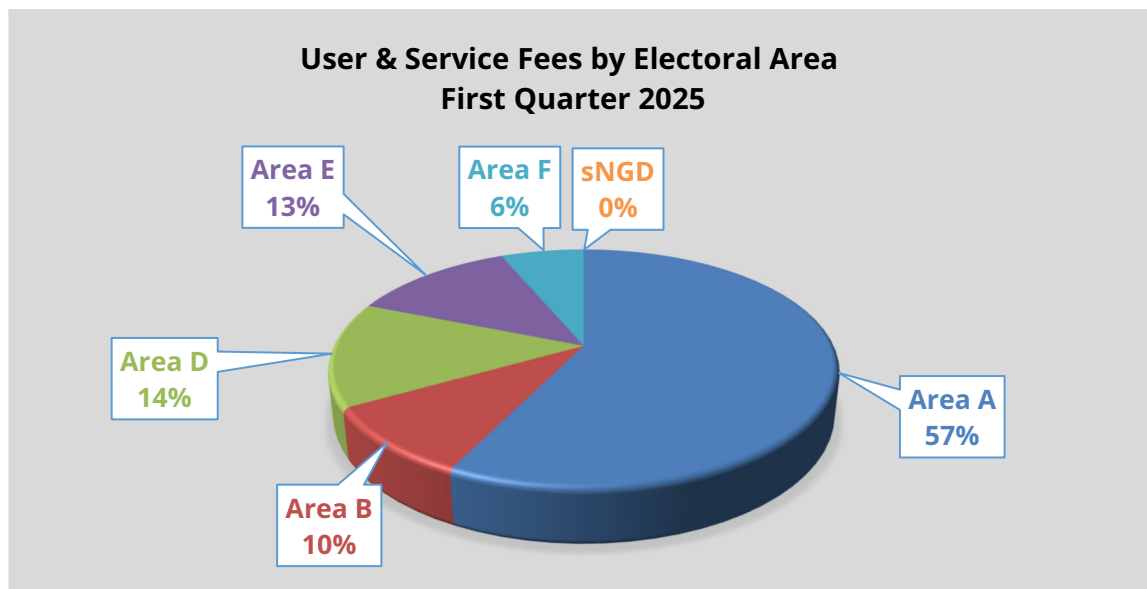
Building inspection user and service fees collected in Q1 were more than double in comparison to the four-year average Q1 fees collected from 2021 to 2024. This variance was directly attributed to an extraordinary permit fee associated with the issuance of the building permit for the Pender Harbour Ocean Discovery Station (PODS) project. The anomaly was also reflected in the percentage of permit activity by Electoral Area with Area A attributing to 57% of the first quarter activity.

Despite the statistical impact of the PODS project on the user fees, the number of building permit applications received, the number of inspections conducted, and the number of permits issued in Q1 2025 were very similar to those recorded in Q1 over the previous three years. The number of dwelling units created increased 55% from the same period last year and the average building permit processing times increased slightly.

Q1 Building Inspection User & Service Fees Comparison (2015 - 2025)



Q1 2025 Building Inspection User & Service Fees by Electoral Area



Q1 2025 Average Building Permit Processing Times

Processing time is calculated based on the length of time between the date that a building permit application is received, and the date on which the applicant is notified that the permit is ready for issuance. This average does not include the processing times of building permit applications that are subject to additional development application approvals outside of the Building Division's control.

Average Processing Time (weeks)					
Period	Q1	Q2	Q3	Q4	Yearly Average
2025	4.07	-	-	-	4.07
2024	3.28	3.18	3.44	3.79	3.42
2023	5.14	3.64	2.93	2.63	3.59

Q1 2025 Number of Applications Received

The number of applications accounts for the total number of building permit applications received for construction within all Electoral Areas and the sNGD.

Number of Applications					
Period	Q1	Q2	Q3	Q4	Year
2025	66	-	-	-	66
2024	67	71	76	78	292
2023	82	85	68	43	278

Q1 2025 Number of Inspections Conducted

The number of inspections conducted accounts for the total number of site inspections conducted by the Building Division within all Electoral Areas and the sNGD.

Number of Inspections					
Period	Q1	Q2	Q3	Q4	Year
2025	268	-	-	-	268
2024	284	329	377	276	1266
2023	322	410	346	317	1395

Q1 2025 Number of Building Permits Issued

The number of building permits issued reflects the total number of building permits issued by the Building Division within all Electoral Areas and the sNGD.

Number of Permits					
Period	Q1	Q2	Q3	Q4	Year
2025	60	-	-	-	60
2024	53	76	71	60	260
2023	62	98	68	61	289

Q1 2025 Number of Dwelling Units Created vs. Number of Dwelling Units Lost

The statistics provided in the table below provide an overview of the net gain / loss of dwelling units based on the number of building permits issued within all Electoral Areas and the sNGD. For this measurement, *dwelling units* include single family dwellings, halves of duplexes, auxiliary dwellings, and suites contained within both single-family dwellings and multi- unit residential buildings. The demolition of a dwelling is considered a dwelling unit lost. In the case that it is replaced, the replacement is considered a dwelling unit created resulting in no net loss or gain.

Number of Dwelling Units						
Period		Q1	Q2	Q3	Q4	Year
2025	Units Created	34	-	-	-	34
	Units Lost	6	-	-	-	6
	Net Gain / (-) Loss	28	-	-	-	28
2024	Net Gain / (-) Loss	18	37	21	16	92
2023	Net Gain / (-) Loss	18	38	19	20	95

SUSTAINABLE DEVELOPMENT DIVISION

Corporate Sustainability [135] Service Plan Updates

Objective	Strategies	Timeline	Progress
Corporate Carbon Neutrality Plan	Plan adopted. Corporate GHG targets policy under development.	Q1 2025	Policy adopted and posted on website.
Corporate GHG emissions inventory	Completed annually as part of BC's Local Government Climate Action Program (Climate Action Charter)	Q3 2025	Analysis starting for 2025 inventory. 2025 analysis will include emissions inventory as well as projections on actions that would support meeting target.
Implement Corporate Carbon Neutrality Plan	Implement action items	Ongoing	Related to other items (e.g. fleet strategy)
Fleet Strategy	Strategy completed, recommendations adopted, integration into organizational structures underway	Ongoing	Received version 2 of the consultants report. Starting to engage SCRD staff on implementation options.
Support services and ad-hoc assistance.	BC Hydro power outages and rebates, biocover feasibility study, efficiency measures and low carbon electrification.	Ongoing	Supporting EV charging stations.

Regional Sustainability [136] Service Plan Updates

Objective	Strategies	Timeline	Progress
Develop Community Climate Action Plan	Complete ICLEI Building Adaptive and Resilient Communities (BARC) Milestone 3 (Action Planning), set community GHG emissions reduction target and action plan. Complete Community Climate Action Plan development, public engagement, and begin implementation.	Complete	Updated graphic design underway.
Coastal Flood Risk Mapping	Complete detailed coastal flood risk mapping with District of Sechelt, Town of Gibsons, and Islands Trust.	Q3 2025	Photo contest completed. King tides provide insights into high tides in 25 years. Mapping work underway.

Complete climate emergency and resilience updates to Official Community Plans and emergency bylaws	Adoption of amended bylaws; ensure legislative compliance	2026	Participating in OCP renewal project team.
Support Services and strategic opportunities	<p>Bylaw review</p> <p>Support community emission reduction initiatives (e.g. Zero emission building regulations, awareness of rebates, active transportation...)</p> <p>Support community climate adaptation opportunities (e.g. Hazard Risk Vulnerability Assessment, Heat Response Plan, Business Continuity Plan, Water Strategy, and Emergency response plans...)</p>	Ongoing	<p>Working with Climate Resilient Infrastructure Service (CRIS) from Climate Insights (Federal Program) to better understand how climate change will impact droughts on the Chapman Watershed.</p> <p>Supported FireSmart steering committee</p> <p>Co-chaired VICC-climate action peer network for staff</p>

Corporate and Community Sustainability [135 & 136] Overlap

Objective	Strategies	Timeline	Progress
Review climate lens best practices and areas for improvement.	Comparative analysis and opportunities.	Q1 2026	CCAP directive for Climate lens review in Q4 2024 delayed pending Provincial Climate Action Secretariat climate lens best practices guide.
Complete climate risk assessment	<p>Develop project plan, scope and milestones.</p> <p>Complete baseline data of risks (Complete Coastal Flooding Hazard mapping. Greater understanding of creek flooding, heat dome, wildfire, smoke, drought).</p> <p>Evaluate climate change impacts on assets.</p> <p>Develop matrix of adaptation options for direction.</p>	<p>Q3 2025</p> <p>Q1 2026</p>	As per CCAP directive, initial report forthcoming.

Integrate climate risks into asset management plans at SCRD and support partner organizations in resilience planning	Pending tasks above.	Ongoing	
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Key Performance Indicators

Corporate Emissions for 2024 will be calculated in Q2 2025.

BYLAW ENFORCEMENT DIVISION

Bylaw Enforcement Division [200] Service Plan Updates

Objective	Strategies	Timeline	Progress
Upgrade gas vehicles to environmentally friendly vehicles	Upgrade fleet by replacing old gas-powered Escape with a Hybrid pick-up truck	Q1 2025	2024 carryforward project (in progress)
Continued service delivery excellence	Creation of standard training plan for new and ongoing staff Enhance alignment of enforcement policy with current or new procedures and policies	Q1-4 2025	Operating Budget

KEY PERFORMANCE INDICATORS / STATISTICS

The Bylaw Enforcement Department received a total of 27 Bylaw Enforcement complaints in the First Quarter of 2025. There was a combined total of 55 files opened for both Bylaw Enforcement and Dog Control complaints. Bylaw Enforcement Complaints are broken down by Electoral Areas as follows:

Number of Bylaw Enforcement Files Opened by Electoral Area

Electoral Area	Q1	Q2	Q3	Q4	2025 Total
Area A	9				
Area B	3				
Area D	2				
Area E	5				
Area F	8				
*DoS	0				
*sNGD	0				
Total	27				

**All Bylaw Enforcement Activity in the DoS and sNGD are Sprinkling Complaints*

Q1 Number of Files Opened and Tickets Issued by Infraction Type

Infraction type	Number of files opened	Tickets Issued
Development/Land Alterations/Riparian	7	3 (2 BENs, 1 MTI)
Zoning/Unauthorized Use/Storage	2	0
Building	10	2
Noise	5	0
Smoke – HMB/RC	0	0
Fire Protection	3	0
Parks	0	0
Ports	0	0
Water Regulations – Stage 1-4	0	0
Totals	27	5 (4 BENs, 1 MTI)

Q1 Percentage of Files Closed by Infraction Type

Infraction type	Number of files Closed
Development/Land Alterations/Riparian	7
Zoning/Unauthorized Use/Storage	14
Building	9
Noise	5
Smoke – HMB/RC	0
Fire Protection	2
Parks	0
Ports	0
Water Regulations – Stage 1-4	0
Total	37

SUMMARY OF FINES ISSUED

11 Bylaw Enforcement Notices (Tickets) and 2 MTIs were issued in the First Quarter of 2025 for Bylaw Enforcement Infractions for new and open files. A total of 27 Bylaw Enforcement Notices were issued for both Bylaw Enforcement and Dog Control infractions. The amounts associated with those tickets are as follows:

Number of Tickets Issued and their Values

2025	Q1	Q2	Q3	Q4	2025 Total
Number of Tickets issued for Bylaw Enforcement	13				
Number of Tickets issued for Dog Control	16				
Total Number of Tickets gone through Adjudication/ Provincial Court Hearings	0				
Percentage of Tickets in Dispute per Quarter	17%				
Value of Tickets Issued	\$8,150.00				
Value of Tickets Collected	\$3415.00				
Value of Tickets Written off/ Voided/Discounts	\$135.00				
Total Value of Tickets Outstanding	\$3,885.00				

COMPLEX BYLAW ENFORCEMENT FILES

The Bylaw Enforcement Division continues to receive riparian and land alteration complaints, as expected, and is currently dealing with 6 active complaints. This number has decreased from Q1 of 2024, when Bylaw Enforcement had 16 open riparian and land alteration complaints. Joint agency collaboration is ongoing.

Active Land Alteration and Riparian Infraction Complaints

Year	Q1	Q2	Q3	Q4
2025	6			
2024	16	15	8	12
2023	21	14	12	11
2022	37	47	46	34

2025 Q1 HIGHLIGHTS

Bylaw Enforcement and Dog Control has successfully brought numerous properties into either compliance or are working towards the same within Development Permit Areas (DPAs). The Planning department is now working with these same property owners through the remediation process. The Bylaw Division also took part in multiple educational webinars and meetings such as:

- Canada wide LGCEA Workplace Risk Assessments
- Provincial Short Term Rental Registry Onboarding Session
- Zoning Out-Zoning and Land Use Webinar
- Open-Sourced Intelligence Information and Evidence

ANIMAL CONTROL DIVISION

Animal Control Division [290] Service Plan Updates

Objective	Strategies	Timeline	Progress
Upgrade gas vehicle to environmentally friendly vehicle	Upgrade fleet by replacing old gas-powered Escape with a Hybrid pickup truck	Q1 2025	In progress
Continued service delivery excellence	Creation of standard training plan for new and ongoing staff Enhance alignment of enforcement policy with current or new procedures and policies	Q1-4 2025	In progress

KEY PERFORMANCE INDICATORS / STATISTICS

In the First Quarter of 2025, the Bylaw Enforcement Department received a total of 28 Dog Control complaints, broken down by electoral areas as follows:

Number of Dog Control Files Opened

Electoral Area	Q1	Q2	Q3	Q4	2025 Total
Area A	N/A	N/A	N/A	N/A	N/A
Area B	5				
Area D	12				
Area E	5				
Area F	6				
DoS	N/A	N/A	N/A	N/A	N/A
sNGD	0				
Total	28				

SUMMARY OF DOG ACTIVITY

In the First Quarter of 2025, one deemed dog was apprehended and voluntarily surrendered by the owner and a total of 16 tickets were issued in relation to dogs.

Dog Control Activity

2025 Activity Type	Q1	Q2	Q3	Q4	2025 Total
Number of Dogs Apprehended	1				
Number of Tickets Issued	16				
Number of Dogs Deemed Vicious	2				

Number of Dog Control Files Opened by Infraction Type

Infraction type	Number of files opened
Dog Control – Attack	6
Dog Control – Dog at Large	15
Dog Control - Barking	7
Total	28

Reviewed by:			
Manager	X – J. Jackson X – B. Kennett X – R. Shay X – K. Kirkpatrick	Finance	
GM	X – I. Hall	Legislative	
CAO		Other	