# Agenda

# **Town of Gibsons**

# **Regular Meeting of Council**

## December 3, 2019 at 7:00pm

Council Chambers Town Hall, 474 South Fletcher Road, Gibsons 604-886-2274 - <u>www.gibsons.ca</u>



Council

Mayor Bill Beamish Councillor David Croal Councillor Annemarie De Andrade Councillor Aleria Ladwig Councillor Stafford Lumley



# Regular Meeting of Council AGENDA OF

December 3, 2019 Council Chambers, 7:00pm 474 South Fletcher Road, Gibsons, BC

### 1. CALL TO ORDER

### 2. APPROVAL OF THE AGENDA

2.1	Regular Council Agenda - December 3, 2019
-----	---

RECOMMENDATION(S) THAT the Regular Business Agenda of December 3, 2019 be adopted.

Minutes of the Regular Council Meeting - November 19, 2019

### 3. ADOPTION OF MINUTES

3.1

4.

5.

6.

7.

	RECOMMENDATION(S) THAT the Minutes of the Regular Council meeting held November 19, 2019 be adopted.	
BUSINE	SS ARISING FROM THE MINUTES	
DELEG	ATIONS AND PETITIONS	
5.1	Mike Aslop, Sunshine Coast Affordable Housing Society & Andy Broderick, New Commons Development Regarding a funding request for the Shaw Road Affordable Housing Project.	15 - 17
INQUIRI	ES	
	STRATION REPORTS	
7.1	Chief Administrative Officer - 2019-2022 Strategic Plan	19 - 34

RECOMMENDATION(S) THAT the Chief Administrative Officer's report titled 2019 to 2022 Strategic Plan be received;

AND THAT Council endorse the 2019-2022 Strategic Plan as presented.

9 - 14

### 7.2 Director of Planning - Short-Term Rental Accommodation Regulations Consultation Results

RECOMMENDATION(S)

THAT the Planning Consultant's report titled Short-Term Rental Accommodation Regulations Consultation Results be received;

AND THAT Council directs staff to proceed with refining and revising bylaws, to implement short-term rental accommodations regulations and licensing using two approaches: hosted and unhosted short-term rental regulations.

### 7.3 Director of Planning - 749 School Road Supportive Housing 99 - 180 Form & Character DP-2019-12

### RECOMMENDATION(S)

THAT the Director of Planning's report titled 749 School Road (Supportive Housing) — DP-2019-12 Revised Submission be received;

AND THAT DP-2019-12 be issued, subject to:

a. Adoption of OCP amendment bylaw 985-23, 2019; and b. Adoption of zoning amendment bylaw 1065-49, 2019.

### 7.4 Director of Corporate Services - 2020 Council Seminars & Conferences

181

35 - 98

### RECOMMENDATION(S)

THAT the Director of Corporate Service's report regarding the 2020 Council Seminars & Conferences be received;

AND THAT reimbursement of registration costs and travel costs for those members of Council wishing to register for the below seminars & conferences be approved:

LGLA Leadership Forum	Feb 5-7
UBCM Electoral Area Directors Forum	Feb 4-5
LGLA - AVICC	April 17-19
2020 Livable Cities Forum	Fall
BC Economic Summit	March 8-10
High Ground: Civic Governance Forum	March 27-28
UBCM Mayor Caucus	March 31-Apr
	2
COFI Forestry AGM & Convention	April 1-3
Comox Valley Water Symposium on Water	April 23-24
Stewardship in a Changing Climate	
FCM Annual Trade Show & Conference	June 4-7
Howe Sound Community Forum	Spring/Fall
Lower Mainland Local Government	May 6-8
Association Conference & AGM	
UBCM AGM & Conference	September
	21-25
Island Coastal Economic Trust	TBD

RECOMMENDATION(S)

THAT the Director of Corporate Services report titled 2020 Meeting Schedule be received;

AND THAT the Council, Committee-of-the-Whole and Planning and Development meeting schedules be adopted as presented.

### 8. COUNCIL REPORTS

8.1

Mayor Beamish - Council Liaison Appointments187 - 188RECOMMENDATION(S)THAT the report from Mayor Beamish titled Council Liaison

THAT the report from Mayor Beamish titled Council Liaison Appointments be received;

AND THAT Councillor Croal be appointed to serve as the Town of Gibsons' representative to the Sunshine Coast Regional District Board;

AND THAT Mayor Beamish be appointed to serve as the Town of Gibsons' alternate representative to the Sunshine Coast Regional District Board;

AND THAT Council appoint Deputy Mayor of the Town of Gibsons from December 1st 2019 to December 31st 2020;

AND THAT the 2020 Council Liaisons be appointed as follows:

Island Coastal Economic Trust (ICET)	Mayor Beamish
Gibsons Community Building Society	Mayor Beamish
Gibsons and District Fire Protection	Councillor Croal
Commission	
Sunshine Coast Museum & Archive	Councillor Croal
Society	
Sunshine Coast Youth Action &	Councillor Croal
Awareness Committee	
Howe Sound Community Forum	Councillor De
	Andrade
Gibsons Senior Society	Councillor De
	Andrade
Sunshine Coast Seniors Planning	Councillor De
Table	Andrade
Gibsons Landing Harbour Authority	Councillor Lumley
(GLHA)	
Gibsons & District Chamber of	Councillor Lumley
Commerce	
Sunshine Coast Homelessness	Councillor Lumley
Advisory Committee	
Gibsons & District Public Library Board	Councillor Ladwig
Sunshine Coast Affordable Housing Society	Councillor Ladwig

### 9. CORRESPONDENCE

	9.1	Council Correspondence	189 - 195
		RECOMMENDATION(S) THAT the Council reading files for the weeks ending November 4, 2019, November 12, 2019, November 18, 2019 & November 26, 2019 be received.	
	9.2	Lori Pratt, Chair - Sunshine Coast Regional District Regarding a request for a letter of support for a Community Resiliency Investment Program Grant application.	197
		RECOMMENDATION(S) THAT the letter dated November 20, 2019 from Lori Pratt, Chair, Sunshine Coast Regional District regarding a request for a letter of support for a Community Resilience Investment Program Grant application be received.	
	9.3	Conchita Harding, President - Sunshine Coast Sea Cavalcade Society Regarding the new Sunshine Coast Sea Cavalcade Committee.	199
		RECOMMENDATION(S) THAT the letter dated November 21, 2019 from Conchita Harding, President, Sunshine Coast Sea Cavalcade regarding the 2020 Sunshine Coast Sea Cavalcade Festival Committee be received.	
	9.4	Sunshine Coast syiyaya Reconciliation Movement	201
		RECOMMENDATION(S) THAT the brochure regarding the Sunshine Coast syiyaya Reconciliation Movement be received.	
	9.5	Joint Statement on BC Indigenous Human Rights Legislation Passing Unanimously	203 - 204
		RECOMMENDATION(S) THAT the Joint Statement on BC Indigenous Human Rights Legislation Passing Unanimously be received.	
10.	BYLAW	S	
	10.1	Director of Finance - 2020 Revenue Anticipation Borrowing Bylaw	205 - 208
		RECOMMENDATION(S) THAT the Manager of Financial Services' report regarding the 2020 Revenue Anticipation Borrowing Bylaw be received;	

AND THAT Council give First, Second and Third Reading to 2020 Revenue Anticipation Borrowing Bylaw No. 1275, 2019.

### 11. UNFINISHED BUSINESS

### 12. NEW BUSINESS

### 12.1 Mayor Beamish - Public Art

RECOMMENDATION(S) THAT Mayor Beamish's report titled Public Art be received;

AND THAT Council invites members of the community to apply for appointment to the Public Art Advisory Committee pursuant to Council Policy 6.6 - Public Art in Public Spaces;

AND THAT the Board of the Gibsons Public Art Gallery be invited to appoint one member to the Public Art Advisory Committee;

AND FURTHER THAT Council Policy 6.6 - Art in Public Spaces be reviewed and updated with assistance and input from the Public Art Advisory Committee.

### 13. NOTICE OF MOTION

### 14. INQUIRIES

### 15. MOTION TO CLOSE

RECOMMENDATION(S)

THAT the meeting be closed in accordance with section(s)90(1)(e)(g)(k) of the *Community Charter:* 

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

### 16. REOPEN TO THE PUBLIC

### 17. REPORT FROM IN CAMERA

### 18. NEXT MEETING

18.1 The next Regular meeting of Council to be held on Tuesday, December 17, 2019 in the Town Hall Council Chambers at 7:00pm.

### 19. ADJOURNMENT



# **Regular Council**

MEETING MINUTES Tuesday, November 19, 2019 Council Chambers, 7:00pm Municipal Hall, 474 South Fletcher Road, Gibsons, BC

PRESENT:	Mayor Bill Beamish Councillor David Croal Councillor Annemarie De Andrade (via Telephone) Councillor Aleria Ladwig Councillor Stafford Lumley
STAFF:	Emanuel Machado, Chief Administrative Officer Lindsey Grist, Director of Corporate Services David Newman, Director of Infrastructure Services Lesley-Anne Staats, Director of Planning Tracy Forster, Recording Secretary

#### **ADMINISTRATION OF OATHS**

Council welcomed and swore in Eilis Mackenzie and Gravity Guignard as Youth Representatives on Council.

### CALL TO ORDER

The Mayor called the meeting to order at 7:11pm.

### APPROVAL OF THE AGENDA

R2019-367 Regular Council Agenda - November 19, 2019

MOVED by Councillor Lumley SECONDED by Councillor Ladwig

THAT the Regular Business Agenda of November 19, 2019 be adopted as amended to move item 10.3 Director of Planning - 749 School Road Supportive Housing Public Hearing Results, item 12.1 Director of Planning -OCP Amendment Bylaw 985-23 - 749 School Road Supportive Housing & item 12.2 Director of Planning - Zoning Amendment Bylaw 1065-49 - 749 School Road Supportive Housing after the Delegations & Petitions.

Page 2 of 6

Regular Council Meeting Minutes - Tuesday, November 19, 2019

### ADOPTION OF MINUTES

#### R2019-368 Minutes of the Regular Council Meeting - November 5, 2019

MOVED by Councillor Croal SECONDED by Councillor Ladwig

THAT the minutes of the Regular Council meeting held November 5, 2019 be adopted as amended to replace a Council Report of a tour of a BC Parliament building with Councillor De Andrade's attendance to a Question Period at the BC Legislature as per invitation by MLA Nicholas Simons.

### CARRIED

### PROCLAMATIONS

#### Louis Riel Day - November 16, 2019

J.P. Daigles, United Canadian Métis Nation representative, was in attendance to receive the proclamation declaring November 16, 2019 be known as Louis Riel Day in the Town of Gibsons.

### DELEGATIONS AND PETITIONS

#### Gordon Cornwall, West Coast Environmental Law

Regarding climate change, climate accountability and recovering climate costs.

### **Donna Thomas, Gibsons Resident**

Regarding the National Day of Remembrance and Action on Violence Against Women at Kinsman Hall, 516 Gower Point Rd - December 6, 2019 5-6:30pm

#### ADMINISTRATION REPORTS

#### R2019-369 749 School Road Supportive Housing Public Hearing Results

MOVED by Councillor Ladwig SECONDED by Councillor Croal

THAT the Director of Planning's report titled Supportive Housing Application (BC Housing) at 749 School Road - Public Hearing and Third Reading Report be received.

Page 3 of 6

Regular Council Meeting Minutes - Tuesday, November 19, 2019

### BYLAWS

### R2019-370 OCP Amendment Bylaw 985-23 - 749 School Road Supportive Housing

MOVED by Councillor Lumley SECONDED by Councillor Croal

THAT "Official Community Plan Amendment Bylaw No. 985-23, 2019" be given third reading.

CARRIED Councillor Ladwig OPPOSED

### R2019-371 Zoning Amendment Bylaw 1065-49 - 749 School Road Supportive Housing

MOVED by Councillor Lumley SECONDED by Councillor Croal

THAT "Zoning Amendment Bylaw No. 1065-49, 2019" be given third reading.

### CARRIED Councillor Ladwig OPPOSED

### INQUIRIES

Dennise Dombroski - Tree Removal Request

### **COMMITTEE REPORTS**

Committee-of-the-Whole Meeting - November 5, 2019

R2019-372 Committee-of-the-Whole Meeting Minutes

MOVED by Councillor Ladwig SECONDED by Councillor Lumley

THAT the minutes of the Committee-of-the-Whole meeting held November 5, 2019 be received.

Page 4 of 6

Regular Council Meeting Minutes - Tuesday, November 19, 2019

# R2019-373 Amendment to the Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018

MOVED by Councillor Croal SECONDED by Councillor Lumley

THAT the Bylaw Enforcement Officer's report regarding an Amendment to the Garbage and Organics Collection and Disposal Bylaw No. 1252, 2018 be referred to the December 3, 2019 Committee-of-the-Whole meeting incorporating suggestions received at the November 5, 2019 Committee-of-the-Whole meeting:

 launching of an educational communications campaign prior to implementation and enforcement of the changes in the Bylaw;

· clarification and/or addition of definitions in the Bylaw;

• amendment of Bylaw 1252 to add organics and recyclables to the list of items that will not be accepted as collectible garbage, and inclusion of enforcement mechanisms.

#### CARRIED

### **ADMINISTRATION REPORTS**

### R2019-374 Zone 3 Parkland Booster Station Tender Award

MOVED by Councillor Ladwig SECONDED by Councillor Croal

THAT the Director of Infrastructure Services' report titled Zone 3 Parkland Booster Station Tender Award be received.

### CARRIED

#### R2019-375 Zone 3 Parkland Booster Station Tender Award

MOVED by Councillor Croal SECONDED by Councillor Ladwig

THAT the Parkland Booster Station construction tender be awarded to CHB Services Ltd. in the amount of \$1,050,000, excluding GST subject to receipt of the Provincial Certificate of Approval for the bylaw from the Ministry.

Page 5 of 6

Regular Council Meeting Minutes - Tuesday, November 19, 2019

### R2019-376 Tree Removal Request 259 Glassford - Arborist Report

MOVED by Councillor Croal SECONDED by Councillor Ladwig

THAT the Director of Infrastructure Services' report titled Tree Removal Request 259 Glassford Road — Arborist Report be received.

### CARRIED

### R2019-377 Tree Removal Request 259 Glassford - Arborist Report

MOVED by Councillor Lumley SECONDED by Councillor Ladwig

THAT the request for the removal of either of the two trees on Gower Point Road adjacent to the west property line of 259 Glassford be refused.

### DEFEATED Mayor Beamish OPPOSED Councillor Croal OPPOSED Councillor De Andrade OPPOSED

### R2019-378 Tree Removal Request 259 Glassford - Arborist Report

MOVED by Mayor Beamish SECONDED by Councillor Croal

THAT the request for the removal of the two trees on Gower Point Road adjacent to the west property line of 259 Glassford be approved.

CARRIED Councillor Lumley OPPOSED Councillor Ladwig OPPOSED

### **COUNCIL REPORTS**

 Councillor Croal spoke of the upcoming BC Accessibility Consultation – Independent Community Meeting on November 21, 2019 - 6:30pm at the Gibsons Community Centre.

Page 6 of 6 Regular Council Meeting Minutes - Tuesday, November 19, 2019 **BYLAWS** R2019-379 OCP Amendment Bylaw 985-22 - 571 Shaw Road MOVED by Councillor Croal SECONDED by Councillor Ladwig THAT "Official Community Plan Amendment Bylaw No. 985-22, 2019" be adopted. CARRIED R2019-380 Zoning Amendment Bylaw 1065-48 - 571 Shaw Road MOVED by Councillor Croal SECONDED by Councillor Ladwig THAT "Zoning Amendment Bylaw No. 1065-48, 2019" be adopted. CARRIED INQUIRIES Sean Eckford - Requested photo opportunity NEXT MEETING The next Regular meeting of Council to be held on Tuesday, December 3, 2019 in the Town Hall Council Chambers at 7:00pm. ADJOURNMENT R2019-381 MOVED by Councillor Ladwig SECONDED by Councillor Lumley THAT the meeting be adjourned at 8:47pm. CARRIED Lindsey Grist, Corporate Officer William Beamish, Mayor



### COUNCIL CORRESPONDANCE

ATTENTION:	Mayor and Council, Town of Gibsons mayorandcouncil@gibsons.ca 604-886-2274
FROM:	Michael Alsop, Chair, Sunshine Coast Affordable Housing Society Andy Broderick, New Commons Development
DATE:	October 31, 2019
SUBJECT:	571 Shaw Road Affordable Housing Project Request for Funding from Affordable Housing Reserve Fund

Dear Mayor and Council,

The Sunshine Coast Affordable Housing Society (SCAHS) has appreciated the Town of Gibsons' help on the 571 Shaw Road proposal. It is difficult to create affordable rental housing, and we would not have made the progress we have without your leadership and collaboration. Your support as we evaluated the Charman Creek lands and transitioned to the Shaw Road site gave us the confidence to invest the funds necessary to move the rezoning forward. The contribution of a long-term lease on the parcel is the cornerstone to the affordability strategy and has helped bring CMHC and other funders to the project.

We are working to finalize the financing on 40 homes that will serve the Town of Gibsons well into the future. This financing strategy seeks to overcome the high cost of building by leveraging the land lease (which has an estimated valued of approximately \$1.6 MM) and a contribution of \$400,000 from the Gibsons' Affordable Housing Reserve Fund to attract a minimum of \$2 MM in matching grants from the federal government. Please accept this as a formal request for a contribution of \$400,000 from the Gibsons' Affordable Housing Reserve Fund. This kind of participation by the Town strengthens our ability to bring other grant resources to the project that are critical to creating affordable rents. Overall, the project is expected to pay approximately \$474,000 in municipal fees and charges.

We know the Shaw Road proposal is one of many developments that must be undertaken to meaningfully address the needs of the Gibsons community. But we do want to make sure this project delivers high quality homes at affordable rents and accessing \$400,000 from the reserve fund has been a central tactic to achieve this. We have worked to limit our request to an amount that will allow us to leverage the federal funding we need to deliver the affordability to which we are committed. We are hoping you can make a commitment from the reserve as soon as possible so that we can finalize our other financing. We would understand the funds to be conditional and not expect to draw the funds

### 10/31/2019

Request for Funding

until the lease is signed, all permits necessary to begin construction are in hand, and we are ready to close construction financing and commence construction. We anticipate that to be August or September of 2020. A copy of the current sources and uses budget is attached for you information.

Delivering this project is our key priority in Gibsons as it will provide an important supply of perpetually affordable housing that will serve dozens of local families and individuals for generations to come. We truly appreciate Council's ongoing support for this project and pledge our continued efforts to support the development of affordable housing in Gibsons and across the Sunshine Coast. We are happy to answer any questions you may have regarding the project.

he abor Sincerely,

Michael Alsop & Andy Broderick



2

### SHAW ROAD PROJECT FINANCING

USE OF FUNDS			
PROJECT COSTS	Residential	PSF	% of Costs
Land Cost & Related Costs	1,613,000	47	0%
Hard Costs	7,951,307	230	0%
Architect	348,500	10	0%
Consultants	665,460	19	0%
Municipal Fees	474,292	14	0%
Development Costs	794,345	23	0%
Insurance & Legal	79,757	2	0%
Marketing	10,000	0	0%
Operations	52,889	2	0%
Interest & Financing Costs	448,473	13	0%
Tax	379,245	11	0%
Contingency	775,190	22	0%
TOTAL PROJECT COSTS	13,592,458	393	0%
TOTAL COST EXCL. LAND VALUE	11,979,458	346	88%
% of Total Costs	100%		

SOURCE OF FUNDS				
SOURCES		Residential	PSF	% of Sources
Town of Gibsons - Land Value		1,600,000	46	12%
Town of Gibsons - Affordable Housing Reserve Fund		400,000	12	3%
CMHC - Seed Funding Grant		40,000	1	0%
CMHC - Co-Investment Fund Grant	15%	2,038,869	59	15%
CMHC - Permanent Mortgage		8,826,480	255	65%
Mid-term Equity	Yes	522,109	15	4%
Other - Fundraising and Grants		165,000	5	1%
TOTAL SOURCES		13,592,458	393	100%
SURPLUS (GAP)		0	0	



Staff Report

TO:	Council	MEETING DATE:	December 3, 2019
FROM:	Emanuel Machado Chief Administrative Officer	FILE NO:	6430-20
SUBJECT:	2019 to 2022 Strategic Plan		

### RECOMMENDATIONS

THAT the report titled 2019 to 2022 Strategic Plan be received;

AND THAT Council endorse the 2019-2022 Strategic Plan as presented.

#### **BACKGROUND / PURPOSE**

The Town of Gibsons' 2019-2022 Strategic Plan lays out Council's understanding of the key issues that will shape the Town over the coming years, as well as its planned response to those issues. It is meant to help guide Council's decision-making as they go forward, as well as to serve as a communication tool for the community at large and all those who engage with it. Future staff reports will also indicate how work being undertaken supports the stated objectives of the Strategic Plan.

#### SUMMARY

### Development of the Plan

The Strategic Plan was developed collaboratively by Council with staff and the community to ensure that its decisions, activities and allocation of resources reflect a shared vision for, and commitment to, the community.

Phase 1 – in March 2019, Brian Carruthers of BD Carruthers and Associates facilitated three meetings with staff and Council to begin the process of identifying shared ideas and priorities around where Gibsons is now, where it needs to go, and how staff and Council may get there. Mr. Carruthers submitted a summary report, which presented a Draft Framework for the Strategic Plan, in [April] 2019.

Phase 2 – In May and June 2019, Council met twice to review and provide comment on the Draft Framework. Staff was also asked for input.

Phase 3 – In September 2019, all comments received to date were incorporated and organized into a new, more cohesive draft document. The draft document was then shared on the Town's

Staff Report to Council – December 3, 2019 2019 to 2022 Strategic Plan

website, social media networks and with all Town staff, with a further request for feedback. Additionally, on September 30, 2019, a community dialogue was held to collect input from Town residents. Approximately 40 people attended the dialogue and several areas of consensus emerged, including: the desire for Council to focus on climate change; the need for a complete cross-section of affordable housing; and the desire for increased community engagement, particularly with under-represented groups such as under 30s and renters.

Phase 4 – all received comments were reviewed and incorporated into the draft Strategic Plan, design of the document was initiated and senior staff members were polled for final comments.

On November 12, 2019, a meeting was held with staff and Council to review and finalize the Strategic Plan.

### COMMUNICATION

Communicating to Council: Success of the Strategic Plan requires maintaining momentum and communicating regularly to Council on the status of its initiatives. Initiatives identified are assigned to the appropriate department who will provide regular updates to Council outlining the progress on those initiatives.

Communicating to the Public: Through the regular departmental updates, this updated information will assist Council in communicating progress of its Plan with members of the community and other stakeholders.

Communicating to implementers (staff and stakeholders): Discussion on Council's Strategic Priorities forms part of all regular management and staff meetings to ensure successful implementation.

### Attachments

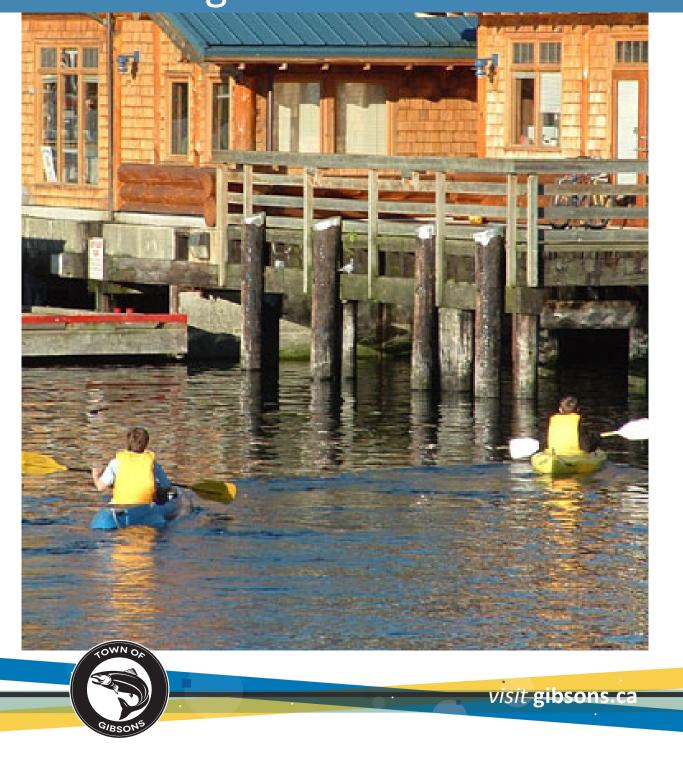
• Attachment A – DRAFT 2019-2022 Town of Gibsons Strategic Plan

Respectfully Submitted,

ald. Emanuel Machado

Chief Administrative Officer





# **OUR VISION**

Gibsons will continue to be a welcoming, sustainable community that offers residents and visitors an outstanding quality of life in a natural environment.

We will ensure this beautiful town retains its seaside village character for the enjoyment of all and we will nurture our unique cultural heritage and natural assets while supporting opportunities for the local economy.

TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022 2

Regular Council Meeting Agenda - 03 Dec 2019

### **OUR COMMUNITY, OUR FUTURE**

The Town of Gibsons, gateway to the Sunshine Coast, is a beautiful coastal community of more than 4800 residents. It was built on a rugged, post-settlement history of logging and fishing, and remains interconnected with the Skwxwu7mesh people, who have inhabited the Sunshine Coast since time immemorial. Preserving the town's traditional heritage and embracing the Skwxwu7mesh culture will help ensure Gibsons retains its unique character into the future.

More recently, Gibsons has become a bedroom community of Vancouver, with residents taking advantage of comparatively lower housing costs and the ability to commute or work remotely. The local market has responded to this influx of people with a rapid increase in new businesses, which resulted in an "Open for Business" award in 2019. Gibsons also enjoys a growing tourism industry driven by the town's spectacular natural setting and unique character and heritage.

Currently, Gibsons is a community in transition, with varying expectations for the Town's development, and the services and amenities provided. In spite of differing aspirations, Gibsons continues to be a proud, caring and compassionate community with a solid spirit of volunteerism and a strong desire for a sustainable future. Residents value the community's natural assets, historic character, striking geography and abundance of arts and culture.

As Gibsons' population and demand for development increases, careful planning for the future is critical. Soon (when our population reaches 5000 by census) we will be legally required to increase funding for our policing services. Additionally, our population growth is limited by the availability of water and land, requiring increased density, more walkable and connected neighborhoods, protection of the urban forest and resiliency to, and mitigation of, the impacts of climate change.

This Strategic Plan lays out our planned response to those future needs and will help guide our decision-making as Gibsons continues to grow and evolve.

3 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022

### **PURPOSE OF THE STRATEGIC PLAN**

The Town of Gibsons' 2019-2022 Strategic Plan was developed collaboratively by Council with staff and the community to ensure that our decisions, activities and allocation of resources reflect a shared commitment to the community.

The plan considers the most important opportunities and challenges facing the Town of Gibsons today, and into the future, and identifies six core objectives and related priorities for each, which will help to focus our efforts and inform our policy decisions.

The strategic plan will be executed through a number of means, including annual budget direction, departmental workplans and staff reports in support of Council decisions. It will also serve as an instrument of communication for all those who engage with our community.

This plan is a living document and Council will update the plan as necessary to address emerging issues or changing priorities. Quarterly updates and the Town's Annual Report will provide an opportunity for Council and staff to regularly review and communicate progress in achieving Council's goals.



### **OUR ROLE**

Gibsons' Council provides leadership by facilitating a long-term vision for the community and serving as a compass to guide how the Town develops and moves forward.

As decision-makers, we bring a range of perspectives to the table and openly debate the merits of our ideas.

As stewards of the community and its assets, we want our efforts to leave a lasting legacy.

Accordingly, our overarching responsibility is to make sound decisions that reflect a deep consideration for the long-term social, environmental, financial, economic and cultural impacts of our choices.



### **OUR COMMITMENT**

As we fulfill our roles and responsibilities as a municipal government, we will:

- Be open and transparent and explain the rationale for our decisions
- Engage with residents of all ages on issues and decisions that are important to them
- Ensure that disadvantaged groups are fairly considered in decisions that affect them
- **Consider the environmental impact of all decisions** and seek opportunities for mitigation and adaption to climate change
- **Proactively collaborate with neighbouring jurisdictions** on issues that jointly affect our communities



5 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022















RD

SHINE COA





















**SCRED** 

TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022 6

Page 26 of 208

Regular Council Meeting Agenda - 03 Dec 2019

### **OUR CORE OBJECTIVES**

### **Increase Community Engagement**

- We will inspire and encourage citizens of all ages to engage in the decisionmaking process
- We will actively listen to the ideas of all our stakeholders
- We will help our citizens understand the challenges and competing demands facing the community

### Manage Our Assets

• We will focus on fiscal sustainability and support our staff in the prudent management of our natural and engineered assets, to ensure the Town can continue to deliver critical infrastructure services in perpetuity

### **Plan for Sustainable Growth**

- We will plan for the future in a manner that reflects our finite resources
- We will value the unique character of our Town and its neighbourhoods
- We will create spaces that promote a sense of community and are accessible to all
- We will preserve our green spaces
- We will support local business and foster a diverse economy

### Advocate for and Facilitate A Range of Housing Types

• We will actively work toward increasing the supply and range of safe, secure and attainable affordable housing options

### **Respond to the Changing Climate**

- We will apply a climate lens to the planning and development of actions, plans, policies and infrastructure projects
- We will adapt Town infrastructure to increase its resiliency to the local impacts and risks from climate change
- We will reduce the greenhouse gas emissions produced by the community and through the provision of municipal services to meet regional targets

### Advocate and Collaborate on Regional Issues

• We will collaborate and partner with our neighbouring jurisdictions to effectively address shared opportunities and challenges

7 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022

### **INCREASE COMMUNITY ENGAGEMENT**

### Goal

To inspire and encourage citizens to become engaged with municipal government and have their voices heard, while ensuring our citizens understand the challenges and competing demands facing the community.

### Why?

Council decisions will benefit from community input, while increased awareness of our challenges helps to create broader support and understanding for the solutions adopted.

### PRIORITIES

- Live-stream Council meetings
- Continue to develop and expand opportunities for youth involvement with Council
- Create more opportunities for public dialogue with Council
- Create more opportunities for early public input on key decisions



TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022 8

### **MANAGE OUR ASSETS**

### Goal

To effectively manage and protect the Town of Gibsons' assets - human, natural and engineered - so they may continue to provide our citizens with safe, reliable services and infrastructure in the near and long-term.

### Why?

Managing aging assets and resources effectively, while maintaining acceptable levels of service, is a key challenge for local governments across Canada. Additionally, while funding is in place to sustain <u>operational and maintenance needs</u> at existing levels of service, we must also establish appropriate and reliable funding for <u>asset renewal and replacement</u>, as well as sufficient operational and capital reserves for unplanned expenditures.

### **PRIORITIES**

- Continue to support, advance, and promote our natural asset management strategy
- Continue to seek operational efficiencies in order to maximize Town resources
- Complete Whitetower Pond upgrades
- Extend Aquifer service area to Zone 3 residents
- Complete optimization and upgrade of Wastewater Treatment Plan
- Complete optimization and upgrade of Prowse Road Lift Station
- Support advancement and implementation of formal asset management plans
- Set tax rates and user fees that move Gibsons closer to true financial sustainability
- Partner with Nicholas Sonntag Marine Education Centre to advance the environmental stewardship of Gibsons Harbour



9 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022

### **PLAN FOR SUSTAINABLE GROWTH**

### Goal

That planning for the future results in appropriate densities, maintains our unique character, preserves green space, provides for accessible, connected neighborhoods and reflects our carrying capacity. To gain support for a strategic, long-term approach to addressing the impacts of growth and development.

### Why?

Our community will continue to experience high demand for development. However, the municipality has finite space and water supply and infrastructure capacity. We value our quality of life and livability and want to ensure we continue working toward the creation of a complete and balanced community for all ages.

### **PRIORITIES**

- Review and update sections of the Official Community Plan relating to: density clarification; form and character DPA guidelines; greenspace protection; connectivity; financial sustainability; natural asset management; Harbour Development strategy; age-friendly/accessibility strategy; active transportation; placemaking; and public art.
- Implement a Cannabis Policy
- Lobby for improvements to transportation between Upper and Lower Gibsons
- Plan for funding our police force
- Develop policies that support local, sustainable businesses
- Ensure developers fairly contribute to increasing the livability of our community
- Seek opportunities to honour local/Indigenous history and traditions



TOWN OF GIBSONS - STRATEGIC PLAN 2019- 2022 10

### ADVOCATE FOR AND FACILITATE A RANGE OF HOUSING TYPES

### Goal

To advance the development of a full range of housing types, with an appropriate supply of affordable housing options which address the full spectrum of housing needs.

### Why?

Increased housing demand is creating an affordability crisis, particularly for those with lower incomes. Additionally, housing affordability makes it difficult to attract and retain workers and young families, which negatively impacts the local economy.

### **PRIORITIES**

- Complete a housing needs assessment
- Develop an affordable housing strategy to address the full spectrum of housing needs for the community
- Facilitate the development of a range of affordable housing projects
- Implement a short-term rentals strategy
- Consider opportunities to expand the community services on Christenson Lands



11 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022

### **RESPOND TO THE CHANGING CLIMATE**

### Goal

To increase our community's resilience to the local impacts and risks from climate change by seeking out opportunities for mitigation and adaptation measures.

### Why?

We acknowledge that climate change is a reality and that our community will be impacted by climate changes in a variety of ways, including sea level rise, overburdened drainage systems, prolonged periods of drought and, possibly, increased wildfires. It is important that the risks and costs to our community are understood and that strategies are in place to reduce our greenhouse gas emissions, while protecting our citizens and the infrastructure they rely on.

### **PRIORITIES**

- Develop and implement a comprehensive Climate Action & Resiliency Plan that is bold, inclusive and focused on a low-carbon economy and Zero Waste
- Prioritize retention and expansion of green space to secure adequate levels of tree canopy, protect habitat, decelerate the rapid rate of biodiversity loss, and foster community health, connectivity and well-being
- Continue to address climate change risk in our Asset Management plans
- Update community greenhouse gas inventory and develop carbon-neutral operations plan
- Update trail and cycle network strategy
- Update business plan for district energy utility in Upper Gibsons
- Support community and student-led initiatives that focus on climate change mitigation and adaptation
- Support strategies to reduce impact of climate change on local wildlife



TOWN OF GIBSONS - STRATEGIC PLAN 2019- 2022 12

### **COLLABORATE ON REGIONAL ISSUES**

### Goal

To collaborate and partner with our neighbouring jurisdictions to effectively address shared opportunities and challenges.

### Why?

The Town of Gibsons shares many common interests with its neighbouring communities. Collaborating and partnering with local Indigenous groups, the SCRD and other jurisdictions can promote more effective solutions to our shared challenges, facilitate cost-effective services and strengthen our voice on important matters that affect our communities.

### **PRIORITIES**

- Develop regional Water Governance Model
- Advocate for improvements to highway infrastructure and ferry services
- Support clean regional transportation strategies
- Support regional childcare needs assessment
- Develop Fringe Area Plan with SCRD (Areas E & F)
- Collaborate on regional climate resiliency strategy
- Collaborate on regional affordable housing strategy
- Collaborate on regional wildfire and emergency plan
- Collaborate to improve condition of local sports fields
- Pursue legal protection of Gibsons Aquifer recharging areas and promote consistency with bylaws relating to Aquifer protection
- Maintain a regional approach to economic development and tourism



13 TOWN OF GIBSONS - STRATEGIC PLAN 2019-2022

### **TOWN OF GIBSONS**

474 South Fletcher Road Gibsons, BC VON 1V0

> 604.886.2274 info@gibsons.ca www.gibsons.ca



Regular Council Meeting Agenda - 03 Dec 2019



# STAFF REPORT

TO:	Council	MEETING DATE: December 3, 2019	
FROM:	Odete Pinho, Planning Consultant	FILE NO: 6440-19	
SUBJECT:	Short-Term Rental Accommodation Regulations Consultation Results		

#### RECOMMENDATIONS

- 1. THAT the report titled Short-Term Rental Accommodation Regulations Consultation Results be received;
- 2. AND THAT Council directs staff to proceed with refining and revising bylaws, to implement short-term rental accommodations regulations and licensing using two approaches: hosted and un-hosted short-term rental regulations.

#### **BACKGROUND / PURPOSE**

Short-term rentals (<30 days per stay) are currently not defined in the Town's bylaws, beyond bed and breakfasts and tourist accommodation use. In the absence of specific regulations for short-term rental accommodations, the Town has been regulating them as though they are bed and breakfasts (B&B). The current lack of clarity provides little guidance to short-term rental operators who wish to operate responsibly. Town Council directed that it wishes to find an appropriate balance between responding to the needs of owners and tourists, keeping the scale of business appropriate to residential neighbourhoods and retaining the long-term rental supply.

On July 23, 2019, Town planning staff provided Council with a possible approach for regulating short-term rentals, modeled on the regulations used in the District of Sechelt. Council received proposed bylaw amendments including draft Zoning Bylaw, Business Licence, and Notice of Enforcement Bylaw, that would regulate short-term rental accommodations. Following Council's review of proposed regulations, Council adopted the following resolutions:

#### R2019-250 Short-Term Rental Accommodation Regulations

THAT a public engagement process begin for the purpose of collecting short-term rental operator and stakeholder input;

AND THAT staff report back with feedback received from the public engagement process prior to consideration of future bylaw amendments.

Staff Report to Council – December 3, 2019 Short-Term Rental Accommodation Regulations Consultation Results

Page 2 of 8

#### R2019-251 Short-Term Rental Accommodation Regulations

THAT the notification distance for short-term rental accommodations be 100 metres.

#### SUMMARY

This report summarizes consultation feedback received from residents, short-term rental (STR) operators and stakeholders on the topic of regulating short-term rental accommodations in the Town of Gibsons. Proposed revisions for new regulations are outlined, based on guiding principles, Gibsons' context and public consultation feedback received in October 2019. Staff are recommending proceeding with bylaw amendments that regulate short-term rentals using two approaches: hosted and un-hosted short-term rental regulations.

#### DISCUSSION

Residents were invited to share their perspectives on short-term rentals in the Town of Gibsons from October 11 and November 1, 2019. A total of 91 survey responses were provided through an online survey (70 responses) and in-person small group discussions (21 participants). Four small group meetings (2 hours per meeting) were held with 21 participants on October 22 and 23. The 21 small group participants, consisting of mostly STR operators (19 out of 21), and provided in-depth input on proposed regulations. It should be noted that survey respondents and discussion group participants were self-selected, based on their interest in this topic. The information provided is a collection of opinions and perceptions from interested and potentially affected residents and business owners. This is not a statistically significant random sample survey of all Gibsons residents and the results are qualitative in nature.

The survey and small group discussions provided a summary of possible short-term rental regulations under consideration, which were similar to conditions applied to short-term rental accommodations in the District of Sechelt. The survey provided an opportunity to gather input regarding ways to allow STR's to operate in a manner that balances the needs of Gibsons residents, businesses and other stakeholders.

Respondents to online surveys and discussion groups showed some agreement in the following topics:

- 1. *Tourism* was recognized by respondents as essential to Gibsons and Sunshine Coast economy (supporting local services, shops, restaurants, businesses etc.) STRs are regarded as a benefit, providing tourists with greater accommodations options and experiences for staying in and visiting Gibsons.
- <u>Regulations</u> that provide clarity for STR accommodation operators is desired. Majority of respondents (90% online survey) support regulations for STRs, particularly around business licensing conditions for managing operations that are compatible with residential neighbours. STR operators wanted regulations to be reasonable and not excessive, as most STR's are currently being responsibly managed and providing a valued service.
- <u>Owner On-site Versus Off-Site Management</u> Respondents agreed that an on-site owner present during guest stays (or in the community), versus an off-site operator, is the most significant difference for their compatibility with residential neighbours. There are few concerns about

negative impacts when the owner is on-site. When an owner/operator is not on-site or in the community during a guest stay, there was high support for greater conditions for the business (ie. requirement for providing local contact person with requirement for adjacent neighbour notification, higher licence fees, security deposit, and fines for non-compliance with business licence terms and conditions).

Respondents' perspectives differed most on the topic of measures aimed at addressing Council's direction on retaining the *long-term rental supply*. Gibsons residents generally supported the Town protecting long-term rental housing supply (ie. online survey respondents 83% in support of restricting STR to main dwelling and not secondary suites, and 66% support for limiting number of units per property). However, STR operators (from small group discussions) strongly believe the homeowner should decide what to do with their property and several stated that STR spaces would be left vacant (ie. cottage and suites would be reserved for friends and family use), if they were restricted, and would not become long-term rentals.

Small group discussion participants highlighted Sunshine Coast and Gibsons specific context of seasonal vacation homes, empty/vacant homes and recent changes to the BC *Residential Tenancy Act*, as important factors for considering appropriate regulations aimed at long-term housing supply. In 2018, the BC Government made significant changes to the *Residential Tenancy Act*, which impact future and existing tenancy agreements (ie. legislation is retroactive). Effective May, 2018 fixed term tenancies are no longer permitted, except in limited circumstances (ie. if both landlord and tenant have a mutual agreement to end tenancy). On the Sunshine Coast, there are homeowners who have traditionally rented their homes for fixed terms for the purpose allowing for the owner and family to occupy homes seasonally during the summer months and this practice may change due to more restrictive legislation intended to protect renters rights.

The consultation feedback indicated that although it may be desirable to apply regulations that align with the District of Sechelt, the specific context of Gibsons requires modified regulations. In addition, the Sunshine Coast Regional District boundaries wrap the Town of Gibsons and their regulations differ greatly. There is a need for including Town boundary maps in communications materials, to provide clarity for residents. The complete consultation summary report is in Attachment A.

#### **Regulatory Principles and Rationale**

The objective for regulating short-term rental accommodations in Gibsons is to find an appropriate balance between responding to the needs of owners and tourists, and keeping the scale of businesses appropriate to residential neighbours. Based on Town Council direction, future regulations are to be designed to balance the following objectives:

- Responding to needs of home owners who wish to have added revenue
- Providing tourists with accommodation options for staying and visiting Gibsons
- Keeping the scale of business appropriate to residential neighbourhoods
- Retaining long-term rental supply in Gibsons

Based on the consultation input received, there is support for the first three objectives. Regulations outlined in this report address the objectives of added revenue for home owners, providing tourist accommodation options and keeping scale of business appropriate to residential neighbourhoods. However, 'retaining long-term rental supply in Gibsons' was a contentious topic,

with strong emotions expressed on both sides. The Town of Gibsons is in progress with developing a Housing Needs Assessment, due for completion in Spring 2020. In preparing a Housing Needs Assessment, data will be collected on housing in Gibsons including information about rentals, vacancy rates, and impact of STRs on the housing supply. This is important housing data which is currently not available and will provide a useful basis to support an informed approach. At this time, the recommended STR regulation revisions reflect what was heard in the consultation and do not include measures aimed at retaining the long-term rental housing supply. It is recommended that measures aimed at retaining the long-term rental housing supply be contemplated after the Housing Needs Assessment has been completed.

### Recommended Regulations & Licensing for Short-Term Rentals

Proposed key elements of new regulations are outlined, based on guiding principles, Gibsons' context and the public consultation feedback received in October 2019. The regulations attempt to balance meeting the needs of Gibsons residents, business owners and tourists.

The consultation feedback strongly indicated that B&B model is an outdated concept and that vacation rentals, visitors experience, their management and marketing has shifted greatly in the past few years. Many B&B's are now using online platforms like AirBnB, VRBO etc. In the small group discussions, there was consensus that in vacation rentals with hosted onsite owner (versus non-hosted rentals) there are few problems and there is good residential neighbourhood fit. From the perspective of neighbourhood compatibility, STRs generate few problems (like noise, parking, garbage), when an owner operator is onsite or in the community. There was general support for the concept that there should be two streams for STR businesses: hosted and non-hosted, with different licence conditions applied to each.

The recommended revisions to draft STR regulations would include:

- Two streams for STR regulations and licensing: 1) Hosted where operators live on the property during guest stays; 2) Un-hosted - STR operators who reside off site during guest stays. Hosted and un-hosted STR's would have different application of licence fees, neighbour notification requirement and security deposit.
- STR's would be permitted in any dwelling unit on a property (no restricted unit type), however
  only a maximum of one STR booking or reservation, permitted to be rented per property at
  the same time, to ensure that the business scale is appropriate to the residential
  neighbourhood.

Table 1 summarizes recommended bylaw and licence revisions for regulating STRs.

Page 5 of 8

### Table 1: Summary of Proposed Hosted and Un-hosted STR Regulations

Proposed Conditions for Short-term Rentals	Hosted STR (Owner on-site, during Guest Stays)	Un-hosted STR (Owner off-site during Guest Stays)
The owner or resident operator must live on site. If not on-site, additional conditions will apply. Proof of residency with taxes and/or drivers licence.	Yes – owner onsite.	No – owner lives off the property.
Accommodation Unit Type and Quantity. Guest suites permitted in entire home, secondary suite, garden suite, or sleeping unit in home or accessory building	Maximum of 1 STR unit would be permitted to be rented per property	Maximum of 1 STR unit would be permitted to be rented per property
Guest suites permitted in apartment building, townhouse, condominium or live/work units.	Yes. If strata, bylaws permit or council approval	Yes. If strata, bylaws permit or council approval
Local contact person who is responsible for responding to any issues that may arise during a rental booking. Adjacent neighbours provided with local contact information (and updated when contact information changes)	Must provide local contact information on business licence application.	Must provide local contact info to adjacent neighbours and on business licence application.
On-site parking requirement (1 stall per 2 guest rooms)	Yes	Yes
Required to operate with a Business licence (and follow specific terms and conditions for STRs)	Yes. STR must follow terms	Yes. STR must follow terms
Annual business licence fee.	Flat fee of \$200 / year	Flat fee of \$400 / year
Security Deposit	None	\$1000

### **Neighbour Notification Area**

On July 23, 2019, Council adopted resolution R2019-250, that the notification distance for shortterm rental accommodations be 100 metres. The consultation asked for input on neighbour notification area. Online survey respondents were supportive of a requirement for providing contact information for a responsible local person who can quickly to address concerns, when an operator does not live on site. 52% (29 out of 55 respondents) favoured 100m notification radius and 47% supported 50m radius for neighbor notifications. Small group discussion participants were shown two examples of how 50m and 100m neighbor notification area would be applied in lower and upper Gibsons (Figure 1 and 2). Group discussion participants supported notification to immediately adjacent neighours only, as 100m area was seen as excessive and even 50m was not supported. The practical issue of acquiring owners mailing addresses within the radius area was identified as a concern, however the Town could manage notification mailouts as part of the business licence process.

Page 6 of 8

Based on the input received, it is recommended that local contact information be given only to immediately adjacent neighbouring properties as notification of an operating STR.

### Figure 1: Example of 50m and 100m Neighbours Notification Area on North Fletcher Road

17 homes notified in 50m radius versus 57 homes notified with 100m radius.



Figure 2: Example of 50m and 100m Neighbours Notification Area on Payne Road

18 homes notified in 50m radius versus 36 homes notified with 100m radius.



Should Council support the above revisions for STR regulations, the following bylaws would be amended:

#### Zoning Bylaw No. 1065, 2007

The following revisions are recommended to the Zoning amendment Bylaw to:

- Define short-term rental accommodations with two categories hosted and un-hosted. Bed and breakfast use would be removed entirely and replaced with a definition that captures this use as a hosted short-term rental.
- Allow short-term rental accommodation to be an accessory use in most zones where
  residential uses are permitted, including single family, multi-family and mixed-use
  commercial zones. Thereby, permitting STR in any dwelling unit, including in extra rooms,
  suite, garden suite, accessory building or occasionally renting out home for periods when
  owner is away.
- Require on-site parking for short-term rentals (1 on-site parking space per every 2 guest rooms).

### Business Licence Bylaw 666, 1992

The following revisions are recommended to the Business Licence bylaw to provide terms and conditions for the operation of short-term rental accommodations:

- An annual (one-year) business licence to operate a hosted short-term rental \$200 flat fee, and \$400 for un-hosted STR, which is intended to cover costs incurred by the Town to administer short-term rental business licences.
- For all STRs, a local contact person(s) name is provided on the licence to assist Town in following up with complaints (should they occur);
- For un-hosted STR, immediate neighbours abutting property (on all sides and across streets), are to be provided with local contact information for the local contact person(s);
- Require inclusion of the Town business licence number when advertising a short-term rental on any platform;
- For strata units: A resolution of the strata council or copy of the strata bylaws which allows short-term rental use, must be submitted with the application form;
- In cases where the unit is a rental, the owners authorization must be provided;
- Building and Fire inspections may be required to confirm minimum life, health and safety requirements are met;
- Hosted and un-hosted short-term rentals are limited to one STR rental per booking period, per property;
- The ability of Town to revoke, refuse to grant, issue, transfer or renew a business licence for reasonable cause.

### Bylaw Notice of Enforcement Bylaw No. 1125, 2010

In addition to the Zoning Bylaw and the Business Licencing Bylaw, the Town may regulate properties and activities through the application of enforcement. The Bylaw Notice Enforcement Bylaw would be amended to include a penalty with fines of up to \$200 per violation for non-compliance with the business licence conditions (listed in the Business Licence Bylaw) for short-term rental accommodations.

Enforcement is an essential part of regulating short-term rental accommodations and this involves dedicating resources for this purpose. Council may also wish to consider adding dedicated staff time for business licence inspections and dedicating a budget for proactive enforcement of short-term rentals.

### **Next Steps for Adopting Regulations**

Should Council support the above revisions for STR regulations the next steps would be:

- Council endorsement for revising future bylaw amendments as recommended (or with modifications);
- Planning staff drafting bylaws for Council 1st reading;
- All proposed amendments to a Zoning Bylaw must undertake a public information process as prescribed by the *Local Government Act*. This includes notice by concurrent advertisements in a local paper and a statutory Public Hearing. Council is required by the *Local Government Act* to hold a Public Hearing in advance of proceeding with adoption of a zoning amendment bylaw (between 2nd and 3rd reading).

Page 8 of 8

- Amendments to the Business Licence Bylaw and Notice of Enforcement Bylaw require adoption over two Council meetings;
- Once bylaws are adopted, develop communication, education and application materials for implementation. Provide clear timing roll-out for businesses to be informed and comply by date.

### POLICY / PLAN IMPLICATIONS

### Strategic Plan Implications

The Town of Gibsons Strategic Plan is currently under review.

#### **Financial Plan Implications**

There are no negative implications to the financial plan.

### Other Policy or Plan Implications

Official Community Plan policy 11.2.6 is supportive of the 'sharing economy' and how to encourage this type of activity'. The 'sharing economy' refers to the sharing of assets such as vehicles, tools, real estate etc. to reduce costs and environmental impact. Policy 5.6.8 is to 'Increase tourist accommodation within walking distance of the Harbour area'.

#### **RECOMMENDATIONS / ALTERNATIVES**

Staff recommendations are on page 1 of this report.

Alternatively, Council may suggest modifications or additional terms to direct staff to include for the Town's bylaw amendments to regulate short-term rental accommodation. Finally, Council may request specific regulatory conditions be incorporated in future bylaw revisions.

#### Attachments

A – Consultation Report for Short-Term Rental Accommodations, dated November 11, 2019.

Respectfully Submitted,

Odete Pinho, MCIP, RPP Planning Consultant

Lesley-Anne Staats, MCIP, RPP Director of Planning

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

✓Emanuel Machado, Chief Administrative Officer

# Town of Gibsons Consultation on Short-term Rentals

November 11, 2019

Report Author: Odete Pinho, MCIP Agora Planning Inc.

## Contents

1.	Executive Summary	2
2.	Consultation Intent, Approach and Notification	3
2.1.	Consultation Intent	3
2.2.	Approach	3
2.3.	Notification and Advertising	4
2.4.	Consultation Input Sources Received	4
3.	Summary of Feedback – Small Group Discussions	4
4.	Summary of Feedback – Online Survey	6
5.	Topics Related to Short-term rentals & Housing Supply	8

Appendices

- A Newspaper Ad and Letter Invite
- **B Fact Sheet**
- C Short Online Survey & Long Survey Forms
- D Online Survey Responses Data Summary
- E Small Group Discussion & Long Survey Responses Data Summary

1

# **1. Executive Summary**

Residents were invited to share their thoughts on short-term rentals in the Town of Gibsons from October 11 and November 1, 2019. A total of 91 survey responses were provided through an online survey (70 responses) and in-person small group discussions (21 participants). It should be noted that survey respondents and discussion group participants were self-selected, based on their interest in this topic. The information provided is a collection of opinions and perceptions from interested and potentially affected residents and business owners. This is not a statistically significant random sample survey of all Gibsons residents and the results are qualitative in nature.

The survey provided a summary of possible short-term rental (STR) regulations under consideration, which were similar to conditions applied on short-term rental accommodations in District of Sechelt. The survey provided an opportunity to gather input regarding ways to allow short-term rentals to operate in a manner that balances the needs of residents, businesses and other stakeholders.

Respondents to on-line surveys and discussion groups were aligned in the following themes:

- 1. **Tourism** was recognized by respondents as essential to Gibsons and Sunshine Coast economy (supporting local services, shops, restaurants, businesses etc.) STR's are regarded as a benefit, providing tourists with greater accommodations options for staying in and visiting Gibsons.
- 2. **Regulations** that provide clarity for STR accommodation operators is desired. Majority of respondents (90% online survey) support regulations for STR's, particularly around business licensing conditions for managing operations that are compatible with residential neighbours.
- 3. **Owner On-site Versus Non-Resident Management**-- Bed and Breakfast was identified as an out-dated business model. Respondents agreed that on-site owner present during guest stays (or in the community), versus non-resident managed STR, is the most significant difference for their compatibility with residential neighbours. There are few concerns about negative impacts when the owner is onsite. When an owner/operators is not onsite or in the community during a guest stay, there was high support for greater conditions for the business (ie. requirement for providing local contact person, higher licence fees, security deposit, and high fines for non-compliance with business licence terms).

Respondents perspectives differed most on the topic of measures aimed at addressing **long-term housing supply.** Residents generally supported the Town protecting long term rental housing supply (ie. 83% support restricting STR to principal residence and 66% support for limiting number of units per property). However, STR operators strongly believe the home owner should decide what to do with their property and several stated that STR spaces would be left vacant (ie. cottage and suites would be reserved for friends and family use), if they were restricted, and would not become long-term rentals.

# 2. Consultation Intent, Approach and Notifications

# 2.1. Consultation Intent

On July 23, 2019, the Town Planning and Development Committee (PDC) considered new regulations for short term rental accommodations. The regulations proposed for consideration were modeled on the approach used in the District of Sechelt since 2005. Draft changes to zoning bylaw, business licence and enforcement bylaw were considered by the Committee. As a follow up, Council requested that public consultation be undertaken with short-term rental operators, tourism accommodation providers, community members and housing associations to provide opportunity for dialogue between the Town, citizens, and affected stakeholders. The objective of the consultation was to gather insights from those most affected, before Town Council considered adopting regulatory bylaws.

# 2.2. Approach

The topic of regulating short-term rentals is complex. To understand the reasons for proposed regulations and their implications, information resources were prepared to support the delivery of meaningful public consultation including:

- Town web page prepared for the short-term rental consultation to provide background information and summarize the regulations under consideration
- Fact sheet was prepared to explain the rationale for regulations under consideration and their purpose (Appendix B)

Public input was collected from October 11 to November 1, 2019 and consisted of the following:

1. On-line survey, accessed from Town website (Appendix C);

2. Small group discussions (2-hour meetings), were held October 22 and 23, 2019. Four meetings in total were held with 21 people participating. The consultation facilitator and Town planning staff took notes during the discussions. In addition, attendees filled in a long survey form. 20 long survey forms were completed and submitted to the Town (Appendix E);

3. Public Open House - 3 people attended the open house on October 22. The 3 participants received a presentation and filled in survey form (same as small group discussion participants). Their input and survey results are included in small group discussion findings (Appendix E).

4. Short-term rental operators were also invited to submit letters, email and other forms of input that best suited them.

# 2.3. Notification and Advertising

The following notifications and advertising were used to invite participation in the consultation:

• Newspaper - Two consecutive advertisements were printed in the Coast Reporter community newspaper classifieds section on Friday October 11 and Friday October 18, 2019.

 $\label{eq:main} Mailed letters - 51 letters mailed to operators of short-term rentals and tourism accommodations on October 7th. The letters shared information about the consultation and invited participation in a small group discussions being held on October 22 or 23rd.$ 

• Personal email invitations were sent to the following organizations on October 16: Sunshine Coast Tourism, Chamber of Commerce, Sunshine Coast B&B Cottage Owners Association, Sunshine Coast Affordable Housing Society, Coastal Workforce Housing Society.

# 2.4. Consultation Input Sources Received

The following sources of input were received and are summarized in this consultation report:

- Small group discussions (4 discussions held on October 22 and 23. Each discussion was a 2-hour meeting) 21 participants in the discussions and 20 submitted surveys
- On-line survey accessed via Town website from Oct 11 to November 1st 70 completed
- Phone interview with Paul Kamon, Executive Director, Sunshine Coast Tourism
- Follow up email/ letters received from 2 residents and 1 short term rental operator

# 3. Summary of Feedback – Small Group Discussions

A total of four small group discussions were held between October 22 and 23. The two-hour discussions included a presentation summarizing regulations under consideration, with rounds of group discussion on the topics. Participants filled in feedback forms at the meeting (2 submitted completed surveys after the meeting). A total of 20 completed forms were received. The feedback received is summarized below. A complete summary of responses from discussions is in Appendix E.

The small group consultation participants were primarily STR operators (18 out of the 20 participants were STR operators. 90% of participants). Insights and perspectives provided through discussions is mostly from the perspective of operators.

**Participants Interest in STRs** - Small group consultation participants spoke to the positives of STR's including: supplemental income, enjoying people/guests they meet, providing service to tourists by

adding accommodation options to limited number of hotels/ motels in Gibsons, economic spin-offs generated in the community (restaurants, shops, grocery, housekeeping, landscape, home maintenance providers). Tourism is important to the economy on the Sunshine Coast. Several STR operators spoke to concerns with potential over regulation by Town, as their reason for participating in the discussions. The two non-STR operators/ residential neighbors, spoke to concerns related to nuisance (noise, parking, garbage), loss of long-term rentals and commercialization of residential neighbourhoods.

**Possible Limits on Numbers of STR units/ Guest rooms on a property**: Half of discussion group participants (50%) did not support limiting the number of rental units on a property (in case of properties with multiple residences or suites). There was even less support (45%) for limiting number of guest rooms in a home. Many expressed that the intent of limiting number of rental units and guest rooms on a property (to prevent party homes) was not seen as an appropriate approach for addressing the reality of so few homes that have such problems in Gibsons. There were no STR operator participants for whom there are multiple units being rented (and it was pointed out that properties in the Town are generally small). However, several operators would like the option to continue to have a short-term rental and rent their principal residence for concurrent period of time, should they be away (which limiting number of STR units on a property to maximum of one, would prohibit this option). There was only one home among the small group participants that has a home with more that 3 bedrooms available for short term rental. The impact of possibly limiting of number of units per property or guest rooms on a property would impact few, however there were strong views opposing a limitation on room numbers and applying a maximum person limitation instead, was seen as preferable (more direct approach to addressing the concern of party homes).

Limiting STRs to principal residences: The small group participants acknowledged that there is a significant difference between STRs operated with an owner operator on the property (or residing in community) versus properties where the owners are not present. The owner-occupied residences have the owner around to address neighbours concerns and any problems that may arise, quickly. Participants explained that people who own residences for STR, but live outside of the community should have additional requirements placed on them (ie. local contact person and security deposit). STR operators view that limiting the number of units per property, as a way to free up more long-term rental units, places an unfair burden on them. Several spoke to concerns with this rationale, and that if STR was not an option, the unit many not be used for long term rental. Several operators had concerns with not permitting STR in out buildings (cottage, laneway home). Three participants had a rental cottage, or laneway house that would be prohibited should a requirement limiting STR to occurring only in principal residence be in place. In these three cases and for several STR operators with suites in their residence, the additional suite or unit, is only rented occasionally, (it is often used by friends and family). In these cases, if the unit was prohibited from STR, it would not become a long-term rental. Requirement for On-site Parking: 75% of small group respondents (15 out of 20), supported proposed requirement for on-site parking as a means of reducing impacts on neighbours (competition

5

for street parking). This requirement was deemed reasonable for most neighbourhoods, however there were two who explained that it would not be possible to meet this requirement. A couple operators also spoke to the desire to encourage transit use and bikes, rather requirement for provision of vehicle parking (however, those participants do currently provide additional on-site parking for guests).

Possible requirement for neighbor notification - Small group participants were shown examples of a 50m and 100m notification requirement applied to properties in lower and upper Gibsons. There was strong objection for 100m neighbour notification (it was seen as excessive), and 50 m was seen to be more reasonable. There is not strong support overall for this requirement in survey responses, yet the discussions reflected high support for notifying neighbours when an owner/ operator is not onsite. The respondents suggestions differed from a fixed notification radius. Some owners stated that a more reasonable requirement would be to just notify immediately adjacent neighours, or requirement to provide primary contact to Town (with business licence) so that Town can provide contact only if needed. Respondents had concerns with privacy and safety in applying the requirement for notifying neighbours when they are away for an extended period. Some suggested a requirement for contact person be posted at a visible location at the property entrance or requirement for bonded property manager, in cases where owners are not local residents. The practical issue of acquiring owners mailing addresses within a given radius was a concern. This could be addressed with requirement for only hand delivery of notices, but that may miss some owners (non-residents). Alternatively, the Town could provide adjacent neighbours addresses or manage notifications mailout, as part of the business licence process.

**Business Licence, Security Deposit and Fines**- The majority of respondents stated that the proposed fee is reasonable and they had no concerns. 11 out of 20 supported the proposed fee, 6 expressed concerns and 3 did not comment. Feedback included that the current business licence for STR is \$100 and the jump in fee was questioned. In addition, some operators questioned why there would be additional charged based on additional guest rooms. It was recognized that the vast majority of short-term rentals are currently operating without any concerns. In Gibsons, concerns /complaints have been limited to a couple homes. Operators wanted regulations to be reasonable and reflect current reality. The majority of operators (19 out of 20) were supportive of heavy fines for those that do not operate responsibly (negatively impact neighbours) and who sour the business for others. The majority, 60% of participants (12 out of 20) did not support a \$1000 security deposit and spoke about the likely impact this could have in limiting businesses who would operate (removing the smaller operators or having them operate without a licence). In addition, a \$1000 security deposit was considered an administrative burden both for the Town and operators.

# 4. Summary of Feedback – Online Survey

A fact sheet summarizing STR regulations under consideration (Appendix B) and an online survey to gauge residents perspectives on proposed regulations (Appendix C), were prepared for broad community input. Between October 11 to November 1, 2019, 70 residents participated in the survey. The complete survey results are attached in Appendix D.

The majority, 78% of online survey respondents, were not operators of a short-term rental (55 out of 70 respondents) and 75% of respondents (53 out of 70) were aware of short-term rental accommodation in their neighbourhood. Respondents who are not short-term rental operators, correlated strongly (90%) with supporting all of the regulations under consideration for short-term rental accommodations. STR operators (15 survey participants) were less supportive of regulations (only 2 out of 15 stated yes to the question 'Do you there should be more restrictions on short term rental accommodations).

Overall survey response was greatest for the following regulations (in order of most to least support). (A total of 55 survey respondents answered this question).

- 1. Enforcement and fines for problem homes, with fines for non-compliance (eg \$200/ violation) 83.6%, 46 out of 55 responses
- Limit STR's to principal property (defined as place where operator lives most of the year)
   78%, 43 responses
- 3. Limit the number of rental units on a property 69%, 38 responses
- 4. Limit the total number of guest rooms allowed in one dwelling 63%, 35 responses
- 5. Limit the number of STR's allowed in the Town of Gibsons 60%, 33 responses
- 6. Require a deposit of \$1000 for STR's as a security against costs incurred by the Town as a result of hearings, appeals and other enforcement actions 54%, 30 responses
- 7. Requirement to provide local contact information to neighbours within 100m radius, when the operator does not live on site 52%, 29 responses
- 8. Requirement to provide local contact information to neighbours within 50m radius, when operator does not live on site 47% 26 responses
- 9. Limit STR's to main house not secondary suites or guest cottages 38%, 21 responses

Based on open question responses, residents who are not STR operators, favoured regulations that would achieve the following objectives:

• Support responsibly managed short-term rentals compatible with residential neighbors and proactively address nuisance concerns such as noise, backyard campfires, garbage, increased traffic and on street parking. When STRs are not compatible with residential neighbours, respondents were most supportive of heavy fines.

- Concerns with long-term rental housing supply (shortage and affordability) were expressed by many. Perspective that short-term rentals displace long-term rental supply and attainable livingwage housing. There was support for restricting STR's from garden suites and cottages (selfcontained units), as these are ideally suited to long term housing. Several respondents suggested that the Town create incentives to support increase of long-term rental housing.
- Respondents frequently acknowledged that when there is an on-site owner present, there are few issues concerns with STRs. Respondents favoured greater conditions and fines applied to off-site operators (versus on-site owner), as they believe lack of oversight is the primary source of nuisance concerns for neighbours;
- When homes are dedicated for short term rental, without an owner onsite (or supervisor), respondents spoke to concerns about lack of management of guests behaviors, nuisance issues and loss of community connection and trust, when neighbouring homes are primarily used by transient visitors. The ability to contact non-resident owners, or a local contact person, who can quickly respond if there are problems, is strongly desired.

The small group discussions summary provides a comprehensive overview of STR operators perspectives on regulations under consideration. The online surveys repeated many of the same key messages. STR operators were most concerned with over regulation and favoured regulations that would achieve the following:

- Be reasonable and recognize the value that STR's bring to the community by delivering tourism accommodation options and economic benefits. STR operators employ various support service providers like housekeeping, gardening, maintenance services etc. and also bring business to local shops, restaurants and tourist services.
- Town business licence at a flat fee is preferred (not base and additional charge by room).
- Provide clarity for responsible management of STRs in the business licence, which aligns with insurance and building code requirements.
- STR operators did not support restricting the type of units permitted for short term rental, with objective of addressing long term rental housing concerns.
- The majority of STR operators are providing a valuable business service and are not impacting neighbours enjoyment of their homes and properties. Operators favoured heavy fines for problem homes and did not support \$1000 security deposit, as they believed it would be onerous to administer and would exclude many small operators or encourage STRs to operate without a business licence.

# 5. Topics Related to Short-term rentals & Housing Supply

During the consultation a number of topics, broadly related to short- and long-term housing supply, were brought up by participants, which are not within the Town's regulatory jurisdiction. The following

8

topics are Provincial or Regional District jurisdiction, and are also related to the short-term rental housing discussion in the Town of Gibsons.

**Residential Tenancy Act** – In 2018, the BC Government made significant changes to the Residential Tenancy Act, which impact future and existing tenancy agreements (ie. legislation is retroactive). Effective May, 2018 fixed term tenancies are no longer permitted, except in a limited circumstances (ie. if both landlord and tenant have a mutual agreement to end tenancy). Landlords must now give four-month's notice to end a tenancy for demolition, renovation and repair. Several measures were put in place to discourage landlords from wrongfully evicting tenants and to give tenants more time to move in the low vacancy rental market. On the Sunshine Coast, there are homeowners who have traditionally rented their homes for fixed terms for the purpose allowing for the owner and family to occupy homes seasonally during the summer months. There were concerns expressed that change to Residential Tenancy Act adds a challenge for landlords and the context of seasonal rentals on the coast. However, several communicated positive experiences with long term renters.

**Speculation and Vacancy Tax** – Participants in discussions and survey respondents explained there are many cottages and family homes on the Sunshine Coast, and in Gibsons, where residences are vacant ~6 months of the year and owners typically return to enjoy the summer months. Several survey and discussion group participants referred to empty homes as a significant problem for the provision of housing in the community. BC's Speculation and Vacancy Tax is a measure that was applied in 2018 to tackle the housing shortages in major urban centres in British Columbia, where home prices and rents have skyrocketed out of reach for many residents. A 0.5% to 2% speculation and vacancy tax is applied to residential properties located in the designated taxable region in BC where the home is unoccupied for more than 6 months of the tax year. (The City of Vancouver has a separate 1% Empty Homes Tax). The Town of Gibsons and other communities on the Sunshine Coast are not part of the BC taxable regions for the Speculation and Vacancy Tax. Several participants spoke in favour of a vacancy tax being expanded to applied to properties in the Town.

Sunshine Coast Regional District Versus Town Boundaries - Need to communicate Town of Gibsons boundaries versus Regional District area. SCRD recently made changes to regulation of STRs, which are aimed at prohibiting rental of large homes. Participants reported that in the SCRD, a limit on STRs no larger than 2 bedrooms is permitted, and that this change occurred without consultation. There is great concern regarding this change, as the larger homes in SCRD have been essential to hosting desirable groups, like family reunions. There were some respondents who confused the SCRD regulations, with those under consideration by the Town of Gibsons. As the Town and SCRD boundaries are not clear to many residents, there is need to provide Town of Gibsons boundary maps with communication material, to avoid confusion.

**Tourism Tax Applied to All Tourist Accommodations** – Some survey respondents asked how tourist accommodation taxes are collected and benefit the Town. In 2016, a Municipal Regional Tourism Destination Marketing (MRDT) program was applied to the entire Sunshine Coast Regional District, including the Town of Gibsons and District of Sechelt. A tourism destination marketing fee of 2% tax, plus 8% provincial accommodation tax, is applied to all accommodations, hotels, B&B's etc. There are some exemptions to the tax, for example if the provider is a small accommodation (3 rooms or less) and total revenue is less than \$2500 annually, as such this tax is not collected on all short-term rentals. The tax collected in Gibsons is used by Sunshine Coast Tourism for coordinated regional tourism marketing, projects and programs.

In February 2018, the Government of BC announced an agreement with AirBnB to collect occupancy taxes on short-term rentals offered through its platform to help fund housing affordability initiatives. AirBnB will collect provincial sales tax (8%PST) and the 2-3% MRDT tax on short term accommodations through its platform. The province is looking to develop similar arrangements with other accommodation platforms.

# Appendices

- A Newspaper Ad and Letter Invite
- **B** Fact Sheet
- C Short Online Survey & Long Survey Forms
- **D** Online Survey Responses Data Summary
- E Small Group Discussion & Long Survey Responses Data Summary

Appendix A - Newspaper Ad and Letter Invite

# HOW DO YOU FEEL ABOUT SHORT-TERM RENTALS?

If you have an opinion, we'd like to hear from you!

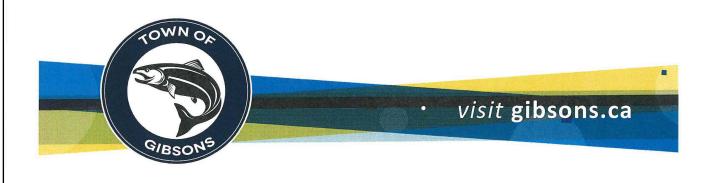
Currently, Gibsons' Council is considering new regulations for short-term rentals (STRs) that aim to balance the needs of STR operators, their neighbours, tourists and long-term renters. There are <u>three ways</u> to provide your input on the proposed regulations:

1. Attend a small group discussion. Choose from:
Tues. October 22nd: •9am-11am •1pm-3pm •4pm-6pm
Wed. October 23rd: •9am-11am •1pm-3pm
Space is limited! <u>Please register</u> by calling 604.568.8876.

**2. Attend an Open House** on Tuesday, October 22nd from 6:30pm to 8pm in Council Chambers.

3. Complete an online survey before November 1st.

» You can find more information about the proposed regulations and a link to the online survey at: <u>gibsons.ca/short-term-rentals</u>





# TOWN OF GIBSONS

PO Box 340 474 South Fletcher Road Gibsons BC | VON 1VO T 604-886-2274 F 604-886-9735

info@gibsons.ca www.gibsons.ca

October 7, 2019

File No.: 6440-19

#### Re: Short Term Rentals Consultation Invitation to Small Group Discussions - October 22 or 23, 2019

Currently, Town of Gibsons Council is considering implementing new regulations for short term rental accommodations and wants to hear from tourist accommodation providers and residents early to help guide future regulations.

As an accommodation business in the Town, we would like your early input to help guide future regulations. Please know that whether or not you currently have a Town licence for accommodations, the Town wishes to hear from you.

On Wednesday, October 22<sup>nd</sup> and Thursday, October 23<sup>rd</sup>, the Town will be hosting small group discussions to present proposed regulations and collect early feedback. On these dates, small group discussions (of up to 8 people) are being hosted at Town Hall Council Chambers from:

- o 9:00 to 11:00am
- o 1:00 to 3:00pm
- o 4:00 to 6:00pm

If you are able to attend a small group discussion, registration is made by calling 604-568-8876.

If you are not able to attend these dates/times, there are two additional ways to provide input on proposed regulations.

- Attend an Open house on Tuesday, October 22<sup>nd</sup> from 6:30 to 8:00pm at Town Hall Council Chambers.
- 2) Complete an online survey before Friday, November 1<sup>st</sup>, 2019.

Information on the proposed regulations and a link to the online survey can be found at: gibsons.ca/short-term-rentals

The input received from small group discussions, the public open house and online survey will be summarized and presented to Council in advance of its future consideration of regulations.

The Town of Gibsons looks forward to hearing your perspectives on short-term rentals.

Kind regards, TOWN OF GIBSONS

-ADA-

Lesley-Anne Staats Director of Planning

### TOWN OF GIBSONS

"Nature is our most valuable asset"

Appendix B - Fact Sheet

# FACT SHEET: Proposed Regulations for Short-Term Rentals

### What is a short-term rental accommodation?

Short-term rentals are commonly referred to as "AirBnB", "home sharing" or "vacation rentals". They are commercial accommodation of guests in a private residence – a room, apartment, secondary suite or house – on a temporary basis (less than 30 days). Online advertising platforms include: AirBnB, VRBO, HomeAway, FlipKey and others.

### What is the difference between a short-term rental accommodation and a Bed & Breakfast?

B&B's typically have an on-site resident or operator where the principal home has guest suites. With this approach, B&B's have the oversight of operators who are responsible for the conduct of guests. Challenges with short-term rentals occur in the absence of an on-site owner or local contact person. A short-term rental often includes an entire residence without an on-site operator, similar to a house exchange for a short-term period of time.

### Why is the Town considering regulating short-term rental accommodations now?

Short-term rental accommodations, beyond bed and breakfasts or tourist accommodations (e.g. hotel/motel), are not defined in the Town's bylaws. The current lack of clarity provides little guidance to short-term rental operators who wish to operate responsibly, and has caused some noise and parking-related concerns from neighbours of short-term rentals.

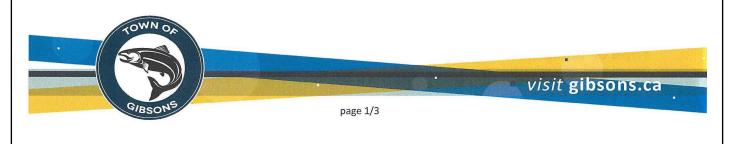
### What would be the purpose of having any regulations?

The Town believes that added clarity for short-term rental operators would benefit residents, businesses and tourists. The intent is to find an appropriate balance between responding to the needs of owners and tourists and keeping the size of business appropriate to residential neighbourhoods. The Town is aiming to find a balance that will:

- Respond to the needs of home owners who wish to have added revenue;
- Provide tourists with accommodation options for staying and visiting Gibsons;
- Keep the scale of businesses appropriate to residential neighbourhoods; and
- Preserve the long-term rental supply in Gibsons.

### Specifically, what regulations are being considered by the Town?

The Town Planning & Development Committee reviewed and considered possible future regulations for short-term rentals in July 2019. To read the background report on this topic <u>follow this LINK</u>.



**Specifically, what regulations are being considered by the Town?** (*cont'd from previous page*) Regulations being considered include:

- Limiting the number of short-term rental units on a residential property;
- Limiting the number of guest rooms permitted in one dwelling;
- Limiting short-term rentals to the principal residence, not secondary suites or guest cottages;
- Requirement to provide local contact information to neighbours within a 100m radius of a short-term rental property, when owner is not residing on the property; and
- Requiring a deposit of \$1000, as a security against the costs incurred by the Town as a result of enforcement actions.

# Will regulations align with the Regional District and in Sechelt (or create confusion)?

Sechelt and the Sunshine Coast Regional District (SCRD) are using regulatory tools within their authority to regulate short-term rentals. Sechelt has been regulating short-term rentals since 2005, using Zoning, Business Licence and Enforcement Bylaws. The approach and conditions being considered by Town of Gibsons are similar to Sechelt's. The SCRD implemented regulations using Temporary Use Permits in 2018. Regional districts have few regulatory tools available to them compared to municipalities, so the regulations in the rural areas around Gibsons will be different, but unavoidable. The proposed regulations would be in line with Sechelt's.

# Why would the Town consider restricting the number of units and rooms permitted to be rented on a property?

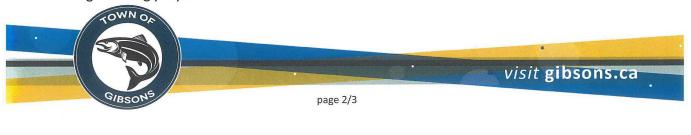
Limiting the number of units and rooms permitted at a single property is to address concerns with large properties becoming a nuisance to residential neighbours. In addition, restricting number of units and rooms for short term rental, address concerns about the impact on long-term rental and affordable housing. The regulations being considered would allow homeowners to rent out all or some of their principle home or a suite on the property, but prohibit more than one unit, as a way to reduce the impact on rental housing stock.

### How would the regulations help protect long-term rentals (address low vacancy rates)?

On properties with multiple homes, the proposed regulations prohibit more than one home, secondary suite, garden suite or accessory space to be used as a short-term rental. The intent is to reduce the impact on rental housing stock in the Town.

### How would the Town prevent 'party houses' with regulations?

The conditions proposed for regulating short-term rental accommodations includes providing a local contact person, notifying neighbours within a 50 to 100m radius of the short-term rental. Neighbours would be given the local contact name in case there is need to address concerns. Also, limiting the total number of guest suites (guests) is designed to prevent negative impacts on neighbouring properties.



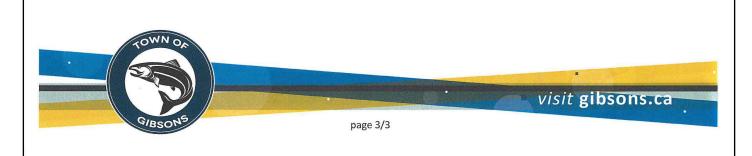
# Would there be 'grandfathering' for businesses that have been operating with a Town business licence?

No, once new Town bylaws come into effect (zoning, business and enforcement), all businesses would be required to follow the requirements of those new bylaws and operate within the terms and conditions of the new business licence.

### Who is the Town consulting with on proposed regulations?

The Town wants to receive input from the people most affected by possible regulations, including accommodation operators, neighbours of these businesses, tourism & business associations, housing associations and Gibsons residents.

To have your say, please fill in a survey and/or join a small group discussion on this topic. You can find the online survey and more information about the public consultation meetings at: <u>gibsons.ca/business/short-term-rentals.</u>



# Proposed Differences Between Short-Term Rentals and Bed & Breakfasts

Conditions of Use	Short-Term Rental Accommodation	Bed & Breakfast
The owner or resident operator must be present on site	No	Yes
Accommodation must be located in a principal residence	May be in principal residence or accessory building.	Yes, only permitted in principal residence.
Guest suites permitted in entire home/principal residence, secondary suite, garden suite, or sleeping unit in home or accessory building	Yes	No, only permitted within rooms in single-family dwelling
On properties with multiple homes, limitations on the number of guest homes that may be permitted to rent. Limitations on the number of guest sleeping rooms.	Yes, one STR unit permitted per property. Maximum 3 guest rooms.	No, guest rooms only allowed in single family dwellings. No limit on the number of rooms.
Guest suites permitted in apartment building, townhouse, condominium or live/work units.	Yes. If strata, bylaws permit or council approval	No, only in single family dwelling
Limitations on suite with kitchen/ kitchenette	No	No
On-site resident or operator must be present	No	Yes
Local primary and secondary contact (if owner not on site)	Yes	Requires resident or operator on site
Neighbours within 100m radius provided with local primary and secondary contact information (and updated when contact information changes)	Yes	No
On site parking requirement	Yes	Yes
Required to operate with a Business licence (and follow specific terms and conditions for STRs)	Yes. STR must follow terms	Yes, B&B operates as home occupation
Deposit \$1000 is required with business licence as security against costs incurred by the Town as a result of hearings, appeals or other enforcement actions	Yes	No
Annual business licence fee.	\$200 + \$100/ additional rooms. Maximum \$400	\$200/ year



Regular Council Meeting Agenda - 03 Dec 2019

Appendix C - Long Survey Form

# Small Group Discussions – October 22 - 23, 2019 Short-Term Rentals Consultation

Town Council is seeking early feedback on proposed regulations for short-term rentals and small group discussions provide an opportunity for greater depth of conversation on this complex topic. Thank you for sharing your time and insights on short-term rentals by participating in small group discussions.

# Introduction Questions

- 1) Do you operate a short-term rental in the Town of Gibsons? Yes\_\_\_\_\_ No\_\_\_\_
- Are you aware of short-term rental accommodations in your neighbourhood?
   Yes\_\_\_\_\_ No\_\_\_\_\_
- 3) What is your interest in the topic of short-term rentals?

# Regulations for Short-Term Rentals – Limits on Number of Rental Units or Rooms

- 4) Do you think there should be any of the following limits on short-term rentals:
- Limit the number of rental units on a property? Yes No No If yes, limit number of rental units to (how many)?
- Limit the total number of guest rooms allowed in one dwelling? Yes\_\_\_No\_\_\_\_
   If yes, limit number of guest rooms to (how many)? \_\_\_\_\_
- Limit the number of STR's allowed in the Town of Gibsons? Yes\_\_\_\_\_No\_\_\_\_\_
  If yes, limit number of short-term rentals in the Town to (how many)?\_\_\_\_\_\_

Please explain and add your reasons below:



### Regulations for Short-Term Rentals – Limits on Type of Residence

- 5) Do you think there should be any of the following limits on short-term rentals:
- Limit STR's to principal residences (defined as the place that the operator(s) lives most of the year and demonstrated as the address listed on the operator(s) tax return).
   Yes\_\_\_\_\_ No\_\_\_\_\_

• Limit STR's to the main house – not secondary suites or guest cottages Yes\_\_\_\_\_No\_\_\_\_\_ Please explain and add your reasons below:

## **Regulations for Short-Term Rentals – Stratas and Renters**

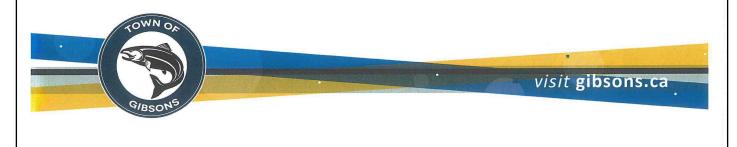
6) Should strata units be permitted as short-term rental, if strata bylaws permit or with strata council approval? Yes\_\_\_\_\_ No\_\_\_\_\_

7) Should non-owners be permitted to operate short-term rentals, if proof of owner permission is provided? Yes\_\_\_\_\_ No\_\_\_\_\_

Please explain and add your reasons below:

# **Regulations for Short-Term Rentals – Parking**

8) On-site parking requirement is one space per 2 sleeping units. If there is only one unit, no additional on-site parking would be required. Would you support this? Yes\_\_\_\_\_ No\_\_\_\_\_ Please explain and let us know what you think is reasonable:



# **Regulations for Short-Term Rentals – Neighbour Notification**

9) What are your thoughts on requirements for on-site owner/resident present, or local primary and secondary contact persons who can address concerns? *Please explain and let us know what you think is reasonable:* 

## 10) Would you support:

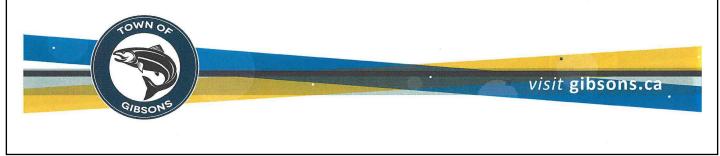
a. Short-term rentals where the owner does not live on site, would be required to provide local contact person information to neighbors within a <u>50m</u> notification area **Yes\_\_\_\_\_** No\_\_\_\_\_

b. Short-term rentals where the owner does not live on site, would be required to provide local contact person information to neighbors within a <u>100m</u> notification area **Yes\_\_\_\_\_ No\_\_\_\_\_** *Please explain and add your reasons below:* 

# Regulations for Short-Term Rentals – Business Licence Fee

11) The annual business licence fee for a bed and breakfast is currently \$200/year. For short-term rentals the licence fee is currently \$100/year. The proposed business licence fee would be \$200 per year + \$100/additional room (maximum \$400/year).

*Please let us know what you think is reasonable and explain why:* 



# **Regulations for Short-Term Rentals – Enforcement**

12) Would you support the following:

a. Require a deposit of \$1000 for STR's as security against costs incurred by the Town as a result of hearings, appeals and other enforcement actions? Yes\_\_\_\_\_No\_\_\_\_\_

b. Enforcement and fines for problem homes with fines for non-compliance \$200/violation (and can be cumulative)? Yes\_\_\_\_\_No\_\_\_\_

Please let us know what you think is reasonable and explain why:

## **Regulations for Short-Term Rentals – Closing**

Please tell us what you would like to see /or not see, in future regulations for short-term rentals.



Appendix C - Short Online Survey

# **On-Line Survey re) Short-Term Rentals**

**1.** First, please read the fact sheet on short-term rentals. Have you read this sheet?

- Yes
- \_\_\_\_ No

2. Do you operate a short-term rental in the Town of Gibsons?

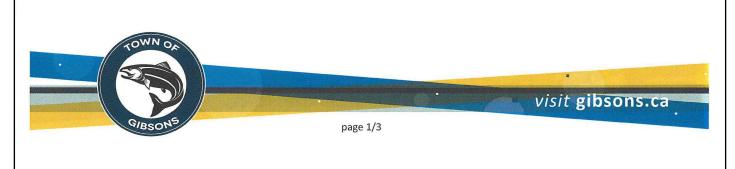
- Yes
- No

3. Are you aware of any short-term rental accommodations in your neighbourhood?

- Yes
- No

4. Do you think there should be more restrictions on short-term rental (STR) accommodations?

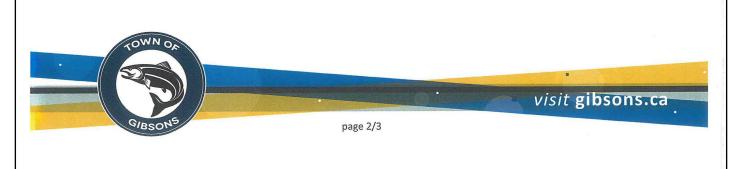
- Yes
- \_\_\_\_ No
- \_\_\_\_ Maybe
- 5. Please tell us more.



6. If you answered 'no' or 'maybe' to Question 5 (above), please go to Question 7 (below). If you answered 'yes' to Question 5, please indicate the type of restrictions the Town should consider. Check all that apply:

- \_\_\_\_ Limit the number of rental units on a property
- \_\_\_\_ Limit the total number of guest rooms allowed in one dwelling
- \_\_\_\_ Limit the number of STR's allowed in the Town of Gibsons
- Limit STR's to principal property (defined as the place where the operator lives most of the year and demonstrated as the address listed on the operator's tax return.)
- \_\_\_\_ Limit STR's to the main house not secondary suites or guest cottages
- \_\_\_\_ Requirement to provide local contact information to neighbours within a 50m radius, when the operator does not live on site.
- \_\_\_\_ Requirement to provide local contact information to neighbours within a 100m radius, when the operator does not live on site.
- \_\_\_\_\_ Require a deposit of \$1000 for STR's as a security against costs incurred by the Town as a result of hearings, appeals and other enforcement actions
- Enforcement and fines for problem homes, with fines for non-compliance e.g. \$200/violation and can be cumulative.
  - Other (please specify in Additional Comments at the end of this survey).

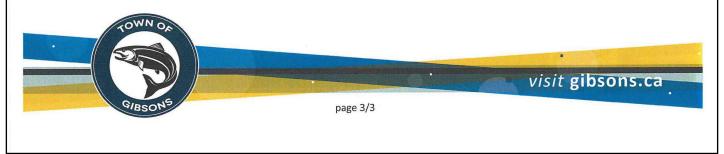
7. What do you think the Town should be doing MORE of – with respect to regulating short-term rental accommodations?

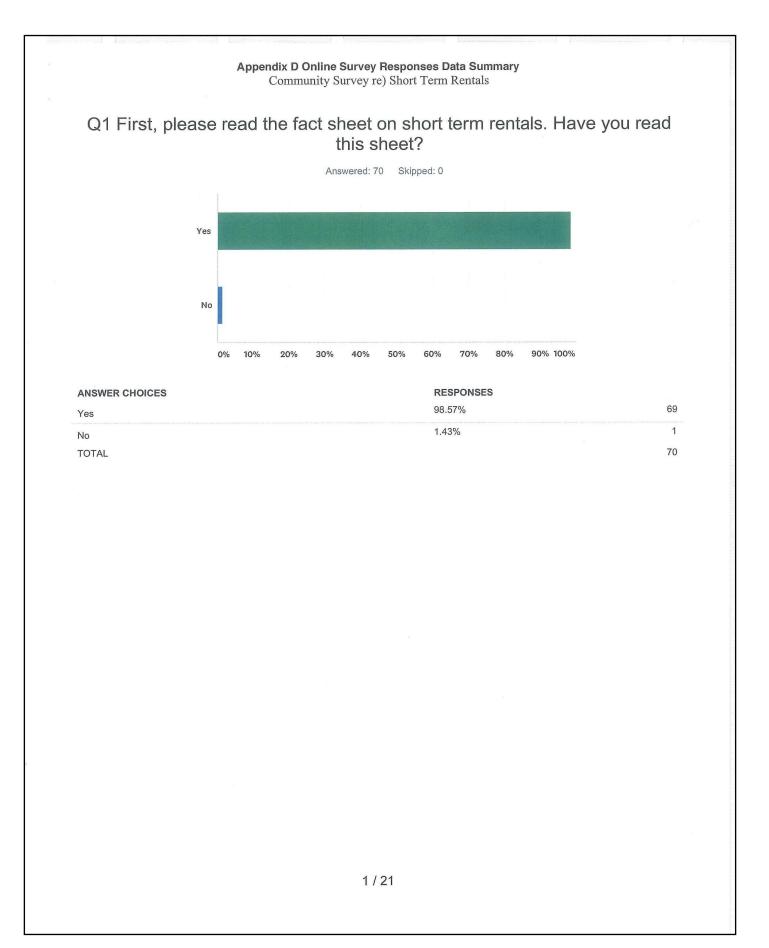


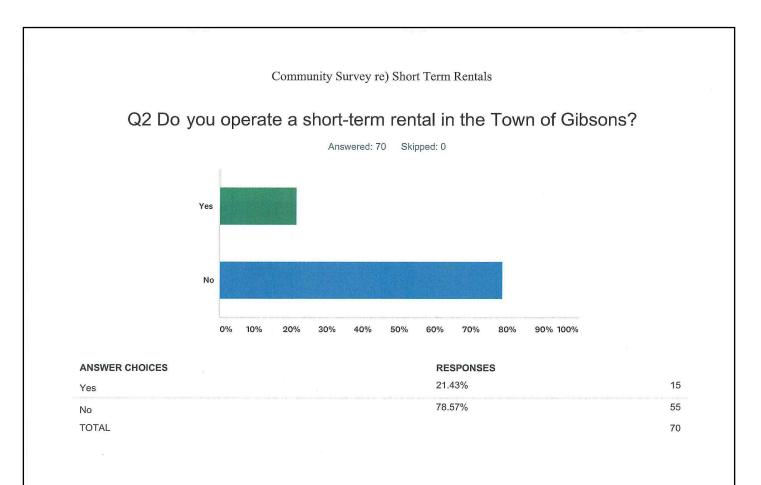
8. What do you think the Town should be doing LESS of – with respect to regulating short-term rental accommodations?

9. Please provide any additional comments here.

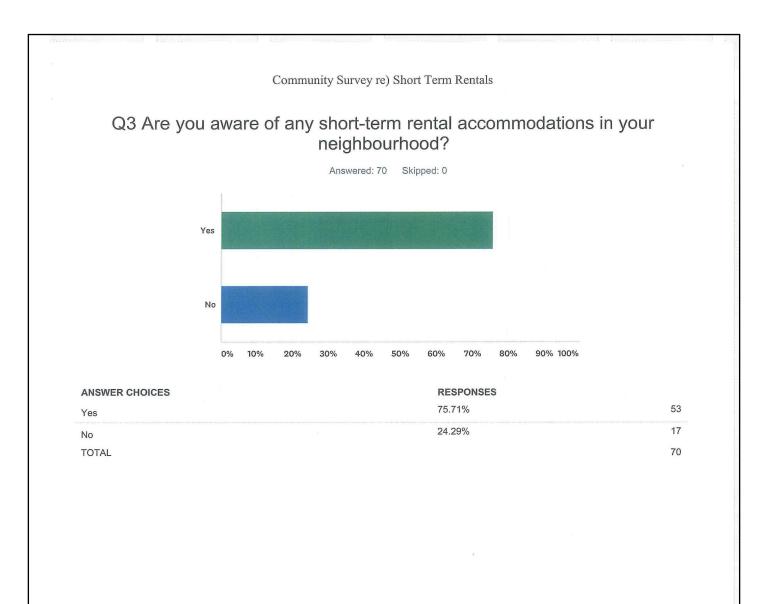
Thank you for taking the time to complete this survey! Your opinion is valuable to us.



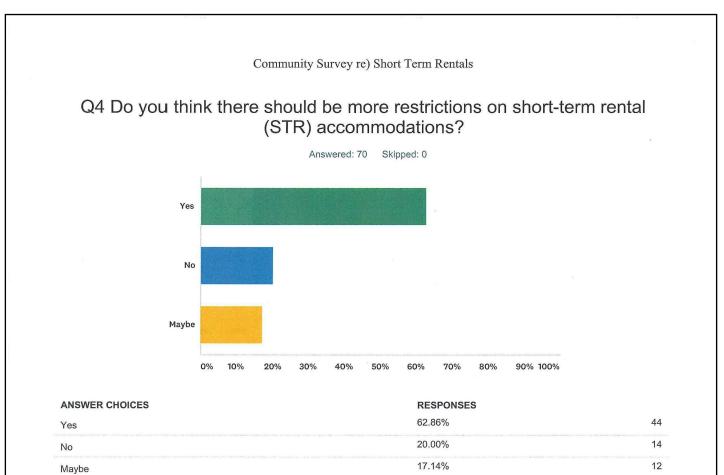




2/21



3/21



TOTAL

70

Community Survey re) Short Term Rentals

# Q5 Please tell us more. (Click on the box below to start typing. Click "OK" when done.)

Answered: 59 Skipped: 11

ŧ	RESPONSES	DATE
1	I have just heard from a mother of two children who is desperate to find rental accommodation, and cannot. There are not enough long-term residential rentals, and their rents are too high for most people (e.g. \$1,000 a month for a bedroom in Halfmoon Bay!). In the last 20 years I have watched settlers from Vancouver buying up properties, and these same people are now building "laneway houses" for Air b'n'b and other short-term revenue production. WHERE ARE THE ROOMS AND BASEMEMNTS THAT USED TO BE AVAILABLE for people wjo will always rent and will never be able to buy property? There are many Gibsons people who face homeesses because THERE ARE SO FEW LONG TERM RENTALS. They must see wealthy owners doubling their wealth without through speculation and not even offering a livable basement space for a couple or family to rent at a modest rent.	11/1/2019 10:38 AM
2	1) We have a severe lack of housing (watching airbnb over the years show a clear migration of housing stock into short term rentals. At least some of those units were once rentals). 2) I'd be concerned if a neighbouring property offered accomm to a series of weekenders; it could, and has, gone bad.	10/31/2019 10:14 PM
3	I just know that a lot of potential places that could have long term renters in the them, don't. This severely limits local renters choices.	10/31/2019 5:34 PM
4	I have several concerns about STRs. 1) they lead to less housing being available for renters. I know homeowners who are weighing the inconvenience and expense of monthly tenants versus charging an occasional guest almost as much. 2) they lead to parking, noise, and other problems in neighbourhoods that were neither designed nor zoned for hotels 3) the notion that they benefit homeowners is a myth - banks just pressure homeowners to rent out in order for new owners to pay inflated prices for their homes 4) they conflate the difference between residents and guests. Guests (whether hotel or personal guests) stay under the supervision of a hotel manager/staff or the personal homeowner; residents live in the home whether as tenants or owners; people staying in an STR are often under no one's supervision. 5) they take business away from motels and hotels, which employ local people, are trained in their business, and pay local taxes.	10/31/2019 4:15 PM
5	We would love to participate occasionally in the short term rental market, as we feel others who want to spend time in Gibsons would enjoy our location. However, I've heard of people whose homes are located near an 'out of control' STR having a miserable time with noise and wild behavior. More importantly, I have been depressed by the large number of cottages and family-sized homes in our area that are unoccupied for much of the year, while people who need homes while they work and live in our town struggle with low availability and high rent.	10/31/2019 3:06 PM
5	we are classified as a BnB by our insurance coverage. Does the town definition of STR and BnB match the insurance companies definition? how will this definition be determined?	10/30/2019 10:30 PM
7	Restrict it to on site operator only . No off site operation. An owner needs to monitor the site for noise and other infractions and this is not possible if there is no one on site .	10/30/2019 12:40 PM
3	owner should live on site, noise bylaws should be enforced from 7 pm to 9 am, no more than 1 suite per residence, much higher fines for bylaw infractions	10/30/2019 12:13 PM
9	Too much car traffic on our block; new people looking through our hedges and letting their dogs (I know dogs have more rights than people but I don't like it) run all over my yard. Risk of theft by people arriving and not belonging to the neighbourhood and having a sense of community (we moved our kayaks and canoe and paddle board to the other side of the property).	10/27/2019 3:11 PM
10	I think having short term rentals is important for people need supplementary income. It's so expensive to live and own on the coast. Plus a lot of businesses in lower Gibson's reply on tourist dollars. People need places to stay. I am totally against forcing owners to decide and possibly losing money as a result	10/26/2019 7:18 PM

11	I encounter people frequently through my employment in health care that cannot find affordable	10/24/2019 6:25 PM
	housing and are forced to move away from Gibsons. These are low income seniors, low paid workers, and young families. I am involved with a society that is focused on building affordable housing and have been made aware of the depth of this housing problem. I believe that homeowners need to have better protection from tenants that are noncompliant, however. There needs to be regulation that addresses the rights and responsibilities of all players.	10/24/2015 0.23 FWI
12	There are at least 5 on my street. It is 1 block long. In addition I have an illegal second home built with the knowledge of the ToG.	10/23/2019 11:35 PM
13	Tourism is absolutely vital to our economy. Regulations to ensure operators are paying appropriate taxes and registered as a business are important, but not limiting the number of STRs or their ability to operate.	10/23/2019 4:45 PM
14	Responsibly operated short term rentals should not be subjected to further restrictions. On the contrary, I feel they should be encouraged for the following reasons: Investment in real estate on the sunshine coast is expensive and is considered(by some) as a means of providing oneself with 'a job' that makes living on the coast possible. The service provided by short term rentals is in demand and provides attractive alternatives to tourists travelling to Gibsons (and the coast). Short term rentals provide employment for residents of Gibsons (cleaning, home maintenance, gardening, management). Tourism related businesses benefit from the availability of short term rentals on the coast because they attract customers and allow them to stay in town. It goes without saying that a variety of accommodation options is a positive addition to tourism. I do think that there should be more affordable housing on the coast BUT the responsibility of providing that is the government's (funded by taxes and ??). To target home owners with suites as a solution to the housing crisis seems unfair. From my personal experience as a landlord, I have decided to never do longterm rentals again. I had a tenant that did not pay rent for a year and it was almost impossible to get her to leave. I had another tenant who was absolutely mean. He was allowed to sublet a room (an arrangement before I owned the house) and would then treat his tenant unfairly in the house that I owned!! And, I couldn't get him to change his behaviour. A nightmare! Also, the rental tenancy act gives decent landlords no recourse to terminate a very unpleasant situation in their own home. No way I'd ever do that again. I also think that targeting creative homeowners with suites to generate NECESSARY income is unfair. There are many large lavish homes in Gibsons occupied by only 2 people who are not expected to help solve the housing crisis. Short term rentals advertised through airbnb and VRBO offer a whole new world to travellers. It is a progressive and interesti	10/23/2019 12:28 PM
15	Air bnb has added a 10% tax and supposedly it goes to the TOG. How much \$\$ did last year bring in to TOG? What is that \$\$ used for?	10/23/2019 12:07 PM
16	Need to balance ability to keep the home and make income from STR in order to do so, and need for housing in the community, as well as nuisance cost for those not well managed (party houses/parking)	10/22/2019 10:51 PM
17	There really doesn't seem to be a problem. I believe that there are only 2 houses and they have been shut down.	10/22/2019 10:23 PM
18	STR need to have a local owner available. The owners need to be responsible for the quests they accept and the impact on their neighbours and community.	10/22/2019 8:03 PM
19	Too many restrictions & controls by town & neighbours	10/22/2019 11:49 AM
20	Experience so far would show that the impact of party houses in a neighbourhood can be quite devastating especially after 16:00 after the noise bylaw officer is off duty and the police is tied up with other daily business, also the lack of long term rental space is widely known	10/22/2019 2:13 AM
21	There are a significant amount of short term rentals on the Sunshine Coast, particularly Gibsons which makes it very difficult for full-time residents to find housing. Regulating short term rentals offers more opportunities for those who need full-time accommodation.	10/21/2019 6:31 PM

	Community Survey re) Short Term Rentals	
22	I am a full-time, long-term, senior, low-income renter in a house in Gibsons that the owner is considering selling. Given the escalating cost and diminishing supply of long-term rental accommodation in this town (and on the entire Lower Coast), I am extremely concerned about my options, if/when I am obliged to find a new place to live, as well as the options of others in similar or worse situations than mine.	10/21/2019 2:41 PM
3	There is no reported or documented problems with current str available for review. This is a discriminatory contemplated policy with no factual basis	10/20/2019 1:48 PM
4	I'm opposed to limiting STRs to just the primary residence. As someone who regularly and responsibly uses STRs while traveling, I always look for accommodation that is private and separate from the principal residence. In a town where there are very few suitable hotels and motels, and where the growth of the community relies on the income from tourism, limiting these options would be a poor decision. These proposed restrictions seem to be acting on the assumption that most visitors have bad intentions.	10/20/2019 12:18 PM
5	Do not agree with the town being involved with how tax payers manage their properties. \$1000. dollars sounds like a punitive tax. Takes away tourist accommodation and does not lead to long term rentals. Would rather have a short term rental than a long term rental . Notifying neighbors is ridiculous . If there is a problem, call the police.	10/20/2019 10:17 AM
26	If a portion of a property is to be used as an STR, this property MUST be the owner's principal residence and the owner MUST reside there. Therefore, the entire property cannot be used as a STR. In townhouses, condominiums, STR's must be for 30 days or more and again this MUST be the owner's principal residence and the owner MUST reside there. Anything less could be detrimental to the other people living there. Strata bylaws must also be adhered to. Parking MUST be provided on the property, not on the street or in the lane or in visitor parking stalls.	10/19/2019 8:56 PM
7	the home beside mine was bought and modified with the soul purpose of capitalizing on a lucrative tourist nightly rental opportunity. Slick "over selling" of the size of the property , the suggestion of sleeping facilities for a dozen adults (plus infants),and the supply of outdoor hot tubs and firepits guaranteed unbearable pressure on the neighbourhood and local police force.	10/19/2019 3:50 PM
8	The most important is to ensure that short term rentals don't turn into "party venues" or other noisy situations that disturb neighbourhood residents	10/19/2019 1:13 PM
9	Across the street we have parking problem with all the cars	10/19/2019 8:55 AM
30	the info sheet talked about "party houses" - well that's just a number of beds which theoretically translates to person occupants - ever lived next to the wkd rental with dogs barking (which incites all the neighbor dogs barking), music blaring, car doors slamming and honking and motors roaring w people yelling whooping it up they might not all be "sleeping" in the short term rental but they might have been "invited" over to the rental. Is the septic sewer system meant for this / is the parking meant for this / is the balcony meant for this (Aldergrove BC lawsuit in recent news). We don't commute all week to work hard for our two days off to have our wkd disturbed by some long-distance landlord. B&B - fine - with owner on site in the same building.	10/19/2019 12:52 AM
31	the more restrictions the better	10/18/2019 9:23 PM
2	I believe that the amount of short term rentals operating in gibsons has greatly and negatively impacted our rental market.	10/18/2019 12:59 AM
3	property owner should be in residence at the house	10/17/2019 10:43 PM
34	If Short term rentals are allowed then I think the owner needs to be on site.	10/17/2019 10:26 PM
5	There should be someone responsible on site to deal with bylaw infractions (noise, garbage, campfires, etc.).	10/16/2019 7:09 PM

3/

36

37

38

Why are you singling out short term rentals as the catchment issue as a problem for long term rentals and attempting to provide the town staff with unlimited powers to enter my/our homes? This is far beyond acceptable and just a further bureaucratic maneuver to choke the limited remaining privacy we may have in this overbearing technology age. You mention there are 40 such rentals? How many of those rentals are problematic that require such heavy handed regulations? 10%? It sounds like a make work project to generate revenue streams to administer the unnecessary monitoring of everyone due to maybe 4, 8, 10 properties that may have problems? Why can you not fine or close down the problem rather than 'proactively' interrogating a short term rental that has no impact? Really? Fine them and if that doesn't work shut their water off. Why would you not be asking many of these questions to longer term rentals? Are their tenants loud, take up parking and diminish the character of the neighborhoods? If you asked that the town be able to enter anyone's home that has guests, or a roommate or tenant they would probably start planning to go to war not just answering your survey! If long term housing is our main concern; which this effort looks like that is the focus; why did you not start with a survey that asked people why they choose not to offer long term rentals if they have something suitable? You missed the most obvious fundamental question as it pertains to attempting to understand available housing rental inventory or lack thereof. You assume without evidence or data that short term rentals are made available to earn more money than a long term rental. You are jumping ahead to make it appear you are doing something proactive when the issues are much greater than short term rentals. If you regulate to the point I/we would not provide a short term rental I would not offer long term rental regardless. would not ever offer long term rental to a tenant I could not remove accept for under the terms of the current BC tenancy act. They are far too bias to tenants than landlords. Many short term rentals are backlash for tenancy rules that favour the tenants and not the landlords. So your efforts may only reduce economic stimulus that these short term rentals have done for this town, created negative inequitable bureaucracy for home owners with extra space. The issue of housing is the whole community's concern and the short term renters should not be vilified as this activity is doing. What are more affluent higher value real estate properties contributing to this issue? All the people other than the 38 you indicated will answer this survey yet there are no questions about what they should be contributing or whether you can enter into their homes at will. That question should have stood alone in itself! The suggestion that we have to provide a phone number to our neighbors is infringing on my privacy. I have a problem neighbor who I had to speak to the police about and you would force me to give him my personal phone number? Even though there isn't and wouldn't be any issues at my property? Is he supposed to complain to me directly if he feels there is a problem with my property? I would not take his call because he is aggressive, not rational and I am scared of him. If there is a legitimate problem to the neighbourhood why would he not call the town and you call me? If he can complain legitimately about one car relating to my house why cant I complain about multiple guests, visitors and children's cars he has at his house? This whole effort is inequitable as it targets a tiny amount of community members in a highly public way to appear that this is top of agenda. The top of the agenda should be to reform the BC Landlord Tenancy Act. When has there ever been an evaluation of those rules and the recent changes they have made that have been negative to the housing availability? They have made some recently that have lessened available rentals. Its just Airbnb is the problem in the eyes of the media. We need to dig way deeper. Its just too easy to go at Airbnb as it appears to be the surface layer ..... further down is just to complicated for everyone to absorb and it would require that we look at ourselves. There is so much more that could be done to improve housing availability that significantly dwarfs this short term housing rental concern. Its just unfortunate that this is a visible scape goat that everyone can point a finger at without doing anything themselves as it only right now relates to 38 properties in Gibsons. You need to postpone this activity until you understand why property owners with rent-able spaces do not want to rent them. Ask things like have you ever gone to court and lost money trying to evict a bad tenant? Have you lost money over rental damage that the tenant never was held responsible for? Did you suffer emotional stress in your own home over problem tenants you could not evict without significant distress? Would you rent our your space if the eviction process was no fault with 4 to 6 months notice? Answers to these types of questions would help understand what is happening. Consider those who have suffered these damages and have moved to a short term rental option because of it. The numbers are more than you think. Now you want to propose more loss of liberties to them after most have already suffered. Its like if you have a place to rent you are a target and this action is making it more so. Talk to land lords first! Look at the many restrictive local bureaucracies that are in place like those surrounding tiny homes, house moving, house demo salvage, etc etc. Create a ongoing task force with local residents before you come down on short term rentals! Help them and the housing availability would increase accordingly!

#### 10/16/2019 4:52 PM

I would like to see a mechanism by which owners could be contacted if there are problems.10/16/2019 10:27 AMrestrict the number of people per rental units,10/16/2019 9:58 AM

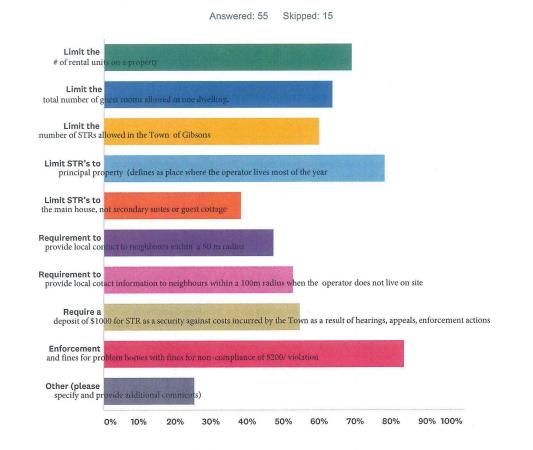
4 /

39	I strongly support that no short term rental should operate in any dwelling that could be use as a	10/16/2019 9:56 AM
	long term rental. The support the TOG proposal that STR be prohibited in secondary suits, garden suit, cottages or houses that are not primary residence.	
40	The excessive traffic when the place is rented especially with people that don't know not to park across driveways or Speeding down busy street.	10/16/2019 8:11 AM
41	It is very necessary to put on restrictions	10/15/2019 10:17 PM
12	I live in Lower Gibsons; there are a few STRs in my neighbourhood and none of them has presented a problem for me. A family member has operated a popular one bedroom STR in the SCRD for 10 years, so I am familiar with the pros and cons for all perspectives designated off street parking for STRs should be mandatory - a \$1000 deposit would be onerous, as many STR operators rely on the income to help them stay in their own homes. I doubt it would be used by Gibsons to actually hire enforcement (our lone bylaw officer is already hard pressed to cover current bylawsmy further comments will reiterate this;-) and the deposits would likely just go into general operation funding The number of STR rooms in a house could be limited using an allowable to square footage ratio Ridiculous to restrict the total number of STRs allowed in Gibsons. How would that number be determined? and enforced? (see my other commentsthere's a theme!) - Many STRs are advertised year round, but actual bookings are far below the availability for many of these STRs. The one operated by my relative is booked on average 4 nights a month and is used far more by visiting family and friends. If one purpose of restrictions would be to make more long term rentals available, it wouldn't achieve its goal. LTR, unlike STR, is not flexible enough for some operators STR operators should be resident on siteno party houses or condo/apartment full unit rentals detached cottage or garage loft STRs should be allowed if the operator resides in the main residence - I think that people residing in RVs parked on Gibsons streets and roads are more of a problem than STRsand I don't mean tourists in rented RVs who get stuck for a night with no where to go. There's one residential RV regularly on the same street as Town hall and another often adjacent to Dougal Park. ????	10/15/2019 8:07 PM
3	I think if a unit is livable (ie has a kitchen and bathroom), it should be available for long term rental and not short term. However, I also believe that less governance is better, and believe that people who own their properties should be able to do as they see fit (within laws of conscience). For example, once new housing units are built, the need for housing will decrease and short term rentals will not bear the brunt of everyone's frustration. Perhaps a solution in the interim is to offer tax incentives for homeowners willing to rent their units long term rather than short term - banning something or creating operational parameters now means they must be edited or removed at some point in the future. Another option is to offer deeply discounted property management through a local provider that is committed to long term housing options and has a tenant and landlord-vetting process in place.	10/15/2019 7:54 PM
4	What appears to need to be clarified is that property ownership laws need to be restricting useage @ times of housing crisis; preventing purchasing of properties for investments & income generation other than LTR. Limiting STR 1)increases demands for tourism accommodations 2)decreases availability for employable people in community. One big PRO to STR is that it deflects many concerns landlords have with the Tenant/Landlord ACT. Several people I know prefer to leave their home empty rather than take chances with tenants due to the heavily weighted protection of the tenants in the ACT. What would help is to have a Community BASED rental ombudsperson. Someone in the field of mediation already.	10/15/2019 6:06 PM
15	Next to my mother there is an empty home that has been renovated to accommodate 12 people and the parties held at this home late into the night are disruptive to the neighbours enjoyment of their homes. Police know this house they have been called so many times for complaints.	10/15/2019 11:53 AM
6	I want to operate legally but need to continue to be allowed to have a STR to afford my house.	10/15/2019 11:50 AM
7	They should be the same as any B&B or require re-zoning to commercial use with appropriate property taxes. They are not a residential use.	10/14/2019 9:08 PM
8	The short term rentals that cause the biggest problems are when the owners are vacant.	10/14/2019 8:22 PM
9	The ones I know about are a disruption in the neighbourhood	10/13/2019 7:37 PM
0	Currently short term rentals are unlicensed businesses, mini-hotels if you will, without the controls, oversight, and restrictions that normals hotels and businesses operate under. There is major scope for abuse (and any number of horror stories regarding them). They need to be closely regulated in any community.	10/13/2019 3:41 PM

Community	Survey	re) Sl	hort Teri	n Rentals
-----------	--------	--------	-----------	-----------

51	STRs should have the owner on the same property or close at hand to handle any complaints, problems. STRs in apartments are not fair to the remaining tenants - people coming and going and any complaints will not get immediate response. Some busier tourist areas could have modified rules for the STRs but neighbours must be in agreement.	10/12/2019 9:39 PM
52	I fully support restricting non resident owners renting out homes with no supervision.	10/12/2019 11:30 AM
53	Retain the long term rental supply	10/12/2019 2:34 AM
54	The proliferation of short-term rentals threatens the integrity of neighbourhoods, reduces much needed long-term rentals and can skew values as some speculate on numerous properties to rent out as short-term.	10/11/2019 6:45 PM
55	I think if the town truly wants to address the lack of long-term rentals it needs to go farther with the restrictions. Traditionally, "affordable housing" meant a basement suite in a house, which these restrictions don't address.	10/11/2019 4:03 PM
56	Our biggest concern is when there is no on-site supervision and the number of people renting.	10/11/2019 12:26 PM
57	testing. not clicking ok	10/10/2019 6:12 PM
58	more	10/10/2019 4:20 PM
59	Our short term rental tenants bring many tourists to the town of Gibsons and local businesses, and allow us to spend time in Gibsons (travelling from Vancouver) when it's not in use. Our house in Gibsons has become a place for our family and friends to get away from the city to relax and we have created many wonderful memories there. With the new short term rental rules, we would be unable to visit the property at all. We have multiple suites on our property, one of which is a currently vacant two bedroom long term rental. It is sitting empty because I cannot find any qualified tenants. I imagine that changing these rules will result in many home sales, which in turn would drive the housing prices down. We are an Airbnb Superhost having invested a lot of money into our property recently, we pride ourselves on renting to responsible tenants who will take care of our home and property as if it is their own. We only rent to people with good reviews, and people pay a premium for a property that is well taken care of. We also have a regular tenant who comes about once a month to stay at our place because there are no hotels in Gibsons that she feels are adequate. Her daughter lives two doors down from us, so with our suite, she is able to spend time with her grandkids without intruding into their space. Our home has become a vacation home for not only us, but many of our guests who have returned multiple times throughout the last two years or so.	10/10/2019 8:56 AM

Q6 If you answered 'yes' to the question above, please indicate the type of restrictions the Town should consider. (Respondents who answered 'no' and 'maybe' can skip this question). Check all that apply:



ANSWER CHOICES	RESPON	SES
Limit the number of rental units on a property	69.09%	38
Limit the total number of guest rooms allowed in one dwelling	63.64%	35
Limit the number of STR's allowed in the Town of Gibsons	60.00%	33
Limit STR's to principal property (defined as the place where the operator lives most of the year and demonstrated as the address listed on the operator's tax return.)	78.18%	43
Limit STR's to the main house – not secondary suites or guest cottages	38.18%	21
Requirement to provide local contact information to neighbours within a 50m radius, when the operator does not live on site.	47.27%	26
Requirement to provide local contact information to neighbours within a 100m radius, when the operator does not live on site.	52.73%	29
Require a deposit of \$1000 for STR's as a security against costs incurred by the Town as a result of hearings, appeals and other enforcement actions	54.55%	30
Enforcement and fines for problem homes, with fines for non-compliance e.g. \$200/violation and can be cumulative.	83.64%	46

# Q7 What do you think the Town should be doing MORE of – with respect to regulating short-term rental accommodations? (Click on the box below to start typing. Click "OK" when done.)

Answered: 49 Skipped: 21

#	RESPONSES	DATE
<b>1</b>	I don't know, but I DO K NOW that a family has been sleeping in sleeping bags in the woods along the Inglis Trail. It is monstrous that Gibsons residents on modest wages are unable to safely raise their kids in a secure long-term home by renting.	11/1/2019 10:38 AM
2	Keep going in this direction - regulation.	10/31/2019 10:14 PM
3	Well first find out about them! I am sure there are many more out there than you realize.	10/31/2019 5:34 PM
4	The Town should ban them, but if that is not possible, then the Town should licence them and publish a list of the properties licenced.	10/31/2019 4:15 PM
5	I think the Town should consider innovative ways to reward home owners for providing long term rental housing. I realize a tax break would be hard on the Town's revenues, but surely we can come up with some kind of a bribe/reward for people to allow someone to live in and enjoy their unoccupied properties ? We have daughters age 34, 37 and 40 who work hard and make steady wages. Two of our daughters (located in Vancouver and London, UK ) share rental accommodations with two or more room mates. Another, a PhD, lives in a low income coop in Vancouver. Meanwhile, the young people across the street from us in Gibsons, all employed, are facing a 'renoviction' as the home three of them are renting is now for sale. My husband and I like young people around, and if they go will miss them. We know a man about 40 years old who rented a suite across from the Public Market. He was renovicted, informed the suite would go to Airbnb, and had to move to Langdale. Many affluent people on the Sunshine Coast have no idea what younger people are going through to keep a roof over their heads. For the first four years we've lived here, I walked our dog past many homes that seem to be vacant 250 or more days of the year. I think the town is on the right track to restrict the number of STR units available on each property. OK	10/31/2019 3:06 PM
6	Much higher penalties for infractions like not being on site . Fines that are cumulative and are attached to the tax bill or title so that consequences are more substantial. Providing 24/7 enforcement for violations like noise disturbances at night .Requiring owner to be on site at all times and heavy fines for infractions.	10/30/2019 12:40 PM
7	hire more bylaw officers and strictly enforce the bylaws in regards to STR	10/30/2019 12:13 PM
8	Don't allow it. Hotels are in hotel zones for a reason; transient populations vs communities.	10/27/2019 3:11 PM
9	Is this really that much of a problem?? If there are people making a lot of noise then the cops can show up. Just like any other residence. I think this is an over reaction.	10/26/2019 7:18 PM
10	Short term rentals has revitalized the whole Sunshine Coast and we will be shooting ourselves in the foot not to ensure it continues.	10/24/2019 9:38 PM
11	enforcement will be the challenge with any regulationsthis must be done regularly checking things like up to date contact info when owner is not on site, for example. Checking listings on the internet and ensuring these listings are compliant with the regulations. I am in favour of limiting these short term rentals to build the long term rental opportunities.	10/24/2019 6:25 PM
12	compliance and enforcement. ToG does not investigate complaints. Grow a spine BEO!	10/23/2019 11:35 PM
13	Ensuring complaints are dealt with in a timely and efficient manner.	10/23/2019 4:45 PM
14	More facilitation, more appreciation of what is brought to the table.	10/23/2019 12:28 PM

	Community Survey re) Short Term Rentals	
15	Complaint driven would make the most sense. If the property owners are doing a good job, then why limit their ability to make some money? We hire local cleaners, we hire local gardeners, we buy local, and we have a 5 star rating on Air Bnb. We don't have complaints from anyone. I don't feel that a long term rental shortage is our problem. I also don't feel that a tourist business that needs short term workers accommodations is our problem either. Look at tourist towns all over North America, the employer builds their own accommodations for its workers. Gibsons has poor tourist hotels. Think of your Air bnb operators as revenue generators in the community, instead of blaming them for the ills that affect the town. We have very happy clients, they love Gibsons, they often return, and they tell their friends. Each and every one of our clients sample the local restaurants, the market, the breweries, and the shops.	10/23/2019 12:07 PM
16	It would be good to do a survey of the community, not just STR people, to see what the community in general thinks. We have never had any complaints or issues with our STR. I think the \$1000 deposit is steep. Credit should be given for "good behaviour" and a history of good reputation.	10/22/2019 10:51 PM
7	I think the town should support us. Most of us have families and this is one of our only alternatives to remain on the coast	10/22/2019 10:23 PM
8	If it's not a problem do not over regulate Use other sister communities to follow best practices.	10/22/2019 8:03 PM
9	Balanced regulation	10/22/2019 11:49 AM
)	Limit number of licences made available	10/22/2019 2:13 AM
1	Limit the number of rental units on a property, limit to principal property, and limit the number allowed within the Town.	10/21/2019 6:31 PM
2	* Is \$1000 sufficient to cover costs in case of infringement of regulations? * In other jurisdictions, local or further abroad, how many home-owners are participating in short-term rental without registering, robbing the local government of even the very tiny fees required? * What provisions has Gibsons set up with regard to noise or other neighbourhood disturbance, and has the Town sufficient resources for enforcing these regulations?	10/21/2019 2:41 PM
3	Nothing - This proposed regulation is not required	10/20/2019 1:48 PM
4	Nothing . This will affect tourism and business owners negatively. Why is the town always bowing to the local minority?	10/20/2019 10:17 AM
25	I think that when all the comments regarding this survey are compiled, the Town will be able to draft some great bylaws. Regarding the utility bills, I strongly believe that property owners should be charged sewage costs based on the amount of water used, not as a flat fee as it is now. If more people are residing in a home, (STR), then the owner should pay their fair share of the sewage costs.	10/19/2019 8:56 PM
26	First protect and support the existing residents and neighbourhoods before attempting to allow a single home owner or new owner to explore "additional revenue opportunities"also, the Town can support the by-law enforcement officer in using the existing by-laws, and their obvious written intentions, to protect the citizens against business activity in residential areas.	10/19/2019 3:50 PM
7	Strict regulations and enforce them ,no excuses if they don't pay deduct to the cost of their property when sold. Short term rentals is very upsetting when they move to the neighbourhood	10/19/2019 8:55 AM
28	It seems there was a problem house up on the Bluff a few yrs ago did the Town not learn? No long term resident will want to invest in a home in a community where their hard work is not respected. The snowball effect will be felt in how taxpayers of longterm value want their money spent - schools, ice rinks, pool upgrades, libraries etc. How will the Town pay for policing for party places?	10/19/2019 12:52 AM
:9	I think short term rentals main cause of shortage of rentals in Gibson's short of banning them altogether enforce the restrictions you are going to put on to them if you have the bad luck to be near one very disturbing to neighborhood,	10/18/2019 9:23 PM
0	The 100 dollar licensing is too lax.	10/18/2019 12:59 AM
1	limit the number of STRs in any given block	10/17/2019 10:43 PM
2	The Town should maintain accurate data on number and type of STRs, should set a limit on the % of dwellings so Gibsons doesn't become a ghost town in the off-season. Bylaw compliance is critical when it comes to issues of garbage (bear attractants) and campfires especially in summer/fall months.	10/16/2019 7:09 PM

	Community Survey re) Short Term Rentals	
33	It sounds like the reason for the enforcement is to stop problem short term rental houses (and presumably increase long term rentals). I say presumably because it is assumed that if you restrict available rental spaces more long term will come on the market. You have no data to support that assumption. Why don't you focus the efforts on enforcement and leave the rest of the responsible caring community members alone. If the property isn't managed properly then escalate the fines and then if that doesn't work shut off the water. There are means to shut down a poorly managed property or a property that makes rental noiseyou just haven't listed those options here for us to vote on. You just proposed to regulate all of us. Short term rentals has been one of the most significant economic development drivers this town has ever had. Visitors shop, eat out, explore, tell their friends and move here. Over regulating is a slippery slope. Bureaucracies must match what you are asking home owners to provide. Why is it the rules are that you cant get a mortgage on a piece of land? You could get an equity mortgage on a house with no job. Why not an equity mortgage on land? Affordable housing doesn't mean its just cheap to rent or to buy as is. There are many other creative and affordable ways to get people housed. What you could do more of is looking at your restrictive policies and attempt to fix those. Apparently 10 years ago your building inspector said it was overdue that the town rules about moving or barging a house into Gibson's be changed. He said it was restricted because they moved them at night and the town didn't like the noise. Hopefully a little noise can be tolerated to allow this affordable housing option, not to mention a landfill reduction when people demolish these homes instead of moving them. Has this been allowed now? I heard you could move a house within Gibson's but not from outside Gibson's into Gibson's. This is an example of a positive check mark on the list of things in favour of more affordabl	10/16/2019 4:52 PM
34	Ensure that units or houses are not bought for use as STR yet fall into the category of primary residence. The TOG needs to evaluate whether it has the capacity to properly regulate or police STR. It should not rely on the typical "complaints driven" enforcement approach. This puts the onus on neighbours to complain to the contact or TOG. Neighbours have no say in whether SRT operate in their area and receive no benefit yet all of the potential cost and disruption. The town needs to build into the regulatory framework a way to measure the support by neighbours of operators on an ongoing process.	10/16/2019 9:56 AM
35	Get Enforceable regulations in place asap	10/15/2019 10:17 PM
36	There should be more bylaw officers. One is not enoughno one is available on weekends or after hours, so how exactly would you be able to enforce more bylaws when the Town can't even enforce the ones already on the books?	10/15/2019 8:07 PM
37	Collaborate regionally to address lack of housing options and get real units built asap. Town could potentially create a fast-track process for developers of housing units where the application, design, and discussion process takes less than the typical 1-3 years.	10/15/2019 7:54 PM
38	There's absolutely NO point in creating new laws unless you have the means to enforce them. If you solely rely on the tattletales of unhappy neighbors, then this will create animosity among neigbourhoods. I believe this is something of a concern raised by Honourable Bill Beamish in his platform he expressed a desire to get more 'community connection and cohesiveness'.	10/15/2019 6:06 PM
39	Removing licences for repeat offenders so they understand they will lose all revenues if they do not screen or supervise renters appropriately - it should not be up to neighbours to raise issues.	10/15/2019 11:53 AM
40	I think the town should have someone come to each and every short term rental site to determine whether or not it's appropriate. Also promoting the ones that do a great job and help bring revenue to the town.	10/14/2019 8:22 PM
41	The biggest thing is making sure people who live here have accommodation BEFORE str are allowed.	10/13/2019 7:37 PM
42	As above, the Town needs to be pro-active and take charge since there is currently a gap in regulation. The ideas listed above are a start and can be reviewed as time goes on.	10/13/2019 3:41 PM
43	Investigate what other communities in Canada are doing to ensure a good balance and quality of life for their long term residents - social and business.	10/12/2019 9:39 PM
44	I support the prevention of party houses appearing in residential neighbor hoods	10/12/2019 11:30 AM
45	I think if you limit the overall number of units, you address the issue I mentioned above - if the town truly wants to address the lack of long-term rentals it needs to go farther with the restrictions. Traditionally, "affordable housing" meant a basement suite in a house, which these restrictions don't address.	10/11/2019 4:03 PM
46	By-law to restrict noise after 11pm.	10/11/2019 12:26 PM

# Q8 What do you think the Town should be doing LESS of – with respect to regulating short-term rental accommodations? (Click on the box below to start typing. Click "OK" when done.)

Answered: 38 Skipped: 32

#	RESPONSES	DATE
1	Don't be distracted by claims of 'needing extra income'. If the unit in question is self-contained, the homeowner can gain income by renting it long-term	10/31/2019 10:14 PM
2	The Town should stop promoting the myth that STRs are needed to attract visitors to the Coast. We have B&Bs, motels, and hotels for visitors. We do need housing that the people needed to work here can afford. I can't hire a resident in a STR to roof or paint my house or take care of me in the hospital. I need residents for that, people who can afford to live here.	10/31/2019 4:15 PM
3	Agree better to have less response to complaints based on immediate and reactive situations and more proactive checking to ensure the STR is compliant OK	10/31/2019 3:06 PM
4	Theses type of accommodations are detrimental to a neighbourhood. They are disruptive. Short term renters have no interest in what's good for the community. They come and go . They have no incentive to be a good neighbours and as such they are noisey, inconsiderate, and often overuse the land ie septic systems and roadways . I have seen fire pits I use when there are fire restrictions in place and I have heard parties all night even though the absent owner had said 'no noise after 10 pm'. What a joke .	10/30/2019 12:40 PM
5	nothing enforcement should be greater	10/30/2019 12:13 PM
6	Less being unclear and indecisive	10/24/2019 9:38 PM
7	Pretending there is no problem and pandering to the wealthy who are most likely not paying taxes on the income. The impacts on neighbourhoods by not having real neighbours is ultimately devastating to the well-being and health of the whole community. It is critical to building neighbourhoods to have real and stable residents.	10/23/2019 11:35 PM
8	the 1000 bond is not acceptable to me If my Air BnB became a problem sure but I have never had complaints and live on the premisses	10/23/2019 5:50 PM
9	Do not limit the number of guest rooms, or use of secondary suites or guest houses. Tourism economy relies on this, especially in lower Gibsons where there are no hotels. Owners who don't want to do long-term rentals won't, and instead they'll just sit empty. It's a lose lose situation.	10/23/2019 4:45 PM
10	Address problems as they arise. Stop painting all short term rental operators with the same brushmoney grabbing greedy villains.!!	10/23/2019 12:28 PM
11	Quit trying to limit growth. It's an expensive little town to live in. Air bnb gives us much needed income so we can pay those steep property taxes.	10/23/2019 12:07 PM
12	Too many restrictions - without the staff for enforcement - no need to limit number of guests / units / etc. unless there is a problem. The regulations should be available for problem situations and not have to apply across the board.	10/22/2019 10:51 PM
13	I do not agree with the increase of a business licence. Or having to pay an extra \$100 a room. What are we getting for this increase? And having to put a\$1000 fee as a damage deposit when 70/72 properties have not been a problem. Please be fair, we have a home business and I don't know of any other business that asks for this damage deposit. we are home owners and are proud of our homes.	10/22/2019 10:23 PM
14	The fees for licensing based on rooms available for rent is excessive and a flat rate per STR is reasonableare other business licences based on their operating size?	10/22/2019 8:03 PM
15	Less regulation	10/22/2019 11:49 AM
16	Look at the promised economical impact of the phenomenon	10/22/2019 2:13 AM

17	* Letting short-term rental owners from simply raking in the profits. I'm especially concerned with the second-home owners, not those who own one home & maybe are on fixed income & are just scraping by. * What is \$100 today, especially to someone who owns a second home (i.e. the absentee owners)? Hardly more than a meal at a high-end restaurant. Don't hotels/motels and B&Bs pay other fees to the Town or other governing body \$200 B&Bs, & some sort of hotel tax for the others, & I don't know what else? Short-term rental must be very lucrative for the home-owner, or there wouldn't be so many jumping into it. Surely they should be contributing a reasonable amount for the privilege?	10/21/2019 2:41 PM
18	Existing regulations already cover these issues	10/20/2019 1:48 PM
19	Stay out of the short term rental debate. It is not illegal to have a short term rental. You are creating more bad will in this town.	10/20/2019 10:17 AM
20	Less Delay in enforcement of any current by-laws, while waiting for a new or specific by-law.	10/19/2019 3:50 PM
21	We need more worker to enforce the law.	10/19/2019 8:55 AM
22	pretending the situation will go away - look at any and many other communities in popular destinations in BC	10/19/2019 12:52 AM
23	I don't have any suggestions for less.	10/18/2019 12:59 AM

10/16/2019 4:52 PM Over regulating. The suggestion that you think it is a fair and reasonable option to proactively inspect the inside of my/our homes is absolutely big brother unacceptable. If you are doing it it must be across the board to all rental houses with long term tenants or any house that accepts guests. There is no equitable logic to target one type of occupancy regardless of the spin on it. If everyone has to have proactive home inspections the townspeople would vote no and we all know it. Its not fair to ask others who are not subject to this invasion of privacy to impose it on another when they aren't having it imposed on them selves. We should not have to give the neighbors a letter telling them what is not any of their business and offer them our private phone number. This is so that the neighbor will police each other on a one way basis? They can have guests park and have multiple tenants but a short term rental is at risk of a complaint that the same neighbor does as well? This is not equitable and you are vilifying short term rentals. I pay school taxes yet I have no children. As a community I believe it is fair I contribute to my community. It appears like you are trying to raise funding to cover the cost of policing and scowering anyone for short term rentals and the costs with monitoring complaints. This is part of living in a community and either is shared by the community or is paid for by fines from the bad offenders. I know neighbors that are supposed to park in their garages but have gyms, storage, man caves and workshops in them. How are you policing and monitoring them? You are again vilifying short term rentals. What level of control are you planning to employ to catch people watering on restricted days? Why is there not a program to employ new staff and fly drones to route them out? (We obviously don't want that). This is a town of 4200 people. How much policing of how we live do you intend to adopt as technology makes surveillance so easy? As for restricting how many people can stay in a short term rental home; again normal respectful use would not be a problem. Its when more fill the house and have a party that seems to be the problem. Fine the problem people!! The SCRD mentioned something about allowing only two people per bedroom. Does this mean parents that sleep with a child can not do this? The problem is too many people in the house that make noise or party ... so do not over regulate families enjoying families and fine the people taking advantage and not respecting the neighbourhood. Just because some major cities over regulate short term rentals doesn't mean that all major cities do or should. Some have exactly opposing views. Copying what Vancouver does doesn't make it the best solution or one that makes sense in a tiny town like ours. The question about whether we should allow someone to host a short term rental that isn't its primary home is also not that simple. Many people live on the coast seasonally. These are their summer cottages. New rules by the government don't allow them to rent out their cottages for less than a long term forever rental. You can not have a lease term anymore. So they used to be able to rent those out from say Sept to May. Now they cant. They might be prime candidates to put their cottages on short term rental (under 30 days). They would not qualify as these cottages are not their primary residence although these people are part of our community. They are not investors buying up real estate to Airbnb out. If they rent out on Airbnb its assumed they do it all the time. They might just do it here and there to help pay their property taxes. This type of rental is good for our local economy. It employs mostly women who are contracted to do the cleaning at \$30 to \$35 an hour. What other jobs on the coast pay women that kind of wages? Less of that is disappointing. So less blanket approaches of regulations and more understanding how government tenancy rules negatively affect long term housing and how short term rentals differ from each other. Your question should have been should we allow people to buy property solely to Airbnb out full time? Most of us would answer no. If you asked should a seasonal property owner who lives primarily in West Vancouver be able to post their cottage on AirBnb a few times, all the time or never would be considered differently than the question you posed. 10/16/2019 9:56 AM Less STR in neighbourhood areas. Put more emphasis on improving the appeal of businesses in areas zoned for short term accommodations 10/15/2019 10:17 PM I am not aware that it is doing anything right now 10/15/2019 8:07 PM Less looking for ways to extract more \$\$ out of taxpaying home owners. The STR operators I know count on the income and provide accommodation for TOURISTS who spend a lot in Gibsons. Most of our tourists - excluding day trippers - would not be here otherwise. The motels are overpriced, shabby, and booked up with off coast workers who spend little in our shops and galleries. Also, none of the operators I know would even consider having a full time tenant or boarder as they do not operate their STRs on a 24/7/year round basis. Gibsons would lose a valuable tourism resource if it strangled STR operators. 10/15/2019 7:54 PM Less laws. More community engagement and integration on a personal level, creating accountability. Town could run anonymous interviews with people who are employed-homeless and create awareness campaigns for positive messaging rather than putting up blocks and further distancing from residents.

24

25

26

27

28

29	Regulation of STR's is really a reflection on home owner's rights. Your may want to consider approaching this whole "housing crisis" a different way - and look at how housing as a investment has created this crisis more so than what people are doign with their investments Change the property ownership rules for times of housing crisis.	10/15/2019 6:06 PM
30	Less regulation on types of properties	10/15/2019 11:50 AM
31	Telling someone that they can't do what they are doing but then not following up. Small slap on the wrist doesn't solve anything.	10/14/2019 8:22 PM
32	More not less	10/13/2019 7:37 PM
33	I think too much deference is paid to those who wish to use their home or other property as a cash cow with complete disregard to how their neighbours and the town are affected. In the order of priorities not having to worry anout living next to a party house, and having enough rental income for our town should come before the desire for some homeowners and investors to make big AirBnb bucks.	10/13/2019 3:41 PM
34	I do not think the town should be involved in meddling with short term rentals in a tourist area. Doing so, will negatively affect the businesses that are not accommodation based, I.e. shops and restaurants.	10/13/2019 10:17 AM
35	I do not think you should be placing any restrictions on local residents that forces them to rent to only long term renters.	10/12/2019 11:30 AM
36	pressing the ok	10/10/2019 6:12 PM
37	more	10/10/2019 4:20 PM
38	Interjecting at all - As long as STR operators have a business licence and operate responsibly, they should be allowed to continue as they are. We have NEVER (in almost two years of operating) received a complaint from any neighbours, or anyone for that matter.	10/10/2019 8:56 AM

# Q9 Please provide additional comments here. (Click on the box below to start typing. Click "OK" when done.)

Answered: 35 Skipped: 35

#	RESPONSES	DATE
1	Gibsons needs affordable housing. We do not need people buying up housing and inflating prices because they can rent them out at high prices.	10/31/2019 4:15 PM
2	We have a single family home that we regularly share with various family and friends but have never tried BnB, which is the only hosting we qualify for. I like the idea of BnB once in awhile to help pay toward vacations. Have often wished we had room in our home and property to provide long term rental as am sensitive to today's challenges for so many people. OK	10/31/2019 3:06 PM
3	If people want to make money by having a short term rental then it should not be at their neighbours expense. The town must require on site operation by the owner so that there is accountability. The current fines are ridiculously small and not a deterrent. Enforcement is almost non existent . If you are going to allow short term rentals then you must have the infrastructure in place to provide infraction enforcement.	10/30/2019 12:40 PM
4	The Town has been consistent in avoiding the issue for the past several years. Why is that? Meanwhile our neighbourhood has been been depleted and minimized.	10/23/2019 11:35 PM
5	Please consider my comments above. Lorna MacDonald	10/23/2019 12:28 PM
6	Think of Air bnb operators as valuable tourism operators. We bring money into our town each weekend when we have clients. Thanks	10/23/2019 12:07 PM
7	Many of us cannot afford to live in our homes unless we subsidize our costs with STR. This needs to be taken into consideration	10/22/2019 10:51 PM
8	I think it is silly to try and use Sechelt as our example to follow. Sechelt is run very different than Gibsons and I believe that's why we have chosen Gibsons to live. It is as crazy as making Gibsons like Lonsdale Quay- all apartments, no interesting shops and no where to park	10/22/2019 10:23 PM
9	STR are providing a great option for tourists with the limited types of accommodations presently available. The number of persons occupying a premise based on the number of sleeping spots can be used to determine after hours how many individuals Should be in the house. Other hospitality Business's have noise/Operating regulations that can be used as guide for STR	10/22/2019 8:03 PM
10	Deal with problem owners on an individual basis as you do in many areas of complaints eg: dogs barking, noisy parties, etc.	10/22/2019 11:49 AM
11	Exporting known problems from tourist destinations into residential areas can not be desirable Focussing short term stays towards hotels and motels and b&bs appears still to be a concept worthwhile	10/22/2019 2:13 AM
12	Thank you for using a Survey method that allows freedom to move back and forth, and the chance to add written comment, rather than forcing one to click a box for each question, skipping none, & no space for adding more.	10/21/2019 2:41 PM
13	If I were to rent my space, it would not be long term. It would be short. Bad long term renters are worse than bad short term renters. It is difficult to get rid of the long term renter. Much easier yo deal with a bad short term renters, they leave and you do not rent to them again.	10/20/2019 10:17 AM
14	I feel most properties with-in the Town are too small and in too close proximity to their neighbours to be used as un-chaperoned nightly rentals. Therefore no full house rentals should be allowed with-in the Town. Significant limitations on how many beds can be offered with an on-site should be imposed, and no amount of disturbance or noise discomfort is acceptable to the neighbourhood if it is the result of a for profit business or an individual earning "Extra Revenue"	10/19/2019 3:50 PM
15	To solve the problem illiminate the short term	10/19/2019 8:55 AM
16	proper B and Breakfasts (or self catered) with resident manager owner on site are great - and in many cases, an asset to the community.	10/19/2019 12:52 AM

17	Don't think benefits out way the negatives.	10/18/2019 9:23 PM
18	The license or fee should be very high considering the rentals that are charged per day	10/17/2019 10:43 PM
19	I appreciate that you have asked the public to contribute their input if you truly will consider it and not just use it to support the recommendations to council. Thank you for reading all this. I have much to say on the topic as you can see. I am so very frustrated that the provincial government made more changes to the tenancy act that made things actually worse for prospective tenants as well as landlords. Then my little town is on the verge of adding more (while good intentioned). Its still making some movements towards things that are too invasive and too broad. The responsibility of finding solutions for affordable housing and housing stock is everyone not just the folk that need the revenue in order to afford their mortgage. You are treading on sacred ground by imposing things that happen inside someones home. To be fair if you want to move ahead with restrictions around short term rentals then there needs to be some transparency with equitable treatment to other things that affect our neighborhoods; parking, noise, other bureaucracy that is not positive in helping increase housing stock or that annoys neighbors. I think this approach is premature, overbearing and is following a trend that hasn't really found a solution but that is in a hurry to adopt one to appear like we are keeping pace. Having some statistics surrounding how much of a nuisance this really is would help us understand why the approach is so heavy handed. How much trouble are 38 listings really causing the town of Gibson's? How many complaint calls have been received and how many of those are from different properties? How many long term housing opportunities are really actually available from these 38 listings? Is it 50%? We should know that before we throw all sorts of resources and oppression at this when the number is probably less than 17. You need to survey those 38 that have something rentable and survey the town to see if others just do not make empty accommodation available and why. That needs to happen first or you are going t	10/16/2019 4:52 PM
20	The TOG needs to track costs associated with developing, regulating and enforcing STR. This cost should be born entirely by STR operators.	10/16/2019 9:56 AM
21	They should be properly licensed. They should pay sales and accommodation taxes just like hotels are required to do. There should be adequate off street parking. Limit rentals to 4 weeks. If the operator does not live on site there should be a local appointee who is responsible if a problem arises.	10/15/2019 10:17 PM
22	The badly parked vehicles and boat trailers parked on street around the Gibsons Marina boat launch and Public Market during summer and on weekends are far more of a problem than STRs: on corners, across driveways, in front of post boxes, in signed restricted parking spots, and impeding roadways. Please hire a bylaw officer for weekends as the RCMP do not respond to - and shouldn't be distracted by - calls about parking infractions. Think of all the \$\$\$ Gibsons could make if there was regular and rigourous enforcement 7 days a week. Grind the scofflaws; not STR taxpayers. Enforce the bylaws already on the booksstop wasting our time and money on minimal to non existent problems with STRs.	10/15/2019 8:07 PM
23	1. Community engagement 2. Community education/awareness 3. Community assistance 4. Developer, NPO, and regional government collaboration	10/15/2019 7:54 PM
24	The concern that home owners who use their 'extra dwellings' as investments for income generation are not likely going to invest in homes when there is a ruling passed or an increase on empty home taxes that prevent home ownership with less that 6 month occupancy. You need to look at the perspective of "We have a housing crisis, we have a township who lacks employable people due to this, we need to find a way to open up housing that is being used for investments only and place super high taxes to decrease these investment types. In doing so, this too will make the market demand less and bring the pricing down and affordability up! Also, we need to find a means to balance the Landlords Tenants ACT as so many potential rentals are empty due to the feeling that Landlords are not protected and that the ACT heavily protects tenants. To do this, a local appointed mediator/ombudsperson would help to alleviate this stress and also open many rental opportunities. A Cheri LePage 604-740-1018	10/15/2019 6:06 PM
25	The above steps are a great first steps. It would, however, be wonderful for those who live/work here - if rental prices were reduced so that we don't end up spending 30% of our take home pay on housing.	10/15/2019 10:44 AM

	Community Survey re) Short Term Rentals	
26	Do not allow any STR without an on-site operator! Scattered "hotel suites" are commercial, not residential land use! They destroy our rental housing supply while disrupting our social neighbourhoods and leaving their garbage out for the bears and raccoons. Enough BS about "mortgage helpers". Operate a B&B if you need the funds!	10/14/2019 9:08 PM
27	Think about legalizing lane houses and carriage houses for long term rental WAY before STR	10/13/2019 7:37 PM
28	Increase utility fees for operators of STR's as there is an increased use of water, garbage etc. STR's should be restricted to the owner being present when when rental in use.	10/13/2019 5:42 PM
29	A three strikes and you are out kind of rule might be an idea for nouse complaints with short term rentals. I think the cost of a business license for a short term rental should be higher (\$1000+) to help pay for enforcement. Thank you for taking this issue seriously J.Davis	10/13/2019 3:41 PM
30	There is good reference material from the City of Kelowna - Guide Book - short term rental operators guidebook. Many good tips there. The proposed business licence fee is too low. If you have a good ratio of short term and long term accommodation then the short term business will be making sufficient income from that business (they will of course have to ensure that their rental room or unit meets all safety and local standards). The fees should cover any enforcement costs - there should be someone monitoring accommodations that are not being declared - reviewing rental sites and cross-referencing. Who will ensure that the building has insurance and that it meets the building usage? Average home insurance does not cover having paying guests when the owner is not there. This can have an influence on the neighbours - whether in an apartment or the next door house.	10/12/2019 9:39 PM
31	Implementing rules that don't allow for exceptions should be avoided. I live in a house on a property with a guest cottage right beside me, on same property, that I use for friends and family, and VRBO rentals. Your general guidelines would seem to exclude me using it as a STO, even though I provide direct supervision of property. I am properly licensed and have never had a complaint in 5 years of operation.	10/12/2019 11:30 AM
32	I am pleased that the town is moving towards more regulation of short-term rentals.	10/11/2019 6:45 PM
33	Thanks for the opportunity to complete this survey. We need STRs for our local tourist industry.	10/11/2019 12:26 PM
34	not pressing ok	10/10/2019 6:12 PM
35	more	10/10/2019 4:20 PM

### Appendix E: Summary of Feedback from Small Group Discussions - Oct 22 and 23, 2019

Feedback forms were made available for residents to fill in during the four small group meeting discussions held on October 22 and 23. A total of 21 people attended the meetings and 20 feedback forms were completed and submitted to the Town. The feedback received from filled in survey forms is organized in the same order as the questions on the feedback form. The summary also includes input received from notes collected by the discussion facilitator Odete Pinho and Town Planning staff, Kirsten Rawkins.

### 1) Do you operate a short-term rental in the Town of Gibsons?

- 16 out of 20 respondents are currently short-term rental operators
- 2 out of 20 respondents formerly operated a short-term rental accommodation
- 2 out of 20 were not an STR operator, but a neighbor of an STR

<u>Summary</u> - The small group consultation participants were primarily STR operators. Insight and perspectives provided through discussions is mostly from the perspective and insights of operators (90% of participants).

- 2) Are you aware of short- term rentals in your neighbourhood?
  - 17 out of 20 respondents were aware of STR in their neighbourhood (3 out of 20 were not)
- 3) What is your interest in the topic of short-term rentals? Those who operate STRs, currently or in the past stated:
  - We enjoy operating our short-term rental. We've invested significantly in setup, enjoy sharing our home and meeting people and rely on the income.
  - We have an apartment in our home lower level that we use on AirBnB
  - Would like to rent primary residence while we vacation
  - Operate without interference by Town of Gibsons
  - We would like to be allowed to continue to use our suite as a B&B
  - We have operated a successful business in the past and we'd like to continue in future. We operate responsibly. Our interest in whole home rentals
  - I have an STR in Regional District
  - Being part of discussion and having a voice to say how I would like to see AirBnB not be separate from B&B. Less regulations the better.
  - I am an owner / host
  - I enjoy the short stay hassle free rental
  - To be able to continue operating our guest cottage as an STR
  - We would like to do nightly rentals again, in an appropriate way for the community
  - Interest in municipal/ provincial regulations "actually harm the community and actually make it harder for people to find housing". Must also look at ALR and Landlord Tenancy Act impact of new provincial regulations.

The two (out of 20) participants who are not STR operators stated the following interest in this topic:

• Noise, parking, garbage impacts. Loss of long-term rentals. Commercialization of residential areas if % of units goes over certain levels

 Working towards proactive solutions in order to implement responsible infrastructure and bylaws which can best facilitate the community as a whole. Concerns for eroding relationships and quality of life within residential neighbourhoods due to ongoing transient activity potential noise disruption, security and privacy issues if policies are not in place.

<u>Summary of Participants Interest in STRs</u> – Small group consultation participants spoke to the positives of STR's including: supplemental income, enjoying people /travelers they meet, providing service to tourists by adding accommodation options to limited number of hotels/ motels in Gibsons, economic spin-offs are generated in the community (restaurants, shops, grocery, housekeeping, landscape, home maintenance providers). Tourism is recognized as important to the economy on the coast. Several STR operators spoke to concerns with potential over regulation by Town, as their reason for participating. The two residential neighbors spoke to concerns related to nuisance (noise, parking, garbage), loss of long-term rentals and commercialization of residential neighbourhoods.

### 4) Do you think there should be any of the following limits on short-term rentals?

### Limit the number of rental units on a property? 50% supported limits (10 out of 20)

If yes, how many? Responses included: half of respondents did not support limits on number of rental units on a property. Those that supported, answers included: four responded limit to 1/ property; four responded limit to 2/ property; 2 responded "depending on the property size"; one responded "more than 1 and less than half a dozen"; and one responded "use building code standards".

### Limit the total number of guest rooms allowed in one dwelling? 45% supported limits (9 out of 20)

If yes, how many? One supportive response was received for each of the following: 1 to 2; 2 to 3; maximum of 3, 3 to 4; 4 to 5. Four respondents supported max 2 units. One stated "depends on house size"

Limit the number of STR's allowed in Town of Gibsons? 16 out of 20 did not support limiting total of allowable STR's in Gibsons (as is the system applied in some communities, like Nelson).

Other comments included:

- How do you limit # in town. Lottery?
- I believe that if a home/ land owner has multiple rentals on a large lot (carriage house and a suite) they should be allowed to manage their own rentals. A small single home should be regulated, no 10 people in a 2-bed home.
- Support By total # within neighbourhood, so say Heritage Hill doesn't have more than x% of units, say 15-20% of lots
- Reducing # of rental rooms would affect families ability to rent which is more cost effective than hotels. However, how to control noise and traffic etc becomes a possible issue.
- How could this be rolled out, please no!
- % would have to have more information and understanding of the issue to come up with number
- The property owner has a direct financial interest in maintaining to safety and respect for the buildings and property. The rental sites allow you (operator) to vet for appropriate behavior. Insurance would not cover losses if you were proven negligent. Therefore, I believe there are

enough means and motivation in place for property owners to make decisions in the best interest of their property.

- Do not regulate guest rooms but number of people per dwelling. Limiting occupancy is different than guestrooms
- Long-term rental is not an option. If it weren't short term, there would be no rental.
- Each property is unique and used differently. Large families need multiple rooms or buildings to be together.
- Anyone who wishes to operate their private property as an STR should be able to do so
- The building code sets standards for safe occupation of a dwelling. No need to prescribe it more tightly.
- If parties are the problem, enforce this so you don't have to make up all this over regulation for people who behave.

### Should there be limits on STR's to the main house, not secondary suites or guest cottages

90% do not support limiting STR to main house. 18 responded no, and 2 responded yes.

Added explanations included:

- Zoning should dictate on secondary suites. I feel it is very unfair to put the onus on home owners to ensure adequate long-term rentals when home purchase prices have sky rocketed as well. We are zoned for 2 suites, 2 separate addresses, so that should equal 2 short term rentals
- Many existing STRs are secondary suites and guest cottages. Some owners spent more for these properties to be able to have STR income.

Summary of possible Limits on numbers of STR units/ guest rooms on a property: Half of discussion group participants (50%) did not support limiting the number of rental units on a property (in case of properties with multiple residences or suites). There was even less support (45%) for limiting number of guest rooms in a home. Many expressed that the intent of limiting number of rental units and guest rooms on a property (to prevent party homes) was not seen as an appropriate approach to addressing the reality of so few homes that have such problems. There were no STR operator participants for whom there are multiple units being rented (and it was pointed out that properties in the Town are generally small, and such a context is more likely in the Regional District). However, several operators would like the option to continue to have a short-term rental and rent their home for concurrent period, if they are away for vacation (which limiting number of STR units on a property to max one, would prohibit). There was only one home among the participants that has more that 3 bedrooms available for short term rental. The impact of possibly limiting of number of units per property or guest rooms on a property would impact few, however there were strong views opposing a room number limitation and applying a maximum person limitation instead.

5) Do you think there should be any of the following limits on short-term rentals: Limit on STR's to principal residences (defined as the place that the operator(s) lives most of the year and demonstrated as the address listed on the operator(s) tax return).

12 responded Yes. 7 responded No and 1 did not respond.

Those who do not support limiting STR's to principal residence also stated:

- As is the case with our B&B, it is multipurpose space so would never be available as a long-term rental.
- Home is a major financial undertaking. It is in the owners own best interest to ensure it is maintained in a safe, respectful manner.
- There hasn't been very much of a problem. Most B&B owners work closely with AirBnB and if you are not following rules, they will discontinue your listing.
- How can you be on-site and only rent your principal residence?
- This is especially relevant to my situation. Our guest cottage is not a suitable long-term rental so removing it as an STR will not improve rental stock. And again, you should be allowed to do as you wish with your property.

Those who do support limiting STR's to principal residence also stated:

- I believe the community suffers if the owners are renting out a space without knowledge of who is coming and going. Also, direct emergency contact is necessary
- Yes, would be my answer if there was a local rental ombudsperson. Most LTR landlords/ homeowners are afraid of current (Landlord Tenancy) Act.
- STR rental is a principal residence, but not need to be limited as it is opening up not controlling how one uses their property.
- Principal residents can and do contribute to the neighbourhood and community. People who buy
  houses to turn into 'hotels' do not blend into the community although their activity does positively
  impact our economy.

<u>Summary of Limiting STRs to principal residences</u>: The small group participants acknowledged that there is a significant difference between STRs operated with an owner operator on the property (or residing in the community) versus properties where the owner is not present. The owner-occupied residences have the owner around to address problems quickly. People who own residences for STR, but live outside of the community should have additional requirements placed on them (ie. local contact and security discussed in next section). STR operators feel that limiting the number of units per property, as a way to free up more long-term rental units, places an unfair burden on them. Several spoke to concerns with this rationale, and that if STR was not an option, the unit may not be used for long term rental. Several operators had concerns with not permitting STR in out buildings (cottage, laneway home). Three participants had a rental cottage, or laneway house that would be prohibited should a requirement limiting STR to occurring in principal residence be in place. In these three cases and for several STR operators with suites in their residence, the additional suite or unit, is only rented occasionally, (it is more often used by friends and family). In these cases, if the unit was prohibited from STR, it would not become a long-term rental.

- 6) Should strata units be permitted as short-term rentals, if strata bylaws permit or with strata council approval? 12 out of 20 respondents supported allowing STR's in strata's.
- 7) Should non-owners be permitted to operate short-term rental, if proof of owner permission is provided? 11 out of 20 respondents supported allowing renters to operate an STR's with owner's permission

Additional comments from those who supported STR's in both strata and by renters included:

- I know personally of a renter renting an STR business with owners' permission. All needs to have some regulations and licensing.
- if the renter is able to do the change in the suites (laundry etc), they should have the options with the owners approval
- This will allow renters to maintain a home they didn't use full time. We need rental housing for tourism/ hospitality staff and seasonal employees
- (Paraphrased summary) Support if the home or strata unit primary purpose is for seasonal use by owner, and then rented the rest of the time. Do not support with sole purposed AirBnB.

Additional comments from those who did not support STR's in strata or by renters included:

- Not support of strata or renters due to community concerns, impact on neighbours
- Strata bylaws typically state non-rental clauses, if this didn't exist
- Owners should be present for short term rentals and reduce inappropriate use which would negatively impact other renters
- My personal experience was that my renter did not have my permission to rent my home.

**Summary of STR in Stratas or managed by non-owner (with permissions)**: The small group participants were split on allowing STR's in stratas or managed by renters.

8) On-site parking requirement (proposed) is one space per 2 sleeping units. Would you support this? 15 out of 20 respondents supported on-site parking requirement

Additional comments from those <u>who supported parking requirement</u> included:

- We provide one in driveway spot per guest 1 vehicle. We have a large driveway
- Our area parking is very 'particular' and anyone parking outside of 'our spot' would negatively impact our neighbours
- Street parking is available in most neighbourhoods
- Lack of parking causes congestion in communities
- Reasonable
- No problem with this
- For my house, I had additional off-street parking made on the lot
- Paraphrase There is plenty of room to park in most neighbourhoods. AirBnB operator in principal residence should give their on-site parking spot to guest to minimize conflicts with neighbours.

Additional comments from those who<u>did not</u> support parking requirement included:

- There should be parking. AirBnB asks these questions. They have questions that are directed at parking etc.
- As long as street parking is available
- We have a number of people arrive on transit and think that should be encouraged

<u>Summary of Requirement for On-site Parking</u>: 75% of small group respondents (15 out of 20), supported proposed requirement for on-site parking as a means of reducing impacts on neighbours (competition for street parking). This requirement was deemed reasonable for most neighbourhoods, however there were a few who explained that it would not be possible to meet this requirement. A couple operators

also spoke to the desire to encourage transit use and bikes, rather than car with provision of vehicle parking.

# 9) What are your thoughts on requirements for on-site owner/ resident present, or local primary and secondary contact persons who can address concerns?

The following statements were made, which <u>supported some contact information</u> to be provided to neighbours in cases where the owner is not on-site:

- Homeowners should be present, notifying neighbors seems unrealistic. Off-site owners must use property management company as an option. I think the owner onsite is better, but 50m seems more realistic unless town can help mail out (notifications) or provide (mailing) addresses.
- 50 m looks adequate for Town. Yes, notice be required to neighbours if non-resident
- Absolutely there needs to be contact for neighbors....
- I support on-site owner/ resident and in absence of that, a primary local contact. A secondary contact seems unnecessary. 50m seems reasonable.
- One local contact should be enough in support of the primary contact, irrespective of where.
- Adjacent properties is reasonable (not a fixed distance radius).
- Local primary and secondary contact persons are as good as the owner/resident being present. During the summer, I stay nearby on my boat, 'smart' home sensors inform me of activity after 11pm, directly to my phone. 100m is too far.

The following statements were made by those who <u>do not support</u> contact information to be provided to neighbours in cases where the owner is not on-site:

- I think it is entirely up to the homeowner (on-site) to let whomever they feel comfortable with if they are going to be away long term, longer than 3 months, there should always be an emergency contact number
- Homeowner should be responsible...pass along responsibility to a neighbor or nearby family member. I believe homeowner should maintain responsibility and have a community based appointed person when off site.
- Overkill, how to police this?
- Must have onsite owner, or limit the length of time owner can be away. Must have 2 contact person available at all times. STR should not be allowed where the owner does not live on the property at least for the majority of the time
- To (require owner) be present is too onerous. To be available by phone is more reasonable and will allow for the problem to be resolved. I believe a number for contact to be displayed on the site somewhere would suffice and meet that responsibly.
- I think the owner would themselves be responsible for neighbor or families to address issue, not 17 homes. Use a property manager on a system use a camera at front door to look after.
- Three strikes you are out. Support larger deposit and higher fines.
- There should be someone on site or an emergency contact in the Town. I think notifying your neighbours is an absolute invasion of our privacy. One contact is all there should be needed.
- I think that knowing a local operator/ contact is reasonable when registering for an STR licence. I
  think if you are operating an STR from outside the community, that should be considered a
  different type of business. I do not agree with neighbor notification, at least not for operators

who live on-site. For off-site operators, I think they should provide notice to their adjacent neighbours. I think setting a fixed distance is silly – it doesn't capture the differing property types in the community. Owners who are not on-site should notify the adjacent properties.

- It is an infringement on privacy to give neighbors notification when an owner is away. Point of
  contact should be given to Town, but not to neighbours.
- 10) Would you support Short-term rentals where the owner does not live on site would be required to provide a local contact person information to neighbours within a 50m notification area? 100m notification area?

50m notification area – 8 yes, 8 No

100m notification area - 2 yes, 13 No

<u>Summary for neighbor notification</u> – Small group participants were shown examples of a 50m and 100m notification requirement applied to properties in lower and upper Gibsons. There was strong objection for 100m neighbour notification (seen as excessive), and 50 m was seen to be more reasonable. There is not strong support overall for this requirement in survey responses, yet the discussions reflected high support for notifying neighbours when an owner/ operator is not onsite. The forms suggested differed from a fixed notification radius. Some owners stated that a more reasonable requirement would be to just notify immediately adjacent neighours, or requirement to provide primary contact to Town (with business licence) so that Town can provide contact only if needed. Respondents had concerns with privacy and requirement for notifying neighbours when they are away for an extended period (safety concern). Some suggested a requirement for contact person be posted on the site or requirement for bonded property manager, in cases where owners are not local residents. The practical issue of acquiring owners mailing addresses within a given radius was a concern. This could be addressed with requirement for only hand delivery of notices, but that may miss owners who have homes rented. Alternatively, the Town could provide addresses or manage neighbour notifications mailout.

# 11) The annual business licence fee proposed \$200/ year (for one bedroom), plus \$100/ each additional bedroom, up to \$400/ year

<u>Summary on business licence fee</u> - The majority of respondents stated that the fee is reasonable and they had no concerns. 11 out of 20 supported, 6 expressed limitations (see below) and 3 did not comment. The current business licence for STR is \$100 and the jump in fee was questioned. In addition, some operators questioned why there would be additional charged based on additional guest rooms.

The following additional comments/ concerns included:

- For our small suite, that we don't rent out full time, I feel that \$100 licence is fair. I would be okay with a small increase. I think that the max. fee for larger homes is okay
- This may be a stumbling block for people who only rent when they vacation and don't use STR as primary income. Perhaps a loophole could be vacationing homeowner has a 'paying' house sitter
- No additional cost per room. Punitive for larger homes. \$200 keeping same as B&B reasonable
- No security fee unless B&B are also included, why charge \$100 room?
- It is not equitable to charge more for an STR licence than any business licence

- 12) Would you support the following:
- a) Require a deposit of \$1000 for STR's as security against costs incurred by the Town as a result of hearings, appeals and other enforcement actions? 7 Yes; 12 No; 1 No response
- b) Enforcement and fines for problem homes with fines for non-compliance \$200/ violation (and can be cumulative)? 19 Yes; zero No; 1 No response

Security Deposit - 7 Yes; 12 No; 1 No response

+ Reasons provided in favour of security deposit:

- Support only when there is off-site operator
- Take a \$5000 deposit from problem homes
- No out of town owners operators (should be permitted)
- I would agree to this as a credit card amount (not charged) but only used if needed

- Reasons provided in opposition of security deposit:

- Deposit is unnecessary and an administrative burden on the Town. If there are enforcement issues, you already have ways to deal with those.
- Deposit should not be required unless perhaps you've previous issues with compliance or payment of fines
- \$1000 deposit is too high. This will push people underground.
- Consideration that 95% are not the problem. Consider penalties on problem properties rather than harsher barriers to entry for law-abiding business owners.
- There are only 2 houses that have been a problem. Why stress us out coming up with a \$1000 security deposit.

Enforcement and Fines - 19 Yes; zero No; 1 No response

+ Reasons provided in favour of fines for non-compliance \$200/violation:

- Fines should be escalating ie \$100 first time, \$200 second time
- After 3 fines /enforcement issues, loss of licence
- Absolutely weed out the "bad" non-compliant owners
- Would consider maybe multiple complaints. Watch out could be 1 neighbour does not get along with others and is overall "grumpy". Multiple neighbours complaining = a bigger problem.

No reasons were provided opposing fines for non-compliance/ or stating other concerns related to fines.

<u>Summary Security Deposit and Fines</u> - It was recognized that the vast majority of short-term rentals are currently operating without any concerns. In Gibsons concerns /complaints have been limited to a couple homes. Operators wanted regulations that are reasonable and reflect current reality. The majority of operators (19 out of 20) were supportive of heavy fines for those that do not operate responsibly and who sour the business for others. The majority 60% of respondents (12 out of 20) did not support a \$1000 security deposit and spoke about the effects that this would limit businesses who would operate (removing the smaller operators or having them operate without a licence), as well as being an administrative burden both for the Town and operators.

13) Closing Comments (Shorted to key points due to length - see feedback forms for full length input)

- We all want to avoid problem homes, rentals that we see in the news, 20+ people in one house, people coming and going, at all hours, too many vehicles on the street etc. Regulations should address this
- Don't require a property manager for non-residents simply allow it as an acceptable option
- Primarily I don't want to see restrictions that would prevent me from renting my guest cottage while I live on site. Long term housing shortage concerns should not be placed on owners.
- I would like to continue to operate a B&B without increase to our licencing fee. I would never rent long term. It would simply be off the market.
- Too many regulations may cause STRs to go underground
- Allow for whole home rental within 3-4 bedrooms available for nightly rental. Encourage professional/ responsible approach by requiring licence fees and security deposits.
- Focus on absentee operators. Residential operator living on site are not a problem and should be respected for their commitment to making this town a better place.
- Require off site owners to hire a rental agency (bonded). Also require a letter of approval of coverage from home insurance for this usage.
- Allow homeowners who are vacationing up to 6 months out of province, to have a paid housesitter on site, without having to register as a STR.
- Key issue is on site versus off site owner/ operator.
- Tourism is our primary industry aside from hospitality
- I believe STR is not the cause of lack of Long-term rental "housing crisis". The Town should impose empty housing taxes, plus limit housing purchasing as a commodity
- Consider limit on number of STR under one owner because this is a "scattered unit" motel/hotel, a commercial operation that should be paying commercial taxes
- I think on site operator is key to making this work. My biggest concern is only 1 suite per parcel. It should be per address.
- Other important considerations job creation of cleaners; hotel options not good; tourism is very important to Gibsons; already a significant investment.
- Limiting number of STRs on a property may not have the desired effect of increasing number of long-term rentals, due to landlord concerns and restrictive Landlord Tenancy Act regulations

### **Overall Summary**

Several key themes emerged from the small group discussions.

- 1) Not One Size Fits All for STR Regulations on the Sunshine Coast Although consistency of regulations within a region and with surrounding municipalities is desirable, each community has its unique conditions. For example, in the Town of Gibsons, lot sizes and numbers of homes on a property are typically smaller and few have multiple units (compared to Sechelt and Regional District). The regulations that have served the District of Sechelt since 2005 were valuable as a starting point for discussing new regulations in the Town of Gibsons. However, there are several modifications required to better fit the Town context.
- 2) <u>Owner Onsite versus Non-Resident Management</u> Recognizing the importance of residential neighbours and their right to enjoyment of their home /property. Neighbour concerns are typically low when owner /resident on site (or lives in the community) versus not. An on-site owner or resident responds to concerns in a timely way (within an hour), whereas an off-site operator is not available to respond in a timely manner. The objective is to have operators be

responsible for managing issues that arise and that neighbours only course of action should not be the calling the Town and RCMP (but rather the owner or local contact person). Heavier conditions (like licence fees, security deposit requirement, neighbour notification) should reasonably apply to non-resident managed STRs with greater requirements for them versus owner onsite operated STRs. Possibly require off-site operators to show that they are managed by a bonded third-party professional management company who will address concerns. Reasonable to apply higher requirements for non-resident owners to ensure the homes are responsibly managed and reduce impacts on residential neighbours

- 3) <u>Responding to Current Model of Tourist Accommodation</u> The B&B business model is outdated. Consider changing the bylaws to remove B&B and change residential neighbourhood accommodations two streams: i) with resident living onsite/ in community or ii) non-resident operated accommodation.
- 4) <u>Recognizing Tourism Accommodation as Economic Generator</u> Tourism is recognized as an essential economy of the Sunshine Coast. Accommodation providers spoke to the value of their service in providing accommodation options in the community (where options are limited). Many have made great investments in their homes to prepare for short term rental and they have concerns with over-regulation. They cited the economic spin offs business to local restaurants, shops and services, as well as employment of housekeeping, landscaping, maintenance service providers.
- 5) Fees, Fines and Enforcement It was recognized that the vast majority of short-term rentals are currently operating without any concerns. In Gibsons concerns /complaints have been limited to a couple homes. Operators wanted regulations that are reasonable and reflect current reality. Most operators were supportive of heavy penalties for those that do not operate responsibly and who sour the business for others who are providing a valued service in a responsible manner.
- 6) Long term Rental Housing STR operators do not want to shoulder the burden of long-term rental housing shortages. There are other bigger issues that affect this conversation such as changes to Landlord Tenancy Act and vacant homes, which need to be addressed. Several did not support limiting STR to maximum 1 unit on property as a means of reducing issues with neighbour conflicts or a means for having more long-term rentals in community.
- 7) <u>Business Licence Clarity for Operators</u> There is a need for clarity on the business licence terms for short term operators. Items to include were: requirements for operators' responsibilities, insurance requirement, compliance with Building, garbage and wildlife ie. bear aware.

### **Related Topics to STR - Out of Scope Key Findings**

During the discussions a number of topics, related to short- and long-term housing availability, were brought up by participants, which are not within the Town's regulatory jurisdiction.

<u>Residential Tenancy Act</u> – In 2018, the BC Government made significant changes to the <u>Residential Tenancy Act</u>, which impact future and existing tenancy agreements (ie. legislation is retroactive). Effective May, 2018 fixed-term tenancies are no longer permitted, except in a limited circumstances (ie. if both landlord and tenant have a mutual agreement to end tenancy). Landlords must now give four-months' notice to end a tenancy for demolition, renovation and repair. The measures were put in place to discourage landlords from wrongfully evicting tenants and to give tenants more time to move in the low vacancy rental market. On the Sunshine Coast, there are homeowners who have traditionally rented their homes for fixed terms for the purpose allowing for the owner and family to occupy homes seasonally during the summer months. There were concerns expressed that change to <u>Residential Tenancy Act</u> will be a challenge in this

context. However, not all participants agreed that long-term tenants are a concern and several communicated positive experiences with long term renters.

- Speculation and Vacancy Tax Participants in discussions and survey respondents explained there are many cottages and family homes on the Sunshine Coast, and in Gibsons, where residences are vacant ~6 months of the year and owners typically return to enjoy the summer months. Several survey and discussion group participants referred to empty homes as a significant problem for the provision of rental housing in the community. BC's Speculation and Vacancy Tax is a measure that was applied in 2018 to tackle the housing shortages in major urban centres in British Columbia, where home prices and rents have skyrocketed out of reach for many residents. Only those owning residential property located in the designated taxable region in BC must complete a declaration for the speculation and vacancy tax. The Town of Gibsons and other communities on the Sunshine Coast are not part of the speculation and vacancy taxable regions. Several participants spoke in favour of a vacancy tax being expanded to applied to properties in the Town.
- <u>Sunshine Coast Regional District versus Town Boundaries</u> Need to communicate Town of Gibsons boundaries versus Regional District area. SCRD recently made changes to regulation of STRs, which are aimed at prohibiting rental of large homes. Participants reported that a limit on STRs no larger than 2 bedrooms is permitted and that this change in the SCRD occurred without consultation. There is great concern regarding this change, as the larger homes in SCRD have been essential to hosting desirable groups, like family reunions. As the Town and SCRD boundaries are not clear to many residents, there is need to provide Town boundary maps with communications about STR's to reduce jurisdiction confusion.
- Tourism Tax Applied to All Tourist Accommodations Some survey respondents asked how tourist accommodation taxes are collected and how they benefit the Town. In 2016, a Municipal Regional Tourism Destination Marketing (MRDT) program was applied to the entire Sunshine Coast Regional District, including the Town of Gibsons and District of Sechelt. A tourism destination marketing fee of 2% tax, plus 8% provincial accommodation tax, is applied to all accommodations, hotels, B&B's etc. There are some exemptions to the tax, for example if the provider is a small accommodation (3 rooms or less) and total revenue is less than \$2500 annually. The collected tax in Gibsons is used by Sunshine Coast Tourism for coordinated regional tourism marketing, projects and programs.





# STAFF REPORT

SUBJECT:	749 School Road (Supportive Housing) – DP-2019-12 Revised Submission			
FROM:	Lesley-Anne Staats. MCIP, RPP Director of Planning	FILE NO:		
TO:	Council	MEETING DATE:	December 3, 2019	

### RECOMMENDATIONS

THAT the report titled 749 School Road (Supportive Housing) – DP-2019-12 Revised Submission be received;

AND THAT DP-2019-12 be issued, subject to:

- a. Adoption of OCP amendment bylaw 985-23, 2019; and
- b. Adoption of zoning amendment bylaw 1065-49, 2019.

### **BACKGROUND / PURPOSE**

On September 17, 2019, the Planning and Development Committee (PDC) reviewed a form and character development permit application for a proposed supportive housing building (shown in Figure 1 below) at 749 School Road, and made the following recommendation for Council's consideration:

THAT the issuance of DP-2019-12 for the Supportive Housing building be supported subject to:

- adding timber frame features
- changing the colour palette (less brown)
- providing a more welcoming entrance
- enhancing the window design to make it more "homey"; and
- Adoption of OCP amendment bylaw 985-23, 2019 and zoning amendment bylaw 1065-49, 2019.

Page 2 of 5



Figure 1: Initial building proposal for form and character Development Permit

On September 27, the applicant submitted a revised design shown in Figures 2 and 3.



Figure 2: First revision for form and character Development Permit – O'Shea Rd Elevation

Page 3 of 5



Figure 3: First revision for form and character Development Permit – School Road Elevation

After reviewing the revised design on October 1, 2019, Council passed the following resolution:

R2019-326 THAT revised plans be brought forward to a future Council meeting showing added timber feature elements, incorporating Squamish Nation carvings/design elements, providing colour samples and a more detailed rendering.

This report provides Council with a second revision of the building design, which includes three different options that include indigenous art work on the building. The artwork would stand approximately 1" to 2" proud of the exterior face of the building.

### DISCUSSION

Typically, staff evaluate the form and character against the design guidelines outlined in DPA No. 4 (Attachment D). Per the initial report, the building design is generally the same, with changes to the exterior colours only. The design guidelines suggest "simple exterior detailing with earth-tone colours – and primary colours only as accents."

The architects have proposed three options to address Councils request of incorporating Squamish Nation carvings/design elements. The images are enclosed as Attachment A.

- 1. house of raven and sun with raven sun totem
- 2. whale building with whale totem
- 3. whale sun with whale sun totem

Page 4 of 5



Figure 3: Second Revision - School Road elevation - Option 1 - house of raven and sun with raven sun totem



Figure 4: Second Revision - School Road elevation - Option 2 - whale building with whale totem



Figure 4: Second Revision - School Road elevation – Option 3 – whale sun with whale sun totem

Page 5 of 5

Staff note that the entrance cover provides a carved timber feature element. Staff note that the Indigenous design elements are beyond the scope of the form and character DPA design guidelines.

Council may decide whether the revision addresses DPA No. 4 guidelines and Council's additional requests.

Staff recommends issuance of the Development Permit, subject to adoption of the OCP and zoning amendment bylaws.

### **NEXT STEPS**

Upon issuance of a Development Permit, a Building Permit may be obtained subject to approval of the OCP and Zoning Bylaw Amendment applications.

### **RECOMMENDATIONS / ALTERNATIVES**

Staff recommendations are on page 1 of this report.

Alternatively, Council may request changes to the design prior to recommending issuance, or may refer the design back to the Planning and Development Committee for additional feedback.

### Attachments

- Attachment A Revised submission revision 2
- Attachment B September 17 Staff Report
- Attachment C October 15, 2019 Staff Report revision 1
- Attachment D DPA No. 4 Form and Character guidelines

Respectfully Submitted,

Lesley-Anne Staats, MCIP, RPP Director of Planning

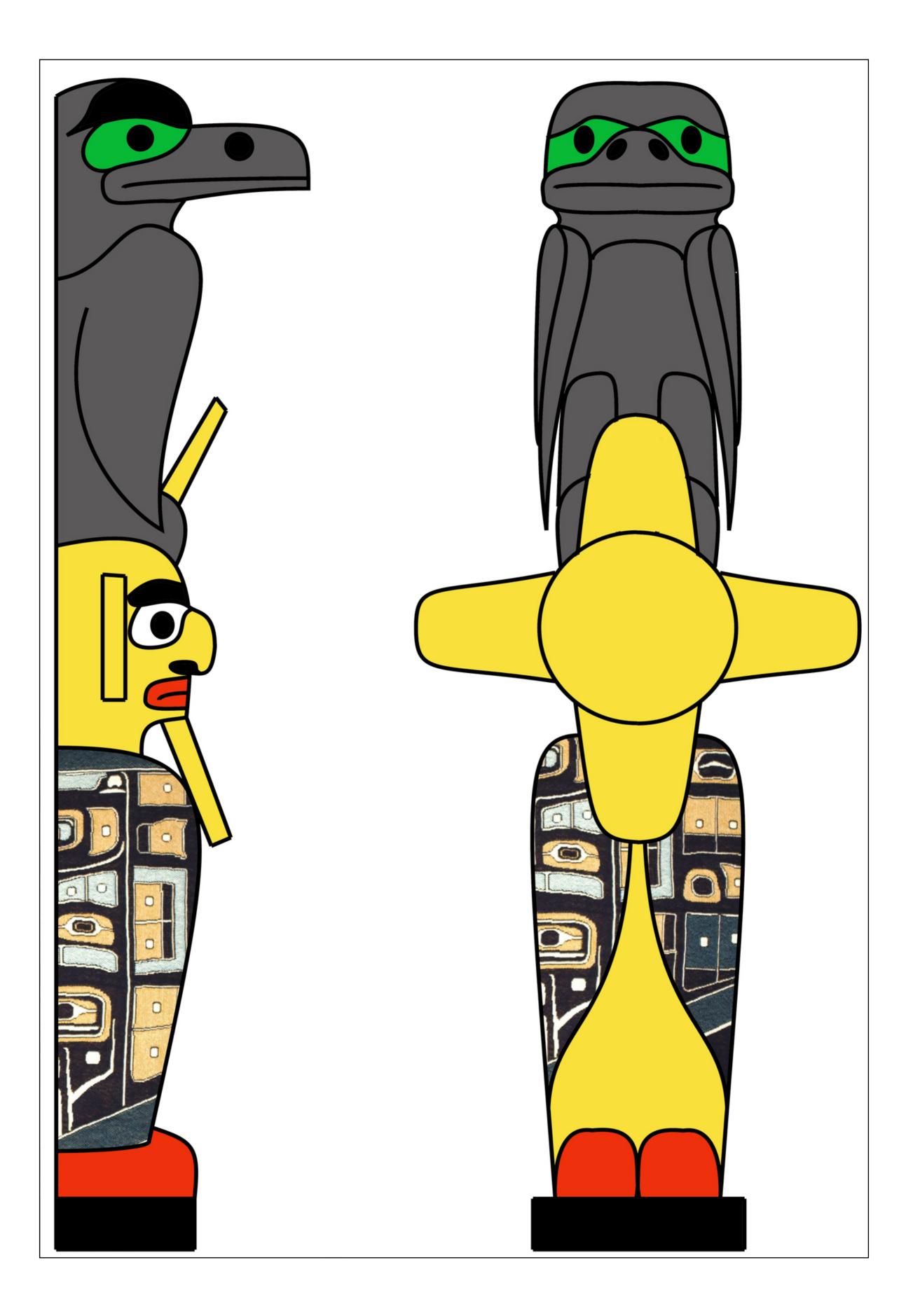
### CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

/ Emanuel Machado / Chief Administrative Officer

Regular Council Meeting Agenda - 03 Dec 2019









ATTACHMENT B





то:	Planning and Development Committee	MEETING DATE:	September 17, 2019
FROM:	Kirsten Rawkins Planning Assistant	FILE NO:	3220-School Rd-749

SUBJECT: Development Permit for Form and Character (DPA 4) for 749 School Road

### RECOMMENDATIONS

THAT the report titled Development Permit for Form and Character (DPA 4) for 749 School Road be received;

AND THAT the Planning and Development Committee recommends issuance of DP-2019-12 for 749 School Road, subject to the adoption of amendment bylaws 985-23, 2019 and 1065-49, 2019.

### BACKGROUND / PURPOSE

In conjunction with the Zoning and OCP amendment applications already before Council, the Town of Gibsons has received an application from the BC Housing Management Commission for a Development Permit for the form and character of its proposed 3-storey, 40-residence supportive housing facility at the site of the former Gibsons RCMP detachment site at 749 School Road.



Figure 1 – Proposed 40-unit modular supportive housing building and landscape as seen from O'Shea Road

### Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 2 of 21

The Official Community Plan and the OCP amendment designate the property in Development Permit Area 4 (DPA 4) – Multi-Unit Residential. The Multi-Unit Residential Development Permit Area is designated under Section 488(1)(f) of the Local Government Act to establish objectives for the form and character of multi-family development. Form and Character guidelines apply to all buildings and structures within a DPA and are evaluated with consideration to the intended use and project scope and context.

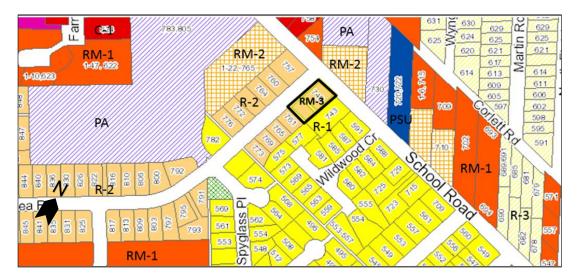
The purpose of this report is to review the proposed building design in relation to the Development Permit Area 4 (DPA 4) guidelines and obtain a recommendation from the Planning and Development Committee on next steps. The draft permit is attached as Attachment H.

Development plans, site plan, landscape plan, lighting plan and accessory structure design detail drawings are enclosed as Attachments A through E.

#### DISCUSSION

Per the OCP, the purpose of the multi-unit residential DPA is to ensure that a high standard of design, landscaping and building form is implemented for any multi-unit residential development. The guidelines are aimed at ensuring that new development is appropriate to its surroundings, is compatible with surrounding uses or neighbourhood character and is attractive for future residents.

Through the framework of the DPA 4 guidelines, the form and character of the multi-unit development is considered with respect to the context of both existing land uses and future land uses as envisioned in the Official Community Plan.



#### Zoning and Current Land Use Context

Figure 2 - Zoning context map

### Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 3 of 21

To the south-west of the site, along O'Shea and Wildwood Roads, current land use is largely single family residential (R-1 and R-2 zones) as reflected in Figure 2, while the School Road corridor has a mix of uses including single family homes directly uphill and downhill of the site, a three-storey, 22-unit town-house development two lots uphill of the site toward Gibsons Elementary School, as indicated in orange cross-hatching for its multi-family land use (RM-2 zone), and Public Assembly (PA) uses, including the Legion and Christian Life Assembly Church, opposite the site on School Road.

Directly across School Road, flanked by the Royal Canadian Legion and church is a property currently used as a parking lot and zoned for "High Density" (OCP) Multi-Family Residential use.

Uphill properties across School Road include two single family residences (zoned for multi-family and commercial use) along with commercial uses including a law office and Kern's Plaza.

Zoning downhill of the church and legion include the Town's public works yard followed by multifamily residential apartment uses, some of which are in construction stages.

The form and massing of the proposal is evaluated with respect the zoning requirements of the RM-3 zone in the following table:

	BYLAW (RM-3)	PROPOSED	MET? Y/N
SCHOOL RD. SETBACK (FRONT)	4 m	4.11 m	Y
SOUTH SIDE SETBACK	3.5 m	6.10 m	Y
O'SHEA EXTERIOR SIDE SETBACK	3.5 m	3.51 m	Y
REAR SETBACK (SW)	7.5 m	13.11 m	Y
HEIGHT	11.5 m	11.46 m	Y
LOT COVERAGE	75%	70%	Y
FLOOR SPACE RATIO	1.2	0.8	Y

#### **ZONING REQUIREMENTS**

#### Future Development Context - Official Community Plan

The Land Use Plan of the Official Community Plan is part of the Town's strategic framework and identifies the type of future land use that is desired for a location. As shown in Figure 3, an excerpt from the OCP Land Use Map, the majority of the School Road corridor, including the subject lot adjacent to School Road is designated by the OCP for Medium Density Residential use, as shown in dotted yellow. The intent of the *Medium Density Residential* designation is "to permit townhouses, stacked townhouses and 2 to 4 storey apartments with a FSR of 0.7 to a maximum of 1.2 (generally between 40-75 units per hectare)." The proposed development has 3 storeys and an FSR of 0.84.

### Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 4 of 21

Future uses of neighbouring properties, as envisioned through the OCP, include multi-family uses up and down the School Road Corridor, high density residential use directly across School Road to the east and continued detached residential to the south and west along O'Shea Road.

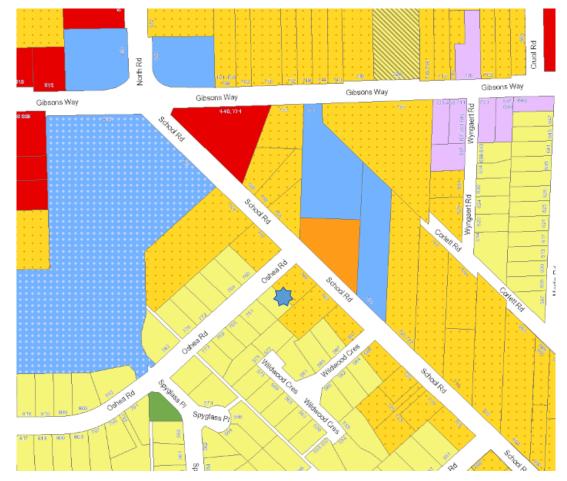


Figure 3 - OCP Land Use Map; Subject property indicated with blue star; Dotted yellow indicates Medium Density Residential; solid light yellow indicates Detached Residential; Orange indicates High Density Residential; Red indicates Mixed Use Commercial and Blue indicated Public/ Community Uses.

### Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 5 of 21

Form and Character Evaluation per DPA Guidelines

The figures below show renderings of the building:



Figure 4: View from corner of School Road and O'Shea Road, showing School Road exit



Figure 5: View from O'Shea Road at side of property



Figure 6: View from O'Shea Rad at rear of property showing main building entrance

### Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 6 of 21

The following table reviews the proposed design in relation to the DPA 4 form and character guidelines. A response to the DPA4 guidelines by the project architect is also attached to this report for reference as Attachment F.

Yes - The landscape plan maintains and unfenced public street edge buffered by landscape materials with fencing and landscape screening at the private edge. Yes/No - The primary entrance is oriented to O'Shea Dead with a secondary with a School
O'Shea Road with a secondary exit to School Road. Both entrances are potentially appealing and framed with a covered front porch, though detail drawings would be required for staff to evaluate finished effect.
Figure 7: School Road (secondary) entrance
Placement of landscape materials reflects a priority of screening rather than welcoming emphasis.
Figure 8: Landscaping around School Road entrance

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 7 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Construction materials should reflect the West Coast Design and setting.	<b>Yes</b> - Cladding Materials are wood-look cementitious siding in a 'west-coast inspired' palette of slates, chestnut wood grain and neutrals (see samples below).
Simple exterior detailing with earth-tone colours – and primary colours only as accents.	Yes – Detailing is simple with earth-tone colours         Image: Sale cloth solws-ubstreed         Sale cloth solws-ubstreed         Image: Solws
Buildings should be oriented to maximize solar exposure while minimizing shadow impacts on adjacent buildings and common areas.	<b>Yes</b> – All units have windows oriented for natural light; half of the units are oriented to the south- east with significant solar exposure while half of the units are oriented to the north-west, with minimal evening solar exposure. Common kitchen, dining and outdoor spaces are all oriented for southern exposure. Common areas are not impacted by shadows from building and natural grade minimizes shadow impact on uphill neighbours to north. Existing trees on site and adjacent to the site are likely to cast more impactful shade than the building.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 8 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Common building elements which include: • pitched roof line	<b>No</b> - flat roof proposed, as a pitched roof on top of modular construction would add significant height to the building without gain in units.
	Figure 9: Proposed modulated parapets
	The applicant also submitted a pitched parapet detail proposal in response to early feedback, however staff determined that the small parapets proposed were less appealing in their relative scale with the building than a modulated flat roofline, and would increase the building height by 1 metre.
	Figure 10: Early draft with 'pitched' parapets
dormers	None.
• porches	<b>Yes/No</b> – Provided at main entrances; common outdoor space for tenant use. Individual porches add cost to project and may present neighbourhood privacy impacts and are therefore not included.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 9 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
	<b>Yes/No</b> – The building is larger than adjacent single family uses; height is consistent with existing and proposed multi-family uses in the School Road corridor, and the profile is constrained to three stories in keeping with OCP land use designations.
	Setbacks are in keeping with existing setbacks in the neighbourhood.
<ul> <li>low building profiles, simple residences, set well back from the roadway and nestled into the landscape</li> </ul>	Building design is simple and effort is made to buffer building with planting and to retain trees and outdoor spaces on the remainder of the limited site.
	Figure 11: Landscape plan shows strategic siting and ample landscape buffering
The inclusion of elements such as bay windows, dormers, porches and cross gables help mitigate the visual impact of larger buildings.	<b>Yes</b> – Façade detailing, siding colour variation and modulation of roofline used to break up visual mass of building
Steeper roof pitches and stepping down of roof lines to vary the height and rooflines of buildings is recommended.	<b>Yes/No</b> – Roofline is flat, but modulated vertically with variation in roofline detailing.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 10 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Offsetting and modulating wall lines along the building elevation to allow smaller building sections to stand out. The overall building footprints on the site shall be modulated to avoid monotony and repetition and to avoid wall-like massing.	<b>Yes</b> – Building ends/corners are modulated (stepped) by offsetting building end units. Further modulation along the length of the building is achieved by varying siding colour to highlight smaller building sections and break the massing by appearance.
	Figure 12: View from north (School Road)
The general character of the development should reflect aspects of Gibsons' semi- rural coastal setting by using natural and typical local wall materials including wood siding, wood shingles, stucco, stone and brick.	<b>Yes</b> – Staff feels that the intent of this guideline is met with durable wood-grained cementitious siding and trim that mimics native west coast materials.
The number of materials used on the building exterior must achieve a balance between achieving visual interest and complexity without overpowering the surroundings.	<b>Yes</b> – Detailing strikes a balance of creating interest and breaking up the visual mass of the building through colour blocking and trim detailing while maintaining harmony through a limited palette of neutral-toned siding and trim materials.
Larger developments should be separated into smaller groups or clusters of units to promote a sense of belonging and neighbourliness and to maintain a residential scale and image.	<b>No/Yes</b> – All units contained in a single building. Detailing designed to give the impression of clustered units from the street.
Very large single buildings more than 70metres in length, or townhomes with more than six joined units are to be avoided.	<b>Yes</b> – building is 35 m in length.

## Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 11 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
The roof form should have a sloped appearance large areas of flat roof will not be acceptable in low or medium density multiple unit residential developments except in the case of a green (vegetated) roof.	<b>No</b> – The roof is not sloped. Sloping the roof would add extra height to the building. To address this intent, the profile is broken up with variations in the height of the roof façade as described above.
The roof form should be modulated and broken up with dormers, skylights and other architectural features.	<b>Yes</b> – as above.
A continuous unbroken ridge line should be avoided.	<b>Yes</b> – as above.
Roof lines should include steep pitches typical of west coast building forms.	No – roof is not pitched.
Secondary hipped or gabled roofs are preferable to flat roofs or mansard roofs, or segments of pitched roofs applied to the building's edge.	No – as above.
Roofing materials may be metal, cedar shakes, concrete tiles or asphalt shingles.	<b>n/a</b> – as not visible. Parapets are wood-look.
New residential buildings should not in general, be much larger than the surrounding buildings. A graded transition in the building height is desired to ensure adjacent properties are not confronted with a "wall".	<b>Yes/No</b> - To the west, the neighbouring use is currently and is envisioned to remain a single family dwelling. The proposed building is sited to be set back 43' and buffered with plantings from the west side property line to provide a buffer to this transition in height and density.
Additional setbacks may also be required to achieve this transition.	Properties to the north and south are occupied by two- and one-storey single family dwellings respectively. Both properties are envisioned in the OCP to accommodate medium density residential use in the long term, which allows buildings of 2-4 stories. Impacts on these neighbours in the shorter term are considered in the design and buffering with trees and landscaping are proposed.
	The size of the site, desired number of units, and 11.5 m height maximum limit the opportunity to further increase setbacks or step building back vertically.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 12 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
New developments should reflect elements of the existing neighbourhood and the prevailing residential streetscape. This may require recessing of parking areas, creation of gabled entries or porches, and highlighting individual front door entries to be similar to those on neighbouring lots.	<b>Yes</b> - The existing neighbourhood has a range of development styles and types as illustrated through the examples below. Siting, setbacks and design for the proposed building reflect existing development and future buildout of the school road corridor as envisioned in the OCP while attempting to mitigate present impacts on neighbours through appropriate buffering, setbacks and limits to the height of the building.
	Figure 13: examples of existing and future (bottom left,710 School Road) development as seen from School Road (top 4 images) and O'Shea Road (bottom right)
Roof lines should be stepped down from building ends to reduce the apparent mass of the building.	<b>No</b> – building not vertically stepped. Horizontal trim along each floor and colour blocking is intended to visually break massing.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 13 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
The end units of new developments at road edges should not be more than one to two stories in height to establish a single- detached residential appearance in multi- unit residences.	<b>No</b> – The end of the unit on School Road is 3 stories in height, with a porch roof at the first storey to emphasize the pedestrian entrance/exit.
All lots must have direct access to the larger pedestrian circulation system via park corridors, pathways, and/or sidewalks.	Yes - The lot is directly connected to Primary pedestrian routes (blue) and cycling routes (red) on School and O'Shea Road as shown in the <i>Trail and Cycling Network</i> map that is part of the Official Community Plan:
Developments on sloped properties should be terraced with the natural slope of the land, and should avoid the use of high [over 1.2 m (4 feet)] retaining walls.	<b>Yes</b> – no retaining structures proposed. Building site is relatively flat.
The design of developments into smaller areas where residents share smaller parking areas, pathways and other common areas creates a sense of belonging within a larger development.	<b>Yes</b> – Common indoor and outdoor community spaces are proposed with shared bike parking, seating and other facilities; additional outdoor seating or garden space may be desirable.
Multi-unit homes should provide a street orientation through features such as major entry points to provide a sense of belonging to the neighbourhood. Street level landscaping creates privacy within the development. Parking areas should be recessed to allow the pedestrian entry to predominate.	<b>Yes</b> - Two major entry points are emphasized in the design – one secondary access on School Road and one a primary entry at the north-west corner of the building, accessed by O'Shea Road. Landscaping serves to screen the project for neighbour and resident privacy. Parking is recessed giving emphasis to pedestrian and cycling access. Entries could be emphasized and made more welcoming from the street rather than screened with landscaping if this is the chosen priority.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 14 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Apartments should have a minimum 3 m depth terrace or balcony, sufficiently large to create a usable outdoor "room". Balconies should be at least half enclosed in order to give the occupant privacy, security and weather protection.	<b>No</b> – individual balconies not included.
Dwelling units to be "clustered" in smaller groups to create more resident interaction and neighbourly surveillance.	<b>No</b> – Building is a single unit. Within the building, amenity spaces (main kitchen, dining area, lounge, etc) are on the ground floor to create resident interaction.
Changes in grade can provide for private areas between street edges and the development units.	<b>n/a –</b> No change in grade between street level and units. Building site is flat.
All Development Permit applications must provide a professional landscape plan.	<b>Yes</b> – Landscape Plan enclosed as Attachment C.
Trees should be planted and maintained by the property owners along street frontages of new multi-unit developments to create a mature treed "boulevard" type of streetscape. (Spacing will vary by species used, however, a rule of thumb for tree spacing is a minimum of 8.0 metres.) This may be supplemented by other lower	Yes – Mature conifers to be retained and new Autumn Brilliance Serviceberry, Nootka Cypress, Pink Kousa Dogwood and Flowering Cherry and Pear are proposed to be added along both School Road and O'Shea boulevards.
ornamental plantings.	Figure 14: Kousa dogwood (left) and Serviceberry (right)
Native or hardy landscape species are preferred over exotic species; a mix of coniferous and deciduous species is recommended to provide effective landscaping though the seasons. Willows, bamboo and other invasive species are not recommended.	<b>Yes</b> - Cultivars of native species including serviceberry and hardy Nootka cypress are used to provide year round interest to the landscape along with hardy species of flowering cherry, ornamental pear and Kousa dogwood. No invasive plants are indicated.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 15 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Trees, or a combination of landscape and architectural features shall be used to define the gateway or entrance to a development. Landscaped entrances however, should be low-level for better security at entrances.	<b>Yes</b> – shrubs around entrances are at grade or kept to a maximum for 4 feet in height while trees at access points, which include existing conifers, flowering cherry and Kousa dogwood have or can be pruned to maintain a high canopy for visibility. A boulevard Amelanchier (serviceberry) fronting the O'Shea entrance provides light screening and can also be maintained with a higher canopy once larger and mature.
Clusters of trees, ponds, or other landscape features should be used within the development to create a meaningful common area. Central areas or courtyards should be usable and inviting to residents as a meeting place, rather than random plantings of grass and shrubs. Seating areas and appropriate lighting should be provided within these common areas. Landscaping should also create a sense of enclosure and privacy for these spaces.	Yes – Outdoor patio area is well screened for privacy and enclosure with a variety of plantings. The outdoor space is limited somewhat by the need to provide facilities such as outdoor bicycle lockers, parking, garbage and storage. Outdoor gathering spaces are located adjacent to communal indoor spaces to prevent noise and privacy impacts to residents units. Note: Detail drawings for garbage enclosure and bicycle lockers are enclosed as Attachment E.
Wherever possible, natural vegetation should be retained or enhanced as a feature of the development.	<b>Yes</b> – Existing conifers on O'Shea boulevard and memorial spruce on School Road frontage are to be retained.
This is particularly important where natural features such as streams or steep slopes are a component of the development.	Figure 15: Image of existing building shows conifers, front left and far right, to be retained
All public and semi-public areas should be landscaped, including entrance driveways, areas surrounding parking spaces or structures.	<b>Yes</b> – thorough landscaping design per landscape plan enclosed as Attachment C.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 16 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?
Large areas of uncharacteristic materials such as bark mulch, gravel, river rock and ground cover are to be avoided, and should be combined with a variety of plant materials.	<b>Yes</b> – landscape dominated by patio and sidewalk pavers and well buffered by tree, shrub and hedge plantings around common outdoor gathering spaces; the remaining landscape, not including the parking area at the rear of the building, is comprised of grass lawn with ample tree and shrub plantings.
Additional landscaping depth, denser vegetation and noise barriers such as earth berms should be used where a development abuts a major roadway.	n/a
Fences along streets should not provide a continuous wall or high barrier to the street, but should be lower profile and broken at intervals to provide pedestrian linkage and views to the street.	<b>Yes</b> – fencing is used at rear of property only, set back from Road.
Any fencing located along a street edge should not exceed a length greater than 20 metres without a substantive break or jog.	n/a
Fencing should not exceed a height of 1.2 metres within any part of the required front yard setback.	<b>Yes</b> – Front yard setback is from School Road; no fencing is proposed on this frontage.
Fencing along the street edge should be supplemented with low profile landscape plantings.	Yes.
Walkways and surface parking areas should be well lit and located in an area which is observable by residents.	<b>Yes</b> – The parking area is visible from the street and from the main building entrance; both walkways and parking are thoroughly lit with bollard lighting. See lighting plan enclosed as Attachment D.
Where possible, parking areas should be located in underground structures. Small groups of parking spaces throughout the development, located near to entry doors are preferable to large, central parking areas.	<b>Yes</b> – Underground parking not practical for site; proposed parking is limited in extent, well screened and near entry door. Limited parking relies on restriction on tenant car ownership.

# Staff Report to Planning and Development Committee - September 17, 2019Development Permit for Form and Character (DPA 4) for 749 School RoadPage 17 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?		
Developments should be designed to prevent parking areas, carports or garages from dominating the internal open space areas; parking should be recessed from the main building edges.	<b>Yes</b> – Parking recessed as much as possible on the site and used to buffer living spaces from neighbours.		
Parking areas should be landscaped and screened, but sufficiently visible to provide security to residents and vehicles.	<b>Yes</b> – as above.		
Distinct, visible visitor parking areas should be provided near the entry to the development.	<b>Yes/no</b> – visitor parking not distinguished from general spaces; all spaces are easily visible, accessible and near entry.		
Site design should provide for emergency vehicles, moving vans and service vehicles, and should locate this use to minimize noise impacts on residents and adjacent uses.	<b>Yes</b> – On-site space for loading and emergency access in parking lot is accessed from O'Shea Road and fronts main and emergency doors. The loading area is largely buffered from the street and neighbours by plantings on the O'Shea Road boulevard.		
The size, siting and style of signage shall not be obtrusive or present a cluttered image.	<b>n/a</b> - no signage proposed.		
Entry signs shall be placed at or below eye level and shall be integrated with landscaping or other feature.	n/a		

### Staff Report to Planning and Development Committee - September 17, 2019 Development Permit for Form and Character (DPA 4) for 749 School Road Page 18 of 21

DPA 4 Guidelines	Staff Evaluation – is criteria met?		
Site lighting of all developments should be designed so that it avoids "light-spill" upon adjoining low density residential lands and of the night sky.	Ceiling mounted pot lighting to light entrances reduces upward and outward light spill; sidewal lighting is provided with capped bollard lights, a shown below, also reducing glare and light spill The proposed lighting plan and lighting details are enclosed as Attachment D.		
	303-B1-LEDB2		
	EON LED		

#### Conclusion

Staff feels that given the constraints of the site and the mandate of providing 40 affordable units and associated supports, the design incorporates significant and appropriate measures to meet the form and character guidelines for Development Permit Area 4, to fit with the character and context of the neighbourhood and to mitigate potential neighbour impacts with conscious building design and orientation and with strategic landscape and planting design.

#### COMMUNICATION

An early draft of the architectural plans for the Supportive Housing proposal were shared with the public at a pre-application community dialogues held on April 3<sup>rd</sup> and 4<sup>th</sup>, 2019. A revised plan and the landscape plan were then shared at the two Public Information Meetings held on July 31<sup>st</sup>, 2019 at the Gibsons Public Market. The general outcomes and summary reports of these meetings were shared with Council at its <u>September 3<sup>rd</sup> Meeting</u>. Comments relating to the form and character of the proposed development are summarized in the following excerpts from the two reports:

#### Community Dialogues, April 3rd and 4th, 2019:

Comments from participants of the Community Dialogues are summarized as follows in a report dated May 16, 2019 and prepared by Livable City Planning Ltd. No landscape plan was shared

### Staff Report to Planning and Development Committee - September 17, 2019 Development Permit for Form and Character (DPA 4) for 749 School Road Page 19 of 21

with the public at the time of this meeting and several of the comments have been addressed in the updated design.

"Comments were received related to the design of the development:

- Provide landscaping for privacy and to mitigate impacts on neighbouring properties;
- Restrict Smoking, or Locate outdoor smoking area away from neighbouring properties;
- Add detail and character in keeping with the Gibsons OCP;
- Consider adding an elevator to promote accessibility;
- Consider indoor and outdoor amenity needs of residents;
- Consider more parking; and
- · Consider Green Designs to reduce energy / material use.

*Eight written responses (12.9% of written responses) suggested the development was too large and that:* 

- the three-storey building was too high;
- · there are too many units; and
- development was not consistent with neighbourhood character.

In response to feedback about the design of the housing development, BC Housing commits to the following measures:

- Size / Height: Based on the homelessness count in Gibsons and the experience of the shelter-operator in Gibsons, forty units is estimated to meet the need for homes by the homeless living in Gibsons. A 4 storey building with an elevator would be more typical of supportive housing building funded by BC Housing, and allow for 52-55 units. This proposal limits the height of the building to 3 storeys, consistent with several other buildings along School Road, and in keeping with typical multi-family building form per the multi-family land use designation of the site in the Official Community Plan. BC Housing will review detail and character for the modular design through the design development process and strive to align with the Seaside Village form and character detailed by the Town;
- <u>Landscaping & Aesthetics</u>: BC Housing will review landscaping plans to consider neighbouring properties and impacts on privacy, aesthetics and overlook;
- <u>Smoking Area</u>: Landscape Plans will designate an outdoor smoking area away from neighbouring properties to limit impacts of smoke and noise;
- <u>Resident Amenity Space and Accessibility</u>: The plan includes indoor amenity and office space as well as outdoor amenity space. As Residents will be housed in private studio apartments, they will have personal space to store their belongings. The design includes common amenity space for bike storage. A minimum of 5% of units are required to be accessible based on BC Housing's experience working with this type of housing population. More than this 5% minimum will be provided;

#### Staff Report to Planning and Development Committee - September 17, 2019 Development Permit for Form and Character (DPA 4) for 749 School Road Page 20 of 21

- <u>Parking</u>: The demographics of the anticipated resident population does not warrant additional parking;
- <u>Sustainability</u>: Modular construction has a high standard of energy efficiency (meeting BC "Step Code 3" standards, which is roughly equivalent to LEED standards)."

#### Public Information Meetings, July 31st, 2019:

Comments on the form and character of the proposed building and landscape plan as shared at the July 31<sup>st</sup> Public Information Meetings include the following, as summarized in a report dated August 20<sup>th</sup>, 2019 and prepared by BC Housing. Comments from the report relating to building and landscape design are summarized as follows:

"About 9% of the specific comments – including a few in favour of the project – referred to the building's design.

Comments included:

- Scale, form and character in relation to the neighbourhood and area's seaside village character;
- Amount of green space, trees and vegetable gardens;
- The design detail and impact;
- Concerns about smoking wafting over to neighbour's yards;
- Concerns about lack of parking;

In response to this feedback, BC Housing commits to the following:

- <u>Size / Height</u>: Based on the homelessness count in Gibsons and the experience of the shelter-operator in Gibsons, 40 units is estimated to meet the need for supportive housing in Gibsons. A four-storey building would be more typical of supportive housing building funded by BC Housing, and allow for 52-55 units. This proposal limits the height of the building to three storeys, consistent with several other buildings along School Road, and in keeping with typical multi-family building form per the multifamily land use designation of the site in the Official CommunityPlan. BC Housing would review detail and character for the modular design through the design development process and strive to align with the Seaside Village form and character detailed by the Town;
- <u>Resident Amenity Space</u>: The plan includes indoor amenity and office space as well as outdoor amenity space. As residents would be housed in private studio apartments, they would have personal space to store their belongings. The design includes common amenity space for bike storage.
- <u>Parking</u>: The demographics of the anticipated resident population does not warrant additional parking."

#### Referrals

The Zoning and OCP Amendment application was referred to multiple agencies as reported at the September 3<sup>rd</sup> meeting. The responses to the referral did not address the form and

#### Staff Report to Planning and Development Committee - September 17, 2019 Development Permit for Form and Character (DPA 4) for 749 School Road Page 21 of 21

character of the proposal, with the exception of a belated response from the O'Shea/ Oceanmount Community Association specifically addressing its view on the form and character of the building. The report is attached as Attachment G.

#### **RECOMMENDATIONS / ALTERNATIVES**

Staff recommendations are on page 1 of this report. Alternatively, the Planning and Development Committee may request changes to the design or recommend that Council denies the issuance of the permit.

#### **NEXT STEPS**

Upon issuance of a Development Permit, a Building Permit may be obtained subject to approval of the OCP and Zoning Bylaw Amendment applications.

Respectfully Submitted,

Kirsten Rawkins, MLA Planning Assistant

Lestey-Ann Staats, MCIP, RPP Director of Planning

#### CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

Emanuel Machado

Chief Administrative Officer

#### **ATTACHMENTS**

- Attachment A Development Plans
- Attachment B Site Plan
- Attachment C Landscape and Planting Plan
- Attachment D Lighting Plan & Details
- Attachment E Bicycle shelter and garbage enclosure details
- Attachment F Form and Character review by project architect
- Attachment G O'Shea/ Oceanmount Community Association form and character report
- Attachment H Draft Permit

Storage Garbage & Recycling Parking Walkways & Terraces TOTAL Average Grade Maximum Building Height Proposed Building Height Minimum Unit Area Proposed Unit Area View Corridor

Overhangs & Canopies

Parking, Loading, Bicycles

Zoning Analysis

Civic Address

Legal Description

Site Area

Density

Current Zoning

Proposed Zoning

Minimum Lot Area

Minimum Lot Width

Existing Lot Width

Minimum Lot Depth

Existing Lot Depth

Minimum Front Setback

Proposed Front Setback

Minimum Rear Setback

Proposed Rear Setback

Minimum Exterior Side Setback

Proposed Exterior Side Setback

Minimum Interior Side Setback

Proposed Interior Side Setback

Maximum Site Coverage

Proposed Site Coverage

Building

Existing Lot Area

Approved Principal Use Proposed Principal Use

Required Car Stalls Residential Office & Kitchen TOTAL Handicap

Provided Required Loading Provided

Required Class 1 Bicycles Residential Office & Kitchen TOTAL Provided

Required Class 2 Bicycles Residential Office & Kitchen TOTAL

Provided

Floor Areas & F.S.R.

Level One Level Two Level Three TOTAL F.S.R. 739-749 School Road Gibsons, BC

Lots 1 & 2 of Block 2 D.L. 686 G1 N.W.D., Plan 9933 P.I.D. 009-612-084, 009-612-122

17 048 sq. ft. (1583.8 sq. m) R-2

Comprehensive Development

Single Family Residence 40 Single-Occupant Apartments

253 Units / Hectare

7169 sq. ft. (666 sq. m) 17 048 sq. ft. (1583.8 sq. m)

59.1 ft. (18 m) 96.8 ft. (29.5 m)

98.4 ft. (30 m) 175.8 ft. (53.6 m)

24.6 ft. (7.5 m) 13.5 ft. (4.1 m)

24.6 ft. (7.5 m) 43.0 ft. (13.1 m)

9.8 ft. (3 m) 11.5 ft. (3.5 m)

4.9 ft. (1.5 m) 20.0 ft. (6.1 m) 45%

7126 sq. ft. (662.0 sq. m)

771 sq. ft. (71.6 sq. m) 154 sq. ft. (14.3 sq. m) 195 sq. ft. (18.1 sq. m) 2381 sq. ft. (221.2 sq. m) 2024 sq. ft. (188.1 sq. m) 12 651 sq. ft. (1175.7 sq. m) = 74%

315.0 ft. (96.1 m) 26.2 ft. (8 m) 37.8 ft. (11.5m)

753 sq. ft. (70 sq. m) 359 sq. ft. (33.4 sq. m) Not Applicable

1.5 per unit = 60 1 per 45 sq. m = 100 / 45 = 2.2 62 Not Required

5 (including 1 Handicap) 1 for 2.5 x 9 m vehicle

1.25 per unit = 50 0.27 per 100 sq. m over 100 = 0 37

0.2 per unit = 8 0.4 per 100 sq. m over 100 = 0 13

2880 sq. ft. (267.8 sq. m) 5750 sq. ft. (534.2 sq. m) 5750 sq. ft. (534.2 sq. m) 14 380 sq. ft. (1336.2 sq. m) 14 380 / 17 048 = 0.84

### Drawings List

Architectu	ral:
A0.01	Cover Page - Project In
A0.02	Survey
A0.03	Renderings
A1.01	Site Plan
A2.01	Crawlspace and Level 2
A2.02	Level 2 and 3 Plans
A2.03	Roof Plan
A3.01	Elevations
A4.01	Building Sections

Project Directory

Owner:

Architect:

BC Housing Sara Jellicoe, Development Manager 1701 - 4555 Kingsway Burnaby, BC, V5H 4V8 778-452-2737 sjellicoe@bchousing.org Design Builder: Metric Modular 1825 Tower Road Agassiz, BC V0M 1A2 604-612-5603 tfaliszewski@metricmodular.com

> Martin Pykalo Architect Inc. Martin Pykalo, Architect AIBC 1113 Lenora Road Bowen Island, BC, V0N 1G1 604-346-6068 martin@martinpykaloarchitect.com



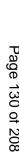
Attachment A Page 1 of 8 THIS DOCUMENT HAS BEEN DIGITALLY CERTIFIED WITH DIGITAL CERTIFICATE AND ENCRYPTION TECHNOLOGY AUTHORIZED BY THE ARCHITECTURAL INSTITUTE OF BC AND THE ASSOCIATION OF PROFESSIONAL ENGINEERS OF BC. THE AUTHORITATIVE ORIGINAL HAS BEEN TRANSMITTED TO YOU IN DIGITAL FORM. ANY PRINTED VERSION CAN BE RELIED UPON AS A TRUE COPY OF THE ORIGINAL WHEN SUPPLIED BY THE ADCHITECT PRADING MAGES OF THE ARCHITECT, BEARING IMAGES OF THE PROFESSIONAL SEAL AND DIGITAL CERTIFICATE, OR WHEN PRINTED FROM THE DIGITALLY-CERTIFIED ELECTRONIC FILE PROVIDED BY THE ARCHITECT. ISSUES + REVISIONS NO DATE DESCRIPTION 
 001
 04 JUN 19
 ISSUED FOR AHJ REVIEW

 002
 14 JUN 19
 ISSUED FOR REZ/DP/OCP

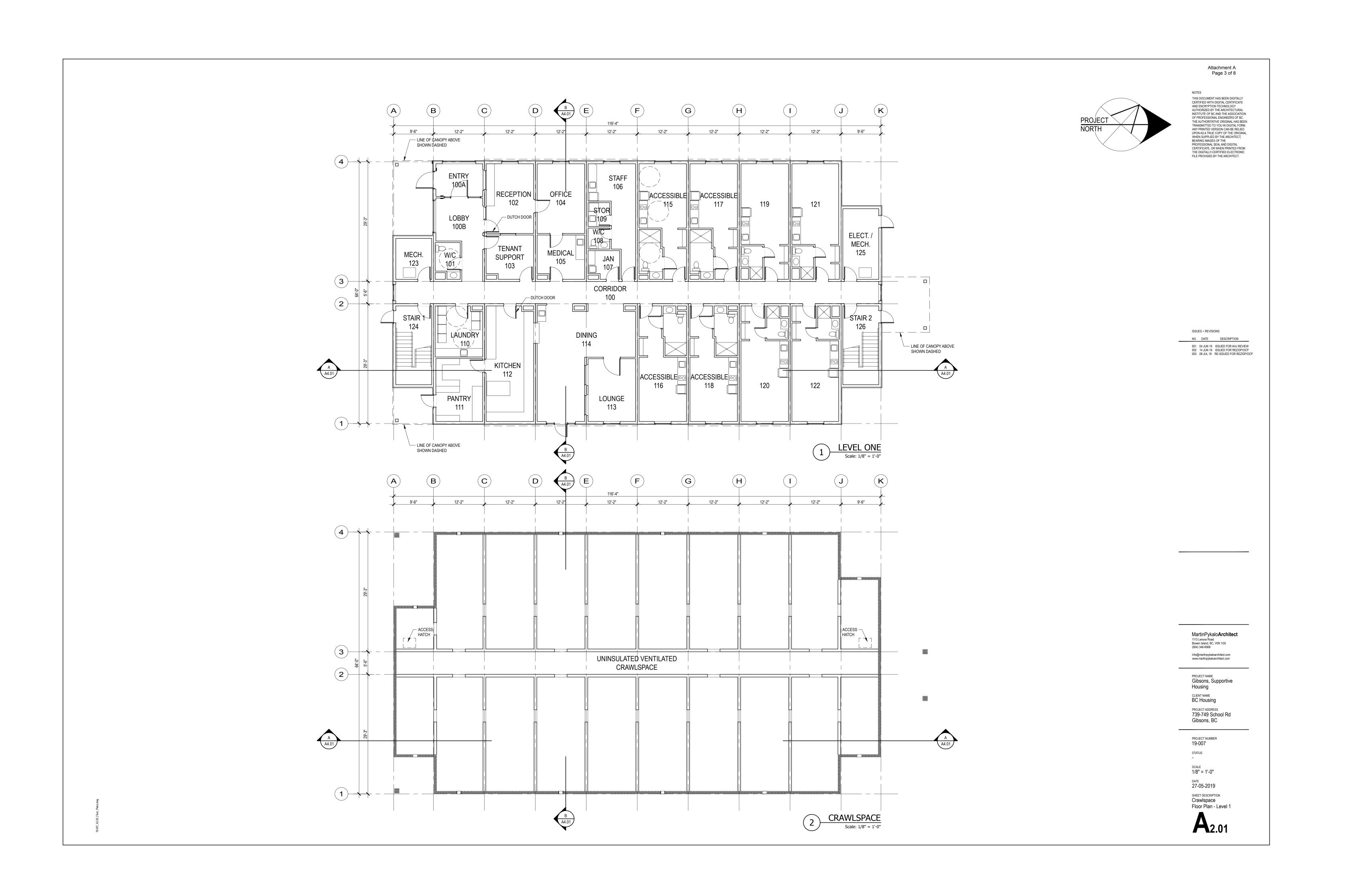
 003
 08 JUL 19
 RE-ISSUED FOR REZ/DP/OCP

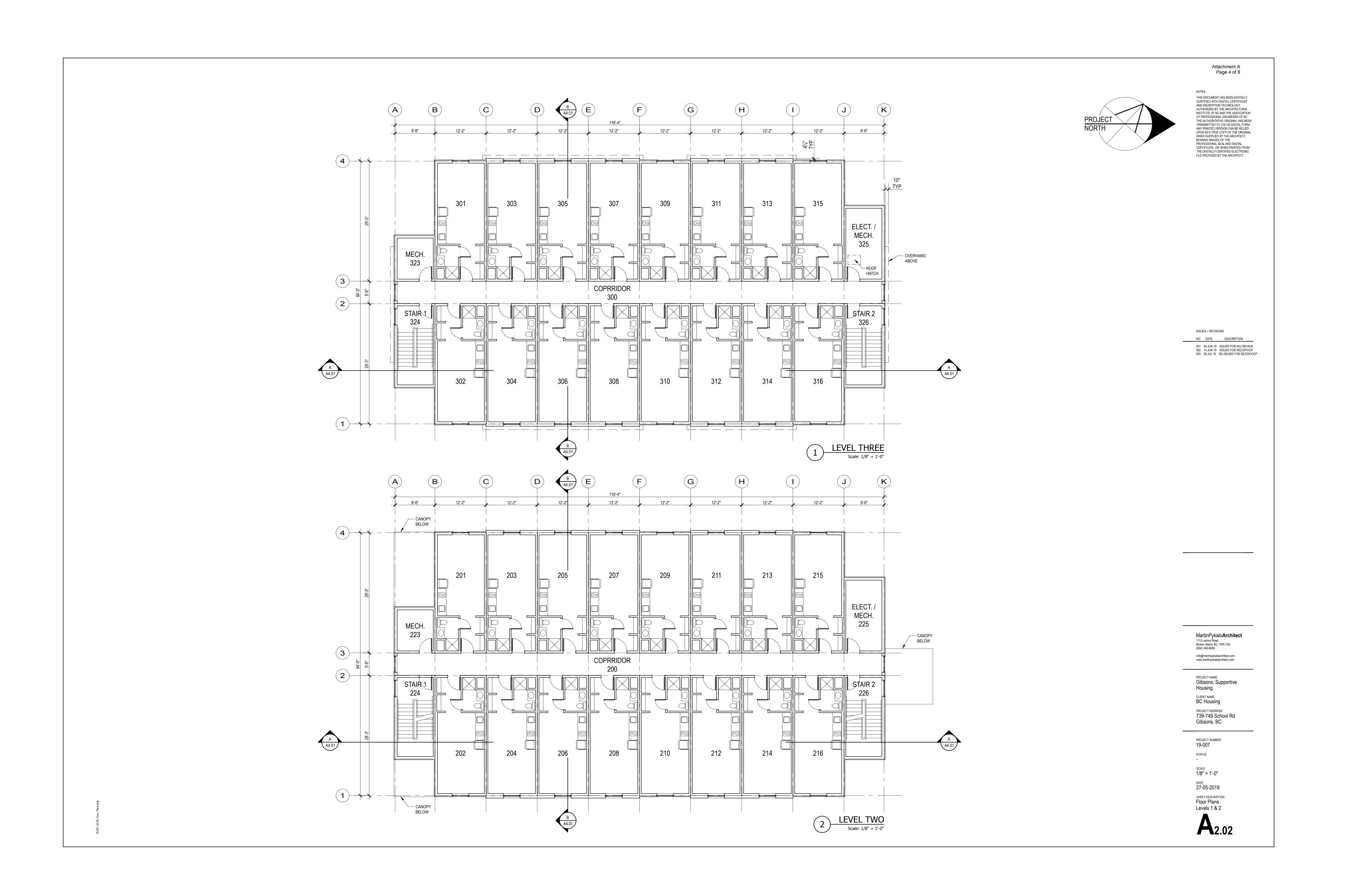
 004
 11 JUL 19
 RE-ISSUED FOR REZ/DP/OCP
 MartinPykaloArchitect 1113 Lenora Road Bowen Island, BC, V0N 1G0 (604) 346-6068 info@martinpykaloarchitect.com www.martinpykaloarchitect.com PROJECT NAME Gibsons, Supportive CLIENT NAME PROJECT ADDRESS 739-749 School Rd Gibsons, BC PROJECT NUMBER 19-007 DATE 04 June 2019 SHEET DESCRIPTION Cover Page - Project Information

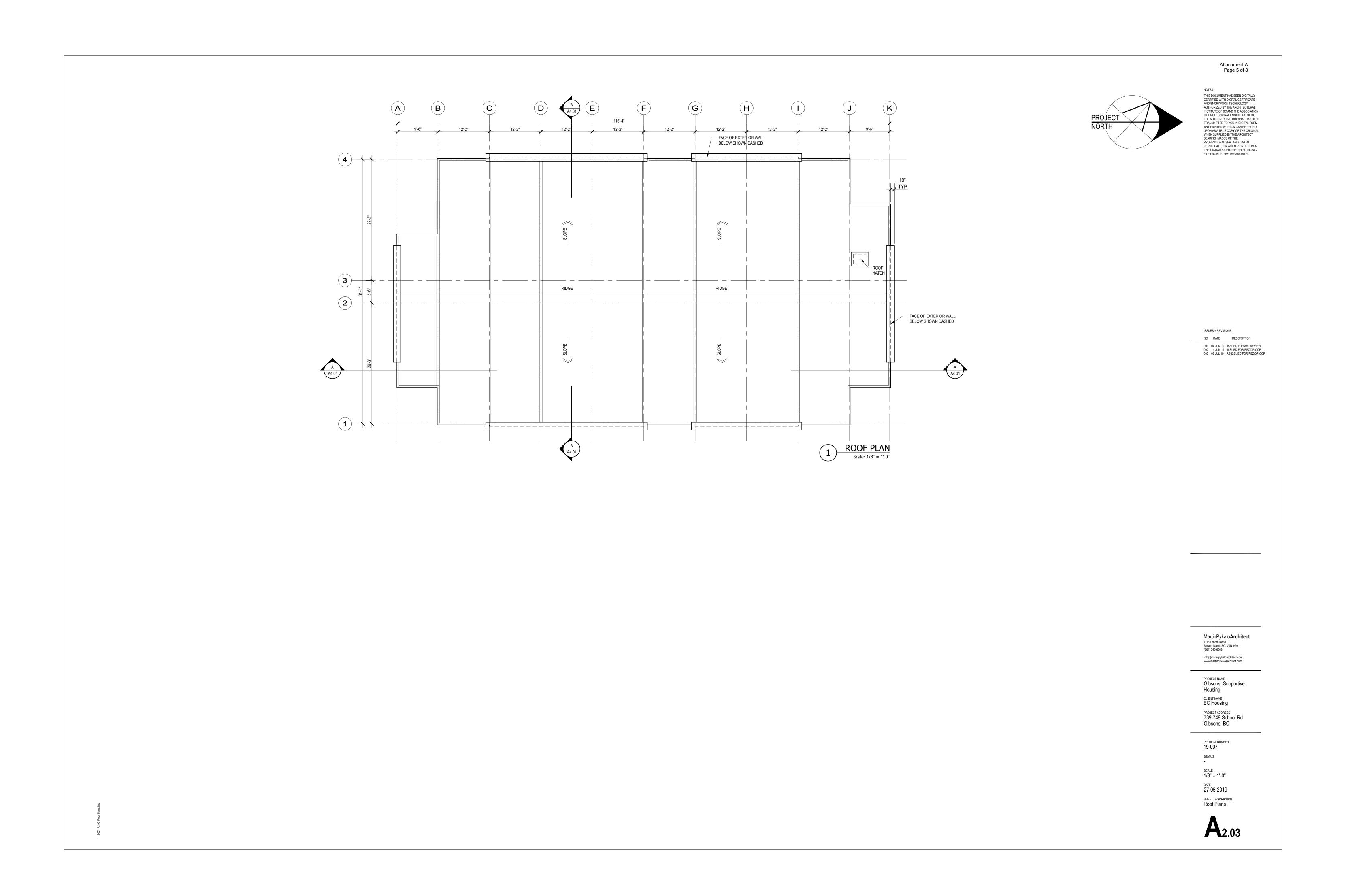
**A**0.01

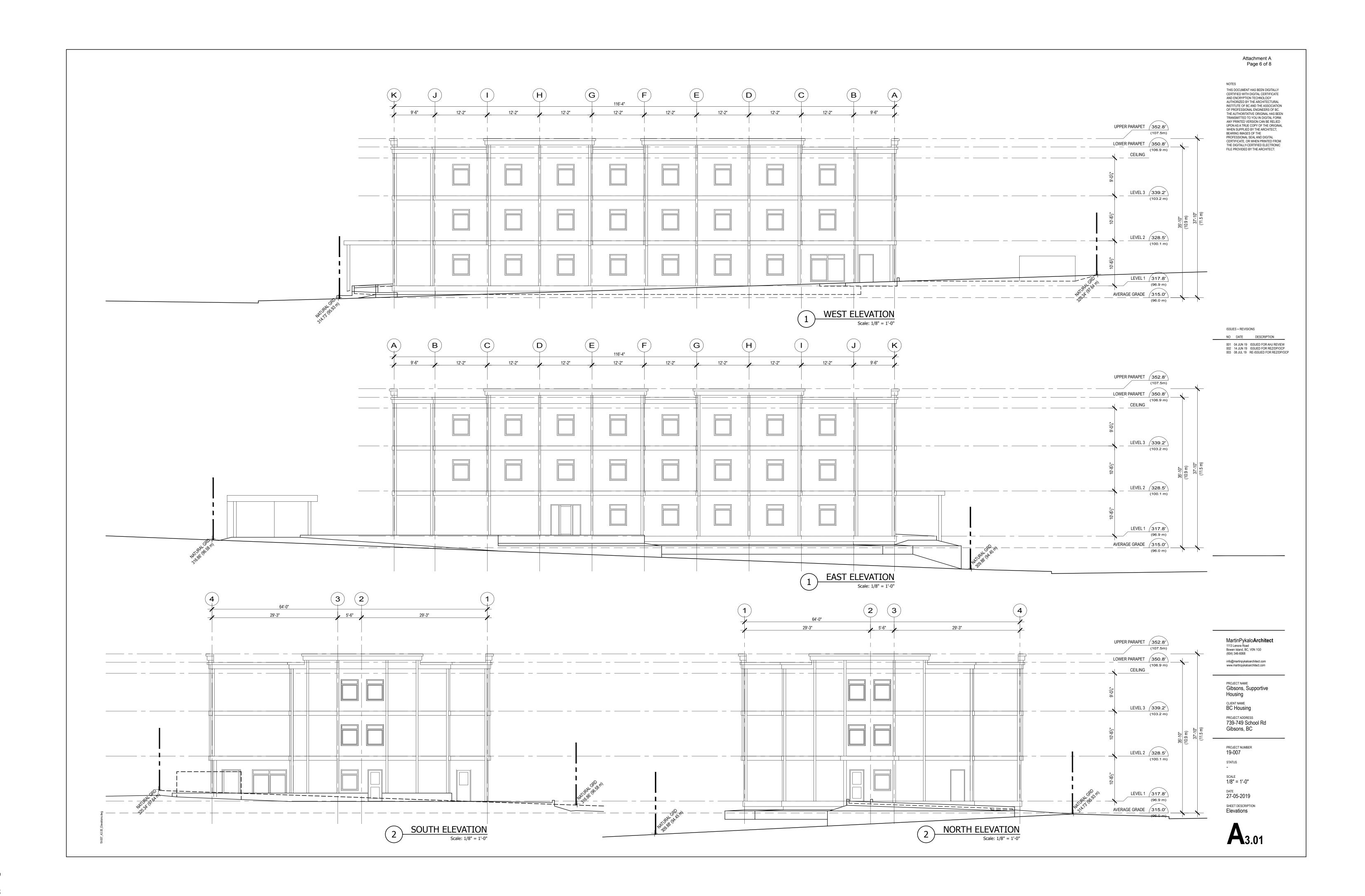


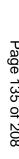




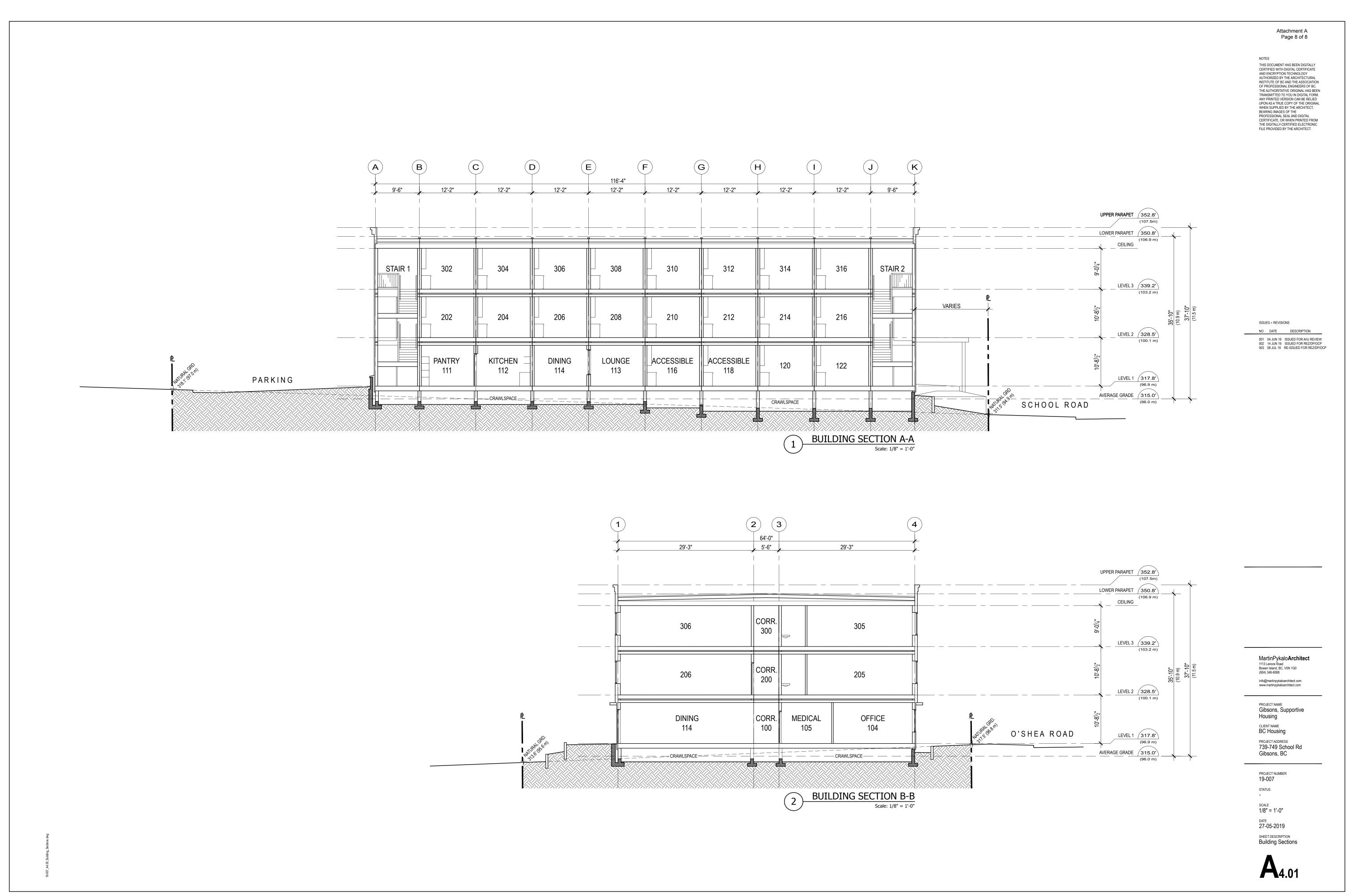


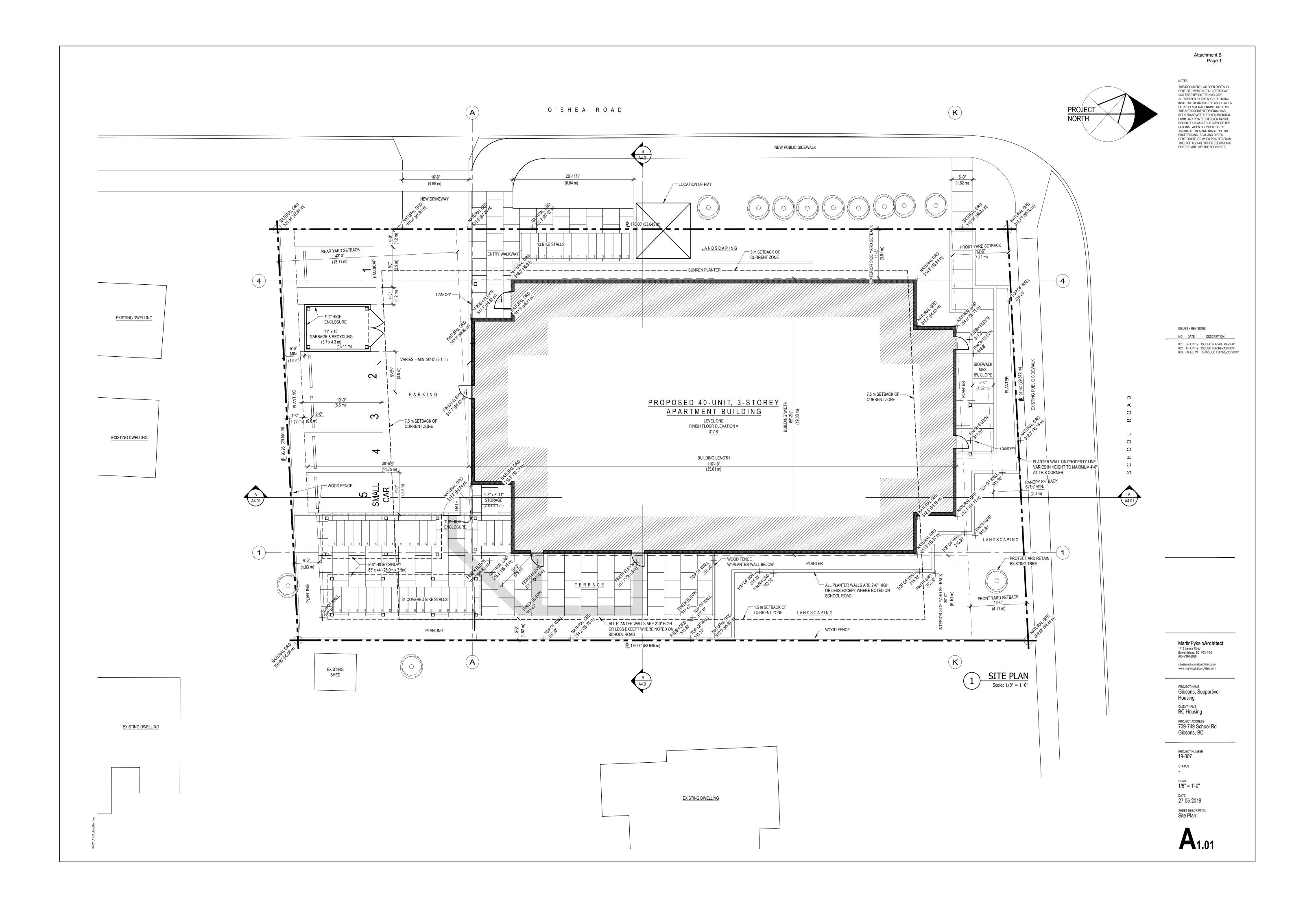


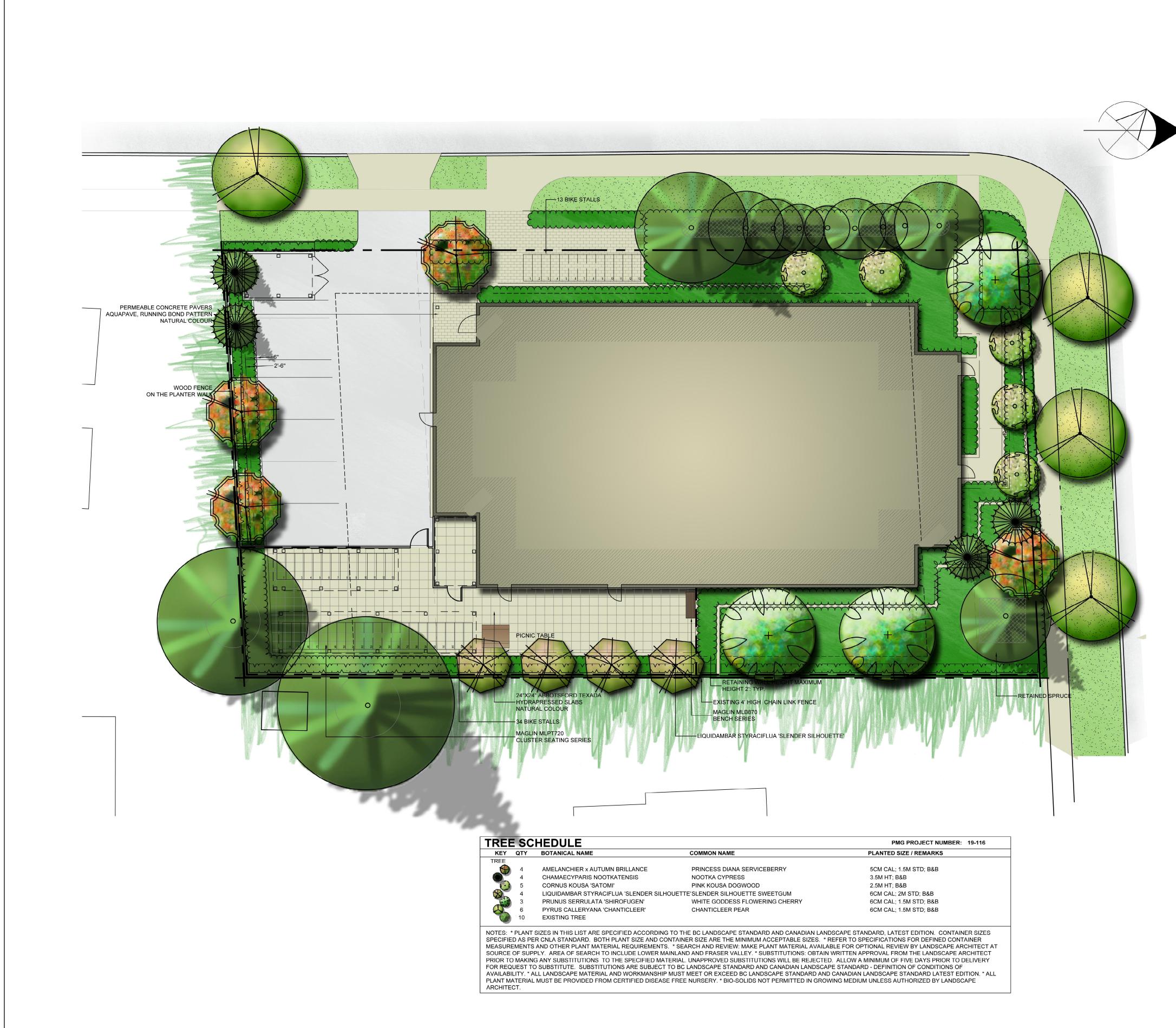


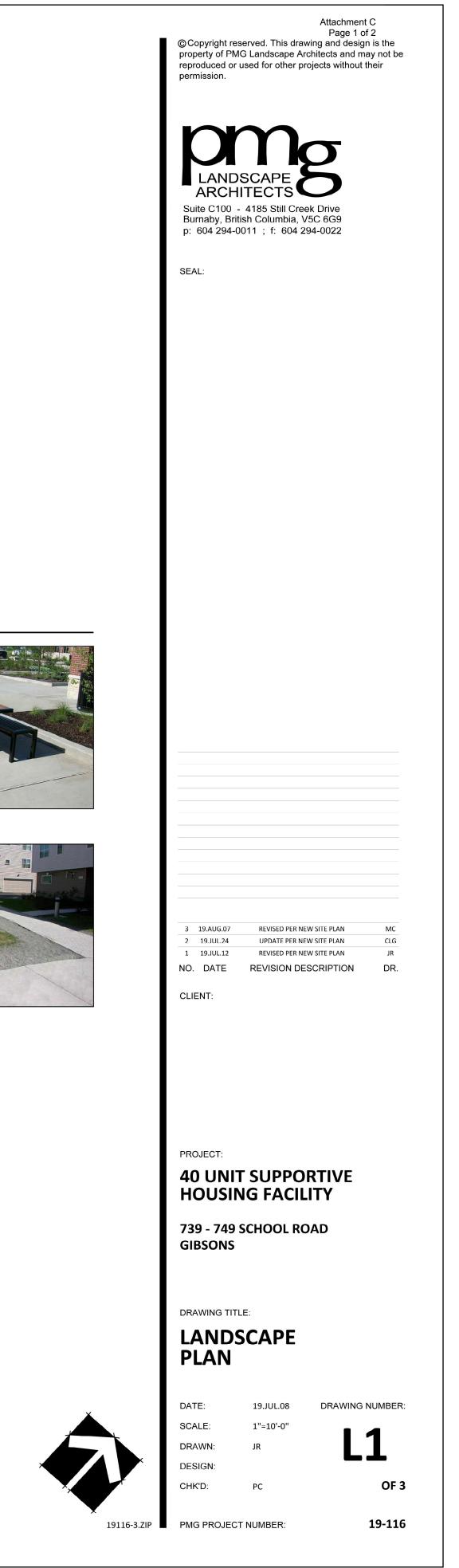










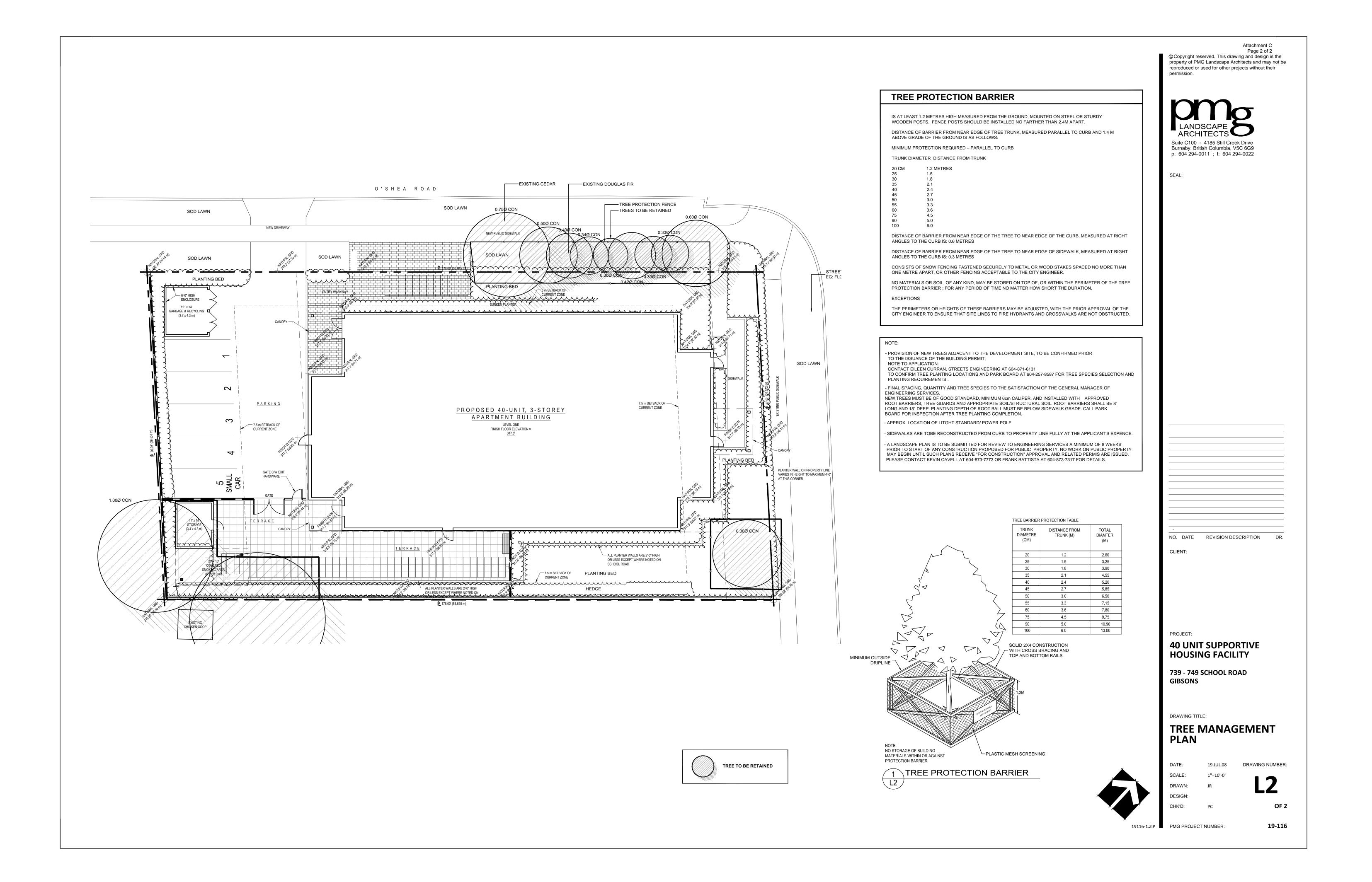


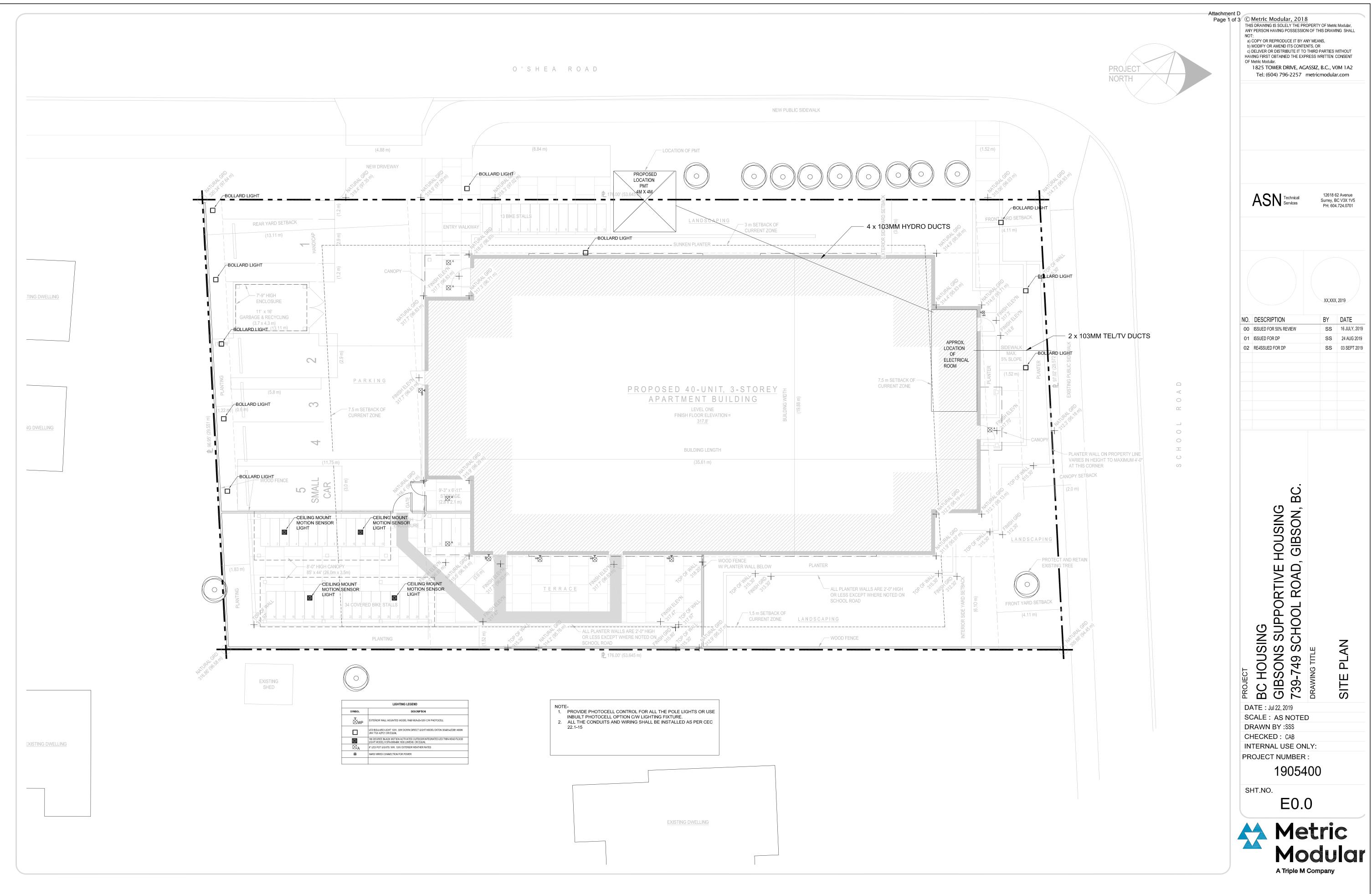
### AMENITY



MAGLIN MLPT720 CLUSTER SEATING SERIES







#### Attachment D Page 2 of 3

### Lumière

#### DESCRIPTION

Eon 303-B1-LEDB2 is a compact, low profile, dimmable, LED bollard that provides downlight only via a fixed head. 303-B1-LEDB2 has a single head on one side of the luminaire. The bollard comes standard with universal input LED drivers (120-277V, 50/60 Hz). Dimming is achieved with a standard ELV, reverse phase dimming driver or an optional 0-10V dimming driver. Eon fixtures may be used indoors or outdoors and carry an IP66 rating. The patented LumaLeveITM leveling systemprovides quick installation, easy adjustment, secure mounting and protection from vibration.

#### SPECIFICATION FEATURES

#### Construction

The head of the 303-B1-LEDB2 is precision machined from corrosionresistant 6061-T6 aluminum. Body is extruded aluminum and adjustable mounting base is cast from corrosion resistant aluminum alloy. Stainless steel hardware is included. Four (4) 3/8" x 12" galvanized anchor bolts and a galvanized steel anchor bolt template are standard. Specify option -LAB and order the anchor bolt/template kit seperately (Catalog: 7581-01PK).

#### Optical

LightBAR™ and optical assembly are sealed by a clear, impact resistant tempered glass lens. The optical assembly is available in three distributions: T2 (lateral throw),T4 (forward throw) and T5X (Flood). Available in several color temperatures: 2700K, 3000K, 3500K,

#### 4000K and TSAM (Amber). Both color temperature and distribution must be specified when ordering - see catalog logic for details. An edge-lit option is available.

#### Electrical

1.4″ 34mm

The bollard is standard with an ELV trailing edge phase dimmable driver that accepts a universal input (120-277, 50/60H2). The standard driver is ELV trailing edge phase dimable. An optional 0-10V dimming driver is also available. Both driver options incorporate surge protection. The receptacle option incorporates a specification grade, 120V, 15A tamper proof and weather resistant duplex GFCI. The photocell option comes in either a 120V or 277V. Please see Option section for more detail.

> 7.7″ 196mm

3″

76mm

Catalog #	Туре
Project	
Comments	Date
Prepared by	

#### Finish

Luminaire and mounting base are double protected by a RoHS compliant chemical film undercoating and polyester powdercoat paint finish. The mounting base is painted black. The luminaire housing and head are available in a variety of standard colors. RAL and custom color matches are available upon request. As an option, the Eon bollards are also available in colors to match other outdoor Eaton product lines, such as Invue. See the Finish section in the ordering detail for more detail. The LightBAR<sup>™</sup> cover plates are standard white.

#### Warranty

24″ 609mm

914mm

42

1087mm

5'

129mm

Lumiere warrants the EON series of fixtures against defects in material and workmanship for five (5) years. Auxiliary equipment such as LED drivers carries the original manufacturer's warranty.



303-B1-LEDB2 EON LED

> APPLICATIONS: BOLLARD

#### CERTIFICATION DATA UL and cUL Wet Location Listed LM79 / LM80 Compliant

ROHS Compliant IP66 Ingressed Protection Rated

TECHNICAL DATA

50°C Maximum Temperature Rating External Supply Wiring 90°C Minimum



#### ORDERING INFORMATION

Sample Number: 303-B1-LEDB2-2700-120-T2-DIM10-BK-42-EDGE-PC1-RFL-LAB

Under side profile view

Series <sup>8</sup>	Color Temperature	Input Voltage	Optics	Dimming	Finish <sup>3</sup>	Height 4	Options <sup>5</sup>
303-B1-LEDB2	2700=2700K	UNV=120-277V 1	T2 =Type II,	DIMELV=Trailing Edge	Painted	<b>24</b> =24″	EDGE=Edge lit glass lens
	3000=3000K	120=120V	LateralThrow	Phase Dim-	BK=Black	<b>36</b> =36″	PC1=Photocontrol 120V 6
Head contains	3500=3500K	277=277V <sup>2</sup>	T4 =Type IV,	ming Driver	BZ=Bronze	<b>42</b> =42"	PC2=Photocontrol 208-277V 6
two (2)	<b>4000</b> = 4000K		ForwardThrow	DIM10=0-10V Dimming	CS=City Silver		RIU=Receptacle - In Use
Mini LightBAR™	TSAM=Turtle Safe Amber		T5X =Type V,	Driver	WT=White		(120V Only) 6
-	(585-595nm)		Extra Wide Flood		Premium Paint		RFL=Receptacle - Flip-Lid
					AP=Grey		(120V Only) 6
					DP=Dark Platinum		LAB=Less Anchor Bolts & Template
					GM=Graphite Metallic		-

for further information. 4 Bollard heights are nominal (shown in inches). 5 Add suffix in the order shown. 6 Must specify voltage when ordering. 7 When specifying LAB option the anchor bolts and template need to be ordered seperately 7581-01PK. 8 DesignLights Consortium <sup>10</sup> Qualified and classified for DLC Standard. Refer to <u>www.designlights.org</u> for details on exact qualified EON 303-B1-LEDB2 product as not all configurations are DLC classified.



ADL121470 March 15, 2016

#### LUMENS - CRI/CCT TABLE Chment D LUMEN MAINTENANCE Page 3 of Distribution Watts 3 Delivered TM-21 Reported L70(10k) (Hours) CRI nom./ Wavelength TM-21 Lumen Optic Type I PW CCT (K) / Color Theoretical L70 (Hours) Ambient Lumens Maintenance (72,000 Hours) Temperatur 783 51 2700 1300 84 3000 T2 15.5 > 94% > 60,000 365,000 909 59 3500 (Lateral Throw) 1433 93 4000 12.1 398 31 TSAM (Ambe 585-595nm CURRENT DRAW 747 48 2700 Model Line Voltage **Current Draw** 1241 80 3000 Т4 15.5 303-B1-LEDB2 120-277V, 50/60Hz 0.13A 868 56 3500 (ForwardThrow) 1368 4000 88 MAX LOAD RATING 12.1 TSAM (Amber) 585-595nm 380 29 44 682 2700 Options Line Voltage Max Load Rating 73 1132 3000 T5X 15.5 PC1 120V, 50/60Hz 792 51 3500 1000VA, 8.3A (Extra Wide Flood) PC2 208-277V, 50/60Hz 1248 81 4000 RIU or RFL 120V, 50/60Hz 1800VA, 15A 27 12.1 347 TSAM (Amber) 585-595nm

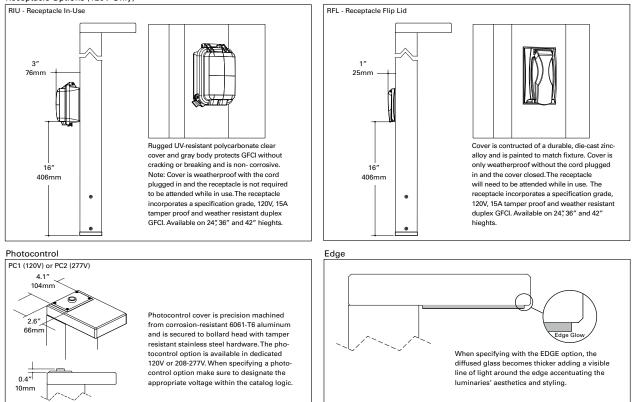
#### OPTIONS

25°C

40°C

50°C

Receptacle Options (120V Only)



#### TECHNICAL NOTES:

1. Adjustable mounting base - Cast aluminum mounting base is equipped with the patented LumaLevel" leveling system that includes mounting base, 70 shore neoprene base, stainless steel hardware and a slot to accommodate two inbound and outbound 3/4" conduits. It provides quick installation, easy adjustment, secure mounting and protection from vibration.



Eaton 18001 East Colfax Avenue Aurora, CO 80011 P: 303-393-1522 www.eaton.com/lighting

Specifications and dimensions subject to change without notice

ADL121470 March 15, 2016

B-U-G Rating

B1-U0-G1

B0-U0-G0

B1-U0-G0

95

75

85

75

95

75

85

75

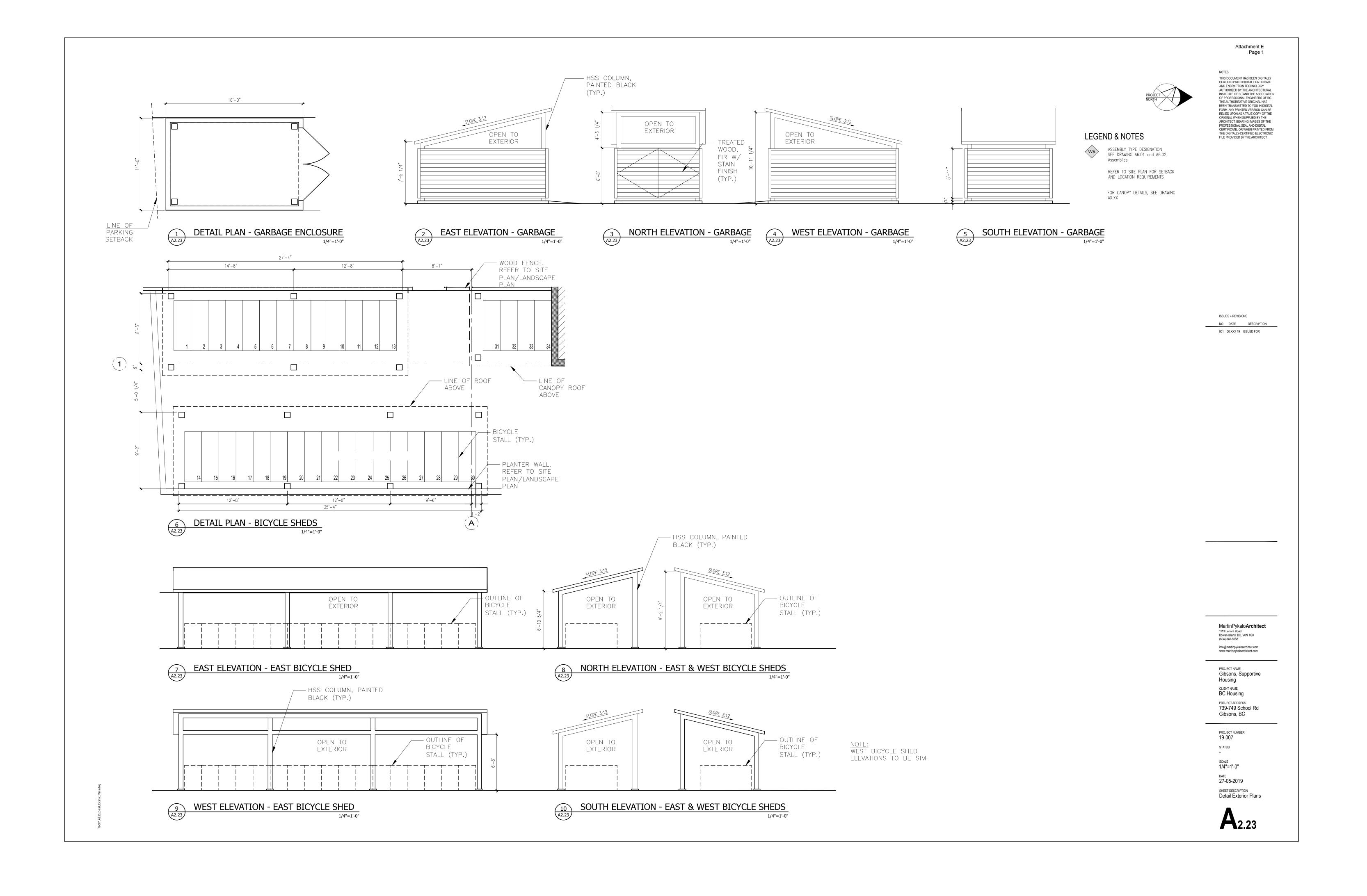
95

75

85

75

Regular Council Meeting Agenda - 03 Dec 2019



### **Proposal Summary**

#### **Project Within the Urban Context**

The proposed building is designed to compliment and blend into the adjacent residential neighbourhood. This is achieved through on-site program organization and the use of soft landscaping elements, including tall trees and vegetation screening. These elements are intended to provide a buffer between the on site activities as well as minimizing the impact of a 3 storey and regular shaped modular construction building on this site.

#### Environmentally, Socially, and Economically Sustainable

This building is designed to comply with latest energy efficiency requirements of the BC Energy Step Code. It is targeted to meet Step Code level 4. Compliance is planned through meeting the required step 4 heating performance limits as well as total energy use limits. This will be achieved through implementation of effective building mechanical, electrical and building envelope systems. The project will be 'energy modelled' during design phases and upon completion to verify that targets are met. On site airtightness testing will also take place to conform compliance. The building envelope will be designed to minimize thermal bridging and control air passage.

#### **Character: General Design Guidelines**

The proposed design incorporates numerous architectural and landscape features which are intended to compliment the desired small town character of this neighbourhood. Extensive landscaping, including hedges, planters, shrubs and trees will be incorporated along public street edges to soften and screen the mass of the building structure.

#### **Building Scale and Massing**

By definition, modular construction lends itself to efficient linear massing. The proposed design follows this approach to address constructibility, scheduling and energy efficiency issues. With this approach taken as the starting point, every effort is made to 'soften' the impact of the massing on this neighbourhood's residential character.

#### **Building Wall Design**

The longer Eastern and Western facades will be articulated with slight projections and colour differentiation to increase visual interest and de-emphasize the overall simple building massing. The shorter Southern and Northern facades will be stepped in order to accommodate stair cores and service spaces. These facades will be screened with tall vegetation.

#### **Roof Design**

The building will be covered with a flat roof as is inherent to modular construction. The proposed design incorporates 'gable-end' roof edge articulations that terminate the facade stepping and introduce visual interest to the building's sky edge profile.

#### Integration with Surrounding Areas

The site design proposes pedestrian and vehicle access via the South end of O'Shea Road. The intent of this approach is to de-emphasize entry and service use patterns away from neighbouring residences and the School Road artery. A new sidewalk will be provided along O'Shea road linking the building entrance to the intersection with School Road.

The new building is proposed to be positioned as close as possible to the intersection in order to manage the transition to the lower neighbouring single family residences.

Attachment F Page 2 of 2

### Sense of Place, Amenity Space and Private Areas

This site allows for a logical separation of resident exterior activities from the street and the neighbouring properties. With a single controlled entrance and no practical gathering space on the street side, residents will be encouraged to make use of abundant outdoor gathering spaces on the property's Southern-Eastern side. Furthermore, the Southern exposure to daylight and sunshine will make these gathering spaces more appealing.

### Landscaping

The proposal includes abundant 'soft' landscaping for the site with numerous trees, hedging, shrubs, ground cover as well as planters over hard areas. Outdoor equipment and furniture such as a moveable pet run enclosure, shade shelters, picnic tables, and benches will also be provided. All of these significant landscape elements are intended to provide privacy screening as well as allowing this building to fit well into its urban context.

### Fencing

The site will be screened from adjacent properties by means of opaque and secure wood fencing, as well as planted hedging in key areas.

### **Parking Areas and Vehicle Access**

Parking and service access is proposed to be located at the Southern end of the property, with redeveloped driveway access from O'Shea Road. The intent of this approach is to de-emphasize entry and service use patterns away from neighbouring residences and the School Road artery.

### Signage and Lighting

Safety and security lighting will be provided at the main entrance, including the service and outdoor amenity spaces. Subtle lighting will also be provided at the building exit doors, including the North side along School Road. Landscape features will be used to screen lighting from adjacent properties and the street as much as possible.

### Central Recycling Area

A central garbage and recycling structure is proposed to be located near the O'Shea Road driveway entrance, at the South-Western corner of the site. This structure will be landscape screened from the street.

### **Stormwater Management and Drainage**

Stormwater management and drainage will be coordinated by a civil engineer.

# 739 – 749 School Road, Supportive Housing Project

# Multi-unit Residential Development Permit Area No. 4 Land Use Assessment Matrix Submitted by the O'Shea/Oceanmount Community Association

# **Table of Contents**

Summary of Risk Matrix
Recommendations
Proposed Project Design
Purpose6
Area
Form and Character Development Permit Areas Map6
Justification7
Guidelines7
1. Character: General Design Guidelines7
2. Building Scale and Massing9
3. Building Wall Design9
4. Roof Design
5. Integration with Surrounding Areas10
6. Gradual Change in Height11
7. Sense of Place: Development Identity12
8. Amenity Space; Private Areas13
9. Landscaping16
10. Fencing16
11. Signage and Lighting
12. Central Recycling Area
13. Stormwater Management and Drainage18

Page **1** of **18** 

### Introduction

As part of its submission to Gibsons Town and Council regarding the proposed Supportive Housing Project on School Road, the OOCA has prepared a Risk Assessment of the Project using the Town's Development Permit 4 guidelines. The project is partly within DP4 with a portion of the lands in DP8. An OCP amendment seeks to change the current DP8 area into DP4, thus we will only assess the project as a DP4.

The compliance with the DP4 criteria have been given a score from 0 (Low Risk – completely compliant) to 5 (High Risk, Non-Compliant). The criteria (extracted from the DP4 document) is stated first and then a rating is provided in a table following the criteria. We have rated 12 risk areas and at this stage have not provided a weighting to reflect areas that are more important than others. Risk ratings are a means of quantifying the project's adherence to the guidelines laid out in the DP4 document.

Naturally a more in-depth consultation would be useful to ensure all the constituents of this project had an opportunity to provide input regarding the risk ratings.

# **Summary of Risk Matrix**

See detailed assessments and explanations for this summary in the following document.

DPA-4 Rating Summary 739 - 749 School Road Supportive Housing Facility				
Overall Average Risk Rating	3.5			
Risk	Rating	Weighting	Weighted Rating	
1. Character: General Design Guidelines	4.5	1.0	4.5	
2. Building Scale and Massing	4.7	1.0	4.7	
3. Building Wall Design	4.1	1.0	4.1	
4. Roof Design	4.6	1.0	4.6	
5. Integration with Surrounding Areas	4.4	1.0	4.4	
6. Gradual Change in Height	4.5	1.0	4.5	
7. Sense of Place; Development Identity	3.8	1.0	3.8	
8. Amenity Space; Private Areas	2.5	1.0	2.5	
9. Landscaping	2.0	1.0	2.0	
10. Fencing	3.0	1.0	3.0	
11. Signage and Lighting	2.5	1.0	2.5	
12. Central Recycling Area	1.0	1.0	1.0	
Totals	41.6		41.6	

Page 2 of 18

# Recommendations

It is apparent from the risk analysis that the proposed development may not comply with many of the DP4 criteria. With half the criteria in the red zone (high risk), the development appears to have contravened the guidelines. We therefore recommend that the size or location of the building be changed. Further, we recommend that the architecture be modified to encompass more of the design criteria and common building elements required in the DP4 area.

Alternatively, the Town could propose a special Development Permit Area specifically created for this site and eliminate the criteria outlined in DP4.

# **Proposed Project Design**



Existing building on the property

Page **3** of **18** 

Attachment G Page 4 of 18



Figure 1. 439 - 449 School Road Proposed Design



Figure 2. 439 - 449 School Road Proposed Design

Page **4** of **18** 

Attachment G Page 5 of 18



Figure 3. 439 - 449 School Road Site Layout

Page **5** of **18** 

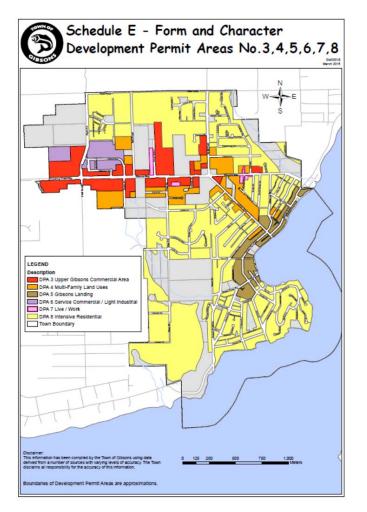
# 16.5 Multi-unit Residential Development Permit Area No. 4

# Purpose

The Multi-unit Residential Development Permit Area is designated under Section 919.1(1)(f) of the Local Government Act to guide the form and character of multi-unit development.

# Area

The Multi-unit Development Permit Area is shown as Development Permit Area No. 4 on Schedule E. NOTE: These guidelines do not apply to single-detached or duplex homes.



# Form and Character Development Permit Areas Map

Page **6** of **18** 

# Justification

The objective of the Multi-unit Residential Development Permit Area designation is to ensure that a high standard of design, landscaping and building form is implemented for any multi-unit residential development.

The guidelines are aimed at ensuring that new development is appropriate to its surroundings, and is compatible with surrounding uses or neighbourhood character. The Development Permit guidelines are also intended to ensure that multi-unit residential development is attractive for future residents.

# Guidelines

# 1. Character: General Design Guidelines

Multi-unit developments should reflect the following design elements which are key components contributing to the form and character of development which "creates" the Gibsons character:

- Development should promote a small town character by encouraging architecture, landscape design and environmental settings that respect the surrounding context.
- Public street edges which are characterized by low (less than 3.5 feet high), neighbourly fences, combined with extensive landscape materials at the private edge.
- Residences oriented towards the street with well-defined and welcoming entries at the street edge.
- o Construction materials should reflect the West Coast Design and Setting.
- Each building should appear unique or easily distinguishable from neighbouring buildings.
- Simple exterior detailing with earth-tone colours and primary colours only as accents.
- Buildings should be oriented to maximize solar exposure while minimizing shadow impacts on adjacent buildings and common areas.
- Common building elements which include:
  - pitched roof line
    - □ dormers
    - □ porches
    - □ low building profiles, simple residences, set well back from the roadway and nestled into the landscape

Changes in the building facades and the massing of buildings add a human scale and visual richness to the development. Long, unbroken building lines and rooflines are to be avoided. New developments should create visual interest by providing variations in building height and massing as follows:

- The inclusion of elements such as bay windows, dormers, porches and cross gables help mitigate the visual impact of larger buildings.
- Steeper roof pitches and stepping down of roof lines to vary the height and rooflines of buildings is recommended.
- Offsetting and modulating wall lines along the building elevation to allow smaller building sections to stand out. The overall building footprints on the site shall be modulated to avoid monotony and repetition and to avoid wall-like massing.

Page **7** of **18** 

Assessment Remarks	Rating Range	Rating
This design has the general appearance of a large box with an institutional look. It is a 3 storey apartment building located next to single family homes and as such overpowers the immediate neighbourhood. It doesn't provide any of the common building elements suggested in the guidelines. The wall-like massing of the building specifically goes against the guidelines of DP4	0 – 5	4.5
The proposed cladding colours and the design feature on the top do add some character but it is clear there was no attempt to comply with Gibsons vison of a seaside village character. See Figures 4 and 5 which are examples of buildings that provide more seaside character.		



Figure 4. Stonehurst Classic Architecture



Figure 5. Marina House Classic Architecture

Page **8** of **18** 

Regular Council Meeting Agenda - 03 Dec 2019

0

# 2. Building Scale and Massing

To compliment adjacent single-detached neighbourhoods and reduce impacts of building massing, the following guidelines shall apply:

- Larger developments should be separated into smaller groups or clusters of units to promote a sense of belonging and neighbourliness and to maintain a residential scale and image.
- Townhomes should be designed in clusters of 25 units or less based on a single entry point.
- Apartment-style developments based on a single entry should have 60 units or less.
- Very large single buildings more than 70metres in length, or townhomes with more than six joined units are to be avoided.



Respect for the existing streetscape

Assessment Remarks	Rating Range	Rating
The building scale and massing contravene the guidance that indicates large single buildings should be avoided. In this case there are two large 3 storey buildings proposed to be built side by side.	0 – 5	4.7

# 3. Building Wall Design

The general character of the development should reflect aspects of Gibsons' semi-rural coastal setting by using natural and typical local wall materials including wood siding, wood shingles, stucco, stone and brick.

The number of materials used on the building exterior must achieve a balance between achieving visual interest and complexity without overpowering the surroundings.

Page **9** of **18** 

Attachment G Page 10 of 18

Assessment Remarks	Rating Range	Rating
The building as presented would be out of balance with the neighbourhood and its difficult to see the semi-rural coastal setting from the wall materials proposed. It appears there will be large blocks of wall board in solid colours. Given the boxlike nature of the design, it's difficult to detect visual interest or complexity.	0 – 5	4.1

# 4. Roof Design

The design of the roof of multiple-unit residential dwellings has a major influence on the overall character of the development. The "roofscape" is a key design feature, which is of critical importance to Gibsons, especially areas of lower Gibsons, because of its potential to be viewed from above (as a result of the varied topography of Gibsons). The following guidelines shall apply:

- The roof form should have a sloped appearance large areas of flat roof will not be acceptable in low or medium density multiple unit residential developments except in the case of a green (vegetated) roof.
- The roof form should be modulated and broken up with dormers, skylights and other architectural features.

A continuous unbroken ridge line should be avoided.

- Roof lines should include steep pitches typical of west coast building forms.
- Secondary hipped or gabled roofs are preferable to flat roofs or mansard roofs, or segments of pitched roofs applied to the building's edge.
- o Roofing materials may be metal, cedar shakes, concrete tiles or asphalt shingles.

Assessment Remarks	Rating Range	Rating
The roof architecture is non-compliant in that it is a large area of flat roof which is specifically prohibited. The top design feature appears to be an attempt to break up the very straight flat lines. The roofing materials used in the flat roof (usually tar and gravel) are not listed items.	0 – 5	4.6

# 5. Integration with Surrounding Areas

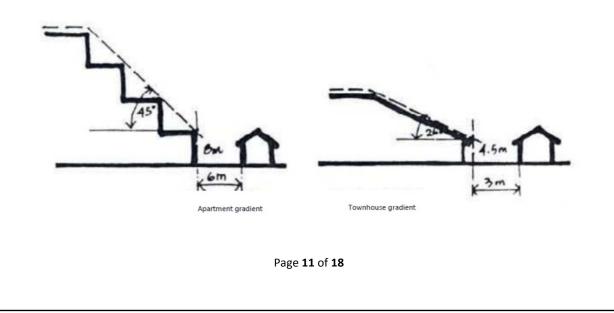
 New developments should reflect elements of the existing neighbourhood and the prevailing residential streetscape. This may require recessing of parking areas, creation of gabled entries or porches, and highlighting individual front door entries to be similar to those on neighbouring lots. For larger developments, this may require separating the units into smaller components.

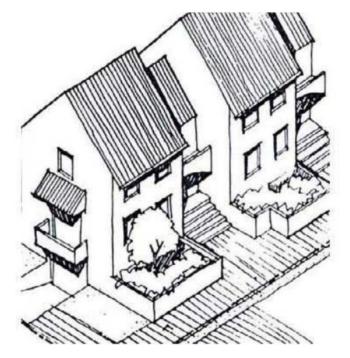
Page **10** of **18** 

- New residential buildings should not in general, be much larger than the surrounding buildings. A graded transition in the building height is desired to ensure adjacent properties are not confronted with a "wall".
- Additional setbacks may also be required to achieve this transition.
- Roof lines should be stepped down from building ends to reduce the apparent mass of the building.
- The end units of new developments at road edges should not be more than one to two stories in height to establish a single-detached residential appearance in multi-unit residences.
- All lots must have direct access to the larger pedestrian circulation system via park corridors, pathways, and/or sidewalks.
- Developments on sloped properties should be terraced with the natural slope of the land, and should avoid the use of high [over 1.2 m (4 feet)] retaining walls.
- New developments should be oriented to best utilize natural light, southern exposure, and views of adjacent natural features, and to minimize loss of views and shadows cast on adjacent uses. This may require increased setbacks or terracing of buildings.

Assessment Remarks	Rating Range	Rating
The building is much larger than the surrounding buildings which are mostly single family homes. Roof lines are not stepped down and the end units at road edges are more than two stories tall.		
Elements of the existing neighbourhood are missing. The front door entry is at the side of the building and there appears to be just one entry point as opposed to "highlighting individual door entries".	0 – 5	4.4
The buildings don't integrate with the surrounding neighbourhood due to the modular flat roof design, building massing and height.		

# 6. Gradual Change in Height





Front entrances create a sense of belonging to the neighbourhood

Apartment gradient Townhouse gradient

Assessment Remarks	Rating Range	Rating
This is a modular building without any change in height or front entrances that create a sense of belonging.	0 – 5	4.5

# 7. Sense of Place: Development Identity

With the increased density of multi-unit housing; creating a sense of "place", of neighbourhood, and of privacy within the development are importance design features. New multi-unit developments will be reviewed for features which help create these qualities. The following guidelines apply to new developments:

- The design of developments into smaller areas where residents share smaller parking areas, pathways and other common areas creates a sense of belonging within a larger development.
- Multi-unit homes should provide a street orientation through features such as major entry points to provide a sense of belonging to the neighbourhood. Street level landscaping creates privacy within the development. Parking areas should be recessed to allow the pedestrian entry to predominate.

Page **12** of **18** 

• Townhome projects on major arterials may have private rear yards facing the street, but should create a streetscape of entrances within the private roadway or courtyard area.

Assessment Remarks	Rating Range	Rating
This development could produce a sense of place for the residents due to the rear courtyard. There is no parking for the residents and with just the one entrance, the streetscape of entrances doesn't exist.	0 – 5	3.8

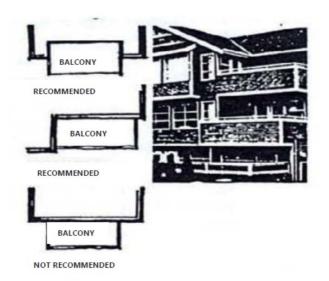
# 8. Amenity Space; Private Areas

The location and size of outdoor spaces such as patios and balconies have considerable effect on the sense of privacy. New residential buildings should be designed to provide privacy for each resident; through windows, private outdoor spaces or balconies, or through changes in grade or elevation as follows:

- An outdoor living space of minimum 5 m depth for townhouses and minimum size of 37 m2 (400 square feet) is recommended.
- Apartments should have a minimum 3 m depth terrace or balcony, sufficiently large to create a usable outdoor "room". Balconies should be at least half enclosed in order to give the occupant privacy, security and weather protection.
- Dwelling units to be "clustered" in smaller groups to create more resident interaction and neighbourly surveillance.
- Changes in grade can provide for private areas between street edges and the development units.

Page **13** of **18** 

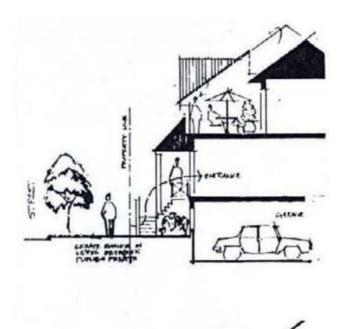
Attachment G Page 14 of 18

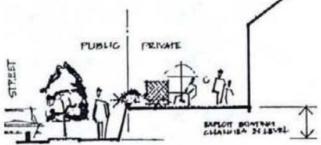


Balconies to create outdoor rooms

Page **14** of **18** 

Attachment G Page 15 of 18





Changes in grade separate the public and private areas

Projects should provide meaningful and appropriate amenity space areas, and may consist of indoor or outdoor recreation areas, landscape features such as benches, gardens or plazas, children's play areas, social meeting rooms, or specific recreations features such as tennis, swimming or walking trails. These common areas contribute significantly to the quality of life in multi-unit developments, where private yard areas are not available for these activities.

Assessment Remarks	Rating Range	Rating
There is some compliance with amenity space and private areas criteria. A cafeteria and common community spaces, including a back garden/sitting area are planned. The buildings do not have balconies to provide a useable outdoor room.	0 – 5	2.5

Page **15** of **18** 

# 9. Landscaping

Landscaping and open space areas are an essential part of the livability of multi-unit residential developments, and their integration into neighbourhoods. The following guidelines refer to the landscaping surrounding the development, and the common areas within the development:

- All Development Permit applications must provide a professional landscape plan.
- Trees should be planted and maintained by the property owners along street frontages of new multi-unit developments to create a mature treed "boulevard" type of streetscape. (Spacing will vary by species used, however, a rule of thumb for tree spacing is a minimum of 8.0 metres.) This may be supplemented by other lower ornamental plantings.
- Native or hardy landscape species are preferred over exotic species; a mix of coniferous and deciduous species is recommended to provide effective landscaping though the seasons. Willows, bamboo and other invasive species are not recommended.
- Trees, or a combination of landscape and architectural features shall be used to define the gateway or entrance to a development. Landscaped entrances however, should be low-level for better security at entrances.
- Clusters of trees, ponds, or other landscape features should be used within the development to create a meaningful common area. Central areas or courtyards should be usable and inviting to residents as a meeting place, rather than random plantings of grass and shrubs. Seating areas and appropriate lighting should be provided within these common areas. Landscaping should also create a sense of enclosure and privacy for these spaces.
- Large areas of uncharacteristic materials such as bark mulch, gravel, river rock and ground cover are to be avoided, and should be combined with a variety of plant materials.
- Wherever possible, natural vegetation should be retained or enhanced as a feature of the development. This is particularly important where natural features such as streams or steep slopes are a component of the development.
- All public and semi-public areas should be landscaped, including entrance driveways, areas surrounding parking spaces or structures.
- Additional landscaping depth, denser vegetation and noise barriers such as earth berms should be used where a development abuts a major roadway.

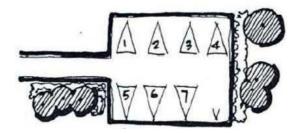
Assessment Remarks	Rating Range	Rating
Figure 3 indicates some compliance with landscaping criteria. Detailed landscaping plans would provide more data. The existing trees along O'Shea add to the privacy and should be retained.	0 – 5	2

# 10. Fencing

Fencing design for multi-unit residential areas should provide privacy to the individual units or developments without creating solid walls along the street edge. The following guidelines respecting fencing and landscape shall apply:

Page **16** of **18** 

- Fences along streets should not provide a continuous wall or high barrier to the street, but should be lower profile and broken at intervals to provide pedestrian linkage and views to the street.
- Any fencing located along a street edge should not exceed a length greater than 20 metres without a substantive break or jog.
- Fencing should not exceed a height of 1.2 metres within any part of the required front yard setback.
- Fencing along the street edge should be supplemented with low profile landscape plantings.
- Parking Areas and Vehicle Access Parking and driveways entrances should be designed to minimize impact on surrounding uses, the pedestrian character of the street and the internal appearance of the development, according to the following guidelines:
- Walkways and surface parking areas should be well lit and located in an area which is observable by residents.
- Entrances to parking garages should be located in areas visible from habitable room windows and well lit.
- Where possible, parking areas should be located in underground structures. Small groups of parking spaces throughout the development, located near to entry doors are preferable to large, central parking areas.



Small, screened parking

- Developments should be designed to prevent parking areas, carports or garages from dominating the internal open space areas; parking should be recessed from the main building edges.
- Parking areas should be landscaped and screened, but sufficiently visible to provide security to residents and vehicles.
- Distinct, visible visitor parking areas should be provided near the entry to the development.
- Site design should provide for emergency vehicles, moving vans and service vehicles, and should locate this use to minimize noise impacts on residents and adjacent uses.

Assessment Remarks	Rating Range	Rating
Figure 3 does not indicate fencing. Parking is adjacent to the neighbouring property. Discussions indicated that in lieu of fencing, trees would be planted. Final configuration is unknown.	0 – 5	3.0

Page **17** of **18** 

Attachment G Page 18 of 18

# 11. Signage and Lighting

Signage and lighting shall meet the following guidelines:

- The size, siting and style of signage shall not be obtrusive or present a cluttered image.
- Entry signs shall be placed at or below eye level and shall be integrated with landscaping or other feature.
- Site lighting of all developments should be designed so that it avoids "light-spill" upon adjoining low density residential lands and of the night sky.

Assessment Remarks	Rating Range	Rating
Figure 3 did not provide sufficient detail to evaluate this as positive or negative compliance.	0 – 5	2.5

# 12. Central Recycling Area

New developments are encouraged to provide residents with Central Recycling Areas suitable for the disposal of a variety of materials.

Assessment Remarks	Rating Range	Rating
Assumed compliant.	0 – 5	1.0

# 13. Stormwater Management and Drainage

For developments in the Upper Gibsons Neighbourhood Plan area the following guidelines regarding stormwater management apply:

- Building foundations must be chosen and designed such that they do not require a subsurface connection to the municipal system. They must be designed for on-site drainage, or day-lighting into the fronting municipal surface conveyance system.
- No subsurface habitable floor space (MBE) is permitted because it would affect drainage infrastructure requirements and cost.
- Roof leaders / downspouts shall drain to ground surface on-site. No direct piping is permitted to the municipal drainage system.
- Lot grading shall ensure drainage away from the building and towards the municipal drainage system, or adjacent greenbelts. Where required, side / rear yard swales shall be provided to prevent cross lot drainage.
- Where on-site stormwater detention is required, both surface and sub-surface techniques may be used. The provision of stormwater detention does not reduce the requirement for Best Management Practices (BMP). Runoff must first be treated / managed by BMP techniques prior to entering the detention facility, according to applicable standards under the Subdivision Bylaw.

Assessment Remarks	Rating Range	Rating
Not Upper Gibsons Neighbourhood Plan area – Not Applicable	0 – 5	N/A

Page **18** of **18** 

Attachment H Page 1 of 3



# **DEVELOPMENT PERMIT**

NO. **DP- 2019-12** 

TO: BC Housing Management Commission

ADDRESS: Suite 1701-4555 Kingsway Burnaby, B.C. V5H 4V8 (Permittee)

- This Development Permit is issued subject to compliance with all of the Bylaws of the Town of Gibsons applicable thereto, except those specifically varied or supplemented by this Permit.
- 2) The Development Permit applies to those "lands" within the Town of Gibsons described below:

Parcel Identifier:	009-612-084
Legal Description:	LOT 1 BLOCK 1 DISTRICT LOT 686 PLAN 9933
Civic Address:	749 School Road

- 3) The lands are within Development Permit Area No. 4 for form and character.
- 4) The "lands" described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part thereof.
- 5) The building form and character is required to conform to the following plans:
  - Development Plans titled: New Supportive Housing Facility 739-749 School Road, Gibsons, BC, dated June 4, 2019 and prepared by Martin Pykalo, Architect.
  - Site Plan titled: Site Plan A1 Gibsons, Supportive Housing, dated May 27, 2019 (received August, 2019) by Martin Pykalo
  - Landscape Plans titled: Landscape Plan (L1) 739-749 School Road, dated July 8, 2019 and prepared by PMG Landscape Architects
- 6) In conjunction with the plans outlined under 5, the following further specifications apply:
  - < list conditions or last minute changes approved for the permit>
- 7) This Development Permit applies to the form and character <u>on</u> the site. For details shown in off-site areas the plans may be subject to change following the provisions of a Servicing Agreement.

Development Permit 2019-12

- 8) Minor changes to the aforesaid drawings that do not affect the intent of this Development Permit or the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Director of Planning.
- 9) If the Permittee does not commence the development permitted by this Permit within twenty four months of the date of this Permit, this Permit shall lapse.
- 10) This Permit is NOT a Building Permit.
- 11) As a condition of the issuance of the Building Permit, Council requires that the Permittee provide security for the value of **\$ XX,XXX** to ensure that the on-site landscaping component of the development is carried out in accordance with the terms and conditions set out in this permit.
  - (a) The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Development Permit within the time provided, the Town may carry out the development or any part of it by its servants, agents or contractors and deduct from the security all costs of so doing, it being understood that the surplus, if any, shall be paid over to the Permittee.
  - (b) If on the other hand, the Permittee carries out the landscaping component of the development permitted by this Development Permit within the time set out herein, the security shall be returned to the Permittee.
  - (c) Prior to issuance of a Building Permit, the Permittee is to file with the Town an irrevocable Letter of Credit or Certified Cheque as security for the installation of hard and soft landscaping in accordance with approved plans, such Letter of Credit to be submitted to the Town at the time of the Building Permit application.
  - (d) The Permittee shall complete the landscaping works required by this permit within six (6) months of issuance of the Building Permit.
  - (e) If the landscaping is not approved within this six (6) month period, the Town has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Town or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.
  - (f) Upon completion of the landscaping, a holdback of 10% of the original security, plus any deficiencies, will be retained for a 1-year period, to be returned upon approval from the Landscape Architect and the Director of Planning.
  - (g) The following standards for landscaping are set:
    - (i) All landscaping works and planters and planting materials shall be provided in accordance with the landscaping as specified on the Site Plan and Landscaping Plan which forms part of this Permit.

Development Permit 2019-12

(ii) All planting materials that have not survived within one year of planting shall be replaced at the expense of the Permittee.

AUTHORIZING RESOLUTION PASSED BY COUNCIL

THIS THE XX DAY OF <month>, 2019.

ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

Bill Beamish Mayor Lindsey Grist Corporate Officer

ATTACHMENT C



# Staff Report

SUBJECT:	749 School Road (Supportive Housing) – DP-2019-12 Revised Submiss	
FROM:	Lesley-Anne Staats. MCIP, RPP Director of Planning	FILE NO:
TO:	Council	MEETING DATE: October 1, 2019

### RECOMMENDATIONS

THAT the report titled 749 School Road (Supportive Housing) – DP-2019-12 Revised Submission be received;

AND THAT DP-2019-12 be issued, subject to:

- a. Adoption of OCP amendment bylaw 985-23, 2019; and
- b. Adoption of zoning amendment bylaw 1065-49, 2019.

### **BACKGROUND / PURPOSE**

On September 17, 2019, the Planning and Development Committee (PDC) reviewed a form and character development permit application (<u>link to report here</u>) for a proposed supportive housing building at 749 School Road, and made the following recommendation for Council's consideration:

THAT the issuance of DP-2019-12 for the Supportive Housing building be supported subject to:

- adding timber frame features
- changing the colour palette (less brown)
- providing a more welcoming entrance
- enhancing the window design to make it more "homey"; and
- Adoption of OCP amendment bylaw 985-23, 2019 and zoning amendment bylaw 1065-49, 2019.

On September 27, the applicant submitted a revised design, enclosed as Attachment A, and shown in Figures 1 and 2.



Figure 1: O'Shea Rd elevation

### DISCUSSION

With the revised design, the applicant provided the following feedback as it pertains to the recommendations from the PDC:

PDC Recommendations	Applicant's Comments
Add timber frame features	Timber framing as an appendage to modular units would be structurally prohibitive to achieve. We incorporated pilaster-like articulation in order to address this suggestion.
Change the colour palette (less brown)	The colours have been revised to resemble the palette that was presented in the spring.
Provide a more welcoming entrance	The colours at the entrance have been made more approachable and will be in a light gray tone.
Enhance the window design to make it more "homey"	The windows are half casement windows, and have added trim features that will work alongside the energy consumption mediating shading devices.

The architects provided the additional following feedback:

- a more residential traditional approach has been introduced to reduce the institutional look and feel.
- A rooftop deck is not possible within the scope and means of the project.

Staff Report to Council – October 1, 2019 749 School Road (Supportive Housing) – DP-2019-12 Revised Submission

Page 3 of 4

• Regarding accessibility: the project doubles the number of accessible units that are required by BC Building Code to 4 units. Past experience with similar projects supports this number of units. The other 4 units on the ground floor can be converted for accessibility at a later date, but this conversion is unlikely to be needed.



Figure 2: School Road Elevation

Staff considers the revision an improvement, and recommends issuance of the Development Permit, subject to adoption of the OCP and zoning amendment bylaws.

## NEXT STEPS

Upon issuance of a Development Permit, a Building Permit may be obtained subject to approval of the OCP and Zoning Bylaw Amendment applications.

### **RECOMMENDATIONS / ALTERNATIVES**

Staff recommendations are on page 1 of this report. Alternatively, Council may request changes to the design prior to recommending issuance, or may refer the design back to the Planning and Development Committee for additional feedback.

Staff Report to Council – October 1, 2019 749 School Road (Supportive Housing) – DP-2019-12 Revised Submission

Page 4 of 4

### Attachments

Attachment A – Revised elevation submission.

Respectfully Submitted,

Lesley-Anne Staats, MCIP, RPP Director of Planning

# CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

Emanuel Machado Chief Administrative Officer

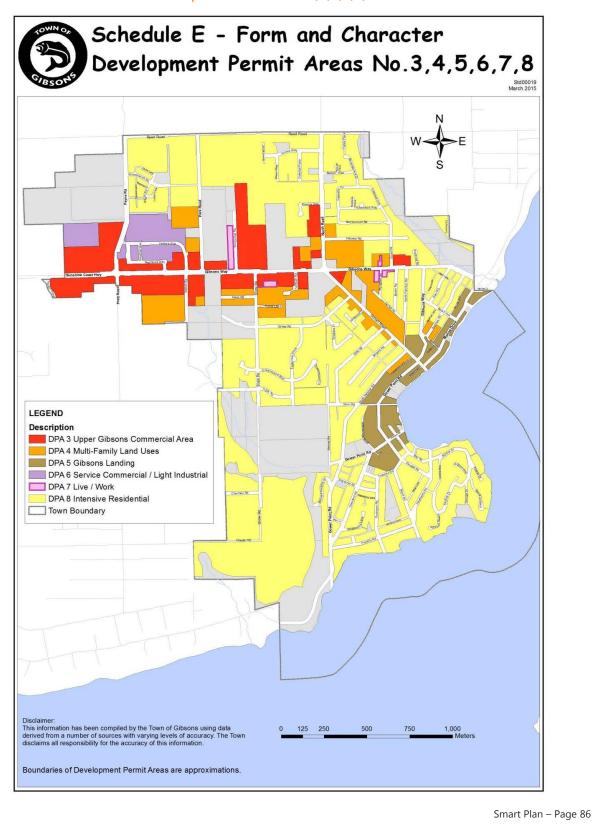




School Rd Elevation

Attachment A

ATTACHMENT D



#### Schedule E: Form & Character Development Permit Areas No.3, 4, 5, 6, 7, 8

Regular Council Meeting Agenda - 03 Dec 2019

# 16.5 Multi-unit Residential Development Permit Area No. 4

# **Purpose**

The Multi-unit Residential Development Permit Area is designated under Section 919.1(1)(f) of the Local Government Act to guide the form and character of multi-unit development.

### Area

The Multi-unit Development Permit Area is shown as Development Permit Area No. 4 on Schedule E. NOTE: These guidelines do not apply to single-detached or duplex homes.

## **Justification**

The objective of the Multi-unit Residential Development Permit Area designation is to ensure that a high standard of design, landscaping and building form is implemented for any multi-unit residential development. The guidelines are aimed at ensuring that new development is appropriate to its surroundings, and is compatible with surrounding uses or neighbourhood character. The Development Permit guidelines are also intended to ensure that multi-unit residential development is attractive for future residents.

# Guidelines

0

### Character: General Design Guidelines

Multi-unit developments should reflect the following design elements which are key components contributing to the form and character of development which "creates" the Gibsons character:

- Development should promote a small town character by encouraging architecture, landscape design and environmental settings that respect the surrounding context.
- Public street edges which are characterized by low (less than 3.5 feet high), neighbourly fences, combined with extensive landscape materials at the private edge.
- o Residences oriented towards the street with well-defined and welcoming entries at the street edge.
- o Construction materials should reflect the West Coast Design and Setting.
- o Each building should appear unique or easily distinguishable from neighbouring buildings.
- Simple exterior detailing with earth-tone colours and primary colours only as accents.
- Buildings should be oriented to maximize solar exposure while minimizing shadow impacts on adjacent buildings and common areas.
  - Common building elements which include:
    - pitched roof line
    - dormers
    - porches
    - low building profiles, simple residences, set well back from the roadway and nestled into the landscape

Changes in the building facades and the massing of buildings add a human scale and visual richness to the development. Long, unbroken building lines and rooflines are to be avoided. New developments should create visual interest by providing variations in building height and massing as follows:

- The inclusion of elements such as bay windows, dormers, porches and cross gables help mitigate the visual impact of larger buildings.
- Steeper roof pitches and stepping down of roof lines to vary the height and rooflines of buildings is recommended.

 Offsetting and modulating wall lines along the building elevation to allow smaller building sections to stand out. The overall building footprints on the site shall be modulated to avoid monotony and repetition and to avoid wall-like massing.

### Building Scale and Massing

To compliment adjacent single-detached neighbourhoods and reduce impacts of building massing, the following guidelines shall apply:

- Larger developments should be separated into smaller groups or clusters of units to promote a sense of belonging and neighbourliness and to maintain a residential scale and image.
- o Townhomes should be designed in clusters of 25 units or less based on a single entry point.
- Apartment-style developments based on a single entry should have 60 units or less.
- Very large single buildings more than 70metres in length, or townhomes with more than six joined units are to be avoided.



Respect for the existing streetscape

Smart Plan – Page 111

Regular Council Meeting Agenda - 03 Dec 2019

### **Building Wall Design**

The general character of the development should reflect aspects of Gibsons' semi-rural coastal setting by using natural and typical local wall materials including wood siding, wood shingles, stucco, stone and brick.

The number of materials used on the building exterior must achieve a balance between achieving visual interest and complexity without overpowering the surroundings.

### Roof Design

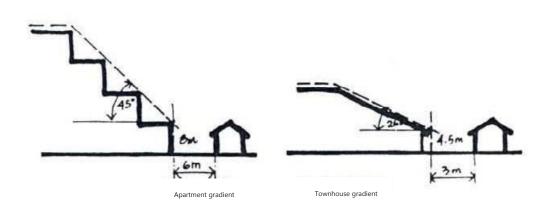
The design of the roof of multiple-unit residential dwellings has a major influence on the overall character of the development. The "roofscape" is a key design feature, which is of critical importance to Gibsons, especially areas of lower Gibsons, because of its potential to be viewed from above (as a result of the varied topography of Gibsons). The following guidelines shall apply:

- The roof form should have a sloped appearance large areas of flat roof will not be acceptable in low or medium density multiple unit residential developments except in the case of a green (vegetated) roof.
- The roof form should be modulated and broken up with dormers, skylights and other architectural features. A continuous unbroken ridge line should be avoided.
- Roof lines should include steep pitches typical of west coast building forms.
- Secondary hipped or gabled roofs are preferable to flat roofs or mansard roofs, or segments of pitched roofs applied to the building's edge.
- Roofing materials may be metal, cedar shakes, concrete tiles or asphalt shingles.

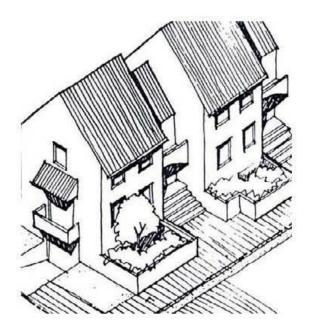
#### Integration with Surrounding Areas

- New developments should reflect elements of the existing neighbourhood and the prevailing residential streetscape. This may require recessing of parking areas, creation of gabled entries or porches, and highlighting individual front door entries to be similar to those on neighbouring lots. For larger developments, this may require separating the units into smaller components.
- New residential buildings should not in general, be much larger than the surrounding buildings. A graded transition in the building height is desired to ensure adjacent properties are not confronted with a "wall". Additional setbacks may also be required to achieve this transition.
- Roof lines should be stepped down from building ends to reduce the apparent mass of the building.
- The end units of new developments at road edges should not be more than one to two stories in height to establish a single-detached residential appearance in multi-unit residences.
- All lots must have direct access to the larger pedestrian circulation system via park corridors, pathways, and/or sidewalks.
- Developments on sloped properties should be terraced with the natural slope of the land, and should avoid the use of high [over 1.2 m (4 feet)] retaining walls.
- New developments should be oriented to best utilize natural light, southern exposure, and views of adjacent natural features, and to minimize loss of views and shadows cast on adjacent uses. This may require increased setbacks or terracing of buildings.

Gradual Change in Height



Front entrances create a sense of belonging to the neighbourhood



Smart Plan – Page 113

Regular Council Meeting Agenda - 03 Dec 2019

### Sense of Place; Development Identity

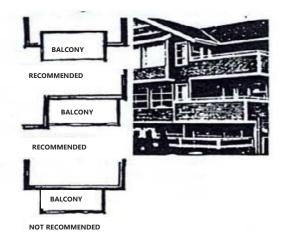
With the increased density of multi-unit housing; creating a sense of "place", of neighbourhood, and of privacy within the development are importance design features. New multi-unit developments will be reviewed for features which help create these qualities. The following guidelines apply to new developments:

- The design of developments into smaller areas where residents share smaller parking areas, pathways and other common areas creates a sense of belonging within a larger development.
- Multi-unit homes should provide a street orientation through features such as major entry points to provide a sense of belonging to the neighbourhood. Street level landscaping creates privacy within the development. Parking areas should be recessed to allow the pedestrian entry to predominate.
- Townhome projects on major arterials may have private rear yards facing the street, but should create a streetscape of entrances within the private roadway or courtyard area.

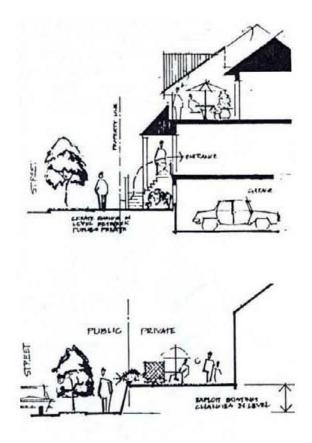
### Amenity Space; Private Areas

The location and size of outdoor spaces such as patios and balconies have considerable effect on the sense of privacy. New residential buildings should be designed to provide privacy for each resident; through windows, private outdoor spaces or balconies, or through changes in grade or elevation as follows:

- An outdoor living space of minimum 5 m depth for townhouses and minimum size of 37 m2 (400 square feet) is recommended.
- Apartments should have a minimum 3 m depth terrace or balcony, sufficiently large to create a usable outdoor "room". Balconies should be at least half enclosed in order to give the occupant privacy, security and weather protection.
- Dwelling units to be "clustered" in smaller groups to create more resident interaction and neighbourly surveillance.
- o Changes in grade can provide for private areas between street edges and the development units.



Balconies to create outdoor rooms



Changes in grade separate the public and private areas

Projects should provide meaningful and appropriate amenity space areas, and may consist of indoor or outdoor recreation areas, landscape features such as benches, gardens or plazas, children's play areas, social meeting rooms, or specific recreations features such as tennis, swimming or walking trails. These common areas contribute significantly to the quality of life in multi-unit developments, where private yard areas are not available for these activities.

### Landscaping

Landscaping and open space areas are an essential part of the livability of multi-unit residential developments, and their integration into neighbourhoods. The following guidelines refer to the landscaping surrounding the development, and the common areas within the development:

- All Development Permit applications must provide a professional landscape plan.
- Trees should be planted and maintained by the property owners along street frontages of new multi-unit developments to create a mature treed "boulevard" type of streetscape. (Spacing will vary by species used, however, a rule of thumb for tree spacing is a minimum of 8.0 metres.) This may be supplemented by other lower ornamental plantings.

- Native or hardy landscape species are preferred over exotic species; a mix of coniferous and deciduous species is recommended to provide effective landscaping though the seasons. Willows, bamboo and other invasive species are not recommended.
- Trees, or a combination of landscape and architectural features shall be used to define the gateway or entrance to a development. Landscaped entrances however, should be low-level for better security at entrances.
- Clusters of trees, ponds, or other landscape features should be used within the development to create a meaningful common area. Central areas or courtyards should be usable and inviting to residents as a meeting place, rather than random plantings of grass and shrubs. Seating areas and appropriate lighting should be provided within these common areas. Landscaping should also create a sense of enclosure and privacy for these spaces.
- Large areas of uncharacteristic materials such as bark mulch, gravel, river rock and ground cover are to be avoided, and should be combined with a variety of plant materials.
- Wherever possible, natural vegetation should be retained or enhanced as a feature of the development. This is particularly important where natural features such as streams or steep slopes are a component of the development.
- All public and semi-public areas should be landscaped, including entrance driveways, areas surrounding parking spaces or structures.
- Additional landscaping depth, denser vegetation and noise barriers such as earth berms should be used where a development abuts a major roadway.

### Fencing

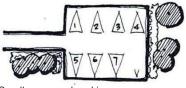
Fencing design for multi-unit residential areas should provide privacy to the individual units or developments without creating solid walls along the street edge. The following guidelines respecting fencing and landscape shall apply:

- Fences along streets should not provide a continuous wall or high barrier to the street, but should be lower profile and broken at intervals to provide pedestrian linkage and views to the street.
- Any fencing located along a street edge should not exceed a length greater than 20 metres without a substantive break or jog.
- Fencing should not exceed a height of 1.2 metres within any part of the required front yard setback.
- Fencing along the street edge should be supplemented with low profile landscape plantings.

### Parking Areas and Vehicle Access

Parking and driveways entrances should be designed to minimize impact on surrounding uses, the pedestrian character of the street and the internal appearance of the development, according to the following guidelines:

- Walkways and surface parking areas should be well lit and located in an area which is observable by residents.
- o Entrances to parking garages should be located in areas visible from habitable room windows and well lit.
- Where possible, parking areas should be located in underground structures. Small groups of parking spaces throughout the development, located near to entry doors are preferable to large, central parking areas.



Small, screened parking

- Developments should be designed to prevent parking areas, carports or garages from dominating the internal open space areas; parking should be recessed from the main building edges.
- Parking areas should be landscaped and screened, but sufficiently visible to provide security to residents and vehicles.
- o Distinct, visible visitor parking areas should be provided near the entry to the development.
- Site design should provide for emergency vehicles, moving vans and service vehicles, and should locate this use to minimize noise impacts on residents and adjacent uses.

### Signage and Lighting

Signage and lighting shall meet the following guidelines:

- The size, siting and style of signage shall not be obtrusive or present a cluttered image.
- Entry signs shall be placed at or below eye level and shall be integrated with landscaping or other feature.
- Site lighting of all developments should be designed so that it avoids "light-spill" upon adjoining low density residential lands and of the night sky.

### Central Recycling Area

New developments are encouraged to provide residents with Central Recycling Areas suitable for the disposal of a variety of materials.

### Stormwater Management and Drainage

For developments in the Upper Gibsons Neighbourhood Plan area the following guidelines regarding stormwater management apply:

- Building foundations must be chosen and designed such that they do not require a subsurface connection to the municipal system. They must be designed for on-site drainage, or day-lighting into the fronting municipal surface conveyance system.
- No subsurface habitable floor space (MBE) is permitted because it would affect drainage infrastructure requirements and cost.
- Roof leaders / downspouts shall drain to ground surface on-site. No direct piping is permitted to the municipal drainage system.
- Lot grading shall ensure drainage away from the building and towards the municipal drainage system, or adjacent greenbelts. Where required, side / rear yard swales shall be provided to prevent cross lot drainage.
- Where on-site stormwater detention is required, both surface and sub-surface techniques may be used. The provision of stormwater detention does not reduce the requirement for Best Management Practices (BMP). Runoff must first be treated / managed by BMP techniques prior to entering the detention facility, according to applicable standards under the Subdivision Bylaw.

TOWN DA			STAFF REPORT
TO:	Council	MEETING DATE:	December 3, 2019
FROM:	Lindsey Grist, Director of Corporate Services	FILE NO:	0630-40
SUBJECT:	2020 Council Seminars & Conferences		

#### RECOMMENDATION(S)

THAT the Director of Corporate Service's report regarding the 2020 Council Seminars & Conferences be received;

AND THAT reimbursement of registration costs and travel costs for those members of Council wishing to register for the below seminars & conferences be approved:

LGLA Leadership Forum	Feb 5-7
UBCM Electoral Area Directors Forum	Feb 4-5
LGLA - AVICC	April 17-19
2020 Livable Cities Forum	Fall
BC Economic Summit	March 8-10
High Ground: Civic Governance Forum	March 27-28
UBCM Mayor Caucus	March 31-Apr 2
COFI Forestry AGM & Convention	April 1-3
Comox Valley Water Symposium on Water Stewardship in a Changing Climate	April 23-24
FCM Annual Trade Show & Conference	June 4-7
Howe Sound Community Forum	Spring/Fall
Lower Mainland Local Government Association Conference & AGM	May 6-8
UBCM AGM & Conference	September 21-25
Island Coastal Economic Trust	TBD

# **BACKGROUND/PURPOSE**

Elected Officials wishing to attend conferences, not previously approved through the budget process, on behalf of the Town require a resolution of Council for reimbursement of expenses. Information on these two events is attached for your consideration.

Respectfully Submitted,

Lindsey Grist, Director of Corporate Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

ham

Emanuel Machado / Chief Administrative Officer

Regular Council Meeting Agenda - 03 Dec 2019



STAFF REPORT

TO:	Council	MEETING DATE:	December 3, 2019
FROM:	Lindsey Grist Corporate Officer	FILE NO:	0540-06
SUBJECT:	2020 Meeting Schedule		

## RECOMMENDATIONS

THAT the Director of Corporate Services report titled 2020 Meeting Schedule be received;

AND THAT the Council, Committee-of-the-Whole and Planning and Development meeting schedules be adopted as presented.

# **BACKGROUND / PURPOSE**

Section 127(1) of the *Community Charter* requires that at least once a year council must make available to the public, prior to January 31, a schedule of the date, time and place of regular council meetings. Council's Procedure Bylaw requires that the schedule of Committee of the Whole meetings and any Standing Committee meetings also be prepared and made available in this same timeframe and that both schedules be adopted prior to January 15th.

## DISCUSSION

Council's Procedure bylaw prescribes that Council meet on the 1st and 3rd Tuesday of each month at 7:00 p.m. with no meetings during the month of August. Committee of the Whole meetings are held on the 3rd Tuesday of each month at 1:30 p.m. Planning and Development Committee meetings are held on the 1<sup>st</sup> Tuesday of each month. Staff have prepared the attached schedule of Council, Committee of the Whole, and Planning and Development Committee meetings for adoption in accordance with this bylaw with the following exceptions:

**January 7, 2020** – The first meeting of the year falls on January 7th, 2019. Town Hall closes for the business days between the Christmas and New Year's statutory holidays. Agenda preparation for the January 7th, 2017 meeting would normally occur during this time.

Staff recommends moving the January meetings to the 2nd and 4th Tuesdays to accommodate this closure and provide staff additional time to prepare reports to Council, Committee and Planning and Development for the first meetings of the year.

Staff Report to Council - December 3, 2019 2020 Meeting Schedule

Page 2 of 2

In reviewing the timelines for conferences usually attended by elected officials, staff found no conflict with the proposed meeting schedules. The 2020 Conferences are currently scheduled as follows:

- UBCM - Victoria - September 21-25, 2020
- LGLA Leadership Forum Richmond Feburary 5-7, 2020 .
- AVICC Nanaimo April 17-19, 2020 • •
- FCM Toronto June 4-June 7, 2020

The Town reserves the right under the Community Charter to schedule additional meetings as necessary or to change a regularly scheduled meeting by resolution.

Respectfully Submitted,

Lindsey Grist Director of Corporate Services

# CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

**Emanuel Machado** Chief Administrative Officer



# 2020 Council Calendar

January											
Su Mo Tu We Th Fr Sa											
			1	2	3	4					
5	6	7	8	9	10	11					
12			15			18					
19	20	21	22	23	24	25					
26	27	28	29	30	31						

Мау										
Su	Мо	Tu	We	Th	Fr	Sa				
					1	2				
3	4		6	7	8	9				
10	11	12	13	14	15	16				
17	18		20	21	22	23				
24	25	26	27	28	29	30				
31										

September

2

9

20 21 22 23 24 25 26

3

16 17 18 **19** 

Sa

5

4

10 11 **12** 

Su Mo Tu We Th Fr

8

	February											
Su	Мо	Tu	We	Th	Fr	Sa						
						1						
2	3	4	5	6	7	8						
9	10	11	12	13	14	15						
16	17	18	19	20	21	22						
23	24	25	26	27	28	29						

	June											
Su	Мо	Tu	We	Th	Fr	Sa						
	1	2	3	4	5	6						
7	8	9	10	11	12	13						
14	15	16	17	18	19	20						
21	22	23	24	25	26	27						
28	29	30										

October												
Su	Мо	Tu	We	Th	Fr	Sa						
				1	2	3						
4	5	6	7	8	9	10						
11	12	13	14	15	16	17						
18	19				23	24						
25	26	27	28	29	30	31						

March											
Su	Mo	Tu	We	Th	Fr	Sa					
1	2		4	5	6	7					
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31									

Su Mo Tu We Th Fr

	April											
Мо	Tu	We	Th	Fr	Sa							
		1	2	3	4							
6	7	8	9	10	11							
13	14	15	16	17	18							
20	21	22	23	24	25							
27	28	29	30									
	6 13 20	6 7 13 14 20 21	1 6 7 8 13 14 15	1     2       6     7     8     9       13     14     15     16       20     21     22     23	1     2     3       6     7     8     9     10       13     14     15     16     17       20     21     22     23     24							

		July	1			
Мо	Tu	We	Th	Fr	Sa	5
		1	2	3	4	
6	7	8	9	10	11	-
13	14	15	16	17	18	
20	21	22	23	24	25	1
27	28	29	30	31		2
						3

August											
Su	Мо	Tu	We	Th	Fr	Sa					
						1					
2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30	31										

November				December								
Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
2	3	4	5	6	7			1	2	3	4	5
9	10	11	12	13	14	6	7	8	9	10	11	12
16	17	18	19	20	21	13	14	15	16	17	18	19
23	24	25	26	27	28	20	21	22	23	24	25	26
30						27	28	29	30	31		

Please make arrangements with your department alternate if you are unable to attend a scheduled meeting.

Su

> 1 2

8

15

22

**29** 30

# Legend

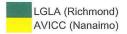
6 7

13

14

27 28 29 30

Statutory Holiday Committee and Council Meeting



FCM (Toronto) UBCM (Victoria)

Page 186 of 208



# STAFF REPORT

TO:	Council	MEETING DATE:	December 3, 2019
FROM:	Bill Beamish Mayor	FILE NO:	0540-40
SUBJECT:	Council Liaison Appointments		

## RECOMMENDATIONS

THAT the report from Mayor Beamish titled Council Liaison Appointments be received;

AND THAT Councillor Croal be appointed to serve as the Town of Gibsons' representative to the Sunshine Coast Regional District Board;

AND THAT Mayor Beamish be appointed to serve as the Town of Gibsons' alternate representative to the Sunshine Coast Regional District Board;

AND THAT Council appoint Deputy Mayor of the Town of Gibsons from December 1<sup>st</sup> 2019 to December 31<sup>st</sup> 2020;

AND THAT the 2020 Council Liaisons be appointed as follows:

- Island Coastal Economic Trust (ICET)
- Gibsons Community Building Society
- Gibsons and District Fire Protection Commission
- Sunshine Coast Museum & Archive Society
- Sunshine Coast Youth Action & Awareness Committee Councillor Croal
- Howe Sound Community Forum
- Gibsons Senior Society
- Sunshine Coast Seniors Planning Table
- Gibsons Landing Harbour Authority (GLHA)
- Gibsons & District Chamber of Commerce
- Sunshine Coast Homelessness Advisory Committee
- Gibsons & District Public Library Board
- Sunshine Coast Affordable Housing Society

Councillor Croal Councillor Croal Councillor Croal Councillor De Andrade Councillor De Andrade Councillor De Andrade Councillor Lumley Councillor Lumley Councillor Lumley Councillor Ladwig

**Councillor Ladwig** 

**Mayor Beamish** 

**Mayor Beamish** 

Staff Report to Council – December 3, 2019 Council Liaison Appointments

Page 2 of 2

# BACKGROUND

Town of Gibsons' Council Procedure Bylaw requires that Council must designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.

In addition Council also ratifies the Council Liaison appointments each year. This report is provided to facilitate those appointments.

# DISCUSSION

The purpose of this report is to seek confirmation from Council of the appointments of the Town of Gibsons' representatives to the Sunshine Coast Regional District (SCRD), the position of Deputy Mayor of the Town of Gibsons for 2020, and Councillor Liaison appointments for 2020.

Respectfully Submitted,

William Beamish Mayor



# MEMORANDUM

TO: Mayor and Council

FROM: Tracy Forster, Administrative Assistant II

DATE: November 4, 2019

SUBJECT: Correspondence for the Week Ending November 4, 2019

<u>Please note:</u> Only correspondence indicated has been forwarded to staff. If you have any questions, or would like staff to follow up with items on the CRF, please contact Lindsey as items do not need to wait for a Council meeting to be actioned.

1. Time Sensitive Material

- 2019-10-31 Hon. Katrine Conroy re Adoption Awareness Month Nov 2019
- 2019-11-04 BC Natural Resources Forum, Prince George BC, January 28-30, 2020
- 2019-11-04 Sunshine Coast Resource Centre re Non Profit Capacity Building Conference Nov 15-16

# 2. Regular Correspondence (Including Emails)

- 2019-10-29 Arrowhead Clubhouse Request for Letter of Support Funding
- 2019-10-29 Donna McMahon, Elphinestone News October 2019
- 2019-10-30 BC Wildfire Service re Changes to BCWildfire.ca Maps
- 2019-10-30 BC School Trustees Association re The Education Leader Newsletter
- 2019-10-30 Disability Alliance of BC Community Update re Help Sheets on Persons with Persistent Multiple Barriers Benefit
- 2019-10-30 Ryan Staley re Coastal Rides Ride Hailing Application
- 2019-10-30 UBCM The Compass Newsletter
- 2019-10-30 Welcome to COFI Connects!
- 2019-11-01 22(1) FOIPPA
- 2019-11-04 22(1) FOIPPA Disposal Available
- 2019-11-04 SCRD News Release SCRD Aims to Reduce Emissions with Changes to Wood Waste Processing
- 2019-11-04 Sean Muir, Indigenous Story Studio re Mental Health Resource Previews



# MEMORANDUM

- TO: Mayor and Council
- FROM: Tracy Forster, Administrative Assistant II
- DATE: November 12, 2019

SUBJECT: Correspondence for the Week Ending November 12, 2019

<u>Please note:</u> Only correspondence indicated has been forwarded to staff. If you have any questions, or would like staff to follow up with items on the CRF, please contact Lindsey as items do not need to wait for a Council meeting to be actioned.

- 1. Time Sensitive Material
  - 2019-11-06 AVICC re Call for Resolutions 2020 Convention, Nominations for 2020-2021 AVICC Exec, Proposal Submission Form Feb 6
  - 2019-11-07 Tannis Goodfellow re Meet with Eastlink-Coast Cable Dec 3
  - 2019-11-12 National Housing Conference Ottawa ON May 12-13, 2020
  - 2019-11-12 Sunshine Coast Tourism AGM November 13, 2019 4-630pm
- 2. Regular Correspondence (Including Emails)
  - 2019-11-04 David Elstone, Exec Director, Truck Loggers Assocn re Western Forest Products and United Steelworks Strike
  - 2019-11-04 22(1) FOIPPA re Persephone Boat & Museum
  - 2019-11-05 November Coast Current
  - 2019-11-05 SCRD News Release SCRD Appoints New CAO
  - 2019-11-06 Coast Reporter re Municipal-run Power Companies and BC Hydro Square off at Utilities Inquiry
  - 2019-11-06 SCRD Begins Preliminary Budget Discussion
  - 2019-11-07 Sue Booth re Response to Invasive Species Complaint
  - 2019-11-08 22(1) FOIPPA re GDEU & Ethanol Gas Meter
  - 2019-11-08 Sunshine Coast Resource Centre Newsletter
  - 2019-11-09 22(1) FOIPPA re GDEU



# MEMORANDUM

TO: Mayor and Council

FROM: Tracy Forster, Administrative Assistant II

DATE: November 18, 2019

SUBJECT: Correspondence for the Week Ending November 18, 2019

<u>Please note:</u> Only correspondence indicated has been forwarded to staff. If you have any questions, or would like staff to follow up with items on the CRF, please contact Lindsey as items do not need to wait for a Council meeting to be actioned.

- 1. Time Sensitive Material
  - 2019-11-17 Greg Latham re Grand Opening Rona Showroom Nov 21, 11am

2. Regular Correspondence (Including Emails)

- 2019-11-08 Chief Superintendent Brian Edwards, RCMP re Thank You for Attending Meeting
- 2019-11-14 22(1) FOIPPA re GDEU Opt Out Request
- 2019-11-14 22(1) FOIPPA re Compliments regarding Armours Beach Work
- 2019-11-14 22(1) FOIPPA & 22(1) FOIPPA re Request to Remove Trees at 259 Gower Point Road
- 2019-11-15 PRIMECorp Annual Report 2018-2019
- 2019-11-16 ICLEI Canada re The Victoria Call to Action
- 2019-11-16 Vancouver Sun re Metro Vancouver Proposes an Electric River Bus for Fraser River
- 2019-11-17 Dorothy Riddle, President, Hidden Mobility Disabilities Alliance re Accessibility Consultation
- 2019-11-17 22(1) FOIPPA re Christmas Lights



# MEMORANDUM

TO: Mayor and Council

FROM: Tracy Forster, Administrative Assistant II

DATE: November 26, 2019

SUBJECT: Correspondence for the Week Ending November 26, 2019

<u>Please note:</u> Only correspondence indicated has been forwarded to staff. If you have any questions, or would like staff to follow up with items on the CRF, please contact Lindsey as items do not need to wait for a Council meeting to be actioned.

- 1. Time Sensitive Material
  - 2019-11-21 CleanBC re Workforce Readiness Survey Link Invitation & Poster

2. Regular Correspondence (Including Emails)

- 2019-11-18 Jing (Alice) Miao re Questionnaire on BC Municipal Urban, Tree Forestry Program
- 2019-11-19 22(1) FOIPPA re Lower Gibsons Proposal Liveaboards
- 2019-11-20 22(1) FOIPPA re Rainforest Compassion Club Complaint
- 2019-11-20 Safe Water Drinking Team Newsletter
- 2019-11-20 Sunshine Coast Tourism re New 2019, 2020 Board of Directors
- 2019-11-20 The Compass Newsletter re 911Call Levy, Provincial Climate Preparedness & Adaptation Strategy
- 2019-11-21 2019 Livable Cities Forum Highlights and Presentations
- 2019-11-21 22(1) FOIPPA re GDEU & Mayor's Response
- 2019-11-21 Maureen Matkin, President, Arrowhead Clubhouse re Request for Funding
- 2019-11-23 22(1) FOIPPA re Waterfront Path to Armours Beach
- 2019-11-25 22(1) FOIPPA re GDEU

# **Sunshine Coast Regional District** 1975 Field Road P 604.885.6800 info@scrd.ca Sechelt, British Columbia F 604.885.7909 www.scrd.ca Canada VON 3A1 Toll free 1.800.687.5753 November 20, 2019 Mayor and Council Town of Gibsons Box 340 Gibsons, BC V0N 1V0 Bill Dear Mayor and Council: Re: **Request for Letter of Support for Community Resiliency Investment Program Grant Application**

The Sunshine Coast Regional District is writing to request support for a Community Resiliency Investment Program grant which is to be used to fund a Community Wildfire Protection Plan for the Sunshine Coast.

At the Regular Board meeting on November 14, 2019, it was resolved that:

286/19 The grant application to the Union of British Columbia Municipalities' Community Resiliency Investment Program for development of a Community Wildfire Protection Plan for the Sunshine Coast Regional District be approved;

AND FURTHER THAT a request for letters of support be forwarded to the Town of Gibsons, District of Sechelt and *shíshálh* Nation.

The Community Resiliency Investment Grant is intended to cover the entire cost of the development of a Community Wildfire Protection Plan. The Plan will include the Sunshine Coast from Port Mellon to Egmont and as it will include your jurisdiction, a resolution from your council in support of the application is required by the Union of British Columbia Municipalities.

If Council supports this initiative, please send letter of support to the Matt Treit, Manager of Protective Services, at <u>matt.treit@scrd.ca</u> by December 15, 2019.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT bri/Rratt Chalir

ELECTORAL AREAS: A - Egmont, Pender Harbour B - Halfmoon Bay D - Roberts Creek E - Elphinstone F - West Howe Sound MUNICIPALITIES: District of Sechelt / Sechelt Indian Government District / Town of Gibsons

Regular Council Meeting Agenda - 03 Dec 2019



Sunshine Coast Sea Cavalcade Society PO Box 1577 Gibsons BC VON 1V0 www.seacavalcade.ca

November 21, 2019

Town of Gibsons Attn: Mayor & Council Hand Delivered

Dear Mayor Beamish & Council;

First all the Sea Cavalcade Society would like to extend our sincere appreciation to both Council and Staff for the 15 years of financial, logistical and emotional support and encouragement in the planning and execution of this great Family & Community Festival.

We have experienced a successful 2020 Sea Cavalcade Planning Session with the introduction of a new Sunshine Coast Sea Cavalcade Festival Committee to take over the organization and implementation of this annual event. The new executive of the Committee is as follows:

Phill Murray, President Michelle Busnarda, Vice President Mike Busnarda, Treasurer Recording & Correspondence Secretary – position to be filled

A meeting will take place November 26, 2019 to appoint further coordinators and volunteer positions moving forward.

It is our hope that you will give the same positive support to the new Festival Committee and keep them in mind when formulating your budget for 2020. Every year the regulations and cost increase so, please consider this when budgeting for your contribution to this worthwhile community event. They will need your patience and understanding as they work through the detail, procedures, planning and logistics to put on a Family annual Festival.

Sincerely,

SUNSHINE COAST SEA CAVALADE SOCIETY

Conchita Harding, President

Seacavalcade@gmail.com

CH/ljf-t

c.c. Phill Murray, Michelle Busnarda, Mike Busnarda





A local Reconciliation Movement for all peoples living within the shishálh homelands, connecting with broader movements towards reconciliation between Indigenous and non-Indigenous peoples in Canada. This movement is a joint initiative between Indigenous and non-Indigenous residents on the Sunshine Coast, inspired by, and dedicated to, the Survivors.



CONTACT: Email: scsyiyaya@gmail.com Call/Text: (604) 740-6400 Facebook: syiyaya Reconciliation Movement

### WHAT WE DO:

In response to the Truth & Reconciliation Commission's Calls to Action and in the spirit of  $\underline{s}_{\underline{k}'} \underline{k}'$ ts'itawilh (people working together), we create collaborative projects building reconciliation. Our first projects include:

- Weaving a series of Reconciliation/Friendship Blankets under the direction of skilled shíshálh weavers.
- Carving a Reconciliation Pole under the direction of a master shishalh carver.
- Offering a series of Workshops, Dialogue Circles & Public Events to build awareness about the importance of reconciliation in our communities.



### HOW YOU CAN HELP:

 "Come! Join us, get involved!" Elder Randy Joe
 Bring your dollars too, we still have work to do!
 For a tax receipt on donations over \$25, send via the District of Sechelt, designating "syiyaya Reconciliation Movement". British Columbia News

# Joint statement on B.C. Indigenous human rights legislation passing unanimously

https://news.gov.bc.ca/21106 Tuesday, November 26, 2019 8:20 PM

Victoria - Scott Fraser, Minister of Indigenous Relations and Reconciliation; Regional Chief Terry Teegee, BC Assembly of First Nations; Cheryl Casimer, First Nations Summit; Grand Chief Stewart Phillip, Union of BC Indian Chiefs; and Adam Olsen, MLA for Saanich North and the Islands and member of Tsartlip First Nation, have issued the following statement:

"Today, we have made history. British Columbia is the first province in Canada to enshrine the human rights of Indigenous peoples in law. Bill 41, the Declaration on the Rights of Indigenous Peoples act, passed unanimously on Tuesday, Nov. 26, 2019.

"The legislation establishes the United Nations Declaration on the Rights of Indigenous Peoples as the foundational framework for reconciliation in B.C., as called for by the Truth and Reconciliation Commission. The provincial government developed Bill 41 in collaboration with the First Nations Leadership Council, which was acting on the direction of First Nations leaders throughout the province. A commitment to adopting the Declaration is a component of the Confidence and Supply Agreement between the B.C. government and the BC Green Party caucus.

"This legislation advances a path forward to true reconciliation for all of us in B.C. that will uphold Indigenous rights and create stronger communities, stable jobs and economic growth.

"It is time we recognize and safeguard Indigenous peoples' human rights, so that we may finally move away from conflict, drawn-out court cases and uncertainty, and move forward with collaboration and respect. Ensuring that Indigenous peoples are part of the policy-making and decision-making processes that affect them, their families and their territories is how we will create more certainty and opportunity for Indigenous peoples, B.C. businesses, communities and families everywhere.

"Any future changes to bring provincial laws into harmony with the UN Declaration will be done in consultation and collaboration with Indigenous peoples, with opportunities for engagement with local governments and stakeholders such as business and industry. Changes won't happen overnight – this will be a gradual, step-by-step process over time.

"The development of an action plan – in collaboration with Indigenous peoples – with regular reporting to monitor progress will provide a transparent and accountable path forward on reconciliation in B.C.

"Working together, we have made significant progress in the past two years and we have seen critical advancements with affordable housing, child welfare, language revitalization and revenue sharing. This legislation will help us build upon this progress and make a real, meaningful difference in the lives of Indigenous families and everyone in B.C."

# **Media Contacts**

https://news.gov.bc.ca/releases/2019IRR0061-002283

27/11/2019

Joint statement on B.C. Indigenous human rights legislation passing unanimously | BC G... Page 2 of 2

Sarah Plank Ministry of Indigenous Relations and Reconciliation 250 208-9621

Jaime Sanchez BC Assembly of First Nations 250 713-1129

**Colin Braker** First Nations Summit 604 328-4094

Ellena Neel Union of BC Indian Chiefs 778 866-0548

https://news.gov.bc.ca/releases/2019IRR0061-002283

27/11/2019



# STAFF REPORT

TO:	Council	MEETING DATE: December 3, 2019		
FROM:	Lorraine Coughlin Director of Finance	FILE NO:	1760-20	

SUBJECT: 2020 Revenue Anticipation Borrowing Bylaw

# **RECOMMENDATION(S)**

THAT the Manager of Financial Services' report regarding the 2020 Revenue Anticipation Borrowing Bylaw be received;

AND THAT Council give First, Second and Third Reading to 2020 Revenue Anticipation Borrowing Bylaw No. 1275, 2019.

# **BACKGROUND/PURPOSE**

The purpose of this report is to introduce a Revenue Anticipation Borrowing Bylaw for Council consideration. This bylaw will provide the appropriate legal lending authority for the Town to borrow funds from our current banker the Canadian Imperial Bank of Commerce (CIBC) on a short-term basis (in the form of a line of credit) and to incur short-term operating credit via our corporate credit card.

# DISCUSSION

Revenue Anticipation Borrowing Bylaws, governed by *Section 177* of the *Community Charter*, are a mechanism that provides a municipality with the authority for the borrowing of money that may be necessary to meet current obligations and/or to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body. They are most often used by local governments to cover cash flow shortfalls needed to pay ongoing obligations prior to the local government collecting their major tax revenues in the months of June and July.

Our past experience has been that we have not needed to rely on a Revenue Anticipation Borrowing Bylaw to cover cash shortfalls because we have a semi-annual utility billing cycle for residential and commercial customers that provides cash flows in the months of April/May and October/November and also have business licenses renewals in December that provides an additional cash flow. Report to Council regarding the 2020 Revenue Anticipation Borrowing Bylaw

We do however, use the Revenue Anticipation Borrowing Bylaw as the authority to incur shortterm overdraft protection on our current chequing account and for a small line of credit on our corporate credit card. Under agreement with CIBC, we are provided with a \$75,000 overdraft limit and a corporate credit card maximum balance of \$25,000 which are adequate limits for our operational needs. We monitor our chequing account balance daily and from time to time experience short-term overdrafts (usually the result of maximizing our investment funds as opposed to maintaining a larger current account balance). These short-term overdrafts are generally covered within two banking days.

Revenue Anticipation Borrowing Bylaws are short-term in nature (annual expiry) and therefore the *Community Charter* does not require the traditional elector approval process (AAP) and subsequent approval by the Inspector of Municipalities. Because the debt is short term in nature (annual) it does not become debt that impacts our standard authorized borrowing debt limit calculation.

The monthly fee to maintain an overdraft limit of \$100,000 (\$75,000 chequing account coverage and a \$25,000 credit card limit) is \$25 per month plus an annual fee of \$250.

### PLAN/POLICY IMPLICATIONS

## **Financial Plan Implications**

The cost of maintaining a line of credit is a daily interest charge for when it is used. As we monitor our account daily, interest charges are kept to a minimum. Interest paid from the usage of the line of credit as well as the monthly and annual administration fees charged by CIBC are covered within the budgeted amounts in the Financial Plan Bylaw.

## **RECOMMENDATIONS / ALTERNATIVES**

Staff is recommending that Council give first, second and third reading to a Revenue Anticipation Bylaw for 2020 in the amount of \$100,000.

Respectfully Submitted,

Lorraine Coughlin, CPA, CGA Director of Finance

# CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).

Lan. Émanuel Machado

Chief Administrative Officer

2

# TOWN OF GIBSONS

Bylaw No. 1275

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2020

**WHEREAS** it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liability does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the Annual Property Tax Bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and,
- b) The whole amount of any sums of money remaining due from other governments.

**AND WHEREAS** the total amount of liability that Council may incur is three million, six hundred forty-four thousand, nine hundred thirty-seven dollars (\$3,644,937) made up in the sum of three million, four hundred ninety-four thousand, five hundred ninety-two dollars (\$3,494,592), being 75% of the whole amount of the taxes levied for all purposes in 2019, and one hundred fifty thousand, three hundred thirty-five dollars (\$150,345), being the whole amount of the sum remaining due from other governments;

AND WHEREAS there are no liabilities outstanding under Section 177;

**NOW THEREFORE** the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

- 1. This bylaw may be cited as "2020 Revenue Anticipation Borrowing Bylaw No. 1275, 2019."
- 2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of One Hundred Thousand Dollars (\$100,000).

- 3. The form of obligation to be given as acknowledgement of the liability shall be a credit agreement bearing the corporate seal and signed by the Mayor and Corporate Officer.
- 4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this the	day of	December	, 2019
READ A SECOND TIME this the	day of	December	, 2019
READ A THIRD TIME this the	day of	December	, 2019
ADOPTED this the	day of	December	, 2019

William Beamish, Mayor

Lindsey Grist, Corporate Officer