



# Sandy Hook Community Association

## Special Mail Out Information Sheet and Survey

January, 2005

Hello Neighbour,

This is a special three (3) part package with a self addressed and stamped envelope enclosed for your input.

### SAFETY SURVEY

- 1) Enclosed is a two sided sheet (BLUE) asking for your thoughts on safety issues within Sandy Hook or on its approaches. While the form is designed primarily around traffic matters we welcome any other comments you may have reflecting on community safety.

### SHORT TERM RENTAL 'RULES'

- 2) The decision of the District council to allow short term rentals in all of Sechelt is now in place and with it a new zoning bylaw and some regulations. Council has stated that if there are problems with these rentals the policy will be reviewed. Enclosed are some guidelines outlining, in lay language, the regulations and the suggested course of action you should take if there are any problems with a short term rental in Sandy Hook. You may want to keep this document for reference in the future as it is usual in this sort of matter that problems do not really start to surface for a year or so.

### SHCA MEMBERSHIP RENEWAL

- 3) With the start of the new year of 2005, we not only want to wish you a HAPPY NEW YEAR but also invite your membership, new or renewal. On the back side of this sheet we are tooting our horn some about what your association does for you and our special little community. We hope there is something on the list that has touched or helped you in a positive way. Membership is only \$10.00 per person per calendar year and we certainly encourage all adult members of a household to join. Just tear off and complete the form below and enclose it in the supplied envelope along with your safety survey form.

**Thank you very much for your renewed and past support.**

**YOUR Sandy Hook Community Association**

Membership - \$10.00 per person

Enclose payment in the self addressed, stamped envelope for mailing to:

5916 Skookumchuk Road, Sechelt, BC, V0N 3A4

or drop in the special box at the Tot Park bulletin board (Skookumchuk and Deerhorn)

2005

NAME(S) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Sandy Hook Address (if different) \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email \_\_\_\_\_

(We email receipts when we can to save postage but otherwise we will snail mail one to you)

I am interested in serving on the SHCA Board of Directors \_\_\_\_\_ Yes

## Your Community Association at Work

### Some 2004 Specific Items

- ★ Negotiated for signage to indicate sharp curves and 'Go Slow' for the dangerous curves on Sandy Hook Road along with an ongoing program with the District to improve safety.
- ★ Communicated with BC Hydro in attempt to reduce power outage problems
- ★ Installed a parking control sign at boat launch at Sandy Hook Park
- ★ Conferred with some Skana Crescent residents investigating the paving their road
- ★ Met with Sechelt Indian Band Elders in reference to Hidden Grove
- ★ Corresponded with BC Highways to improve portions of Sechelt Inlet Road
- ★ Sent in a report to address "District Parks and Open Spaces" plan
- ★ SHCA volunteers twice picked up trash along Sechelt Inlet Road to the Provincial Park
- ★ Joined in the Tree Donation and anniversary celebration for Sandy Hook Park
- ★ Installed new directional signs for Hidden Grove
- ★ Consulted with the District regarding \$25,000 in new playground equipment and improvements to Sandy Hook Park for early in 2005
- ★ Submitted a report of community goals for District Capital Works budget for 2005
- ★ Supported installation of "No Through Road" signs at critical places in Sandy Hook
- ★ Issued the "Bear Flyer" Information Sheet to try and save the bears by reducing conflict points
- ★ When advised by the SCRD, put up signs and notices of water shut off periods.



Held a Meet and Greet Social Affair for all members at Arts Centre



### LONGER TERM Items

- ★ Letters, presentations and reports regarding short Term Rentals in our community.
- ★ Attending most District Council/Committee meetings to look after Sandy Hook interests
- ★ Trail Committee maintaining trails and signage in Sechelt Heritage Forest and Hidden Grove
- ★ Installing and maintaining Bulletin Boards
- ★ Keeping residents informed through frequent newsletters
- ★ Regularly attending at the Sechelt Community Forum to poll other associations
- ★ Developing a 'natural' public park between Skookumchuk and Deerhorn
- ★ Maintaining website of up to date news, helpful information and archives (including this entire information package) at [www.sechelt.net](http://www.sechelt.net)

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**Your New Membership or Renewal Form is on the other side of this.**

Please complete and send to us.

We welcome any suggestions or ideas you may have for SHCA projects. Just pen them here if you wish or email [sandyhook@sechelt.net](mailto:sandyhook@sechelt.net)

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# Sandy Hook Traffic Survey

With a view to ensuring that Sandy Hook provides a safe and pleasant environment for pedestrians, cyclists and drivers alike we are conducting a Traffic Safety Survey.

We want to know what **YOU** identify as significant safety issues. What safety concerns do **YOU** have? What would **YOU** like to see done about it?

PLEASE COMPLETE THIS SURVEY AND RETURN IT IN THE ENCLOSED ENVELOPE.

( with your membership too, maybe?) DROP IT IN THE MAIL OR THE DROP BOX AT THE TOT PARK BULLETIN BOARD (Deerhorn and Skookumchuck)

## First, a bit about you to help us understand the answers better:

Number of years living in Sandy Hook: \_\_\_\_\_

Residents: # of children under 18 yrs. \_\_\_\_\_ # of Adults 19 to 65 \_\_\_\_\_ # of Adults over 65 \_\_\_\_\_

Do you or your family members walk regularly in the neighborhood? \_\_\_\_\_

Do you your family members bicycle regularly in the neighborhood? \_\_\_\_\_

Would you or your family members walk/cycle more if your safety concerns were addressed? \_\_\_\_\_

## WHAT ARE YOUR TRAFFIC SAFETY CONCERNS? Please write clearly below.

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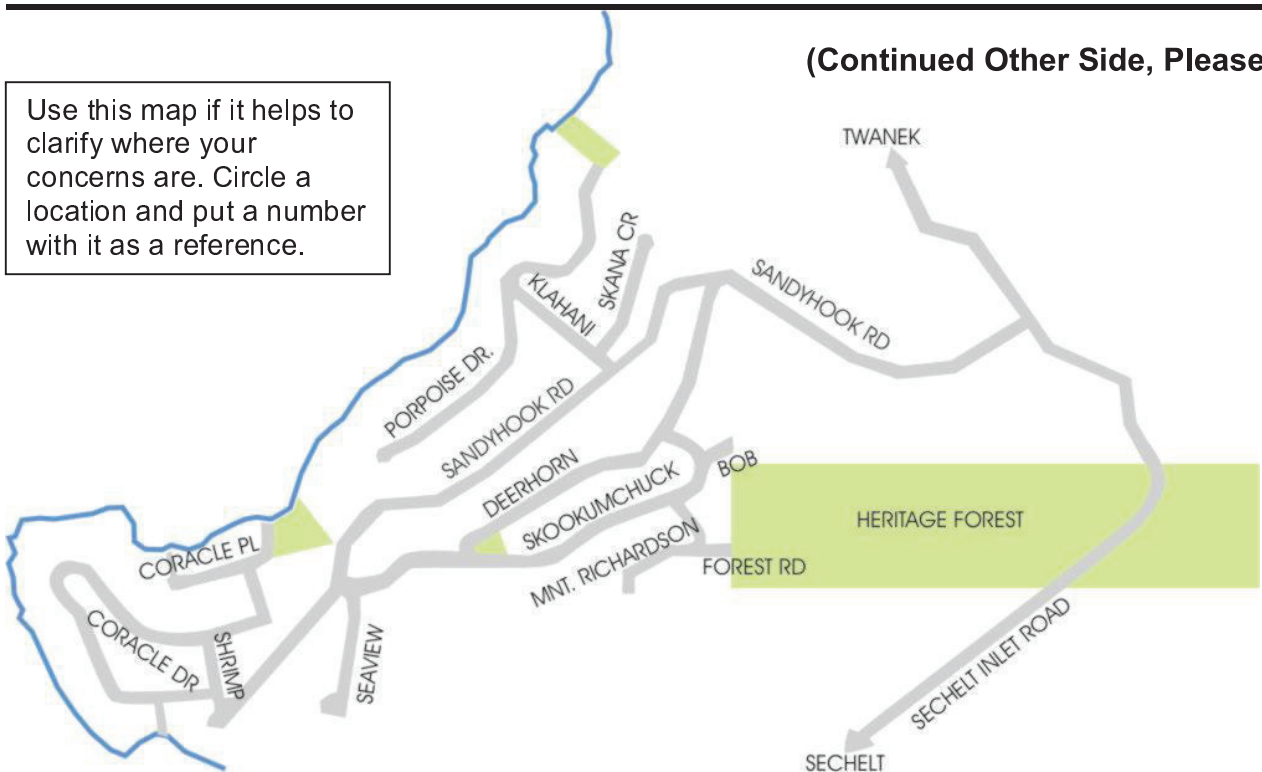
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## WHERE ARE THE TROUBLE SPOTS? Please indicate on the map below:

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Use this map if it helps to clarify where your concerns are. Circle a location and put a number with it as a reference.



**WHAT WOULD YOU LIKE TO SEE DONE ABOUT YOUR CONCERNS?**

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Below are some concerns that other Sandy Hookers have identified. Please rate how much of a concern they are for you: (and please indicate locations on the map!)

	<u>Very concerned</u>	←—————→			<u>Not concerned</u>
Traffic speeding	1	2	3	4	5
Narrow shoulders	1	2	3	4	5
Blind Intersections	1	2	3	4	5
Obstructing vegetation	1	2	3	4	5
Dangerous curves	1	2	3	4	5

Here are some solutions that have been proposed. Please rate how helpful they would be at increasing traffic safety: (And indicate on the map!)

	<u>Very helpful</u>	←—————→			<u>Not helpful</u>
Marked crosswalks	1	2	3	4	5
Speed bumps (like in the ferry terminal)	1	2	3	4	5
More street lighting	1	2	3	4	5
Cutting back obstructing vegetation	1	2	3	4	5
Traffic signs	1	2	3	4	5
Paved shoulder with white “fog line”	1	2	3	4	5
Upgrade dangerous curves (indicate on map)	1	2	3	4	5

**BONUS POINTS: What is the speed limit in front of your house? \_\_\_\_\_ kph**

**Please add any other comments you would like us to have regarding this matter or most anything!**

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**THANK YOU VERY MUCH**

(We suggest you keep this sheet where you can find it in the future)

## Short Term Rental Information

**What is a Short Term Rental?** It is a business operating out of a home. It is not occupied by the owner or operator. It is rented out on a daily or weekly basis for periods of less than 4 consecutive weeks. It may be operated by a "Local Contact" who must live in the District of Sechelt but may not necessarily reside in our community. It may be owned off-coast.

A Short Term Rental is not a Bed & Breakfast operation. (A B & B is managed on-site by the resident of the property, a neighbour in our community.)

**A brief history:** Aware for some years that Short Term Rental (STR) businesses were operating in our area many residents felt that the integrity of our community would be negatively impacted by them. Because of the concerns expressed, the SHCA conducted a survey of all residents in 2003. The results indicated that 94% were not in favour of STRs in our community. However, the council of the District of Sechelt decided to allow them. Members of your SHCA board have been very involved in the process attempting to preserve the essence of our neighbourhood as best they could. They attended many, many meetings and made many submissions. Recently, the bylaw change to allow Short Term Rentals has put in place along with some regulations for them.

The District council has stated that they will review the STR situation and if there are complaints and problems then consider new regulations or new enforcement procedures. We are not aware of any process in place, however, to maintain a record of complaints.

To give you a simple overview of the process and regulations involved an abridged version of the "rules" applicable follows. Simply put, if you have a problem with a STR operation breaching the regulations or the guests breaching the peace:

1. You are to contact the Local Contact, inform them of the problem and seek a solution.
2. If the Local Contact is not available or will not reasonably respond then you are to contact the **District Bylaw Enforcement Officer (Phone: 604-885-1986)** with your problem. Unfortunately, the Bylaw Officer is available only during normal office hours.
3. If the Bylaw Officer is not available then carefully document your complaint and report the matter when next the District offices are open OR if the matter is one of safety or a disturbance of the peace then you should contact the **RCMP (604-885-2266)**

### A RECORD KEEPING PROCESS

Since the District of Sechelt, at present, has no method of recording complaints, your Community Association is offering to act as a recording place for all complaints in Sandy Hook so a long term record of any problems is kept for review, therefore, **IN ADDITION TO THE ABOVE PROCESS**, please file a report with SHCA. To make this easier for us and for you the other side of this sheet contains some simple reporting guidelines which we hope will be self-explanatory. Your name will be kept confidential unless you specifically clear us to reveal it.

**Sandy Hook Community Association: Email:** sandyhook@sechelt.net OR

**Post:** 5916 Skookumchuk Road, Sechelt, BC, V0N 3A4 OR

**Free drop box** at the Tot Park (Deerhorn/Skookumchuk)

A record of the Short Term Rentals near you.

1. Address \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Name: \_\_\_\_\_

2. Address \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Name: \_\_\_\_\_

3. Address \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Name: \_\_\_\_\_

(We suggest you keep this sheet where you can find it in the future)

1. Complaint Information: Address \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

The Problem: \_\_\_\_\_  
\_\_\_\_\_

Reported to Local Contact \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Also Reported To: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Information given to SHCA (X) by a) Email \_\_\_\_\_ Letter \_\_\_\_\_ Date: \_\_\_\_\_

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2. Complaint Information: Address \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

The Problem: \_\_\_\_\_  
\_\_\_\_\_

Reported to Local Contact \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Also Reported To: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Information given to SHCA (X) by a) Email \_\_\_\_\_ Letter \_\_\_\_\_ Date: \_\_\_\_\_

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3. Complaint Information: Address \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

The Problem: \_\_\_\_\_  
\_\_\_\_\_

Reported to Local Contact \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Also Reported To: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Response/Result \_\_\_\_\_

Information given to SHCA (X) by a) Email \_\_\_\_\_ Letter \_\_\_\_\_ Date: \_\_\_\_\_

**N.B.** More forms may be printed off the SHCA website at [www.sechelt.net](http://www.sechelt.net)

(We suggest you keep this sheet where you can find it in the future)

### **Basic Rules Applicable to Short Term Rentals (STRs)**

(Portions in italics are expanded explanation of purpose and not strictly part of the rules)

Some short definitions for this paper:

**Guest** – shall mean the person or persons who rent the STR (tenant) AND any guests they may have

**Local Contact** – is the person (can be owner or agent) responsible for the STR management and:

- Shall have provided the District of Sechelt with his/her name, address and phone number
- Must reside in the District of Sechelt on a permanent basis
- Contact (or immediate family) cannot act for more than two rentals unless owns all
- Available to respond to and deal with complaints (*available 24/7 is implied*)
- If the person is changed then the District of Sechelt must be advised immediately.

**Short Term Rental (STR)** – a dwelling rented out daily or weekly for less than 4 consecutive weeks and it must have a business license.

<b>No.</b>	<b>Title</b>	<b>Our Understanding of the Bylaw and Regulations</b>
1	Notice	Within 30 days AFTER a license is granted all property owners within 100 metres of a STR shall receive written notice including the details on the Local Contact.
2	Reception	The Local Contact shall meet the guests at the commencement of the rental ( <i>The Local Contact is to explain the regulations governing the rental: these shall include instructions regarding noise, fires, use of septic systems and off road parking.</i> )
3	Pets	Guests are PROHIBITED from bringing any pets onto a STR property.
4	Parking Stalls	There must be on the property a minimum of 2 stalls and at least one for each 'sleeping unit'
5	Parking	Parking is to be on the property in the designated parking stalls except, if it is allowed in the regular parking laws, then it can be on the road adjacent. <i>However, if parked cars impede traffic and/or create a safety hazard then this can be reported.</i>
6	Display license	STR must display prominently on the premises a copy of license including name, address and phone number of Local Contact.
7	Signage (not mandatory)	IF a sign for the STR is put up it cannot be lighted or larger than 1 ½ feet by 2 feet and contain not more than the address, name and address and phone of the Local contact and the name of the property.
8	Inspection (See District Chart on other side of this page)	No mandatory requirements BUT the License Inspector, a Peace Officer or medical Health Officer MAY enter the STR at reasonable times. Further, prior to being licensed, the License Inspector MAY inspect and ensure compliance with building, septic and fire standards.
9	Record Keeping	STR must keep written record of only names of tenants
10	Vans or buses	No van or bus of over 15 passenger capacity is to be used to deliver or pick up guests
11	Handling Complaints (See District Chart on other side of this page)	The complainant is first to contact the Local Contact on the presumption that a problem will be dealt with satisfactorily by the Local Contact. If it is not resolved then the Bylaw Officer is to be advised ( <i>presumably during his normal office hours – approximately Monday to Friday 9 am to 4 pm</i> )
12	Costs of Hearings or Complaints	The STR has posted a deposit which is to cover the costs to the District of Sechelt of processing complaints and actions.

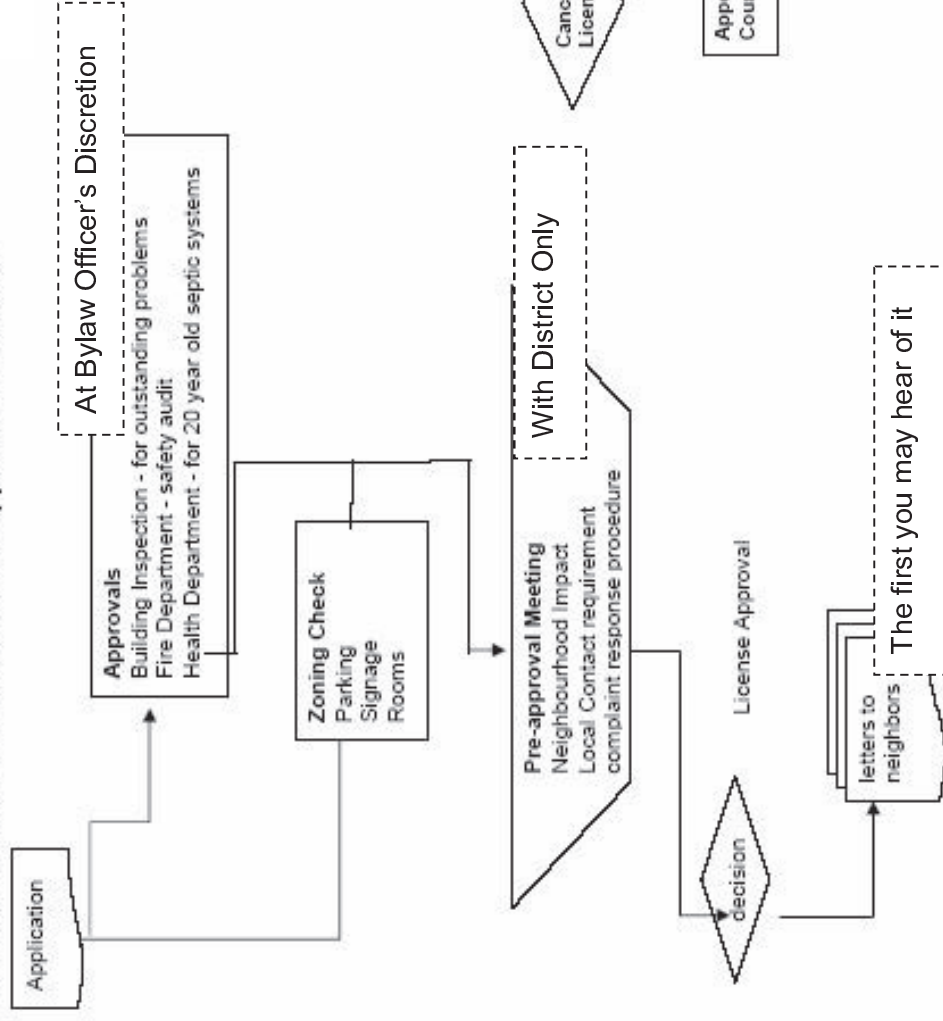
Complete copies of the bylaw amendments and the Short Term Rental Regulations may be obtained at the District of Sechelt offices.

(We suggest you keep this sheet where you can find it in the future)

### Something about the Application and Complaint Process

(These charts were produced by the District of Sechelt to explain it all – except broken line boxes added by SHCA for clarification)

#### Short Term Rental Business License Application Procedure



#### The Short Term Rental Complaint

