

# Good Neighbour Guidelines



[www.scrd.ca](http://www.scrd.ca)



# Preface

The Sunshine Coast Regional District's (SCRD) Good Neighbour Guidelines provide thoughtful recommendations and a summary of SCRD bylaws governing neighbourhood issues intended to protect and enhance the peaceful enjoyment of our community. This booklet provides general information about specific SCRD regulations and bylaws that have been created to protect public health and safety, the environment, and public and private properties.

If you have any questions or require more information regarding specific bylaws, visit **[www.scrd.ca/bylaws](http://www.scrd.ca/bylaws)**, or call the SCRD at **604-885-6800**.

While informal communication with neighbours is the best way of addressing many neighbourhood concerns, in situations where this is not a viable option, please contact the SCRD to make an inquiry, or to file a complaint for investigation.

## Contact



**1975 Field Road, Sechelt, BC**



**[info@scrd.ca](mailto:info@scrd.ca)**



**604-885-6800**

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# Property Development and Building Permits

The SCRD's Building Division provides information and approvals for new developments and building permits in the Sunshine Coast Regional District. On the next few pages you will find general information on some common building projects.

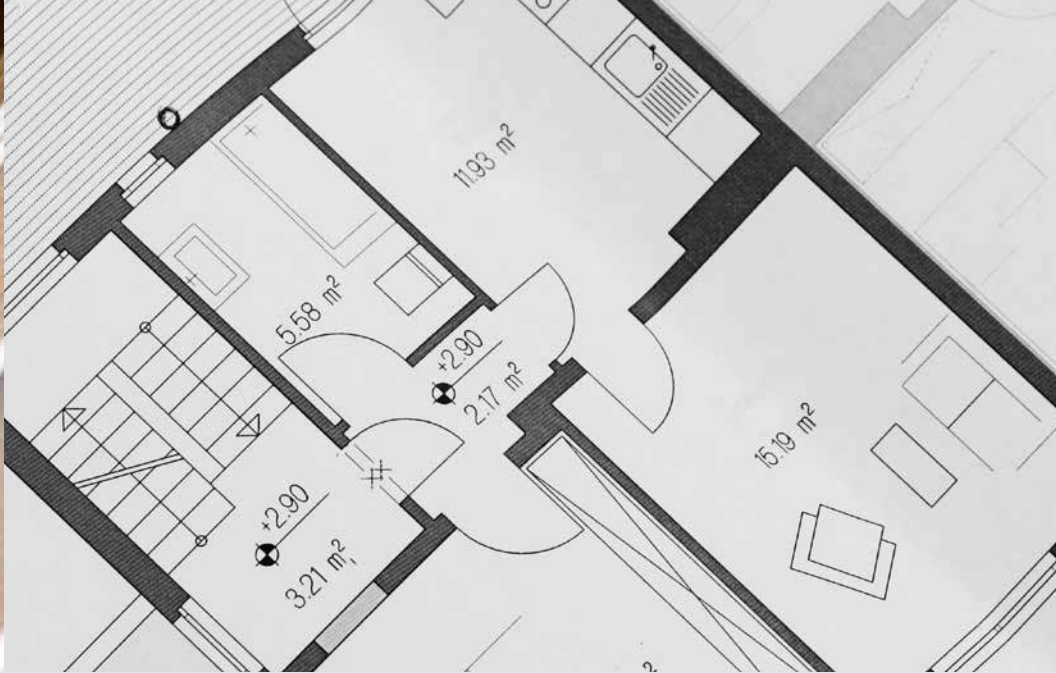
## For more information:



[www.scrd.ca/Permits](http://www.scrd.ca/Permits)



604-885-6803



## Designing Your New House or Addition

When designing your new home, or an addition to your existing home, take a close look at your neighbourhood. Being a good neighbour means asking yourself questions in the early stages of the design process such as:

- How will my new house or addition fit with my neighbourhood?
- How will my design affect my neighbours?

There are many design choices that could directly impact your neighbours and neighbourhood, such as parking, view corridors and retaining walls. Consider how your design will affect the livability and enjoyment of your neighbour's home and yard.



## Designing Your New House or Addition (cont'd)

Good neighbours are sensitive to their neighbour's livability and ask themselves questions, such as:

- Where are my neighbour's windows and how does my window design affect their privacy?
- How will the shadowing from my new home or addition impact my neighbour's vegetable garden?
- Is my new home going to reduce the livability of my neighbour's home?
- Have I considered my neighbour's view?

The SCRD encourages residents to engage in conversations with their neighbours about any outwardly-visible construction plans before they are finalized. This helps avoid potential conflicts between neighbours, and results in better building designs.



## Demolishing Buildings

The demolition of an existing building is sometimes the first step in the process for constructing a new home. Although this can be an exciting time in the development process, it can cause some inconvenience for your neighbours.

At this stage, here are things to think about that may significantly impact others:

- A Lane Closure or Access Permit;
- Hours of construction, as outlined in the Noise Control Bylaw;
- Securing your demolition with perimeter fencing; and
- Stacking and piling material neatly.

For details on the demolition process, visit [www.scrd.ca/Forms--Bulletins](http://www.scrd.ca/Forms--Bulletins).





## Constructing Auxiliary Buildings

- A building permit is required for most auxiliary buildings, such as a detached garage or workshop.
- Auxiliary buildings under 10 square metres (108 square feet), like a shed, do not require a building permit.
- Auxiliary buildings, regardless of size, must be sited in accordance with the SCRD Zoning Bylaws.
- The maximum size of an auxiliary building on a property can be found under the property's specific zoning regulations in the Zoning Bylaw.
- For details on the Zoning Bylaw, visit [www.scrd.ca/Bylaw-Zoning-](http://www.scrd.ca/Bylaw-Zoning-).





## Decks

- A building permit is required for a deck that is more than 0.6 metres (2 feet) above the ground or if the deck is attached to a building or supports a roof structure.
- A deck requiring a building permit must meet the setbacks for the structure it is attached to, as outlined in the SCRD's Zoning Bylaws.
- Consider your neighbours when designing a new deck. Think about how your deck will impact a neighbour's privacy, or if it will cast a shadow on your neighbour's vegetable garden or flower bed.



## Fences

- In most cases a permit is not required for a fence.
- Fences should not exceed 2.0 meters (6.5 feet) in height.
- Fences have the potential to significantly impact neighbouring properties with decisions over location, height, material, etc. A good neighbour considers the potential impact and talks to neighbours before constructing a new fence.
- Fences must be located entirely on your property. If you are considering a new fence, you must confirm the location of the property lines first.
- Legal plans can be obtained for a fee from the Land Title and Survey Authority of British Columbia.



## Retaining Walls

- A Building Permit is required for all retaining walls greater than 1.2 metres (4 feet) in height.
- Retaining walls cannot encroach onto any right-of-way or easement.
- If a retaining wall exists on your property, you are responsible for its maintenance and repair.
- The higher the retaining wall, the further it must be set and stepped back from lot lines.



# On and Around Your Property

For more information:



[www.scrd.ca/bylaws](http://www.scrd.ca/bylaws)



604-885-6817







## Untidy Properties

- Be conscious of the outward appearance of your property and its effect on your neighbourhood.
- Loose garbage, green waste, bottles, cans, boxes, household furniture, parts of machinery or automobiles, equipment and appliances should be stored so they are not visible from outside of the property.
- Unlicensed vehicles should be stored inside a garage.
- Building materials should not accumulate unless an owner can demonstrate that construction or renovation is about to happen. In that case, materials should be kept tidy and stacked in an orderly manner.



## Noise

- Please be considerate and do not create excessive noise that will disturb your neighbours.
- Excessive noise includes yelling, loud music, barking dogs and vehicle engine revving.
- Noise from equipment such as heat pumps and pool equipment can also be very disturbing to your neighbours.
- Placing noise generating equipment in the rear yard may reduce disturbance to your neighbours.
- You can also:
  - place the noise-generating equipment in a small enclosure;
  - install a sound dampening fence/shroud;
  - surround the equipment with dense plants and shrubs.
- Noise from equipment must comply with the SCRD's Noise Control Bylaw.



## Burning

- Do not burn any household garbage, plastics, toxic or painted materials, etc. as the smoke may be toxic and harmful to people and the environment.
- Fire regulations vary by area. Contact your local fire department at [www.scrd.ca/fire\\_rescue](http://www.scrd.ca/fire_rescue) for details.
- A good neighbour ensures that the smoke generated from a fire is minimal and does not disturb neighbours or the neighbourhood.
- In case of emergency, call 9.1.1.
- Fire regulations and smoke control bylaws can be found at [www.scrd.ca/bylaws](http://www.scrd.ca/bylaws).



## Stream and Watershed Protection

- Respect all stream setbacks, and do not encroach on or impact setback areas or stream channels. Unauthorized activities in streams and stream setback areas may contravene federal, provincial and local government legislation. Stream setback distances are identified in the SCRD's Zoning Bylaws.
- Never dispose of any materials, such as paints or cleaning products into household toilets and sinks, or onto outside soil, ditches or streams.
- During construction projects, keep wet concrete away from all streams on or near the site.
- Keep pets away from streams and stream setbacks.
- Residents looking to environmentally enhance a setback must consult with the SCRD. Call 604-885-6800 for assistance.





## Tree Retention

- A Tree Removal Permit may be required for the removal of trees on private property if you are located in a restricted tree cutting area and if:
  - the trees and/or vegetation are within a Streamside Protection and Enhancement Area;
  - the tree(s) are protected by a covenant (see your title certificate);
- Under permit conditions, owners are required to replant two trees for every tree removed. Call 604-885-6800 for more information.



## Home-Based Businesses

- Before setting up a home-based business, you should confirm whether the SCRD Zoning Bylaws permit one in your zone.
- The SCRD Property Viewer can be used to find your property zoning. Visit [www.scrd.ca/myscrdmaps](http://www.scrd.ca/myscrdmaps).
- Some neighbourhoods have very restrictive regulations about the type of home based business that is permitted.
- Consider your neighbours when you have guests or customers attending your home-based business and provide parking for them off the street.
- You can place one 30cm x 30cm (12" x 12") non-illuminated sign on your property advertising your home-based business.



## Civic Addressing

- Civic addressing is the system of giving a unique number and road name to a building or property, with the intention of making it easier to locate.
- A civic address includes a unit number (when needed), a civic number, a street name and type.
- The purpose of your civic address is to provide an easy, visible reference for Emergency Services. You also require a civic address for mail delivery, utility hook-ups, telephone service and other services.
- It is the intent of the SCRD to assign every occupied building a civic address. This includes residential dwellings and businesses.
- If you have not yet received a civic address for your building, please contact the SCRD Property Information and Mapping Services (PIMS) Division at 604-885-6805.
- For more information, visit [www.scrd.ca/Addressing](http://www.scrd.ca/Addressing).



## Keeping of Poultry, Rabbits or Livestock

- In most zones, on a parcel having an area of 1500 square meters or more, the keeping of poultry or rabbits for domestic consumption is permitted provided that:
  - poultry and rabbits are kept in pens or similar enclosures.
  - structures or buildings for keeping poultry or rabbits, drinking or feeding troughs, and manure piles are located 15 metres away from a parcel line except for enclosure fences under two metres in height.
- In most zones, the keeping of livestock is permitted on a parcel of land having an area of 3500 square meters or more providing that:
  - the keeping of livestock is for the purposes of domestic consumption only.
  - structures or buildings for keeping livestock, drinking or feeding troughs, manure, feed storage and bedding are located 20 metres away from a parcel line.





## Managing Wildlife

The SCRD discourages any person from keeping attractants on their premises that are accessible to wildlife. Collaborate with your neighbours so that your immediate neighbourhood follows preventative measures to reduce human-wildlife conflicts. To discourage wildlife from scavenging while you sleep, put your garbage out in a closed container on the morning (before 8:00 a.m.) of your collection day.

Wildlife attractants include:

- odorous garbage and unwashed recycling
- fruit-bearing plants and trees
- piled grass clippings
- bird feeders
- chicken coops
- dirty barbeques
- accessible pet food
- poorly maintained compost (not frequently mixed and aerated, or containing unacceptable items).



## Household Recycling and Waste

The SCRD offers garbage collection to those properties within the regional district's garbage collection area. The Refuse Collection Bylaw allows households a maximum of one container that should be placed at the end of the driveway on the day of collection by 8:00 a.m.

- Garbage containers should be waterproof and of heavy plastic or light weight galvanized sheeting with a close fitting lid, and a maximum capacity of 77 litres and of not more than 20 kg gross weight when filled with collectible garbage.
- Devices securing the lid should be removed once the garbage container is placed out for collection.
- For additional information or for the garbage collection schedule, call 604-885-6806 or visit [www.scrd.ca/curbside](http://www.scrd.ca/curbside).



## Household Recycling and Waste (cont'd)

- The SCRD operates a transfer station in Pender Harbour and a landfill in Sechelt.
- Tipping fees are charged for accepted materials brought to the landfill or transfer station and vary from one material to another.
- For information on hours of operation, tipping fees and accepted materials, visit [www.scrd.ca/disposal-fees](http://www.scrd.ca/disposal-fees).
- Illegal dumping is a major concern on the Sunshine Coast. To report an illegal dump site, please call the BC Conservation Service RAPP (Report All Poachers and Polluters) line:
  - 1-877-952-7277
  - #7277 on the TELUS Mobility Network
  - RAPP online reporting tool:  
<https://forms.gov.bc.ca/environment/rapp/>



## Household Recycling and Waste (cont'd)

- Yard, garden or food waste can be dropped off at locations in Gibsons, Sechelt and Pender Harbour.
- For more information on locations, restrictions or fees, visit [www.scrd.ca/organics](http://www.scrd.ca/organics).
- The SCRCD provides residential recycling depot services in Gibsons, Sechelt and Pender Harbour. Please follow sorting instructions at each depot.
- For additional information or to find out what is accepted for recycling at each depot, call 604-885-6806 or visit [www.scrd.ca/recycling-depots](http://www.scrd.ca/recycling-depots).
- The SCRCD Recycling Directory provides a listing of some common items and where to take them on the Sunshine Coast for recycling. Visit [www.scrd.ca/Recycling-Directory](http://www.scrd.ca/Recycling-Directory).
- Item not included in the Recycling Directory? Contact the BC Recycling Hotline at [www.rcbc.ca](http://www.rcbc.ca).





## Outdoor Water Use Restrictions

- Outdoor water use restrictions come into effect on May 1 annually or as guided by the SCRD's Drought Management Plan.
- The restrictions are part of the SCRD's efforts to conserve water during drought-prone summer months.
- Outdoor water use restrictions are enforced and consequences range from fines to temporary shut-off of water services.
- Stages may be called at different times in different communities. For information on each stage, visit [www.scrd.ca/Sprinkling-Regulations](http://www.scrd.ca/Sprinkling-Regulations).
- The time for establishing new lawns is spring. Permits for extra watering of a new lawn are sold only during Stage 1 (Normal) outdoor water use. Permits are \$50 and are valid for one-time only, for 21 days, at the SCRD Administration Office.

# Responsible Pet Ownership

**For more information:**



[www.scrd.ca/Dog-Control](http://www.scrd.ca/Dog-Control)



604-885-6817





## Dog Licensing

- The SCRD encourages responsible pet ownership through licensing, public education and enforcement.
- The SCRD provides dog control services in Halfmoon Bay, Roberts Creek, Elphinstone, Sechelt Indian Government District, and West Howe Sound. Keats Island is the only island in West Howe Sound that receives the dog control service.
- The SCRD issues your dog a “permanent tag” – you will not receive a new tag every year. Dog licences are valid from January 1 to December 31. A licence for spayed or neutered dogs is \$25 while a licence for an unaltered dog is \$50. Dog licences purchased after January 31 double in price. A senior discount of 25% applies to individuals aged 65 or older.
- Dog licences must be renewed annually. This can be done at the SCRD, at 1975 Field Road, Sechelt; Gibsons and Area Community Centre at 700 Park Road, Gibsons; and the Sechelt Aquatic Centre at 5500 Shorncliffe Avenue, Sechelt.
- For your convenience, we encourage you to renew your dog licence online at [www.scrd.ca/myscrd](http://www.scrd.ca/myscrd).



## Dogs Running at Large

- The Dog Control Officer responds to complaints from the public regarding violations of the Sunshine Coast Regional District Dog Regulation and Impounding Bylaw. To report a dog running at large or to file a complaint, please call the SCRD Dog Control Officer at 604-885-6817 or email [bylaw.compliance@scrd.ca](mailto:bylaw.compliance@scrd.ca).
- Dogs found running at large can be impounded and taken to the Sunshine Coast Branch of the BC SPCA located at 4376 Solar Road, off Field Road in Sechelt, where the dog will be cared for until it is collected by its owner.
- Impoundment fees start at \$60, and for vicious dogs, the fee starts at \$250.
- For more information about dog licensing, go to [www.scrd.ca/Dog-Control](http://www.scrd.ca/Dog-Control).





## Lost Pets and Nuisances

- If your pet has gone missing, or you are in the possession of a stray pet, please contact the Sunshine Coast Branch of the BC SPCA at 604-740-0301 or a local veterinarian.
- When off their property, pet owners must pick up and properly dispose of their animal's waste.
- Owners must ensure that their animals do not disturb neighbours by barking or howling.
- A good way to make sure you are reunited with your lost pet is to get a dog licence.



## Pets in Public Places

- Dogs must be on a leash in all SCRD parks, sports fields, and trails as per the Parks Regulation Bylaw.
- Make sure that dogs are wearing a licence tag on their collar.
- All dogs must be under the control of their handler at all times.
- Keep pets away from streams. Animal waste is polluting and harmful to wildlife and the environment. Pets entering streams can erode stream banks, cause siltation and disturb wildlife.
- Dogs are not permitted on playgrounds, waterparks and cemeteries.
- Owners should not leave their pet unattended in a vehicle unless there is suitable ventilation and weather conditions are appropriate.
- When in a vehicle, a pet's movement must be restricted to prevent access to people outside the vehicle.

# Neighbourhood Emergency Preparedness

## For more information:



[www.scrd.ca/Emergency-Program](http://www.scrd.ca/Emergency-Program)



604-885-6887

Living in the same neighbourhood, you and your neighbours face the same risks and endure the same impacts. Working together will make it easier to cope.

Consider the following:

- Connect with your neighbours and work together on preparing a neighbourhood emergency preparedness plan.
- Discuss potential risks and household preparedness with your neighbours.
- Identify a predetermined safe meeting place to evaluate an emergency situation and what needs to be done.
- Ensure that you and your neighbours have enough non-perishable food to support your family for at least three days.
- Identify someone who will be responsible for organizing a get-together to review and update the neighbourhood emergency preparedness plan each year and consider rotating the responsibility of host each year.
- For more information, visit [www.gov.bc.ca/PreparedBC](http://www.gov.bc.ca/PreparedBC)

## Contact Us



1975 Field Road, Sechelt, BC V0N 3A1



[info@scrd.ca](mailto:info@scrd.ca)



[www.scrd.ca](http://www.scrd.ca)



General Enquiries—604-885-6800



Building Inspections—604-885-6803



Bylaw Enforcement & Dog Control—604-885-6817



Infrastructure Services—604-885-6806



Planning & Zoning—604-885-6804