

# Report

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**Date** April 19, 2023  
**Subject** BC Bike Race Event Temporary Use Permit Application

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File: TUP00028

## **PURPOSE**

To consider a request for temporary use of 1658 Robert Street and the Crofton Sportsfield Park<sup>1</sup> to provide overnight parking and camping as part of an event organized by BC Bike Race for 2023, 2024, and 2025.

## **BACKGROUND**

The BC Bike Race is a stage race from July 2-6, 2023, with the first half of the event being hosted in Crofton. It is expected to bring roughly 600 riders to the community. Organizers intend to set up facilities on the Crofton Sportsfield Park and Community Centre grounds as depicted on the site plan (Attachment 1). These include race administration, medical, bike repair, stage, food services, showers, washrooms, and space for tenting. To minimize the impact of an influx of vehicles on local roads during the event, organizers also intend to provide parking on a vacant 1-hectare parcel (former Crofton Elementary School site). This will be specifically for vehicles designed for overnight accommodation (e.g., vans, campers, RVs, and vehicles with rooftop tents). The site plan identifies approximately 140 spaces on the property. Occupants of the vehicles will have access to all services at the Sportsfield Park, including washrooms, shower facilities, and food services.

The event organizers have expressed an interest in returning to Crofton in the coming years. Accordingly, the application requests authorization of events in 2024 (July 5-10) and 2025 July 4-10) at the same location. The permit may also be extended for a further three years with Council approval.

## **DISCUSSION**

### **Zoning:**

All the properties for the event are zoned for Public Use (PU). Uses permitted in the PU zone are buildings, facilities, or open space "under the direct control of the federal government, provincial government, a regional district, or a municipality." As such, event parking and camping for a private event are not permitted uses.

### **Official Community Plan:**

The OCP has several policies and provisions relevant to this application:

- Section 4.22 (a) "Support development and delivery of creative community events and activities that celebrate the full spectrum of diversity of the District..."

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<sup>1</sup> PIDs: 008-630-330, 364, 429, 437, 453, 470, 488, 500, 526 and 534 AND PIDs: 006-620-558, 566, 574, 591, 604, 612, 639, 655, 663, 680, 701, 710, 728, 744, 761, 787, 825, 833, 850 868 AND PIDs: 006-630-071, 119, 151, 186, 224, 241, 259 and 305.

- Section 8.5.2(d) “Consider the use of Temporary Use Permits to facilitate a range of uses not permitted under existing zoning to capitalize on unique and/or short-term development opportunities.
- Section 11.2 allows for Temporary Permits to be issued for “seasonal or occasional uses on land zoned for institutional use.” In so doing Council must first be satisfied that: potential adverse impacts on surrounding properties will be appropriately managed, there is no competitive advantage given that will negatively impact other businesses zoned for the use, it will not result in permanent facilities or land alterations, and the land will be left in its current condition.

**Legislation:**

Temporary Use Permits (TUPs) are enabled through Division 8 of the *Local Government Act*. Where a local government has designated areas for temporary uses in its Official Community Plan, the Act allows local governments to issue TUPs for uses not permitted by the zoning bylaw and to specify conditions under which temporary uses may be carried on.

Council is, however, required to give notice of its intent to consider a resolution for a temporary use permit. The notice, which must be published in accordance with section 94 of the *Community Charter* (i.e., it must be published in a newspaper once each week for two consecutive weeks and posted to the Municipality’s public posting places), must be given at least three days and not more than 14 days before the meeting where the resolution will be considered. It must include when it will be considered and where the public may review the permit details.

As Council has delegated its responsibility for giving the notice to the Director of Planning and Building, the notice for this application (Attachment 2) has been published in the April 13, 2023 (first notice), edition of the Cowichan Valley Citizen, the April 16, 2023 (second notice), edition of the Times Colonist, and was posted to the municipal website and notice board on April 11, 2023.

**TUP and Special Events Permit:**

The TUP authorizes temporary land uses for 1658 Robert Street and the Crofton Sportsfield Park, which include overnight camping and parking (see Attachment 1, which shows the placement of these uses). Council must issue this permit as Council has only delegated its authority to issue TUPs to the Director of Planning and Building for temporary signs or to enable a property owner to continue to occupy an existing dwelling while their new home is under construction on that same property.

The broader aspects of the event, such as the use of the municipal park for the event, will be included in the Special Event Permit, which may include site security; use of a public address system; amplified music (if applicable); signage; vehicles being driven onto grasslands; the erection of structures, fences, poles, tents, bleachers and portable toilets and shower facilities; road closures; insurance; etc.

During this event, the public would not have access to the tennis courts as they will be locked to provide secure bike storage. The authority to issue the Special Events Permit has been delegated to the Director of Parks and Recreation. The Director will review the application and evaluate its suitability, impacts on the community and establish specific conditions which address those issues identified above.

**OPTIONS**

1. **(Recommended Option)** THAT Council issue Temporary Use Permit No. TUP00028 to the BC Bike Race to allow overnight parking at 1658 Robert Street and camping at the Crofton Sportsfield Park on July 2-6, 2023, July 5-10, 2024 and July 4 -10, 2025, subject to the applicant obtaining a Special Event Permit issued by the Director of Parks and Recreation each year the event is to be held.
2. THAT Council issue Temporary Use Permit No. TUP00028 to the BC Bike Race for overnight parking at 1658 Robert Street and camping at the Crofton Sportsfield Park on July 2-6, 2023, subject to the applicant obtaining a Special Events Permit issued by the Director of Parks and Recreation.
3. THAT Council deny issuance of a Temporary Use Permit to the BC Bike Race for overnight parking and camping on 1658 Robert Street and the Crofton Sportsfield Park.

**IMPLICATIONS**

Option 1, approval of the application will:

- Minimize potentially significant unauthorized overnight parking on local streets in Crofton;
- Permit orderly control of the site through limited access points and restrictions on activities; and,
- Allow the event to be hosted at the same location in 2024 and 2025 without a new application or permit.

Option 2 will require a new TUP application and approval if the race returns to Crofton.

Option 3 will have a negative impact on the event’s success and the local economy as participants will have to find informal parking areas throughout the community and/or commute daily to the race event.

**RECOMMENDATION**

THAT Council issue Temporary Use Permit No. TUP00028 to the BC Bike Race to allow overnight parking at 1658 Robert Street and camping at the Crofton Sportsfield Park on July 2-6, 2023, July 5-10, 2024 and July 4 -10, 2025, subject to the applicant obtaining a Special Event Permit issued by the Director of Parks and Recreation each year the event is to be held.

Report prepared by:

*Chris Hall*

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Chris Hall  
Contract Planner

Report reviewed by:



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Rob Conway, MCIP, RPP  
Director, Planning and Building

**Approved to be forwarded to Council:**



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Ted Swabey  
Chief Administrative Officer

Attachments:

- (1) Site Plan
- (2) Notice
- (3) Location Plan
- (4) Ortho Photo
- (5) Zoning Map
- (6) Applicant's Rationale Letter
- (7) Temporary Use Permit Site Plan