



File No.: NP-6500-20
(North Pender STVR Review)
Project

DATE OF MEETING: January 30, 2020
TO: North Pender Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima
SUBJECT: Short Term Vacation Rental (STVR) Policy Review Project Charter

RECOMMENDATION

- 1. That the North Pender Island Local Trust Committee adopt the proposed project charter for the North Pender Island STVR Review.**
- 2. That the North Pender Island Local Trust Committee request staff to initiate public engagement related to STVR policy review.**
- 3. That the North Pender Island Local Trust Committee request staff to develop an online survey to gather feedback on STVR policy.**

REPORT SUMMARY

The purpose of this report is to seek direction from the North Pender Island Local Trust Committee (LTC) to adopt the project charter (Attachment 1) for the North Pender Island STVR Review and direct staff to initiate the public engagement process. The report provides an overview of the previously recommended process options and rationale for supporting this process with the addition of an online survey and focussed STVR operator consultation.

BACKGROUND

At the September 5th, 2019 North Pender LTC meeting “Short Term Vacation Rentals review” was added to the list of Top Priorities.

At the November 7th, 2019 North Pender LTC Meeting the LTC was provided with a [staff report](#) that provided background on the history of STVR operation and policy on North Pender and identified a number of options for reviewing STVRs that are currently regulated through Temporary Use Permits (TUPs). The chart of options, presented in the November 7th report, can be found in Appendix 1 of this report.

The November 7th report recommended that the North Pender Island Local Trust Committee consider proceeding with Option 4 “Limited Review with Limited Public Engagement”.

The rationale for choosing Option 4 was that:

1. The LTC has expressed interest in establishing clearer rationale for permitting or not permitting the renewal of existing STVR TUP applications, accepting or not accepting new applications.
2. A very extensive review, including intensive public engagement, was facilitated in 2016. Given this, an extensive and detailed review process at this time may not be necessary.
3. Analysis of what is known of existing STVRs on North Pender, including bylaw files, and a limited public engagement process may be enough to provide the information LTC members need to feel confident in their STVR decision making moving forward.

DISCUSSION OF OPTIONS:

The proposed Project Charter is based on the recommended Option 4 “Limited Review with Limited Public Engagement” with the addition of an online survey.

As previously identified, Option 4 was based on the fact that in 2016 North Pender undertook a very comprehensive review of STVRs which included extensive public consultation. Given that only four years has passed, it is unlikely that public opinion of STRVs in general has shifted dramatically. However, some residents may have opinions on the use of TUPs for STVRs (introduced as a result of the 2016 process). Some level of public engagement is needed to help identify these interests as well as others.

At their January 3rd 2020 meeting the North Pender Island Advisory Planning Commission advised the North Pender Island Local Trust Committee to support the staff recommended Option 4 “Limited Review with Limited Public Engagement”.

The rationale for adding the online survey to the public engagement process is that it has proven to be an effective tool to gather public input on STVR policy on Galiano Island. Galiano is nearing the end of the information gathering period through their survey. South Pender will be launching a survey on STVRs at the end of January. North Pender can benefit from work that has already been done to develop survey templates and a processes for survey analysis.

RATIONALE FOR RECOMMENDATION

Recommendation:

- 1. That the North Pender Island Local Trust Committee adopt the proposed project charter for the North Pender Island STVR Review.**
- 2. That the North Pender Island Local Trust Committee request staff to prepare for and schedule public engagement opportunities.**
- 3. That the North Pender Local Trust Committee request staff to develop an online survey to be launched in early 2020 to gather feedback on STVR policy.**

The recommended process for reviewing existing short term vacation rental policies identified in the draft project charter places emphasis on public engagement. As identified in the timeline below, the process up to bylaw amendment approval (should that be the direction decided) will take over a year. The recommended process includes:

- Identification of number and locations of known STVRs on North Pender.
- Review of existing STVR regulations and policies.
- Public outreach including a community survey and one public meeting.
- Identification of STVR regulation and policy options.
- Bylaw amendment process (dependent on recommendations).

Estimated Project Timeline:

January 30 2020		June 2020		April 2021	
Project Initiation: development and approval of project charter and process	Public Engagement Preparation and Scheduling: survey prep, scheduling, logistics	Public/Stakeholder Consultation: Workshop and Online Engagement, Report to LTC on results	Finalize recommendations and confirm scope of bylaw amendments	Bylaw Amendment Process -drafting of bylaws -approval of draft bylaws (could involve editing stages) -1 st , 2 nd , 3 rd readings (including public hearing), referrals - Approval by Executive Committee -Ministry approval (may take several months)	

ALTERNATIVES

1. Do Nothing

That the North Pender Island Local Trust Committee not adopt the STVR Review Project Charter and not proceed with a review of STVR policy.

2. Adopt the Project Charter with Amendments

That the North Pender Island Local Trust Committee adopt the STVR Review Project Charter with the following amendments.....

3. Defer Adoption of Project Charter

That the North Pender Island Local Trust Committee defer the adoption of the STVR Project Charter until...

Next Steps

The LTC adopt the proposed project charter for the North Pender Island STVR Review and direct staff to prepare for, and schedule, public engagement opportunities.

Submitted By:	Narissa Chadwick, RPP Island Planner	January 10, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	January 10, 2020

ATTACHMENTS

1. Appendix 1 – STVR Policy Review Options
2. Project Charter

Table 1: OPTIONS	Timeline Continuum – 18 to 24 Months																	
1.Extensive Review Extensive Public Engagement	Project Initiation: development and approval of project charter and process	Review of STVRs in operation: research, analysis of existing STVR regs/policies and impacts on affordable rental housing.	Summary of Review Findings	Public/Stakeholder Consultation: Workshops and Online Engagement			Finalize recommendations and confirm scope of bylaw amendments	Bylaw Amendment Process: -drafting of bylaws -approval of draft bylaws (could involve editing stages) -1 st , 2 nd , 3 rd readings (including public hearing), referrals - Approval by Executive Committee -Ministry approval (may take several months)										
2.Extensive Review Limited Public Engagement	Project Initiation: development and approval of project charter and process	Review of STVRs in operation: research, analysis of existing STVR regs/policies and impacts on affordable rental housing. Public	Summary of Review Findings	Consultation limited to one Community info meeting (CIM)	Finalize recommenda tions and confirm scope of bylaw amendments	Bylaw Amendment Process -drafting of bylaws -approval of draft bylaws (could involve editing stages) -1 st , 2 nd , 3 rd readings (including public hearing), referrals - Approval by Executive Committee -Ministry approval (may take several months)												
3.Limited Review Extensive Public Engagement	Project Initiation: development and approval of project charter and process	Summary report of what is known of STVRs on North Pender.	Public/Stakeholder Consultation: Workshops and Online Engagement			Finalize recommenda tions and confirm scope of bylaw amendments	Bylaw Amendment Process -drafting of bylaws -approval of draft bylaws (could involve editing stages) -1 st , 2 nd , 3 rd readings (including public hearing), referrals - Approval by Executive Committee -Ministry approval (may take several months)											
4.Limited Review with Limited Public Engagement	Project Initiation: development and approval of project charter and process	Summary report of what is currently known of STVRs on North Pender. Options for amendments	Consultat ion limited to one CIM	Bylaw Amendment Process -drafting of bylaws -approval of draft bylaws (could involve editing stages) -1 st , 2 nd , 3 rd readings (including public hearing), referrals - Approval by Executive Committee -Ministry approval (may take several months)														
5. Status Quo	Inform public that existing processes and policies related to TUPs for STVRs will continue to be followed. TUP will be processed on a case to case basis.																	

Purpose: *The purpose of this project is to conduct a review of North Pender Island’s Short Term Vacation Rental (STVR) policies and regulations and evaluate the impact of STVRs on North Pender to inform potential policy change*

Background: *Short Term Vacation Rentals review is a one of North Pender Island LTC’s Top Priorities. On November 7th 2019, The North Pender Local Trust Committee was provided with a staff report identifying process options to review short term vacation rentals. This Project Charter is based on the recommendation to support a limited review with public engagement process.*

Objectives

- To assess the impact of STVR use and related policy and regulations on North Pender
- To review options for changes to existing STVR regulations and policies

In Scope

- Identification of number and locations of known STVRs operating on North Pender
- Review and analysis of existing STVR regulations and policies
- Public outreach including a community survey and one public meeting
- Identification of STVR regulation and policy options
- Bylaw amendment process (dependent on recommendations)

Out of Scope

- OCP of LUB amendments not related to STVR

Workplan Overview

Deliverable/Milestone	Date
Project Initiation	January 30/2019
Report on project process and endorsement of project charter	January 30/2019
Complete public/stakeholder outreach (including public meeting)	May /2020
Report to LTC on public engagement results and policy options for LTC direction	May - July 2020
Draft Bylaws for LTC review	July 23/2020
Community Information meeting	October/2020
Bylaw amendment first reading	November 26/2020
Bylaw referrals	Oct.2020
Public Hearing, further reading	February, 2021
Bylaw amendment process completed	Spring/2021

Project Team

Narissa Chadwick	Project Manager
Maple Hung	Admin Support
Jackie O’Neil	GIS Support
RPM Approval: <i>Robert Kojima</i> Date: January 10, 2020	LTC Endorsement: Resolution #: Date: January 30, 2020

Budget

Budget Sources:		
Fiscal	Item	Cost
2019-20 (LTC exp.)	Advertising, communications and display materials	\$500 (LTC exp.)
2020-21	Open House	\$500
2020-21	CIM	\$500
2020-21	Public Hearing	\$1000
2020-21	Legal/Contingency	\$2000
	Total (2020-21)	\$4000