

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

