
MEMORANDUM

To: Chair and Members of the Electoral Area Services Committee
From: Katelyn Hipwell, Planner 1
Date: June 14, 2016
Subject: Public Consultation Program and Work Plan Approval for Secondary Dwellings Study
File No.: 6410-20-038

RECOMMENDATION:

THAT the Fraser Valley Regional District Board approve the proposed public consultation program, consisting of a survey, website and social media notices, meetings with construction industry representatives and community groups, and public open houses within the Electoral Areas;

AND THAT the Fraser Valley Regional District Board endorse the proposed work plan for the Secondary Dwellings Study.

SUMMARY OF ISSUES:

On October 14, 2015, the Electoral Area Services Committee (EASC) considered a public consultation process for the secondary dwellings study and directed staff to conduct public consultation meetings on secondary dwellings within each Electoral Area for residents to be able to attend.

This report provides a detailed consultation strategy and work plan to obtain feedback from the community and develop policy options for both detached and attached forms of secondary dwellings in the Electoral Areas. The proposed consultation strategy is slightly modified from the strategy presented to EASC in October 2015.

FOR INFORMATION:

Appendix "A": Staff Report "Public Consultation Options for Secondary Dwelling Policy Review"

Appendix "B": Detailed Work Plan for Secondary Dwelling Study

BACKGROUND:

The staff report attached as Appendix "A" provided a description of options with respect to a public consultation process on the secondary dwellings study for the consideration of Electoral Area Directors in October 2015. This report identified three consultation programs with different approaches to the policy review.

EASC considered the report and directed staff to conduct public consultation on both detached and attached forms of secondary dwellings. In addition, EASC directed staff to conduct public consultation meetings within each Electoral Area for residents to be able to attend.

DISCUSSION:

Consultation Goals

To ensure that the public consultation component of the secondary dwellings study is meaningful and productive, staff have identified the following key outcomes:

1. Provide consistent information to the public regarding the types of secondary dwellings (attached, detached) forming the basis of the study and options available for implementing secondary dwelling policies.
2. Gauge the level of community support and interest for secondary dwellings as a use.
3. Identify common concerns related to secondary dwellings in their various forms.
4. Use information and data collected from the public consultation process to inform future policy development for secondary dwellings.

Consultation Program

The Electoral Area Services Committee directed staff to conduct public consultation for the Secondary Dwellings Study consistently across all Electoral Areas. As such, staff have developed a public consultation program as follows:

Public Survey

The survey, to be made available both online and in hard copy, will ask a range of open and closed ended questions to obtain qualitative and quantitative responses from the public. Survey participants would be requested to identify which Electoral Area they live in, and given the option to sign-up for an email mailing list to receive information on when the Regional Board will consider the feedback received during the public consultation process.

Supplementing each survey will be an informational handout, intended to provide general information regarding detached and attached secondary dwellings.

Website and Social Media

The “Plans In Progress” section of the FVRD Website will be updated with staff reports and include information regarding all public open houses. The Public Survey will also be available from the website. The official FVRD Facebook and Twitter accounts will also periodically post information about the policy review and public consultation opportunities throughout the process.

Electoral Area Consultation Meetings

At the direction of the Regional Board, public open houses will be conducted within each Electoral Area to encourage local attendance. Staff will be providing a consistent approach at each open house and believe there may be an opportunity to combine some open houses for Electoral Areas that are within close proximity of each other. Staff propose the following open houses:

	Location	Electoral Area(s)	Target Communities
1	Community Centre - Yale, BC	A,B	Yale, Rural Area A & B, North Bend
2	Fire Hall – Popkum, BC	B,D	Laidlaw, Popkum, Bridal Falls
3	FVRD Office – Deroche, BC	C, F, G	Morris Valley, Lake Errock, Deroche, Nicomen Island
4	Chilliwack Fish and Game Protective Association – Chilliwack Lake, BC	E	Chilliwack River Valley, Slesse Park
5	Columbia Valley Community Centre – Cultus Lake, BC	H	Cultus Lake, Lindell Beach, Columbia Valley
6	FVRD Office – Chilliwack, BC	All	All Electoral Area Communities

The proposed Open Houses and their potential locations are flexible. Staff will work with the Electoral Area Directors to refine the open house schedule and locations.

Open Houses will take place between July and September. At each informal Open House, information boards will be displayed and planning staff will be available to answer questions and discuss potential changes as well as facilitate completion of the public survey. Electoral Area Directors are invited to attend; however, the open house format will have information available and informal discussion.

As possible changes to secondary dwelling policies are anticipated to be of interest to a wide spectrum of the public and generate considerable discussion, it is recommended that staff reach out to local community groups and associations to advise of the upcoming public consultation opportunities and the intent and purpose of the study. If necessary, staff can meet directly with the groups to discuss the process and provide information in advance of the public open houses.

Development Industry Consultation Meeting

Staff will liase with a small group of industry professionals, including builders, designers, and developers, who may have an interest in providing feedback on their experience with secondary dwelling policies and process. As many of these professionals work in communities where secondary dwellings are already a permitted use, they may be able to provide their industry perspective on what types of regulations are effective or desirable.

Municipality and Regional District Phone Survey

The main objective of the public consultation process for the secondary dwellings study is to receive feedback on secondary dwellings as a use. However, staff will engage other Municipalities and Regional Districts through a phone survey to receive feedback related more closely to policy development and process. Other jurisdictions currently managing secondary dwellings in their communities may be able to provide insight into which methods of implementation are most effective. This in turn may help inform the direction the FVRD will take to address secondary dwellings in the electoral areas.

Workplan and Estimated Timelines

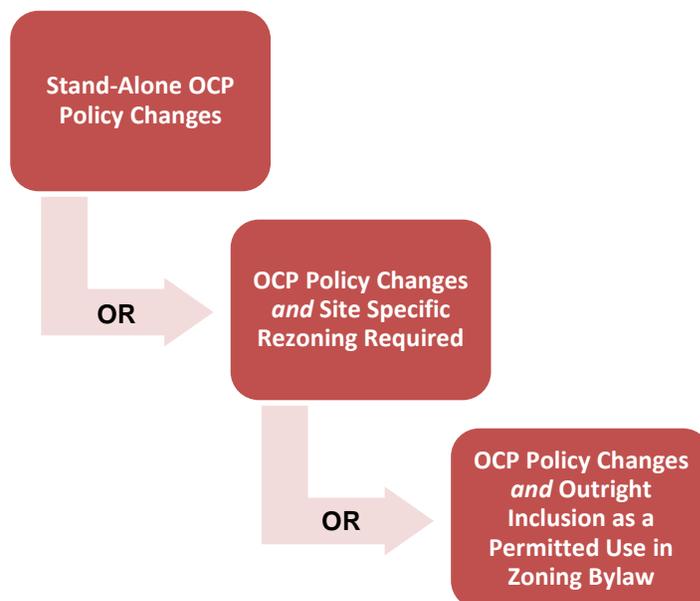
The chart below illustrates the anticipated timeline for the secondary dwelling policy review from public consultation to initial policy development.



Following the close of the public consultation period and technical investigation of servicing requirements, staff will compile the results of the public survey and present a consultation and information summary report to EASC for consideration and approval to proceed with developing secondary dwelling policy.

Possible Process Options for Facilitating Secondary Dwelling Use

Succeeding a summary of the public consultation process, staff will present options to EASC for the various methods of implementation for secondary dwelling use available. The graphic below demonstrates some of the available avenues for implementation:



Staff are anticipating that the results of the public consultation process will provide critical data that will be used to identify the most suitable and effective approach to implementation of secondary dwelling use within the Electoral Areas.

Should EASC identify further bylaw amendments in addition to secondary dwelling policy development, any required Public Hearings and other statutory consultation requirements would occur after reporting back to EASC.

COST:

The Secondary Dwellings Study and associated public consultation program is a priority project identified in the 2015 Electoral Area Planning work plan and budget.

An approximate estimate of associated direct costs of the public consultation plan is summarized below:

Staff Overtime (3 staff for 6 meetings)	\$4000
Facility Rentals	\$500
Refreshments	\$200

This cost estimate is approximate and does not include calculations for indirect costs such as open house presentation materials or staff time for administering and processing surveys, social media accounts, and the FVRD website. There are sufficient funds budgeted within the 2016 Electoral Area Planning (603) budget.

COMMENTS BY:

MANAGER OF PLANNING / DEPUTY PLANNER: Reviewed and supported.

DIRECTOR OF EA PLANNING AND DEVELOPMENT: Reviewed and supported.

CHIEF FINANCIAL OFFICER: Reviewed and supported.

CHIEF ADMINISTRATIVE OFFICER: Reviewed and supported