

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: December 19, 2024

RE: Vacation Rental Review – “Engagement Plan” - Electoral Areas “E” & “H” (X2024.019-ZONE)

Administrative Recommendation:

THAT a Vacation Rental Review “Engagement Plan” for Electoral Area “E” and Electoral Area “H” be brought forward for consideration at the January 23, 2025, meeting of the Planning and Development Committee.

Purpose:

The purpose of this report is to outline proposed community engagement in Electoral Areas “E” and “H” to facilitate a review of short-term rental accommodation regulations.

Background:

At its meeting of July 25, 2024, the Planning and Development (P&D) Committee of the Board considered three (3) options pertaining to the regulation of short-term rental accommodations:

- 1) Status Quo (approve through the issuance of TUPs);
- 2) Permit “Short-Term Rental Accommodations” in zoning; or
- 3) Explore the implementation of a new “Short-Term Rental (STR) Permit”.

The Board subsequently resolved that “bylaw amendments be initiated in support of a Vacation Rental Review corresponding to Option No. 2” and “to update the zoning in the OCP to align with provincial policies in Electoral areas “D”, “F”, and “I””.

At this same meeting, Administration further committed to meet individually with Electoral Area Directors to confirm their preferred option (listed above) for regulating short-term rental accommodations in their electoral areas.

Analysis:

It is Administration’s understanding that the preferred approach to the regulation of short-term rental accommodations in Electoral Areas “E” and “H” cannot be determined at this time and that broad community consultation be undertaken before a preferred approach is identified.

Accordingly, Administration is proposing that a consultant be retained to undertake separate engagement processes in each of these Electoral Areas and that the consultant will be responsible for undertaking the following public engagement:

- on-line surveys pertaining to the proposed OCP & Zoning bylaw amendments;
- information releases to be sent to media including social media;

-
- information to be shared through the VoyentAlert! mass notification system;
 - documents, draft Bylaw(s), and a feedback form will be available on the Regional District’s webpage;
 - written notices to all affected property owners, being those with a current temporary use permit authorizing the use of a property for a vacation rental use;
 - physical copies of the materials will be available at the RDOS office and the municipal offices;
 - referrals will be sent to agencies most likely affected by the policies identified for review; and
 - holding public meetings in each of the affected communities and via Webex, and preparation of engagement materials to facilitate these meetings.

Administration is proposing that the use of citizen or other advisory committees not be utilized as part of the Short Term Rental Accommodations Review.

Administration considers that more valuable input can be obtained through a survey and public meetings open to all residents. However, the option of establishing one or more committees to provide input into the preferred approach to regulating short term rental accommodations in these areas is available to the Board.

Should the Board direct Administration to initiate the project as outlined in this report, staff will return to Committee with a proposed engagement plan for Electoral Areas “E” and “H”.

Summary

In summary, Administration considers the proposed engagement methods to best capture the preferred direction of undertaking broad community engagement before identifying a preferred approach to regulating short term rental accommodations.

Financial Implications:

The cost of staff time and resource as well as retaining a consultant to assist with the proposed “Engagement Plan” being proposed for Electoral Areas “E” & “H” will be dependent upon the final scope of the engagement, but Administration is earmarking an approximate budget of \$50,000 in the Electoral Area Planning budget.

Communication Strategy:

To be determined as part of proposed “Engagement Plan”.

Alternatives:

1. THAT a Vacation Rental Review “Engagement Plan” for Electoral Area “E” and Electoral Area “H” be brought forward for consideration at the January 23, 2025, meeting of the Planning and Development Committee, and include the following:
 - a) *TBD*

Respectfully submitted:

Ben Kent
Ben Kent, Planner II

Endorsed By:


C. Garrish, Senior Manager of Planning