



COMMITTEE OF THE WHOLE AGENDA

Monday, June 9, 2025
to follow the Regular Council Meeting
Council Chambers
325 Wallace Street, Hope, British Columbia

For those in attendance at District of Hope Open Council Meetings, please be advised that the Hope Ratepayers Association is recording these meetings. The District, in no way, has custody or control of the recordings. Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the June 9, 2025, Committee of the Whole Meeting Agenda be adopted as presented.

3. ADOPTION OF MINUTES

(a) Committee of the Whole Meeting (1)

Recommended Resolution:

THAT the Minutes of the Committee of the Whole Meeting held May 12, 2025, be adopted, as presented.

4. STAFF REPORTS

(a) Report dated June 4, 2025 from the Planner II (5)
Re: Proposed Development Application Fee Amendments

Recommended Resolution:

THAT Council receive the report dated June 4, 2025, regarding Proposed Development Application Fee Amendments for information.

(b) Report dated June 4, 2025 from the Planner II (13)
Re: Short-Term Rental Regulations

Recommended Resolution:

THAT Council receive the report dated June 4, 2025, regarding Short-Term Rental Regulations for information.

5. QUESTION PERIOD

6. CLOSE COMMITTEE OF THE WHOLE

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, May 12, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Bonny Graham
Councillor Scott Medlock
Councillor Pauline Newbigging
Councillor Angela Skoglund
Councillor Dusty Smith

Council Members Absent: Councillor Heather Stewin

Staff Present: Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Robin Beukens, Director of Community Development
Branden Morgan, Deputy Corporate Officer
Danielle Laporte, Communications System Analysis Advisor

Others Present: 12 members of the public

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:46 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the May 12, 2025 Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Committee of the Whole

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held March 24, 2025, be adopted, as presented. **CARRIED.**

4. STAFF REPORTS

(a) Report dated April 30, 2025 from the Planner III Re: Official Community Plan and Zoning Bylaw Update – Engagement Summary

The Director of Community Development presented the following:

- First round of engagement
 - 1 public survey
 - 3 pop-up events at cafes
 - 2 open houses

- 4 working sessions
 - AdvantageHOPE & Chamber of Commerce
 - Hope Mountain Centre
 - School District 78
 - Chawathil First Nation
- 1 Council workshop
- Survey Summary
 - Open for two weeks in March
 - 128 responses received
 - Included questions about Vision & Values, Housing, Short-Term Rentals, Economic Development, Parks & Recreation, and Community Well-Being
- Survey Results
 - Most respondents found affordable housing and housing diversity to be a high priority
 - 1/3 opposed, 1/3 neutral, and 1/3 in support of short-term rentals
 - 79% of respondents support short-term rentals in a secondary unit if the main unit is owner-occupied, while only 36% of respondents supported short-term rentals as a standalone use
 - Attracting new customers and business-supportive infrastructure were issues identified as a high priority for economic development
 - Public space aesthetics, safety and security, and walkability were identified as the highest priorities for downtown revitalization
 - Connectivity of trails and year-round recreation were identified as the highest priorities for parks and recreation
 - Connection to nature and crime prevention were identified as the highest priorities for community well-being
- Engagement – Key Themes
 - Preserve community character
 - Support community well being
 - Attract residents and businesses
 - Downtown vibrancy and sense of place
 - Compact land use
 - Increase multi-use connections
- Second round of engagement
 - Use survey and engagement results from the first round to create the draft Official Community Plan (OCP)
 - Once the draft is completed, a second round of engagement will be undertaken including First Nation engagement, public events, and community partners

Council inquired as to whether residents of the Fraser Valley Regional District (FVRD) are invited to take part in the survey as many of them visit the District for

shopping and recreation. The Director of Community Development advised that the FVRD is involved as a referral agency for input, and that FVRD residents can take part by responding to surveys or attending public events. He added that the District advertises these opportunities in the newspaper and on social media.

Council inquired as to whether the contents of the Downtown Revitalization Plan are being considered as part of the OCP update. The Director of Community Development advised that portions of the Revitalization Plan are being reviewed and integrated into the OCP to make it easier for the private sector to follow. Council inquired as to whether there is any method to limit the number of similar establishments in the District. The Director of Community Development advised that some municipalities try to limit chain establishments to maintain community character but generally leave those decisions to the market.

Council inquired as to whether the Zoning Bylaw update will be informed by the OCP update once it is adopted. The Director of Community Development advised that the District is undertaking a full OCP update, while the Zoning Bylaw update will focus on residential zones. He added that while other zones may be looked at in the future, they are not currently part of the work plans. Council inquired as to the timeline for the District to meet Provincial housing target requirements. The Director of Community Development advised that the District does not have a housing target that they are expected to meet but is required to provide space for housing to meet the 20-year housing demand.

Moved / Seconded

THAT Council receive, for information, the staff report summarizing the first round of engagement activities for the Official Community Plan and Zoning Bylaw update project. **CARRIED.**

(b) Airbnb Discussion

The Director of Community Development noted that there was some feedback within the OCP engagement and surveys respecting short-term rentals, noting that approximately 1/3 of respondents opposed short-term rentals, 1/3 were neutral and 1/3 in support. There was strong support for short-term rentals located in a secondary unit when the primary unit is owner occupied; less support for short-term rentals when the use occupied the entire dwelling/property.

The Director of Community Development advised that the restriction on using an entire home as a short-term is only in place by default for municipalities with populations over 10,000. He added that the District can still implement that restriction should Council wish to.

Council inquired as to what restrictions are currently in place regarding short-term rentals in the District. The Director of Community Development advised that the District's Zoning Bylaw does not allow any uses that are not listed, which includes short-term rentals. This prevents them from obtaining a business license, which is a requirement for the short-term rental registry. Short-term rentals who have failed to register will have their listings taken down starting June 2, 2025, and future bookings cancelled starting June 23, 2025. He added that the intent was to include

short-term rental provisions in the OCP update at the end of the year, but that the Provincial short-term rental registry is now being implemented on May 1st.

Council engaged in discussion regarding short-term rental requirements in other municipalities, the importance of alternative accommodations in the District, and creating a framework to get ahead of any issues. The Director of Community Development advised that some municipalities have received temporary extensions to comply with the short-term rental registry requirements. Council directed Staff to request an extension from the Province to allow time to draft and implement a short-term rental policy. Council also directed Staff to research policies implemented by other municipalities and create a draft for Council's consideration.

Moved / Seconded

THAT Council direct staff to request an extension from the Province for the enactment of the Provincial Short-Term Rental Registry to allow for the implementation of short-term rentals;

AND FURTHER THAT Council rise and report to the May 12, 2025, Regular Council Meeting. **CARRIED.**

Moved / Seconded

THAT Council direct staff to explore options for short-term rentals for the District of Hope. **CARRIED.**

5. QUESTION PERIOD

There were no questions from the public.

6. CLOSE

Moved / Seconded

THAT the May 12, 2025 Committee of the Whole Meeting adjourn at 8:19 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on May 12, 2025 in Council Chambers of the District of Hope, British Columbia

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 4, 2025

FILE: 13-6410-02

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: June 9, 2025

SUBJECT: Proposed Development Application Fee Amendments

PROPOSAL

Staff are proposing to update the development application fees with the intention of simplifying the application payment process, better reflecting the cost of administering land use applications, and adjusting costs based on the public or private benefit of the type of application.

RECOMMENDATION

THAT Council receive the report dated June 4, 2025, regarding Proposed Development Application Fee Amendments for information.

BACKGROUND

The current District development application fees were adopted in 2015 and have not been adjusted since. Over that time, inflation has been around 31.4% and as such the cost of business has increased.

Considering this, planning staff have engaged in a review process to determine both if development applications fees should be increased and if so, by how much. Staff also reviewed what our fees cover and investigated ways the fee structures can be amended to better serve applicants and the District.

For reference, development application fees are collected on the following applications:

- Development Permits.
- Subdivision.
- Development Variance Permits.
- Rezoning and Official Community Plan amendments.
- Temporary Use Permits.
- Strata Conversions.

DEVELOPMENT FEE ANALYSIS AND PROPOSED FEES

Guiding Principles

Prior to discussion on the application fee review process and new proposed fees, staff want to highlight what principles were applied during the review process. Staff believe that applications fee should be:

- Reflective of cost incurred by the District.
- Simplified when practical.
- Flexible or lower when an application is for public good or public benefit.

These principles are consistent with Part 14 Section 462 of the Local Government Act which allows local governments to impose application fees subject to the fees not exceeding the estimated average cost of processing, inspection, advertising and administration of specific applications.

An overview of how these principles will be applied and what they mean for the application fees is detailed below.

Reflective of Cost Incurred by the District

Staff are proposing that the new development application fees be reflective of the cost of administering, processing and advertising the applications.

Administrative work involved in land use files can include file setup, plan and report review, correspondence with the applicant, drafting letters of notice and advertisements, preparing Council reports and finalizing documents for registration on title. Administrative costs for development applications can vary not only from application type to application type (i.e. Development Variance Permits vs Rezoning) but also depending on how complex a particular application is.

A review of the District's development application fees has shown that our application fees do not fully reflect the administrative cost incurred as part of the application process, however, the costs do accurately reflect non administrative cost effectively through additional fees collected throughout the application process.

Simplified when Practical

As noted above, an issue staff have identified relates to how application fees are collected. As it stands, an applicant makes their initial application fee, then pays for land title and covenant fees (if applicable) as well as paying the Hope Standard directly for their advertising cost.

Staff are proposing to consolidate this cost into one larger application fee that would cover all the major predictable costs incurred during the development application process. This would ensure that fees are not missed or miscalculated, resulting in staff having to follow up with applicants for additional payments.

An example of this is while the District arranges for bylaw notices in the Hope Standard, the applicant is required to pay this cost directly to the newspaper. This can be problematic if the applicant does not pay for the advertisements on time, staff can be stuck waiting to confirm these notices have been paid for before sending out mail notifications.

Flexible or Lower when an Application is for Public Good or Public Benefit

Staff are proposing that applications that are for the public good or public benefit be lower than standard application fees. These would include applications related to health and safety such as geotechnical, streamside and floodplain development permits. These have public benefits for public safety, environmental protection, and protection of property. The accompanying reports for these development permits can be expensive, and a lower fee can both recognize the public benefits and lower financial barriers for compliance.

APPLICATION FEES REVIEW PROCESS

Staff reviewed the land use application fees of Chilliwack, Kent, Abbotsford, Mission, Merritt, Osoyoos, Princeton, Fernie and the Fraser Valley Regional District (FVRD) to determine how our fees compare to these local governments' fees. These organizations were selected based on their proximity to Hope (FVRD and its member municipalities) and/or their comparable populations (Osoyoos, Kent, Princeton, Fernie and Merritt).

Staff reviewed these municipalities fees then calculated the average fee as well as an adjusted average fee excluding the highest and lowest fee. This was done to remove any outliers with lower or higher fees. The table below details Hope's current fees, the average fee, the average within the FVRD and the adjusted average fee:

Application type	Hope	AVG	FVRD Average	AVG minus high and low
Zoning Map	\$ 1,500	\$ 2,544	\$ 3,458	\$ 2,243
Zoning Text	\$ 1,500	\$ 2,725	\$ 3,878	\$ 2,294
Comprehensive Zone	\$ 3,500	\$ 3,509	\$ 4,380	\$ 3,303
Text and Map	\$ 2,000	\$ 2,638	\$ 3,595	\$ 2,597
OCP Map	\$ 1,500	\$ 2,650	\$ 3,670	\$ 1,826
OCP and Zoning	\$ 2,000	\$ 1,781	\$ 1,795	\$ 1,680
Development Permit	\$ 950	\$ 1,271	\$ 1,582	\$ 1,295
Minor DP	200	\$ 457	\$ 537	\$ 352
DVP	\$ 450	\$ 987	\$ 1,231	\$ 811

Staffs review revealed that Hopes fees are comparable to or lower than application fees at other municipalities with only 3 application fees being higher than 10% above the adjusted average.

Within 10% of Adjusted Average	10% Above Adjusted Average	10% Below Adjusted Average
Zoning Text and Map	Extend TUP	Zoning Map
OCP Map	Subdivision	Zoning Text
OCP and Zoning Map	Strata Conversion	Minor DP
Development Permit		DVP
Comprehensive Zone		Per Lot Charge
Subdivision (large)		TUP

It is important to note that these numbers are based on the application fees alone and do not account for additional costs incurred during the application process including advertising costs or mailouts. Many municipalities include advertising fees in the application fee. Kent and Chilliwack have opted to absorb advertising costs, which does result in lower application fees.

Hope does not currently absorb advertising costs and staff recommend continuing with this practice as changing it would result in the District subsidizing development which does typically involve some level of financial benefit for the applicant.

PROPOSED FEES AND BYLAW AMENDMENTS

Zoning and Official Community Plan Amendments

Staff are proposing the following fees for Zoning and OCP map and text amendments:

Application Type	Proposed Fee	Current Fee	Advertising Cost and LTSA fees
Zoning Amendment (Text and/or Map)	\$ 3,000	\$ 1,500	\$ 870
Comprehensive Zone	\$ 4,500	\$ 3,500	\$ 870
OCP Map	\$ 3,000	\$ 1,500	\$ 870
OCP and Zoning (additional fee)	\$ 500	\$ 500	N/A

*Advertising cost have decreased from approximately \$1,600 to \$850 as only one notice per application is run in the Hope Standard as of March 2025 as per the updated Application Procedures Bylaw

The proposed fees include the cost of one advertisement in the Hope Standard, postage for notification letters to neighbouring residents, and title search acquisition. This means that District staff will no longer collect multiple fees at various stages of the application process or request applicants make payments to the Hope Standard to keep the process moving.

A comparison of how the current fees compare to the proposed fees is below:

Zoning Map Amendment					
Current Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	1500	20	0	850*	2370
Proposed Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	3000	0	0	0	3000

*Advertising cost have decreased from approximately \$1,600 to \$850 as only one notice per application is run in the Hope Standard as of March 2025 as per the updated Application Procedures Bylaw

For applications that involve both OCP and Zoning Bylaw map amendments, the fee is a total of \$3,500 as the extra costs incurred because of the combined applications are limited to additional staff time for review.

A \$4,500 fee is proposed for the creation of CD zones as these applications are more time-consuming during the application process than a text amendment to an existing zone or a rezoning.

Development Permits

Staff are proposing the following application fees for Development Permits.

Application Type	Propose Fee	Current Fee	LTSAand Covenant Cost
Form and Character Development Permit	\$1,200	\$950	\$60
Geotechnical and Flood Protection DPs	\$500	\$950	\$360
Minor DP	\$300	\$200	\$60

The proposed \$1,200 Development Permit fee is a relatively slight increase that covers the staff time required for these reviews as well as the LTSA cost.

Staff are proposing a new \$500 fee for geotechnical and flood protection development permits. This fee is lower than the current \$950 and is intended to encourage compliance with the Development Permit Area requirements. These applications typically involve expensive geotechnical and flood hazard reports so reducing barriers to encourage compliance with the DPA requirements is reasonable.

The minor DP fee is proposed to increase from \$200 to \$300. This slight increase keeps the fee low enough to encourage compliance with hazard and environmental protection related Development Permit Areas but also covers the additional cost of LTSA fees. This fee will also apply to minor works in the form and character Development Permit Areas such as building repairs, industrial buildings and minor building additions.

Development Variance Permits

Staff are proposing a \$800 application fee for Development Variance Permits (DVPs). This proposed DVP fee will be applied per lot with no limit on the number of bylaw variances per lot. This is proposed as administrative costs are effectively the same whether there is one or multiple variances as a full review of the proposed development is required to ensure no variances are missed. It also removes the need for staff to follow up with applicants for additional payment if new variances are identified during the review process.

An example of how the new DVP fee compares to the existing fee is below:

DVP (four variances)					
Current	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
Fee's	600	60	0	50	710
Proposed	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
Fee's	800	0	0	0	800

This new fee includes the cost of registering the DVP with land titles, acquiring a title search and mailing notices to neighbouring property owners.

In addition to the new fee, for DVP applications that are made following discovery of works started without proper permitting, staff are proposing a 50% addition to the standard application fee, meaning the DVP application fee would increase from \$800 to \$1,200.

This increased fee is justifiable as additional staff time is required to investigate the issue, and it provides an incentive for applicants to go through the proper permitting process.

Currently, Chilliwack, Abbotsford and Mission all require an additional fee for DVP applications where work was started without a permit. Chilliwack adds a \$500 per variance fee, while Abbotsford requires an additional \$600 and Mission charges \$2,135 for the application instead of their typical fee between \$1,110 and \$1,365.

Temporary Use Permit

Staff are recommending a \$2,500 Temporary Use Permit (TUP) application fee and a \$1,500 fee for TUP extension applications. \$1,500 is proposed for TUP extensions as these do not require the same level of analysis as the initial TUP review. A breakdown of the current and proposed TUP fees is below:

Temporary Use Permit					
Current Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	1450	60	0	900	2410
Proposed Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	2500	0	0	0	2500

Temporary Use Permit Extension					
Current Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	1450	60	0	900	2410
Proposed Fee's	Application Fee	MyLTSA	Covenant	Advertisement/Notices	Total
	1,500	0	0	0	1,500

The new TUP fee includes one advertisement in the Hope Standard, registration with land titles, a title search and notification letters mailed to neighbouring property owners.

Phased Strata Plans

Staff have recently received two phased strata plan applications for strata developments in the District. Currently, the fees and charges bylaw does not have a charge for these applications, so staff are proposing the following application fees:

Phased Strata Plan				
Proposed Fee's	Application Fee	Per Phase Fee	Total	
	\$ 1,000	\$ 100	1,100	

This proposed fee would not include a per unit fee instead charging a \$100 fee per phase in addition to the primary \$1,000 fee for the application.

There was little consistency among the reviewed municipalities fees for phased strata applications. In addition, phased strata applications have been infrequent in the District so there is limited experience in knowing how much time each application takes to review.

As such staff sought to keep the fee close to the average fee for phased strata developments until we can better gauge if these are projects requiring more staff time.

Subdivision and Strata Title Conversion

Staff are proposing to maintain the existing subdivision and strata title conversion fees as our current fees are sufficient for the administration of these applications.

Summary of Proposed Development Application Fee

Below is a summary of the proposed and current development application fees as well as the average fees of FVRD municipalities.

Application Type	Proposed Fee	Current Fee	FVRD Average
Zoning Amendment	\$ 3,000	\$ 2,370	\$ 3,458
Comprehensive Zone	\$ 4,500	\$ 4,370	\$ 4,380
OCP Map	\$ 3,000	\$ 2,370	\$ 3,670
OCP and Zoning (additional fee)	\$ 500	\$ 500	\$ 600
Development Permit	\$ 1,200	\$ 1,010	\$ 1,582
Geotechnical and Flood Protection DPs	\$ 500	\$ 1,010	\$ 1,585
Minor DP	\$ 300	\$ 260	\$ 537
DVP	\$ 800	\$ 710	\$ 1,231
TUP	\$ 2,500	\$ 2,410	\$ 2,513
Extend TUP	\$ 1,500	\$ 2,410	\$ 966
Phased Strata Plan	\$ 1,000	None	\$ 1,086
Per Phase Fee	\$ 100	None	\$ 100

*Advertising cost have decreased from approximately \$1,600 to \$850 as only one notice per application is run in the Hope Standard as of March 2025 as per the updated Application Procedures Bylaw

Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 4, 2025

FILE: 13-6440-04

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: June 9, 2025

SUBJECT: Short-Term Rental Regulations

PROPOSAL

Staff have reviewed the existing short-term rental activity in Hope, short-term rental regulations of the Province, and regulations of neighbouring municipalities with the intention of providing Council a high-level analysis.

RECOMMENDATION

THAT Council receive the report dated June 4, 2025, regarding Short-Term Rental Regulations for information.

BACKGROUND

Council Direction

At their May 12, 2025, meeting Council received information from the first round of *Official Community Plan* (OCP) public consultation which included community feedback on short-term rentals (STRs) in the District.

Responses showed neutral support for STRs. There was a preference to permit them throughout the District as well as in secondary dwelling units when the property owner is on site. Residents would prefer not to have them as the principal use of residential property.

In response to this feedback Council directed staff to investigate possible STR regulations for Councils consideration.

For context, STRs are residential buildings rented out for short term use that are listed on online platforms. While STRs are typically residential buildings other options like yurts, tiny homes, and park models can also be listed on STR platforms.

This differs from the currently permitted bed and breakfast use as no meal is required to be served to the guest and that STRs are not typically limited to a sleeping unit. In addition, commercial units can be listed on Airbnb and other platforms but are typically included under different uses.

Short-Term Rentals in Hope

Currently, STRs are not a permitted use in the District's Zoning Bylaw, however, the bed and breakfast use is permitted. The bed and breakfast use is currently defined as temporary accommodation in a sleeping unit (room) in which no meal but breakfast is served.

The bed and breakfast use is permitted as an accessory use in the Limited Use, Agricultural, Rural, Country Residential, Small-Scale Multi-Unit Housing, Commercial Transition, and Comprehensive Development 3, 4, 7, 8 Zones.

Based on staff's review of current Airbnb listings for May, there are approximately 60 STRs operating in Hope of which 8 are suites and 52 are for the entire dwelling. STRs are located throughout Hope with 24 in the Kawkawa Lake area, 17 in downtown Hope, 12 in Silver Creek and 7 in rural parts of the District. This is a snapshot in time and there could be other STRs listed on other platforms, but this provides some context for Hope.

For building types, 53 STRs are within single-family dwellings, 2 are in RVs/Campers/Tiny Homes, 3 are in apartments and 2 are in townhomes.

OCP Policies and Guidelines

While Hope's current Official Community Plan does not specifically address short-term rentals, Commercial Policy 3.4.1 encourages the support of tourist destination uses including hotels, lodges, agri-tourism, eco-tourism, cultural attractions, and other recreation facilities.

Other Considerations

While they do offer alternative options for visitors to the District, short-term rentals can have a negative impact on rental availability and housing affordability by diverting residential units to a quasi-hotel land use. At peak seasons, especially in desirable areas, the rental income for short-term rentals can easily exceed the possible rental income of a long-term rental. In addition, STRs landlords don't have the same legal obligations as landlords do in long-term rental arrangements. These two factors can drive dwelling units out of long-term rental use and into STR use.

STRs do benefit from lower residential tax rates compared to the commercial rate paid by hotel/motels which are offering a similar service. This means that there is an

imbalance between commercial hotels and STRs must be considered when looking to permit the use as we do not want to negatively impact the commercial tourism accommodation industry's viability in Hope.

Finally, STRs can also impact the neighbourhood in which they are located by changing the primary users of dwelling units from long term to short term.

PROVINCIAL REGULATIONS

Principle Residence Requirement

Provincial legislation now limits STRs to either the home where the host lives longer than any other locations in the year plus a secondary suite or dwelling unit on the same property.

This means that a property owner could live on the site for 51% of the year while renting it for the remaining 49%.

Hope is currently exempt from this requirement as it applies only to municipalities with a population over 10,000, however, we can opt-in to the requirement annually.

Registry

All STRs operating in the province must now register with the province or the listing will be removed from online platforms.

The provincial regulation requires both a provincial registry number and a business licence number be displayed in the listing.

MUNICIPAL REGULATIONS

To assist in developing potential bylaw regulations for STRs in the District, staff reviewed the STR regulations from the Cities of Chilliwack, Mission, and Merritt, the town of Princeton and the District of Kent, and the Fraser Valley Regional District. Harrison Hot Springs was also considered but currently bans STR's in residential zones in their Zoning Bylaw. Abbotsford currently does not permit short-term rentals.

All reviewed municipalities except for Chilliwack regulate STR's within their Zoning Bylaw. Chilliwack uses both an STR bylaw and their Zoning Bylaw.

Staff broke down the review into the following seven key components of STR regulations:

- 1) Use definition and classification.
- 2) Maximum number of guest and/or rooms.

- 3) Permitted zones.
- 4) Maximum number of days per stay.
- 5) Building types.
- 6) Parking regulations.
- 7) Owner presence during STR use.

These components are discussed below and the full table is included in Appendix B.

Use Definition and Classification

All the reviewed municipalities use the general term Short-Term Rental with contextual differences. Kent uses two definitions to differentiate between a guest unit or principal residence use, providing a definition for either a suite or a full home STR.

Maximum Number of Guest and/or Rooms

Kent, Chilliwack and Princeton all regulate the maximum number of guests a single STR can have at one time and both Chilliwack and Princeton also regulate the number of rooms that can be used for STR. These are detailed below:

- Kent
 - a. Maximum number of guests – 6 for a guest unit, 10 for a principal dwelling.
- Chilliwack and Princeton
 - a. Maximum number of guests – 8
 - b. Maximum number of rooms – 3

The FVRD, Merritt and Mission do not have a maximum number of rooms or guests.

Currently, the Zoning Bylaw permits a maximum of three rooms for bed and breakfast use.

Permitted Zones

The review of which zones STRs are permitted in in other municipalities revealed little consistency in the practice.

Kent has chosen a more restrictive approach to STRs not allowing it within their Small-Scale Multi-Unit Housing zone or any multi-family zones. They also restrict STRs from being within secondary dwelling units in the Agricultural Land Reserve. The FVRD is

also more restrictive with STRs limited to ALP zones which are only in the Hemlock Valley area.

This contrasts with Chilliwack and Mission which permit STRs anywhere a home occupation is permitted.

The District's OCP survey feedback indicated that respondents would accept STRs anywhere in the District, but the survey did not request information on what type of zones we should permit them within.

Maximum Number of Days

As previously noted, the province considers short-term rentals to be a maximum length of 90 days.

Kent and Chilliwack allow a maximum stay of 28 days while Merritt, the FVRD and Princeton have a maximum stay of 30 days. These regulations predate the provincial regulations. Mission, who are in the process of adopting their bylaw, are proposing to align with the province's maximum stay of 90 days.

Type of Buildings

The types of buildings STRs are permitted within reflect which zones they are permitted in. Princeton and Kent restrict the use to one family residences while Chilliwack and Mission allow them wherever home occupations are permitted regardless of dwelling type. Merritt has taken a different approach by making the use discretionary and granting the approving officer the ability to approve the use on a case-by-case basis.

Staff review of existing STR listings revealed that 83.3% of STRs are within one family residences and the remaining 11.7% split between RVs/Tiny Homes/Campers, townhouses and apartments.

Parking

All the municipalities reviewed except for Kent and the FVRD required provision of parking for STR uses.

Currently, the Zoning Bylaw requires one parking space per sleeping unit for bed and breakfast use.

Owner On-Site

The District's OCP engagement showed a clear preference for property owners to be on-site when a secondary dwelling unit is used as an STR. This preference for owners to be on-site during STR use is simple to accommodate when the STR is a suite or a room but is not possible when the full dwelling unit is rented.

The survey did not ask if there was a preference for STRs to be in principle residences only but did reveal a slight preference for STRs to not be the only use on a property.

Staff review of STR listings showed that of the total STRs listed in the District only 13.3% of them are suites or rooms, the rest are entire dwellings as defined by Airbnb. Some of these suites are secondary dwellings and are used without the owner being on-site.

Neighbouring municipalities have chosen not to require the property owner to be on-site during STR operations unless they are a bed and breakfast style rental where food is served (Princeton) or a guest unit exclusively (Kent).

NEXT STEPS:

Staff will prepare recommendations for short-term rentals for review and discussion by Council. After this, staff will prepare regulations for approval.

ATTACHMENTS:

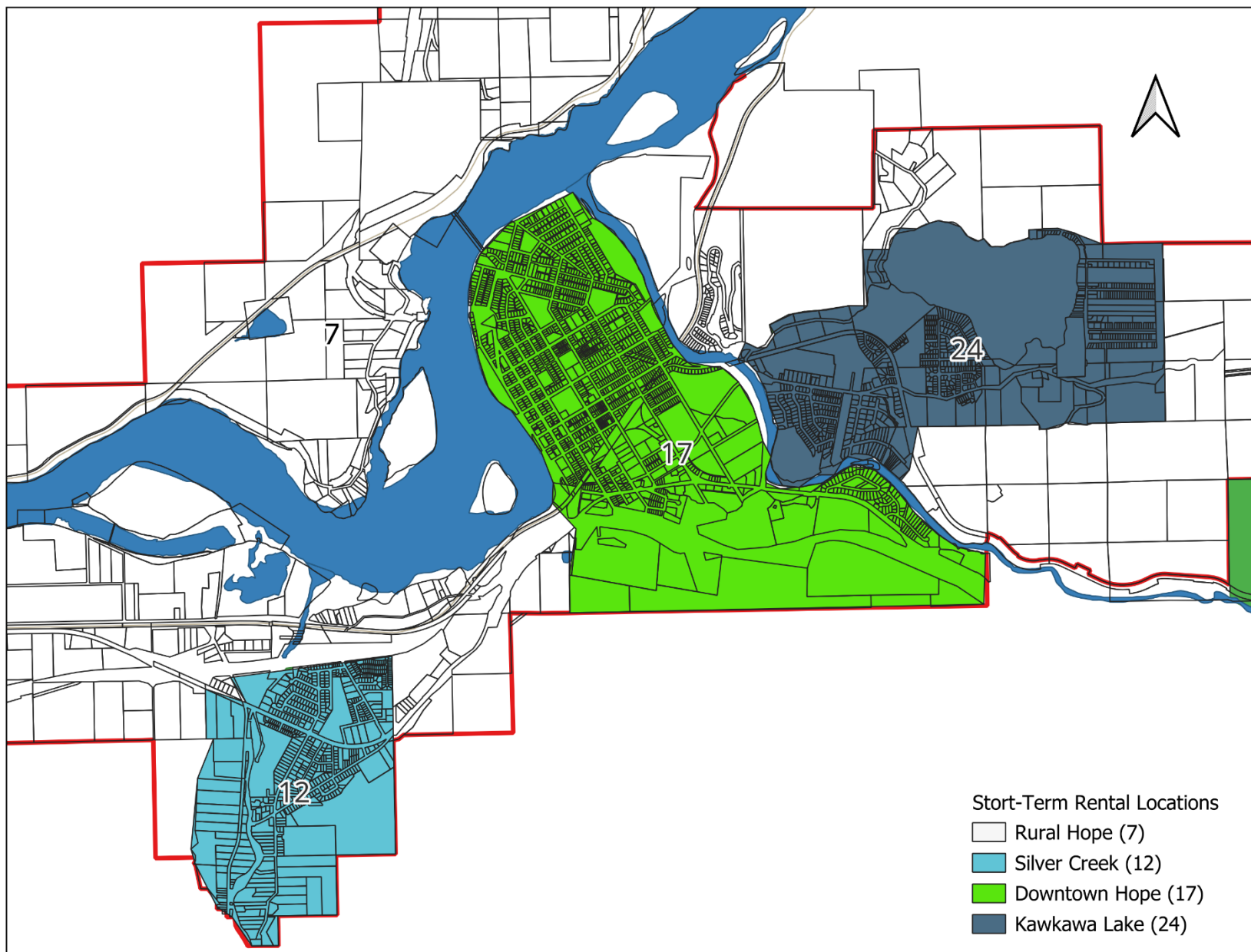
- Schedule "A": Map of Short-Term Rental Locations
- Schedule "B": Regulation Comparison

Reviewed by:

Original Signed by Robin Beukens
Director of Community Development

Approved for submission to Council:

Original Signed by John Fortoloczky
Chief Administrative Officer



Regulation	Kent	Chilliwack	Merritt	FVRD	Princeton	Mission
Bylaw	Zoning	Zoning and STR Bylaw	Zoning		Zoning	Zoning
Use	Short-term Commercial Accommodation (guest unit and principle residence)	Home Occupation	Short-term rental	Temporary Tourist Accommodation	Bed and Breakfast 8 guest / 3 bedrooms	Short term rental (home occupation)
Number of Guest/Rooms	6 or 10 guest depending on use	8 guest / 3 rooms	No apparent limit	No limit		No apparent limit
Maximum Days	28 days	28 days	30 days in a row up to 90 per year	30 days maximum	30 days	90 days
Zones	A, A1, RRs, RL, MR, CD2	All zones with Home Occupation Use	AR1, C2, C3, C4, C6, R1, R3, R7,R8, C5	ALP-2, ALP-3, ALP-4, ALP-5,		All where home occupations are permitted
Types of Buildings/Structures	SFDs	All dwelling units	Residential are at the discretion of the AO	Dwelling Units	SFD	All residential units
Parking	N/A	1 space per sleeping unit (specially designated)	1 space plus 1 bike space per sleeping unit	N/A	1 per 2 sleeping units	1 per 2 guest rooms
Owner On-Site	Guest Unit yes, Principle residence no	Owner or Renter occupied (allowed during absence)	No requirement	N/A	Not explicitly but breakfast must be served	No
Other	Not in ALR ADUs	Meals not to be served after 11 am	Not to be used in conjunction with secondary suite or b and b. Strata must sign off when necessary			Not yet adopted

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