



Alberni-Clayoquot Regional District

ELECTORAL AREA DIRECTORS COMMITTEE MEETING

WEDNESDAY, JANUARY 17, 2018, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>ELECTION OF CHAIRPERSON FOR 2018</u>	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Electoral Area Directors Committee Meeting held September 29, 2017	3-6
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on September 29, 2017, 2017 be received.</i>	
5. <u>DELEGATION</u>	
a. Dr. Hasselback, Chief Medical Officer, Island Health, Mr. Earle Plain, Air Quality Meteorologist, Nanaimo, Ms. Anna Lewis, Coordinator, Alberni Air Quality Society regarding correspondence from Island Health Air Quality Related Health Concerns due to Domestic Wood Burning	7-8
(Referred from November 8, 2017 Board Meeting)	
<i>(Committee Direction Requested)</i>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	9-12
Electoral Area Directors Committee – Terms of Reference	
<i>THAT the Electoral Area Directors Committee review and reconfirm their Terms of Reference for 2018.</i>	

7. **REPORTS**

a. **Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw Amendment (A. Anaka)** **13-15**
(Report referred from November 8, 2017 Board Meeting)

b. **Updated Draft Short Term Vacation Rentals Temporary Use Permit Policy (M. Irg)** **16-19**

(Committee Direction Requested)

8. **LATE BUSINESS**

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 19, 2017, 10:30 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Keith Wyton, Director, Chairperson, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:35 am.

The Chairperson recognized the meeting today being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – May 23, 2017.**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the minutes of the Electoral Area Directors Committee meeting held on May 23, 2017 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Geo Monrufet, Sproat Lake Community Association, request for funding from Gas Tax Funds for the Sproat Lake Hall property.**

Mr. Monrufet spoke to the letter from Mr. Greg Steel, President of the Sproat Lake Community Association requesting the Regional District consider allocating \$100,000 of gas tax funds for required upgrades to the Sproat Lake Community Hall. He provided an update on the various types of users and events held at the hall and required upgrades to the hall, including new washrooms.

Director Bennett entered the meeting at 10:42 am.

The Manager of Finance provided an overview of the eligibility requirements for gas tax funds.

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to move forward with the request from the Sproat Lake Community Association to allocate \$100,000 of gas tax funds for required upgrades to the community hall and investigate what renovations can be completed under the gas tax criteria and report back to the ACRD Board of Directors.

CARRIED

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni Valley Regional Airport – Request for Community Works Funding.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT staff be instructed to develop a plan allocated by population for the contribution of gas tax funds in 2018 for the Alberni Valley Regional Airport expansion project and bring forward for consideration at the Alberni Valley and Bamfield Services Committee which will allow gas tax funds to flow from the rural areas and be supported by the City of Port Alberni.

CARRIED

b. Request for Decision regarding Community Works Fund Update & Policy.

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receive the Community Works Fund Update and recommend that the Board of Directors direct staff to draft a Community Works Funding Use policy for consideration at the next Electoral Area Directors Committee meeting.

CARRIED

c. Request for Decision regarding Development Variance Permit Procedures.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the staff memorandum.

CARRIED

d. Administrative Memorandum regarding Keeping of Animals.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the report.

CARRIED

e. Administrative Memorandum regarding Rural Planning Projects.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Electoral Area Directors Committee support the additional staff time to work on rural planning projects.

CARRIED

7. REPORTS

a. Building Inspection Report – M. Irg (verbal)

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receives this verbal report.

CARRIED

8. UNFINISHED BUSINESS

9. LATE BUSINESS

10. ADJOURN

MOVED: Director Kokura

SECONDED: Director McNabb

THAT this meeting be adjourned 12:17 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Douglas Holmes,
Chief Administrative Officer

September 25, 2017
19150

Chair and Board Directors
Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Chair and Board of Directors:

Re: Air Quality Related Health Concerns due to Domestic Wood Burning

On an ongoing basis, our office receives concerns expressed by residents about exposure to outdoor smoke produced by wood-burning appliances and backyard burning. While some residents are bothered by the nuisance created by smoke, most are concerned about the potential health effects this exposure may have on them and others within their families. We would therefore like to draw your attention to recent developments related to wood-burning appliances and wood-smoke, and outline actions Council can take to reduce the impact.

While wood-burning appliances are used as a primary or secondary source of heat in many homes, the health effects from the resulting wood-smoke have become increasingly recognized. Wood smoke contains many of the same harmful substances that are found in tobacco smoke and is a significant source of fine particulate matter (PM_{2.5}), a major component of air pollution and a detriment to health. When inhaled, PM_{2.5} embeds deep inside the tissue of the lung. Exposure is associated with a shortened lifespan, and can lead to lung cancer, reduced lung functioning and worsening of heart disease and asthma among those who suffer from these conditions. Building upon existing research, a February 2017 Health Canada study (mcgill/newsroom/woodstoves), using air quality data from three BC cities (including Courtenay/Comox), found that an increase in PM_{2.5} specifically due to wood burning in the winter was associated with a 19 percent increase in hospitalization for heart attacks among those 65 years or older.

On September 19, 2016 the government of BC adopted the new Solid Fuel Burning Domestic Appliance Regulation (SFB DAR) ([BCReg218/2016](http://bc.ca/legislation/regulations/bcreg2182016)). Changes include the requirement for domestic wood burning appliances sold in BC to be USEPA certified to meet PM emissions standards, and provisions regarding the kind of fuel that can be burnt. In addition, there is now a requirement for the use of noncertified hydronic wood boilers (that were installed prior to May 1, 2017) to be discontinued by 2026 unless they meet an 80 metre setback requirement from a property line. However, the SFB DAR does not stipulate a similar requirement for existing noncertified wood stoves.

Given that SFB DAR does not require discontinuation of existing noncertified wood stoves, the potential for ongoing exposure to elevated PM_{2.5} will continue in many communities. And, while wood smoke air pollution receives most attention in valley communities, it also contributes to poor air quality in localized areas where wood source space heating is used by one or more households within a neighbourhood.

Local governments are uniquely positioned to lower PM_{2.5} emission, improve air quality and thus achieve better health outcomes by addressing gaps not covered in SFB DAR. There are a number of ways to effect change, such as:

1. Update and/or implement air quality bylaws that afford more stringent controls on the type and use of wood burning appliances, such as requiring the replacement of existing noncertified appliances. This is currently being done at the local level through a bylaw in at least one community on Vancouver Island.
2. Offer incentive programs that support wood alternative heating sources. A program that focuses on exchanging woodstoves for alternative heating methods, such as heat pumps, will achieve more substantial improvements than one that focuses on exchanging a noncertified woodstove for a certified one. The provincial woodstove exchange program can be utilized. It offers higher incentives for cleaner heating options and has made heat pumps eligible.
3. Social marketing and educational campaigns that provide awareness to local residents about the health effects due to wood stove.
4. Implement bylaws that restrict backyard burning, including limitations on materials, setbacks and time periods. Most Vancouver Island local municipalities and regional districts currently have bylaws in place to address backyard burning, many of which include seasonal burning bans. Existing bylaws can be further strengthened to include burning restrictions year round in urban containment areas.

We encourage council to consider adopting one or more of these strategies. Island Health appreciates any opportunity to engage with municipalities with respect to initiatives that lead to health outcome improvements. For further discussion around air quality please contact us at HBE@viha.ca.

Yours in Health,



Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer

c.c.: Earle Plain, Air Quality Meteorologist, Ministry of Environment

PH/cl



REQUEST FOR DECISION

To: Electoral Area Directors Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: January 18, 2018
Subject: **Review – Electoral Area Directors Committee Terms of Reference**

Recommendation:

THAT the Electoral Area Directors Committee review and reconfirm their Terms of Reference for 2018.

Desired Outcome:

To review and approve the Terms of Reference for the Electoral Area Directors Committee for 2018.

Background:

The Electoral Area Directors Committee is a standing committee of the Alberni-Clayoquot Regional District. The Committee assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to electoral area services. Terms of Reference attached.

At the first Committee meeting each year, Committee members review their terms of reference and consider any amendments. If there are amendments to the Electoral Area Directors Committee Terms of Reference for 2018, ACRD Board approval will be required.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:


n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Options Considered

If there are any amendments to the Terms of Reference, the Committee would need to pass a recommendation to forward the amended Electoral Area Directors Committee Terms of Reference for approval by the ACRD Board of Directors.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Electoral Area Directors Committee

1. Purpose

- 1.1 The Electoral Area Directors Committee has been established to consider issues and to make recommendations to the ACRD Board pertaining to services paid for by one or more of the following electoral areas within the region: Electoral Area “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

2. Duties/Mandate

- 2.1 The Electoral Area Directors Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Building Inspection
- Management of Development – Rural Areas
- Regional Library
- Gas Tax Funding Allocation
- Electoral Area Administration

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1

3. Membership

- 3.1 Membership on the Committee is as follows:

- Director - Electoral Area “A” (Bamfield)
- Director - Electoral Area “B” (Beaufort)
- Director - Electoral Area “C” (Long Beach)
- Director – Electoral Area “D” (Sproat Lake)
- Director – Electoral Area “E” (Beaver Creek)
- Director – Electoral Area “F” (Cherry Creek)

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Director's term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

5. Committee Chair

- 5.1 The Committee will elect a Chair from amongst its Members at the first meeting of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the voting Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedure Bylaw.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.
- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Terms of Reference – Electoral Area Directors Committee

Approved by the ACRD Board:	November 12, 2015
Revised by the Board:	



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

TO: ACRD Board of Directors

FROM: Amy Anaka, Junior Planner

DATE: December 6, 2017

RE: Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw Amendment

Recommendations:

1. THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy;
2. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a first time;
3. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a second time;
4. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a third time; and
5. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be adopted.

Background

At the November 22, 2017 ACRD Board of Directors meeting, the Short Term Vacation Rentals (STRs) Consultation Summary and Recommendations Report was presented. The report summarized the public consultation initiatives undertaken to explore stakeholder input and insights on local issues related to STRs, provided information from other communities' experiences, and outlined options to determine how to move forward in managing these types of rentals in the ACRD.

Based on consultation, the preferred option from stakeholders for managing STRs in the ACRD is for permitting them with a Temporary Use Permit (TUP). Based on this, ACRD staff made the following recommendations which were carried by the Board on November 22, 2017:

- Prepare a policy document for consideration by the Board requiring that STR applications are first considered by Temporary Use Permit;
- Draft an amendment to the Development Procedures Bylaw to increase the application fee for a STR Temporary Use Permit from \$300 to \$600; and;
- Include a potential increase to bylaw enforcement resources to the 2018 budget discussions.

Staff presented the recommendations as is to ensure there is STR policy guidelines in place before the start of the 2018 rental season.

The Board also carried a motion that the following additional staff recommendations with respect to STRs be referred for consideration at the next Electoral Area Directors meeting:

- Refer draft policy document to the Advisory Planning Commissions in each area for their consideration;
- Hold a public meeting to discuss draft policy document prior to consideration by the Board;
- Add a clear definition of short term vacation rentals to the Zoning Bylaw – this will be added to the updated Zoning Bylaw which is currently underway;
- More clearly articulate the permitted uses in each zone in the Zoning Bylaw to ensure use cannot be misconstrued with allowing short term vacation rentals – this will be added to the updated Zoning Bylaw which is currently underway; and
- Have an education or social marketing campaign once the new rules are in place to ensure all residents and property owners are aware of what is or is not permitted.

Short Term Vacation Rentals Temporary Use Permit Policy

Based on direction from the Board, staff have prepared a Short Term Vacation Rentals Temporary Use Permit Policy (Appendix A), which outlines guidelines for when a TUP may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). This policy is a guide to follow when considering issuing a TUP for STRs in the ACRD. The policy may be amended by the Board of Directors as needed.

The policy outlines guidelines regarding:

- TUP term and renewal;
- Criteria in evaluating a TUP application submitted to the Regional Board; and
- Conditions in issuing a TUP, which will be specific to each individual TUP issued.

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper.

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

A TUP can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to

permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

Development Procedures and Fees Bylaw Amendment

The Regional Board also directed staff to amend the Development Procedures and Fees Bylaw to increase the TUP application fee from \$300 to 600 (Appendix B), which will assist with the administrative cost of managing development applications to allow STRs by TUP. Included with this bylaw amendment is a new STR TUP application form.

Bylaw Enforcement

As recommended by staff, the Regional Board also directed staff to include a potential increase to bylaw enforcement resources to the 2018 budget discussions. This will assist with the likely increase to bylaw enforcement costs relating to STRs, including monitoring and managing of approved STRs as well as investigating complaints of STRs operating without ACRD approval.

Next Steps

If the Board adopts the policy guidelines for STR TUPs, and the Development Procedures and Fees bylaw amendment, staff will promote an educational campaign to promote public knowledge of the new policy framework. The goal of the education campaign is to encourage proponents of STRs to apply for TUPs and allow staff and the Board enough time to follow the referral process and consider issuing STR TUPS prior to the 2018 rental season.

Prepared by: _____
Amy Anaka, MCIP, RPP
Junior Planner



Reviewed by: _____
Mike Irg, MCIP, RPP
Manager of Planning and Development



Approved by: _____
Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer



Alberni-Clayoquot Regional District

SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY

Policy Issued by: Board of Directors
Date Adopted:
Date(s) Amended:

1.0 POLICY GUIDELINE

The intent of this policy is to provide guidance to the public and Alberni-Clayoquot Regional District's (ACRD) when considering Temporary Use Permit (TUP) applications for short term vacation rentals (STRs).

The ACRD preference for managing STR's, where it is appropriate, is with TUPs. If the ACRD issues a TUP, a term limit of not greater than three years shall apply (two years in the South Long Beach 'Area C' Official Community Plan area) to TUPs issued for STR use on land within an Official Community Plan (OCP) area.

When considering a temporary use permit for a STR, the ACRD recognizes that the primary use of the property is residential. A STR TUP is a way to allow residents and residential property owners to participate in the tourism economy.

2.0 PURPOSE

TUPs may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). The permit contains detailed requirements at the discretion of the Regional Board and is only in effect for a limited period of time. TUPs allow a use on a temporary basis that would otherwise not be permitted in the Zoning Bylaw.

Should it be determined that a STR use is inappropriate, incompatible or unviable at a particular location, or if there is a change in property ownership, a TUP may be allowed to lapse or not be renewed (subject to application) within a relatively short time period (ie. within one year of operation). If an STR is being operated contrary to the conditions of use in the TUP, there will be an option for the ACRD to consider revoking the TUP.

It is the Board's policy to consider STR TUPs for properties in zones that allow permanent residence in single family dwellings and not for properties in zones that allow seasonal, recreational or vacation residential use including, but not limited to, the Salmon Beach (SB) District and Vacation Home (RVH) District.

3.0 POLICY

3.1 Regulation

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued.

The LGA (s. 493) permits, on application by an owner of land, the ACRD to issue a TUP by resolution to land within a designated OCP area to:

- allow a use not permitted by a Zoning Bylaw; and
- specify conditions under which the temporary use may be carried on.

ACRD OCPs include policy permitting issuing TUPs for commercial or industrial use in appropriate areas within all land use designations. A TUP may be considered within ACRD OCP areas. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

3.2 Notification and referral

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper (as per the *Local Government Act* and *ACRD Development Procedures Bylaw P1342*).

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

3.3 Term and renewal

A property owner can apply for a TUP, which can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

3.4 Criteria

In evaluating a TUP application submitted to the Regional Board by the applicant, the Regional District may consider the following criteria:

- a. the use must be clearly temporary or seasonal in nature;
- b. the use must not alter the residential appearance of the property;
- c. one STR permitted per property;
- d. compatibility of the proposal with adjacent uses; and
- e. impact of the proposed use on the natural environment, including groundwater.

3.5 Conditions

3.5.1 In issuing a TUP, the Regional District may specify conditions including, but not limited to:

- a. the buildings to be used;
- b. the area of use;
- c. the hours of use;

- d. form and character; and
- e. environmental protection.

3.5.2 In issuing a TUP for a STR, the Regional District may specify conditions, in addition to those listed under sub-section 3.5.1, including, but not limited to:

- a. Screening or fencing in order to address potential impacts or to address neighbour privacy issues;
- b. The owner or caretaker's contact information, with availability or accessibility by phone 24 hours a day and 7 days a week, as well as a copy of any issued TUP, posted in a visible public location;
- c. The owner or caretaker living on-site or available within 20 minutes;
- d. **Where appropriate, the owner or a permanent resident may be required to live on-site;**
- e. The posting of the following information **in a form specified in the TUP at a site accessible and visible to the public:**
 - I. any applicable Regional District noise control bylaws;
 - II. clear noise rules and quiet times;
 - III. measures to address water conservation;
 - IV. fire safety regulations;
 - V. boater safety and marine patrol information;
 - VI. storage and management of garbage;
 - VII. control of pets (if pets are permitted); and
 - VIII. **Contact phone number for the STR caretaker to respond to public complaints;**
- f. Confirmation of adequate on-site sewage system capable of accommodating the STR;
- g. Confirmation that the dwelling has adequate safety for occupation (which may include review by a ACRD Building Inspector);
- h. A maximum occupancy of two (2) persons per bedroom within a dwelling unit when such a dwelling unit is being occupied as a STR;
- i. A maximum of one (1) boat per STR rental, if adequate dock space is provided;
- j. The provision of on-site parking available for STR (for example, one parking space for each bedroom);
- k. With the exception of an Accessory Dwelling Unit, the prohibition of the use of recreational vehicles or camping on the property or any use of accessory buildings for STR occupancy;
- l. Rescinding and/or terminating the TUP if the STR is not adhering to the conditions, or if there is a change of ownership; and
- m. Other requirements that the Regional District Board may consider appropriate.

3.1 APPLICATION

This policy applies to all properties within the ACRD.

3.2 RESPONSIBILITY

Planning and Development Services Department.

4.0 DEFINITIONS

“short term vacation rental” means the use of a dwelling unit for the temporary commercial accommodation of paying guests for a period of less than one month. This use does not include bed and breakfast.

“dwelling unit” means habitable space consisting of one or more rooms which constitute one self-contained unit with a separate entrance and complete living facilities, occupied or intended to be occupied as a home or residence by one or more persons, including provisions for living, sleeping, cooking, eating and sanitation.

5.0 POLICY AMENDMENT

This policy may be amended by the Board of Directors as needed.