



To: Mayor Cornell and Members of Council

From: Steven Harvey, Chief Municipal Law Enforcement Officer
By-law Department
Sue Walton, Director of Legislative Services/Clerk
Clerk's Department

Report Number: MLE-029-21

Meeting Date: 06-30-2021

Subject: **Short-Term Rental – Task Force Terms of Reference and selection process**

RECOMMENDATION:

1. That Municipal Law Enforcement Report MLE-029-21 dated June 30, 2021 from Steven Harvey, Chief Municipal Law Enforcement Officer and Jenna Reid, Communications/Committee Coordinator regarding Short-Term Rental – Task Force Terms of Reference and selection process be received.
2. Further that, staff be directed to proceed with Terms of Reference and advertising for committee membership.
3. Considering that this is a time sensitive matter, that Council consider the formal approval of these recommendations at the June 30, 2021 Regular Meeting of Council.

BACKGROUND/ANALYSIS:

At the June 9, 2021 Committee of the Whole meeting Council received Municipal Law Enforcement Report MLE-018-21 regarding Short-Term Rental Accommodation Licensing By-law (Draft), Task Force & Enforcement Options. Subsequently, Council passed Resolution #269/21 directing staff to proceed with the drafting of a Terms of Reference and the selection process for a Task Force for consideration at the June 30, 2021 Committee of the Whole Meeting;

The Terms of Reference for the Short-Term Rental Accommodation Task Force is attached as Appendix 1. The vacancies for the Task Force will be advertised according to the standard Committee Appointment process with the applications to be vetted by Council for formal appointment.

Additionally, at the June 9th, meeting there was discussion on the timelines to achieve a January 1, 2022 by-law implementation date. Staff would project the following target dates based on a Short-Term Rental Accommodation Licensing By-law that does not include a Zoning By-law changes:

Action Item	Committee or Council Meeting date
Report on Task Force Terms of Reference and selection process. Dates would apply If Terms of Reference approved as presented	Committee meeting - June 30, 2021 Council Meeting – June 30, 2021
Task Force membership reviewed and approved by Council.	Committee meeting – August 11, 2021 Council meeting – August 11, 2021
Task Force meetings. (Final meeting by September 29 th).	End of August to September 29 th , 2021 to appear on the October 13 th Agenda
Task Force comments to Council on Licensing By-law provisions	Committee meeting - October 13 Council meeting – October 27
Council review of draft Licensing By-law based on comments from Task Forces. Discussion on staffing for the project.	Committee meeting - October 27 Council meeting – November 10
Short-Term Rental Accommodation Licensing By-law - Final Passage	Committee meeting – November 10 Council Meeting – November 24
Short-Term Rental Accommodation Licensing By-law - Implementation	January 1, 2022

OPTIONS/ALTERNATIVES:

- Option 1:
1. That Municipal Law Enforcement Report MLE-029-21 dated June 30, 2021 from Steven Harvey, Chief Municipal Law Enforcement Officer and Jenna Reid, Communications/Committee Coordinator regarding Short-Term Rental – Task Force Terms of Reference and selection process be received.
 2. Further that, staff be directed to proceed with Terms of Reference and advertising for committee membership.

3. Considering that this is a time sensitive matter, that Council consider the formal approval of these recommendations at the June 30, 2021 Regular Meeting of Council.

- Option 2:
1. That Municipal Law Enforcement Report MLE-029-21 dated June 30, 2021 from Steven Harvey, Chief Municipal Law Enforcement Officer and Jenna Reid, Communications/Committee Coordinator regarding Short-Term Rental – Task Force Terms of Reference and selection process be received.
 2. Council directs staff to take action as deemed appropriate.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item as presented within the report.

RELATIONSHIP TO STRATEGIC PLAN:

- Deliver Exceptional Municipal Services
- Support Community Health, Safety & Well-Being

CONCLUSION:

Staff seek Council direction on Short-Term Rental Licencing.

Prepared by: Sue Walton, Director of Legislative Services/Clerk



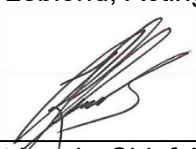
Submitted by: Sue Walton, Director of Legislative Services/Clerk

Prepared by: Steven Harvey, Chief Municipal Law Enforcement Officer



Submitted by: Steven Harvey, Chief Municipal Law Enforcement Officer

Financial Implications Reviewed By: 
Haley Leblond, Acting Director of Finance

Report Approved By: 
Robert Lamb, Chief Administrative Officer

Attachments to MLE-029-21:

Appendix 1 – Short-Term Rental Accommodation Task Force Terms of Reference

Short-Term Rental Accommodation Task Force - Terms of Reference

a. Committee Members

To be appointed by Council.

b. Objective

The objective of the Short Term Rental Accommodation Task Force (Task Force) is to review the proposed Short-Term Rental Accommodation Licensing By-law and Renter's Code of Conduct and to provide input and feedback in this regard.

c. The Task Force shall remain in effect until the Short-Term Rental Accommodation Licensing By-law and Renter's Code of Conduct have been adopted by Council.

d. Composition

- i) The Task Force shall consist of up to four (4) non-elected citizen members [two (2) Short-Term Rental Property Owners and two (2) Non Short-Term Rental Property Owners] and two (2) elected members.
- ii) Staff Representation will include a staff member from the By-law, Planning and Fire Departments and the Chief Administrative Officer.
- iii) Any appointed member shall be deemed to have resigned himself or herself from his/her respective appointment if he/she has missed three consecutive meetings without being authorized to do so by a resolution of the Council entered upon its minutes.
- v) Each Task Force member shall be paid as per the current by-law setting remunerations of Council members and Committee members (\$35 for committee members per meeting and \$45 for chair per meeting).

e. Meetings and Minutes

- i) All Task Force meetings shall be open to the public.
- ii) Task Force meeting minutes shall be forwarded to Council.
- ii) The Task Force shall elect a Chair from among its members at its first meeting.
- iv) In the conduct of business, all members of the Task Force have equal voting rights, including the Chair.
- v) A recording secretary will be provided to assist at its meetings

f. Quorum

- i) A majority of the Task Force members constitute a quorum at meetings.
- ii) Where a Task Force member resigns, quorum shall be the majority of the remaining members.

g. Transportation

- i) Mileage to and from the Task Force meetings will not be reimbursed as per the current by-law setting of Council members and Committee members.