

DATE OF MEETING MARCH 7, 2022

AUTHORED BY DAVID STEWART, SOCIAL PLANNER

SUBJECT SHORT-TERM RENTAL – OPERATOR’S GUIDE

OVERVIEW

Purpose of Report:

To provide Council for information the recently developed “Short-Term Rental – Operator’s Guide”.

BACKGROUND

At the regular meeting held 2021-SEP-21, Council approved first and second reading to “Zoning Amendment Bylaw 2021 No. 4500.186” and “Off-Street Parking Regulations Amendment Bylaw 2021 No. 7266.01” in order to regulate and licence short-term rental accommodations. At that same meeting, the following motion was passed:

- 1. confirm a business licence is required for all short-term rentals, including bed and breakfasts, in Nanaimo; and*
- 2. direct Staff to prepare an explanatory guide and operator declaration form for Nanaimo residents interested in operating a short-term rental, including a bed and breakfast.*

Council subsequently adopted the Zoning Amendment Bylaw and the Off-Street Parking Regulations Amendment Bylaw on 2022-FEB-07.

DISCUSSION

In response to Council’s direction, Staff has prepared the following Short-Term Rental Operator’s Guide (Attachment A) to be used to support business licence applications for short-term rentals.

The Short-Term Rental (STR) Guide will be available online, at the front counter of the City of Nanaimo’s Service and Resource Centre, and will be provided to all STR business licence applicants. The Guide will help inform prospective STR operators of zoning and bylaw regulations, building and fire safety information, relevant bylaw information (such as the Noise Control Bylaw), and other good neighbour practices. The Guide also includes a number of Frequently Asked Questions developed through previous consultation.

STRs must be located in dwelling units that have previously been inspected through the building permit process and therefore meet residential building safety standards. As such, building and

fire safety inspections will not be required as part of the business licence application process; however, Staff will reserve the right to require spot inspections, where necessary.

All STR business licence applicants will be required to provide proof of their primary residence and confirm that they have read the Guide.

NEXT STEPS

STR operators will be required to obtain a business licence starting on 2022-APR-01. This timeframe will allow them time to familiarize themselves with the Guide, and begin to make any necessary changes to comply with bylaws and health and safety recommendations. Staff will issue a press release and update the City's website to inform STR operators of the business licence requirement and available Guide.

SUMMARY POINTS

- On 2022-FEB-07, Council adopted "Zoning Amendment Bylaw 2021 No. 4500.186" and "Off-Street Parking Regulations Amendment Bylaw 2021 No. 7266.01" in order to regulate and licence short-term rental accommodations.
- On 2021-SEP-21, Council directed Staff to prepare an explanatory guide and an operator declaration form for City of Nanaimo residents interested in operating a short-term rental, including a bed and breakfast.
- The Guide will help inform prospective short-term rental operators of relevant bylaws, building safety, and good neighbour practices.
- Staff will begin accepting STR business licence applications on 2022-APR-01.

ATTACHMENTS

ATTACHMENT A: Short-Term Rental – Operator's Guide

Submitted by:

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Concurrence by:

Lainya Rowett
Manager, Current Planning

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