



**Summary Report / AMENDED Minutes of the Advisory Planning
Commission Meeting
(Held on July 16, 2020
Via remote access through Zoom, at 12:00 p.m.)**

Commission Members Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Callan Noye
Jim Tatoosh, Hupačasath F.N.
Stefanie Weber
Chris Washington, S.D.70 Liaison
Rick Newberry, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison
Sgt. Clive Seabrook, R.C.M.P. Liaison

Guests

Members of the Public: None
Applicant: None

Staff

Cara Foden, Planning Technician
Brian McLoughlin, Development Planner

Regrets

Cynthia Dick, Tseshah (ć išaa?ath) F.N.
Ed Francoeur
Rob Gaudreault, Parks Liaison

Alternates (not in attendance)

Larry Ransom (Alternate–SD70)
Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshah F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (ć išaa?ath) First Nations.

2. MINUTES - Adoption of June 18, 2020 Minutes

MOTIONS:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the June 18, 2020 regular meeting as amended.

(Douglas / Washington) CARRIED

3. DEVELOPMENT APPLICATION: Zoning Bylaw amendments

City Wide - Short Term Rentals (STR)

Applicant: City of Port Alberni

- The Development Planner presented a summary of his report dated July 9, 2020.
- APC discussed the proposed amendments and report as follows:
 - City staffing and resources were discussed in relationship to the proposed STR regulations. It was noted that there are no provisions made in the budget for additional staffing. A question was raised as to whether enabling STRs would require more staff time. The Development Planner noted that additional staff hours would come mainly from the enforcement of the bylaw, which is often done through business licensing. The Development Planner noted that the proposed amendments do not include a business licensing requirement, so are unlikely to increase staff time.

- Considerable concern was raised by APC members regarding STRs not requiring a business license. The Development Planner noted that best practices and research supported the inclusion of requirements for STR to obtain a B.L. however at this time staff were asked to bring forward amendments to the Zoning Bylaw. Significant comments were made in support of a requirement for STR to obtain a B.L. including the following:
 - Concern that no requirement for a B. L. would put STR in an advantageous position against other small business (such as B&B) that are required to obtain a B.L.
 - STR should be regulated just as other small businesses within the City
 - Licensed STR would be easier to shut down if they became problematic in a neighbourhood.
 - The requirement to renew a B.L. on an annual basis would allow the City to inspect if necessary.
 - It was noted that a B.L. process should not be too complex so that it does not discourage operators of STR who have been running their business without benefit of a B.L.

- It was noted that it was important to implement solid regulations from the start and to “do right”.
- The majority of APC members expressed support for the addition of a B.L. requirement for STR.
- There was support voiced for the implementation of STR as a permitted use within the City. The City currently experiences a shortage of rooms when there are large events scheduled and STR could help fill some of those needs.
- It was noted that it was important to implement solid regulations from the start in order to do it right.
- There was discussion regarding comparisons between STR and Bed and Breakfast (B&B) operations and the Development Planner advised that there are very few differences other than a B&B would typically serve a breakfast to guests.
- The proposed regulations were discussed in terms of how regulations could impact the supply of long term rental housing in Port Alberni. There was support voiced for not allowing STR in multi-family residential/apartment buildings as this could negatively impact the amount of rental housing in the City.
- Members discussed the issues respecting the proposed regulations as they relate to Secondary Suites and STR. The Development Planner clarified that the rationale for not permitting STR in Secondary Suites is that they are self-contained dwelling units with kitchens. Allowing Secondary Suites to be rented out as STR could negatively impact the supply of long term rental housing in the City.
- The APC noted that public input was currently limited to a standard Public Hearing and strongly recommended that an additional public input opportunity be made available, possibly through a survey, to City residents.
- The proposed definition of “Short Term Rental” was discussed as it specifies “all or part of a dwelling” whereas the proposed conditions specify “part” of a dwelling. Review may be needed. the APC discussed allowing an entire residential dwelling to be rented as a STR, only permitted in dwellings that are owner occupied. The APC also suggested obtaining additional public input on this topic, among others, as noted in the minutes.

- The Fire Department suggested that input from the City Building Inspector would be beneficial with respect to allowing STR in Secondary Suites. Doing so may result in illegal suites being used as STR which could have safety implications.
- The APC Chair noted that he had previously requested that the Building Inspector be asked to attend APC meetings and requested that the Planning Technician bring the request to the attention of the Manager of Planning.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission supports Option 2 and recommends that City Council direct staff to further refine the recommendations for proposed Zoning Bylaw amendments to introduce Short Term Rentals as a permitted use and that the following be considered:*
 - a) *Obtaining additional public Input with respect to prohibiting Short Term Rentals in Secondary Suites*
 - b) *Include a requirement that Short-Term Rentals be required to obtain a City Business License.*
 - c) *Obtaining additional public input with respect to allowing an entire residential dwelling to be rented as a Short Term Rental.*

(Anaka / Weber) CARRIED

4. STATUS UPDATE:

- DVP approved – 4191 Bute St. (side yard setback)
- DVP pending – 4191 Bute St. (side yard projection)
- DP/DVP pending – Low Energy Housing project on Maitland
- DP/DVP pending – Seniors housing project on Burde St.

5. OTHER BUSINESS- None

6. **ADJOURNMENT** – The meeting adjourned at 12:30 pm. The next meeting is scheduled for 12:00 pm on **August 20, 2020.**

(Washington / Noye) CARRIED

Ken McRae (Chair)

