

## POLICY

### SHORT-TERM RENTAL TEMPORARY USE PERMIT POLICY

#### 1. PREAMBLE

The intent of this policy is to provide guidance to the public and Columbia Shuswap Regional District (CSRD) when considering temporary use permit (TUP) applications for short-term rentals (STRs).

As a destination region, the CSRD welcomes tourists year-round, sparking a continued interest in commercial accommodation options. Many residents and property owners in the CSRD have identified STRs as a way to participate in the tourism economy.

It is recognized that the majority of STRs operating in the CSRD are doing so without the necessary zoning or permitting. While many STR owner/operators are responsible and provide safe accommodation that does not cause nuisance to neighbours, the CSRD has the authority to regulate accordingly should concerns arise.

#### 2. PURPOSE

The intent of this policy is to provide guidance to the public and CSRD when considering TUP applications for STRs.

TUPs allow a use to occur on a temporary basis that would otherwise not be permitted in a zoning or land use bylaw. The CSRD's preference for managing STRs, where it is appropriate, is with TUPs as they provide a three-year trial period before a STR property may be considered for a renewal or rezoning.

When considering a TUP for a STR, the CSRD recognizes that the primary use of the property may be either residential, rural or agricultural.

#### 3. DEFINITIONS

**Dwelling Unit** means one (1) or more rooms in a detached building with self-contained eating, living, sleeping and sanitary facilities and not more than one kitchen, used or intended to be used as a residence for no more than one (1) household. Dwelling unit does not include camping unit, park model, or a commercial lodging sleeping unit;

**Secondary Dwelling Unit** means an additional, self-contained, dwelling unit that is accessory to the single detached dwelling unit on a parcel. For clarity, attached dwelling, duplexes and multiple-dwellings, boarding rooms and rooming houses are excluded from the definition of secondary dwelling unit;

**Short-Term Rental (STR)** means the use of a dwelling unit for the temporary commercial accommodation of paying guests for a period of less than 28 consecutive days. This use does not include bed and breakfast. In some CSRD bylaws, STRs are referred to as vacation rental operations.

**Single Detached Dwelling Unit** means a detached building containing only one (1) principle dwelling unit and, where permitted, one (1) secondary dwelling unit. A manufactured home is considered a single detached dwelling.

#### 4. POLICY

This policy will remain in effect until it is repealed or replaced.

This policy is in effect for the following geographic areas: all of the lands within the CSRD that lie outside of municipal boundaries, Indian Reserves and National Parks.

##### 4.1 Regulation

As designated under the Local Government Act, TUPs may be issued to properties within Electoral Areas of the CSRD that are subject to zoning or land use bylaws and subject to either Official Community Plan (OCP) or land use bylaw policy permitting the issuance of TUPs. TUPs may be approved for issuance by the Board by resolution. If the TUP is approved for issuance, the applicant will be required to fulfill any outstanding conditions prior to final TUP issuance.

##### 4.2 Term, Renewal and Cancellation

If the CSRD issues a STR TUP, a term limit shall apply of not greater than three years, with an opportunity to apply to renew the STR TUP once.

Should the owner/operator of the STR fail to adhere to the conditions of a TUP, the land use regulations or an enactment, the CSRD may undertake enforcement action outlined in the CSRD Bylaw Enforcement Policy and may include fines, or cancellation of the STR TUP.

##### 4.3 Application Approval Criteria

The following criteria are considered by the CSRD when reviewing STR TUP applications.

###### 4.3.1 Mandatory Criteria:

- a. TUPs for STRs may only be considered for properties in which the primary use of the property is residential, rural or agricultural.
- b. The STR should keep with the residential, rural or agricultural character of the neighbourhood and not cause a nuisance or disturbance.
- c. A STR must be located within a dwelling unit permitted by the zone that applies to the property.

- d. The STR should be limited to one dwelling unit per parcel.
- e. The STR shall not be permitted on a parcel in which a Bed and Breakfast already exists.
- f. The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.
- g. The STR owner/operator shall provide potable water to guests.
- h. The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is provided. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually by the owner/operator).
- i. The maximum allowable occupancy of the STR should not exceed 10 guests.
- j. One (1) sign advertising the STR may be placed on the subject property. The maximum sign area is 1 m<sup>2</sup> (0.5 m<sup>2</sup> for each side).
- k. The following minimum number of off-street parking spaces shall be provided for a STR (this is in addition to the minimum number of off-street parking spaces required for the zone in which the STR is located):

<b>STR Permitted Guests</b>	<b>Minimum Number of Off-Street Parking Spaces</b>
1-4	2
5-8	3
9-10	4

- l. STR TUP issuance is subject to proof of adequate STR and liability insurance (minimum of \$3 million in coverage).
- m. STR TUP issuance is subject to registration of a s. 219 covenant on title releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the TUP.
- n. The STR should comply within all applicable regulations of the Agricultural Land Commission when located within the Agricultural Land Reserve.

**4.3.2 Conditional Criteria**

- a. Consideration of measures taken to minimize conflict with neighbouring properties.
- b. Consideration of proposed accessory uses and/or amenities; site layout and other site characteristics.
- c. Consideration of other CSRD bylaws and policies.

**4.4 TUP Required Conditions**

When issuing a STR TUP, the CSRD will specify required conditions including, but not limited to:

- a. The specified season of use (e.g., year-round or April 1 – October 31).

- b. Quiet time (e.g., 10 PM – 6 AM daily).
- c. The maximum number of guests (e.g., maximum of 8).
- d. The STR owner/operator shall identify a local contact person who will be available to address issues that may arise any time that STR accommodation is provided. The name and contact information of the local contact must be provided in the application and must be posted along with the STR TUP in a visible place within the STR and provided to owners and tenants of adjacent properties (confirmed annually).
- e. A complaint response plan detailing how concerns and complaints will be immediately addressed.
- f. The STR shall be limited to one dwelling unit on the subject property.
- g. The STR shall be serviced by a sewerage system that has been confirmed appropriate for the use intended by an Authorized Person.
- h. The owner/operator shall provide potable water to guests.
- i. The clear posting of the following information in the STR at a site accessible and visible to guests:
  - I. the owner or local contact information, with availability or accessibility by phone 24 hours a day and 7 days a week;
  - II. clear noise rules and quiet times;
  - III. emergency call number (9-1-1); and
  - IV. instructions regarding proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- j. All STR parking must be accommodated on site; no parking shall occur on a public roadway. The number of required STR parking spaces shall be specified.
- k. The owner/operator is wholly responsible for the proper disposal of all garbage, recycling, and yard waste created by the operation of the STR.
- l. Vacation rental signage shall be limited to one sign (maximum sign area is 1 m<sup>2</sup> - 0.5 m<sup>2</sup> for each side).

#### **4.5 TUP Optional Conditions**

When issuing a STR TUP, the CSRD may specify optional conditions including, but not limited to:

- a. The area of use if limited to a portion of the subject property to minimize potential disturbance of neighbours (e.g., location of outdoor firepit or hot tub);
- b. Screening or fencing to address potential impacts of the STR or to address privacy concerns;
- c. Where appropriate, the owner/operator may be required to reside on the property.