
SUBJECT: Short Term Accommodation Workplan
FROM: Peggy Van Mierlo-West, Chief Administrative Officer
DATE: August 24, 2020

RECOMMENDATION:

THAT Council receives CAO Report CAO 20-33, Short Term Accommodation Workplan, AND;

THAT Council approves the Implementation Plan provided by Skelton Brumwell and Associates; AND;

THAT Council approves the cost of the implementation plan in the amount of \$32,035.50.

BACKGROUND:

In December 2018, Council confirmed that addressing Short Term Accommodations (STA's) was a priority. April 23, 2019, Council awarded Skelton Brumwell and Associates (SBA) Inc to provide Council with a proposed plan for implementation. This was in the amount of \$23,000.00, the overall allocated amount for this project was \$65,000.00.

At the July 13, 2020 Council meeting, Council approved the report recommending amendments to SBA'S draft recommendations. At the meeting the consensus was that Council felt that it was important to continue the process to finalization of legalizing STA's.

DISCUSSION:

As the previous proposal from SBA was to provide Council with recommendations to move towards legalization of STA's, an to provide continuity to the process. Staff requested a revised proposal from SBA to do the following;

- Finalize report
- Create an implementation plan
- Review of the implementation package
- Finalization of the plan

There are quite a few more steps regarding this process and staff are recommending third party assistance for completion. SBA is estimating that the project would be complete in late February 2021. With public consultation occurring October and November.

ATTACHMENTS:

Schedule A – Implementation Plan

BUDGET IMPLICATIONS:

Council approved \$65,000 for this project in 2019. Surplus was transferred to the 2020 Operational Budget. Based upon previous approvals and the requested proposal of \$32,035.50. There will be a surplus to this project of \$9,964.50.

MUNICIPAL STRATEGIC COMMITMENT:

By evaluating strategic objectives, it can be assured that the actions taken by the Municipality create value across all strategic priorities identified in the Strategic Plan. In doing so, the Municipality moves closer to its vision of providing a safe, progressive municipality that is committed to managing growth and providing a welcoming, diverse and environmentally sustainable community that enhances the quality of life for all residents and visitors.

Strategic Priority	Yes	No
Well managed and fiscally responsible municipal government is enhanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conservation and protection of unique natural environment including the encouragement of well managed growth is enhanced	<input type="checkbox"/>	<input type="checkbox"/>
Health, safety and education of the community are enhanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development/promotion of cultural and recreational opportunities is enhanced.	<input type="checkbox"/>	<input type="checkbox"/>
Citizen involvement is enhanced.	<input type="checkbox"/>	<input type="checkbox"/>
Economic development strategies are enhanced.	<input type="checkbox"/>	<input type="checkbox"/>
Does the option(s) recommended create value across all strategic priorities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the option(s) recommended make Northern Bruce Peninsula a municipality of choice for high performance public servants?	<input type="checkbox"/>	<input type="checkbox"/>



Peggy Van Mierlo-West,
Chief Administrative Officer

Schedule A



Finalize Recommendations Report	
1	Review any further public comments
2	Solicit and review comments from members of Council and key staff
3	Make final edits to final recommendations report
4	Update web site with Final Recommendations Report
5	Final Public Meeting (Virtual)
6	Make any further adjustments based on public meeting
7	Prepare report for Council adoption
Create Implementation Package	
1	Create draft licensing by-law
2	Review with municipal solicitor, municipal staff and council
3	Develop draft ZBA
4	Review with municipal staff and Council
Review Implementation Package	
2	Public meeting for ZBA
3	Review/revise ZBA
4	Prepare final ZBA for Council adoption
Finalize Implementation Package	
1	Finalize licensing by-law with report for Council adoption
2	Create flow chart/application forms for licensing
3	Prepare appropriate guidelines and materials for application package, STA host package, STA guest package
4	Prepare guidance document for administration, conflict resolution, enforcement