



## Staff Report

**To:** Warden and Members of Haliburton County Council  
**Prepared By:** Steve Stone, Director of Planning  
**Re:** Short-Term Rentals - Request for Proposal Evaluation  
**Date:** November 24, 2021

---

### **Recommendation:**

**Be it resolved that Haliburton County Council receive the November 24, 2021 staff report detailing the evaluation process for the Short-Term Rental Review and Consultation Request for Proposal; and  
That the project be awarded to J.L. Richards & Associates at their quoted fee of \$55,235.55 plus applicable taxes.**

### **Background:**

On July 28, 2021 Haliburton County Council approved a Request for Proposal document for consulting services to assist in the Short-Term Rental Review and Consultation for the County of Haliburton.

The project can be broadly described as consisting of four objectives which are required to be completed to lead the development of a Short-Term Rental policies and regulations specific to the County of Haliburton. The Council for the County of Haliburton has identified the protection of its settlement and lake side neighbourhoods as a significant policy area within this term of their Council. It is expected that upon completion of the objectives outlined below the successful candidate/firm will then be in a position to guide the development of a final Short-Term Rental policy and regulations to be considered for implementation by the County of Haliburton.

#### **Objective One: Community Survey**

Undertake a survey to develop an understanding of the community's perspectives of short term rentals. It is important that this survey gain information from those who operate short term rentals, and those who are impacted by them.

#### **Objective Two: Technical Literature Review**

Review and summarize the current best practices related to protection of quality of life with a direct correlation to Short-Term Rental of dwellings and cottages in the County's settlement and lake side

communities. This review is to include a critical account of what has recently been published on the topic of Short-term Rentals by accredited land use policy and regulatory specialists. It will describe the technical knowledge and assist the County in their understanding of the quality of life and social economic relationships as it is changing and developing to the current recommended best management practices. Specific attention is to be paid to land use conflict mitigation and minimum recommended STR standards of operation.

#### Objective Three: Analysis of Context

Provide a listing of Municipalities in the Province of Ontario which have Short-Term Rental policies and regulations currently in effect. Outline the legislative authority under which these policies and regulations have been enacted and the prohibitions, exemptions and other requirements included in the policies and regulations. Provide a summary table by municipality and legislation.

#### Objective Four: Public Consultation

Develop a plan to engage significant stakeholders, undertake that consultation, and report findings to County Council. Public consultation will be completed by a report which summarizes the consultation feedback and, where warranted, clarifies the framing, scope and aims of the Short-Term Rental policies and regulations. It is to be structured around the following themes:

1. Policy objectives, scope and implementation timeline
2. Technical research data management
3. Institutional strategies
4. STR Program management
5. Monitoring and compliance

#### Final Deliverable

Based on the above, the consultant shall develop a Short-Term Rental policies and regulations for review and implementation by the County of Haliburton.

Two (2) proposals were received from the following firms:

- J.L. Richard & Associates Ltd.
- Granicus.

The Evaluation Team consisted of the Director of Planning, the Warden, the Director of Information Technology, the Director of Economic Development and Tourism, the Climate Change Coordinator, the County's CAO/Clerk and the CAO/Treasurer of Highlands East,

As directed by County Council, the proposals were evaluated based on the following submission criteria:

- Proponent Experience (20%)
- Proponent Approach and Methodology (45%)
- Schedule (10%)
- Financial (25%)

#### **Analysis:**

Although both proposals met the minimum qualifying submission requirements, the J.L. Richards Ltd. stood out for a number of reasons:

- Overall approach to the project;
- An engagement plan with stakeholders that will be tailored to meaningfully secure input and buy-in from the local community;
- Completion of similar projects;
- Experience and qualifications of project team; and
- Previous experience with small and rural municipalities.

**Financial Impact:**

Proposal prices ranged from \$23,400 to \$55,235. The pricing for the recommended vendor is \$55,235 which includes the pricing for the optional third phase (i.e. Implementation) as proposed by J.L. Richards proposal.

It is recommended that funding for this project follow the model established by other projects where the County and local municipalities partnered. This model sees the County funding 50% of the project, and the local municipalities sharing the balance equally.

Placeholders were included in the draft 2022 County budget, but it is suggested that the second draft be amended to specifically include this project.