



PROPOSED SHORT TERM RENTAL REGULATIONS

File No: P 20-16
Subject: Proposed Business Licencing Regulations for Short Term Rentals

Business Licencing and Regulations Bylaw No. 0087

SHORT TERM RENTALS

.1 A person must not carry on business as an operator of a short term rental unless the person holds a valid licence issued under the provisions of this Bylaw.

.2 Without limiting Section 2.1, a person applying for the issuance of a licence to operate a short term rental must, in addition to meeting the requirements of Zoning Bylaw No. 0154:

- (a) Make an application to the Licence Inspector on the form provided for short term rental business licence applications;
- (b) Provide, in the form satisfactory to the Licence Inspector, evidence that:
 - a. The operator owns the dwelling where the short term rental is offered, or
 - b. The owner of the property has consented to the use of the property as a short term rental;
- (c) When the property where the short term rental is offered is located within a Strata, provide a letter from the strata council confirming that the use of the dwelling for short term rentals does not contradict any bylaws of the strata corporation or applicable provisions of the Strata Property Act;
- (d) Provide in the form satisfactory to the Licence Inspector, evidence that the premises where the short term rental is offered is occupied by the operator as their principal residence;
- (e) Submit in the form satisfactory to the Licence Inspector a Self-Evaluation Safety Audit;
- (f) Submit in the form satisfactory to the Licence Inspector a Good Neighbour Agreement;
- (g) Provide a floor plan of the dwelling in which the short term rental is offered, identifying the location of smoke alarms, carbon monoxide alarms, fire extinguishers, fire exits, each guest room, the types of bed in each guest room and the location of any sofa beds (Fire Safety Plan);
- (h) Provide a parking plan which complies with the parking requirements of Zoning Bylaw No. 0154; and
- (i) Provide any other information the Licence Inspector may require for the purposes of ensuring compliance with the City's bylaws and other enactments.

.3 A person renewing a business licence for a short term rental must:

- (a) Submit in the form satisfactory to the Licence Inspector a Self-Evaluation Safety Audit; and

- (b) Provide any other information the Licence Inspector may require for the purposes of ensuring compliance with the City's bylaws and other enactments.

.4 The operator of a short term rental must ensure that any marketing or listing for the short term rental includes the licence number of a valid licence issued for that dwelling under this Bylaw.

.5 The operator or Local Contact of a short term rental must respond or attend at the dwelling within 2 hours of being requested to do so by the Licence Inspector.

.6 An operator of a short term rental must:

- (a) Operate a short term rental only within a licenced dwelling;
- (b) Display the licence inside the entry way to the dwelling;
- (c) Display in each approved bedroom, and in the entryway of the Short Term rental accommodation, a fire safety plan; and
- (d) Adhere to the Good Neighbour Agreement submitted with the application form.

.7 An operator of a short term rental must not:

- (a) Rent out any bedrooms or provide any sleeping accommodation within any secondary suite, carriage house, vehicle, recreational vehicle, tent or accessory building; or
- (b) Allow to be used as bedrooms, any rooms that are not approved and identified on the licence application for that dwelling for the short term rental.

.8 An operator of a major short term rental must:

- (a) Provide the name and contact information for a Local Contact who is designated by the operator as an alternate contact for the major short term rental accommodation;
- (b) Ensure that the name and contact information of the Local Contact is prominently displayed in the dwelling should the operator be absent overnight from their principle residence at a time when the major short term rental is rented; and
- (c) Ensure that no more than one booking is permitted for the major short term rental within the dwelling at one time.