



# PROPOSED SHORT TERM ACCOMMODATIONS REGULATIONS OVERVIEW



**File No:** P 20-16  
**Subject:** Proposed Bylaw Amendments & Regulations (as of April 21, 2021)

## Zoning Bylaw No. 0154

### PART 2 – INTERPRETATION

#### 2.8 DEFINITIONS

**PRINCIPAL RESIDENCE** means the usual place where an individual makes their home and conducts daily affairs, like paying bills and receiving mail, for the majority of the year.

**SHORT TERM ACCOMMODATION** means the use of a principal residence for visitor accommodation where the operator hosts guests within a single detached dwelling, secondary suite or carriage house.

### PART 3 – GENERAL REGULATIONS

#### 3. 27 SHORT TERM ACCOMMODATIONS

- .1 A short term accommodation use shall only be conducted within a single detached dwelling, secondary suite or carriage house.
- .2 An occupant of the property shall be the operator of the short term accommodation. For certainty an occupant shall be a principal resident of the property.
- .3 In the case of a property containing a single detached dwelling with an approved secondary suite or approved carriage house, only one dwelling may be used for the purpose of a short term accommodation.
- .4 No more than two adults may occupy a bedroom and no more than four bedrooms are permitted to be used for a short term accommodation.
- .5 Bedrooms shall only be rented for periods of less than one month.
- .6 A short term accommodation is permitted to have no more than one non-internally illuminated sign to a maximum size of 0.3 m<sup>2</sup> that is attached to the principal single detached dwelling or located elsewhere on the parcel and a minimum distance of 1.5 m from any parcel boundary.
- .7 There shall be no exterior indication that a short term accommodation is in operation on any parcel, except for permitted signage and required parking.
- .8 A short term accommodation shall not be permitted without connection to a community sewer system unless:
  - (a) The parcel receives the written approval of a Registered Onsite Wastewater Practitioner (ROWP) for septic disposal capacity.

.9 A short term accommodation is not permitted on a parcel that contains a bed and breakfast.

## PART 4 – OFF-STREET PARKING AND LOADING

### 4.4 STANDARD PARKING SPACES

Table 4.1 – Required parking spaces.

USE	NUMBER OF REQUIRED PARKING SPACES
<b>RESIDENTIAL AND RESIDENTIAL-RELATED</b>	
Short term accommodation	1.0 per 1 or 2 bedrooms
	2.0 per 3 or 4 bedrooms

## **Business Licencing and Regulations Bylaw No. 0087**

### 1.2 DEFINITIONS

**HOSTED SHORT TERM ACCOMMODATION** means a short term accommodation where there is interaction between the operator, or their local contact, and guests during operation. The operator, or local contact, must be available to respond to any nuisance complaints at all times during operation of the short term accommodation.

**LOCAL CONTACT** means a person designated as an alternate host for a short term accommodation by the operator. The local contact must be available to respond to any nuisance complaints if the operator is unavailable.

### SECTION ## - SHORT TERM ACCOMMODATIONS

.1 A person must not carry on business as an operator of a short term accommodation 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 accommodation 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 accommodation 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 accommodation is offered, or
  - b. The owner of the property has consented to the use of the property as a short term accommodation;
- (c) When the property where the short term accommodation is offered is located within a Strata, provide a letter from the strata council confirming that the use of the dwelling for short term accommodations 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 accommodation is offered is occupied by the operator as their principal

residence which must include, at minimum, two of the following documents in the operators name:

- a. Provincial Homeowners Grant;
  - b. Driver's Licence;
  - c. Vehicle Registration;
  - d. Utility Bills;
  - e. Tax Forms;
  - f. Insurance Forms;
  - g. Government Records; or
  - h. Other documents satisfactory to the Licence Inspector.
- (e) Provide the name and contact information for a Local Contact who is designated by the operator as an alternate host for the short term accommodation;
- (f) Submit in the form satisfactory to the Licence Inspector a Self-Evaluation Safety Audit;
- (g) Provide a floor plan of the dwelling in which the short term accommodation is offered, identifying the location of smoke alarms, carbon monoxide alarms, fire extinguishers, fire exits, each guest room, the types of bed in each bedroom 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 The operator of a short term accommodation must ensure that any marketing or listing for the short term accommodation includes the licence number of a valid licence issued for that dwelling under this Bylaw.

.4 Should the operator of a short term accommodation be absent overnight from their principle residence at a time when the short term accommodation is rented, the operator must ensure that the name and contact information of the Local Contact is prominently displayed in the dwelling.

.5 The operator or Local Contact of a short term accommodation 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 accommodation must:

- (a) Operate a short term accommodation only within a licenced dwelling;
- (b) Only operate a hosted short term accommodation;
- (c) Display the licence inside the entry way to the dwelling;
- (d) Display in each approved bedroom, and in the entryway of the short term accommodation, a fire safety plan; and
- (e) Ensure that no more than one booking is permitted for the short term accommodation within the dwelling at one time.

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

- (a) Rent out any bedrooms or provide any sleeping accommodation within any 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 as bedrooms.

**Bylaw Dispute Adjudication Bylaw No. 0093 & Municipal Ticket Information Utilization Bylaw No. 0095**

Offence	Bylaw	Maximum Daily Fine		Existing Offence	Proposed Offence
		Bylaw No. 0093	Bylaw No. 0095		
Contravene permitted uses (specified in each Zone)	Zoning	\$500	\$1,000	X	
Contravene Short Term Accommodation rules (1 <sup>st</sup> Offence)	Zoning	\$250	\$250		X
Contravene Short Term Accommodation rules (2 <sup>nd</sup> Offence)	Zoning	\$350	\$350		X
Contravene Short Term Accommodation rules (Continuing Offence)	Zoning	\$500	\$1,000		X
Contravene parking and loading standards	Zoning	\$100	\$100	X	
No Business Licence	Business Licencing	\$500	\$1,000	X	X
Contravene Short Term Accommodation rules (1st Offence)	Business Licencing	\$250	\$250		X
Contravene Short Term Accommodation rules (2nd Offence)	Business Licencing	\$350	\$350		X
Contravene Short Term Accommodation rules (Continuing Offence)	Business Licencing	\$500	\$1,000		X
Marketing without Licence Number	Business Licencing	\$100	\$100		X
Fail to display Local Contact information	Business Licencing	\$100	\$100		X
Fail to attend short term accommodation within required time period	Business Licencing	\$250	\$250		X
Fail to display business licence	Business Licencing	\$50	\$50	X	
Fail to display fire evacuation plan in each short term accommodation bedroom	Business Licencing	\$100	\$100		X

Operate short term accommodation contrary to licence conditions	Business Licencing	\$500	\$1,000		X
Permit multiple bookings at one time in short term accommodation	Business Licencing	\$500	\$1,000		X
Use unauthorized bedroom for short term accommodation	Business Licencing	\$500	\$1,000		X

## **Fees and Charges Bylaw No. 0028**

### **SCHEDULE 16**

	<b>BUSINESS LICENCE CATEGORY</b>	<b>LICENCE FEE EFFECTIVE JANUARY 1, 2013</b>
35	Resort Rental (Resort Apartment, Resort Townhouse, Single Detached Dwelling in CD8 Zone)	\$60
36	Bed and Breakfast	\$135
37	Short Term Accommodation	\$500