

**DISTRICT OF SEHELDT
BYLAW NO. 520-4, 2022**

A Bylaw to amend District of Sechelt Business Licence Bylaw No. 520, 2012

WHEREAS the Council of the District of Sechelt has adopted District of Sechelt Business Licence Bylaw No. 520, 2012;

AND WHEREAS Council deems it desirable to issue business licences for short-term rental accommodation for tourism guests in residential neighbourhoods, and amend the Business Licence Bylaw;

NOW THEREFORE Council, in open meeting assembled, enacts as follows:

Title

(1) This Bylaw may be cited as “Business Licence Amendment Bylaw No. 520-4, 2022”.

Amendments

(2) District of Sechelt Business Licence Bylaw No. 520, 2012 is hereby amended by:

- a. Deleting from the Definitions in Section 2, the following;

“Short Term Residential Rental means the rental of a dwelling unit on a daily, weekly or other short term basis for less than four consecutive weeks”

- b. Adding the following definitions in Section 2 in alphabetical order:

“Short-Term Rental” has the same meaning as in the District of Sechelt Zoning Bylaw No. 580, 2022, as amended.

“Short-Term Rental Accommodation Marketing” means to advertise, market or offer for rent short-term rental accommodation and includes placing or posting advertisements physically or online.

“Short-Term Residential Rental Operator” means an individual who rents out, or offers for rent, their primary or secondary residence for short-term rental accommodation or otherwise carries on the business of providing short-term residential rental accommodation.

- c. Section 3.1.1 under the 'Applications and Business Licence Fees' section be deleted and replaced with the following:

"3.1.1 That person has first paid the business licence fee prescribed for such a business in Schedule A or Schedule B attached to and forming part of this bylaw."


- d. Adding the following section 3.8 under the 'Applications and Business Licence Fees' section:

"3.8 No business located within the District of Sechelt required to be licenced under this bylaw shall advertise or promote products and services of such business to the public through the electronic media, print media, signage, internet or other means of promotion unless they are the holder of a valid business licence issued pursuant to this bylaw."


- e. Deleting Schedule B, Terms and Conditions, and replacing it with Schedule B, attached to and forming part of this bylaw.

- f. Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering the Business Licence Bylaw.

READ A FIRST TIME THIS	7TH	DAY OF	SEPTEMBER, 2022
READ A SECOND TIME THIS	7TH	DAY OF	SEPTEMBER, 2022
READ A THIRD TIME THIS	7TH	DAY OF	SEPTEMBER, 2022
ADOPTED THIS	21ST	DAY OF	SEPTEMBER , 2022



Mayor



Corporate Officer

Schedule B
Short-Term Rental Licence Terms and Conditions

Short-term rental of residential dwelling units in the District of Sechelt must meet the following terms and conditions to continue to hold and renew a business licence to operate a short-term rental business.

1. A One-time application fee of \$200 is required for new businesses in Type 1: Principal Residence and Type 2: Self-Contained Suite on Principal Residence Property.
2. A Temporary Use Permit with \$1800 fee is required for businesses within Type 3: Secondary Residence category.
3. Business License Fee Categories:
 - a) Rooms in a house: \$500
 - b) Separate suites in the principal residence or external to the principal residence up to a maximum of two: \$900
 - c) Short-term Rental Secondary Residence \$3,000
4. An individual must not:
 - a) Carry on business as a Short-term Rental Operator without having first obtained a Licence to do so from the District of Sechelt;
 - b) Carry on business as a Short-term Rental Operator unless the Short-term Rental unit being provided is the principal residence, or an accessory dwelling on the property of principal residence, of that individual;
 - c) Operate a Short-term rental Secondary Residence without issuance of Temporary Use Permit;
 - d) Carry on Short-term rental accommodation marketing of a unit unless they hold a licence as a short-term rental operator for that unit;
 - e) Hold more than two Short-term Rental business licences;
 - f) Transfer a Short-term Rental Accommodation Licence to another individual or property.
 - g) For the purpose of operating a Short-term Rental accommodation, an individual cannot have more than one principal residence.
5. A person applying for a Licence as a Short-term Rental Operator must provide the Chief Building Official, or designated official, with the following:
 - a) Documents demonstrating that the Short-term Rental accommodation is located at the address of their principal residence, including but not limited to documentation related to billing, identification, taxation and insurance purposes, which may include income tax returns, Medical Services Plan documentation, driver's licenses, personal identification, vehicle registration or utility bills;

- b) If dwelling is located within a strata development written authorization from the strata council and proof of compliance with strata bylaws is submitted;
- c) Written authorization from the owner or landlord if the Short-term Rental Operator is a tenant;
- d) A self-evaluation safety audit form provided for that purpose;
- e) A fire safety plan of the Short-term Rental unit, identifying the location of smoke alarms, carbon monoxide alarms, fire extinguishers, bedrooms and fire exits;
- f) A parking plan which meets the parking requirements of the Zoning Bylaw; and,
- g) Must further produce any such documentation and information to the Chief Building Official at the request of that Official.
- h) The District of Sechelt may refuse to grant a license for Short-term rental if the applicant has a history of bylaw offences or unpaid fines.

6. A Short-term Rental Operator must:

- a) Provide, post or display their Licence number in a conspicuous place in any online listing, medium or material used for Short-Term Rental accommodation marketing;
- b) Provide an emergency contact name and contact number to all guests, and have the contact information conspicuously displayed in the Short-term Rental unit at all times while the unit is in operation;
- c) Have the contact information for District of Sechelt Bylaw Enforcement Officers, emergency 911, and non-emergency contact information for the Sunshine Coast RCMP and Sechelt Fire Department conspicuously displayed in the Short-term Rental unit at all times while the unit is in operation;
- d) Ensure that:
 - i. the emergency contact person is available for contact 24 hours a day during periods when the Short-term Rental unit is rented;
 - ii. the emergency contact person attends the Short-term Rental unit within 1 hour of being contacted by a guest or the District of Sechelt during periods when the Short-term Rental unit is rented;
 - iii. any complaint about the operation is resolved within 24 hours of being contacted by the District of Sechelt;
 - iv. if the Short-term Rental Operator is absent overnight from the principal residence at a time when the unit is rented, an individual is appointed and able to fulfill the obligations of the Short-term Rental Operator during that time;
- e) Post or display a fire safety plan of the Short-term Rental unit, identifying the location of smoke alarms, carbon monoxide alarms, fire extinguishers, bedrooms and fire exits, by all exits;
- f) Install smoke alarms on each floor and in each bedroom of the Short-term Rental unit;
- g) Install an accessible fire extinguisher on each floor of the Short-term Rental unit;
- h) Install carbon monoxide detectors on each floor of the Short-term Rental unit if it contains gas appliances;
- i) Maintain in working order, annually inspect and test all smoke alarms, fire extinguishers and carbon monoxide detectors in the Short-term Rental unit, and keep a written record of such inspections and tests;

- j) Provide to the Chief Building Official upon request:
 - i. installation, inspection, testing, and maintenance records related to safety or Licence conditions of the Short-term Rental unit;
 - ii. documentation indicating the number of days that the dwelling unit, or bedroom or bedrooms in a dwelling unit, was used as a Short-term Rental; and,
 - iii. any other documentation that the Chief Building Official deems necessary to demonstrate compliance with this Bylaw.