



STAFF REPORT

TO: Planning and Development Committee **MEETING DATE:** July 23, 2019
FROM: Odete Pinho, Planning Consultant **FILE NO:** 6440-19
SUBJECT: Short-Term Rental Accommodation Regulations

RECOMMENDATIONS

1. **THAT the report titled Short-Term Rental Accommodation Regulations be received;**
 2. **THAT staff begin a public engagement process for the purpose of collecting short-term rental operator and stakeholder input;**
 3. **AND THAT staff report back with the feedback received from the public engagement process prior to consideration of future bylaw amendments.**
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BACKGROUND / PURPOSE

Short-term rentals (<30 days per stay) are currently not defined in the Town's bylaws, beyond bed and breakfasts and tourist accommodation use. However, short-term rental (STR) accommodation adverts are posted on platforms like AirBnB, VRBO, HomeAway, FlipKey and others. In the absence of specific regulations for short-term rental accommodations, the Town has been regulating them as though they are bed and breakfasts (B&B). The current lack of clarity provides little guidance to short-term rental operators who wish to operate responsibly. Town staff also lacks clarity when addressing conflicts that may arise. Regulating short-term rental accommodations in the Town is intended to find an appropriate balance between responding to the needs of owners and tourists, and keeping the scale of business appropriate to residential neighbourhoods.

The Sunshine Coast Regional District (SCRD) and District of Sechelt are using regulatory tools within their authority to regulate STR's. The District has been regulating STR's since 2005 through its Zoning Bylaw, Business License Bylaw, and with enforcement provisions and bylaws. The SCRD implemented regulations using Temporary Use Permits in 2018. Regional Districts are limited in the regulatory tools available to them compared to municipalities, which explains why SCRD is using Temporary Use Permits to regulate STR's.

Since 2016, the Gibsons Council has been reviewing regulations applied to STR's in neighboring communities and how they may be best applied in the Town of Gibsons.

In November 2016, the Council adopted the following Resolution pertaining to STRs:

R2016-331

That staff draft a report on the topic of short-term rentals providing a review of current staff practices and short-term rental statistics in the Town, as well as a summary of similar policies in other municipalities.

A staff report was provided to Council in March 2017 with an update on the SCRD's initiatives and provided information on STR's in the Town at the time. Council then adopted the following resolution (in part):

R2017-069

That staff explore input option in conjunction with the upcoming Sunshine Coast Regional District (SCRD) consultation regarding short-term rentals.

Staff approached the SCRD to explore collaborating on its public input process, however the timing did not work out. In February 2018, the Town hired Agora Planning to prepare a report on short-term rentals with the objectives of determining what's working well and what needs improvement at the Town, a summary of regulatory approaches from other comparable municipalities and regulatory approaches the Town may consider. Council considered regulatory options and subsequently adopted the following resolution:

R2018-113

That staff draft necessary bylaw amendments to regulate short-term rentals and include language to:

- *Restrict the number of guests;*
- *Increase fines;*
- *Increase license fees;*
- *Require a local contact*

And that public consultation be considered for the draft bylaw.

Council received a referral from the Sunshine Coast Regional District regarding proposed bylaw amendments to regulate short-term rental accommodation in Rural Areas. Following review of proposed measures to regulate STR's, Council adopted the following resolution on January 22, 2019:

R2019-027

That in addition to Resolution R2018-113, staff include the proposals outlined in this staff report, to the bylaw amendments that regulate short-term rental accommodation, and in addition, include the following elements:

- *Inclusion of strata units provided that a resolution of the strata council or copy of the strata bylaws allows short-term rental use;*
- *Exclusion of garden suites and other accommodations developed specifically as affordable housing or long-term rentals;*
- *Requirement for an on-site operator to be present.*

SUMMARY

This report summarizes the Town's process to follow the Council's directed changes for regulating short-term rentals in the Town of Gibsons. This report introduces draft Zoning Bylaw, Business Licence Bylaw, and Notice of Enforcement Bylaw amendments, for Council consideration. These bylaws aim to regulate and refine the differences between STRs and B&Bs, while balancing the needs of owners and tourists, maintaining the scale and residential character of neighbourhoods, and retaining the long-term rental supply. As regulations for short-term rentals and changes to bed and breakfast accommodations have not been discussed with operators or the public to date, a consultant approach with stakeholders and public is outlined and recommended in this report.

DISCUSSION

Based on the Council's direction, proposed regulations are designed to balance the following objectives:

- Responding to the needs of home-owners who wish to have added revenue
- Providing tourists with accommodation options for staying and visiting Gibsons
- Keeping the scale of business appropriate to residential neighbourhoods
- Retaining long term rental supply in Gibsons

Implementing Council directed changes and regulations for short-term rental accommodations would be done through the Zoning Bylaw, the Business Licence Bylaw and the Bylaw Notice of Enforcement Bylaw.

- A Zoning Bylaw amendment would define short-term rental accommodations, zones where they are permitted, regulate the parking requirements and conditions of use (Attachment A).
- A Business Licence bylaw amendment would be needed to provide clarity on STR terms and conditions for operations (Attachment B).
- Finally, Council directed that fines should be levied for offences where operators are violating bylaws and the Bylaw Notice Enforcement Bylaw amendment would include penalties for not complying with Zoning or Business Licence bylaws (Attachment C).

Draft bylaws are summarized below and the draft amendments are enclosed in Attachments A, B and C, respectively.

Difference Between STR's and B&B's

Most municipalities that choose to regulate short-term rental accommodations require the owner or designated operator to be a permanent resident on the property. Common regulations include registering the owners/ operators, notifying neighbours of 'unhosted' units (providing local contact information), and limiting the number of guests and units permitted for short term rental.

Conditions for operator oversight and size limitations are applied to STR's with the aim of limiting their impacts on residential neighbours.

B&B's typically have an on-site resident or operator where the principal home has guest suites. With this approach, B&B's have the oversight of operators who are responsible for the conduct of guests. Challenges with short-term rentals occur in the absence of an on-site owner or local contact person. When neighbours complain about impacts (such as noise, traffic, parking and other impacts), the onus currently falls on Town of Gibsons bylaw enforcement and RCMP to address complaints, rather than the operators. The conditions proposed for regulating STRs include providing a local contact person, notifying neighbours within a 50 metre radius of a STR who are given the local contact name, and limiting the number of guest suites. These conditions are designed to prevent negative impacts on neighbouring properties. In addition, limiting the number of STRs on a single property to one building restricts the number of units that are used for short-term versus long-term rental accommodation. The conditions above are consistent with the regulatory approach in the District of Sechelt. However, in Sechelt there is not currently a restriction on the number of units permitted for STRs. The District of Sechelt's Council is expected to consider restricting STRs to one unit per property in the fall of 2019 (Personal communication with T. Corbett, Director of Planning, District of Sechelt, June 10, 2019).

Table 1: Summary of Proposed Differences Between STRs and B&Bs

Conditions of Use	Short-Term Rental Accommodation	Bed & Breakfast
The owner or resident operator must be present on site	No	Yes
Accommodation must be located in a principal residence	May be in principal residence or accessory building.	Yes, only permitted in principal residence.
Guest suites permitted in entire home/principal residence, secondary suite, garden suite, or sleeping unit in home or accessory building	Yes	No, only permitted within rooms in single-family dwelling
On properties with multiple homes, limitations on the number of guest homes that may be permitted to rent. Limitations on the number of guest sleeping rooms.	Yes, one STR unit permitted per property. Maximum 3 guest rooms.	No, guest rooms only allowed in single family dwellings. No limit on the number of rooms.
Guest suites permitted in apartment building, townhouse, condominium or live/work units.	Yes. If strata, bylaws permit or council approval	No, only in single family dwelling
Limitations on suite with kitchen/ kitchenette	No	No
On-site resident or operator must be present	No	Yes
Local primary and secondary contact (if owner not on site)	Yes	Requires resident or operator on site

Conditions of Use	Short-Term Rental Accommodation	Bed & Breakfast
Neighbours within 50m radius provided with local primary and secondary contact information (and updated when contact information changes)	Yes	No
On site parking requirement	Yes	Yes
Required to operate with a Business licence (and follow specific terms and conditions for STRs)	Yes. STR must follow terms	Yes, B&B operates as home occupation
Annual business licence fee.	\$200 + \$100/ additional rooms. Maximum \$400	\$200/ year

Zoning Bylaw No. 1065, 2007

The draft Zoning Bylaw amendment creates a regulatory framework for the operation of short-term rentals in the Town. The bylaw, as currently drafted (Attachment A), would be amended to:

- Define short-term rental accommodations and how they differ from bed and breakfast and other tourist accommodations in Gibsons;
- Add clarity for Bed and Breakfast use in Section 8.11. A Bed and Breakfast is a home occupation, where sleeping unit(s) are in the owner's primary residence, not a secondary suite, nor within an accessory building;
- Add a new section on short-term rental accommodations in Section 8.12;
- Define where short-term rental accommodation uses are, and are not, permitted;
- Clarify requirements for operators and limit the number of guest homes and guest suites per property;
- Regulate on-site parking requirement for short-term rentals.

Business Licence Bylaw 666, 1992

The draft Business Licence bylaw amendment provides terms and conditions for the operation of short-term rental accommodations. The bylaw, as currently drafted (Attachment B) would be amended to be consistent with Zoning Bylaw amendments, and requirements would include:

- An annual (one-year) business licence to operate a short-term rental;
- A minimum \$200 fee for a short-term rental business licence, with an additional \$100 fee for each additional bedroom, up to a maximum \$400 fee, which is intended to cover costs incurred by the Town to administer short-term rental business licences;

- On-site operator is the principal resident or local primary and secondary contact person(s) name is provided with the licence to assist in following up with complaints such as Bylaw Enforcement and RCMP complaints;
- Neighbours within 50 metres of a short-term rental are to be provided with the property owner or local contact operator's contact information, if the owner is not residing locally;
- Limitation where a property has multiple dwellings and/or secondary suite, only one unit may be used for short-term rental use;
- Require inclusion of the business licence number when advertising a short-term rental;
- For strata units: A resolution of the strata council or copy of the strata bylaws which allows short-term rental use, must be submitted with the application form;
- In cases where the unit is a rental, the owners authorization must be provided;
- Building and Fire inspections are required to confirm life, health and safety requirements are met;
- A limitation where a property has multiple dwellings and/or secondary suite, only one unit may be used for short-term rental use;
- There are limits on the size of exterior signage that can be displayed for the short-term rental accommodation.

In comparison, a Bed and Breakfast is classified and licenced in Bylaw No. 666 as a home occupation, whereby a sleeping unit is located in the owner's principal residence. B&B's are not allowed in a secondary suite or accessory building. The annual fee to operate a Bed and Breakfast would remain unchanged, \$200 per year.

Provisions of the Business Licence Bylaw that apply to all licence holders include:

- a) Requirement that all people conducting business in the Town of Gibsons obtain a business licence and pay the required fee.
- b) The ability to impose terms and conditions including a requirement for the ability to set conditions with respect to the impact of the business on neighbouring properties.
- c) The ability to enter and inspect a business.
- d) The ability to refuse to grant, issue, transfer or renew a business licence for reasonable cause.

Bylaw Notice of Enforcement Bylaw No. 1125, 2010

In addition to the Zoning Bylaw and the Business Licencing Bylaw, the Town may regulate properties and activities through the application of enforcement. The Bylaw Notice of Enforcement Bylaw 1125, 2010 establishes enforcement procedures, authorities and penalties for listed bylaws

and listed contraventions. This bylaw, as currently drafted (Attachment C) includes penalties for conducting a use contrary to the Zoning Bylaw as well as penalties for conducting a use contrary to the Business Licence bylaw, or having no business licence. The draft Bylaw Notice Enforcement Bylaw amendment includes a penalty with fines of up to \$200 per violation for non-compliance with the operations of short-term rental accommodations. This fine is to reflect the cost to the municipality of the bylaw enforcement officer taking compliance actions.

Host Compliance Tool

Authorizing staff to undertake direct and proactive enforcement, rather than a complaints-based approach, is recommended by other municipalities to effectively manage short-term rental accommodations. Dedicating resources for proactive enforcement means providing a staff role for business licence inspections. Town staff would be authorized to actively enforce compliance of the sector through inspections and investigations. In addition, several municipalities use “Host Compliance”, a proprietary software that allows staff to find current and past advertisements of short-term rentals listed on a variety of online platforms. The software generates reports with listings in several areas of non-compliance including:

- Short-term rentals offered and occurring where there is no business licence;
- Short-term rentals offered and occurring where not permitted by zoning;
- Exceeding the number of short-term rentals offered on a property, beyond what is permitted per property;
- Exceeding the number of allowable guest sleeping rooms permitted.

Enforcement is an essential part of regulating short-term rental accommodations and this involves dedicating resources for this purpose. Council may also wish to consider adding dedicated staff time for business licence inspections and dedicating a budget for proactive enforcement of short-term rentals.

COMMUNICATION

The Town values meaningful conversations and engagement with residents and business owners that may be affected by changes in regulations, so that they can help shape them to best serve needs of residents, businesses and the community.

To date, there has not been public consultation regarding the addition of regulations for short-term rental accommodations. Those most affected by future regulations are the current operators of short-term rental accommodations, bed and breakfasts, and their adjacent neighbors. Consultation should include B&B operators, short-term rental accommodation providers, neighbours of these businesses, Gibsons and District Chamber of Commerce, Sunshine Coast Tourism, Sunshine Coast Bed & Breakfast Cottage Owners Association, Sunshine Coast Affordable Housing Society, Sunshine Coast Regional Economic Development Organization, property managers, renters, tourists and residents of Gibsons.

Currently, there are 15 businesses listed as home occupation accommodations providers operating with a valid Gibsons Business Licence. An online search revealed an additional 23 accommodation providers operating in the Town without a current business licence. As there are approximately 40 small accommodation businesses in Gibsons, kitchen table conversations, that are small, informal discussion groups hosted in an operators home or at the Gibsons public

market, is the recommended approach for gathering input that will guide the principles and elements for future regulations. In addition to small discussion groups with accommodation operators/ associations, a wider public consultation is proposed to share information and gather public feedback.

Council is only obligated to hold a Public Hearing required by the *Local Government Act* in advance of proceeding with adoption of a Zoning amendment bylaw (between 2nd and 3rd reading). However, Council may direct public consultation above and beyond the minimum statutory requirement. Public outreach and feedback efforts will add 3-4 months to permit sufficient time for notice, input, review /analyzing feedback received and reporting back to Council.

To ensure the direction is supported by the community, and because this is a Town-led initiative staff recommends beginning a public engagement process for the purpose of collecting stakeholder input, then reporting back to Council with feedback received prior to consideration of future bylaw amendments.

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

The Town of Gibsons Strategic Plan is currently under review.

Financial Plan Implications

There are no negative implications to the financial plan.

Other Policy or Plan Implications

Official Community Plan policy 11.2.6 is supportive of the ‘sharing economy’ and how to ‘encourage this type of activity’. The ‘sharing economy’ refers to the sharing of assets such as vehicles, tools, real estate etc. to reduce costs and environmental impact. Policy 5.6.8 is to ‘increase tourist accommodation within walking distance of the Harbour area’.

NEXT STEPS

Public consultation and discussions with key stakeholders is proposed to help support in refining the proposed amendment bylaws. Public feedback received would be reported back to Council in advance of proceeding with amendment bylaws.

All proposed amendments to a Zoning Bylaw must undertake a public consultation process as prescribed by the *Local Government Act*. This includes notice by concurrent advertisements in a local paper and a statutory Public Hearing. A Public Hearing is required prior to final adoption of a bylaw that amends a zoning bylaw.

RECOMMENDATIONS / ALTERNATIVES

Staff recommendations are on page 1 of this report. Alternatively, Council may request advancing with 1st reading of draft bylaws, as attached in the Appendices.

THAT Zoning Amendment Bylaw No. 1065-47, 2019 be forwarded to Council for 1st Reading;

AND THAT Business Licence Amendment Bylaw No. 666-10, 2019 be forwarded to Council for 1st Reading;

AND THAT Bylaw Notice of Enforcement Amendment Bylaw No. 1125- 07, 2019 be forwarded to Council for 1st Reading;

AND THAT Council directs staff to hold a public information meeting to share information about the proposed bylaw amendments and collect feedback on opinions;

AND FURTHER THAT Council directs staff to report back with what was heard at the public information meeting prior to consideration of 2nd Reading and scheduling a Public Hearing.

Alternatively, Council may suggest modifications or additional terms to direct staff to include for the Town's bylaw amendments to regulate short-term rental accommodation. Finally, Council may request specific approaches for public consultation.

Attachments

A – Draft Zoning Amendment Bylaw No. 1065-47, 2019

B – Draft Business Licence Amendment Bylaw No. 666-10, 2019

C – Draft Bylaw Notice of Enforcement Amendment Bylaw No. 1125-07, 2019

Respectfully Submitted,



Odete Pinho, MCIP, RPP
Planning Consultant



Lesley-Anne Staats, MCIP, RPP
Director of Planning

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Emanuel Machado
Chief Administrative Officer

TOWN OF GIBSONS

BYLAW NO. 1065-47, 2019

A Bylaw to amend *Town of Gibsons Zoning Bylaw No. 1065, 2007*

WHEREAS the Council for the Town of Gibsons has adopted *Town of Gibsons Zoning Bylaw No. 1065, 2007*;

AND WHEREAS the Council deems it desirable to regulate short-term rental accommodation and amend the Zoning Bylaw;

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

- 1) This Bylaw may be cited as "*Short-term Rental Zoning Amendment Bylaw No. 1065-47, 2019*".
- 2) The *Town of Gibsons Zoning Bylaw No. 1065, 2007* is hereby amended by:

- a. Deleting the definitions for "Tourist Accommodation" and "Home Occupation" in Section 2.1.
- b. Inserting definitions in Section 2.1 in alphabetical order:

"BOOKING" means a confirmed reservation for the purpose of short-term rental accommodation or bed and breakfast uses.

"GUEST HOME" means a dwelling unit used in its entirety for Short-term Rental Accommodation.

"GUEST SUITE" means a secondary suite or sleeping unit used for Short-term Rental guests, which may or may not include cooking facilities.

"HOME OCCUPATION" means an occupation, profession, or craft carried out as an accessory use within a building zoned or used for residential use, by a resident of such a building, and excluding Tourist Accommodation and Short-term Rental Accommodation.

"SHORT-TERM RENTAL ACCOMMODATION" means a furnished sleeping unit, guest home, or guest suite which is offered for rent, or rented, to the traveling public on a temporary basis, for less than 30 consecutive days in exchange for payment.

"TOURIST ACCOMMODATION" means a building which provides sleeping accommodation for transient visitors and may include cooking and dining facilities, meeting rooms, laundromats, dry-cleaning services, spa and fitness centres, and excludes Bed and Breakfast and Short-Term Rental Accommodation uses.

- c. Adding Short-term Rental Accommodation use to Section 6.12 as follows:

Class of Use	Required Parking Spaces
<u>Short-term Rental Accommodation</u>	1 per 2 <u>sleeping units</u>

- d. Deleting Section 8.5(8) and inserting the following after Section 8.10:

8.11 Bed and Breakfast Use

- (1) Bed and breakfast use is permitted as an accessory use in any single-family dwelling in the R-1, R-2, R-3, R-4, R-5, RLL, RCL, RC, A-1, and CDA-1 zones;
- (2) Bed and breakfast use is not permitted in two-family residential, townhouse residential, or apartment residential dwelling unit in any zone;
- (3) Bed and breakfast operations must be conducted within a single-family dwelling unit;
- (4) A bed and breakfast operation is not permitted in a secondary suite.
- (5) For the purposes of this Section 8.11, "guests" shall mean an individual who uses and directly or indirectly pays for the use of bed and breakfast facilities.
- (6) No external indication must exist that a dwelling unit is used as a bed and breakfast use, except for a single sign not exceeding 0.3 m² (3.2 ft²) in area;
- (7) Off-street, parking and loading spaces must be provided and maintained as required by Part 6, except that tandem parking is permitted;
- (8) A Town Business License is required for the conduct of a bed and breakfast.

- e. Deleting Section 8.7 and adding to Section 8.5 after (9):

- (10) Not more than two home occupations are permitted on a property in conjunction with one another.

- f. Inserting Short -Term Rental Accommodation regulations to Part 8 after Section 8.11:

8.12 Short-Term Rental Accommodation

Short-term rental accommodation is permitted in any single-family dwelling, two family dwelling, townhouse, or apartment or dwelling unit that is in compliance with this Bylaw, subject to the following regulations:

- (1) Short-term rental accommodation use is permitted as an accessory use in the R-1, R-2, R-3, R-4, R-5, RLL, RCL-2, RC, LW, A-1, CDA-1 and RM-4 zones.
- (2) Short-term rental accommodation use is not permitted in marine M-1, industrial I-1, and institutional PA, ADM, PSU, and PRO zones;
- (3) No property shall be used for short-term rental accommodation, except in accordance with the terms and conditions and licencing requirements of the Town of Gibsons Business Licence issued for that purpose;
- (4) The principal use of the property containing or comprising the short-term rental accommodation shall remain as residential use.
- (5) The property must be the operator's principal residence and they alone shall be engaged in the management of the short-term rental, notwithstanding that:
 - a. The operator may authorize a primary contact person to manage the premises;
 - b. The operator may authorize a tenant to permit short-term rental accommodation to operate;
 - c. In the case of a strata property, the strata bylaws must permit short-term rental use or the strata council passes a motion that permits short-term rental accommodation to operate.
- (6) Not more than one (1) guest home or one (1) guest suite on a property may be used for short-term rental accommodations at one time.
- (7) Not more than three (3) sleeping units may be permitted as short-term rental accommodation at one time;
- (8) No external indication must exist that a dwelling unit is used as short-term rental accommodation, except for an unlit single sign not exceeding 0.3m² (3.2 ft²) in area;
- (9) Off-street, parking and loading spaces must be provided and maintained as required by Part 6, except that tandem parking is permitted.

g. Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering the Zoning Bylaw.

READ a first time the #### day of MONTH, YEAR

READ a second time the #### day of MONTH, YEAR

PUBLIC HEARING held the

day of MONTH, YEAR

READ a third time the

day of MONTH, YEAR

APPROVED pursuant to Section 52(3)(a)
of the *Transportation Act* the

day of MONTH, YEAR

ADOPTED the

day of MONTH YEAR

Bill Beamish, Mayor

Lindsey Grist, Corporate Officer

DRAFT

**TOWN OF GIBSONS
BYLAW NO. 666-10, 2019**

A Bylaw to amend *Town of Gibsons Business Licence Bylaw No. 666, 1992*

WHEREAS the Council for the Town of Gibsons has adopted *Town of Gibsons Business Licence Bylaw No. 666, 1992*;

AND WHEREAS the Council deems it desirable to amend the Business Licence Bylaw;

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

1. This Bylaw may be cited as *“Short-Term Rental Business Licence Bylaw No. 666-10, 2019”*.
2. The *Town of Gibsons Business Licence Bylaw No. 666, 1992* is hereby amended by:
 - (a) Adding to Schedule A, Part 3, a classification of business for short term rental accommodation business classification after “H001 Home Occupation...\$200” and before “I001 Insurance Agent.....\$240” so that it reads:

“H002 SHORT-TERM RENTAL ACCOMODATION...\$200 for one bedroom plus \$100 for each additional bedroom, up to a maximum fee of \$400.”
 - (b) Inserting a short-term rental accommodation section as Schedule C, after Schedule B, attached to and forming part of this bylaw as ‘Appendix A’.
 - (c) Inserting short-term rental accommodation licence terms and conditions as Schedule D, after Schedule C attached to and forming a part of this bylaw as ‘Appendix B’.
 - (d) Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering in the Business Licence Bylaw.

READ a first time the ##### day of MONTH, 201X

READ a second time the ##### day of MONTH, 201X

PUBLIC HEARING held the ##### day of MONTH, 201X

READ a third time the ##### day of MONTH, 201X

ADOPTED the ##### day of MONTH 201X

Bill Beamish, Mayor	Lindsey Grist, Corporate Officer
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APPENDIX A

Town of Gibsons Business Bylaw No. 666-10, 2019 – Schedule C

Short-Term Rental Accommodation* Licence Information Form

**See Zoning Bylaw, Section 8.12 for short term rental accommodation conditions of use.*

Applicant's Information:

1. Name of owner(s) of the residential property
2. Civic address of the property
3. Mailing address of the property
4. Telephone number
5. Email address

Local Contact Information:

6. Primary Local Contact - Name, address, telephone, email
7. Secondary Contact - Name, address, telephone, email

Operational Information:

8. Describe the dwelling, suite, unit, or rooms to be used as lodging, and that are to be listed on an online accommodation platform (dwelling type, entire home home, suite, room)
9. Number of suites, rooms, homes proposed for short term rental accommodation?
10. Is the property owner to be the operator of the short-term rental accommodation? Yes? No?
11. If the operator is not the owner, written authorization from the owner must be provided with the application for business licence.
12. Strata units are permitted to be short-term rentals, provided that a resolution of the strata council or copy of the strata bylaws allows short term rental use. The Strata Resolution or Strata Bylaws must be provided with the application for business licence.
13. On-site parking is required. How many on-site parking spaces are dedicated to the guest room(s)?

Office Verification Information:

14. Zoning of the property.
15. Provision of on-site parking meeting requirements.
16. If not owner-operator – provision of owner's permission attached to application.
17. If strata property – provision of Strata Resolution or Strata Bylaws which permit STR attached to application.

APPENDIX B
Town of Gibsons Business Bylaw No. 666-10, 2019 - Schedule D
Short-Term Rental Accommodation Licence Terms and Conditions

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

1. Every applicant for a short-term residential rental business licence must provide the Town of Gibsons with the name, address and telephone number of the short-term rental accommodation operator. The operator must be a person residing in the Town on a permanent basis (“Local Contact”), as well as a “Secondary Contact”. The Local Contact must be available, and if not, the Secondary Contact must be available to respond to and deal with in a timely and appropriate manner any complaints or problems from short-term residential rental tenants or neighbouring residents with respect to the property that is subject of the business licence. It shall be the obligation of the licence holder to notify the Town of Gibsons immediately if the name, address or telephone number of the local contact changes.
2. The owners of properties within 50 m of the short-term residential rental property shall be notified in writing of the name, address and telephone number of the Local Contact (or owner where local contact is not applicable) within 30 days of the granting or renewal of a short-term rental accommodation business licence or within thirty days of notification of a change in the name, address or telephone number of the Local Contact.
3. The Town business licence number will be included in all advertising for a short-term rental.
4. Vehicle parking for short-term residential rental accommodation guests shall be restricted to the property and, where permitted by law, that portion of the road immediately adjacent to the property.
5. The holder of a short-term rental business licence must display a copy of the business licence and the name, address and telephone of the Local Contact in a prominent location on the premises.
6. Signage advertising the short term residential rental business must not one unlit sign not exceed 0.3m² (3.2ft²) in area.
7. The holder of a short-term rental business licence must keep a written record of the names of all short-term residential rental tenants.
8. Each short-term rental accommodation must provide emergency contact information to the renter. All units must be equipped with an installed smoke alarm and minimum 5lb ABC fire extinguisher on side and mounted.
9. A maximum of 1 guest home or 1 guest suite per property is permitted to be used for short term rental accommodation at one time. No more than 3 guest rooms permitted.
10. Town Bylaw Officer or other authorized staff may conduct inspections to check that business licence conditions are being met.

I have read Schedule D Terms and Conditions for Short Term Rental Accommodation Licence and confirm to abide by these conditions.

Licence Applicant Printed Name & Signature

Date

TOWN OF GIBSONS
BYLAW NO. 1125-07, 2019

A Bylaw to amend *Town of Gibsons Bylaw Notice of Enforcement Bylaw No. 1125, 2010*

WHEREAS the Council for the Town of Gibsons has adopted *Town of Gibsons Bylaw Notice of Enforcement Bylaw No. 1125, 2010*;

AND WHEREAS the Council deems it desirable to amend the Bylaw Notice of Enforcement Bylaw;

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

1. This Bylaw may be cited as "*Short-term rental accommodations Bylaw Notice of Enforcement Amendment Bylaw No. 1125-07, 2019*".
2. The *Town of Gibsons Bylaw Notice Enforcement Bylaw No. 1125, 2010* is amended by:
 - (a) Inserting to the new business licence and zoning bylaw penalties in order of bylaw listing to Schedule A of Bylaw 1125, attached to and forming part of this bylaw as Appendix A.
 - (b) Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering in the Bylaw Notice of Enforcement Bylaw.

READ a first time the #### day of MONTH, 201X

READ a second time the #### day of MONTH, 201X

PUBLIC HEARING held the #### day of MONTH, 201X

READ a third time the #### day of MONTH, 201X

ADOPTED the #### day of MONTH 201X

Bill Beamish, Mayor

Lindsey Grist, Corporate Officer

Appendix A

Town of Gibsons Bylaw Enforcement Bylaw No. 1125, 2010 – Summary of Additions to Bylaw No. 1125-07, 2019

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Business Licence Bylaw 666, 1992						
1125-07	Schedule D – Terms Conditions	Not complying with terms and conditions for operators of short-term rental accommodation	\$200	\$150	\$300	Yes
Zoning Bylaw 1065, 2007						
1125-07	1065 Part 8 Section 8.12 (1)	Operating a short-term rental accommodation in a zone not permitted for use	\$200	\$150	\$300	Yes
1125-07	1065 Part 8 Section 8.12 (3)	Not meeting conditions for rental operators of short-term rental accommodations	\$200	\$150	\$300	Yes
1125-07	1065 Part 8 Section 8.12 (4)	Exceeding allowable number of guest homes or guest suites on a property for short-term rental accommodation	\$200	\$150	\$300	Yes
1125-07	1065 Part 8 Section 8.12 (5)	Exceeding allowable number of sleeping units for short-term rental accommodation	\$200	\$150	\$300	Yes
1125-07	1065 Part 8 Section 8.12 (6)	Signage for short term rental accommodation contrary to Bylaw	\$200	\$150	\$300	Yes