



The Corporation of the City of Courtenay

Bylaw No. 3133

A bylaw to amend Business Licence Bylaw No. 2523, 2008 for the purpose of regulating short-term rental accommodation.

The Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

Citation

1. That this bylaw be cited for all purposes as “Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)”.
2. That “Business Licence Bylaw No. 2523, 2008” be amended as follows:

(a) AMENDING SECTION 1.2 DEFINITIONS by:

(i) Deleting “In this Bylaw “and adding

“In this Bylaw the following definitions apply. Terms not defined herein shall be as defined in the City of Courtenay Zoning Bylaw as adopted by Council, as amended from time to time.”

(b) AMENDING SECTION 2 GENERAL REGULATIONS by:

(i) RENUMBERING existing duplicate sub-section numbering of 2.9 to become new sub-section 2.10 and renumbering the remainder of section 2 accordingly.

(c) **ADDING** NEW SECTION 12 – SHORT-TERM RENTAL ACCOMMODATIONS as follows:

SECTION 12 – SHORT-TERM RENTAL ACCOMMODATIONS

12.1 Residential property owners who operate a *short-term rental accommodation* business are required to obtain a *short-term rental accommodation* Business Licence and must operate in accordance with the following:

- (a) A *short-term rental accommodation* business is only permitted within a *single residential dwelling*, an *accessory dwelling unit*, or a *secondary suite* that is part of a *single residential dwelling*.
- (b) Issuance of a *short-term rental accommodation* Business Licence will be specific to the *dwelling unit* on the property to be used for the *short-term rental accommodation* operation.
- (c) A valid *short-term rental accommodation* Business Licence must be displayed in a prominent place within the *short-term rental accommodation* unit, along with contact information for the operator, and telephone number to call on a 24-hour basis.
- (d) Only one booking is permitted at a time, with a maximum occupancy of three (3) bedrooms and six (6) guests.

- (e) A Fire Safety plan is required to be posted at entrances and exits from the *dwelling unit* and in each bedroom that meets the minimum requirements of the BC Building Code, and must contain the following information:

- (i) Operators name
- (ii) Address of property
- (iii) Emergency contact locally available 24 hours a day to address immediate concerns.
- (iv) Emergency contact number (911)
- (v) Designated meeting point
- (vi) Location of fire extinguisher and smoke/carbon monoxide alarm(s)

(d) **DELETING** SECTION 12 - OFFENCES AND PENALTIES:

“SECTION 12 - OFFENCES AND PENALTIES

12.1 Any person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of the bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw shall be liable on summary conviction to a fine not exceeding Two Thousand Dollars (\$2000.00) and not less than the amount set out with respect to each section in Schedule 1 of Municipal Ticket Information Bylaw No. 2435, 2006 and amendments thereto. For each day that a violation is permitted to exist, it shall constitute a separate offence.”

And

REPLACING the above noted Section with

SECTION 13 – ENFORCEMENT AND PENALTIES

13.1 Intent of this Part: The intent of this part is to provide the means to enforce the provisions of this Bylaw, using various enforcement measures as deemed appropriate by the City, and enforcement of this Bylaw shall be the responsibility of designated bylaw enforcement officers, and any other persons authorized by Council to enforce this Bylaw.

13.2 Enforcement: The Director, a bylaw enforcement officer or a peace officer may enforce this Bylaw.

13.3 Offences and Penalties: The following apply in respect of this Bylaw:

a) Any person who:

- i. contravenes a provision of this Bylaw,
- ii. suffers or permits any act or thing to be done in contravention of this Bylaw,
- iii. refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed under this Bylaw,

commits an offence, and each day that a contravention continues amounts to a separate offence.

b) A person found guilty of an offence under this Bylaw is liable:

- i. if proceedings are brought under the *Offence Act*, to pay the maximum fine and other penalties, compensation and costs authorized by that Act and the *Community Charter*; or
- ii. if a ticket is issued under Division 3 of Part 8 of the *Community Charter*, to pay a maximum fine of \$1,000.

Fines and penalties imposed under this section are in addition to and not in substitution for any cost recovery, remedial action or other consequence of default or contravention provided for under this bylaw, and do not limit the right of the City to bring civil proceedings or pursue any other remedy available at law.

- (e) **RENUMBERING consecutively the remaining sections and associated sub-sections of Bylaw No. 2523, 2008, being:**

Renumbered SECTION 14 – SEVERABILITY

Renumbered SECTION 15 – REPEAL AND ADOPTION

- (f) **AMENDING Schedule A**, attached to and forming part of Business Licence Bylaw No. 2523, 2008, by:

- (i) **DELETING** the first category of businesses and licence fees:

“1. Apartments, Hotel, Motel, Hostels, Mobile Home Park, etc. (*10 units or more*) \$150.00
Under 10 units... \$50.00
(a person having not more than two rooms for rent shall not be required to take out or hold a business license under this section).”

And

REPLACING the above noted category with the following:

“1. Apartments, Hotel, Motel, Hostels, Mobile Home Park, etc. (*10 units or more*) \$150.00
 Short-term rental accommodation..... \$150.00
 Short-term rental accommodation Affordable Housing Amenity Reserve Fund offset fee..... \$150.00
 Bed and breakfast accommodation..... \$150.00”

Application

3. This Bylaw applies to the rental of dwelling units within the City of Courtenay.

Severability

4. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.
5. That this Bylaw shall come into effect upon final adoption.

Read a first time this 2nd day of April, 2025.

Read a second time this 2nd day of April, 2025.

Read a third time this 30th day of April, 2025.

Adopted this 7th day of May, 2025.

Mayor Bob Wells

Corporate Officer, Adriana Proton