

REGIONAL DISTRICT OF CENTRAL OKANAGAN

**BYLAW NO. 1590
Amendment No. 1 to Bylaw No.1555**

A bylaw to amend the Business Licensing and Regulation Bylaw No. 1555, 2024

WHEREAS the Regional Board of the Regional District of Central Okanagan adopted Regional District of Central Okanagan Business Licensing and Regulation Bylaw No. 1555, 2024.

AND WHEREAS the Regional Board deems it advisable to amend the said Bylaw;

NOW THEREFORE THE REGIONAL BOARD OF THE REGIONAL DISTRICT OF CENTRAL OKANAGAN IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. Regional District of Central Okanagan Business Licensing and Regulation Bylaw No. 1555, 2024 is hereby amended by:

a. **Adding** the following under **DEFINITIONS**:

‘Designated Representative’ means a person designated as the alternate operator of a Short Term Rental Accommodation by the Operator. The Designated Representative may change, but the District shall be informed of any changes of the Designated Representative.

b. **Adding** the following under **DEFINITIONS**:

‘Operator’ means the Business Owner of a Short Term Rental Accommodation.

c. **Adding** the following under **DEFINITIONS**:

‘Short Term Rental Accommodation’ means a use within a dwelling unit that provides temporary lodging for tourists and visitors and includes tourist cabins and agri-tourism accommodation as defined in the District’s Zoning Bylaw and Joe Rich Rural Land Use Bylaw.

d. **Adding** a new heading and content after section 6 as follows:

LICENSE REQUIREMENT – SHORT TERM RENTAL ACCOMMODATION

7. No person shall operate Short Term Rental accommodation in the District without a License.

8. The Designated Representative of the Short Term Rental Accommodation shall be available 24 hours a day, 7 days a week, to respond in person to the subject property to any nuisance complaints within a maximum of two (2) hours time.

9. No person shall advertise a Short Term Rental Accommodation without District License.
10. A sign shall be placed on the subject property, on a template provided by the District, adjacent to (or affixed to) the civic address sign of the property and visible from a public road that displays the current contact information of the Designated Representative.
11. A person applying for a License to operate a Short Term Rental Accommodation must:
 - a) Submit the applicable form, which specifies the application requirements including:
 - i. Title Certificate;
 - ii. Owner Authorization Form (if applicable) that consents to the use of the dwelling unit for short term rental accommodation and the Operator of the Short Term Rental Accommodation, if not the owner;
 - iii. Name and contact information for the Operator and a Designated Representative to act on behalf of the Operator in relation to responding to any nuisance complaints about the short term rental operation;
 - iv. Site Plan, that includes a Parking Plan illustrating the location and size of the required parking spaces on the property;
 - v. Fire Safety Plan, which includes:
 - i. A floor plan of the entire short-term rental unit;
 - ii. A fire evacuation plan which includes a floor plan specific to each bedroom, where each plan must identify 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; and be posted in all bedrooms and fire exits; the location of an educational binder for Short Term Rental Accommodation guests which provides instructions on evacuation alerts and protocols for the unit;
 - iii. Provide any other information required for the purposes of ensuring compliance with the District's bylaws and other enactments.
 - b) Submit a completed Safety Audit Self-Attestation form;
 - c) Following submission of the completed application, complete a safety inspection to ensure compliance with the British Columbia Building Code, British Columbia Fire Code and District Bylaws prior to issuance of the short-term rental business license.
12. The Operator of a Short Term Rental Accommodation must:
 - a) Display the License inside the entry way of the dwelling to be used for Short Term Rental Accommodation. The License needs to display District business license number, as well as the contact name and phone number of the Designated Representative;

- b) Display in each approved bedroom, and in the entryway of the unit, a Fire Safety Plan;
- c) Ensure that no more than one booking is permitted at any one time for the unit;
- d) Ensure that any marketing or listing for the short-term rental includes the short-term rental Business License number and Provincial Short-Term Rental Registration Number

13. The Operator of a Short Term Rental Accommodation must not operate in violation of the District's Zoning Bylaw or Joe Rich Rural Land Use Bylaw.

and **renumbering** the remaining sections accordingly.

- e. **Deleting** newly numbered section 23 a) under **INITIAL LICENSE APPLICATION** in its entirety and **replacing** it with a new section 23 a) as follows:

The name, address and telephone number of the owner as shown on valid provincial or federal identification;

- f. **Adding** a new section under **LICENSE RENEWAL** as follows:

- 36. In relation to Short Term Rental Accommodation, the Director may refuse to grant, renew or revoke a License for a Short Term Rental Accommodation where:
 - a) the Operator of a Short Term Rental Accommodation is not in compliance with the conditions of this Bylaw, another District Bylaw, or of the License;
 - b) there is a record of non-compliance;
 - c) the Applicant for the License or the Operator has provided false information.

and **renumbering** the remaining sections accordingly.

- g. **Adding** a new section under **PENALTY** as follows:

- 43. In relation to Short Term Rental Accommodation, each day that a violation of this Bylaw is caused or allowed to continue constitutes a separate offence.

and **renumbering** the remaining sections accordingly.

- h. **Deleting SCHEDULE A: BUSINESS LICENSE FEES** in its entirety and **replacing** it with a new **SCHEDULE A: BUSINESS LICENSE FEES** as attached hereto and forming part of this Bylaw.

2. This Bylaw may be cited as “Bylaw No. 1590, Amendment No. 1 to Business Licensing and Regulation Bylaw No. 1555, 2024”.

READ A FIRST, SECOND AND THIRD TIME THIS DAY OF 2026.

ADOPTED THIS DAY OF 2026.

CHAIRPERSON

CORPORATE OFFICER

DRAFT

SCHEDULE A: BUSINESS LICENSE FEES

BUSINESS LICENSE APPLICATION TYPE	2024	2025	2026	2027	2028
Administrative Fees & Charges					
1. Standard Business License Application Application fees are to be paid in addition to annual License fees.	N/A	\$50	\$50	\$50	\$50
2. Short-Term Occupancy Accommodations Business License Application Application fees are to be paid in addition to annual License fees.	N/A	\$200	\$200	\$200	\$200
3. Cannabis Production Facility Business License Application fees are to be paid in addition to annual License fees.	N/A	\$1,000	\$1,000	\$1,000	\$1,000
4. Transfer/Change Fee For change of ownership, location, or use.	\$25	\$30	\$30	\$30	\$30
5. Late Penalty Fee For License fees of existing Business Licenses that are paid after January 1 st .	\$25	\$30	\$30	\$30	\$30
Annual Business License Fees*					
6. Standard Business License	\$85	\$110	\$115	\$120	\$125
7. Short-Term Occupancy Accommodation Business License	\$85	\$260	\$400	\$405	\$410
8. Cannabis Production Facility Business License	\$85	\$500	\$510	\$520	\$530

* Additional inter-community Business License annual fees are also required for Business operations that take place across local government jurisdictional boundaries in the region (Inter Community Business License Bylaw No.1261).