



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3010-01-2401

From: Director of Development Services

Date: May 7, 2025

Subject: Bylaws to Regulate Short-term Rental Accommodation – Final Readings

PURPOSE:

For Council to consider adoption of three bylaws in order to permit the operation of short-term rentals in Courtenay and regulate their use:

1. *Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)* to amend Zoning Bylaw No. 2500, 2007;
2. *Business Licence – Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)* to amend Business Licence Bylaw No. 2523, 2008; and
3. *Municipal Ticket Information – Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)* to amend Municipal Ticket Information Bylaw No. 2435, 2006.

BACKGROUND:

Council held a public hearing for *Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)* on April 30, 2025.

Council gave Third Reading to the following bylaws at the Special Council meeting on April 30, 2025:

- *Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation),*
- *Business Licence – Amendment Bylaw No. 3133, 2025 (short-term rental accommodation), and*
- *Municipal Ticket Information – Amendment Bylaw No. 3139, 2025 (short-term rental accommodation).*

Section 52 (3) (a) of the Transportation Act requires that the Ministry of Transportation and Transit approves zoning bylaws that are within 800 metres of a controlled access intersection.

The Business Licence Bylaw and Municipal Ticket Information Bylaw amendments do not require Ministry of Transportation approval.

DISCUSSION:

Ministry of Transportation and Transit has approved *Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)*, and staff recommend adoption of the bylaws.

RECOMMENDED OPTIONS:

1. THAT Council adopt “Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)”.
2. THAT Council adopt “Business Licence – Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)”.

3. THAT Council adopt “Municipal Ticket Information – Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)”.

ALTERNATIVE OPTIONS:

4. THAT Council provide alternative direction to staff through resolution.
5. THAT Council not proceed.

ATTACHMENTS:

1. Zoning – Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)
2. Business Licence – Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)
3. Municipal Ticket Information – Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)

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