



CULTUS LAKE PARK

Short-term Rental Administrative Policy

Section:		
Sub-Section:		
Title:	Short-term Rental Administrative Policy	

APPROVALS

Approval Date: November 24, 2021	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Short-term Rental Bylaw permitting process.

DEFINITIONS

“Applicant” means the leaseholder that is applying for a Short-term Rental permit.

“Area” means a self-contained space, used for a Short-term Rental, within a residence.

“Bylaw Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Emergency” means a sudden serious and/or dangerous situation which needs immediate action. Examples are, but not limited to, natural disasters, environmental hazards, or pandemics.

“Leaseholder” means (a) a Person having a current and valid lease with the Board; or (b) a Person (i) renting a residence in the Park from a Person having a current and valid lease with the Board, and (ii) the address of that residence is the Person’s permanent address.

“Permittee” means a leaseholder who holds a valid permit from Cultus Lake Park to operate a Short-term rental.

“Short-term Rental” means the rental of all or a portion of the residence, used to provide accommodation, for a period of less than thirty (30) days.

“Substantiated” means that a reported Bylaw violation was investigated, and credible evidence was gathered that supported the reported allegation.

1. GENERAL RULES

- 1.1 Prior to any leaseholder applying for a Short-term Rental permit they must ensure that all outstanding fines, fees, and encumbrances are removed, via payment or compliance, from title.
- 1.2 For a Leaseholder to be eligible to apply for a Short-term Rental permit and to operate a Short-term Rental within the Park they must be entered into the Cultus Lake Park Building Site Lease that allows for such use.
- 1.3 Annual Short-term Rental permits will be valid for one (1) year, to commence on January 1 and to terminated on December 31 of each year. Fees will only be prorated if an application is submitted by a new leaseholder.
- 1.4 Permittees must contact the Cultus Lake Park office, no less than seven (7) business days prior to receiving and paying for a weekly permit.

- 1.5 Short-term Rental permits are only transferable to a new leaseholder in the case of a lease transfer.
- 1.6 Short-term Rental permits are nonrefundable.
- 1.7 All Short-term Rental Applicants must provide contact information for one (1) local contact, other than the Applicant, who is available on a 24/7 basis, during the use of Short-Term Rental by a guest, to respond within two (2) hours to any telephone enquiries regarding the Short-term Rental, and who have consented to the Applicant to allow their contact information to be made available to the Cultus Lake Park staff.
- 1.8 All Short-term Rental related contraventions that Cultus Lake Park Bylaw staff or security respond to, or substantiated complaints that are received will be dealt with as required, and the registered leaseholders will be notified of the infraction.
- 1.9 All Short-term Rental permits can be suspended in the case of an Emergency. This is at the sole discretion of the Board.

2. APPLICATION PROCEDURE

- 2.1 Applicants must submit a completed application form, along with all supporting documentation required as noted on the application, to the Cultus Lake Park office. Payment of the nonrefundable application fee is required at this time.
- 2.2 All leaseholders registered on title must sign the application form.
- 2.3 All Short-term Rental permits are valid for one rental Area per leased lot.
- 2.4 All Short-term permit applications will be reviewed and approved or denied by the CAO.
- 2.5 The Applicant will be notified on the status of the application.
- 2.6 If approved, the Applicant will be required to pay the Short- term Rental permit fee.
- 2.7 Once the Short-term Rental permit fee has been received, the Applicant will receive a Short-term Rental permit and permit number.
- 2.8 Once the permit is approved/renewed and the fee is paid, prior to advertising or commencing rentals, the Permittee must have a meeting, with the CAO or delegate, regarding the bylaws and the responsibilities of operating a Short-term Rental within Cultus Lake Park.
- 2.9 Within 30 days of approval, Permittees must provide the Park office with a link, or a screen shot of any online advertisements they have placed. Failure to do so may result in the revocation of the Short-term Rental Permit.
- 2.10The CAO or delegate will hold an annual meeting with all Short-term Rental Permittees to discuss issues and concerns throughout the season.

3. RENEWAL PROCEDURE

- 3.1 Annual Short-term Rental permit renewal form and invoice will be distributed from the Cultus Lake Park office. Completed forms and payments are due no later than March 15 of each year. If payment is not received by the due date a new application and application fee will need to be processed.
- 3.2 Weekly Short-term Rental permits will be subject to a new application and application fee every three (3) years.
- 3.3 Prior to the distribution of the renewal form and invoice to Short-term Rental Permittees for renewal, Park staff will review Park records to determine if there any concerns with the Short-term Rental. In considering an application for a Short-term Rental permit renewal, the Park staff may;
 - (a) consider whether a Short-Term Rental permit held by the Applicant has been revoked in the preceding two (2) permit periods;
 - (b) consider not renewing the permit, if there are Park records that show there were more than three Substantiated reports of any Cultus Lake Bylaw violation occurring at the residence while it was rented out;
 - (c) consider not renewing the permit, if there are Park records that show there were any contraventions, which resulted in a Bylaw Notice or a warning, to the Short-term Rental Bylaw or any other current Cultus Lake Park Bylaw; or
 - (d) withhold approval of a permit if an Applicant has outstanding unpaid penalties issued under the Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.
- 3.4 Once the renewal process is complete and the Applicant has their new permit, the Permittee must ensure they continue to abide by all the conditions for operating a Short-term Rental as set out in this Bylaw.

4. REVOKING CANCELLATION OR REFUSAL OF PERMIT

- 4.1 Revoking, cancellation or refusal of a Short-term Rental permit will be at the sole discretion of the CAO in consultation with staff.
- 4.2 Where the application for a Short-term Rental permit is refused, or a Short-term Rental permit is cancelled or revoked, notice will be provided to the Applicant or Permittee who is subject to the decision. The Applicant or Permittee is entitled to have the Board reconsider the matter.
- 4.3 A notice under Section 4.2 of this Policy, will be issued to the Applicant or Permittee or delivered by registered mail to the address given by the Applicant or Permittee on the application for the permit within 14 days.
- 4.4 An Applicant or Permittee who wishes to have the Board reconsider the refusal, revocation or cancellation of a Short-term Rental permit will give written notice of their request for reconsideration to the CAO and such notice must include a description of the grounds upon which the request for reconsideration is made. Such request must be

made within 28 days of the date on the letter noted in Section 4.3 of this Policy. Where the request for reconsideration has not been received within the time specified, the Applicant will have lost the right for reconsideration.

- 4.5 Upon receipt of a written notice under Section 4.4 of this Policy, CAO will respond within 28 days.