



City of Richmond

Report to Committee

To: Planning Committee **Date:** November 16, 2010
From: Andrew Nazareth **File:**
 General Manager, Business and Financial Services
Re: **Bylaw Amendments to Licence and Regulate Bed and Breakfast Establishments**

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 8672 (Bed and Breakfast) be introduced and given first reading.
2. That Business Licence Bylaw No. 7360, Amendment Bylaw No. 8666 that establishes Special Business Licence Application Requirements for the operation of Bed and Breakfast Establishments be introduced and given first reading.
3. That Business Regulation Bylaw No. 7538, Amendment Bylaw No.8667 that establishes Bed and Breakfast Establishment Regulations be introduced and given first reading.
4. That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No.8668 that establishes fines for Bed and Breakfast Establishments be introduced and given first reading.

Andrew Nazareth
 General Manager, Business and Financial Services
 (604-276-4095)

Att. 6

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER			
Law	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Transportation	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Development Applications	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Fire Rescue	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Building Approvals	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>nk</i>	NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> <i>nk</i>	NO <input type="checkbox"/>

Staff Report

Origin

At the Council meeting on October 25, 2010 the following referral was assigned to staff:

That staff be directed to bring forward amendments to the Zoning Bylaw to allow a three (3) bedroom Bed and Breakfast (B & B) with a maximum of six (6) guests in Single-Family zoning districts provided that performance criteria addressing landscaping, privacy, parking and life safety are included in an amended Business License Bylaw.

This report introduces Richmond Zoning Bylaw amendments, Business Licence and Business Regulation Bylaw amendments for Bed and Breakfast Establishments and introduces fines in the Municipal Ticket Information Authorization Bylaw for violations against the Bed and Breakfast Establishment regulations.

Analysis

The bylaw framework to permit Bed and Breakfast Establishments (B&B's) is structured through a number of Richmond Bylaws and proposed amendments.

Zoning Bylaw Amendment

The requirement to rezone properties for B&B operations is eliminated yet retaining restrictions on zoning, property use, the number of units and guests permitted, room size, cooking facilities and signage. Requirements for guest on site parking are also included in the amendment bylaw to be effective September 30, 2011. B&B operations will not be permitted in non single-family dwelling zones or single-family areas governed by a Land Use Contract.

Business Licence Bylaw Amendment

Special Application Requirements will be introduced to support the inspection and review process against the performance criteria established for B&B operations.

Business Regulation Bylaw Amendment to impose

- Requirements for a fire safety plan
- Food preparation restrictions
- Access to guest register.
- Effective September 30, 2011, the requirement for the operator to obtain "Tourism BC Approved Accommodation" status (see requirements extract on Attachment 1) intended to ensure each operation meets hospitality standards and adherence to Tourism BC standards which include:
 - Operator insurance
 - Local Licence
 - guest rooms used exclusively by guests

- Food Safe certification
- Phone and answering machine
- Lighting and security
- Bathrooms restrictions and requirements

Municipal Ticket Information Bylaw Amendments

Amendments to this Bylaw sets out fines for violations against:

- Fire Safety Plan violations
- Guest Registration access
- Food preparation restrictions
- B&B length of stay exceeding 30 days
- B&B non-resident operator
- B&B excess guest rooms
- B&B excess guest room capacity
- B&B excess signage

Effective September 30, 2011

- Failure to maintain required parking spaces for B&B guest rooms
- Failure to maintain Approved Accommodation status

Offences under the MTI Bylaw do not prevent Council from considering other licence discipline methods which could include suspension or cancellation of an operator's business licence for cause.

Other bylaw offences already in place under the MTI bylaw that apply to B&B's include;

- offences for noise restrictions under the Public Health Protection Bylaw
- offences against the Business Licence Bylaw
- offences under the Fire Protection and Life Safety Bylaw

Traffic Control and Regulation Bylaw offences are dealt with under the Notice of Bylaw Violation Dispute Adjudication Bylaw.

Licencing

This licensing structure aligns to the performance criteria set out for B&B operations for privacy, parking, landscaping and life safety.

Landscaping

- Maintains the amount of landscaping and porous surfaces required under the Zoning Bylaw.
- Permits the Licence Inspector to require landscaping in the rear and side yards.

Privacy

- Regulates the number of guests permitted
- Restricts B&B's from being involved with other forms of accommodation
- Establishes a Code of Conduct (Attachment 2) directed to retain a normal residential environment in the neighbourhood. The Code of Conduct is a tool for staff to administer B&B operations also sets out the City's involvement for Business Licence discipline (suspension or cancellation) in the event operators fail to adhere to the Code of Conduct.
- Permits the Licence Inspector to require privacy screening (fencing)
- Restricts a guests length of stay to less than 30 days

Parking

- Will require an on site parking spot be provided for each sleeping unit in addition to that required by the residence.
- Traffic Control and Regulation Bylaw requirements for on street parking

Life safety

- Public Health Protection Bylaw requirements on noise restrictions
- Requirements for fire safety plans
- Prohibiting guest use of the premises kitchen
- Prohibiting food preparation in the sleeping units
- Requirements under the Fire and Life Safety Bylaw and inspections under the Building and Fire Codes

The Licencing process will consider the number of sleeping units in relation to the regulatory requirements. Applicants meeting submission requirements will be issued a Business Licence without consideration to other B&B's which may be in operation in the area.

Stakeholder Input

B&B Operators

Representatives of the B&B operators were provided with draft bylaws and met with City staff to discuss their issues and concerns. Feedback received from B&B operators has been considered in the proposed bylaw amendments.

Strong representation was made for a phase in of the regulations for on site parking, landscaping and BC Tourism approved accommodation status. Staff propose a delayed effective date to September 30, 2011, for the Zoning Bylaw requirement of on site parking and for obtaining BC Tourism approved accommodation status required under the Business Regulation Bylaw.

Following bylaw first readings, recognized B&B operators will be advised of the changes to B&B licence requirements, transitional arrangements, Public Hearing notice and provided links to associated reports and bylaws.

Financial Impact

There is no financial impact to the City.

Conclusion

The Bylaw amendments set out a regulatory framework to permit Bed and Breakfast Establishment operations in Richmond while ensuring public safety and retaining the quiet enjoyment of surrounding properties.

If the staff recommendations are approved, the usual Business Bylaw notification requirements will be provided. The Business Bylaws will also appear on the Public Hearing agenda as bylaws related to the Zoning Bylaw Amendment. Further readings of all B&B associated amendment bylaws may be considered by Council at the Public Hearing.



W. Glenn McLaughlin
Chief Licence Inspector & Risk Manager
(604-276-4136)

WGM:wgm

GUEST COMPLAINTS

- all guest complaints must be addressed to the satisfaction of Tourism BC;
- a property may lose its approved status if five (5) similar complaints are received within a calendar year;
- if Tourism BC receives a complaint from a guest at an Approved Accommodation, Tourism Product Services will request the accommodation owner/operator respond directly to the complainant, in writing. Proof is required in the form of a copy of the response letter/email to Tourism Product Services.

Failure to respond appropriately to all guest complaints may result in loss of Approved Accommodation status.

HOTEL ROOM TAX ACT

If you offer four or more units of accommodation at any time (even if all four rooms are not rented), you must register as an operator with the Consumer Taxation Branch of the Ministry of Small Business and Revenue.

For further information, contact the Ministry of Small Business and Revenue
Phone (Vancouver): 604-660-4524
Toll-free in Canada: 1-877-388-4440
Email: CTBTaxQuestions@gov.bc.ca
Website: www.sbr.gov.bc.ca/ctb



Requirements for Accepting Bed & Breakfast Properties

BED & BREAKFAST

*Definition of a Bed & Breakfast:
An establishment must be a privately owned home, offering individual sleeping units or suites, where breakfast is provided by the proprietor, and where the home is the primary residence of the owner/operator.*

Note: Tourism BC will not accept the owner/operator's private bedrooms and/or bathrooms as an available unit of accommodation for overnight occupancy. All guest bedrooms and/or bathrooms must be for the exclusive use of the guests.

Properties may be eligible for Approved Accommodation status, provided all Fixed Roof requirements on pages 4, 5 and 6 AND the following requirements are met:

- (a) all persons employed by the establishment and engaged in preparation or handling of food or beverages must successfully complete the FOODSAFE Training Program Level 1. A copy of the certificate must be available for

- verification at time of inspection. For information on FOODSAFE courses, visit www.foodsafe.ca;
- (b) the establishment must carry adequate liability and property damage insurance specifically written for B&B's and must provide to Tourism BC proof of valid current coverage at the time of inspection (for information and assistance, contact your insurance agent or the BC Bed & Breakfast Innkeepers Guild at www.bcsbestbnbs.com);
- (c) the owner/operator is required to reside in the home during the season of operation;
- (d) the establishment must have an answering machine or have a call-forwarding provision on at all times during the season of operation;
- (e) the establishment must ensure there is adequate lighting in each bedroom; night lights for hallway lighting must be appropriately located on each level and adequate night lighting must be available to illuminate the outside entry
- (f) there must be two locks or a deadbolt on all exterior doors of the establishment;
- (g) there must be a lock on each door of the sleeping unit that provides privacy when the guest is in the room and security when they leave the room;
- (h) the establishment must offer private and/or shared bathrooms with minimum of one bathroom for every two sleeping units, bathrooms may not be shared with host;
- (i) the establishment must offer a full or continental (minimum five items from the following: hot beverage, juice, cereals, baked goods, fruit) breakfast to registered guests;
- (j) no food preparation is permitted in individual guest units unless permitted by local bylaws;
- (k) guests must not be allowed to prepare food in the host kitchen.

Requirements for Accepting Hostels

HOSTEL

*Definition of a Hostel:
A business established for the purpose of providing overnight accommodation in dormitory rooms or a combination of private and dormitory rooms with shared or private bathrooms.*

Properties may be eligible for Approved Accommodation status, provided all Fixed Roof requirements on pages 4, 5 and 6 AND the following requirements are met:

- (a) all sleeping units must be for the exclusive use of the guests;
- (b) all beds must be located in rooms designated as sleeping rooms – beds in hallways or corridors are not acceptable;

CITY OF RICHMOND

BED AND BREAKFAST ESTABLISHMENT CODE OF CONDUCT

The City of Richmond expects the operators of Bed and Breakfast establishments permitted in residential zones to respect the residential character of their neighbourhoods. In addition to complying with all requirements of the Zoning Bylaw and the Business Regulation Bylaw that are applicable to such establishments, which are attached, Tourism B.C.'s Approved Accommodation requirements, and any special conditions attached to their Bed and Breakfast business licence, the City expects operators to adhere to the following Code of Conduct. In the event that the City receives complaints regarding the operation of a Bed and Breakfast establishment that indicate a failure to adhere to this Code of Conduct, the operator may be required to show cause why their business licence should not be suspended or revoked, or the Licence Inspector may refuse to renew the business licence.

No Residential Dwelling Alterations

With the exception of the small exterior signage permitted by the zoning regulations, no alterations should be made to the exterior of a residential dwelling indicating that it operates as a bed and breakfast establishment.

Noise

The operation of a bed and breakfast establishment should not produce noise detectable beyond the boundary of the premises, that would be in excess of that associated with an ordinary residential use. Operators may wish to consult the noise regulations in the City's Public Protection Health Bylaw, available on the City's website:

http://www.richmond.ca/shared/assets/Bylaw_6989_12140924694.pdf

Traffic and Parking

Operators should be aware that some of the most common complaints regarding bed and breakfast operations in residential neighbourhoods are associated with guest parking and traffic. Complying with City parking and traffic regulations and using on-site parking spaces will eliminate many potential complaints. Operators should ensure that they bring these regulations and amenities to the attention of guests upon check-in.

Privacy of Neighbours

The use of outdoor spaces such as patios, terraces and gardens by bed and breakfast guests can affect the privacy of neighbours. Such areas should be located, oriented and screened so as to minimize their impact on neighbouring properties. Operators should also manage check-in and checkout times to minimize the impact of this activity on the neighbourhood.

Dealing with Complaints

If approached by neighbours with complaints regarding their bed and breakfast establishment, operators should attempt to resolve the complaint on the basis that residents of residential neighbourhoods have a legitimate expectation of privacy and normal residential amenity, with which the operation of a bed and breakfast operation in the neighbourhood is not intended to significantly interfere. Records of such complaints, and how the operator has dealt with them, should be retained for reference in the event that the City is requested to become involved in the matter.

CITY OF RICHMOND ZONING BYLAW 8500

“Bed and breakfast” means the commercial accommodation of guests for periods of 30 days or less, in a single detached housing dwelling unit in accordance with section 5.5 of this bylaw.

5.5 Bed and Breakfast

- 5.5.1 A bed and breakfast use is permitted only in a single detached housing dwelling unit.
- 5.5.2 A bed and breakfast use is not permitted in a single detached housing dwelling unit or on a lot that contains a secondary suite or a boarding, lodging, agri-tourist accommodation, minor community care facility or child care home business use.
- 5.5.3 A bed and breakfast use may be operated only by a person who resides in the single detached housing dwelling unit.
- 5.5.4 No facilities or equipment used for the preparation of food shall be installed or provided in a room used for bed and breakfast guest accommodation.
- 5.5.5 A bed and breakfast use is limited to a maximum of three guest rooms unless otherwise provided in this bylaw.
- 5.5.6 A room used for bed and breakfast guest accommodation shall not be equipped, furnished or used to provide accommodation for more than two guests.
- 5.5.7 A room used for bed and breakfast guest accommodation shall have a floor area of not less than 9.75 m².
- 5.5.8 One fascia sign with maximum dimensions of 0.3 m by 0.6 m is permitted on each premises used for a bed and breakfast use, unless otherwise provided in this bylaw.
- 5.5.9 A vehicle parking space provided in respect of a guest room may be provided in a tandem arrangement with another such parking space or a space required in respect of the residential use of the building.

Effective September 30, 2011:

Bed and Breakfast Establishments will be required to provide one on site parking space for each guest room.

CITY OF RICHMOND BUSINESS REGULATION BYLAW 7538

- 22.1. **Bed and Breakfast Establishments** shall be subject to the following regulations:
- 22.1.1. the operator must prepare a fire safety plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire safety plan in each guest room;
 - 22.1.2. the operator must permit the City's Licence Inspector to inspect the operator's guest register maintained pursuant to the *Hotel Guest Registration Act* to determine whether the applicable zoning bylaw restrictions on the number of guests permitted in the premises are being complied with; and
 - 22.1.3. the operator must not provide or install any equipment or facilities used for the preparation of food in any room used for guest accommodation.

Effective September 30, 2011:

Bed and Breakfast Establishment operators must obtain and maintain "Approved Accommodation" status from Tourism British Columbia



**Richmond Zoning Bylaw 8500
Amendment Bylaw 8672
(Bed and Breakfast)**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended:
 - a) by deleting the definition of “**Bed and breakfast**” in section 3 and substituting the following:

“**Bed and breakfast** means the commercial accommodation of **guests** for periods of 30 days or less, in a **single detached housing dwelling unit** in accordance with section 5.5 of this bylaw.”
 - b) by deleting section 5.5 and substituting the following:

5.5 Bed and Breakfast

5.5.1 A **bed and breakfast use** is permitted only in a **single detached housing dwelling unit**.

5.5.2 A **bed and breakfast use** is not permitted in a **single detached housing dwelling unit** or on a lot that contains a **secondary suite** or a **boarding and lodging, agri-tourist accommodation, minor community care facility or child care home business use**.

5.5.3 A **bed and breakfast use** may be operated only by a person who resides in the **single detached housing dwelling unit**.

5.5.4 No facilities or equipment used for the preparation of food shall be installed or provided in a room used for **bed and breakfast guest accommodation**.

5.5.5 A **bed and breakfast use** is limited to a maximum of three **guest rooms** unless otherwise provided in this bylaw.

5.5.6 A room used for **bed and breakfast guest accommodation** shall not be equipped, furnished or used to provide accommodation for more than two **guests**.

- 5.5.7 A room used for **bed and breakfast guest** accommodation shall have a **floor area** of not less than 9.75 m².
- 5.5.8 One **facia sign** with maximum dimensions of 0.3 m by 0.6 m is permitted on each **premises** used for a **bed and breakfast use**, unless otherwise provided in this bylaw.
- 5.5.9 A **vehicle parking space** provided in respect of a **guest room** may be provided in a **tandem arrangement** with another such **parking space** or a space required in respect of the residential **use** of the **building**.
- c) by adding to Table 7.7.2.1 Residential Use Parking Requirements under the heading "Residential Use" below the term "**Secondary Suite**" the term "**Bed and Breakfast**" and under the heading "Basic Requirement" the phrase "one space for each **guest room**".
- d) at section 8.1 by deleting "RS3/A-H, J-K".
- e) at section 8.1.1 by deleting "and RS3 for new **bed and breakfast zoned sites**".
- f) at section 8.1.4.2 by deleting "or RS3/A-H, J-K".
- g) at section 8.1.5.3a) by deleting "and RS3/A or K".
- h) at section 8.1.5.3b) by deleting "and RS3/B, C or J".
- i) at section 8.1.5.3c) by deleting "RS3/D, E, F, G or H".
- j) at section 8.1.6.1 by deleting "RS3/C and RS3/J".
- k) at section 8.1.6.8 by deleting "RS3/A and RS3/K".
- l) at section 8.1.6.9 by deleting "RS3/A and RS3/K".
- m) at section 8.1.6.10 by deleting "RS3/A and RS3/K".
- n) at section 8.1.7.4 by deleting "RS3/A and RS3/K".
- o) at section 8.1.8.1 by deleting "RS3/A", "RS3/B", "RS3/C", "RS3/D", "RS3/E", "RS3/F", "RS3/G", "RS3/H", "RS3/J" and "RS3/K" under "Sub-zones".
- p) at section 8.1.9.1 by deleting "RS3/A and RS3/K".
- q) at section 8.1.9.2 by deleting "RS3/A and RS3/K".
- r) at section 8.1.10.1 by deleting "RS3/A and RS3/K".
- s) by deleting section 8.1.11.1 in its entirety and renumbering section 8.1.11 in numerical order.

- t) at section 8.2.3 by adding “**bed and breakfast**” in alphabetical order.
- u) at section 8.3.3 by adding “**bed and breakfast**” in alphabetical order.
- v) at section 14.1 by deleting “AG2”.
- w) at section 14.1.1 by deleting “AG2 for new **bed and breakfast** zoned sites” and “The **zone** is divided into 4 sub-zones” and substituting the following for the latter “The **zone** is divided into 3 sub-zones”.
- x) by deleting section 14.1.11.4 and substituting the following:
“A **bed and breakfast** use may have up to four **guest** accommodation rooms and two facia signs with maximum dimensions of 0.6 m by 1.2 m.”
- y) at section 15.1.3 by adding “**bed and breakfast**” in alphabetical order.
- z) at section 15.2.3 by adding “**bed and breakfast**” in alphabetical order.
- aa) at section 15.3.3 by adding “**bed and breakfast**” in alphabetical order.
- bb) at section 15.4.3 by adding “**bed and breakfast**” in alphabetical order.
- cc) at section 15.5.3 by adding “**bed and breakfast**” in alphabetical order.
- dd) at section 15.6.3 by adding “**bed and breakfast**” in alphabetical order.
- ee) at section 15.7.3 by adding “**bed and breakfast**” in alphabetical order.
- ff) at section 15.8.3 by adding “**bed and breakfast**” in alphabetical order.
- gg) at section 15.10.3 by adding “**bed and breakfast**” in alphabetical order.
- hh) at section 15.11.3 by adding “**bed and breakfast**” in alphabetical order.
- ii) by deleting section 15.11.11.1 and substituting the following:
“A **bed and breakfast** use may have up to five **guest** accommodation rooms and two facia signs with maximum dimensions of 0.6 m by 1.2 m.”
- jj) by deleting section 15.11.11.3.
- kk) at section 15.12.3 by adding “**bed and breakfast**” in alphabetical order.
- ll) at section 15.13.3 by adding “**bed and breakfast**” in alphabetical order.
- mm) at section 15.14.3 by adding “**bed and breakfast**” in alphabetical order.
- nn) at section 15.15.3 by adding “**bed and breakfast**” in alphabetical order.

- oo) at section 15.16.3 by adding “**bed and breakfast**” in alphabetical order.
 - pp) at section 15.17.3 by adding “**bed and breakfast**” in alphabetical order.
 - qq) at section 15.18.3 by adding “**bed and breakfast**” in alphabetical order.
 - rr) at section 15.19.3 by adding “**bed and breakfast**” in alphabetical order.
 - ss) at section 15.20.3 by adding “**bed and breakfast**” in alphabetical order.
2. Section 1(c) of this Bylaw comes into force on September 30, 2011.
 3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8672**”.

FIRST READING

PUBLIC HEARING

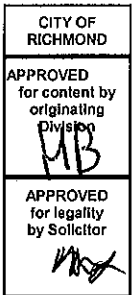
SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER





**Business Licence Bylaw No. 7360,
Amendment Bylaw No. 8666**

The Council of the City of Richmond enacts as follows:

1. The Business Licence Bylaw No. 7360, as amended, is further amended:
 - a) by adding under Part Two – Special Business Licence Application Requirements:

2.4 Bed and Breakfast Establishment

2.4.1 Every **Bed & Breakfast Establishment applicant** must at the time of application:

- a. if required by the **Business Regulation Bylaw**, provide evidence of Approved Accommodation status from Tourism British Columbia;
- b. provide proof of being a permanent resident of the premises;
- c. provide a copy of the guest register format to be used in the recording of guests stays under the *Hotel Guest Registration Act* (British Columbia);
- d. provide a copy of the fire evacuation plan required by the **Business Regulation Bylaw**;
- e. provide floor plans, drawn to scale, of the entire floor area of each level of the residence, indicating the use of each room of the residence and clearly identifying the guest rooms to be used in the **Bed & Breakfast Establishment**;
- f. provide a property site plan showing:
 - i. the location and dimension of the driveway identifying vehicle parking spaces for residents and guests for each guest room;
 - ii. the location of the residence on the property with setbacks indicated from all property lines;
 - iii. landscaping and open areas as required by the **Zoning and Development Bylaw**; and
 - iv. signage size and placement as permitted by the **Zoning and Development Bylaw**; and

g. pay the required annual licence fee as set out in the Residential Use category in Schedule A of this bylaw.

2.4.2 Every **Bed & Breakfast Establishment applicant** upon submission of requirements in section 2.4.1 and prior to a **business licence** being granted, shall arrange with the **Licence Inspector** for a site inspection which may include inspectors from the Fire Rescue and Building Departments and the Vancouver Coastal Health Authority.

2.4.3 The **Licence Inspector** may, in relation to any premises for which a **licence** is issued or renewed under this bylaw, require as a condition of the **business licence** that the **operator** provide privacy screening or landscaping in the side or rear yard of the premises, at locations specified in the **licence**, prior to the accommodation of guests in the premises.

2.4.4 The **Licence Inspector** shall, when issuing a **business licence** for any **Bed and Breakfast Establishment**, provide to the operator a copy of the **City's Bed and Breakfast Establishment Code of Conduct**.

b) by adding the following definition to Part Seven of the bylaw in appropriate alphabetical order:

Bed & Breakfast Establishment: means a Bed and Breakfast as defined in the City's **Zoning and Development Bylaw**.

2. This Bylaw may be cited as "**Business Licence Bylaw No. 7360, Amendment Bylaw No. 8666**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



**Business Regulation Bylaw No. 7538,
Amendment Bylaw No. 8667**

The Council of the City of Richmond enacts as follows:

1. The Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following as Part Twenty-two and renumbering Parts Twenty-two through Twenty-six accordingly:

PART TWENTY-TWO: BED & BREAKFAST ESTABLISHMENT REGULATIONS

22.1. **Bed and Breakfast Establishments** shall be subject to the following regulations:

22.1.1. the **operator** must prepare a fire evacuation plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire evacuation plan in each guest room;

22.1.2. the **operator** must permit the **City's Licence Inspector** to inspect the operator's guest register maintained pursuant to the *Hotel Guest Registration Act* to determine whether the applicable zoning bylaw restrictions on the number of guests permitted in the premises are being complied with; and

22.1.3. the **operator** must not provide or install any equipment or facilities used for the preparation of food in any room used for guest accommodation.

2. The Business Regulation Bylaw is further amended by adding the following definition to Part Twenty-Six as renumbered by this bylaw:

Bed & Breakfast Establishment: means a Bed and Breakfast as defined in the City's zoning bylaw.

3. The Business Regulation Bylaw as amended by this Bylaw is further amended by deleting "and" at the end of subsection 22.1.2, substituting "; and" for the period at the end of subsection 22.1.3, and adding to Part Twenty-Two the following subsection:

22.1.4 the **operator** must obtain and maintain "Approved Accommodation" status from Tourism British Columbia.

4. Section 3 of this Bylaw comes into force on September 30, 2011.

This Bylaw may be cited as "Business Regulation Bylaw No. 7538, Amendment Bylaw No. 8667".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER



**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 8668**

The Council of the City of Richmond enacts as follows:

1. The Municipal Ticket Information Authorization Bylaw no. 7321, as amended, is further amended:

- a) by adding under Schedule B 3, Business Regulation Bylaw No. 7538

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Failure to maintain Fire Evacuation Plan	22.1.1	\$250
No access to Guest Register	22.1.2	\$250
Food preparation in room used for guest accommodation	22.1.3	\$250

2. The Municipal Ticket Information Authorization Bylaw no. 7321, as amended, is further amended by adding under Schedule B 17, Zoning Bylaw No. 8500 in numerical order of Bylaw Section number:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Bed & Breakfast -- stay exceeding 30 days	1.4.2	\$250
Bed & Breakfast -- non-resident operator	5.5.3	\$250
Bed & Breakfast -- excess guest rooms	5.5.5	\$250
Bed & Breakfast -- excess guest room capacity	5.5.6	\$250
Bed & Breakfast -- excess signage	5.5.8	\$250
Failure to maintain required parking spaces	7.7.4	\$250

3. The Municipal Ticket Information Authorization Bylaw no. 7321, as amended, is further amended by adding under Schedule B 3, Business Regulation Bylaw No. 7538:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Failure to maintain Approved Accommodation Status	22.1.4	\$250

- 4. Section 3 of this Bylaw comes into force on September 30, 2011.
- 5. This Bylaw is cited as "Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 8668".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating Division
APPROVED for legally by Solicitor