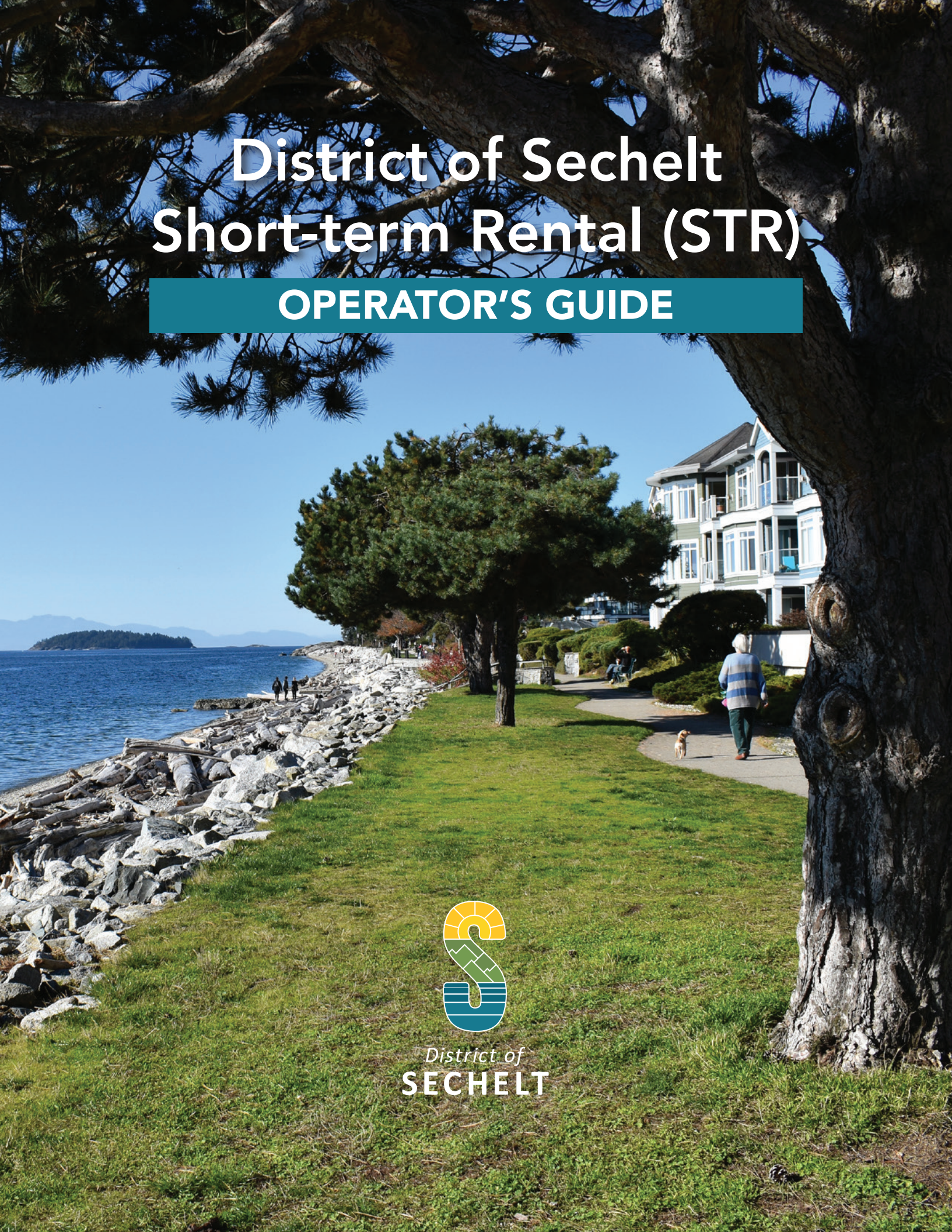
District of Sechelt Short-term Rental (STR)

OPERATOR'S GUIDE



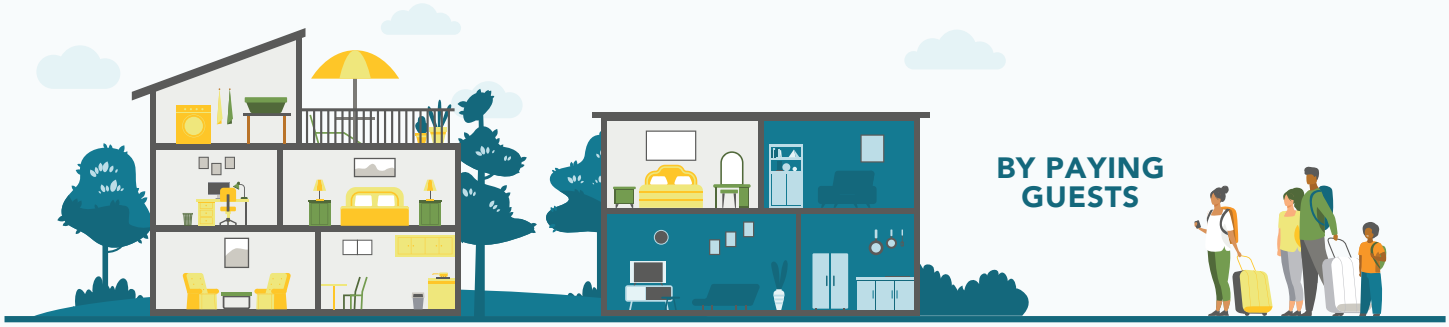
District of
SECHELT

WHAT IS A SHORT-TERM RENTAL?

The District of Sechelt Zoning Bylaw No. 580 defines a short-term rental as the accessory use of a dwelling unit, or a portion of a dwelling unit, for the accommodation of paying guests, but is not a residential tenancy.

IT IS THE RENTAL OF A RESIDENTIAL DWELLING UNIT

either the entire dwelling or a room(s) within it



BY PAYING GUESTS



HOUSING

e.g. secondary suites, carriage houses, garden suites, cabins, rooms in a house



FOR A SHORT PERIOD OF TIME

e.g. less than a month

OFTEN FACILITATED BY PLATFORMS

e.g. Airbnb, VRBO

IT IS DIFFERENT THAN



TOURIST ACCOMMODATION

Includes hotels, motels, resorts, etc.



RESIDENTIAL TENANCIES

a.k.a "Long-term rentals"

Includes all rentals covered by a BC tenancy agreement longer than 30 days (fixed-term or month-to-month)

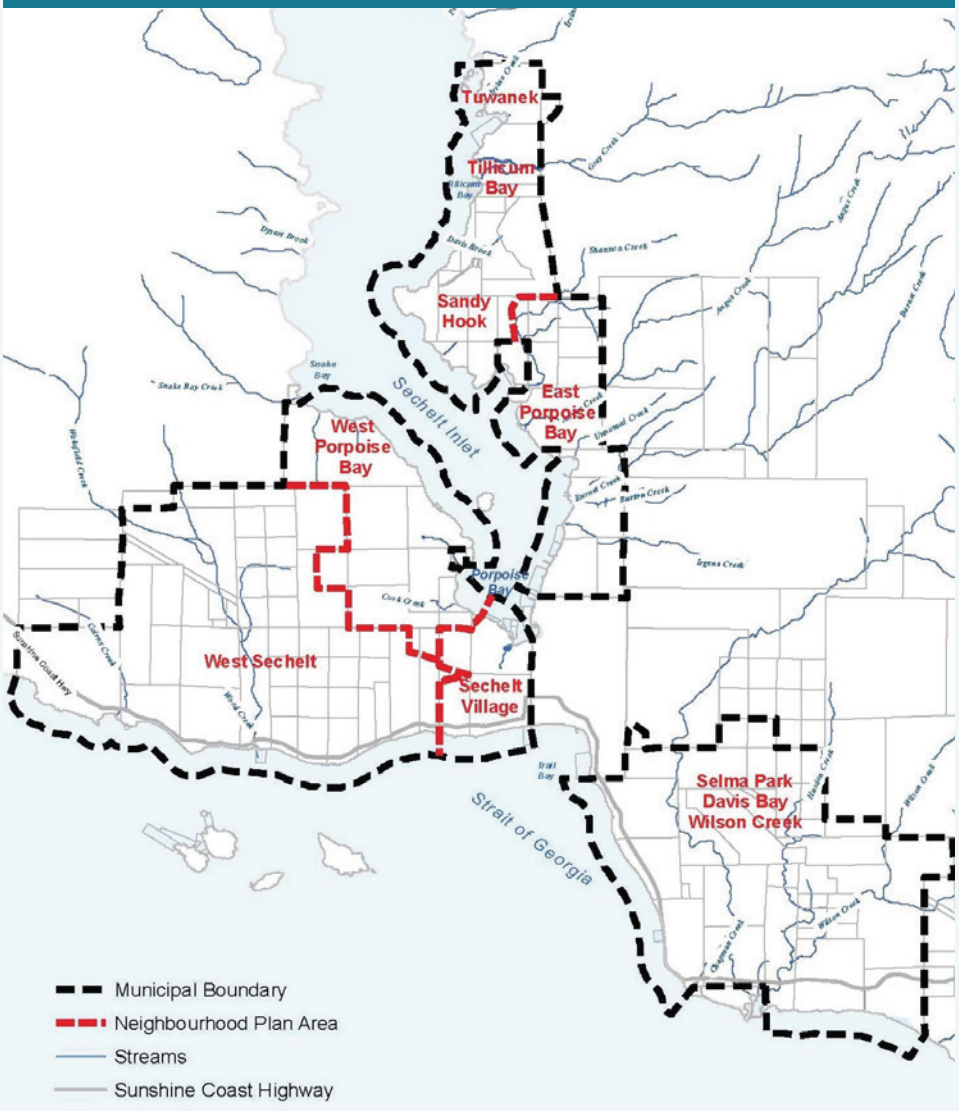
Illustration adapted from Shannon Jamison, Eric Swanson. Regulating short-term rentals: a toolkit for Canadian local governments. Third Space Planning, 2021. Available at: http://www.thirdspaceplanning.ca/str-toolkit-2021

WHERE?

This guide is for short-term rental businesses located within the District of Sechelt.

STRs located in the Sunshine Coast Regional District (SCRD) and/ or Town of Gibsons will have different requirements. Consult with those jurisdictions if your STR property is not located within the District of Sechelt.

DISTRICT OF SECHELT AND ITS NEIGHBOURHOODS



GOALS

Priorities for managing STRs are to:

ENCOURAGE RESIDENTIAL NEIGHBOURHOOD FIT

PROTECT LONG-TERM RENTAL HOUSING SUPPLY

TYPES OF STRs

There are two types of STR business licences permitted in the District of Sechelt's residential zones.



TYPE 1:
PRINCIPAL RESIDENCE

- Up to three bedrooms inside a principal residence may be rented out. The owner/long term renter lives on the property and must be present during STR guest stays.
- This type of rental replaces the previous category of Bed and Breakfast home occupation and business licence.
- If the principal residence is a strata property, the STR operator must show proof of strata council authorization.

COST: One time application fee $200 + annual business licence fee of $500/ year.

"PRINCIPAL RESIDENCE" means a single dwelling unit where a person lives at least nine months in a calendar year and conducts their daily affairs including, without limitation, paying bills and receiving mail. The resident uses this address for their identification documents, taxes, insurance and more.



TYPE 2:
SELF-CONTAINED SUITE ON PRINCIPAL RESIDENCE PROPERTY

- A fully self-contained separate suite on the principal residence property. This may be a basement suite, garden suite, carriage house or other legal self-contained dwelling unit.
- The owner/long-term renter lives on the property and is present during guest stays. Proof of owner's authorization is required if a long-term tenant is the STR operator.
- There is a limit of two STR suites per property.

COST: One-time application fee of $200 + annual business licence fee of $900/ year (for up to two STR accessory dwelling units on a property).

WHO CAN OPERATE AN STR?

- Only individuals (not companies) are allowed to operate STRs in the District of Sechelt. Companies can help with maintenance and management complaints, but it is the property owner who must hold the STR business licence, whose name and contact information must appear in the STR advertisements and listings, and who is ultimately responsible for ensuring STR use complies with District of Sechelt regulations.
- Both owners and long-term renters can operate STRs (with strata council and landlord approvals, as applicable). *May change due to provincial regulations.*

NON-DWELLING UNITS

- For fire safety and building code reasons, STRs will only be permitted for legal suites and spaces that are defined as habitable units in the BC Building Code. STRs will not be permitted in boats, recreational vehicles (RVs), motor vehicles, tents, yurts or anything that is not a dwelling unit.



HOW TO GET A BUSINESS LICENCE

***ALL STR OPERATORS IN THE DISTRICT OF SECHELT** are required to have a business licence to operate a short-term rental. The STR business licence number must be included in all advertisements and online platforms.*

STR operators must apply with the following:

1a. **TYPE 1 & 2: Proof of principal residence**[1] **–** a British Columbia (BC) Driver's Licence or BC Services Card showing the same address as the proposed STR, plus one of the following showing the same address as the STR:

- Homeowner's grant declaration;
- Utility bill;
- Voter identification card; or
- Income tax form.

2. **Owner authorization –** if a long-term rental tenant is the principal resident, proof of owner's authorization is required. If the principal residence is a strata property, strata council approval is required. Authorization must include home owner's name, address and contact information. *May change due to provincial regulations.*

3. **Parking plan –** must include one designated onsite parking space for every bedroom used an an STR, in addition to parking requirements for other uses. Where the unit is a strata, and the required parking involves common property, the parking plan must be approved by the strata council or president (proof is required).

4. **Business Licence application –** provide complete information.

5. **Guest Safety Form and Fire Safety Plan –** see *Health and Safety Information* on page 8.

6. **Contact information –** for the STR operator and/ or designated responsible person(s).

7. **Fee –** one-time application fee and annual business licence fee (see fees listed below).

Type 1: Principal Residence STR	*$200 application fee $500/ year*
Type 2: Self-Contained Suite STR on Principal Residence Property	*$200 application fee $900/ year*

If you would like to make changes to your short-term rental information, please contact District of Sechelt Business Licencing or email info@sechelt.ca.

1 Principal Residence - District of Sechelt defines principal residence as the dwelling where a person lives, conducts their daily affairs and receives official government mail. The owner's principal residence address is used on documentation related to the billing, identification, taxation and insurance purposes including income tax returns, drivers' licence, vehicle registration, and utility bills. The STR applicant/ operator must provide proof of principal residency. An individual may only reside in one principal residence unit. The principal residence property may have multiple dwelling units (i.e. self-contained suites).

HEALTH AND SAFETY INFORMATION

All STRs must be legally constructed with a valid building permit. STR operators must submit both a Guest Safety Form (confirming compliance with basic safety measures) and a Fire Safety Plan. District of Sechelt staff may visit the proposed STR unit to verify submitted information prior to business licence approval. Scope of inspection will not include verification of legal suites (e.g. building permit-related issues), though bad circumstances will be noted.

Operator's must display the following in an obvious location within the STR in an area visable to occupants and neighbours:

- Business Licence
- Parking plan
- Fire Safety Plan
- Contact information for themselves
- Contact information for designated responsible person
- Emergency services contact information.

Operators must maintain safety measures outlined in their Guest Safety Form. Operators must also keep a record of the number of days their STR is booked, along with maintenance records for smoke alarms, fire extinguishers and carbon monoxide detectors.

HOW TO BE A GOOD NEIGHBOUR

STR guest accommodations in residential neighbourhoods must be conscious of being good neighbours. The STR use cannot generate noise, glare, odours, excessive traffic, or other effects that unreasonably interfere with any neighbours' enjoyment of their residence.

Any campfires must be in compliance with local regulations and seasonal fire allowances.

NOISE – District of Sechelt Noise Control Bylaw prohibits any person from making noise that disturbs peace and comfort of the neighbourhood. Quiet hours are Monday to Saturday 11 p.m. to 7 a.m.; Sunday and holidays 11 p.m. to 9 a.m.

GARBAGE / RECYCLING – District of Sechelt solid waste bylaw requires separation of garbage, organic/food waste and recycling. All bins must be stored away from wildlife. To minimize wildlife conflicts, waste bins may only be left out between 8 a.m. - 7 p.m. on the scheduled day of collection. Non compliance may result in fines.

PARKING – STR operators must submit a parking plan for approval along with their business licence application. One dedicated onsite parking space is required for every bedroom used as an STR. The STR operator should encourage guests not to park on the street.

WATER USE – Water is limited on the Sunshine Coast and often restricted during the summer months. Any water restriction notices issued by the Sunshine Coast Regional District must be up-to-date, displayed in the STR and clearly explained to STR guests.

FREQUENTLY ASKED QUESTIONS

Q ***What will happen to the existing Bed and Breakfasts?***

Existing Bed and Breakfasts will be unified under the new system for short-term rental accommodations. Existing operations will need to apply for an STR business licence for principal residence (Type 1 for rooms in principal residence) and comply with the new conditions of the business licence bylaw.

Q ***How were the Business Licence fees set?***

Council directed the STR management program to be cost recovery. Considerable time and resources were spent in consulting with community members, developing regulations, and setting up program materials for launch. Added staff reviews, compliance monitoring and enforcement costs associated with the updated STR regulations, are also to be fully paid for by the STR business licence fees. For comparison, the cost charged to STR operators of self-contained suites in the District of Squamish are $7000 per year. The proposed fees for the District of Sechelt are within the range of similar fees charged by other jurisdictions (ie. Town of Gibsons, District of Squamish).

Q ***I already pay Municipal and Regional District Tax (MRDT) and provincial taxes. Why do I need to pay a business licence application fee?***

The District of Sechelt business licence application fee is additional to the provincial MRDT and PST and federal GST taxes required for all short-term accommodations in British Columbia.

Q ***Scenario - I want to rent a room in my home and a self-contained suite on my property of primary residence. My STR covers two types – Type 1: Principal Residence STR and Type 2: Self-Contained Suite STR on Principal Residence Property. Which licence fee do I pay?***

An STR operator, renting Type 1 and Type 2 STRs can rent a maximum of two units on their principal residence property. The higher fee will be charged for the STR. Type 2 STR one-time application fee of $200 and business licence fee of $900/ year will be charged.