

# Public Input Binder

The general purpose of proposed “**City of Colwood Business License Bylaw No.1812, 2020, Amendment Bylaw No. 1812-01 (Short Term Rentals), 2025**” is to define the term short-term rental and require a business license to operate a short-term rental in Colwood.

Within the electronic binder, please find a copy of:

1. Staff Report to Council (September 9, 2024)
2. Staff Presentation to Council (September 9, 2024)
3. Council Meeting Minutes Excerpt – Resolution R2024-239 (September 9, 2024)
4. Staff Report to Council (May 1, 2025)
5. Proposed Bylaw – City of Colwood Business License Bylaw No. 1812, 2020, Amendment No.1812-01 (Short Term Rentals), 2025
6. Notice of Amending Bylaw

Minutes and videos of Council are publicly available and can be accessed through the following link:

- [City of Colwood - Home \(civicweb.net\)](http://civicweb.net)



## STAFF REPORT

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**To:** Regular Meeting of Council  
**Date:** September 9, 2024  
**From:** Grace Decker, Auxiliary Planner 1  
**RE:** Short-Term Rentals

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### RECOMMENDATION

THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;

AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short-Term Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation.

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### SUMMARY AND PURPOSE

In May 2023, Colwood Council directed staff to investigate options for regulating short-term rentals (STRs). This report summarizes the state of STRs in Colwood, regulatory approaches at the provincial and municipal levels, and provides options for Council to consider.

There is concern across many municipalities in B.C. that STRs are taking away from much needed long-term housing, particularly for renters. In an attempt to address this issue, the Government of B.C. passed legislation in October 2023 to regulate STRs across the province and provide support for local governments to enforce their own short-term rental bylaws.

Some municipalities, including several in the CRD region, use various strategies to further restrict or regulate STRs, including business licence requirements and restricting STRs to certain zones.

Consistent with approaches by other municipalities in the region, staff are recommending that the Business License Bylaw be amended to require STR operators to obtain a valid business licence, along with an amendment to the Land Use Bylaw to permit STRs in all residential zones.

### STRATEGIC PLAN AND RELATED POLICIES

Supporting residents' well-being, particularly as it relates to creating more housing supply, is a key priority in the 2024-2027 Strategic Plan. The intent of regulating short-term rentals is to ensure a balance between the benefits of tourism within the community and the growing need for long-term housing units for new and existing residents. Council has expressed concern over potential negative impacts of STRs and has directed staff to investigate regulatory options that might alleviate some of these concerns.

### BACKGROUND

While short-term rental accommodations such as conventional bed and breakfast operations have been around for decades, with the advent of online platforms such as Airbnb and VRBO, the short-term rental industry saw significant growth.

While short-term rentals offer some benefits to communities such as expanding tourism accommodation capacity and associated economic benefits, there is concern around the potential negative impacts of STRs, which can include:

- **Housing Availability:** STRs divert or remove long-term housing from the market. The most acute housing loss is associated with non principal residence STRs.
- **Housing Affordability:** The potential earning revenue from STRs often drives property prices higher than local incomes can support.
- **Community Impacts:** Increasing use of properties by visitors with little oversight by hosts may contribute to parking, noise, garbage, and disruption complaints.
- **Local Government Capacity:** regulating short-term rentals requires significant staff time to develop short-term rental policies and to monitor/enforce listings and properties.

Currently, STRs are not regulated by the City, except business licences issued for conventional bed and breakfast operations, of which there are very few (3 as of May 2023).

Following a staff briefing on the status of STRs in Colwood on May 8<sup>th</sup>, 2023, Council passed the following resolution:

- THAT staff be directed to investigate the parameters around instituting a short-term regulation bylaw including the possibility of applying a municipal tax specifically dedicated to the Affordable Housing Reserve Fund.

#### ***Current status of STR's in Colwood***

As of August 26, 2024, data from [www.airdna.co](http://www.airdna.co) indicates that there were approximately 168 active STR listings in Colwood. Of these listings, 87% (146 units) are listed as entire homes, while 13% (22 units) are private rooms.

The average number of properties listed on Airbnb and VRBO has grown 4% in the last 3 years.

Colwood Census Profile (2021) indicates that the number of renter households is 1,980 in Colwood and the rental vacancy rate is 1.5% in the Victoria region. The 146 entire homes is equivalent to approximately 7% of renter households captured within the last Census.

Staff estimated that in addition to the occasional general inquiries, the City received an average of 1-2 formal complaints related to STRs per year over the last 5 years.

Westshore RCMP reported no significant crime issues related to STRs in Colwood.

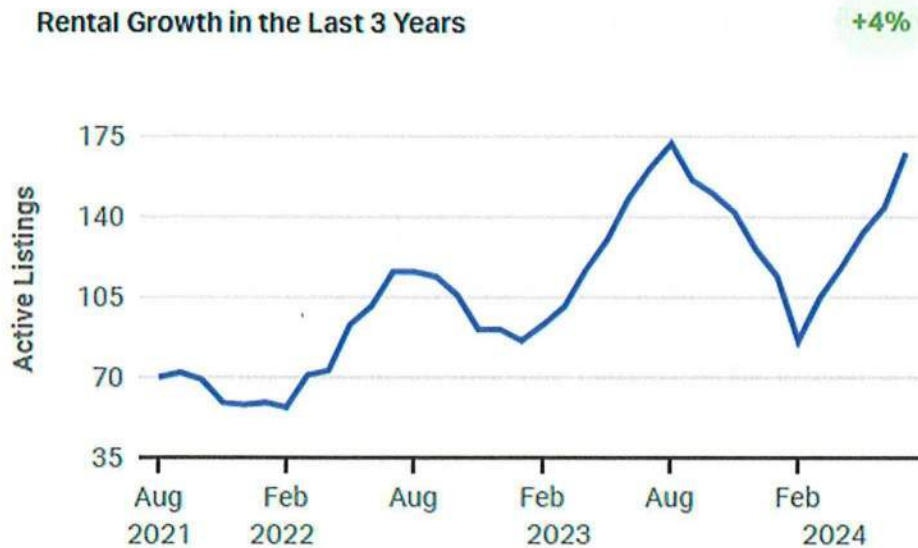


Figure 1: Short-Term Rental Growth over the last 3 years. Source: Airdna.co

### ***Provincial Legislation***

In October 2023, the Government of BC announced the [Short-Term Rental Accommodations Act](#) to regulate STRs at a provincial level. The purpose of this legislation is to return short-term rental units to the long-term housing market, and to give local governments stronger tools to enforce short-term rental bylaws.

The Short-Term Rental Accommodations Act includes the following components:

- **Principal residence requirement:** limiting short term rentals to the hosts principal residence plus one secondary suite or accessory dwelling unit on the same property. The principal residence requirement applies to municipalities across BC with a population of 10,000 or more and neighboring smaller communities, with some exemptions.
- **Regional District business licensing:** Regional Districts now have authority to regulate STRs and other businesses in the same way as municipalities
- **Increased fines:** fines that local governments may use for bylaw enforcement have increased
- **Data sharing:** a data sharing system will be established, requiring STR platforms to provide listing information to the Province.
- **Platform accountability:** STR platforms will be required to remove listings that do not have a valid local government business licence (when applicable) and must not post listings that do not have a valid provincial registry number.
- **End of legal non-conforming use:** the legislation removes nonconforming use that previously allowed STR hosts to continue operating in specific areas even when local bylaws were updated prohibiting their use in those areas.
- **Provincial compliance and enforcement unit:** A provincial compliance and enforcement unit within the Ministry of Housing will be established.



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The provincial principal residence requirement is meant to be a minimum standard for regulating STRs. Local governments may choose to be more restrictive. STR operators are required to comply with the provincial legislation as well as any applicable municipal bylaws.

***Timeline:***

Effective October 2023 increased fines and business licencing authority for local governments.

Effective May 1, 2024, the principal residence requirements came into effect

Summer/fall 2024: data sharing between the Province and local governments

By early 2025: a provincial registry will be launched, and platforms will be required to remove listings without valid provincial registry numbers.

***Taxation of short-term accommodation providers***

The [Municipal & Regional District Tax \(MRDT\)](#) is an up-to three percent tax applied to sales of short-term accommodation provided in participating areas of British Columbia on behalf of municipalities, regional districts and eligible entities. MRDT is administered jointly by the Ministry of Finance, the Ministry of Tourism Arts and Culture, and Destination BC. This tax is collected by the Province, and the funds are given to the designated recipient (Municipalities, Regional District, or eligible non-profit business associations). The tax was originally introduced in 1987 and is intended to raise revenues for local tourism marketing, programs and projects. Affordable housing was added as permissible use of funds through Budget 2018 to help address local housing needs and ensure tourism workers can find housing. Colwood is not currently registered for MRDT. See the [MRDT location map](#) to find participating MRDT areas and their tax rates.

Short-term rental hosts are required to register for the PST and MRDT (if applicable) unless they only list their accommodation on an online platform that is registered to collect PST and MRDT. Online platforms are enabled to collect MRDT on behalf of hosts who list exclusively with them.

***MRDT Program Requirements and Affordable Housing***

Municipalities who wish to apply for MRDT must provide evidence of consultation and support from the regional district, and local tourism industry stakeholders and accommodation providers. It is the accommodation providers offering 4+ units of accommodation who can vote to collect the MRDT. A designated accommodation area must achieve more than 51% of votes, representing more than 51% of total units for the application to be submitted.

In addition, a 5-year strategic business plan (with input from tourism industry stakeholders and accommodation providers) must be submitted along with the application form and all other relevant documents, including evidence of the authority and request to impose the tax (bylaw).

Local governments registered for MRDT have the flexibility to fund affordable housing initiatives that they deem appropriate to meet local needs. MRDT revenues can be used for the following purposes for spending on affordable housing initiatives:

- Acquiring, constructing, maintaining or renovating housing or shelter
- Acquiring or improving land used for, or intended to be used for, housing or shelter

- Supporting the acquisition, construction, maintenance, renovation or retention of housing or shelter or the acquisition or improvement of land intended to be used for housing or shelter
- Supporting housing, rental or shelter program
- Paying expenses related to the administration or disposal of housing, shelter or land acquired with money paid out of MRDT revenues.

MRDT revenues from online accommodation platforms can be used for affordable housing initiatives, but general MRDT revenues (from hotels, motels, etc.) cannot be used for affordable housing unless support can be demonstrated from local tourism industry stakeholders and accommodation providers.

If the designated recipient wishes to use the funds for affordable housing, there is additional documentation required as part of the application process and annual reporting requirements.

Local governments choosing to implement a three percent tax rate will be subject to enhanced reporting requirements regarding Stakeholder Satisfaction, Community Collaboration, and Coordination with Destination BC. It is intended that each designated recipient choosing to implement a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially led program to support tourism events that have provincial significance.

See **Appendix 2** for a full list of program requirements.

### ***Comparative municipalities approach of regulating/restricting STRs***

In addition to collecting MRDT there are a variety of tools available for local governments to use to support the regulation of STRs including zoning bylaws, business licensing and compliance and enforcement.

1. The **City of Victoria** requires STR operators to obtain a valid business license in addition to the primary residence requirement. In Victoria, self-contained dwelling units such as secondary suites or garden suites are not permitted to be used as short-term rentals (contrary to the provincial legislation). As per the provincial legislation, properties that were previously considered “legally non-conforming” can no longer operate STRs.
2. In the **District of Metchosin**, STRs are currently permitted throughout the district, provided operators have a valid business licence. As stated by the District, this is the first step to identify if further policy and/or regulations are necessary regarding STRs.
3. Currently, STRs are allowed in most residential properties in the **Town of Sidney**, however, it is regulated by the Town that these STR units are to meet certain requirements (see attached briefing for details). In addition, Sidney Council has provided direction to amend the business license bylaw to require short-term rental operators to have a valid business licence. It is expected that the business licences will be required as of January 2025.
4. The **District of Central Saanich** has defined “Temporary” or “Travel accommodation” in the District’s Land Use Bylaw and to determine STR permission, it must be listed as permitted in the zone that property is located. For example, STR is not permitted in residential zones. While “B&B” is only permitted in A1 (Agriculture), and “Travel Accommodation” is only permitted in C5 and C-6A (Commercial) zones.



5. The **Town of View Royal** has amended its Zoning Bylaw by removing “vacation rentals” from the definition of “Transient Accommodation” (Section 2.2) and adding the list of specifically prohibited Home Occupations (Section 3.3.2). As amended in the bylaws, Vacation rentals, Airbnb and any other forms of non-residential commercial overnight accommodation is prohibited, excepting: (1) only when listed as a specifically permitted use in a Zone: Bed & Breakfast, Hotel, Motel, Campground or Hospital Hostel; (2) excepting only Bed & Breakfast when permitted as a Level 3 Home Occupation.
6. In the **District of Saanich**, short-term rentals are not permitted in any zone. However licenced bed and breakfasts are permitted in certain zones as a home occupation use.
7. In the **Juan de Fuca Electoral Area** there are some bylaws and regulations for Bed & Breakfasts, however, “Vacation Rental” or “Short-Term Rental” is not defined or listed as a permitted use in the Bylaw for any zone

See **Appendix 1** for a more thorough analysis.

#### **DISCUSSION**

It is expected that the provincial principal residence requirements will reduce the impact of STRs on housing availability, as it will limit the number of entire homes (non-principal residence) being operated as a short-term rental.

The proposed business licence requirement will help the City better estimate the number of STRs in Colwood and stay on top of any changes that would warrant consideration of additional regulation in the future. To comply with the provincial legislation, hosts are required to post their business licence information on their listings. Once the data sharing system is in place, local governments will be able to serve a notice of failure to comply and may request that platforms remove listings that do not have a valid business license. This will aid in more efficient enforcement of non-compliant properties.

Council directed staff to investigate the possibility of instituting a short-term rental bylaw and applying a municipal tax specifically dedicated to the Affordable Housing Reserve Fund. The mechanism by which a tax could be applied to STRs would be through the MRDT program. Provincial laws regarding municipal taxation do not allow Colwood to tax STRs through the regular tax system.

Colwood would be eligible to apply for MRDT, however the application process is complex and lengthy and in addition to staff time and resources would also require consultation with and support from the Capital Regional District, local tourism stakeholders, and accommodation providers. In addition to the application process, designated recipients must report annually how the funds were spent.

Although MRDT funds can be used for affordable housing, the intent of the program is to support the tourism industry. As such, use of funds for affordable housing is subject to additional reporting requirements. The City would need to reapply every 5 years to remain in the program. New applications must be submitted to the Ministry of Finance at least nine months prior to the desired implementation date of the tax.

Given the complexity and time required to apply for MRDT and annual reporting it is staff’s recommendation not to apply a tax to STRs, but rather an approach that permits STRs in all residential zones, provided operators have a valid business licence issued by the City.

#### **OPTIONS / ALTERNATIVES**

- a) THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;  
  
AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short Term-Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation. (Recommendation)
- b) THAT Council direct staff to prepare an application for the Municipal and Regional District Tax Program, with the intention of using the funds for affordable housing initiatives.
- c) THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 that would have the effect of including a new definition for Short-Term Rentals and adding Short Term-Rentals as a permitted use auxiliary to residential uses in alignment with Provincial legislation. (no business license requirement).
- d) THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 that would have the effect of including a new definition for Short-Term Rentals and prohibiting short-term rentals in all zones.
- e) THAT Council direct staff to take alternative action to those listed.

**COMMUNICATIONS**

This report is publicly available on the City's website as part of the Council agenda and will be available in the public Council Highlights. Council minutes will be posted online and sent to subscribers by email.

The business licence requirement would need to be communicated to the public well in advance of the implementation date as to ensure STR operators have sufficient time to obtain a valid licence. Possible communication methods could include:

- Information posted to the City of Colwood Website
- Social media posts
- Media release
- Public information sessions

**TIMELINES**



**CLIMATE CONSIDERATIONS**



Staff have not identified any significant climate considerations.

**FINANCIAL CONSIDERATION**

The most significant costs associated with staff's recommended option would be the staff time required to issue business licences, monitor properties/listings, and use enforcement tools if necessary. The City charges a one-time fee for business licence applications; this fee varies between \$100 and \$270 depending on the license type and designation

If Colwood were to apply for MRDT in order to tax STRs there would be administrative costs associated with the application process and reporting requirements.

***Cost-benefit of MRDT***

Data from airdna.co shows that the approximate revenue from STRs in Colwood in 2023 was roughly \$3 million (\$3,014,678). Based on rough calculations, if a three percent tax was applied, approximately \$90 000 in annual revenue could be generated from STRs listed on online accommodation platforms through MRDT. Staff have not yet developed an estimate of the costs to apply for and implement an MRDT but given the complexities of the provincial program it is reasonable to expect that costs to administer the program would exceed the potential revenue to be gained by the new tax.

**CONCLUSIONS**

In conclusion, while short-term rentals offer some benefits to visitors and the community, potential impacts on housing availability, affordability and community impacts provides rationale for regulatory action.

In addition to the provincial primary residence requirement, municipalities may enact their own bylaws to further regulate STRs. Council direction was to investigate the possibility of applying a tax to STRs. This could be done through applying for the MRDT program, and the funds could be used for affordable housing initiatives. This process, however, is complicated and time consuming.

As such, staff are recommending that the Business License and Land Use Bylaws be amended to permit STRs in all residential zones and to require operators/hosts to obtain a valid business licence from the City.

Respectfully submitted,



Grace Decker  
Auxiliary Planner 1



Iain Bourhill  
Director of Community Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation



Robert Earl  
Chief Administrative Officer

**Attachments:**

**APPENDIX 1: Briefing for Council, May 8, 2023**

**APPENDIX 2: MRDT Program Requirements**

**To:** Regular Meeting of Council  
**Date:** May 8, 2023  
**From:** Nafiseh Rashidianfar, Parks Planner I  
**RE:** Short-Term Rentals (STR) Report  
**File:** 6440-01

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### SUMMARY AND PURPOSE

This briefing is intended to inform Council about the current status of Short-term Rentals (STR) in Colwood, further to the Notice of Motion on January 9, 2023. This report will provide information on:

- 1- *The number of complaints the City has received related to the STR;*
- 2- *An estimate of the total number of STR in community;*
- 3- *Comparative municipalities that regulate or restrict STR.*

Staff reviewed STR inquiries received by the City which indicates approximately 1-2 complaints per year in the last 5 years. Staff research suggests that there are approximately 129 active STR units in Colwood as of April, 2023<sup>1</sup>.

This report includes a summary of the STR approaches of comparative municipalities in the Capital Regional District (CRD), due to the coordination between these municipalities.

### BACKGROUND

A staff report from December 2<sup>nd</sup>, 2019 advised Council that the City does not currently regulate STRs and noted that the City consistently receives questions and complaints about STRs on an annual basis. In this report, it was recommended:

- "THAT the new online engagement platform {Let's Talk Colwood} be used to gather insight into the desires and expectations of residents and business owners regarding short term rentals;
- AND THAT after the desires and expectations of residents and business owners have been expressed though Let's Talk Colwood, staff prepare a report for Council summarizing the community feedback and identifying potential options to regulate short term rentals."

In addition, Council endorsed public consultation on STR in Colwood. Public engagement through [Let's Talk Colwood \(letstalkcolwood.ca\)](http://letstalkcolwood.ca) took place March 3 - 17, 2020. While the website data showed 205 visits to the engagement webpage, no survey responses or comments were received. (See Appendix 1)

The renting of STR on platforms such as Airbnb and VRBO have not been regulated by the City, except business licenses issued for conventional Bed & Breakfast Operations. The current business

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<sup>1</sup> Source: [www.airdna.co](http://www.airdna.co)

licenses of Colwood accommodation amenities (e.g., hotels and conventional bed and breakfasts) show that there are a few options available other than STR for the visitors and tourists, including:

- Holiday Inn Express Hotel
- Seasonal oTENTik tents at Fort Rodd Hill National Site
- Three licenced Bed and Breakfasts

## **CURRENT STATUS OF STR IN COLWOOD**

### **1. THE NUMBER OF COMPLAINTS / ISSUES RELATED to STR**

In March 2023 Administration assessed the number of complaints related to STR through interviews with key staff. Staff estimates that the City has receive 1-2 formal complaints about STR per year within last 5 years. In addition to these formal complaints, staff note that inquiries about the legality of STRs and the City approach to them are received from time to time on a consistence basis.

In regard to crime and STR, the West Shore RCMP reported to staff that they do not have any records of significant crime issues related to STR in Colwood.

### **2. ESTIMATE OF STR UNITS IN COLWOOD**

To estimate the number of STRs in Colwood, staff accessed data aggregation services available through the [www.airdna.co](http://www.airdna.co). As of April 11<sup>th</sup>, 2023, the data shows 129 active listings in Colwood. Of these listings, 85% (110 units) are listed as the entire home, while 15% (19 units) are private rooms.

Colwood Census Profile (2021) indicates that the number of renter households in the City is 1,980. Therefore, the 110 entire home STR active listings equate to approximately 5.5% of the total number of renter households in Colwood. Meanwhile as reported in the Rental Market Report (January 2023), the Vacancy Rate is 1.5% in the Victoria Region.

The average number of properties listed on Airbnb and VRBO has increased from 46 to 112 monthly (since April 2018), and 56 to 112 weekly (since July 2020) in Colwood. This indicates that the number of active listings has doubled within the last three years. The rental rate for STR units in Colwood has increased by 8% since 2020. Figures 1 and 2 show the monthly and weekly number of active listings, respectively<sup>2</sup>.

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<sup>2</sup> Source: [www.airdna.co](http://www.airdna.co)



Figure 1: Monthly Active Listings from April 2018 to January 2023 in Colwood ([www.airdna.co](http://www.airdna.co))

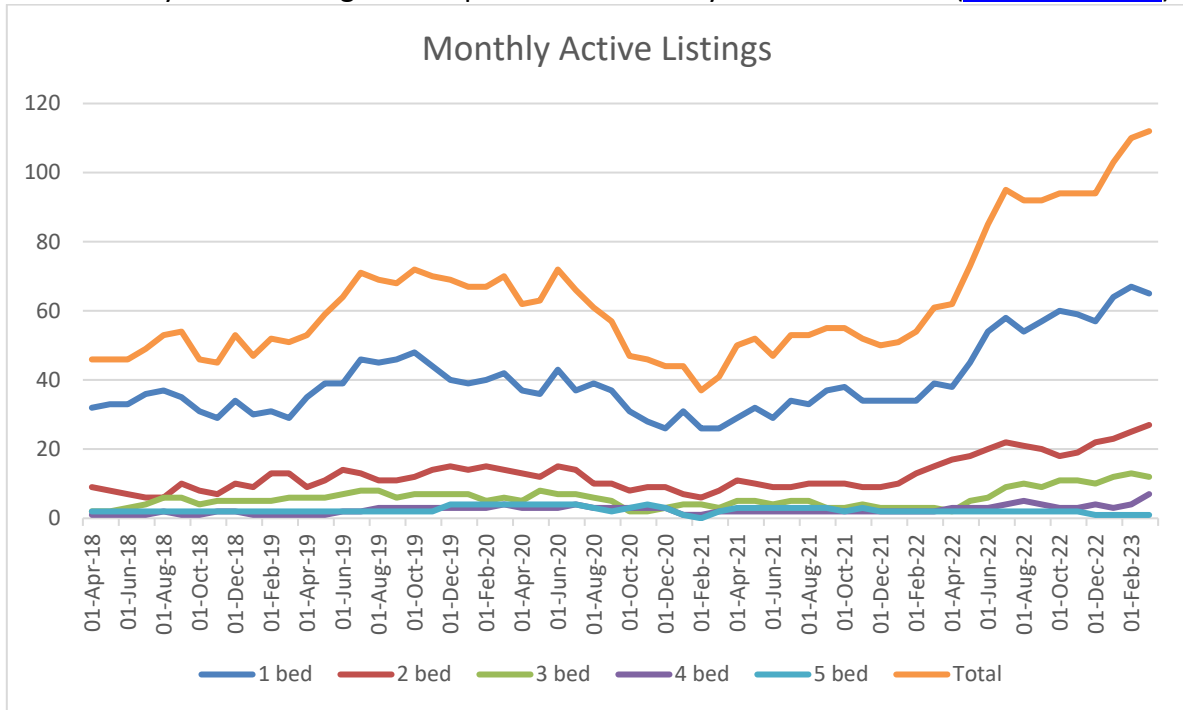
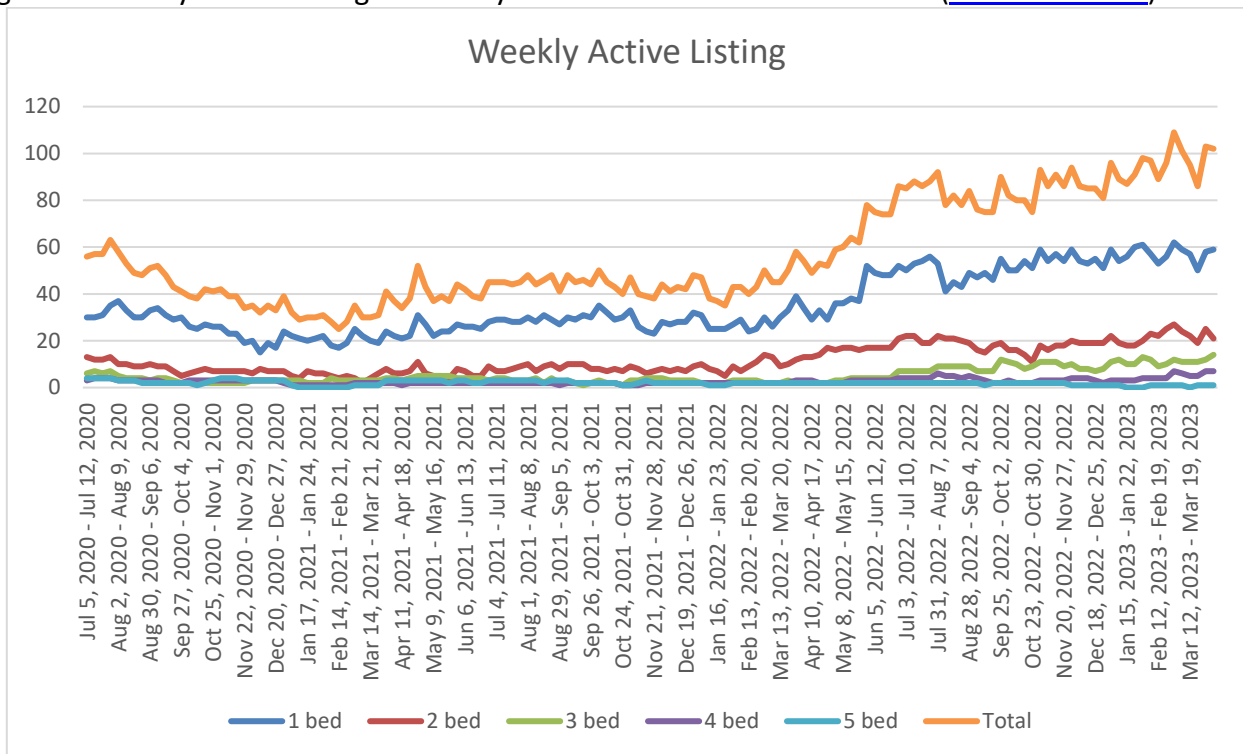


Figure 2: Weekly Active Listings from July 2020 to March 2023 in Colwood ([www.airdna.co](http://www.airdna.co))



As shown in the figures above, *there have been 129 properties identified as active STR listings within the last month.* However, the number of active STR listings varies from **41-112 properties** within the last two years (March 2021 – March 2023), which were impacted by COVID-19 restrictions.

### 3. COMPARATIVE MUNICIPALITIES APPROACH OF REGULATING / RESTRICTING STR

Municipalities in BC have different approaches to STR based on their community interests and needs. The STR approach of comparative municipalities with the Capital Regional District (CRD) is collected and shown in Table 1 (See Appendix 2).

As studied, 6 out of 16 CRD municipalities and electoral areas have regulated and/or restricted STR. From these 6 municipalities and electoral areas,

1. The City of Victoria **has limited STR to the primary residence** only and **STR business licence requirement**. Also, the city has **prohibited previous permitted “transient accommodations” in the Zoning Bylaw**, and they may be considered legally non-conforming units. So, STR may be permitted in these properties, while they are required to comply with strata regulations and operating requirements.
2. In District of Metchosin, **STR are currently permitted throughout the district**, however the District has changed its Business Licence Bylaw to **require licences for properties** that are being rented for STR and boarding. As stated by the District, this is the first step to identify if further policy and/ regulations are necessary regarding STR.
3. STRs are **allowed in most residential properties** in Town of Sidney, however, it is regulated by the Town that these **STR units are to meet some requirement** shown in Table 1 (See Appendix 2).
4. District of Central Saanich has defined “Temporary” or “Travel accommodation” in the District’s Land Use Bylaw and to determine STR permission, it **must be listed as permitted in the zone that property is located**. For example, **STR is not permitted in residential zones**. While “B&B” is only permitted in A1 (Agriculture), and “Travel Accommodation” is only permitted in C5 and C-6A (Commercial) zones.
5. Town of View Royal: Town of View Royal has amended its Zoning Bylaw by removing “vacation rentals” from the definition of “Transient Accommodation” (Section 2.2) and adding the list of specifically prohibited Home Occupations (Section 3.3.2). **As amended in the bylaws, Vacation rentals, Airbnb and any other forms of non-residential commercial overnight accommodation is prohibited**, excepting:
  - (1) only when listed as a specifically permitted use in a Zone: Bed & Breakfast, Hotel, Motel, Campground or Hospital Hostel;
  - (2) excepting only Bed & Breakfast when permitted as a Level 3 Home Occupation.
6. **Juan de Fuca Electoral Area**: There are some bylaws and regulations for Bed & Breakfasts, however, “Vacation Rental” or “Short-Term Rental” is **not defined or listed as a permitted use in the Bylaw for any zone**.

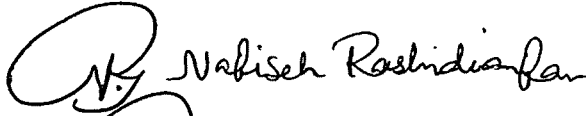
### KEY CONSIDERATIONS AND CONCLUSIONS

Staff estimates the number of complaints reported to the City at **1-2 complaints per year within last 5 years**. There were no responses to a 2019 STR public consultation survey, although this lack of

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response may be due to the Covid-19 Pandemic. Additional engagement may therefore be required to adequately assess the public perception of STRs. Also, there are approximately **129 current STR listings** in Colwood, and **6 out of 16 CRD municipalities and electoral areas** have regulated or restricted STRs.

Respectfully submitted,



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Nafiseh Rashidianfar  
Parks Planner I



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Iain Bourhill, RPP, MCIP  
Director of Community Planning

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Robert Earl  
Chief Administrative Officer



APPENDIX 1:

STR Public Engagement through [Let's Talk Colwood \(letstalkcolwood.ca\)](http://letstalkcolwood.ca) – March 2020

## Short Term Vacation Rentals



The past decade has seen substantial growth in the 'Short Term Vacation Rental' market with businesses like Airbnb, Vacation Rental by Owner, Homeaway and others.

These companies allow homeowners to offer their dwelling as rental accommodation for as short as a single night and not more than 30 days.

### What do you think about regulating Short Term Vacation Rentals in Colwood?

The City of Colwood does not currently regulate short term rentals.

Hearing what matters to you will help Colwood Council understand the potential impacts and benefits and make decisions about how to move forward.

### Share your thoughts!

This preliminary Input will be gathered from **March 3 to March 17, 2020**. Staff will then compile the data along with research and information as it relates to Colwood.

A report will be presented to Council to inform decisions about options and implications for Short Term Vacation Rental regulation. Updates will be posted here and at [www.colwood.ca](http://www.colwood.ca).





**🔍 What is a Short Term Vacation Rental**

A Short Term Vacation Rental is the use of a dwelling as a rental unit for a period of less than 30 days.

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**🔍 How is a Short Term Vacation Rental different from a Bed & Breakfast?**

In a Bed & Breakfast, the owner is present when the single-family residence is rented for overnight accommodation and the optional serving of a meal. Short Term Vacation Rentals offer accommodation in the absence of the owner.

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**🔍 Are Short Term Vacation Rentals permitted in Colwood?**

The City of Colwood does not currently regulate Short Term Vacation Rentals.

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**🔍 Why is Colwood considering regulating Short Term Vacation Rentals now?**

Short Term Vacation Rentals, beyond bed and breakfasts or tourist accommodations (e.g. hotel/motel), are not currently defined in the City's bylaws. An understanding of community expectations will allow Colwood Council to consider potential impacts, options and approaches with respect to regulation.

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APPENDIX 2:

Table 1: STR Approaches of Municipalities in the CRD

| CRD Municipalities & Electoral Areas | STR Regulations / Restrictions   |
|--------------------------------------|--|
| <p><b>City of Victoria</b></p>       | <p><a href="#">[Short-Term Rentals   Victoria]</a>:<br/>                     “City of Victoria regulations allow short-term rentals for eligible operators. Eligible operators must have a Short-Term Rental Business Licence and comply with operating requirements.”<br/>                     “The operators are eligible if:<br/>                     1- Their short-term rental unit is your principal residence:<br/>                         7. the whole home on occasion (for example, when you are on vacation); or<br/>                         8. up to two bedrooms in your home with shared kitchen and living spaces.<br/>                     2- The operators own a legally non-conforming unit where transient accommodation was a permitted use. Changes to the Zoning Bylaw now prohibit short-term rentals in residential units where "transient accommodation" was a permitted use in zoning. However, properties may be considered legally non-conforming under this use if they have been operating a short-term rental in a transient accommodation zone prior to the zoning changes and comply with strata regulations and operating requirements.”</p> |
| <p><b>District of Metchosin</b></p>  | <p><a href="#">[Business Licences   District of Metchosin]</a> <a href="https://metchosin.civicweb.net/document/3147/">[https://metchosin.civicweb.net/document/3147/]</a><br/>                     “The District of Metchosin recently changed its Business Licence Bylaw to require licenses for properties that are being rented for terms of less than 30 days (short-term rentals), as well as those used for boarding. Requiring Business Licenses is the first step while Council considers whether further changes or policies are needed to control short-term rental use in the District.”</p>   |
| <p><b>Town of Sidney</b></p>         | <p><a href="#">[TOWN OF SIDNEY]</a><br/>                     “The Zoning Bylaw allows Short Term Rentals (STR) on most residential properties in Sidney, provided the following requirements are met:<br/>                     1- Only one (1) STR is permitted per property.<br/>                     2- The property (i.e. single-family dwelling, condo, etc.) must be continuously occupied by a permanent resident, whether it be the owner or a tenant.<br/>                     3- An STR must be located in a legal dwelling unit (e.g. a secondary suite that has received an occupancy permit).</p>  |

| CRD Municipalities & Electoral Areas      | STR Regulations / Restrictions   |
|---|--|
|   | <p>4- STR is not permitted on properties that have a secondary suite or other secondary dwelling unit occupied by a long-term tenant (however, the secondary dwelling unit may be used for STR if not occupied by a long-term tenant).</p> <p>5- STR is not permitted on properties that have an active residential boarding or bed and breakfast use.</p> <p>6- No more than two bedrooms in a dwelling unit may be used for a STR.</p> <p>7- A bedroom in a STR may not have separate or additional cooking facilities.”</p>   |
| <p><b>District of Central Saanich</b></p> | <p><a href="#">[vacation rental bulletin.pdf (centralsaanich.ca)]</a><br/>                     “STR are not permitted in residential zones.”<br/>                     “Every property in Central Saanich is located in a particular zone, with specific uses permitted. A typical residential property may allow a single family house, a secondary suite within the house as well as a licenced home occupation. “Temporary” or “travel” accommodations are specifically defined in the District’s Land Use Bylaw, and must be listed as permitted in your particular zone in order to offer short term rentals. For example, a “Bed and Breakfast” use is only permitted in an A-1 (Agricultural) zone; and “Travel Accommodation” is only permitted in the C5 and C-6A (Commercial) zones. The following clause from the Land Use Bylaw means that if the use isn’t listed as permitted in a specific zone, it is then prohibited in that zone.”</p>  |
| <p><b>Town of View Royal</b></p>          | <p><a href="#">[900 - Zoning Bylaw.pdf (viewroyal.ca)]</a><br/>                     “3.3.2. The following uses and structures are prohibited in all areas within the municipality, except as noted:<br/>                     Amendment Bylaw No. 1005<br/>                     e) Vacation rentals, AirBNB and any other form of non-residential commercial overnight accommodation, whether as a principal or accessory use, and whether of a dwelling unit, a building or of land, excepting only the following when listed as a specifically permitted use in a Zone: Bed &amp; Breakfast, Hotel, Motel, Campground or Hospital Hostel.”<br/>                     “4.2.1. All home occupations, where permitted by this Bylaw, are subject to the following conditions:<br/>                     xv) Vacation rentals, AirBNB and any other form of non-residential commercial overnight accommodation or transient accommodation, whether as a principal or accessory use, and whether of a dwelling unit, a building or of land, excepting only Bed &amp; Breakfast when permitted as a Level 3 Home Occupation.”<br/>                     * Bylaw No. 1105 (<a href="#">TOWN OF VIEW ROYAL (civicweb.net)</a>)<br/>                     1. This Bylaw may be cited as "Zoning Bylaw No. 900, 2014, Amendment Bylaw No.1105, 2022"<br/>                     2. Zoning Bylaw No. 900, 2014 is hereby amended by amending Section 2.2 Definition of “Dwelling Unit” and “Home Occupation” such that they respectively reads as follows:</p> |

| CRD Municipalities & Electoral Areas      | STR Regulations / Restrictions  |
|---|---|
|   | <p>“ Dwelling Unit ” means one or more rooms which constitute a self-contained residential unit that is used or intended to be used by one household for living and sleeping purposes, and includes only one room equipped for the preparation of food and at least one bathroom, and specifically excludes commercial overnight accommodation; for greater certainty, this is where an individual lives, makes their home, conducts their daily affairs, and receives mail, with the residential address used on documentation related to billing, identification, taxation, and insurance purposes including income tax returns, driver’s licenses, vehicle registration and utility bills.</p> <p>“ Home Occupation ” means the accessory use of a residential dwelling unit by its resident for commercial purposes, provided that the use is secondary to the use of the dwelling unit for residential purposes and that it does not change the residential character and is in accordance with Section 4.2 of this Bylaw.</p> <p>3. Zoning Bylaw No. 900, 2014 is hereby amended by removing “ vacation rental ” from the definition of “ Transient Accommodation ” within Section 2.2 Definitions.</p> <p>4. Zoning Bylaw No. 900, 2014 is hereby amended by supplementing the Prohibited Use of Section 3.3.2.e) Vacation rentals as follows:</p> <p style="padding-left: 40px;">e) Vacation rentals, AirBNB and any other form of non-residential commercial overnight accommodation, whether as a principal or accessory use, and whether of a dwelling unit, a building or of land, excepting only the following when listed as a specifically permitted use in a Zone: Bed &amp; Breakfast, Hotel, Motel, Campground or Hospital Hostel.</p> <p>5. Zoning Bylaw No. 900, 2014 is hereby amended by adding the following to the list of specifically prohibited Home Occupations in Section 4.2.1.m):</p> <p style="padding-left: 40px;">xv) Vacation rentals, AirBNB and any other form of non-residential commercial overnight accommodation or transient accommodation, whether as a principal or accessory use, and whether of a dwelling unit, a building or of land, excepting only Bed &amp; Breakfast when permitted as a Level 3 Home Occupation.</p> |
| <p><b>Juan de Fuca Electoral Area</b></p> | <p>[<a href="#">6b.-zoning-bylaw-2040-permits-the-use-home-based-business.pdf (wordpress.com)</a>]</p> <p>“ Vacation Rental ” or “ Short-Term Rental ” is not defined or listed as a permitted use in the Bylaw for any zone. Commercial Zones CR1, CR3, CR4 do allow for tourist accommodation other than B&amp;B as does Zone WT TC (Wildwood Terrace Tourist Commercial)</p>   |

| CRD Municipalities & Electoral Areas  | STR Regulations / Restrictions   |
|---|--|
| <p> <b>City of Langford</b><br/> <b>Town of Esquimalt</b><br/> <b>District of Oak Bay</b><br/> <b>District of North Saanich</b><br/> <b>District of Saanich</b><br/> <b>District of Highlands</b><br/> <b>Salt Spring Island Electoral Area</b><br/> <b>Southern Gulf Islands Electoral Area</b> </p> | <p>Do not have specific bylaws or regulations regarding STR as March 6, 2023</p> |

*Note: Information collected March 6<sup>th</sup>, 2023*





# **Municipal and Regional District Tax Program Requirements**

**Summer 2021**

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## 1. Overview

The purpose of this document is to outline the requirements for the Municipal, Regional, and District Tax Program (“MRDT program”) and provide guidance and assistance to designated recipients applying for or renewing the Municipal and Regional District Tax (“the tax”) within their communities. This document includes application materials and other forms and templates to assist with application, renewal, and reporting requirements.

**Designated Recipient:** *The municipality, regional district or eligible not-for-profit business association that receives the revenue from the tax in a designated accommodation area.*

In *Budget 2018*, the government announced that the eligible uses of MRDT revenues would be expanded to include affordable housing initiatives. At the same time, it was announced that online accommodation platforms located outside of BC would be enabled to register to collect provincial sales tax and MRDT on purchases of accommodation through their platform.

In keeping with these announcements, the MRDT Program Requirements have been updated to reflect the changes. In particular, the revised Program Requirements include the following clarifications:

1. MRDT revenues from online accommodation platforms can be used for affordable housing initiatives;
2. General MRDT revenues cannot be used for affordable housing initiatives unless the designated recipient can demonstrate support of tourism stakeholders and accommodation providers; and
3. The requirement to demonstrate accommodation provider support will remain unchanged. Individual hosts that only list on online accommodation platforms will not need to be consulted.

Please see the revised details in Sections 7 and 8 and Appendix 1.8 and 2.4.

Moving forward, the Province will provide existing designated recipients with information on two types of MRDT revenue: revenues from multi-jurisdictional online accommodation platforms (OAP), which are based outside of BC but operate within the designated accommodation area; and revenues from general accommodation providers (general MRDT revenues), such as hotels, motels, etc. This is to support designated recipients’ affordable housing spending (refer to Section 8 for details).

## 2. Enabling Legislation

Section 123 of the *Provincial Sales Tax Act* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/12035\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/12035_00)) imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province (“designated accommodation area”) on behalf of a designated recipient.

**Designated Accommodation Area:** *A specified geographic area of the province in which the tax will be applied on behalf of a designated recipient.*



### 3. Program Purpose

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing was added as a permissible use of funds in *Budget 2018*.

The MRDT program is jointly administered by the Ministry of Finance, the Ministry Tourism, Arts, Culture and Sport, and Destination British Columbia.

The MRDT program is one of a number of supports available to enhance tourism marketing in BC. The MRDT program is intended to help grow BC revenues, visitation and jobs, and amplify BC's tourism marketing efforts in an increasingly competitive marketplace. To promote a coordinated and efficient use of funds, the following **MRDT program principles** have been adopted:

- Effective tourism marketing, programs and projects;
- Effective local-level stakeholder support, and inter-community collaboration;
- Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics; and
- Fiscal prudence and accountability.

Affordable housing was added as a permissible use of funds in *Budget 2018* to help address local housing needs. Designated recipients have the flexibility to define, identify, and fund affordable housing initiatives that they deem appropriate to meet local needs. Affordable housing funding must be consistent with fiscal prudence and accountability, and will be subject to additional reporting requirements. Further detail, including stakeholder consultation and support requirements, can be found in Section 8.

### 4. Eligible Use of Funds

The *Designated Accommodation Area Tax Regulation* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/93\\_2013](http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013)) sets out the authorized purposes for funds collected under the MRDT program. Authorized purposes are tourism marketing, programs and projects, initiatives respecting affordable housing, and any other prescribed purposes as set out in the regulation.

The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and must be supported by both local governments and tourism industry stakeholders. MRDT for affordable housing is intended to provide flexibility to communities to address their local housing needs.

Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.

As the MRDT program is intended to primarily fund tourism marketing, programs and projects, consideration will only be given in special circumstances to the financing of capital expenditures (other than affordable housing) such as new tourism facilities or infrastructure. Proposals for capital spending must be included in the designated recipient's Five-Year Strategic Business Plan and must demonstrate strong local stakeholder support in order to be considered as an authorized use of MRDT program funds. A business case must be provided, including budget, for each capital project and all capital projects must be completed within the current Five-Year Strategic Business Plan time period. These proposals will be approved on a case-by-case basis by the Province of British Columbia ("the Province".)



Applicants must contact Destination British Columbia program staff prior to submitting an application including capital expenditures (refer to Section 13: Further Information). Refer to Section 8 for information required for affordable housing initiatives.

Designated recipients are expected to effectively manage administrative costs related to MRDT projects. Administration costs, where applicable, include:

- Management and staff unrelated to program implementation
- Finance staff
- Human Resources staff
- Board of Directors costs
- Employee-related information technology costs (i.e. computers, telephone, support, network connections)
- Office lease/rent
- General office expenses

Considerable scrutiny will be applied to ensure that MRDT program funds are used for authorized purposes.

## 5. Eligible Applicants

### 5.1 Designated Recipients

The following are eligible to be a designated recipient under the MRDT program:

- Municipalities;
- Regional districts; and
- Eligible not-for-profit business associations

To qualify as an eligible not-for-profit business association, an applicant must meet the definition of eligible entity under the *Provincial Sales Tax Act*. This means they must:

- Be a not-for-profit business association (e.g. a society incorporated under the *Society Act*; entities incorporated under the *Business Corporations Act* are not eligible). Note that a not-for-profit society whose specific purpose is tourism marketing is preferred.
- Have a place of business in the designated accommodation area; and
- Be actively engaged in tourism marketing, programs or projects in the designated accommodation area.

### 5.2 Designated Accommodation Area

The designated accommodation area may be:

- A whole municipality, but not a portion of a municipality
- A whole regional district or a portion of a regional district
- A combination of municipalities and portions of regional districts.

The tax may be levied in more than one municipality or regional district on behalf of a single designated recipient.

There can be no overlap with any other designated accommodation area in which the tax applies.

Generally, an electoral area is the smallest portion of a regional district that may be prescribed as a designated accommodation area.

### 5.3 Delegation of Administration

Municipalities and regional districts may either administer the MRDT program directly or delegate administration to a service provider (such as a destination marketing organization). The municipality or regional district remains the designated recipient and remains fully responsible for compliance with all MRDT program requirements.

Eligible not-for-profit business associations are not permitted to delegate the administration of the MRDT program to a service provider.

The Province does **not** mediate disputes between municipalities or regional districts and their service providers. A service agreement that details the deliverables and conflict resolution procedure is strongly recommended.

## 6. MRDT Program Overview

### 6.1 How the MRDT Program Works

Applicants may apply to request that the Province levy the tax on their behalf in a designated accommodation area.

The tax applies to purchases of taxable accommodation within the designated accommodation area. The tax is collected by the Province on behalf of the designated recipient.

Funds equal to the tax collected in the designated accommodation area minus an administration fee are forwarded to the designated recipient on a monthly basis.

For new and renewal applications, the tax will be implemented for a period of five years. To extend the tax for an additional five-year period, a designated recipient must re-apply. There is no restriction on the number of times a designated recipient can apply to renew the tax.

Under the *Provincial Sales Tax Act*, **all** designated recipients must account annually to the Province on how MRDT program funds are spent (refer to Section 11: Annual Performance Management and Reporting Requirements).

### 6.2 Three Percent Rate

The *Provincial Sales Tax Act* was amended in 2015 to increase the maximum tax rate on the purchase of accommodation that may be imposed in a designated accommodation area from two percent to three percent of the purchase price of the accommodation.

Increasing the rate of tax is optional. A designated recipient may request a change in the rate of the tax to three percent of the purchase price of the accommodation prior to their renewal date by submitting a complete application containing all requirements listed in Section 7: Application Requirements. If approved, the tax will be renewed at the new rate for another five-year period. Designated recipients not subject to renewal requirements will be required to submit a complete application for the new rate one time only.

It is intended that designated recipients implementing a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially led program to support tourism events that are expected to increase tourism to or within British Columbia.



Designated recipients with a three percent tax rate will be subject to enhanced reporting requirements (refer to Appendix 2.2 for further details).

### 6.3 Key Timelines

New applications for the tax, applications for rate changes and renewals requesting a change in designated accommodation area, must be submitted at least **nine** months in advance of the desired effective date of the tax.

Renewal applications with no rate change must be submitted at least **six** months in advance of the end of the five-year term of the tax (“repeal date”).

Under extraordinary circumstances, designated recipients may make a written request to the Minister of Finance for an extension of the application deadline.

Failure to submit a completed application by the deadline may result in the tax ceasing to apply in a particular designated accommodation area.

## 7. Application Requirements

New applications, rate changes, and renewal application requirements include consultation and support from local governments, tourism industry stakeholders and accommodation providers. The application must include **all** the following information and be submitted as a single complete package:

- A completed application form (refer to Appendix 1.1) signed by an authorized signing authority of the municipality, regional district or eligible not-for-profit business association that confirms that all program requirements have been met and all required documents are included in the application package.
- A Five-Year Strategic Business Plan with first year tactical details that meets all the requirements set out in Appendix 1.2. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements on page 7.
- Evidence that the funds from the tax are incremental to existing sources of tourism funds. The funds from the tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community. An applicant must note any additional funding sources that will be available to support the Five-Year Strategic Business Plan.
- Evidence of consultation and support from local governments.
  - **If a municipality is applying**, the municipality must provide evidence that the regional district has been consulted and indicate whether the regional district supports or opposes the imposition of the tax in the municipality. Evidence could be in the form of a letter from the regional district’s Board of Directors.
  - **If a regional district is applying**, the regional district must provide evidence that all municipalities within the regional district have been consulted and agree with the tax being imposed in the regional district. Evidence must be in the form of letters of support from the municipality(ies).
  - **If an eligible not-for-profit business association is applying**, they must provide evidence that all municipalities and regional districts within the designated accommodation

area have been consulted and agree with the tax being imposed in the designated accommodation area on behalf of the eligible not-for-profit business association. Evidence must be in the form of letters of support from the municipality(ies) and regional district(s).

- In the case of a conflict between a municipality, regional district or eligible not-for-profit business association about who the designated recipient is for an application, or whether the tax should be imposed in a municipality, priority will be given to the position of the municipality.
- Evidence of authority and request to impose the tax.
  - **If a municipality is applying**, the municipality must pass a bylaw that requests the Province levy the tax on its behalf and provide a copy of the bylaw with the application.
  - **If a regional district is applying**, the regional district must pass a resolution that requests the province levy the tax on its behalf and provide a copy of the resolution with the application. The regional district must also provide evidence of its authority to use funds for the intended purpose either through letters patent or statutory authority.
  - **If an eligible not-for-profit business association is applying**, they must submit a letter that requests the province levy the tax on its behalf. They must also provide evidence of its authority to use funds for the intended purpose by submitting copies of its certificate of incorporation, articles of incorporation, constitution and bylaws.
  - The bylaw, resolution or letter must contain the following information:
    - Rate of tax to be imposed
    - Description of the geographic area in which the tax is to be imposed
    - Purpose for the funds
    - Desired effective date of the tax.
- Documentation on how the MRDT program, including revenue, will be administered (e.g. directly by the designated recipient or through a service provider). If a municipality or regional district is proposing to delegate administration of the program to a service provider, the name and address of the service provider must be included.
- Evidence of consultation with tourism industry stakeholders. The applicant must provide detailed evidence that the applicant has consulted with and received broad support from tourism industry stakeholders within the designated accommodation area in respect of the application. The applicant is required to make its Five-Year Strategic Business Plan available to tourism industry stakeholders and provide an opportunity for input. Examples of consultation activities could include presentations at town hall meetings, annual general meetings and information sessions, etc. Letters of support from individual tourism industry businesses or organizations can also be provided.

*Tourism industry stakeholders: Examples may include, but are not limited to, the following within the designated accommodation area:*

- *Accommodation providers;*
- *Attractions, sightseeing, activities and other primary tourism businesses;*
- *Restaurants, retail and other tourism related businesses;*
- *Regional and local tourism associations;*
- *Product Sector organizations;*
- *Parks and recreation;*
- *Visitor Centres; and*
- *Other government agencies and organizations that have programs and services that relate to tourism.*



- An Accommodation Directory Form that lists all the accommodation providers who offer taxable accommodation under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area (refer to Appendix 1.3). While the Province is able to provide an applicant with the names and addresses of registrants under the *Provincial Sales Tax Act*, it remains the responsibility of the designated recipient to ensure the accommodation directory is a complete and accurate list. The designated recipient is not required to identify and consult individual hosts who a) only list on registered online accommodation platforms, and b) those accommodation providers who offer fewer than 4 units of accommodation within the designated accommodation area (see below). For information on taxable and exempt accommodation, please refer to: <https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

For more information on taxable or exempt accommodation please refer to:  
<https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

- An Accommodation Sector in Support of MRDT Form (refer to Appendix 1.4) that provides evidence that an applicant has sufficient support from accommodation providers who offer taxable accommodation within the designated accommodation area. The minimum required level of support is at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation offered by those accommodation providers in the designated accommodation area. Higher support from accommodation providers will increase the likelihood that an application will be approved, providing all other requirements are met. The applicant is required to make its Five-Year Strategic Business Plan available to accommodation providers. The applicant is also required to indicate on the Accommodation Sector in Support of MRDT Form if they wish to use general MRDT revenues for affordable housing.

Online accommodation platforms located outside of BC have been enabled to register to collect tax on purchases of accommodation through their platforms. These are online marketplaces that facilitate transactions for renting short-term accommodations (many of which operate across jurisdictions) and typically list basement suites, individual rooms, or other forms of accommodation (such as trailers or motor homes). Their hosts may not regularly offer accommodation, may not be readily identifiable and accessible, and their accommodation units may not be on record with the Province.

This will not affect the way that applicants have consulted accommodation providers in the past. Applicants are not required to identify and consult individual hosts who: a) only list on registered online accommodation platforms, and b) those accommodation providers who offer fewer than 4 units of accommodation within the designated accommodation area. Designated recipients are only required to consult those accommodation providers who are registered under the *Provincial Sales Tax Act* and who physically provide taxable accommodation; whose owners/property managers are readily identifiable; and whose addresses and total number of accommodation units are on record with the Province; and who offer 4 or more units of accommodation within the designated accommodation area. This includes hotels and motels, bed and breakfasts, and vacation rental reservation systems that list properties with verifiable property managers.

For clarification, the Province is able to provide the names and addresses of registrants to assist applicants in identifying which accommodation providers to consult.

- Confirmation that Destination British Columbia has been consulted to ensure that proposed spending is coordinated and does not duplicate Destination British Columbia’s broader promotional programs and is complementary to provincial marketing strategies and tactics.
- Third Party Authorization Form. If the designated recipient wishes the Province to discuss the application with their service provider, the designated recipient must sign and submit the Third Party Authorization Form (refer to Appendix 1.5).
- Disclosure of Information Authorization Form. Applicants must authorize the Ministry of Finance to share information about the designated recipient in respect to the MRDT program with Destination British Columbia and the Ministry of Tourism, Arts, Culture and Sport for the purpose of program administration and evaluation, and development of provincial tourism policy (refer to Appendix 1.6).
- A signed Tourism Events Program Sponsorship Undertaking if the application is for a three percent tax rate (refer to Appendix 1.7).
- Affordable Housing Requirements and Documentation, if applicable (refer to Appendix 1.8 in Section 8).

## 8. Application Requirements for Affordable Housing

### 8.1 Parameters for Spending on Affordable Housing

Designated recipients have the flexibility to define, identify, and fund affordable housing initiatives that they deem appropriate to meet local needs. Designated recipients may use MRDT revenues for the following purposes for spending on affordable housing initiatives:

- Acquiring, constructing, maintaining or renovating housing or shelter;
- Acquiring or improving land used for, or intended to be used for, housing or shelter;
- Supporting the acquisition, construction, maintenance, renovation or retention of housing or shelter or the acquisition or improvement of land intended to be used for housing or shelter;
- Supporting housing, rental or shelter programs; or
- Paying expenses related to the administration or disposal of housing, shelter or land acquired with money paid out of MRDT revenues.

Documentation and plans for affordable housing (Appendix 1.8 and 2.4) will be forwarded to the Housing Policy Branch for assessment. Destination BC will remain the initial point of contact for discussions on applications. An updated Appendix 1.6 (Disclosure of Information Authorization Form) is also required for the first time that a designated recipient wishes to use MRDT for affordable housing, regardless of the revenue source.



## 8.2 Using Revenues from Online Accommodation Platforms (OAP) on Affordable Housing

Designated recipients are able to use OAP revenues on affordable housing initiatives without submitting a new five-year strategic business plan or application package. If a designated recipient chooses to only spend this amount on affordable housing, the following information on affordable housing will be required prior to implementation and due on November 30 of each year to outline spending in the upcoming year (see Appendix 1.8):

- Project name and address;
- Project rationale and details (what is the need, issue, or demand);
- MRDT contribution;
- Housing provider/Project owner;
- Funding partners (if applicable);
- Funding partners' contribution (if applicable);
- Estimated completion date;
- Estimated number of housing units (number of housing units acquired, completed, maintained, or renovated); and
- Evidence of support on using MRDT revenues for affordable housing from applicable local government(s) (only if the designated recipient is not a municipality).

Designated recipients that have committed to using OAP revenues for purposes other than affordable housing in their tactical plan cannot redirect those revenues to affordable housing midway through the year; they must wait until the submission of the next tactical plan.

## 8.3 Using General MRDT Revenues on Affordable Housing

For designated recipients that wish to use general MRDT revenues (meaning revenues beyond OAP revenues), they can submit a new application at any time during the five-year tax lifecycle, but the package must include all of the documentation required for a renewal or rate increase application outlined in Section 7, including:

- A completed application form;
- A Five-Year Strategic Business Plan with first year tactical details;
- Evidence that the funds from the tax are incremental to existing sources of tourism funds;
- Evidence of authority and request to impose the tax;
- Evidence of consultation with tourism industry stakeholders;
- An Accommodation Directory Form;
- An Accommodation Sector in Support of MRDT Form (which demonstrates support from 51 per cent of accommodation providers representing 51 per cent of accommodation units);
- Confirmation that Destination British Columbia has been consulted;
- Third Party Authorization Form (if applicable);
- Disclosure of Information Authorization Form;
- A signed Tourism Events Program Sponsorship Undertaking (if applicable); and
- An Affordable Housing MRDT Plan (Appendix 1.8).

Designated recipients not subject to the renewal application requirements that would like to use MRDT revenues on affordable housing initiatives must submit a complete application as outlined above.

## 9. Application Procedure

Complete application packages must be submitted in PDF format by email to Destination British Columbia (MRDT@destinationbc.ca). The applicant will receive an email from Destination British Columbia confirming receipt of the application package.

Applicants may be contacted to provide additional information.

Failure to provide complete and accurate information may result in the application being delayed, returned or rejected.

Applicants can find more information about application timelines in Section 6.3.

## 10. Upon Approval of Application

If the application is approved by Cabinet, the Designated Accommodation Area Tax Regulation will be amended to prescribe the designated recipient, the designated accommodation area, the rate of tax, the effective date of the tax, the repeal date of the tax if applicable, and the approved uses of the revenue from the tax for a five-year period.

The applicant will be informed by the Ministry of Finance when the amendment to the Designated Accommodation Area Tax Regulation has been made and will be given information on when the tax will come into effect.

For new applications, the tax will be implemented effective the first day of the month that is three full months after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the tax will be implemented in the designated accommodation area beginning September 1. This provides sufficient time for accommodation providers to prepare to collect the tax.

For rate changes, the new tax rate will be implemented effective the first day of the month that is one full month after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the new tax rate will be implemented in the designated accommodation area beginning July 1.

The Consumer Taxation Programs Branch of the Ministry of Finance will provide information on the procedures for collecting and remitting the tax to all accommodation providers required to collect and remit the tax. Accommodation providers may also refer to:

<https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

## 11. Annual Performance Management and Reporting Requirements

Under the *Provincial Sales Tax Act*, all designated recipients must account annually to the Province for how money received from the tax has been spent. Therefore, **all designated recipients** must submit an **Annual Performance Report**, a **Financial Report**, and a **One-Year Tactical Plan**, signed by the authorized signing authority of the designated recipient, annually to the Province (email to MRDT@destinationbc.ca).



### Annual Performance Report:

- Designated recipients must report on performance metrics related to the four MRDT program principles.
- Designated recipients with a three percent tax rate or who wish to spend on affordable housing initiatives will be subject to additional reporting requirements.
- The Annual Performance Report must also include a summary of the tactics, activities and key outputs and outcomes.
- A template for the Annual Performance Report is provided in Appendix 2.2.
- **The Annual Performance Report must be submitted by May 31 of each year.**

#### *The MRDT program principles are:*

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

### Financial Report:

- The Financial Report must include a detailed budget for the year ending and the year ahead. The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes.
- The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan.
- The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.
- A template for the Financial Report is provided in Appendix 2.1.
- **The Financial Report must be submitted by May 31 of each year.**

### Annual Affordable Housing MRDT Report (if applicable):

Designated recipients that spend MRDT revenues on affordable housing, regardless of whether from OAP revenues or from general MRDT revenues, must submit an **Annual Affordable Housing MRDT Report by May 31 of each year** (see Appendix 2.4).

### One-Year Tactical Plan:

- The One-Year Tactical Plan must include:
  - A brief overview of the strategic direction from the Five-Year Strategic Business Plan.
  - Key strategies for the year, if different from the Five-Year Strategic Business Plan, and key target markets.
  - Detailed tactics for the next year, including details about tactics and activities, as well as a proposed budget for the next year.
  - Performance measures for next year, including expected outputs, outcomes, and performance metrics. The performance measures must relate to the MRDT program principles (as outlined in Appendix 2.2).
- The One-Year Tactical Plan should be made available to tourism industry stakeholders.
- A suggested template for the One-Year Tactical Plan is provided in Appendix 2.3.
- **The One-Year Tactical Plan must be submitted by November 30 of each year.** If plans are available earlier, please submit as they become available.

### Affordable Housing MRDT Plan:

Designated recipients must provide the following information (see Appendix 1.8):

- Project name and address;
- Project rationale and details (what is the need, issue, or demand);
- MRDT contribution;

- 
- Housing provider/Project owner;
  - Funding partners (if applicable);
  - Funding partners' contribution (if applicable);
  - Estimated completion date;
  - Estimated number of housing units (how many rooms or beds that would be available for individual dwelling); and
  - Evidence of consultation on using MRDT revenues for affordable housing from applicable local government(s) (only if the designated recipient is not a municipality).

Designated recipients that wish to use general MRDT revenues for affordable housing must provide the above information in their Five-Year Strategic Business Plan, One Year Tactical Plan, and must demonstrate strong local stakeholder support as part of a full application.

Designated recipients that wish to use OAP revenues for affordable housing do not need to provide a Five-Year Strategic Business Plan or One Year Tactical Plan; however, Appendix 1.8 is required and must be submitted prior to implementation of affordable housing initiatives.

The Affordable Housing MRDT Plan (Appendix 1.8) is required for:

- Renewal/new MRDT applications that include affordable housing **regardless of the revenue source**;
- A full application package submitted midway through a five-year tax term if designated recipients wish to use general MRDT revenues on affordable housing; and
- If designated recipients wish to use any OAP revenues on affordable housing in the next year, **due November 30** prior to implementation.

**Please note:**

- Designated recipients from larger communities (those that have the capacity for ongoing multi-year planning and reporting) may be asked to provide their multi-year rolling business plans annually for the purpose of program administration and evaluation.
- Designated recipients not subject to the renewal application requirements must submit a Five-Year Strategic Business Plan every five years. The first Five-year Strategic Business Plan must be submitted to the Province **by November 30 of each year**.

## 12. Amendments

The Designated Accommodation Area Tax Regulation sets out the designated recipient, the designated accommodation area, the rate of the tax, the repeal date of the tax, and the approved uses of the revenue from the tax for a five-year period. Any other use of the revenue is prohibited.

Requests for interim changes to the designated recipient or the designated accommodation area will not be considered.

Proposed changes in the use of revenue from the tax by the designated recipient that require amendments to the Designated Accommodation Area Tax Regulation will generally be considered with renewal applications, for example, a proposal to use revenue from the tax for capital projects.

Plans to only use OAP revenues for affordable housing are not required to submit a new application; however, information on affordable housing is required as outlined in Section 11.



Requests to use general MRDT revenues for affordable housing will be considered only once a designated recipient or applicant submits a new application (at any time during the five-year tax lifecycle). The package must include all documentation required for a renewal application outlined in Sections 7 and 8.

Designated recipients that have committed to using OAP revenues for purposes other than affordable housing in their tactical plan cannot redirect those revenues to affordable housing midway through the year; they must wait until the submission of the next tactical plan.

Designated recipients do not require approval from the Province for changes in marketing tactics previously submitted in their one-year Tactical Plan (as part of their application package or submitted with the annual review), as long as the tactics are consistent with the overall approved five-year Strategic Business Plan.

Any other material changes, that are significant shifts in the direction set out in either the One-Year Tactical Plan or the Five-Year Strategic Business Plan, must be submitted to Destination British Columbia for approval in advance of the change being implemented.

### **13. Monitoring, Compliance, and Termination**

Designated recipients are required to comply with all MRDT program requirements, including eligible use of funds and annual reporting requirements. The Minister of Finance may terminate the tax in a designated accommodation area if the designated recipient is found to be in non-compliance with MRDT program requirements, and the non-compliance is not corrected in a timely manner.

The Ministry of Finance undertakes various compliance related activities as part of the administration of provincial consumption taxes, including the MRDT program, to ensure that all amounts due are remitted. The tax is levied under the *Provincial Sales Tax Act*. Any compliance activities undertaken in relation to the tax are carried out as part of those conducted for the Provincial Sales Tax (“PST”) according to the schedules and guidelines established for PST.

The Ministry of Finance will review specific lead information provided (for example, a hotel operating without collecting applicable taxes) and will make a determination as to whether any additional follow up may be necessary. The Ministry may conduct any further investigation deemed warranted.

A designated recipient may make a written request to the Minister of Finance to have the tax cease before the scheduled repeal date.

If the tax ceases in a designated accommodation area for any reason (e.g. failure to submit a completed renewal application on time, written request for early termination, or termination for non-compliance) a new application to impose the tax in that designated accommodation area would be required and it would be subject to the normal processing time associated with new applications.

## 14. Further Information

Applicants can request further **information about the MRDT program** by contacting Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) or by phone at 604-953-6704.

For information on the **administration and enforcement of the tax**, please contact the Ministry of Finance:

Toll-free from anywhere in Canada call:

1-877-388-4440 Fax: 250-356-2195

E-mail: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)



# Short-Term Rentals

**Grace Decker, Auxiliary Planner 1**

September 9, 2024 - Regular Council Meeting



# Short-Term Rentals (STRs) and Strategic Priorities

## Colwood Strategic Plan:

Tactics to Enhance Well-Being



## Impacts of STRs

- Housing Availability
- Housing Affordability
- Community Impacts
- Local Government Capacity

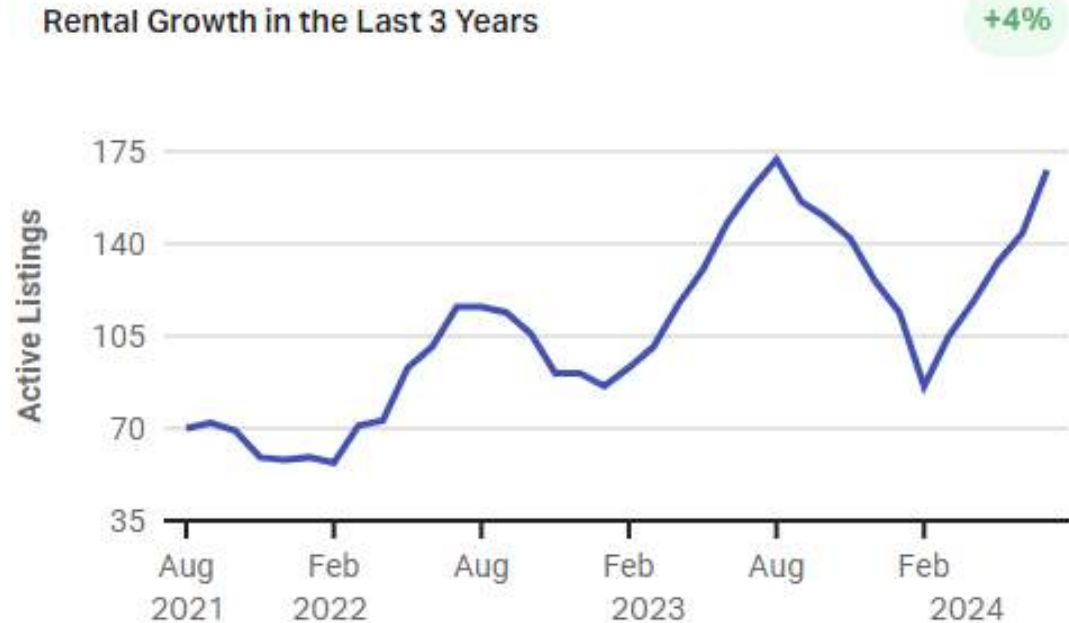


# Current Status of STRs



Approximately 168 active listings: 87% entire homes, 13% private rooms

Rental Growth in the Last 3 Years



1-2 formal complaints per year related to STRs



# Provincial Legislation

- STRs restricted to host's principal residence
- More enforcement tools for local governments
- Data sharing and platform accountability
- End of legal non-conforming use
- Provincial Enforcement and Compliance Unit

Turning short-term rentals back into long-term homes for people



StrongerBC  
for everyone



## **Municipal and Regional District Tax**

# Options for Regulating STRs

## **Business License**

- City of Victoria
- District of Metchosin
- Town of Sidney (coming January 2025)

## **Zoning Bylaws**

- District of Central Saanich
- Town of View Royal
- District of Saanich



# Recommendation

“ THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;”

# Recommendation

“AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short-Term Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation.”

# Questions?



### 8.3 Grace Decker, Auxiliary Planner 1

#### Short Term Rentals

*Grace Decker, Auxiliary Planner I, provided an overview of the status of Short-Term Rentals (STRs), relevant provincial legislation and options for regulating Short-Term Rentals.*

*Council discussion ensued regarding:*

- *Potential parking issues and noise complaints*
- *Consultation with Royal Roads*
- *Enforcement of STRs*
- *Benefit/impact of business license requirement*
- *Provincial regulations*
- *Short-Term RV rentals*
- *Municipal and Regional District Tax*

**MOVED BY: COUNCILLOR DAY**

**SECONDED: COUNCILLOR JANTZEN**

R2024-239      THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;

AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short-Term Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation.

AND FURTHER THAT Council direct Staff to return with options to ensure adequate parking for Short-Term Rentals.

**CARRIED**



## STAFF REPORT

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**To:** Special Meeting of Council  
**Date:** May 1, 2025  
**From:** Kelsea Fielden, Planner I  
**RE:** Bylaw Amendments – Short-Term Rentals

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### RECOMMENDATION

THAT Council consider giving 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to Business License Bylaw Amendment No. 1812-01 (Short-Term Rentals);

AND THAT Council consider giving 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to Fees and Charges Bylaw Amendment No. 2071 (Short Term Rentals and Business License Fees).

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### SUMMARY AND PURPOSE

At the Regular meeting of Council held on September 9, 2024, the following resolution (R2024-239) was passed:

*THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business Licence Bylaw No. 1812, 2020, to require operators of Short-Term Rentals to obtain a valid business licence;*

*AND THAT Council direct staff to prepare a bylaw to amend the Colwood Land Use Bylaw, No. 151, 1989, by adding a new definition for Short-Term Rentals and adding Short-Term Rentals as a permitted use auxiliary to residential uses, in alignment with provincial legislation;*

*AND FURTHER THAT Council direct staff to return with options to ensure adequate parking for short-term rentals.*

The purpose of this report is to introduce amendments to the Business License Bylaw and Fees and Charges Bylaw to require all Short Term Rentals (STRs) to apply for a business license, as directed by Council in the above resolution. In addition, the report provides clarity on parking and STRs.

### STRATEGIC PLAN AND RELATED POLICIES

The intent of regulating STRs is to balance the benefits of visitor accommodations and tourism in the community, and the need to preserve sufficient housing for long-term residents. Creating more housing supply is a key priority in the 2024-2027 Strategic Plan.

**BACKGROUND*****Updated STR Data***

As of April 7, 2025, there were approximately 112 active STR listings in Colwood. The 2024 summer season saw a peak of 172 STR listings with 87% rented as entire homes, while 13% were private rooms. This is comparable to a summer peak of 171 listings in 2023 according to STR data analytics firm AirDNA.

***BC Government Short-term Rental Registry***

In January 2025 the Province launched a new short-term rental registry. As of May 1, 2025, all short-term rental hosts, platforms, and strata hotel platforms operating in B.C. must be registered with the provincial short-term rental registry. Hosts are required to include a provincial registration number on their listing, and short-term rental platforms are required to validate registration numbers on host listings against provincial registry data.

**DISCUSSION*****Land Use Bylaw No. 151***

Staff recommend that Land Use Bylaw amendments pertaining to STRs be brought forward later this year concurrent with the upcoming revisions to address the Bill 44 -Housing Statutes required by the Province. A thorough review of definitions will be undertaken addressing various housing forms, including STR.

***Business Licence Bylaw No. 1812***

Currently, operators of STRs are not required to obtain a business licence in Colwood. In-line with Council's direction, staff are proposing the following amendments to the Business Licence Bylaw, No. 1812:

1. Adding the following definition of Short-Term Rentals to Section 3: Terms and Definitions:

Short-Term Rental means the renting of a dwelling unit or any part of it for a period of less than 90 consecutive days.

2. Adding a section on short-term rentals, which states that:

- No person shall carry on business as a short-term rental accommodation operator without having first obtained a licence to do so from the Chief License Inspector.
- A person may only offer to conduct a Short-Term Rental for which a business license is required under this bylaw if a valid business licence number for the Short-Term Rental business is included in any advertising, listings or other promotional material (print, online or otherwise) referencing the Short-Term Rental of the property.
- No person shall operate a short-term rental accommodation business unless the property is the principal residence of the owner.

***Fees and Charges Bylaw No. 1603***

Staff recommend repealing Development Fees and Charges Bylaw No. 1814, as it currently only includes business license fees. Staff recommend amending the existing Fees and Charges Bylaw No. 1603 and adding all applicable Business License fees and the addition of a Short Term Rental fee of \$200. The current fees for business licences range from \$100 to \$200 for the base licence fee depending on the type of business (Intermunicipal or Inter-Community designation costs extra). Since Colwood does not charge



an annual renewal fee, staff believe a higher fee of \$200 would be appropriate. This is consistent with fees for STR business licences in other jurisdictions. For example, the City of Victoria charges an annual fee of \$150.

**Parking Considerations**

At its Regular meeting of Council on September 9, 2024, Council requested that in addition to drafting the proposed bylaws, staff report back with options to ensure adequate parking for STRs. The Off-Street Parking Bylaw No. 1909 requires 1 additional space for secondary suites in addition to the requirements for the principal dwelling unit. If a resident decides to rent out their suite for STR, a parking space is already provided on-site. As per the data referenced in the September 2024 report (**Appendix 3**), the majority of rentals are either for the entire home or for the secondary suite/ADU where parking is already provided on-site. Therefore, there isn’t an immediate need to update the parking bylaw as part of this amendment. Staff will be providing recommendations for parking requirements, including the consideration of STR, as part of the Bill 44 work set to be complete at the end of 2025. Staff recommend monitoring parking complaints for 1-year after the adoption of the bylaw amendment requiring business licenses for STRs.

The Colwood Traffic and Highways Bylaw No. 1134 allows non-residents to park in one location for up to 72 hours. However, at its Regular Meeting of October 28, 2024, Council passed a resolution (R2024-268) directing ‘Administration to seek public input on a Draft On-Street Parking Policy/Procedure and possible amendment to the Traffic and Highways Bylaw.’ The draft policy and procedure presented to Council at that time included on-street regulatory tools including resident-only parking areas that could be used to better respond to complaints regarding STR related on-street parking congestion. Council may wish to consider waiting until the conclusion of the in-progress initiative to consider adopting new on or off-street parking regulatory tools before mandating new parking regulations targeting the impacts of STRs. Bylaw Enforcement staff confirm that there have been no parking complaints received by staff known to be stemming from STRs in the last 12 months ending in January 2025.

**OPTIONS / ALTERNATIVES**

- Option 1:** Staff Recommendation
- Option 2:** Council defer the decision until additional amendments to the Land Use Bylaw No. 151 are brought forward later this year; OR
- Option 3:** THAT Council provides an alternative option.

**COMMUNICATIONS**

Notice of the amending bylaw was provided in accordance with the *Community Charter* and the Public Notice Bylaw No. 1933. Notice was posted in two consecutive issues of the local newspaper and to the City’s website with supporting documents made available for public viewing from April 21 to May 1, 2025. A public hearing is not required for amendments to the fees and charges bylaw or the business license bylaw.

**TIMELINES**



**CLIMATE CONSIDERATIONS**

Staff have not identified any significant climate considerations associated with STR related bylaws.

**FINANCIAL CONSIDERATIONS**

The primary costs involved will be staff time required to process business licence applications. The City charges a one-time application fee for business licences, but not an annual renewal fee. The proposed application fee of \$200 is proposed to provide cost recovery for processing and to be in-line with fees charged by other local governments in the region.

**CONCLUSIONS**

The proposed amendment to the Business Licence Bylaw and the Fees and Charges Bylaw to require short-term rental operators to obtain business licences are consistent with the City’s strategic priorities of regulating short-term rentals to reduce potential impacts on housing availability and housing affordability and track community impacts such as parking congestion. The purpose of these amendments is to allow staff to more accurately determine the number of STRs in Colwood, and to aid in more efficient enforcement. This approach is consistent with the provincial legislation as well regulations for as several municipalities in the CRD region. If adopted, these changes will support a balance between the benefits of guest accommodations and the need for affordable, long-term housing in Colwood.

Respectfully submitted,



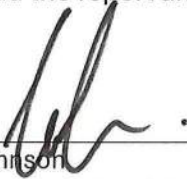
Kelsea Fielden  
Planner 1



Yazmin Hernandez, MCIP RPP  
Director of Development Services and Community  
Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation



Jason Johnson  
Chief Administrative Officer

**Attachments:**

**APPENDIX 1:** Business License Bylaw Amendment Bylaw No. 1812-01 (Short-Term Rentals)

**APPENDIX 2:** Fees and Charges Bylaw Amendment Bylaw No. 2071 (Short-Term Rental and Business License Fees)

**APPENDIX 3:** Previous Report to Council from September 9, 2024





**CITY OF COLWOOD  
BYLAW NO 1812-01**

**A BYLAW TO AMEND BYLAW NO. 1812 BEING THE “CITY OF COLWOOD BUSINESS LICENSE  
BYLAW, 2020”**

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

**1. CITATION**

This Bylaw may be cited as “**City of Colwood Business License Bylaw No. 1812, 2020, Amendment No. 1812-01 (Short Term Rentals), 2025**”

**2. AMENDMENT**

Bylaw No. 1812, the “**City of Colwood Business License Bylaw, 2020**” is amended as follows:

- a. In “Section 3. TERMS AND DEFINITIONS” add “Short-Term Rental” under “Resident Business” with:

**“Short-Term Rental”**

means the renting of a dwelling unit or any part of it for a period of less than 90 consecutive days.

- b. Update “Part 7: Renewals” with “Part 7: Short Term Rentals” and renumber subsequent sections accordingly.
- c. Under “Part 7: Short Term Rentals” add the following:

**14. SHORT TERM RENTALS**

- a) No person shall carry on business as a short-term rental accommodation operator without having first obtained a license to do from the Chief License Inspector.
- b) A person may only offer to conduct a Short-Term Rental for which a business license is required under this bylaw if a valid business license number for the Short-Term Rental business is included in any advertising, listings or other promotional material (print, online or otherwise) referencing the Short-Term Rental of the property.
- c) No person shall operate a short-term rental accommodation business unless the property is the principal residence of the owner.
- d. Update Section 7: LICENCE REQUIREMENTS AND GENERAL RESTRICTIONS” number h) by replacing *Colwood Development Fees and Charges Bylaw* with the *City of Colwood Fees and Charges Bylaw*.
- e. Under Section 10: LICENSE APPLICATIONS” number d) by replacing “fee specified in Schedule A attached hereto and made part of this bylaw” with “fees specified in the *City of Colwood Fees and Charges Bylaw*, as amended by time to time.



- f. Under Section 10: LICENSE APPLICATIONS” number f) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”.
- g. Under Section 14: LICENSE RENEWALS” number d) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”
- h. Under “Section 17: LICENCE APPLICATION FEES”, number a) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”.

**READ A FIRST TIME** on the            day of            2025

**READ A SECOND TIME** on the    day of            2025

**READ A THIRD TIME** on the     day of            2025

**ADOPTED** on the                    day of            2025

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**Mayor**

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**Corporate Officer**



**CITY OF COLWOOD  
BYLAW NO 2071**

**A BYLAW TO AMEND BYLAW NO. 1603 BEING THE “FEES AND CHARGES BYLAW, 2016”**

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

**1. CITATION**

This Bylaw may be cited as “City of Colwood Fees and Charges Bylaw No. 1603, 2016, Bylaw Amendment No. 2071 (Short Term Rentals and Business License Fees), 2025”

**2. REPEAL**

Bylaw No. 1814 and all amendments thereto are hereby repealed.

**3. AMENDMENT**

Add Schedule I – Business License Fees

| License Type   | License Fees            |
|--|-------------------------|
| Home Crafts/Home Occupation                            | \$100                   |
| Commercial – Small<br>(464.5m <sup>2</sup> or less)    | \$125                   |
| Commercial – Large<br>(more than 464.5m <sup>2</sup> ) | \$200                   |
| Non-Resident   | \$100                   |
| Registered Societies                                   | \$25                    |
| License Transfer (Location)                            | \$75                    |
| License Transfer (Ownership)                           | \$20                    |
| License Update/Change                                  | \$65                    |
| Intermunicipal Designation                             | \$50 + Base License Fee |
| Inter Community Designation                            | \$70 + Base License Fee |
| Short-Term Rental                                      | \$200                   |

**READ A FIRST TIME** on the            day of            2025

**READ A SECOND TIME** on the    day of            2025

**READ A THIRD TIME** on the     day of            2025

**ADOPTED** on the                    day of            2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



## STAFF REPORT

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**To:** Regular Meeting of Council  
**Date:** September 9, 2024  
**From:** Grace Decker, Auxiliary Planner 1  
**RE:** Short-Term Rentals

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### RECOMMENDATION

THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;

AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short-Term Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation.

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### SUMMARY AND PURPOSE

In May 2023, Colwood Council directed staff to investigate options for regulating short-term rentals (STRs). This report summarizes the state of STRs in Colwood, regulatory approaches at the provincial and municipal levels, and provides options for Council to consider.

There is concern across many municipalities in B.C. that STRs are taking away from much needed long-term housing, particularly for renters. In an attempt to address this issue, the Government of B.C. passed legislation in October 2023 to regulate STRs across the province and provide support for local governments to enforce their own short-term rental bylaws.

Some municipalities, including several in the CRD region, use various strategies to further restrict or regulate STRs, including business licence requirements and restricting STRs to certain zones.

Consistent with approaches by other municipalities in the region, staff are recommending that the Business License Bylaw be amended to require STR operators to obtain a valid business licence, along with an amendment to the Land Use Bylaw to permit STRs in all residential zones.

### STRATEGIC PLAN AND RELATED POLICIES

Supporting residents' well-being, particularly as it relates to creating more housing supply, is a key priority in the 2024-2027 Strategic Plan. The intent of regulating short-term rentals is to ensure a balance between the benefits of tourism within the community and the growing need for long-term housing units for new and existing residents. Council has expressed concern over potential negative impacts of STRs and has directed staff to investigate regulatory options that might alleviate some of these concerns.

### BACKGROUND

While short-term rental accommodations such as conventional bed and breakfast operations have been around for decades, with the advent of online platforms such as Airbnb and VRBO, the short-term rental industry saw significant growth.



While short-term rentals offer some benefits to communities such as expanding tourism accommodation capacity and associated economic benefits, there is concern around the potential negative impacts of STRs, which can include:

- **Housing Availability:** STRs divert or remove long-term housing from the market. The most acute housing loss is associated with non principal residence STRs.
- **Housing Affordability:** The potential earning revenue from STRs often drives property prices higher than local incomes can support.
- **Community Impacts:** Increasing use of properties by visitors with little oversight by hosts may contribute to parking, noise, garbage, and disruption complaints.
- **Local Government Capacity:** regulating short-term rentals requires significant staff time to develop short-term rental policies and to monitor/enforce listings and properties.

Currently, STRs are not regulated by the City, except business licences issued for conventional bed and breakfast operations, of which there are very few (3 as of May 2023).

Following a staff briefing on the status of STRs in Colwood on May 8<sup>th</sup>, 2023, Council passed the following resolution:

- THAT staff be directed to investigate the parameters around instituting a short-term regulation bylaw including the possibility of applying a municipal tax specifically dedicated to the Affordable Housing Reserve Fund.

#### ***Current status of STR's in Colwood***

As of August 26, 2024, data from [www.airdna.co](http://www.airdna.co) indicates that there were approximately 168 active STR listings in Colwood. Of these listings, 87% (146 units) are listed as entire homes, while 13% (22 units) are private rooms.

The average number of properties listed on Airbnb and VRBO has grown 4% in the last 3 years.

Colwood Census Profile (2021) indicates that the number of renter households is 1,980 in Colwood and the rental vacancy rate is 1.5% in the Victoria region. The 146 entire homes is equivalent to approximately 7% of renter households captured within the last Census.

Staff estimated that in addition to the occasional general inquiries, the City received an average of 1-2 formal complaints related to STRs per year over the last 5 years.

Westshore RCMP reported no significant crime issues related to STRs in Colwood.

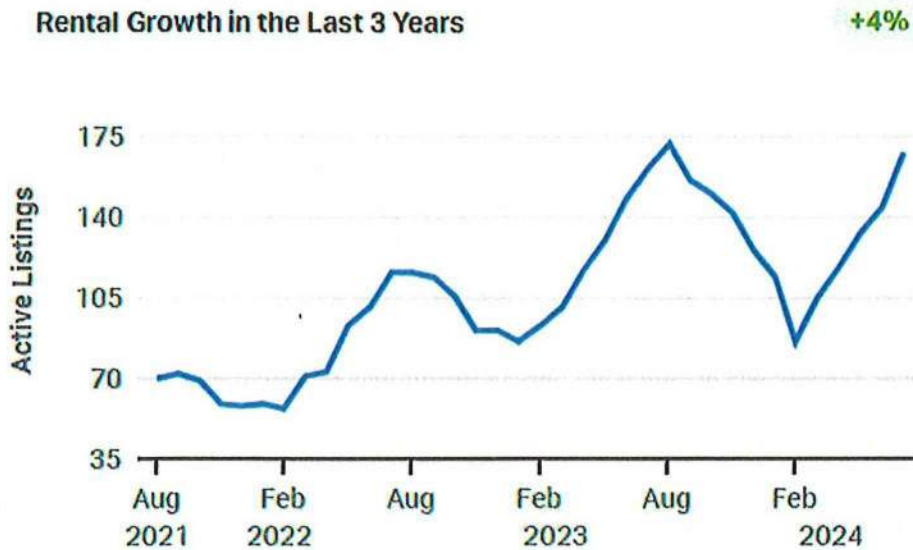


Figure 1: Short-Term Rental Growth over the last 3 years. Source: Airdna.co

### *Provincial Legislation*

In October 2023, the Government of BC announced the [Short-Term Rental Accommodations Act](#) to regulate STRs at a provincial level. The purpose of this legislation is to return short-term rental units to the long-term housing market, and to give local governments stronger tools to enforce short-term rental bylaws.

The Short-Term Rental Accommodations Act includes the following components:

- **Principal residence requirement:** limiting short term rentals to the hosts principal residence plus one secondary suite or accessory dwelling unit on the same property. The principal residence requirement applies to municipalities across BC with a population of 10,000 or more and neighboring smaller communities, with some exemptions.
- **Regional District business licensing:** Regional Districts now have authority to regulate STRs and other businesses in the same way as municipalities
- **Increased fines:** fines that local governments may use for bylaw enforcement have increased
- **Data sharing:** a data sharing system will be established, requiring STR platforms to provide listing information to the Province.
- **Platform accountability:** STR platforms will be required to remove listings that do not have a valid local government business licence (when applicable) and must not post listings that do not have a valid provincial registry number.
- **End of legal non-conforming use:** the legislation removes nonconforming use that previously allowed STR hosts to continue operating in specific areas even when local bylaws were updated prohibiting their use in those areas.
- **Provincial compliance and enforcement unit:** A provincial compliance and enforcement unit within the Ministry of Housing will be established.



The provincial principal residence requirement is meant to be a minimum standard for regulating STRs. Local governments may choose to be more restrictive. STR operators are required to comply with the provincial legislation as well as any applicable municipal bylaws.

***Timeline:***

Effective October 2023 increased fines and business licencing authority for local governments.

Effective May 1, 2024, the principal residence requirements came into effect

Summer/fall 2024: data sharing between the Province and local governments

By early 2025: a provincial registry will be launched, and platforms will be required to remove listings without valid provincial registry numbers.

***Taxation of short-term accommodation providers***

The [Municipal & Regional District Tax \(MRDT\)](#) is an up-to three percent tax applied to sales of short-term accommodation provided in participating areas of British Columbia on behalf of municipalities, regional districts and eligible entities. MRDT is administered jointly by the Ministry of Finance, the Ministry of Tourism Arts and Culture, and Destination BC. This tax is collected by the Province, and the funds are given to the designated recipient (Municipalities, Regional District, or eligible non-profit business associations). The tax was originally introduced in 1987 and is intended to raise revenues for local tourism marketing, programs and projects. Affordable housing was added as permissible use of funds through Budget 2018 to help address local housing needs and ensure tourism workers can find housing. Colwood is not currently registered for MRDT. See the [MRDT location map](#) to find participating MRDT areas and their tax rates.

Short-term rental hosts are required to register for the PST and MRDT (if applicable) unless they only list their accommodation on an online platform that is registered to collect PST and MRDT. Online platforms are enabled to collect MRDT on behalf of hosts who list exclusively with them.

***MRDT Program Requirements and Affordable Housing***

Municipalities who wish to apply for MRDT must provide evidence of consultation and support from the regional district, and local tourism industry stakeholders and accommodation providers. It is the accommodation providers offering 4+ units of accommodation who can vote to collect the MRDT. A designated accommodation area must achieve more than 51% of votes, representing more than 51% of total units for the application to be submitted.

In addition, a 5-year strategic business plan (with input from tourism industry stakeholders and accommodation providers) must be submitted along with the application form and all other relevant documents, including evidence of the authority and request to impose the tax (bylaw).

Local governments registered for MRDT have the flexibility to fund affordable housing initiatives that they deem appropriate to meet local needs. MRDT revenues can be used for the following purposes for spending on affordable housing initiatives:

- Acquiring, constructing, maintaining or renovating housing or shelter
- Acquiring or improving land used for, or intended to be used for, housing or shelter



- Supporting the acquisition, construction, maintenance, renovation or retention of housing or shelter or the acquisition or improvement of land intended to be used for housing or shelter
- Supporting housing, rental or shelter program
- Paying expenses related to the administration or disposal of housing, shelter or land acquired with money paid out of MRDT revenues.

MRDT revenues from online accommodation platforms can be used for affordable housing initiatives, but general MRDT revenues (from hotels, motels, etc.) cannot be used for affordable housing unless support can be demonstrated from local tourism industry stakeholders and accommodation providers.

If the designated recipient wishes to use the funds for affordable housing, there is additional documentation required as part of the application process and annual reporting requirements.

Local governments choosing to implement a three percent tax rate will be subject to enhanced reporting requirements regarding Stakeholder Satisfaction, Community Collaboration, and Coordination with Destination BC. It is intended that each designated recipient choosing to implement a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially led program to support tourism events that have provincial significance.

See **Appendix 2** for a full list of program requirements.

#### ***Comparative municipalities approach of regulating/restricting STRs***

In addition to collecting MRDT there are a variety of tools available for local governments to use to support the regulation of STRs including zoning bylaws, business licensing and compliance and enforcement.

1. The **City of Victoria** requires STR operators to obtain a valid business license in addition to the primary residence requirement. In Victoria, self-contained dwelling units such as secondary suites or garden suites are not permitted to be used as short-term rentals (contrary to the provincial legislation). As per the provincial legislation, properties that were previously considered “legally non-conforming” can no longer operate STRs.
2. In the **District of Metchosin**, STRs are currently permitted throughout the district, provided operators have a valid business licence. As stated by the District, this is the first step to identify if further policy and/or regulations are necessary regarding STRs.
3. Currently, STRs are allowed in most residential properties in the **Town of Sidney**, however, it is regulated by the Town that these STR units are to meet certain requirements (see attached briefing for details). In addition, Sidney Council has provided direction to amend the business license bylaw to require short-term rental operators to have a valid business licence. It is expected that the business licences will be required as of January 2025.
4. The **District of Central Saanich** has defined “Temporary” or “Travel accommodation” in the District’s Land Use Bylaw and to determine STR permission, it must be listed as permitted in the zone that property is located. For example, STR is not permitted in residential zones. While “B&B” is only permitted in A1 (Agriculture), and “Travel Accommodation” is only permitted in C5 and C-6A (Commercial) zones.



5. The **Town of View Royal** has amended its Zoning Bylaw by removing “vacation rentals” from the definition of “Transient Accommodation” (Section 2.2) and adding the list of specifically prohibited Home Occupations (Section 3.3.2). As amended in the bylaws, Vacation rentals, Airbnb and any other forms of non-residential commercial overnight accommodation is prohibited, excepting: (1) only when listed as a specifically permitted use in a Zone: Bed & Breakfast, Hotel, Motel, Campground or Hospital Hostel; (2) excepting only Bed & Breakfast when permitted as a Level 3 Home Occupation.
6. In the **District of Saanich**, short-term rentals are not permitted in any zone. However licenced bed and breakfasts are permitted in certain zones as a home occupation use.
7. In the **Juan de Fuca Electoral Area** there are some bylaws and regulations for Bed & Breakfasts, however, “Vacation Rental” or “Short-Term Rental” is not defined or listed as a permitted use in the Bylaw for any zone

See **Appendix 1** for a more thorough analysis.

#### **DISCUSSION**

It is expected that the provincial principal residence requirements will reduce the impact of STRs on housing availability, as it will limit the number of entire homes (non-principal residence) being operated as a short-term rental.

The proposed business licence requirement will help the City better estimate the number of STRs in Colwood and stay on top of any changes that would warrant consideration of additional regulation in the future. To comply with the provincial legislation, hosts are required to post their business licence information on their listings. Once the data sharing system is in place, local governments will be able to serve a notice of failure to comply and may request that platforms remove listings that do not have a valid business license. This will aid in more efficient enforcement of non-compliant properties.

Council directed staff to investigate the possibility of instituting a short-term rental bylaw and applying a municipal tax specifically dedicated to the Affordable Housing Reserve Fund. The mechanism by which a tax could be applied to STRs would be through the MRDT program. Provincial laws regarding municipal taxation do not allow Colwood to tax STRs through the regular tax system.

Colwood would be eligible to apply for MRDT, however the application process is complex and lengthy and in addition to staff time and resources would also require consultation with and support from the Capital Regional District, local tourism stakeholders, and accommodation providers. In addition to the application process, designated recipients must report annually how the funds were spent.

Although MRDT funds can be used for affordable housing, the intent of the program is to support the tourism industry. As such, use of funds for affordable housing is subject to additional reporting requirements.

The City would need to reapply every 5 years to remain in the program. New applications must be submitted to the Ministry of Finance at least nine months prior to the desired implementation date of the tax.

Given the complexity and time required to apply for MRDT and annual reporting it is staff’s recommendation not to apply a tax to STRs, but rather an approach that permits STRs in all residential zones, provided operators have a valid business licence issued by the City.

#### **OPTIONS / ALTERNATIVES**

- a) THAT Council direct staff to prepare a draft bylaw to amend the City of Colwood Business License Bylaw No. 1812, 2020 to require operators of Short-Term Rentals to obtain a valid business license;  
  
AND THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 by adding a new definition for Short-Term Rentals and adding Short Term-Rentals as a permitted use auxiliary to residential uses, in alignment with Provincial legislation. (Recommendation)
- b) THAT Council direct staff to prepare an application for the Municipal and Regional District Tax Program, with the intention of using the funds for affordable housing initiatives.
- c) THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 that would have the effect of including a new definition for Short-Term Rentals and adding Short Term-Rentals as a permitted use auxiliary to residential uses in alignment with Provincial legislation. (no business license requirement).
- d) THAT Council direct staff to prepare a draft bylaw to amend the Colwood Land Use Bylaw No. 151, 1989 that would have the effect of including a new definition for Short-Term Rentals and prohibiting short-term rentals in all zones.
- e) THAT Council direct staff to take alternative action to those listed.

**COMMUNICATIONS**

This report is publicly available on the City's website as part of the Council agenda and will be available in the public Council Highlights. Council minutes will be posted online and sent to subscribers by email.

The business licence requirement would need to be communicated to the public well in advance of the implementation date as to ensure STR operators have sufficient time to obtain a valid licence. Possible communication methods could include:

- Information posted to the City of Colwood Website
- Social media posts
- Media release
- Public information sessions

**TIMELINES**



**CLIMATE CONSIDERATIONS**



Staff have not identified any significant climate considerations.

**FINANCIAL CONSIDERATION**

The most significant costs associated with staff's recommended option would be the staff time required to issue business licences, monitor properties/listings, and use enforcement tools if necessary. The City charges a one-time fee for business licence applications; this fee varies between \$100 and \$270 depending on the license type and designation

If Colwood were to apply for MRDT in order to tax STRs there would be administrative costs associated with the application process and reporting requirements.

***Cost-benefit of MRDT***

Data from airdna.co shows that the approximate revenue from STRs in Colwood in 2023 was roughly \$3 million (\$3,014,678). Based on rough calculations, if a three percent tax was applied, approximately \$90 000 in annual revenue could be generated from STRs listed on online accommodation platforms through MRDT. Staff have not yet developed an estimate of the costs to apply for and implement an MRDT but given the complexities of the provincial program it is reasonable to expect that costs to administer the program would exceed the potential revenue to be gained by the new tax.

**CONCLUSIONS**

In conclusion, while short-term rentals offer some benefits to visitors and the community, potential impacts on housing availability, affordability and community impacts provides rationale for regulatory action.

In addition to the provincial primary residence requirement, municipalities may enact their own bylaws to further regulate STRs. Council direction was to investigate the possibility of applying a tax to STRs. This could be done through applying for the MRDT program, and the funds could be used for affordable housing initiatives. This process, however, is complicated and time consuming.

As such, staff are recommending that the Business License and Land Use Bylaws be amended to permit STRs in all residential zones and to require operators/hosts to obtain a valid business licence from the City.

Respectfully submitted,




Grace Decker  
Auxiliary Planner 1



Iain Bourhill  
Director of Community Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation



Robert Earl  
Chief Administrative Officer

**Attachments:**

APPENDIX 1: Briefing for Council, May 8, 2023

APPENDIX 2: MRDT Program Requirements



# Short Term Rental Amendments

Kelsea Fielden, Planner 1  
Special Meeting of Council  
May 5, 2025



1

## Background

- September 2024 – Council direction to draft bylaw amendments for STR and review off-street parking
- October 2024 – Council direction to review on-street parking procedure/policy
- Provincial Requirement for STR registration – May 1, 2025



2

## Proposed Amendments

- Business License Bylaw
  - Add short term rental definition
  - Renting no less than 90 consecutive days
- Fees and Charges Bylaw
  - \$200 for STR
  - Add all other business license fees
- Land Use Bylaw No. 151
  - Coming end of 2025 with Bill 44 updates
- Parking Bylaw No. 1909
  - May come in future
  - 1-year monitoring period



3

Thank you!



4



**CITY OF COLWOOD  
BYLAW NO 1812-01**

**A BYLAW TO AMEND BYLAW NO. 1812 BEING THE “CITY OF COLWOOD BUSINESS LICENSE  
BYLAW, 2020”**

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

**1. CITATION**

This Bylaw may be cited as “**City of Colwood Business License Bylaw No.1812, 2020, Amendment No. 1812-01 (Short Term Rentals), 2025**”

**2. AMENDMENT**

Bylaw No. 1812, the “**City of Colwood Business License Bylaw, 2020**” is amended as follows:

- a. In “Section 3. TERMS AND DEFINITIONS” add “Short-Term Rental” under “Resident Business” with:

**“Short-Term Rental”**

means the renting of a dwelling unit or any part of it for a period of less than 90 consecutive days.

- b. Update “Part 7: Renewals” with “Part 7: Short Term Rentals” and renumber subsequent sections accordingly.
- c. Under “Part 7: Short Term Rentals” add the following:

**14. SHORT TERM RENTALS**

- a) No person shall carry on business as a short-term rental accommodation operator without having first obtained a license to do from the Chief License Inspector.
- b) A person may only offer to conduct a Short-Term Rental for which a business license is required under this bylaw if a valid business license number for the Short-Term Rental business is included in any advertising, listings or other promotional material (print, online or otherwise) referencing the Short-Term Rental of the property.
- c) No person shall operate a short-term rental accommodation business unless the property is the principal residence of the owner.
- d. Update Section 7: LICENCE REQUIREMENTS AND GENERAL RESTRICTIONS” number h) by replacing *Colwood Development Fees and Charges Bylaw* with the *City of Colwood Fees and Charges Bylaw*.
- e. Under Section 10: LICENSE APPLICATIONS” number d) by replacing “fee specified in Schedule A attached hereto and made part of this bylaw” with “fees specified in the *City of Colwood Fees and Charges Bylaw*, as amended by time to time.



- f. Under Section 10: LICENSE APPLICATIONS” number f) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”.
- g. Under Section 14: LICENSE RENEWALS” number d) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”
- h. Under “Section 17: LICENCE APPLICATION FEES”, number a) by replacing “*Colwood Development Fees and Charges Bylaw*” with “*City of Colwood Fees and Charges Bylaw*”.

**READ A FIRST TIME** on the            day of            2025

**READ A SECOND TIME** on the    day of            2025

**READ A THIRD TIME** on the     day of            2025

**ADOPTED** on the                    day of            2025

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Corporate Officer**

# NOTICE OF AMENDING BYLAWS

City of Colwood Business License Bylaw No.1812, 2020, Amendment Bylaw No. 1812-01 (Short Term Rentals), 2025

|                       |  |
|-----------------------|--|
| <b>MEETING:</b>       | <b>Regular Meeting of Council</b>                      |
| <b>DATE and TIME:</b> | <b>Thursday, May 1, 2025, 6:30pm</b>                   |
| <b>PLACE:</b>         | <b>Council Chambers, 3300 Wishart Road, Colwood BC</b> |

NOTICE IS GIVEN that Council of the City of Colwood will consider First, Second, and Third Reading Thursday, May 1, 2025, at 6:30pm in relation to the proposed “**City of Colwood Business License Bylaw No.1812, 2020, Amendment Bylaw No. 1812-01 (Short Term Rentals), 2025**”.

**PURPOSE:** The proposed bylaw amendments will define the term short-term rental and require a business license to operate a short-term rental in Colwood.

**SUBJECT PROPERTY:** This Bylaw applies to the lands within the City of Colwood.

**INSPECTION OF MATERIALS:** Copies of the proposed bylaw and related materials can be viewed at [www.colwood.ca/news](http://www.colwood.ca/news).

## We want to hear from you!

### WRITE TO US

The deadline for written submissions is 12:00 pm on the day of the meeting and must include your name and civic address.

- Email [corporateservices@colwood.ca](mailto:corporateservices@colwood.ca)
- Mail/Drop-off: City of Colwood, 3300 Wishart Road, Colwood, BC V9C 1R1

### SPEAK TO COUNCIL

**In Person:** The public is welcome to provide comments in person during the public participation portion of the meeting.

**Electronically:** To pre-register to speak please contact [corporateservices@colwood.ca](mailto:corporateservices@colwood.ca) up until noon on the day of the meeting.

**NEED MORE INFORMATION?** Contact Development Services at (250) 294-8153 or [planning@colwood.ca](mailto:planning@colwood.ca).

