



POLICY FOR ALLOCATION OF NON-PRINCIPAL-RESIDENCE SHORT-TERM RENTAL BUSINESS

SECTION:	Planning and Development
POLICY #:	3.18
TITLE:	Non-Principal-Residence Short-Term Rental Business License Allocation Policy
ADOPTED DATE:	July 7, 2026
RESOLUTION #:	R2026-153
REVISED DATE:	

1. PURPOSE

- 1.1. This policy establishes a fair, transparent, and administratively workable process for allocating and administering Business Licenses for Short-Term Rentals (“STRs”) operating in dwelling units that are not the principal residence of the operator within the Town of Gibsons.
- 1.2. This policy implements Council Resolution R2026-110 directing staff to allocate non-principal-residence STR Business Licenses using a Continuous Renewal model, followed by a First-Come, First-Served waitlist process.
- 1.3. This policy is intended to:
 - a) maintain compliance with the maximum number of permitted licenses established by the Zoning Bylaw;
 - b) provide clarity and predictability for operators and applicants;
 - c) support equitable access to available licenses over time; and
 - d) ensure the allocation process is feasible to administer with available staff resources.

2. DEFINITIONS

“**Business License**” means a valid business license issued by the Town authorizing operation of a Short-Term Rental.

“**Complete Application**” means an application submitted with all required forms and supporting documentation satisfactory to the Town. Payment must be received within the timeframe established by this policy for the application to retain its priority status.

“**Continuous Renewal**” means an annual license renewal process that prioritizes existing compliant license holders.

“**Principal Residence**” means a single Dwelling Unit where a person lives at least nine months in a calendar year and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is the Dwelling Unit with the residential address used on documentation related to billing, identification, taxation

and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver's licenses, personal identification, and vehicle registration.

"Non-Principal-Residence STR" means a Short-Term Rental operating in a dwelling unit that is not the principal residence of the operator, as regulated by the Town's Zoning Bylaw and Business License Bylaw.

"Operating" means actively providing short-term accommodation for compensation.

"Waitlist" means the list maintained by the Town of persons seeking a Non-Principal-Residence Short-Term Rental business license.

"Waitlist Registration" means the information required under Section 7.3.3 to establish a position on the Waitlist.

3. BACKGROUND

3.1. Council has established a maximum number of 35 non-principal-residence STR Business Licenses through the Zoning Bylaw, for properties outside of the Mixed-Use Lower Gibsons Commercial Zone.

4. OBJECTIVE & PRINCIPLES

4.1. The objectives of this policy are to:

- a) ensure transparent and consistent administration of STR Business Licenses;
- b) maintain the Town-wide cap on non-principal-residence STRs;
- c) provide stability for compliant operators;
- d) support fairness for new applicants through a managed waitlist system; and
- e) reduce unnecessary administrative complexity and annual reallocation workload.

5. SCOPE

5.1. This policy applies to all applications for Business Licenses relating to non-principal-residence Short-Term Rentals, except for properties located within the CM-1 Mixed Use Commercial Lower Gibsons Zone on Zoning Map 1.2 in Zoning Bylaw 1342.

5.2. This policy does not apply to principal-residence STRs.

6. POLICY

6.1. Council has established a maximum number of 35 non-principal-residence STR Business Licenses through the Zoning Bylaw, for properties outside of the Mixed-Use Lower Gibsons Commercial Zone.

6.2. Existing license holders are entitled to renew annually provided they:

- 1.1. remain in compliance with applicable bylaws and regulations;
- 1.2. remain in compliance with the terms of the issued license;
- 1.3. submit a complete renewal application before the applicable deadline of November 1; and
- 1.4. maintain payment of all required fees.

- 6.3. Licenses are not transferable between owners, properties, corporations, or operators. A license automatically expires upon sale or transfer of the property.
- 6.4. Available licenses shall be reallocated using a First-Come, First-Served waitlist process based on the date and time an applicant is added to the Waitlist.
- 6.5. The Town shall maintain a public-facing notice on its website indicating whether the license cap has been reached and whether a waitlist is in effect.
- 6.6. A license may be cancelled, suspended, or refused renewal where:
 - a) the operator contravenes Town bylaws or applicable provincial regulations;
 - b) false or misleading information has been provided;
 - c) required fees remain unpaid; or
 - d) the STR has not operated for a period exceeding 6 consecutive months, unless otherwise authorized by the Director due to extenuating circumstances.
- 6.7. The Town may require proof of operation.
- 6.8. This policy does not limit the Town's authority under applicable bylaws or legislation.

7. PROCEDURE

7.1. EXISTING LICENSE HOLDERS

- 7.1.1. Existing eligible license holders operating under previously authorized Town approvals may continue to renew annually, subject to compliance with Town bylaws and this policy.

7.2. RENEWAL PROCESS

- 7.2.1. The Town may issue renewal notices annually.
- 7.2.2. Renewal applications and payment must be received by the deadline established by the Town each year.
- 7.2.3. Where payment is submitted through the Town's online payment provider, the application shall not be considered complete until payment confirmation has been received by the Town. Applicants are responsible for allowing sufficient processing time.
- 7.2.4. Business hours for in-person submissions are 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays.
- 7.2.5. Payment methods may include:
 - a) in-person payment by cheque during business hours; or
 - b) online payment through the Town's approved online payment system, including any applicable surcharge.
- 7.2.6. Applications received after the renewal deadline shall lose renewal priority and deemed forfeited and the license may be offered to the next eligible waitlist applicant.

- 7.2.7. Incomplete renewal applications will not retain renewal priority until all required materials and payments are received.

7.3. WAITLIST ADMINISTRATION

- 7.3.1. Once the maximum number of licenses has been reached, additional applicants may register on a waitlist maintained by the Town.
- 7.3.2. Waitlist priority shall be determined by the date and time Waitlist Registration is received by the Town via email to planning@gibsons.ca, as recorded by the Town's email server.
- 7.3.3. A Waitlist Registration must include:
 - a) The applicant's full name
 - b) Phone number and email address
 - c) The address of the proposed Short-Term Rental; and
 - d) The type of dwelling unit (house, secondary suite, accessory dwelling, duplex unit, apartment, etc.)
- 7.3.4. No application fee or supporting documentation is required to establish a waitlist position.
- 7.3.5. Incomplete email submissions will not secure a waitlist position.
- 7.3.6. Placement on the waitlist does not constitute approval of a Business License application and does not guarantee that a license will be issued.
- 7.3.7. Where multiple applications are determined by staff to have been received simultaneously, priority may be determined by random draw administered by the Town.
- 7.3.8. When a licence becomes available, the Town will invite the next applicant on the waitlist to submit a complete Business Licence application.
- 7.3.9. Applicants offered an available licence shall have five business days from the date of the Town's notice to confirm acceptance of the licence opportunity and submit any required application materials, supporting documentation, and applicable fees.
- 7.3.10. Failure to comply with Section 7.3.9 may result in the applicant being removed from the waitlist or losing priority, and the licence opportunity may be offered to the next applicant on the waitlist.

7.4. COMPLIANCE AND MONITORING

- 7.4.1. The Town may conduct ongoing compliance monitoring and investigations related to STR operations.
- 7.4.2. Continued non-compliance may result in enforcement action, including suspension, cancellation, or refusal of license renewal.
- 1.5. The Town may require evidence such as booking records, platform listings, or business activities to confirm the STR is operating.

7.5. ADMINISTRATIVE AUTHORITY

- 7.5.1. The Director of Planning and Development or designate may establish administrative forms, timelines, and procedures necessary to implement this policy.

8. LEGISLATION

8.1. THIS POLICY SHALL BE READ IN CONJUNCTION WITH:

- a) the Local Government Act;
- b) the Community Charter;
- c) the Town of Gibsons Zoning Bylaw;
- d) the Town of Gibsons Business License Bylaw; and
- e) applicable provincial Short-Term Rental legislation and regulations

9. RELATED DOCUMENTS

9.1. RELATED DOCUMENTS INCLUDE:

- a) Short-Term Rental Business License Application Form
- b) Short-Term Rental Business License Application Renewal Form
- c) STR Business License Application Guide / FAQ

10. RESPONSIBILITIES

10.1. COUNCIL IS RESPONSIBLE FOR:

- a) establishing overall policy direction; and
- b) adopting amendments to bylaws where required.

10.2. THE DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES IS RESPONSIBLE FOR:

- a) administering this policy;
- b) determining application completeness;
- c) maintaining the waitlist;
- d) monitoring compliance; and
- e) establishing administrative procedures consistent with this policy.

10.3. APPLICANTS AND LICENSE HOLDERS ARE RESPONSIBLE FOR:

- a) submitting accurate and complete information;
- b) maintaining compliance with bylaws and regulations; and
- c) ensuring fees are paid in full and on time.

11. REVIEW DATE

- 11.1. This policy should be reviewed within two years of implementation, or sooner if required by changes to legislation, operational requirements, or Council direction.