

## **Business Licence (Short-term Rental) Appeal for #2-1140 Arthur Currie Lane**

### **Submission of the Licence Inspector**

#### **I. Introduction**

1. This is an appeal from the decision of the Licence Inspector to refuse to issue a business licence to Susan Strangway (the Appellant) for the operation of a short-term rental at #2-1140 Arthur Currie Lane.
2. The business licence was denied pursuant to section 4(b) of the Short-term Rental Regulation Bylaw, which states:
  1. *The Licence Inspector may refuse to issue a licence for a short-term rental if, in the opinion of the Licence Inspector, ...*
    - (a) *the applicant failed to comply with section 3; or*
    - (b) *the short-term rental operation would contravene a city bylaw or another enactment.*
3. The appeal is brought pursuant to section 60(5) of the Community Charter, which requires that an applicant for a business licence has the right to have a staff decision to refuse such licence reconsidered by Council.
4. On a reconsideration such as this, Council can apply its own judgement and may either uphold the decision to refuse the licence or grant the licence.

#### **II. Summary**

The 2025 application for a short-term rental business licence at #2-1140 Arthur Currie Lane was denied because the Appellant failed to provide evidence, satisfactory to the Licence Inspector, that unit #2-1140 Arthur Currie Lane is their principal residence. The review of the application revealed the appellant is operating short-term rentals in unit # 2 while residing in unit # 1.

The City gathered evidence showing the Appellant has operated unlawful short-term rentals in a dwelling unit that is not their principal residence. This information comes from multiple sources including the Appellant's declaration to the provincial short-term rental program, a complaint from a nearby resident, advertising, guest reviews, and a site inspection indicating few personal items. Furthermore, the Appellant demonstrated a pattern of misrepresentation and false declarations in an ongoing attempt to claim unit # 2 as their principal residence to obtain a licence. In particular, the appellant was asked about the person in unit #1 and she stated the person was a friend, however other sources of information show that the person living in unit #1 is the appellant's husband. The totality of information shows that the Appellant's actual principal residence is unit #1 at 1140 Arthur Currie Lane.

Two common concerns about short-term rental operations are the effects on residential neighbourhoods and housing availability. In this case, there was both a complaint about the



short-term operations in the neighbourhood from a resident and the discovery of a self-contained dwelling unit that could be used as long-term rental unit. The building, owned by the appellant, has 5 self-contained dwelling units with three units being occupied by long-term tenants and one unit being occupied by the appellant. The remaining unit is known as #2 and is where the short-term rental has been operating.

It can be noted that the appellant received a short-term rental business licence for 2022, 2023, and 2024 for the unit in question. These licences were granted after site inspections and reviews of application information completed by the appellant. A complaint in mid-2024, was noted and considered during the application process in 2025. Business licences are issued on annual basis and must meet the regulatory requirements each year.

### **III. Facts**

5. The Appellant has owned the property at 1140 Arthur Currie Lane since May 31, 2022.
6. The property is zoned R1-B (Single Family Dwelling District). This zone does not permit short-term rentals except as a 'home occupation' under Schedule 'D'.
7. The building card shows that as per building permit BP082399 dating back to 1985, the approved use and occupancy of the structure is "4 suites" (see Schedule A).
8. On November 12, 2022, the Appellant applied for a 2022 principal resident short-term rental licence at #2-1140 Arthur Currie Lane, declaring that as their principal residence (see Schedule B).
9. On November 25, 2022, two Bylaw Officers inspected the home. The purpose of the inspection was to understand the layout of the home and business plan for a potential short-term rental. The Bylaw Officers were led through the inspection by the Appellant. The inspection of unit #2 only, revealed a two bedroom and one bathroom suite. The Appellant informed the Bylaw Officer that her intention was to rent the spare bedroom short-term while she was home. The Appellant stated she also wanted to rent the whole home occasionally, while away on vacation. The Appellant informed the Bylaw Officers she had an upcoming vacation planned for January and February 2023, which would span a total of four weeks. The Appellant stated that her upcoming travel plans prompted the business licence application. The inspection, staff observations, photos, diagrams and/or any statements made by the Appellant are detailed in a statement (see Schedule C).
10. Between November 25 and 29, 2022, the application was reviewed in full including the results of the inspection conducted on November 25, 2022. The inspecting Bylaw Officer recommended the application be approved upon the Appellant providing their government issued photo identification reflecting that the #2-1140 Arthur Currie Lane address was her principal residence as declared and providing a designated responsible person. The Appellant later provided City staff with their government issued ID with a sticker displaying their updated address, and a designated responsible person. The Licence Inspector

determined that the Appellant had provided all required documentations and presented a business plan that aligned with the regulations, as a result granted the licence.

11. On November 29, 2022, the Appellant was notified that their 2024 Principal Resident Short-Term Rental licence was approved.
12. On December 27, 2022, the Appellant applied for a 2023 Principal Resident Short-Term Rental Licence. (see Schedule D).
13. On February 10, 2023, the application was reviewed in full. As the Appellant had been approved for their 2022 short-term rental licence just one month earlier, the Licence Inspector determined that under the circumstances, a re-inspection was not required. The Appellant had declared they would be offering the whole home for rent while traveling in January and February 2023.
14. On February 10, 2023, the Appellant was notified that their 2024 Principal Resident Short-Term Rental licence was approved.
15. On February 2, 2024, the Appellant applied for a 2024 Principal Resident Short-Term Rental Licence (see Schedule E).
16. On February 11, 2024, a Bylaw Officer inspected the home. The purpose of the inspection was to understand the layout of the home and business plan for a potential short-term rental. The Bylaw Officer arrived at 1140 Arthur Currie Lane and accessed unit #2 via a set of stairs at the rear side of the property. The Bylaw Officer was led through the inspection by the Appellant, and again, only unit #2 was inspected. The Bylaw Officer documented the immediate observations from entering the home, recording the unit was very pink. The Bylaw Officer made his way through the unit, documenting the two bedrooms, bathroom, living room and kitchen. The Bylaw Officer observed an additional doorway behind a curtain, which was found to lead to a landing with stairs leading down to the main floor entrance to the structure. The Bylaw Officer discussed the business plan with the Appellant who stated she intended to rent the whole home while away for two months. The Bylaw Officer asked when the Appellant planned to travel. The Appellant stated that her travel plans were unconfirmed, but she wanted to travel to Athens. The Bylaw Officer asked if the Appellant intended to operate one bedroom while home. The Appellant stated, not at the moment, but perhaps down the road. The inspection, staff observations, photos, diagrams and/or any statements made by the Appellant are detailed in a statement (see Schedule F).
17. On February 14, 2024, the application was reviewed in full including the Appellant's current advertisement, open-source data, internal records and results of the inspection on February 11, 2024. The Appellant's advertisement listing was for the entire home and reflected a moderate availability for the entire calendar year, with full availability between February to May 2024. The Licence Inspector determined that the Appellant had submitted

all required proof of resident documents and provided a business plan that aligned with the regulations. Based on all available information, the Licence Inspector determined the Appellant was eligible and that their business plan complied with the City regulations and granted their licence.

18. On February 15, 2024, the Appellant was notified that their 2024 Principal Resident Short-Term Rental licence was approved.
19. On July 7, 2024, Bylaw Services received an online complaint from an area resident regarding the Appellant's short-term rental activity at 1140 Arthur Currie Lane. The complainant stated, "The house has long term tenants in the basement units, and there are two, two-bedroom units on the first and second floors. The owner lives in one unit and the second unit is available to rent on Airbnb. Both are fully contained dwelling suites that were rented out long term before the owner bought the house. Based off recent reviews the owner is also clearly on site in her unit during the short-term rental stays. I have seen her greet guests that she is meeting for the first time" (see Schedule G).
20. On July 17, 2024, staff reviewed the complaint and examined the Appellant's Airbnb listing for the entire dwelling unit at #2-1140 Arthur Currie Lane. The recent guest reviews from July 2024 stated, "Susan was a hospitable host and walked us through the space" and "Susan was a great host, giving us a thorough tour of the place and carefully explaining how everything works". A guest review from May stated, "Susan was available to welcome us and provided great recommendations on walkable attractions as well as things to do in the downtown". Staff documented the information as it appeared to match the public complaint that the entire unit at #2-1140 Arthur Currie Lane was being rented while the host was on site but not occupying the unit.
21. It was determined by City staff that they would continue to monitor the Appellant's rental activity and document any evidence or findings related to non-compliance with City of Victoria regulations. The decision to not investigate further and/or enforce any potential contravention of the Schedule "D" – Home Occupation and the Zoning Regulations or pursue revoking the Appellant's licence at the time was based on several factors, including staff reductions, and that the Appellant's 2024 short-term rental licence would expire on January 15, 2025. The intention was to monitor and document activity for the remainder of 2024, and then upon receipt of a licence application for 2025, evaluate all the information and evidence gathered, and if deemed necessary, conduct a more thorough investigation to determine if the Appellant was operating in compliance with the regulations and eligible to be issued a licence for 2025.
22. For the remainder of 2024, staff continuously monitored the Appellants short-term rental activity online and documented multiple guest reviews indicating that the Appellant was actively present on-site but not residing within unit #2. One review dated September 2024 stated, "Susan's husband met us on pathway and took us to our place" (see Schedule H).

23. Additionally, information collected on November 13, 2024, from the Province of BC's Short-Term Rental Data Portal showed that when the Appellant registered her business under the Short-Term Rental Accommodation Act, she declared that unit #1 at 1140 Arthur Currie Lane as her principal residence, not unit #2 as she had repeatedly declared to the City of Victoria (see Schedule I).
24. On January 2, 2025, the Appellant applied for a 2025 short-term rental licence for #2-1140 Arthur Currie Lane, again declaring it as her principal residence (see Schedule J).
25. On January 20, 2025, a Bylaw Officer inspected #2-1140 Arthur Currie Lane. The purpose of the inspection was to understand the layout of the home and business plan for a potential short-term rental. The Bylaw Officer observed the property to have a large multi-level structure bearing multiple exterior unit numbers. The Bylaw Officer observed the lower-level displayed unit #3, the middle level displayed unit #1, and unit #2 was located at the back of the property. However, the Bylaw Officer was unable to find the signage for unit #4. The Appellant later informed the Bylaw Officer that unit #4 was located on the bottom floor, on the opposite side of the structure adjacent to unit #3. The Bylaw Officer later confirmed this information upon a secondary drive by the property. The Bylaw Officer walked to the rear of the property and up the stairs to unit #2 at 1140 Arthur Currie Lane. While in the rear of the property, the Bylaw Officer observed the detached carport, which was observed to be partially enclosed, and appeared to have lights on inside and curtains covering the windows. The Bylaw Officer noted that it was possible that the carport may have been converted to a self-contained dwelling unit. As the Bylaw Officer reached the entrance to #2-1140 Arthur Currie Lane they were met by the Appellant who let them into the unit. The Bylaw Officer began the inspection and documented the space and observations. The Bylaw Officer was informed that the second bedroom was designated for short-term rental and, like the rest of the unit was decorated very thematically with few to no personal items. The Bylaw Officer inspected the primary bedroom, which the Appellant stated was her bedroom and noted that the room was indistinguishable from the bedroom designated for short-term rental use. The Bylaw Officer observed the entire unit to be clean and have little to no personal items beyond decorative items. The Bylaw Officer noted that while it was possible that the Appellant led a minimalist lifestyle, their professional judgment was that the unit was not occupied by any one person on an on-going basis. The Bylaw Officer noted a curtain hanging alongside a wall in the living room and asked the Appellant what was behind it. The Appellant stated the door led to the "other unit" and that it was kept locked. The Bylaw Officer noted this as a possible additional dwelling unit as the internal records reflected the property had only 4 units, which the Bylaw Officer already accounted for upon arriving at the inspection. The Bylaw Officer's understanding of the structure was unit #1 was located on the middle floor, units #3 and #4 were located on the lower level and they were currently in unit #2 located on the top floor. The Bylaw Officer discussed the business plan with the Appellant, who stated they intended to rent their whole home (unit #2) while away and rent the second bedroom when they were home. The Appellant informed the Bylaw Officer that she leaves for trips very regularly, with her travels spanning from a few nights to several months. The inspection,

staff observations, photos, diagrams and/or any statements made by the Appellant are detailed in a statement (see Schedule K).

26. On January 20, 2025, upon returning from the inspection of #2-1140 Arthur Currie Lane the Bylaw Officer reviewed all internal records, including building permit records and building plans for 1140 Arthur Currie Lane. In reviewing the approved building plans, the Bylaw Officer identified that the door in the living room of unit #2 leading to the landing at the top of the stairs on the second floor was shown, however, the plans showed that only 3 floors were finished space, with the top floor/attic appearing to be an unfinished space. A thorough review of the building permit records also revealed that there was an unresolved history of work without permit dating back to a STOP WORK order being posted on the property by a City of Victoria Building Inspector on April 5, 2016. The order was posted after the Building Inspector attended and observed the unpermitted addition of a 5<sup>th</sup> suite, and extensive framing, plumbing, and electrical alterations throughout the main structure. In addition, staff reviewed the building plans for the accessory building/carport that was constructed with a permit and confirmed that the structure was approved to be a parking structure for 4 cars covered by a roof supported by beams, and that none of the space was enclosed by walls. There was no record that a permit had been issued to convert the use of the carport and/or enclose any of the space. Building permit records were also not clear on the location of the unpermitted 5<sup>th</sup> suite in the main structure and/or whether it was occupied (see Schedule L).
27. Based upon the evidence suggesting the Appellant's non-compliance with short-term rental regulations gathered in the latter part of 2024 following a formal complaint from an area resident, the newly discovered historic information concerning an unpermitted 5<sup>th</sup> suite and extensive building, plumbing, and electrical alterations throughout the main structure observed by a Building Inspector in 2016 which remained unresolved, and what appeared to be unpermitted alteration of the detached carport, staff and the Licence Inspector determined that further investigation, and an inspection of the entire property, including all dwelling units within the main structure, and the enclosed space within the accessory building was required.
28. Authority to conduct inspections and/or enter on or into property is authorized under Section 16 of the Community Charter (see Schedule M).
29. On January 28, 2025, the Appellant was notified that their 2025 short-term rental licence could not be approved without further investigation, and an inspection of the entire structure would be required before moving forward with their licence application (see Schedule N).
30. The February 10, 2025, licensing inspection was attended at 1140 Arthur Currie Lane by a Bylaw Officer who had conducted a previous inspection, and the Supervisor responsible for STR licensing and investigation. Both officers met the Appellant at the exterior door to unit #2, the dwelling unit she had repeatedly declared as her principal residence.

Immediately upon entry and after introductions, the Supervisor asked the Appellant to confirm that she owned the entire structure which she did, and asked her to confirm what unit she lived in. The Appellant stated, “this one”, following which she was asked to confirm that it was unit #2, and she stated “yes”. For further clarification, the Appellant was then asked if she had slept in unit #2 the previous night, to which the Appellant stated, “yes” (see Schedule X). As found on previous inspections, unit #2 was observed to be devoid of any personal effects and there was no sign of permanent occupancy. Instead, the dwelling unit, which was decorated in very vibrant colours with a circus-type theme, appeared to be staged to receive guests.

31. While inside unit #2 and before commencing the inspection of the rest of the structure, the Supervisor advised the Appellant that a search of city building records had revealed that there was a history of work without permit within the structure dating back to 2016, and that a STOP WORK order had been posted on the property at that time by a City of Victoria Building Inspector in relation to that work and the creation of an unpermitted 5<sup>th</sup> suite. The Appellant was also advised that despite the Building Inspector’s order, there was no record that the required permits had ever been obtained to address the full scope of the unpermitted work, nor did it appear that a building permit had been obtained in order to enclose part of the detached carport and/or change the use of that structure. The Appellant stated that she had arranged for the work on the carport to be done and stated that the contractor had stated that, “no permit was required”. The purpose of the re-inspection therefore was to investigate and document the existence of the unpermitted work within the main structure, and the detached carport, and to confirm the occupancy of all the dwelling units on the property.
32. The inspection of the main structure revealed there to be 5 self-contained dwelling units, 1 more than the approved “four suites” on record. This finding was consistent with what the Building Inspector had found in 2016 which led to the posting of a STOP WORK order. The structure was found to be configured as follows; 2 units in the basement, 1 unit on the main floor, 1 unit on the 2<sup>nd</sup> floor, and 1 unit on the upper floor/attic. When advised about the 2016 findings of the Building Inspector minutes earlier, the Appellant had stated that she could show the Bylaw Officers, “the area that is likely in question” and had led them through a locked door hidden behind a curtain in unit #2 into what appeared to be a landing at the top of a curved staircase leading to the main floor below. On this landing was located a door without a handle. Through this door was located a steep staircase leading up to a dwelling unit with a bathroom and kitchen in the attic that appeared to be occupied by a long-term tenant. The Appellant stated that when she bought the property in 2022, the Realtor told her this area was not a suite because it did not contain a stove. The Appellant was advised that city now has a definition of kitchen, and what was observed did in fact constitute a kitchen in that there was a sink, fridge, and cooking appliances. The Appellant then stated that the tenant in the attic was related to the tenant in unit #1, seemingly suggesting that the attic suite was part of unit #1 located 2 floors below. Unit #1 on the main floor was inspected next, and the tenant was present throughout.

33. The inspection of unit #1 located on the main floor revealed a dwelling unit that had been decorated in the same eclectic way as unit #2, but to a much greater degree with vibrant colours and with a vast array of figurines and other collectibles, the result being what can be described as a circus-type theme. In addition, the male occupant of unit #1, who was later identified as Weave CLEVELAND, was observed to be dressed in very similar fashion to that of the Appellant. The similarity in clothing and the decoration of units #1 and #2 suggested strongly that CLEVELAND and the Appellants shared exactly the same taste in clothing, home decor, and lifestyle, and unlike unit #2 which was observed to be devoid of any personal effects, unit #1 was clearly occupied long-term as a principal residence, as it contained personal effects and clothing, including what appeared to be ladies jewellery and a ladies bathrobe hanging on a hook, as well as 3 small dogs and an assortment of dog accessories. In conversation CLEVELAND revealed to staff that he had moved into the unit approximately 2 years previously, consistent with when the Appellant purchased the property. In a separate conversation occurring at the same time, staff briefly questioned the Appellant about the apparent relationship between the two, the obvious similarities and casual interaction being impossible to ignore. In response to this inquiry, the Appellant stated that CLEVELAND was a “friend”. The inspection, staff observations, photos, diagrams and/or any statements made by the Appellant are detailed in 2 separate statements (see Schedule O and P).
34. Immediately following the February 10, 2025, inspection, the staff who conducted the inspection discussed their independent observations, specifically the similarity between the decor/theme in unit #2, the Appellant’s declared principal residence, and unit #1, the unit reported to be occupied by CLEVELAND. In addition, they discussed the obvious similarities in clothing and lifestyle and combined with the casual interactions observed between the Appellant and CLEVELAND and concluded that it was more likely than not that the two were a couple and that they lived together in unit #1. Staff agreed that at the very least, there was reasonable and probable grounds to conduct further investigation.
35. A subsequent online investigation revealed evidence in the form of media articles revealing that CLEVELAND is the Appellant’s husband, and that the couple had previously occupied a home owned by the Appellant in Whiterock BC, which they had both decorated in a similar eclectic fashion, and had, according to the articles, received some notoriety in the home design and arts world on the lower mainland. An article about their Whiterock home in BC Living Magazine on August 10, 2011, states, in part, “...being labelled ‘extreme’ simply means being unafraid to show your personality to the world. Husband and wife Weave Cleveland and Susan Strangway certainly suite that definition...” The article also states, “Every floor in Strangway and Cleveland’s home is covered in these black and white tiles...”, and “...Strangway’s personal bathroom boasts bright splashes of yellow, red, and pink. Cleveland’s devoted bathroom plays off the absence of colour, with mostly matte black finishes”. An artist's profile page from January 29, 2016, states, “Canadian artist Susan Strangway’s art is hard not to notice”, and “The home of Susan Strangway and Weave Cleveland is filled with her fabric art, altered items and unique vision to a beautiful, whimsical effect”. This home was sold in 2022, which coincides with when the Appellant

purchased the subject property in Victoria and matches the approximate timeframe within which CLEVELAND had stated he moved into unit #1 (see Schedule Q).

36. In addition, the online investigation revealed that both the Appellant and CLEVELAND use social media to promote their separate business activities and interest's, including Instagram accounts. The Appellant's Instagram account (tuesdayslaurent) contains several dozen videos that appear to be posted weekly showcasing her fashion and appear to have been filmed within unit #1. CLEVELAND's Instagram account (darnell\_tenderflap) contains several pictures of himself, images that staff agree depict the occupant of unit #1 present during the February 10, 2025 inspection, as well as images of the Appellant, one of which depicting her and a small dog with text stating, "Susan and Natasha on the day she entered our lives" (see Schedule R).
37. Between February 10 and February 18, 2025, the application was reviewed in full including the results of the inspections on January 20, 2025, and February 10, 2025, open-source data and internal records, as well as the results of the online investigation. The Licence Inspector determined the evidence clearly demonstrated that the Appellant's principal residence was in fact unit # 1, not unit #2, and that unit #2 was used solely for the purpose of short-term rentals. The BC Short-Term Rental Data Portal reflected the Appellant declared unit #1 -1140 Arthur Currie Lane as their principal residence. This matched the observations made by the Bylaw Officers during the February 10, 2025, inspection where unit # 2 was free of any personal items, and unit #1 contained what appeared to be the Appellant's personal items, including her collectibles, and art, as well as her marital partner and their 3 dogs. As a principal resident short-term rental licence requires the premise to be the operator's principal residence, and the onus falls solely to the applicant to prove eligibility, the licence was denied.
38. On February 18, 2025, the Licence Inspector advised the Appellant that the application for a 2025 principal resident short-term rental licence at 2-1140 Arthur Currie Lane had been rejected as it failed to meet the requirements set out in the *Short-Term Rental Regulation Bylaw* and *Schedule D – Home Occupations* (see Schedule S).
39. On March 3, 2025, City staff observed the Appellant's listing advertising unlicensed short-term rentals at #2-1140 Arthur Currie Lane. The listing offered the entire home, two bedrooms with an occupancy of 4 guests.
40. The Appellant was sent a letter, dated March 4, 2025, which detailed what was found during the February 10, 2025, inspection of the entire main structure and the accessory building, specifically that the use/occupancy of both structures differed from what was approved, that the layout and configuration differed from what was shown on the approved building plans, and that it appeared that work had been completed without permit to create a 5<sup>th</sup> dwelling unit on the upper floor/attic. In addition, the letter detailed the 2016 findings of the Building Inspector which led to the posting of a STOP WORK order, and subsequent building, and plumbing records related to that work, none of which addressed the full



scope of the work and/or the change of occupancy from 4 to 5 suites/dwelling units. The letter concluded by advising the Appellant was required to make application for the required building, plumbing, and/or electrical permits and take whatever steps are required to bring the property into compliance. The historic work without permit issues in the main structure, the creation of an unpermitted 5<sup>th</sup> suite, and the more recent unpermitted alteration of the accessory building are completely unrelated to the denial of the short-term rental licence (see Schedule T).

41. On April 15, 2025, City staff observed the Appellant's listing advertising unlicensed short-term rentals at #2-1140 Arthur Currie Lane. The listing offered the entire home, two bedrooms with an occupancy of 4 guests.

#### IV. Relevant Regulation

42. The City regulates short-term rentals through the *Short-term Rental Regulation Bylaw* and through provisions of the zoning bylaws. In relation to the property, the relevant zoning bylaw is the *Zoning Regulation Bylaw*, which states, in part:

17 ...

(4) *Without limiting the generality of subsection (1), short-term rentals, whether as a principal or accessory use, are prohibited in all zones except*

- (a) *where they are expressly permitted subject to regulation applicable in those zones;*
- (b) *rental of no more than two bedrooms in a self-contained dwelling unit, as home occupation, provided that:*
  - (i) *the self-contained dwelling unit is occupied by the operator of the short-term rental; and*
  - (ii) *short-term rental complies with all regulations in Schedule D as if it were a transient accommodation.*

43. The city regulates home based businesses, including principal resident short-term rentals, through *Schedule 'D' – Home Occupations*, which states, in part:

- (12) Subject to the following requirements, a short-term rental is permitted as a home occupation in a principal residence.
  - (1) subject to subsection (2), no more than two bedrooms may be used for short-term rental and the short-term rental cannot occupy an entire self-contained dwelling unit.

44. The City of Victoria regulates the principal resident requirement for a short-term rental through the *Short-Term Rental Regulation Bylaw*, which states in part:

3...

- (1) A person must not carry on business as a short-term rental operator unless the person holds a valid licence issued under the provisions of this Bylaw and the Business Licence Bylaw.
- (2) A person applying for the issuance or renewal of a licence to operate a short-term rental must, in addition to meeting the requirements of the Business Licence Bylaw:
  - (e) provide evidence, satisfactory to the Licence Inspector, that the premises where the short-term rental will be operated are the operator's principal residence.

## **V. Argument**

45. One of the objectives of the City's regulations of short-term rentals was to address the problem of homes being diverted from the long-term market to a vacation rental market.
46. The City of Victoria's Short-Term Rental Regulation Bylaw defines short-term rentals as the renting of a dwelling unit, or any part of it, for a period of less than 30 nights. Therefore, the City considers any rental of 30 consecutive nights or more to be a long-term rental (see Schedule U).
47. In order to be issued a short-term rental licence, applicants must provide proof satisfactory to the licence inspector that the premise where the short-term rental will occur is occupied by the operator as their principal residence. If the applicant satisfies the principal residence requirement, their business operation must comply with conditions of *Schedule D – Home Occupation* to be approved (see Schedule V).
48. It can be challenging to determine if a property is a person's principal residence. The City does require proof of residence documents to process a principal resident short-term rental application. While the documents assist in establishing an applicant's eligibility, they are not solely relied upon to verify a person's principal residence because address changes can be done online without secondary checks. Many utility bills offer e-billing options, making mailing addresses redundant. Additionally, as of 2025, applications are now required to include home or rental insurance policies, which can assist in verifying property use but are still based on self-declaration. Many insurance companies allow homes occupied by a principal resident to operate varying levels of nightly rental activity while maintaining the designation of being occupied by a resident. However, if the operator changes the policy afterward or misrepresents the use of the property, the City will have no way of confirming this information. As a result, it cannot be considered complete proof of eligibility. These documents are used primarily to help staff identify potentially ineligible applications rather than to independently verify eligibility.
49. The Appellant first applied for a short-term rental licence in 2022, shortly after purchasing the property. During the 2022, 2023, and 2024 licensing application process the Appellant

had consistently provided statements and documentation to City staff, including reasonable business plans, that appeared to indicate they were eligible for a short-term rental licence at unit #2-1140 Arthur Currie Lane, and would operate in compliance with the regulations. The Licence Inspector acknowledges that in general, verifying a dwelling unit's actual use as a principal residence is very challenging, particularly in instances like this, where the Appellant's unit features very unique decor and, at the time of the previous licensing issuances, there was no evidence available to refute their eligibility claims. In the absence of evidence to the contrary, the Licence Inspector can only rely upon what information is available and will typically extend the applicant the benefit of the doubt when determining principal residence even when there is some degree of doubt.

50. In this case, however, the receipt of a formal complaint from a neighbouring resident on July 7, 2024, prompted a more thorough and time-consuming investigation that resulted in an abundance of evidence clearly showing that despite repeatedly representing on business licence applications in 2022, 2023, 2024, and again in 2025, and supported by the accompanying documentation, that the Appellant occupies #2-1140 Arthur Currie Lane as her principal residence, she does not. The Appellant's claim that she resides in unit #2, which she verbally stated in person to staff when asked very direct and specific questions about where she lives, as recently as during the inspection on February 10, 2025, is in fact false. The Appellant's principal residence is not unit #2, but is instead, unit #1 where she lives with a person, who has been identified as her husband by numerous sources of information.
51. Despite the Appellant's continued insistence that unit #2 at 1140 Arthur Currie Lane is their principal residence, the evidence proves otherwise. The Appellant has repeatedly stated their intention to rent the whole home while traveling or rent the spare bedroom while they are home, however, the Appellant maintains just one Airbnb listing for the entire dwelling unit, and the guest reviews reflect that the Appellant is onsite during guest stays. The reviews describe the Appellant providing tours, picking guests up from the ferry, and the Appellant's husband escorting guests to the rental unit. Additionally, a neighbouring resident submitted a complaint stating the appellant resides in a separate dwelling unit while operating full-time rentals in another unit on the property. This is corroborated by the BC Short-Term Rental Data Portal, where the Appellant declared they reside in unit #1 at 1140 Arthur Currie Lane. The totality of the evidence demonstrates that the Appellant is operating a short-term rental in a dwelling unit that is not their principal residence.
52. The Appellant's appeal appears to rely on a clerical error in the denial letter, where the word 'evidence' was unknowingly omitted in referencing section 3(2)(e) of the *Short-Term Rental Regulation Bylaw*. This is a clear attempt to distract from the reasons for the denial and to discredit City staff. The clerical error does not affect the meaning or validity of the licence decision. The letter provided the Appellant with the reasoning, cited the relevant sections of the regulations and included direct access to the applicable bylaws so they could review the information themselves. The minor clerical oversight, that has no impact on the meaning or reasoning used in the licensing decision, does not provide any legitimate basis for the granting of their licence.

53. Appellant's appeal presents concerns regarding the two inspections conducted in 2025, and the authority under which those inspections were carried out. The City has authority to conduct inspections under Section 16(5) of the Community Charter, which states in part: *The authority may only be used to enter into a place that is occupied as a private dwelling if any of the following applies (a) the occupier consents; (b) the municipality has given the occupier at least 24 hours' written notice of the entry and the reasons for it.* The City had full authority to conduct both inspections, as the Appellant granted consent and was present to allow access to staff on the scheduled date and time. At no time did the Appellant question the Bylaw Officer's authority. The Appellant herself guided the officers through the property and granted access to each dwelling unit on the property. While the Appellant claims they were not informed of the reason or concerns that warranted the inspections, City staff consistently informed the Appellant the inspections were related to a potential unpermitted fifth (5) dwelling unit, and to assess the occupancy and use of each dwelling unit at the property to determine whether unit #2 was the Appellant's principal dwelling unit.
54. The Appellant attempts to seek justification for their licence approval by relying solely on a few documents that reflect unit #2 as their principal residence and alleges that the City failed to provide sufficient evidence and reasoning for the decision to deny the licence. This assertion is not only incorrect but also contrary to the regulation framework, which places the onus solely on the applicant to satisfy the Licence Inspector that the premise is the operator's principal residence. The City does have a requirement to inform applicants of the reasoning and regulations used in licensing decisions, and the Appellant was provided a denial letter outlining this information. However, it is not uncommon to exclude specific details of the evidence in the denial notification as in general it is not required, but further also prevents individuals from using that information to make temporary changes to circumvent the regulations. As an example, some applicants have made comments to staff during recent licensing inspection to the effect that they 'made sure the unit looked lived in' suggesting that they may have intentionally staged the unit to appear more like a principal residence. It has also been confirmed by some applicants that operators communicate with each other and often strategize ways to thwart regulations. The City provides an appeal process that allows the Appellant to receive a fully detailed report of the evidence and reasoning used in the licence decision. Therefore, all requirements and responsibilities under the Community Charter and other relevant bylaws have been met. The Appellant's suggestion that the City failed in the licensing requirements, and are therefore entitled to a licence, is not substantiated by facts or regulation. The evidence contained herein supports the Licence Inspector's decision and suggests that the Appellant is continually and knowingly attempting to contravene the regulations.
55. The Appellant's appeal has failed to provide any substantive evidence that the Licence Inspector was incorrect in the licensing decision, that unit #2 at 1140 Arthur Currie Lane is not their principal residence. The Appellant has constructed a narrative that they have wrongfully been denied a licence to operate a short-term rental. However, the City has gathered evidence showing the Appellant has operated unlawful short-term rentals in a dwelling unit that is not their principal residence. This information comes from multiple

sources including the Appellant's declaration to the province, a complaint from a nearby resident, advertising, guest review, multiple site inspections, and the information gathered from media articles and social media. These sources of information show that the Appellant's actual principal residence is unit #1 at 1140 Arthur Currie Lane.

56. Furthermore, the Appellant has demonstrated a pattern of misrepresentation and false declarations in an ongoing attempt to claim unit # 2 as their principal residence in order to obtain a licence. The Appellant's actions appear to be a deliberate effort to circumvent regulations designed to protect dwelling units suitable for long-term rentals. Due to the inherent challenges in regulating licences tied to a principal residence requirement, the bylaw is designed to provide fair and equal opportunity to all eligible residence, it relies heavily on the applicant being truthful. This places a significant burden on City resources to verify compliance. As a result, the Appellant was able to obtain licenses and operate unlawful short-term rentals in unit # 2 at 1140 Arthur Currie Lane for three years, effectively removing a unit from long-term housing in the city. Unlawful operation of a short-term rental also impacts the nature of residential communities.
57. The Licence Inspector is solely responsible for determining if the applicant has met the requirements of the *Short-Term Rental Regulation Bylaw*. The Appellant did not provide, in form satisfactory to the Licence Inspector, evidence that #2-1140 Arthur Currie Lane is occupied by the Appellant as their principal residence.
58. For all these reasons, the Licence Inspector submits that the Appellant's application for a short-term rental business licence had to be refused as it contravened the *Short-Term Rental Bylaw, Schedule 'D' – Home Occupation and Zoning Regulation Bylaw*.
59. Therefore, the Licence Inspector submits that this appeal should be dismissed and the decision to refuse a short-term rental business licence for 2-1140 Arthur Currie Lane be upheld.

ALL OF WHICH IS RESPECTFULLY SUBMITTED

Dated: June 3, 2025

Mark Fay, Manager of Bylaw and  
Licensing Services

**1140** **ARTHUR CURRIE LANE**  
**ALBANY**

Location: CANTONMENT 1133 (Lot 184, Sec 31, Blk 549, Blk X)  
Plan: 1133 1133 Bathurst  
Lot: 4 Block: 21 Section: 21 M. Roll: 17052  
Date: No Record Permit No: No Record Value: No Record 12-775-063  
Owner or Agent: G. G. BROWN & CO. INC. M. WHITEHEAD + H. PEET  
Address: 433 CANTONMENT  
Architect: \_\_\_\_\_ Contractor: \_\_\_\_\_ Lic: \_\_\_\_\_  
Zone District: \_\_\_\_\_ Fire Limits: \_\_\_\_\_  
Occupancy: S.F.D. No. of Rooms: \_\_\_\_\_  
Converted to: 4 SUITES Date: 7-2-18 850605 Case No: PP# 68882 8182399  
Class Construction: \_\_\_\_\_ Size Bldg: \_\_\_\_\_ Height: \_\_\_\_\_  
Size Lot: \_\_\_\_\_ Setbacks: (side) \_\_\_\_\_ (front) \_\_\_\_\_ (back) \_\_\_\_\_  
Joists: (Grnd) \_\_\_\_\_ (2nd) \_\_\_\_\_ (3rd) \_\_\_\_\_ (Ceiling) \_\_\_\_\_  
Foundation: \_\_\_\_\_ Ext. Walls: \_\_\_\_\_ Posts: \_\_\_\_\_ Beams: \_\_\_\_\_  
Floors: \_\_\_\_\_ Rafters: \_\_\_\_\_ Chimneys: \_\_\_\_\_ Basement: \_\_\_\_\_  
Roof: \_\_\_\_\_ Stairs: \_\_\_\_\_ Exits: \_\_\_\_\_ Heating: \_\_\_\_\_  
Plumbing: \_\_\_\_\_ P.P. No Record Wiring: \_\_\_\_\_  
Other Structures: \_\_\_\_\_



---

**From:** susan dundee < >  
**Sent:** November 12, 2022 11:57 AM  
**To:** str@victoria.ca  
**Subject:** application for short term rental

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

hello - I would like to submit my application for short term rental in the unit in my home where i live -  
thanks!

Susan Strangway  
2-1140 Arthur Currie Lane  
Victoria, BC V9A 7H3



## SHORT-TERM RENTAL BUSINESS LICENCE APPLICATION

Legislative & Regulatory Services Department  
Bylaw & Licensing Services Division  
#1 Centennial Square  
Victoria, BC V8W 1P6

Application must be completed in full. You can submit your completed application and supporting documentation via email to [str@victoria.ca](mailto:str@victoria.ca), mail it to the above address, or fax it to 250.361.0205. All related documentation and information is available at [www.victoria.ca/str](http://www.victoria.ca/str). For information or assistance completing this form, please contact Bylaw Services at 250.361.0215 or email [str@victoria.ca](mailto:str@victoria.ca).

### RESIDENCE TYPE (please check all boxes that apply):

- ☐ Single Family Dwelling
 ☐ Duplex  
☐ Single Family Dwelling with Suite
 ☒ Triplex  
☐ Condominium/Apartment
 ☒ Other (please specify): 4 units, I live in one of them  
☐ Update my information (if you need to make any changes to your existing application)

For Definitions please see Section 2 of the [Short-Term Rental Regulation Bylaw No. 18-036](#).

### SHORT-TERM RENTAL ADDRESS:

Unit Number: 2 Address: 1140 Arthur Currie Lane  
Postal code: V9A 7H3

### If your property is already advertised online, please list all listing IDs.

i.e. [Airbnb.ca/rooms](http://Airbnb.ca/rooms).LISTING\_ID or [vrbo.com](http://vrbo.com)/LISTING\_ID

### Is this your Principal Residence (the usual place where an individual makes their home)?

- ☒ Yes  
☐ No

If 'Yes', please attach **two items** verifying principal residence to confirm this declaration (Proof of principal residence must include a copy of government issued identification, as well as one other item such as a recent utility bill or mail from Medical Services Plan or Canada Revenue Agency)

### Do you own this residence?

- ☒ Own  
☐ Rent

If there is more than one owner on title, or if you rent the above address, you are required to complete the **Owner Consent Form** within this application



**Is this residence part of a Strata?**

- ☐ Yes  
☒ No

**If part of a Strata, complete the *Strata Consent Form* within this application**

**OPERATOR (can be the owner, tenant, or management company; Check all that apply):**

**TYPE:**

- ☒ **Sole Proprietors name:** (if you plan to operate the business on your own, either under your own name or a business name):  
 Susan Strangway \_\_\_\_\_
- ☐ **Partnership Name(s):** (if you plan to operate the business with one or more partners):  
 \_\_\_\_\_
- ☐ **Limited / Incorporated Company Name:** (if you plan to operate the business as a separate legal entity, separate from yourself and your personal assets):  
 \_\_\_\_\_

**MAILING ADDRESS:** 2-1140 Arthur Currie Lane \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**INCORPORATION INFORMATION:** (if applicable)

☐ **Incorporation Number:** \_\_\_\_\_

**If applying as a Limited/Incorporated Company, have you included documents of Incorporation and Notice of Articles?**

- ☐ Yes
- ☐ I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge that a \$30 fee plus applicable taxes will be charged by the City of Victoria for this service [Administrative Fees Bylaw No. 04-40].

**MANAGEMENT INFORMATION:** (if applicable)

☐ **Management Company:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Business Licence No.** \_\_\_\_\_

**DESIGNATED RESPONSIBLE PERSON (if managed by an agency, the designated responsible person can be a representative from this agency):**

When the Operator is not available, this person serves as the primary contact for the short-term rental (a person who, at all times that the short-term rental is operated, has access to the premises and has the authority to make decisions in relation to the premises and the rental agreement).

Name: Brodie Forrest Email: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☒ The above Responsible Person has consented to the use of his/her contact information.



**Owner Consent Form**  
**Short-Term Rental**  
 Legislative & Regulatory Services Department  
 Bylaw & Licensing Services Division  
 City of Victoria  
 #1 Centennial Square  
 Victoria, BC V8W 1P6

This is to certify that I Susan Strangway, as the legal owner of  
 (Owner)  
1140 Arthur Currie Lane have read the Short-Term Rental Business Licence  
 (address)  
 application form submitted by Susan Strangway and consent to the above  
 (Operator)  
 premises being used as a Short-Term Rental in compliance with City of Victoria bylaws.

I, the undersigned, confirm as the business owner(s)/operator(s) that the above noted information is true and will comply with ALL relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City Bylaws.

OWNER'S NAME:	Susan Strangway	
OWNER'S SIGNATURE:		DATE: Nov 12, 2022
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:

\*If more than one (1) registered owner, all owners are required to sign the Owner Consent Form.

### **SHORT-TERM RENTAL BUSINESS LICENCE – IMPORTANT INFORMATION**

Completion of this application does **not** guarantee approval of application. Approved licenses will be issued **only** upon receipt of payment of the Short-Term Rental Business Licence fee. Operating a Short-Term Rental without a valid licence is an **offence** for which penalties are prescribed. A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$250.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

Licenses are effective from January 16 to January 15 of the following year, are non-transferable, and the licence fee(s) paid are non-refundable. Short-Term Rental Business Licenses must be re-applied for at the start of each calendar year, and must include up-to-date supporting documentation.

Please see website for:

- ❖ [\*Short-Term Rental Regulation Bylaw No. 18-036\*](#)
- ❖ [\*Schedule D – Home Occupations; Zoning Regulation Bylaw No. 80-159\*](#)

**Privacy Notification:** This information is being collected for the purpose of determining the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. The legislated authority to collect your personal information is Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and Section 3 (2) of the *Short-Term Rental Regulation Bylaw*. If you wish to obtain further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, 1 Centennial Square, Victoria, BC V8W 1P6 250.361.0347 or email [foi@victoria.ca](mailto:foi@victoria.ca).

### **Declaration:**

I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the *Short-Term Rental Regulation Bylaw No. 18-036* and all other applicable City Bylaws. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. I understand I cannot commence business until such time as a **Short-Term Rental Business Licence has been approved, paid in full, and issued.**

Operator's Name (*Individual completing form*): Susan Strangway

Operator's Signature: \_\_\_\_\_ Date Signed: nov 12, 2022

Licence # (office use only)

Date Stamp (office use only)

## BYLAW OFFICER STATEMENT

<b>Officer Rank/Number/Rank</b>	BO Jamie ACHESON VBLS 1004
<b>Date</b>	Friday, November 25, 2022
<b>Time</b>	12:55pm
<b>Subject</b>	Susan STRANGWAY
<b>Location</b>	2-1140 Arthur Currie Lane
<b>File</b>	217109

Bylaw Officer Jamie ACHESON and Bylaw Officer Barry MCLEAN attended 2-1140 Arthur Currie Lane on Friday, November 25, 2022, at 12:55pm to conduct an inspection of a residence seeking a principal residence short-term rental licence. ACHESON and MCLEAN accessed unit 2 by a staircase at the rear of the main dwelling. ACHESON and MCLEAN were greeted by Susan STRANGWAY who is the registered owner of 1140 Arthur Currie Lane and potential operator of the proposed short-term rental in unit 2. ACHESON introduced themselves and MCLEAN and identified themselves as Bylaw Officers for the City of Victoria. ACHESON and MCLEAN were in full uniform.

STRANGWAY ushered ACHESON and MCLEAN inside and insisted that they not wear boot covers or masks. ACHESON told STRANGWAY they would be walking around the space that was going to be accessible to a potential short-term tenant and taking photographs. ACHESON asked STRANGWAY if there was anything she did not want photographed, and she said no. ACHESON asked STRANGWAY what her business plan was to operate as a short-term rental. STRANGWAY explained that she would be occupying the master bedroom and rent her second bedroom while she was home. STRANGWAY said she also wanted to rent the entire unit occasionally when she went on vacation. She said she had a vacation coming up in January/February of 2023 where she would be away for a total of 4 weeks, which is why she reached out to get her business licence.

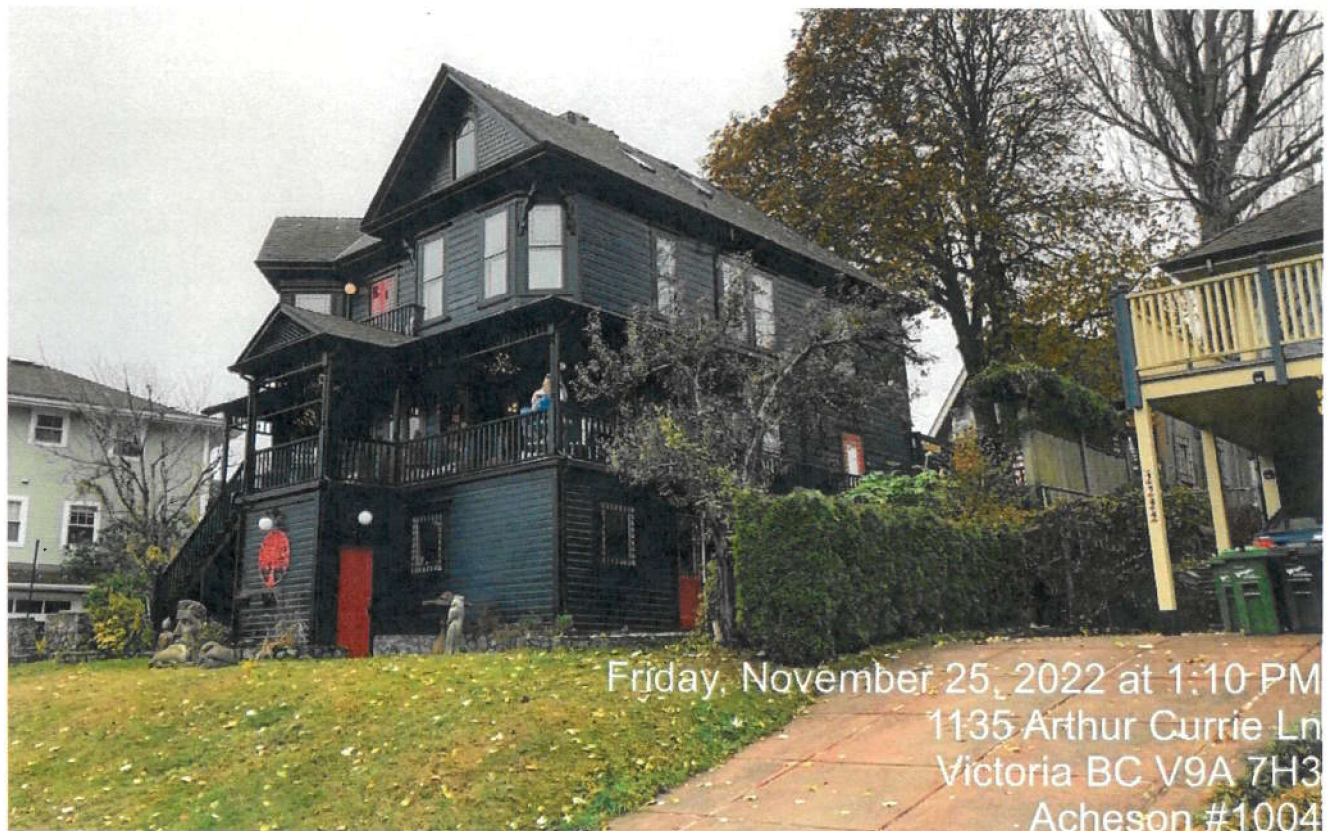
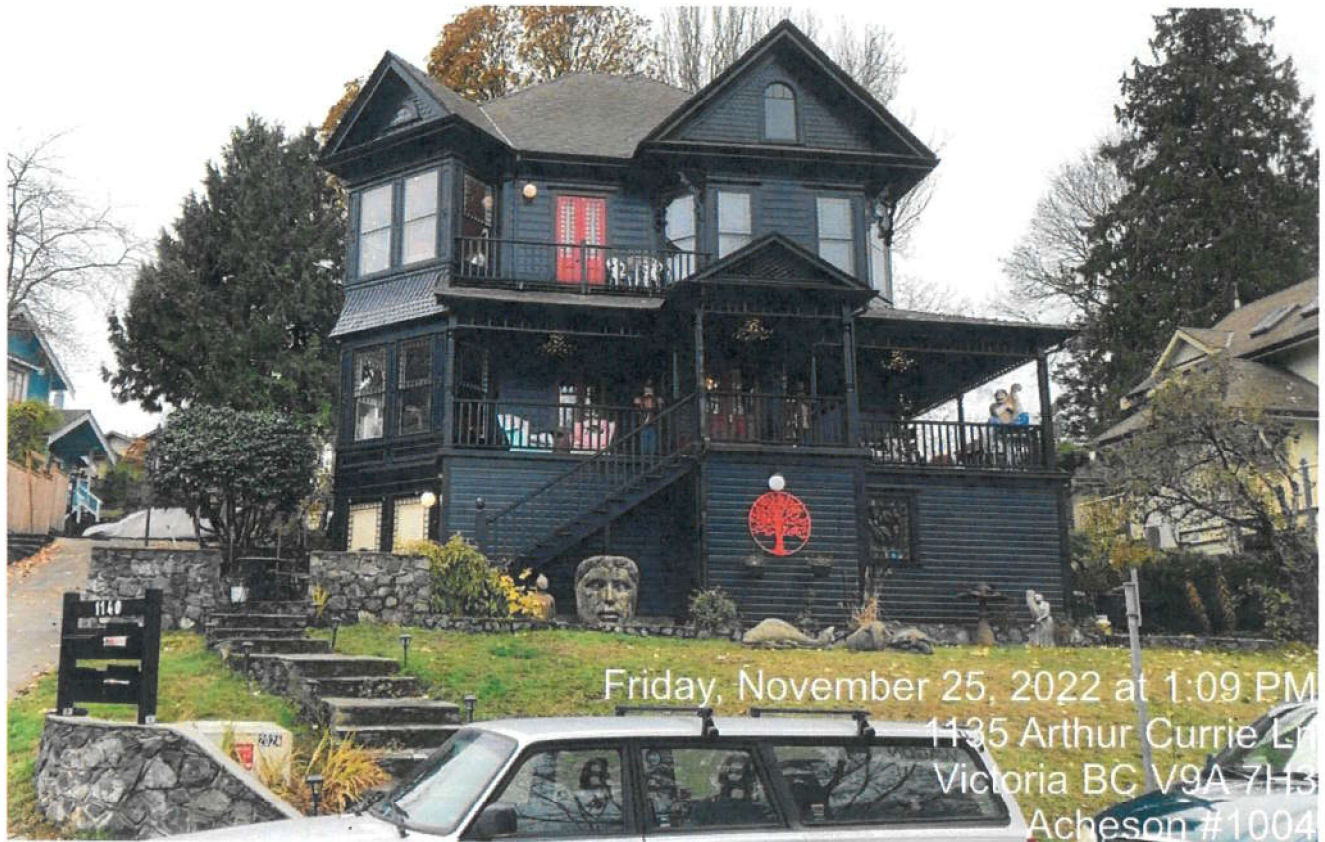
STRANGWAY showed ACHESON and MCLEAN around the unit. MCLEAN spoke to STRANGWAY in the living area while ACHESON took photos of the unit. The unit consisted of 2 bedrooms, a bathroom, living area and kitchen. The front entry had a hallway immediately to the left and the kitchen and living area consisted of an open floorplan directly ahead. The kitchen had a sink, stove, and refrigerator. The living area had a fireplace and window seat/bench area. On the east wall of the living area was a door covered by red/white striped curtains. STRANGWAY said the door was always locked and opened to a stairwell that went to the front foyer. Down the entry hallway, there was a closet and the master bedroom on the right side of the hallway and a bathroom and the second bedroom on the left side of the hallway. The bathroom consisted of a washer and dryer in a closet, a sink, toilet, and shower/bathtub combination. ACHESON did not observe any major safety hazards throughout the inspection.

ACHESON advised STRANGWAY that they would take photographs of the exterior of the dwelling before they left the property. ACHESON also advised STRANGWAY that they would be writing a report and making a recommendation to approve or reject the application, and that she should know the outcome of the application within approximately two weeks time. ACHESON provided STRANGWAY with three printed documents including: Operating a Short-Term Rental in Victoria Infographic Handout, The Short-Term Rental Regulation Bylaw, and Schedule D – Home Occupations for her to review. ACHESON also provided STRANGWAY with their business card and told her if she had any questions to feel free to contact them or the STR Team. ACHESON exited the suite with MCLEAN, took photos of the exterior of the dwelling, and left the property.



November 25, 2022, Inspection: Unit # 2-1140 Arthur Currie Lane, 31 images.

Images 1-8: External photos of 1140 Arthur Currie







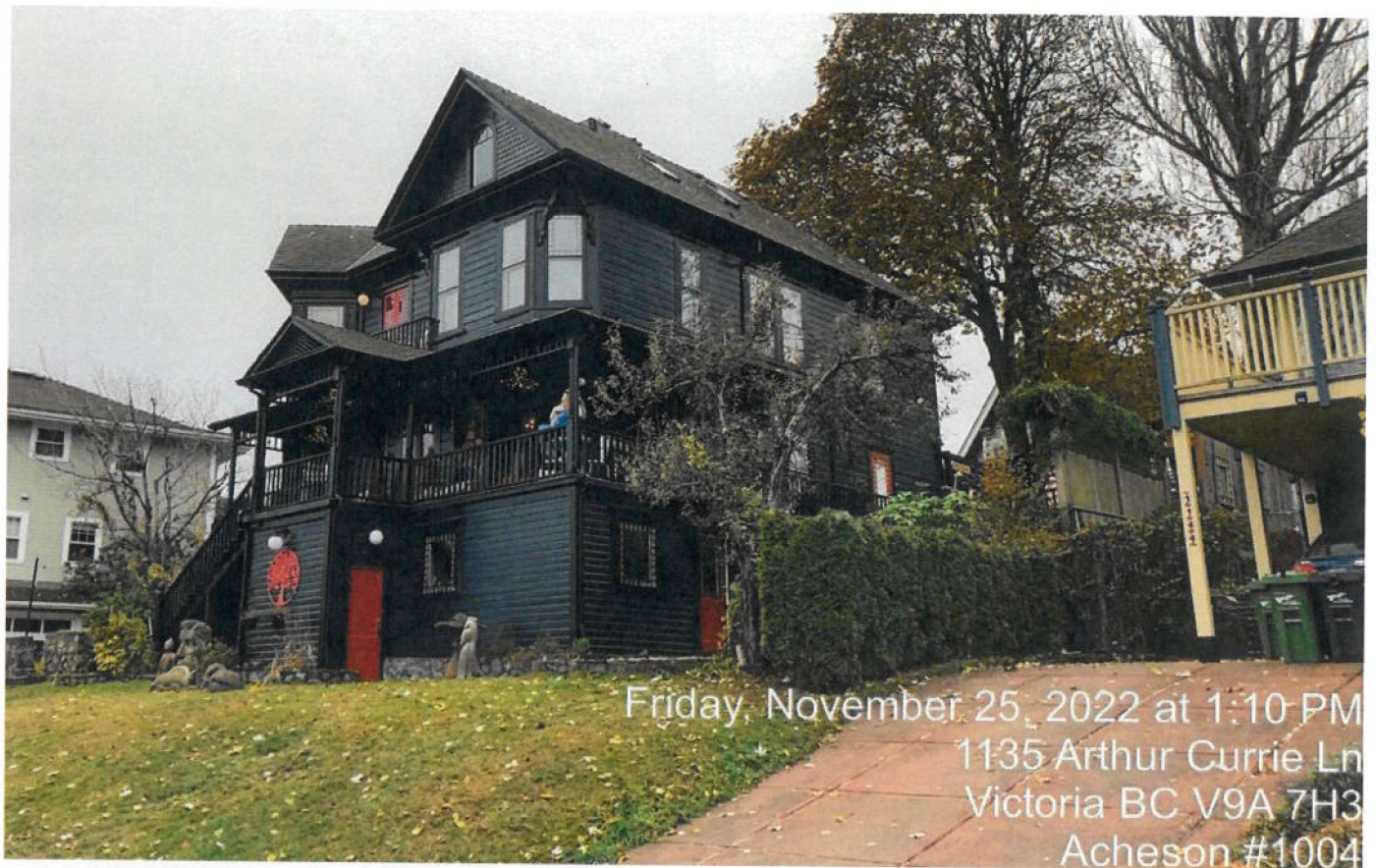
Friday, November 25, 2022 at 1:09 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004





Friday, November 25, 2022 at 1:10 PM  
1128 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004





Friday, November 25, 2022 at 1:10 PM  
1135 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



Friday, November 25, 2022 at 1:09 PM  
1134 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004





Friday, November 25, 2022 at 1:09 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004

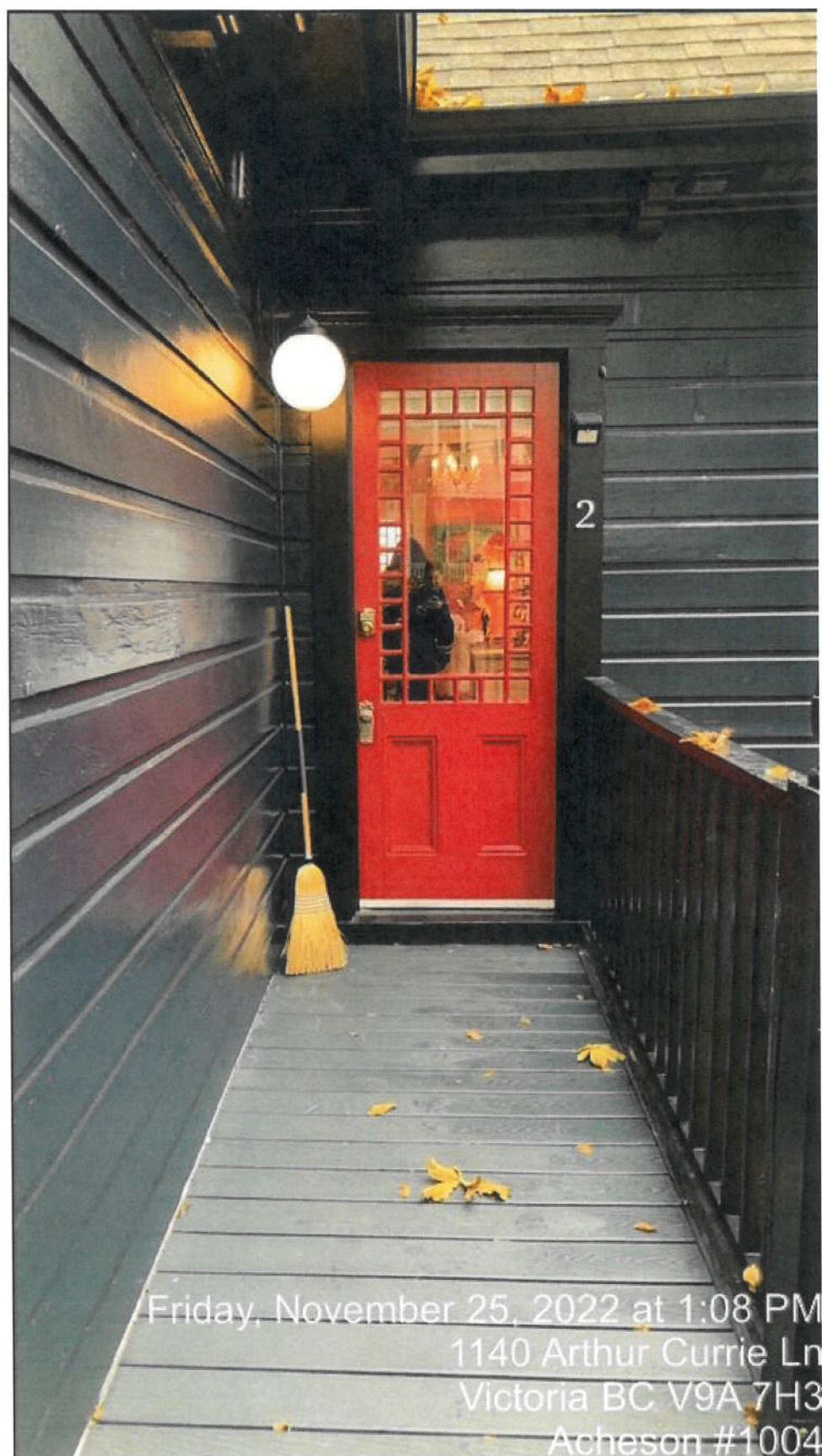




Friday, November 25, 2022 at 1:08 PM  
1134 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004

November 25, 2022, Inspection Unit # 2 - 1140 Arthur Currie Lane

Images 9: Entrance to unit #2 at 1140 Arthur Currie.

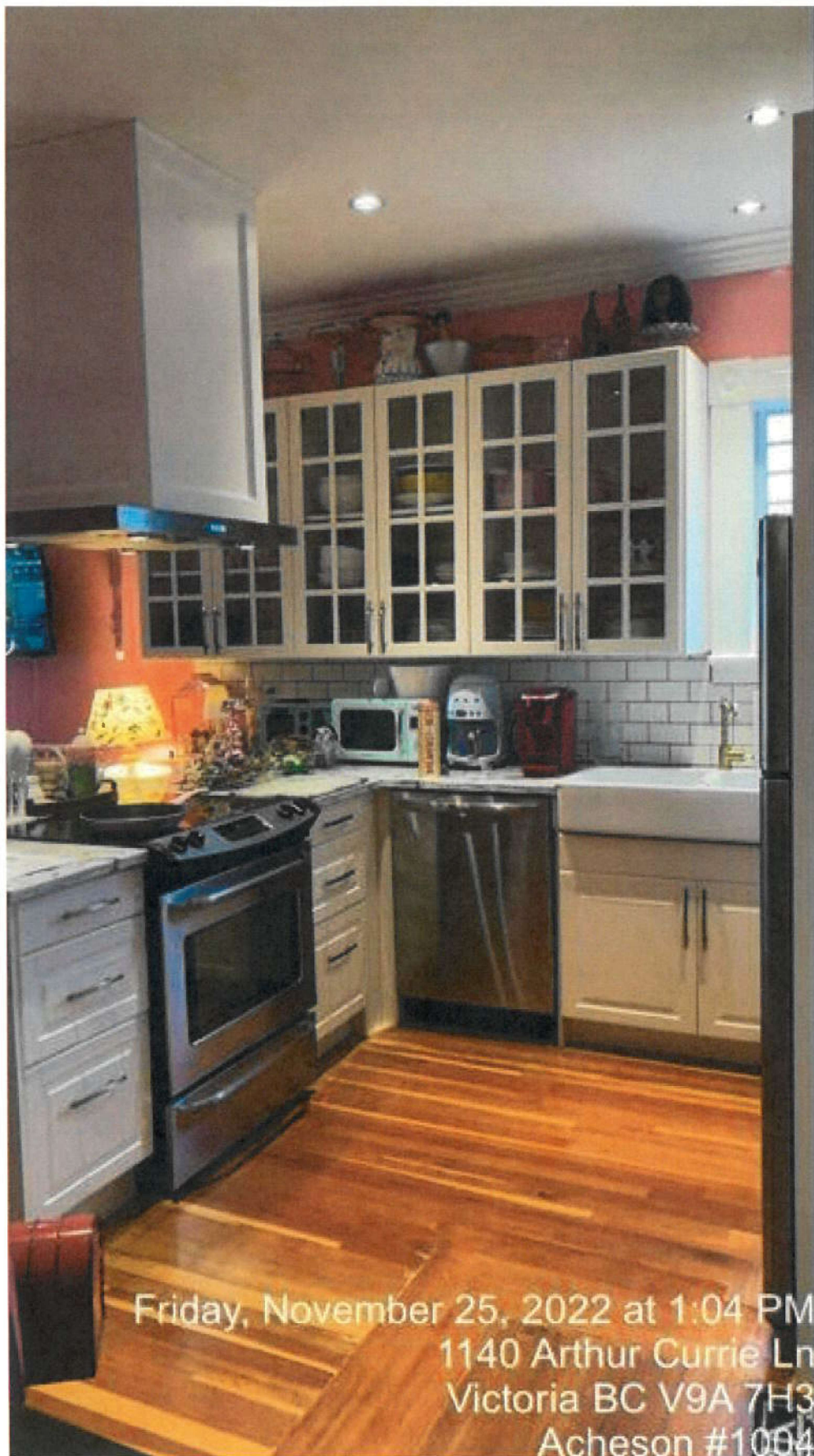


November 25, 2022, Inspection Unit # 2 - 1140 Arthur Currie Lane



Images 10-11: Kitchen

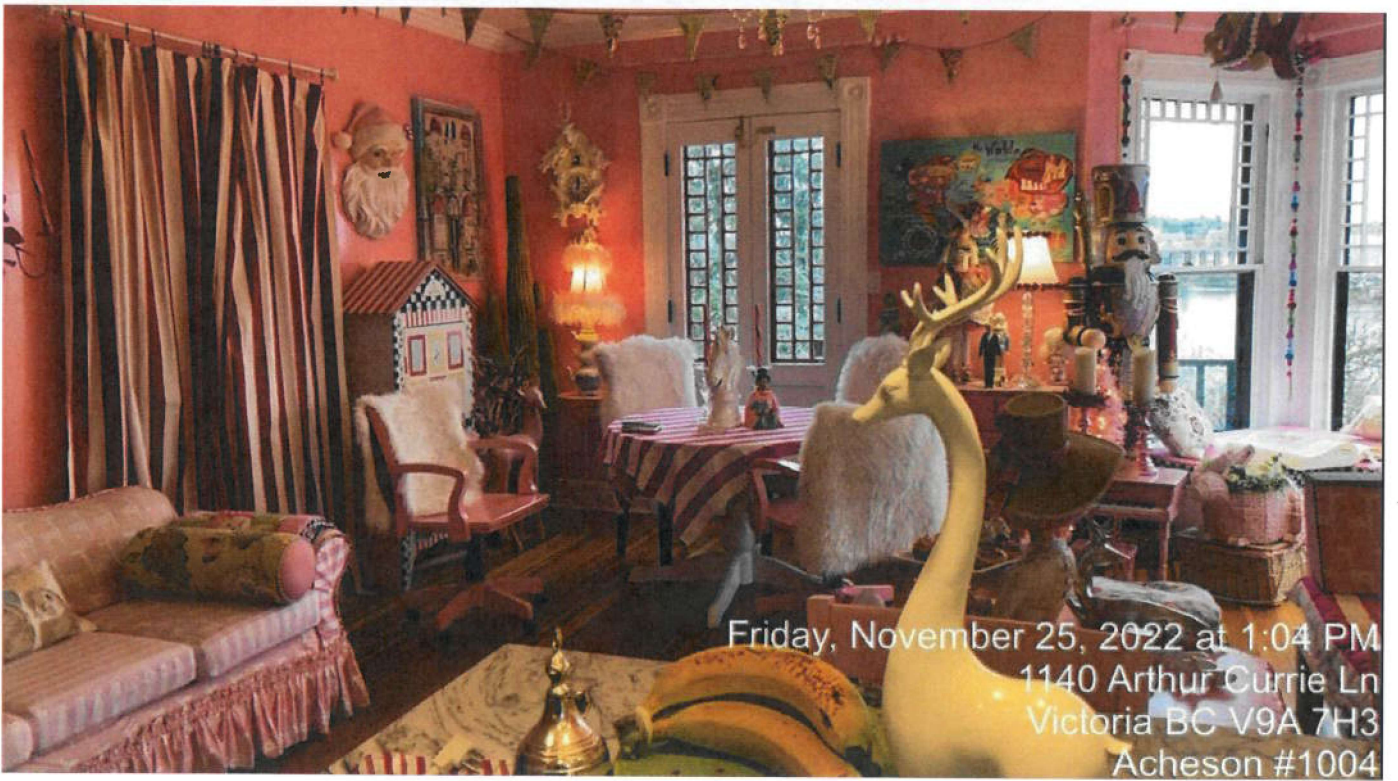




November 25, 2022, Inspection Unit # 2 - 1140 Arthur Currie Lane



Images 12-16: Living room area.

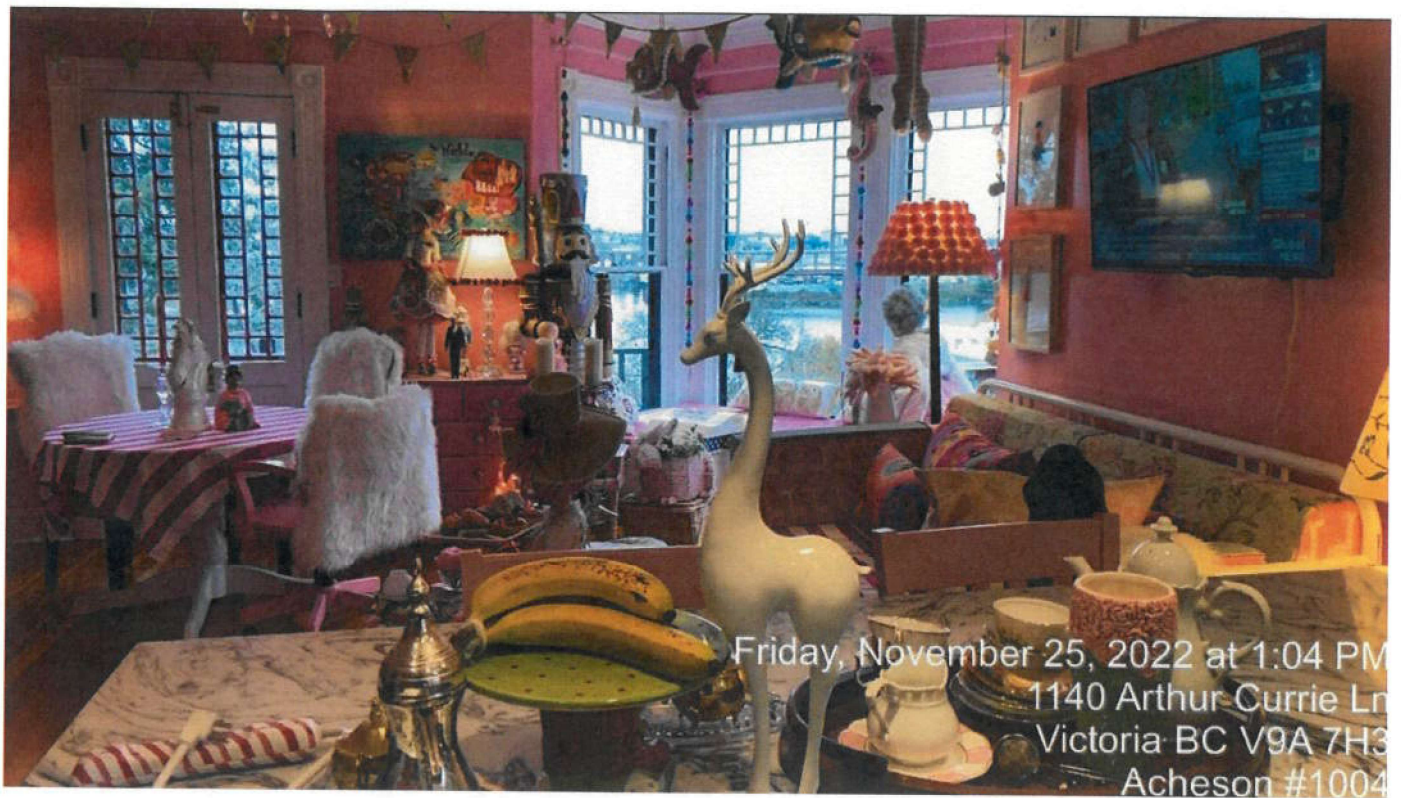




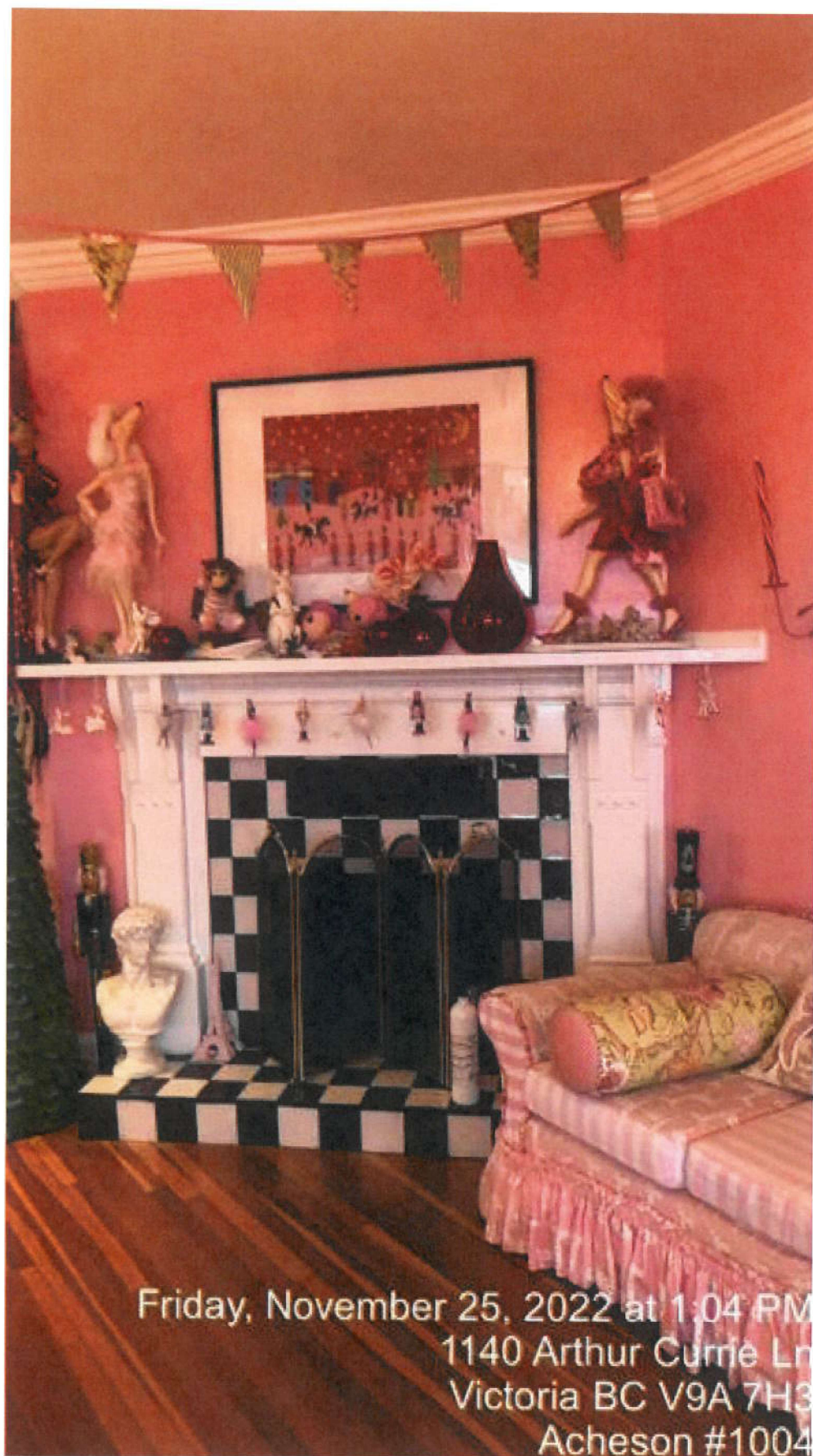


Friday, November 25, 2022 at 1:04 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004





Friday, November 25, 2022 at 1:04 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



Friday, November 25, 2022 at 1:04 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



Images 17-18: Hallway to bathroom and bedrooms.



Friday, November 25, 2022 at 1:03 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



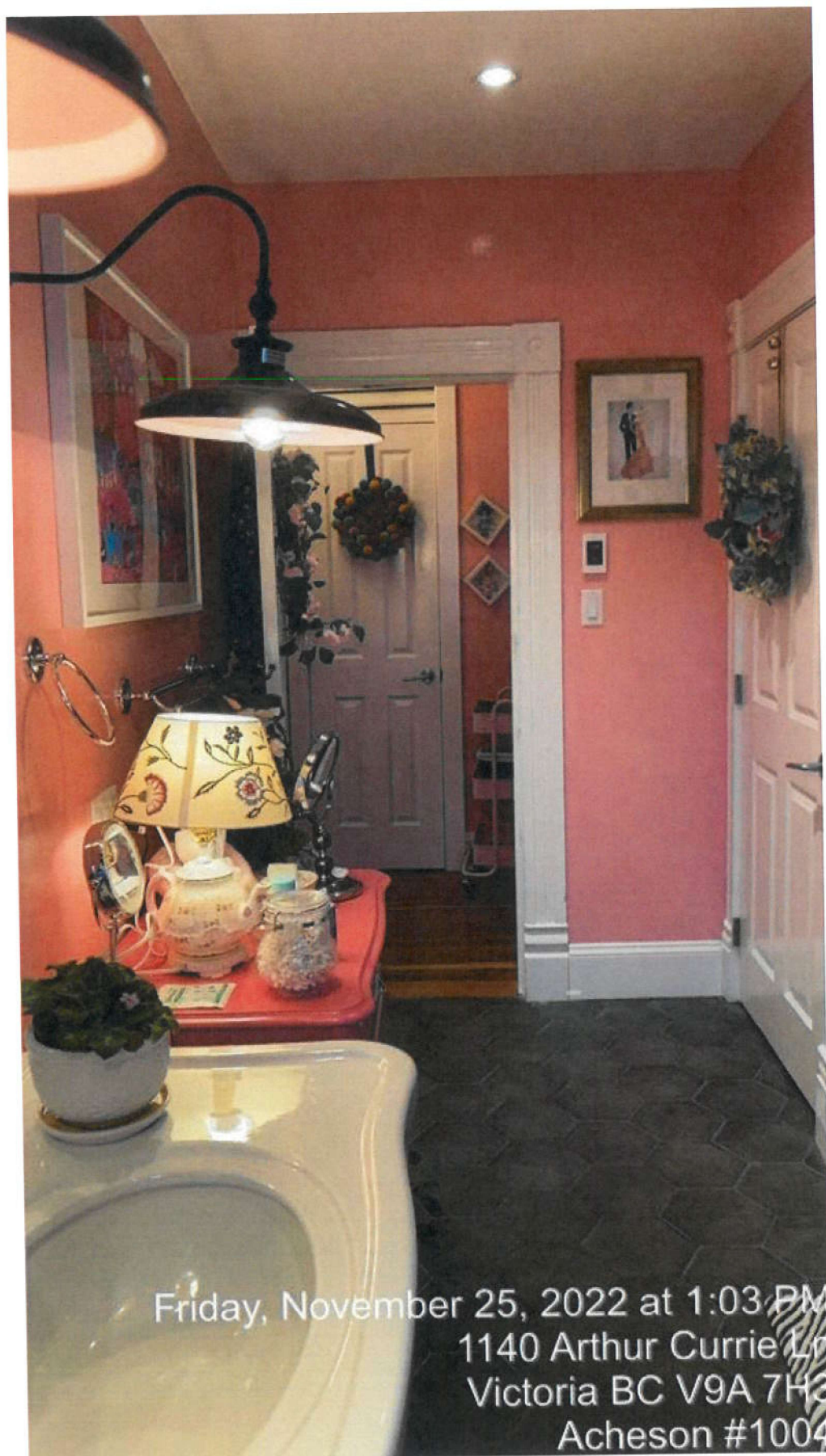
Friday, November 25, 2022 at 1:01 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



Images 19-22:- Bathroom.

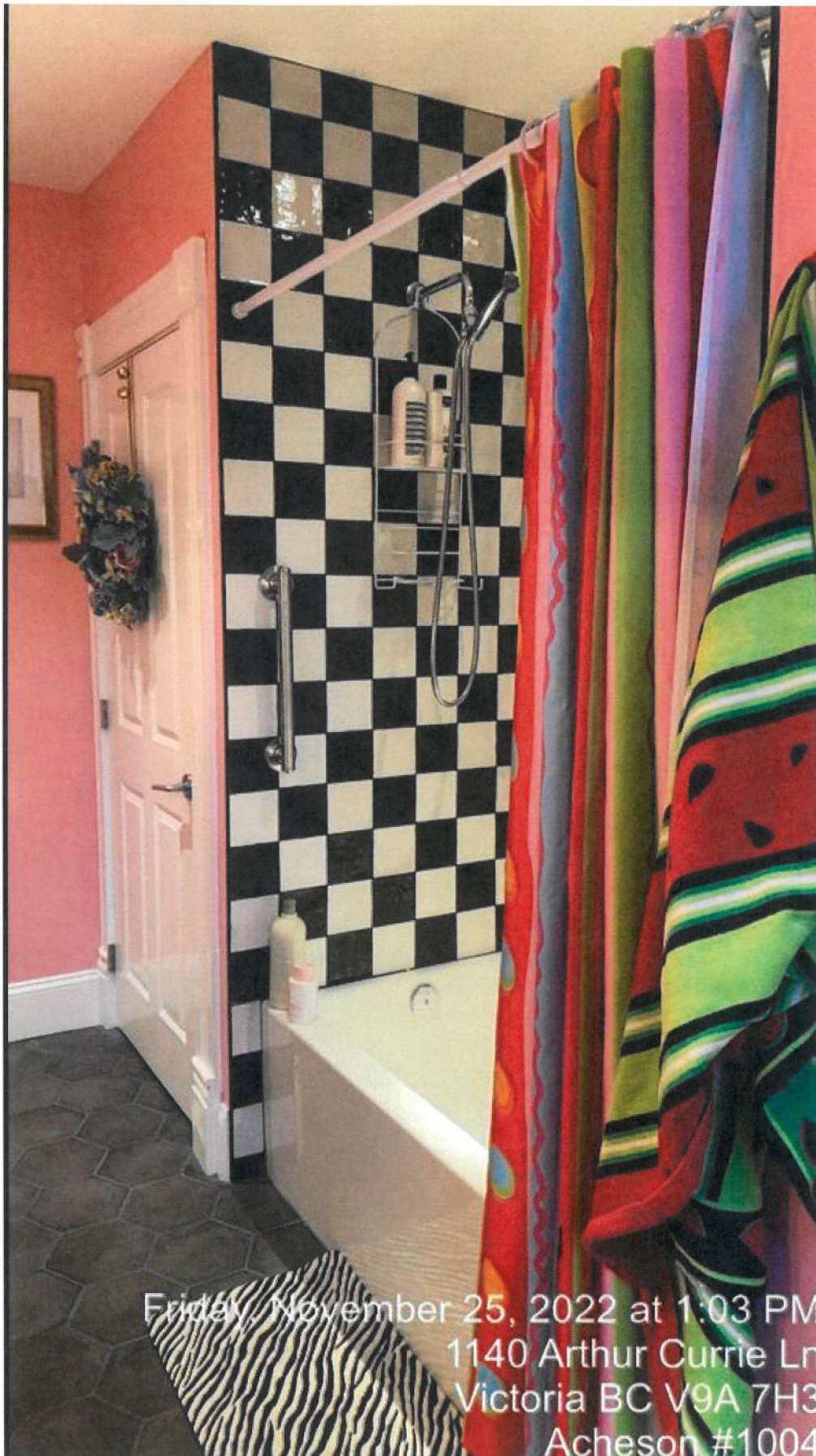


November 25, 2022, Inspection Unit # 2 - 1140 Arthur Currie Lane

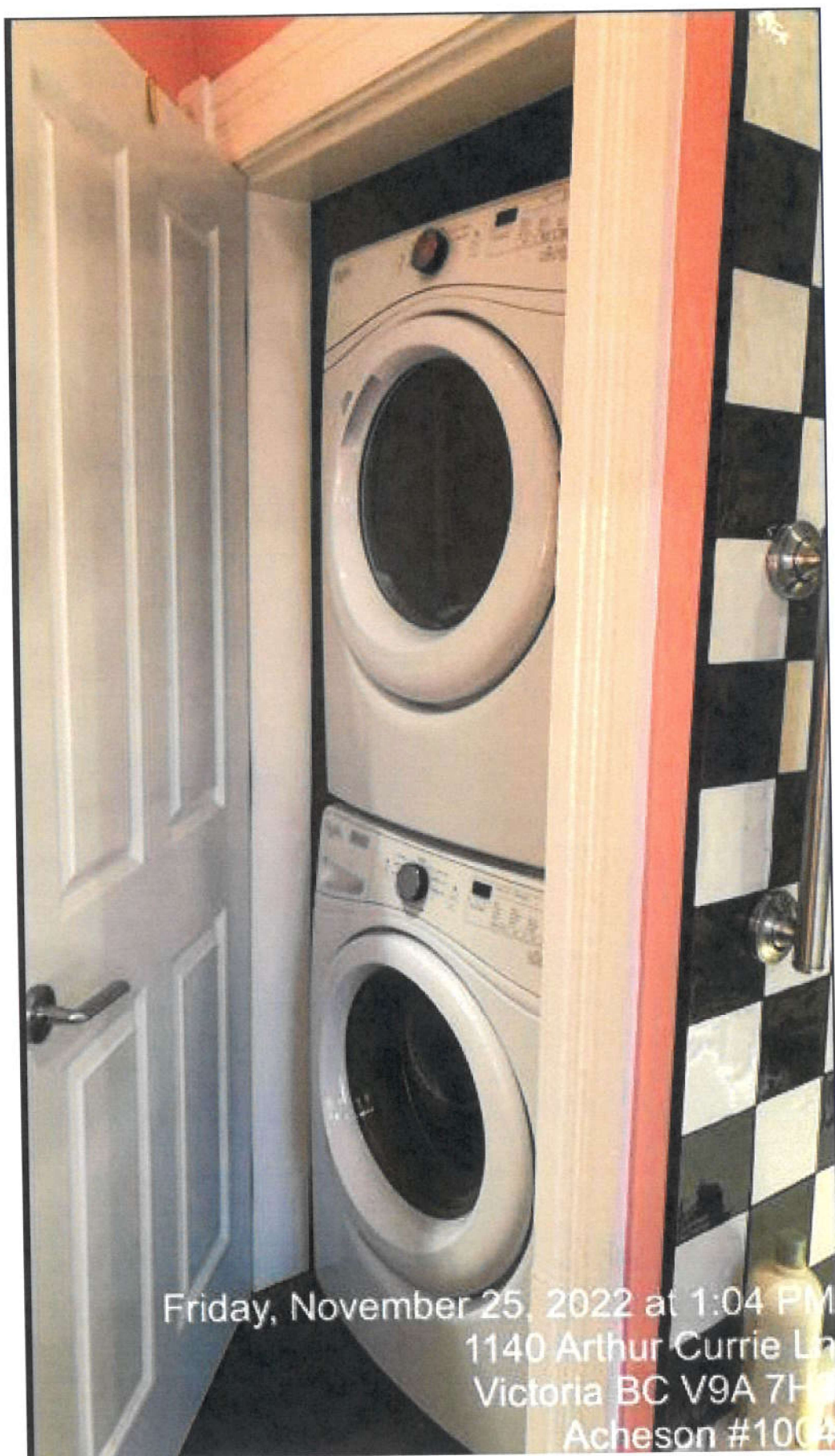


Friday, November 25, 2022 at 1:03 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004





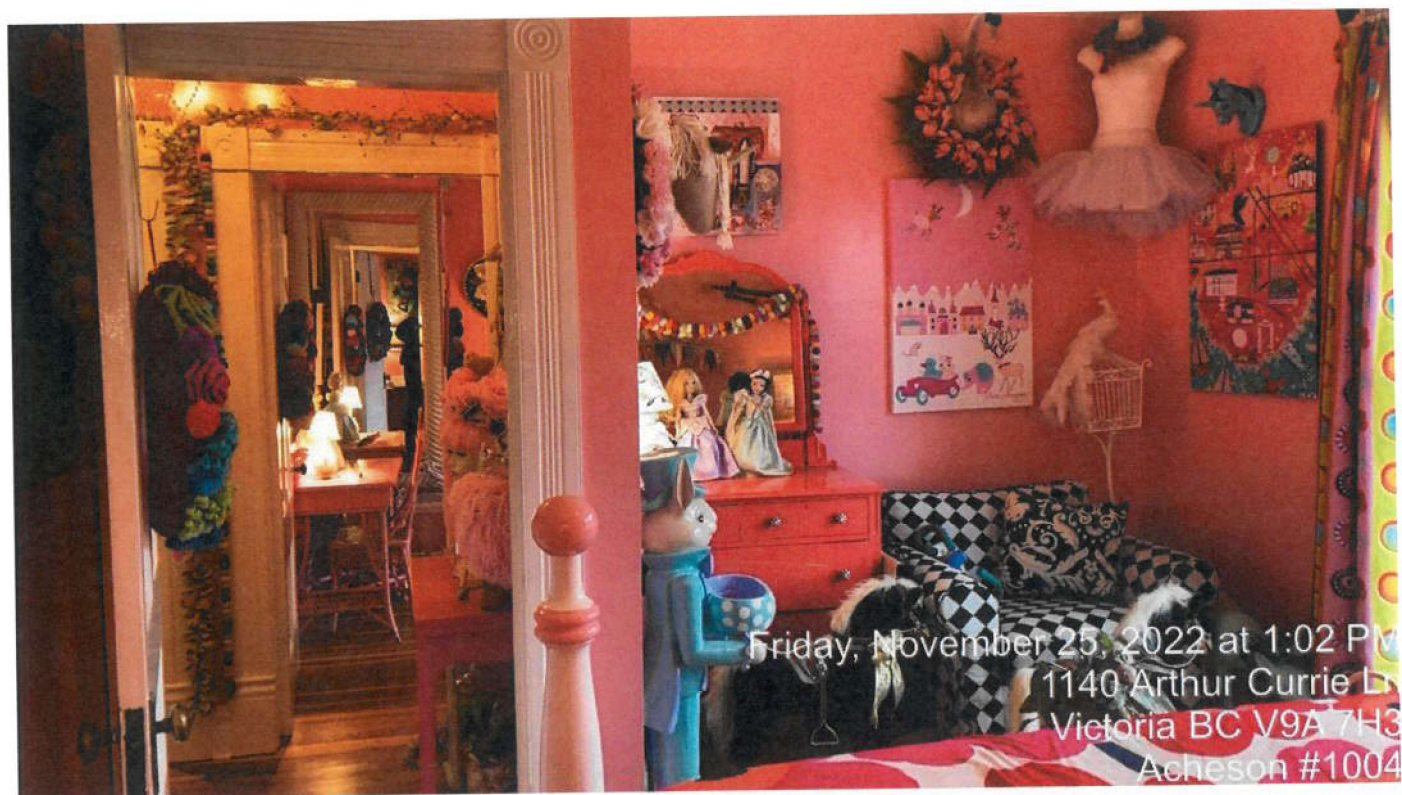
November 25, 2022, Inspection Unit # 2 - 1140 Arthur Currie Lane



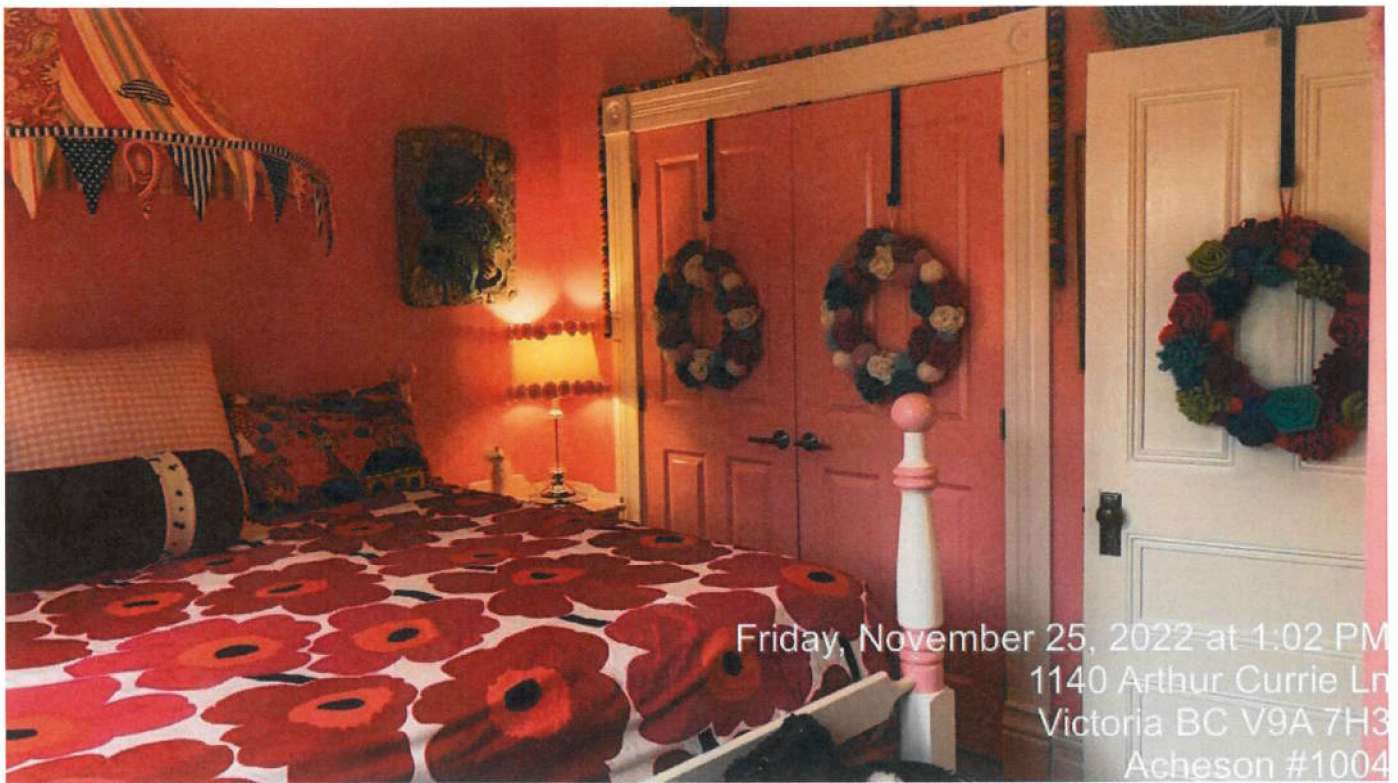
Friday, November 25, 2022 at 1:04 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H9  
Acheson #1004



Images 23-27: Primary bedroom.





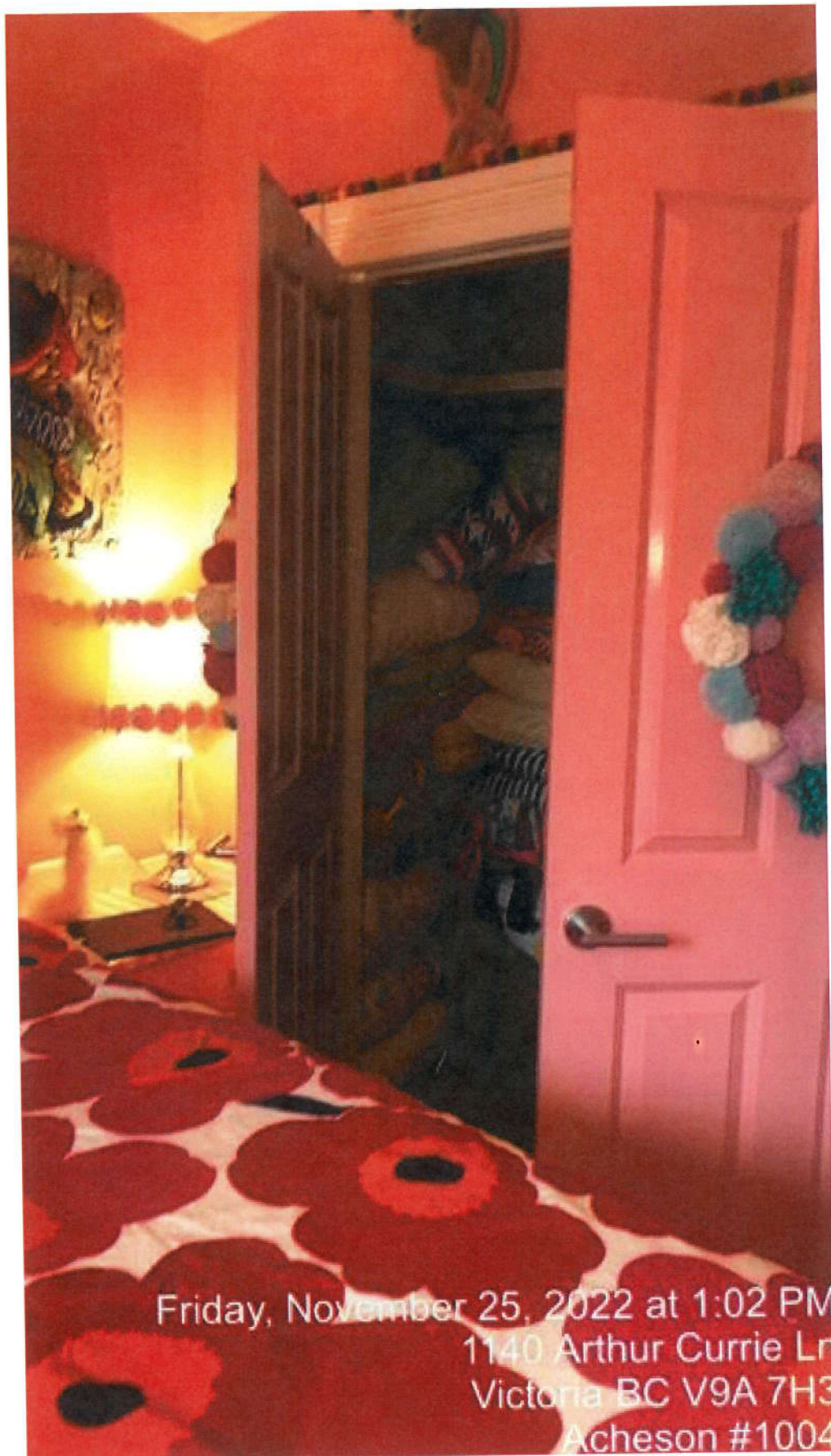


Friday, November 25, 2022 at 1:02 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004



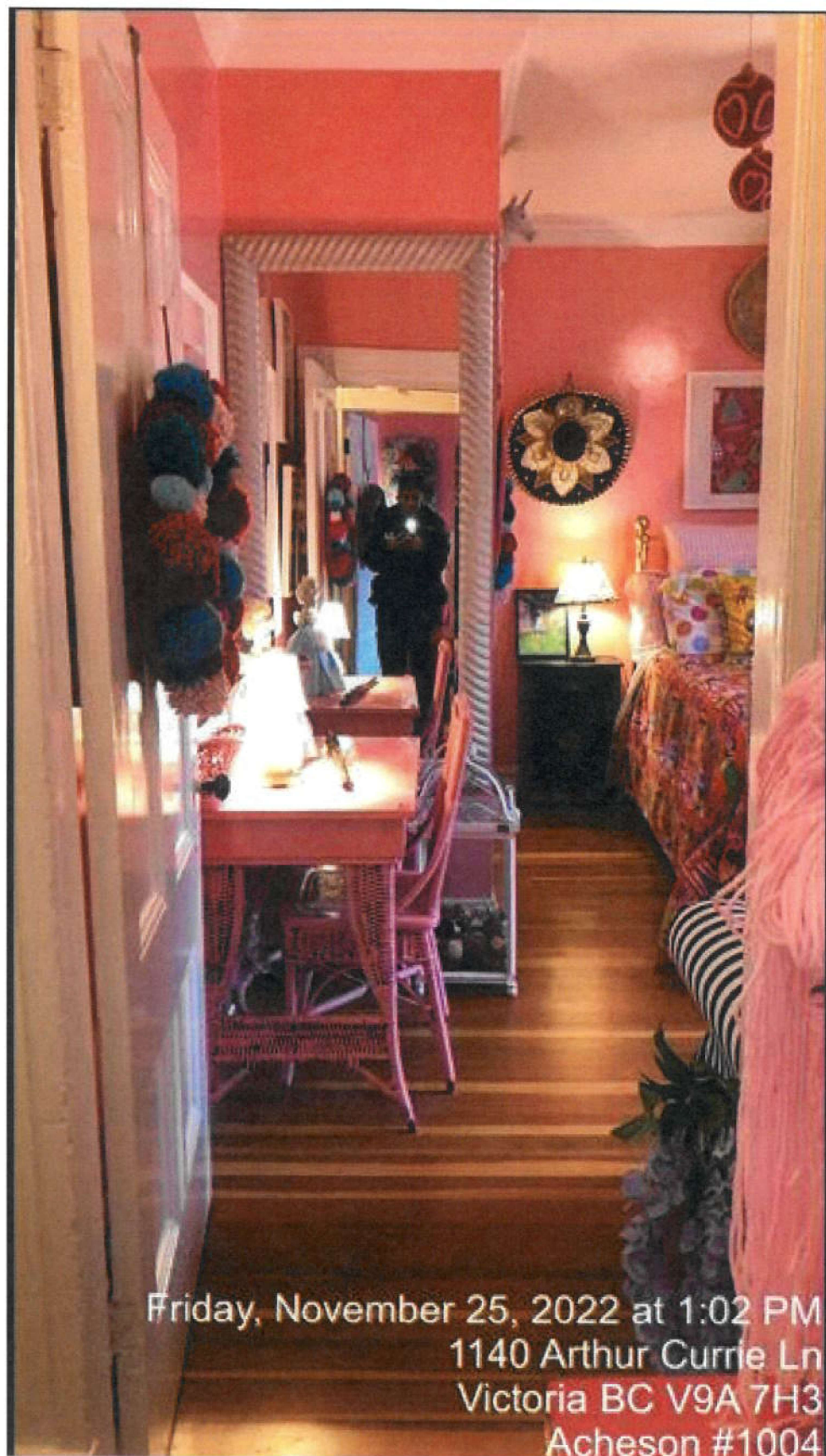
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Victoria BC V9A 7H3  
Acheson #1004



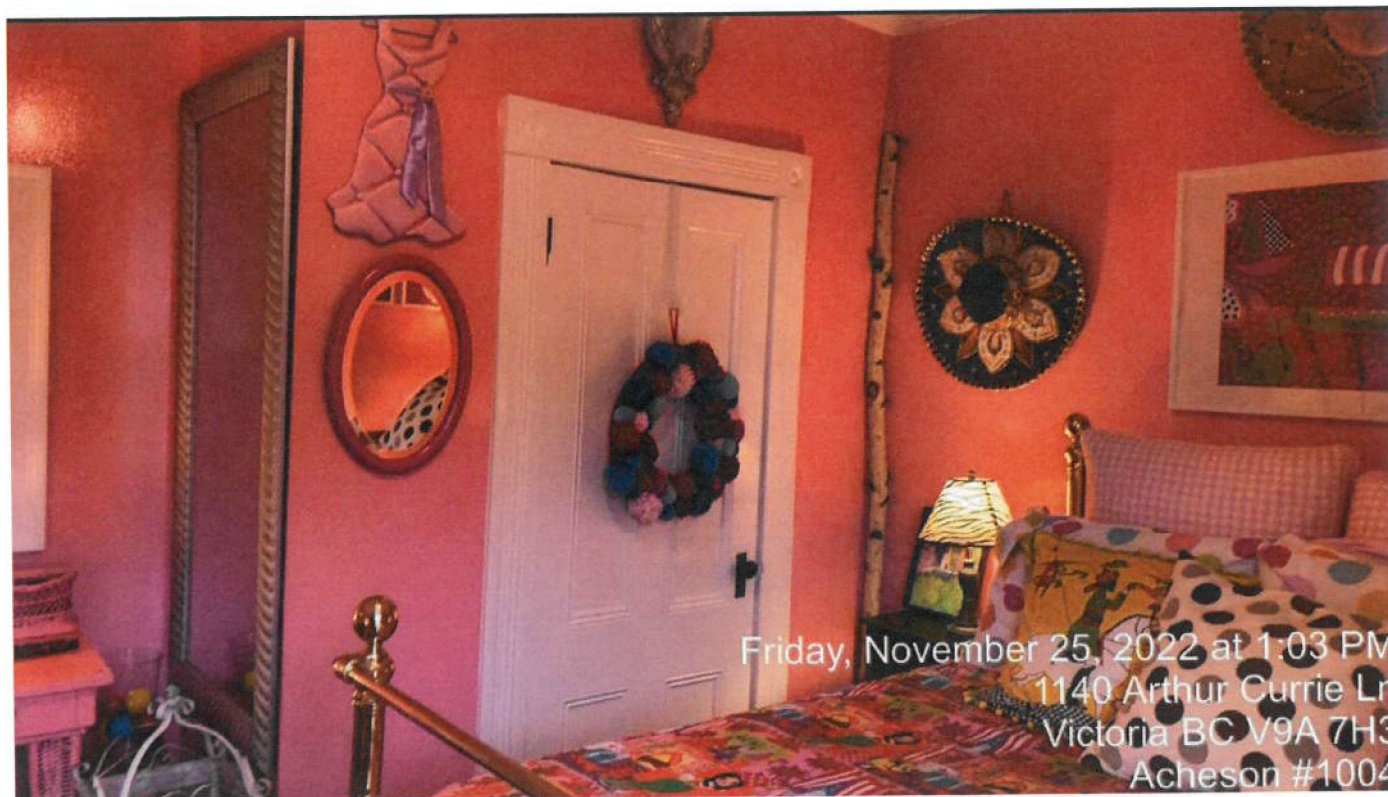


Friday, November 25, 2022 at 1:02 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004

Images 28-31: Secondary bedroom.











Friday, November 25, 2022 at 1:02 PM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Acheson #1004

**From:** susan dundee <  
**Sent:** December 27, 2022 1:52 PM  
**To:** str@victoria.ca  
**Subject:** Re: 2-1140 Arthur Currie Lane

hi celine - i got a piece of mail to apply again for the license for this year- so i went to the website and it is the exact same thing - so can the papers i just submitted in late november serve as my application since nothing has changed? in other words if i printed all this out again and resubmitted - that would be maybe wasting paper? - i can attach them because i scanned them in before

Susan Strangway  
2-1140 Arthur Currie Lane  
Victoria, BC V9A 7H3





**SHORT-TERM RENTAL  
BUSINESS LICENCE APPLICATION**  
Legislative & Regulatory Services Department

Bylaw & Licensing Services Division  
#1 Centennial Square  
Victoria, BC V8W 1P6

Application must be completed in full. You can submit your completed application and supporting documentation via email to [str@victoria.ca](mailto:str@victoria.ca), mail it to the above address, or fax it to 250.361.0205. All related documentation and information is available at [www.victoria.ca/str](http://www.victoria.ca/str). For information or assistance completing this form, please contact Bylaw Services at 250.361.0215 or email [str@victoria.ca](mailto:str@victoria.ca).

**RESIDENCE TYPE (please check all boxes that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Single Family Dwelling   | <input type="checkbox"/> Duplex  |
| <input type="checkbox"/> Single Family Dwelling with Suite  | <input checked="" type="checkbox"/> Triplex  |
| <input type="checkbox"/> Condominium/Apartment  | <input checked="" type="checkbox"/> Other (please specify): 4 units, I live in one of them |
| <input type="checkbox"/> Update my information (if you need to make any changes to your existing application) |  |

For Definitions please see Section 2 of the Short-Term Rental Regulation Bylaw No. 18-036.

**SHORT-TERM RENTAL ADDRESS:**

Unit Number: 2 Address: 1140 Arthur Currie Lane  
Postal code: V9A 7H3

**If your property is already advertised online, please list all listing IDs.**

i.e. [Airbnb.ca/rooms](https://www.airbnb.ca/rooms).LISTING\_ID or [vrbo.com](https://www.vrbo.com)/LISTING\_ID

**Is this your Principal Residence (the usual place where an individual makes their home)?**

- ☒ Yes  
☐ No

If 'Yes', please attach **two items** verifying principal residence to confirm this declaration (Proof of principal residence must include a copy of government issued identification, as well as one other item such as a recent utility bill or mail from Medical Services Plan or Canada Revenue Agency)

**Do you own this residence?**

- ☒ Own  
☐ Rent

If there is more than one owner on title, or if you rent the above address, you are required to complete the **Owner Consent Form** within this application

Is this residence part of a Strata?

☐ Yes

☒ No

If part of a Strata, complete the *Strata Consent Form* within this application

**OPERATOR (can be the owner, tenant, or management company; Check all that apply):**

**TYPE:**

☒ **Sole Proprietors name:** (If you plan to operate the business on your own, either under your own name or a business name):

Susan Strangway

☐ **Partnership Name(s):** (If you plan to operate the business with one or more partners):

☐ **Limited / Incorporated Company Name:** (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets):

**MAILING ADDRESS:** 2-1140 Arthur Currie Lane

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**INCORPORATION INFORMATION:** (if applicable)

☐ Incorporation Number: \_\_\_\_\_

If applying as a Limited/Incorporated Company, have you included documents of Incorporation and Notice of Articles?

☐ Yes

☐ I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge that a \$30 fee plus applicable taxes will be charged by the City of Victoria for this service [Administrative Fees Bylaw No. 04-40].

**MANAGEMENT INFORMATION:** (if applicable)

☐ Management Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Business Licence No. \_\_\_\_\_

**DESIGNATED RESPONSIBLE PERSON** (if managed by an agency, the designated responsible person can be a representative from this agency):

When the Operator is not available, this person serves as the primary contact for the short-term rental (a person who, at all times that the short-term rental is operated, has access to the premises and has the authority to make decisions in relation to the premises and the rental agreement).

Name: Brodie Forrest Email: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☒ The above Responsible Person has consented to the use of his/her contact information.



**Owner Consent Form**  
**Short-Term Rental**  
 Legislative & Regulatory Services Department  
 Bylaw & Licensing Services Division  
 City of Victoria  
 #1 Centennial Square  
 Victoria, BC V8W 1P6

This is to certify that I <u>Susan Strangway</u> as the legal owner of <div style="text-align: center;">(Owner)</div> 1140 Arthur Currie Lane have read the Short-Term Rental Business Licence <div style="text-align: center;">(address)</div> application form submitted by <u>Susan Strangway</u> and consent to the above <div style="text-align: center;">(Operator)</div> premises being used as a Short-Term Rental in compliance with City of Victoria bylaws.		
I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the <u>Short-Term Rental Regulation Bylaw No. 18-036</u> and all other applicable City Bylaws.		
OWNER'S NAME:	Susan Strangway	
OWNER'S SIGNATURE:		DATE: Nov 12, 2022
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:

\*If more than one (1) registered owner, all owners are required to sign the Owner Consent Form.

### **SHORT-TERM RENTAL BUSINESS LICENCE – IMPORTANT INFORMATION**

Completion of this application does **not** guarantee approval of application. Approved licenses will be issued **only** upon receipt of payment of the Short-Term Rental Business Licence fee. Operating a Short-Term Rental without a valid licence is an **offence** for which penalties are prescribed. A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$250.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

Licenses are effective from January 16 to January 15 of the following year, are non-transferable, and the licence fee(s) paid are non-refundable. Short-Term Rental Business Licenses must be re-applied for at the start of each calendar year, and must include up-to-date supporting documentation.

Please see website for:

- ❖ [\*Short-Term Rental Regulation Bylaw No. 18-036\*](#)
- ❖ [\*Schedule D – Home Occupations: Zoning Regulation Bylaw No. 80-159\*](#)

**Privacy Notification:** This information is being collected for the purpose of determining the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. The legislated authority to collect your personal information is Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and Section 3 (2) of the *Short-Term Rental Regulation Bylaw*. If you wish to obtain further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, 1 Centennial Square, Victoria, BC V8W 1P6 250.381.0347 or email [foi@victoria.ca](mailto:foi@victoria.ca).

#### **Declaration:**

I, the undersigned, confirm as the business owner(s)/operator(s) that the above noted information is true and will comply with ALL relevant provisions of the *Short-Term Rental Regulation Bylaw No. 18-036* and all other applicable City Bylaws. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved, paid in full, and issued.

Operator's Name (*Individual completing form*): Susan Strangway

Operator's Signature: \_\_\_\_\_ Date Signed: nov 12, 2022

Licence # (office use only)

Date Stamp (office use only)

**Andrew Dolan**

---

**From:** susan dundee  
**Sent:** February 2, 2024 3:39 PM  
**To:** str@victoria.ca  
**Subject:** Fwd: Short-term Rental  
**Attachments:** bb12024 2.pdf

i sent you the december application which included the drivers license and the hydro bill - you didn't tell me you couldn't receive attachements - now i am sending the january one which you can also clearly see has the drivers license and hydro bill - i don't know what else i can do - i keep sending you the application - which has been beyond complete - since December -this is not a fair way to deal with me - the problem is at your end, not mine - why can't you receive attachments?  
the fact that the attachments show in sent items means that there is nothing wrong at my end

Begin forwarded message:

**From:** susan dundee  
**Subject:** Fwd: Short-term Rental  
**Date:** January 25, 2024 at 11:21:56 AM PST  
**To:** str@victoria.ca

Begin forwarded message:

**From:** susan dundee  
**Subject:** Short-term Rental  
**Date:** December 14, 2023 at 5:56:51 PM PST  
**To:** str@victoria.ca

Hello - this is my application for 2024 - thanks!

i had a 2023 and 2022 license

listing number  
<https://www.airbnb.ca/hosting/listings/editor/966131487122761797/details/photo-tour>

Susan Strangway  
2-1140 Arthur Currie Lane





**Legislative and Regulatory Services Department**  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

[str@victoria.ca](mailto:str@victoria.ca)  
[victoria.ca/str](http://victoria.ca/str)

## 2024 Short-Term Rental Business Licence Application

### Important Notice:

**There are new provincial laws that may affect your future eligibility to operate a short-term rental. If at some point you become ineligible to operate a short-term rental as a result of provincial legislation, you will not be reimbursed or receive a discount on your 2024 licence fee.**

This application must be completed in full and submitted with all required supporting documents. You can submit your completed package by email to [str@victoria.ca](mailto:str@victoria.ca), or mail it to the above address.

Any submissions that do not meet the requirements above will result in having to reapply. Owner and Strata Consent must be provided by signing pages 4 and 5 of the application.

All related documentation and information are available at [victoria.ca/str](http://victoria.ca/str). For information or assistance completing this form, please contact Bylaw and Licensing Services at 250.361.0215 or email [str@victoria.ca](mailto:str@victoria.ca).

### \*Short-Term Rental Address (APARTMENT / UNIT # / STREET ADDRESS)

Address: 2-1140 Arthur Currie Lane

Postal code: V9A 7H3

### \*Applicant Information (WHO THE LICENCE IS ISSUED TO)

An application can be submitted by an owner, tenant or management company of a property. Please select one of the following options:

- ☒ **Sole Proprietor's name:** (If you plan to operate the business on your own, either under your own name or a business name):

Susan Strangway

FIRST NAME, LAST NAME

- ☐ **Partnership name(s):** (If you plan to operate the business with one or more partners):

(1) FIRST NAME, LAST NAME

(2) FIRST NAME, LAST NAME

- ☐ **Limited/Incorporated company name:** (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets):

BUSINESS NAME

### Limited/Incorporation Information: (if selected above)

Incorporation number: \_\_\_\_\_

Have you included documents of Incorporation and Notice of Articles?

- ☐ Yes
- ☐ No. I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge that a \$30 fee plus applicable taxes will be charged by the City of Victoria for this service [Administrative Fees Bylaw No. 04-40]. Please note, documents must be provided with submission. Any documents provided historically will not be considered.



Legislative and Regulatory Services Department  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2024 Short-Term Rental Business Licence Application

### \*Applicant Contact:

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (the address where the applicant receives mail, including the physical licence):

☒ Same address as short-term rental property

☐ Other: \_\_\_\_\_

### \*Licence Type

☐ Non-Principal Residence

☒ Principal Residence

Select all business plans that apply:

☒ Offering whole home, while you are away ☒ Offering up to two bedrooms with shared living spaces, while you are home.

If 'Principal Residence' is selected, please attach two items of identification that prove this is your principal residence. One piece must be a valid and current government-issued ID which states your address (e.g., driver's licence, BC Services Card). The second piece of ID can be a current utility bill that states the billing period, service address and mailing address.

### \*Designated Responsible Person

(If managed by an agency, the designated responsible person can be a representative from this agency.)

When an operator is not available, the designated responsible person serves as the primary contact for the short-term rental (a person who, at all times that the short-term rental is operated, has access to the premises and has the authority to make decisions in relation to the premises and the rental agreement). The responsible person must be able to attend the short-term rental premises within two hours of being requested to do so.

Relationship to Operator: \_\_\_\_\_

Name: Brodie Forrest Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

☒ The above Designated Responsible Person has consented to the use of their contact information.

### \*Business Plan / Advertisement

Host Name (the profile and or name used to offer the short-term rental): Susan Strangway

Relationship to applicant (if not the same person): \_\_\_\_\_

Do you have another person, property manager or service company that participates in your short-term rental business? (this may include but not limited to advertisement, management of bookings and communications with guests)

☒ No, only the individual(s) declared as the applicant will participate in the business

☐ Yes

If yes, please complete the information below (including page 3)

Select all that apply:

☐ Property manager / property management company

☐ Family member

☐ Cleaning service

☐ Other \_\_\_\_\_



Legislative and Regulatory Services Department  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

[str@victoria.ca](mailto:str@victoria.ca)  
[victoria.ca/str](http://victoria.ca/str)

## 2024 Short-Term Rental Business Licence Application

### Property Manager / Property Management Company

Name of management company: \_\_\_\_\_

Name of property manager or main contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Issuing municipality: \_\_\_\_\_ Licence number: \_\_\_\_\_

If the issuing municipality is not the City of Victoria, is it:

- ☐ Inter-municipal  
☐ Inter-community

### Cleaning Service / Other Business

Name of management company: \_\_\_\_\_

Name of property manager or main contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Issuing municipality: \_\_\_\_\_ Licence number: \_\_\_\_\_

If the issuing municipality is not the City of Victoria, is it:

- ☐ Inter-municipal  
☐ Inter-community

### Family Member

Name of individual: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_





**Legislative and Regulatory Services Department**  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2024 Owner Consent Form Short-Term Rental

**\*If there is more than one registered owner, all owners are required to sign the Owner Consent Form.**

This is to certify that I Susan Strangway, as the legal owner of  
(OWNER)  
2-1140 Arthur Currie Lane have read the  
(UNIT/STREET ADDRESS)  
Short-Term Rental Business Licence (address) Application Form submitted by Susan Strangway  
(APPLICANT)  
and consent to the above premises being used as a Short-Term Rental in compliance with City of Victoria Bylaws.

I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City Bylaws.

Owner's name: Susan Strangway

Owner's signature: \_\_\_\_\_ Date: Dec 14, 2023

Owner's name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If your application is received more than 60 days after consent is given above, it is not considered valid consent.



Legislative and Regulatory Services Department  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2024 Strata Council Consent Form Short-Term Rental

\*Is this property part of a strata? Yes ☐ No ☒ If yes, please complete the information below.

This is to certify that I \_\_\_\_\_, as Strata Council Executive Member  
(STRATA COUNCIL EXECUTIVE MEMBER; MUST NOT BE SAME AS APPLICANT)

for \_\_\_\_\_ have read the Short-Term Rental Business Licence Application Form  
(UNIT AND STREET ADDRESS)

submitted by \_\_\_\_\_. I can confirm that our Strata has no bylaws prohibiting the above  
(APPLICANT)

address from operating as a Short-Term Rental in compliance with City of Victoria Bylaws.

I, the undersigned, confirm as the business owner(s)/operator(s)/licencee(s) that the above noted information is true and will comply with all relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City Bylaws.

Applicant's name(s): \_\_\_\_\_

Applicant's signature(s): 1. \_\_\_\_\_ Date: \_\_\_\_\_

(if applicable) 2. \_\_\_\_\_ Date: \_\_\_\_\_

Strata council executive member's name: \_\_\_\_\_

Strata council executive member's phone number: \_\_\_\_\_

Strata council executive member's email: \_\_\_\_\_

Strata council executive member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If your application is received more than 60 days after consent is given above, it is not considered valid consent.



Legislative and Regulatory Services Department  
Bylaw and Licensing Services Division  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2024 Short-Term Rental Business Licence – Important Information

Completion of this application does not guarantee approval. Approved licences will be issued **only** upon receipt of payment of the Short-Term Rental Business Licence fee. Operating a Short-Term Rental without a valid licence is an offence for which penalties are prescribed. A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$250 and not more than \$500 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

Licences are effective from January 16 to January 15 of the following year, are non-transferable and the licence fee(s) paid are non-refundable. Short-Term Rental Business Licences must be re-applied for at the start of each calendar year and must include up-to-date supporting documentation.

### Please see website for:

Short-Term Rental Regulation Bylaw No. 18-036

Schedule D – Home Occupations; Zoning Regulation Bylaw No. 80-159

**Privacy Notification:** This information is being collected for the purpose of determining the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. The legislated authority to collect your personal information is Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and Section 3 (2) of the *Short-Term Rental Regulation Bylaw*. If you wish to obtain further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, 1 Centennial Square, Victoria, BC V8W 1P6 250.361.0347 or email [foi@victoria.ca](mailto:foi@victoria.ca).

### \*Declaration:

I, the undersigned, confirm as the business owner(s)/operator(s) that the above noted information is true and will comply with ALL relevant provisions of the *Short-Term Rental Regulation Bylaw No. 18-036* and all other applicable City Bylaws. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. **I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved, paid in full, and issued.**

Applicants's name(s) (printed): Susan Strangway

Applicant's signature(s): 1. \_\_\_\_\_ Date signed: Dec 14, 2023

(if applicable) 2. \_\_\_\_\_ Date signed: \_\_\_\_\_, 20\_\_\_\_

Date Stamp (office use only)



## BYLAW OFFICER STATEMENT

Officer Rank/Number/Rank	BO Nelson DUARTE VBLS 1013
Date	Sunday, February 11, 2024
Time	7:57
Subject	Susan STRANGWAY
Location	2 – 1140 Arthur Currie Lane
File	217109

On Sunday, February 11, 2024, at approximately 9:30 AM Bylaw Officer DUARTE attended #2 – 1140 Arthur Currie Lane to conduct a pre-scheduled Short-Term Rental (STR) Inspection of the residence seeking a principal residence short-term rental business licence. DUARTE was met in the front entrance to the residence by STRANGWAY. DUARTE was on duty and in full uniform, introduced himself as a Bylaw Officer with the City of Victoria and confirmed the reason for the attendance was to conduct an inspection of the unit, STRANGWAY acknowledged and confirmed.

STRANGWAY granted access into her primary residence. Prior to entering DUARTE put on boot covers to protect the floors in the residence.

STRANGWAY did confirm that she had an inspection previously and was aware of the process. DUARTE did explain that he will need to see all spaces, taking photographs followed by having a discussion on the proposed business plan.

The residence is situated on a hill with a driveway leading up to the parking area and access to the residence. Access to the residence is at the rear of the home and up a set of stairs.

Upon entry into the home DUARTE observed it was very pink and eccentric. DUARTE moved through the residence in a clockwise direction with the first room on the left being a large full bathroom with stackable laundry. The next room would be the spare bedroom, followed by the primary bedroom directly across from it. In the hallway was a closet and moving into the main living space would be the kitchen, dining room and living room. Behind a curtain was another doorway leading to a set of stairs that connects to the front entrance of the home.

That concluded the inspection.

DUARTE and STRANGWAY then had a conversation with respect to the proposed business plan. Both options were explained to STRANGWAY who stated they would be operating under option 1. DUARTE then asked the following questions:

**OPTION #1.** Offering the whole home, while away. **Yes, option 1.**

Residents plan to offer their primary spaces on occasion, while away from the home.

The space being offered is their entire principal dwelling unit, meaning it is occupied by the resident daily.

Questions in obtaining a whole home business plan:

1: Are there specific times of the year when you plan to offer your home?

**Travel plans are unknown for the time being, however STRANGWAY wants to travel to Athens.**

2: How long are you going to be away from home?

**Two months, however, yet to be determined.**

3: Where will you be when you are away? (example, on vacation or visiting out of town family)

**Vacation, Athens.**

4: Are any of your plans subject to change?

**Yes.**

5: Do you plan to restrict access to any part of the home? if yes, which spaces?

**No, except for two closets, one being in the primary bedroom, the other being in the hallway.**

6: How will guests access the home?

**Key pad entry system on door.**

7: How do you plan to advertise?

**Airbnb.**

8: What is the typical minimum length of stay you anticipate offering?

**1 night.**

9: While you are gone, who is responsible for the property and the contact for guests?

**Designated person on application.**

**OPTION #2. Offering up to two bedrooms with shared living spaces, while home. Not at the moment, but perhaps down the road.**

Concluded,

BO Nelson DUARTE, VBLS 1013

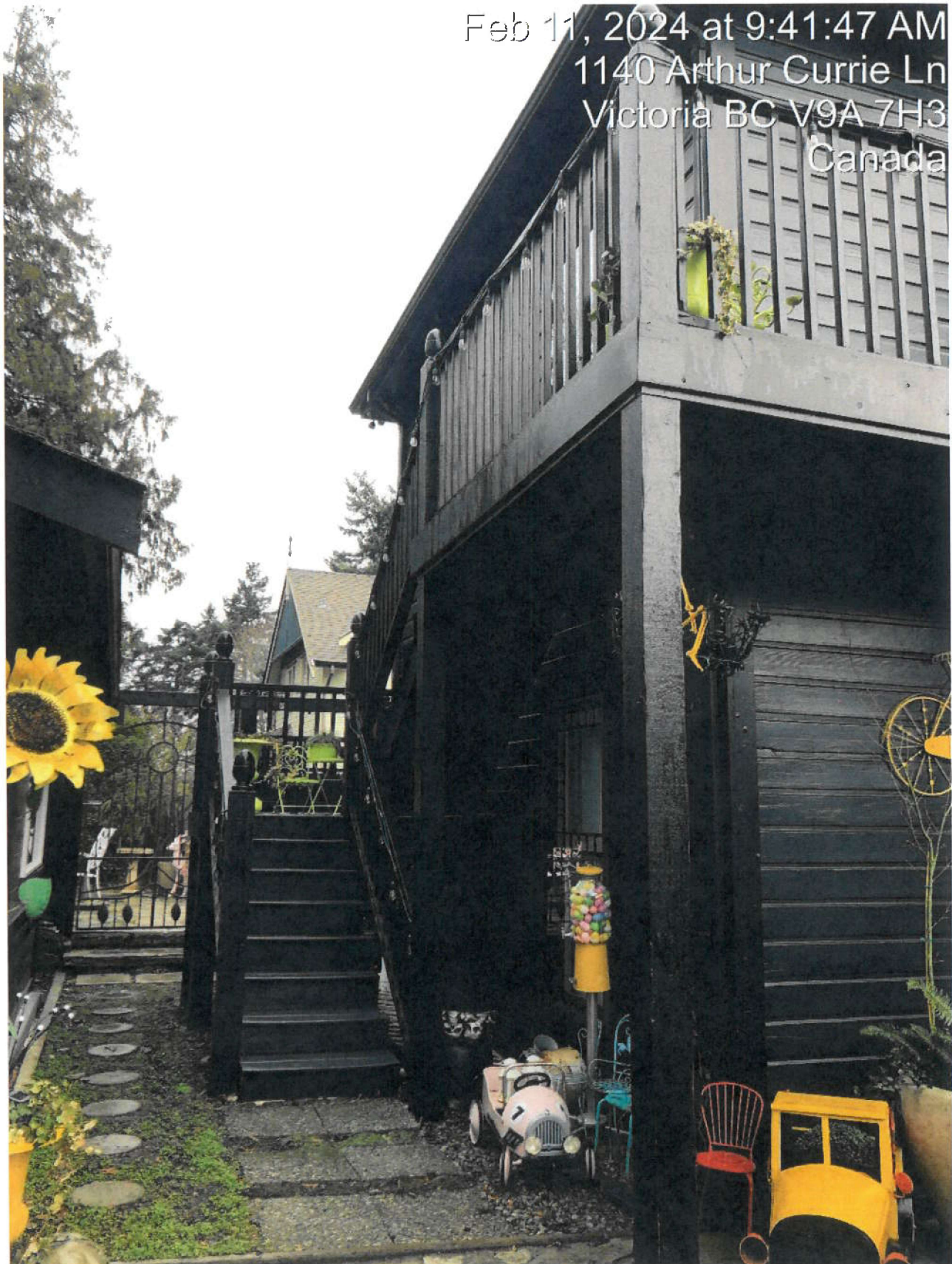
February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane, 27 images.

Images 1-2: Exterior.





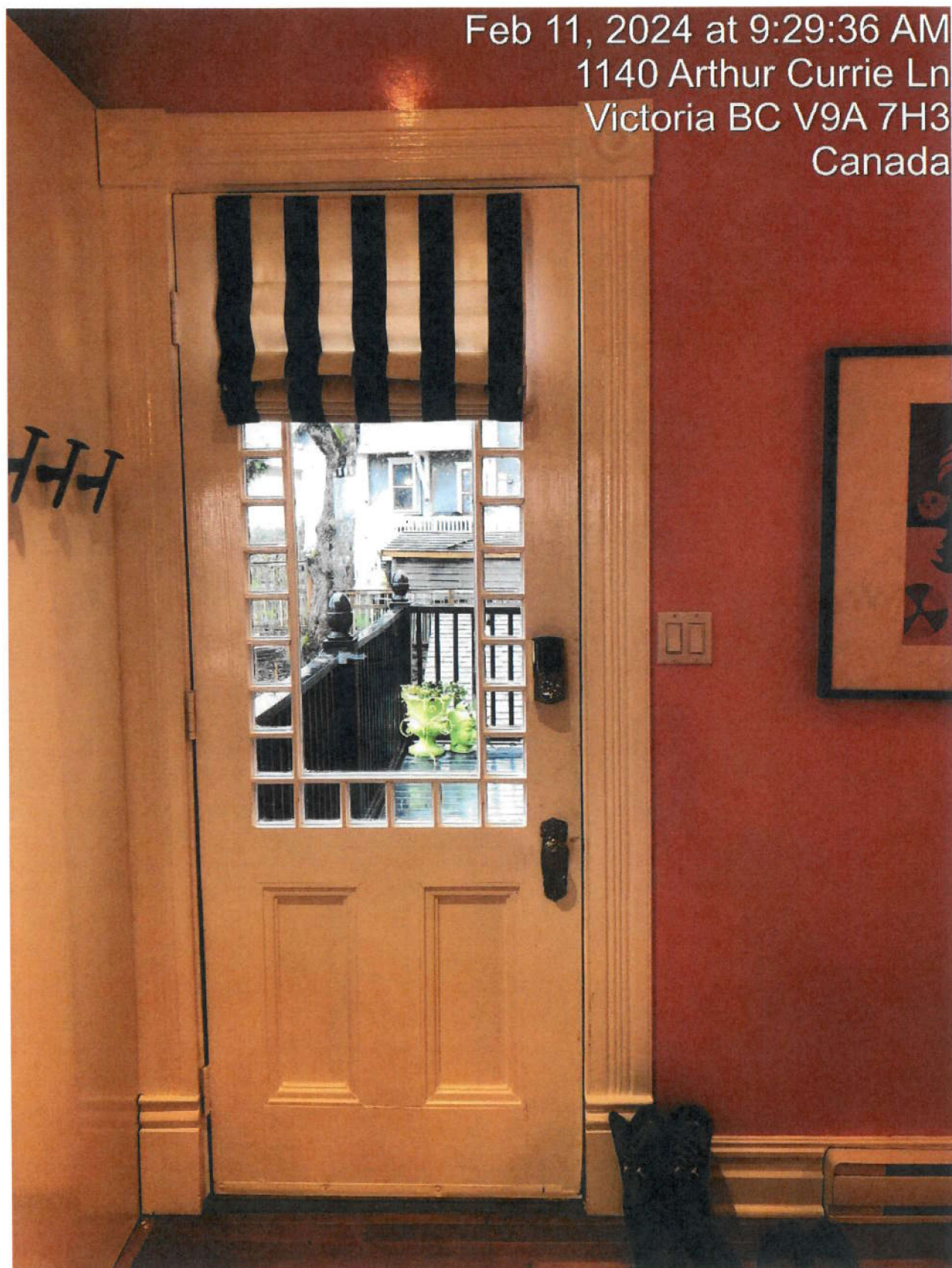
Image 3: Rear of property, stairs to unit # 2.



February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane



Image 4: Entrance to Unit # 2 from exterior.



Feb 11, 2024 at 9:29:36 AM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Canada



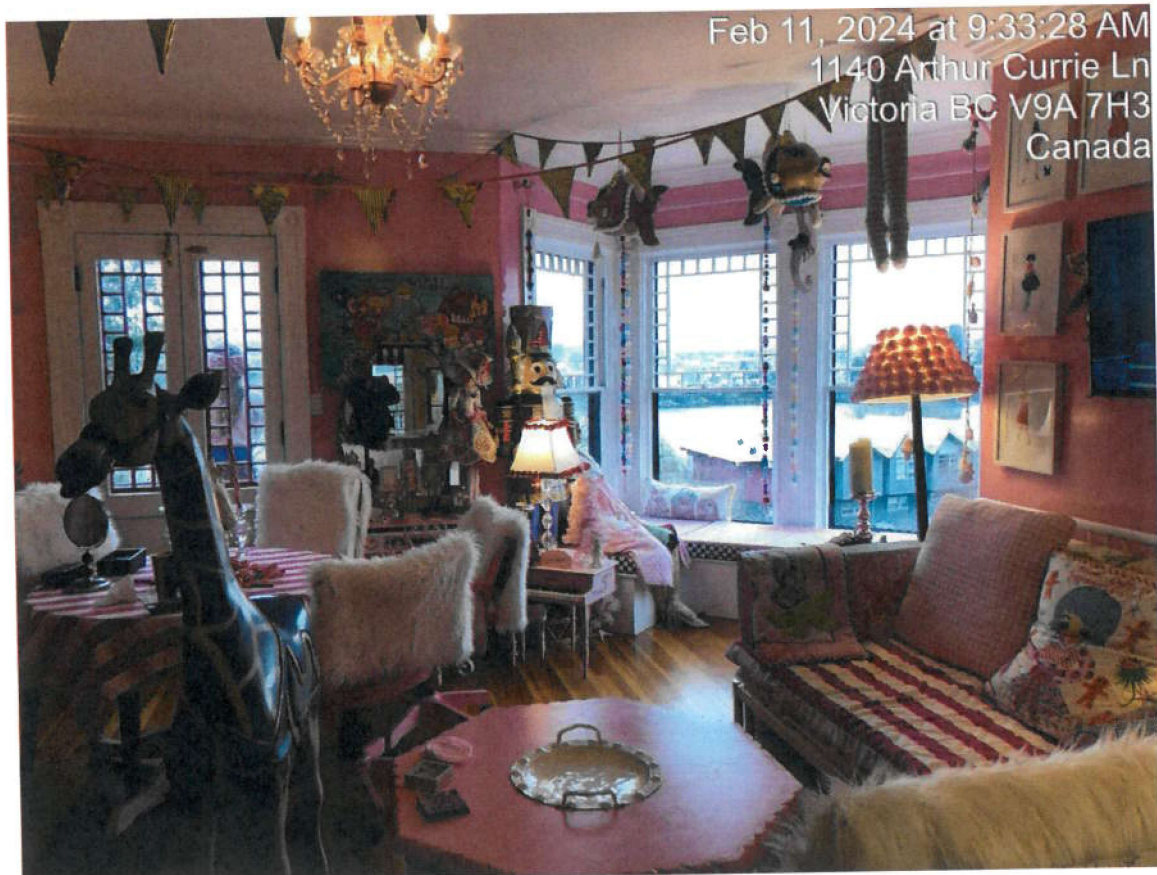
Images 5-7: Kitchen.





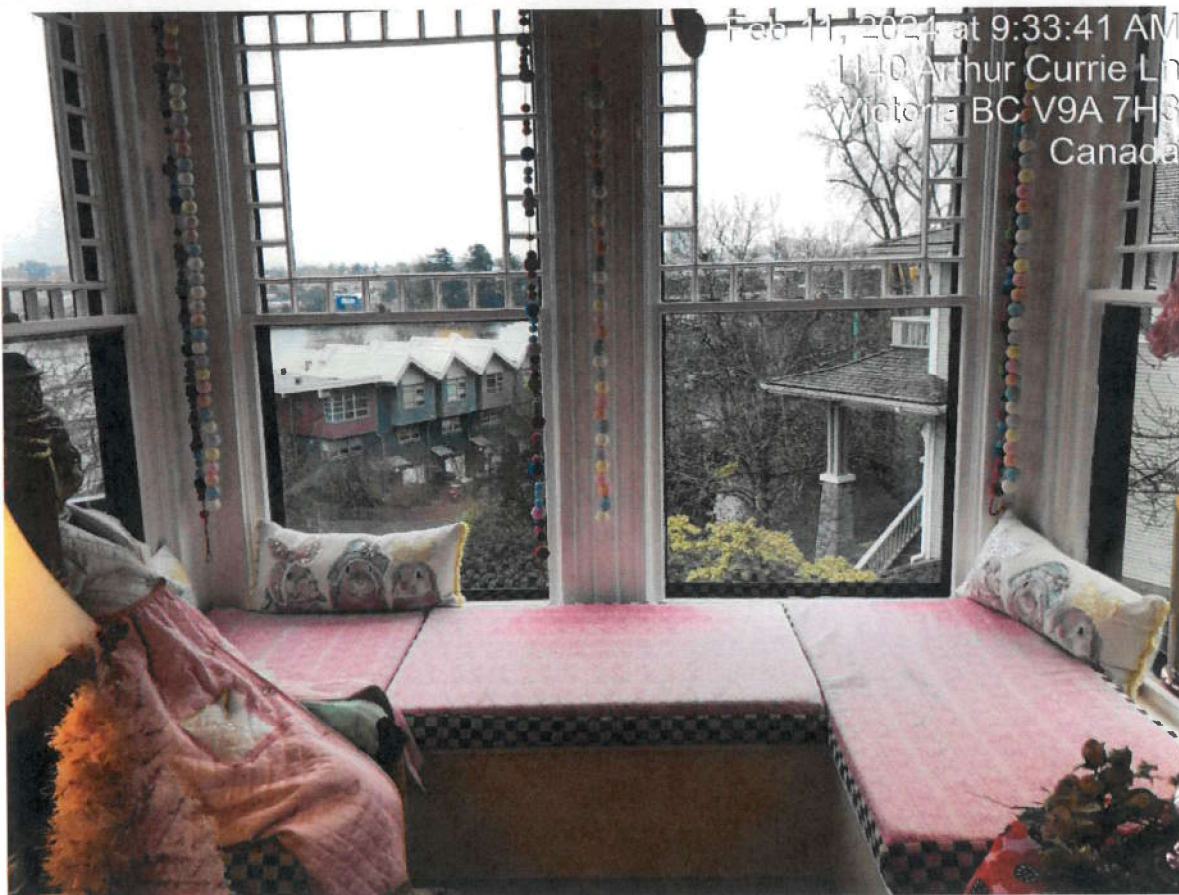


Images 8-14: Living room area.



February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane





February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane





February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane

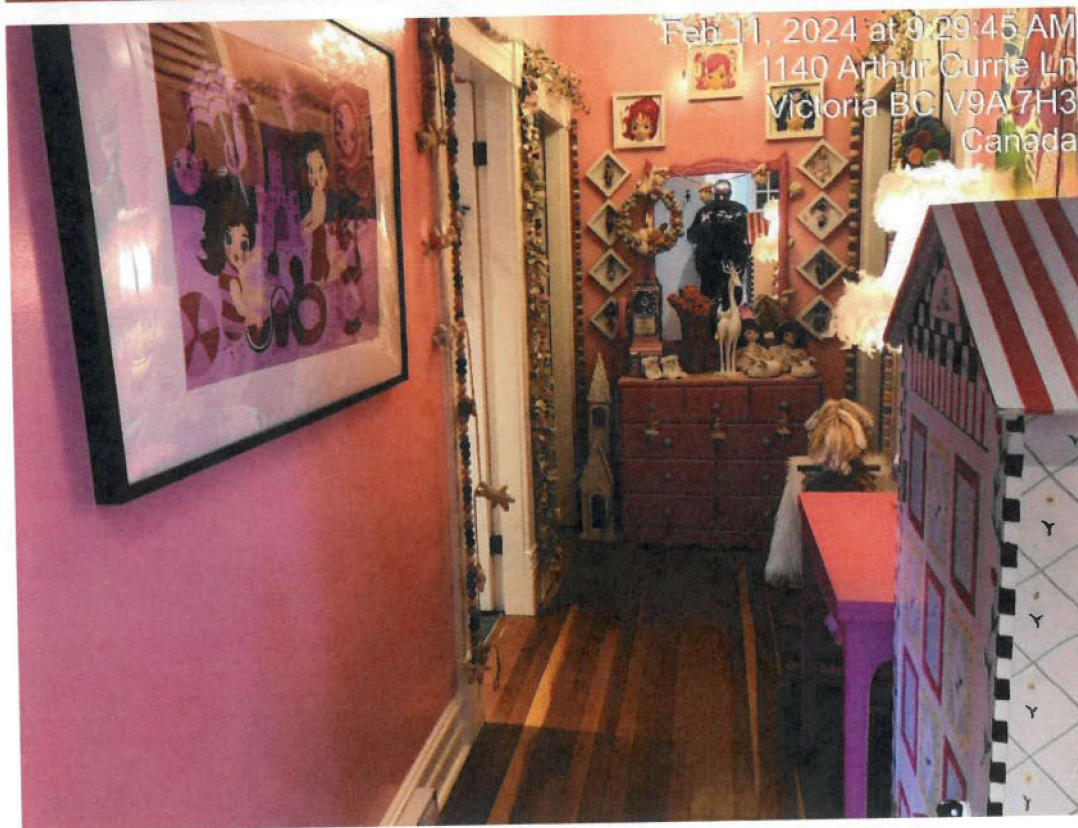




February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane



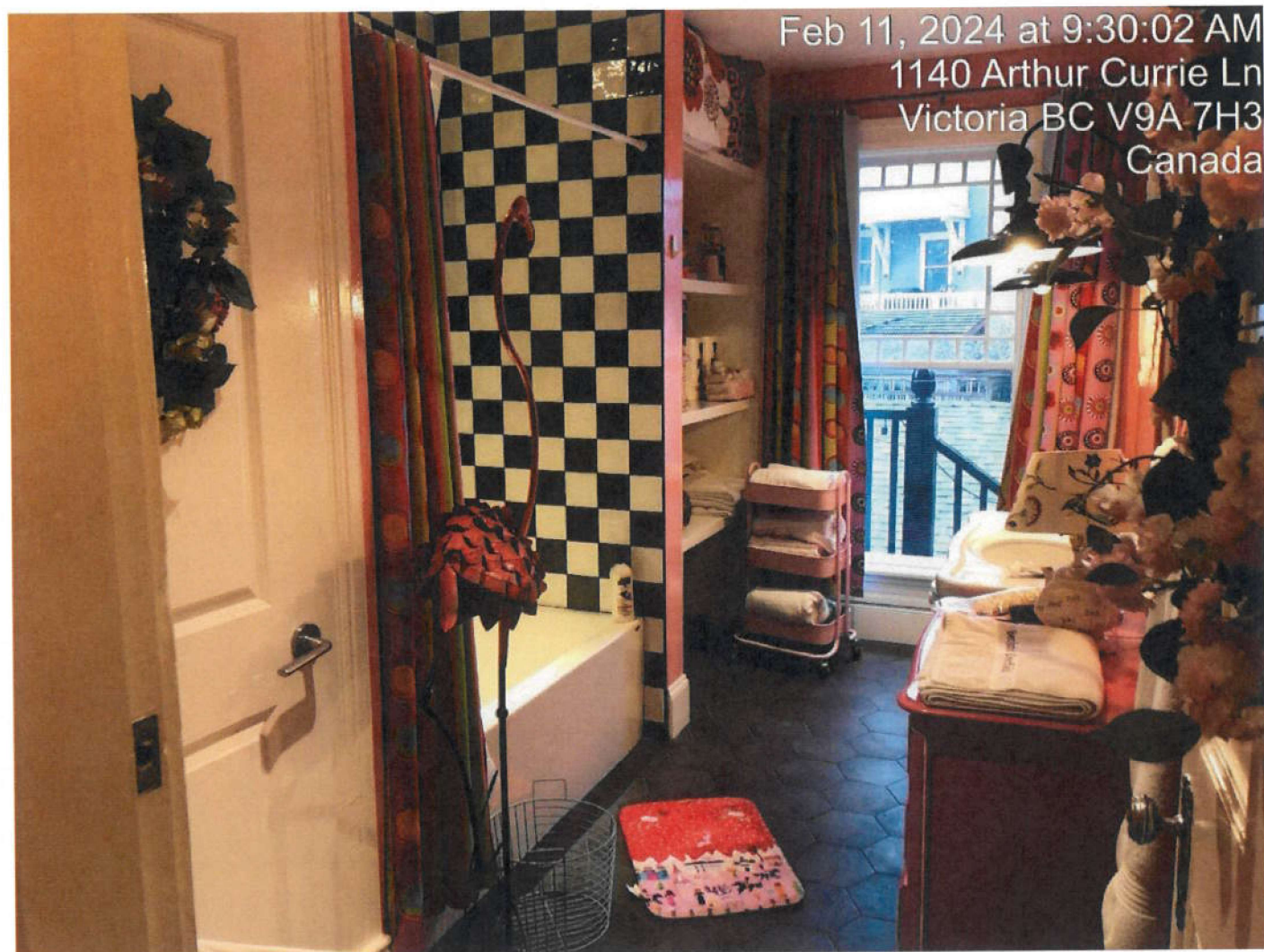
Image 15-16: Hallway to bedrooms and bathroom.



February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane



Images 17-18: Bathroom.





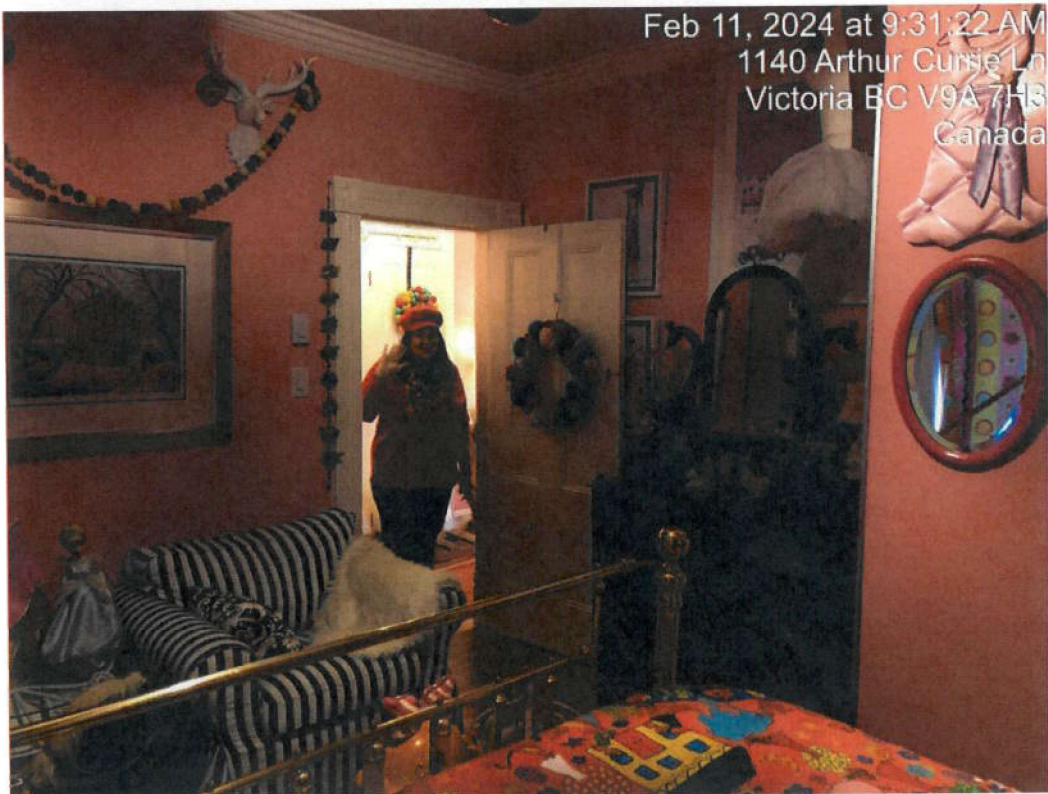
Feb 11, 2024 at 9:30:26 AM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Canada



February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane

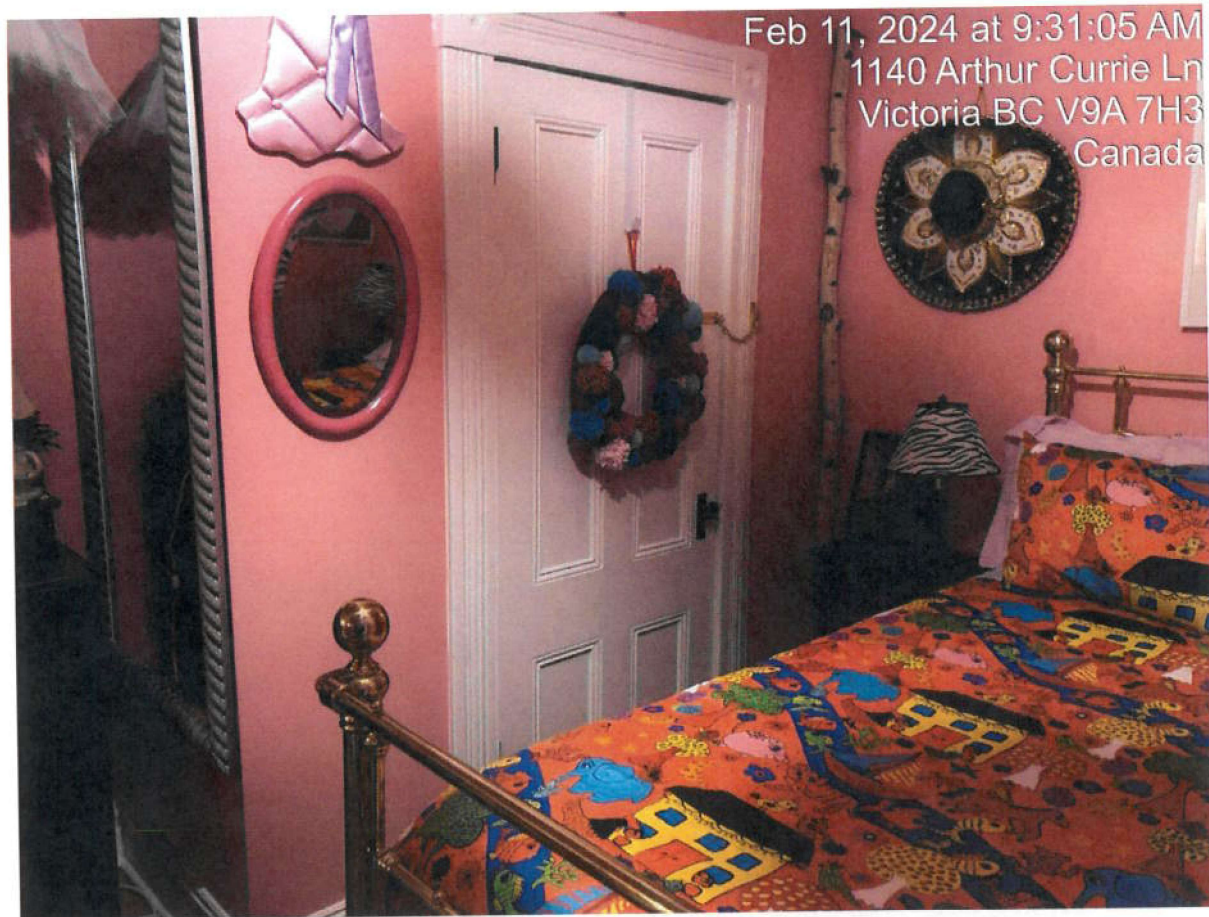


Images 19-22: Secondary bedroom.

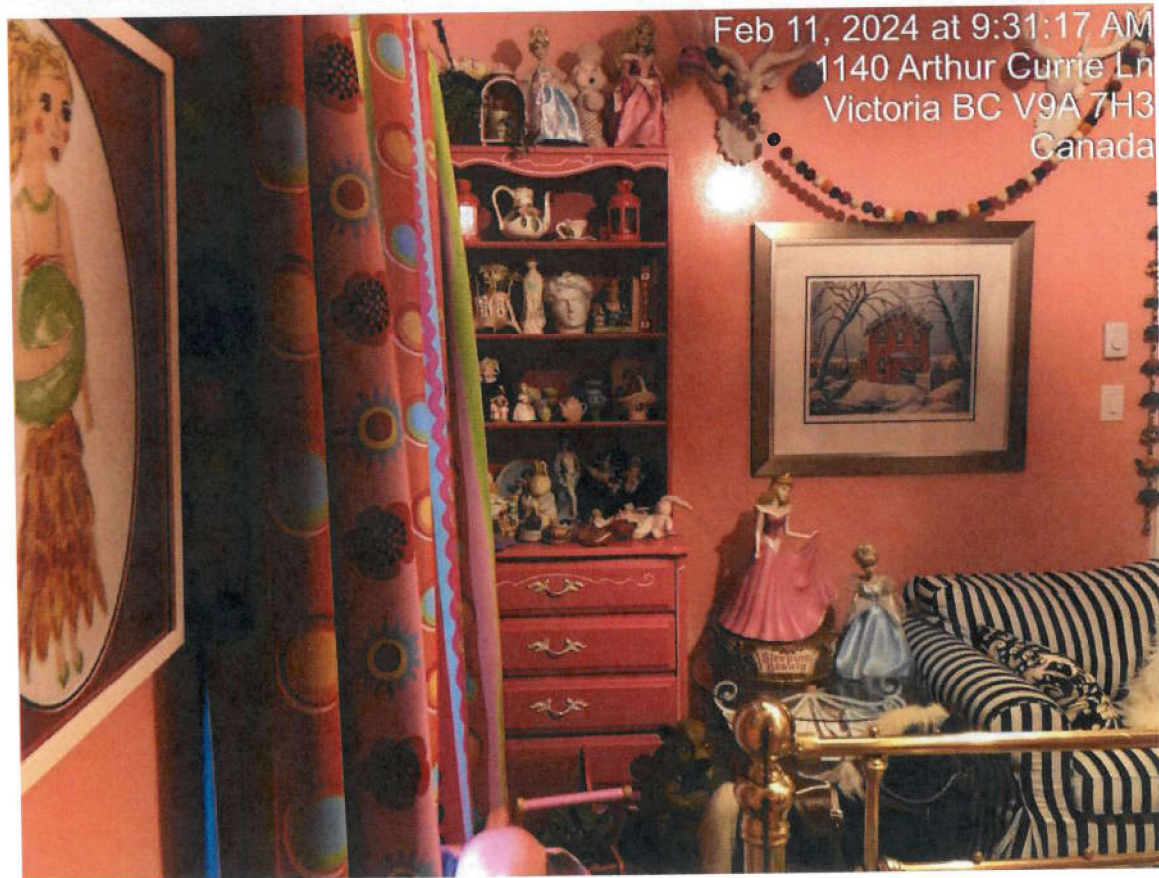


February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane





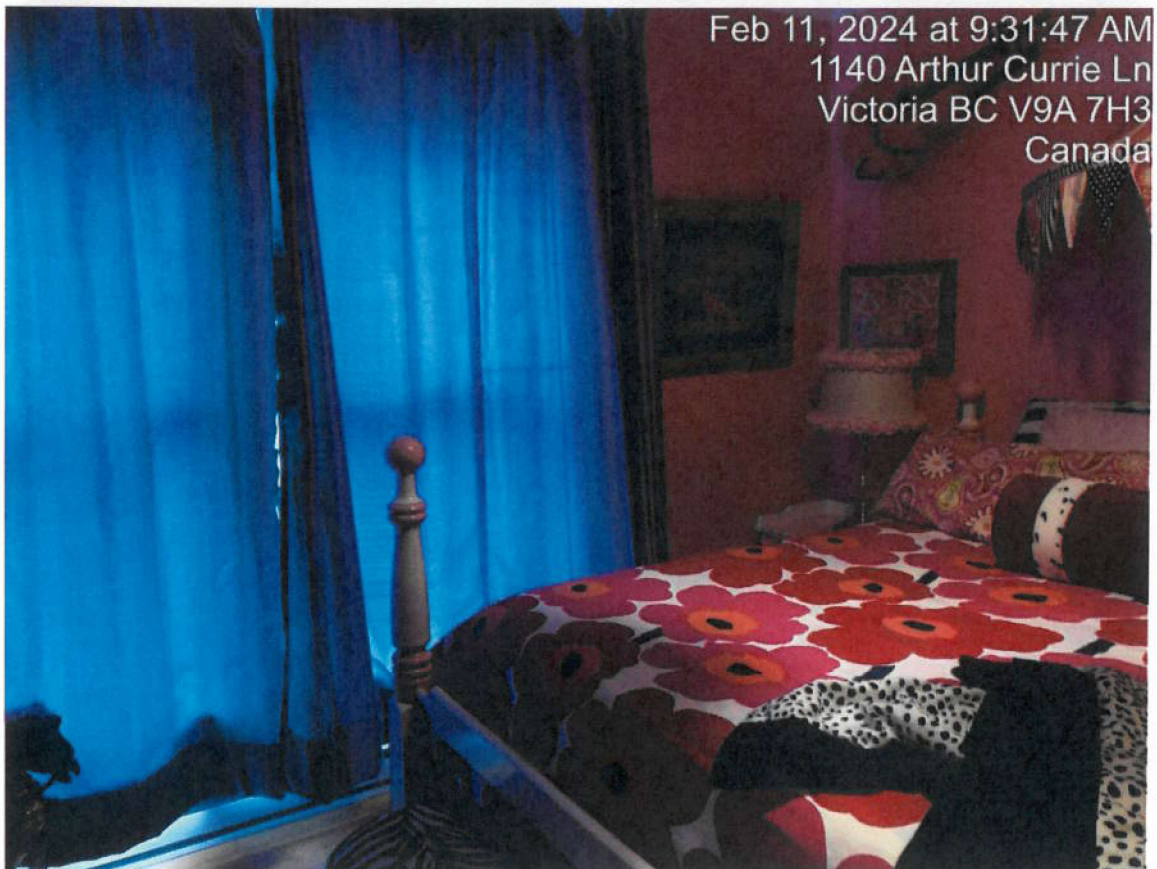
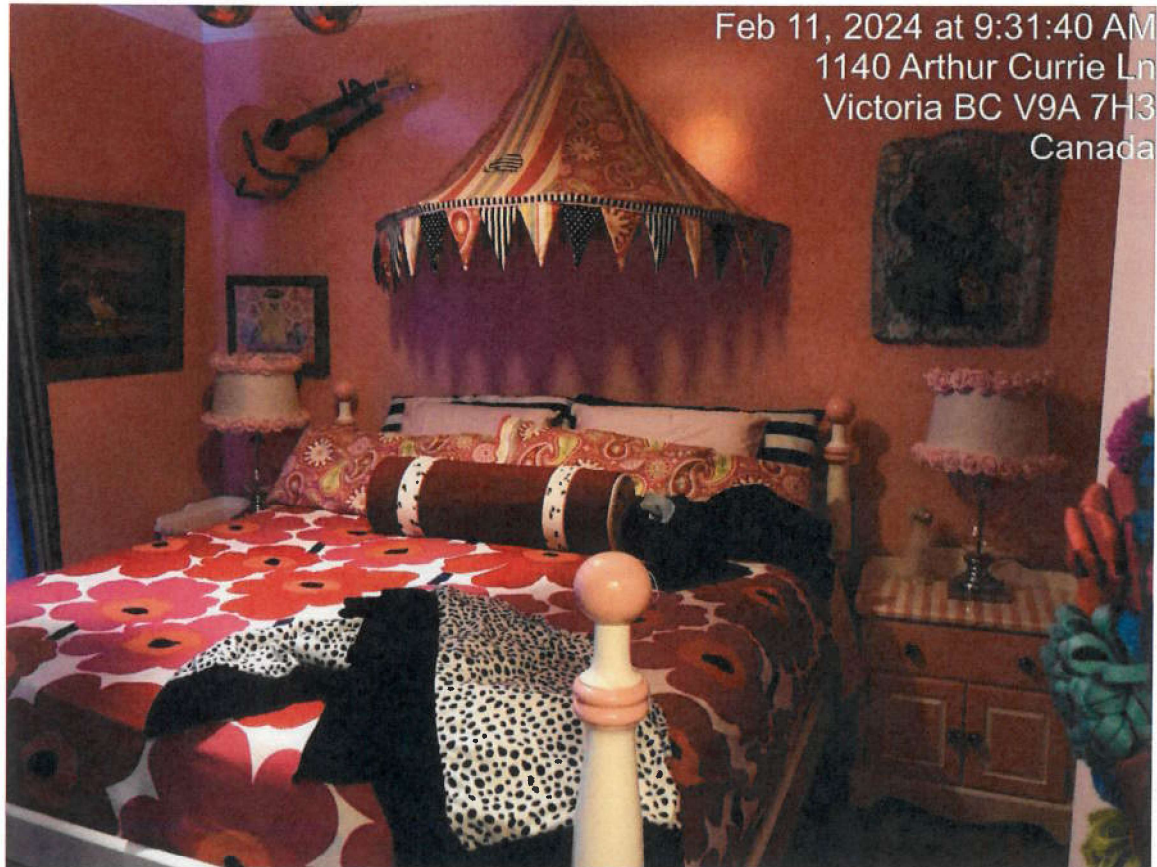
Feb 11, 2024 at 9:31:05 AM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Canada



Feb 11, 2024 at 9:31:17 AM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Canada

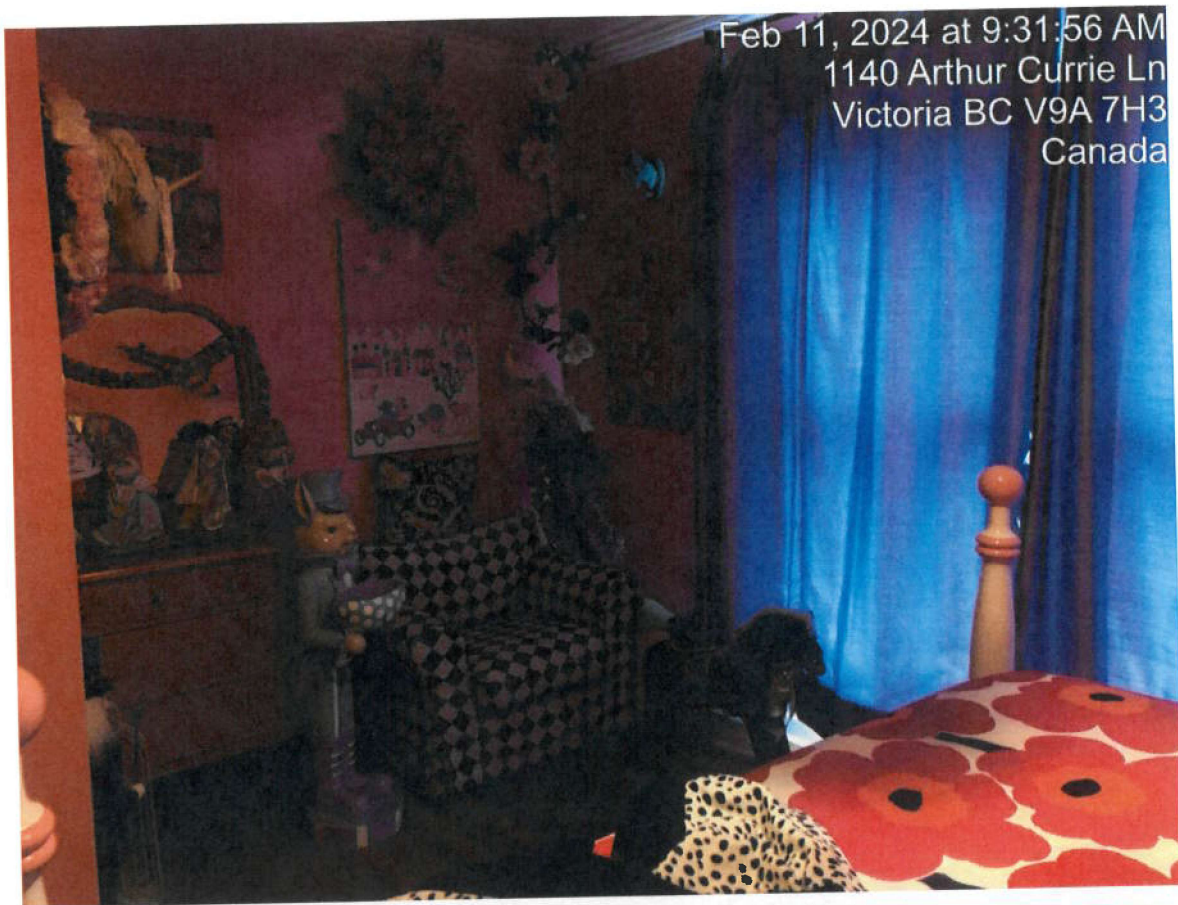


Images 23-27: Primary bedroom.



February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane

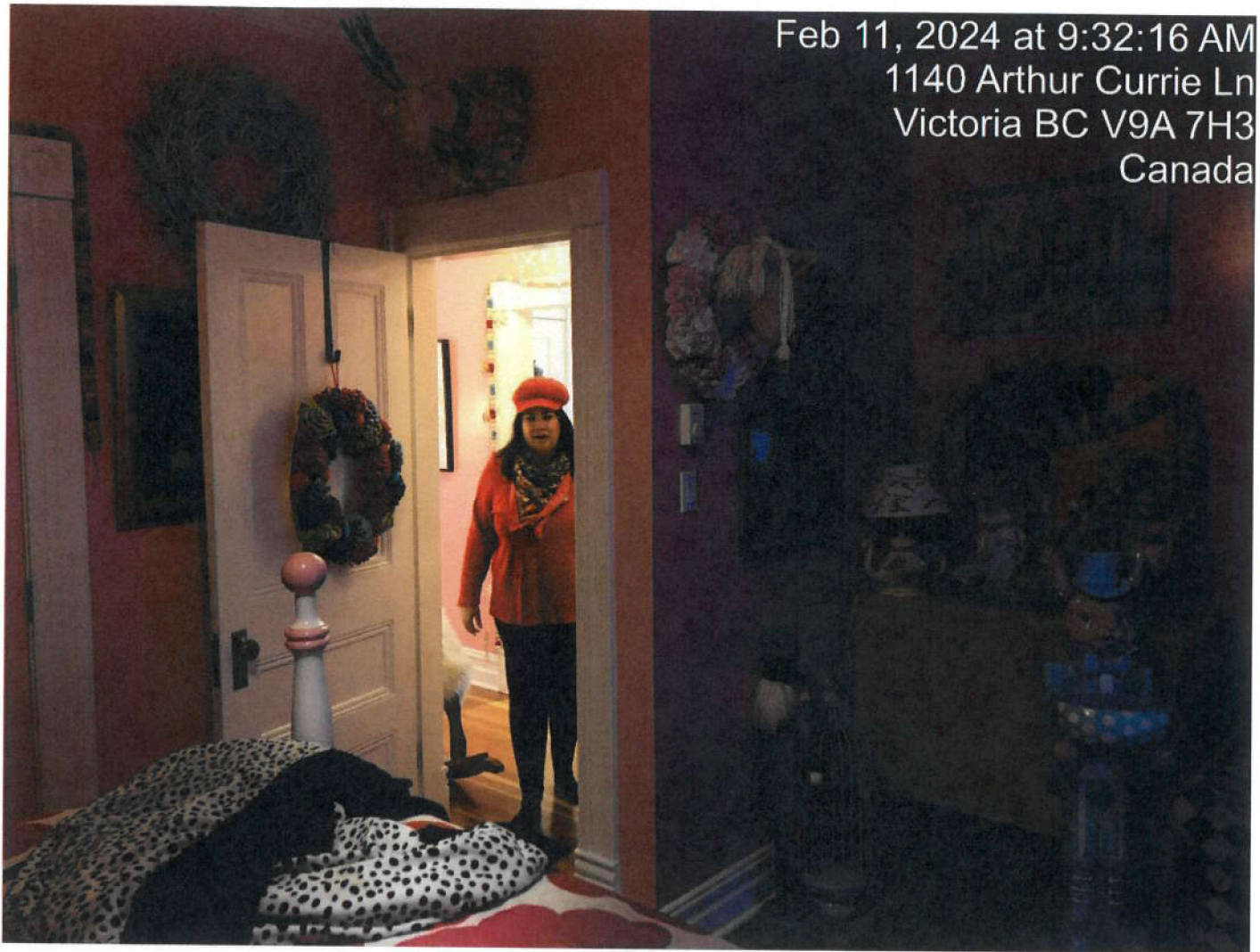


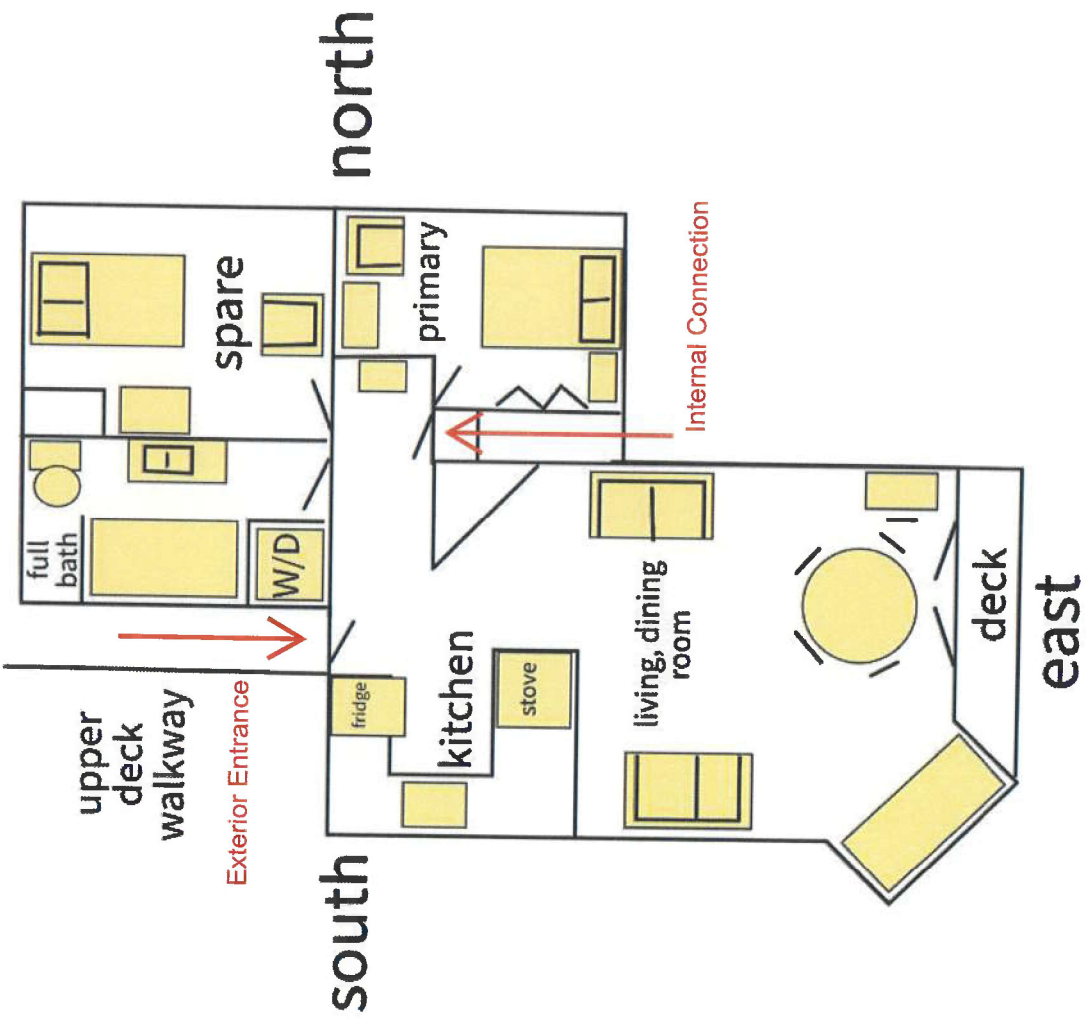


February 11, 2024, Inspection: Unit # 2-1140 Arthur Currie Lane



Feb 11, 2024 at 9:32:16 AM  
1140 Arthur Currie Ln  
Victoria BC V9A 7H3  
Canada







May 29, 2025

## City of Victoria

12:00 PM

## REQUEST FOR SERVICE DETAIL

Workgroup BYLAW SERVICES

Call 268395 Jul 7, 2024 9:27 PM

Status ASSIGNED Jul 17, 2024 12:18 PM

Follow up YES Internal NO

Class SHORT TERM RENTAL

Problem NOT COMPLY WITH REGULATIONS

Priority NORMAL Reference NON COMPLIA

Bring Forward Repeat

<b>Location</b>	<b>Requestor</b>
SUSAN STRANGWAY 1038166	[REDACTED]
<u>1140 ARTHUR CURRIE LANE VICTORIA BC V9A 7H3</u>	[REDACTED]
	Phone 1 [REDACTED]
	Email [REDACTED]

## Call Detail

The owner of this property is listing one of the units in her multi-unit house on Airbnb  
(<https://www.airbnb.com/slink/gyCqFlwG>).

HOST/RO: SUSAN STRANGWAY

<https://www.airbnb.ca/rooms/966131487122761797> - (FEB 11, 2024 - 5 NIGHT)

The house has long term tenants in the basement units, and there are two, two bedroom units on the first and second floors. The owner lives in one unit and the second unit is available to rent on Airbnb. Both are fully contained dwelling suites that were rented out long term before the owner bought the house. Based off of recent reviews the owner is also clearly on site in her unit during the short term rental stays. I have seen her greet guests that she is meeting for the first time.

Workflow	Date	Name1	Name2	File No
ENTERED ONLINE CALL	Jul 7, 2024 9:27 PM			
ASSIGNED Automatically assigned by web form.	Jul 7, 2024 9:27 PM	BYLAW SERVICES		
EMAIL ZONING REGULATION BYLAW Call number: 268395	Jul 7, 2024 9:27 PM	<bylawservices@victoria.ca>		
ASSIGNED	Jul 8, 2024 8:22 AM	EMMA CROCKETT		
NOTE LINKED TO LICENSING CFS 255217	Jul 17, 2024 12:16 PM	EMMA CROCKETT		

NOTE Jul 17, 2024 12:17 PM EMMA CROCKETT

COM COMMENTS:

The owner of this property is listing one of the units in her multi-unit house on Airbnb (<https://www.airbnb.com/slink/gyCqFlwG>).

The house has long term tenants in the basement units, and there are two, two bedroom units on the first and second floors. The owner lives in one unit and the second unit is available to rent on Airbnb. Both are fully contained dwelling suites that were rented out long term before the owner bought the house. Based off of recent reviews the owner is also clearly on site in her unit during the short term rental stays. I have seen her greet guests that she is meeting for the first time.

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ASSIGNED Jul 17, 2024 12:18 PM MARISSA PELUSO  
ASSIGNED FOR SUMMARY OF FINDINGS

---

EMAIL Jul 17, 2024 12:18 PM  
SHORT TERM RENTAL Call number: 268395 1140 ARTHUR CURRIE LANE

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NOTE Mar 14, 2025 12:14 PM EMMA CROCKETT  
ACTIVE LISTING 1 NIGHT

on march 14th 2025 CROCKETT observed 1 night min stay

---

NOTE Mar 28, 2025 9:48 AM EMMA CROCKETT  
ACTIVE LISTING 1 NIGHT

on march 28th 2025 CROCKETT observed 1 night min stay

---



Barbie

[Share](#) [Save](#)



Entire rental unit in Victoria, Canada  
4 guests · 2 bedrooms · 2 beds · 1 bath

Guest favourite

5.0  
★★★★★

29  
[Reviews](#)



Hosted by Susan  
Superhost · 8 years hosting



**Top 10% of homes**  
This home is highly ranked based on ratings, reviews, and reliability.



**Exceptional check-in experience**  
Recent guests gave the check-in process a 5-star rating.



**Free cancellation before Jun 7**  
Get a full refund if you change your mind.

Your family will be close to everything when you stay at this place five minutes from the heart of the city. Located right on the galloping goose trail. Pretty in pink! Two bedrooms, bathroom with tub/shower, fully loaded kitchen, tv, wifi, private entrance. Private suite.  
License number: 0043642

Registration number...

[Show more](#) >

What this place offers

- Kitchen
- Wifi

\$349 CAD night

CHECK-IN 2025-06-08	CHECKOUT 2025-06-09
GUESTS 1 guest	

Reserve

You won't be charged yet

\$349 CAD x 1 night	\$349 CAD
<a href="#">Cleaning fee</a>	\$100 CAD
<a href="#">Airbnb service fee</a>	\$63 CAD
<a href="#">Taxes</a>	\$60 CAD
Total	\$572 CAD

[Report this listing](#)

- Dedicated workspace
- Free parking on premises
- Pets allowed
- TV
- Free washer – In unit
- Free dryer – In unit
- Bathtub
- Hair dryer

Show all 28 amenities

1 night in Victoria

Jun 8, 2025 - Jun 9, 2025

<

June 2025

>

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Check-in day 34567							12345						
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30							27	28	29	30	31	

Clear dates



Guest favourite

This home is in the **top 10%** of eligible listings  
based on ratings, reviews, and reliability

Overall rating

5  
4  
3  
2  
1

Cleanliness

4.9

Accuracy

5.0

Check-in

5.0

Communication

5.0

Location

5.0

Value

4.9

Amanda

Portland, Oregon

★★★★★ · September 2024 · Stayed a few nights

Susan's place was even more delightful than I expected. The decor was maximalist and joyful. The view of the water from the bay window was gorgeous. The bed was comfortable - the kitchen was well stocked.

The neighborhood is a nice residential area with beautiful old homes so it was very quiet. It's about 25 minutes walking from the city center along some ...

Show more



Nikita  
Vancouver, Canada

★★★★★ **September 2024** · Stayed with a pet

Beautiful place! Great view! The effort that has gone into curating and creating this space is incredible. Maximalism design style done well. You can totally tell that the host is an artist. You don't have to be a woman or a Barbie lover to appreciate the art of this place.

Host Susan was delightful, checked in on us regularly, very hospitable. One of the rare places on Airbnb that still have no checkout instructions because...

[Show more](#)

Jessica  
4 years on Airbnb

★★★★★ **September 2024** · Stayed one night

Susan's place was incredible. We loved her esthetics, always something new to look at!

We took ferry over from US, then walked down pier to water taxi. Took water taxi to "Railyards" which ends on a neat walking/biking pathway. Susan's husband met us on pathway and took us to our place. Appreciated the communication and hospitality. They were super friendly and made sure we ...

[Show more](#)

Rohan  
Seattle, Washington

★★★★★ **October 2024** · Stayed with a pet

Susan's place was just the getaway we were looking for on our first trip to Victoria. Susan's an excellent host and has made her place incredibly unique, welcoming, and fun! Highly recommend to anyone looking for that extra special place on Airbnb.

[Show more](#)

Drew  
Seattle, Washington

★★★★★ · **September 2024** · Stayed with a pet

We loved our stay at Susan's place! The decorations were fantastic! The house is also situated in a peaceful and private neighborhood while in walking distance to downtown - just across the street from the Galloping Goose trail.

[Show more](#)

Joel  
Altadena, California

★★★★★ **August 2024** · Stayed with a pet

Susan was a wonderful host! She was very responsive and accommodating. The pictures of her place do not do it justice. Her place was amazing and far exceeded our expectations! Her whimsical, playful and creative decor was a joy and an inspiration. It made me feel like a kid on Christmas morning! The kitchen was beautiful and well stocked. The beds were comfortable. The heated toilet seat and heated floors in the bathroom were a nice bonus! The ...

[Show more](#)

Show all 29 reviews

[Learn how reviews work](#)

## Where you'll be

Victoria, British Columbia, Canada



5.0

### Guest favourite

This home is in the **top 10%** of eligible listings based on ratings, reviews, and reliability

#### Overall rating



 Cleanliness

4.9

 Accuracy

5.0

 Check-in

5.0

 Communication

5.0

 Location

5.0

 Value

4.9

## 29 reviews

[Learn how reviews work](#)

Most relevant ▾

 Search reviews

This is a destination! What a wonderful place to celebrate my mom's 80th Birthday with my sister and daughter. Susan is very artistic and has a keen eye for displaying things in such a creative manner. We wished we had booked two nights so we could truly appreciate each and every detail. We will definitely be back!

**Michelle**

Bellevue, Washington

★★★★★ · July 2024 · Stayed one night

Susan's Barbie Dream house exceeded all expectations! The photos barely scratch the surface of the details and artistry of this home. We could see how much love and hard work was put into creating this true work of art. On top of the fun and kitschy decor, the space had all the amenities we needed to have a comfortable stay. Susan was a hospitable host and walked us through the space. Plus, it was within walking distance of downtown! I would recommend this Airbnb for any group or family looking for a unique travel experience in beautiful Victoria!

**Susannah**

Snohomish, Washington

★★★★★ · July 2024 · Stayed one night

The decor is as wild and fun as the pictures look! But it was also spotlessly clean, comfortable and had everything you need. Location was fantastic - just a house or two up from the water and Galloping Goose trail with some nice views too! An



Short-Term Rental Data Portal

Marissa Peluso

Detailed Listing Information for

[966131487122761797](#)

Assigned to: City of Victoria

Platform Information

Platform Report Month: 2025-01

Platform: Airbnb

Listing Status: Active A

Address (Best Match): 1140 Arthur Currie Lane, Victoria, BC

Address (Platform Listing): 1140 Arthur Currie Ln, Victoria, BC V9A 7H3, Canada

Entire Unit? (Platform Listing): Yes

Number of Bedrooms (Platform Listing): 2

Business Licence on Listing: 43642

Property Host (Platform Listing): Susan Strangway


Property Host Address: 1-1140 Arthur Currie Lane, Victoria, BC


Email:

Phone:

Listing History (for This Listing ID)

Night Stayed (12M): 58

Month	Nights Stayed	 Separate Reservations
2025-01	0	0
2024-12	0	0
2024-11	0	0

Month	Nights Stayed	 Separate Reservations
2024-10	1	1
2024-09	13	9
2024-08	14	6
2024-07	20	13
2024-06	6	3
2024-05	4	2

### Address History

Type	Platform Address	Best Match Address	Date	User
Platform Data	1140 Arthur Currie Ln, Victoria, BC V9A 7H3, Canada	1140 Arthur Currie Lane, Victoria, BC	2024-06-27	System

### Action History

Action	Date	User
Notice of Non-Compliance	2025-01-16	Crockett, Emma

### Business Licence Information

BL Records Last Uploaded: 2025-02-07

**Business Name:** STRANGWAY, SUSAN**STR Address:** 2-1140 ARTHUR CURRIE LANE**Business Licence Number:** 00043642**Licence Type:** PRINCIPAL RESIDENT OPERATOR - OWNER**Expiry Date:** 2025-12-31**Status:** Pending **Operator Name:** STRANGWAY, SUSAN



**Andrew Dolan**

---

**From:** susan dundee  
**Sent:** January 2, 2025 12:23 PM  
**To:** str@victoria.ca  
**Subject:** Re: CITY OF VICTORIA  
**Attachments:** bb2025app.pdf; acera2025.pdf; bchydrobill2025.pdf

hi- i am applying for my 2025 license - i will attach the application plus drivers license, insurance and a hydro bill - in the past, my attachments don't show to you - so i will also separately send those attachments - please let me know if any of the four things i am sending are not visible to you - thanks!

Susan Strangway  
2-1140 Arthur Currie Lane  
Victoria, BC V9A 7H3



Bylaw and Licensing Services Department  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2025 Short-Term Rental Business Licence Application

### Limited/Incorporated Company Information (If selected)

Incorporation number: \_\_\_\_\_

Have you included your Incorporation and Notice of Articles documents?

- ☐ Yes
- ☐ No. I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge that a \$30 fee plus applicable taxes will be charged by the City of Victoria for this service [Administrative Fees Bylaw No. 04-40].

Please note, documents must be provided with submission. Any documents provided historically will not be considered.

### \*Applicant Contact

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### \*Business Plan and Required Documents

Principal Residence Requirement – If eligible, you may use your principal dwelling unit for the following purposes per Schedule D – Home Occupations.

Select all business plans that apply:

- ☒ Offering whole home, while you are away ☒ Offering up to two bedrooms with shared living spaces, while you are home

Please attach the following documents for proof of residence. All documents must be current, valid, not folded and easy to read.

- Government issued ID which states your address (e.g., driver's licence, BC Services Card)
- Home or rental insurance policy (stating property address, mailing address and policy holder)
- Utility bill (stating billing period, service address and mailing address)

### \*Designated Responsible Person

If managed by an agency, the designated responsible person can be a representative from this agency.

When an operator is not available, the designated responsible person serves as the primary contact for the short-term rental (a person who, at all times that the short-term rental is operated, has access to the premises and has the authority to make decisions in relation to the premises and the rental agreement). The responsible person must be able to attend the short-term rental premises within two hours of being requested to do so.

Relationship to Operator: \_\_\_\_\_

Name: Brodie Forrest Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

- ☒ The above Designated Responsible Person has consented to the use of their contact information.



Bylaw and Licensing Services Department  
1 Centennial Square  
Victoria, BC V8W 1P6

strn@victoria.ca  
victoria.ca/str

## 2025 Short-Term Rental Business Licence Application

### \*Business Plan and Required Documents Continued

Host name (the profile and/or name used to offer the short-term rental): Barbie

Relationship to applicant (if not the same person): \_\_\_\_\_

Do you have another person, property manager or service company that participates in your short-term rental business? (this may include but not be limited to advertisement, management of bookings and communications with guests)

- ☒ No, only those declared as applicants will participate in the business  
☐ Yes

If yes, please complete the information below

Select all that apply:

- ☐ Property manager or management company ☐ Family member  
☐ Cleaning service ☐ Other \_\_\_\_\_

### Property Manager or Management Company

Name of management company: \_\_\_\_\_

Name of property manager or main contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Business address: \_\_\_\_\_

Licence number: \_\_\_\_\_ Issuing municipality: \_\_\_\_\_

If the issuing municipality is not the City of Victoria, is it:

- ☐ Inter-municipal  
☐ Inter-community

### Cleaning Service or Other Business

Name of company: \_\_\_\_\_

Name of main contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Business address: \_\_\_\_\_

Licence number: \_\_\_\_\_ Issuing municipality: \_\_\_\_\_

If the issuing municipality is not the City of Victoria, is it:

- ☐ Inter-municipal  
☐ Inter-community





Bylaw and Licensing Services Department  
1 Centennial Square  
Victoria, BC V8W 1P6

[str@victoria.ca](mailto:str@victoria.ca)  
[victoria.ca/str](http://victoria.ca/str)

## 2025 Short-Term Rental Business Licence Application

### Family Member

Name of individual: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Other

Name of individual: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_



Bylaw and Licensing Services Department

1 Centennial Square  
Victoria, BC V8W 1P6

[str@victoria.ca](mailto:str@victoria.ca)

[victoria.ca/str](http://victoria.ca/str)

## 2025 Owner Consent Form Short-Term Rental

**\*All owners are required to sign the Owner Consent Form.**

**Only digitally verified signatures or signatures physically signed in ink will be accepted.**

This is to certify that I Susan Strangway, as the legal owner of  
(OWNER)

2-1140 Arthur Currie Lane have read the  
(UNIT / STREET ADDRESS)

Short-Term Rental Business Licence Application Form submitted by Susan Strangway  
(APPLICANT)

and consent to the above premises being used as a Short-Term Rental in compliance with City of Victoria Bylaws.

**I, the undersigned, confirm as the owner(s) that the above noted information is true and will comply with ALL relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City bylaws.**

Owner's name: Susan Strangway

Owner's signature: \_\_\_\_\_ Date: December 31, 2024

Owner's name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If your application is received more than 60 days after consent is given above, it is not considered valid consent.



Bylaw and Licensing Services Department  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2025 Strata Council Consent Form Short-Term Rental

\*Is this property part of a strata? No ☐ Yes ☐ If yes, please complete the information below.

Only digitally verified signatures or signatures physically signed in ink will be accepted.

This is to certify that I \_\_\_\_\_, as Strata Council Executive Member  
(STRATA COUNCIL EXECUTIVE MEMBER; MUST NOT BE SAME AS APPLICANT)

for \_\_\_\_\_ have read the Short-Term Rental Business Licence Application Form  
(UNIT / STREET ADDRESS)

submitted by \_\_\_\_\_ I can confirm that our Strata has no bylaws prohibiting the above  
(APPLICANT)

address from operating as a Short-Term Rental in compliance with City of Victoria Bylaws.

I, the undersigned, confirm as the business owner(s)/operators(s)/licencee(s) that the above noted information is true and will comply with ALL relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City bylaws.

Applicant's name(s): Susan Strangway

Applicant's signature(s): 1. \_\_\_\_\_

Date:

Dec 31, 2024

(if applicable) 2. \_\_\_\_\_

Date: \_\_\_\_\_

### Strata Council Executive Member Information

I, the undersigned, confirm as the strata council executive member that the above noted information is true and will comply with all relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City bylaws.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If your application is received more than 60 days after consent is given above, it is not considered valid consent.





Bylaw and Licensing Services Department  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2025 Short-Term Rental Business Licence Application

Completion of this application does not guarantee approval. Approved licences will be issued only upon receipt of payment of the Short-Term Rental Business Licence fee. Operating a Short-Term Rental without a valid licence is an offence for which penalties are prescribed. A person found guilty of an offence under this bylaw is subject to a fine of not less than \$250 and not more than \$500 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

Licences are effective from January 16 to January 15 of the following year, are non-transferable and the licence fee(s) paid are non-refundable. Short-Term Rental Business Licences must be re-applied for at the start of each calendar year and must include up-to-date supporting documentation.

### Please see website for:

[Short-Term Rental Regulation Bylaw No. 18-036](#)

[Short-Term Rental Regulation Bylaw Amendment 24-059](#)

[Schedule D - Home Occupations; Zoning Regulation Bylaw No. 80-159](#)

**Privacy Notification:** This information is being collected for the purpose of determining the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria pursuant to its bylaws. In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. The legislated authority to collect your personal information is Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and Section 3 (2) of the *Short-Term Rental Regulation Bylaw*. If you wish to obtain further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, 1 Centennial Square, Victoria, BC V8W 1P6, 250.361.0347 or email [foi@victoria.ca](mailto:foi@victoria.ca).

### \*Declaration:

I, the undersigned, confirm as the business owner(s)/operator(s) that the above noted information is true and will comply with ALL relevant provisions of the *Short-Term Rental Regulation Bylaw No. 18-036* and all other applicable City bylaws. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. **I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved, paid in full and issued.**

Applicant name(s) (printed): Susan Strangway

Applicant signature(s): 1. \_\_\_\_\_ Date signed: December 31, 2024

(if applicable) 2. \_\_\_\_\_ Date signed: \_\_\_\_\_, 20\_\_\_\_

Only digitally verified signatures or signatures physically signed in ink will be accepted.

Date Stamp (office use only)



**Bylaw and Licensing Services Department**  
1 Centennial Square  
Victoria, BC V8W 1P6

str@victoria.ca  
victoria.ca/str

## 2025 Short-Term Rental Business Licence Application

The City of Victoria regulates short-term rentals for the benefit of residents and visitors alike. Licensing and any enforcement actions are carried out in alignment with the City of Victoria's Strategic Plan and pertinent regulations and bylaws. Please see the [Short-Term Rental](#) page if you require more information.

### Important Notice:

**If at some point you become ineligible to operate a short-term rental as a result of regulation changes, you will not be reimbursed or receive a discount on your licence fee.**

This application must be completed in full and submitted as one package with all required supporting documents. You can submit your completed package by email to [str@victoria.ca](mailto:str@victoria.ca) or mail it to the above address. Please note that all sections marked with an asterisk (\*) are mandatory.

Any submissions that do not meet the requirements above will result in having to reapply. Owner and strata consent must be provided by signing page five and six of the application.

All related documentation and information is available at [victoria.ca/str](http://victoria.ca/str). For information or assistance completing this form, please contact Bylaw and Licensing Services at 250.361.0726 or email [str@victoria.ca](mailto:str@victoria.ca).

### \*Short-Term Rental Address (APARTMENT / UNIT / STREET ADDRESS)

Address: 1140 Arthur Currie Lane, Suite 2

Postal code: V9A 7H3

### \*Applicant Information (WHO THE LICENCE IS ISSUED TO)

An application can be submitted by an owner, tenant or management company of a property. Legal first and last names are required. Please select one of the following options:

- ☒ **Sole Proprietor's name:** (If you plan to operate the business on your own, either under your own name or a business name)  
Susan Strangway

LEGAL FIRST NAME, LAST NAME

- ☐ I use a preferred name: \_\_\_\_\_

- ☐ **Partnership names:** (If you plan to operate the business with one or more partners)

(1) LEGAL FIRST NAME, LAST NAME

(2) LEGAL FIRST NAME, LAST NAME

☐ I use a preferred name: \_\_\_\_\_

☐ I use a preferred name: \_\_\_\_\_

- ☐ **Limited/Incorporated company name:** (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets)

BUSINESS NAME

# SCHEDULE K



BYLAW OFFICER

OFFICER NAME	Bylaw Officer (BO) CARR				
DATE/TIME	2025-01-20 9:30 AM	CFS#	283266	LOCATION	2 1140 Arthur Currie Lane
INDIVIDUAL PRESENT	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
NAME	Susan STRANGWAY			D.O.B. (YYYY-MM-DD)	

## STATEMENT

On Monday, January 20, 2025, at approximately 9:30 AM, Bylaw Officer (BO) CARR was working in full uniform, at 1140 Arthur Currie Land, unit 2, to conduct a short-term rental (STR) inspection. She was met at the main entrance to the unit by Susan STRANGWAY. Officer identified herself as a bylaw officer for the City of Victoria and provided STRANGWAY with a copy of the 'Bylaw Inspections' handout. Officer explained that she would be putting on boot covers before entering the home. BO CARR attended the inspection alone.

Upon arriving, CARR observed a large, multi level home. Unit numbers could be seen attached to the side of the home. CARR observed a unit number 3 on the bottom floor, unit 1 on the middle floor, and unit 2 was located at the back of the property. CARR was unable to find unit 4. However, STRANGWAY advised CARR that unit 4 was located on the bottom floor on the other side of unit 3. CARR later confirmed this upon a secondary drive by of the property.

CARR walked up the stairs at the rear of the property, up to unit 2. She noticed the carport appeared to have lights on inside, and curtains covering the windows. It appeared to CARR that it was potentially a converted self contained dwelling unit instead of a car port. CARR reached the top of the stairs where STRANGWAY let her in and showed her around the unit. CARR took photographs and advised STRANGWAY to let her know if there was anything she didn't want photographed. CARR started to the left of the front entryway, where there was a washer and dryer, bathroom, linen closet, and two bedrooms. The bathroom on the left (adjacent to the bathroom), was designated to be the STR bedroom. The bedroom was decorated very thematically, was clean, and appeared to have few to no personal items. Such as charging cords, laundry hampers, clothing around the room.

STRANGWAY advised CARR that the bedroom across the hallway was her personal bedroom. CARR observed that the bedroom was also decorated thematically but was relatively free of personal effects. There was a tablet charging on the bedside table, charging cords, and a laundry hamper visible in her room. CARR did not open the closet doors to check for clothing. It was indistinguishable from the bedroom designated for STR. CARR then moved to the bathroom, where she observed a fully stocked closet, with a toothbrush and toothpaste laying on the sink.

The entire home was very clean and had minimal personal items visible. It is entirely likely that STRANGWAY leads a minimalistic lifestyle. However, it was CARRs impression that the unit was minimally occupied.

The living room had a curtain covering a door along the side of the wall. Upon inspection the building plans, CARR observed that the door led to a finished attic space. CARR asked what was through the door.



STRANGWAY advised that it led to the "other unit" and she kept it locked. This unit was not accounted for in the 4 units that she had described. Per her explanation and CARR's understanding, there were 2 units on the bottom floor (unit 3 and 4), 1 unit on the middle floor (unit 1), and 1 unit on the top floor (being unit 2 that was inspected), totalling 4. Per the work without permit file on Tempest, there was an unpermitted 5<sup>th</sup> suite. CARR is unsure if the file references the finished attic space or exactly where the unlawful 5<sup>th</sup> suite was. It would be valuable to conduct an inspection of the entire property to ensure primary residence in unit 2, and possible WWOP of a 5<sup>th</sup> suite and car port. Of note, the attic space (per the building plans), should not have a kitchen. It's possible that the attic space is not self-contained, and the kitchen is shared with unit 2. This may have been the conclusion of the WWOP file, but this was not documented in Tempest. However, it is not possible to decipher without a secondary inspection.

CARR and STRANGWAY then discussed the business plan. STRANGWAY stated that she intended to use the whole unit while away, with the occasional occurrence of renting her spare room while home. She stated that she leaves for trips very regularly. With the shortest being a few nights, and the longest being several months. CARR then asked if STRANGWAY had any outstanding questions or anything to add. To which she said no. CARR then thanked her for her time and departed from the unit.

Upon returning to the office, CARR gave STRANGWAY a call to confirm the use of the carport. Per the building plans, the space is to be used as a car port. When asked, STRANGWAY stated that the carport was used as storage. CARR feels that it would be appropriate to inspect the property in its entirety due to the observations made at the time of the inspection.

(17) photos were taken (attached to CFS).

Bylaw Officer (BO) CARR  
Victoria Bylaw Services

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## Short-Term Rental Business Plan – 2 1140 Arthur Currie Lane, January 20, 2025

The inspection is an important component in the application process, as it is used to determine if the space and applicants' business plan will meet the requirements and conditions of a principal residence licence.

During the inspection, officers must obtain an understanding of the business plan(s) to determine the eligibility. This includes:

- A. Which business plan(s) are they wanting to operate.
- B. Which spaces are being offered and or not offered. Example: One single bedroom, plus the whole home is open to guests with exception of the primary bedroom and the homeowner does not want guests in the back yard due to the potential of the steps on the deck being slippery at this time of year.
- C. How they plan to operate (duration, frequency etc.).

### 1. Offering the whole home, while away. **Yes**

Residents plan to offer their primary spaces on occasion, while away from the home.

The space being offered is their entire principal dwelling unit, meaning it is occupied by the resident daily.

Questions in obtaining a whole home business plan:

- 1: Are there specific times of the year when you plan to offer your home? **Maybe summer months**
- 2: How long are you going to be away from home? **Lots of traveling. Anywhere from a few days, to months for larger vacations**
- 3: Where will you be when you are away? (example, on vacation or visiting out of town family) **Out of town**
- 4: Are any of your plans subject to change? **Yes**
- 5: Do you plan to restrict access to any part of the home? if yes, which spaces? **No**
- 6: How will guests access the home? **Door code**
- 8: How do you plan to advertise? **Airbnb**
- 9: What is the typical minimum length of stay you anticipate offering? **1 night**
- 10: While you are gone, who is responsible for the property and the contact for guests? **Same as on application**

### 2. Offering up to two bedrooms with shared living spaces, while home.

Residents plan to offer up to two bedrooms with the inclusion of their shared primary spaces, while they are home.

Questions in obtaining shared spaces business plan:

- 1: How many bedrooms do you plan to offer in your home? **1**
- 2: Which specific room(s) will be offered to guests? **Adjacent to bathroom**
- 3: Which room is your primary bedroom? **Room to the right if looking down hallway from front entrance**
- 4: Which common spaces will be shared with guests? **All**
- 5: How will guests access the home? **Door code**
- 6: Do you plan to restrict access to any part of the home? if yes, which spaces? **No**
- 7: How do you plan to advertise? **Airbnb**
- 8: What is the typical minimum length of stay you anticipate offering? **1 night**
- 9: If you were to go on vacation, would you continue to rent out the room while you were away? **Yes**

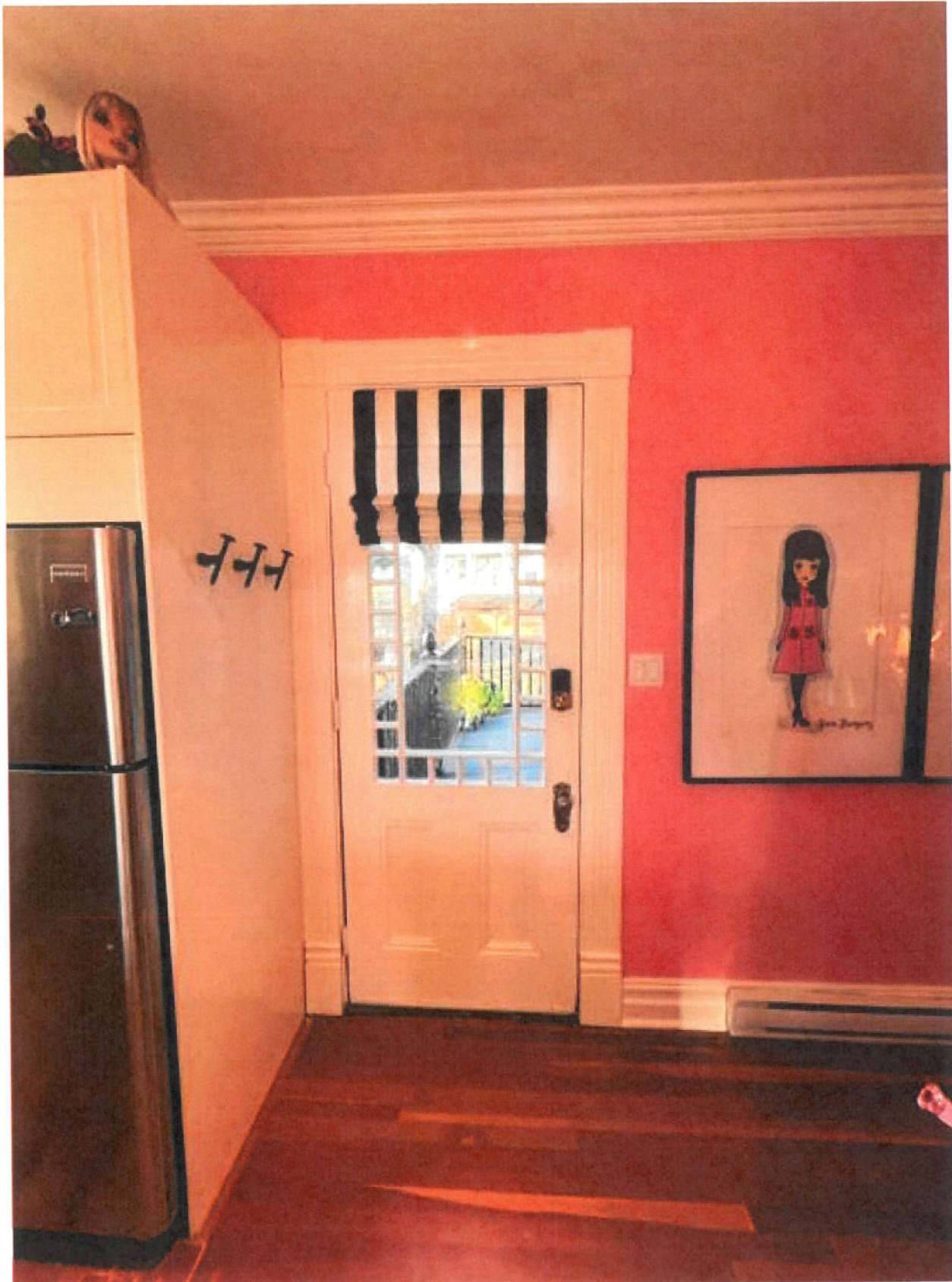
January 30, 2025, Inspection: Unit # 2-1140 Arthur Currie Lane, 13 images.

Images 1: Exterior, front.





Image 2: Exterior entrance to unit #2.

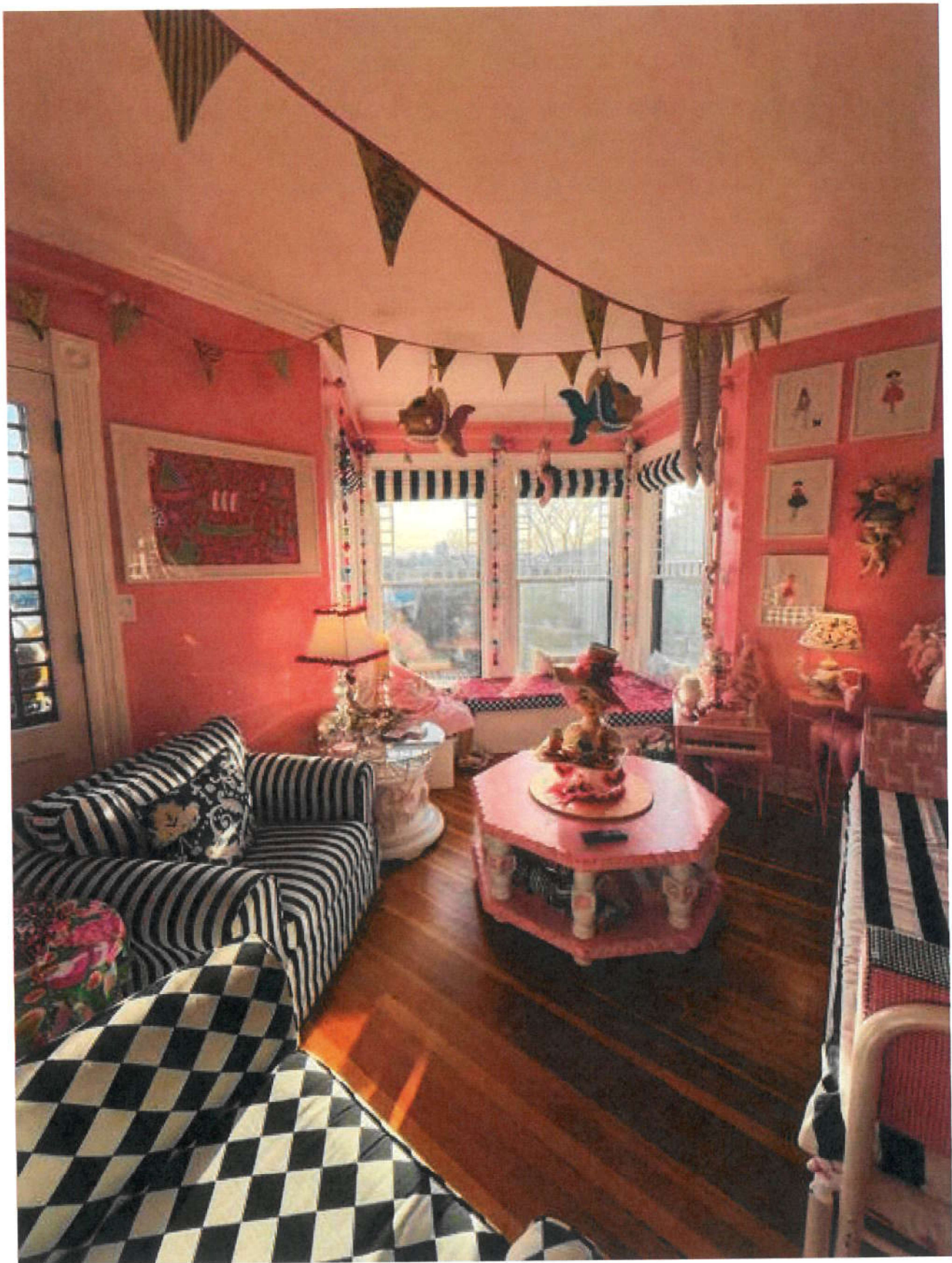




Images 3-4: Living room and kitchen area.







January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane



Image 5: door to interior connection.



January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane

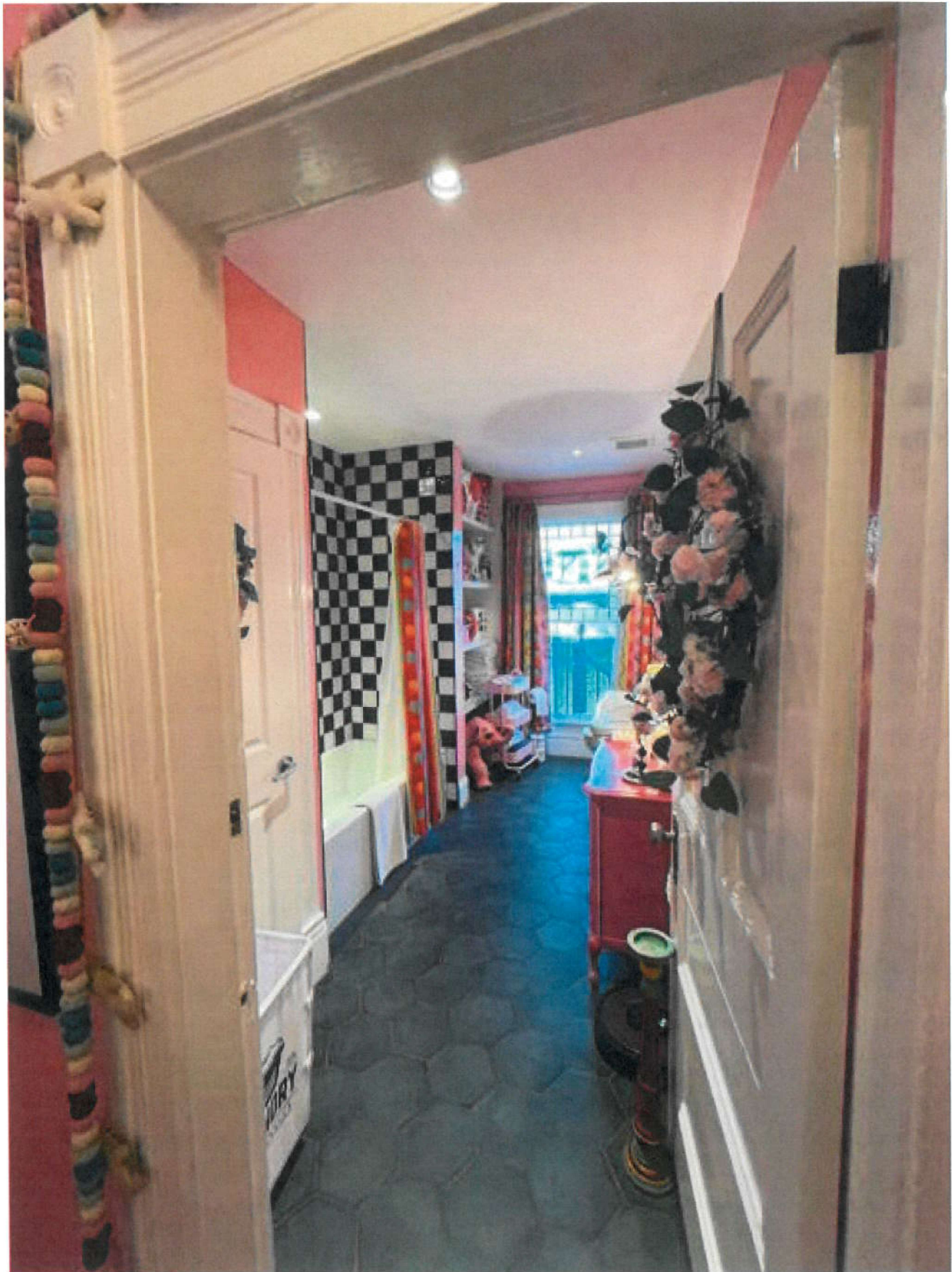


Image 6: Hallway to bedrooms and bathroom.





Images 7-9: Bathroom.







January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane





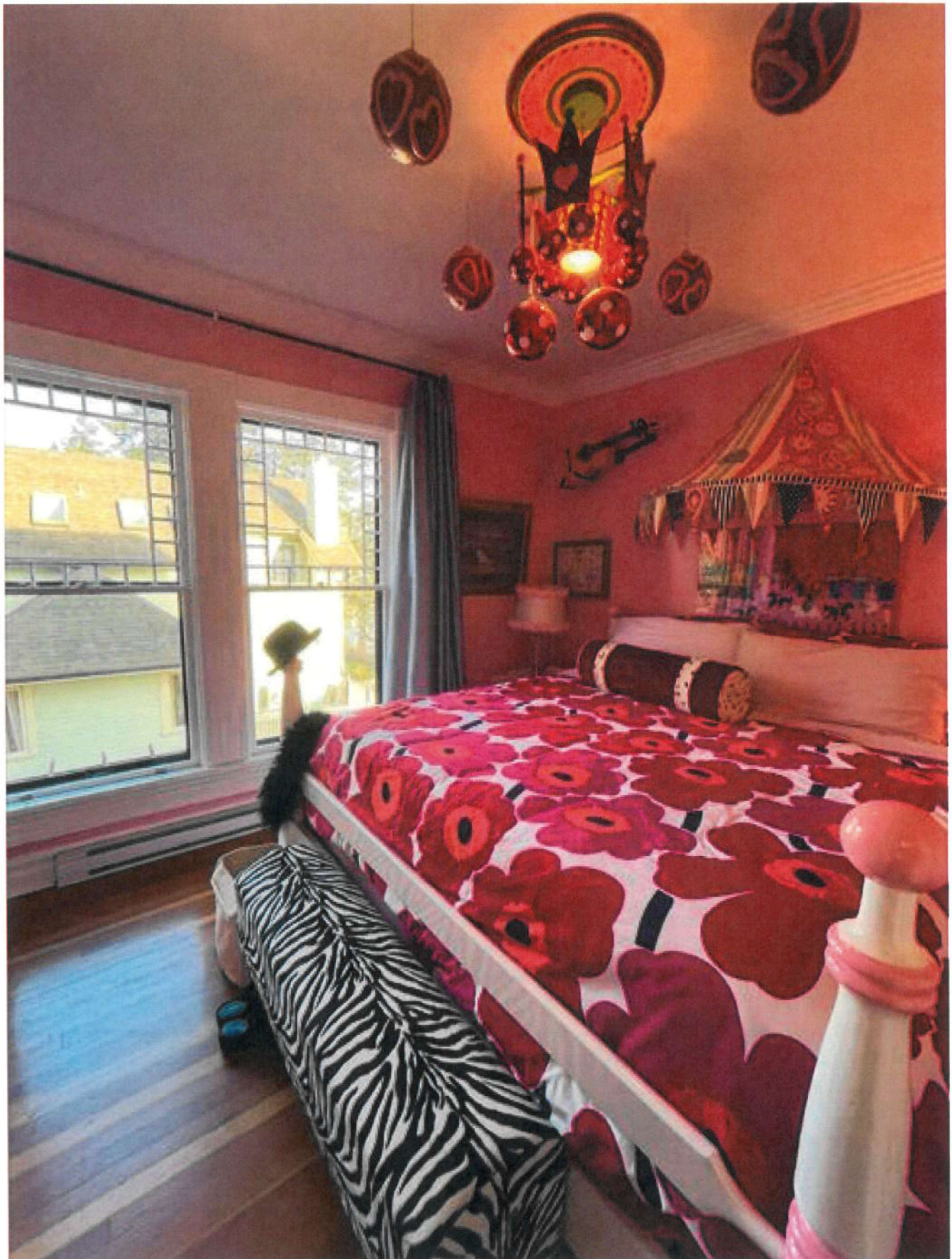
January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane



Images 10-12: Primary bedroom.

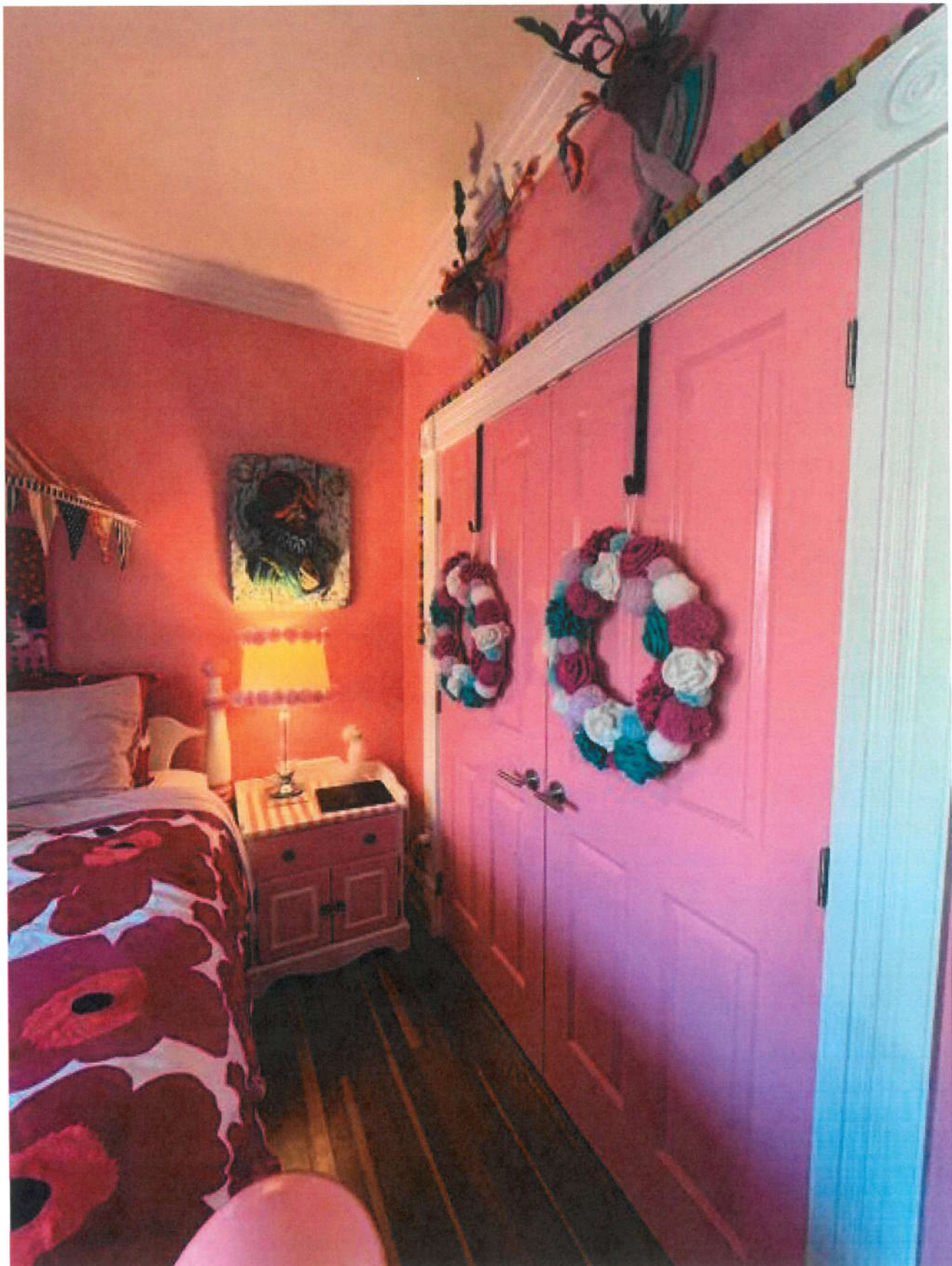






January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane





January 20, 2025, Inspection Unit # 2 - 1140 Arthur Currie Lane



Image 13: Second bedroom.







Planning and Development Department  
Permits and Inspections Division

1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0344 F 250.385.1128

[www.victoria.ca](http://www.victoria.ca)

# STOP WORK

**A PERSON MUST NOT CARRY OUT ANY WORK ON  
THE LAND AFFECTED BY THIS STOP WORK ORDER,  
PURSUANT TO 9.2 OF BUILDING BYLAW NO. 93-111.**

Notwithstanding this notice, temporary measures must be taken to make the site safe and secure within 48 hours after the attachment of this order.

**A fine, as defined in the current ticket bylaw, may be levied  
to any person failing to respect this stop work order**

Address: 1140 ARTHUR CHARLIE LAKE

Details: - UNPERMITTED ADDITION OF FIRST STOREY

- EXTENSIVE FRAMING, PLUMBING, AND ELECTRICAL

ALTERATIONS

Date Posted: APRIL 5, 2016 Time Posted: 2:15 PM

Building Inspector: REED CASSIDY

**THIS CARD MUST NOT BE REMOVED EXCEPT UPON  
THE AUTHORITY OF THE BUILDING INSPECTOR.**

Anyone who removes this card may be subject to a fine as defined in the Ticket Bylaw.

**Sustainable  
Planning and  
Community  
Development  
Department**

**Permits and Inspections**

**#1 Centennial Square**

**Victoria**

**British Columbia**

**V8W 1P6**

**Tel (250) 361-0342**

**Fax (250) 385-1128**

**[www.victoria.ca](http://www.victoria.ca)**



**April 6, 2016**

**Elite Accommodations Ltd.  
704-2 Bloor Street W  
Toronto, Ontario  
M4W 3R1**

**Re: Stop Work Order – 1140 Arthur Currie Lane**

An inspection of the above noted address revealed that construction has begun without a valid building permit. A "Stop Work Order" has been posted on the project on April 5, 2016 indicating that all illegal construction must cease. Notwithstanding this notice, temporary measures must be taken to make the site safe and secure within 48 hours after the attachment of this order. Failure to comply with the order may result in a fine as defined by the City of Victoria Ticket Bylaw No. 10-071.

The construction indicated above requires a building permit as per the Building Bylaw #93-111. Sufficient information shall be provided on the building permit application to show that the work conforms to city bylaws and the B.C. Building Code, as indicated in Section 2.3. This application must be submitted within two weeks of the date of this letter.

Information regarding building permits can be received at City Hall, 2nd Floor, Planning & Development Department, Permits & Inspections Division or contact the undersigned at the Permits & Inspections Division at 361-0342, weekdays from 8:00 a.m. to 10:00 a.m.

**Réed Cassidy, R.B.O.  
Building Inspector**

**c      Electrical Inspector (PC)  
         Plumbing Inspector (RK)**



BP052893

Type BP-RES-MULTI

ALERTS

1140 ARTHUR CURRIE LANE VICTORIA BC V9A 7H3



Project PRJ-108087

Ref. No. 7 DAY

Rpt Code MF ALT

Status EXPIRED

Access Code

Application May 17, 2016



Issued

Jun 15, 2016

Completed

May 12, 2021



Expires



Fee Calc.

May 17, 2016



Approved

Jun 15, 2016

Manager

☒ Printed

Archive Loc.

Subject FOUR SUITES

Purpose

MINOR LAYOUT CHANGES TO SUITES - NO FIRE SEPARATIONS ALTERED

Internal  
Notes

Source

IP Address

Created On

Created By

Last Modified On

Last Modified By

May 12, 2021 10:08:06 AM

KAREN8

er PP052732 Type PP-PLUMBING

ALERTS

ic 1140 ARTHUR CURRIE LANE VICTORIA BC V9A 7H3



Project	PRJ-108087		
Ref. No.	7 DAY	Rpt Code	PLUMBING
Status	COMPLETED	Access Code	
Application	Jun 20, 2016	Issued	Jun 20, 2016
		Completed	Sep 7, 2016
Expires		Fee Calc.	Jun 20, 2016
		Approved	Jun 20, 2016
Manager	ROY KELLINGTON		
Archive Loc.	DIGITAL		
Subject	FOUR SUITES		
Purpose	ALTERATION/RENOVATION: RENEW 4 BATHTUBS, 4 WASHERS, 4 DHWT'S, 2 SHOWERS, 5 BASINS, 5 REG SINKS, 5 WC'S		
Internal Notes			
Source		IP Address	

Created On	Created By	Last Modified On	Last Modified By
		Sep 7, 2016 09:20:04 AM	ROYK



ar BP047528 Type BP-RES-MULTI

ic 1140 ARTHUR CURRIE LANE VICTORIA BC V9A 7H3



Project	PRJ-102833		
Ref. No.		Rpt Code	MF ALT
Status	COMPLETED	Access Code	
Application	Jun 8, 2010	Issued	Sep 22, 2010
Expires		Fee Calc.	Jun 8, 2010
Manager	DON KITCHEN		Completed
Archive Loc.			Approved
Subject	FOUR SUITES		
Purpose	CONSTRUCT NEW CARPORT		
Internal Notes	Complete administratively. AD		
Source		IP Address	

Created On

Created By

Last Modified On

Last Modified By

Apr 6, 2016 08:18:59 AM

ALLYND



CARPORT APPROVED UNDER BP047528 — 2016



## Authority to enter on or into property

- 16 (1) This section applies in relation to an authority under this or another Act for a municipality to enter on property.
- (2) The authority may be exercised by officers or employees of the municipality or by other persons authorized by the council.
- (3) Subject to this section, the authority includes authority to enter on property, and to enter into property, without the consent of the owner or occupier.
- (4) Except in the case of an emergency, a person
- (a) may only exercise the authority at reasonable times and in a reasonable manner, and
  - (b) must take reasonable steps to advise the owner or occupier before entering the property.
- (5) The authority may only be used to enter into a place that is occupied as a private dwelling if any of the following applies:
- (a) the occupier consents;
  - (b) the municipality has given the occupier at least 24 hours' written notice of the entry and the reasons for it;
  - (c) the entry is made under the authority of a warrant under this or another Act;
  - (d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health or safety of the occupier or other persons;
  - (e) the entry is for a purpose referred to in subsection (6) (a) in relation to regulations, prohibitions or requirements applicable to the place that is being entered.
- (6) Without limiting the matters to which this section applies, a municipality may enter on property for any of the following purposes:
- (a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council, a municipal officer or employee or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;
  - (b) to take action authorized under section 17 (1) [*municipal action at defaulter's expense*];
  - (c) in relation to section 18 [*authority to discontinue providing a service*], to disconnect or remove the system or works of the service;
  - (d) to assess or inspect in relation to the exercise of authority under section 8 (3) (c) [*spheres of authority — trees*].

**Andrew Dolan**

---

**From:** str@victoria.ca  
**Sent:** January 28, 2025 12:20 PM  
**To:**  
**Subject:** CITY OF VICTORIA - 1140 ARTHUR CURRIE LANE  
**Attachments:** Letter - 1140 Arthur Currie Lane.pdf

Hello Susan,

After reviewing the application and results of the inspection on January 20, 2025, our department has determined the application cannot be approved. The letter attached outlines the explanation.

Our department has reserved an inspection appointment for 9:30am on February 10, 2025, to inspect all spaces of 1140 Arthur Currie Lane.

Please contact our office to confirm the above inspection appointment or request an alternative date and time.

Kind regards,

Bylaw Services  
City of Victoria  
1 Centennial Square, Victoria BC V8W 1P6  
T 250.361.0726



The City of Victoria is located on the homelands of the Songhees Nation and Esquimalt Nation.





1 CENTENNIAL SQUARE, VICTORIA, BC V8W 1P6 | victoria.ca

Bylaw Services

1 Centennial Square, Victoria, BC V8W 1P6  
bylawservices@victoria.ca | 250.361.0215

January 28, 2025

SUSAN STRANGWAY  
1140 ARTHUR CURRIE LANE  
VICTORIA BC V9A 7H3

**RE: 2-1140 ARTHUR CURRIE LANE**

The City has completed a review of your 2025 short-term rental licence application for the property located at 2-1140 Arthur Currie Lane.

After reviewing the application and results of the inspection on January 20, 2025, your 2025 application for a short-term rental licence cannot be approved. The licensing inspection revealed that work may have been done on your property without permit.

Completing work and/or changing the occupancy of a structure without the required building, plumbing, and/or electrical permit is a violation of the City of Victoria bylaws and potentially unsafe.

The City of Victoria expects everyone to comply with its bylaws so you will be required to make an application for permits and take whatever steps are necessary to bring this property into compliance. Per Section 16(5)(b) of the *Community Charter*, our department is requesting an additional inspection of all spaces at 1140 Arthur Currie Lane.

Once the secondary inspection is complete and all unpermitted work has been resolved, you may contact our office to continue pursuing a short-term rental licence.

If you have any questions regarding the information above, please contact our office by phone at 250.361.0726, or by email at [str@victoria.ca](mailto:str@victoria.ca).

Regards,

Bylaw & Licensing Services Department  
City of Victoria  
1 Centennial Square, Victoria B.C. V8W 1P6

STR Licensing Inspection – Officer Statement – Part 1	
<b>OFFICER NAME</b>	<input type="checkbox"/> Nelson Duarte – Bylaw Officer <input type="checkbox"/> Michael Pickett – Bylaw Officer <input type="checkbox"/> Lauren Carr – Bylaw Officer <input checked="" type="checkbox"/> Andrew Dolan – STR Supervisor
<b>ADDRESS</b>	1140 Arthur Currie Lane
<b>INSPECTION DATE</b>	February 10, 2025
<b>INSPECTION TIME</b>	9:30 am
<b>LICENCE ACCT#</b>	1038166
<b>BYLAW FILE / CFS#</b>	284740
<b>LICENCE TYPE</b>	<input checked="" type="checkbox"/> Short-term Rental (STR) <input type="checkbox"/> Bed & Breakfast (B&B)
<b>OFFICER ATTIRE</b>	<input type="checkbox"/> Full uniform (with PPE including vest) <input checked="" type="checkbox"/> Uniform (with PPE but no vest) <input type="checkbox"/> Uniform (without PPE) <input type="checkbox"/> Civilian clothes (with PPE but no vest) <input type="checkbox"/> Civilian clothes (without PPE)
<b>FOOT COVERINGS</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required – Why?
<b>ATTENDANCE</b>	<input checked="" type="checkbox"/> Owner – Name: Susan STRANGWAY <input type="checkbox"/> Host – Name: <input type="checkbox"/> Property Manager – Name: <input type="checkbox"/> Other – Name:
<b>DOCUMENTS PROVIDED</b>	<input type="checkbox"/> Bylaw Inspections Q&A <input type="checkbox"/> Short-Term Rental Regulation Bylaw <input type="checkbox"/> Short-Term Rental Zoning Amendment Bylaw <input type="checkbox"/> Schedule D – Zoning Regulation Bylaw  <input type="checkbox"/> Documents read and understood?
<b>PRIOR INSPECTION</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
STR Licensing Inspection – Officer Statement – Part 2	
<b>OBSERVATIONS:</b>	
<p>Conducted a follow-up inspection this date along with Bylaw Officer Lauren CARR. Prior to this date, only unit #2, the owners declared principal residence, had been inspected for the purpose of STR licensing. This inspection was conducted in order to identify and document previously noted work without permit, and to confirm the occupancy status of all dwelling units within the structure. Upon arrival I observed the owner looking down from a window. We entered upon the property and walked up the steep driveway and upstairs to unit #2 (on what appeared to be the 2nd floor) where STRANGWAY met us at the door. I introduced myself as CARR's supervisor and provided STRANGWAY with my business card. I explained that a search of records had revealed</p>	



that there was some history of work without permit and an illegal 5th suite dating back to 2016, so the purpose of the re-inspection was to investigate that, and to confirm the occupancy of all the dwelling units on the property. At that point I asked STRANGWAY to confirm that she owned the property which she did, and then asked her what unit she lived in. She stated, "this one". I then asked her if she resided in unit #2 and she said, "yes". For further clarification, I then asked her if she had slept in unit #2 last night and she said, "yes".

I then continued to talk about the permit history. Advised STRANGWAY that records showed that although a STOP WORK had been posted by a Building Inspector on the 5th suite, it did not appear that a building permit had ever been obtained or completed to address the unpermitted work. Furthermore, I advised that although there was a record of a building permit to build the large carport at the back of the property, there did not appear to be a permit to enclose part of the carport as seen on the previous inspection. STRANGWAY stated that she had had the work done on the carport in 2022 and the contractor had told her that "no permit was needed". Advised her that a permit was likely required to change the use of that structure. In relation to the 5th suite, STRANGWAY stated that she could show us the area that was "likely in question" and led us to a locked door behind a curtain within unit #2. While waiting for her to unlock the door, I looked around the interior living space of unit #2 and observed that there was no sign of any personal effects nor any sign of regular occupancy. Instead, the unit was full of figurines and collectible items and appeared to be decorated in a type of circus theme.

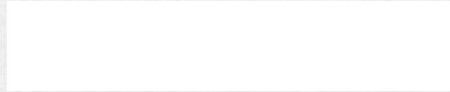
Through the locked doorway from unit #2 was a landing at the top of a curved staircase from the main floor below. From this landing was a second wooden door. That door was completely missing a handle. Through this doorway there was a very steep staircase leading up to what was observed to be a self-contained bachelor unit with a full bathroom and a kitchen (no stove) in the attic. STRANGWAY stated that when she purchased the property the Realtor told her that this area was not a suite because there was no stove. I advised her that the City of Victoria now defines "kitchen" and that what was observed did in fact constitute a kitchen in that there was a sink, fridge, and cooking appliances. This area was clearly occupied by a long-term tenant. STRANGWAY had previously stated that the occupant of this area was related to the tenant in unit #1, seemingly suggesting that what I will hereafter refer to as unit #5, is in fact part of unit #1 two floors below. We then walked down the curved staircase to the main floor to what would have been the home's original entry hallway. From this hallway there is a locked door that served as entry to unit #1. Given that unit #1 and unit #5 are both accessed from a common hallway, and it is likely that the door to unit #5 upstairs on the landing typically has a door handle and a lock, it is not feasible that unit #5 forms part of unit #1.

We then inspected unit #1. The male occupant of unit #1 was at home and allowed us entry to his space which appeared to be decorated in exactly the same eclectic way as unit #2 above, in a very bright circus type theme with a vast array of figurines and other collectibles. In fact, the male occupant of unit #1, later identified as Weave CLEVELAND, was dressed in a similar fashion as the owner STRANGWAY. The similarity in clothing and decoration of units #1 and #2 suggested that he and STRANGWAY shared the same taste in clothing, decoration, and lifestyle. Unit #1 was clearly occupied as a principal residence as it contained personal effects and clothing, including what appeared to be a ladies bathrobe hanging on a hook. In addition, the space had 3 small dogs and an assortment of dog accessories. In conversation with CLEVELAND, wherein I commented that it must have taken him some considerable time to move all the contents of the unit in, he commented that he had moved in approximately 2 years ago. It was noted that this

time frame coincided with when STRANGWAY has stated she took occupancy. While I spoke to CLEVELAND, Bylaw Officer CARR toured the dwelling unit and then prior to leaving unit #1 had a brief conversation with STRANGWAY regarding the relationship between herself and CLEVELAND.

We then went outside and down to the basement level where units #3 and #4 are located. We accessed by exterior doors on each side of the structure and inspected the interior. Both units are clearly occupied by long-term tenants, and the male occupant of #3 who was home at the time confirmed living there for about a year. We then inspected the accessory building to the rear of the main structure. Originally built with permit in 2010 as an open sided carport, it appears that the rear portion of the carport has been enclosed by walls, and doors and windows have been installed. The interior of the space was found to serve as a sewing/art studio and storage space. There was no bathroom, or any other improvements seen.

**OFFICER  
SIGNATURE**



**COMPLETION DATE**

February 10, 2025

STR Licensing Inspection – Officer Statement – Part 1	
<b>OFFICER NAME</b>	<input type="checkbox"/> Nelson Duarte – Bylaw Officer <input type="checkbox"/> Michael Pickett – Bylaw Officer <input checked="" type="checkbox"/> Lauren Carr – Bylaw Officer <input type="checkbox"/> Robert Halkett – Bylaw Officer <input type="checkbox"/> Andrew Dolan – STR Supervisor <input type="checkbox"/> Madison McNeill – Bylaw Officer
<b>ADDRESS</b>	1140 Arthur Currie Lane
<b>INSPECTION DATE</b>	2025-02-10
<b>INSPECTION TIME</b>	9:30 AM
<b>LICENCE ACCT#</b>	
<b>BYLAW FILE / CFS#</b>	284740
<b>LICENCE TYPE</b>	<input checked="" type="checkbox"/> Short-term Rental (STR) <input type="checkbox"/> Bed & Breakfast (B&B)
<b>OFFICER ATTIRE</b>	<input checked="" type="checkbox"/> Full uniform (with PPE including vest) <input type="checkbox"/> Uniform (with PPE but no vest) <input type="checkbox"/> Uniform (without PPE) <input type="checkbox"/> Civilian clothes (with PPE but no vest) <input type="checkbox"/> Civilian clothes (without PPE)
<b>FOOT COVERINGS</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required – Why?



<b>ATTENDANCE</b>	<input checked="" type="checkbox"/> Owner – Name: Susan STRANGWAY <input type="checkbox"/> Host – Name: <input type="checkbox"/> Property Manager – Name: <input type="checkbox"/> Other – Name:
<b>DOCUMENTS PROVIDED</b>	<input type="checkbox"/> Bylaw Inspections Q&A <input type="checkbox"/> Short-Term Rental Regulation Bylaw <input type="checkbox"/> Short-Term Rental Zoning Amendment Bylaw <input type="checkbox"/> Schedule D – Zoning Regulation Bylaw  <input type="checkbox"/> Documents read and understood?
<b>PRIOR INSPECTION</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>STR Licensing Inspection – Officer Statement – Part 2</b>	
<b>OBSERVATIONS:</b>	
<p>Bylaw Officer (BO) CARR and STR Supervisor DOLAN, attended the address for a follow up inspection. The goal of the inspection was to investigate WWOP and confirm principal residence for the STR application at unit #2. Upon arriving at the home, officers observed STRANGWAY peering down at the vehicle from the third floor. Officers observed unit #3 located in the basement, unit #4 on the other side of the basement, unit #1 located on the main level, and unit #2 located on the second floor. Following CARRs first inspection, a previous WWOP file from 2016 was discovered. It cited an unpermitted 5<sup>th</sup> suite. CARR observed the potential location of the 5<sup>th</sup> unit in the attic when she conducted a search of building plans.</p> <p>Officers began by meeting STRANGWAY in unit #2. This was the unit located on the second floor, and the unit she claimed as her principal residence for her STR application. SUP DOLAN began by explaining why officers had requested a second inspection, and that there had been some history of an illegal 5<sup>th</sup> suite. DOLAN then asked her if she occupied</p>	

suite #2. STRANGWAY replied "yes". DOLAN then asked, "and you slept in unit #2 last night?" STRANGWAY replied "yes".

DOLAN then explained the history of WWOP. Explaining that there had been a STOP WORK order posted on the home in 2016. However, there had been no resolution to this or occupancy permit found. Additionally, there had been a permit for the car port but no permit to enclose the carport. STRANGWAY stated that she had purchased the home two years ago in 2022 and that the realtor had stated that everything was fine. STRANGWAY stated she could show officers the area that was "likely in question" and led officers to the door which was located along the side of living room in unit #2. CARR's previous search of business plans found that this door led to an attic space. As CARR had observed during her first inspection, the unit appeared to lack personal effects. Though it had very unique décor, it appeared to be more of a thematic and strategic staging to attract guest's vs personal and sentimental trinkets.

Officers followed STANGWAY onto the landing through the door. They observed and a staircase which led down to a communal front entryway (entrance to unit #1). To the right of the door was a door with no handle, then a staircase which lead up to the now finished attic space. The attic space was a self-contained unit and will be referred to as unit #5. There was a full bathroom, washer and dryer, as well as a kitchen. The kitchen featured a sink, fridge, and several elements of heat. STRANGWAY stated that the stove had been removed in an attempt to legalize the unit. STRANGWAY advised that the tenant in this unit had a relation to the "person in unit #1".

Officers then returned to the staircase and followed it down to the main floor of the home. This space was the original entry way to the home. STRANGWAY asked if officers needed to go into the unit. They stated yes, if that was alright. STRANGWAY then knocked on the door and said, "the inspectors are here". CARR found that this was a strange way to speak to somebody who was supposed to be a tenant. A man opened the door. CARR immediately noticed that the man was dressed in the same whimsical fashion as STRANGWAY was. STRANGWAY introduced the male and the dog that lived in the unit, but CARR heard his name introduced as "Cleave or Clive". CARR looked around the unit and observed that it was decorated in a very similar fashion to unit #2. CARR noticed that the unit was full of women's jewelry, and clothing. All the items were identical to the eccentric style that STRANGWAY and, who officers now to be Weave CLEVELAND. DOLAN asked CLEVELAND when he had moved into the unit. CLEVELAND stated that he had moved in 2 years ago, which coincides with STRANGWAY purchasing the home. While DOLAN was speaking with CLEVELAND, CARR looked around the home and felt that the similarities between unit #1 and #2, as well as STRANGWAY and CLEVELAND, were causing her to

question STRANGWAYs principle residence in unit #2. CARR asked STRANGWAY if she knew CLEVELAND. STRANGWAY looked sheepish and stated that she did. CARR then asked what their relationship was. STRANGWAY stumbled over her words and stated "friend". CARR said okay, and documented this in her note book. STRANGWAY, CARR and DOLAN then left the unit. STRANGWAY appeared to be flustered and struggled to formulate a plan for how to get to the remaining two suites. She eventually found the key for the third and fourth unit and stated that she would meet officers at entrance to the basement suites.

Officers then exited the home from the main entrance and waited for STRANGWAY in front of unit 3. She then arrived and let officers into the unit. The tenant in the unit was present and CARR documented the space. The unit was clean and had a completely different decor style than unit #2 where STRANGWAY stated that she resides, and unit #1 which had the same décor style as unit #2. Officers then walked around the other side of the basement where they found unit #4. The tenant was not present, and CARR documented the unit. This unit was also decorated in a completely different fashion from unit #1 and #2.

Officers then followed STRANGWAY to the carport. Officers wanted to inspect the structure as per previous building plans, the carport was not supposed to be enclosed or insulated. However, during CARRs first inspection, she noticed that the space was closed in and had electricity inside. CARR wanted to ensure that it had not been converted to a dwelling unit. Officers then entered the space and observed a small storage area. There was no evidence of plumbing or a kitchen. The space would likely require a change of use permit to account for the new storage space. However, the construction of the illegal 5<sup>th</sup> suite was of a higher concern. Officers stated that they had completed their inspection and thanked STRANGWAY for her time. They then departed from the home.

After returning to the office, CARR and DOLAN began to investigate further. For the purpose of the STR application, CARR felt that there were now issues with proving principal residency. Suite #2 had a distinguished lack of personal effects. However, unit #1 contained a great deal of personal items, food, a pet, womens jewelry, art work, and sentimental decor. In addition to this, STRANGWAY admitted that CLEVELAND was her "friend". The pair were dressed in the same eccentric clothing and struck CARR as being well acquainted with each other. To the point that CARR had begun to ask STRANGWAY her relation to CLEVELAND.

CARR and DOLAN began to search open-source data and discovered several design articles featuring their home in Whiterock that was "owned by STRANGWAY and her "husband", Weave CLEVELAND. This home was sold in 2022 which coincides with STRANGWAYs comments regarding selling her home in White Rock. This was further



confirmed by locating CLEAVELANDS Instagram profile to confirm his identity. CARR confirmed by a photograph of CLEAVELAND, that he was the same male who was present at the inspection. CLEAVELAND had posted photographs with STRANGWAY and their dog. Additionally, CARR found STRANGWAYS Instagram and observed that she posts weekly videos showcasing her fashion. In these videos, she is located in unit #1. There are several dozen of these videos in unit #1. Of note, there are several comments on STRANGWAYS photographs where she states that CLEAVELAND is her 'friend', and in the three articles found online, CLEAVELAND is described as STRANGWAYS husband. This is strong evidence proving that STRANGWAY does not occupy unit #2. Instead, the evidence points to STRANGWAY living in unit #1 with her partner CLEAVELAND.

Lastly, the presence of an illegal 5<sup>th</sup> suite in the attic was confirmed. Although there were no immediate safety concerns found during this inspection of this unit, it must be taken into account when making a licencing decision.

**OFFICER  
SIGNATURE**

LC

**COMPLETION DATE**

2025-02-10

February 10, 2025, Inspection: 1140 Arthur Currie Lane, 29 images.

Image 1: Unit 1 living room.



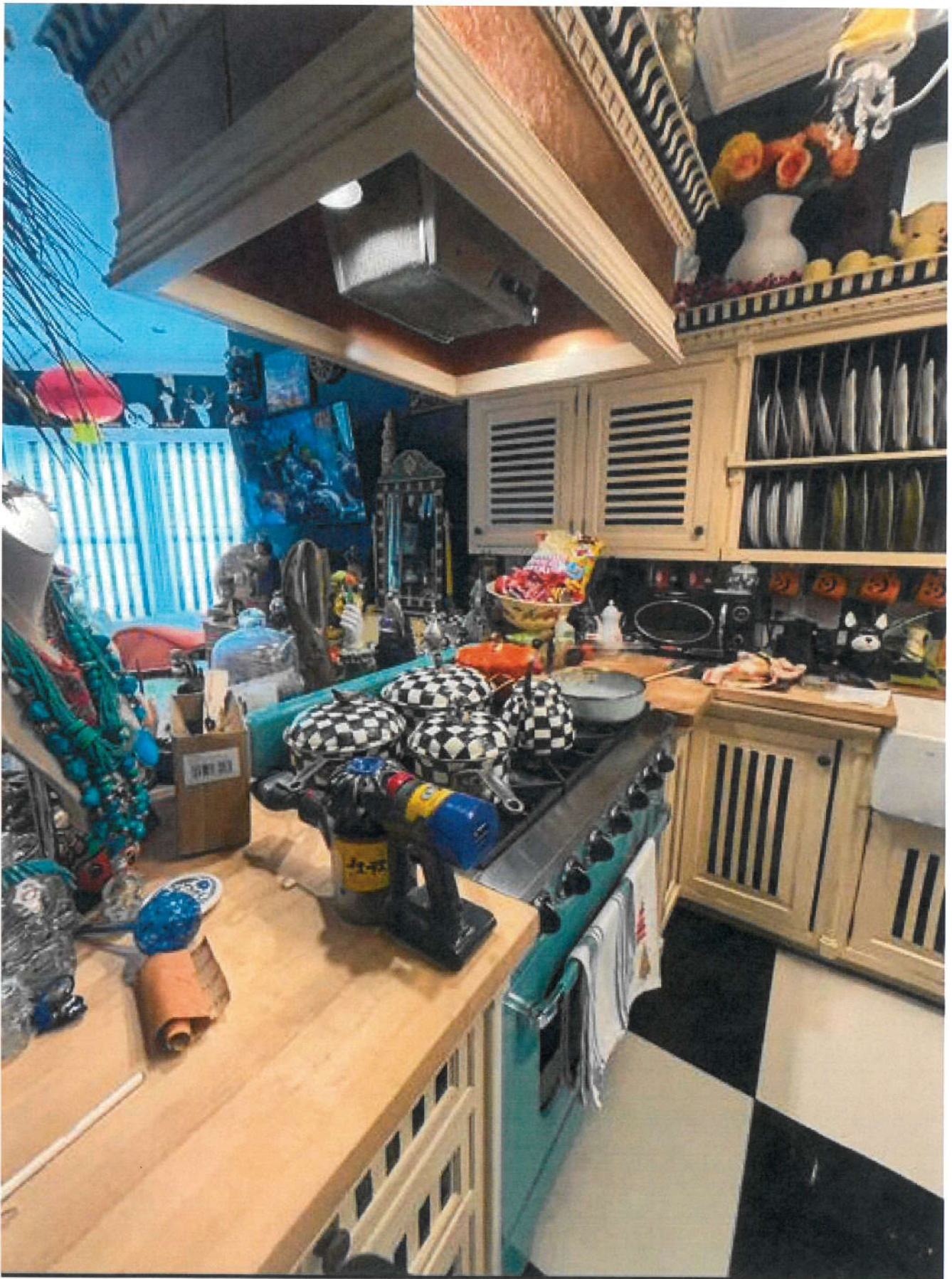


Images 2-4: Unit 1 kitchen.



Inspection February 10, 2025, 1140 Arthur Currie Lane





Inspection February 10, 2025, 1140 Arthur Currie Lane





Inspection February 10, 2025, 1140 Arthur Currie Lane



Image 5: Unit 1 bathroom

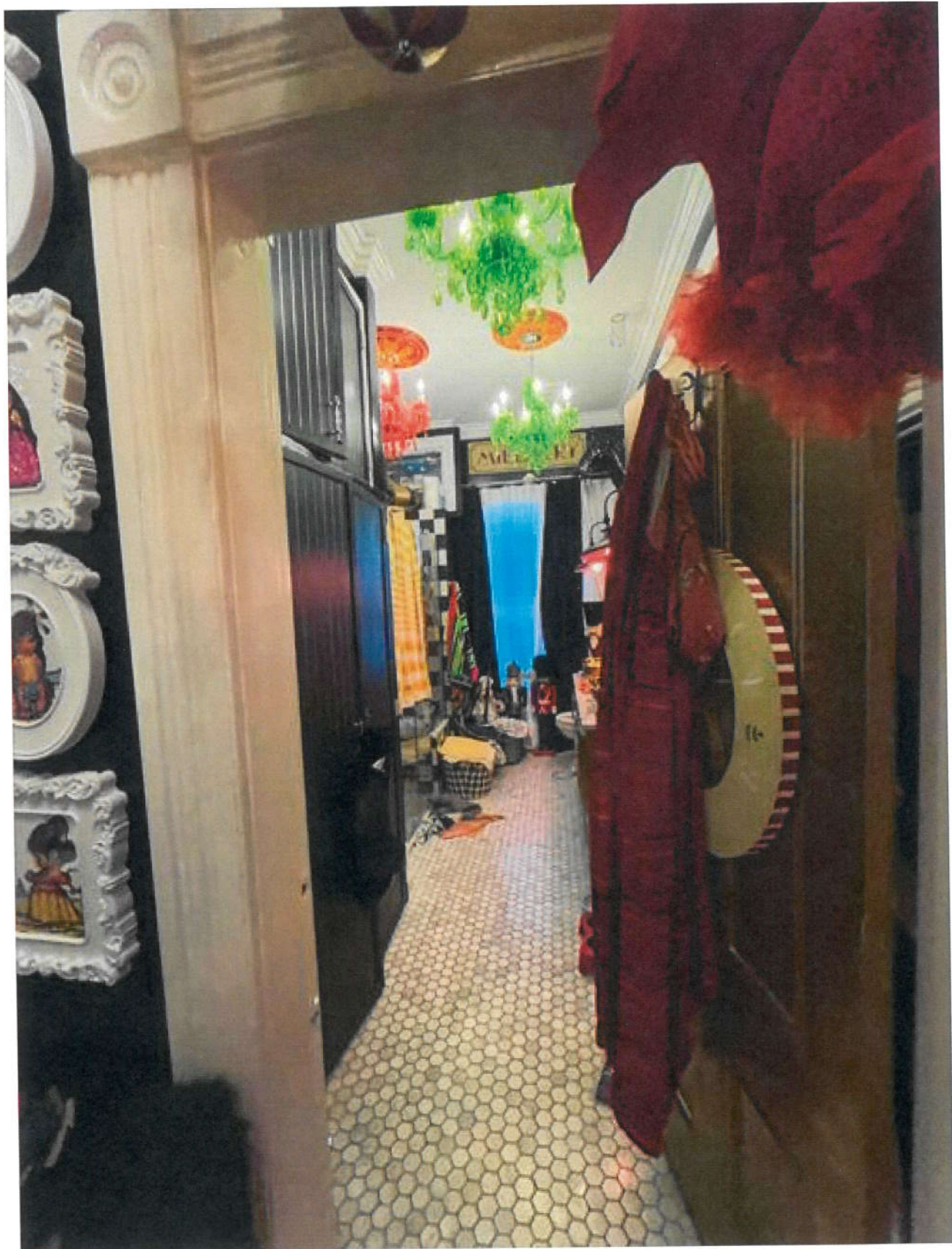




Image: 6 -7: Unit 1 primary suite.



Inspection February 10, 2025, 1140 Arthur Currie Lane

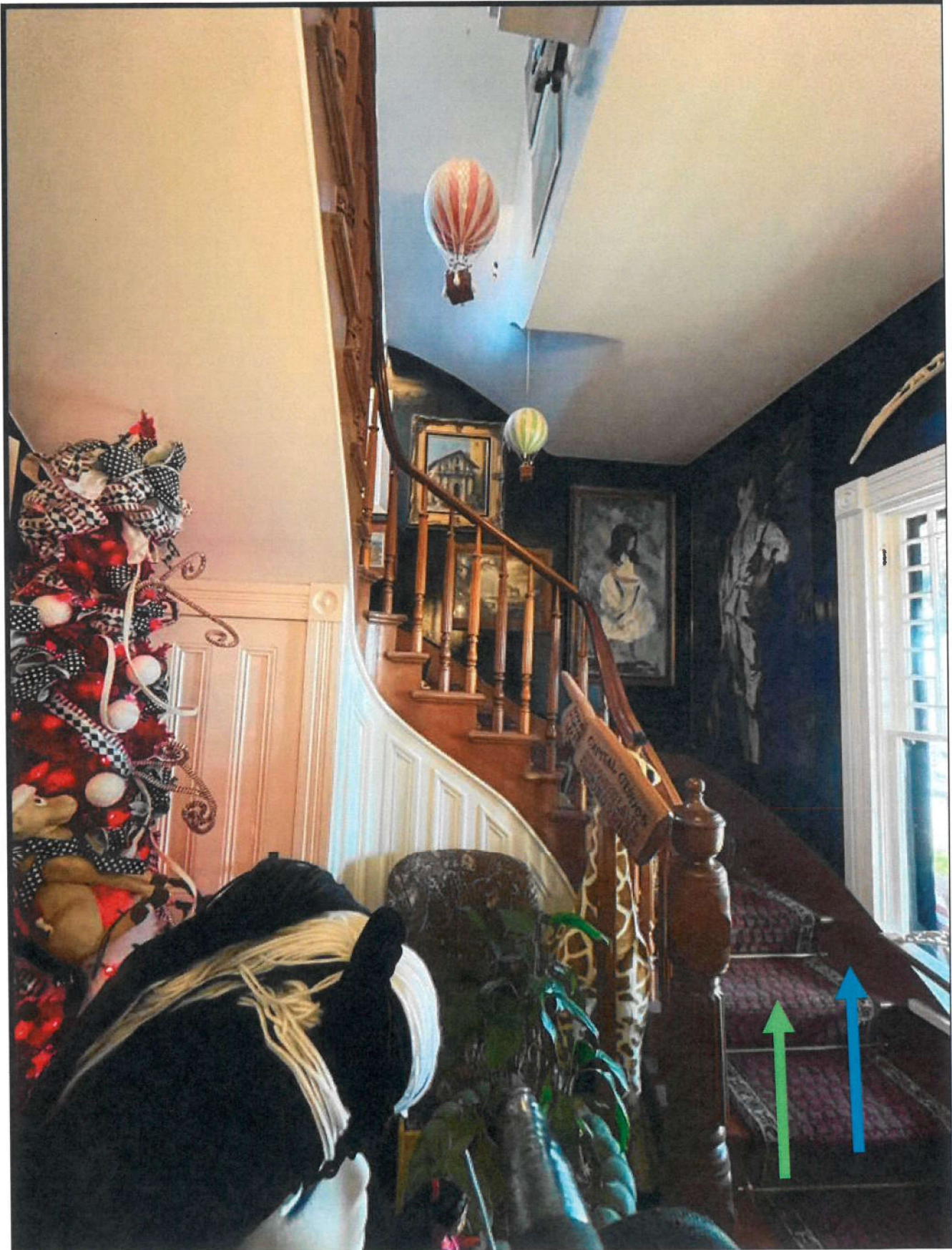




Inspection February 10, 2025, 1140 Arthur Currie Lane



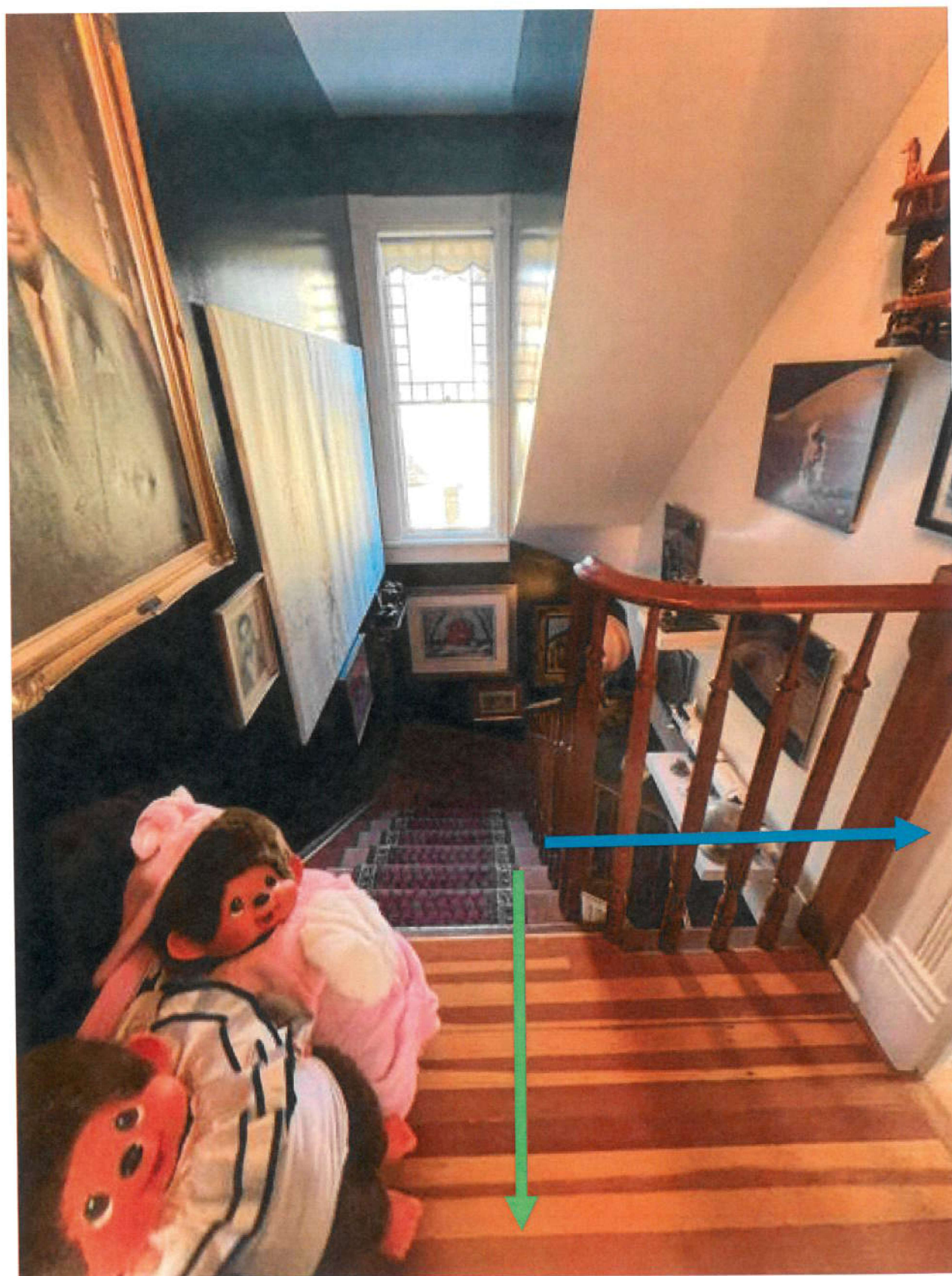
Image 8: Stairs from main entrance to units # 2 and #5/Attic ('B' on floor plan, see corresponding arrows).



Inspection February 10, 2025, 1140 Arthur Currie Lane



Image 9: Top landing on second floor. Green arrow point to unit # 2 entrance, blue arrow to door continuing to unit #5/Attic. ('C' on floor plan, see corresponding arrows).





Images 10: Internal connection to staircase. Green arrow points into unit # 2 from second floor landing accessed by main entrance, blue arrow to door on the right leading to next set of stairs to unit #5/Attic.

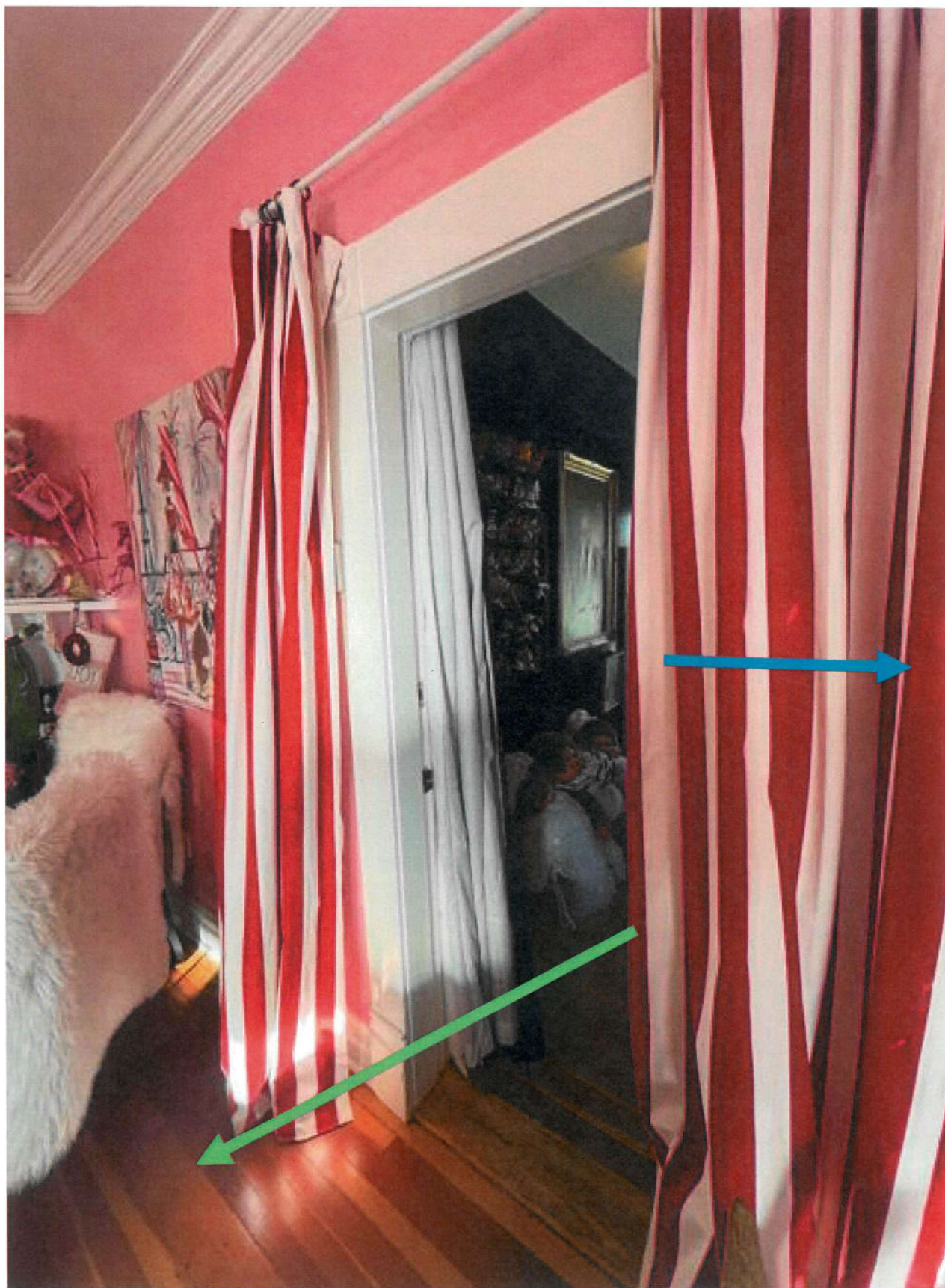


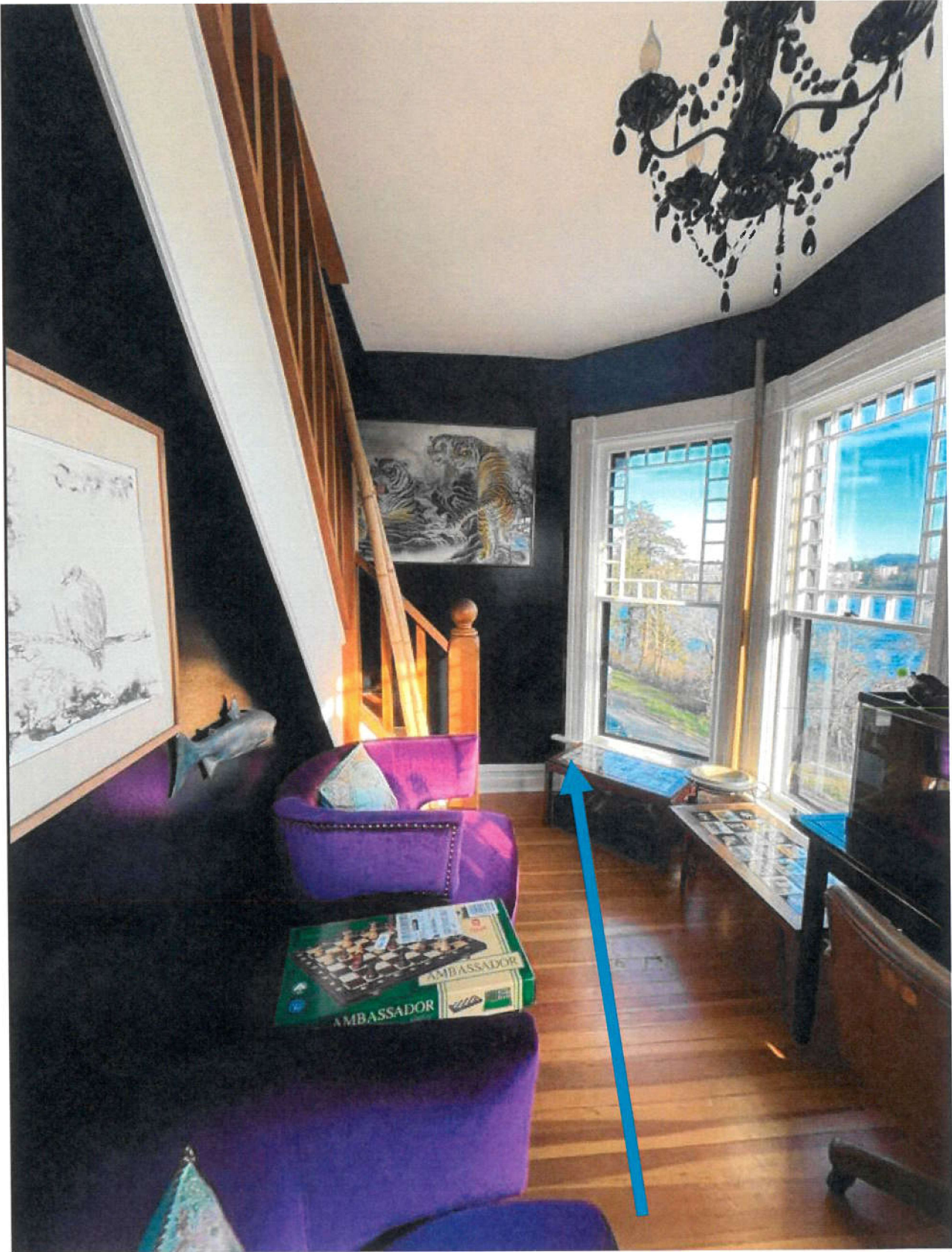


Image 11: Door to unit # 5/Attic from second floor landing. To the left is the access to unit #2 and to the right is the stairs retuning to the main floor entrance. Blue arrow points to continued path to unit #5/Attic.

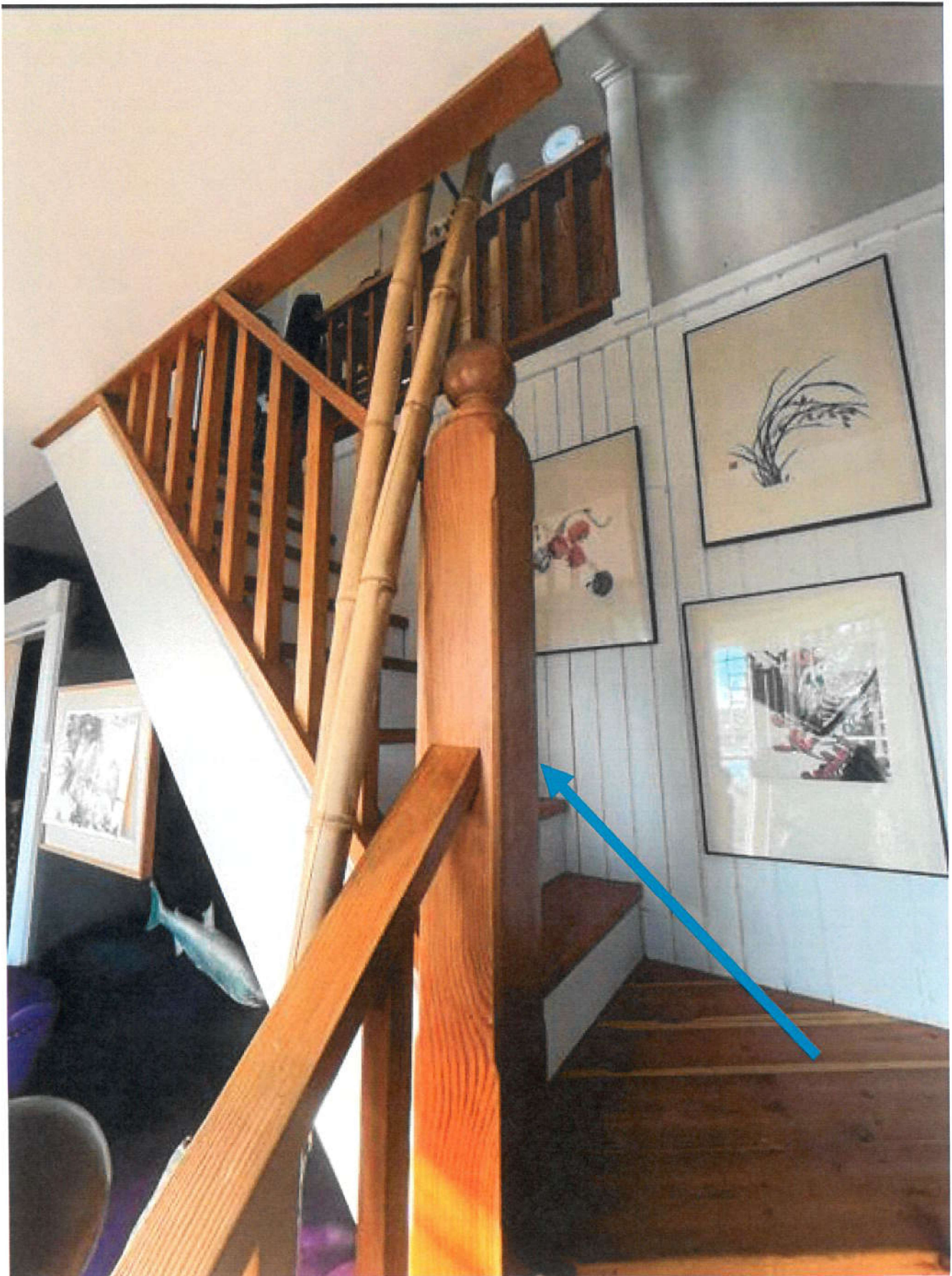




Images 12-14: Hallway and second staircase to unit # 5/Attic ('D' on floor plan, see corresponding arrows)

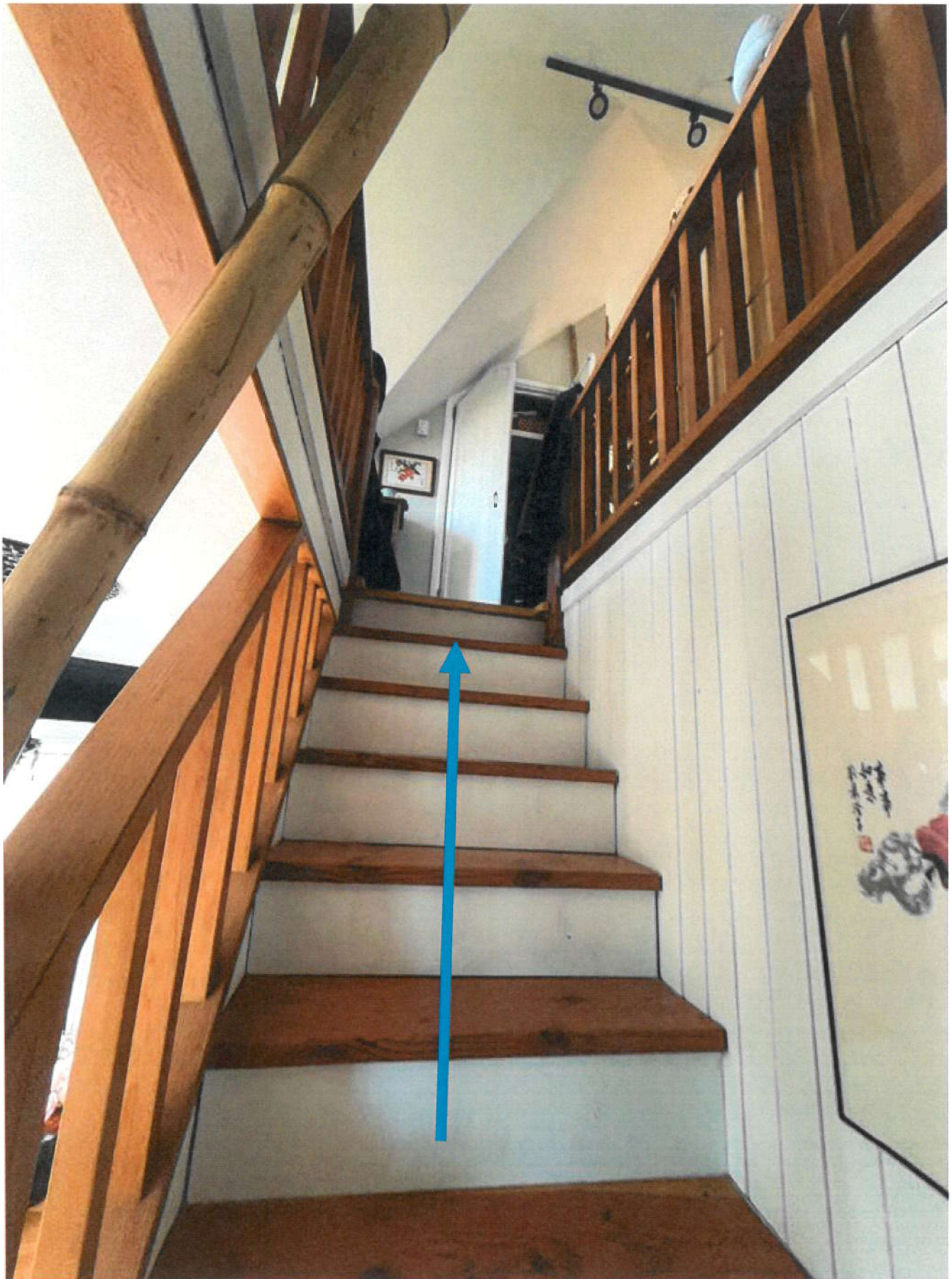






Inspection February 10, 2025, 1140 Arthur Currie Lane





Inspection February 10, 2025, 1140 Arthur Currie Lane

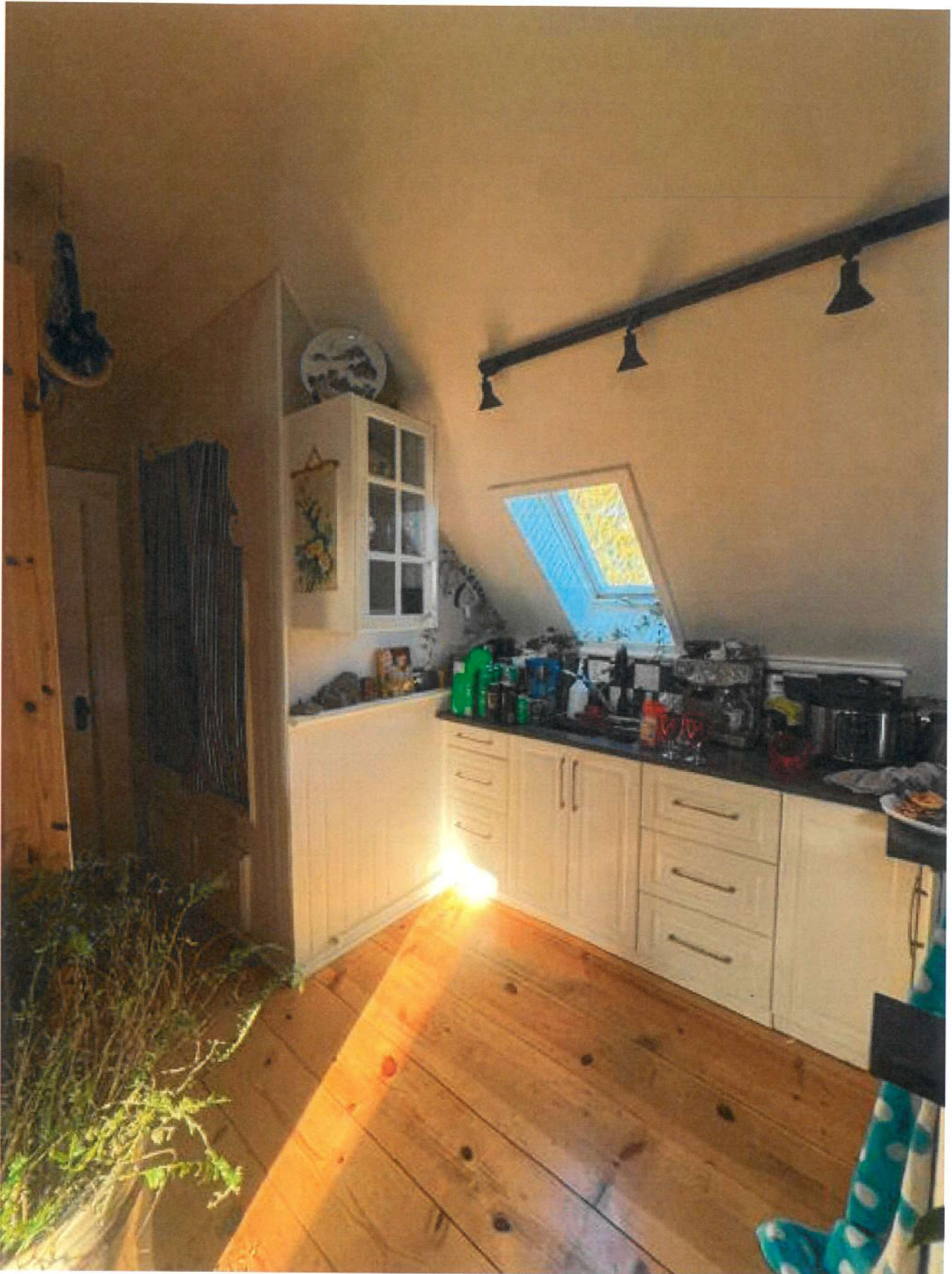


Images 15-20: Unit # 5 / Attic ('E' on floor plan).



Inspection February 10, 2025, 1140 Arthur Currie Lane





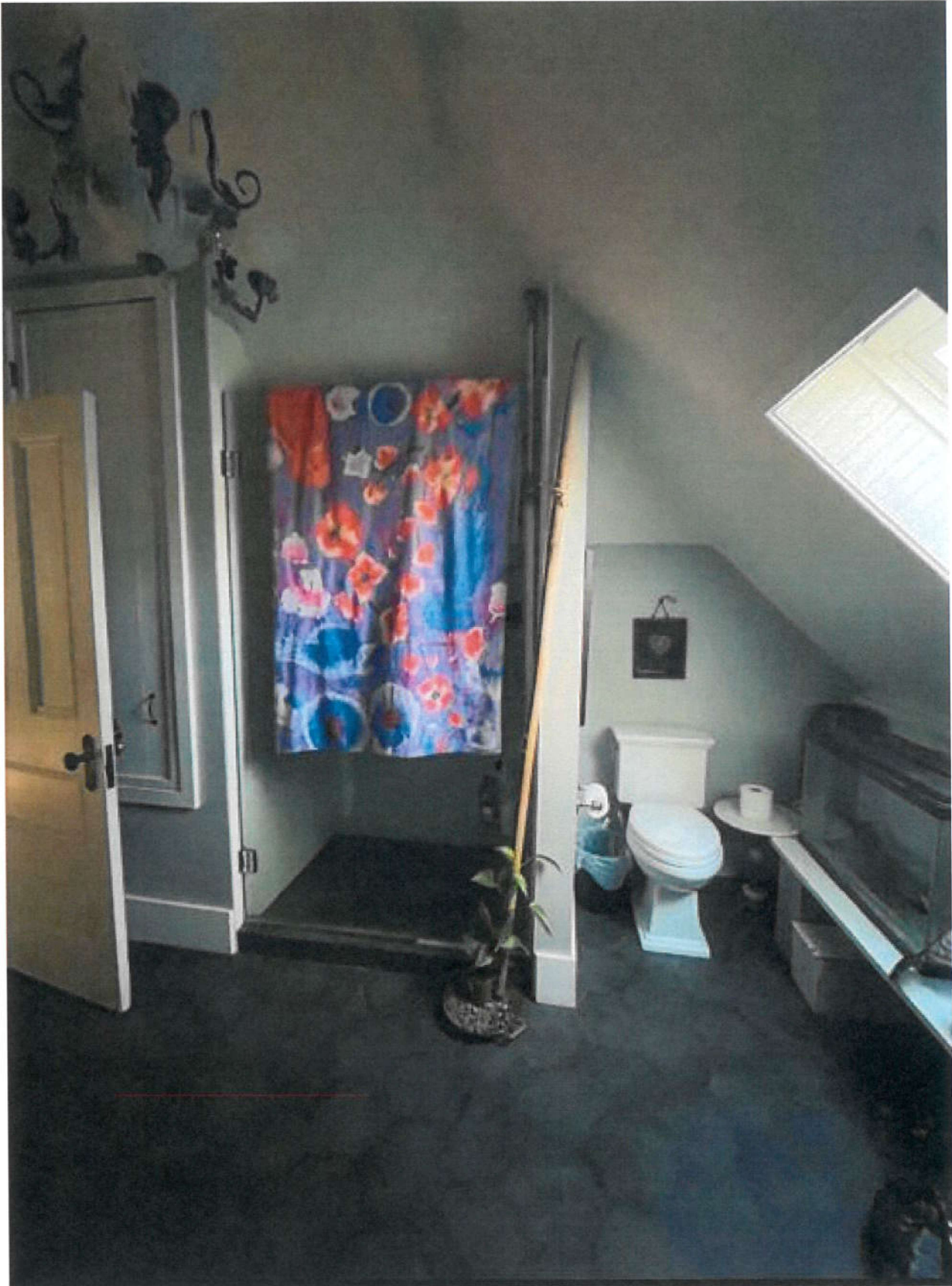
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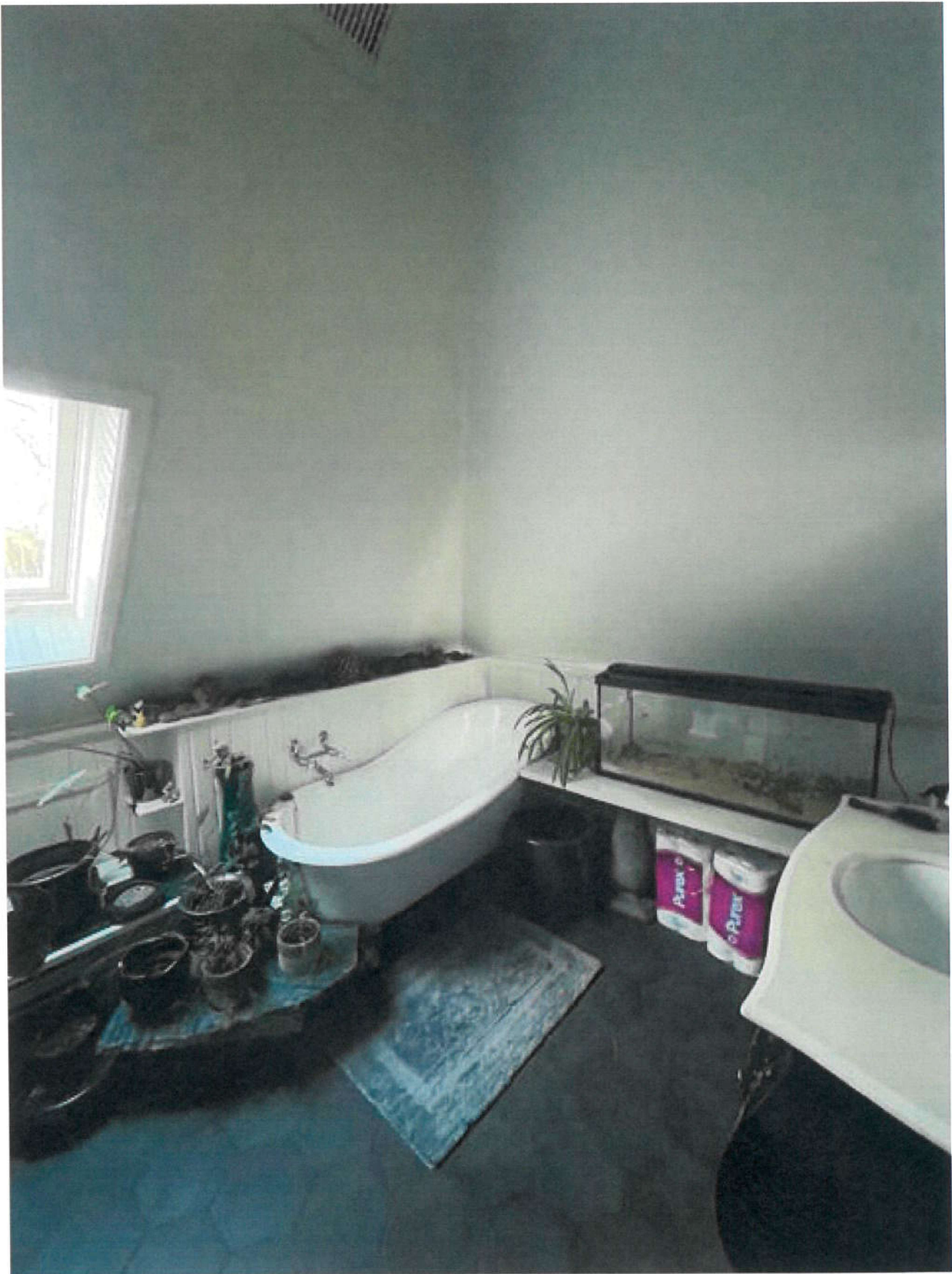


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Images 21-25: Unit # 3 ('F' on floor plan).



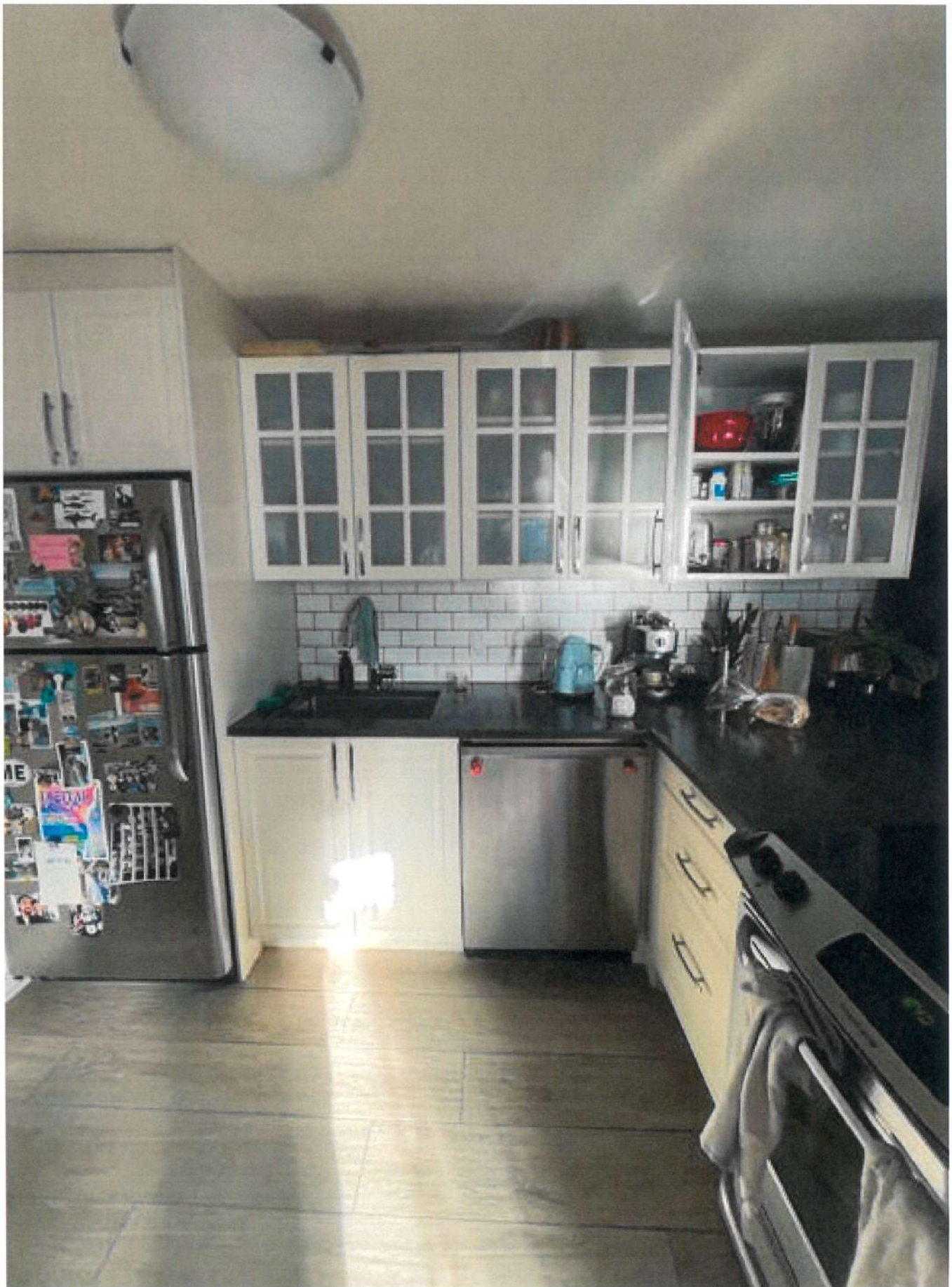
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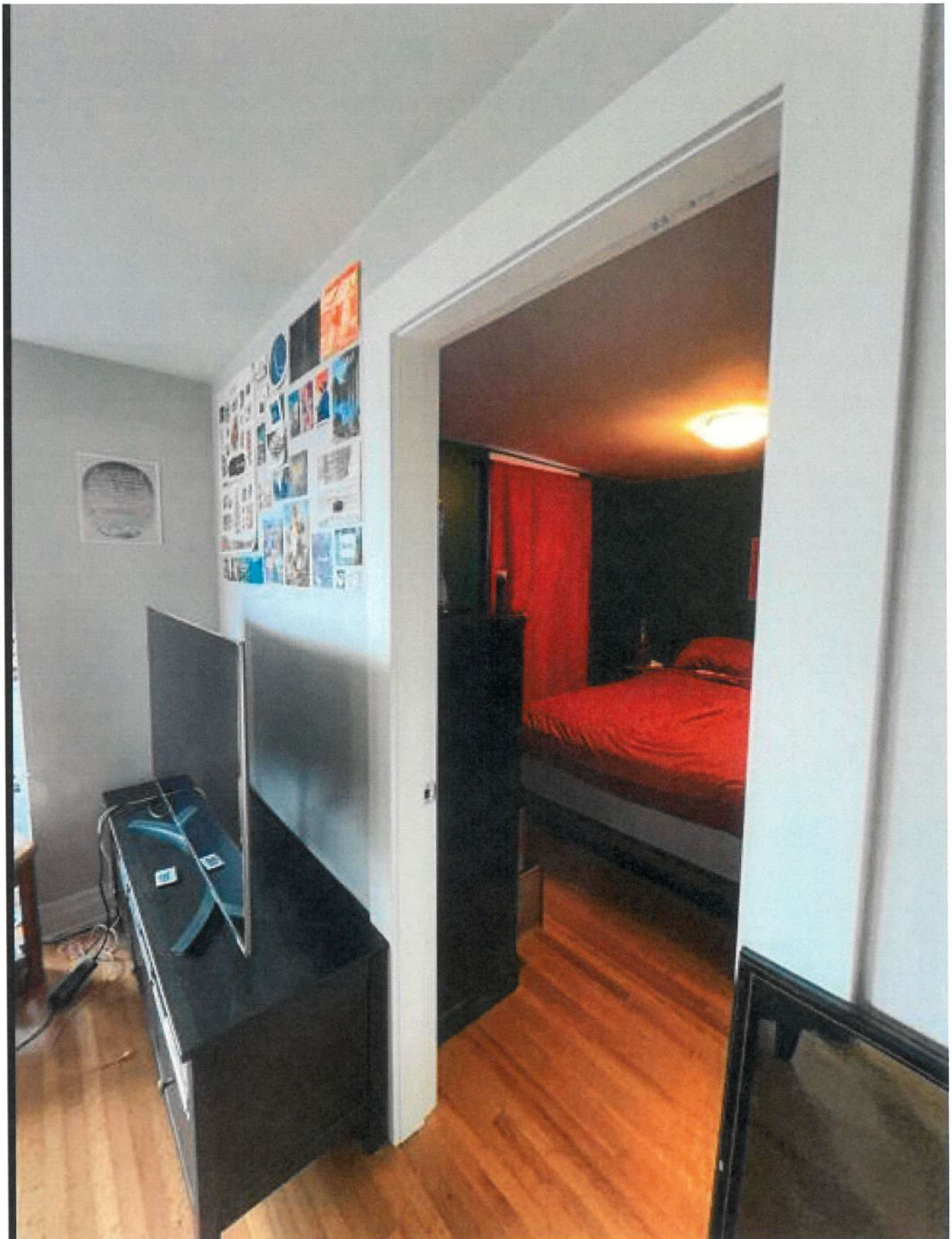
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Inspection February 10, 2025, 1140 Arthur Currie Lane



Images 26-29: Unit # 4 ('G' on floor plan).



Inspection February 10, 2025, 1140 Arthur Currie Lane





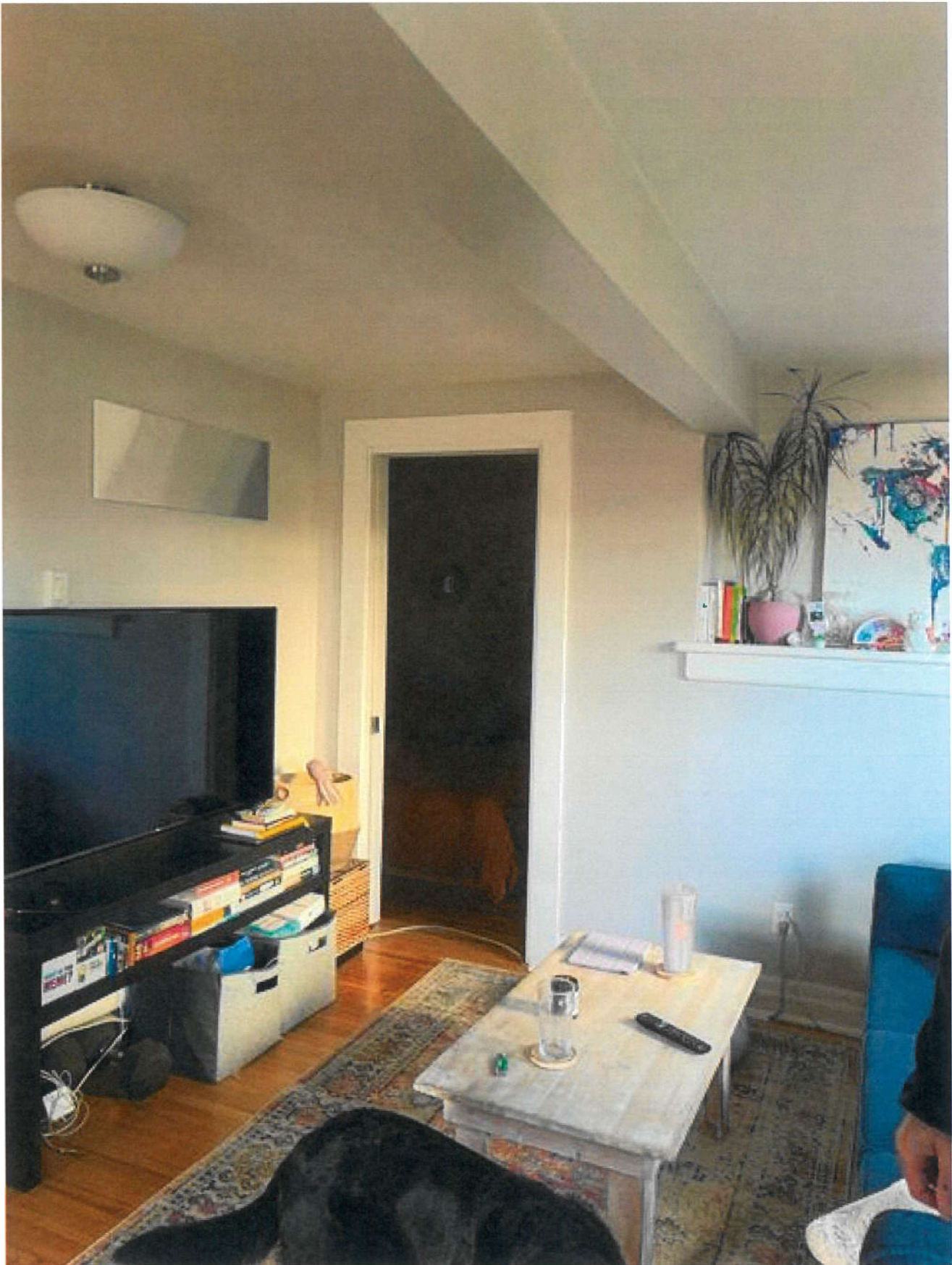
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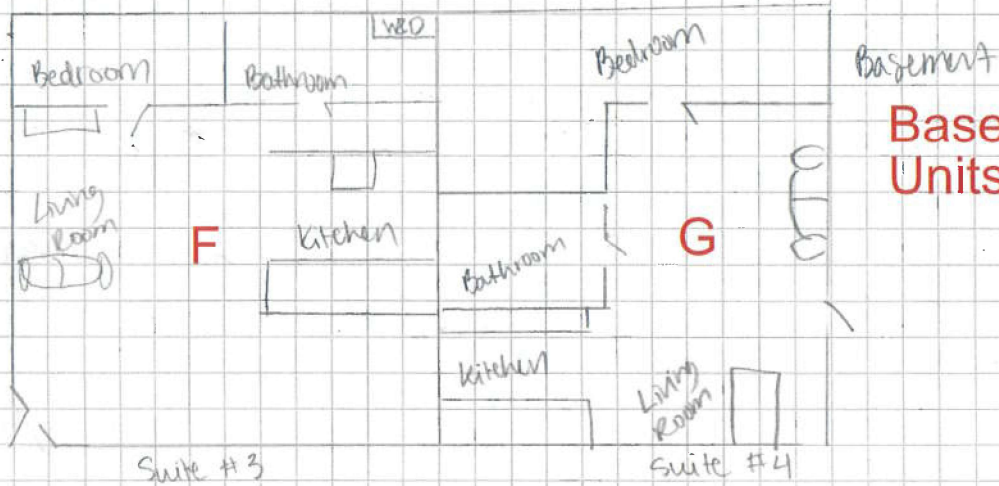




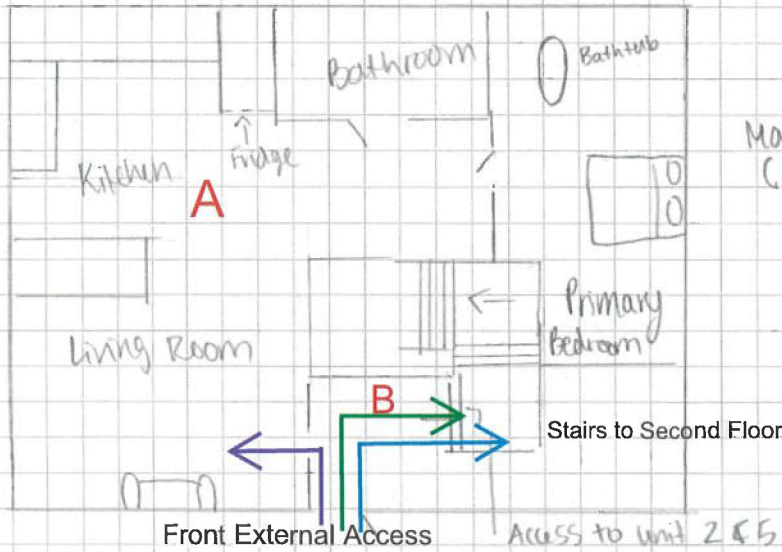
Inspection February 10, 2025, 1140 Arthur Currie Lane



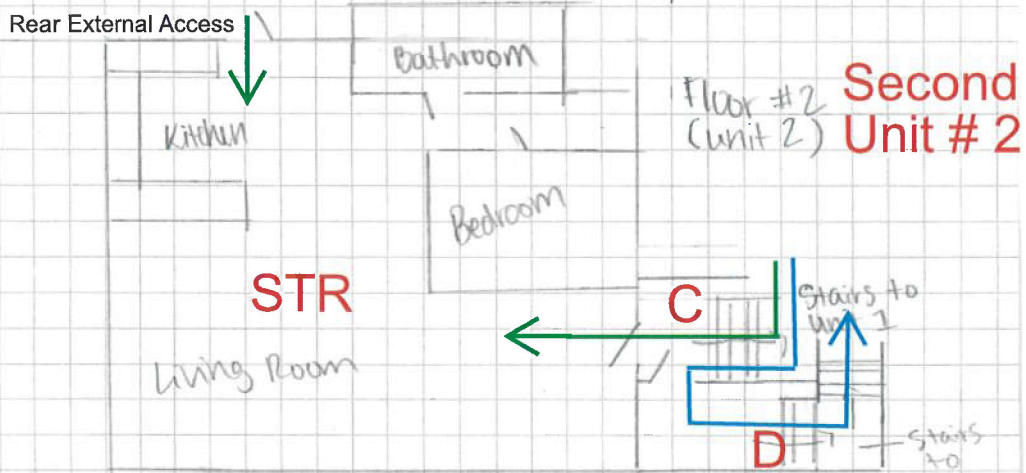
Secondary Inspection at 1140 Arthur Currie lane  
Inspected 2025-02-10



**Basement  
Units # 3&4)**



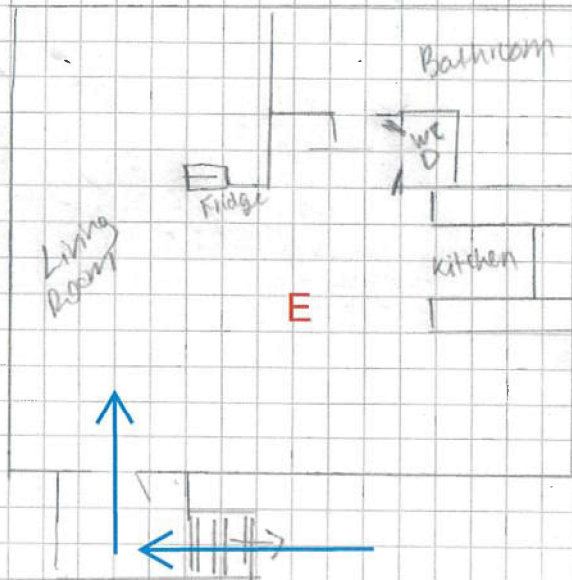
**Main Floor  
Unit # 1**



Arrow map external route to each unit



Stairs to third floor  
(Attic Unit #5)



Attic  
(5th Unit)

Third Floor  
Unit # 5 / Attic





<p>Mixing bold patterns, loud colours and unusual accessories in the bathroom</p>

### DECOR

## Extreme Bathrooms Give Your Home a Pop of Personality

We look at one bathroom's transformation from standard to edgy

By / August 10, 2011



Credit: Terry Guscott

Mixing bold patterns, loud colours and unusual accessories in the bathroom

**Pale neutrals in the bathroom? No way. Susan Strangway goes beyond design boundaries with energetic, exotic colour**

The word "extreme" often brings to mind death-defying sports, a miraculous makeover and over-the-top actions. However, sometimes

being labelled “extreme” simply means being unafraid to show your personality to the world.

Husband and wife Weave Cleveland and Susan Strangway certainly suit that definition, particularly when they defied design conventions and created three gloriously bold bathrooms in their White Rock home.

On a kitchen countertop sits a bowlful of design inspiration for Strangway’s bathrooms: a glass jar filled with dozens of candy-coloured, polka-dotted and striped porcelain drawer pulls. These knobs are used in every room in the home and highlighted in each bathroom. Their candy tones were the starting point for the rooms’ colour schemes and the design just grew from there.

Inspiration for the three bathrooms’ individual palettes were built on by Strangway’s many trips abroad, a book about the design styles of New Orleans that the couple loves and the pair’s many trips to Mexico.

### Canadian Designers often Hesitate to Use Bold Colours



Strangway was convinced: the rest of the world seemed unafraid of colour and weren’t bound by the same rules as Canadian designers seemed to be. She felt that the passion for pale neutrals was a strange North American phenomenon, and she wanted something vibrant for her home.

“I wanted it to look edible – like exotic fruit,” Strangway says. And juicy reds, oranges, pinks, purples, greens and yellows gleam from every surface, corner and decoration. Exotic is almost an understatement.



Always a style icon in the area, the house used to have a lighthouse facade. The couple purchased it, designed most of it on their own, and turned its iconic features inward. Defining the style of her inimitable home was just one of the problems Strangway encountered on her road to extreme design.

"I don't know if you want to call it Victorian, traditional or historic," she says with a self-deprecating laugh. Everyone she talked to from designers to retailers to contractors all labelled her design differently. It couldn't be put into a safe, beige-designed box, and that was fine with her. "Who makes the rules as to what is what, anyways?" says Strangway.

### Finding Decor Items for Your Bathroom Online



For months Strangway had tried (unsuccessfully) to find a Canadian dealer that carried both black and white Angolan tile (a nod to her father who grew up in that country). After struggling to make her purchases in a more reserved design world, Strangway turned to the Internet for help. She sourced out her own building materials, and over 7,500 pounds of her floor tile was purchased online and shipped to her from an eBay seller in the United States.

Every floor in Strangway and Cleveland's home is covered in these black and white tiles set in a checker pattern, warmed by in-floor heating. The colour scheme gives each bathroom a great starting point against which the vibrant drawer pulls can shine.

The main floor bathroom hosts a punch of orange and Strangway's personal bathroom boasts bright splashes of yellow, red and pink. Cleveland's devoted bathroom plays off the absence of colour, with mostly matte black finishes.

All three bathrooms feature vessel sinks, which Strangway says they were attracted to because they're reminiscent of historic basins.

Strangway notes that vessel sinks are a reno-smart choice, since a smaller cut to the countertop is required for a vessel. This makes it easier to update the rooms at a later date with a new vessel sink, or to cut a larger hole in the countertop for a top or under-mounted sink.

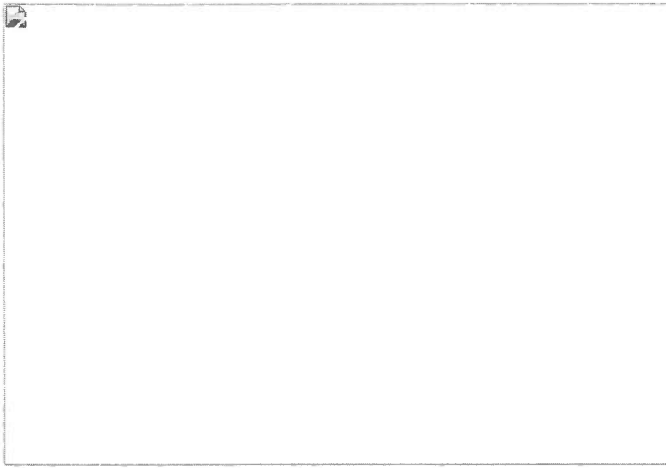


After making most of the design choices themselves, the couple called in the help of their home builder and several trusted contractors who helped scout out all the faucets and shower units for the three rooms, including the matte black ones for Cleveland's more masculine room. They helped choose the best wall tiles to complement the imported Angolan floor tile, and their designer helped to sort out the flow of the rooms.

Strangway's design choices always started on the traditional side, with items you might find in older stately homes. But that's where the similarity ended. Strangway soon made her mark on the purchases. She painted, covered or altered most of them in some way. Even the bathrooms' glass doors are covered in gingham or striped fabrics to match each room's unique colour palette, in addition to providing much-needed privacy.

### **Towel and Toilet Paper Holders as Functional Art**





Cast deer heads and antlers, purchased online and painted by Strangway, are functional art. These towel and toilet paper holders are a common design thread in the three bathrooms. The search for these specific items might have you calling Strangway a collector, and you'd be right – and wrong.

"I'm not a deer person; I just got in a deer mood," Strangway says. "Instead, I collect toys."

Those toys are evident throughout the home, but hold a special spot in Strangway's personal bathroom. Her collection of McDonald's memorabilia fills up a large wall unit – around 150 toys collected throughout the years. They add more colour and whimsy to an already playful area of the home that is filled with pots full of fish and a bird bath filled with succulent plants.

Strangway's bath "room" spills out of its intended enclosed area and into an open-concept space that serves as a living-dining-boudoir area. Here, Cleveland can play one of his many musical instruments, while Coffee, their 18-year-old Lhasa Apso, relaxes at his feet. And Strangway can soak in her iron claw-footed tub underneath the glow from opulent red and green jewelled chandeliers that hang under brightly painted ceiling medallions.

### **Paint Inspired by Nail Polish Makes Strangway's Home Glow**



To get the fabulous burst of pure glossy colours, Strangway was forced to use high-gloss oil paint – something her professional painter was completely against. Strangway just chalked this problem up to her growing list of requests that reflected her personality but confounded the design industry she was working with.

“I wanted it to look like nail polish, which obviously isn’t a respectable aim,” she says laughing.

There are a number of perfectly reasonable factors why a professional painter might shy away from painting a home’s wall in oil paint, but Strangway stuck to her design goals and her painter agreed to give it a shot. The end result is what makes the home glow.

“It costs the same to paint a pretty colour, as opposed to an ugly one,” Strangway says with a shrug. “Why colour scares people, I’ll never understand.”

And with bright green CaesarStone countertops and yellow cabinets, nothing but bright paint would do. These choices would have fallen flat against a beige or white wall, says Strangway.

### **Extreme Design Gives a Home a Quirky Personality**

With the clashes of colour, splashes of pattern, and the addition of some interesting animal-inspired accessories, everything works in perfect symmetry. Much like a person’s personality, when all facets are taken together, all the individual quirks meld to create an overall pleasing image that’s wonderful, original, and sometimes, extreme.

*Originally published in BC Home magazine. For monthly updates, subscribe to the free BC Home e-newsletter, or purchase a*



## PHOTOS: 'Whimsical fairy tale' B.C. house listed for \$4 million

[Aaron Hinks](#)

Jun 10, 2021 9:52 AM

Updated Jun 10, 2021 10:13 AM



1 / 21 White Rock's 14635 Marine Dr. has been listed for \$3,998,000. (Aaron Hinks photos)

A White Rock woman is selling her "whimsical fairy tale" home so she can buy a castle in France.

Susan Strangway has listed her house at 14635 Marine Dr. – which could very well be one of the most recognizable properties on the waterfront strip – for \$3,998,000.

At first glance, the outside of the home is fairly unassuming. French-inspired wrought-iron details the roofline of a southern-style house, which features floor-to-ceiling columns. A beautiful garden with

bright pink roses adds a welcome splash of colour to the white-on-white scheme.

However, the longer one looks at the property, the more peculiar it becomes. Questions one might ask include, why are there three mannequins standing on the balcony? Or what's the deal with the Ferris wheel on the roof?

It's only when one takes a step inside the house that they begin to find some answers. Or, more accurately, perhaps, find themselves with even more questions.

Walking through Strangway's front door is a little like stepping through the looking glass.

A visitor is transported into another world, where every room is unlike the last, but each shares a common theme – an explosion of colour.

From pink ceilings and orange-striped walls, to green counter tops and checkerboard floors, every turn of the head reveals some new wonder.

Plastic legs in striped tights dangle from the ceiling, an electric train pulled by a BNSF engine runs overhead, and more dolls and Nutcrackers than there are residents of White Rock line shelves throughout the house.

There's a lot to take in.

Every mannequin has a name. Tatiana, purchased for \$100 on eBay, is the one wearing a yellow macrame bikini and fur boots.



If space seems relatively tight inside the house, it's not due to a lack of floor area, but rather to the number of decorations and artifacts Strangway has collected, including a pair of life-sized polar bears.

In one of the bathrooms, men will find themselves within kissing distance of a yellow plastic horse head while they do their business. But if that same man wanted a quick bath, he'd need to exit the bathroom and head to the living-room.

That's right, the bathtub sits in the open concept living-room. It's located beside the bed, because, of course it is.

"It's just my husband and myself, so when we're in the bath, you don't have people over. So walls don't mean anything," Strangway explained of the unorthodox floor plan.

If showers are preferable, guests will have to wait their turn while the six-foot-tall flamingo sculpture finishes up. That might take a while; the flamingo didn't seem to be in a rush.

Strangway uses a portion of the home to host a bed-and-breakfast. While acknowledging that the decor is "not everybody's cup of tea," many are attracted to it, she said.

The 3,579 sq.ft. home features four bedrooms and four baths. It comes with two full kitchens, a secondary suite, two studios – one for arts, the other for music – a couple fire places and an elevator.

If the money is right, Strangway said, she'll even sell the contents of the house.

Real estate agent Cindy Russell, who has been in the business for 25 years, said the house is by far the most unique she's ever listed.

She is confident the house will sell, and the ideal buyer, she said, is probably someone looking for a trophy property.

"When you think of White Rock, you think of this house. A lot of people have said that to me, it's a landmark property. Some people like to have showy types of properties," Russell said.

Strangway built the house in 2010. Her vision at the time, she said, was that "we wanted it to be fantastic."

"I had all of this stuff, so we didn't want it to be a normal house, and we wanted a certain amount of dividability," she said. "You could really have one family in here and have everything open, but it's so divided."

Strangway listed her influences for the decor as New Orleans, France and Mexico. Her educational background is in theatre.

"I've always loved the props, not that I had anything to do with that. But I love the sets and the props."

The mannequins standing watch on the front balcony, she said, were extras in X-Files, so she's been told.

"I've always meant to watch X-Files and find them... different people have called and said, 'Hey, your mannequins are on.'"

As for the ceiling train, Strangway said that was her husband's idea.

"We love the train, it's so charming that there's a train that goes right by here on the water. Where do you find that? I've only seen that in a few places in the world."

Strangway said she's selling the house so that she and her husband can move to a castle in France.

She said her friend Madonna, a singer, has provided a few leads for her. Not *that* Madonna, she clarified.

"I feel like we can start over and do it all again, and do a B&B," Strangway said of her upcoming adventure.



**Friday, January 29, 2016**

**Artist Profile: Susan Strangway**



Canadian artist Susan Strangway's art is hard not to notice. Her playful designs and color really bowled me over. I asked Susan if she had a philosophy to her work and she responded "to me art is life and life is art." She said her biggest artistic statement is her home.

The home of Susan Strangway and Weave Cleaveland is filled with her fabric, art, altered items and unique vision to a beautiful, whimsical effect.



The couple owned a beautiful Art Deco home which was well loved in their community. Sadly, the home was too delerlict and needed to be torn down. The couple then built a new home which became the canvas to their unique vision.



They were approached this last holiday season to open their home to tours for charity for the Nite of Hope breast cancer fundraiser along with other community homes. See below for your own mini virtual tour.



Susan's home may be her favorite canvas, however she continues to work on other projects. She designs fabrics on Spoonflower, creates items to sell such as tea towels and aprons and has been commissioned to create embroidery designs.

My family considers itself lucky that we have access to Susan's work via her **Spoonflower shop called Orangefancy**. My daughter loves her new **Strawberry Dance** lycra dance leggings.



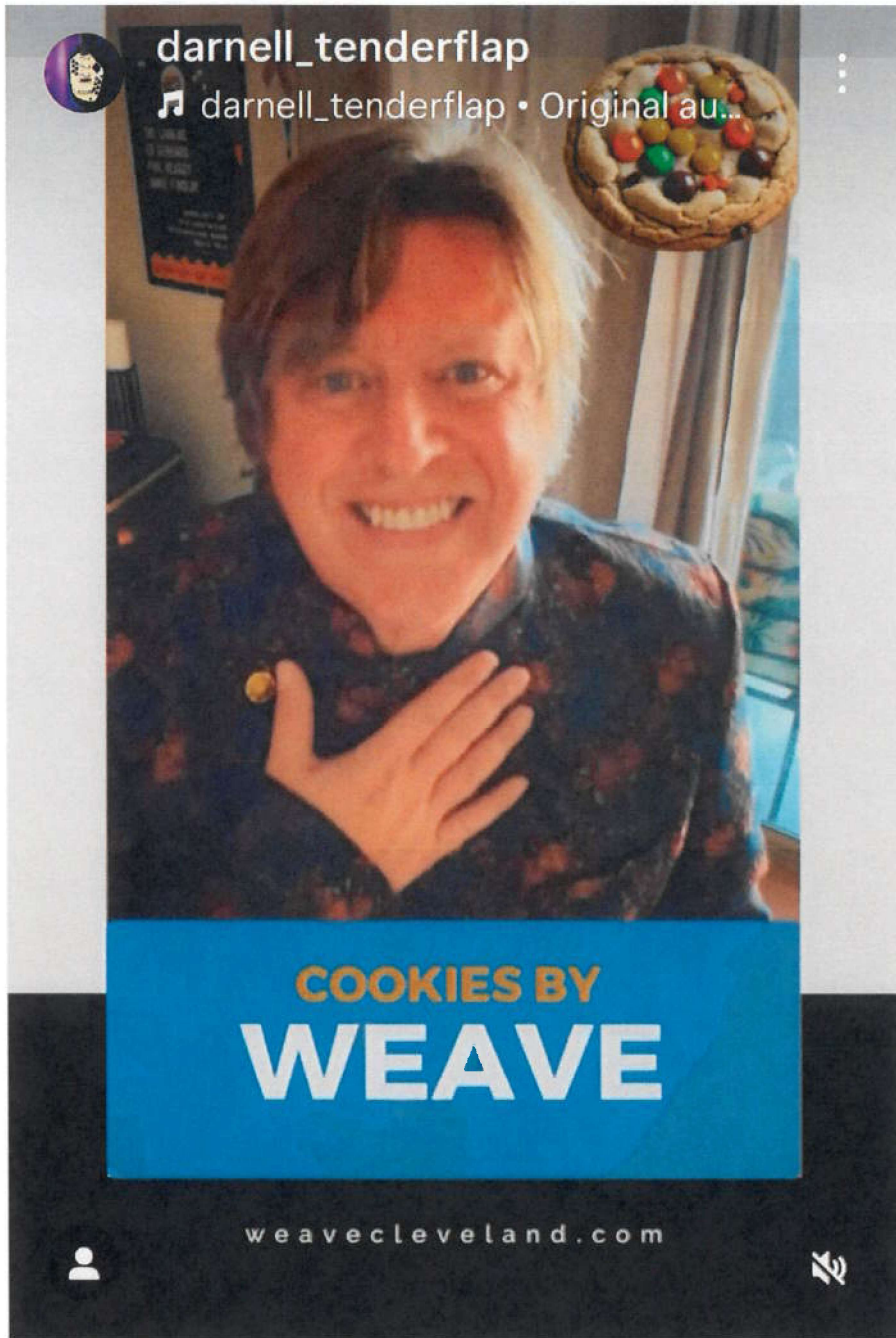
Susan and her dog





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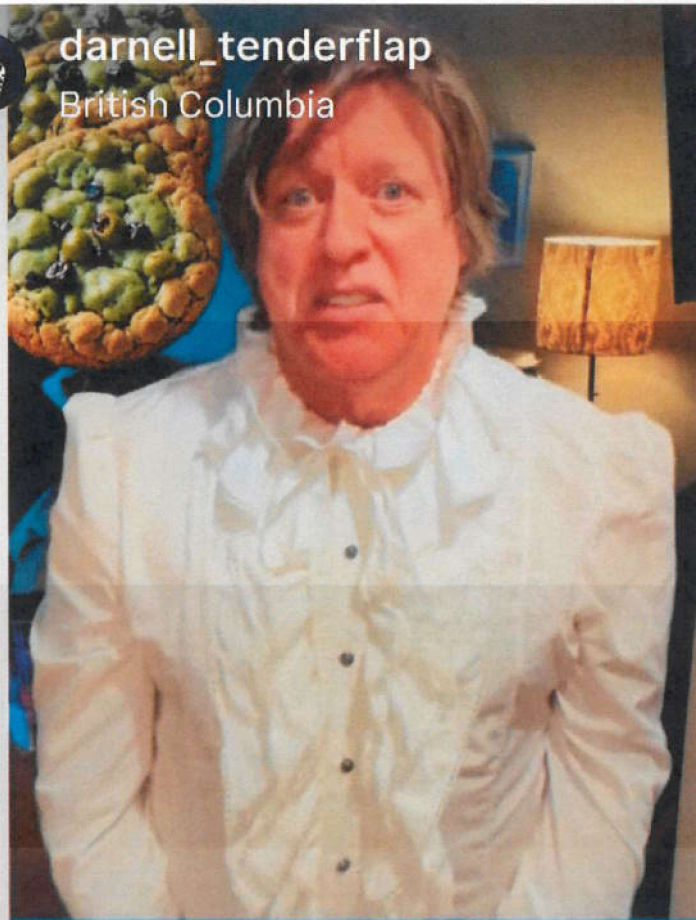
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February 18, 2025

SUSAN STRANGWAY  
2-1140 ARTHUR CURRIE LANE  
VICTORIA, BC V9A 7H3

**RE: 2-1140 ARTHUR CURRIE LANE**

The City has completed a review of your 2025 short-term rental licence application for the property located at 2-1140 Arthur Currie Lane.

The *Short-Term Rental Regulation Bylaw* states:

*(4) The Licence Inspector may refuse to issue a licence for a short-term rental if, in the opinion of the Licence Inspector,*

*(a) the applicant has failed to comply with section 3; or*

*(b) the short-term rental operation would contravene a City bylaw or another enactment.*

The application has failed to establish 2-1140 Arthur Currie Lane as your principal residence, to the satisfaction of the Licence Inspector. The *Short-Term Rental Regulation Bylaw* states:

*3(2) A person applying for the issuance of a licence to operate a short-term rental must, in addition to meeting the requirements of the Business Licence Bylaw:*

*(e) provide, in the form satisfactory to the Licence Inspector, that the premises where the short-term rental will be operated are the operator's principal residence.*

Your 2025 application was reviewed on February 18, 2025, including your current advertisement, open-source data, and results of the inspection on February 10, 2025. The review revealed inconsistencies, including few personal effects in the unit upon the February 10, 2025, inspection, information from the BC Provincial Portal, internal records, and other open-source data indicating 2-1140 Arthur Currie Lane is not your principal residence. As a principal resident short-term rental licence requires the premise to be the operator's principal residence, and the onus falls solely to the applicant to prove eligibility, the licence was denied.

For more information on the *Short-Term Rental Regulation Bylaw* and *Schedule D* and home based business licences, please visit: [SHORT-TERM RENTAL REGULATION BYLAW](#) and [Schedule D.pdf](#) ([victoria.ca](http://victoria.ca)).



Through the regulation requirements for business licensing under the *Community Charter* and the *Short-Term Rental Business Licence Appeal Process Policy*, you may request to have an appeal go before Council. The request to appeal can be made within 30 days of the date on this letter. Should you wish to pursue an appeal, the Licence Inspector report will provide all relevant information and regulations used in decision.

As per policy and procedure, our department does not respond directly to appellants regarding appeals. The appeal process is managed by Legislative Services through the City Clerk's office. All communication is passed through the City Clerk in Legislative Services, they oversee the process and will ensure all necessary information is provided to you.

For any further inquiries regarding an appeal, including acknowledgment of emails and updates, please contact Legislative Services directly at [LegislativeServices@victoria.ca](mailto:LegislativeServices@victoria.ca).

If you have any questions regarding short-term rentals or business licensing options, please contact our office by phone at 250.361.0726, or by email at [str@victoria.ca](mailto:str@victoria.ca).

Regards,

Bylaw & Licensing Services  
Bylaw Department  
City of Victoria  
1 Centennial Square, Victoria B.C. V8W 1P6



1 CENTENNIAL SQUARE, VICTORIA, BC V8W 1P6 | victoria.ca

Bylaw Services

1 Centennial Square, Victoria, BC V8W 1P6  
bylawservices@victoria.ca | 250.361.0215

March 4, 2025

Susan Strangway  
1140 Arthur Currie Lane  
Victoria, BC  
V9A 7H3

Re: Inspection of 1140 Arthur Currie Lane / Bylaw File#284298

Dear Susan,

This letter is a follow-up to the inspection conducted at 1140 Arthur Currie Lane on February 10, 2025. The property is zoned R1-B, Single Family Dwelling District, and according to building permit records, the approved use of the structure is "4 suites".

The inspection revealed that the principle structure contains 5 separate self-contained dwelling units and/or "suites", each with a full bathroom and a kitchen. In addition, it was observed that an unattached carport has been partially enclosed and finished to create an art studio. These improvements appear to have been made without permit and no occupancy certificate has been issued. In addition, the layout and configuration of both structures differs from what is shown on the approved building plans on file.

A review of building and plumbing records has revealed that a new carport was constructed under BP047528 completed on February 26, 2016. It also shows that Stop Work Order was posted on the property by the Building Inspector on April 5, 2016 for the unpermitted addition of a 5<sup>th</sup> suite and extensive framing, plumbing, and electrical alterations. A letter dated April 6, 2016 was mailed to the owner at that time directing that the work cease immediately and an application be submitted for a building permit. While it appears that BP052893 for "minor layout changes to suites" was applied for on May 17, 2016 it was not completed and eventually expired. A plumbing permit, PP052732 was applied for on June 20, 2016 for the alteration/renovation of 4 bathrooms, and that permit completed on September 7, 2016. No further building permits have been applied for and the approved use of the structure remained 4 suites. The building and plumbing records mentioned have been attached for your review.

Work that has been completed without permit is potentially unsafe and could pose a hazard to the occupants and the structure. These areas should not be occupied. Completing work and/or changing the occupancy of a structure without the required building, plumbing, and/or electrical permit(s) is a violation of city bylaws, including but not limited to, the *Building and Plumbing Regulation Bylaw*, and the *Electrical Safety Regulation Bylaw*.

The City of Victoria expects everyone to comply with its bylaws so you will be required to make an application for permits and take whatever steps are necessary to bring this property into compliance. Our preference is to work with you over a reasonable period of time rather than



pursue compliance through enforcement. In order to provide you adequate time to research your options and take action, no further enforcement action will be taken at this time.

This file will remain open and will be reviewed periodically pending possible follow-up action at a later date, including the placing of a notice on title pursuant to Section 57 of the *Community Charter*. If you have any questions regarding this letter, please contact me at 250-361-0578 or [adolan@victoria.ca](mailto:adolan@victoria.ca). Please direct any questions concerning the permit application process to staff in the Permits and Inspections Division located on the 2<sup>nd</sup> floor of Victoria City Hall, or contact them by telephone at 250-361-0344, or by email at [permits@victoria.ca](mailto:permits@victoria.ca).

Regards.

Andrew Dolan  
Supervisor  
Bylaw and Licensing Services  
City of Victoria



## **SHORT-TERM RENTAL REGULATION BYLAW BYLAW NO. 18-036**

This consolidation is a copy of a bylaw  
consolidated under the authority of  
section 139 of the *Community Charter*.  
(Consolidated on August 01, 2024 up to  
Bylaw No. 24-059)

This bylaw is printed under and by  
authority of the Corporate Administrator  
of the Corporation of the City of Victoria.



## NO. 18-036

**SHORT-TERM RENTAL REGULATION BYLAW  
A BYLAW OF THE CITY OF VICTORIA**

(Consolidated to include Bylaws No. 19-067, 24-059)

19-067 The purposes of this Bylaw are to provide for the regulation of short-term rentals including vacation rentals in operators' principal residences where permitted under the Zoning Regulation Bylaw No. 80-159 or Zoning Bylaw 2018 No. 18-072, and where permitted pursuant to section 528 of the *Local Government Act*.

**Contents**

- 1 Title
- 2 Definitions
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- 8 Penalties
- 9 Severability
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- 11 Commencement

Pursuant to its statutory powers, including section 8(6) of the *Community Charter*, the Council of The Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the "Short-Term Rental Regulation Bylaw".

**Definitions**

- 2 In this Bylaw

24-059 "dwelling unit" has the same meaning as in the *Zoning Regulation Bylaw*;

24-059 "host" means the person who, either on their own behalf, or on behalf of the owner or occupier, arranges to offer premises for a short-term rental and includes anyone who manages advertising, booking, guest services, property maintenance, or other services related to short-term rental;

24-059 "operator" means a person who rents out, or offers for rent, any premises for short-term rental, and includes the owner, occupant, host, or manager of the premises offered as short-term rental, but does not include a platform service provider;

24-059 “platform service provider” has the same meaning as in the *Short-Term Rental Accommodations Act*;

24-059 “principal residence” means the residence in which an individual resides for a longer period of time in a calendar year than any other place;

“responsible person” means a person designated by the operator as the primary contact under section 6.

24-059 “short-term rental” means the renting of a dwelling unit, or any part of it, for a period of less than 30 nights and includes strata hotels and vacation rentals but does not include time-shares when occupied by a time-share owner;

“strata corporation”, “strata council”, and “strata lot” have the same meaning as in the *Strata Property Act*;

24-059 “strata hotel” has the same meaning as in the *Zoning Regulation Bylaw*.

### **Licence Required**

- 3 (1) A person must not carry on business as a short-term rental operator unless the person holds a valid licence issued under the provisions of this Bylaw and the Business Licence Bylaw.
- (2) A person applying for the issuance or renewal of a licence to operate a short-term rental must, in addition to meeting the requirements of the Business Licence Bylaw:
  - (a) make an application to the Licence Inspector on the form provided for that purpose;
  - (b) pay to the City the applicable licence fee prescribed under subsection (3);
  - (c) provide, in the form satisfactory to the Licence Inspector, evidence that:
    - (i) the person owns the premises where the short-term rental will be offered, or
    - (ii) the owner of the premises where the short-term rental will be offered has consented to their use as a short-term rental;
  - (d) if the premises where the short-term rental will be offered are located within a strata lot, provide a letter from the strata council confirming that provision of short-term rental does not contradict any bylaws of the strata corporation or applicable provisions of the *Strata Property Act*; and
- 24-059 (e) provide evidence, satisfactory to the Licence Inspector, that the premises where the short-term rental will be operated are the operator’s principal residence.

24-059 (3) The licence fee for purposes of subsection (2)(b) is \$150.



### **Power to Refuse a Licence**

- 4 The Licence Inspector may refuse to issue a licence for a short-term rental if, in the opinion of the Licence Inspector,
- (a) the applicant has failed to comply with section 3; or
  - (b) the short-term rental operation would contravene a City bylaw or another enactment.

### **Licence Number to be Included in Advertising**

- 5 A person may offer to rent premises for rent as a short-term rental only if a valid business licence number is included in any advertising, listing, or promotion material that is intended to communicate availability of the premises for short-term rental.

### **Responsible Person**

- 24-059 6 (1) A person may only operate a short-term rental if they ensure that the name and contact information of the responsible person is prominently displayed in the short-term rental premises at all times when the short-term rental is operated.
- 24-059 (2) The operator may be the responsible person except when subsection (4 5) applies.
- (3) The responsible person must be able to attend at the short-term rental premises within two hours of being requested to do so.
- (4) If a person who operates a short-term rental in their principal residence is going to be away during the term of the short-term rental, they must designate a responsible person and comply with this section.

### **Offences**

- 24-059 7 (1) A person commits an offence and is subject to the penalties imposed by this Bylaw, Bylaw Notice Adjudication Bylaw, the Ticket Bylaw and the Offence Act if that person
- (a) contravenes a provision of this Bylaw;
  - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
  - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.

### **Penalties**

- 8 A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$100.00 and not more than \$10,000.00 for every instance that an offence occurs or each day that it continues.

### **Severability**

- 9 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, it shall be severed from the Bylaw and the balance of the Bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

### **Transition Provisions**

24-059

- 10 Repealed

### **Commencement**

- 11 This bylaw comes into force on adoption.

READ A FIRST TIME the	<b>22<sup>nd</sup></b>	day of	<b>February</b>	2018
READ A SECOND TIME the	<b>22<sup>nd</sup></b>	day of	<b>February</b>	2018
READ A THIRD TIME the	<b>22<sup>nd</sup></b>	day of	<b>February</b>	2018
ADOPTED on the	<b>8<sup>th</sup></b>	day of	<b>March</b>	2018

**"CHRIS COATES"**  
CITY CLERK

**"LISA HELPS"**  
MAYOR



## **Schedule "D"** **HOME OCCUPATIONS**

- |                |   |  |
|----------------|---|--|
|                | 1 | Where <u>home occupations</u> are permitted pursuant to the provisions of this bylaw, the following conditions shall apply to the use:   |
| Location       | 2 | For the purposes of a <u>home occupation</u> , the location of a business is the address at which the operations of the business are managed.  |
| Exception      | 3 | A <u>home occupation</u> is not required to be operated wholly within a <u>dwelling unit</u> where the work is undertaken entirely off the <u>lot</u> on which the <u>dwelling unit</u> is located.  |
| Prohibition    | 4 | The sale of goods to customers attending on the <u>lot</u> on which the <u>dwelling unit</u> is located is prohibited.   |
| Permitted Uses | 5 | The following uses are permitted as <u>home occupations</u> : <ul style="list-style-type: none"><li>(a) artist studio;</li><li>(b) mail order, provided that no merchandise is sold to customers attending on the <u>lot</u> on which the <u>dwelling unit</u> is located;</li><li>(c) making, processing and assembly of products on a small scale;</li><li>(d) manufacturing agent;</li><li>(e) personal and professional services, including barber, hairdresser, bookkeeper, medical therapy;</li><li>(f) teaching, provided that attendance is limited to 5 persons in a detached dwelling and to 1 person in a <u>duplex</u> or <u>multiple dwelling</u>;</li><li>(g) testing, servicing and repairing of goods.</li></ul> |

## Schedule "D"

Prohibited Uses	6	<p>(1) All uses that are noxious or offensive to any other dwelling units or the general public by reason of emitting odour, dust, smoke, gas, noise, effluent, radiation, broadcast interference, glare, humidity, heat, vibration, or hazard or any other emission are prohibited.</p> <p>(2) The following uses are prohibited:</p> <ul style="list-style-type: none"> <li>(a) except as provided in Section 11, Bed and Breakfast;</li> <li>(b) car repairs and <u>garages</u>;</li> <li>(c) <u>clubs</u>;</li> <li>(d) kennels;</li> <li>(e) radio dispatch services;</li> <li>(f) <u>restaurants</u>;</li> <li>(g) retail stores;</li> <li>(h) salvage lots;</li> <li>(i) storage lots;</li> <li>(j) except as provided in Section 11, <u>transient accommodation</u>;</li> <li>(k) in any <u>building</u> which has been converted from <u>single family dwelling</u> to <u>duplex</u>, <u>multiple dwelling</u>, <u>boarding house</u>, <u>rooming house</u>, or <u>housekeeping apartment</u>, pursuant to the applicable provisions of this bylaw, music teaching or any business which results in the transmission of sound;</li> <li>(l) cannabis-related business; and;</li> <li>(m) except as provided in Section 12, <u>short-term rental</u>.</li> </ul>
Stock in Trade	7	Except for one licensed vehicle, which shall be a car, van, or pickup truck, no business-related materials, including machinery or vehicles, shall be visible at any time on any <u>lot</u> on which a <u>home occupation</u> is carried out nor shall any machinery or vehicles be parked or stored on the <u>lot</u> unless completely enclosed within a <u>building</u> .
Limitation	8	<p>(1) Subject to this section, not more than one person shall be engaged in a <u>home occupation</u>, with the exception of urban agriculture, where up to two people are permitted to be engaged in the <u>home occupation</u>, and the person(s) shall reside on the <u>lot</u> on which the <u>home occupation</u> is carried on.</p> <p>(2) Where any <u>lot</u> upon which a <u>home occupation</u> is carried on has a boundary or portion of a boundary in common with any <u>lot</u> which is located in a zone which permits retail use, then no more than two persons may be engaged the <u>home occupation</u> where one of the persons resides on the <u>lot</u> on which the <u>home occupation</u> is carried on.</p>

Amended Jan 11, 2018  
Bylaw 17-110

Amended March 8, 2018  
Bylaw 18-035



**Schedule "D"**  
**HOME OCCUPATIONS**

(3) This section does not apply to any employees of a home occupation who at no time attend on the lot on which the home occupation is carried on, nor park in the immediate vicinity of the lot.

(4) More than one person may operate a short-term rental in their principal residence.

Amended March 8, 2018  
Bylaw 18-035

9 No more than three home occupations shall be carried on in any one dwelling unit, provided that only one of the home occupations has customers that attend the dwelling unit.

Amended Jan 11, 2018  
Bylaw 17-110

Advertising

10 Except as expressly permitted in this bylaw, or in the Sign By-law, no sign or other advertising device or advertising matter may be exhibited or displayed on any lot on which a home occupation is being carried on.

11 Subject to the following requirements, where any building is used as a single family dwelling, up to two bedrooms may be used for transient accommodation as a home occupation.

(1) Notwithstanding Section 4, meals or food services may be provided to any customers but not after 12:00 noon.

(2) No liquor shall be provided to any customers.

(3) One parking space for each room available for transient accommodation shall be provided on the lot and a parking space may be located behind another parking space.

(4) No sign may be erected, used, or maintained for the purpose of advertising transient accommodation use within a single family dwelling.

(5) A single family dwelling may be used for transient accommodation whether or not the property contains a secondary suite or garden suite provided however that only one transient accommodation use is permitted on the property

Amended March 8, 2018  
Bylaw 18-035

(6) Transient accommodation is restricted to no more than two bedrooms and cannot occupy an entire self-contained dwelling unit.

Amended March 8, 2018  
Bylaw 18-035

12 Subject to the following requirements, a short-term rental is permitted as a home occupation in a principal residence.

Amended March 8, 2018  
Bylaw 18-035

(1) subject to subsection (2), no more than two bedrooms may be used for short-term rental and the short-term rental cannot occupy an entire self-contained dwelling unit;

## Schedule "D"

- (2) the entire principal residence may be used for a short-term rental while the operator is temporarily away provided it is so used no more than 160 nights in a calendar year; and
- (3) no liquor may be provided to short-term rental guest; and
- (4) No sign may be erected, used, or maintained for the purpose of advertising short-term rental.

Amended August 1, 2024  
Bylaw 24-060

Amending Bylaw 09-01 adopted Jan 19, 2009  
Amending Bylaw 17-110 adopted Jan 11, 2018  
Amending Bylaw 18-035 adopted March 8, 2018  
Amending Bylaw 24-060 adopted August 1, 2024