

PROCEDURE

Title: Short-Term Rental Accommodation Enforcement

Division: Legislative Services

Policy Number: 0231

File Number: 0282-20-0231

1. Governing Policy

- 1.1. This procedure is associated with Short-Term Rental Accommodation Enforcement Policy 0224.

2. Scope/Application

- 2.1. This procedure applies to every person carrying on the business or operation of Short-Term Rental Accommodation within the District, including Hosts.

3. Procedure

3.1. Short-Term Rental Accommodation Application Process

- 3.1.1. For a Short-Term Rental Accommodation Licence to be approved, an applicant must submit a Short-Term Rental Accommodation application to the Bylaw and Licencing Services Department and pay the associated Licence application fee, as prescribed in the District's Fees and Charges Bylaw, as amended.
- 3.1.2. An application may be refused if the Inspector finds the property to be in contravention of any applicable District Bylaws governing Short-Term Rental Accommodation.
- 3.1.3. A Host may re-apply for a Licence once deficiencies have been corrected. Re-application is subject to the Licence application fee, as prescribed in the District's Fees and Charges Bylaw, as amended.
- 3.1.4. All Licence application fees are non-refundable.
- 3.1.5. The District may refuse to issue a Licence to an applicant that has had three previous Short-Term Rental Accommodation Licences cancelled due to non-compliance with District bylaws.
- 3.1.6. Applicants who schedule an inspection and fail to meet the required short-term rental accommodation terms and conditions, as noted in the Business Licence Bylaw, as amended, may be subject to a re-inspection fee as per Fees and Charges Bylaw, as amended.

3.2. Short-Term Rental Accommodation – No Business Licence

- 3.2.1. Short-Term Rental Accommodation operating in the District without an approved Licence is subject to enforcement measures including:
 - (a) Bylaw Notice(s);

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- (b) Compliance letter; and
- (c) Notification to the Province requesting listing removal.

3.3. Short-Term Rental Accommodation – Illegal Secondary Suite

- 3.3.1. If an Inspector finds that a licenced Short-Term Rental Accommodation is operating within an Illegal Secondary Suite, the Host is subject to enforcement measures including:
 - (a) Bylaw Notice(s);
 - (b) Cancellation of Licence; and
 - (c) Notification to the Province requesting cancellation of provincial registration, after reconsideration period has passed under section 3.5 of this procedure.
- 3.3.2. The Host or Registered Owner must:
 - (a) Decommission the Illegal Secondary Suite; or
 - (b) Legalize the Illegal Secondary Suite.
- 3.3.3. The Host or Registered Owner is responsible for ensuring the required permits (e.g. building permit, electrical permit, plumbing permit) are obtained to complete works under section 3.3.2 of this procedure.
- 3.3.4. A Host may re-apply for a Licence once deficiencies have been corrected.
- 3.3.5. Immediate or shorter compliance date may be provided on a case-by-case basis.

3.4. Short-Term Rental Accommodation – Contravention of District Bylaw(s)

- 3.4.1. Any Short-Term Rental Accommodation operating in the District with an approved Licence found to be in contravention of any District bylaw governing Short-Term Rental Accommodation is subject to enforcement measures including:
 - 3.4.1.1. First Offence
 - (a) Bylaw Notice(s); and
 - (b) Compliance letter to Host.
 - 3.4.1.2. Second Offence
 - (a) Bylaw Notice(s); and
 - (b) Compliance letter and warning to Host that continued non-compliance may result in Licence cancellation, and notification to the Province regarding non-compliance.
 - 3.4.1.3. Third Offence
 - (a) Bylaw Notice(s);
 - (b) Cancellation of Licence; and
 - (c) Notification to the Province requesting cancellation of provincial registration, after reconsideration period has passed under section 3.5 of this policy.

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- 3.4.2. A Host may be subject to the cancellation of a Licence if the Host has received three bylaw notices on three separate occasions within 365 days.
- 3.4.3. A Host may re-apply for a Licence once deficiencies have been corrected.
- 3.4.4. Immediate or shorter compliance date may be provided on a case-by-case basis.

3.5. Reconsideration of Inspector Decision

- 3.5.1. In accordance with the District Business Licence Bylaw, as amended, a Host may request Council to reconsider the Inspector’s decision to refuse, suspend, or cancel a Licence.

3.6. Notification

- 3.6.1. Notification may be sent to the Host by way of one or more of the following means:
 - (a) Compliance Letter:
 - i. First letter – via email and regular mail; and
 - ii. Second letter – via email and regular mail.
 - (b) Prior to suspension or cancellation of Licence – via email and registered mail.
- 3.6.2. Email notification provided to the Host is deemed received after three days from date of notification. Email notification will be sent to the email address provided in the Licence application.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2026/02/23	
Council minutes Document ID (Council Procedures only)	LGDM-711734498-25062	
Council report Document ID (Council Procedures only)	LGDM-711734498-25068	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

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5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2026	