

Director	 Municipal Manager/Deputy Municipal Manager
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<i>COUNCIL AGENDA</i>	
Date: <u>February 23, 2026</u>	Item: <u>8.</u>



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

**8.**

## COUNCIL REPORT

Date:	January 21, 2026
From:	Matthew O'Connor, Bylaw and Licensing Services Manager
Subject:	Proposed Short-Term Rental Accommodation Enforcement Policy and Procedure

### RECOMMENDATION

THAT

1. proposed "Short-Term Rental Accommodation Enforcement Policy 0224" be approved; and
2. proposed "Short-Term Rental Accommodation Enforcement Procedure 0231" be approved.

### RECOMMENDATION

THAT proposed "Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026" be read a first, second, and third time.

### RECOMMENDATION

THAT proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026" be read a first, second, and third time.

### RECOMMENDATION

THAT proposed "Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026" be read a first, second, and third time.

#### 1.0 Purpose

To establish a clear and consistent compliance and enforcement framework for Short-Term Rental Accommodations (STR) within the District; and initiate bylaw amendments to clarify elements of the Short-Term Rental Accommodation program.

#### 2.0 Legislation/Bylaw/Policy

Business Licence Bylaw No. 4455, 2005

Bylaw Notice Enforcement Bylaw No. 4368, 2004

Municipal Ticket Information System Implementation Bylaw No. 4383, 2004

Zoning Bylaw No. 4662, 2010

*Local Government Bylaw Notice Enforcement Act*

*Short-Term Rental Accommodations Act*

### **3.0 Council Strategic Objective(s)/Official Community Plan**

#### Strategic Plan

Council's Strategic Plan includes a strategic goal to deliver municipal services efficiently.

Objective 5.5: Create and/or update policies and bylaws to preserve community liveability.

Deliverable 5.5.1: Bylaws created and/or amended to support social well being initiatives.

#### Official Community Plan

Section 2.3 of the Official Community Plan, Local Economy and Employment, outlines policies related to economic development, to strengthen West Vancouver's commercial centres and nodes, support tourism and visitors, and promote opportunities and innovation.

Relevant policy includes:

2.3.10: Support the development of visitor accommodations, including but not limited to:

1. Boutique hotel(s) in Ambleside Municipal Town Centre;
2. Bed and breakfast and short-term rental accommodations on properties recognized for their heritage value; and
3. Visitor accommodation(s) in Cypress Village and other commercial centres, where appropriate.

### **4.0 Financial Implications**

The proposed recommendations have no financial implications for the District beyond staff resources and time allocated to implementing the proposed amendments and maintaining the Short-Term Rental Accommodation program.

The proposed amendments to the Fees and Charges Bylaw will allow staff to charge applicants a re-inspection fee of \$150.00 where STR requirements outlined in the Business Licence Bylaw are not met upon initial or proactive inspection to account for the additional staff time and resources allocated to subsequent inspections.

## 5.0 Background

### 5.1 Previous Decisions

Council, at its July 8, 2024, regular meeting, passed the following resolution:

*WHEREAS Provincial Bill 35, Short-term Rental Accommodations Act, supports local government regulation and enforcement, including a principal residence requirement limiting short-term rentals to the host's principal residence, plus one secondary suite or accessory dwelling unit, effective May 1, 2024;*

*WHEREAS the District's Zoning Bylaw No. 4662, 2010 currently prohibits short-term rental accommodation of less than 30 days, and the District's existing \$300 fines are resource-intensive to issue and collect and may not act as a significant deterrent;*

*AND WHEREAS Council wishes to introduce streamlined regulations which allow for more effective enforcement and more flexibility for residents, while maintaining unit availability for West Vancouver's long-term housing market;*

*THEREFORE BE IT RESOLVED THAT:*

*Staff prepare amendments to Zoning Bylaw No. 4662, 2010, Business Licence Bylaw No. 4455, 2005, Bylaw Notice Enforcement Bylaw 4368, 2004, Fees and Charges Bylaw No. 5251, 2023, and any other bylaws as required, to:*

- 1. Enable short-term rental accommodation in all housing types, but on sites where secondary suites are permitted, limited to one of the host's principal residence or basement suite (secondary suite) or coach house (detached secondary suite);*
- 2. Increase the fine(s) for unpermitted short-term rental accommodation to \$500; and*
- 3. Regulate the operation of any short-term rental business through the Business Licence Bylaw;*

*AND THAT staff report back on any potential staffing implications as a result of regulating short-term rental accommodation.*

Council, at its September 23, 2024, regular meeting, passed the following resolutions:

*THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024" be read a first time.*

*THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024" be presented at a public hearing on October 21, 2024 at 7 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities (WebEx video conferencing software), and that notice be given of the scheduled public hearing.*

*THAT proposed "Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024" be read a first, second, and third time.*

*THAT proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024" be read a first, second, and third time.*

*THAT proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024" be read a first, second, and third time.*

*THAT proposed "Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024" be read a first, second, and third time.*

Council, at its October 28, 2024, regular meeting, passed the following resolutions:

*THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024" be read a second time.*

*THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024" be read a third time.*

Council, at its November 25, 2024, regular meeting, passed the following resolutions:

*THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024" be adopted.*

*THAT proposed "Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024" be adopted.*

*THAT proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024" be adopted.*

*THAT proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024" be adopted.*

*THAT proposed "Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024" be adopted.*

## 5.2 History

Prior to January 1, 2025, STRs were not permitted within the District and rental of a dwelling was restricted to a period of not less than 30 consecutive days.

As of January 21, 2026, Bylaw and Licensing Services have approved 169 STR business licences and are currently reviewing 36 applications.

## 6.0 Analysis

### 6.1 Discussion

Bylaw and Licensing Services staff have implemented and maintained the STR program and regulations in the District beginning on January 1, 2025. As with any new program, areas for improvement and clarity were identified throughout 2025. The following proposals seek to develop a

more focused, clear, and efficient process to benefit both staff, STR licence holders, and applicants who are looking to operate a STR in the District.

Bylaw and Licensing staff understand that many licence holders rely on the additional income obtained through operating an approved STR. Any enforcement, licence cancellation, or listing removal could significantly affect a licence holder's ability and livelihood in certain circumstances. Maximizing the clarity of bylaw regulations and enforcement processes will explicitly outline how the STR program proceeds through progressive enforcement to afford all applicants and licence holders the ability to comply with municipal regulations prior to escalation and licence cancellation.

Furthermore, having a policy and procedure in place will outline clear expectations and enforcement escalation steps, better supporting staff determinations where non-compliance leads to licence cancellation. This will also provide Council with a clear understanding of the process and procedure that is consistently applied to all STR licence holders and STR licence applicants in the District, should they be required to hear an appeal of staff determinations to cancel a STR licence.

**Proposed Business Licence No. 4455, 2005, Amendment Bylaw No. 5419, 2026**

Proposed amendments to the Business Licence Bylaw are more straightforward. Language and definitions are clarified and updated to ensure consistency across District bylaws.

Definitions that correspond with those included in the Zoning Bylaw are appropriately identified and refer to the Zoning Bylaw. Having the same definition located in two separate bylaws could prove challenging in the future should subsequent amendments look to amend one bylaw but not the other.

Proposed Part 5 amendments identify a new section stating that the District Inspector will provide advanced notice of licence cancellation prior to cancellation to allow time for a licence holder to respond.

STR business licence types are currently divided into two categories, that being for the rental of a dwelling unit (such as a secondary suite or entire home containing cooking facilities) and of a lodger/room (rental of one or more rooms within a dwelling unit not containing any cooking facilities). The District has other regulations pertaining to lodgers, thus it was found that including a STR licence type as lodger/room led to challenges and confusion with these other sections applicable to lodgers that are separate from STR licencing. Updating the licence type to now state short-term rental accommodation – room addresses these challenges and separates the processes accordingly.

Proposed Part 7 amendments include updated language in subsection (f), and broader scope in subsection (e).

New proposed subsection (j) provide staff another section for enforcement should a licence holder provide incorrect information to obtain a STR licence. In certain circumstances, staff have observed an applicant apply for a STR licence for a room and once approved, provide STR accommodation in a dwelling unit including cooking facilities. Some applicants may try to subvert regulations in this manner should they have an unlicensed secondary suite or the requirements to legalize an accessory dwelling on their parcel are too burdensome. They would then be identified as operating contrary to their licence type and staff would be able to clearly and efficiently enforce.

**Proposed Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026**

Proposed amendments to the Bylaw Notice Enforcement Bylaw, Schedule A - Business Licence Bylaw No. 4455, 2005, install a new enforceable section for proposed subsection 7.10.1(j) of the Business Licence Bylaw for operating contrary to licence type.

Additionally, enforceable sections are now identified for certain STR fire safety related sections outlined in section 7.10.2 of the Business Licence Bylaw. Licence holders who receive a bylaw notice for STR fire safety related contraventions may enter into a compliance agreement should they show that they have remediated the contraventions in a timely manner and are now in compliance, thereby potentially reducing the associated fine by up to 50% dependent on staff review and determination. Other related subsections of Business Licence Bylaw section 7.10.2 are enforceable under current subsection 7.10.1(i) – breach condition of short-term rental accommodation licence.

Section 7.10.1(f) is a clerical amendment for wording and consistency purposes. All enforceable sections of the Bylaw Notice Enforcement Bylaw pertaining to STR in the District carry a fine of \$500.00, the maximum currently permitted under the *Local Government Bylaw Notice Enforcement Act*.

**Proposed Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026**

Proposed amendments to the Fees and Charges Bylaw include a clerical change to remove lodger from the licence type name and to introduce a new fee associated with property re-inspections.

Staff work to identify all the related requirements noted in the Business Licence Bylaw that must be met for STR licence approval to be granted. These requirements are also outlined in the STR Operator Handbook, available through the District website. Finally, the licence application template includes sections where the applicant must initial to confirm that the relevant requirements are met, which is done prior to inspection.

Staff have had to re-attend for subsequent inspections where the applicant has advised they meet the requirements but, upon initial inspection, there

remain outstanding non-compliances. This fee will account for the additional staff time, scheduling, and review associated with subsequent inspections, and is in line with fees charged by the West Vancouver Fire Department for similar re-inspections they perform, as noted in Schedule F – Protective Services of the Fees and Charges Bylaw.

It is important to note that Bylaw and Licensing staff will begin to perform proactive inspections to ensure compliance is maintained by current licence holders. These are considered part of regular duties to monitor compliance and will not have any associated fee, however if non-compliances are identified during a proactive inspection, the re-inspection fee may be charged to the licence holder should the observed non-compliances require a re-inspection.

### **Proposed Short-Term Rental Accommodation Enforcement Policy 0224**

The proposed policy identifies definitions of import in the associated procedure and highlights the principles that Bylaw and Licensing staff look to employ when addressing STR in the District. Enforcement procedures are outlined in the related proposed Short-Term Rental Accommodation Enforcement Procedure 0231.

### **Proposed Short-Term Rental Accommodation Enforcement Procedure 0231**

Bylaw and Licensing staff are looking to maximize efficiency and streamline processing and enforcement of the STR program. Developing a clear policy and procedure associated with STR enforcement in various scenarios affords applicants, licence holders, and hosts a transparent, codified, and clear enforcement process where non-compliances with STR regulations are observed. Given the heightened sensitivity surrounding the potential financial impact should a listing be removed or licence cancelled, ensuring a consistent and publicly accessible process will better support enforcement efforts and counter accusations of inconsistency and targeting.

The proposed procedure identifies general processes in Section 3.1, specific to the payment and receipt of applicable fees, the ability to refuse an application, re-application fees, and that STR related fees are non-refundable. A significant amount of staff time is required to review process, coordinate, and inspect STR applications and properties, thus the clear identification that applicable fees are non-refundable independent of licence approval or refusal is warranted.

It is important to note that compliant licence holders who are engaging with the STR program in the appropriate manner and maintaining responsible operations and compliance with regulations will not be the focus of enforcement efforts. Staff have been working with a third-party monitoring agency and the Province to identify properties that are operating contrary to their licence type, without a STR licence, contrary to

the information provided to staff on their application, or those listings that misappropriate both municipal and provincial licence numbers.

Proposed procedure sections 3.2 and 3.3 are most severe as situations where there is no licence or there is an approved licence, but the STR is operating in an unlicensed secondary suite, are subject to immediate escalated enforcement including tickets, licence cancellation, and requested listing removal by the Province. The District STR program has been operational and in effect for over one year. Many properties that would fall under these sections have been operating in contravention of District bylaws or have knowingly submitted incorrect information to subvert regulations and obtain an approved licence. Situations of this nature go against the purpose of District STR regulations and the principles of this proposed policy and procedure. This will ideally limit a person's ability to purchase numerous properties for STR operations, which prevents those properties from being made available as long-term housing options.

Section 3.3 of the proposed procedure also addresses the requirements for a licence holder to be able to re-apply for a STR licence once they have properly qualified their unlicensed secondary suite.

The enforcement procedures in section 3.4 are written to afford licence holders who went through the appropriate application processes the ability to come into compliance where issues may be subsequently identified, prior to escalation. A three strikes approach is proposed where staff will take the relevant steps to ensure notification and ticketing is provided by mail and email. Additionally, where the District has experienced numerous issues with a specific STR property and licence holder, staff would have the ability to cancel a licence if the host has received at least three bylaw notices on three separate occasions within 365 days.

Finally, section 3.6 of the proposed procedure specifies how notification and compliance letters will be provided to the host, and that email notification will be deemed as received after three days from the date of notification. As STR operations require an emergency contact and responsible host, failure to respond within a timely manner or stating that the notifications were not received is not a sufficient reason for why any identified non-compliances have not been rectified.

## 6.2 Climate Change & Sustainability

The proposed amendments and additions included in this report will allow for consistent, sustainable, and efficient enforcement of the STR program both immediately and in the long-term.

## 6.3 Other Communication, Consultation, and Research

District Bylaw and Licensing staff have consulted with other jurisdictions, including the City of North Vancouver, and are regularly in communication with the Province's Short Term Rental Compliance and Enforcement Unit

of the Ministry of Housing and Municipal Affairs regarding new and existing methods of improving STR related processes.

## 7.0 Options

### 7.1 Recommended Option

THAT

1. proposed "Short-Term Rental Accommodation Enforcement Policy 0224" be approved; and
2. proposed "Short-Term Rental Accommodation Enforcement Procedure 0231" be approved.

THAT Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026 be read a first, second, and third time.

THAT Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026 be read a first, second, and third time.

THAT Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026 be read a first, second, and third time.

### 7.2 Considered Options

THAT staff conduct additional review of the policy, procedure, and amendments and include updates for discussion and review at a later open Council meeting.

OR

THAT the January 21, 2026 report from the Bylaw and Licensing Services Manager titled Proposed Short-Term Rental Accommodation Enforcement Policy and Procedure be received for information.

## 8.0 Conclusion

The proposed amendments, policy, and procedure contained in this report are important to advance the District's STR program, streamline enforcement, and optimize staff time and resources. Updated bylaw regulations and language will ensure clarity and consistency. A clear policy and procedure will better support staff efforts, while providing a transparent process for members of the public who currently, or may look to, engage with the STR program.

Author:



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Matthew O'Connor, Bylaw and Licensing Services Manager

Appendices:

**Appendix A** – Council Report dated September 13, 2024 regarding Regulating Short-Term Rental Accommodation

**Appendix B** – Proposed Short-Term Rental Accommodation Enforcement Policy 0224

**Appendix C** – Proposed Short-Term Rental Accommodation Enforcement Procedure 0231

**Appendix D** – Proposed Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026

**Appendix E** – Proposed Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026

**Appendix F** – Proposed Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026



<i>COUNCIL AGENDA</i>	
Date: <u>September 23, 2024</u>	Item: <u>15.1111</u>



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	September 13, 2024
From:	Linda Gillan, Senior Community Planner – Economic Development Matthew O’Connor, Manager, Bylaw & Licensing Services
Subject:	Regulating Short-term Rental Accommodation
File:	13.2580.20.2024

**RECOMMENDATION**

THAT proposed “Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024” be read a first time.

**RECOMMENDATION**

THAT proposed “Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024” be presented at a public hearing on October 21, 2024 at 7 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities (Webex video conferencing software), and that notice be given of the scheduled public hearing.

**RECOMMENDATION**

THAT proposed “Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024” be read a first, second and third time.

**RECOMMENDATION**

THAT proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024” be read a first, second and third time.

**RECOMMENDATION**

THAT proposed “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024” be read a first, second and third time.

**RECOMMENDATION**

THAT proposed “Fees And Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024” be read a first, second and third time.

**1.0 Purpose**

To initiate bylaw amendment procedures to enable short-term rental (STR) accommodation, in alignment with recent provincial legislation regulating STRs in British Columbia.

## 2.0 Legislation/Bylaw/Policy

On October 26, 2023 the Provincial government gave Royal Assent to the *Short-Term Rental Accommodations Act* (STR Act). The intent of this new legislation is to give local governments stronger tools to enforce short-term rental bylaws, and to return unregulated short-term rental units to the long-term housing market.

Zoning Bylaw No. 4662, 2010, regulates development of property and buildings. The *Local Government Act* (LGA) requires that a Public Hearing be held on the proposed Zoning Amendment Bylaw, in accordance with sections 464 through 470.

Fees and Charges Bylaw No. 5136, 2021 establishes fees and charges for services and information.

Business Licence Bylaw No. 4455, 2005 provides for the issuance of business licences, together with the regulation of certain business types.

Bylaw Notice Enforcement Bylaw No. 4368, 2004 and Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 each outline designated bylaw contraventions and penalties for the two types of fines issued by local governments in response to bylaw infractions.

## 3.0 Council Strategic Objective(s)/Official Community Plan

### Strategic Plan

Council's Strategic Plan 2024-2025 includes a strategic goal to deliver municipal services efficiently.

### Official Community Plan

Section 2.3 of the Official Community Plan, Local Economy and Employment, outlines policies related to economic development, to strengthen West Vancouver's commercial centres and nodes, support tourism and visitors, and promote opportunities and innovation.

Relevant policy includes:

2.3.10: Support the development of visitor accommodations, including but not limited to:

1. Boutique hotel(s) in Ambleside Municipal Town Centre;
2. Bed and breakfast and short-term rental accommodations on properties recognized for their heritage value; and
3. Visitor accommodation(s) in Cypress Village and other commercial centres, where appropriate.

## 4.0 Financial Implications

Administration of the recommendations in this report, including review of business licence applications enabled by the proposed bylaw amendments, will be undertaken by existing staff. Should Council adopt the bylaws that are the subject of this report, and should staffing or financial implications arise, staff would report back to Council on any associated requests for direction or further action.

## 5.0 Background

### 5.1 Previous Decisions

Council, at its July 8, 2024 regular meeting, passed the following resolution:

THAT Staff prepare amendments to Zoning Bylaw No. 4662, 2010, Business Licence Bylaw No. 4455, 2005, Bylaw Notice Enforcement Bylaw 4368, 2004, Fees and Charges Bylaw No. 5251, 2023, and any other bylaws as required, to:

1. Enable short-term rental accommodation in all housing types, but on sites where secondary suites are permitted, limited to one of the host's principal residence or basement suite (secondary suite) or coach house (detached secondary suite);
2. Increase the fine(s) for unpermitted short-term rental accommodation to \$500; and
3. Regulate the operation of any short-term rental business through the Business Licence Bylaw.

AND THAT staff report back on any potential staffing implications as a result of regulating short-term rental accommodation.

## 6.0 Analysis

### 6.1 Discussion

#### Existing Regulations and Visitor Accommodation

West Vancouver has a limited amount of visitor accommodation:

- Bed and Breakfast use is prohibited unless permitted for an individual property (e.g. through a site-specific rezoning), with no licenced bed and breakfast operators in West Vancouver; and
- Hotel use is permitted in the Ambleside Centre zones (AC1 and AC2) and CD26 (Taylor Way/Marine) and may be considered in the future Cypress Village zone, with the Horseshoe Bay Motel as the only existing hotel property.

STRs are not currently permitted, and the District's Zoning Bylaw limits rental of a dwelling to a period not less than 30 consecutive days.

### Short-Term Rental Accommodations Act (STR Act)

For West Vancouver, the STR Act limits short-term rentals to the operator's principal residence, plus one of the secondary suite or detached secondary suite, where a property includes a basement suite or coach house. Municipalities will continue to have the ability to introduce more restrictive regulations for STR.

By early 2025, the Province will have established a registry for STR hosts, and platforms will require a valid provincial registry number on each listing, along with a business licence number. Regulating STRs will provide the District with access to the Province's data portal, and if the recommendations in this report are approved, will support District staff in having non-compliant listings removed from the main STR platforms.

### Enabling STR

In response to Council's direction, proposed amendments to the Zoning Bylaw would:

- Enable short-term rental accommodation in a dwelling unit, limited to a principal residence (consistent with BC's STR Act); and
- Where a secondary and/or detached secondary suite is permitted (e.g. basement and/or coach house), limit STR to one of: the primary dwelling unit, or secondary suite, or detached secondary suite (more restrictive than BC's STR Act).

New STR business licensing conditions have been proposed to address:

- Safety, limiting STR to legal dwelling units and requiring a posted fire safety plan, fire extinguishers, smoke alarms and, where applicable, carbon monoxide detectors, and by providing emergency contact information to guests and District staff; and
- Neighbourhood impact, by limiting STR to a maximum of six guests at any one time, and each dwelling to one STR licence.

Where applicable, documented permission from the residential strata and/or dwelling owner will be required as part of any STR licence application. The bylaw amendments proposed through this report do not impact the ability of a strata corporation to adopt a bylaw prohibiting STR.

STR operators and guests, like any business or resident, are required to comply with District bylaws, including, but not limited to, the Noise Control, Good Neighbour, and Traffic and Parking bylaws.

### Supporting Enforcement

Municipalities may issue two types of fines in response to bylaw infractions: municipal ticket information (MTI) system tickets and bylaw notice tickets. The District primarily issues bylaw notice tickets. MTI tickets are more time-consuming to enforce, serve, and collect, with disputes handled through the provincial court system.

The STR Act has increased the maximum MTI fine that can be levied from \$1000 to \$3000 per infraction, per day. The MTI fine amount would remain at \$1000 if the person charged with an offence is under the age of 18 years. Changes have not been made to the maximum bylaw notice ticket fine, which remains at \$500 per infraction, per day.

For unpermitted STRs, Bylaw & Licensing Services staff currently issue bylaw notice tickets of \$300 per day based on use of a property contrary to the Zoning Bylaw. These require a high burden of proof to enforce. Amendments to the Bylaw Notice Enforcement Bylaw are proposed, to introduce infractions specific to STR, with applicable fines of \$500. Enhanced fines and additional sections specific to STRs will allow for more efficient enforcement, and ideally act as a greater deterrent. Staff will have the ability to issue bylaw notices for each contravention observed, rather than only having one section applicable for ticketing. Amendments to the Municipal Ticket Information System Implementation Bylaw would introduce corresponding infractions and increased fines of \$3000, if the MTI system is used.

## 6.2 Climate Change & Sustainability

The proposed bylaw amendments would contribute to the District's sustainability by maintaining housing for the long-term rental market and supporting the local economy by providing visitor accommodation.

## 6.3 Public Engagement and Outreach

Should Council set the date for a Public Hearing, notice would be provided in accordance with Local Government Act requirements and District procedures. Public feedback received by Bylaw & Licensing Service staff indicates resident interest in seeing a more streamlined approach to enforcement and increased fines for STR-related infractions.

## 6.4 Other Communication, Consultation, and Research

Staff have reviewed applicable legislation and approaches used by other local governments to regulate short-term rental accommodation. Planning and Bylaw & Licensing Services staff have consulted with staff in Engineering & Transportation, Permits & Inspections, Fire & Rescue Services, and West Vancouver Police on the proposed amendments.

# 7.0 Options

## 7.1 Recommended Option

That Council give reading(s) to the proposed Zoning, Business Licence, Bylaw Notice Enforcement, Municipal Ticket Information System Implementation and Fees and Charges amendment bylaws and set the date for a Public Hearing.

Date: September 13, 2024  
From: Linda Gillan, Senior Community Planner – Economic Development  
Matthew O'Connor, Manager, Bylaw & Licensing Services  
Subject: Regulating Short-term Rental Accommodation

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## 7.2 Considered Options


- a. Give reading(s) to the proposed amendment bylaw and set an alternative date (to be specified) for a public hearing;
- b. Defer consideration pending the receipt of additional information (to be specified);
- c. Provide alternative direction (to be specified); or
- d. Reject the proposed bylaw amendments.

## 8.0 Conclusion

The proposed bylaw amendments have been prepared in response to Council's direction at its July 8, 2024 meeting. If approved, they would enable STR accommodation in West Vancouver, providing flexibility for residents, while maintaining unit availability for West Vancouver's long-term housing market. These amendments would also support more efficient enforcement through the introduction of new bylaw infractions and associated fines.

Author:   
Linda Gillan, Senior Community Planner – Economic Development

Author:   
Matthew O'Connor, Manager, Bylaw & Licensing Services

Concurrence   
David Hawkins, Senior Manager, Community Planning & Sustainability

### Appendices:

- A. Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024
- B. Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024
- C. Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024
- D. Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024
- E. Fees And Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024

**APPENDIX A  
to the Council Report  
dated September 13, 2024**



District of West Vancouver

**Zoning Bylaw No. 4662, 2010,  
Amendment Bylaw No. 5356, 2024**

Effective Date:

District of West Vancouver

**Zoning Bylaw No. 4662, 2010,  
Amendment Bylaw No. 5356, 2024**

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District of West Vancouver

## **Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024**

A bylaw to introduce regulations for short-term rental accommodation.

Previous amendments: Amendment bylaws 4672, 4677, 4678, 4679, 4689, 4701, 4680, 4710, 4697, 4716, 4712, 4737, 4726, 4736, 4757, 4752, 4767, 4787, 4788, 4784, 4772, 4791, 4805, 4809, 4828, 4854, 4873, 4866, 4895, 4839, 4898, 4927, 4944, 4905, 4974, 4967, 4982, 4962, 4928, 4992, 5001, 5021, 5024, 5009, 4938, 5044, 5055, 5051, 5068, 5065, 5087, 5069, 5110, 5106, 5132, 5161, 5160, 5013, 5122, 5155, 5169, 5192, 5175, 5171, 5201, 5230, 5081, 5223, 5270, 5281, 5321, 5328, 5336, 5338, 5336 and 5351.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide opportunities for short-term rental accommodation, allowing opportunities for visitor accommodation and flexibility for residents, while maintaining unit availability for West Vancouver's long-term housing market;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Amendment of Regulations**

- 3.1 Zoning Bylaw No. 4662, 2010, Section 110 (Definitions) is amended by:
- 3.1.1 Replacing the existing definition of "Dwelling" with the following:

means a building or portion of a building having 2 or more rooms used or intended to be used together for the domestic purposes of one or more persons and including at least one living room, one cooking facility and one bathroom.

3.1.2 Replacing the existing definition of “Lodger” with the following:

a person provided with a room(s), without its own separate cooking facility, within a dwelling, and who pays rent for such room(s) on the basis, and with the intent, of securing residential accommodation for a period equal to or more than 30 consecutive days.

3.1.3 Inserting a new definition for “Principal residence” in alphabetical order following “Porte cochère”:

means the primary place where an individual lives, makes their home, and conducts their daily affairs, including paying bills and receiving mail, and without limiting the foregoing, is the address listed by the individual on documentation for personal identification, taxation, and insurance purposes

3.1.4 Inserting a new definition for “Short-term rental accommodation” in alphabetical order following “Short-term bicycle parking space”:

means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, but does not include a bed and breakfast or accommodation provided to lodgers.

3.2 Zoning Bylaw No. 4662, 2010, Section 130 (General Regulations for Residential Zones and Uses Only) is amended by:

3.2.1 Adding a new sub-section “130.18 – Short-term Rental Accommodation”:

- (1) Subject to sub-sections 130.18 (2) to (4), short-term rental accommodation shall be permitted as an accessory use to a residential use.
- (2) Short-term rental accommodation shall:
  - (a) Be limited to one operator in each dwelling, and
  - (b) Only be permitted in a dwelling that is occupied as the principal residence of the host.

- (3) Notwithstanding section 130.18 (2) (b), where the zoning permits a principal dwelling with one or more accessory secondary suites, short-term rental accommodation shall be permitted in a maximum of one of the principal dwelling, secondary suite, or detached secondary suite.
- (4) Short-term rental accommodation shall not be permitted on a parcel in a Single Family Dwelling Zone or a Duplex Dwelling Zone that contains a Child Care.

**Part 4 Effective Date**

4.1 Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5356, 2024 will be effective on January 1, 2025.

READ A FIRST TIME on

PUBLICATION OF NOTICE OF PUBLIC HEARING on

PUBLIC HEARING HELD on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

\_\_\_\_\_  
Mayor

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

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**APPENDIX B  
to the Council Report dated  
September 13, 2024**



District of West Vancouver

**Business Licence Bylaw No. 4455, 2005,  
Amendment Bylaw No. 5357, 2024**

Effective Date:

# **Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024**

## **Table of Contents**

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Part 1	Citation.....	1
Part 2	Severability .....	1
Part 3	Part 4, Part 5, and Part 7 Amendments .....	1
Part 4	Effective Date .....	5

District of West Vancouver

## **Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024**

A bylaw to amend the Business Licence Bylaw No. 4455, 2005 to permit, regulate, and licence short-term rental accommodations in the District of West Vancouver.

Previous amendments: Amendment bylaws 4596; 4611; 4656; 5060; 5137; 5176; 5238; 5317; 5329.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendment to the Business Licence Bylaw No. 4455, 2005 to permit and regulate short-term rental accommodation;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Part 4, Part 5, and Part 7 Amendments**

- 3.1 The District of West Vancouver Business Licence Bylaw No. 4455, 2005 is hereby amended as follows:

- 3.1.1 Part 4 Definitions is amended by deleting the definition of Dwelling Unit and replacing it with the following:

“**Dwelling**” has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;

- 3.1.2 Part 4 Definitions is amended by deleting the definition of Cooking Facilities and replacing it with the following:

**“Cooking Facilities”** means equipment, devices or appliances that can be utilized to prepare a meal within a dwelling and includes a sink, countertop, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for the storage of food or any other such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities;

- 3.1.3 Part 4 Definitions is amended by deleting the definition of Detached Secondary Suite and replacing it with the following:

**“Detached Secondary Suite”** means a detached Dwelling accessory to a single family dwelling use;

- 3.1.4 Part 4 Definitions is amended by deleting the definition of Secondary Suite and replacing it with the following:

**“Secondary Suite”** means a Dwelling accessory to a single family or two family dwelling use;

- 3.1.5 Part 4 Definitions is amended by inserting the following definitions in correct alphabetical order:

**“Market”** means to offer, promote, canvass, solicit, advertise, or facilitate short-term rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online;

**“Principal Residence”** means the primary place where an individual lives, makes their home, and conducts their daily affairs, including paying bills and receiving mail, and without limiting the foregoing is the address listed on documentation for personal identification, taxation, and insurance purposes;

**“Short-Term Rental Accommodation”** means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, including Short-Term Rental Accommodation – Dwelling Unit and Short-Term Rental Accommodation – Lodger / Room, but does not include a bed and breakfast or accommodation provided to lodgers;

**“Short-Term Rental Accommodation – Dwelling Unit ”** means a dwelling unit, including cooking facilities, that is used or marketed for rent or lease for a period of less than 30 consecutive days;

**“Short-Term Rental Accommodation – Lodger / Room”** means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days;

3.1.6 Part 5 Licence is amended by inserting the new subsection 5.6.6 in numerical order:

“5.6.6 No person shall obstruct the Inspector, Fire Chief, or any other authorized individual in the administration and enforcement of this Bylaw.”

3.1.7 Part 7 Specific Regulations is amended by inserting the new subsection 7.10 in numerical order:

#### **“7.10 Short-Term Rental Accommodation**

7.10.1 Every person carrying on the business or operation of a short-term rental accommodation must not:

- (a) Operate a short-term rental accommodation without having first obtained a valid licence to do so from the District Inspector;
- (b) Market any short-term rental accommodation unless they hold a valid licence, and the District licence number is displayed in a conspicuous place in any medium or material used to market the short-term rental accommodation;
- (c) Provide short-term rental accommodation to more than 6 guests at any one time;
- (d) Operate or market more than one short-term rental accommodation;

- (e) Operate or market a short-term rental accommodation in any vehicle, trailer, recreational vehicle or unlicensed secondary suite;
- (f) Permit cooking facilities in a portion of a dwelling unit used or marketed as short-term rental accommodation – lodger / room;
- (g) Operate or market a short-term rental accommodation in any dwelling unit that is not the principal residence of such person;
- (h) Hold more than one licence to operate a short-term rental accommodation; or
- (i) Breach any term or condition of their short-term rental accommodation licence.

7.10.2 Every person carrying on the business or operation of a short-term rental accommodation, and every person who holds a short-term rental accommodation licence, as a term and condition of the licence, must:

- (a) Obtain the written approval of the property owner, landlord and Strata Corporation, if applicable, and provide evidence of written approval to the District Inspector upon request;
- (b) Maintain and provide to the District Inspector upon request a list of the dates, duration, and group size of all bookings for the premises;
- (c) Provide to the District and all guests the contact information for a person who must be able to promptly respond to an inquiry, complaint, or emergency;
- (d) Submit to the District a plan and description of the proposed parking arrangement for guests of the short-term rental accommodation;
- (e) Submit to the District documentation to confirm principal residency;
- (f) Post a fire safety plan by all entrances and exits to the short-term rental accommodation;
- (g) Have an accessible fire extinguisher on each floor of the short-term rental accommodation;
- (h) Have interconnected smoke alarms on each floor and in each bedroom of the short-term rental accommodation;

- (i) Have at least one carbon monoxide detector on each floor of the short-term rental accommodation that contains one or more gas appliances;
- (j) Have all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation inspected and tested annually, and keep a written record of such inspections and tests;
- (k) Maintain all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation in working order;
- (l) Produce inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business to the Inspector or Fire Chief upon request; and
- (j) Provide the Inspector or Fire Chief, or any member of staff authorized by the Inspector or Fire Chief, access to the short-term rental accommodation at any reasonable hour.

## **Part 4 Effective Date**

- 4.1 Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5357, 2024 will be effective on January 1, 2025, or as otherwise specified in the schedules.

READ A FIRST TIME on

PUBLICATION OF NOTICE OF PUBLIC HEARING on

PUBLIC HEARING HELD on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Mayor

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Corporate Officer

**APPENDIX C  
to the Council Report dated  
September 13, 2024**



District of West Vancouver

**Bylaw Notice Enforcement Bylaw No. 4368,  
2004, Amendment Bylaw No. 5358, 2024**

Effective Date:

# **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024**

## **Table of Contents**

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Part 2	Severability .....	1
Part 3	Schedule A Amendments .....	1
Part 4	Effective Date .....	2

District of West Vancouver

## **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024**

A bylaw to amend the Bylaw Notice Enforcement Bylaw to implement new enforcement sections related to the regulation, licencing, and operation of short-term rental accommodations.

Previous amendments: Amendment bylaws 4416; 4429; 4448; 4481; 4482; 4501; 4536; 4553; 4583; 4681; 4700; 4718; 4725; 4762; 4862; 4868; 4872; 4893; 4910; 4976; 4983; 5049; 5063; 5086; 5099; 5102; 5096; 5116; 5121; 5124; 5138; 5146; 5166; 5273; 5274; 5275; 5326; 5315; 5330.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendment to the Bylaw Notice Enforcement Bylaw No. 4368, 2004 to add sections and fine amounts applicable to the new short-term rental accommodation regulations;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Schedule A Amendments**

- 3.1 Bylaw Notice Enforcement Bylaw No. 4368, 2004 is amended by inserting into Schedule A – Designated Bylaw Contraventions and Penalties under the heading Business Licence Bylaw No. 4455, 2004 the following new designated bylaw contraventions and penalties in correct numerical order:

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
<b>Business Licence Bylaw No. 4455, 2005</b>						
5358, 2024	5.6.6	Obstruct Inspector	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(a)	No short-term rental accommodation business licence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(b)	Market short-term rental accommodation without valid business licence number	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(c)	Allow more than 6 guests in short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(d)	Operate or market more than one short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(e)	Operate or market unpermitted short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(f)	Permit cooking facilities in short-term rental accommodation – lodger / room	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(g)	Short-term rental accommodation not in principal residence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(h)	Hold more than one short-term rental accommodation licence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(i)	Breach condition of short-term rental accommodation licence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.2(l)	Fail to provide short-term rental accommodation records	\$500.00	\$450.00	\$500.00	<b>NO</b>

## Part 4 Effective Date

- 4.1 Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5358, 2024 will be effective on January 1, 2025.

READ A FIRST TIME on

PUBLICATION OF NOTICE OF PUBLIC HEARING on

PUBLIC HEARING HELD on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Mayor

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Corporate Officer

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**APPENDIX D  
to the Council Report dated  
September 13, 2024**



District of West Vancouver

**Municipal Ticket Information System  
Implementation Bylaw No. 4383, 2004,  
Amendment Bylaw No. 5359, 2024**

Effective Date:

# **Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024**

## **Table of Contents**

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Part 1	Citation .....	1
Part 2	Severability .....	1
Part 3	Amendment of Regulations .....	1
Part 4	Effective Date .....	2

District of West Vancouver

# **Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024**

A bylaw to introduce penalties and fines for bylaw contraventions relating to short-term rental accommodation.

Previous amendments: Amendment Bylaw 4392, 4428, 4449, 4521, 4869, 4894, 4911, 4977, 5000, 5097, 5098, 5139, 5163, 5167, and 5304.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for fines related to short-term rental accommodation bylaw infractions;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

## **Part 1 Citation**

- 1.1 This bylaw may be cited as Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024.

## **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

## **Part 3 Amendment of Regulations**

- 3.1 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by:
  - 3.1.1 Inserting the following text and sections in Schedule B3 – Business Licence Bylaw No. 4455, 2005 in numerical order by section:

<b>Column 1 Designated Expression</b>	<b>Column 2 Section</b>	<b>Column 3 Fine</b>
Obstruct Inspector	5.6.6	\$3000.00*
No short-term rental accommodation business licence	7.10.1(a)	\$3000.00*
Market short-term rental accommodation without valid business licence number	7.10.1(b)	\$3000.00*
Allow more than 6 guests in short-term rental accommodation	7.10.1(c)	\$3000.00*
Operate or market more than one short-term rental accommodation	7.10.1(d)	\$3000.00*
Operate or market unpermitted short-term rental accommodation	7.10.1(e)	\$3000.00*
Short-term rental accommodation not in principal residence	7.10.1(g)	\$3000.00*
Hold more than one short-term rental accommodation licence	7.10.1(h)	\$3000.00*
Breach condition of short-term rental accommodation licence	7.10.1(i)	\$3000.00*
Fail to provide short-term rental accommodation records	7.10.2(l)	\$3000.00*
		*reduced to \$1,000.00 if the person charged with an offence is under the age of 18 years.

## Part 4 Effective Date

- 4.1 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5359, 2024 will be effective on January 1, 2025.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Mayor

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Corporate Officer

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**APPENDIX E  
to the Council Report dated  
September 13, 2024**



District of West Vancouver

**Fees And Charges Bylaw No. 5334, 2024,  
Amendment Bylaw No. 5360, 2024**

Effective Date:

District of West Vancouver

# **Fees And Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024**

## **Table of Contents**

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Part 1	Citation .....	1
Part 2	Severability .....	1
Part 3	Amendment of Regulations .....	1

District of West Vancouver

## **Fees And Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024**

A bylaw to fees and charges for short-term rental accommodation applications.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to regulate to enable short-term rental accommodation;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Fees And Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Amendment of Regulations**

- 3.1 Fees and Charges Bylaw No. 5334, 2024 is amended by:
  - 3.1.1 Deleting the text and table for Secondary Suite in Schedule C – Licensing and replacing it with the following:

<b>Secondary Suite</b>		
First Licence	\$450.00	Effective January 1.
	\$350.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2
Annual Renewal Licence	\$350.00	
Non-Rental Licence	\$85.00	
Annual Renewal Licence for a secondary suite when the owner does not live in either the principal dwelling unit or the suite	\$450.00	

3.1.2 Inserting the following text and table rows into Schedule C – Licensing, in alphabetical order following the fees listed for Service (Professional):

<b>Short-Term Rental Accommodation – Dwelling Unit</b>		
First Licence	\$450.00	Effective January 1.
	\$350.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2
Annual Renewal Licence	\$350.00	
<b>Short-Term Rental Accommodation – Lodger/Room</b>		
First Licence	\$450.00	Effective January 1.
	\$350.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2
Annual Renewal Licence	\$350.00	

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Mayor

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Corporate Officer

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Title: Short-Term Rental Accommodation Enforcement  
Division: Legislative Services  
Policy Number: 0224  
File Number: 0282-20-0224

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## 1. Purpose

- 1.1. This policy establishes a framework for enforcement of Short-Term Rental Accommodation Business Licences within the District.

## 2. Scope

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

## 3. Definitions

- 3.1. “**Applicant**” means an agency, organization, individual, association, or group.
- 3.2. “**Application**” means the District Short-Term Rental Accommodation Business Licence application.
- 3.3. “**Bylaw Notice**” means a notice of contravention and associated penalty designated in the District Bylaw Notice Enforcement Bylaw, as amended.
- 3.4. “**Compliance Letter**” means a letter regarding a contravention(s) of District Bylaw(s) and setting out a required deadline.
- 3.5. “**Council**” means the Council of The Corporation of the District of West Vancouver.
- 3.6. “**District**” means The Corporation of the District of West Vancouver.
- 3.7. “**Fees and Charges Bylaw**” means the District Fees and Charges Bylaw, as amended.
- 3.8. “**Host**” has the meaning ascribed to it by District Zoning Bylaw, as amended.
- 3.9. “**Illegal Secondary Suite**” means a secondary suite or detached secondary suite that does not have an approved licence as required by District Business Licence Bylaw, as amended.
- 3.10. “**Inspector**” has the meaning ascribed to it by District Business Licence Bylaw, as amended.
- 3.11. “**Licence**” has the meaning ascribed to it by District Business Licence Bylaw, as amended.
- 3.12. “**Registered Owner**” means the persons or legal entity registered on title with the Land Title and Survey Authority of British Columbia.

## District of West Vancouver

# POLICY

- 3.13. “**Province**” means the Province of British Columbia’s Short-Term Rental Branch in the Ministry of Housing and Municipal Affairs.
- 3.14. “**Secondary Suite**” has the meaning ascribed to it by District Zoning Bylaw, as amended.
- 3.15. “**Short-Term Rental Accommodation – Dwelling Unit**” has the meaning ascribed to it by District Business Licence Bylaw, as amended.
- 3.16. “**Short-Term Rental Accommodation – Room**” has the meaning ascribed to it by District Business Licence Bylaw, as amended.

## 4. Policy Statement

- 4.1. The following principles apply to Short-Term Rental Accommodation in the District:
  - (a) Prioritize health, safety, and bylaw compliance;
  - (b) Minimize impacts on the availability of long-term rental housing;
  - (c) Require valid business licence type for Short-Term Rental Accommodation;
  - (d) Promote responsible host and guest behaviour and minimize potential disruptions to neighbours and the greater community; and
  - (e) Provide for enforcement of Short-Term Rental Accommodation regulation that is fair and consistently applied across all Short-Term Rental Accommodation licence types.


## 5. Authority

- 5.1. Business Licence Bylaw, as amended.
- 5.2. Bylaw Notice Enforcement Bylaw, as amended.
- 5.3. Municipal Ticket Information System Implementation Bylaw, as amended.
- 5.4. Zoning Bylaw, as amended.

## 6. Related Documents

- 6.1. *Short-Term Rental Accommodations Act.*
- 6.2. Short-Term Rental Accommodation Enforcement Procedure 0231.

## 7. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Policies only)</b>		
<b>Council report Document ID (Council Policies only)</b>		
<b>Signature</b>		

## 8. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0231)	<input type="checkbox"/> No
<b>Date of last review</b>	2026	

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Title: Short-Term Rental Accommodation Enforcement

Division: Legislative Services

Policy Number: 0231

File Number: 0282-20-0231

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## **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);

# District of West Vancouver

## PROCEDURE

- (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.

## District of West Vancouver PROCEDURE

- 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

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Procedures only)</b>		
<b>Council report Document ID (Council Procedures only)</b>		
<b>Signature</b>		

**5. Additional Information**

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

DRAFT

# APPENDIX D



District of West Vancouver

## **Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026**

Effective Date:

# **Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026**

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District of West Vancouver

## **Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026**

A bylaw to amend the Business Licence Bylaw No. 4455, 2005 to clarify elements of the short-term rental accommodation program in the District of West Vancouver.

Previous amendments: Amendment bylaws 4596, 4611, 4656, 5060, 5137, 5176, 5238, 5317, 5329, and 5357.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for an amendment to the Business Licence Bylaw No. 4455, 2005 to permit and regulate short-term rental accommodation;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Business Licence Bylaw No. 4455, 2005, Amendment Bylaw No. 5419, 2026.

## Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

## Part 3 Amendments

- 3.1 The District of West Vancouver Business Licence Bylaw No. 4455, 2005 is hereby amended as follows:
- 3.1.1 Part 4 Definitions is amended by inserting the definition of “Host”:  
“**Host**” has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;
- 3.1.2 Part 4 Definitions is amended by deleting the definition of “Short-Term Rental Accommodation – Dwelling Unit” and replacing it with the following:  
“**Short-Term Rental Accommodation – Dwelling Unit**” means a dwelling unit, or a portion of a dwelling unit, including cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days.
- 3.1.3 Part 4 Definitions is amended by deleting the definition of “Secondary Suite” and replacing it with the following:  
“**Secondary Suite**” has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;
- 3.1.4 Part 4 Definitions is amended by deleting the definition of “Detached Secondary Suite” and replacing it with the following  
“**Detached Secondary Suite**” has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010;
- 3.1.5 Part 4 Definitions is amended by deleting the definition of “Short-Term Rental Accommodation” and replacing it with the following:

**“Short-Term Rental Accommodation”** means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, including Short-Term Rental Accommodation – Dwelling Unit and Short-Term Rental Accommodation – Room, but does not include a bed and breakfast or accommodation provided to lodgers;

- 3.1.6 Part 4 Definitions is amended by deleting the definition of “Short-Term Rental Accommodation – Lodger / Room” and replacing it with the following:

**“Short-Term Rental Accommodation – Room”** means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days

- 3.1.7 Part 5 Licence is amended at subsection 5.2.1 and 5.2.2 and replacing “Fees and Charges Bylaw No. 5025, 2019” with “the District Fees and Charges Bylaw, as amended”.

- 3.1.8 Part 5 Licence is amended by inserting a new subsection 5.2.4 in numerical order, as follows:

5.2.4 A Licence cancelled or suspended under section 5.6.3 is subject to a new application and fee as prescribed in section 5.2.1 of this bylaw.

- 3.1.9 Part 5 Licence is amended by inserting a new section 5.6.7 in numerical order, as follows:

5.6.7 Prior to suspending or cancelling a Licence, an Inspector will give the Licence holder notice of the proposed action and an opportunity to be heard.

- 3.1.10 Part 7 Specific Regulations is amended at 7.10.1 by deleting subsection (e) and replacing it with the following:

(e) Operate or market a short-term rental accommodation in any vehicle, trailer, recreational vehicle, unlicensed secondary suite or unlicensed detached secondary suite;

- 3.1.11 Part 7 Specific Regulations is amended at 7.10.1 by deleting subsection (f) and replacing it with the following:

(f) Permit cooking facilities in a portion of a dwelling unit used or marketed as short-term rental accommodation – room;

3.1.12 Part 7 Specific Regulations is amended at section 7.10.1 by inserting a new subsection j) as follows:

(j) Operate short-term rental accommodation contrary to licence type.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

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Mayor

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Corporate Officer

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District of West Vancouver

## **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026**

Effective Date:

District of West Vancouver

**Bylaw Notice Enforcement  
Bylaw No. 4368, 2004,  
Amendment Bylaw No. 5420, 2026**

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District of West Vancouver

## **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026**

A bylaw to amend the Bylaw Notice Enforcement Bylaw respecting penalties related to the regulation, licencing, and operation of short-term rental accommodations.

Previous amendments: Amendment bylaws 4416; 4429; 4448; 4481; 4482; 4501; 4536; 4553; 4583; 4681; 4700; 4718; 4725; 4762; 4862; 4868; 4872; 4893; 4910; 4976; 4983; 5049; 5063; 5086; 5099; 5102; 5096; 5116; 5121; 5124; 5138; 5146; 5166; 5273; 5274; 5275; 5326; 5315; 5330; 5369; 5358; 5401 and 5412.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendment to the Bylaw Notice Enforcement Bylaw No. 4368, 2004 to add additional sections and fine amounts applicable to short-term rental accommodation regulations;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5420, 2026.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Amendments**

- 3.1 Bylaw Notice Enforcement Bylaw No. 4368, 2024 is amended by deleting

the Business Licence section in “Schedule A – Designated Bylaw Contraventions and Penalties” and replacing it with a new Business Licence section attached to this Bylaw as “Appendix A”.

## **Schedules**

Schedule A – Designated Bylaw Contraventions and Penalties

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

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Mayor

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Corporate Officer

## Appendix A

### Schedule A – Designated Bylaw Contraventions and Penalties

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
<b>Business Licence Bylaw No. 4455, 2005</b>						
5315, 2024	5.1.1	No Business Licence	\$250.00	\$230.00	\$270.00	<b>YES</b>
5315, 2024	5.1.6	Fail to post Licence	\$50.00	\$40.00	\$60.00	<b>YES</b>
5358, 2024	5.6.6	Obstruct Inspector	\$500.00	\$450.00	\$500.00	<b>NO</b>
5315, 2024	6.1(a)	Permit odour from a business	\$300.00	\$280.00	\$320.00	<b>YES</b>
5315, 2024	6.1(b)	Permit noise from a business	\$300.00	\$280.00	\$320.00	<b>YES</b>
5315, 2024	7.8.1	Fail to licence secondary suite / detached secondary suite	\$300.00	\$280.00	\$320.00	<b>YES</b>
5330, 2024	7.9.1(a)	Sell bear spray to a person under 19 years of age	\$500.00	\$450.00	\$500.00	<b>NO</b>
5330, 2024	7.9.1(b)	Sell bear spray to a person who does not authorized identification	\$500.00	\$450.00	\$500.00	<b>NO</b>
5330, 2024	7.9.2(a)	Fail to keep bear spray in locked area or area otherwise inaccessible to public	\$500.00	\$450.00	\$500.00	<b>YES</b>
5330, 2024	7.9.2(b)	Fail to make required record of each sale of bear spray	\$500.00	\$450.00	\$500.00	<b>NO</b>
5330, 2024	7.9.2(c)	Fail to keep record of sale of bear spray for 12 months	\$500.00	\$450.00	\$500.00	<b>NO</b>
5330, 2024	7.9.2(d)	Fail to provide record of sale of bear spray upon request	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(a)	No short-term rental accommodation business licence	\$500.00	\$450.00	\$500.00	<b>NO</b>

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
5358, 2024	7.10.1(b)	Market short-term rental accommodation without valid business licence number	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(c)	Allow more than 8 guests in short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(d)	Operate or market more than one short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(e)	Operate or market unpermitted short-term rental accommodation	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(f)	Permit cooking facilities in short-term rental accommodation – room	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(g)	Short-term rental accommodation not in principal residence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(h)	Hold more than one short-term rental accommodation licence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5358, 2024	7.10.1(i)	Breach condition of short-term rental accommodation licence	\$500.00	\$450.00	\$500.00	<b>NO</b>
5419, 2026	7.10.1 (j)	Operate a short-term rental accommodation contrary to licence type	\$500.00	\$450.00	\$500.00	<b>NO</b>
5419, 2026	7.10.2 (f)	Fail to post fire safety plan	\$500.00	\$450.00	\$500.00	<b>YES</b>
5419, 2026	7.10.2 (g)	Fail to have an accessible fire extinguisher on each floor	\$500.00	\$450.00	\$500.00	<b>YES</b>
5358, 2024	7.10.2(l)	Fail to provide short-term rental accommodation records	\$500.00	\$450.00	\$500.00	<b>NO</b>
5315, 2024	8.1.3	Fail to provide documentation	\$100.00	\$90.00	\$110.00	<b>YES</b>
5315, 2024	8.1.4	Continue business while suspended or cancelled	\$500.00	\$475.00	\$500.00	<b>YES</b>
5315, 2024	8.1.5	Breach condition of Licence	\$100.00	\$90.00	\$110.00	<b>YES</b>

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# APPENDIX F



District of West Vancouver

## **Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026**

Effective Date:

# **Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026**

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District of West Vancouver

## **Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026**

A bylaw to amend the Fees and Charges Bylaw respecting fees related to staff re-inspection of short-term rental accommodations.

Previous amendments: Amendment bylaws 5411, 5414, and 5422.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendment to the Fees and Charges Bylaw No. 5383, 2025 to add fees applicable to the re-inspection of short-term rental accommodations;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5421, 2026.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Schedule C – Licensing Amendments**

- 3.1 Fees and Charges Bylaw No. 5383, 2025 is amended by deleting in Schedule C – Licensing the Short-Term Rental Accommodation – Dwelling Unit and Short-Term Rental Regulation – Lodger / Room subsections and replacing them with the following:

<b>Short-Term Rental Accommodation – Dwelling Unit</b>		
First Licence	\$450.00	Effective January 1.
	\$350.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2
Annual Renewal Licence	\$350.00	
Re-Inspection	\$150.00	First and all subsequent re-inspections.
<b>Short-Term Rental Accommodation - Room</b>		
First Licence	\$450.00	Effective January 1.
	\$350.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2
Annual Renewal Licence	\$350.00	
Re-Inspection	\$150.00	First and all subsequent re-inspections.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

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Mayor

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Corporate Officer

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