


Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>January 12, 2026</u>	Item: <u>6.</u>



6.

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

## COUNCIL REPORT

Date:	November 26, 2025
From:	Matthew O'Connor – Bylaw and Licensing Services Manager
Subject:	Clerical Amendments to Enforcement Bylaws
File:	1605-01-2025

### RECOMMENDATION

THAT:

1. Proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026” be read a first, second, and third time; and
2. Proposed “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026” be read a first, second, and third time.

#### 1.0 Purpose

This report proposes clerical amendments to the Bylaw Notice Enforcement Bylaw No. 4368, 2004 and Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 to ensure consistency and applicability of enforcement sections related to previously adopted changes pertaining to the Building Bylaw No. 5340, 2025 and Sign Bylaw No. 4499, 2007.

#### 2.0 Legislation/Bylaw/Policy

The District of West Vancouver’s (District) Bylaw Notice Enforcement Bylaw No. 4368, 2004 and Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 regulate municipal fine amounts and applicable sections for enforcement of all municipal bylaws.

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

Council Strategic Plan 2024-2025

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

## **4.0 Background**

“Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024” was adopted in 2024.

“Building Bylaw No. 5340, 2025” was adopted in 2025.

## **5.0 Analysis**

### **5.1 Discussion**

The proposed amendments seek to ensure the appropriate sections are listed and referenced in District enforcement bylaws.

Proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026” looks to amend Schedule A to:

- Consolidate subsection 7.3(b) under section Building Bylaw No. 5340, 2025, previously listed as two separate contraventions, for technical clarity and administrative consistency, and update the designated short form expression accordingly.
- Update subsections 30.3, 30.7, and 33.1 under section Sign Bylaw No. 4499, 2007 to reflect the appropriate section numbers for the noted contraventions.

Proposed “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 Amendment Bylaw No. 5413, 2026” looks to:

- Update section 7.3(b) under Schedule B2 – Building Bylaw No. 5340, 2025 Column 1 – Designated Expression to reflect the appropriate consolidated short form contravention wording for consistency across enforcement bylaws.
- Update sections 30.3, 30.7, and 33.1 under Schedule B9 – Sign Bylaw No. 4499, 2007 Column 2 - Section to reflect the appropriate updated sections for each noted contravention.

## **6.0 Options**

### **6.1 Recommended Option**

THAT:

1. Proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026” be read a first, second, and third time; and
2. Proposed “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026” be read a first, second, and third time.

## 6.2 Considered Options

THAT proposed “Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026” and proposed “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026” not be considered.

## 7.0 Conclusion

The proposed bylaw amendments have been prepared to ensure clarity, consistency, and accuracy across municipal bylaws to ensure enforcement is supported accordingly.



Author: \_\_\_\_\_  
Matthew O'Connor – Bylaw and Licensing Services Manager

### Appendices:

- A. Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026
- B. Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5143, 2026

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District of West Vancouver

**Bylaw Notice Enforcement  
Bylaw No. 4368, 2004,  
Amendment Bylaw No. 5412, 2026**

Effective Date:

District of West Vancouver

**Bylaw Notice Enforcement  
Bylaw No. 4368, 2004,  
Amendment Bylaw No. 5412, 2026**

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District of West Vancouver

# **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026**

A bylaw to update enforceable sections of the Bylaw Notice Enforcement Bylaw No. 4368, 2004.

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.

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 ensure consistency and applicability of municipal enforcement bylaws related to previously adopted changes to the Building Bylaw No. 5340, 2025 and Sign Bylaw No. 4499, 2007;

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. 5412, 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 A Amendments

3.1 Bylaw Notice Enforcement Bylaw No. 4368, 2004 is amended by deleting, in Schedule A – Designated Bylaw Contraventions and Penalties, both subsections 7.3(b) under section Building Bylaw No. 5340, 2025 and subsections 30.3, 30.7, and 33.1 under section Sign Bylaw No. 4499, 2007 and replacing them with the following:

<b>Amendment Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b> <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
<b>Building Bylaw No. 5340, 2025</b>						
5412, 2026	7.3(b)	Fail to post Building Permit or keep plans and records on site	\$300.00	\$280.00	\$320.00	<b>YES</b>
<b>Amendment Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b> <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
<b>Sign Bylaw No. 4499, 2007</b>						
5412, 2026	31.3	Fail to maintain sign(s)	\$300.00	\$280.00	\$320.00	<b>NO</b>
5412, 2026	31.7	Fail to remove sign(s)	\$100.00	\$90.00	\$110.00	<b>NO</b>
5412, 2026	34.1	Fail to apply for sign permit	\$100.00	\$90.00	\$110.00	<b>NO</b>

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

**Municipal Ticket Information System  
Implementation Bylaw No. 4383, 2004,  
Amendment Bylaw No. 5413, 2026**

Effective Date:

District of West Vancouver

# **Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026**

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District of West Vancouver

# **Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026**

A bylaw to update enforceable sections of the Municipal Ticket Information System  
Implementation Bylaw No. 4383.

Previous amendments: Amendment bylaws 4392, 4428, 4449, 4869, 4894, 4911, 4977,  
5000, 5098, 5097, 5139, 5163, 5167, 5304, 5359, 5402.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it  
expedient to provide for amendment to the Municipal Ticket Information System  
Implementation Bylaw No. 4383, 2004 to ensure consistency and applicability of  
enforcement sections related to previously adopted changes to the Building Bylaw No.  
5340, 2025 and Sign Bylaw No. 4499, 2007;

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. 5413, 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 B2 and Schedule B9 Amendments

3.1 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by deleting subsection 7.3(b) in Schedule B2 - Building Bylaw No. 5340, 2025 and subsections 30.3, 30.7, and 33.1 in Schedule B9 - Sign Bylaw No. 4499, 2007 and replacing them with the following:

#### Schedule B2 – Building Bylaw No. 5340, 2025

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to post Building Permit or keep plans and records on site	7.3(b)	\$1000.00

#### Schedule B9 – Sign Bylaw No. 4499, 2007

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to maintain sign(s)	31.3	\$500.00
Fail to remove sign(s)	31.7	\$1000.00
Fail to apply for sign permit	34.1	\$1000.00

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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