

Director	 Municipal Manager/Deputy Municipal Manager
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<i>COUNCIL AGENDA</i>	
Date: <u>January 26, 2026</u>	Item: <u>10.2.</u>



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

10.2.

COUNCIL REPORT

Date:	January 8, 2026
From:	Matthew O'Connor – Bylaw and Licensing Services Manager
Subject:	Proposed Replacement Private Special Events Exemption from Noise Policy 0193

RECOMMENDATION

THAT

1. “Private Special Events Exemption from Noise Policy 0193” as approved on March 31, 2025 be rescinded; and
2. proposed replacement “Private Special Events Exemption from Noise Policy 0193” as attached to the report dated January 8, 2026 from the Bylaw and Licensing Services Manager be approved.

1.0 Purpose

This report proposes updates to Private Special Events Exemption from Noise Policy 0193 to clarify the policy’s scope and the application process for private special events of all sizes seeking exemption from Parts 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended) for special events occurring on private property.

2.0 Legislation/Bylaw/Policy

Noise Control Bylaw No. 4404, 2005 (as amended) outlines regulations and prohibitions regarding the making of noise, including noise that is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

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 livability.

4.0 Financial Implications

Applications made for exemption from Parts 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended) for private special events are outlined in the District's Fees and Charges bylaw and currently cost \$157.00 for staff efforts to review and facilitate the application process. The District will bear no additional financial cost beyond staff time to process these application requests.

5.0 Background

5.1 Previous Decisions

Council, at its March 31, 2025 regular meeting, passed the following resolution:

THAT proposed "Private Special Events Exemption from Noise Policy 0193" be approved.

5.2 History

Dating back to March 31, 2025, the Bylaw and Licensing Services Department received seven applications for non-enforcement of the Noise Control bylaw for private special events. Of these seven applications, two were denied or closed, three were approved by staff, and two went to Council for consideration – and were ultimately approved.

6.0 Analysis

6.1 Discussion

The proposed policy updates included in this report were drafted to provide clarity on the scope and process for when this policy would apply and the appropriate processes for all applicants to follow to ensure a complete application package is submitted. Staff recognize that a comprehensive large-scale policy or procedure would likely require additional staff resources and review, which goes beyond the scope and purpose of this policy.

The purpose of this policy is to provide a streamlined and efficient process for applicants seeking an exemption within the permitted hours for a private special event of eighty guests or less. These smaller private special events generally have a lesser impact on the surrounding community.

Of the seven applications reviewed dating back to March 31, 2025, Bylaw and Licensing Services staff found that the three approved by staff were effective and provided applicants with an efficient and clear application process. This highlighted the main purpose of the initial policy, to encourage responsible celebration within the community, obtain relevant

neighbourhood consent, and have applicants consider potential impacts and mitigating measures for the surrounding community.

The two applications that were closed were the result of incomplete applications, limited applicant follow up, and the inability to meet the 80% community consent threshold. This identified an area of concern regarding obtaining the appropriate consent from the surrounding properties identified by Bylaw and Licensing staff at the initial stages of the application process. Challenges such as owners being away on vacation, not providing a response despite multiple attempts, or properties remaining vacant impacted applicant ability to meet the threshold.

Recognizing these challenges, Section 4.6 of the attached proposed policy seeks to afford staff the ability to consider reasonable efforts made by the applicant to obtain the relevant consent. This would be identified in our application package instructions and would require at least three attempts for staff to review and determine if inclusion to meet the 80% threshold is reasonable independent of formal consent.

Bylaw and Licensing staff acknowledge that larger private special events have a more significant impact on the surrounding community. Applications that require Council exemption are directed through the same initial application process prior to being presented at an open Council meeting for Council consideration. This also provides an open forum for the applicant(s) and community members to present their perspectives directly to Council prior to their determination.

Council reviewed and ultimately approved exemptions on two separate occasions, both for the same applicant, for private special events of greater than eighty guests. Both events took place at reasonable hours, however they did involve several hundred guests and attendees, which resulted in impacts to the surrounding community. Bylaw Enforcement Officers attended the area during both private special events and identified contraventions of the traffic and parking bylaw as a main issue, issuing 41 traffic tickets in total for both events.

Staff will continue to work on formal application templates, instructions, and directions for applicants to better educate and inform them of the proper processes. These updates to the District Bylaw and Licensing webpage will be considered, reviewed, and implemented accordingly.

Scope

The proposed updates broaden the scope of the policy to include the same process for private special events of all sizes. Previously, the outlined process was directly applicable to private special events of eighty guests or less. Staff would direct applicants for private special events of more than eighty guests or between the hours of 12 a.m. and 7 a.m. to follow the same process prior to being submitted for Council consideration; however, it was not explicitly outlined in the policy.

Updates to the language and applicability of the process will thus be clearly outlined for all applicants and private special event sizes. Staff authority to approve exemption requests for private special events of eighty guests or less would remain the same. Furthermore, this provides Council clarity on application packages and processes for private special events requiring Council consideration.

There are other District processes in place for special events on District-owned land. Clarifying that this is related to Noise Bylaw exemptions for private special events occurring on private property in this policy will not impact those other processes.

Additionally, Section 2.2 of the proposed policy clarifies that the scope excludes activities conducted on private property considered to be of regular use, such as recurring sports games or practices, daily commercial business operations, or property maintenance.

6.2 Community Sustainability

By clearly outlining the process for obtaining an exemption from Parts 5 and 6 of the Noise Control bylaw for a private special event, the District will look to encourage responsible celebration within the community.

7.0 Options

7.1 Recommended Option

THAT

1. "Private Special Events Exemption from Noise Policy 0193" as approved on March 31, 2025 be rescinded; and
2. proposed "Private Special Events Exemption from Noise Policy 0193", as attached to the report dated January 8, 2026 from the Bylaw and Licensing Services Manager, be approved.

7.2 Considered Options

Council may:

- Recommend:
THAT staff conduct additional review of the policy and include amendments/updates for discussion and review at a later open Council meeting; or
- Not approve the proposed replacement policy.

8.0 Conclusion

The District of West Vancouver is a unique, vibrant community that celebrates many private, cultural, and special events. Providing clarity for applicants, District staff, and Council on the scope and purpose of this policy will prove beneficial in enhancing the efficiency and understanding of the appropriate processes. These proposed policy updates seek to provide applicants a clear avenue towards responsible celebration within the community.

Author:



Matthew O'Connor – Bylaw and Licensing Services Manager

Appendices:

Appendix A: Current Private Special Events Exemption from Noise Policy 0193

Appendix B: proposed replacement Private Special Events Exemption from
Noise Policy 0193

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APPENDIX A

District of West Vancouver POLICY

Title: Private Special Events Exemption from Noise

Division: Legislative Services

Policy Number: 0193

File Number: 0282-20-0193

1. Purpose

- 1.1. To establish a policy that sets out the conditions under which the District will consider non-enforcement of the provisions set out in Sections 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended), for small-scale special events and private parties of 80 guests or less.

2. Scope

- 2.1. This policy applies to members of the public looking to apply for exemption of Section 5 and 6 of the Noise Control Bylaw 4404, 2005 (as amended), for the purpose of hosting a private party or special event of 80 guests or less.

3. Policy Statement

- 3.1. Persons requesting non-enforcement of sections 5 and 6 of the Noise Control Bylaw 4404, 2005 (as amended) for special events or private parties of 80 guests or less must:
 - 3.1.1. Submit a written request to the District's Bylaw & Licensing Services Department at least forty (40) days prior to the event;
 - 3.1.2. Provide a written description of the proposed event, including date, time and duration, and purpose of the event to the surrounding properties within a 100-metre radius and obtain written concurrence from 80% of the properties;
 - 3.1.3. Provide to the District a parking plan;
 - 3.1.4. Identify any third-party operators who may be attending for the purpose of the special event or private party and provide their valid Business Licence to operate in the District; and
 - 3.1.5. Obtain all necessary permits from the British Columbia Liquor and Cannabis Regulation Branch and Vancouver Coastal Health, as may be required, prior to the event.
- 3.2. Staff will assist the applicant in determining the properties to be notified and surveyed and review the information submitted. Staff may approve the request, request modifications to the request in order for approval to be granted, reject the request, or refer the matter to Council.
- 3.3. Applications for special events or private parties of greater than 80 guests will not be reviewed by staff and require Council exemption.

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- 3.4. Applications for special events or private parties between the hours of 12 a.m. and 7 a.m. will not be reviewed by staff and require Council exemption.

4. Authority

- 4.1. Council delegates authority to staff to exempt private parties and special events of 80 guests or less from the Noise Control Bylaw No. 4404, 2005 (as amended), Sections 5 and 6, within reason.

5. Related Documents

- 5.1. Noise Control Bylaw No. 4404, 2005 (as amended).

6. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/03/31	
Council minutes eDocs # (Council Policies only)	5813554	
Council report eDocs # (Council Policies only)	5799707	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

District of West Vancouver
POLICY

Title: Private Special Events Exemption from Noise

Division: Legislative Services

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1. Purpose

- 1.1. To establish a policy that sets out the conditions under which the District will consider non-enforcement of the provisions set out in Parts 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended) for special events occurring on private property.

2. Scope

- 2.1. This policy applies to members of the public and applicants looking to apply for exemption from Parts 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended) for the purpose of hosting a special event on private property.
- 2.2. This policy applies to unique, one-time, or annual special events on private property and excludes activities considered regular use, such as but not limited to recurring sports games or practices, daily commercial business operations, or property maintenance.

3. Definitions

- 3.1. “**Applicant**” means an agency, organization, individual, association, or group.
- 3.2. “**Council**” means the Council of The Corporation of the District of West Vancouver.
- 3.3. “**District**” means The Corporation of the District of West Vancouver.

4. Policy Statement

- 4.1. Applicants requesting non-enforcement of Parts 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended) for special events on private property must submit an application to the District’s Bylaw and Licensing Services Department at least forty (40) days prior to the private special event.
- 4.2. Upon receiving an application, staff will communicate to the applicant the requirements necessary for an exemption to be considered and provide letter templates and further direction.
- 4.3. For an application to be considered complete and prepared for review, the applicant must:

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- 4.3.1. Provide to the surrounding properties within a 100-metre radius a written description of the proposed private special event, including date, time, duration, size, and purpose;
- 4.3.2. Obtain written consent from 80% of the properties;
- 4.3.3. Provide a parking plan;
- 4.3.4. Identify any third-party operators who may be attending for the purpose of the private special event and provide their valid Business Licence to operate in the District; and
- 4.3.5. Obtain all necessary permits from the British Columbia Liquor and Cannabis Regulation Branch and Vancouver Coastal Health, as may be required.
- 4.4. Staff will assist the applicant in determining the properties to be notified and surveyed.
- 4.5. When limited and/or no written response is obtained, reasonable efforts made by the applicant may be considered sufficient to meet the 80% threshold.
- 4.6. Applications for private special events of 80 guests or less may be approved by staff. Staff may approve the application, request modifications to the application in order for approval to be granted, reject the application, or refer the application to Council.
- 4.7. Applications for private special events greater than 80 guests or between the hours of 12 a.m. and 7 a.m. may not be approved by staff and require Council exemption.
- 4.8. Applications that require Council exemption must be received by the Bylaw and Licensing Services Department, as per section 4.3 of this policy, at least twenty-eight (28) days in advance of the proposed Council date of consideration.

5. Authority

- 5.1. Council delegates authority to District staff to exempt private special events of 80 guests or less from Noise Control Bylaw No. 4404, 2005 (as amended), Parts 5 and 6.

6. Related Documents

- 6.1. Noise Control Bylaw No. 4404, 2005 (as amended).

7. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/03/31	
Council minutes eDocs # (Council Policies only)	5813554	
Council report eDocs # (Council Policies only)	5799707	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Replacement description		
Signature	<hr/> X <hr/>	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2026	

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