


_____ Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>January 26, 2026</u>	Item: <u>7.</u>



7.

MEMORANDUM

Date: January 16, 2026
 To: Council
 From: Matthew O' Connor, Manager, Bylaw and Licencing Services

Subject: Modifications to Clerical Amendment to Enforcement Bylaws

RECOMMENDATION:

THAT

1. third reading of "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026" be rescinded;
2. proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026" be modified by adding new Sections 3.2 and 3.3 as described in the January 16, 2026 memorandum from the Manager, Bylaw and Licencing Services; and
3. proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026" be re-read a third time as modified.

THAT

1. third reading of proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026" be rescinded;
2. proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026" be modified by adding new Sections 3.2 to 3.5 as described in the January 16, 2026 memorandum from the Manager, Bylaw and Licencing Services; and
3. proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026" be re-read a third time as modified.

The purpose of this memorandum is to propose modifications to the District's Bylaw Notice Enforcement Bylaw and Municipal Ticket Information System Implementation Bylaw to enable enforcement of recently adopted amendments to the District's Tree Bylaw, Boulevard Bylaw, and Zoning Bylaw.

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Council Strategic Objectives/Official Community Plan:


Objective 1.5: Implement the District's Urban Forest Management Plan in partnership with senior government.


Background:

At its December 1, 2025 regular Council meeting, Council adopted Boulevard Bylaw No. 4886, 2016, Amendment Bylaw No. 5374, 2025 and Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5387, 2025; and at its December 15, 2025 regular Council meeting, Council adopted Tree Bylaw No. 4892, 2016, Amendment Bylaw No. 5373, 2025 that action areas of the Urban Forest Management Plan.

Financial Implications:

The proposed modifications to the Bylaw Notice Enforcement Bylaw and Municipal Ticket Information System Implementation Bylaw will enable the District to issue bylaw notices for contraventions described in Appendix A and B.

Author: 
Matthew O'Connor, Bylaw and Licencing Services Manager

Concurrence: 
Heather Keith, Senior Manager, Climate, Environment, and Land Development

Appendices:

Appendix A: Proposed Modification to Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5412, 2026

Appendix B: Proposed Modifications to Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5413, 2026

APPENDIX A



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, Tree Bylaw No. 4892, 2016, Boulevard Bylaw No. 4886, 2016, Sign Bylaw No. 4499, 2007, and Zoning Bylaw No. 4662, 2010;

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:

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>
Building Bylaw No. 5340, 2025						
5412, 2026	7.3(b)	Fail to post Building Permit or keep plans and records on site	\$300.00	\$280.00	\$320.00	YES
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>
Sign Bylaw No. 4499, 2007						
5412, 2026	31.3	Fail to maintain sign(s)	\$300.00	\$280.00	\$320.00	NO
5412, 2026	31.7	Fail to remove sign(s)	\$100.00	\$90.00	\$110.00	NO
5412, 2026	34.1	Fail to apply for sign permit	\$100.00	\$90.00	\$110.00	NO

3.2 Bylaw Notice Enforcement Bylaw No. 4368, 2004 is amended by deleting, in Schedule A – Designated Bylaw Contraventions and Penalties, subsection 9.5 under section Boulevard Bylaw No. 4886, 2016 and

subsections 5.3.4 and 10.4.3 under section Tree Bylaw No. 4892, 2016 and replacing them with the following:

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Boulevard Bylaw No. 4886, 2016						
5412, 2026	9.7	Fail to post tree cutting permit	\$150.00	\$135.00	\$160.00	YES
Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Tree Bylaw No. 4892, 2016						
5412, 2026	5.3.5	Fail to remove tree barrier	\$250.00	\$212.50	\$287.50	YES
5412, 2026	10.5.3	Obstruct inspection	\$500.00	\$450.00	\$500.00	NO

3.3 Bylaw Notice Enforcement Bylaw No. 4368, 2004 is amended by adding, in Schedule A – Designated Bylaw Contraventions and Penalties, subsection 10.4.1 under section Tree Bylaw No. 4892, 2016 and subsections 130.16(12) and 130.16(13) under section Zoning Bylaw No. 4662, 2010, in correct numerical section order:

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Tree Bylaw No. 4892, 2016						
5412, 2026	10.5.1	Fail to comply with provisions	\$500.00	\$450.00	\$500.00	NO

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Zoning Bylaw No. 4662, 2010						
5412, 2026	130.16 (12)	Fail to maintain landscaping in good condition	\$500.00	\$450.00	\$500.00	NO
5412, 2026	130.16 (13)	Fail to maintain permeable vegetated area	\$500.00	\$450.00	\$500.00	NO

READ A FIRST TIME on January 12, 2026

READ A SECOND TIME on January 12, 2026

READ A THIRD TIME on January 12, 2026

ADOPTED by the Council on [Date].

Mayor

Corporate Officer

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APPENDIX B



District of West Vancouver

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

Effective Date:

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

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Part 1	Citation	1
Part 2	Severability	1
Part 3	Schedule B2 and Schedule B9 Amendments	2

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 ensure consistency and applicability of municipal enforcement bylaws related to previously adopted changes to the Building Bylaw No. 5340, 2025, Tree Bylaw No. 4892, 2016, Boulevard Bylaw No. 4886, 2016, Sign Bylaw No. 4499, 2007, and Zoning Bylaw No. 4662, 2010;

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, B9, B14, B15 and B16 Amendments

3.1 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by deleting section 7.3(b) in Schedule B2 - Building Bylaw No. 5340, 2025 and sections 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

3.2 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by adding, in Schedule B14 – Zoning Bylaw No. 4662, 2010, sections 130.16(12) and 130.16(13) in correct numerical section order:

Schedule B14 – Zoning Bylaw No. 4662, 2010

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to maintain landscaping in good condition	130.16(12)	\$1000.00
Fail to maintain permeable vegetated area	130.16(13)	\$1000.00

- 3.3 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by deleting, in Schedule B15 – Boulevard Bylaw No. 4886, 2016, section 9.6 and replacing it with the following:

Schedule B15 – Boulevard Bylaw No. 4886, 2016

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to post tree cutting permit	9.7	\$1000.00

- 3.4 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by deleting, in Schedule B16 – Tree Bylaw No. 4892, 2016, sections 5.3.4 and 10.4.3 and replacing them with the following:

Schedule B16 – Tree Bylaw No. 4892, 2016

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to remove tree barrier	5.3.5	\$1000.00
Obstruct inspection	10.5.3	\$1000.00

- 3.5 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004 is amended by adding, in Schedule B16 – Tree Bylaw No. 4892, 2016, section 10.5.1 in correct numerical section order:

Schedule B16 – Tree Bylaw No. 4892, 2016

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Fail to comply with provisions	10.5.1	\$1000.00

READ A FIRST TIME on January 12, 2026

READ A SECOND TIME on January 12, 2026

READ A THIRD TIME on January 12, 2026

ADOPTED by the Council on [Date].

Mayor

Corporate Officer