



COUNCIL AGENDA

Date: February 23, 2026 Item: 9.



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

9.

COUNCIL REPORT

Date:	January 28, 2026
From:	Michelle McGuire, Senior Manager of Current Planning and Urban Design
Subject:	Proposed Lower Caulfeild Development Procedures Bylaw Amendment

RECOMMENDATION

THAT proposed "Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5439, 2026" be read a first, second, and third time

RECOMMENDATION

THAT proposed "Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5440, 2026" be read a first, second, and third time.

1.0 Purpose

Based on direction from Council, this report proposes an amendment to the Development Procedures Bylaw (**Appendix A**) to require Council consideration of Heritage Alteration Permits where new housing is proposed. Also included is a proposed consequential amendment to the Fees and Charges Bylaw (**Appendix B**).

2.0 Legislation/Bylaw/Policy

Development Procedures Bylaw No. 4940, 2017, outlines procedures for administering and processing development applications. Fees and Charges Bylaw No. 5383, 2025, regulates District fee requirements for various services that the District provides including processing of development applications.

3.0 Council Strategic Objective(s)/Official Community Plan

2024-2025 Council Strategic Goals and Objectives

Not applicable.

Official Community Plan

The Official Community Plan (OCP) designates Lower Caulfeild as a Heritage Conservation Area and includes policies and guidelines applicable to development within the area.

4.0 Financial Implications

Relevant fee categories are proposed to be amended to reflect the proposed amendments to the Development Procedures Bylaw and are intended to cost recover relevant categories of development applications.

5.0 Background

Lower Caulfeild was designated as a heritage conservation area in 1996 through an amendment to the OCP. Because of this designation, development in Lower Caulfeild is subject to a Heritage Alteration Permit. Currently, Heritage Alteration Permits within Lower Caulfeild, are delegated to the Director of Planning, Environment and Development Services for consideration subject to specific criteria included in the Development Procedures Bylaw.

5.1 Previous Decisions

Council, at its January 12, 2026, regular meeting, passed the following resolution:

WHEREAS the heritage landscape and architecture of the historic Lower Caulfeild neighbourhood is highly valued by the community; AND

WHEREAS the guidelines for new development established to protect neighbourhood character are subjective and open to broad interpretation; AND

WHEREAS the entity formerly charged with reviewing new development in the Lower Caulfeild Heritage Conservation Area (LCHCA) - the Lower Caulfeild Advisory Committee - has been disbanded;

THEREFORE BE IT RESOLVED THAT: Council direct staff to prepare an amendment to the Development Procedures Bylaw No. 4940, 2017 to require that all new housing development in the Lower Caulfeild Heritage Conservation Area be directed to Council for final consideration and approval.

Council, at its September 8, 2025 regular meeting, passed the following related resolution:

THAT staff consider the following improvements for the Lower Caulfeild Heritage Conservation Area Guidelines and Procedures:

- provide more clarity for when zoning variances can or cannot be entertained (for example to improve and/or maintain streetscape character, improve the fit of the house for the site, avoid natural rock outcrops or mature trees and vegetation, improving privacy, and maintaining views for neighbouring properties);
- update and strengthen the guidelines to:
 - consider adding more prescriptive architectural and character guidance based on further heritage and character review of the area by a heritage consultant;

- coordinate the guidelines with other relevant bylaws and guidelines including identification of any conflicts with District requirements (i.e. Wildfire and Coach House Development Permit Area guidelines and the Tree Bylaw);
- add photos and images to provide better clarity on potential “dos” and “don’ts”; and
- more clearly describe and/or add more “teeth” to certain guidelines (for example tree planting requirements, etc.);
- provide more clarity for permit exemption criteria;
- consider procedural improvements to require a “Character Defining Elements Inventory” for each application to be submitted by a heritage consultant; and
- consider procedural improvements to expedite zoning variance consideration where criteria is met.

5.2 History

Not applicable.

6.0 Analysis

6.1 Discussion

The proposed Development Procedures Bylaw amendment would update the delegated authority for Lower Caulfeild so that only minor applications that do not include new housing would be delegated to the Director of Planning, Environment and Development Services as per the direction provided by Council. Consequential amendments are proposed to the Fees and Charges Bylaw to reflect the revised fee categories that would result from the Development Procedures Bylaw amendment.

Staff note that the work that has been directed by Council to update the Lower Caulfeild policies and guidelines has not yet commenced due current staff capacity and workplan priorities. Staff anticipate that this work would be considered within the context of future Council budget and workplan direction.

6.2 Climate Change & Sustainability

Not applicable.

6.3 Public Engagement and Outreach

For future work to update the Lower Caulfeild policies and guidelines it is expected that fulsome public consultation would be conducted.

6.4 Other Communication, Consultation, and Research

Not applicable.

7.0 Options

7.1 Recommended Option

That Council give the recommended readings to the amendments to the Development Procedures Bylaw and the Fees and Charges Bylaw.

7.2 Considered Options

- a) That Council defer consideration pending the receipt of additional information (to be specified) to assist in consideration of the proposed bylaws; or
- b) Reject the proposed bylaws.

8.0 Conclusion

The proposed bylaw amendments for Lower Caulfeild are consistent with the direction provided by Council.

Author:



Michelle McGuire, Senior Manager of Current
Planning and Urban Design

Appendices:

- A. Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5439, 2026
- B. Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5440, 2026



District of West Vancouver

**Development Procedures Bylaw No. 4940, 2017,
Amendment Bylaw No. 5439, 2026**

Effective Date:

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5439, 2026

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District of West Vancouver

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5439, 2026

A bylaw to amend the delegation provisions for the Lower Caulfeild Heritage Conservation Area.

Previous amendments: Amendment bylaws 5029, 5043, 5073, 5077, 5109, 5156, 5127, 5224, 5232, 5271, 5318, 5210, 5354, and 5407.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendment to the delegation provisions for the Lower Caulfeild Heritage Conservation Area;

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 Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5439, 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 Amendment of Regulations

- 3.1 Development Procedures Bylaw No. 4940, 2017 Part 19 (Delegation) is amended by:

3.1.1 Deleting Part 19.24 in its entirety and replacing it with:

19.24 Heritage alteration permits in respect of Lower Caulfeild Heritage Conservation Area HE 6 may be issued by the Director if the proposed development:

19.24.1 does not involve the construction of a new dwelling; and

19.24.2 complies with the Guidelines HE 6; and either

19.24.2.1 conforms to the Zoning Bylaw; or

19.24.2.2 involves a lot line realignment or renovations to an existing building or structure, that either substantially conforms to the Zoning Bylaw, meaning that any variance is minor and compliance with the Zoning Bylaw would involve hardship or loss of heritage value or character; or

19.24.2.3 involve replacement of an existing building or structure that was lawfully constructed but does not conform to the Zoning Bylaw, with a new building or structure that maintains the same siting and massing, and does not require any further variances to the Zoning Bylaw.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

Mayor

Corporate Officer

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District of West Vancouver

**Fees and Charges Bylaw No. 5383, 2025,
Amendment Bylaw No. 5440, 2026**

Effective Date:

District of West Vancouver

Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5440, 2026

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District of West Vancouver

Fees and Charges Bylaw No. 5383, 2025, Amendment Bylaw No. 5440, 2026

A bylaw to update fees for Lower Caulfeild Heritage Alteration Permit applications.

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

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for amendments to fee categories for Lower Caulfeild Heritage Alteration Permit applications;

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. 5440, 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 Amendment to Fees

- 3.1 Fees and Charges Bylaw No. 5383, 2025, Schedule A is amended by:

3.1.1 Deleting the following entry listed under “Heritage Projects”:

Heritage Alteration Permits for sites within the Lower Caulfeild Heritage Conservation Area where the work does not involve construction of a new dwelling	\$3,516.00	
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3.1.2 Deleting the following entry listed under “Heritage Projects”:

Heritage Alteration Permit review and approval of exemption	\$585.00	
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and replacing it with the following:

Heritage Alteration Permit Exemption review and approval	\$705.00	
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READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

Mayor

Corporate Officer

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