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| Director |  Municipal Manager/Deputy Municipal Manager |
|----------|---|

| COUNCIL AGENDA | |
|---|-----------------------------|
| Date: MAY 25 / 2026 May 27, 2026 SP | Item: N/A 8.5 |



8.5.

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

COUNCIL REPORT

| | |
|----------|--|
| Date: | May 11, 2026 |
| From: | Alisha Rafi, Supervisor, Bylaw and Licensing Services |
| Subject: | Collingwood Morven June 17, 2026 Private Special Event Noise Exemption Request |

RECOMMENDATION

THAT Council approve the application from Collingwood School, located at 70 Morven Drive, West Vancouver BC, V7S 1B2, for a private special event noise exemption for Commencement (Graduation) on June 17, 2026, from 4 p.m. - 6:30 p.m.

1.0 Purpose

The purpose of this report is to seek a decision from Council regarding an application from Collingwood School (Applicant) for a private special event noise exemption on June 17, 2026, from 4 p.m. to 6:30 p.m. for a Commencement Ceremony.

2.0 Legislation/Bylaw/Policy

- Private Special Events Exemption from Noise Policy 0193 (**Appendix A**)
- Noise Control Bylaw No. 4404, 2005 (**Appendix B**)

3.0 Council Strategic Objective(s)/Official Community Plan

Official Community Plan Bylaw 4985, 2018, as amended (OCP).

The following section of the OCP is applicable to this report:

2.8.15 Support an expanded variety of community activities ranging from community-wide events and smaller private events through policy, facilities and grants, as appropriate.

4.0 Financial Implications

An application fee of \$171.00 for a private special event noise exemption as per the District's Fees and Charges Bylaw has been paid by the Applicant.

5.0 Background

5.1 Previous Decisions

Council, at its April 27, 2026, regular meeting, passed the following resolution:

THAT Council approve the application from Collingwood School, Located at 70 Morven Drive, West Vancouver, BC, V7S 1B2, for a private special event noise exemption for Annual Sprig Fair on May 9, 2026, from 11:00 a.m.- 3:00 p.m.

Council, at its May 26, 2025, regular meeting, passed the following resolution:

THAT Council approve the application from Collingwood School for a Private Special Event Noise Exemption for a graduation ceremony on June 19, 2025 from 4 p.m. to 6:30 p.m.

5.2 History

The intention of the policy is to establish a clear, fair, and consistent framework for considering requests to temporarily exempt private special events from municipal noise regulations. The policy requires community/neighbourhood notification; a parking plan; confirmation of vendors to ensure compliance with business licence regulations; and ensures exemptions are considered in a transparent, accountable, and equitable manner.

Since the implementation of the policy, the Applicant has applied for and received private special event noise exemption for three events per year, generally, Spring Fair (May); Graduation Ceremony (June); and Welcome Back event (September). This established process aims to support mitigation measures, communication with affected residents, and enforcement where exemption conditions are not met.

6.0 Analysis

6.1 Discussion

Under the Private Special Events Exemption from Noise Policy 0193, originally approved by Council on March 31, 2025, and subsequently replaced on January 26, 2026, to clarify the policy's scope, application, and submission requirements, staff are not authorized to consider noise exemption applications for private special events of greater than 80 guests.

The Applicant has submitted an application package and event plan, attached as **Appendix C**, containing information on how they will look to mitigate issues in the surrounding area, from the estimated 300-400 attendees to ensure that any disturbances to the surrounding community are identified and proactively addressed.

Parking

The Applicant has submitted a parking plan that indicates approximately 150-200 vehicles are anticipated for the event. The Applicant has committed to making their underground parking lot available with approximately 140 stalls. Additional parking on the eastern side of the site can accommodate approximately 35 vehicles and the northern bus loop can accommodate approximately 25 cars. The Applicant also encourages attendees to utilize legal on-street parking in the surrounding area. School personnel will be directing vehicles accordingly both on site and in the surrounding area, and coning off designated no parking areas within an approximate 1 block radius of the school. School personnel will be stationed at various approach roads and high priority areas to deter attendees from parking in an illegal or disrespectful manner.

Bylaw Enforcement

The Bylaw and Licensing Services department will be allocating a bylaw enforcement officer to attend the area to monitor for parking violations and provide appropriate direction. During the recent Spring Fair event held on May 9, 2026, Bylaw Officers issued 18 tickets for parking contrary to posted signage (no stopping/no parking), along Glenmore Drive, Morven Drive, and Glengarry Crescent. However, bylaw staff cannot confirm whether the vehicles that received tickets were associated with the event.

Noise

The Applicant has advised that the event will include limited amplified sound. Speakers will be strategically positioned and directed toward the school building to accommodate speeches and announcements associated with the ceremony. The event will also feature a bagpiper leading graduates onto the stage, as well as a musical performance by the student choir. The event is scheduled to take place at a reasonable time with no early morning or late-night disturbances scheduled.

Licensing

The proposed vendors attending the event are Elevation Tent Rentals, Encore Global, and Moveable Feast Catering. All businesses noted have active business licenses to operate in the District.

6.2 Public Engagement and Outreach

The Applicant has committed to notifying the surrounding community, with initial notification letters sent out on April 1, 2026. The Applicant has committed to implementing a three-stage notification process, with a second and third letter sent on April 13 and April 21, 2026. A reminder letter is being sent on May 25, 2026.

As of the date of this report writing, the District has not received any of public correspondence from a neighbouring residence not in support of the event.

7.0 Options

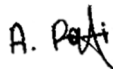
7.1 Recommended Option

THAT Council approve the application from Collingwood School, located at 70 Morven Drive, West Vancouver BC, V7S 1B2, for a private special event noise exemption for a spring fair event on June 17, 2026, from 4 p.m. to 6:30 p.m.

8.0 Conclusion

Staff have found the application to be reasonable and accordingly present this report for Council consideration.

Author:



Alisha Rafi – Supervisor of Bylaw and Licensing Services

Appendices:

Appendix A – Private Special Events Exemption from Noise Policy 0193

Appendix B – Noise Control Bylaw No. 4404, 2005

Appendix C – Collingwood Morven Application Package

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 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:

District of West Vancouver

POLICY

- 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 | <u>[Original signed by Mayor]</u> MAYOR | |

| | | |
|--|--|---|
| Replaced by | <input type="checkbox"/> Municipal Manager | <input checked="" type="checkbox"/> Mayor and Council |
| Replacement date | 2026/01/26 | |
| Council minutes Document ID (Council Policies only) | LGDM-711734498-24913 | |
| Council report Document ID (Council Policies only) | LGDM-711734498-24925 | |
| Replacement description | 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. | |
| Signature | <u>[Original signed by Mayor]</u> MAYOR | |

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 | |

APPENDIX B



District of West Vancouver

Noise Control Bylaw No. 4404, 2005

Effective Date – May 09, 2005

Consolidated for Convenience Only

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

| Amendment Bylaw | Effective Date |
|------------------------|-----------------------|
| Bylaw No. 5215, 2024 | November 25, 2024 |
| Bylaw No. 5310, 2024 | April 22, 2024 |
| Bylaw No. 5042, 2019 | December 16, 2019 |
| Bylaw No. 4981, 2018 | May 28, 2018 |
| Bylaw No. 4500, 2007 | May 28, 2007 |

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Noise Control Bylaw No. 4404, 2005). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Noise Control Bylaw No. 4404, 2005

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District of West Vancouver

Noise Control Bylaw No. 4404, 2005

A bylaw to regulate or prohibit the making of certain noises or sounds in the District of West Vancouver under the *Community Charter*.

Previous amendments: *Amendment Bylaws 4500, 4981, 5042, 5215 and 5310.*

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for regulations and prohibitions regarding the making of noise;

AND WHEREAS Council may by bylaw regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations, including noise that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

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

Part 1 Citation

1.1 This Bylaw may be cited as Noise Control Bylaw No. 4404, 2005.

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 Previous Bylaw Repeal

3.1 Noise Control Bylaw No. 3908, 1994 (adopted on May 01, 1995) and the following amendment bylaws are hereby repealed:

| Amendment Bylaw | Effective Date |
|------------------------|-----------------------|
| Bylaw No. 3995, 1996 | April 22, 1996 |
| Bylaw No. 4250, 2001 | July 16, 2001 |

Part 4 Definitions

4.1 In this bylaw:

“Bylaw Enforcement Officer” means every person designated by Council as a Bylaw Enforcement Officer, and includes every peace officer;

“Construction Noise” means any noises or sounds made on or associated with a construction site:

- a) in carrying on work in connection with the construction, demolition, reconstruction, alteration, or repair of any building or structure,
- b) in carrying on any excavation or other operation, or
- c) in moving or operating any machine, engine, or construction equipment;

“Continuous Sound” means any noise or noises, other than Construction Noise, continuing for a period, or periods, totalling 3 minutes or more in any 15 minute period;

“Day” means the period of time from 0700 hours (7:00 a.m.) to 1800 hours (6:00 p.m.) on each week day or Saturday and from 0900 hours (9:00 a.m.) to 1800 hours (6:00 p.m.) on a Sunday or holiday;

Bylaw 4981

“Extended Concrete Pour” means a concrete pour that requires an extended period of time for placement or finishing due to any of the following characteristics, which must be confirmed by a Structural Engineer to be engaged by the District at the expense of the applicant:

- a) a single concrete slab pour in excess of 7,000 square feet;
- b) a concrete slab with added complexity due to below grade location, shape, or level of flatness required; or
- c) a concrete slab that requires post tension reinforcing;

“Highway” includes a street, road, land, bridge, viaduct and any other way open to the public use, but does not include a private right of way on private property;

“Meter” means an instrument which accurately measures levels of sound pressure on an “A” weighted scale in accordance with the American National Standards Institute standard for meters set out in S1.4-1983 as amended from time to time;

“Motor Vehicle” means a vehicle that is designed to be self-propelled and includes off-road vehicles, parts and equipment;

“Night” means the period of time from 1800 hours (6:00 p.m.) on one day to 0700 hours (7:00 a.m.) on the next and from 1800 hours (6:00 p.m.) on one day to 0900 hours (9:00 a.m.) on the next day when the latter is a Sunday or a holiday;

“Non-continuous Sound” means any noises or sounds other than Continuous Sound and Construction Noise;

“Point of Reception” means the place where a Meter is located to measure the Sound Level from a source of noises or sounds;

“Power Equipment” means any tool, equipment or machinery powered by an internal combustion engine or electric motor that is used for construction, lawn, garden, building and property maintenance, and includes edge trimmers, line trimmers, rototillers, pressure washers, carpet cleaning equipment, and hand operated power tools including but not limited to chain saws, chippers and leaf blowers;

“Premises” means the smallest unit of ownership or occupation of real property, whichever is the lesser;

“Sound Level” means the Meter reading or recording in decibels using an “A” weighted network at the slow response setting of the Meter.

Part 5 General Regulations

- 5.1 No person shall make or cause, or permit to be made or caused, any noise or sound which:
 - 5.1.1 disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public; or
 - 5.1.2 exceeds the Sound Levels prescribed in this Bylaw.
- 5.2 No owner or occupier of real property shall allow the real property to be used so that noise or sound which emanates from the real property:
 - 5.2.1 disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public; or
 - 5.2.2 exceeds the Sound Levels prescribed in this Bylaw.

Bylaw 4981

- 5.3 Despite compliance with Part 6, a person may be found in violation of sections 5.1 or 5.2.

Part 6 Objectionable Noises or Sounds

- 6.1 Without limiting sections 5.1 to 5.3 the following noises or sounds are deemed to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are prohibited:
- 6.1.1 any noises or sounds produced within or outside a Motor Vehicle and created by the following:
- (a) a Motor Vehicle engine or exhaust system when such noises or sounds are loud, roaring or explosive;
 - (b) a Motor Vehicle horn or other warning device except when authorized by law;
 - (c) a Motor Vehicle operated in such a manner that the tires squeal;
 - (d) a load or tow of a Motor Vehicle which causes a banging, clanking, squealing, or other like noise or sound due to improperly secured load or equipment, or inadequate maintenance;
 - (e) a radio, television, tape player or other sound playback device, amplification equipment, or a musical instrument, which can easily be heard by a person outside the Motor Vehicle.
- 6.1.2 any of the following noises or sounds:
- (a) Construction Noise:
 - (i) on a Sunday or a holiday;
 - (ii) before 0800 hours (8:00 a.m.) or after 1700 hours (5:00 p.m.) on a Saturday that is not a holiday;
 - (iii) before 0730 hours (7:30 a.m.) or after 1730 hours (5:30 p.m.) on any other day that is not a Saturday, Sunday or a holiday;

Amendment
Bylaw 5215

(iv) despite subsections (i) – (iii), in the areas shown outlined in heavy black line on Schedule B, before 0630 hours (6:30 a.m.) or after 1930 hours (7:30 p.m.) on any day.

(b) Power equipment:

(i) on a Sunday or holiday;

(ii) during the Night;

(c) Noises or sounds from operation of a lawnmower;

(i) before 1100 hours (11:00 a.m.) or after 1600 hours (4:00 p.m.) on a Sunday or holiday;

(ii) before 0800 hours (8:00 a.m.) or after 2000 hours (8:00 p.m.) on any other day;

Bylaw 4500

(d) Noises or sounds from the loading or unloading of goods, materials, machines, equipment, waste or garbage by any means:

(i) on a Sunday or holiday;

(ii) before 0730 hours (7:30 a.m.) or after 1800 hours (6:00 p.m.) on any other day that is not a Sunday or holiday.

6.1.3 any noises or sounds, the occurrence of which extends continuously or non-continuously for 15 minutes or more which can be heard from a contiguous parcel, created by the following:

(a) a dog or any other animal or bird;

(b) a radio, record, tape, or disc player, television set, or other instrument or apparatus for the production or amplification of such;

(c) a burglar alarm or security system;

6.1.4 any noises or sounds resulting from the operation of a public address system outside of a building or structure;

6.1.5 in addition to the noises or sounds described in sections 6.1.1, 6.1.2, 6.1.3, or 6.1.4:

Bylaw 4500

- (a) any Continuous Sound that exceeds the following Sound Levels at the Point of Reception:

| | Sound Level |
|-----------------------|--------------------|
| (i) during the Day | 55 dBA |
| (ii) during the Night | 45 dBA |

- (b) any Non-Continuous sound that exceeds the following Sound Levels at the Point of Reception:

| | Sound Level |
|-----------------------|--------------------|
| (i) during the Day | 80 dBA |
| (ii) during the Night | 65 dBA |

- (c) any Construction Noise that exceeds a Sound Level at the Point of Reception:

| | Sound Level |
|--------------------|--------------------|
| (i) during the Day | 80 dBA |

Part 7 Location of Point of Reception

- 7.1 For the purpose of enforcing this bylaw, measurement of Sound Levels shall be made:

- 7.1.1 in the case of noises or sounds in or on a Highway, in a public park or in another public place, from a Point of Reception not less than 5 metres from the noises or sounds;
- 7.1.2 in the case of noises or sounds created by Construction, from a Point of Reception on any Premises, not including the Premises on which the Construction is taking place; and
- 7.1.3 in all other cases, from a Point of Reception not on the Premises upon which the source of the noise or sound is located.

Part 8 Exclusions

- 8.1 This Bylaw does not apply to:

- 8.1.1 police, fire or other emergency personnel vehicles and equipment in relation to an emergency;

8.1.2 vehicles and equipment used to make emergency repairs to public utilities and services;

8.1.3 transit buses operated by a public authority;

8.1.4 work carried out by officers, employees or agents of the District;

Bylaw 4981

8.1.5 Extended Concrete Pours which have been temporarily exempted from the Construction Noise requirements contained in subsection 6.1.2 (a) of this Bylaw by the Director of Planning and Development Services, in accordance with Schedule A.

Bylaw 4981

8.2 Delegation of Authority:

8.2.1 The Director of Planning and Development Services is authorized to consider applications for exemptions from the restrictions related to Construction Noise contained in subsection 6.1.2 (a) of this Bylaw for Extended Concrete Pours, in accordance with Schedule A of this Bylaw.

8.2.2 The Director of Planning and Development Services shall approve applications for exemptions that meet the definition of Extended Concrete Pour and the requirements in Schedule A of this Bylaw.

Part 9 Enforcement

9.1 Every Bylaw Enforcement Officer is authorized to enforce this Bylaw, and, for that purpose, may enter at all reasonable times any real property to ascertain whether the provisions of this Bylaw are being observed.

Part 10 Penalty

10.1 Every person who violates a provision of this bylaw, or who consents, allows, or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$50,000 and not less than \$2,500.

10.2 Each day that a violation continues or exists under this bylaw is a separate offence.

10.3 No person may interfere with an Enforcement Officer in issuing a ticket or bylaw notice or otherwise carrying out his or her duties in accordance with this bylaw, and it is an offence for any person to interfere with an Enforcement Officer in the enforcement of this bylaw.

Amendment
Bylaw No.
5310, 2024

- 10.4 No person shall interfere with or obstruct the entry of the Enforcement Officer onto any land, into any building, or any vehicle to which entry is made or attempted pursuant to the provisions of this bylaw.
- 10.5 In addition to the remedies, penalties, and fines specified within this bylaw, a person found in contravention of this bylaw may be subject to penalties imposed by way of a municipal ticket information or a bylaw offence notice.

Schedules

Schedule A – Exemptions for Extended Concrete Pours

Schedule B – Rodgers Creek and Cypress Village Construction Noise Areas

Amendment
Bylaw 5215

READ A FIRST TIME on April 11, 2005

READ A SECOND TIME on April 11, 2005

READ A THIRD TIME on April 11, 2005

ADOPTED by the Council on May 9, 2005

Mayor

Municipal Clerk

Schedule A – Exemptions for Extended Concrete Pours

1. A person may apply to the Director of Planning and Development Services for a temporary exemption from the restrictions related to Construction Noise contained in subsection 6.1.2 (a) of this Bylaw for Extended Concrete Pours.
2. An application for an exemption from section 6.1.2 (a) of this Bylaw must be submitted for each building to which it applies to the Director of Planning and Development Services:
 - 2.1 at least 45 days before the start of the proposed exempted period;
 - 2.2 in a format and with content satisfactory to the Director of Planning and Development Services, including but not limited to the following information:
 - a) name, address, and telephone number of the applicant;
 - b) the address and building permit number of the construction site;
 - c) the reason(s) the exemption is sought including supporting documentation as applicable;
 - d) a description of the proposed works to be undertaken;
 - e) the period of time for which the exemption is desired;
 - f) a statement of the measures planned or presently being taken to minimize the sound or noise for which the exemption is being sought; and
 - g) proof of payment of the non-refundable application fee pursuant to the *Fees and Charges Bylaw*, as amended or replaced.
 - 2.3 in addition to the requirements of section 2.2, the Director of Planning and Development Services may request further details regarding the proposed exempted works, including a review by an independent industry expert at the cost of the applicant.
3. Any exemption granted by the Director of Planning and Development Services shall specify the time period during which it is effective and may

- contain such terms and conditions as the Director of Planning and Development Services sees fit.
4. The decision of the Director of Planning and Development Services is final.
 5. When an exemption is granted by the Director of Planning and Development Services the applicant may be required to, at least seven (7) days before the commencement of the exemption period, distribute a notice to all parcels within a 100 m radius of the site. The notice shall be in a form and with content satisfactory to the Director of Planning and Development, such as to advise of the nature of the exemption. The applicant shall also post a sign at the construction site advising of the nature of the exemption.

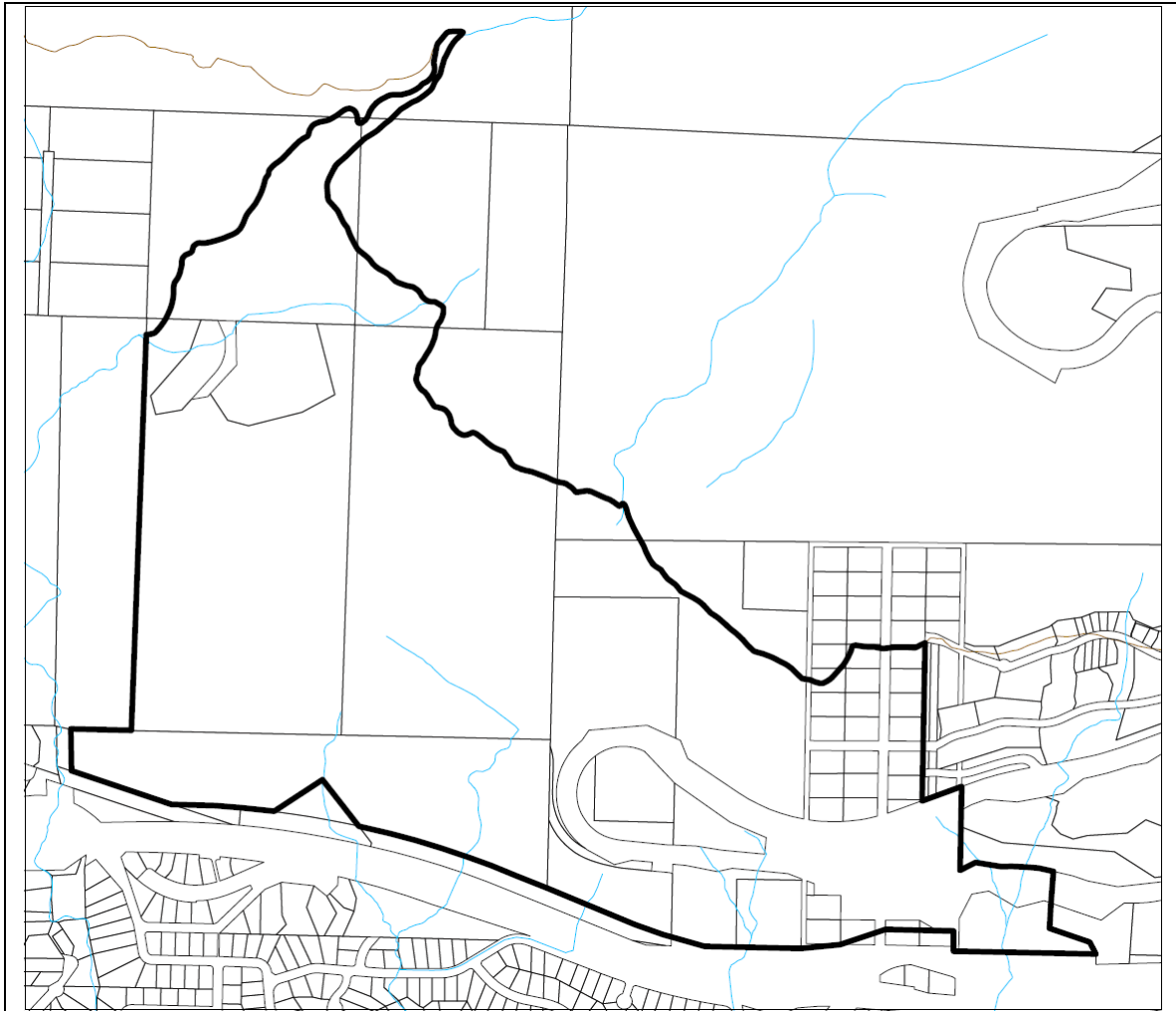


Figure 2: Cypress Village



COLLINGWOOD
SCHOOL

APPENDIX C

May 1, 2026

Collingwood School is writing to request a Private Special Events Exemption from Noise for its upcoming Grade 12 Graduation Commencement.

3.1.2

About the Event

Collingwood School hosts our annual Commencement Ceremony for our graduating class each year on the athletics field at the Morven Drive Campus. The event is scheduled for **Wednesday, June 17, 2026, from 4:00pm-6:30pm**. An additional hour is so is required after the event to take down the tent, remove chairs, etc.

This event is not open to our entire School community, but rather for our graduates and their families, plus our faculty and staff. Our Commencement Ceremony has followed the same schedule for more than 10 years. As we have done in the past, our 90-minute event includes a bagpiper to lead the graduates onto the stage, followed by amplified speeches (with speakers aimed at the building, away from surrounding houses), and a musical performance by our student choir. It culminates in a short outdoor reception while photos are being taken of graduates and their families before everyone departs to their own individual celebrations.

Notification to Neighbours

We recently applied for a noise exemption for our Spring Fair on May 9, 2026 and sent three letters via mail to surrounding Glenmore neighbours. We included early notification about our Commencement Event all three times as part of the package to fulfil the notification requirements. All three letters are attached in this package.

We will also send one final letter regarding commencement at the end of May.

All letters were delivered by Canada Post to the list of addresses provided by the District (also in the attached package) and included the following language:

“As per the District of West Vancouver’s Private Special Event Exemption from Noise Bylaw policy, we are seeking your support for this event. Please submit any feedback or decisions to the Bylaw Department at bylawdept@westvancouver.ca”

3.1.3.

Parking Plan and Traffic Mitigations

The majority of parking will be in our underground lot, and we allow many of our staff and faculty the option of leaving early on this day to accommodate as much parking as we can on site.

We also ensure we have our own parking patrol on duty to manage traffic flow and overflow parking.

All messaging out to families includes reminders to be respectful of neighboring properties. We also emphasize that municipal bylaws will be enforced, and parking violations will be ticketed.

A parking plan from our Director of Facilities and Transportation is also in the attached package.

3.1.4

Third Party Operators

Here is a list of third-party operators (a copy of their WV District business licenses is included in the attached package) Those operators are:

Elevation Tent Rentals Corporation (tent and staging)

Encore Global (audio visual services)

A Moveable Feast Catering (reception catering)

3.1.5

Additional Permits

No alcohol is served at this event. Vancouver Coastal Health has confirmed that “as this is not considered a public event, the Food Premises Regulation would not apply” (meaning a permit is not required).



COLLINGWOOD SCHOOL

Commencement Parking Plan

On June 17, 2026, Collingwood school will be hosting our annual Commencement Ceremony for our grade 12 students and families. Based on previous attendance records we would anticipate between 300-400 attendees.

Anticipated Vehicle Traffic

The majority of our families will typically travel in one vehicle. Given this we would anticipate somewhere around 150-200 vehicles that will require parking for this event.

Onsite Parking Availability

We will maximize our onsite parking in several areas of the site in an attempt to contain as many of these vehicles on our property as capacity allows for.

This will include:

- Our underground parkade which will be able to accommodate 140 cars
- The eastern side of our campus ring road which can accommodate an additional 35 cars.
- Our northern bus loop which can accommodate an additional 25 cars.

This gives us the ability to park roughly 200 vehicles on site. The loading of these areas will be directed by school personnel to ensure all areas are parked to full capacity prior to us shutting down vehicle access to our site.

Street Parking

Once our onsite parking is at capacity any additional vehicles arriving onsite will be required to park in legal street parking in the surrounding neighborhood.

In order to mitigate impacts on the surrounding neighborhood, the school has taken/will take the following actions:

- In all communications to our families regarding this event, we are stressing the importance of parking on site and in legal street parking zones only.
- On the day of the event school personnel will cone off and/or caution flag designated no parking zones in a roughly 1 block radius of the school site.
- Additional school personnel from our other campus site will be onsite and stationed on various approach roads to the school (Morven Drive, Glengarry Cres, Deep Dene) in an attempt to deter attendees from parking in an illegal or disrespectful manner.

Please don't hesitate to contact me should further clarification be required.

Sincerely,

Kevin Zweep
Director of Facilities and Transportation

| NAME | ADDRESS | CITY | POSTAL CODE |
|----------|-----------------------|--------------------|-------------|
| RESIDENT | 87 DEEP DENE PLACE | WEST VANCOUVER, BC | V7S 1A3 |
| RESIDENT | 101 DEEP DENE PLACE | WEST VANCOUVER, BC | V7S 1A3 |
| RESIDENT | 78 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 80 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 81 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A1 |
| RESIDENT | 84 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 85 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A1 |
| RESIDENT | 88 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 92 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 96 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 100 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 102 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 106 DEEP DENE ROAD | WEST VANCOUVER, BC | V7S 1A2 |
| RESIDENT | 68 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B5 |
| RESIDENT | 72 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B5 |
| RESIDENT | 76 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B5 |
| RESIDENT | 82 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B5 |
| RESIDENT | 85 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B4 |
| RESIDENT | 87 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B4 |
| RESIDENT | 90 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B5 |
| RESIDENT | 91 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B4 |
| RESIDENT | 95 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B4 |
| RESIDENT | 99 GLENGARRY CRESCENT | WEST VANCOUVER, BC | V7S 1B4 |
| RESIDENT | 5 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 6 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 7 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 8 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 9 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 10 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 11 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 12 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 13 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 14 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 15 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 16 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 17 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 18 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 19 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 20 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 22 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 23A GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 23B GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 23C GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 24 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 25A GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 25B GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 26 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 27A GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 27B GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 28 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 29 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 30 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 31 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 32 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 33 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 34 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |

| | | | |
|----------|-------------------|--------------------|---------|
| RESIDENT | 35 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |
| RESIDENT | 36 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A4 |
| RESIDENT | 37 GLENMORE DRIVE | WEST VANCOUVER, BC | V7S 1A5 |



COLLINGWOOD
SCHOOL

April 1, 2026

Dear Glenmore Neighbour,

Each year, we invite our families to the Morven Campus to celebrate our Spring Fair. We were pleased that 31 of our Morven neighbours joined us last year and we would like to extend an invitation to join us once again on Saturday, May 9 from 11:00am-3:00 pm. You may RSVP [here](#).

Spring Fair features food trucks parked along our ring road near the School's main entrance and inflatable games for younger children on the field (with electricity being used to power them). There will also be many activities located inside of our School buildings to keep some of the noise inside.

In an effort to help mitigate parking in the surrounding neighbourhood, we have made arrangements to rent off site parking and will be running a shuttle to and from the school for our staff and families. We are also opening our underground parking area to accommodate as many cars as we can on site.

As per the District of West Vancouver's Private Special Event Exemption from Noise Bylaw policy, we are seeking your support for this event. Please submit any feedback or decisions to the Bylaw Department at bylawdept@westvancouver.ca. If you have any questions or concerns, you may also email Ms. Nielsen at angela.nielsen@collingwood.org.

Thank you for your consideration and support.

Warmly,

Angela Nielsen, Executive Director, Marketing & Stakeholder Communications

P.S. We would also like to provide neighbours with early notice that we will also be submitting a noise exemption for our annual Grade 12 Commencement Ceremony in June. Commencement is a much smaller event than Spring Fair as it is reserved for our graduating class and families only. As we have done in the past, this 90-minute event includes a bagpiper to lead the graduates onto the stage, followed by amplified speeches (with speakers aimed at the building, away from surrounding houses), and musical performances by our student choir. You will receive another stand-alone letter with more information in a subsequent letter drop in May.

MORVEN NEIGHBOURS WELCOME!



SATURDAY, MAY 9, 2026

11AM-3PM

COLLINGWOOD SHOOOL, MORVEN CAMPUS



COLLINGWOOD SCHOOL

April 21, 2026

Dear Glenmore Neighbour,

As a follow up to our two letter drops to Morven neighbours earlier this month, we wanted to reach out as a reminder in advance of our annual Spring Fair and Graduation Commencement events.

As shared in our earlier notices, our Morven neighbours are once again welcome to join us at Spring Fair. Our Commencement event in June is only open to Grade 12 students and their families. Please see further details below for these two events.

SPRING FAIR-Saturday, May 9, 2026 (11:00am-3:00pm)

Collingwood School's Parents' Council will be hosting its Annual Spring Fair where we welcome guests for our most important school spirit and community building event of the year. It is not only open to Collingwood families but also our greater North Shore Community—including our neighbors! In addition to the sounds of adults and children enjoying themselves, there will be games and bouncy castles on our outdoor field for younger children.

This is a ticketed event but we are pleased to provide complimentary tickets for our neighbours. Please email communications@collingwood.org for your ticket.

In an effort to help mitigate parking in the surrounding neighbourhood, we have made arrangements to rent off-site parking and will be running a shuttle to and from the school for our staff and families. We are also opening our underground parking area to accommodate as many cars as we can on site.

GRADUATION COMMENCEMENT- Wednesday, June 17, 2026 (4:00-6:30pm)

Collingwood School hosts our annual Commencement Ceremony for our graduating class on the athletics field at the Morven Drive Campus. The ceremony is followed by a short outdoor reception, and is a much smaller event than Spring Fair.

This event is not open to our entire School community, but rather for our graduates and their families, plus our faculty and staff. Parking will be in our underground lot, as well as in designated public parking zones in the area.

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We have held this event for more than 10 years. As we have done in the past, our 90-minute event includes a bagpiper to lead the graduates onto the stage, followed by amplified speeches (with speakers aimed at the building, away from surrounding houses), and musical performances by our student choir.

As per the District of West Vancouver's Private Special Event Exemption from Noise Bylaw policy, we are seeking your support for this event. Please submit any concerns to the Bylaw Department at bylawdept@westvancouver.ca. If no response is received, it will be assumed there are no concerns with either of the two events listed above.

If you have additional questions or concerns, you may also email me at angela.nielsen@collingwood.org.

Thank you for your consideration and support.

Warmly,

A handwritten signature in black ink that reads "Angela Nielsen". The signature is written in a cursive, flowing style.

Angela Nielsen, Director, Communications, Community Liaison
angela.nielsen@collingwood.org

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