



<u>COUNCIL AGENDA</u>	
Date: <u>June 8, 2026</u>	Item: <u>16.3</u>



MEMORANDUM

Date: April 28, 2026 Our File: 2500-01
To: Council
From: Jayne Kuzmich, Planning Technician
Re: **Administrative Updates to Council Policies**

RECOMMENDATION:

THAT “Underground Wiring - Ambleside Policy 02-20-130” be rescinded.

RECOMMENDATION:

THAT “Bed and Breakfast Policy 02-80-194” be rescinded.

RECOMMENDATION:

THAT:

1. “Street Naming Policy 02-80-113” be rescinded; and
2. proposed “Street Naming Policy 0090” be approved.

RECOMMENDATION:

THAT:

1. “Conversion of Rental Apartments 02-80-195” be rescinded; and
2. proposed “Conversion of Rental Apartments 0093” be approved.

Purpose: The purpose of this memorandum is to provide information regarding the proposed rescindment of two policies and to provide information regarding two updated policies. Staff recommends that Council rescind four outdated policies and approve two policies that reflect current operations and processes. The proposed policies were reviewed within the greater scope of the Legislative Services policy review project, as required by the Policy Framework Procedure 0029 (Section 5.5). Further policies will be brought forward for Council’s consideration in future.

PDDM-1142741397-35646

Underground Wiring - Ambleside Policy 02-20-130

Underground Wiring - Ambleside Policy 02-20-130 was approved by the Policy and Planning Committee in October of 1982. The purpose of the policy is to require the provision of underground wiring to existing service poles for any new development in Ambleside. The Ambleside Centre Local Area Plan (LAP) (commercial area) is now in effect, encompasses the scope of the existing policy, and sets defined boundaries for Ambleside. Therefore, the policy is redundant.

Bed and Breakfast Policy 02-80-194

Bed and Breakfast Policy 02-80-194 was approved by Council in April of 1999 with the purpose of establishing guidelines for reviewing rezoning applications to permit a bed and breakfast business use. Bed and breakfast use is not a permitted use in any zones under the zoning bylaw and may only be considered by way of application for rezoning. On January 24, 2011, Council approved Zoning Bylaw No. 4662, 2010 that includes regulations for bed and breakfast use under Section 130.02 encompassing the scope of the existing policy. Therefore, the existing policy is proposed to be rescinded.

Street Naming Policy 0090

Street Naming Policy 02-80-113 was approved by Council in September of 2003 to establish a consistent, coordinated approach and process for naming streets within the District of West Vancouver. The proposed Street Naming Policy 0090 has been updated to provide greater clarity to the terms cited under the policy.

Conversion of Rental Apartments Policy 0093

Conversion of Rental Apartments Policy 02-80-195 was approved by Council in July of 1990 to establish a policy concerning the conversion of existing rental apartments to non-rental ownership. The proposed Conversion of Rental Apartments Policy 0093 has been updated to provide greater clarity to the terms cited under the policy.

Author: 
Jayne Kuzmich, Planning Technician

Concurrence 
Michelle McGuire, Senior Manager of Current Planning and Urban Design

Appendices

Appendix A: Underground Wiring Ambleside Policy 02-20-130

Date: April 28, 2026

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To: Council

From: Jayne Kuzmich, Planning Technician

Re: Administrative Updates to Council Policies **Administrative Updates to Council Policies**

Appendix B: Bed and Breakfast Policy 02-80-194

Appendix C: Street Naming Policy 02-80-113

Appendix D: Proposed Street Naming Policy 0090

Appendix E: Conversion of Rental Apartments Policy 02-80-195

Appendix F: Proposed Conversion of Rental Apartments Policy 0093

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District of West Vancouver CORPORATE POLICY

Engineering & Public Works	Underground Wiring - Ambleside
Policy #02-20-130	
File: 1726-00	

1.0 Purpose

- 1.1 To establish a policy to require the provision of underground wiring to existing service poles for any new development in Ambleside.

2.0 Policy

- 2.1 Any new development in Ambleside be required to provide underground wiring to existing service poles, and where feasible to mount transformers on the ground, thereby minimizing the eventual cost of underground wiring.
- 2.2 Where extensive sidewalk improvements and landscaping is proposed, the future location of required conduits be determined, and if within such sidewalk area the conduit be constructed in place for future use.
- 2.3 When redevelopment has occurred in sufficient amounts to significantly improve a street and provide revenue to support the cost of underground wiring, the program be implemented on a local improvement basis.
- 2.4 Development Permit applications (for new buildings) be required to give performance deposits for on-site underground wiring and off-site preparatory work, but not for underground wiring on the street. (This latter to be accomplished when the local improvement is approved).

Approval Date: October 12, 1982	Approved by: Policy and Planning Committee
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District of West Vancouver

CORPORATE POLICY

Permits & Inspections	Bed and Breakfast
Policy #02-80-194	
CIS File: 2320-00	

1.0 Purpose

- 1.1 To establish a Bed and Breakfast Policy for the District of West Vancouver.

2.0 Policy

- 2.1 Whereas it is the objective of Council, in accordance with Official Community plan, to:

- Conserve the good qualities of the existing single family neighbourhoods of West Vancouver;
- Retain the present zoning density of the established single family neighbourhoods;
- Encourage the retention and upgrading of older homes and
- Permit home-based businesses provided that they are unobtrusive, do not cause nuisance and are compatible with neighbourhood objectives;

Therefore the Council of the Corporation of the District of West Vancouver, in open meeting assembled, adopts the following Bed and Breakfast Policy:

1. Bed and Breakfast businesses shall only be considered by way of application for rezoning. In considering such applications, the following guidelines shall apply:
 - a) The house must be large enough to accommodate the proposed Bed and Breakfast business, and the property must be large enough to accommodate the required parking
 - b) The location, orientation and design of guest accommodation rooms and common rooms accessible to guests shall minimize potential privacy impacts on neighbouring properties. In particular, guest accommodation room windows, decks and patios, and common decks and patios should not directly overlook the

windows, decks or patios of neighbouring houses or properties and/or visual screening should be provided.

- c) Parking shall be located and screened to minimize visual impacts on the streetscape and n neighbouring properties.
- d) When located within a listed heritage house, the character of the building should be preserved or restored as part of its use as a Bed and Breakfast, to provide an asset to the community.
- e) A home containing a Bed and Breakfast establishment shall conform to al Municipal Zoning Bylaw regulations related to house size and sitting, as established for the zone within which the business is to be located, except for such variances which were in existence at the time of application or which are specifically approved by Council.
- f) Landscaping should provide an asset to the streetscape and to the community.
- g) It is considered advantageous if the property is located at the edge of a single family residential area, or if the home is separated from adjacent properties by a creek, park, landscape screen, elevation change or other natural feature.
- h) A Bed and Breakfast shall normally be limited to no more than 2 guest accommodation suites for a maximum of 4 adults. Council may consider a rezoning to create a Bed and Breakfast business of greater than 2 guest suites where:
 - i. the proposed Bed and Breakfast business conforms to all of the criteria listed above; and
 - ii. the proposed business would be located in a listed heritage building, in which case heritage protection would be required while it contains the Bed and Breakfast; or
 - iii. The property is located on a major thoroughfare to minimize traffic concerns; or
 - iv. the house is located on a large property and is physically remote from neighbouring houses.

Approval Date: April 26 1999	Approved by: Council	
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District of West Vancouver

CORPORATE POLICY

Planning, Lands and Permits	Street Naming
Policy #02-80-113	
File #0115-20-SNCO1	

1.0 Purpose

To establish a consistent, coordinated process for naming streets within the District of West Vancouver.

2.0 Procedure

- 2.1 The Director of Planning, Lands and Permits shall be responsible for the coordination of assignment of all street names for the District of West Vancouver including consultation with appropriate agencies and departments such as Engineering, Fire and Police.
- 2.2 Streets within West Vancouver shall be named rather than numbered.
- 2.3 Streets should have distinctive names and these should not rhyme nor conflict with other existing names such that they would create confusion for emergency services, or for any other agency (this should include rhyming or conflicts for names within West Vancouver and other municipalities on the North Shore, together with those municipalities within the Regional Street Name Index maintained by the City of Vancouver).
- 2.4 The terms “**road**”, “**street**”, “**drive**” and “**way**” shall be used to designate major thoroughfares or connectors.
- 2.5 The terms “**crescent**” and “**wynd**” shall be used to designate one street which, being shaped like a crescent, connects back to that same street or to a second street.
- 2.6 The terms “**place**”, “**court**”, “**close**” and “**lane**” shall be used to designate minor roads and cul-de-sacs.
- 2.7 Where ever possible, roads that continue in the same general direction (i.e., “North/South” versus “East/West”) through an intersection, shall remain the same name.

- 2.8 Where possible, recognition of District historical reference shall be taken into consideration and any suggestions from individuals and organizations will be taken under consideration.
- 2.9 In addition to historic reference, consistent area themes will be encouraged wherever possible.
- 2.10 There shall be a maximum of two (2) derivatives of major street names used.
- 2.11 The use of proper names of individuals shall be limited to surnames only and, if intended as recognition of a specific individual, shall only be used *post humously*, unless otherwise directed by Council.
- 2.12 In the event of an existing street name creating a problem – either for local residents or for emergency services – either party may bring forward a request to the director responsible for a change in name for that particular street.
- 2.13 After reviewing matters falling under section 2.12 and making a recommendation on an appropriate name, the residents affected by such a change will be contacted and their views conveyed to Council along with the recommendation of the Director of Planning, Lands and Permits.
- 2.14 The Director of Planning, Lands and Permits shall forward to Council for approval, each and every street name (including private roads within developments).
- 2.15 There shall be maintained a bank of street names and a list of responses from developers and others within the community, to add to the bank of names.

<p>Approval Date: September 08, 2003 regular Council Meeting (Item 4.5)</p>	<p>Approved by: Council</p>
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District of West Vancouver
POLICY

Title: Street Naming
Division: Planning, Development, and Environment Services
Policy Number: 0090
File Number: 0282-20-0090

1. Purpose

- 1.1. To establish a consistent, coordinated process for naming streets within the District.

2. Scope

- 2.1. This policy applies to all lands within the municipal boundaries of the District.

3. Definitions

- 3.1. “**Council**” means the Council of The Corporation of the District of West Vancouver.
- 3.2. “**District**” means The Corporation of the District of West Vancouver.

4. Policy Statement

- 4.1. The Director, Planning, Development, and Environment Services (the Director) shall be responsible for the coordination of assignment of all street names for the District including consultation with appropriate agencies and departments such as Engineering and Transportation Services, Fire and Rescue Services, and West Vancouver Police.
- 4.2. Streets within the District shall be named rather than numbered.
- 4.3. Streets should have distinctive names and these should not rhyme nor conflict with other existing names such that they would create confusion for emergency services, or for any other agency (this should include rhyming or conflicts for names within West Vancouver and other municipalities on the North Shore).
- 4.4. The terms “**road**”, “**street**”, “**drive**” and “**way**” shall be used to designate major thoroughfares or connectors.
- 4.5. The terms “**crescent**” and “**wynd**” shall be used to designate one street which, being shaped like a crescent, connects back to that same street or to a second street.
- 4.6. The terms “**place**”, “**court**”, “**close**”, and “**lane**” shall be used to designate minor roads and cul-de-sacs.

District of West Vancouver

POLICY

- 4.7. Wherever possible, roads that continue in the same general direction (i.e., “North/South” versus “East/West”) through an intersection, shall remain the same name.
- 4.8. Where possible, recognition of District historical reference shall be taken into consideration and any suggestions from individuals and organizations will be taken under consideration.
- 4.9. In addition to historic reference, consistent area themes will be encouraged wherever possible.
- 4.10. There shall be a maximum of two (2) derivatives of major street names used.
- 4.11. The use of proper names of individuals shall be limited to surnames only and, if intended as recognition of a specific individual, shall only be used *posthumously*, unless otherwise directed by Council.
- 4.12. In the event of an existing street name creating a problem - either for local residents or for emergency services - either party may bring forward a request to the Director responsible for a change in name for that particular street.
- 4.13. After making a recommendation on an appropriate name, the residents affected by such a change will be contacted and their views conveyed to Council along with the recommendation of the Director.
- 4.14. The Director shall forward to Council for approval, all street name requests (including private roads within developments).

5. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Signature	<hr/> <p style="text-align: center;">X</p> <hr/>	

6. Additional Information

District of West Vancouver
POLICY

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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District of West Vancouver CORPORATE POLICY

Planning & Development Services	Conversion of Rental Apartments
Policy #02-80-195	
CIS File: 1040-00	

1.0 Purpose

- 1.1 To establish a policy concerning conversion of existing rental apartments greater than fourplexes to non-rental ownership.

2.0 Policy

- 2.1 The Corporation of the District of West Vancouver shall not approve future applications for conversion of existing rental apartments, greater than fourplex's, to non-rental ownership.

Approval Date: July 16, 1990	Approved by: Policy and Planning Committee
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District of West Vancouver
POLICY

Title: Conversion of Rental Apartments
 Division: Planning, Development, and Environment Services
 Policy Number: 0093
 File Number: 0282-20-0093

1. Purpose

- 1.1. To establish a policy concerning conversion of existing rental apartments, greater than fourplexes, to non-rental ownership.

2. Scope

- 2.1. This policy applies to all existing rental apartments, greater than fourplexes, within the municipal boundaries of the District.

3. Definitions

- 3.1. “District” means The Corporation of the District of West Vancouver.

4. Policy Statement

- 4.1. The District shall not approve future applications for conversion of existing rental apartments, greater than fourplexes, to non-rental ownership.

5. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		

District of West Vancouver
POLICY

Signature	X _____
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6. 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	