

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

3.

COUNCIL REPORT

Date:	November 18, 2024
From:	Hanna Demyk, Planning Technician John Carbon, Planning Technician
Subject:	Proposed Miscellaneous Bylaw Amendments
File:	1610-20-5353, 5354, 5355, and 5365

RECOMMENDATION

THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5353, 2024" be read a first time.

RECOMMENDATION

THAT proposed "Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024" be read a first, second, and third time.

RECOMMENDATION

THAT proposed "Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024" be read a first time.

RECOMMENDATION

THAT proposed "Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024" be read a first, second, and third time.

RECOMMENDATION

THAT opportunities for consultation on the proposed Official Community Plan amendment, with persons, organizations, and authorities, as outlined in the report dated November 18, 2024, be endorsed as sufficient consultation for purposes of section 475 of the Local Government Act.

RECOMMENDATION

THAT proposed "Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5354, 2024" and "Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024" be presented at a public hearing scheduled for January 27, 2025 at 5:30 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities (WebEx video conferencing software), and that notice be given of the scheduled public hearing.

1.0 Purpose

This report proposes miscellaneous amendments to the Zoning Bylaw (**Appendix A**), Development Procedures Bylaw (**Appendix B**), Official Community Plan (**Appendix C**), and Sign Bylaw (**Appendix D**). The proposed bylaw amendments would provide greater clarity to existing regulations, correct inadvertent errors, and address inconsistencies. Specific amendments are proposed to provide improvements and greater flexibility for heat pump and solar panel installation, children’s play equipment regulations, accessory sheds, home-based business regulations, accessory business uses, and form and character guidelines for multi-family developments. Additionally, amendments to the Zoning and Development Procedures Bylaws are proposed to align with Local Government Act requirements.

2.0 Legislation/Bylaw/Policy

The Local Government Act (LGA) requires that a public hearing be held on the proposed Zoning and Official Community Plan amendment bylaws, in accordance with sections 464 through 470.

Zoning Bylaw No. 4662, 2010, regulates development of property and buildings in the District. Development Procedures Bylaw No. 4940, 2017, outlines procedures for administering and processing development applications. Sign Bylaw No. 4499, 2007, regulates District sign requirements.

3.0 Council Strategic Objective(s)/Official Community Plan

2024 – 2025 Council Strategic Goals and Objectives

Most of the proposed bylaw amendments achieve the intent of the initial bylaw approvals, as the amendments aim to correct inadvertent errors, address inconsistencies, and provide greater clarity for miscellaneous regulations. However, this report responds to the following Strategic Objectives from Council:

- Objective 2.2, Deliverable 2.2.1, which aims to respond to new legislation, such as Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023, by updating the Official Community Plan, Zoning Bylaw, and supplementary bylaws as required; and
- Objective 3.1, Deliverable 3.1.1, which aims to support existing businesses.

Official Community Plan

The Official Community Plan (OCP) includes development permit areas (DPAs) which contain area-specific policies and guidelines that direct development.

4.0 Financial Implications

Not applicable.

5.0 Background

5.1 Previous Decisions

Not applicable.

5.2 History

Not applicable.

6.0 Analysis

6.1 Discussion

Zoning Bylaw Amendments

The proposed amendments to the Zoning Bylaw (**Appendix A**) are described below:

a) Children's Play Equipment

The existing definition of "Children's play equipment" requires play structures to be unenclosed and uncovered. Numerous District of West Vancouver parks provide outdoor play structures that may be considered enclosed and covered, such as the playground at John Lawson Park. In addition, various retailers offer children's play equipment for sale to the public that may be considered enclosed and covered.

An amendment is proposed to the definition of "Children's play equipment" that is less restrictive and provides greater flexibility by allowing various forms of play structures. As well, to align with BC Building Code requirements an amendment is proposed to require a minimum setback of 1.2 metres from all property lines.

b) Home-based Businesses

Section 120.01 is proposed to be amended to explicitly permit home-based businesses in every zone as accessory to residential uses. Most zones across the District currently permit home-based businesses within residential dwelling units. The proposed amendment would fill in gaps in the Zoning Bylaw, particularly in CD zones, where home-based businesses are not explicitly listed as a permitted use.

c) Accessory Manufacturing/Wholesaling Use

An amendment to Section 120.01 is proposed to allow food production, manufacturing and wholesaling as an accessory use to a commercial business. This is currently permitted in Commercial zones across the District and the proposed amendment would

extend this allowance to existing CD zoned sites that include commercial uses.

d) Solar Panels Height Exemption

An amendment to Section 120.19(3) of the Zoning Bylaw is proposed to:

- Provide greater flexibility to solar energy systems, allowing a 0.6 metre building height exemption without restrictions for the structural dimensions for solar panel equipment; and
- To clarify the height exemption limits for mechanical equipment and enclosures, and skylights, to require a maximum of 9.0 square metres in cumulative area for these types of structures.

e) Heat Pumps

Heat pumps provide for an efficient heating and cooling system by moving heat in and out of homes using electricity. As British Columbia primarily generates its electricity from renewable energy, switching from fossil-fuel systems to a heat pump may significantly reduce a home's carbon emissions.

An amendment to Section 120.27(7)(f) of the Zoning Bylaw is proposed to provide greater flexibility for the siting of heat pumps, allowing heat pumps to be located anywhere on a site and not be limited to multi-family residential sites.

It is staff's understanding that Council has received noise complaints regarding heat pumps. In response to these concerns, the District's Climate Action & Environment Division has created a *Heat Pumps & Noise Guide* in coordination with various departments, outlining advice for heat pump installers and residents interested in installing a heat pump to provide year-round heating and cooling within their home, while also complying with the District's Noise Control Bylaw by minimizing noise from heat pumps (**Appendix E**).

This proposed amendment, accompanied by the *Heat Pumps & Noise Control Guide*, would remove the barrier for locating a heat pump on a site while also addressing noise concerns.

f) Child Care Regulations

Section 120.28 of the Zoning Bylaw regulates child care across the District. The proposed amendment to Section 120.28 would:

- Re-organize the section to provide greater clarity as to when specific regulations would apply depending on the number of children proposed;

- Specify a yard setback requirement for children's play equipment of 1.2 metres from all site lines in all zones aligned with BC Building Code fire safety requirements; and
- Specify off-street parking requirements for child care facilities on non-residential sites, requiring 1 off-street parking space for every 4 child care spaces unless otherwise specified in the zone of the parcel.

g) Detached Sheds

This report recommends an amendment to Section 130.08(5) of the Zoning Bylaw to allow for one detached and unheated accessory building no more than 10 square metres in size to be excluded from floor area calculations. The intent of this amendment is to facilitate the erection of small, detached, and unheated sheds on residential sites. A height restriction of 2.6 metres is also proposed to be added to Section 130.01(7) of the Zoning Bylaw for an accessory building meeting these specifications.

h) Various Clarifications and Corrections

Included with the proposed zoning amendments are various clarifications and corrections as follows:

- Removal of specific reference to the West Vancouver Building Bylaw number. Staff understand that a new Building Bylaw will be brought forward in the future. This amendment ensures that any references to the Building Bylaw within the Zoning Bylaw will not be outdated.
- Updates to the site area and site width provisions within the District's Duplex (RD) Zones to clarify subdivision and density allowances for lots designated for small-scale, multi-unit housing (SSMUH) under Bill 44. These clarifications address recent inquiries about SSMUH, ensure legislative compliance, and prevent unintended subdivisions or the need for variances to achieve required densities under SSMUH.
- Updates to the Public Assembly Zone 2 (Places of Worship) to clarify the specific sites where a single-family dwelling or ground-oriented dwelling is permitted.
- Correction to CD1 (Evelyn Drive) and CD3 (Rodgers Creek) to fix the reference to side yard setback requirements.

Development Procedures Bylaw Amendments

The proposed amendments to the Development Procedures Bylaw (**Appendix B**) are described below:

a) Committee Reviews

This report recommends amendments that remove references to the Design Review Committee (DRC) and Lower Caulfeild Conservation Area Committee (LCAC) within the Development Procedures Bylaw.

b) Public Hearings and Meetings

In 2023, the Provincial Government introduced Bill 44. The legislation focused on increasing the supply of housing by streamlining processes for development approvals and encouraging local governments to adopt measures that facilitate housing development. Bill 44 amended the LGA to prohibit local governments from holding public hearings, in certain circumstances, including prohibiting public hearings for Zoning Bylaw amendments where:

- an official community plan is in effect for the area that is the subject of the Zoning Bylaw,
- the bylaw is consistent with the Official Community Plan,
- the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.

This report recommends amendments to align the Development Procedures Bylaw with Bill 44; requiring public hearings to be scheduled as per requirements of the LGA, eliminating public meetings for development permits that are being concurrently considered with a zoning amendment where a public hearing is prohibited and updating notice requirements.

c) Notice of Consideration of Delegated Permits

Part 10.3 of the Development Procedures Bylaw notes that the Director of Planning and Development may consider a delegated application if no concerns are received or where concerns are resolved. When concerns are received that cannot be resolved, the application shall be forwarded and considered by Council.

Staff often receive concerns that are not related to the relevant development permit area guidelines or criteria outlined in the Development Procedures Bylaw in which an application is being considered. This report recommends amendments to 10.3.2 and 10.3.3 to clarify that concerns to be considered by the Director as part of a delegated permit must be related to the relevant DPA guidelines or criteria within the Development Procedures Bylaw.

This aligns with standard practice for all delegated development permits in the District.

d) Works and Servicing Agreements Delegation

An amendment to Part 19.1.1 is proposed to clarify that works and services agreements can be amended by the Approving Officer, in addition to the existing delegation allowing works and services agreements to be entered into by the Approving Officer.

e) Lower Caulfeild Heritage Conservation Area Delegation

Currently, delegation Heritage Alteration Permits within Lower Caulfeild is included within the Official Community Plan, whereas all other delegations are included in the Development Procedures Bylaw. An amendment is proposed to add this existing delegation currently listed in the Official Community Plan to the Development Procedures Bylaw. The wording of the delegation criteria is proposed to be revised to be more concise and align with wording for other delegations under Part 19 of the Development Procedures Bylaw. However, no changes to the conditions in which a heritage alteration permit may be delegated are proposed.

Official Community Plan Amendments

The proposed amendments to the Official Community Plan (OCP) (**Appendix C**) are described below:

a) Policies BF-D 1 “Whitby Estates” and BF-D 4 “Clyde Avenue Area”

Policies BF-D 1 and BF-D 4 currently reside under the heading ‘New Neighbourhood Areas’ in Schedule ii of the OCP, however, these are well-established, long-standing neighborhoods within the District, distinct from undeveloped areas where development is anticipated. Amendments are proposed to re-locate these Policies under ‘Built Form Guidelines for Neighbourhoods’ where Altamont Neighbourhood and Coach House Development Guidelines currently reside. For consistency, the Policy numbers are also proposed to be updated from BF-D 1 and BF-D 4 to BF-B 3.2 and BF-B 3.3, respectively.

b) Policy BF-C 8 “Local Commercial Sites”, Policy BF-C 9 “Marina Sites”, Residential DPA Designations key map, and Commercial DPA Designations key map

Amendments are proposed to remove the Residential Area Designations and Commercial DPA Designations key maps from the OCP. Currently, any revision to these maps (e.g., adding a site to a DPA) requires an OCP amendment, even though the maps serve as reference tools and do not form an official part of the OCP.

It is proposed that these maps be made available separately on the District’s OCP webpage, where they would remain accessible as

reference material. This approach would increase flexibility, allowing the maps to be updated without formal amendments and enabling design improvements to enhance usability. Updated maps of commercial and multiple residential area designations, shown in **Appendix F**, would be posted on the OCP webpage in place of being embedded in the OCP.

Accompanying this proposed amendment are amendments to Policy BF-C 8 “Local Commercial Sites” and BF-C 9 “Marina Sites” to remove existing references to these key maps and correct errors and inconsistencies in the current list of sites designated under these development permit areas.

c) Policy HE 6 “Lower Caulfeild Heritage Conservation Area”

An amendment is proposed to delete the delegation conditions from Policy HE 6 “Lower Caulfeild Heritage Conservation Area”, as this delegation is proposed to be relocated to the Development Procedures Bylaw as previously described.

d) Policy BF-B 8 “Other Multiple Family Sites”

An amendment to Policy BF-B 8 “Other Multiple Family Sites” is proposed to add CD zones 8, 10 (excluding 2221 to 2229 Folkestone Way), and 11 to the development permit area (DPA).

The CD8, CD10, and CD11 zones currently permit the following multiple residential uses:

- CD8 zone permits duplex dwellings and townhouses,
- CD10 zone permits apartments and townhouses, and
- CD11 zone permits townhouses.

Despite the above permitted uses, these sites do not fall within a DPA in the Official Community Plan and represent a gap in the District’s ability to regulate the design of multiple family residential development in the Panorama Village neighbourhood (Figure 1).

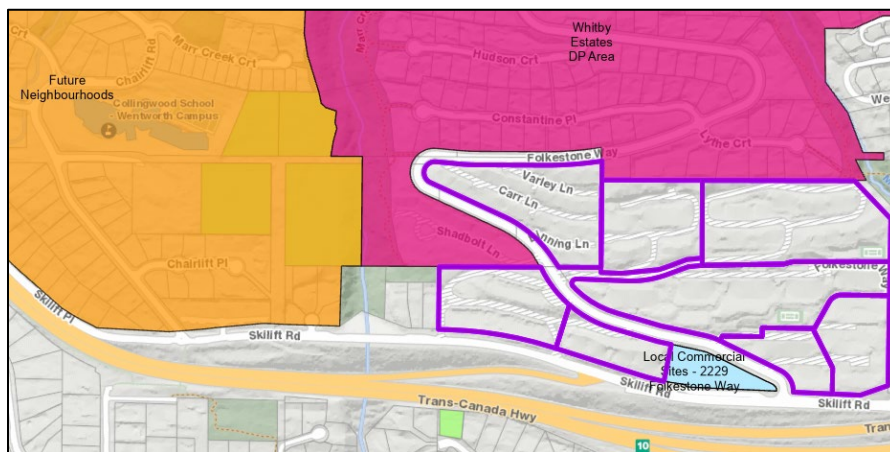


Figure 1. Map showing Folkestone Way CD zoned sites (outlined in purple) not currently designated under a DPA.

The “Other Multiple Family Sites” designation promotes compatibility of multiple family development with adjoining single family and other land uses to promote a high standard of design, construction, and landscaping; and to integrate new development with existing views, circulation, and the character of surrounding buildings and uses. Adding these sites to a DPA would enable the District to guide the design, form, and character for any changes proposed to these existing multi-family residential developments, ensuring they complement neighbourhood aesthetics and create cohesive, well-integrated urban spaces.

Sign Bylaw Amendments

The proposed amendments to the Sign Bylaw (**Appendix D**) would create regulations for signage for home-based businesses. The definition for a home-based business sign is proposed as follows:

“Home Based Business Sign” means a sign indicating the name and address of a home occupation and may include a description of the services provided, but must not include any promotional or advertising content;

The amendments also propose to add the following home-based business sign regulations as follows:

- A home based business sign is not permitted on apartment dwelling units or dwellings over commercial premises;
- A Sign Permit is required;
- Not more than 1 sign is permitted within a dwelling unit;
- A sign shall not exceed 0.2 square metres in area;
- A sign shall not be internally illuminated;
- The sign must be professional and not detract from the residential character of the neighbourhood; and
- The sign must be affixed to the building in which the home-based business is situated and may not exceed the height of the ground-floor level; or placed on a fence or a gate or a freestanding support located within the property lines in which the home-based business is situated and not exceeding 1.2 metres in height above the street or grade.

6.2 Public Engagement and Outreach

A public hearing must be held to consider the proposed Zoning Bylaw and Official Community Plan amendment bylaws. Public notice will be given in accordance with District procedures.

6.3 Other Communication, Consultation, and Research

Planning staff have consulted with District staff from other departments as appropriate.

7.0 Options

7.1 Recommended Option

That Council give the recommended readings to the proposed bylaws and set the date for public hearing for the Zoning amendment bylaw and Official Community Plan amendment bylaw.

7.2 Considered Options

- a) That Council give readings to the proposed bylaws and set an alternate date (to be specified) for a public hearing; or
- b) Defer consideration pending the receipt of additional information (to be specified) to assist in consideration of the proposed bylaws; or
- c) Reject the proposed bylaws.

8.0 Conclusion

The proposed miscellaneous bylaw amendments will improve interpretation and application of the bylaws, allow for greater flexibility for buildings and structures highlighted in this report, fill in gaps in existing regulations and policy, address inconsistencies, and correct inadvertent errors. Staff recommend approval of the proposed bylaw amendments.

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Concur: 

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Date: November 18, 2024
From: Hanna Demyk, Planning Technician
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Subject: Proposed Miscellaneous Bylaw Amendments

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Appendices:

- A. Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5353, 2024.
- B. Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024.
- C. Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024.
- D. Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024.
- E. Heat Pumps & Noise Guide 2024.
- F. Updated Convenience (Key) Maps for Multiple Family and Commercial Area Designations.

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District of West Vancouver

**Zoning Bylaw No. 4662, 2010,
Amendment Bylaw No. 5353, 2024**

Effective Date:

District of West Vancouver

Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5353, 2024

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District of West Vancouver

Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5353, 2024

A bylaw to provide greater clarity to miscellaneous regulations, correct inadvertent errors, and address inconsistencies.

Previous amendments: Amendment bylaws 4672, 4677, 4678, 4679, 4689, 4701, 4680, 4710, 4697, 4716, 4712, 4737, 4726, 4736, 4757, 4752, 4767, 4787, 4788, 4784, 4772, 4791, 4805, 4809, 4828, 4854, 4873, 4866, 4895, 4839, 4898, 4927, 4944, 4905, 4974, 4967, 4982, 4962, 4928, 4992, 5001, 5021, 5024, 5028, 5009, 4938, 5044, 5055, 5051, 5068, 5065, 5087, 5069, 5110, 5106, 5132, 5161, 5160, 5013, 5122, 5155, 5169, 5192, 5175, 5171, 5201, 5230, 5081, 5223, 5270, 5281, 5321, 5328, 5338, 5336, 5351, 5293, 5347, 5339, 5206, and 5356.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for miscellaneous Zoning Bylaw amendments;

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 Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5353, 2024.

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 Regulation

3.1 Zoning Bylaw No. 4662, 2010, Section 110 (Definitions) is amended by:

3.1.1 Deleting the existing definition for “Children’s play equipment” and replacing it with the following, referencing Section 120.28 and 130.01:

Play structures such as children’s swings, slides and climbing apparatus, but does not include skateboard park equipment.

3.2 Zoning Bylaw No. 4662, 2010, Section 120 (General Regulations for all Zones) is amended by:

3.2.1 Adding the following to Section 120.01 in numerical order:

(9) As an accessory use in every zone,

- (a) Home-based businesses are permitted within residential dwelling units in accordance with Section 130.04; and
- (b) Where a commercial premises includes food production, manufacture of food goods is permitted as an accessory to the principal use, and those products may be sold retail or wholesale on the premises.

3.2.2 Deleting Section 120.19(3)(c) and replacing it with the following:

(c) Solar energy systems, provided that no part is greater than:

- (i) 0.6 metre above the permitted height of a building with a flat roof; or
- (ii) 0.6 metre above the finished roof of a building with any other roof form, to a maximum not to exceed the highest point of the building.

3.2.3 Adding the following to Section 120.19(3) in alphabetical order:

(d) Mechanical equipment and enclosures, and skylights no greater than 9.0 square metres in cumulative area, provided that no part is greater than:

- (i) 0.6 metre above the permitted height of a building with a flat roof; or
- (ii) 0.6 metre above the finished roof of a building with any other roof form, to a maximum not to exceed the highest point of the building.

- 3.2.4 Deleting Section 120.27(7)(f) and replacing it with the following:

Notwithstanding 120.27(5), heat pumps can be located anywhere on a site.

- 3.2.5 Deleting Section 120.28 in its entirety and replacing it with the following:

120.28 Child Care

- (1) Child care up to a maximum of 8 children is allowed on any site that meets Provincial legislation and Regulations. (Bylaw #4679)
- (2) Child care of more than 8 children is allowed in the following zones subject to Provincial legislation and Regulations: Section 200 (Single Family Dwelling Zones); Section 250 (Duplex Dwelling Zones); Section 260 (Ground-Oriented Dwelling Zones); Section 300 (Multiple Dwelling Zones); Section 350 (Commercial Zones); Section 500 (Community/Public Use Zones); Section 550 (Institutional Zones); Section 600 (Comprehensive Development Zones); and Section 700 (Ambleside Zones), except that:
 - (a) Child care in an individual dwelling unit is limited to a maximum of 8 children.
- (3) Notwithstanding Section 120.28(2), child care of 9 up to a maximum of 16 children is allowed in a single family dwelling subject to the following conditions:
 - (a) The lot on which a child care facility is sited must be a minimum distance of 182.9 metres from any other lot on which an existing child care facility of more than 8 children in a single family dwelling is sited; and
 - (b) Child care located in a secondary suite or detached secondary suite is limited to a maximum of 8 children.
- (4) Where the zoning permits a principal dwelling with one or more accessory secondary suites on a parcel, a maximum of one child care facility shall be permitted on the parcel.
- (5) The dwelling unit in which the child care facility is operated must be occupied by the operator or a staff person of the child care facility.
- (6) Children's play equipment for the child care facility must be sited a minimum of 1.2 metres from all site lines in all zones.

- (7) Off-street parking requirements for child care facilities are as follows:
 - (a) For single family dwellings, 1 off-street parking space for every 6 child spaces where the site is abutting or directly across from a school, place of worship, park, or community facility; and
 - (b) On all other sites, 1 off-street parking space for every 4 child care spaces unless otherwise specified in the zone of the parcel.
- 3.3 Zoning Bylaw No. 4662, 2010, Section 130 (General Regulations for Residential Zones & Uses Only) is amended by:
- 3.3.1 Deleting Section 130.01(3)(b)(i) and replacing it with the following:
 - (i) children's play equipment, except that it must be located 1.2 metres from all site lines;
 - 3.3.2 Adding the following to Section 130.01(7) in alphabetical order:
 - (c) 2.6 metres, where an accessory building is up to 10 square metres in size and is detached and unheated as per Section 130.08(5)(d).
 - 3.3.3 Deleting Section 130.05(4)(a) and replacing it with the following:
 - (a) be permitted on a lot where there is the keeping of lodgers, a community care facility, a bed and breakfast, or a child care facility of more than 8 children in accordance with Section 120.28;
 - 3.3.4 Deleting Section 130.051(9)(a) and replacing it with the following:
 - (a) be permitted on a lot where there is the keeping of lodgers, a community care facility, a bed and breakfast, or a child care facility of more than 8 children in accordance with Section 120.28; or
 - 3.3.5 Adding the following to Section 130.08(5) in alphabetical order:
 - (d) one detached and unheated accessory building up to a maximum of 10 square metres.

- 3.4 Zoning Bylaw No. 4662, 2010, Section 140 (Parking Regulations) is amended by:
- 3.4.1 Deleting the words “Building Bylaw No. 4400, 2004” from Sections 143.01(2)(a)(iv), 143.01(2)(b)(ii), and 143.01(2)(c)(iii), and replacing it with “District of West Vancouver’s Building Bylaw”.
- 3.5 Zoning Bylaw No. 4662, 2010, Section 250 (Duplex Dwelling Zones) is amended by:
- 3.5.1 Deleting Section 251.04 in its entirety and replacing it with the following:
- 251.04 Site Area**
- 555 square metres minimum
- 3.5.2 Deleting Section 251.05 in its entirety and replacing it with the following:
- 251.05 Site Width**
- Notwithstanding any other provision of Section 251, a 14.3 metre minimum site width applies to lots created on or after August 12, 2024
- 3.5.3 Deleting Section 251.06(3) and replacing it with the following:
- (3) Ground-oriented dwellings – 40% of Lot Area maximum
- 3.5.4 Deleting Section 251.07(3) and replacing it with the following:
- (3) Ground-oriented dwellings – 0.5 of lot area maximum
- 3.5.5 Deleting Section 252.04 in its entirety and replacing it with the following:
- 252.04 Site Area**
- 557.5 square metres minimum
- 3.5.6 Deleting Section 252.05 in its entirety and replacing it with the following:
- 252.05 Site Width**

Notwithstanding any other provision of Section 252, a 14.9 metre minimum site width applies to lots created on or after August 12, 2024

3.5.7 Deleting Section 252.06(3) and replacing it with the following:

(3) Ground-oriented dwellings – 40% of Lot Area maximum

3.5.8 Deleting Section 252.07(3) and replacing it with the following:

(3) Ground-oriented dwellings – 0.5 of lot area maximum

3.5.9 Deleting Section 253.05 in its entirety and replacing it with the following:

253.05 Site Width

Notwithstanding any other provision of Section 253, a 14.9 metre minimum site width applies to lots created on or after August 12, 2024

3.6 Zoning Bylaw No. 4662, 2010, Section 350 (Commercial Zones) is amended by:

3.6.1 Deleting Section 351.02(8).

3.6.2 Deleting Section 352.02(9) and renumbering subsequent sections as required.

3.7 Zoning Bylaw No. 4662, 2010, Section 550 (Institutional Use Zones) is amended by:

3.7.1 Deleting Section 561.02(4) and replacing it with the following:

(4) Notwithstanding any other provision of Section 561, the lands zoned PA2 on a site with the principal use of a single family dwelling or ground-oriented dwellings shall be regulated in accordance with:

(a) the regulations of Section 202 – RS2 on:

Civic Address	Property Identifiers (PIDs)
2893 Marine Drive	010-296-433

(b) the regulations of Section 203 – RS3 on:

Civic Address	Property Identifiers (PIDs)
4773 Piccadilly South	011-318-163
450 Mathers Avenue	008-642-931
1335 3rd Street	007-121-091

370 Mathers Avenue	015-957-187
1525 Taylor Way	009-707-069
1305 Taylor Way	015-847-195
595 Keith Road	009-539-948

(c) the regulations of Section 205 – RS5 on:

Civic Address	Property Identifiers (PIDs)
1068 Inglewood Avenue	007-917-112
2347 Inglewood Avenue	006-985-149
714 20th Street	011-207-671
2062 Esquimalt Avenue	007-297-980
885 22nd Street	003-610-829, 003-610-845, and 003-610-861

3.8 Zoning Bylaw No. 4662, 2010, Section 600 (Comprehensive Development or site specific zones) is amended by:

3.8.1 Deleting Section 601.07 in its entirety and replacing it with the following:

601.07 Yards

Yard minimums shall be as follows:

BUILDING TYPE	YARD MINIMUMS
Apartment	6.1 metres for front, rear and side yards
Cluster Housing	6.1 metres for front, rear and side yards; except where the adjacent lot is zoned CD1, the side yard shall be a minimum 1.5 metres
Single Family Dwelling	6.1 metres for front yards. 9.1 metres for rear yards. Side yards shall comply with the provisions of Section 251.10
Two Family Dwelling	6.1 metres for front yards. 9.1 metres for rear yards. Side yards shall comply with the provisions of Section 251.10

3.8.2 Deleting Section 603.08(1) and replacing it with the following:

(1) Yard minimums shall be as follows:

USE	YARD MINIMUM	
Apartment	Front Yard:	6 metres
	Rear Yard:	7.6 metres
	Each Side Yard:	6 metres
Cluster Housing	Front Yard:	7.6 metres
	Rear Yard:	7.6 metres

	Each Side Yard:	6 metres
Single Family on lots of 669 square metres or less in area	Front Yard:	4.5 metres, except where a garage faces the street the yard in front of the garage shall be a minimum 7.6 metres
	Rear Yard:	7.6 metres
	Side Yard:	shall comply with the provisions of Section 251.10
Single Family on lots of more than 669 square metres in area	Front Yard:	4.5 metres, except where a garage faces the street the yard in front of the garage shall be a minimum 7.6 metres
Two Family Dwelling	Rear Yard:	12.2 metres
	Side Yard:	shall comply with the provisions of Section 251.10

3.9 Zoning Bylaw No. 4662, 2010, Section 700 (Ambleside Centre Zones) is amended by:

3.9.1 Deleting Section 701.01(1)(a) and replacing it with the following:

(a) bakery, confectionery or manufacture of other food goods whose products are also sold on the premises

3.9.2 Deleting Section 701.02(4) and renumbering subsequent sections as required.

3.9.3 Deleting Section 702.02(3) and renumbering subsequent sections as required.

READ A FIRST TIME on

PUBLICATION OF NOTICE OF PUBLIC HEARING on

PUBLIC HEARING HELD on

READ A SECOND TIME on

READ A THIRD TIME on

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED by the Council on

Mayor

Deputy Corporate Officer

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District of West Vancouver

**Development Procedures Bylaw No. 4940, 2017,
Amendment Bylaw No. 5354, 2024**

Effective Date:

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024

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District of West Vancouver

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024

A bylaw to provide greater clarity to miscellaneous regulations, correct inadvertent errors, and align the District's development procedures with the *Local Government Act*.

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

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for miscellaneous Development Procedures Bylaw amendments;

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. 5354, 2024.

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 4 (Definitions) is amended by:
 - 3.1.1 Deleting the existing definition for "Director" and replacing it with the following:

“Director” means the Director of Planning, Development and Environment Services for the District;

3.1.2 Deleting the following text from Part 4.1:

“DRC” means the District’s Design Review Committee;

3.2 Development Procedures Bylaw No. 4940, 2017, Part 7 (Application) is amended by:

3.2.1 Deleting Part 7.3.1 and replacing it with the following:

When processing an application, the Director or Council may refer the application to a Committee of Council, or other agencies, associations, groups persons or other staff members for comment or evaluation.

3.2.2 Deleting Part 7.3.2 in its entirety.

3.3 Development Procedures Bylaw No. 4940, 2017, Part 9 (Public Hearing and Meetings) is amended by:

3.3.1 Deleting Part 9 in its entirety and replacing it with the following:

Part 9 (Public Hearings and Meetings)

9.1 Public Meetings

9.1.1 Council may provide an opportunity for public comment in the form and to the extent Council considers appropriate before passing a resolution to issue:

- (a) a Development Variance Permit;
- (b) a Development Permit with variances; or
- (c) a Temporary Use Permit.

9.1.2 Notwithstanding 9.1.1, a meeting would not be held for a Development Variance Permit or Development Permit that is being concurrently considered with a Zoning Amendment that is prohibited from having a public hearing in accordance with the Local Government Act.

9.2 Public Hearings

9.2.1 Public Hearings will be scheduled as per requirements of the *Local Government Act*.

3.4 Development Procedures Bylaw No. 4940, 2017, Part 10 (Notification) is amended by:

3.4.1 Deleting Part 10 in its entirety and replacing it with the following:

Part 10 (Notification)

10.1 Notice of Public Hearing or Public Hearing Not Held

10.1.1 The specified distance where mailing or delivery of a notice of a Public Hearing, or a notice in advance of first reading if a public hearing will not be held as required by the *Local Government Act*, is 100 metres from the perimeter of the subject parcel.

10.2 Notice of Consideration

10.2.1 Notice of consideration of the applications shown in Column A below shall be given to owners and occupants of all parcels of land, any part of which is the subject of the application or within the distance specified in Column B below from the perimeter of the subject parcel:

A. Development Application	B. Distance
Major Development Permit (with or without variances)	100 metres
Minor Development Permit (with or without variances)	50 metres
Development Variance Permit	50 metres
Temporary Use Permit	50 metres
Heritage Alteration Permit	50 metres
Heritage Alteration Permit in Lower Caulfeild Heritage Conservation Area	Entire Lower Caulfeild Heritage Conservation Area
Natural Environment and Hazardous Areas NE2, NE5, and NE13 (with variances)	50 metres
Minor Development Variance Permit (for single family sites)	50 metres

10.3 Where the consideration or issuance of any permit shown in Column A above has been delegated to the Director, the Director will notify all owners and occupants within the

distance specified in Column B above from the perimeter of the subject parcel and will:

- 10.3.1 allow two weeks for owners and occupants to provide comments to the Director, and
- 10.3.2 where no concerns relating to the relevant development permit guidelines or criteria within the Development Procedures Bylaw are received, or where the Director deems concerns to be resolved, the Director may consider the application, or
- 10.3.3 where concerns relating to the relevant development permit area guidelines or criteria within the Development Procedures Bylaw are received that cannot, in the Director's opinion, be resolved, the application shall be forwarded and considered by Council.

10.4 Council or the Director may define an expanded notification area beyond the prescribed distances specified for an amending bylaw in p. 10.1 or consideration of an application described in p. 10.2.

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

3.5.1 Deleting Part 19.1.1 and replacing it with the following:

19.1.1 To enter into, and amend, works and services agreements pursuant to Section 509 of the *Local Government Act*.

3.5.2 Adding new Part 19.23 after Part 19.22 as follows:

Heritage Alteration Permits for Lower Caulfeild Heritage Conservation Area

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

19.23.1 complies with Guidelines HE 6; and
either

19.23.2 conforms to the Zoning Bylaw; or

19.23.3 involves a lot line realignment, construction of a new building or structure, or renovations to an existing building or structure, that either conforms or 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

19.23.4 involves replacement of an existing building or structure that was lawfully constructed but does not conform to the current 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.

3.5.3 Development Procedures Bylaw No. 4940, 2019, is amended by amending the Table of Contents accordingly.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Mayor

Deputy Corporate Officer

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District of West Vancouver

**Official Community Plan Bylaw No. 4985, 2018,
Amendment Bylaw No. 5355, 2024**

Effective Date:

Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024

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Part 4	Adds Folkestone CD Zones to Other Multiple Family Sites	3

District of West Vancouver

Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024

A bylaw to amend Official Community Plan Bylaw No. 4985, 2018, to add Folkestone Comprehensive Development (CD) Zones 8, 10 (excluding 2221, 2223, 2225, 2227, and 2229 Folkestone Way), and 11 to Policy BF-B 8 “Other Multiple Family Sites”, correct inadvertent errors, and reorganize Schedule ii of the Official Community Plan to provide greater clarity to area-specific policies and guidelines.

Previous amendments: Amendment bylaws 5008, 5045, 5054, 5057, 5064, 5074, 5076, 5120, 5135, 5128, 5172, 5231, 5222, 5280, 2301, 5335, 5291, 5362, 5292, and 5205.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for an amendment to the Official Community Plan to add Folkestone CD Zones to Other Multiple Family Sites Development Permit Area, correct inadvertent errors, and reorganize Schedule ii of the Official Community Plan to provide greater clarity to area-specific policies and guidelines.

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 Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5355, 2024.

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 Amends Schedule ii: Area-Specific Policies & Guidelines

- 3.1 Schedule ii [Area-Specific Policies & Guidelines] of Official Community Plan Bylaw No. 4985, 2018 is amended as follows:
- 3.1.1 By amending Policy BF-D 1 “Whitby Estates” as follows:
- (a) moving Policy BF-D 1 after Policy BF-B 3.1 “Coach House Development in Existing Neighbourhoods”; and
 - (b) updating Policy number from BF-D 1 to BF-B 3.2.
- 3.1.2 By amending Policy BF-D 4 “Clyde Avenue Area” as follows:
- (a) moving Policy BF-D 4 after Policy BF-B 3.2 “Whitby Estates”; and
 - (b) updating Policy number from BF-D 4 to BF-B 3.3.
- 3.1.3 On Page 1 of Schedule ii forming part of Official Community Plan Bylaw No. 4985, 2018, deleting key map of Residential Area Designations.
- 3.1.4 By amending Policy BF-C 8 “Local Commercial Sites” of Schedule ii forming part of Official Community Plan No. 4985, 2018, as follows:
- (a) On Page 72 within the preamble of Policy BF-C 8, deleting:

“The Local Commercial sites illustrated on the Development Permit Area Designations Key Map 1 and described as follows are designated as Development Permit Areas:”

And inserting in its place:

“The Local Commercial sites described as follows are designated as Development Permit Areas.”
 - (b) On Page 73 of Policy BF-C 8, deleting key map of Commercial Development Permit Area Designations.
- 3.1.5 By amending Policy BF-C 9 “Marina Sites” of Schedule ii forming part of Official Community Plan No. 4985, 2018, as follows:
- (a) On Page 75 within the preamble of Policy BF-C 9, deleting:

“The marina and yacht club sites illustrated on the Development Permit Area Designations Key Map 1 and described as follows are designated as Development Permit Areas:”

And inserting in its place:

“The marina and yacht club sites described as follows are designated as Development Permit Areas:”

- 3.1.6 By amending Policy HE 6 “Lower Caulfield Heritage Conservation Area”, Page 120 of Schedule ii forming part of Official Community Plan Bylaw No. 4985, 2018, by deleting entire row titled “Delegation of issuance of Heritage Alteration Permits.” from table.
- 3.1.7 By amending Table of Contents of Schedule ii forming part of Official Community Plan Bylaw No. 4985, 2018, as follows:
 - (a) deleting “KEY MAP – Residential Area Designations”;
 - (b) re-naming “BF-B 13 Block bounded by Esquimalt Avenue, 20th Street, Fulton Avenue, and” to “BF-B 13 Block bounded by Esquimalt Avenue, 20th Street, Fulton Avenue, and 21st Street”;
 - (c) re-naming “BF-B 14 21st Northwest corner of Taylor Way and Keith Road” to “BF-B 14 Northwest Corner of Taylor Way and Keith Road”;
 - (d) re-naming “BF-D 1 Whitby Estates” to “BF-B 3.2 Whitby Estates” and re-locating after BF-B 3.1 “Coach House Development in Existing Neighbourhoods”;
 - (e) re-naming “BF-D 4 Clyde Avenue Area” to “BF-B 3.3 Clyde Avenue Area” and re-locating after BF-B 3.2 “Whitby Estates”; and
 - (f) deleting “New Neighbourhood Areas” sub-heading.

Part 4 Adds Folkestone CD Zones to Other Multiple Family Sites

- 4.1 Schedule ii Area-Specific Policies & Guidelines in Official Community Plan Bylaw No. 4985, 2018, is further amended as follows:

- 4.1.1 By adding Folkestone Comprehensive Development (CD) Zones 8, 10 (excluding 2221, 2223, 2225, 2227, and 2229 Folkestone Way), and 11 to Policy BF-B 8 “Other Multiple Family Sites”.
- 4.1.2 By amending Policy BF-B 8 “Other Multiple Family Sites” of Schedule ii forming part of Official Community Plan Bylaw No. 4985, 2018, as follows:

On Page 28 within the preamble of Policy BF-B 8, deleting:

“The multiple family sites described as: Tudor Gardens, 843-22nd Street, Lot I, Block 5, DL 554, Plan LMP 1268; Esker Lane, 1253- 1275 3rd Street, DL 1074 Strata Plan LMS 2681; 2170 Chairlift Road, Lot 21 Exc. Part on Highway Plan 122, Block B, DL 815, Plan 9624; and, 2100 Block Gordon Avenue, Lots 13, 14, 15 and 16 DL 775 are designated a Development Permit Area.”

And inserting in its place:

“The multiple family sites described as: Esker Lane, 1253-1275 3rd Street, DL 1074 Strata Plan LMS 2681; 2170 Chairlift Road, Lot 21 Exc. Part on Highway Plan 122, Block B, DL 815, Plan 9624; 2100 Block Gordon Avenue, DL 775 Lot 13 and Strata Plan BCS 1593; and the area shown in **Figure 1** are designated a Development Permit Area.”

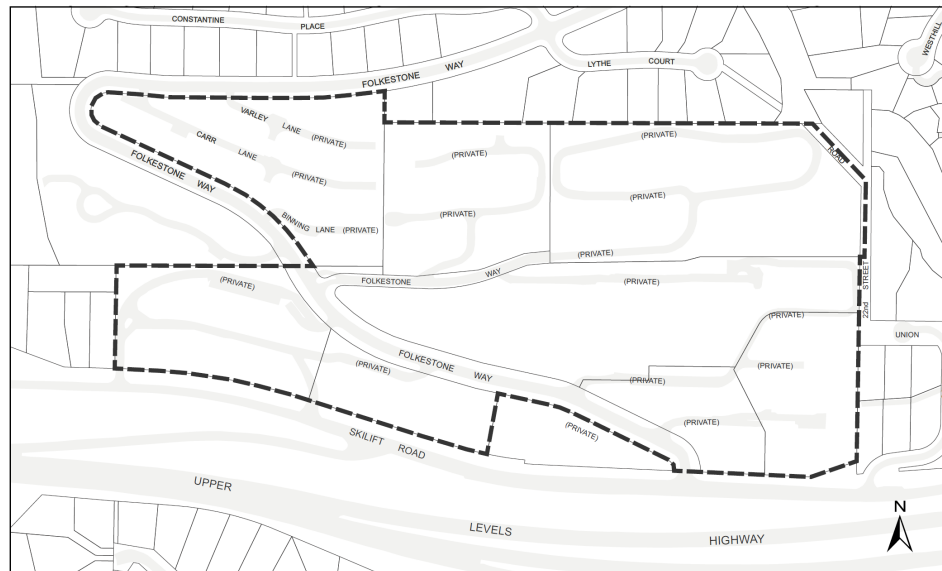


Figure 1 Folkestone Way CD Sites – Other Multiple Family Sites BF-B 8

READ A FIRST TIME (MAJORITY VOTE IN THE AFFIRMATIVE) on

MODIFIED (MAJORITY VOTE IN THE AFFIRMATIVE) on

READ A SECOND TIME AS MODIFIED (MAJORITY VOTE IN THE AFFIRMATIVE) on

PUBLICATION OF NOTICE OF PUBLIC HEARING on

PUBLIC HEARING HELD on

MODIFIED (MAJORITY VOTE IN THE AFFIRMATIVE) on

READ A THIRD TIME AS MODIFIED (MAJORITY VOTE IN THE AFFIRMATIVE) on

ADOPTED by the Council (MAJORITY VOTE IN THE AFFIRMATIVE) on

Mayor

Corporate Officer

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District of West Vancouver

**Sign Bylaw No. 4499, 2007,
Amendment Bylaw No. 5365, 2024**

Effective Date:

District of West Vancouver

Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024

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District of West Vancouver

Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024

A bylaw to add home-based business sign regulations to clarify associated requirements.

Previous amendments: Amendment bylaws 4521, 5115, and 5309.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to add home-based sign regulations to the Sign Bylaw.

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 Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024.

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 Amends the Definitions

- 3.1 Sign Bylaw No. 4499, 2007 is amended by adding the following in alphabetical order to Part 4.1:

“Home Based Business Sign” means a sign indicating the name and address of a home occupation and may include a description of the services provided, but must not include any promotional or advertising content;

Part 4 Amends the Regulations

- 4.1 Sign Bylaw No. 4499, 2007 is amended by deleting Part 14.1.6 in its entirety.
- 4.2 Sign Bylaw No. 4499, 2007 is amended by inserting a new Part 30 Home Based Business Signs as follows:

Part 30 Home Based Business Signs

- 30.1 A home based business sign is not permitted on apartment dwelling units or dwellings over commercial premises;
- 30.2 A Sign Permit is required;
- 30.3 Not more than 1 sign is permitted per dwelling unit;
- 30.4 A sign shall not exceed 0.2 m² [2.2 sq. ft.] in area;
- 30.5 A sign shall not be internally illuminated;
- 30.6 The sign must be professional and not detract from the residential character of the neighbourhood; and
- 30.7 Sign location:
- (a) a sign shall be affixed to the building in which the home-based business is situated and may not exceed the height of the ground-floor level; or
 - (b) placed on a fence or a gate or a freestanding support located within the property lines in which the home-based business is situated and not exceeding 1.2 m [4 ft.] in height above the street or grade.
- 4.2 Sign Bylaw No. 4499, 2007 is amended by renumbering the remaining Parts and sub-parts of the bylaw following Part 30.

Part 5 Amends the Table of Contents

5.1 Sign Bylaw No. 4499, 2007 is amended by amending the Table of Contents accordingly.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Mayor

Deputy Corporate Officer

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HEAT PUMPS & NOISE

LOCATING THE HEAT PUMP

Most noise complaints are a result of locating the outdoor unit facing, or too close to neighbouring windows, bedrooms, or living areas. Consider the following unit placement to reduce noise travel:

1. **Locate as far away from the property line as possible.** Avoid the side yard in favour of the front or rear yard.
2. **Keep out of high travel and weather-exposed locations.** For example - the unit should not be under a roof drip line; condensation outlets should not drain on pathways; and the unit should not interfere with parking or walkway access.
3. **If you can see it, you can usually hear it.** Use existing barriers like fences, landscaping, or decks to break uninterrupted noise transmission to neighbours and to your own home. Keep the unit away from any neighbouring windows or openings (especially ground and upper-floor bedrooms).
4. **Mount the unit on the ground.** Install the unit on a solid base such as a concrete pad or block, with rubber pads or dampeners to further minimize vibration. Wall-mounted units are generally higher which could allow for easier unimpeded noise travel.
5. **Ensure sufficient air flow clearance.** While locating the unit underneath a deck, patio, or in a dedicated outdoor mechanical space can be a good option, heat pumps require access to clear outdoor air flow to maintain high efficiencies. Follow the manufacturer's instructions for best practices.
6. **Consider acoustic barrier products if a noise issue persists.** Heat pumps generate both high and low frequency noise.

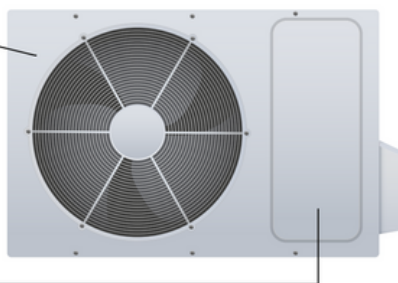
HOW DO HEAT PUMPS MAKE NOISE?

CONDENSER FAN

- High frequency "whirring"
- Directional noise (horizontal or vertical depending on your unit).

COMPRESSOR

- Low frequency "drone"



High frequency sounds are reduced by structures, but lower frequencies may penetrate structures unless they are reduced at the source. Acoustic barriers like shrubs or sound dampening products may be necessary to further reduce noise issues.

ADDITIONAL CONSIDERATIONS

- Locate the unit outside the drip-line of the roof
- Be careful of hard surfaces that may reflect sound towards your neighbours
- Have your heat pump installed by a certified technician
- Clean or change the air filter regularly
- Keep coils clear of dirt and debris

MAINTAINING YOUR HEAT PUMP

Heat pumps use fans and motors to move and transfer heat efficiently. The noise produced by these devices can increase over time without periodic maintenance to replace worn parts such as bearings, or tighten loose screws that can cause rattling. Ask your contractor to provide you with an appropriate maintenance schedule.

SELECTING A CONTRACTOR

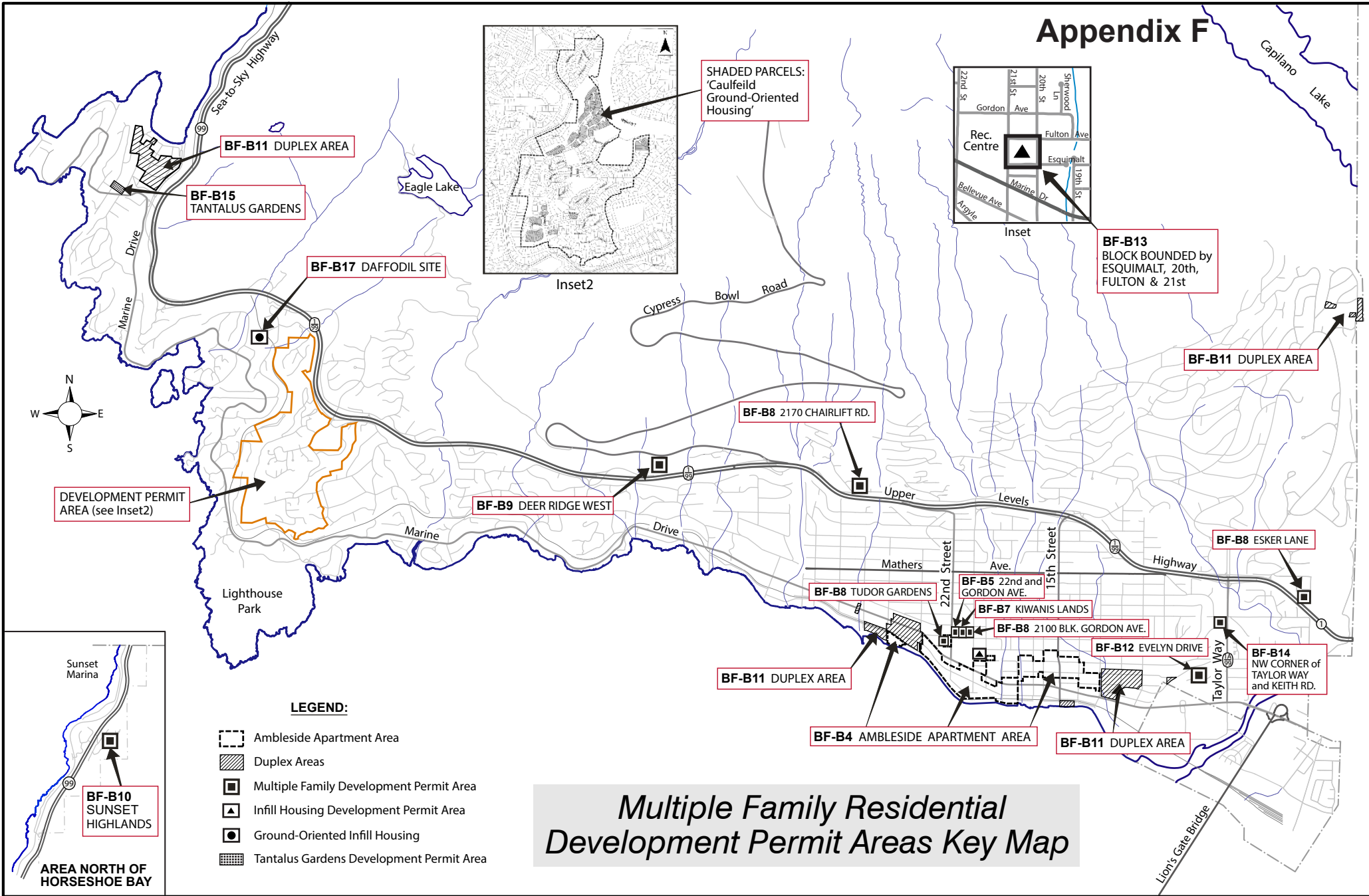
- Seek a reputable heat pump contractor who will obtain the proper permits and install the equipment safely and correctly.
- Use [BC Hydro's List of Registered Contractors](#) to support CleanBC rebate eligibility.
- Discuss proper heat pump selection criteria above and ensure details are in writing before signing a contract.

By considering these recommendations, a new heat pump owner can experience many years of comfort and good neighbourly relations.

FOR MORE INFORMATION VISIT

- <https://westvancouver.ca/business-development/building-development/building-permits-inspections/building-permits-single-family>
- <https://www.westvancouver.ca/business-development/building-development/building-permits-inspections/building-permits-multi>
- <https://jumponaheatpump.ca/>

Appendix F



Multiple Family Residential Development Permit Areas Key Map

