



<i>COUNCIL AGENDA</i>	
Date: <u>March 31, 2025</u>	Item: <u>6.</u>



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

## COUNCIL REPORT

Date:	March 17, 2024
From:	Corinne Ambor, Parks Stewardship Manager
Subject:	Proposed Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025 (Pay Parking Exemptions)
File:	1610-20-5378

### RECOMMENDATION

THAT proposed “Pay Parking Exemption Policy 0198” and “Pay Parking Exemption Procedure 0199” be approved.

### RECOMMENDATION

THAT proposed “Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025” be read for a first, second, and third time.

### 1.0 Purpose

On September 14, 2024, Council directed staff to report back on a permit policy pertaining to pay parking exemptions and to update the Fees and Charges Bylaw to include a waiver of pay parking fees for those identified as eligible. These exemptions include vehicles with a Veterans or Memorial Cross licence plate; vehicles displaying a valid accessible parking placard; and vehicles of volunteers in accordance with a new policy and procedure.

The purpose of this report is to seek approval of:

- Pay Parking Exemption Policy 0198 (**Appendix A**);
- Pay Parking Exemption Procedure 0199 (**Appendix B**); and
- three readings of the Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025 (**Appendix C**).

### 2.0 Legislation/Bylaw/Policy

The District of West Vancouver’s (District) Fees and Charges Bylaw 5334, 2024 establishes fees and charges for services and information, including for destination parks pay parking.

The 2012 Parks Master Plan states the following as one of its core values:

- Prudent financial stewardship and management.

Section 4.4 of Parks Master Plan contains language about supporting volunteer efforts in parks stewardship.

### **3.0 Council Strategic Objective(s)/Official Community Plan**

#### Council's Strategic Plan 2024-2025

Strategic Goals include delivering municipal services effectively and enhancing the social well-being of our community. The following objective is applicable:

Objective 5.7            Establish Park zone pay parking

Deliverable 5.7.1    Pay parking established in Council approved park zones (2024-2025+)

#### Official Community Plan

Sections 2.4 and 2.7.1 of the District's Official Community Plan contains supporting language relating to transportation and road network accessibility, as well as managing the District's valuable park system and open spaces.

### **4.0 Financial Implications**

The proposed parking fee exemption for vehicles with Veterans or Memorial Cross licence plates, vehicles displaying a valid accessible parking placard, and vehicles of volunteers engaged in approved projects for the betterment of a District park or trail will result in some loss of revenue. The extent of this loss will depend on the number of eligible vehicles.

### **5.0 Background**

The initial phase of pay parking did not include exemptions for any group, including West Vancouver residents who initially paid a \$20 per annum fee. In February 2025, Council adopted a motion to eliminate the \$20 fee for residents.

#### **5.1 Previous Decisions**

Council, at its July 22, 2024 regular meeting, passed the following resolutions:

*THAT*

1. *the Council report titled Pay Parking at Destination Parks 6-month Update dated July 1, 2024, from the Director of Engineering & Transportation Services and the Deputy Municipal Manager, be received for information; and*
2. *Council direct staff to investigate and report back in the fall of 2024, on permit exemptions for pay parking programming.*

Council, at its October 7, 2024 regular meeting, passed the following resolutions:

*THAT*

- 1. the September 14, 2024 report from the Director of Engineering & Transportation Services and the Deputy Municipal Manager/Director of Parks, Culture & Community Services titled Pay Parking Exemptions be received for information;*
- 2. staff report back to Council on a permit policy that is time limited, defines the circumstance and class or group of persons eligible, and which delegates the authority to staff to waive parking fees under the policy; and*
- 3. Council direct staff to update Fees and Charges Bylaw No. 5251, 2023 to include a waiver of pay parking fees for those vehicles with a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard.*

Council, at its February 10, 2025 regular meeting, passed the following resolution:

- 1. THAT proposed "Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5371, 2025" be adopted.*

## 5.2 History

The initial phase of pay parking was implemented at three destination parks: Lighthouse, Nelson Canyon, and Whytecliff. In the initial months following implementation of pay parking in early February 2024, many requests for exemptions were received by the District. Among them were requests from persons with vehicles displaying valid accessible parking placards and from volunteer stewardship groups working for the betterment of a park or trail.

In the absence of a formal Council adopted exemption policy, in very limited circumstances, exemptions have been granted at the discretion of senior leadership staff for one-time events related to volunteer work for the betterment of a District park or trail.

## 6.0 Analysis

### 6.1 Discussion

#### Proposed Pay Parking Exemption Policy and Procedure

The proposed Pay Parking Exemption Policy 0198 and Pay Parking Exemption Procedure 0199 delegate authority to the Director of Parks, Culture & Community Services to exempt from pay parking vehicles of volunteers who are engaged in activities that support the betterment of a District park or trail. The underlying principle is that a person so engaged should not be out of pocket for parking while they are donating their time and energy.

This policy and accompanying procedure outline how requests for exemption from pay parking for activities in support of the betterment of a District park or trail are made and approved:

- A request is made to the Parks Department to approve an activity that supports the betterment of a District park or trail.
- Once approval for the activity is given, the Director of Parks, Culture & Community Services then approves the pay parking exemption for vehicles of volunteers who are engaged in activities supporting the betterment of a District park or trail. This is done on a case by case basis and is specific to the approved activity.

#### Proposed Fees and Charges Bylaw Amendment

The proposed Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025 exempts vehicles displaying a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard; and grants authority to the Director of Parks, Culture & Community Services, on a case by case and time limited basis, following approved policy, to exempt vehicles of volunteers who are engaged in activities supporting the betterment of a District park or trail.

#### 6.2 Climate Change & Sustainability

Providing an exemption for pay parking for vehicles of volunteers engaged in activities for the betterment of a District park or trail removes barriers to volunteer participation in activities that support ecological restoration, education, clean-ups, and related activities.

#### 6.3 Public Engagement and Outreach

No formal public engagement was conducted; however, staff have received several inquiries regarding parking exemptions since the inception of the program.

#### 6.4 Other Communication, Consultation, and Research

If approved, information will be posted on the District's website to provide information on the exemption from pay parking for vehicles with a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard, and signage will be added in parks where pay parking is in effect.

Parks, Culture & Community Services staff will receive training in how to follow the policy and procedure in responding to requests for pay parking exemptions.

### **7.0 Options**

#### 7.1 Recommended Options

THAT proposed "Pay Parking Exemption Policy 0198" and "Pay Parking Exemption Procedure 0199" be approved.

THAT proposed “Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025” be read for a first, second, and third time.

## 7.2 Considered Options

Council may:

- request further information; and/or
- not approve the recommendation.

## 8.0 Conclusion

This report proposes approval of Pay Parking Exemption Policy 0198 and Pay Parking Exemption Procedure 0199 which outline the circumstances when pay parking is exempt for vehicles of volunteers supporting an activity for the betterment of a District of West Vancouver park or trail, and delegates the authority to the Director of Parks, Culture & Community Services to exempt the relevant parking fees.

Proposed Fees and Charges Bylaw 5334, 2024, Amendment Bylaw 5378, 2025 exempts vehicles displaying a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard; and grants authority to the Director of Parks, Culture & Community Services to give exemptions on a case by case and time limited basis, following approved policy, to vehicles of an approved volunteer supporting an activity for the betterment of a District park or trail.

Author:



Corinne Ambor, Parks Stewardship Manager

Concurrence:



Jill Lawlor, Senior Manager of Parks



Chrystal Boy, Deputy Director, Financial Services

### Appendices

Appendix A: Proposed Pay Parking Exemption Policy 0198

Appendix B: Proposed Pay Parking Exemption Procedure 0199

Appendix C: Proposed Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025

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Title: Pay Parking Exemptions  
Division: Parks, Culture & Community Services  
Policy Number: 0198  
File Number: 0282-20-0198

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## **1. Purpose**

- 1.1. This policy establishes exemptions from pay parking in parks for volunteers who are engaged in activities supporting the betterment of parks and trails.

## **2. Scope**

- 2.1. This policy applies to volunteers wishing to seek an exemption from pay parking in parks.

## **3. Definitions**

- 3.1. "Betterment" means activities approved by the Parks Department that improve parks and trails. These activities may include ecological restoration, education, clean-ups, and related activities.
- 3.2. "Director" means the Director, Parks, Culture & Community Services, or delegate.
- 3.3. "District" means the District of West Vancouver.
- 3.4. "Parks" means parks managed and maintained by the District.
- 3.5. "Trails" means trails managed and maintained by the District.
- 3.6. "Volunteer" means, for the purpose of this policy, a person working for the betterment of parks and trails in the District.

## **4. Policy Statement**

- 4.1. When engaged in approved activities supporting the betterment of parks and trails in the District, volunteers should not be out of pocket for parking when engaged in such activities.
- 4.2. Consideration of exemption from pay parking for volunteers is outlined in the associated procedure.

## **5. Related Policies or Procedures**

- 5.1. Pay Parking Exemptions Procedure 0199

## 6. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	<a href="#">Click here to enter a date.</a>	
<b>Council minutes eDocs # (Council Policies only)</b>		
<b>Council report eDocs # (Council Policies only)</b>		
<b>Signature</b>	<div style="border-bottom: 1px solid black; display: inline-block; width: 60%; margin-left: 0;"> <span style="font-size: 2em; vertical-align: middle;">X</span> </div>	

## 7. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0199)	<input type="checkbox"/> No
<b>Date of last review</b>	2025	

Title: Pay Parking Exemptions  
Division: Parks, Culture & Community Services  
Procedure Number: 0199  
File Number: 0282-20-0199

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## **1. Governing Policy**

- 1.1. This procedure is associated with Pay Parking Exemptions Policy 0198.

## **2. Scope/Application**

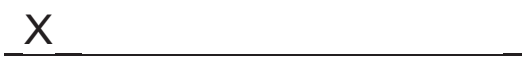
- 2.1. This procedure outlines the process for volunteers seeking an exemption from pay parking in parks for activities that support the betterment of District parks or trails.

## **3. Procedure**

- 3.1. To be considered for exemption from pay parking in parks, the activity should support the betterment of District parks or trails; including ecological restoration, education, clean-ups, and related activities.
- 3.2. An activity or activities that involve a request for exemption from pay parking for volunteers will be made in writing to the Parks Department, which must include a description of the proposed activity or activities, and how it contributes to the betterment of District parks or trails.
- 3.3. Once the requested activity is approved by the Parks Department, the Director of Parks, Culture & Community Services or delegate will consider an exemption from pay parking for the activity or activities.
- 3.4. Upon approval, the Parks Department will work with the organizer of the activity to arrange an exemption from pay parking for volunteers engaged in the activity.
- 3.5. Requests will be considered and processed on a case-by-case basis and be time-limited.

District of West Vancouver  
**PROCEDURE**

**4. Approval**

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	<a href="#">Click here to enter a date.</a>	
<b>Council minutes eDocs # (Council Procedures only)</b>		
<b>Council report eDocs # (Council Procedures only)</b>		
<b>Signature</b>		

**5. Additional Information**

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2025	



District of West Vancouver

**Fees and Charges Bylaw No. 5334, 2024,  
Amendment Bylaw No. 5378, 2025**

Effective Date:

# **Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025**

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District of West Vancouver

## **Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025**

A bylaw to set out pay parking exemptions.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to exempt vehicles from pay parking with a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard; and to delegate authority to staff to exempt parking fees following approved policy;

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

### **Part 1 Citation**

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025.

### **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 Fees and Charges Bylaw No. 5334, 2024 is amended by:

3.1.1 In Schedule G – Engineering & Transportation, at the end of the Traffic and Parking subsection, after Destination parks pay parking program Implementation, add the following:

Pay Parking Exemptions	\$0.00	<p>Vehicles with a Veterans or Memorial Cross licence plate and vehicles which display a valid accessible parking placard;</p> <p>The Director of Parks, Culture &amp; Community Services or delegate, on a case by case and time-limited basis, following approved policy, may exempt vehicles of volunteers engaged in activities supporting the betterment of a District park or trail.</p>
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READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer