



MEMORANDUM

Date: May 12, 2025 File No: 1605-15
To: Mayor & Council
From: Matthew O'Connor, Manager, Bylaw & Licensing Services

Re: Collingwood School Private Special Event Noise Exemption Request

RECOMMENDATION:

THAT Council approve or reject 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.

The purpose of this memorandum is to seek a decision from Mayor & Council regarding the application from Collingwood School for a private special event noise exemption on June 19, 2025, from 4 p.m. to 6:30 p.m. for their upcoming Grade 12 Graduation Commencement ceremony. This event is scheduled to take place on their artificial turf field, which is in close proximity to the surrounding residential neighbourhood.

As per Private Special Events Exemption from Noise Policy 0193, approved by Council on March 31, 2025, staff are unable to consider noise exemption applications for private special events of greater than 80 guests, thus requiring Council exemption.

The District has received correspondence from 5 community members in opposition to this noise exemption request. Concerns that have been raised note the lack of effective measures to address illegal on-street parking disruptions, safety hazards due to the number of attendees, inconsistent opportunities for community input, and excessive noise disturbances generated from these events.

Appendices

Appendix A: Private Special Events Exemption from Noise Policy 0193

Appendix B: Collingwood School Noise Exemption Request Submissions

This page intentionally left blank

This page intentionally left blank

District of West Vancouver

POLICY

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 Sections 5 and 6 of Noise Control Bylaw No. 4404, 2005 (as amended), for small-scale special events and private parties of 80 guests or less.

2. Scope

- 2.1. This policy applies to members of the public looking to apply for exemption of Section 5 and 6 of the Noise Control Bylaw 4404, 2005 (as amended), for the purpose of hosting a private party or special event of 80 guests or less.

3. Policy Statement

- 3.1. Persons requesting non-enforcement of sections 5 and 6 of the Noise Control Bylaw 4404, 2005 (as amended) for special events or private parties of 80 guests or less must:
 - 3.1.1. Submit a written request to the District's Bylaw & Licensing Services Department at least forty (40) days prior to the event;
 - 3.1.2. Provide a written description of the proposed event, including date, time and duration, and purpose of the event to the surrounding properties within a 100-metre radius and obtain written concurrence from 80% of the properties;
 - 3.1.3. Provide to the District a parking plan;
 - 3.1.4. Identify any third-party operators who may be attending for the purpose of the special event or private party and provide their valid Business Licence to operate in the District; and
 - 3.1.5. Obtain all necessary permits from the British Columbia Liquor and Cannabis Regulation Branch and Vancouver Coastal Health, as may be required, prior to the event.
- 3.2. Staff will assist the applicant in determining the properties to be notified and surveyed and review the information submitted. Staff may approve the request, request modifications to the request in order for approval to be granted, reject the request, or refer the matter to Council.
- 3.3. Applications for special events or private parties of greater than 80 guests will not be reviewed by staff and require Council exemption.

District of West Vancouver
POLICY

- 3.4. Applications for special events or private parties between the hours of 12 a.m. and 7 a.m. will not be reviewed by staff and require Council exemption.

4. Authority

- 4.1. Council delegates authority to staff to exempt private parties and special events of 80 guests or less from the Noise Control Bylaw No. 4404, 2005 (as amended), Sections 5 and 6, within reason.

5. Related Documents

- 5.1. Noise Control Bylaw No. 4404, 2005 (as amended).

6. 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	

7. 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	2025	



COLLINGWOOD
SCHOOL

To Whom It May Concern,

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 **Thursday, June 19, 2025, from 4:00pm-6:30pm.**

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 musical performances 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

After guidance from the District of West Vancouver last year, we shared an early notification to neighbours on August 25, 2024 that listed each of our large events (in attached package) including this Commencement Event.

On April 2, we shared a reminder of the same communication (also in attached package)

Both versions of the letter 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 these events for the 2024-2025 school year. Please submit any feedback or decisions to the Bylaw Department at bylawdept@westvancouver.ca”

.../2

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

August 18, 2024

Dear Glenmore Neighbour,

As a follow up to our letter drop to neighbours in May regarding our 2024 Commencement Ceremonies, we wanted to reach out in advance of the 2024-2025 School Year to share the three events we host annually that have an impact on our neighbours.

We are doing this as part of the District's process to acquire a noise exemption permit for our events. We are including a poll to neighbours as part of the application. Please read to the end of this letter for further information.

This year, we are reaching out much earlier than usual to give neighbours ample notice in advance of the new school year. Some of you have requested this early warning so you can make alternate plans during our events, but it is also our hope that with sufficient notice, some of you will mark your calendars and join us as guests at two of the events—our Welcome Back BBQ and our annual Spring Fair.

WELCOME BACK BBQ- Friday, September 6, 2024 (5:00-7:00pm)

Each year, we invite our families to the Morven Campus to celebrate the start of the school year. We invite neighbors to join us for complimentary BBQ'd hamburgers and hot dogs while you enjoy catching up with others in the community. There will be face painting and games for younger children. No RSVP required.

SPRING FAIR-Saturday, April 26, 2025 (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.

(...over the page)

GRADUATION COMMENCEMENT- Thursday, June 19, 2025 (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 our Welcome Back BBQ and 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.

We have held this event for more than 10 years. As we have done in the past, our 90-minute event includes a bag-piper 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 these events for the 2024-2025 school year.

Please submit any feedback or decisions to the Bylaw Department at bylawdept@westvancouver.ca and reference file 161948. If no response is received, it will be assumed there are no concerns with any of the three events listed above.

If you have additional questions or concerns, you may email Ms. Nielsen at angela.nielsen@collingwood.org. Thank you for your consideration and support.

Warmly,

A handwritten signature in black ink, appearing to read 'Angela Nielsen', written in a cursive style.

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



COLLINGWOOD
SCHOOL

April 2, 2025

Dear Glenmore Neighbour,

As a follow up to our letter drop to Glenmore neighbours last August regarding events for the 2024-2025 School Year, we wanted to reach out as a reminder in advance of our annual Spring Fair and Graduation Commencement. As shared in that August letter, our goal was to reach out much earlier than usual for three annual events to give neighbours ample notice in advance. Some of you requested this early warning so you can make alternate plans during our events, but it has also our hope that with sufficient notice, some of you will mark your calendars and join us as guests. We were delighted to see some of you at the Welcome Back BBQ in September. All Glenmore neighbours are once again welcome to join us at Spring Fair.

SPRING FAIR-Saturday, April 26, 2025 (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.

GRADUATION COMMENCEMENT- Thursday, June 19, 2025 (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 our Welcome Back BBQ and Spring Fair. Please note: this event is not open to our entire community, but rather for our graduates and their families, plus faculty and staff. Parking will be in our underground lot, as well as in designated public parking zones in the area. As we have done for 10 years, 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.

Thank you for your consideration and support.

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

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

Event- Collingwood School- Commencement

Date: Thursday, June 19, 4:00pm-6:30pm

Site and Neighborhood Parking Plan

Event Summary

On June 19, Collingwood school will be hosting a graduation event for our Grade 12 students, their families and some of our faculty and staff. Based on previous attendance records we would anticipate around 800 attendees.

Anticipated Vehicle Traffic

The majority of our families will typically travel in one vehicle. Given this we would anticipate somewhere between 200-230 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.

All in 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 the 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 carpooling and to park 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

Comm

W BUSINESS LICENCE

This licence must be clearly posted on the business premises. It is non-transferable, and is void on change of ownership. All changes must be reported to 604-925-7152.

Business & Mailing Address:

**A MOVEABLE FEAST CAFE AND CATERING LTD CO
102 GARDEN AVENUE
NORTH VANCOUVER BC V7P 3H2**

Account No: 1023720
Licence Number: 00217967
Licence Fee: \$142.00

No. Employees: 2

Business Location:

BUSINESS - OUT OF TOWN

Issued Date: Jan 20, 2025

Expires On: Dec 31, 2025

Licencee:

**A MOVEABLE FEAST CAFE AND CATERING LTD CO
102 GARDEN AVENUE
NORTH VANCOUVER BC V7P 3H2**

HAS PAID THEIR REQUIRED LICENCE FEE AND IS ENTITLED TO CARRY ON THE BUSINESS DESCRIBED AS:

CATERER - CATERER

Business licences are non-transferable and are void on change of ownership or address.

In the event the name, nature of the business, or the address from which the business is carried on, is changed the licence is null and void

All changes must be reported to the business licence office at 604-925-7152.

The business referenced on the face of this document has paid the required licence fee and is entitled to carry on business described therein.

The business shall be carried out in a lawful manner and the operation of the business shall conform to all bylaws of the District of West Vancouver.

A MOVEABLE FEAST CAFE AND CATERING LTD CO
102 GARDEN AVENUE
NORTH VANCOUVER BC V7P 3H2

westvancouver

Municipal Hall | 750 17th Street West Vancouver British Columbia V7V 3T3
main reception | t: 604-925-7000 e: info@westvancouver.ca westvancouver.ca

WV BUSINESS LICENCE

This licence must be clearly posted on the business premises. It is non-transferable, and is void on change of ownership. All changes must be reported to 604-925-7152.

Business & Mailing Address:

**ENCORE
395 7 8TH AVENUE
VANCOUVER BC V5Y 1N7**

Account No: 1024499
Licence Number: 00218753
Licence Fee: \$311.00

No. Employees: 4

Business Location:

BUSINESS - OUT OF TOWN

Issued Date: **Apr 23, 2025**

Expires On: **Dec 31, 2025**

Licencee:

**ENCORE GLOBAL EVENTS (CANADA) ULC
1 156 PARKSHORE DRIVE
BRAMPTON ON L6T 5M1**

HAS PAID THEIR REQUIRED LICENCE FEE AND IS ENTITLED TO CARRY ON THE BUSINESS DESCRIBED AS:

CONTRACTOR - AUDIO VIDEO INSTALLATION

Business licences are non-transferable and are void on change of ownership or address.

In the event the name, nature of the business, or the address from which the business is carried on, is changed the licence is null and void

All changes must be reported to the business licence office at 604-925-7152.

The business referenced on the face of this document has paid the required licence fee and is entitled to carry on business described therein.

The business shall be carried out in a lawful manner and the operation of the business shall conform to all bylaws of the District of West Vancouver.

ENCORE GLOBAL EVENTS (CANADA) ULC
1 156 PARKSHORE DRIVE
BRAMPTON ON L6T 5M1


westvancouver

Municipal Hall | 750 17th Street West Vancouver British Columbia V7V 3T3
main reception | t: 604-925-7000 e: info@westvancouver.ca westvancouver.ca