

 Director	 Municipal Manager/Deputy Municipal Manager
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<i>COUNCIL AGENDA</i>	
Date: <u>July 7, 2025</u>	Item: <u>8.</u>



8.

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

## COUNCIL REPORT

Date:	June 23, 2025
From:	Janice Hu, Manager, Financial Systems
Subject:	Proposed Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5397, 2025
File:	08.1610.20/5397.2025

### RECOMMENDATION

THAT proposed “Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5397, 2025” be read a first, second, and third time.

#### 1.0 Purpose

The purpose of this report is to make housekeeping amendments to Fees and Charges Bylaw No. 5334, 2024. The proposed amendments to include housekeeping revisions regarding 2025 Fees and Charges.

#### 2.0 Bylaw

##### 2.1 Prior Resolution

On July 22, 2024, Council adopted “Fees and Charges Bylaw No. 5334, 2024.” It has been amended several times since its initial adoption.

#### 3.0 Official Community Plan

Review of the fees and charges is an essential element of the overall financial planning and budgeting process implemented by the District. This process has been conducted in alignment with the Official Community Plan (OCP) as outlined in section 3.1 – financial planning process: Section 477 of the Act requires that when a proposed OCP is prepared it must be considered in conjunction with the municipality’s financial plan. Following adoption, the District’s annual planning and budget process would then be conducted in alignment with this plan. Implementation of proposed Fees and Charges Bylaw No. 5334, 2024 enables the funding of essential services and operational priorities identified in the Official Community Plan, providing fair and equitable allocation of costs to service users.

#### 4.0 Financial Implications

The proposed amendments are administrative in nature. The only new fees introduced were previously included in the District Policy No. # 0030 - Transfer Fees for Sub-Lease and Licences to Occupy. The amendment

also corrects the inconsistencies in the fees and their detailed explanations. There is no financial implication to the amendment with the housekeeping amendments.

## **5.0 Background**

Previous amendments: Amendment bylaws 5360, 5364, 5366, 5371, 5372, 5376, 5377, 5378 and 5396.

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024 – Adopted November 25, 2024

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5364, 2024 – Adopted October 28, 2024

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5366, 2024 – Adopted December 9, 2024

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5371, 2025 – Adopted February 10, 2025

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5372, 2025 – Adopted February 10, 2025

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5376, 2025 – Adopted March 10, 2025

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5377, 2025 –

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025 – Adopted April 14, 2025

Fees and Charges Bylaw No. 5334, 2024. Amendment Bylaw No. 5396, 2025 –

## **6.0 Analysis**

### **6.1 Discussion**

It is necessary to review and amend Fees and Charges Bylaw No. 5334, 2024 to ensure accuracy, clarity, and consistency across all service areas. Through a recent administrative review, minor inconsistencies were identified. The proposed changes correct those discrepancies.

## Housekeeping Amendments

### Schedule A - Development and Permits

Rename “Development Permit under OCP Designation UL8 (The Future Neighbourhoods Area): for subdivisions permits to “Development Permits for subdivisions under OCP Designation UL8 (The Future Neighbourhoods Area) and development permits for subdivisions within the Cypress Village Area.”

And in Fees and Charges Bylaw No. 5334, 2024, Part 4 Fees and Charges, insert the following as section 4.3:

“Despite section 4.1 no fees under this bylaw shall apply within the Cypress Village Area, as shown on Map 9 in the District’s Official Community Plan, as long as the owner of the land, or a previous owner, in respect of which the fee would apply is bound, by a written agreement, to pay all of the District’s costs of processing the type of application for which the fee under this bylaw would otherwise apply.”

### Schedule B – General Administration and Finance

Add Commercial and Residential Properties agreement application and handling fees, including the transfer fees for foreshore sub-lease and licences to occupy to Facilities and Assets. These fees were included in the District of West Vancouver Policy No # 0030 Transfer Fees for Sub-Lease and Licences to Occupy. The policy will be rescinded upon the adoption of the Fees and Charges Amendment Bylaw.

### Schedule C – Licensing

Add \$590 for Vehicle for Hire Service - 16 to 20 Vehicles effective August 1 for businesses that come into existence after July 31.

### Schedule F – Protective Services

Change the fee for “Controlled Substance Nuisance” Additional administration and overhead fee from \$0.08 to 8% of items 1 a), b), and c) and 2 a), b), and c).

Change the fee for “Permits and Services – Development Review” from \$0.00 to 0.11% of the value of the work associated with that building permit, or \$150, whichever is greater.

## 7.0 Conclusion

This report presents recommendations to amend Fees and Charges Bylaw No. 5334, 2024 to establish fees for Commercial and Residential Properties agreement application and handling fees, including foreshore sub-lease and licence to occupy, and complete housekeeping revisions.

Author:



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Janice Hu, Manager, Financial Planning

Appendix A: Proposed Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5397, 2025



District of West Vancouver

## **Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5397, 2025**

Effective Date:

District of West Vancouver

# **Fees and Charges Bylaw No. 5334, 2025, Amendment Bylaw No. 5397, 2025**

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District of West Vancouver

## **Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5397, 2025**

A bylaw to amend Fees and Charges Bylaw No. 5334, 2024.

Previous amendments: Amendment bylaws 5360, 5364, 5366, 5371, 5372, 5376, 5377, 5378 and 5396.

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5360, 2024 –  
Adopted November 25, 2024

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5364, 2024 –  
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Adopted December 9, 2024

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5371, 2025 –  
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Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5372, 2025 –  
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Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5376, 2025 –  
Adopted March 10, 2025

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5377, 2025 –

Fees and Charges Bylaw No. 5334, 2024, Amendment Bylaw No. 5378, 2025–  
Adopted April 14, 2025

Fees and Charges Bylaw No. 5334, 2024. Amendment Bylaw No. 5396, 2025 –

WHEREAS the Council of The Corporation of the District of West Vancouver  
deems it expedient to provide for fees and charges for services and information;

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. 5397, 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 Part 4 Fees and Charges**

3.1 Fees and Charges Bylaw No. 5334, 2024, is amended as follows:

a) Schedule A – Development & Permits

Rename development permit for subdivision as follows:

Development Permits for subdivisions under OCP Designation UL8 (The Future Neighbourhoods Area) and development permits for subdivisions within the Cypress Village Area	\$15,750.00	plus \$150.00 for each zoning bylaw variance per lot; \$1000.00 refunded if application does not proceed to preparation of permit
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And in Fees and Charges Bylaw No. 5334, 2024, Part 4 Fees and Charges, insert the following as section 4.3:

“Despite section 4.1 no fees under this bylaw shall apply within the Cypress Village Area, as shown on Map 9 in the District’s Official Community Plan, as long as the owner of the land, or a previous owner, in respect of which the fee would apply is bound, by a written agreement, to pay all of the District’s costs of processing the type of application for which the fee under this bylaw would otherwise apply”.

b) Schedule B - General Administration and Finance

Add Commercial and Residential Properties agreement application and handling fees, including the transfer fees for foreshore sub-lease and licenses to occupy to Facilities and Assets. These fees were included in the District Policy No. 0030 – Transfer Fees for Sub-Lease and Licences to Occupy. The policy will be rescinded upon the adoption of the Fees & Charges Amendment Bylaw.

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<b>SCHEDULE B - GENERAL ADMINISTRATION &amp; FINANCE</b>	<b>2025 FEE</b>	<b>DETAILS</b>
<b>FACILITIES AND ASSETS</b>		
Commercial Properties: New and Renewal Agreements	\$200.00	Per Agreement in addition to the actual costs reimbursement. This also applies to the Foreshore transfer of sub-leases and licences to occupy.
Residential Properties: New and Renewal Agreements	\$100.00	Per Agreement in addition to the actual costs reimbursement. This also applies to the Foreshore transfer of sub-leases and licences to occupy.

c) Schedule C – Licensing

Add the missing fee for Vehicle for Hire Service 16 to 20 Vehicles effective August 1:

<b>Schedule C - Licensing</b>	<b>2025 FEE</b>	<b>DETAIL</b>
16 to 20 Vehicles	\$590.00	Effective August 1. Businesses that come into existence after July 31 pursuant to Business Licence Bylaw 4455 Section 5.2.2"

d) Schedule F – Protective Services

Change the fee for “Controlled Substance Nuisance” and “Permits and Services – Development Review” as the following:

<b>SCHEDULE F - PROTECTIVE SERVICES</b>	<b>2025 FEE</b>	<b>DETAIL</b>
<b>Controlled Substance Nuisance (subject to applicable taxes)</b>		
2. Service Fees Include:	\$89.00	A) per hour for fire, per person, and per apparatus.
and	8%	An additional administration and overhead fee of 8% of items 1 a), b), and c) and 2 a), b) and c).
<b>PERMITS AND SERVICES (subject to applicable taxes)</b>		
Development Review	0.11%	When Fire & Rescue Services is involved in the process of plan review, commissioning and occupancy of new structures and renovations in order to determine compliance with an issued building permit, a fee shall be charged in an amount equal to 0.11% of the value of the work associated with that building permit or \$150, whichever is greater. Such fee will be due and payable at the time of building permit issuance.

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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].

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Mayor

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Corporate Officer

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