



11.

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

**COUNCIL REPORT**

Date:	July 4, 2025
From:	Kevin Spooner, Senior Manager, Permits, Inspections and Land Development Y-B Chan, Manager, Permits and Inspections
Subject:	Bylaw Notice Enforcement Bylaw & Municipal Ticket Information System Implementation Bylaw Amendments
File:	1610-20-5401/5402

**RECOMMENDATION**

THAT “Bylaw Notice Enforcement Bylaw No. 4368, 2024, Amendment Bylaw No. 5401, 2025” be given first, second, and third readings.

**RECOMMENDATION**

THAT “Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5402, 2025” be given first, second, and third readings.

**1.0 Purpose**

The District’s Building Bylaw was recently passed and requires corresponding updates in two associated Bylaws for seamless enforcement efforts.

**2.0 Legislation/Bylaw/Policy**

*Community Charter*, section 260  
West Vancouver Building Bylaw No. 5340, 2025  
*Building Act*, SBC 2015, c.2

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

Municipal Services: Objectives 5.5 and 5.6

**4.0 Financial Implications**

Not applicable.

**5.0 Background**

Not applicable.

**6.0 Analysis**

6.1 Discussion

The District's Building Bylaw No. 5340, 2025 was passed in June. As a result, the fee schedules attached to the Bylaw Notice Enforcement Bylaw and the Municipal Ticket Information System Implementation Bylaw require updates to ensure a seamless transition with respect to enforcement efforts.

6.2 Climate Change & Sustainability

Not applicable.

6.3 Public Engagement and Outreach

Not applicable.

6.4 Other Communication, Consultation, and Research

Not applicable.

**7.0 Options**

7.1 Recommended Option

That Council give first, second, and third readings to the proposed amending bylaws.

7.2 Considered Options

1. Council may request additional information or provide alternate direction (to be specified); or
2. Reject the amending bylaws.

**8.0 Conclusion**

Staff recommend approval of the proposed bylaw amendments for seamless enforcement efforts such as ticketing and charging fines under the recently adopted Building Bylaw 5340, 2025.

Author:   
Kevin Spooner, Senior Manager, Permits, Inspections and Land Development

Concurrence:   
Y-B Chan, Manager, Permits and Inspections

Appendices:

- A. Proposed "Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5401, 2025"
- B. Proposed "Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5402, 2025"



District of West Vancouver

**Bylaw Notice Enforcement  
Bylaw No. 4368, 2004,  
Amendment Bylaw No. 5401, 2025**

Effective Date:

**Bylaw Notice Enforcement  
Bylaw No. 4368, 2004,  
Amendment Bylaw No. 5401, 2025**

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District of West Vancouver

## **Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5401, 2025**

A bylaw to amend the Bylaw Notice Enforcement Bylaw respecting penalties for Building Bylaw contraventions.

Previous amendments: *Amendment Bylaw 4416, 4429, 4448, 4481, 4482, 4501, 4536, 4559, 4583, 4681, 4700, 4718, 4725, 4762, 4862, 4868, 4872, 4893, 4910, 4976, 4983, 5049, 5063, 5086, 5096, 5099, 5102, 5116, 5121, 5124, 5138, 5146, 5166, 5273, 5274, 5275, 5326, 5315, and 5330.*

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for penalties for Building Bylaw contraventions;

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 Bylaw Notice Enforcement Bylaw No. 4368, 2004, Amendment Bylaw No. 5401, 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 Schedule A – Designated Bylaw Contraventions and Penalties**

- 3.1 The Bylaw Notice Enforcement Bylaw No. 4368, 2004, is amended by deleting the Building Bylaw section in “Schedule A – Designated Bylaw Contraventions and Penalties” and replacing it with a new Building Bylaw section attached to this Bylaw as Appendix “A”.

## **Appendix**

Appendix A – Schedule A – Designated Bylaw Contraventions and Penalties

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

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## Appendix A – Schedule A – Designated Bylaw Contraventions and Penalties

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
<b>Building Bylaw No. 5340, 2025</b>						
5340, 2024	5.1	Construct without a permit	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	5.2	Occupy without approval	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	5.3	Submit false information	\$500.00	\$475.00	\$500.00	<b>YES</b>
5340, 2024	5.4	Alter approved plans	\$500.00	\$475.00	\$500.00	<b>NO</b>
5340, 2024	5.5	Tamper with posted notice	\$500.00	\$475.00	\$500.00	<b>NO</b>
5340, 2024	5.6	Work contrary to approved plans	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	5.7	Obstruct building inspector	\$500.00	\$475.00	\$500.00	<b>NO</b>
5340, 2024	5.8	Fail to post a civic address	\$100.00	\$90.00	\$110.00	<b>YES</b>
5340, 2024	5.9	Contravene administrative requirements	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	5.10	Change use or occupancy without a permit	\$500.00	\$475.00	\$500.00	<b>YES</b>
5340, 2024	6.2(d)	Fail to obtain necessary tests	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(a)	Fail to comply with district bylaws	\$500.00	\$475.00	\$500.00	<b>YES</b>
5340, 2024	6.3(b)	Fail to stop work	\$500.00	\$475.00	\$500.00	<b>YES</b>
5340, 2024	6.3(c)	Fail to remove or prevent encroachment on public property	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(d)	Fail to remove non-compliant building or structure	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(e)	Fail to inspect work before covering	\$500.00	\$475.00	\$500.00	<b>YES</b>
5340, 2024	6.3(f)	Fail to uncover work	\$500.00	\$475.00	\$500.00	<b>NO</b>
5340, 2024	6.3(g)	Fail to submit an application for a Permit required by building inspector	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(h)	Unlawful occupancy	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(i)	Occupy hazardous building or structure	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	6.3(j)	Fail to correct unsafe condition	\$500.00	\$475.00	\$500.00	<b>NO</b>
5340, 2024	6.3(k)	Fail to correct work as directed	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	7.3(b)	Fail to keep plans and records on site	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	7.3(b)	Fail to post Building Permit	\$300.00	\$280.00	\$320.00	<b>YES</b>
5340, 2024	7.7(a)	Fail to post and maintain contact signage	\$300.00	\$280.00	\$320.00	<b>YES</b>

Amendment Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")</small>
5340, 2024	7.7(b)	Fail to post bylaw signage	\$300.00	\$280.00	\$320.00	YES
5340, 2024	7.7(c)	Fail to provide toilet facilities	\$300.00	\$280.00	\$320.00	YES
5340, 2024	7.7(d)	Fail to secure construction site	\$300.00	\$280.00	\$320.00	YES
5340, 2024	7.7(e)	Fail to erect fence around excavation	\$500.00	\$475.00	\$500.00	YES
5340, 2024	7.7(f)	Fail to submit list of contractors and sub-contractors	\$100.00	\$90.00	\$110.00	YES
5340, 2024	7.7(g)	Fail to contain debris	\$300.00	\$280.00	\$320.00	YES
5340, 2024	7.7(h)	Non-compliance with traffic management plan	\$300.00	\$280.00	\$320.00	NO
5340, 2024	7.10	Fail to obtain street occupancy permit	\$250.00	\$230.00	\$270.00	YES
5340, 2024	7.12	Fail to notify within 24hrs	\$100.00	\$90.00	\$110.00	YES
5340, 2024	7.13	Fail to cease work if engagement with registered professional is terminated	\$500.00	\$475.00	\$500.00	NO
5340, 2024	7.14	Fail to provide 48hrs notice	\$100.00	\$90.00	\$110.00	YES
5340, 2024	9.1	Fail to submit letters of assurance	\$300.00	\$280.00	\$320.00	YES
5340, 2024	11.6	Fail to provide BCLS survey	\$300.00	\$280.00	\$320.00	YES
5340, 2024	11.12	Non-compliance with the <i>Homeowner Protection Act</i>	\$300.00	\$280.00	\$320.00	YES
5340, 2024	12.2	Fail to provide 24hrs notice	\$100.00	\$90.00	\$110.00	YES
5340, 2024	12.4	Conceal without approval	\$500.00	\$475.00	\$500.00	NO
5340, 2024	14.12	Fail to obtain Mechanical Permit	\$500.00	\$475.00	\$500.00	NO
5340, 2024	15.9	Fail to obtain Electrical Permit	\$500.00	\$475.00	\$500.00	NO
5340, 2024	16.1	Fail to obtain a Demolition Permit	\$500.00	\$475.00	\$500.00	NO
5340, 2024	16.4	Fail to comply with conditions of Demolition Permit	\$300.00	\$280.00	\$320.00	YES
5340, 2024	16.8	Fail to ensure dust control measures	\$300.00	\$280.00	\$320.00	YES
5340, 2024	17.7	Fail to comply with condition of Permit	\$300.00	\$280.00	\$320.00	YES
5340, 2024	17.13	Fail to notify of change of ownership	\$250.00	\$230.00	\$270.00	YES
5340, 2024	19.1	Construct retaining wall without permit	\$300.00	\$280.00	\$320.00	YES
5340, 2024	19.3	Occupy non-compliant finished grade	\$300.00	\$280.00	\$320.00	YES
5340, 2024	20.1	Move building without permit	\$500.00	\$475.00	\$500.00	YES
5340, 2024	21.1	Construct swimming pool without permit	\$500.00	\$480.00	\$500.00	YES
5340, 2024	22.3	Fail to post a civic address	\$100.00	\$90.00	\$110.00	YES



District of West Vancouver

**Municipal Ticket Information  
System Implementation  
Bylaw No. 4383, 2004,  
Amendment Bylaw No. 5402, 2025**

Effective Date:

**Municipal Ticket Information  
System Implementation  
Bylaw No. 4383, 2004,  
Amendment Bylaw No. 5402, 2025**

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District of West Vancouver

# **Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5402, 2025**

A bylaw to amend the Municipal Ticket Information System Implementation Bylaw respecting penalties and fines for Building Bylaw contraventions.

Previous amendments: *Amendment Bylaw 4392, 4428, 4449, 4869, 4894, 4911, 4977, 5000, 5097, 5098, 5139, 5163, 5167 and 5304*

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide penalties for Building Bylaw contraventions;

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 Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, Amendment Bylaw No. 5402, 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 Schedule A – Designated Bylaw Contraventions and Penalties**

- 3.1 The Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, is amended by deleting the words “Building Bylaw No. 4404, 2004” in the Table of Contents and List of Schedules and replacing it with the words “Building Bylaw No. 5340, 2025”.

- 3.2 The Municipal Ticket Information System Implementation Bylaw No. 4383, 2004, is further amended by deleting the Building Bylaw section in Schedule A and replacing it with a new Building Bylaw section attached to this Bylaw as Appendix “A”, and by deleting Schedule B2 and replacing it with amended Schedule B2 attached to this Bylaw as Appendix “B”.

## **Appendixes**

Appendix A – Building Bylaw section of Schedule A of Ticket Information System Implementation Bylaw No. 4383, 2004

Appendix B – Schedule B2 of Municipal Ticket Information System Implementation Bylaw No. 4383, 2004

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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## Appendix A

### Schedule A – Enforcement Officers

<b>Column 1 Designated Bylaws</b>	<b>Column 2 Designated Bylaw Enforcement Officer</b>
Building Bylaw No. 5340, 2025	Building Inspector Bylaw Enforcement/Compliance Officer Municipal Police Officer

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## Appendix B

### Schedule B2 – Building Bylaw No. 5340, 2025

Column 1 Designated Expression	Column 2 Section	Column 3 Fine
Construct without a permit	5.1	\$1000.00
Occupy without approval	5.2	\$1000.00
Submit false information	5.3	\$1000.00
Alter approved plans	5.4	\$1000.00
Tamper with posted notice	5.5	\$1000.00
Work contrary to approved plans	5.6	\$1000.00
Obstruct Building Inspector	5.7	\$1000.00
Fail to post civic address	5.8	\$1000.00
Contravene administrative requirements	5.9	\$1000.00
Change use or occupancy without a permit	5.10	\$1000.00
Fail to stop work	6.3(b)	\$1000.00
Fail to remove non-compliant building or structure	6.3(d)	\$1000.00
Fail to post Building Permit	7.3(b)	\$1000.00
Fail to secure construction site	7.7(d)	\$1000.00
Fail to provide contractor/sub-contractor list	7.7(f)	\$1000.00
Fail to obtain Street Occupancy Permit	7.10	\$1000.00

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