


Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>July 21, 2025</u>	Item: <u>12.</u>



12.

MEMORANDUM

Date: July 3, 2025 File: 1605-15
To: Council
From: Matthew O'Connor – Bylaw & Licensing Services Manager
Subject: Collingwood School Private Special Event Noise Exemption Request September 5, 2025

RECOMMENDATION:

THAT Council approve or reject the application from Collingwood School, located at 70 Morven Drive, West Vancouver BC, V7S 1B2, for a private special event noise exemption for a welcome back event on September 5, 2025, from 5 p.m. to 7 p.m.

The purpose of this memorandum is to seek a decision from Mayor & Council regarding the application from Collingwood School (Applicant) for a private special event noise exemption on September 5, 2025, from 5 p.m. to 7 p.m. for their upcoming 2025-2026 School Year Welcome Back BBQ.

Applicable Legislation:

- Private Special Events Exemption from Noise Policy 0193 (**Appendix A**)
- Noise Control Bylaw No. 4404, 2005

Council Strategic Objectives/Official Community Plan:

Official Community Plan Bylaw 4985, 2018 (OCP)

The following section of the OCP is applicable to this report:

2.8.15 Support an expanded variety of community activities ranging from community-wide events and smaller private events through policy, facilities and grants, as appropriate.

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Analysis:

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.

At its regular meeting on May 26, 2025, Council approved a private special event noise exemption for Collingwood School on June 19, 2025, from 4 p.m. to 6:30 p.m. for their Grade 12 Graduation Commencement ceremony. Bylaw staff responded to one traffic complaint related increased traffic and parking volume and contraventions and issued 11 parking infractions to vehicles parked illegally in the surrounding area. It is important to note that, although likely, Bylaw staff were unable to confirm that the vehicles that were issued infractions were related to the special event at Collingwood School on June 19, 2025.

The District has not received any public correspondence related to the proposed upcoming event scheduled for September 5, 2025, as notice to the neighbours is slated to be sent out by the Applicant in August. Previous events have led to concerns from 5 community members due to 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.

Patrols conducted by Bylaw staff on September 6, 2024, for Collingwood School's 2024-2025 Welcome Back event yielded 6 tickets for parking infractions. Observed noise decibel levels, measured at two separate points around the school, ranged from 55-58 decibels, which staff deemed not to be in excess. Staff approved an order of non-enforcement of the Noise Control Bylaw application submitted by the Applicant for this event, prior to the implementation of the Private Special Events Exemption from Noise Policy 0193.

The Applicant has submitted an event plan, attached as **Appendix B**, containing additional information on how they will look to mitigate issues in the surrounding area including by providing a shuttle service to mitigate traffic and parking issues. Vancouver Partyworks and Gemini Food Services have active District business licenses, however Tattoos 4 You would need to obtain an approved District business license to operate and provide services at the event.

Author:



Matthew O'Connor – Bylaw & Licensing Services Manager

Appendices:

Appendix A: Private Special Events Exemption from Noise Policy 0193

Appendix B: Collingwood School Application Submissions

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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

June 30, 2025

To Whom It May Concern,

Collingwood School is writing to request a Private Special Events Exemption from Noise for its annual Welcome Back BBQ.

3.1.2

About the Event

Collingwood School hosts the annual Welcome Back BBQ for our students and families each year on the athletics field at the Morven Drive Campus. The event is scheduled for **Friday, September 5, 2025, from 5:00pm-7:00pm.**

This event does not feature music or any amplified speeches. There are some inflatable games for younger children on the field which are powered by electricity and not by a generator. The evening ends at 7:00pm with an additional 45 minutes or so required for clean up.

Notification to Neighbours

This event is also open to our neighbours and as we have done previously, we plan to send a letter by Canada Post to all surrounding residences with an invitation (a draft letter is included in this package). Of note, last year our Spring Fair was attended by 31 Morven Campus Neighbours that were not already members of our School community.

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SCHOOL

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.

We are working with St. David's Church on Taylor Way to secure a rental of their parking lot on September 5th. We will offer a shuttle service for our families to reduce traffic flow in the neighborhood.

All messaging out to families includes reminders to be respectful of neighboring properties. We will encourage our families to utilize our shuttle bus to the St. David's Church parking lot. 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:

Gemini Food Services (catering) - WV business license on file at District

Tattoos 4 You (airbrush tattoos) - WV business license requested. To be provided when issued.

Vancouver Partyworks (inflatable rides) - WV business license on file at District

3.1.5

Additional Permits

We will obtain a Vancouver Coastal Health permit for the bbq catering as we are inviting outside guests (neighbours) to attend.



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Letter to Neighbours

August 5, 2025

Dear Glenmore Neighbour,

Each year, we invite our families to the Morven Campus to celebrate the start of the school year. We were pleased that 31 of our Morven neighbours joined us this past April for our annual Spring Fair celebration and we would like to extend an invitation for our neighbours to do the same for our Welcome Back BBQ on Friday, September 5 from 5:00-7:00 pm. Join us for complimentary BBQ'd hamburgers and hot dogs while you enjoy catching up with others in the community. You may RSVP [here](#).

The Welcome Back BBQ features inflatable games for younger children on the field, with electricity being used to power them. There will also be airbrush tattoos. There is no alcohol served at this event.

As per the District of West Vancouver's Private Special Event Exemption from Noise Bylaw policy, we are seeking a Noise Exemption Permit for this event. Please note: there will be no music or amplified sound or speeches during this event.

If you have any questions or concerns, you may email Ms. Nielsen at angela.nielsen@collingwood.org

Thank you for your support.

Angela Nielsen

Director, Communications

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
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35 GLENMORE DRIVE
36 GLENMORE DRIVE
37 GLENMORE DRIVE

WEST VANCOUVER, BC
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WEST VANCOUVER, BC

V7S 1A5
V7S 1A4
V7S 1A5



COLLINGWOOD SCHOOL

Event Summary

On September 5, 2025, Collingwood school will be hosting a Welcome Back BBQ for our students and families. 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 around 350 vehicles that will require parking for this event.

Onsite Parking Availability

We are currently working with St. David's Church on Taylor Way to secure a rental of their parking lot on September 5th. We will offer a shuttle bus for the duration of the event to reduce traffic flow in the neighborhood.

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.

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 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:



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- 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

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