

## **COUNCIL CORRESPONDENCE UPDATE TO AUGUST 27, 2025 (8:30 a.m.)**

### **Correspondence**

- (1) August 25, 2025 regarding “Excessively loud music from Ambleside beaches”**
- (2) Capilano Community Services, August 26, 2025 regarding Christmas Craft Market (November 15, 2025)**

### **Correspondence from Other Governments and Government Agencies**

No items.

### **Responses to Correspondence**

- (3) Manager of Bylaw and Licensing Services, August 21, 2025, response regarding “Clarification and Concerns Regarding Notice Requirements for Large Events – Private Special Events Exemption from Noise Policy 0193”**

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**From:** [REDACTED] s. 22(1)  
**Sent:** Monday, August 25, 2025 10:02 AM  
**To:** correspondence; Mark Sager, Mayor  
**Cc:** Mark Sager, Mayor; Nora Gambioli; Peter Lambur; Scott Snider; Sharon Thompson; Linda Watt  
**Subject:** Excessively loud music from Ambleside beaches

**CAUTION:** This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Dear city of West Vancouver and city council:

I am writing this email as a long term owner and resident of West Vancouver. My wife and I are [REDACTED] s.22(1) and live in a condo [REDACTED] s.22(1) of a concrete building in the [REDACTED] s. 22(1) block of [REDACTED] s.22(1). This summer we have endured ongoing amplified music coming from the parks along the waterfront between 13th and 16th Ave. We do enjoy the midsummer Harmony festival by day, but from dinner hour onto until about 10pm the music venues seem to get progressively louder, to the point that we must close all our windows to even begin to hear our tv, let alone try to sleep.

This summer, even after the end of the Harmony Music festival, the evening music continues to saturate the whole neighbourhood. The last couple of evenings the bands got progressively louder until finally winding down at 10pm. We cannot sit out on our deck and enjoy the evenings due to the incessant pounding amplified base and drum beats. We cannot be the only 2 residents in this area that are becoming very disturbed by this uncontrolled growth of sound pollution. How can families enjoy an evening picnic at John Lawson Park, or Ambleside Park, etc. while this music continues to pound away.

The new portable beach venue on the waterfront below 14th Ave which has the food trucks, beach bar, and live "acoustic" music sounded like a good idea when it was first proposed this spring, but we shouldn't have to have our indoor existence throughout the evening, every night, disrupted this way. We are [REDACTED] s. 22(1) away from the source!

We ask city council to stop this nonsense of spoiling the entire ambience of this beautiful area to cater to the whims of this grossly over-amplified "music" every night of the summer. Enough already.

Respectfully yours, [REDACTED] s. 22(1)  
[REDACTED] s. 22(1) West Vancouver, [REDACTED] s. 22(1)

**From:** Maralyn Wild <maralyn@capservices.ca>  
**Sent:** Tuesday, August 26, 2025 10:45 AM  
**To:** correspondence  
**Subject:** [BULK] 📣 CALL OUT TO VENDORS – Craft Christmas Market - November 15 from 10am to 2pm

**CAUTION:** This email originated from outside the organization from email address bounce-mc.us10\_139594993.13906035-fcbd79b1c8@mail92.atl231.mcsv.net. Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

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# Christmas Craft Market

## Calling All Vendors!

Saturday, November 15  
10:00 AM to 2:00 PM



REGISTER



AT: LIONS GATE COMMUNITY RECREATION CENTRE  
1733 LIONS GATE LANE, NORTH VANCOUVER

FOR MORE INFO:

[MARALYN@CAPSERVICES.CA](mailto:MARALYN@CAPSERVICES.CA)



Early Bird Price: \$50 for a 6-foot table, and \$35 for a card table

Early bird offer is valid until October 31<sup>st</sup> at midnight.

Starting November 1st, the cost is \$60 for a 6-foot table, and \$45 for a card table

<https://form-can.keela.co/christmas-craft-fair-2025-vendor-registration-form>

Dear **Supporters of Capilano Community Services Society,**

We are excited to announce that **registration is now open** to be a vendor at our 3<sup>rd</sup> annual **Christmas Craft Market**. If you are a designer, maker, crafter, or artist selling handmade goods, this is the event for you!

**Our Christmas Craft Market tables sell out very quickly. Here are the reasons why vendors love our market and register for our tables:**

- Based on our prior craft markets, we expect close to 50 vendors and several hundred attendees.
- Our table prices for vendors are lower than most other local craft markets.
- There's free admission for the public who attend our craft markets – increasing the potential for more customers and increased sales.
- This year, we are adding a fabulous *Quilt Show* hosted by the Grouse Mountain Day Quilters Guild, which brings in additional Christmas shoppers to our market.
- We draw in customers with delicious food and beverages, and fabulous door prizes.
- Free hot beverages for vendors – coffee, hot chocolate, non-alcoholic apple cider.
- The market is beautifully decorated, and there's seasonal music to get shoppers excited about Christmas gift giving.

**Please click the Vendor Form Registration link below:**

[Click Here to Register as a Vendor](#)

Please find attached a poster for vendors with general information (same as below). Feel free to share the attached digital poster with your networks, or you may pick up printed copies of the poster from our office, Monday to Friday, 9am to 3pm, to distribute in your local area.

**Information for Vendors**

**Event Date:** Saturday, November 15, 2025

**Event Time:** 10:00am – 2:00pm (Set-up Time 8:30am, Clean-up time 2pm)

**Location:** Lions Gate Community Recreation Centre - 1733 Lions Gate Lane, North Vancouver.

**Cost of table:** Early Bird \$50 for a 6-foot table, and \$35 for a card table,

- Early bird offer is valid until October 31<sup>st</sup> at midnight.
- Starting November 1st, the cost is \$60 for a 6-foot table, and \$45 for a card table.

\*You can purchase more than one table if you wish.

\*All payments for tables are **non-refundable**.

\*Payment must be completed within 24 hours of receiving our **Vendor**

**Confirmation email** that will be sent to you on **September 19**. Payment is by e-transfer or cash and you will receive further payment details on September 19.

**IMPORTANT: Any vendor selling food items is solely responsible to obtain a food permit from Vancouver Coastal Health, in advance of this event, and will need to display the permit on their table. Those who do not have a permit on the day, will not be allowed to sell their food product(s) and will not be eligible for a refund for the cost of the table.**

If you have any further questions, please feel free to contact me.

Thank you!

From, Maralyn Wild  
Manager, Community Development



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**Our mailing address is:**

1733 Lions Gate Lane  
North Vancouver, BC V7P0C7

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**From:** Matthew OConnor  
**Sent:** Thursday, August 21, 2025 8:28 AM  
**To:** s. 22(1)  
**Cc:** correspondence  
**Subject:** RE: Clarification and Concerns Regarding Notice Requirements for Large Events – Private

Good afternoon, s. 22(1),

Thank you for reaching out and providing your perspectives and concerns with the process for special event noise exemptions for large scale events. Bylaw staff are currently working on an application template and guideline for special event noise exemption applications of all sizes and are reviewing the policy to determine areas of clarity, improvement, and consistency. This will likely lead to a change/update to the policy in Q4. I will ensure that you are apprised of any potential Council dates where this may be brought forward.

Currently, operational and administrative staff have directed applicants for large-scale events to follow the same procedure/process as noted in the policy to ensure a complete application for staff review, prior to working to have the item brought forward to a public Council meeting for decision. Council Reports and submissions are due 2 weeks in advance of the scheduled date and are published on the Council agenda in advance of the meeting, which is available to the public. This allows for those expressing concerns or support to vocalize those through email correspondence in advance of the scheduled date, or virtual/in-person Council meeting attendance. Community Charter Division 6 – Conflict of Interest outlines regulations for concerns of this nature.

As this is a new policy, we are still working through and evaluating its effectiveness and have noted the questions and concerns you have presented, which will be reviewed and taken into account when determining how best to proceed, potentially amend, and clarify accordingly.

Happy to chat further.

Sincerely,

**Matthew O'Connor** he, him, his  
Manager, Bylaw and Licensing Services | District of West Vancouver  
d: 604 925 7153 | westvancouver.ca

We acknowledge that we are on the traditional, ancestral, and unceded territory of the [Skwxwú7mesh Úxwumixw](#) (Squamish Nation), [səlilwətaʔ](#) (Tseil-Waututh Nation) & [xʷməθkʷəy̓əm](#) (Musqueam Nation). We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial. *Learn more about each of these Nations; click each name to visit their official website.*

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**From:** s. 22(1)  
**Sent:** Tuesday, July 29, 2025 9:33 AM  
**To:** correspondence  
**Cc:** Mark Sager, Mayor; Christine Cassidy; Linda Watt; Nora Gambioli; Peter Lambur; Scott Snider; Sharon Thompson  
**Subject:** Clarification and Concerns Regarding Notice Requirements for Large Events – Private Special Events Exemption from Noise Policy 0193  
**Attachments:** 25mar31-10.5 - Private Special Events Exemption from Noise Policy 0193.pdf; PRIVATE SPECIAL EVENTS EXEMPTION FROM NOISE POLICY 0193.pdf

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Matthew O'Connor,  
Manager, Bylaw & Licensing Services

Dear Matthew,

I hope this message finds you well. I'm writing regarding the recently adopted *Private Special Events Exemption from Noise Policy 0193*, which I understand you helped develop.

First, I want to commend you and your staff for creating a thoughtful framework to manage noise exemptions for small private events. The policy reflects a meaningful effort to balance community celebration with neighborhood tranquility and sets out comprehensive engagement standards for events with 80 guests or fewer.

However, I have some concerns and questions regarding how the policy addresses larger events (i.e., over 80 guests), which I hope you can help clarify. I've attached both the final approved policy and the original Council report from January 2025 for reference.

### **Primary Concern – Lack of Notice Requirements for Large Events**

While Section 3.3 of Policy 0193 specifies that events exceeding 80 guests must receive a Council exemption, the policy does not outline any requirement for public notification or community consultation. This omission is particularly concerning for several reasons.

First, smaller events require notification to all properties within 100 metres and 80% written concurrence — yet larger events, which often have greater impacts, appear to face no such obligations. Second, the 100-metre radius may be too limited for large events, which can generate noise, parking overflow, and traffic disruption that affect a much wider area. Third, notification should serve two distinct purposes: (1) enabling residents to provide input into the political approval process, and (2) simply informing the broader neighbourhood that a disruptive event will be taking place. In our case, large events at Collingwood's turf field frequently affect much of the Glenmore area, not just those within close proximity.

In practice, this gap has already led to confusion and frustration for residents. For example, on June 12, a soccer event hosted by FC Faly Academy (an external private soccer academy that rents the Collingwood turf field for training programs but has created noise and traffic disturbances affecting nearby residents on evenings and weekends) apparently drew over 100 participants, caused considerable noise and parking disruption, and extended into the evening — yet residents were not notified in advance, and it is unclear whether any formal exemption was applied for or granted.

More recently, Collingwood School submitted a noise exemption request to Council for their “Welcome Back BBQ” scheduled for September 5. While the application was discussed at the July 21 Council meeting and included a Transportation & Parking Plan, the school did not provide notice to residents regarding the application and did not include them in its submission or communications to the Mayor and Council. Despite repeated community efforts to engage constructively — including through the Glenmore Residents–Collingwood School Task Force — this lack of basic communication highlights a persistent transparency gap when it comes to large-scale events.

### **Questions for Clarification:**

1. Is there a formal notice requirement for events over 80 guests, such as neighbour notification or public input? If so, could you please direct me to where that is outlined?
  - 1a. If notification is required, is there any guidance on how far beyond 100 metres it should extend for large-scale events with wider impacts?
2. If no such requirement exists, what was the rationale for omitting it, given that larger events likely have greater community impact?
3. What are the procedural expectations for Council review of these applications — such as submission deadlines, required documentation, or public hearing processes?
4. Are there any additional policies or Council practices that provide guidance on how community engagement is handled for large-scale private event exemptions?
5. Are there any established guidelines for managing potential conflicts of interest when Council members vote on exemption requests involving institutions such as Collingwood School?

I want to emphasize that I am not opposed to community celebrations and special events. However, as you know, Collingwood School regularly hosts at least three large events per year, which add to the existing noise impacts experienced by adjacent Glenmore residents from the turf field. In addition, several other unlisted events at the school — some involving external groups — appear to exceed the 80-guest threshold without proper oversight or notice. My concern is simply to ensure that transparency and resident input are prioritized for all events, regardless of their size.

I appreciate that several Council members have acknowledged residents' consistent and constructive engagement on this matter. I hope that this shared commitment to fairness and accountability will be reflected in future refinements to the policy framework.

Thank you for your time and your ongoing service to the District. I would be grateful for any clarification you can provide on the questions above and would be happy to review any additional documents or practices you recommend.

Sincerely,

s. 22(1)

*(redaction requested)*

s. 22(1)

West Vancouver, BC

s. 22(1)

**Attachments:**

- *Policy 0193 – Private Special Events Exemption from Noise (Approved March 31, 2025)*
  - *Council Report – Staff Memo Recommending Policy 0193 (Dated January 29, 2025)*
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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

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## 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

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/03/31	
<b>Council minutes eDocs # (Council Policies only)</b>	5813554	
<b>Council report eDocs # (Council Policies only)</b>	5799707	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

## 7. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	2025	



## MEMORANDUM

Date: January 29, 2025 File: 0282-20-0193  
 To: Mayor & Council  
 From: Matthew O'Connor, Manager, Bylaw & Licensing Services  
 Hope Dallas, Senior Manager, Legislative Services/Corporate Officer  
 Re: **Private Special Events Exemption from Noise Policy 0193**

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### RECOMMENDATION:

THAT proposed Private Special Events Exemption from Noise Policy 0193 be approved.

The District of West Vancouver is a unique, vibrant community that celebrates many private, cultural, and special events. Currently there exists no available avenue for members of the public to request an exemption from the Noise Control Bylaw No. 4404, 2005 for private events or celebrations. For staff to provide exemption to any municipal bylaw, they would require Mayor and Council approval. Fees for a private special event noise bylaw exemption application are \$153.00, as noted in the Fees and Charges bylaw.

This policy seeks to delegate staff the authority to exempt private parties and special events of 80 guests or less from the Noise Control Bylaw No. 4404, 2005, Sections 5 and 6, within reason. It also outlines the necessary requirements for members of the public who may request non-enforcement for a private event. This would allow staff to streamline exemption requests within a reasonable scope, while publicly identifying the requirements for members of the public. Additionally, this would look to encourage responsible operation of these events and engage the surrounding community in approving the proposed event or activity.

Furthermore, by clearly outlining the scope of what staff can exempt, larger scale event operators would know that their requests must go through Council. Larger events have more significant effects on the surrounding community, which staff would not be permitted to exempt. Finally, by permitting staff the authority to review and exempt private events on a small-scale, the District will look to encourage responsible celebration within our community.

5799707v1

Title: Private Special Events Exemption from Noise  
Division: Legislative Services  
Policy Number: 0193  
File Number: 0282-20-0193

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- 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.

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- 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.

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  - 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

<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>	X _____	

## 7. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	2025	

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