



**AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, JUNE 27, 2022 AT 6:00 PM**

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“Live” Broadcast via City Website [www.cnv.org/LiveStreaming](http://www.cnv.org/LiveStreaming)  
Complete Agenda Package available at [www.cnv.org/CouncilMeetings](http://www.cnv.org/CouncilMeetings)

*The City of North Vancouver acknowledges that this Council meeting is held on the traditional territories of the Squamish and Tsleil-Waututh Nations.*

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, June 27, 2022

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, June 20, 2022

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Items \*3, \*4, \*5, \*6, \*7, \*8, \*9, \*10, \*11, \*12 and \*13 are listed in the Consent Agenda and may be considered separately or in one motion.

**BYLAWS – ADOPTION**

- \*3. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations)
- \*4. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding)
- \*5. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding)
- \*6. “General Local Election Bylaw, 2022, No. 8943”
- \*7. “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A)
- \*8. “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946”

## **CONSENT AGENDA – Continued**

### **REPORTS**

- \*9. 2021 Statement of Financial Information
- \*10. Report Required Under the *Local Government (Green Communities) Statutes Amendment Act, 2008*
- \*11. 2022 Appropriations #2 – Amendment
- \*12. Regional Public Works Mutual Aid Agreement
- \*13. Appointment to Federation of Canadian Municipalities Committees and Forums

### **PUBLIC HEARING – 124 West 20<sup>th</sup> Street**

#### **BYLAWS – THIRD READING**

- 14. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746)
- 15. “Housing Agreement Bylaw, 2022, No. 8899” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing Commitments)

#### **BYLAWS – FIRST, SECOND AND THIRD READINGS**

- 16. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934” (Mehrdad Rahbar / Vernacular Design Corp., 646 East 4<sup>th</sup> Street, RS-2)

*Application considered by Council on June 13, 2022; notice published on June 15 and June 22, 2022.*

*No Public Hearing held.*

- 17. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905” (Cascadia Green Development Company / WA Architects, 800 Marine Drive, CD-755)

*Application considered by Council on June 13, 2022; notice published on June 15 and June 22, 2022.*

*No Public Hearing held.*

*Information Report, June 22, 2022 – “Zoning Bylaw Amendment for 800 Marine Drive (Cascadia Green Development)”*



## **PRESENTATION**

Living City Award Recipients 2022 – Planning Assistant

*Information Report, June 22, 2022 – “2022 Living City Award Recipients”*

Cool It! 2022 Recipients – Planning Assistant

*Information Report, June 22, 2022 – “2022 Cool It! Challenge Winners”*

## **PRESENTATION**

North Shore Emergency Management – Council Update – Director, North Shore  
Emergency Management

## **REPORTS**

18. North Shore Emergency Management Annual Report and Extreme Heat Strategy
19. 2022 Living City Grants
20. 2023 Permissive Tax Exemptions

## **BYLAW – FIRST, SECOND AND THIRD READINGS**

21. “Taxation Exemption Bylaw, 2022, No. 8938”

## **REPORTS**

22. Development Variance Permit Applications: 253 East 28<sup>th</sup> Street (Bill Curtis / Bill Curtis & Associates Design Ltd.)
23. Rezoning Application and Heritage Designation – 245 East 10<sup>th</sup> Street (James Stobie / Synthesis Design Inc.)

## **BYLAWS – FIRST AND SECOND READINGS**

24. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936”  
(James Stobie / Synthesis Design, 245 East 10<sup>th</sup> Street, CD-757)
25. “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design  
Inc., 245 East 10<sup>th</sup> Street)

**REPORT**

26. Development Procedures Bylaw Amendment – Streamlining of Development Variance Permit Requests

**BYLAW – FIRST, SECOND AND THIRD READINGS**

27. “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916” (Bill 26 Update for Minor Development Variance Permits)

**NOTICE OF MOTION**

28. Homes that Meet Today’s Climate Context

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES / REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, June 27, 2022

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, June 20, 2022

## **PUBLIC INPUT PERIOD**

The Public Input Period is addressed in sections 12.20 to 12.28 of “Council Procedure Bylaw, 2015, No. 8500.” The time allotted for each speaker addressing Council during the Public Input Period is 2 minutes, with the number of speakers set at 5 persons. Speakers’ comments will be audio recorded, as well as live-streamed on the City’s website, and will form part of the public record.

Speakers during the Public Input Period are permitted to join the meeting electronically via Webex or in person in the Council Chamber.

There are 2 ways to sign up to speak during the Public Input Period.

- 1) Speakers who choose to participate electronically must pre-register by 12:00 noon on the day of the Council meeting by completing the online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4230 to provide contact information. Pre-registrants will receive instructions via email or phone on the afternoon of the Council meeting, including a request to connect to the meeting 15-30 minutes before the meeting start time.
- 2) Speakers who choose to participate in person must sign the speaker list located outside the Council Chamber between 5:30 and 5:55 pm on the day of the Council meeting.

If a speaker has written material to accompany their comments, the material must be sent to the Corporate Officer at [clerks@cnv.org](mailto:clerks@cnv.org) no later than 12:00 noon on the day of the Council Meeting.

The Public Input Period offers an opportunity to express comments only; Council is there to listen only and questions will not be responded to. Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items listed in section 12.25(2).

Speakers are not to address matters that refer to items from a concluded Public Hearing or Public Meeting. When a Public Hearing or Public Meeting is scheduled on the same evening’s agenda, speakers are asked to only provide input when that matter comes forward for discussion on the agenda in order for the comments to be considered as part of the particular Public Hearing or Public Meeting. Otherwise the input cannot be considered or form part of the official record.

Please address the Mayor as “Your Worship” or “Mayor, followed by his/her surname”.  
Councillors should be addressed as “Councillor, followed by their surname”.

## **CONSENT AGENDA**

Items \*3, \*4, \*5, \*6, \*7, \*8, \*9, \*10, \*11, \*12 and \*13 are listed in the Consent Agenda and may be considered separately or in one motion.

### **RECOMMENDATION:**

THAT the recommendations listed within the “Consent Agenda” be approved.

## **START OF CONSENT AGENDA**

### **BYLAWS – ADOPTION**

- \*3. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations)

### **RECOMMENDATION:**

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*4. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding)

### **RECOMMENDATION:**

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*5. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding)

### **RECOMMENDATION:**

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*6. “General Local Election Bylaw, 2022, No. 8943”

### **RECOMMENDATION:**

THAT “General Local Election Bylaw, 2022, No. 8943” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**CONSENT AGENDA – Continued**

**BYLAWS – ADOPTION – Continued**

- \*7. “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944”  
(Schedule A)

**RECOMMENDATION:**

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944”  
(Schedule A) be adopted, signed by the Mayor and Corporate Officer and affixed  
with the corporate seal.

- \*8. “Automated Vote Counting System Authorization and Procedure Bylaw, 2022,  
No. 8946”

**RECOMMENDATION:**

THAT “Automated Vote Counting System Authorization and Procedure Bylaw,  
2022, No. 8946” be adopted, signed by the Mayor and Corporate Officer and  
affixed with the corporate seal.

**REPORTS**

- \*9. 2021 Statement of Financial Information – File: 05-1880-20-0008/2021

Report: Chief Financial Officer, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated June 15, 2022,  
entitled “2021 Statement of Financial Information”:

THAT the Statement of Financial Information for the year ended December 31,  
2021 be approved and forwarded to the Ministry of Municipal Affairs.

- \*10. Report Required Under the *Local Government (Green Communities) Statutes  
Amendment Act, 2008* – File: 05-1610-01-0001/2022

Report: Chief Financial Officer, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated June 15, 2022,  
entitled “Report Required Under the *Local Government (Green Communities)  
Statutes Amendment Act, 2008*”:

THAT the report be received and filed.

**CONSENT AGENDA – Continued**

**REPORTS – Continued**

- \*11. 2022 Appropriations #2 – Amendment – File: 16-8350-20-0039/1

Report: Chief Financial Officer, June 21, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated June 21, 2022, entitled “2022 Appropriations #2 – Amendment”:

THAT (Funding Appropriation #2215), an amount of \$2,396,000, from the Carbon Reserve for the purpose of funding the 2022 Capital Plan, be amended to be from the Affordable Housing Reserve.

- \*12. Regional Public Works Mutual Aid Agreement – File: 11-5240-01-0001/2022

Report: Acting Director, Engineering, Parks and Environment, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Acting Director, Engineering, Parks and Environment, dated June 15, 2022, entitled “Regional Public Works Mutual Aid Agreement”:

THAT the City of North Vancouver enter into a new Regional Public Works Mutual Aid Agreement (2022) that supersedes similar previous agreements from 1988 and 2000;

THAT the role of “Authorized Representative” in the new agreement be delegated to the Director, Engineering, Parks and Environment;

THAT the Mayor and Corporate Officer be authorized to sign the new agreement;

AND THAT, once the new agreement is in place, the City terminate its participation in the Public Works – Mutual Aid Agreement for Emergencies (1988) and the GVRD Public Works Mutual Aid Agreement (2000).

**CONSENT AGENDA – Continued**

**REPORTS – Continued**

- \*13. Appointment to Federation of Canadian Municipalities Committees and Forums  
– File: 01-0530-01-0001/2022

Report: Corporate Officer, June 21, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Corporate Officer, dated June 21, 2022, entitled  
“Appointment to Federation of Canadian Municipalities Committees and Forums”:

THAT Councillor McIlroy be appointed as the City of North Vancouver  
representative to the Federation of Canadian Municipalities Committees and  
Forums, for the term ending on May 31, 2023;

THAT, on approval of appointment, expenses be paid in accordance with  
“Council Expense Bylaw, 2003, No. 7487”;

AND THAT funds be allocated in the annual budget for future travel  
expenditures.

**END OF CONSENT AGENDA**

**PUBLIC HEARING – 124 West 20<sup>th</sup> Street – 6:00 pm**

“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898” (124 20<sup>th</sup> Street Holdings Ltd. Inc., No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746) and  
“Housing Agreement Bylaw, 2022, No. 8899” (124 20<sup>th</sup> Street Holdings Ltd., Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing Commitments) would rezone the subject property from a Medium Density Apartment Residential (RM-1) Zone to a Comprehensive Development 746 (CD-746) Zone to permit the development of a 6-storey, 57-unit, market rental apartment building, over 1.5 levels of underground parking for 47 vehicles and 6 surface parking stalls, accessed from the lane, for visitors. The proposed density is 2.59 times the lot area.

*Bylaw Nos. 8898 and 8899 to be considered under Items 14 and 15.*

**AGENDA**

Staff presentation  
Applicant presentation  
Representations from the public  
Questions of Council  
Motion to conclude the Public Hearing

### **BYLAWS – THIRD READING**

14. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898”  
(124 20<sup>th</sup> Street Holdings Ltd., Inc. No. BC1081725 / RLA Architects, 124 West  
20<sup>th</sup> Street, CD-746)

#### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898”  
(124 20<sup>th</sup> Street Holdings Ltd., Inc. No. BC1081725 / RLA Architects, 124 West  
20<sup>th</sup> Street, CD-746) be given third reading.

15. “Housing Agreement Bylaw, 2022, No. 8899” (124 20<sup>th</sup> Street Holdings Ltd. Inc.  
No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing  
Commitments)

#### **RECOMMENDATION:**

THAT “Housing Agreement Bylaw, 2022, No. 8899” (124 20<sup>th</sup> Street Holdings  
Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental  
Housing Commitments) be given third reading.

### **BYLAWS – FIRST, SECOND AND THIRD READINGS**

16. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934”  
(Mehrdad Rahbar / Vernacular Design Corp., 646 East 4<sup>th</sup> Street, RS-2)

#### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934”  
(Mehrdad Rahbar / Vernacular Design Corp., 646 East 4<sup>th</sup> Street, RS-2) be given  
first, second and third readings.

*Application considered by Council on June 13, 2022; notice published on June  
15 and June 22, 2022.*

*No Public Hearing held.*



**BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued**

17. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905” (Cascadia Green Development Company / WA Architects, 800 Marine Drive, CD-755)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905” (Cascadia Green Development Company / WA Architects, 800 Marine Drive, CD-755) be given first, second and third readings.

*Application considered by Council on June 13, 2022; notice published on June 15 and June 22, 2022.*

*No Public Hearing held.*

*Information Report, June 22, 2022 – “Zoning Bylaw Amendment for 800 Marine Drive (Cascadia Green Development)”*

**PRESENTATION**

Living City Award Recipients 2022 – Planning Assistant

*Information Report, June 22, 2022 – “2022 Living City Award Recipients”*

Cool It! 2022 Recipients – Planning Assistant

*Information Report, June 22, 2022 – “2022 Cool It! Challenge Winners”*

**PRESENTATION**

North Shore Emergency Management – Council Update – Director, North Shore Emergency Management

*Item 18 refers.*

**REPORTS**

18. North Shore Emergency Management Annual Report and Extreme Heat Strategy – File: 14-7130-01/0001/2022

Report: Director, North Shore Emergency Management, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Director, North Shore Emergency Management, dated June 15, 2022, entitled “North Shore Emergency Management Annual Report and Extreme Heat Strategy”:

THAT the report be received for information.

**REPORTS – Continued**

19. 2022 Living City Grants – File: 05-1850-20-0008/2022

Report: Planning Assistant, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Planning Assistant, dated June 15, 2022, entitled “2022 Living City Grants”:

THAT 2022 Living City grants totaling \$15,000 be awarded as follows:

<b>Name of Applicant</b>	<b>Amount Recommended</b>
North Shore Neighbourhood House and the Edible Garden Project	\$3,500.00
Jump Buddies Fellowship	\$2,500.00
North Shore Streamkeepers	\$1,000.00
Greater Vancouver Orienteering Club	\$1,250.00
Access2Innovate Foundation	\$2,000.00
Urban Repurpose	\$2,500.00
The Craft Pod	\$1,000.00
St. Andrew’s United Church	\$1,250.00
<b>TOTAL</b>	<b>\$15,000.00</b>

AND THAT the following organization be notified that their application for a 2022 Living City Grant will not be funded:

**Name of Applicant**

Force of Nature – North Shore Alliance

20. 2023 Permissive Tax Exemptions – File: 05-1970-07-0001/2022

Report: Chief Financial Officer, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated June 15, 2022, entitled “2023 Permissive Tax Exemptions”:

THAT “Taxation Exemption Bylaw, 2022, No. 8938” be considered.

*Item 21 refers.*

**BYLAW – FIRST, SECOND AND THIRD READINGS**

21. “Taxation Exemption Bylaw, 2022, No. 8938”

**RECOMMENDATION:**

THAT “Taxation Exemption Bylaw, 2022, No. 8938” be given first, second and third readings.

**REPORTS**

22. Development Variance Permit Applications: 253 East 28<sup>th</sup> Street (Bill Curtis / Bill Curtis & Associates Design Ltd.) – File: 08-3060-20-0247/1

Report: Planner 1, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated June 15, 2022, entitled “Development Variance Permit Applications – 253 East 28<sup>th</sup> Street (Bill Curtis / Bill Curtis & Associates Design Ltd.)”:

THAT Development Variance Permit Nos. PLN2022-00011 and PLN2022-00017 be considered for issuance under Section 498 of the *Local Government Act* and referred to the same Public Meeting;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

23. Rezoning Application and Heritage Designation – 245 East 10<sup>th</sup> Street (James Stobie / Synthesis Design Inc.) – File: 08-3400-20-0068/1

Report: Planner 1, June 15, 2022

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated June 15, 2022, entitled “Rezoning Application and Heritage Designation – 245 East 10<sup>th</sup> Street (James Stobie / Synthesis Design Inc.)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936” (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street, CD-757) be considered and referred to a Public Hearing;

*Continued...*

**REPORTS – Continued**

23. Rezoning Application and Heritage Designation – 245 East 10<sup>th</sup> Street (James Stobie / Synthesis Design Inc.) – File: 08-3400-20-0068/1 – Continued

THAT “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street) be considered and referred to the same Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the community benefits listed in the report section “Density Bonus and Community Benefits” be secured, through agreements at the applicant's expense and to the satisfaction of staff.

*Items 24 and 25 refer.*

**BYLAWS – FIRST AND SECOND READINGS**

24. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936” (James Stobie / Synthesis Design, 245 East 10<sup>th</sup> Street, CD-757)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936” (James Stobie / Synthesis Design, 245 East 10<sup>th</sup> Street, CD-757) be given first and second readings.

25. “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street)

**RECOMMENDATION:**

THAT “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street) be given first and second readings.

## **REPORT**

26. Development Procedures Bylaw Amendment – Streamlining of Development Variance Permit Requests – File: 01-0125-01-0001/2022

Report: Director, Planning and Development, June 15, 2022

### **RECOMMENDATION:**

PURSUANT to the report of the Director, Planning and Development, dated June 15, 2022, entitled “Development Procedures Bylaw Amendment – Streamlining of Development Variance Permit Requests”:

THAT “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916” (Bill 26 Update for Minor Development Variance Permits) be considered.

*Item 27 refers.*

## **BYLAW – FIRST, SECOND AND THIRD READINGS**

27. “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916” (Bill 26 Update for Minor Development Variance Permits)

### **RECOMMENDATION:**

THAT “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916” (Bill 26 Update for Minor Development Variance Permits) be given first, second and third readings.

## **NOTICE OF MOTION**

28. Homes that Meet Today’s Climate Context – File: 08-3400-01-0001/2022

Submitted by Mayor Buchanan

### **RECOMMENDATION:**

WHEREAS the City of North Vancouver Council vision is to be the healthiest small city with five key priorities, including a City for People;

WHEREAS a Liveable City leads the way in climate action and acts as a steward of the environment for future generations;

WHEREAS we all have the right to be safe and healthy in our own home, and extreme heat threatens that right;

*Continued...*

## **NOTICE OF MOTION – Continued**

### **28. Homes that Meet Today's Climate Context – File: 08-3400-01-0001/2022 – Continued**

WHEREAS climate change is a reality we cannot ignore and more extreme weather events are predicted to impact communities everywhere;

WHEREAS approximately 80% of City residents live in multi-family buildings, many built long before today's climate context;

AND WHEREAS in June 2022, the BC Coroners Service's Review of Heat-Related Deaths in BC in Summer 2021 report found that 619 lives were lost during the 2021 heat dome and that greater support for at-risk populations is needed during extreme heat emergencies;

THEREFORE BE IT RESOLVED THAT staff be directed to report to Council on the tools available to work with applicants early in the redevelopment process to ensure the homes being delivered will meet today's climate context, including enhanced cooling systems that respond to extreme heat;

BE IT FURTHER RESOLVED THAT staff be directed to report back on paths of advocacy and action to ensure multi-family homes are properly retrofitted to keep cool;

AND BE IT FINALLY RESOLVED THAT Mayor Buchanan, on behalf of Council, write to the federal and provincial Ministers responsible for housing, public safety, and the environment, stressing the threat extreme heat is to our individual health and the need for further investments in retrofitting BC.

## **PUBLIC CLARIFICATION PERIOD**

The Public Clarification Period is limited to 10 minutes in total and is an opportunity for the public to ask a question regarding process or clarification on an item on the Regular Council Agenda. The Public Clarification Period concludes after 10 minutes and the Regular Council Meeting reconvenes.

## **COUNCIL INQUIRIES / REPORTS**

### **NEW ITEMS OF BUSINESS**

### **NOTICES OF MOTION**

### **RECESS TO CLOSED SESSION**

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(g) [legal matter] and 90(1)(i) [legal advice].

## **REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

### **ADJOURN**



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### PUBLIC HEARING / PUBLIC MEETING GUIDELINES

The purpose of **Public Hearings** is to provide members of the public an opportunity to make representations to Council regarding proposed changes to zoning bylaws, heritage designations or the Official Community Plan. Public Hearings are included as part of a Regular Council agenda and governed by the provisions of the *Local Government Act*.

The purpose of **Public Meetings** is to provide members of the public an opportunity to make representations to Council regarding various issues and/or proposed changes that do not require a Public Hearing, such as a Development Variance Permit or Temporary Use Permit. North Vancouver residents can participate in the civic process of a Public Meeting that may affect their community, property and interests.

All persons who believe their interest in property is affected by a proposed bylaw or permit are afforded a reasonable opportunity to be heard, voice concerns or present written submissions regarding matters contained within the bylaw/permit.

All written submissions and representations made at a Public Hearing or Public Meeting will form part of the official public record. Minutes of the Public Hearing/Public Meeting and a video recording of the proceedings will be posted on the City's website at [cnv.org](http://cnv.org).

To provide written input: All written submissions must include your name and address. If this information is not provided, it cannot be included as part of the public record. Email submissions sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org) are preferred, and hand-delivered or mailed submissions will also be accepted. **The deadline to submit written submissions is 12:00 noon on the day of the Public Hearing/Public Meeting.**

To speak at a Public Hearing or Public Meeting:

In person at City Hall: On the day of the meeting, a sign-up sheet will be available in the lobby, outside the Council Chamber, from 5:30pm. Enter City Hall through the doors at the southwest corner of the building (off 13<sup>th</sup> Street) after 5:30pm.

Via Webex/phone: Pre-register by completing the online form at [cnv.org/PublicHearings](http://cnv.org/PublicHearings), or by phoning 604-990-4230 to provide contact details, so call-in instructions can be forwarded to you. **All Webex/phone pre-registration must be submitted no later than 12:00 noon on the day of the Public Hearing/Public Meeting.**

Non-registered speakers: Speakers who have not pre-registered will also have an opportunity to provide input. Once all registered speakers have spoken, the Mayor will call for a recess to allow time for additional speakers to phone in or speak in person. Call-in details will be displayed on-screen during the livestream at [cnv.org/LiveStreaming](http://cnv.org/LiveStreaming).

*Continued...*



## **THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

### **PUBLIC HEARING / PUBLIC MEETING GUIDELINES – Continued**

Comments from the public must specifically relate to the proposed bylaw/permit or subject of the Public Hearing/Public Meeting. Speakers are asked to avoid repetitive comments and not to divert to other matters.

Speakers will be asked to confirm their name and address for the record and will be provided one 5-minute opportunity to present their comments. Everyone will be given a reasonable opportunity to be heard and no one should feel discouraged or prevented from making their views known.

Procedural rules for the conduct of a Public Hearing/Public Meeting are set at the call of the Chair. Council's main function is to listen to the views of the public regarding the change of land use in the proposed bylaw/permit. It is not the function of Council to debate the merits of an application with speakers. Questions from members of the public and Council must be addressed through the Chair.

Once the Public Hearing/Public Meeting concludes, no further information or submissions can be considered by Council.

Following adjournment of the Public Hearing/Public Meeting, the Regular meeting reconvenes and the bylaw/permit is discussed and debated by members of Council, followed by consideration of third reading of the bylaw or approval of the permit.





**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON **MONDAY, JUNE 20, 2022****

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back\*  
(joined at 6:03 pm)  
Councillor D. Bell  
Councillor A. Girard\*  
Councillor T. Hu\*  
Councillor J. McIlroy  
Councillor T. Valente

*\*participated electronically*

**STAFF MEMBERS**

L. McCarthy, CAO  
K. Graham, Corporate Officer  
C. Baird, Deputy Corporate Officer  
J. Peters, Assistant City Clerk  
B. Pearce, Deputy CAO / Director, Strategic and Corporate Services  
H. Granger, City Solicitor  
D. Foldi, Senior Manager, Strategic Initiatives  
M. Friesen, Manager, Strategic Initiatives  
L. Sawrenko, Chief Financial Officer  
D. Van Heerden, Manager, Financial Planning  
M. Epp, Director, Planning and Development  
J. Draper, Deputy Director, Planning and Development  
R. Basi, Manager, Development Planning  
D. Johnson, Development Planner  
E. Chow, Planner  
H. Dang, Planner  
B. van der Heijden, Planner  
K. Magnusson, Acting Director, Engineering, Parks and Environment  
M. Hunter, Deputy Director, Engineering, Parks and Environment  
D. Priestley, Section Manager, Park Operations  
M. Shipley, Parks Planner  
R. Skene, Director, Community and Partner Engagement  
G. Schalk, Public Safety Director and Fire Chief  
D. Hutchison Koep, Chief Librarian  
K. Veng, CEO, LEC  
S. Wood, Accountant, LEC

**GUEST**

Dr. R. Ledger, Animal Behaviour and Welfare Consultant

The meeting was called to order at 6:02 pm.

**APPROVAL OF AGENDA**

Moved by Councillor McIlroy, seconded by Councillor Valente

1. Regular Council Meeting Agenda, June 20, 2022

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

Moved by Councillor McIlroy, seconded by Councillor Bell

2. Special Regular Council Meeting Minutes, June 8, 2022

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Bell

3. Regular Council Meeting Minutes, June 13, 2022

**CARRIED UNANIMOUSLY**

## **PROCLAMATION**

Mayor Buchanan declared the following proclamation:

National Indigenous Peoples Day – June 21, 2022

## **PUBLIC INPUT PERIOD**

- Kala Solway, 322 East 12<sup>th</sup> Street, North Vancouver, spoke regarding Item 32 – Culturally Accessible Cemeteries.
- Bernard Pinsky, 6046 Cypress Street, Vancouver, spoke regarding Item 20 – North Vancouver Cemetery Bylaw Update.
- Neil Loomer, 305-1721 St. Georges Avenue, North Vancouver, spoke regarding Item 32 – Culturally Accessible Cemeteries.

## **CONSENT AGENDA**

Moved by Councillor Back, seconded by Councillor Bell

THAT the recommendations listed within the “Consent Agenda” be approved.

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **BYLAWS – ADOPTION**

- \*4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8873” (Farid Sayari / Royal Palace Construction and Design, 322 West 14<sup>th</sup> Street, CD-739)

Moved by Councillor Back, seconded by Councillor Bell

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8873” (Farid Sayari / Royal Palace Construction and Design, 322 West 14<sup>th</sup> Street, CD-739) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **CONSENT AGENDA – Continued**

### **BYLAWS – ADOPTION – Continued**

- \*5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8928” (Update to Development Permit Guidelines to harmonize language with “Tree Bylaw, 2022, No. 8888”)

Moved by Councillor Back, seconded by Councillor Bell

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8928” (Update to Development Permit Guidelines to harmonize language with “Tree Bylaw, 2022, No. 8888”) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

- \*6. “Security Alarm Systems Bylaw, 2022, No. 8931”

Moved by Councillor Back, seconded by Councillor Bell

THAT “Security Alarm Systems Bylaw, 2022, No. 8931” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

- \*7. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2022, No. 8933” (Security Alarm Systems)

Moved by Councillor Back, seconded by Councillor Bell

THAT “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2022, No. 8933” (Security Alarm Systems) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

### **END OF CONSENT AGENDA**

**PUBLIC HEARING / PUBLIC MEETING – 319-333 East 14<sup>th</sup> Street, 318-332 East 13<sup>th</sup> Street, 313 East 14<sup>th</sup> Street, 1304-1324 St. Andrews Avenue, 231 East 15<sup>th</sup> Street and 1337 St. Andrews Avenue**  
***Recessed from June 13, 2022***

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT the meeting recess to the Public Hearing regarding “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8930” (Vancouver Coastal Health / PCL Constructors Westcoast Inc., 319-333 East 14<sup>th</sup> Street, 318-332 East 13<sup>th</sup> Street, 313 East 14<sup>th</sup> Street, 1304-1324 St. Andrews Avenue, Amendment to CD-551) and the Public Meeting regarding Development Variance Permit No. PLN2021-00016 (231 East 15<sup>th</sup> Street and 1337 St. Andrews Avenue).

**CARRIED UNANIMOUSLY**

The meeting recessed to the Public Hearing / Public Meeting at 6:15 pm and reconvened at 6:43 pm.

## **BYLAW – THIRD READING**

8. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8930” (Vancouver Coastal Health / PCL Constructors Westcoast Inc., 319-333 East 14<sup>th</sup> Street, 318-332 East 13<sup>th</sup> Street, 313 East 14<sup>th</sup> Street, 1304-1324 St. Andrews Avenue, Amendment to CD-551)

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8930” (Vancouver Coastal Health / PCL Constructors Westcoast Inc., 319-333 East 14<sup>th</sup> Street, 318-332 East 13<sup>th</sup> Street, 313 East 14<sup>th</sup> Street, 1304-1324 St. Andrews Avenue, Amendment to CD-551) be abandoned.

**CARRIED UNANIMOUSLY**

## **MOTION**

9. Development Variance Permit No. PLN2021-00016 (231 East 15<sup>th</sup> Street and 1337 St. Andrews Avenue) – File: 08-3400-20-0061/1

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT Development Variance Permit No. PLN2021-00016 (231 East 15<sup>th</sup> Street and 1337 St. Andrews Avenue) be issued to Vancouver Coastal Health Authority, in accordance with Section 490 of the *Local Government Act*, with the addition of the following amendment:

“Part 2.C. – “Section 908, Figure 9-3, such that the required number of parking spaces is reduced by 61.”;

AND THAT the Mayor and Corporate Officer be authorized to sign Development Variance Permit No. PLN2021-00016.

**CARRIED**

Councillor Valente is recorded as voting in opposition to the motion.

## **BYLAW – FIRST, SECOND AND THIRD READINGS**

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8912” (Mehrdad Rahbar / Vernacular Studio Inc., 1357 Jones Avenue, RS-2)

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8912” (Mehrdad Rahbar / Vernacular Studio Inc., 1357 Jones Avenue, RS-2) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8912” (Mehrdad Rahbar / Vernacular Studio Inc., 1357 Jones Avenue, RS-2) be given third reading.

**CARRIED UNANIMOUSLY**

## **MOTION**

11. Development Variance Permit No. PLN2021-00005 (1357 Jones Avenue)  
– File: 08-3400-20-0049/1

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT Development Variance Permit No. PLN2021-00005 (1357 Jones Avenue) be issued to 2376495 Alberta Inc., Inc. No. 2023764950, in accordance with Section 490 of the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign Development Variance Permit No. PLN2021-00005, following adoption of “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8912” (Mehrdad Rahbar / Vernacular Studio Inc., 1357 Jones Avenue, RS-2).

**CARRIED UNANIMOUSLY**

## **BYLAW – ADOPTION**

12. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8884” (Ardeshir Behmerdi / 2357 Western Holdings Ltd., 2357 Western Avenue, CD-742)

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8884” (Ardeshir Behmerdi / 2357 Western Holdings Ltd., 2357 Western Avenue, CD-742) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**CARRIED**

Councillor Back and Councillor Bell are recorded as voting in opposition to the motion.

## **PRESENTATION**

Dog Friendly City: Phase 1 Actions – Parks Planner 1

The Parks Planner 1, provided a PowerPoint presentation regarding the “Dog Friendly City: Phase 1 Actions” and responded to questions of Council.

## **REPORTS**

13. Dog Friendly City: Phase 1 Actions – File: 12-6120-01-0001/2022

Report: Parks Planner 1, June 8, 2022

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Parks Planner 1, dated June 8, 2022, entitled “Dog Friendly City: Phase 1 Actions”:

THAT the Dog Friendly City: Phase 1 Actions be endorsed;

AND THAT a scope of work and funding request for Phase 2 be included for consideration as part of the 2023-2032 Capital Plan.

**CARRIED UNANIMOUSLY**

## **PUBLIC MEETING – 2021 Annual Municipal Report**

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT the meeting recess to the Public Meeting regarding the 2021 Annual Municipal Report.

**CARRIED UNANIMOUSLY**

The meeting recessed to the Public Meeting at 8:16 pm and reconvened at 8:26 pm.

Councillor Back left the meeting at 8:17 pm.

## **REPORTS**

14. 2021 Annual Municipal Report – File: 01-0640-20-0001/2021

Report: Chief Financial Officer, June 8, 2022

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Chief Financial Officer, dated June 8, 2022, entitled “2021 Annual Municipal Report”:

THAT the 2021 Annual Municipal Report be approved.

**CARRIED UNANIMOUSLY**

15. 2022 Appropriations #2 – File: 05-1705-30-0019/2022

Report: Chief Financial Officer, June 10, 2022

Moved by Councillor McIlroy, seconded by Councillor Bell

PURSUANT to the report of the Chief Financial Officer, dated June 8, 2022, entitled “2022 Appropriations #2”:

THAT (Funding Appropriation #2213) an amount of \$3,584,453 be appropriated from the General Capital Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2214) an amount of \$1,361,600 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2215) an amount of \$2,396,000 be appropriated from the Carbon Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2216) an amount of \$135,507 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2217) an amount of \$85,000 be appropriated from the Public Art Reserve for the purpose of funding the 2022 Capital Plan;

*Continued...*

## **REPORTS – Continued**

### 15. 2022 Appropriations #2 – File: 05-1705-30-0019/2022 – Continued

THAT (Funding Appropriation #2218) an amount of \$507,915 be appropriated from the Parking Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2219) an amount of \$150,163,125 be appropriated from the Civic Amenity Reserve-HJ for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2220) an amount of \$300,000 be appropriated from the Cemetery Reserve for the purpose of funding the 2022 Capital Plan;

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding), a bylaw to appropriate an amount of \$123,750 from DCC (Parks) Reserve Fund to fund the 2022 Capital Plan, be considered;

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding), a bylaw to appropriate an amount of \$34,650 from DCC (Transportation) Reserve Fund to fund the 2022 Capital Plan, be considered;

AND THAT should any of the amounts remain unexpended as at December 31, 2025, the unexpended balances shall be returned to the credit of the respective fund.

**CARRIED UNANIMOUSLY**

## **BYLAWS – FIRST, SECOND AND THIRD READINGS**

### 16. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding)

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941” (2022 Capital Plan Funding) be given third reading.

**CARRIED UNANIMOUSLY**

### 17. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding)

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding) be given first and second readings.

**CARRIED UNANIMOUSLY**

## **BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued**

17. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding) – Continued

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942” (2022 Capital Plan Funding) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORTS**

18. 2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Award for Harry Jerome Community Recreation Centre and Silver Harbour Seniors’ Activity Centre – File: 02-0800-30-0028/1

Report: Senior Project Manager, Strategic Initiatives, June 3, 2022

Moved by Councillor McIlroy, seconded by Councillor Bell

PURSUANT to the report of the Senior Project Manager, Strategic Initiatives, dated June 3, 2022, entitled “2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Award for Harry Jerome Community Recreation Centre and Silver Harbour Seniors’ Activity Centre”:

THAT the necessary contracts be awarded to proceed with the Harry Jerome Community Recreation Centre construction within the \$205M approved budget.

**CARRIED UNANIMOUSLY**

19. Lonsdale Energy Corp. – 2022 Annual General Meeting – File: 11-5500-06-0001/1

Report: Chief Executive Officer, Lonsdale Energy Corp., May 25, 2022

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Chief Executive Officer, Lonsdale Energy Corp., dated May 25, 2022, entitled “2022 Annual General Meeting”:

THAT the 2021 Financial Statements be received and filed;

THAT the proposed Unanimous Consent Resolutions of the Shareholder of Lonsdale Energy Corp. be endorsed;

AND THAT the Mayor and Corporate Officer be authorized to execute the necessary documentation to give effect to the motion.

**CARRIED UNANIMOUSLY**



## **REPORTS – Continued**

20. North Vancouver Cemetery Bylaw Update – File: 09-4100-01-0001/2022

Report: Section Manager, Park Operations, June 8, 2022

Moved by Councillor Girard, seconded by Councillor Bell

PURSUANT to the report of the Section Manager, Park Operations, dated June 8, 2022, entitled “North Vancouver Cemetery Bylaw Update”:

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations) be considered.

**CARRIED UNANIMOUSLY**

## **BYLAW – FIRST, SECOND AND THIRD READINGS**

21. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations)

Moved by Councillor Girard, seconded by Councillor Bell

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Girard, seconded by Councillor Bell

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920” (Fee Schedule and Memorial Regulations) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORT**

22. General Local Election 2022 – Bylaw Amendments – File: 09-4200-20-0065/1

Report: Deputy Corporate Officer / Deputy Chief Election Officer, June 8, 2022

Moved by Councillor McIlroy, seconded by Councillor Bell

PURSUANT to the report of the Deputy Corporate Officer / Deputy Chief Election Officer, dated June 8, 2022, entitled “General Local Election 2022 – Bylaw Amendments”:

THAT the following bylaws be considered:

- “General Local Election Bylaw, 2022, No. 8943”;
- “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A); and
- “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946”.

**CARRIED UNANIMOUSLY**

## **BYLAWS – FIRST, SECOND AND THIRD READINGS**

23. “General Local Election Bylaw, 2022, No. 8943”

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “General Local Election Bylaw, 2022, No. 8943” be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “General Local Election Bylaw, 2022, No. 8943” be given third reading.

**CARRIED UNANIMOUSLY**

24. “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A)

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A) be given third reading.

**CARRIED UNANIMOUSLY**

25. “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946”

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946” be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT “Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946” be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORTS**

26. Development Variance Permit Application: 520 East 1<sup>st</sup> Street (Wall North Vancouver Townhome Ltd.) – File: 08-3400-20-0085/1

Report: Planner 1, June 8, 2022

Moved by Councillor Bell, seconded by Councillor Valente

PURSUANT to the report of the Planner 1, dated June 8, 2022, entitled “Development Variance Permit Application: 520 East 1<sup>st</sup> Street (Wall North Vancouver Townhome Ltd.)”:

THAT Development Variance Permit No. PLN2022-00013 (Wall North Vancouver Townhome Ltd., Inc. No. BC1138119) be considered for issuance under Section 498 of the *Local Government Act* and referred to a Public Meeting;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**CARRIED UNANIMOUSLY**

27. Rezoning and Heritage Designation Application – 328 West 14<sup>th</sup> Street (Scott Mitchell / METRIC Architecture) – File: 08-3400-20-0067/1

Report: Planner 1, June 8, 2022

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Planner 1, dated June 8, 2022, entitled “Rezoning and Heritage Designation Application – 328 West 14<sup>th</sup> Street (Scott Mitchell / METRIC Architecture)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8935” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street, CD-756) be considered and referred to a Public Hearing;

THAT “Heritage Designation Bylaw, 2022, No. 8932” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street) be considered and referred to the same Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the community benefits listed in the report section “Density Bonus and Community Benefits” be secured through agreements at the applicant’s expense and to the satisfaction of staff.

**CARRIED UNANIMOUSLY**

## **BYLAWS – FIRST AND SECOND READINGS**

28. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8935” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street, CD-756)

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8935” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street, CD-756) be given first and second readings.

**CARRIED UNANIMOUSLY**

29. “Heritage Designation Bylaw, 2022, No. 8932” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street)

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT “Heritage Designation Bylaw, 2022, No. 8932” (Scott Mitchell / METRIC Architecture, 328 West 14<sup>th</sup> Street) be given first and second readings.

**CARRIED UNANIMOUSLY**

## **REPORT**

30. Zoning Bylaw Amendment for 144 West 21<sup>st</sup> Street (Confide Enterprises / Ankenman Marchand Architects) – File: 08-3400-20-0079/1

Report: Planner 2, June 8, 2022

Moved by Councillor Bell, seconded by Councillor Valente

PURSUANT to the report of the Planner 2, dated June 8, 2022, entitled “Zoning Bylaw Amendment for 144 West 21<sup>st</sup> Street (Confide Enterprises / Ankenman Marchand Architects)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8939” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758) be considered and referred to a Public Hearing;

THAT “Housing Agreement Bylaw, 2022, No. 8940” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758, Rental Housing Commitments) be considered and referred to the same Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the community benefits outlined in the report be secured through agreements at the applicant’s expense and to the satisfaction of staff.

**CARRIED UNANIMOUSLY**

## **BYLAWS – FIRST AND SECOND READINGS**

31. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8939” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8939” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758) be given first and second readings.

**CARRIED UNANIMOUSLY**

32. “Housing Agreement Bylaw, 2022, No. 8940” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758, Rental Housing Commitments)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Housing Agreement Bylaw, 2022, No. 8940” (Confide Enterprises Inc. / Ankenman Marchand Architects, 144 West 21<sup>st</sup> Street, CD-758, Rental Housing Commitments) be given first and second readings.

**CARRIED UNANIMOUSLY**

## **NOTICES OF MOTION**

33. Pet-friendly Communities and Homes – File: 08-3400-01-0001/2022

Submitted by Mayor Buchanan

Moved by Mayor Buchanan, seconded by Councillor Girard

WHEREAS the City of North Vancouver Council vision is to be the healthiest small city with five key priorities, including a City for People;

WHEREAS a City for People is welcoming and inclusive of all families;

WHEREAS pets are considered family by their owners, and provide great companionship to people of all ages, abilities and backgrounds;

WHEREAS engagement on the City’s forthcoming Dog Friendly City: Phase 1 Actions has received record-breaking levels of feedback from the community;

WHEREAS, over the course of the pandemic, pet ownership has spiked dramatically;

AND WHEREAS approximately 80% of City residents live in multi-family buildings and about 50% of residents are renters;

THEREFORE BE IT RESOLVED THAT staff be directed to report to Council on the tools available to work with applicants early in the redevelopment process to ensure the homes being delivered will be pet-friendly;

*Continued...*

## **NOTICES OF MOTION – Continued**

33. Pet-friendly Communities and Homes – File: 08-3400-01-0001/2022 – Continued

BE IT FURTHER RESOLVED THAT staff be directed to consult with community-based pet advocacy groups, such as the BC SPCA, on how cities can adopt more pet-friendly housing policies;

AND BE IT FINALLY RESOLVED THAT Mayor Buchanan, on behalf of Council, write to the Honourable David Eby, BC Government Minister of Housing, advocating for changes to the *Residential Tenancy Act* to end pet restriction in purpose-built rental buildings.

**CARRIED UNANIMOUSLY**

34. Culturally Accessible Cemeteries in the City of North Vancouver  
– File: 09-4100-01-0001/2022

Submitted by Mayor Buchanan

Moved by Mayor Buchanan, seconded by Councillor Hu

WHEREAS the City of North Vancouver is committed to being a people-oriented community that is safe, welcoming, accessible, inclusive and equitable;

WHEREAS the City of North Vancouver is an ethnically diverse community and home to people from many faiths and cultures;

WHEREAS many faiths and cultures adhere to specific burial practices upon the passing of a loved one;

WHEREAS the City of North Vancouver maintains a public cemetery;

AND WHEREAS the BC Human Rights Code protects against discrimination in access to services, facilities and accommodations in BC;

THEREFORE BE IT RESOLVED THAT staff be directed to report to Council on the feasibility for faith-based communities to have a dedicated section within the City cemetery based on religious and cultural practice, so that this public space be more accessible to the people within our community.

**CARRIED UNANIMOUSLY**

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES / REPORTS**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter], 90(1)(i) [legal advice] and 90(1)(k) [contract negotiations].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 9:35 pm and reconvened at 9:51 pm.

## **REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

35. Land/Legal/Contract Negotiations – File: 02-0800-30-0030/1

Report: Manager, Strategic Initiatives, June 7, 2022

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Manager, Strategic Initiatives, dated June 7, 2022, regarding a land/legal/contract negotiations matter:

THAT the action taken by the Committee of the Whole (Closed Session) be ratified;

AND THAT the wording of the recommendation and the report of the Manager, Strategic Initiatives, dated June 7, 2022, remain in the Closed session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:52 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8920

### A Bylaw to amend “North Vancouver Cemetery Bylaw, 2011, No. 8109”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2022, No. 8920**” (Fee Schedule and Memorial Regulations).
2. “North Vancouver Cemetery Bylaw, 2011, No. 8109” is amended as follows:
  - A. By deleting Part 10.2 Grave Gardens – Family Care and City Care in its entirety.
  - B. In Schedule A, by deleting the In-ground Interments Resident Fees table in its entirety and replacing with the following:

In-ground Interments Resident Fees	Lot		Care Fund		Right of Interment	Preparation / Placement	Liner	Total
Adult Casket-Single Depth	(\$3,600	+	\$2,000)	=	\$5,250	\$1,700	\$950	<b>\$8,250</b>
Adult Casket-Single Depth Crypt	(\$4,650	+	\$2,000)	=	\$6,300	\$1,700		<b>\$8,350</b>
Adult Casket-Double Depth Crypt ♦ 1 <sup>st</sup> Casket at Lower Level	(\$6,100	+	\$2,500)	=	\$8,600	\$1,700		<b>\$10,300</b>
Adult Casket-Double Depth Crypt ♦ 2 <sup>nd</sup> Casket at Upper Level			\$800			\$1,700		<b>\$2,500</b>
Infant/Child Casket (0-12 years)	(\$1,040	+	\$1,000)	=	\$2,040	\$860		<b>\$2,900</b>
Cremation Lot with 1 <sup>st</sup> Interment	(\$2,000	+	\$950)	=	\$2,950	\$350		<b>\$3,300</b>
Cremated Remains in Occupied Lot			\$500			\$350		<b>\$850</b>

- C. In Schedule A, by deleting the In-ground Interments Non-Resident Fees table in its entirety and replacing with the following:

In-ground Interments Non-resident Fees	Lot		Care Fund		Right of Interment	Preparation / Placement	Liner	Total
Adult Casket-Single Depth	(\$6,700	+	\$4,000)	=	\$10,700	\$1,700	\$950	<b>\$13,550</b>
Adult Casket-Single Depth Crypt	(\$7,850	+	\$4,000)	=	\$11,850	\$1,700		<b>\$13,750</b>
Adult Casket-Double Depth Crypt ♦ 1 <sup>st</sup> Casket at Lower Level	(\$13,300	+	\$5,000)	=	\$18,300	\$1,700		<b>\$20,000</b>
Adult Casket-Double Depth Crypt ♦ 2 <sup>nd</sup> Casket at Upper Level			\$800			\$1,700		<b>\$2,500</b>
Infant/Child Casket (0-12 years)	(\$2,550	+	\$2,000)	=	\$4,550	\$900		<b>\$5,450</b>
Cremation Lot with 1 <sup>st</sup> Interment	(\$3,750	+	\$1,800)	=	\$5,550	\$350		<b>\$5,900</b>
Cremated Remains in Occupied Lot			\$500			\$350		<b>\$850</b>

- D. In Schedule A, by deleting the Columbarium Niche Non-Resident Fees table in its entirety and replacing with the following:

<b>Additional Fees</b>		<b>Total</b>
A surcharge is applicable for interments on weekends and after regular interment hours on weekdays. See 6.2 of this Bylaw.		
After Hours Surcharge for Adult Casket Burial		\$1,600
After Hours Surcharge for Infant/child Casket Burial		\$520
After Hours Surcharge for In-ground Cremation Interment		\$300
After Hours Surcharge for Niche Interment		\$200
Cremation Urn Vault – Single		\$100
Administration Fee		\$80

- E. In Schedule A, by deleting the Memorial Fees table in its entirety and replacing with the following:

<b>Memorial Fees</b>	<b>Care Fund</b>	<b>Permit</b>	<b>Total</b>
Memorial Permit	\$100	\$120	\$220
Memorial Resetting		\$120	\$120
City Concrete Foundation			\$1,200
Memorial Tablet Levelling			\$150

- F. In Schedule A, by deleting the Lot Adornment Fees table in its entirety and replacing with the following:

<b>Lot Adornment Fees</b>	<b>Total</b>
In-ground Vase (includes installation)	\$90

- G. In Schedule A, by deleting the Disinterment & Exhumation Fees table in its entirety and replacing with the following:

<b>Disinterment &amp; Exhumation Fees</b>	<b>Total</b>
Adult Casket-Single Depth Lot	\$2,140
Adult Casket-Lower Level of Double Depth Lot	\$2,600
Infant/Child Casket	\$1,200
Cremated Remains (in-ground)	\$450
Cremated Remains (in-ground) with re-interment	\$620
Cremated Remains (niche)	\$220

- H. In Schedule A, by deleting the Additional Fees table in its entirety and replacing with the following:

<b>Additional Fees</b>		<b>Total</b>
A surcharge is applicable for interments on weekends and after regular interment hours on weekdays. See 6.2 of this Bylaw.		
After Hours Surcharge for Adult Casket Burial		\$1,630
After Hours Surcharge for Infant/child Casket Burial		\$520
After Hours Surcharge for In-ground Cremation Interment		\$300
After Hours Surcharge for Niche Interment		\$200
Cremation Urn Vault – Single		\$100
Administration Fee		\$80

- I. In Schedule B, by deleting the title “Memorials for Adult Size Lots in Blocks 643 to 647 and Blocks 730 to 743” and replacing with “Memorials for Adult Size Lots in Blocks 643 to 647 and Blocks 730 to 747”.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8941

**A Bylaw to authorize the expenditure of monies from the  
Development Cost Charge (Parks) Reserve Fund  
for the 2022 Capital Plan Appropriations.**

**WHEREAS** the entire City is listed in “Development Cost Charges Bylaw, 2016, No. 8471” as an area where development cost charges for parks will be levied;

**AND WHEREAS** the development of park land is a capital cost permitted to be paid using Development Cost Charge funds under Section 566 of the *Local Government Act*;

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941**” (2022 Capital Plan Funding).
2. The following amount is hereby appropriated from the Development Cost Charge (Parks) Reserve Fund for the purpose of funding:
  - A. \$123,750 for the “Upper Levels Greenways” project.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8942

**A Bylaw to authorize the expenditure of monies from the  
Development Cost Charge (Transportation) Reserve Fund  
for the 2022 Capital Plan Appropriations.**

**WHEREAS** the entire City is listed in “Development Cost Charges Bylaw, 2016, No. 8471” as an area where development cost charges for transportation will be levied;

**AND WHEREAS** the development of highway facilities, other than off street parking, is a capital cost permitted to be paid using Development Cost Charge funds under Section 566 of the *Local Government Act*;

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942**” (2022 Capital Plan Funding).
2. The following amount is hereby appropriated from the Development Cost Charge (Transportation) Reserve Fund for the purpose of funding:
  - A. \$34,650 for the “Priority Mobility Network Improvements” project.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8943

### **A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting**

Under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council wishes to establish various procedures and requirements under that authority.

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

#### **CITATION**

1. This bylaw shall be known and cited for all purposes as “**General Local Election Bylaw, 2022, No. 8943**”.

#### **DEFINITIONS**

2. In this bylaw:

“**Elector**” means a resident elector or property elector of the jurisdiction as defined under the *Local Government Act*;

“**Election**” means an election for the number of persons required to fill a local government office;

“**Endorsement documents**” means documents required under Section 93 of the *Local Government Act*;

“**General local election**” means the elections held for the Mayor, all Councillors and School Trustees, if applicable, of the jurisdiction, which must be held every four years;

“**General voting day**” means:

- (a) for a General Local Election, the 3rd Saturday of October in the year of the election;
- (b) for a by-election, the date set under Section 54 of the *Local Government Act*; and
- (c) for other voting, the date set under Section 170 of the *Local Government Act*;

“**Jurisdiction**” means, in relation to an election, the boundaries of the City of North Vancouver;

**“Local Government”** means, in relation to an election:

- (a) The Corporation of the City of North Vancouver; or
- (b) the municipal Council of the City of North Vancouver.

**“Nomination documents”** means the documents required under Section 87 of the *Local Government Act*;

**“Other voting”** means voting on a matter referred to under Section 170 of the *Local Government Act* and includes voting on a referendum under Sections 83 or 85 of the *Community Charter*.

## **USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS**

- 3. As authorized under Section 76 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, is deemed to be the register of resident electors for the Jurisdiction.
- 4. The Provincial list of voters becomes the register of resident electors no later than 52 days before General Voting Day for each Election or Other Voting for the Jurisdiction.

## **REQUIRED ADVANCE VOTING OPPORTUNITIES**

- 5. As provided under Section 107 of the *Local Government Act*, required advance voting opportunities will be held for each Election, or Other Voting, as follows:
  - (a) on the 10<sup>th</sup> day before General Voting Day; and
  - (b) on the 3rd day before General Voting Day.
- 6. Voting hours for these advance voting opportunities must be from 8:00 a.m. to 8:00 p.m.

## **ADDITIONAL ADVANCE VOTING OPPORTUNITIES**

- 7. As authorized under Section 108 of the *Local Government Act*, Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each Election to be held in advance of General Voting Day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

## **SPECIAL VOTING OPPORTUNITIES**

- 8. As authorized under Section 109 of the *Local Government Act*, Council authorizes the Chief Election Officer to establish special voting opportunities for each Election in any or all of the hospitals in the Jurisdiction and to designate the location, the date and the voting hours, within the limits set out in the *Local Government Act* for a special voting opportunity.

9. The following restrictions apply to persons who may vote at the special voting opportunity:
  - (a) the only Electors who may vote are Electors who have been admitted to and are patients of a hospital on the date and during the voting hours for which the special voting opportunity is held.
10. The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunity:
  - (a) where a special voting opportunity is established in a hospital, and a patient of the hospital who is a qualified voter is bedridden or unable to walk, the Presiding Election Officer may, in the presence of another election official, attend with the ballot box to a patient for the purpose of providing a ballot for voting. The voter will be instructed to mark the ballot at a far enough distance from the election officials so that privacy of the vote can be reasonably made.
11. Council authorizes the Chief Election Officer to limit the number of candidate representatives who may be present at the special voting opportunity.

#### **RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT**

12. In the event of a tie vote after a judicial recount, the tie vote will be determined by lot in accordance with Section 151 of the *Local Government Act*.

#### **MAIL BALLOT VOTING**

13. As authorized under Section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of Election may be done by mail in conjunction with mail ballot voting.
14. The Chief Election Officer may establish the time limits in relation to voting by mail.
15. The Chief Election Officer will establish procedures for voting and registration, and must ensure that sufficient records are kept.
16. A mail ballot must be received by the Chief Election Officer before the close of voting on General Voting Day in order to be counted for an Election.

#### **ACCESS TO NOMINATION DOCUMENTS**

17. As authorized under Sections 89 and 93 of the *Local Government Act*, public access to nomination and endorsement documents will be provided by making copies available to any person at City Hall during regular business hours, on request, and by posting on the City's website from the time of the delivery of documents to the Chief Election Officer until 30 days after the declaration of the Election results.

## REPEAL

18. "General Local Election Bylaw, 1993, No. 6442" and all amendments are repealed on adoption of this bylaw.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 8944**

**A Bylaw to amend “Election Sign Bylaw, 2018, No. 8643”**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as **“Election Sign Bylaw, 2018, No. 8643, Amendment Bylaw, 2022, No. 8944” (Schedule A)**.
2. “Election Sign Bylaw, 2018, No. 8643” is hereby amended by deleting “Schedule A” and replacing it with the updated “Schedule A” attached to this bylaw.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

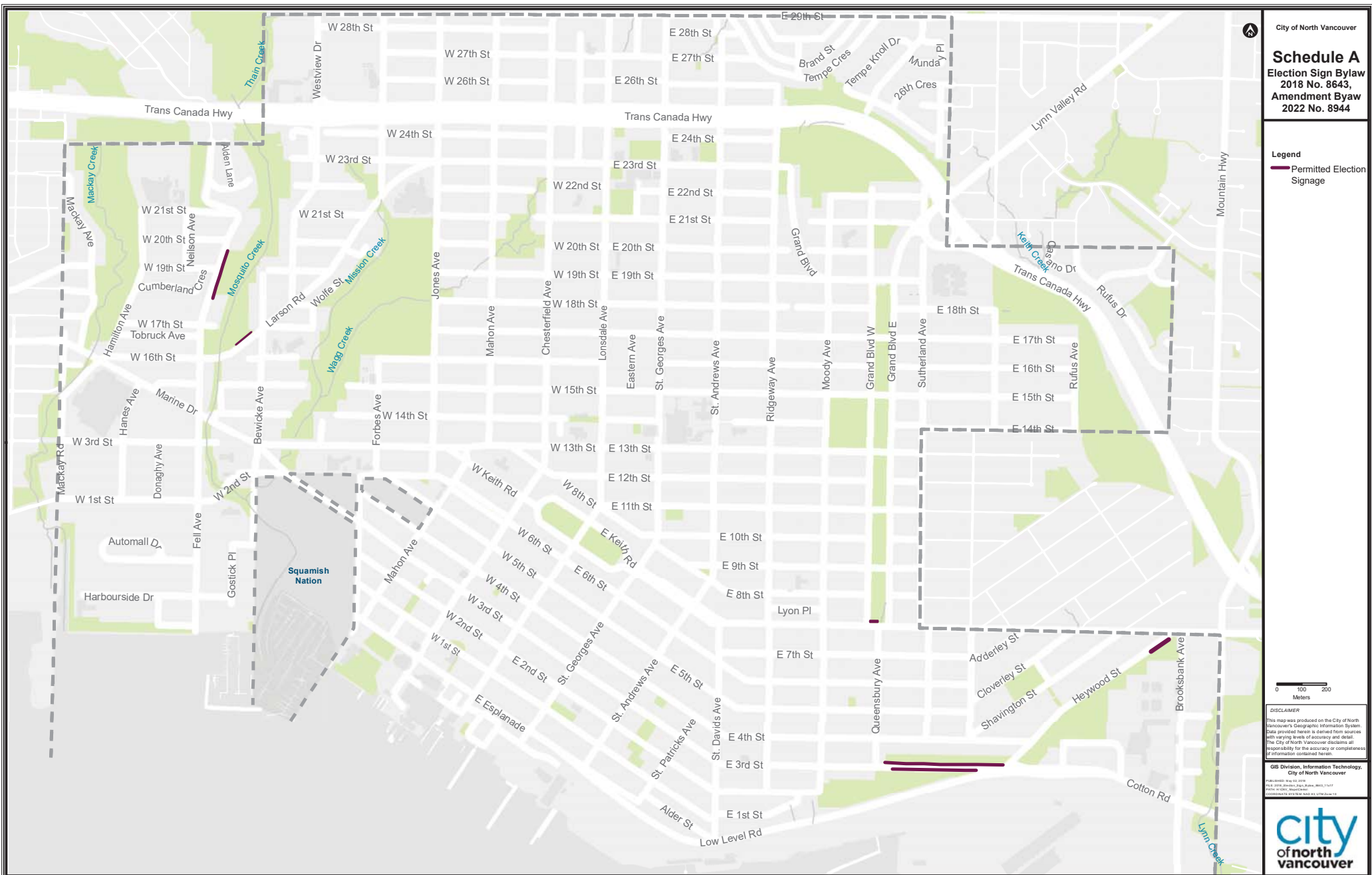
ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER



# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8946

### Automated Vote Counting System Authorization and Procedure Bylaw

Under the *Local Government Act*, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

#### CITATION

1. This bylaw may be cited as **“Automated Vote Counting System Authorization and Procedure Bylaw, 2022, No. 8946”**.

#### DEFINITIONS

2. In this bylaw, all definitions shall be in accordance with Part 3 of the *Local Government Act*, except for the following:

**“Acceptable Mark”** means a filled oval or oval marked with an “x” that the vote counting unit is able to identify, and that has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either “yes” or “no” on any referendum question, if applicable.

**“Automated Vote Counting System”** means a system that counts and records votes and processes and stores election results which comprises:

- (a) a number of ballot scan vote counting units, each of which rests on a two compartment ballot box, one compartment of which is for:
  - i. voted ballots; and
  - ii. Returned Ballots which have been reinserted using the Ballot Return Over ride Procedure;

and the other for the temporary storing of voted ballots during such time as the vote counting unit is not functioning; and

- (b) a Portable Ballot Box into which voted mail ballots are deposited, to be counted after the close of voting on general voting day.

**“Ballot”** means a single ballot card designed for use in an automated vote counting system, which shows:

- (a) the names of all of the candidates for each of the offices of Mayor, Councillor and School Trustee; and
- (b) all of the choices on all of the referendum questions on which the opinion of, or consent from, the electors is sought.

**“Ballot Return Over-ride Procedure”** means the use, by an election official, of a device on a vote counting unit, which causes the unit to accept a Returned Ballot.

**“Election Headquarters”** means North Vancouver City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, B.C.

**“Emergency Ballot Compartment”** means a designated compartment in the ballot box under each vote counting unit into which voted ballots are temporarily deposited in the event that the unit ceases to function.

**“Memory Card”** means a flash memory card that inserts into the vote counting unit and into which is programmed:

- (a) the names of all the candidates for each of the offices of Mayor, Councillor, and School Trustee, as applicable, and with written consent of the candidate, an elector organization endorsement for the candidate; and
- (b) the alternatives of “yes” and “no” for all of the choices on all of the referendum questions on which the opinion of, or consent from, the electors is sought,

and a mechanism to record and retain information on the number of Acceptable Marks made for each.

**“Portable Ballot Box”** means a ballot box which is used in the election where a vote counting unit is not being used at the time of voting.

**“Results Tape”** means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices of Mayor, Councillor, and School Trustee, and the number of votes for and against each referendum question, if applicable.

**“Returned Ballot”** means a voted ballot which was inserted into the vote counting unit but which was not accepted, and which was returned with an explanation of the ballot marking error which caused the ballot not to be accepted.

**“Vote Counting Unit”** means the device into which voted ballots are inserted and which scans each ballot and counts and records the number of votes for each candidate and for and against each referendum question.

## **AUTHORIZATION**

3. Authorization is hereby given for the conducting of the General Local and School Board Election, using an Automated Vote Counting System.

## **AUTOMATED VOTING PROCEDURES**

- 4.1 The presiding election official for each voting place and at each advance and special voting opportunity, may offer, or if requested, must ensure that a demonstration of how to vote using an Automated Vote Counting System is provided to an elector, as soon as such elector enters the voting place and before a Ballot is issued.



- 4.2 Upon completion of any voting demonstration, the elector shall proceed as instructed to the election official responsible for issuing ballots, who:
- (a) shall ensure that the elector;
    - i. is qualified to vote in the election;
    - ii. completes the voting book as required by the *Local Government Act*; and
  - (b) upon fulfillment of the requirements of sub-section (a), shall then provide a Ballot to the elector the Ballot marking pen, and any further instructions the elector requests.
- 4.3 Upon being provided a Ballot, the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an Acceptable Mark on the Ballot:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices of Mayor, Councillor and School Trustee, if applicable; and
  - (b) beside either “yes” or “no” in the case of each referendum question, if applicable.
- 4.5 Once the elector has finished marking the Ballot, the elector must either:
- (a) place the Ballot into the secrecy sleeve, in the case of a two-sided Ballot or if one is otherwise provided; or
  - (b) turn the Ballot upside down in the case of a single-sided Ballot, and proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the Ballot directly into the vote counting unit without the Acceptable Marks on the Ballot being exposed.
- 4.6 If the elector declines the opportunity to obtain a replacement Ballot and has not damaged the Ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the Ballot Return Over ride Procedure, reinsert the Returned Ballot into the vote counting unit to count any Acceptable Marks.
- 4.7 If a Ballot is returned by the vote counting unit, the election official shall state the reason for the rejection as shown on the vote counting unit and give the elector the option of:
- (a) completing a replacement Ballot; or
  - (b) reinserting the Returned Ballot into the vote counting unit using the Ballot return override procedure to count any marks that have been made correctly;
- and the election official shall proceed in accordance with the elector’s choice.
- 4.8 Any Ballot accepted by the vote counting unit is valid and any Acceptable Marks contained on such Ballots will be counted in the election, subject to any determination made under a judicial recount.

- 4.9 Once the Ballot has been inserted into the vote counting unit and the unit indicates that the Ballot has been accepted, the elector must immediately leave the voting place.
- 4.10 During any period that a vote counting unit is not functioning, the election official supervising the unit shall direct electors to insert their Ballots into the Emergency Ballot Compartment, on the understanding that if the vote counting unit:
- (a) becomes operational; or
  - (b) is replaced with another vote counting unit,
- the Ballots in the Emergency Ballot Compartment shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the vote counting unit to be counted.
- 4.11 Any Ballots that were temporarily stored in the Emergency Ballot Compartment during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted, shall, through the use of the Ballot Return Over ride Procedure, and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any Acceptable Marks are counted.
- 4.12 A sample Ballot that may be used in an election conducted under an Automated Vote Counting System is attached as Schedule "A" to this bylaw.

#### **ADVANCE AND SPECIAL VOTING OPPORTUNITY PROCEDURES**

- 5.1 Vote counting units shall be used at all advance and special voting opportunities, and voting procedures at the advance and special voting opportunities shall follow as closely as possible, those described in section 4.
- 5.2 At the close of voting at each advance and special voting opportunity, the presiding election official in each case shall ensure:
- (a) that any remaining Ballots in the Emergency Ballot Compartment are inserted into the vote counting unit;
  - (b) that no additional Ballots are inserted into or withdrawn from either the vote counting unit or into or from the Emergency Ballot Compartment;
  - (c) that the Results Tapes in the vote counting units are not generated; and
  - (d) that the Memory Cards in the vote counting unit are secured and remain sealed in such a manner that they cannot be accessed without breaking the seal.
- 5.3 During any period that a vote counting unit being used at an advance or special voting opportunity is not functioning, the provisions of sub-sections 4.12 and 4.13, so far as applicable, shall apply.
- 5.4 The presiding election official shall, at the close of voting at both the final advance voting opportunity and the special voting opportunity:

- (a) ensure that any remaining Ballots in the Emergency Ballot Compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more Ballots can be inserted or withdrawn; and
- (c) deliver the vote counting unit, together with the memory cards and all other election materials, to the Chief Election Officer at Election Headquarters.

## **MAIL BALLOT VOTING OPPORTUNITY PROCEDURES**

6.1 Voting by mail Ballot and elector registration by mail in conjunction with mail Ballot voting are authorized under the *Local Government Act*.

- (a) The Chief Election Officer is authorized to establish the application form, time limits in relation to mail Ballot voting, determine options for distributing the mail Ballot packages, request identification from electors as applicable, and designate the locations for the receipt of completed mail Ballot packages from electors.
- (b) An elector who wishes to vote by mail Ballot must submit a request to the Chief Election Officer using the application form and within the time limits established by the Chief Election Officer.
- (c) Upon receipt of a completed application form and commencing as soon as practical after the final printed Ballots are available, the Chief Election Officer must make available to the elector a mail Ballot package that complies with sections 110(7) and (8) of the *Local Government Act*, immediately record, and upon request in person by a candidate, representative or elector, make available for inspection by any such person, the name and address of the person to whom the Chief Election Officer issued the mail Ballot package.
- (d) In order to vote using a mail Ballot, the elector must mark the Ballot in accordance with this bylaw and all instructions contained in the mail Ballot package provided by the Chief Election Officer.
- (e) It is the elector's responsibility to mail or deliver the completed mail Ballot package to a location designated by the Chief Election Officer such that the Chief Election Officer receives it no later than the close of voting on general voting day.
- (f) If an elector unintentionally spoils a mail Ballot before returning it to the Chief Election Officer, the elector may request a replacement mail Ballot package in accordance with section 6.1(b) of the bylaw, and the election official must make available replacement mail Ballot package as soon as practical in accordance with section 6.1 (c) of the bylaw. The first mail Ballot received by the Chief Election Officer will be counted, and any other mail Ballots issued to the same elector will be marked as "rejected", the reason for rejection will be noted, and those Ballots will not be counted.
- (g) The Chief Election Officer, or designate, must process all mail Ballot packages returned by the close of voting on general voting day.
- (h) Upon receipt of a returned mail Ballot envelope, the Chief Election Officer, or designate, must immediately record the date of such receipt, open the return envelope

and remove and examine the certification envelope and completed elector registration application, if applicable, and if satisfied as to the identity and entitlement to vote of the elector named in the certification, the completeness of the certification, and if the person is registering as a new elector, fulfilment of the requirements of section 65 or 66 of the *Local Government Act*, mark the certification envelope as "accepted" and place it with other certification envelopes.

- (i) If the Chief Election Officer, or designate, is not satisfied as to the identity and entitlement to vote of the elector named in the certification, or the completeness of the certification; or is not satisfied that a person registering as a new elector has fulfilled the requirements of section 65 or 66 of the *Local Government Act*, or receives the return mail Ballot envelope after the close of voting on general voting day, the Chief Election Officer, or designate, must not open the certification envelope and must mark the certification envelope as "rejected", note the reason for rejection, and not count the mail Ballot contained in the certification envelope in the election.
  - (j) Each certification envelope returned with a mail Ballot package must be securely stored by the Chief Election Officer in the event of any challenge made in accordance with section 126 of the *Local Government Act*.
- 6.2 Vote counting units shall be used at the mail Ballot voting opportunity and voting procedures shall follow as closely as possible, those described in section 4.
- 6.3 During any period that a vote counting unit being used at a mail Ballot voting opportunity is not functioning, the provisions of sub-sections 4.12 and 4.13, so far as applicable, shall apply.
- 6.4 The Chief Election Officer is authorized to designate one or more locations, days and times for the counting of mail Ballots before general voting day.
- 6.5 For the counting of mail Ballots at locations, days and times designated by the Chief Election Officer, the Chief Election Officer, or designate, in the presence of another election official, shall:
- (a) open certification envelopes accepted and maintained to date by the Chief Election Officer;
  - (b) insert the secrecy Ballot from each certification envelope into a vote counting unit designated for counting mail Ballots;
  - (c) after the insertion of all mail Ballots, ensure that no additional Ballots are inserted into or withdrawn from either the vote counting unit or the Emergency Ballot Compartment;
  - (d) ensure the Results Tapes in the vote counting unit are not generated; and
  - (e) ensure the Memory Cards in the vote counting unit are secured and remain sealed in such a manner that they cannot be accessed without breaking the seal.
- 6.6 The Chief Election Officer shall designate a location and an election official for the counting of mail Ballots on general voting day and the procedures in section 6.5 of this bylaw shall apply to the counting of such mail Ballots. After the close of voting on general voting day, the designated election official shall:

- (a) generate two copies of the Results Tape from the vote counting unit designated for counting of mail Ballots; and
- (b) deliver one copy of the Results Tape, along with the Memory Card from vote counting unit used for counting mail Ballots, to the Chief Election Officer.

## **PROCEDURES AFTER THE CLOSE OF VOTING ON GENERAL VOTING DAY**

7.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance, special and mail Ballot voting opportunities, shall undertake all of the following, generally in the order stipulated:

- (a) ensure that any remaining Ballots in the Emergency Ballot Compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more Ballots can be inserted or withdrawn;
- (c) generate two copies of the Results Tape from the vote counting unit;
- (d) remove the memory card from the vote counting unit and deliver it, along with one copy of the Results Tape, to the Chief Election Officer at Election Headquarters;
- (e) account for the unused, spoiled and voted Ballots, and place them, packaged and sealed separately, into the election materials transfer box;
- (f) complete the Ballot account and place the duplicate copy in the election materials transfer box;
- (g) seal the election materials transfer box;
- (h) place the voting books/list of electors, the original copy of the Ballot account, one copy of the Results Tape, completed registration cards, keys and all completed administrative forms into the Chief Election Officer portfolio; and
- (i) deliver the sealed election materials transfer box, vote counting unit and the Chief Election Officer portfolio to the Chief Election Officer at Election Headquarters.

7.2 After the close of voting on general voting day, the Chief Election Officer shall direct an election official to proceed in accordance with clauses (c) to (i) inclusive of sub-section 5.1, for the advance and special Ballot voting opportunities, so far as applicable.

7.3 Upon the fulfillment of the provisions of sub-sections 5.1 and 5.2 inclusive, the Chief Election Officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the City Council Chamber, indicating the total election results.

## **RECOUNT PROCEDURE**

8. If a recount is required, it shall be conducted using the Automated Vote Counting System, and generally in accordance with the provisions of Sections 148, 149 and 150 of the Local Government Act:

## REPEAL

9. "Automated Vote Counting System Authorization and Procedure Bylaw, 1996, No. 6815" and all amendments are repealed on adoption of this bylaw.

READ a first time on the 20<sup>th</sup> day of June, 2022.

READ a second time on the 20<sup>th</sup> day of June, 2022.

READ a third time on the 20<sup>th</sup> day of June, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

# Schedule "A" Sample Ballot

Sample Ballot



## City of North Vancouver 2022 General Local Election Saturday, October 15, 2022



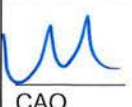
To vote, fill in the oval next to your choice(s), like this: Use only the marking pen provided.

Candidates for <b>Mayor</b> Vote for ONE (1) only	Candidates for <b>Councillor</b> Vote for not more than SIX (6)	Candidates for <b>School Trustee</b> Vote for not more than THREE (3)
<input type="radio"/> AMADOPOLIS, Aristotle	<input type="radio"/> BORTON, Wendell	<input type="radio"/> BEARDLY, Jasper BFC - Banana First Coalition
<input type="radio"/> BAILEY, Mary ACA - Apple Citizens Association	<input type="radio"/> BOUVIER, Patty ACA - Apple Citizens Association	<input type="radio"/> BOUVIER, Selma ACA - Apple Citizens Association
<input type="radio"/> BROCKMAN, Kent	<input type="radio"/> CARLSON, Carl PFC - Pear First Coalition	<input type="radio"/> FLANDERS, Ned ACA - Apple Citizens Association
<input type="radio"/> POWERS, Ruth	<input type="radio"/> CHALMERS, Gary BFC - Banana First Coalition	<input type="radio"/> HIBBERT, Julius ACA - Apple Citizens Association
	<input type="radio"/> FLANDERS, Todd ACA - Apple Citizens Association	<input type="radio"/> LOVEJOY, Helen
	<input type="radio"/> FRINK, John PFC - Pear First Coalition	<input type="radio"/> SIMPSON, Mona PFC - Pear First Coalition
	<input type="radio"/> GUMBLE, Barney BFC - Banana First Coalition	<input type="radio"/> SNYDER, Roy ACA - Apple Citizens Association
	<input type="radio"/> GUNDERSON, Gil ACA - Apple Citizens Association	<input type="radio"/> VAN HOUTEN, Luann ACA - Apple Citizens Association
	<input type="radio"/> HIBBERT, Bernice ACA - Apple Citizens Association	<input type="radio"/> WIGGUM, Ralph
	<input type="radio"/> HOOVER, Elizabeth PFC - Pear First Coalition	
	<input type="radio"/> HUTZ, Lionel BFC - Banana First Coalition	
	<input type="radio"/> JONES, Jimbo BFC - Banana First Coalition	
	<input type="radio"/> KRABAPPEL, Edna ACA - Apple Citizens Association	
	<input type="radio"/> LEONARD, Lenny PFC - Pear First Coalition	
	<input type="radio"/> LOVEJOY, Timothy PFC - Pear First Coalition	
	<input type="radio"/> MCCLURE, Troy ACA - Apple Citizens Association	
	<input type="radio"/> MUNTZ, Nelson	
	<input type="radio"/> PRINCE, Martin	
	<input type="radio"/> RIVERIA, Nick PFC - Pear First Coalition	
	<input type="radio"/> SIMPSON, Abraham BFC - Banana First Coalition	
	<input type="radio"/> SKINNER, Agnes ACA - Apple Citizens Association	
	<input type="radio"/> SMITHERS, Waylon ACA - Apple Citizens Association	

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

SUBJECT: 2021 STATEMENT OF FINANCIAL INFORMATION

Date: June 15th, 2022 File No: 05-1880-20-0008/2021

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*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated June 15th, 2022, entitled, "2021 Statement of Financial Information":

THAT the Statement of Financial Information for the year ended December 31, 2021 be approved and forwarded to the Ministry of Municipal Affairs.

**ATTACHMENTS:**

1. The Corporation of the City of North Vancouver Statement of Financial Information for the year ended December 31, 2021(Doc# [2184553](#))

**BACKGROUND:**

The Financial Information Act ("FIA") and Regulation requires municipalities to prepare a Statement of Financial Information ("SOFI") approved by Council and the municipality's Financial Officer and make it publically available. The Ministry of Municipal Affairs also annually requests a copy as permitted by the FIA. The FIA requires that the SOFI be completed and made available as per above no later than June 30<sup>th</sup> each year. The SOFI must include the following:

1. A Management report that explains the roles and responsibilities of Council (ie providing financial oversight), of management (ie preparing the financial

- information in the report), and the City's auditors (ie expressing an opinion on whether or not the City's financial statements are fairly presented)
2. Information on the City's assets, liabilities, operations, debts, guarantees, and indemnity agreements
  3. Council remuneration and expenses
  4. Employee remuneration and expenses over \$75,000 during the year
  5. Payments to suppliers over \$25,000 during the year

Section 168 of the Community Charter also specifies that, at least once a year, Council's remuneration, expenses, benefits, and any outside services contracts with a member of Council must be disclosed. The City's SOFI report is prepared to meet this requirement.

## **DISCUSSION:**

A SOFI report for 2021 is has been prepared for Council consideration (**Attachment 1**). In this report, the Management report and financial information sections (ie as identified in bullets 1 and 2 in the Background section above) are consistent with the Statement of Management Responsibility, financial schedules, and notes included in the City's 2021 Consolidated Financial Statements accepted by Council at its regular meeting on May 2, 2022. Further explanation behind the information identified in bullets 3, 4, and 5 above is provided below.

### **Remuneration and Expenses**

This section includes the remuneration paid to each employee where payments were greater than \$75,000. The consolidated total of remuneration paid to employees whose annual remuneration is \$75,000 or less is also provided. Under this section, there is also a separate schedule that lists the total amount of remuneration and expenses paid to or on behalf of each elected official.

The definition of remuneration is broad and includes any form of salary, wages, bonuses, gratuities, and taxable benefits paid during the fiscal year being reported on. However, anything payable under a severance agreement and the employer's portion of contributions to registered pension and superannuation plans, extended health plans and dental plans are excluded.

One time payments to employees are also disclosed and primarily relate to prior year vacation payouts for non-union employees.

Expenses include travel expenses, memberships, tuition, relocation, vehicle leases, and similar amounts paid to or on behalf of employees and which has not been included in 'remuneration'. Benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans are excluded.

The Financial Information Act and Regulations require disclosure of summary information on severance agreements with non-union employees for which payment



commenced during the fiscal year. Information that must be disclosed is limited to the range of the number of months of compensation being paid, which protects the confidential nature of these types of agreements.

### **Suppliers of Goods and Services**

This section lists the names of suppliers paid by the City during the fiscal year for the supplies of goods or services with an aggregate amount over \$25,000 and the consolidated total paid to suppliers with an aggregate amount equal to \$25,000 or less. This section also includes a separate schedule of grants and contributions. Finally, this section reconciles the amounts reported in the SOFI (which are reported on a cash basis) to the amounts reported in the City's audited financial statements (recorded as per Public Sector Accounting Standards on an accruals basis) to provide readers with additional confidence in the SOFI report.

### **FINANCIAL IMPLICATIONS:**

The SOFI is prepared by City staff, so there are no other operating or capital costs incurred in its preparation.

### **INTERDEPARTMENTAL IMPLICATIONS:**

Mayor and Council, as well as Directors and Managers with compensation greater than \$75,000, and employees with Compensation greater than \$75,000 and expenses greater than \$3,000 reviewed their expense amounts before the draft report was completed.

### **STRATEGIC PLAN, ORP OR POLICY IMPLICATIONS:**

The City's SOFI supports the 2022 Corporate Business Plan Corporate Outcome to be "An Open & Engaged Organization".

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

## 2021 Statement of Financial Information

JUNE 2022



**The Corporation of the City of North Vancouver  
Management Report and Statement of Financial Information Approval  
2021**

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with Canadian Public Sector Accounting Standards, and the integrity and objectivity of these statements are management's responsibility.

Management is responsible for the preparation of the Statement of Financial Information and ensuring this information is consistent with the financial statements. Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal controls. Council annually reviews and approves the consolidated financial statements and the statement of financial information.

The City's external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the City's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presently fairly.

As authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), I approve all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



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Larry Sawrenko  
Chief Financial Officer  
June 15, 2022

**City of North Vancouver  
2021 Statement of Financial Information**

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<b>Suppliers of Goods and Services</b>	38 - 46
<b>Council Approval of the Statement of Financial Information</b>	Appendix 1
<b>Financial Information Regulation - Schedule 1 (Checklist)</b>	Appendix 2

**The Corporation of the City of  
North Vancouver**  
Consolidated Financial Statements  
For the year ended December 31, 2021

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## Statement of Management Responsibility

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The Council of the **Corporation of the City of North Vancouver (“City”)** has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of the City. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of financial statements.

The Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Council annually reviews and approves the consolidated financial statements.

**The City’s independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether** the City's consolidated financial statements present fairly in all material respects the financial position of the City as at December 31, 2021, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.



Chief Financial Officer

Larry Sawrenko

May 3, 2022



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## Independent Auditor's Report

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To the Mayor and Council of The Corporation of the City of North Vancouver

### Opinion

We have audited the consolidated financial statements of the Corporation of the City of North Vancouver and its controlled **entities (the "City")**, which comprise the consolidated statement of financial position as at December 31, 2021 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2021, and its consolidated results of operations, its changes in consolidated net financial assets, its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our **responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit** of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the Schedule A of the City's consolidated financial statements.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

**In preparing the consolidated financial statements, management is responsible for assessing the City's** ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for **overseeing the City's financial reporting process.**

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are **free from material misstatement, whether due to fraud or error, and to issue an auditor's** report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the **effectiveness of the City's internal control**.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- **Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.**
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia

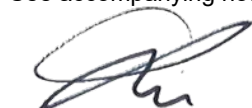
May 3, 2022

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2021 with comparative figures for 2020**  
**(in thousands of dollars)**

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash	\$ 74,571	\$ 116,691
Temporary investments (note 3(a))	103,526	55,589
Portfolio investments (note 3(b))	83,466	102,501
Investment in Lonsdale Energy Corp. (note 4)	4,613	3,947
Due from other governments	3,962	3,872
Accounts receivable	11,471	11,053
Loan to Lonsdale Energy Corp. (note 5)	27,043	26,518
Interest receivable	8,720	12,418
	<u>317,372</u>	<u>332,589</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	22,680	39,355
Deferred revenue	34,258	32,132
Deferred lease revenue (note 13)	49,930	51,925
Deferred development cost charges	22,072	21,963
Debt (note 6)	237	465
Employee future benefits (note 7)	8,386	8,229
Advances and other liabilities	10,077	10,351
	<u>147,640</u>	<u>164,420</u>
<b>NET FINANCIAL ASSETS</b>	<u>169,732</u>	<u>168,169</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 8)	461,087	445,625
Inventories	746	703
Prepaid expenses	1,544	1,828
	<u>463,377</u>	<u>448,156</u>
<b>ACCUMULATED SURPLUS</b> (note 9)	<u>\$ 633,109</u>	<u>\$ 616,325</u>

Commitments and contingencies (note 10)

See accompanying notes to the consolidated financial statements



Chief Financial Officer  
Larry Sawrenko

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Operations**  
**Year ended December 31, 2021 with comparative figures for 2020**  
**(in thousands of dollars)**

	<b>2021 Budget</b>	<b>2021</b>	<b>2020</b>
	(notes 2(i) and 14)		
<b>REVENUE</b>			
Property value tax (Note 10 (a))	\$ 68,974	\$ 69,056	\$ 65,928
Parcel taxes	3,746	3,814	3,571
Licences and permits	4,203	6,441	4,949
Fines and fees	4,748	4,678	4,799
Rent	2,544	3,368	1,874
Interest, dividends and penalties	2,148	5,589	6,059
Sale of services	30,331	29,672	26,331
Rebate and recoveries	85	185	638
Grants and other	7,591	12,729	19,430
Developer contributions and other transfers	314	8,200	25,063
Loss on disposition of assets	-	(714)	(823)
Lonsdale Energy Corp. income (note 4)	-	666	1,238
	<u>124,684</u>	<u>143,684</u>	<u>159,057</u>
<b>EXPENSES</b>			
General government	21,625	23,211	22,078
Transportation and transit	7,194	8,866	8,317
Health, social services and housing	2,749	2,724	2,764
Development services	7,127	7,494	5,406
Protective services	28,781	28,139	27,229
Parks, recreation and culture	33,051	30,665	28,084
Water utilities	10,795	10,871	9,719
Sewer utilities	11,090	11,767	10,538
Solid waste	3,535	3,163	3,951
	<u>125,947</u>	<u>126,900</u>	<u>118,086</u>
Total expenses (note 12)			
	<u>125,947</u>	<u>126,900</u>	<u>118,086</u>
Annual surplus	(1,263)	16,784	40,971
Accumulated surplus beginning of year	616,325	616,325	575,354
Accumulated surplus end of year	<u>\$ 615,062</u>	<u>\$ 633,109</u>	<u>\$ 616,325</u>

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Change in Net Financial Assets**  
**Year ended December 31, 2021 with comparative figures for 2020**  
**(in thousands of dollars)**

	<b>2021 Budget</b>	<b>2021</b>	<b>2020</b>
	(notes 2(i) and 14)		
Annual surplus	\$ (1,263)	\$ 16,784	\$ 40,971
Acquisition of tangible capital assets	(69,827)	(32,751)	(34,303)
Non-cash developer contributed assets	-	(737)	(14,499)
Proceeds on sale of tangible capital assets	-	213	34
Depreciation of tangible capital assets	16,800	17,099	16,413
Loss on disposition of tangible capital assets	-	714	823
	<u>(53,027)</u>	<u>(15,462)</u>	<u>(31,532)</u>
Acquisition of inventories		(1,182)	(1,156)
Acquisition of prepaid expenses	-	(1,591)	(1,807)
Use of inventories	-	1,140	1,083
Use of prepaid expenses	-	1,874	1,725
	<u>-</u>	<u>241</u>	<u>(155)</u>
Increase (decrease) in net financial assets	(54,290)	1,563	9,284
Net financial assets, beginning of year	<u>168,169</u>	<u>168,169</u>	<u>158,885</u>
Net financial assets, end of year	<u>\$ 113,879</u>	<u>\$ 169,732</u>	<u>\$ 168,169</u>

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Cash Flows**  
**Year ended December 31, 2021 with comparative figures for 2020**  
**(in thousands of dollars)**

	2021	2020
<b>Cash provided by (used for):</b>		
<b>Operating Transactions</b>		
Annual surplus	\$ 16,784	\$ 40,971
Items not involving cash:		
Depreciation expense	17,099	16,413
Loss on disposal of tangible capital assets	714	823
Non-cash developer contributed assets	(737)	(14,499)
Lonsdale Energy Corp. income	(666)	(1,238)
Changes in non-cash operating items:		
(Increase) decrease in due from other governments	(90)	689
Increase in accounts receivable	(418)	(2,688)
Increase in loan to Lonsdale Energy Corp.	(525)	(895)
Decrease in interest receivable	3,698	727
(Decrease) increase in accounts payable and accrued liabilities	(16,675)	14,467
Increase in deferred revenue	2,126	1,914
(Decrease) increase in deferred lease revenue	(1,995)	51,925
Increase (decrease) in deferred development cost charges	109	(1,360)
Increase in accrued employee future benefits	157	79
Decrease in advances and other liabilities	(274)	(96)
Increase in inventories	(43)	(72)
Decrease (increase) in prepaid expenses	284	(83)
	19,548	107,077
<b>Capital Transactions</b>		
Cash used to acquire tangible capital assets	(32,751)	(34,303)
Proceeds from sale of tangible capital assets	213	34
	(32,538)	(34,269)
<b>Investing Transactions</b>		
Increase in temporary investments	(47,937)	(2,595)
Decrease in portfolio investments	19,035	36,768
	(28,902)	34,173
<b>Financing Transactions</b>		
Repayment of long-term debt	(228)	(219)
(Decrease) increase in cash	(42,120)	106,762
Cash, beginning of year	116,691	9,929
Cash, end of year	\$ 74,571	\$ 116,691

See accompanying notes to the consolidated financial statements

## **1. OPERATIONS**

The City of North Vancouver (the “City”) was incorporated in 1907 and operates under the provisions of the Community Charter and the Local Government Act of British Columbia. The City’s principal activity is the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water and sanitary services.

## **2. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board (“PSAB”). The significant accounting policies are summarized below:

### **(a) Basis of Presentation**

The consolidated financial statements include the accounts of all the funds of the City, the accounts of the North Vancouver City Library, which is controlled by the City, the City’s 33.94% proportionate share of the operations of the North Vancouver Recreation Commission, and the City’s 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. The City’s investment in Lonsdale Energy Corporation (“LEC”), a wholly owned government business enterprise, is accounted for using the modified equity method.

The City has an agreement with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33.94% (2020 – 33.94%) by the City and 66.06% (2020 – 66.06%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

The City also has an agreement with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and the City includes its proportionate share in the City’s consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2020 – 50%) by the City and 50% (2020 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

### **(b) Basis of Accounting**

Revenue is recorded on an accrual basis and recognized when earned. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.

## **2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

### **(c) Revenue Recognition**

Taxes are recognized as revenue in the year that the taxes are authorized, the taxable event occurs and they are considered collectible. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed for Regional District services and other taxing authorities are not included. Lease revenue is recognized on a straight-line basis over the term of the lease.

Charges for sewer, water and solid waste usage are recorded as user fees. Connection fees revenues are recognized when the connection has been established.

Sale of service and other revenue are recognized on an accrual basis.

### **(d) Deferred Revenue**

Deferred revenue consists of prepaid property taxes, prepaid business licenses, and fees paid in advance for services yet to be provided.

### **(e) Deferred Lease Revenue**

Deferred lease revenue consists of funds collected in advance of rental periods for Long-Term Prepaid Leases, which will be recognized as revenue, on a straight line basis, over the term of the lease.

### **(f) Deferred Development Cost Charges**

Deferred development cost charges collected to pay for future capital projects are deferred upon receipt and recognized as revenue when the capital costs for which they were collected are incurred.

### **(g) Temporary Investments**

Temporary investments include bank issued notes and bonds and provincial bonds and debentures maturing in the subsequent year and are valued at the lower of cost or market value.

### **(h) Portfolio Investments**

Portfolio investments include bank issued notes and bonds and provincial bonds and debentures maturing after the subsequent year end. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

### **(i) Budget Figures**

The budget figures are based on the ten year financial plan adopted on April 12th, 2021.



## **2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

### **(j) Government Transfers**

Unrestricted government transfers are recognized as revenue in the year that the transfer is authorized by the issuing government and any eligibility criteria have been met. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which any stipulations that create liabilities are met.

### **(k) Employee Future Benefits**

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, contributions are expensed as incurred.

Sick leave and post-employment benefits also accrue to the City's employees. The liabilities related to these benefits are actuarially determined based on services and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefits plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

### **(l) Long-term Debt**

Long-term debt is recorded in the consolidated financial statements net of sinking fund payments and adjustments.

### **(m) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

#### **(i) Tangible Capital Assets**

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, is amortized on a straight line basis over their estimated useful lives as follows:

Land improvements	Straight line over useful life of each asset unit	10 – 100 years
Parks	Straight line over useful life of each asset unit	10 – 75 years
Buildings	Straight line over useful life of each asset unit	10 – 100 years
Machinery & equipment	Straight line over useful life of each asset unit	3 – 25 years
Vehicles	Straight line over useful life of each asset unit	6 – 25 years
Infrastructure	Straight line over useful life of each asset unit	7 – 100 years
Library materials	Straight line over useful life of each asset unit	2 – 5 years
Work in progress	Not depreciated until put into use	

**(m) Non-Financial Assets (cont'd)**

**(ii) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt and also are recorded as revenue.

**(iii) Works of Art and Historic Assets**

The City and the Museum and Archives Commission manages and controls various works of art and non-operational historic assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas.

Works of art and historic assets are not recorded as assets in these consolidated financial statements.

**(iv) Natural Resources**

Horticultural assets such as treed areas, grassy areas and gardens are not recognized as assets in the consolidated financial statements.

**(v) Interest Capitalization**

The City does not capitalize interest costs associated with the construction of a tangible capital asset.

**(vi) Leased Tangible Capital Assets**

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the payments are charged to expenses as incurred.

**(vii) Inventories**

Inventories held for consumption are recorded at the lower of weighted average cost and replacement cost.

**(n) Estimates**

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts in the consolidated financial statements and the disclosure of contingent liabilities. Areas requiring significant estimation are post-employment benefits, compensated absences and termination benefits and estimated useful life of tangible capital assets. Actual results could differ from these estimates.

**(o) Segment Disclosure**

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses. See note 12.

## **2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

### **(p) Contaminated Sites**

A liability for contaminated sites is recognized when a site is not in productive use or an unexpected event has occurred and the following criteria are met:

- i) An environmental standard exists;
- ii) Contamination exceeds the environmental standard;
- iii) The City is directly responsible or accepts responsibility;
- iv) It is expected that future economic benefits will be given up; and
- v) A reasonable estimate of the amount can be made

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

### 3. INVESTMENTS

#### (a) Temporary Investments

The fair value of temporary investments at December 31, 2021 was \$106,252,156 (2020 - \$60,316,506). Financial instruments included in temporary investments range in maturity date from January 7, 2022 to December 30, 2022, and range in yield from 0.50% to 5.35%. Included in temporary investments is \$50,351,077 in High Interest Savings Accounts.

#### (b) Portfolio Investments

The fair value of portfolio investments at December 31, 2021 was \$91,472,860 (2020 - \$116,309,955). These investments range in maturity from January 31, 2023 to May 15, 2031, and range in yield from 1.30% to 7.52%.

### 4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC")

The City owns all the issued and outstanding shares of LEC, which was incorporated under the Business Corporations Act (British Columbia) on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

	2021	2020
Cash and accounts receivable	\$ 2,956	\$ 3,316
Plant and equipment	37,381	36,179
Other assets	711	653
Total assets	<u>\$ 41,048</u>	<u>\$ 40,148</u>
Accounts payable and accrued liabilities	\$ 2,173	\$ 1,878
Deferred contributions	7,322	7,340
Debt	26,940	26,983
Total Liabilities	<u>\$ 36,435</u>	<u>\$ 36,201</u>
Shareholder's equity	<u>\$ 4,613</u>	<u>\$ 3,947</u>
Total revenue	\$ 8,277	\$ 7,282
Total expenses	7,611	6,044
Net income	<u>\$ 666</u>	<u>\$ 1,238</u>

#### **4. INVESTMENT IN LONSDALE ENERGY CORPORATION (“LEC”) (con’t)**

Included in the City’s consolidated statement of financial position is “Investment in Lonsdale Energy Corp.” in the amount of \$4,613,000 (2020 - \$3,947,000) and a loan receivable in the amount of \$27,043,000 (note 5) (2020 – 26,518,000). Also, included in accounts receivable in the City’s consolidated statement of financial position are receivables from LEC in the amount of \$668,000 (2020 - \$524,000).

#### **5. LOAN TO LONSDALE ENERGY CORPORATION (“LEC”)**

The loan receivable balance of \$27,043,000 (2020 - \$26,518,000) consists of the following interest bearing promissory notes:

On August 1, 2018, the City converted amounts due from LEC whereby LEC issued a 5 year promissory note to the City in the amount of \$33,661,966. The loan matures on August 1, 2023 and bears interest at 2.65% per annum. On July 15, 2019 and November 17, 2021, the City’s Council authorized LEC to borrow an additional \$1,681,000 and \$290,000 respectively. These Promissory notes carry the same terms. The promissory notes to the City have been partially drawn upon with a balance owing at December 31, 2021 of \$27,043,000 (2020 - \$26,518,000).

All loans are due with a 12 month notice period and bear interest at 2.65% (2020 – 2.65%). Interest revenue of \$709,000 (2020 - \$693,000) and Dividend revenue of \$33,000 (2020 - \$34,000) has been included in the consolidated statement of operations.

At the maturity date of the loan to LEC, the City may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

#### **6. DEBT**

The City has financed the expansion of LEC by assuming debt on behalf of LEC through the Municipal Finance Authority in accordance with the Community Charter. Debt principal is reported net of repayments and actuarial adjustments. The City carries no other long-term debt. The total debt issued, including future principal re-payments and actuarial adjustments on the net outstanding debt outstanding as at December 31, 2021 was \$237,098 (2020 - \$465,077).

Interest expense of \$6,000 (2020 - \$6,000) has been included in the Consolidated Statement of Operations. The interest rate on long-term debt is 0.3% per annum.

(a) The City has a revenue anticipation borrowing bylaw, 2020, No 8749 authorized to borrow up to \$35M to ensure the City is able to continue providing essential services to its citizens. There has been no drawdown on the facility (2020 - \$nil)

## 7. EMPLOYEE FUTURE BENEFITS

### (a) Sick and Severance

Employees of the City are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City's future benefits was completed as at December 31, 2021.

Information regarding the City's obligations for these benefits, including 100% of the North Vancouver City Library and its proportionate share of the North Vancouver Recreation Commission, and North Vancouver Museum and Archives Commission, is as follows:

	2021	2020
Benefit obligation - beginning of the year	\$ 8,505	\$ 7,815
Add: Current service costs	789	793
Interest on accrued benefit obligation	186	222
Less: Actuarial (gain) loss	(778)	598
Benefits paid	(796)	(923)
Benefit obligation - end of the year	\$ 7,906	\$ 8,505
Add: Unamortized actuarial gain	480	(276)
Accrued benefit liability - end of the year	<u>\$ 8,386</u>	<u>\$ 8,229</u>

The significant actuarial assumptions adopted in measuring the City's accrued benefit liability are as follows:

	2021	2020
Discount rates	2.50%	2.10%
Expected future inflation rates	2.00%	2.50%
Expected wage and salary increases	2.58% to 4.63%	2.58% to 4.63%

The unamortized actuarial gain is amortized over a period equal to the employees' average remaining service lifetime of eleven years for the City.

### (b) Council Retirement Stipend

Starting 2005, Council Members are entitled to a retirement stipend based on 9.98% of the individual's total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.

## 8. TANGIBLE CAPITAL ASSETS

2021	Land	Land Improvements	Parks	Buildings	Machinery & Equipment	Vehicles	Infrastructure	Library Materials	Work in Progress	Total
<b>Cost</b>										
Balance as at December 31, 2020	\$ 43,909	\$ 82,357	\$ 55,508	\$ 141,793	\$ 23,382	\$ 11,867	\$ 244,320	\$ 929	\$ 57,677	\$ 661,742
Additions	1,000	11	149	7,897	1,134	1,391	7,990	236	71,357	91,165
Disposals	-	-	-	-	498	673	1,548	223	57,677	60,619
Balance as at December 31, 2021	\$ 44,909	\$ 82,368	\$ 55,657	\$ 149,690	\$ 24,018	\$ 12,585	\$ 250,762	\$ 942	\$ 71,357	\$ 692,288
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2020	\$ -	\$ 16,655	\$ 17,365	\$ 66,996	\$ 17,091	\$ 6,491	\$ 91,042	\$ 477	\$ -	\$ 216,117
Depreciation expense	-	2,428	1,916	5,479	1,541	692	4,830	213	-	17,099
Disposals	-	-	-	-	498	572	722	223	-	2,015
Balance as at December 31, 2021	\$ -	\$ 19,083	\$ 19,281	\$ 72,475	\$ 18,134	\$ 6,611	\$ 95,150	\$ 467	\$ -	\$ 231,201
<b>Net Book Value</b>										
December 31, 2021	\$ 44,909	\$ 63,285	\$ 36,376	\$ 77,215	\$ 5,884	\$ 5,974	\$ 155,612	\$ 475	\$ 71,357	\$ 461,087
<b>2020</b>										
<b>Cost</b>										
Balance as at December 31, 2019	\$ 38,909	\$ 76,101	\$ 50,357	\$ 126,685	\$ 21,584	\$ 11,327	\$ 239,874	\$ 952	\$ 49,339	\$ 615,128
Additions	5,000	6,256	5,469	15,108	2,007	810	5,634	180	57,677	98,141
Disposals	-	-	318	-	209	270	1,188	203	49,339	51,527
Balance as at December 31, 2020	\$ 43,909	\$ 82,357	\$ 55,508	\$ 141,793	\$ 23,382	\$ 11,867	\$ 244,320	\$ 929	\$ 57,677	\$ 661,742
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2019	\$ -	\$ 14,322	\$ 15,829	\$ 61,812	\$ 15,771	\$ 6,088	\$ 86,748	\$ 465	\$ -	\$ 201,035
Depreciation expense	-	2,333	1,786	5,184	1,529	620	4,746	215	-	16,413
Disposals	-	-	250	-	209	217	452	203	-	1,331
Balance as at December 31, 2020	\$ -	\$ 16,655	\$ 17,365	\$ 66,996	\$ 17,091	\$ 6,491	\$ 91,042	\$ 477	\$ -	\$ 216,117
<b>Net Book Value</b>										
December 31, 2020	\$ 43,909	\$ 65,702	\$ 38,143	\$ 74,797	\$ 6,291	\$ 5,376	\$ 153,278	\$ 452	\$ 57,677	\$ 445,625

### (a) Work in Progress

Work in progress having a cost of \$71,357,000 (2020 - \$57,677,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

### (b) Developer Contributed Tangible Capital Assets and Other Transfers

Developer contributed tangible capital assets and other transfers of \$737,000 (2020 - \$14,499,000) have been recognized during the year.

**9. ACCUMULATED SURPLUS**

	2021	2020
Current Funds – general, water and sewer	\$ 51,719	\$ 46,081
Reserve fund	100,376	107,826
Capital fund	481,014	462,418
Accumulated surplus, end of year	<u>\$ 633,109</u>	<u>\$ 616,325</u>

**(a) Current Funds – general, water and sewer**

	2021	2020
Appropriated:		
General funds	\$ 17,408	\$ 14,247
General funds – COVID-19 Grant	4,118	5,359
Water fund	2,547	1,975
Sewer fund	11,508	9,825
Unappropriated:		
General funds	14,002	13,270
Water funds	1,446	715
Sewer fund	690	690
	<u>\$ 51,719</u>	<u>\$ 46,081</u>



## 9. ACCUMULATED SURPLUS (con't)

### (b) Reserve Funds

	Balance December 31, 2020	Contributions & Transfers	Earnings	Less Expenditures	Balance December 31, 2021
Machinery and Equipment					
Engineering	\$ 3,550	\$ 477	\$ 266	\$ 998	\$ 3,295
Fire	730	2,137	9	2,608	268
General	63	-	8	6	65
Computer	117	38	2	50	107
Building	277	-	5	46	236
Local Improvements	794	3	19	36	780
Affordable Housing	6,305	670	117	108	6,984
Tax Sale Lands	35,636	-	649	1,709	34,576
Waterworks	4,691	-	83	-	4,774
Parking	-	219	130	8	341
Civic Amenity	51,701	5,281	2,834	14,855	44,961
Justice Administration Accommodation	126	-	2	48	80
Streets DCC	-	1,173	-	1,173	-
Parks DCC	-	1,569	-	1,569	-
Lower Lonsdale Amenity	70	-	-	62	8
Lower Lonsdale Legacy	2,662	-	47	78	2,631
Infrastructure	166	-	755	652	269
Public Art	504	85	10	-	599
Marine Drive Community Amenity	-	-	-	-	-
Sustainable Transportation	187	88	3	114	164
Carbon Fund	247	90	4	103	238
Water DCC	-	-	-	-	-
Sanitary DCC	-	-	-	-	-
Drainage DCC	-	-	-	-	-
Total	\$ 107,826	\$ 11,830	\$ 4,943	\$ 24,223	\$ 100,376

### (c) Capital Fund

	2021	2020
Capital fund		
Invested in tangible capital assets	\$ 461,087	\$ 445,625
Appropriated Capital funds	19,927	16,793
	\$ 481,014	\$ 462,418

## 10. COMMITMENTS AND CONTINGENCIES

### (a) Property Taxes

The City is obliged to levy, collect and remit property taxes on behalf of, and to finance the arrears of property taxes of, other bodies as follows:

	2021	2020
Total tax collected	\$ 125,024	\$ 107,308
Less Collections for and remittances to other bodies		
Provincial Government - Schools	\$ 41,917	\$ 28,135
Greater Vancouver Regional District	1,935	1,719
Greater Vancouver Transportation Authority	10,033	9,499
British Columbia Assessment Authority	1,565	1,525
Municipal Finance Authority	7	7
BIA Lower Lonsdale Society	511	495
	\$ 55,968	\$ 41,380
Property Value Tax	\$ 69,056	\$ 65,928

### (b) Pension Liability

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$4,521,000 (2020 - \$4,385,000) for employer contributions to the plan in fiscal 2021.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2021**  
**(tabular amounts in thousands of dollars)**

The next valuation will be as at December 31, 2021, with results available in 2022.

**(b) Pension Liability (con't)**

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**(c) Contingent Liabilities**

The City is currently engaged in or party to certain legal actions, assessment appeals and other existing conditions involving uncertainty which may result in material loss. A reasonable estimate of these future liabilities has been made where possible and is recorded in the financial statements as a liability. Where the outcomes or amounts or losses are uncertain management has determined that there are no potential material amounts involved.

**(d) E-Comm**

The City is a member of Emergency Communications for British Columbia, Incorporated ("E-Comm"), an organization comprised predominately of member municipalities, for the purpose of providing emergency dispatch services. The City is represented on the board and as a class "A" shareholder has voting rights should the organization want to incur additional debt.

The E-Comm facility was constructed using debt as a financing mechanism and members are liable for a proportionate share of that debt. This debt is repaid by members through annual fees charged by E-Comm. Should E-Comm dissolve, the members would be liable for a proportionate share of any residual debt. Alternatively, should members choose to opt out of E-Comm they would be liable for a proportionate share of debt at the time of withdrawal.

The City holds 2 class "A" shares and one class "B" share.

**(e) Contractual Obligations**

As at December 31, 2021 the City had entered into various construction contracts for a total outstanding value of \$10.7M.

**(f) Construction Loan Guarantee**

On February 14, 2017 the City entered an agreement as a loan guarantor for the British Columbia Photography and Media Society for a demand construction bridge loan to a maximum of \$5M not to exceed five years.

## **11. TRUST FUNDS**

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling \$3,437,000 (2020 - \$3,201,000), which is administered by the City, has not been included with the City's accounts.

## **12. SEGMENTED INFORMATION**

The City is a diversified municipal government entity in the Province of British Columbia that provides a wide range of services to its citizens. Certain functional areas have been combined and separately disclosed in the segmented information. The segments and the services they provide are as follows:

### **General Government**

General Government provides the administrative and legislative services that support the various sectors of the City. Functions include financial planning and reporting, economic development and legislative services.

### **Transportation and Transit**

The Transportation division aims to provide enhanced access to public transit, safe pedestrian and cyclist routes, enable accessible transportation for people with limited mobility and maintain existing infrastructure. These goals are achieved through street design, traffic signals and signs, street lighting and road maintenance activities.

### **Health, Social Services and Housing**

Health, Social Services and Housing encompasses a wide variety of City funded initiatives aimed at supporting the social structure and sustainability of the community. Included are cemetery operations, youth and family support services, seniors programs and homeless prevention initiatives.

### **Development Services**

Development Services' focus is community planning, which includes land use guidelines, the management of City owned lands, heritage planning and development of the City's official community plan.

### **Protective Services**

Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible to provide fire suppression service, fire prevention services and fire safety education.

### **Parks, Recreation and Culture**

Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of the City's many parks and trails, the North Vancouver City Library and the City's participation in the North Vancouver Museum and Archives and the North Vancouver Recreation and Culture Commission.

## 12. SEGMENTED INFORMATION (con't)

### Water Utilities

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of North Vancouver.

### Sewer Utilities

The Sewer Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages the City's 150km storm sewerage system which diverts rainfall runoff from private property with an emphasis on flood prevention.

### Solid Waste

The Solid Waste department provides curbside garbage, recycling and yard trimmings collection to the residents of the City of North Vancouver.

	Revenues	Expenses						Annual Surplus(Deficit)
		Wages & Benefits	Goods & Supplies	Services	Depreciation	Capitalized	Total	
General government	\$ 88,129	\$ 16,482	\$ 4,949	\$ 1,123	\$ 5,141	\$ (4,484)	\$ 23,211	\$ 64,918
Transportation and transit	4,401	3,096	1,095	12,831	3,399	(11,555)	8,866	(4,465)
Health, social services and housing	662	420	118	2,220	-	(34)	2,724	(2,062)
Development services	8,978	5,379	36	2,079	-	-	7,494	1,484
Protective services	1,590	18,809	3,469	8,127	674	(2,940)	28,139	(26,549)
Parks, recreation and culture	9,039	14,632	1,552	18,234	6,239	(9,992)	30,665	(21,626)
Water utilities	13,579	2,076	8,026	2,343	851	(2,425)	10,871	2,708
Sewer utilities	14,225	1,784	281	10,228	795	(1,321)	11,767	2,458
Solid waste	3,081	1,478	79	1,606	-	-	3,163	(82)
2021	\$ 143,684	\$ 64,156	\$ 19,605	\$ 58,791	\$ 17,099	\$ (32,751)	\$ 126,900	\$ 16,784
2020	\$ 159,057	\$ 59,158	\$ 16,139	\$ 60,679	\$ 16,413	\$ (34,303)	\$ 118,086	\$ 40,971

## 13. DEFERRED LEASE REVENUE

In 2020 the City entered into an agreement for the Harry Jerome Neighborhood Lands for a lease term of 99 years and included in Deferred Revenue is \$49.9M (2020 - \$51.9M).

## 14. BUDGET FIGURES

The budget figures presented in these consolidated financial statements include 100% of the North Vancouver City Library and its proportionate share of the North Vancouver Recreation Commission, and North Vancouver Museum and Archives Commission. The financial plan was approved by Council as the Financial Plan for the Years 2021 to 2030 Bylaw, 2020, No. 8822 April 12th, 2021. The table below reconciles the approved budget to the budget figures reported.

		Financial Plan Bylaw
Revenue per Statement of Operations		\$ 124,684
Less:		
Budget Adjustments for Consolidation	\$ (2,648)	
Transfers from Reserve	(1,908)	
Interagency Funds	<u>(5,451)</u>	(10,007)
Revenue per financial plan bylaw 8822		<u>114,677</u>
Expenses per Statement of Operations		125,947
Add:		
Capital Expenditures	(5,195)	
Reserves for Non-Capital Projects	1,694	
Transfer to other funds		(3,501)
Less:		
Budget Adjustments for consolidation	(21)	
Interagency payments	<u>(5,451)</u>	(5,472)
Expenses per financial plan bylaw 8822		<u>116,974</u>
Deficit for the year		(2,298)
Reserves and capital:		
Capital expenditures		(69,827)
Depreciation		16,800
Equity		(17,407)
Transfers from reserves		52,281
External contributions		<u>20,451</u>
Annual budgeted Surplus per financial plan bylaw		<u>\$ -</u>

## **15. COVID-19 IMPACT**

Subsequent to the previous year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be specific impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects. The full potential impact of COVID-19 on the City is unknown and cannot be reasonably estimated at this time.

SCHEDULE A: COVID-19 Safe Restart Grant

General funds – COVID-19 Safe Restart Grant	2021
2020 Grant Funding Balance	<u>\$ 5,359</u>
Grant Expenditure:	
Business Continuity	(300)
Community Resiliency & Recovery	(226)
City Services	(567)
Response & Emerging Issues	<u>(148)</u>
2021 Grant Funding Balance	<u>\$ 4,118</u>



## **Employee Remuneration and Expenses**

**The Corporation of the City of North Vancouver**  
**Schedule of Remuneration and Expenses Paid to Elected Officials**  
**FIR Schedule 1, Section 6(2)(a)**  
**2021**

<b>Elected Official</b>	<b>Position</b>	<b>Remuneration</b>	<b>Benefits<sup>1</sup></b>	<b>Car Allowance</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Back, Holly	Councillor	\$ 47,272	\$ -	\$ -	\$ 47,272	\$ 3,764	\$ 51,036
Bell, Don	Councillor	47,272	-	-	47,272	4,381	51,653
Buchanan, Linda	Mayor	131,925	3,948	9,552	145,425	10,441	155,865
Girard, Angela	Councillor	47,272	2,683	-	49,955	649	50,604
Hu, Tina	Councillor	47,272	2,683	-	49,955	839	50,794
McIlroy, Jessica	Councillor	47,272	2,683	-	49,955	700	50,655
Valente, Antonio	Councillor	47,272	2,683	-	49,955	2,704	52,659
<b>Total</b>		<b>\$ 415,557</b>	<b>\$ 14,680</b>	<b>\$ 9,552</b>	<b>\$ 439,789</b>	<b>\$ 23,477</b>	<b>\$ 463,266</b>

1. Includes taxable and the employer's portion of CPP.

**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

Last Name	Initial	Remuneration	One - Time		Expenses	Total
			Payments	Subtotal		
Abbott	V	83,991	319	84,310	-	84,310
Alexander	C	85,045	1,576	86,621	-	86,621
Allen	J	121,496	295	121,791	1,302	123,093
Amos	G	82,079	1,409	83,488	1,120	84,608
Anderson	T	78,335	4,115	82,450	15	82,465
Apperley	M	99,510	1,740	101,250	2,963	104,213
Arnold	D	55,699	89,467	145,166	-	145,166
Ashley	J	107,844	3,121	110,965	1,340	112,305
Askriba	G	93,520	2,074	95,594	212	95,806
Baird	C	120,822	-	120,822	2,457	123,279
Bartleman	A	99,140	543	99,683	-	99,683
Bearblock	K	113,834	-	113,834	-	113,834
Beaupre	L	78,524	1,604	80,128	419	80,547
Bennett	S	73,195	3,199	76,394	832	77,226
Blackburn	F	74,969	1,216	76,185	3,141	79,326
Borland	J	102,117	-	102,117	-	102,117
Bosa	S	98,520	-	98,520	-	98,520
Bot	M	115,597	-	115,597	-	115,597
Bovill	J	118,301	3,123	121,424	105	121,529
Bowman	B	103,343	9,996	113,339	744	114,083
Bradley	T	129,269	2,782	132,051	-	132,051
Braithwaite	J	92,077	2,886	94,963	-	94,963
Brown	S	114,734	-	114,734	-	114,734
Browne	R	97,285	1,858	99,143	300	99,443
Budgell	J	92,880	10,372	103,252	810	104,062
Bulaqui	V	77,740	2,904	80,644	-	80,644
Burak	R	112,782	3,657	116,439	1,575	118,014
Burgess	B	104,101	30	104,131	-	104,131
Bushey	J	85,583	1,602	87,185	298	87,483
Caldwell	A	81,799	1,567	83,366	-	83,366
Cameron	D	89,424	1,639	91,063	315	91,378
Campbell	M	79,821	1,516	81,337	-	81,337
Chambers	K	86,075	9	86,084	-	86,084
Chan	K	132,992	4,261	137,253	300	137,553
Chong	L	107,125	1,865	108,990	587	109,577
Chu	D	90,797	1,714	92,511	-	92,511
Chu	K	89,463	1,752	91,215	(349)	90,866
Cohan	J	98,745	3,697	102,442	-	102,442
Colwell	V	75,105	1,449	76,554	-	76,554

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.

**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Connor	T	94,624	-	94,624	-	94,624
Cook	T	104,460	4,439	108,899	478	109,377
Cooper	D	104,097	34	104,131	39	104,170
Corcoran	R	83,374	569	83,943	1,170	85,113
Crookes	R	76,358	1,516	77,874	106	77,980
Cullen	R	108,383	4,004	112,387	-	112,387
Cumming	B	89,605	952	90,557	-	90,557
Curtin	M	102,403	2,714	105,117	1,201	106,318
D'Aguiar	C	77,772	1,686	79,458	-	79,458
Dale	A	91,731	12	91,743	-	91,743
Danks	M	149,633	2,111	151,744	1,431	153,175
Danks	G	124,050	682	124,732	561	125,293
Day	K	73,610	2,016	75,626	19	75,645
de Roy Van Zuydewijn	J	155,707	2,165	157,872	997	158,869
de St. Croix	R	126,619	-	126,619	868	127,487
Dempster	A	85,454	1,349	86,803	569	87,372
Devlin	A	141,797	-	141,797	1,743	143,540
Di Spirito	D	115,829	1,517	117,346	123	117,469
Dickson	S	115,072	3,360	118,432	-	118,432
Dorey	D	121,360	726	122,086	-	122,086
Draper	J	165,128	-	165,128	1,915	167,043
Drobny	M	117,592	8,269	125,861	-	125,861
Duffy	P	132,509	-	132,509	24	132,533
Dyer	S	79,979	1,516	81,495	578	82,073
Easton	A	127,873	671	128,544	-	128,544
Easton	S	104,535	4,884	109,419	-	109,419
Elliott	G	97,549	1,911	99,460	-	99,460
Epp	M	181,244	-	181,244	920	182,164
Evans	H	95,775	2,850	98,625	606	99,231
Fabert	U	145,044	-	145,044	1,470	146,514
Farrally	M	104,517	696	105,213	395	105,608
Felber	L	111,741	266	112,007	689	112,696
Fernandes	C	127,978	190	128,168	2,707	130,875
Finlayson	A	113,497	2,604	116,101	-	116,101
Foldi	D	133,459	-	133,459	2,064	135,523
Forman	V	84,754	-	84,754	336	85,090
Forsyth	P	115,912	-	115,912	567	116,479
Fox	R	83,813	569	84,382	450	84,832
Franco	S	72,146	4,310	76,456	-	76,456

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

Last Name	Initial	Remuneration	One - Time		Expenses	Total
			Payments	Subtotal		
Fraser	S	133,980	6,657	140,637	1,850	142,487
Freigang	M	99,289	1,631	100,920	823	101,743
Friesen	M	113,766	2,318	116,084	568	116,652
Friestadt	D	75,205	1,456	76,661	150	76,811
Fujiwara	J	77,402	-	77,402	-	77,402
Fuller	S	71,087	4,435	75,522	169	75,691
Gale	D	74,404	1,341	75,745	-	75,745
Garber	L	168,385	-	168,385	2,384	170,769
Garden	S	106,783	4,609	111,392	1,025	112,417
Gercsak	T	99,350	1,645	100,995	983	101,978
Gibson	B	78,724	1,043	79,767	3,517	83,284
Gilan	J	82,603	1,415	84,018	183	84,201
Gilfoil	R	79,502	5,995	85,497	618	86,115
Gill	R	76,564	8,975	85,539	38	85,577
Gillespie	T	103,134	2,166	105,300	-	105,300
Gillies	L	136,045	695	136,740	877	137,617
Gordon	D	98,528	1,677	100,205	-	100,205
Graham	K	164,135	620	164,755	578	165,333
Granger	H	192,862	-	192,862	2,289	195,151
Green	B	115,373	-	115,373	948	116,321
Green	K	96,812	556	97,368	169	97,537
Guolo	C	80,971	569	81,540	-	81,540
Hall	J	124,314	65	124,379	-	124,379
Hallaway	M	101,812	55	101,867	405	102,272
Harivel	K	92,730	3,453	96,183	-	96,183
Harrison	A	97,901	2,539	100,440	1,340	101,780
Harrison	M	95,722	2,799	98,521	-	98,521
Hathaway	R	98,538	119	98,657	817	99,474
Hawkshaw	D	120,596	2,357	122,953	-	122,953
Head	J	79,179	1,833	81,012	-	81,012
Hennigar	K	116,104	310	116,414	-	116,414
Herman	L	86,393	1,606	87,999	901	88,900
Hickey	P	80,515	1,807	82,322	-	82,322
Hofilena	G	110,353	2,032	112,385	-	112,385
Holm	M	126,619	-	126,619	1,455	128,074
Houlden	M	96,894	5,904	102,798	-	102,798
Howard	R	125,132	-	125,132	-	125,132
Huang	J	89,947	2,264	92,211	55	92,266
Hudson	J	114,784	-	114,784	878	115,662

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Hunter	M	159,883	-	159,883	984	160,867
Jacobi	M	78,458	1,478	79,936	1,175	81,111
Johal	B	79,079	1,516	80,595	435	81,030
Johnson	B	106,831	2,698	109,529	761	110,290
Johnson	D	105,083	2,015	107,098	-	107,098
Kelsch	L	74,698	17,337	92,035	5,390	97,425
Kelso	M	113,439	5,279	118,718	195	118,913
Kilmartin	T	104,676	-	104,676	405	105,081
King	P	69,617	13,687	83,304	196	83,500
Klochnyk	J	151,300	-	151,300	524	151,824
Ko	N	88,602	1,705	90,307	1,194	91,501
Kral	L	127,929	2,381	130,310	2,015	132,325
Kuzmanovski	K	129,554	138	129,692	1,135	130,827
Kwaterska	M	114,767	533	115,300	437	115,737
Lam	D	81,983	1,557	83,540	3,069	86,609
Lanigan	M	80,807	-	80,807	131	80,938
Lawry	L	92,865	3,943	96,808	694	97,502
Lemanski	C	115,085	419	115,504	560	116,064
Lensink	L	83,501	1,727	85,228	3,268	88,496
Lentsch	T	111,527	5,204	116,731	97	116,828
Lesmeister	C	88,581	1,265	89,846	1,907	91,753
Leung	R	85,261	1,646	86,907	1,368	88,275
Lightfoot	B	122,745	-	122,745	270	123,015
Lindgren	C	85,945	652	86,597	-	86,597
Lindsay	S	91,648	1,893	93,541	174	93,715
Low	W	86,738	6,521	93,259	15	93,274
Macdonald	E	87,519	2,160	89,679	584	90,263
MacDonald	C	81,709	1,567	83,276	-	83,276
MacInnis	D	78,390	1,503	79,893	267	80,160
Mackay	M	114,357	5,236	119,593	5,000	124,593
Magnusson	K	180,191	-	180,191	809	181,000
Maillie	D	129,770	1,702	131,472	247	131,719
Mason	W	88,485	1,769	90,254	428	90,682
Matsubara	D	92,123	8,350	100,473	1,945	102,418
McAllister	J	89,017	32,044	121,061	304	121,365
McCarthy	L	306,305	5,548	311,853	45	311,898
McCutcheon	J	105,554	14,642	120,196	-	120,196
McEachern	K	95,320	-	95,320	763	96,083
McGee	A	92,350	221	92,571	964	93,535

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
McMurdo	A	115,031	-	115,031	648	115,679
McNaughton	G	69,708	10,425	80,133	85	80,218
Miles	C	78,390	1,503	79,893	406	80,299
Mitchell	S	92,269	1,327	93,596	-	93,596
Montgomerie	K	85,002	-	85,002	-	85,002
Moore	J	97,209	541	97,750	-	97,750
Mordy	B	73,586	10,172	83,758	698	84,456
Munro	G	137,265	9,420	146,685	664	147,349
Naab	K	106,794	19,048	125,842	380	126,222
Nacorda	J	81,137	2,660	83,797	-	83,797
Nelson	L	105,722	584	106,306	30	106,336
Newbery	B	91,298	487	91,785	1,143	92,928
Nichols	C	150,735	19,810	170,545	1,004	171,549
No	N	85,342	1,848	87,190	1,065	88,255
Nyvall	J	73,537	1,474	75,011	910	75,921
Oliver	J	90,065	4,100	94,165	-	94,165
Orr	L	165,705	-	165,705	885	166,590
Owens	D	160,075	1,707	161,782	2,060	163,842
Pacheco	J	118,616	1,818	120,434	311	120,745
Payne	A	149,549	2,668	152,217	1,364	153,581
Pearce	B	221,047	5,572	226,619	2,906	229,525
Peel	M	99,948	4,441	104,389	-	104,389
Peters	J	91,510	667	92,177	-	92,177
Peters	S	86,562	-	86,562	1,011	87,573
Pichler	E	101,294	23	101,317	195	101,512
Piechota	K	107,196	1,760	108,956	1,749	110,705
Pistilli	L	75,331	1,443	76,774	588	77,362
Pollock	B	100,547	1,707	102,254	1,457	103,711
Polman	J	121,797	1,514	123,311	-	123,311
Pope	D	208,376	-	208,376	1,250	209,626
Price	D	80,335	1,662	81,997	660	82,657
Priestley	D	132,738	-	132,738	584	133,322
Ramsay	F	81,345	1,447	82,792	93	82,885
Rasmussen	D	98,431	1,702	100,133	104	100,237
Rawlings	F	90,463	1,741	92,204	432	92,636
Reece	M	86,698	7,053	93,751	-	93,751
Reinhold	H	167,174	-	167,174	1,824	168,998
Reiss	S	100,180	1,765	101,945	1,172	103,117
Reynolds	N	97,220	487	97,707	-	97,707

Notes:

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)**  
**2021**

Last Name	Initial	Remuneration	One - Time		Expenses	Total
			Payments	Subtotal		
Ring	D	87,270	3,479	90,749	24	90,773
Roberts	A	104,571	2,219	106,790	30	106,820
Rohan	C	95,947	6,865	102,812	288	103,100
Rosalin	J	74,185	1,551	75,736	785	76,521
Roy	J	137,762	-	137,762	-	137,762
Rozairo	G	102,152	2,695	104,847	300	105,147
Ryce	T	149,835	243	150,078	2,534	152,612
Sadgrove	S	117,606	-	117,606	1,371	118,977
Schalk	G	193,199	2,422	195,621	299	195,920
Schell	C	81,091	487	81,578	-	81,578
Schmidt	T	95,089	8,403	103,492	-	103,492
Sedun	S	107,107	6,849	113,956	1,480	115,436
Sellars	J	114,196	2,175	116,371	1,260	117,631
Shaughnessy	M	114,462	5,390	119,852	-	119,852
Sheel	J	126,132	693	126,825	75	126,900
Sherwood	D	75,564	12,437	88,001	145	88,146
Shyry	L	75,762	1,420	77,182	278	77,460
Siddoo	L	83,359	1,552	84,911	-	84,911
Siegmann	R	126,005	780	126,785	195	126,980
Simmons	B	76,936	4,046	80,982	25	81,007
Singh	R	73,338	7,016	80,354	59	80,413
Sister	S	95,743	-	95,743	450	96,193
Skene	R	179,122	-	179,122	27	179,149
So	E	115,087	31	115,118	555	115,673
Sommers	J	108,002	6,038	114,040	465	114,505
Staehling	A	97,656	2,122	99,778	-	99,778
Stevenson	M	126,117	37	126,154	508	126,662
Steward	I	92,670	1,776	94,446	1,603	96,049
Stirling	L	98,200	-	98,200	1,714	99,914
Strubin	C	113,174	6,790	119,964	-	119,964
Svancara	J	85,850	2,397	88,247	1,369	89,616
Tang	I	165,136	532	165,668	3,101	168,769
Tang	B	101,950	621	102,571	-	102,571
Themens	B	46,683	46,402	93,085	2,542	95,627
Townsend	T	104,324	5,987	110,311	-	110,311
Trinkl	M	95,113	19,520	114,633	248	114,881
Trinkl	G	89,894	1,724	91,618	742	92,360
Turner	W	75,602	1,456	77,058	456	77,514
Urbani	J	98,451	1,161	99,612	310	99,922

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.



**The Corporation of the City of North Vancouver  
Schedule of Employee Remuneration and Expenses  
FIR Schedule 1, Section 6 (2)(b) and 6(2)(c)  
2021**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Van Born	S	128,048	745	128,793	-	128,793
van Heerden	D	140,423	359	140,782	1,194	141,976
Van Nes	T	79,541	10,096	89,637	641	90,278
Vanderhoek	M	104,566	2,707	107,273	-	107,273
Vanderhoek	S	98,385	1,624	100,009	-	100,009
Vanier	J	85,028	-	85,028	578	85,606
Vasilevich	A	106,235	2,032	108,267	1,675	109,942
Veng	K	189,719	-	189,719	4,757	194,476
Ward	A	107,208	582	107,790	429	108,219
Warman	B	76,133	4,412	80,545	181	80,726
Washington	S	90,630	-	90,630	-	90,630
Watson	D	94,216	1,811	96,027	299	96,326
Waugh	M	103,760	2,179	105,939	367	106,306
Wen	V	128,028	190	128,218	3,777	131,995
Wenhardt	W	123,088	-	123,088	221	123,309
Williams	M	107,124	586	107,710	1,873	109,583
Willock	B	143,759	-	143,759	582	144,341
Wilson	S	84,353	1,632	85,985	8	85,993
Wilson	C	83,423	1,769	85,192	-	85,192
Wong	T	72,523	5,835	78,358	26	78,384
Wood	S	112,784	191	112,975	2,703	115,678
Wray	M	87,991	1,656	89,647	569	90,216
Zander	S	128,029	-	128,029	830	128,859
Zeng	Y	127,929	-	127,929	-	127,929
Zhang	E	85,154	1,632	86,786	2,713	89,499
Zhang	H	78,891	3,929	82,820	-	82,820
Zhang	E	75,269	2,866	78,135	1,375	79,510
<b>Subtotal</b>		<b>27,552,596</b>	<b>787,952</b>	<b>28,340,548</b>	<b>174,997</b>	<b>28,515,545</b>
Consolidated total of employees earning \$75,000 or less		<b>15,431,788</b>	<b>761,512</b>	<b>16,193,300</b>	<b>59,118</b>	<b>16,252,418</b>
<b>Total</b>		<b>42,984,384</b>	<b>1,549,464</b>	<b>44,533,848</b>	<b>234,115</b>	<b>44,767,963</b>

Notes:

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.

**The Corporation of the City of North Vancouver**  
**Reconciliation between total remuneration & financial statements**  
**FIR Schedule 1, Section 6 (2) (d)**  
**2021**

	000's
FIR Schedule 1, Section 6 (2) (a) – Remuneration paid to elected officials	\$ 440
FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c) – Employer remuneration	44,534
Total City of North Vancouver Remuneration	<hr/> 44,974
Reconciling items	19,182
Wages and Benefits per consolidated financial statements note 12	<hr/> \$ 64,156 <hr/>

The reconciling items/variance between the Schedule of Remuneration and Expenses and the Wages and Benefits expense reported on the consolidated financial statements of the City of North Vancouver are due to various factors including:

- The Remuneration and Expenses schedule is based on actual cash payments made during the fiscal year (including payouts of vacation, gratuity, and overtime banks) whereas the consolidated financial statement figure is determined on an accrual basis;
- The Remuneration and Expenses schedule excludes the City of North Vancouver Public Library and the City's share of the North Vancouver Recreation Commission; and,
- The Wages and Benefits include benefits recorded at full cost on the consolidated financial statements and includes items such as employer portions of deductions, retirement benefits and medical benefits.

**The Corporation of the City of North Vancouver  
Statement of Severance Agreements  
FIR Schedule 1, Section 6 (7) (a) & (b)  
2021**

There were three severance agreements under which payment commenced between The Corporation of the City of North Vancouver and its non-unionized employees during fiscal year 2021.

- These agreements represent from 3 to 21.5 months of compensation.

The agreements were determined based on base salary.

## **Suppliers of Goods and Services**

**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2021**

<b>Vendor</b>	<b>Payment</b>
0698283 BC LTD.	74,162
1255665 BC LTD.	53,905
3DS THREE DIMENSIONAL SERVICES INC	196,113
604 CLEANIT.COM	60,209
ACCELLION USA LLC	43,715
AECOM CANADA LTD.	51,759
ALL ROADS CONSTRUCTION LTD	398,304
ANDREW SHERET LTD	225,547
ANTHEM EASTERN HOLDINGS LTD.	1,001,084
AON REED STENHOUSE INC	508,889
ARSALAN CONSTRUCTION LTD	900,714
ASSOCIATED FIRE SAFETY	56,576
ASTROGRAPHIC INDUSTRIES LTD	73,632
AVENUE MACHINERY CORP	43,108
AXIS TECHNICAL SERVICES CORP.	36,251
BA BLACKTOP LTD	1,161,580
BAILEY ENVIRONMENTAL CONSULTING	39,590
BARTLETT TREE EXPERTS	38,685
BC HYDRO	1,248,910
BDO CANADA LLP	50,950
BLACKBURN YOUNG OFFICE SOLUTIONS	108,506
BLU POOL SUPPLY LTD.	62,844
BLUECON DESIGN AND CONSTRUCTION LTD.	131,302
BRAVEHEART VENTURES	99,475
BROOKS CORNING COMPANY	53,582
CANADA POST CORPORATION	38,608
CANADIAN LINEN AND UNIFORM SERVICE	37,919
CANNEPP BOILER ROOM TECHNOLOGIES	28,900
CANSEL SURVEY EQUIPMENT INC (CANSEL)	56,791
CAPILANO UNIVERSITY	36,000
CARSCADDEN STOKES MCDONALD ARCHITECTS	311,306
CASCADIA SHADING DESIGN	34,061
CDW CANADA CORP.	168,024
CEDAR CREST LANDS (B.C.) LTD	2,095,065
CEG MANAGEMENT INC.	28,145
CENTRAL SQUARE TECHNOLOGIES	49,951
CHANDOS CONSTRUCTION LTD.	630,768
CHARTER TELECOM INC	173,282

**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2021**

<b>Vendor</b>	<b>Payment</b>
CITY ELECTRIC SUPPLY	28,935
CITY OF NORTH VANCOUVER	48,363
CITY OF SURREY	189,668
CITY OF VANCOUVER	49,929
COBRA ELECTRIC SERVICES LTD.	982,115
COMMERCIAL EMERGENCY EQUIPMENT CO	2,756,501
COMMISSIONAIRES BC	145,042
COMMUNITY FIRE PREVENTION	61,027
CONCERT REAL ESTATE CORPORATION	50,000
COQUITLAM CONCRETE (1993) LTD	64,462
CORPORATE EXPRESS CANADA INC	37,514
COWI NORTH AMERICA LTD.	480,804
CROWN CONTRACTING LTD.	1,226,001
DIAMOND HEAD CONSULTING LTD	29,340
DIAMOND PRE-CAST CONCRETE LTD	38,475
DICK'S LUMBER	26,294
DINESEN NURSERIES LTD.	30,208
DISTRICT OF NORTH VANCOUVER	626,334
DISTRICT OF WEST VANCOUVER	27,731
DMD AND ASSOCIATES LTD	70,001
DOUGNESS HOLDINGS LTD	37,000
DTM SYSTEMS CORPORATION	33,709
E-COMM	279,801
ECONOLITE CANADA INC.	50,349
E-CUBED MEDIA SYNTHESIS	35,589
ELECTROMEGA LTD	32,822
ESC AUTOMATION INC	46,859
ESRI CANADA LTD	62,722
EUROVIA BC INC	89,734
EVOLUTION AV LTD.	66,668
EXECUTIVE AIR CONDITIONING &	78,764
FLYNN CANADA LTD.	34,225
FORTIS BC ENERGY INC.	62,060
FRASER VALLEY EQUIPMENT LTD.	43,923
FRASERWAY PRECAST LTD	45,418
FRED SURRIDGE LTD	205,448
GAGNON VENTURES INC	45,265
GFL ENVIRONMENTAL INC	28,504

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2021**

<b>Vendor</b>	<b>Payment</b>
GLOBAL SPORTS RESOURCES	49,367
GRAVITY CONSTRUCTION INC.	54,858
GREATER VANCOUVER SEWERAGE AND DRAINAGE	8,156,548
GREATER VANCOUVER WATER DISTRICT	6,803,070
HABITAT SYSTEMS INC	54,177
HAPA COLLABORATIVE	61,627
HAYCO EQUIPMENT LTD.	46,030
HCMA ARCHITECTURE + DESIGN	5,108,597
HEADWATER MANAGEMENT LTD.	75,130
HOULE ELECTRIC LTD	35,546
ICONIX WATERWORKS LP	103,860
INDEX CONSTRUCTION (BC) INC.	109,774
INFINITE ROAD MARKING LTD	37,870
INFOR (CANADA), LTD.	272,740
INTERPROVINCIAL TRAFFIC SERVICES LTD	118,843
ISL ENGINEERING & LAND SERVICES LTD.	479,232
ISLAND KEY COMPUTER LTD	177,443
J&R EXCAVATION & DEMOLITION LTD.	38,700
JIFFY JOHN RENTALS LTD	43,906
JIM WILES AND SON LTD	194,369
JUST MECHANICAL LTD	103,113
KAL TIRE	44,428
KERR WOOD LEIDAL ASSOCIATES LTD	132,979
KING KUBOTA SERVICES LTD	40,673
KINGSTON CONSTRUCTION LTD.	3,430,892
KIRK & CO	47,838
KONE INC	29,171
KPMG LLP	41,290
KRAUS TRUCKING	175,830
LAFARGE CANADA INC	120,827
LANARC 2015 CONSULTANTS LTD.	37,451
LANESAFE TRAFFIC CONTROL	131,876
LED ROADWAY LIGHTING	101,948
LEHIGH HANSON	122,584
LGI-INDUSTRIAL & CONSTRUCTION SUPPLIES I	33,520
LIDSTONE & COMPANY LAW CORPORATION-TRUST	200,000
LIFESPACE PROJECTS LTD	51,810
LIONS GATE CONSULTING INC.	65,535

**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2021**

<b>Vendor</b>	<b>Payment</b>
LMP PUBLICATIONS LIMITED PARTNERSHIP	65,535
LONG VIEW SYSTEMS	32,836
LONSDALE ENERGY CORP	320,375
MAINROAD MAINTENANCE PRODUCTS	169,607
MAKE PROJECTS LTD	227,952
MANCORP INDUSTRIAL SALES LTD	34,030
MANULIFE FINANCIAL	37,970
MAR-TECH UNDERGROUND SERVICES LTD	257,256
MCRAE'S ENVIRONMENTAL SERVICES LTD	618,774
METRO MOTORS LTD	221,481
METRO TRAFFIC LTD.	82,273
MICROSOFT LICENSING GP:WRC-CA	198,952
MNP LLP	134,350
MODERN DRAINAGE	35,472
MOTIV ARCHITECTS INC.	60,174
MOTT MACDONALD CANADA LTD.	37,346
MUNICIPAL PENSION PLAN	4,323,059
MVCC VIDEO COMMUNICATIONS CORP.	37,325
NAPA NORTH VANCOUVER	47,012
NELSON NYGAARD CONSULTING ASSOC. INC.	97,541
NEPTUNE TECHNOLOGY GROUP	63,759
NEW RHODES CONSTRUCTION INC.	358,638
NORTH VANCOUVER CHAMBER	34,989
NORTH VANCOUVER RECREATION COMMISSION	155,166
NORTHWEST BOARDING KENNELS	29,950
NORTON ROSE FULBRIGHT CANADA LLP	230,978
OPEN TEXT CORPORATION	65,524
ORACLE CANADA ULC	68,284
ORION ELECTRICAL SYSTEMS LTD.	548,486
OVERDRIVE, INC.	37,473
PACIFIC BLUE CROSS	1,453,814
PACIFIC FLOW CONTROL LTD.	26,932
PACIFIC ROPES CONTRACTING LTD.	80,723
PALADIN TECHNOLOGIES INC.	33,926
PANTHER CREATIVE INC	55,672
PASSPORT LABS, INC	124,916
PERFORMANCE BUILDERS LTD.	415,550
PETERBILT PACIFIC INC.	564,421



**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2021**

<b>Vendor</b>	<b>Payment</b>
PINTON FORREST & MADDEN GROUP INC.	84,367
PJS SYSTEMS INC.	71,738
PORTEAU QUARRY LTD	62,452
POWER PROS ELECTRICAL	81,648
PROLINK SECURITY SYSTEMS	45,628
PROPEL SOLUTIONS LTD	46,200
PROVINCE OF BRITISH COLUMBIA	1,761,379
QUESTICA SOFTWARE INC	122,170
R.A. MALATEST & ASSOCIATES LTD	120,490
RARE EARTH RECREATIONAL DEVELOPMENTS INC	58,059
RAY CONTRACTING LTD	653,723
RECEIVER GENERAL FOR CANADA	11,799,442
RECYCLE BC/MMBC RECYCLING INC.	68,683
RESOURCE PLANNING GROUP INC.	34,623
RF BINNIE AND ASSOCIATES LTD	111,938
RFS CANADA	50,521
RICOH CANADA INC	40,082
ROLLINS MACHINERY LTD	378,760
ROLLO ASSOCIATES	30,100
SCOOBY'S DOG WASTE REMOVAL SERVICE LTD.	85,282
SCOTTISH LINE PAINTING LTD	27,216
SEDGWICK CANADA INC IN-TRUST	50,000
SERVICES FLO INC.	59,493
SES CONSULTING	43,740
SHAW BUSINESS	42,923
SHERINE INDUSTRIES LTD	39,483
SHOWKRAFT PRODUCTION SERVICES LTD	41,745
SIRSIDYNIX (CANADA) INC.	51,275
SMITH BROS & WILSON BC LTD	84,141
SOFTCHOICE LP.	55,067
SOFTWARE TRAINING SOLUTIONS	25,599
SOLIDCAD	27,859
SOUTH COAST BC TRANSPORT AUTHORITY	125,000
SPECIMEN TREES	32,679
STANDARD BUILDING SUPPLY	63,369
STAPLES PROFESSIONAL	26,902
STEPHEN IRVING COMMUNICATIONS	70,610
STRATA PLAN EPS6231	38,993

**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2021**

<b>Vendor</b>	<b>Payment</b>
STREET, DEBRA	37,847
SUNCOR ENERGY PRODUCTS PARTNERSHIPS	343,233
SUPER SAVE DISPOSAL INC	60,717
SUSTAINABILITY SOLUTIONS GROUP	54,025
TECH LOGIC CORP	25,626
TELUS COMMUNICATIONS INC	128,256
TELUS MOBILITY	131,178
TETRA TECH CANADA INC.	99,468
THE GREAT CANADIAN LANDSCAPING COMPANY	81,335
THE SHIPYARDS DEVELOPMENT LTD.	142,269
TIMBERLINE TREE SERVICE LTD.	47,873
TRIPLE THREE TRADING LTD	42,876
TUPPER LANDSCAPING INC	55,230
ULINE	54,358
UNIVERSAL PRINTING & BINDERY LTD.	36,735
URBAN ARTS ARCHITECTURE INC	34,601
URBAN MATTERS	142,218
URBAN SAWING AND SCANNING CO LTD	55,287
URBAN SYSTEMS LTD.	87,906
WESTERN INTEGRATED ELECTRICAL LTD.	94,129
WESTLAND INSURANCE GROUP LTD.	240,157
WHITELAW TWINING LAW CORPORATION	28,825
WOLSELEY WATERWORKS GROUP - BC REGION	36,316
WOOD WYANT CANADA INC.	61,491
WORKER'S COMPENSATION BOARD	864,440
WSP CANADA GROUP LIMITED	75,000
YOUNG ANDERSON BARRISTERS & SOLICITORS	39,173
<b>Section 7 (1) (a) - Vendors over \$25,000</b>	<b>76,691,730</b>
<b>Section 7 (1) (b) - Vendors \$25,000 or less</b>	<b>5,175,104</b>
<b>Grand Total Sections 7 (1) (a) and 7 (1) (b)</b>	<b>81,866,834</b>

**The Corporation of the City of North Vancouver**  
**Schedule of Grants & Contributions**  
**FIR Schedule 1, Section 7 (2) (b)**  
**2021**

**Listing of contributions exceeding \$25,000**

NORTH SHORE EMERGENCY MANAGEMENT OFFICE	350,840
NORTH SHORE NEIGHBOURHOOD HOUSE	777,135
NORTH VANCOUVER CITY LIBRARY	4,453,563
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION	608,354
NORTH VANCOUVER RECREATION COMMISSION	5,965,926
SCHOOL DISTRICT NO.44 (NORTH VANCOUVER)	188,800

<b>Total contributions exceeding \$25,000</b>	<b>12,344,619</b>
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**Listing of grants exceeding \$25,000**

CAPILANO COMMUNITY SERVICES SOCIETY	85,321
DISTRICT OF NORTH VANCOUVER	165,857
DISTRICT OF WEST VANCOUVER	48,997
FAMILY SERVICES OF THE NORTH SHORE	55,013
LOOKOUT HOUSING AND HEALTH SOCIETY	290,499
NAVY LEAGUE OF CANADA	73,500
NORTH SHORE COMMUNITY RESOURCES	47,493
NORTH SHORE NEIGHBOURHOOD HOUSE	203,219
NORTH SHORE RESTORATIVE JUSTICE SOCIETY	40,142
NORTH VANCOUVER MUSEUM & ARCHIVES	625,000
NORTH VANCOUVER RECREATION COMMISSION	94,268
SILVER HARBOUR CENTRE SOCIETY	168,201
SQUAMISH NATION	180,670
THE SALVATION ARMY NORTH SHORE	35,700
TSLEIL-WAUTUTH NATION	111,670

<b>Total of grants exceeding \$25,000</b>	<b>2,225,551</b>
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<b>Total of all grants and contributions exceeding \$25,000</b>	<b>14,570,169</b>
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<b>Consolidated total of grants and contributions less than \$25,000</b>	<b>326,688</b>
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<b>Grand total of all grants and contributions</b>	<b>14,896,857</b>
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**The Corporation of the City of North Vancouver**  
**Reconciliation between total payments to suppliers & financial statements**  
**FIR Schedule 1, Section 7 (1) (c)**  
**2021**

	000's
FIR Schedule 1, Section 7(1)(a) & (b) – Payments to Suppliers of Goods and Services	\$ 81,867
FIR Schedule 1, Section 7(2)(b) – Grants and Contributions	14,897
<b>Subtotal – Payments to Suppliers</b>	<b>96,764</b>
FIR Schedule 1, Section 6(2)(a) – Remuneration paid to elected Officials	440
FIR Schedule 1, Section 6(2)(b) and 6(2)(c) – Employee remuneration	44,534
Reconciling items	(14,838)
Total expenses per Consolidated Statement of Financial Activities	<u>\$ 126,900</u>

The schedule of payments to Suppliers of goods and services is based on actual payments processed through the City's Accounts Payable system. This provides assurance on completeness, as the reported amounts are reconciled to the payment register and electronic funds transfer records. The schedule of payments to supplier is a "cash basis" listing. This will vary from the expenditures in the consolidated financial statements, which are reported on an accrual basis.

In addition, there are payments issued by the City which are not considered payments for the provision of goods and services, such as payments made to other taxing authorities, employee payroll deductions, debt repayments and deposit refunds.

## **Council Approval of the Statement of Financial Information**

***Council Resolution to be Added***

## **Financial Information Regulation - Schedule 1 (Checklist)**

## Financial Information Regulation - Schedule 1 (Checklist)

### For the Corporation:

Corporate Name:	The Corporation of the City of North Vancouver	Contact Name:	Larry Sawrenko
Fiscal Year End:	December 31, 2021	Phone Number:	(604) 982-8343
Date Submitted:	June 30th, 2022	E-mail:	lsawrenko@cnv.org

### For the Ministry:

Ministry Name: _____	Reviewer: _____				
Date Received: _____	Deficiencies:	Yes		No	
Date Reviewed: _____	Deficiencies Addressed:	Yes		No	
Approved (SFO): _____	Further Action Taken: _____				

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FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	✓			See page 5
1 (1) (b)	Operational statement	✓			See page 6
1 (1) (c)	Schedule of debts	✓			See page 15, note 6
1 (1) (d)	Schedule of guarantee and indemnity agreements	✓			See page 21, note 10(f)
1 (1) (e)	Schedule of employee remuneration and expenses	✓			See page 27 - 37
1 (1) (f)	Schedule of suppliers of goods and services	✓			See page 38 - 46
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	✓			
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	✓			



FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>Show changes in equity and surplus or deficit due to operations</li> </ul>	✓  ✓			See Consolidated Statement of Financial Position  See Consolidated Statement of Operations and notes to the financial statements for changes in equity
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>a Statement of Changes in Financial Position</li> </ul>	✓ ✓			See Consolidated Statement of Operations  See Consolidated Statement of Cash Flows
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>The omission must be explained in the notes</li> </ul>			✓ ✓	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	✓			See page 19, note 9(c)
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date			✓	
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts			✓	

<b>FIR Schedule 1 Section</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	✓ ✓			See page 15, note 6
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)			✓	
5 (2)	State the entities involved, and the specific amount involved if known			✓	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	✓ ✓			See page 21, note 10(f)
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	✓			
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	✓			
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	✓			
6 (2) (d)	Reconcile or explain any difference between total remuneration in this	✓			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
	schedule and related information in the operational statement				
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	✓			
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	✓			Employer share of CPP for elected officials was shown under the heading "Benefits" on FIR Schedule 1, Section 6(2)(a)
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	✓  ✓			
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses			✓	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	✓			
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	✓			
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	✓			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	✓			

#### Inactive Corporations

8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			✓	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			✓	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			✓	




#### Approval of Financial Information

9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)			✓	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	✓			
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	✓			See Consolidated Financial Statements – Statement of Management Responsibility
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	✓			See Consolidated Financial Statements – Statement of Management Responsibility

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	✓			

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: REPORT REQUIRED UNDER LOCAL GOVERNMENT (GREEN COMMUNITIES) STATUTES AMENDMENT ACT, 2008

Date: June 15, 2022 File No: 05-1610-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated June 15, 2022, entitled "Report Required Under the Local Government (Green Communities) Statute Amendment Act, 2008":

THAT this report be received and filed.

**PURPOSE**

The purpose of this report is to provide Council with financial information required under the Local Government (Green Communities) Statutes Amendment Act, 2008.

**BACKGROUND**

In April of 2008, the Province passed the Local Government (Green Communities) Statutes Amendment Act, 2008 (the "Act"). This Act amended a number of sections of the Local Government Act ("LGA") relating to expenditures on development cost charge works, parking space construction, and alternative transportation initiatives, and added some additional reporting requirements.

This report addresses those reporting requirements.

## DISCUSSION

### Development Cost Charges

Local Government Act Section 937.01 requires:

*In each year,*

*a. the Director of Finance must prepare and submit to Council a report for the previous year that includes the following, reported for each purpose under this section for which the Council imposes the development cost levy in the applicable year:*

- i. the amount of the development cost levies received;*
- ii. the expenditure from the development cost levy reserve funds;*
- iii. the balance in the development cost levy reserve funds at the start and at the end of the applicable year;*
- iv. and waivers or reductions under subsection (10.4); and*

*b. as soon as practicable after receiving the report, the Council must consider the report and make it available to the public.*

Development Cost Charges Bylaw, 2016, No. 8471 was adopted by Council July 25th, 2016. The bylaw provides a structured DCC program to assist in funding the cost of expanding and upgrading transportation infrastructure, park/parkland development, as well as funding the impacts of growth on the City's water, sanitary sewer and drainage utilities.

### Transportation DCC Reserve

The transportation DCC program includes projects principally focused on required multi-mode transportation such as bicycle routes, bridges, sidewalks etc.

Transportation DCC Reserve		2021
Opening Balance	\$	3,090,164
Interest		47,950
Contributions		548,177
Expenditure		(1,172,802)
Closing Balance	\$	2,513,488



### **Parks DCC Reserve**

The Parks DCC program includes acquisition of parkland and prescribed parks works that include development of parks, trails, and greenways throughout the City.

<b>Parks DCC Reserve</b>		<b>2021</b>
Opening Balance	\$	17,142,234
Interest		294,315
Contributions		1,452,876
Expenditure		(1,568,920)
Closing Balance	\$	17,320,505

### **Utility DCC Reserves**

The utility DCC programs include the expansion of our existing utility infrastructure to accommodate new growth.

<b>Water DCC Reserve</b>		<b>2021</b>
Opening Balance	\$	627,038
Interest		12,235
Contributions		168,051
Expenditure		-
Closing Balance	\$	807,324

<b>Sanitary Sewer DCC Reserve</b>		<b>2021</b>
Opening Balance	\$	592,286
Interest		11,592
Contributions		164,224
Expenditure		-
Closing Balance	\$	768,101

<b>Drainage DCC Reserve</b>		<b>2021</b>
Opening Balance	\$	507,769
Interest		9,970
Contributions		144,444
Expenditure		-
Closing Balance	\$	662,183

## DCC Reductions or Waivers

The Act amended the LGA to provide a municipality the ability to pass a bylaw allowing waivers or reductions of DCC's to certain categories of development, including:

- a) not for profit rental housing, including supportive living housing;
- b) for-profit affordable rental housing;
- c) a subdivision of small lots that is designed to result in low greenhouse gas emissions;
- d) a development that is designed to result in a low environmental impact.

The City provides a 100% waiver of DCC's for not-for-profit rental housing. The City does not provide a waiver related to other types of eligible development. No DCC's were waived in 2021.

## Parking-in-lieu Payments and Alternative Transportation

Local Government Act Section 906(9) requires:

*A local government must prepare and consider a report respecting the previous year in relation to the reserve funds required under this section (Parking Fund and Alternative Transportation Fund) including the following information separately for each of the purposes established under this subsection:*

- a) the amounts received in the applicable year;*
- b) the expenditures from the reserve funds in the applicable year;*
- c) the balance in the reserve funds at the start and at the end of the applicable year; and*
- d) the projected timeline for future projects to be funded from the reserve funds*

## Parking Reserve

Parking Reserve	2021
Opening Balance	\$ 169,187
Interest	4,497
Contributions	175,000
Expenditure	(7,892)
Closing Balance	\$ 340,791

The City's parking reserve has two funding sources. One is from payments-in-lieu of parking space construction, which are allowed by legislation in certain cases to meet City zoning requirements for parking, by providing payment instead of off-street parking space construction. The second source is from a portion of parking revenues from 1988-2003 to fund parking-related projects. Since 2003 all parking revenues have been treated as general operating revenue. In the year the fund recognized parking contribution in

amount of \$175,000. This reserve is expected to fully exhausted in 2022 funding parking initiatives for the Harry Jerome Community Recreation Centre.

### **Sustainable Transportation Reserve**

Local Government Act Section 906(7) allows the creation of a Reserve to fund "transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation". At the March 10, 2008 Finance Committee meeting, Council directed that such a fund be established, and that an amount equivalent to 0.25% of a tax point, or \$87,500, be added to the Project Plan to support alternative transportation projects.

<b>Sustainable Transportation Reserve</b>	<b>2021</b>
Opening Balance	\$ 187,042
Interest	3,096
Contributions	87,500
Expenditure	(113,530)
Closing Balance	\$ 164,108

There is an annual contribution of \$87,500 to the Sustainable Transportation Reserve Fund. Reserve balances are expected to be fully exhausted at the end of 2022 and used to support the City's Transit Improvement Program, a program to study, design, and implement transit priority interventions like bus lanes, signal priority and bus bulbs as well as accessibility upgrades to improve access to Transit).

### **FINANCIAL IMPLICATIONS**

The financial implications are covered in the body of the report.

### **STRATEGIC PLAN, ORP OR POLICY IMPLICATIONS:**

This report supports the 2022 Corporate Business Plan Corporate Outcome to be "An Open & Engaged Organization".

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2022 APPROPRIATIONS #2 - AMENDMENT

Date: June 21, 2022 File No: 16-8350-20-0039/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated June 21, 2022, entitled "2022 Appropriations #2 - Amendment":

THAT Appropriation #2215 in the amount of \$2,396,000 from the Carbon Reserve be amended to be from the Affordable Housing Reserve;

**ATTACHMENTS**

1. Council Report dated June 10, 2022 with the subject "2022 Appropriations #2" (CityDoc [2187086](#))
2. 2022 Project Descriptions and Funding Allocations (CityDoc [2187980](#))

**BACKGROUND**

At its meeting on June 20, Council received and approved a report from the Chief Financial Officer dated June 10, 2022 recommending Appropriations #2 in the amount of \$158,692,000 (**Attachment 1**). One of the recommendations in that report was that \$2,396,000 be appropriated from the Carbon Reserve (Funding Appropriation #2215). This appropriation was to fund two projects, being the "NSNH Site Preparation" and "Supporting Affordable Housing Supply & Delivery".

## DISCUSSION

Subsequent to Council's approval of Funding Appropriation #2215, staff identified an error in the June 10<sup>th</sup> Report. In Attachment 1 to that June 10<sup>th</sup> report (**Attachment 2**), Funding Appropriation #2215 was correctly shown to come from the Affordable Housing Reserve. Funding Appropriation #2215 was however incorrectly shown in the Recommendation section of the June 10<sup>th</sup> report as being from the Carbon Reserve. The Affordable Housing Reserve the more appropriate reserve to fund projects that support affordable housing like the "NSNH Site Preparation" and "Supporting Affordable Housing Supply & Delivery" projects.

The purpose of this report is to correct the administrative error noted above, so that Funding Appropriation 2215 can be funded from the Affordable Housing Reserve.

## FINANCIAL IMPLICATIONS

There is no change in the amount of funding being recommended with this amendment. Funding for Appropriation #2215 remains available in the current 2022-2026 Financial Plan approved by Council.




RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2022 APPROPRIATIONS #2

Date: June 10, 2022 File No: 05-1705-30-0019/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated June 8, 2022, entitled "2022 Appropriations #2":

THAT (Funding Appropriation #2213) an amount of \$3,584,453 be appropriated from the General Capital Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2214) an amount of \$1,361,600 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2215) an amount of \$2,396,000 be appropriated from the Carbon Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2216) an amount of \$135,507 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2217) an amount of \$85,000 be appropriated from the Public Art Reserve for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2218) an amount of \$507,915 be appropriated from the Parking Reserve for the purpose of funding the 2022 Capital Plan;



THAT (Funding Appropriation #2219) an amount of \$150,163,125 be appropriated from the Civic Amenity Reserve-HJ for the purpose of funding the 2022 Capital Plan;

THAT (Funding Appropriation #2220) an amount of \$300,000 be appropriated from the Cemetery Reserve for the purpose of funding the 2022 Capital Plan;

THAT "Development Cost Charge (Parks) Reserve Fund Bylaw, 2022, No. 8941" (2022 Capital Plan Funding) a Bylaw to appropriate an amount of \$123,750 from DCC (Parks) Reserve Fund to fund 2022 Capital Plan, be considered;

THAT "Development Cost Charge (Transportation) Reserve Fund Bylaw, 2022, No. 8942" (2022 Capital Plan Funding) a Bylaw to appropriate an amount of \$34,650 from DCC (Transportation) Reserve Fund to fund 2022 Capital Plan, be considered;

AND THAT should any of the above amounts remain unexpended as at December 31, 2025, the unexpended balances shall be returned to the credit of the respective fund.

## ATTACHMENTS

1. 2022 Project Descriptions and Funding Allocations (CityDoc [2187980](#) )
2. Information Report – New Traffic Signals (CityDoc [2177139](#))
3. Information Report – The HUB Redevelopment Site (CityDoc [2177005](#))
4. Information Report - Upper Level Greenway (CityDoc [2183573](#))
5. Proposed Bylaw 8941 Development Cost Charge Parks Reserve Fund (CityDoc [2186990](#))
6. Proposed Bylaw 8942 Development Cost Charge Transportation Reserve Fund (CityDoc [2186988](#))

## SUMMARY

This report follows adoption of the 2022-2026 Financial Plan, and provides details of projects where appropriations are recommended.

## DISCUSSION

This report recommends that funds be appropriated so work can begin on some of the projects included in the 2022-2026 Financial Plan. Project teams are ready to deliver these projects, and funds are needed before Appropriation #3, which is currently planned for September. Staff have also reviewed the need for the projects since the approval of the 2022-2026 Financial Plan and continue to support proceeding. Appropriation is the final step in the funding of these projects and, if approved, will allow funds to be expended.



**Attachment 1** provides additional information regarding each project. **Attachments 2-4** provide more detailed background on projects with planned appropriations greater than \$500,000 over the Financial Plan period, which are not part of ongoing capital replacement programs. **Attachments 5-6** are proposed Bylaws for Council consideration that, if approved, will enable use of Development Cost Charge funding to support a park (Upper Levels Greenway Development) and a transportation (Priority Mobility Network Improvements) project. In addition, a separate report from the Sr. Project Manager, Strategic Initiatives dated June 3rd, 2022, entitled "2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Awards - Harry Jerome Community Recreation Centre and Silver Harbour Seniors' Activity" has also been provided to Council and provides additional information on those two projects (CityDoc [2186869](#)).

## FINANCIAL IMPLICATIONS

Funding is included in the current 2022-2026 Financial Plan as approved by Council and is available for appropriation.

## INTER-DEPARTMENTAL IMPLICATIONS

The 2022-2026 Financial Plan is a reflection of the policies of the City and the work plans of all City departments. Finance staff rely on their close working relationships with staff in other departments and the City's shared-cost agencies in developing this Plan.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The preparation and approval of a Financial Plan is consistent with the requirements of the Community Charter and several of the objectives of the City's 2014 Official Community Plan. The Plan was also prepared taking into consideration the 2018-2022 Council Strategic Plan.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

# 2022 Project Descriptions and Funding Allocations

Attachment 2

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
<b>Appropriation 2213 – General Capital Reserve</b>							
2 - 11	Centennial Theatre	NVR&CC	Howard Kiang	200,000	115,000	85,000	This project will address planned major components replacement and renovation at Centennial Theatre.
2 - 13	John Braithwaite Community Centre	NVR&CC	Howard Kiang	55,000	0	55,000	This project will deliver functional upgrades and planned major components replacement to the John Braithwaite Community Centre.
2 - 15	Harry Jerome - Major Repairs	NVR&CC	Howard Kiang	300,000	0	150,000	Replace or repair building systems that fail due to unforeseen circumstances. All projects will be assessed for cost/benefit before work proceeds.
2 - 19	Provision - HJCRC Outside Consulting	Finance	Larry Sawrenko	160,000	0	160,000	The requested funds will be appropriated as needed to fund the use of external consultants to facilitate the marketing, disposition and other land transaction related costs of the Harry Jerome Neighbourhood Lands (HJNL).
2 - 22	City Library Middle Years Space	NVC Library	Deb Hutchison Koep	108,160	0	108,160	Create a distinct, age-appropriate space in the library for school-aged children, uniquely designed to meet the needs of children in the "middle years". Working creatively within existing space constraints, the project incorporates relocation of functions and library shelving, and addition of lighting, computing, and new furnishings to create space suitable for study, collaboration, self-directed learning and reading.
2 - 26	Shipyards Destination Infrastructure Upgrades Project	Community & Partner Engagement	Magda Kwaterska / Robert Skene	200,000	0	200,000	Site Infrastructure to support mobile vending, improvements to site electrical, site plumbing upgrades, demountable overhead structures for rain protection, crowd control infrastructure that includes railings, directional pathways, wayfinding and interpretive signage. This project also includes replacement of Heritage Crane lighting and Burrard Dry Dock infrastructure upgrades to support and attract larger commercial vessels.
3 - 5	Traffic Signal System Upgrades	Engineering: Parks & Environment	Kliment Kuzmanovski	370,000	0	370,000	Upgrade of traffic signal poles, underground wiring, signal communication systems, and controllers in the City. Locations and project details to be determined per results from various traffic engineering analysis and based on needs for upgrading traffic signal equipment.
3 - 7	City-Wide LED Streetlight Upgrade	Engineering: Parks & Environment	Kliment Kuzmanovski	250,000	0	250,000	City-wide replacement of the existing, inefficient High Pressure Sodium (HPS) streetlights with efficient Light Emitting Diodes (LED). This is estimated to reduce electricity consumption by 40%. The upgrade is estimated to result in annual cost savings in electricity.
3 - 11	Traffic Signal Pre-emption for Fire Emergency Vehicles	Engineering: Parks & Environment	Kliment Kuzmanovski	80,000	0	80,000	Traffic signal pre-emption allows a fire truck to communicate with downstream traffic signals increasing its likelihood of receiving a green light. It can also communicate with traffic signals further ahead to get traffic flowing before the truck arrives in order to decrease response times.
3 - 23	Public Realm Improvements	Engineering: Streets	Christel Lindgren	50,000	15,000	35,000	Provides streetscape elements to enhance the experience of the public realm. Elements may include, but are not limited to benches, water fountains, garbage cans, bike racks and holiday lighting.
3 - 25	Living City Tree Program	Engineering: Streets	Christel Lindgren	120,000	0	120,000	The program will plant trees on streets that currently have few or no street trees, and include a three year project along City high streets replacing dead and dying trees and improving conditions for existing street trees to counter challenging urban growing conditions with supportive infrastructure to promote long-term tree health.
3 - 28	Public Realm Accessibility Improvements	Engineering: Streets	Justin Hall	20,000	0	20,000	Retrofit existing infrastructure throughout the City to continue to provide access to all, aligned with regional, national and international best practices. Works may include, but not be limited to the application of tactile walking surface indicators, braille signage, automatic door openers and ramps. The program will also support the provision of equipment for assistive devices to enable all residents and visitors to enjoy the City's parks, trails and green spaces.
3 - 29	Transit Improvement Program	Engineering: Streets	Justin Hall	64,493	0	64,493	This program will support technical study, design and implementation of transit priority interventions like bus lanes, signal priority and bus bulbs as well as accessibility upgrades to improve access to transit.
4 - 10	Public School Playground Funding	Engineering: Parks & Environment	Mike Hunter	150,000	0	150,000	Council approved the Public Elementary School Playground Enhancements Revised Policy on October 7, 2019. This policy provides funding to specific schools to a maximum of \$75,000 each over a 10 year period.
4 - 25	Play Equipment Replacement	Engineering: Parks & Environment	Derek Priestley	35,000	0	35,000	The ongoing play equipment renewal and replacement program in 19 City parks.

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
4 - 26	Streetscape Renovations	Engineering: Parks & Environment	Derek Priestley	25,000	0	25,000	The City's existing volunteer traffic circle adoption program has experienced declining enrollment from community members resulting in a number of unmanaged overgrown and unsightly circles. This project will enable a proactive approach to renovating existing traffic circles to address sightline hazards caused by overgrowth and reduce the long-term maintenance cost while tracking what our actual maintenance costs would be in advance of applying for an ongoing 2023 operating budget.
4 - 27	Wooden Bridge and Stair Replacement	Engineering: Parks & Environment	Derek Priestley	25,000	0	25,000	This project consists of the replacement of aging wooden structures, such as stairs, bridges and boardwalks, throughout the City's park system.
4 - 28	Grass Sports Field Renovations	Engineering: Parks & Environment	Mike Hunter	75,000	0	75,000	The City's sand-based grass fields are more than 20 years old and are in need of renovation. The drainage and irrigation systems need to be updated in order to keep the fields playable through the year. Loutet #2 field was completed in 2016, Loutet #1 in 2019, and Ray Perrault field is the next priority for 2022. Remaining fields to be completed are Loutet Field #3 in 2024 and Kinsmen Stadium Field in 2026
6 - 8	NVRC Maintenance Vehicles	NVR&CC	Howard Kiang	115,000	0	115,000	Replacement of NVRC maintenance vehicles from 2022 to 2031. The City's portion of the cost share is 33.94%. In 2022, one Full size pick up, one mid size van and one full size van are scheduled to be replaced.
6 - 10	NVRC Recreation Program Equipment	NVR&CC	Howard Kiang	130,000	0	130,000	Program equipment such as weight room, sports & activities equipment, activity room furnishings & equipment, theatre performance equipment for Centennial Theatre and John Braithwaite Community Centre needs to be replaced periodically. The City's portion of the cost share is 33.94%
6 - 14	Pool Car Replacement	Finance	Sabine Zander	50,000	0	50,000	Replacement of Pool Vehicles / Bikes. Vehicles are replaced every 10 years, bikes are replaced every 5 years. In 2022, one Chevy Volt is being replaced.
6 - 17	Library shelving replacement	NVC Library	Monique Liddle	40,800	0	40,800	Replacement of end-of-life library shelving
7 - 10	Website Renewal	NVC Library	Deb Hutchison Koep	5,000	0	5,000	Design City Library website to incorporate new technology and security updates, refresh information architecture and design, integrate new library services into the digital space, and provide a seamless user experience for library patrons.
7 - 20	Facility desktop hardware refresh	NVR&CC	Preston Corrigan	21,000	0	21,000	Regular scheduled maintenance and replacement of desktop computer hardware including PC's, monitors, peripherals, printers etc.
7 - 21	Document Management System Replacement	NVR&CC	Preston Corrigan	20,000	0	20,000	NVRC currently uses the eDocs system for document management at a licensing cost of approximately \$15,000 per year. In 2021 NVRC migrated to Office 365 which includes Sharepoint licenses. This project would fund the migration from eDocs to Sharepoint and result in annual operating savings of \$15,000 in eDocs licenses.

# 2022 Project Descriptions and Funding Allocations

Attachment 1

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
7 - 22	Perfect Mind Development and Integration	NVR&CC	Preston Corrigan	10,000	0	10,000	North Vancouver Recreation and Culture is currently implmenting Perfect Mind to replace the CLASS recreation management system. The core Perfect Mind system went live in May, 2019. This project will allow us to fund integration of Perfect Mind with existing NVRC systems and processes to meet business needs and improve operational efficiency.
10 - 15	Block Funding - Planning and Development	Planning & Development	Tim Ryce	10,000	0	10,000	Construction regulations (building codes, referenced standards, etc.) are considered living documents, constantly evolving in response to - for example - new technologies, environmental sustainability efforts, and new opportunities for the support of healthy, accessible built environments. The provision of the block funding requested below supports the Building Division's efforts to remain leaders in innovative construction administration.
10 - 16	Block Funding - NVRC	NVR&CC	Howard Kiang	50,000	0	30,000	Block funding for minor capital projects. The City is responsible for 100% of the capital costs for City owned recreation facilities.
10 - 18	Block Funding - Shipyards	Community & Partner Engagement	Magda Kwaterska	35,000	0	35,000	Block Funding to acquire capital items under \$10,000 for The Shipyards (Shipyards Commons, Cates Deck, Shipbuilders' Square, St Roch Dock and Burrard Dry Dock Pier.
10 - 21	NVRC - Recreation and sport facility/venue plan update	NVR&CC	Heather Turner	51,000	0	51,000	This project involves a consultant led process of stakeholder and staff consultation, demographic and participation analysis, needs assessments to supplement the 2018 NVRC data and indoor and outdoor recreation and sport facility/venue recommendations in accordance with the decision-making matrix in the CNV Community Recreation Strategy. NVRC staff are working with City parks staff and others as appropriate to ensure this work is aligned with City needs. The City's portion of the cost share is 33.94%.
10 - 22	Open Streets, Parklets and Placemaking	Planning & Development	Leah Herman	275,000	0	125,000	This project will (1) focus on improving the accessibility, functionality, durability and aesthetic appeal of Open Streets Central Lonsdale infrastructure long-term (2) enhance the experience of the public realm in Central Lonsdale and other pockets of the City through placemaking initiatives that include but are not limited to parklets, street seats, cultural interventions and programming year round.
10 - 23	City Studio CapU Parntership	Community & Partner Engagement	Lisa Stirling	48,000	0	48,000	Year two of three - City Studio provides an opportunity for CapU students to work on City issues and opportunities gaining work experience while providing research and student motivation to provide ideas for City projects that staff are working on or would like to undertake but don't have the time. 14 projects were showcased in Spring 2021. The funding has allowed the project to move from a pilot to a three year term partnership with CapU. The project is administered by CapU and CNV contributions are 50% of the cost.
10 - 24	Community Engagement Strategy	Community & Partner Engagement	Pardeep Purewal	60,000	0	60,000	Develop a community engagement program that includes the planning, design and implementation of a multi-medium community engagement strategy, including training and guiding all departments and staff on enhanced and tailored engagement practices. The program will also include a equity, diversity, inclusion and reconciliation lens to ensure the City's engagement efforts are inclusive, respectful and meaningful to diverse community members.
10 - 25	Community Recreation Strategy	Strategic & Corporate Services	Mike Friesen	61,000	0	61,000	Funding for the second phase of the Community Recreation Strategy which will review, assess and prioritize cultural amenities.

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
10 - 27	Amenity and Public Benefit Strategy Review	Planning & Development	Renee de St. Croix	125,000	0	125,000	Review and enhance the Community Amenity Contribution (CAC) and Density Bonus policy. Consider new opportunities and/or enhancements for commercial use, inclusionary housing, incentives, land value capture (transit and "pre-capture"), in-kind amenities, and cash contributions. Social needs assessment(s) / asset mapping will be undertaken to establish priority needs for social infrastructure investments, in partnership with relevant stakeholders (City departments, other authorities, service providers, community groups, etc).
10 - 28	Child Care and Social Amenity Design Guidelines	Planning & Development	Renee de St. Croix	25,000	0	25,000	Develop design guidelines for child care and other social amenities to ensure quality design, care, and operational needs are met. The guidelines are intended to ensure the social considerations such as amenity spaces, accessibility, public art, active design, age-friendly, dementia-friendly, green spaces, etc. are considered and a criteria or principles are applied throughout public and private projects in the City.
10 - 31	Land Use and Long Range Studies	Planning & Development	Renee de St. Croix	40,000	0	40,000	Land use studies as identified in the OCP or at Council direction. Long range planning studies that integrate land use and long range planning to support community growth and development, including data, public consultation, and other evidence based studies (social, environmental, economic, etc) identified or required to support long range city building objectives.
10 - 32	Zoning Bylaw Update	Planning & Development	Renee de St. Croix	375,000	0	375,000	Update the zoning bylaw to provide a better framework for development in the City. This will include focused review of regulations concerning employment lands and missing middle housing regulations to advance strategic economic development and housing initiatives.
10 - 33	Climate and Environment Strategy Implementation	Planning & Development	Jennifer Draper	135,000	0	75,000	The Climate and Environment Strategy (CES) Implementation project will consist of high priority actions to reduce carbon pollution, improve resiliency, protect and enhance our natural systems and demonstrate leadership in corporate facilities and operations. Guided by the CES, this project will include actions to reduce carbon pollution corporate buildings and fleet, accelerate the transition to electric vehicles in the City, address consumption-based emissions and embodied carbon, and increase the health and biodiversity of our natural areas.
10 - 37	INSTPP Implementation	Planning & Development	Jennifer Draper	100,000	0	100,000	In support of the Council endorsed INSTPP (Integrated North Shore Transportation Planning Project) transportation planning priorities, staff on an annual basis lead and project manage studies, undertake inter-governmental liaison and stakeholder engagement, collect North Shore wide transportation data and participate in regional transportation planning processes to advance interests on behalf of the North Shore local and First Nations governments.
10 - 42	Micro-Mobility Services Planning and Coordination	Planning & Development	Andrew Devlin	25,000	0	25,000	This project will support dedicated staff resources and supplementary consultant services to develop and deliver guidelines, regulations and pilots for new and emerging personal, shared, or commercial mobility services and devices (e.g., e-scooters, e-bikes, ridehailing, micro cargo delivery vehicles, driverless vehicles) in the City in coordination with the Districts of West Vancouver and North Vancouver.
<b>Subtotal Appropriation #2213</b>						<b>\$ 3,584,453</b>	

**Appropriation 2214 – Civic Amenity Reserve**

3 - 3	New Traffic Signals	Engineering: Parks & Environment	Kliment Kuzmanovski	865,000	0	865,000	Existing pedestrian and vehicular traffic volume warrants installation of a full traffic signal at these intersections. The requested funds are needed for design and construction of new traffic signals. See Attachment #2 to this report
3 - 15	Installation of Accessible Pedestrian Units	Engineering: Parks & Environment	Kliment Kuzmanovski	35,000	0	35,000	Installation of Accessible Pedestrian Signal (APS) devices at various signalized intersections within the City (audible signals).

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
3 - 17	Pedestrian and Roadway Lighting Implementation	Engineering: Parks & Environment	Kliment Kuzmanovski	300,000	0	300,000	Design and construction of new roadway and pedestrian level lighting throughout the City as per the street lighting implementation plan completed in 2019. A certain amount of the funds requested in 2022 will be used for engaging a professional engineering consultant and a legal consultant to assist creating a new policy document related to municipal street lighting requirements, plans, programs, commitments, addressing liability risk and expectations.
3 - 20	Upper Levels Greenway	Engineering: Parks & Environment	Mo Bot	126,250	0	126,250	This project will complete alternatives assessment, design, community engagement and construction of a new All Ages and Abilities mobility route that is identified for delivery in Phase 2 of the Priority Mobility Network Project as approved by Council in the Priority Mobility Network Strategy (2019). The project will engage closely with the local residents and other stakeholders to assess needs and navigate trade-offs to deliver a route that aligns with the WalkCNV and Safe Mobility Strategy goals and objectives. See Attachment #4 to this report
3 - 30	Priority Mobility Network Improvements	Engineering: Streets	Justin Hall	35,350	0	35,350	This project will execute on the consultation, design and construction of priority corridors identified in the Council approved Priority Mobility Network Strategy (2019) and continue to prioritize future work based on approved evaluation criteria. This work will result in infrastructure tailored to the unique street context and suitable for a broad range of human and electrified mobility devices like bicycles and scooters with users of All Ages and Abilities (AAA). The project is being delivered with support from Transportation Planning.

**Subtotal Appropriation #2214** **\$ 1,361,600**

**Appropriation 2215 – Affordable Housing Reserve**

2 - 32	NSNH Site Preparation	Strategic & Corporate Services	Mike Friesen	3,021,000	700,000	2,321,000	Funds to prepare the NSNH / Derek Inman Park Site for development. See Attachment #3 to this report.
10 - 30	Supporting Affordable Housing Supply and Delivery	Planning & Development	Renee de St. Croix	75,000	0	75,000	Housing Initiatives to improve the supply and delivery of affordable housing in the City. This may include part two of the duplex special study area, post occupancy surveys, short term rental policy review, MMR criteria, family units inclusionary policy review, homeless protocols, Affordable Housing Reserve Fund Terms of Reference Update, Non-Profit Housing Regeneration Policy, Homelessness Action Initiative, and/or other housing initiatives.

**Subtotal Appropriation #2215** **\$ 2,396,000**

**Appropriation 2216 – Sustainable Transportation Fund**

3 - 29	Transit Improvement Program	Engineering: Streets	Justin Hall	135,507	0	135,507	This program will support technical study, design and implementation of transit priority interventions like bus lanes, signal priority and bus bulbs as well as accessibility upgrades to improve access to transit.
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**Subtotal Appropriation #2216** **\$ 135,507**

**Appropriation 2217 – Public Art**

5 - 2	Public Art Civic Program	NVR&CC	Lori Phillips	85,000	0	85,000	The annual Civic Public Art Program provides for the inclusion of public art projects in coordination with civic engineering and parks capital projects each year. The resulting public artwork builds upon the City owned art inventory in parks, municipal buildings, streets, plaza or other civic areas. Since inception the Civic Public Art Program has commissioned and completed 50 municipality public art projects. Projects in 2022 include the a Lonsdale Dog Park Plaza (\$60k) and an enhancement to the walls of the Spirit Trail underpass near Mosquito Creek (\$25k).
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**Subtotal Appropriation #2217** **\$ 85,000**

# 2022 Project Descriptions and Funding Allocations

Attachment 1

Ref #	Project Name	Dept	Lead	2022 City Funded Amount as approved in the 2022-2026 Financial Plan	Previously Appropriated	Appropriation #2	Description
<b>Appropriation 2218 – Parking</b>							
2 - 18	Harry Jerome Community Recreation Centre	Strategic & Corporate Services	Dianna Foldi	507,915	0	507,915	Tendering, Construction and commissioning of below grade structure, main building, on and off-site works for the new Harry Jerome Community Recreation Centre (HJCRC). For further information please refer to the report of the Sr. Project Manager, Strategic Initiatives dated June 3rd, 2022, entitled “2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Awards - Harry Jerome Community Recreation Centre and Silver Harbour Seniors’ Activity. (CityDocs2186869)
<b>Subtotal Appropriation #2218</b>						<b>\$ 507,915</b>	
<b>Appropriation 2219 – Civic Amenity HJ</b>							
2 - 18	Harry Jerome Community Recreation Centre	Strategic & Corporate Services	Dianna Foldi	148,439,234	14,450,000	133,989,234	Tendering, Construction and commissioning of below grade structure, main building, on and off-site works for the new Harry Jerome Community Recreation Centre (HJCRC). For further information please refer to the report of the Sr. Project Manager, Strategic Initiatives dated June 3rd, 2022, entitled “2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Awards - Harry Jerome Community Recreation Centre and Silver Harbour Seniors’ Activity (CityDocs2186869)
2 - 21	Silver Harbour Seniors Activity Centre	Strategic & Corporate Services	Dianna Foldi	18,723,891	2,550,000	16,173,891	The Silver Harbour Seniors' Activity Centre will be a stand-alone facility located on the north side of 23rd Street / Lonsdale and integrated with the overall infrastructure and services of the new HJCRC facility. For further information please refer to the report of the Sr. Project Manager, Strategic Initiatives dated June 3rd, 2022, entitled “2022-2031 Capital Plan – Projects Over \$500,000: Funding Appropriation and Contract Awards - Harry Jerome Community Recreation Centre and Silver Harbour Seniors’ Activity (CityDocs2186869)
<b>Subtotal Appropriation #2219</b>						<b>\$ 150,163,125</b>	
<b>Appropriation 2220 - Cemetery Reserve</b>							
1 - 5	City Cemetery Program	Engineering: Parks & Environment	Derek Priestley	300,000	0	300,000	Dedicated funding from the Cemetery Reserve to finance the replacement of existing cemetery infrastructure as well as the provision of new cemetery services to meet community needs.
<b>Subtotal Appropriation #2220</b>						<b>\$ 300,000</b>	
<b>Bylaw 8941 – DCC Parks</b>							
3 - 20	Upper Levels Greenway	Engineering: Parks & Environment	Mo Bot	123,750	0	123,750	This project will complete alternatives assessment, design, community engagement and construction of a new All Ages and Abilities mobility route that is identified for delivery in Phase 2 of the Priority Mobility Network Project as approved by Council in the Priority Mobility Network Strategy (2019). The project will engage closely with the local residents and other stakeholders to assess needs and navigate trade-offs to deliver a route that aligns with the WalkCNV and Safe Mobility Strategy goals and objectives.
<b>Subtotal Bylaw #8941</b>						<b>\$ 123,750</b>	
<b>Bylaw 8942 – DCC Transportation</b>							
3 - 30	Priority Mobility Network Improvements	Engineering: Streets	Justin Hall	34,650	0	34,650	This project will execute on the consultation, design and construction of priority corridors identified in the Council approved Priority Mobility Network Strategy (2019) and continue to prioritize future work based on approved evaluation criteria. This work will result in infrastructure tailored to the unique street context and suitable for a broad range of human and electrified mobility devices like bicycles and scooters with users of All Ages and Abilities (AAA). The project is being delivered with support from Transportation Planning.
<b>Subtotal Bylaw #8942</b>						<b>\$ 34,650</b>	
<b>Total Appropriations #2</b>						<b>\$ 158,692,000</b>	

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS AND ENVIRONMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Karyn Magnusson, Acting Director, Engineering, Parks and Environment

Subject: REGIONAL PUBLIC WORKS MUTUAL AID AGREEMENT

Date: June 15, 2022 File No: 11-5240-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Acting Director, Engineering, Parks and Environment, dated June 15, 2022, entitled "Regional Public Works Mutual Aid Agreement"

THAT The City of North Vancouver enter into a new Regional Public Works Mutual Aid Agreement (2022) which supersedes similar previous agreements from 1988 and 2000;

THAT the role of "Authorized Representative" in the new agreement be delegated to the Director, Engineering, Parks and Environment;

THAT the Mayor and Corporate Officer be authorized to sign the new agreement;

AND THAT once the new agreement is in place, the City terminate its participation in the Public Works – Mutual Aid Agreement for Emergencies (1988) and the GVRD Public Works Mutual Aid Agreement (2000).

**ATTACHMENTS**

1. Regional Public Works Mutual Aid Agreement (2022) ([CD#2190813](#))
2. GVRD Public Works Mutual Aid Agreement (February 8, 2000) ([CD#2190818](#))
3. Public Works Mutual Aid Agreement for Emergencies (1988) ([CD#1271516](#))

## **SUMMARY**

Emergency preparedness is a fundamental responsibility for local governments and responding to an emergency or natural disaster may require municipalities to help one another. The Regional Public Works Mutual Aid Agreement (the “New Agreement”) updates and modernizes an existing agreement executed in the year 2000, and provides an improved agreement which lays out the terms and conditions for sharing resources to enable municipalities to help each other when needed.

## **BACKGROUND**

In 1988, all three North Shore municipalities entered into a “Public Works - Mutual Aid Agreement for Emergencies,” (Attachment 3). The only parties to this agreement were the City of North Vancouver, the District of North Vancouver, and the District of West Vancouver. In the year 2000, the City of North Vancouver joined most other municipalities in the Lower Mainland in signing the GVRD Public Works Mutual Aid Agreement which provided a framework for municipalities to help one another when needed.

Over the past two years, Metro Vancouver has taken the initiative to review and update this agreement. The New Agreement modernizes some of the terminology, introduces cyber-attack as a type of emergency and opens the agreement to include additional jurisdictions such as Anmore, Belcarra, Bowen Island, Tsawwassen First Nation, Lions Bay, UBC/UEL, and Metro Vancouver itself.

## **DISCUSSION**

Various disparate events over the past few years have reinforced the importance for local governments to be prepared to deal with a range of unexpected situations. Examples just from the last 12 months include the ongoing pandemic, wildfires, extreme heat, as well as coastal and riverine flooding. When the response required to a particular event exceeds the available resources, individual jurisdictions will look to their neighbours for help.

Recently, North Shore Emergency Management (NSEM) and all three North Shore municipalities turned to existing mutual aid agreements for business continuity planning in the early days of COVID-19. For example, in the event that a specialized public works resource such as the staff who are trained to repair water mains became unavailable due to illness/quarantine, mutual aid agreements provided a mechanism to request this specialized resource from a neighbouring municipality. Fortunately, we did not have to request assistance, but the agreements provided a ready mechanism if we did.

This updated regional public works mutual aid agreement provides the terms and conditions for jurisdictions to allow for mutual support, aid and assistance to help ensure public works are maintained in the event of an emergency or other serious event. The New Agreement is based on the following principles:

- Voluntary support based on each jurisdiction’s situation and capacity;
- Call your neighbours first;
- Responders take direction from Requestors;



- Costs are reimbursed based on Responders "rates of the day" with a 10% overhead allowance added;
- All parties are expected to maintain sufficient insurance; and
- Provision included for Joinder Agreements (enabling others to join in future).

Metro Vancouver staff report that Squamish Nation would be able to participate through future Joinder Agreements as a New Party should they wish. Regardless, the City will continue to provide emergency services to Mission IR 1 (the Eslha7an community) as per current agreements.

The New Agreement defines an "Authorized Representative" to be designated by Council with the authority to request, allocate, and prioritize assistance on behalf of the jurisdiction. Staff recommends this role of Authorized Representative for the City continue to be delegated to the Director, Engineering, Parks and Environment. The previous agreements referred to this role generally as Municipal/City Engineer with responsibility for public works.

### **FINANCIAL IMPLICATIONS**

None.

### **INTER-DEPARTMENTAL IMPLICATIONS**

Mutual aid agreements support the mandate of NSEM to plan and coordinate municipal resources to prepare for, and respond to, emergencies on the North Shore specifically and across the region generally.

### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

Emergency preparedness is a key characteristic of a resilient community and participation in this regional mutual aid agreement aligns directly to the 2014 OCP:

- Goal 3.3: Support community resiliency and increase the capacity to recover from emergencies and disasters.

Participation in this mutual aid agreement also directly supports two of the outcomes documented in the 2021 update to the Corporate Business Plan:

- A Safe & Secure Community; and
- A Cooperative & Collaborative Organization.

RESPECTFULLY SUBMITTED:



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Karyn Magnusson, P.Eng.,  
Acting Director  
Engineering, Parks and Environment

**REGIONAL PUBLIC WORKS MUTUAL AID AGREEMENT**

This Agreement is made as of the \_\_\_\_ day of \_\_\_\_\_ 2022,

**AMONG:**

- 1) Village of Anmore
- 2) Village of Belcarra
- 3) Bowen Island Municipality
- 4) City of Burnaby
- 5) City of Coquitlam
- 6) City of Delta
- 7) City of Langley
- 8) Township of Langley
- 9) Village of Lions Bay
- 10) City of Maple Ridge
- 11) City of New Westminster
- 12) City of North Vancouver
- 13) District of North Vancouver
- 14) City of Pitt Meadows
- 15) City of Port Coquitlam
- 16) City of Port Moody
- 17) City of Richmond
- 18) City of Surrey
- 19) Tsawwassen First Nation
- 20) City of Vancouver
- 21) District of West Vancouver
- 22) City of White Rock
- 23) Metro Vancouver Regional District (as to Electoral Area A)
- 24) Greater Vancouver Sewerage and Drainage District
- 25) Greater Vancouver Water District
- 26) Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Municipal Affairs (as to the University Endowment Land)
- 27) University of British Columbia

**WHEREAS:**

- A. Capitalized terms used in these recitals and this Agreement have the meanings ascribed to them in Section 1.0;
- B. The local government councils and board of the Metro Vancouver Regional District (with respect to Electoral Area A) are "local authorities" within the meaning of the *Emergency Program Act*, [RSBC 1996] Chapter 111;
- C. Local Authorities are required under the *Local Authority Emergency Management Regulation* [B.C. Reg. 380/95] to identify the procedures by which emergency resources, including personnel, equipment and facilities may be obtained from sources within or outside of the jurisdictional area



for which the Local Authority has responsibility;

- D. A Major Emergency affecting one or more Local Authorities or Regional Authorities is likely to affect the Metro Vancouver region as a whole and as such, the Parties agree that it is in the best interests for the Parties to implement a coordinated and supportive response;
- E. Pursuant to the *Local Authority Emergency Management Regulation* [BC Reg. 380/95], a Local Authority may enter into mutual aid agreements for Resources and subsequent cost recovery outside of the jurisdictional area for which the Local Authority has responsibility;
- F. Pursuant to the *Local Government Act* [RSBC 2015, Chapter 1], a board of a regional district has the statutory authority to enter into mutual aid agreements with a Local Authority;
- G. Pursuant to the *Greater Vancouver Sewerage and Drainage District Act* [SBC 1956, Chapter 59] and the *Greater Vancouver Water District Act* [SBC 1924, Chapter 22], the GVS&DD and the GVWD, respectively, have the statutory authority to enter into mutual aid agreements with Local Authorities;
- H. Pursuant to the *University Endowment Land Act* [RSBC 1996 Ch. 469], the Minister of Municipal Affairs has the authority to enter into agreements respecting the administration of the University Endowment Land;
- I. Pursuant to the *University Act* [RSBC 1996 Ch. 468], the Board of Governors of the University of British Columbia has the authority to enter into agreements on behalf of the university; and
- J. The Parties desire to enter into this Agreement for the purposes of providing for mutual support, aid and assistance to, among other things, ensure that Public Works are maintained in the event of a Major Emergency.

**NOW THEREFORE** in consideration of the premises and of the sum of \$10.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the above signing Parties hereto covenant and agree with each other as follows:

## **1.0 Definitions**

In this Agreement, unless something in the subject matter or context is inconsistent therewith, the capitalized terms herein will have the meanings set out below:

- (a) **"Agreement"** means this agreement and includes all recitals and schedules to this agreement;
- (b) **"Authorized Representative"** means the representative of the Local Authority or Regional Authority authorized by the municipal council, regional board, Minister of Municipal Affairs or Board of Governors of the University of British Columbia, as applicable, to coordinate, allocate, and prioritize assistance under the terms of this Agreement.
- (c) **"Computer System"** means any computer, hardware, software, communications system, electronic device, server, cloud, or microcontroller, including similar system or any configuration of the aforementioned and including any associated input, output, data

storage device, networking equipment or back up facility.

- (d) **"Cyber Attack"** means an attempt to disrupt, disable, destroy or maliciously control a Computer System and includes, without limitation, an attempt to destroy the integrity of data or to steal controlled information.
- (e) **"Disaster"** means a calamity that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
  - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
- (f) **"Effective Date"** has the meaning given in Section 9.1;
- (g) **"Emergency"** means a present or imminent event or circumstance that:
  - (i) is caused by accident, fire, explosion, pandemic, technical failure or the forces of nature; and
  - (ii) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property.
- (h) **"GVS&DD"** means the Greater Vancouver Sewerage and Drainage District;
- (i) **"GVWD"** means the Greater Vancouver Water District;
- (j) **"Joinder Agreement"** means an agreement substantially in the form attached hereto as Schedule "A", pursuant to which a New Party agrees to join and be bound by the terms of this Agreement;
- (k) **"Local Authority"** means:
  - (i) for a municipality, the municipal council; and
  - (ii) for an electoral area in a regional district, the board of the regional district;

and for the purposes of this Agreement includes the following parties who are not are "local authorities" within the meaning of the *Emergency Program Act*, [RSBC 1996] Chapter 111:

  - (iii) for the University Endowment Lands, the Minister of Municipal Affairs; and
  - (iv) for the University of British Columbia, its Board of Governors.
- (l) **"Major Emergency"** means an Emergency, Disaster or Other Serious Incident that involves one or more Local Authorities or Regional Authorities and requires resources beyond the capability of one or more of the Local Authorities or Regional Authorities



involved.

- (m) **"New Party"** has the meaning given in Section 9.3 below.
- (n) **"Other Serious Incident"** means any sudden, unexpected, or unintended incident, other than a Disaster or Emergency, and including a Cyber Attack, for which a Local Authority or Regional Authority may require assistance to protect the health, safety or welfare of a person or to limit damage to Public Works or other property.
- (o) **"Parties"** means those parties who have signed this Agreement or a Joinder Agreement, and **"Party"** means any one of them.
- (p) **"Public Works"** means any work or property under the management or control of the Local Authority or Regional Authority, including but not limited drinking water, wastewater waste management services, transportation systems and networks and Computer Systems.
- (q) **"Regional Authority"** means the Board of the GVS&DD or the Board of the GVWD.
- (r) **"Requesting Authority"** means a Requesting Local Authority or Requesting Regional Authority, as the case may be.
- (s) **"Requesting Authority's Personnel"** includes any elected officials, officers, employees or affiliated volunteers of a Requesting Authority.
- (t) **"Requesting Local Authority"** means a Local Authority under a Major Emergency situation that has, pursuant to this Agreement, requested assistance from another Local Authority or Regional Authority.
- (u) **"Requesting Regional Authority"** means a Regional Authority under a Major Emergency situation that has, pursuant to this Agreement, requested assistance from another Local Authority or Regional Authority.
- (v) **"Resources"** means a Local Authority's personnel, equipment, facilities, services and materials that are available or potentially available for utilization to ensure that Public Works are maintained.
- (w) **"Responding Authority"** means a Responding Local Authority or Responding Regional Authority, as the case may be.
- (x) **"Responding Authority's Personnel"** includes any elected officials, officers, employees or affiliated volunteers of a Responding Authority.
- (y) **"Responding Local Authority"** means a Local Authority that provides Resources to a Requesting Authority that has, pursuant to this Agreement, requested assistance to confront a Major Emergency.
- (z) **"Responding Regional Authority"** means a Regional Authority that provides Resources to a Requesting Authority that has, pursuant to this Agreement, requested assistance to

confront a Major Emergency.

- (aa) **“Standby Expenses”** means compensation paid or owing to an employee not scheduled for normal work but who is required to be immediately available for call-in work.

## **2.0 Intent of the Agreement**

- 2.1 This Agreement is intended to guide the sharing of Resources amongst Local Authorities and Regional Authorities when assistance has been requested during Major Emergency situations for which the sharing of Resources is required.
- 2.2 Resources are intended to be available in the event of a Major Emergency of such magnitude that it is, or is likely to be, beyond the capability of a single Local Authority or Regional Authority and requires the combined Resources of several or all of the Local Authorities and Regional Authorities to this Agreement.

## **3.0 Scope of the Agreement**

- 3.1 Except as set out in Section 12.1 below, this Agreement shall not supplant, without mutual consent, existing agreements between the Parties for the exchange or provision of Resources on a reimbursable, exchange, or other basis.
- 3.2 Any activation of this Agreement under Section 4.0 will clearly state that the request for Resources is being made under this Agreement.

## **4.0 Activation**

- 4.1 In the event of a Major Emergency, the Authorized Representative designated by the Requesting Authority may activate this Agreement by making a request for Resources to the Authorized Representative of one or more Parties to this Agreement.
- 4.2 If the Requesting Authority is a Local Authority, such Requesting Local Authority shall first request Resources from their bordering Local Authorities, before requesting Resources from more distant Local Authorities or from Regional Authorities.
- 4.3 If the Requesting Authority is a Regional Authority, the Requesting Regional Authority shall first request Resources from those Local Authorities adjacent to the location of the Major Emergency before requesting Resources from more distant Local Authorities.
- 4.4 Sections 4.2 and 4.3 shall not restrict a Requesting Authority from accepting the first available Resources from any Local Authority.

## **5.0 Resource Requests and Inventory**

- 5.1 Each Party agrees that, in the event of a Major Emergency, it will, upon receipt of a written request from a Requesting Party, furnish such Resources as are available, provided that doing so would not unreasonably diminish the capacity of the Responding Authority to provide any required Resources to its own jurisdictional area. For certainty, the extent of the assistance given will be at the discretion of the Authorized Representative of the Responding Authority, having regard to



its own local needs and situation at the time.

- 5.2 The start date of the provision of Resources will be the date agreed to in writing by both the Requesting Authority and Responding Authority. The termination date for the provision of Resources will be determined by the Responding Authority and shall not exceed the end time of the Major Emergency, as agreed by the Responding Authority and Requesting Authority.
- 5.3 During a Major Emergency, all personnel from a Responding Authority shall report to and work under the direction of the Party within whose jurisdiction the Major Emergency is occurring, in cooperation with the Requesting Authority and any other Responding Authorities.
- 5.4 Each Party should maintain an inventory of Resources that may be made available in the event of a Major Emergency and share that inventory with its neighbouring Local Authorities and Regional Authorities.
- 5.5 If a request for Resources is made pursuant to this Agreement, the Requesting Party will, as necessary, make available to the Responding Authority:
  - (a) maps of its jurisdiction indicating the nearest and most suitable roads to enable responders to get to an emergency as quickly as possible, together with locations of water supplies and access thereto;
  - (b) applicable operating guidelines and communications protocols;
  - (c) a copy of the Requesting Authority's emergency plan; and
  - (d) names and contact information for the Requesting Authority's key personnel.

## **6.0 Reimbursement**

- 6.1 The Requesting Authority will reimburse the Responding Authority for any actual costs incurred providing any Resources requested under this Agreement, plus a sum equal to 10% of those costs and expenses on account of the Responding Authority's overhead.
- 6.2 Without limiting the generality of Section 6.1, a Requesting Authority shall pay to the Responding Authority:
  - (a) Regular Time – Salaries, wages and other regular time employment expenses (including benefits and statutory deductions) of employees or affiliated volunteers, at the current prevailing rates of the Responding Authority.
  - (b) Overtime and Standby Expenses – Overtime employment expenses and Standby Expenses of employees or affiliated volunteers, at the current prevailing rates of the Responding Authority. There is no compensation for banked time of employees.
  - (c) Supplies and Materials – Value of supplies or other materials which are not returnable to the Responding Authority. All charges will be at current market rates or at rates otherwise agreed to. Supplies or materials may be replaced with like supplies or materials, if agreed to by the Responding Authority.

- (d) Equipment – Compensation for the use of equipment, vehicles, computers, or other hardware owned outright by the Responding Authority. Equipment reimbursement rates shall be at a rate agreed to by the Requesting Authority and Responding Authority for vehicles or other equipment. If a rate cannot be agreed, the rate will at the British Columbia standard for equipment reimbursement, as represented by the Blue Book – BC Equipment Rental Rate Guide. The Requesting Authority shall be responsible for the operating costs of equipment provided, including costs of repairs required as a result of the Requesting Authority's use, while in its possession. For certainty, a Requesting Authority is not responsible for the costs of equipment repairs that would have been undertaken by the Responding Authority as a matter of routine repair or maintenance.
  - (e) Facilities – Compensation for the use of Responding Authority facilities. Reimbursement rates will be at the prevailing rate on the day the facility is rented, leased or otherwise made available to the Requesting Authority.
- 6.3 The Requesting Authority's obligation to reimburse the Responding Authority pursuant to this Agreement is irrespective of the Requesting Authority's entitlement to compensation or funding received from Emergency Management BC or any other funding agencies. Accordingly, the Requesting Authority will be responsible for any shortfall in any amounts payable by the Requesting Authority pursuant to this Agreement and any cost recovery by the Requesting Authority from Emergency Management BC or other funding agency.
  - 6.4 The Requesting Authority shall be responsible for any loss or damage to Resources used in the response and shall pay any expense incurred in the operation and maintenance thereof, as well as any expense incurred in the provision of a service or other expense in answering the request for assistance from the Requesting Authority. An itemized claim for loss and damage to the Responding Authority's equipment at the response scene shall be filed within thirty (30) days of such loss or damage occurring.
  - 6.5 All Resources noted in Subsections 6.2(d) and (e) provided to a Requesting Authority shall be returned in the same condition as when such Resources were delivered to the Requesting Authority. These Resources shall be deemed to be provided in good working order, unless otherwise noted by the Responding Authority at the time of delivery.
  - 6.6 The Requesting Authority will arrange for and pay for all costs associated with any necessary repairs or restoration of Resources prior to returning such Resources to the Responding Authority. For certainty, a Requesting Authority is not responsible for the costs of repairs or restoration that would have been undertaken by the Responding Authority as a matter of routine repair or maintenance.
  - 6.7 The Responding Authority will invoice the Requesting Authority detailing all costs incurred in providing Resources under this Agreement, including all overhead amounts referred to in Section 6.1. Payment of such invoices by the Requesting Authority is due in full sixty (60) days from the date of invoice, unless alternate arrangements have been made between the Requesting Authority and Responding Authority or the invoice is in dispute, as contemplated in Section 6.9.
  - 6.8 Payment by the Requesting Authority will be by cheque mailed to the Responding Authority's address, as detailed in the invoice, or if the Responding Authority and Requesting Authority mutually agree, payment may be transferred electronically to the Responding Authorities' bank



account, as stipulated by the Responding Authority.

- 6.9 If a dispute ensues with respect to an invoice issued by a Responding Authority pursuant to Section 6.7, the Parties to the dispute will use best efforts to resolve the dispute as soon as possible in accordance with the dispute resolution process provided in Section 10.0.
- 6.10 The Parties acknowledge and agree that they are each individually responsible for staying apprised of the financial guidelines and eligibility requirements of Emergency Management BC and any other funding agencies related to potential cost recovery that may be available from such agencies in respect of any Resources provided under this Agreement.

## **7.0 Insurance, Liability and Indemnity**

- 7.1 The Parties agree to obtain and maintain sufficient insurance to meet any obligations or liabilities that may arise in connection with this Agreement. Notwithstanding the foregoing, the Parties acknowledge and agrees that they each may self-insure part or all of the risks, subject always to equivalent terms and conditions as though such policies were obtained from licensed commercial insurers.
- 7.2 Any required insurance coverage pursuant to this Agreement will be arranged prior to the acceptance of the request for Resources under this Agreement.
- 7.3 When rendering aid outside their jurisdictional area, all personnel and affiliated volunteers will retain the same powers, duties, rights, privileges and immunities, including any coverage under the *Worker's Compensation Act* that they receive when they are on duty in their home jurisdiction.
- 7.4 A Requesting Authority shall pay to the Responding Authority:
  - (a) the Workers' Compensation, death or disability benefits or any other form of compensation (including judgements, damages, costs, penalties and expenses) which the Responding Authority is legally obligated to pay to one of its employees or affiliated volunteers or the family or beneficiaries of such employees or volunteers by reason of the death or injury to an employee or volunteer while working on a Major Emergency on behalf of the Requesting Authority; and
  - (b) all legal fees and disbursements incurred by the Responding Authority to defend any demands, claims, suits or actions arising from, related to or caused by any death or injury to an employee or volunteer while working on a Major Emergency on behalf of the Requesting Authority.
- 7.5 The Requesting Authority shall in no way be deemed liable or responsible for the personal property of Responding Authority Personnel which may be lost, stolen, or damaged while performing their duties in responding under the terms of this Agreement.
- 7.6 No Party to this Agreement shall be liable in damages to another Party, nor to the owner of property within the geographic jurisdiction of the Requesting Authority or another Party for failing to respond to a request for assistance under this Agreement or for failing to render adequate assistance.

7.7 When Resources are provided by a Responding Authority to a Requesting Authority pursuant to this Agreement, the Requesting Authority shall release, indemnify and save harmless the Responding Authority and the Responding Authority's Personnel from and against all liabilities, claims, losses, suits, actions, judgments, demands, debts, accounts, damages, costs, penalties and expenses (including all legal fees and disbursements) which may be made against the Responding Authority, or which the Responding Authority may suffer or incur, arising from, related to or caused by:

- (a) the provision of Resources by the Responding Authority to the Requesting Authority under this Agreement;
- (b) the breach, violation, contravention or non-performance by the Requesting Authority of any of its obligations, agreements, covenants, conditions, representations, warranties or any other term of this Agreement; or
- (c) the negligence or misconduct of the Requesting Authority's Personnel acting in the course of their duties pursuant to this Agreement,

except where such liabilities, claims, losses, suits, actions, judgments, demands, debts, accounts, damages, costs, penalties and expenses (including all legal fees and disbursements) result from the negligence or misconduct of the Responding Authority's Personnel under this Agreement. The indemnities contemplated in this Section 7.7 will survive the termination or expiration of this Agreement or a Party's withdrawal from the Agreement pursuant to Section 9.2.

7.8 Subject to Section 7.7 above, the Responding Authority will not be liable or responsible in any way for all liabilities, claims, losses, suits, actions, judgments, demands, debts, accounts, damages, costs, penalties and expenses (including all legal fees and disbursements) which may be made against the Requesting Authority, or which the Requesting Authority may suffer or incur, including any personal injury that may be sustained by the Requesting Authority's Personnel, or by any other person, or for any loss or damage or injury to, property belonging to or in the possession of the Requesting Authority or the Requesting Authority's Personnel or any other person, including any equipment, materials, supplies, motor or other vehicles, arising from, related to or caused by the provision of Resources by the Responding Authority to the Requesting Authority under this Agreement, unless such liabilities, claims, losses, suits, actions, judgments, demands, debts, accounts, damages, injuries, costs, penalties and expenses (including all legal fees and disbursements) result from the negligence or misconduct of the Responding Authority or the Responding Authority's Personnel while acting in the course of their duties pursuant to this Agreement.

## **8.0 Modification and Review**

8.1 This Agreement may only be amended upon the written consent of all signing Parties.

8.2 This Agreement may be reviewed by the Parties:

- (a) every five years, starting from the Effective Date, to ensure that it remains up to date and relevant for all Parties; or
- (b) any time upon the written request of any Party.



- 8.3 The master copy of this Agreement, together with any Joinder Agreements, will be held by the Metro Vancouver Regional District and will be made available electronically to all Parties upon request.

**9.0 Effective Date, Term and Addition of Parties**

- 9.1 This Agreement shall come into effect as soon as it has been executed by two Parties (the “Effective Date”).
- 9.2 Any one of the Parties hereto may withdraw from this Agreement by giving not less than thirty (30) days prior written notice to the other Parties, following which the Agreement shall continue in force between the remaining Parties.
- 9.3 A Governmental Authority may be added as a new party (a “New Party”) to this Agreement if such New Party executes and delivers to the Metro Vancouver Regional District a Joinder Agreement substantially in the form of Schedule “A” attached hereto. “Governmental Authority” means any federal, provincial, regional, municipal, local or other government, governmental or public department, authority, commission, council, board, bureau or agency.

**10.0 Dispute Resolution**

- 10.1 In the event of any dispute or material disagreement among two or more Parties regarding the interpretation or application of any provision of this Agreement, the Parties agree that:
- (a) the Parties, through their Authorized Representatives, will, in good faith, make all reasonable efforts to resolve the dispute by negotiation, during which time each Party will disclose to the other Party all relevant information relating to the dispute;
  - (b) if the dispute remains unresolved, the Parties will meet with a qualified mediator in a timely manner and attempt, in good faith, to further negotiate a resolution of such dispute; and
  - (c) if the mediator cannot resolve the dispute within 48 hours, then the dispute will, unless otherwise agreed by the Parties, either:
    - (i) be resolved in accordance with Division 3 of Part 9 of the *Community Charter*, [SBC 2003] Chapter 26; or
    - (ii) for any dispute involving a Party to which Division 3 of Part 9 of the *Community Charter*, [SBC 2003] Chapter 26 does not apply, be submitted to final and binding arbitration by a sole arbitrator appointed pursuant to the *Arbitration Act* (British Columbia).

**11.0 Approvals**

- 11.1 The Parties signify their approval of this Agreement by the signatures of their respective authorized representatives below.

**12.0 General Provisions**

**12.1 Schedules.** Schedule "A" is attached to and forms part of this Agreement.

**12.2 Interpretation.**

- (a) The words "include", "includes" and "including" as used in this Agreement shall be deemed to be followed by the phrase ", without limitation,".
- (b) The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit or enlarge the scope or intent of any provision of this Agreement.

**12.3 Survival of Obligations.** All of the obligations of the Parties which expressly or by their nature survive termination or expiration of this Agreement, will continue in full force and effect subsequent to and notwithstanding such termination or expiration and until they are satisfied or by their nature expire.

**12.4 Amendment.** No amendment of this Agreement will be binding unless made in writing and executed by each of the Parties hereto.

**12.5 Entire Agreement.** This Agreement constitutes the entire agreement amongst the Parties with respect to the subject matter hereof and for certainty this Agreement supersedes the "Mutual Aid Agreement for Public Works Assistance" that was prepared by the Metro Vancouver Regional Engineers Advisory Committee in 2000 and entered into by participating Local Authorities.

**12.6 Governing Law.** This Agreement and any dispute arising out of or in connection with this Agreement will be governed exclusively in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Agreement.

**12.7 Severability.** Each provision of this Agreement is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever, such provision shall be severed from this Agreement and will not affect the legality or enforceability of the remainder of any other provision of this Agreement.

**12.8 Time of Essence.** Time shall be of the essence of this Agreement.

**12.9 No Derogation.** The Parties acknowledge and agree that nothing contained or implied in this Agreement will be construed as limiting or prejudicing the rights and powers of any Party in the exercise of their respective functions pursuant to the *Local Government Act*, the *Community Charter*, the *Vancouver Charter* and the *Emergency Program Act*, as the case may be, or any other right or power under any public or private statutes, bylaws, orders or regulations, all of which may be fully exercised as if this Agreement had not been entered into.

**12.10 Assignment.** This Agreement shall not be assignable.

12.11 **Counterparts.** This Agreement may be executed in counterparts and returned by email with a PDF attachment, each of which when executed and delivered shall constitute an original and all of which together shall constitute one and the same Agreement.

**IN WITNESS WHEREOF** this Agreement has been executed and delivered by the Parties as of the day and year first above written.

**Village of Anmore**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Village of Belcarra**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Bowen Island Municipality**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Burnaby**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Coquitlam**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Delta**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory



**City of Langley**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Township of Langley**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Village of Lions Bay**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Maple Ridge**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of New Westminster**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of North Vancouver**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**District of North Vancouver**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Pitt Meadows**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Port Coquitlam**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Port Moody**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Richmond**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Surrey**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Tsawwassen First Nation**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of Vancouver**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**District of West Vancouver**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**City of White Rock**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Metro Vancouver Regional District**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Greater Vancouver Sewer and Drainage District**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Greater Vancouver Water District**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**Her Majesty the Queen in Right of the Province of British Columbia, as represented by  
the Minister of Municipal Affairs**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**University of British Columbia**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

**SCHEDULE "A"**

**JOINDER AGREEMENT**

This Joinder Agreement is made as of the \_\_\_\_ day of \_\_\_\_\_.

Pursuant to and in accordance with Section 9.3 of the Regional Mutual Agreement for Major Emergencies made as of the \_\_\_\_ day of \_\_\_\_\_ (the "**Mutual Aid Agreement**") [*insert name of new party joining the Agreement*] hereby acknowledges and agrees that [*insert name of new party joining the Agreement*] has received and reviewed a complete copy of the Mutual Aid Agreement and shall be fully bound by, and subject to, all of the terms and conditions of the Mutual Aid Agreement as though it were an original party thereto.

**[insert name of new party]**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory



February 8, 2000

- 3 -

GVRD Public Works Mutual Aid Agreement

<b>Appendix A</b>
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WHEREAS the Parties desire to enter into an Agreement whereby Public Works resources can be deployed to assist any Party during an emergency.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

1. In this Agreement, unless the context otherwise requires,
  - a) **"emergency"** means any present or imminent calamity or sudden or violent disturbance that in the opinion of the City Engineer cannot be brought under control by the use of the available local resources and that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people, or to limit property damage;
  - b) **"emergency resources"** means all persons, services, equipment and materials held by, or directly available to, the Public Works Services of a Party;
  - c) **"City Engineer"** means, for each Party, the senior municipal employee responsible for the Public Works Services of that Party or his delegate.
2. The procedure to be followed in requesting and rendering aid under this Agreement shall be governed by the following principles, namely:
  - a) A City Engineer will attempt to fully utilize the emergency resources of his bordering Parties before requesting emergency resources from more distance Parties except where special equipment is not available from the bordering Parties.
  - b) Where a City Engineer determines that an emergency exists, he shall request emergency resources from the appropriate Party.
  - c) A City Engineer who receives a request for emergency resources from another Party may determine the extent of and duration for which the emergency resource are available and thereupon such emergency resources, if any are available, shall be dispatched and utilized to control the emergency; but nothing in this Agreement shall be construed to require a City Engineer to dispatch emergency resources.
  - d) The Person in Charge of emergency resources sent to assist in an emergency shall remain in charge of those resources and control and direct those resources in co-operation with the requesting City Engineer.
3. The Parties agree to consult on a regular basis through their City Engineer on the best ways to achieve the optimum deployment of emergency resources to control emergencies.
4. When a Party provides emergency resources:

- a) the Party providing emergency resources may, within sixty days after so doing, render to the Party that requested emergency resources a correct account of the cost of the service.
  - b) the Party that requested emergency resources shall pay the account within thirty days after receiving it.
  - c) Payment for emergency services would be on a cost recovery basis without overhead or profit.
5. Any Party may terminate its rights and responsibilities under this Agreement by giving to the City Clerk of the other Parties, thirty days notice in writing of its intention to do so.
6. This Agreement is not intended to interfere with or supersede any existing written agreements between the parties.
7. Subject to paragraph 8, each party to this Agreement covenants and agrees that it will not initiate legal action or third party proceedings against any other party to this Agreement, based on provision or failure to provide emergency resources. In any action arising from the provision or failure to provide emergency resources, the municipality where the incident requiring emergency resources occurred, shall (a) defend the action on behalf of itself and any other parties to this Agreement who are defendants in the action, and (b) indemnify and save harmless the other parties for liabilities which may result.
8. Any claims as between the Parties to this Agreement arising out of gross or willful negligence in the provision or failure to provide emergency resources or any dispute arising respecting a Party's rights or obligations shall be referred to and finally resolved by arbitration under the rules of the British Columbia International Commercial Arbitration Centre and shall be administered in accordance with its "Procedures for Cases under the BCIAC Rules". Provided the arbitrator in this procedure is satisfied that the dispute arises from gross or willful negligence, the arbitrator has jurisdiction to provide relief against the indemnity in paragraph 7 and may allocate responsibility among the Parties in whatever manner the arbitrator deems appropriate.

For the purpose of Sections 7 and 8, "Party" includes any employee, contractor or volunteer of the Party.

9. Notices or other communications under this Agreement shall be sufficiently given if delivered to a City Engineer personally or left at the City Engineer's office or mailed to the following:

(List of Participating Agencies will be entered here as resolutions are received from Municipal Councils.)

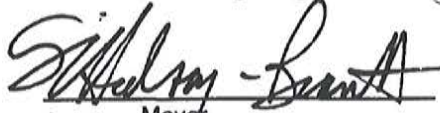
IN WITNESS WHEREOF the Parties hereto have caused to be affixed their seals attested by the signatures of their respective officers duly authorized for such purpose.




The Corporate Seal of the Corporation of

CITY OF RICHMOND

Authorized signing Officers

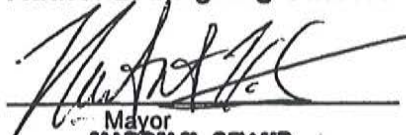
  
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GREG HILSEY-BRANDT

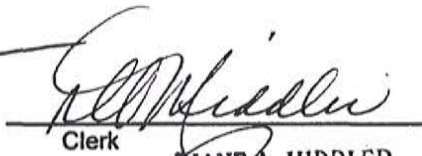
  
City Clerk J. RICHARD MCKENNA

The Corporate Seal of the Corporation of

CITY OF WHITE ROCK

Authorized signing Officers

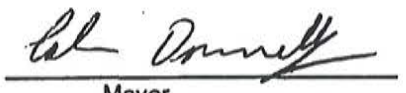
  
Mayor  
HARDY K. STAUB  
MAYOR


  
Clerk  
DIANE A. MIDDLER  
CITY CLERK

The Corporate Seal of the Corporation of

CITY OF NEW WESTMINSTER

Authorized signing Officers

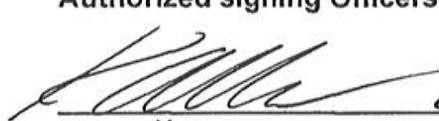
  
Mayor  
CALVIN DONNELLY  
ACTING MAYOR

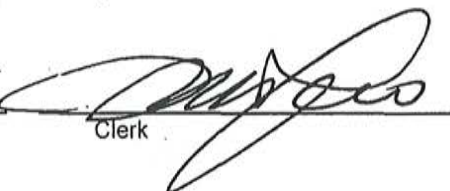
  
Clerk  
SUSAN BROWN  
CITY CLERK

The Corporate Seal of the Corporation of

THE TOWNSHIP OF LANGLEY

Authorized signing Officers

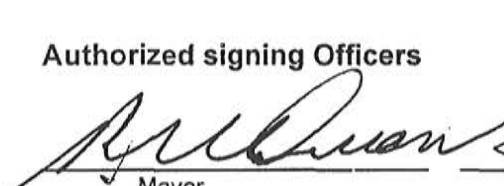
  
Mayor

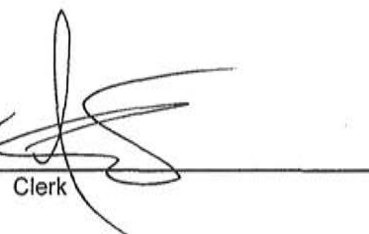
  
Clerk

The Corporate Seal of the Corporation of

CITY OF VANCOUVER

Authorized signing Officers

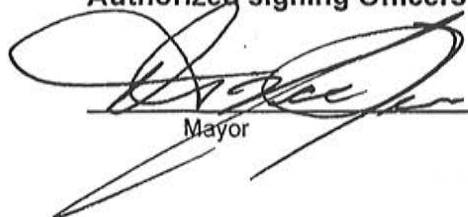
  
Mayor


  
Clerk

The Corporate Seal of the Corporation of

DISTRICT OF PITT MEADOWS

Authorized signing Officers

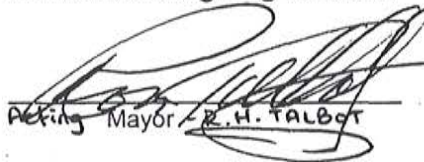

  
Mayor

  
Clerk

The Corporate Seal of the Corporation of

City of Port Coquitlam

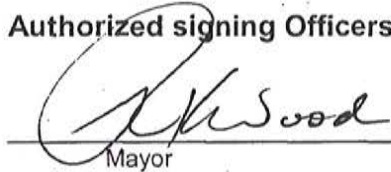
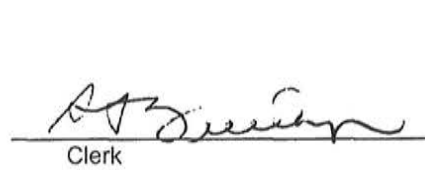
Authorized signing Officers

 Acting Mayor R.H. TALBOT       Clerk SUSAN RAUH, CMC, CITY CLERK

The Corporate Seal of the Corporation of

THE DISTRICT OF WEST VANCOUVER

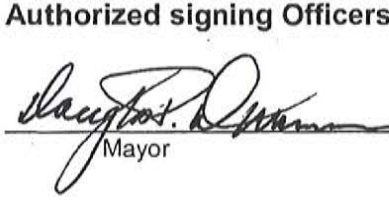
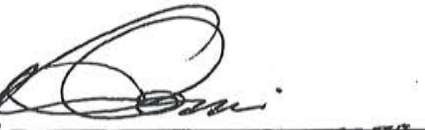
Authorized signing Officers

 Mayor       Clerk

The Corporate Seal of the Corporation of

THE CITY OF BURNABY

Authorized signing Officers

 Mayor       Clerk DEBBIE R. COMIS  
City Clerk - Authorized Signatory

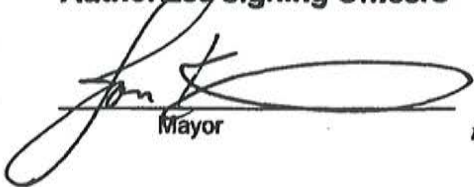
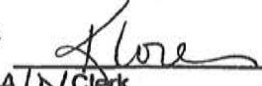
Public Works Mutual Aid Agreement  
Lower Mainland Municipalities

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The Corporate Seal of the Corporation of

The City of Coquitlam

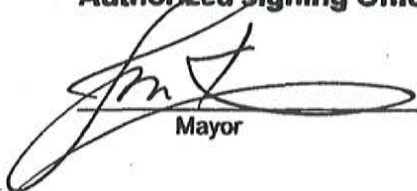

Authorized signing Officers

 Mayor  A/D Clerk

The Corporate Seal of the Corporation of

the City of Coquitlam

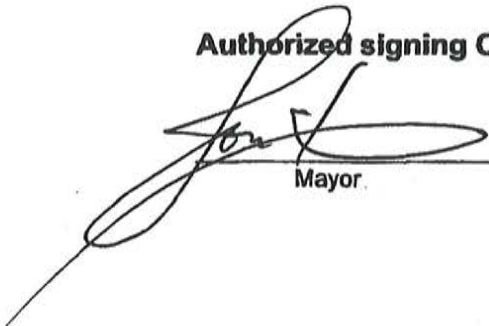

Authorized signing Officers

 Mayor  A/D Clerk

The Corporate Seal of the Corporation of

the City of Coquitlam

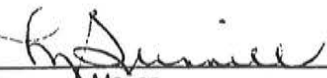
Authorized signing Officers

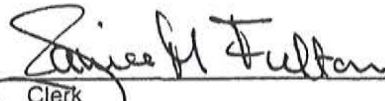
 Mayor  A/D Clerk

The Corporate Seal of the Corporation of

CITY OF LANGLEY

Authorized signing Officers


  
Mayor


  
Clerk

The Corporate Seal of the Corporation of

DISTRICT OF NORTH VANCOUVER

Authorized signing Officers

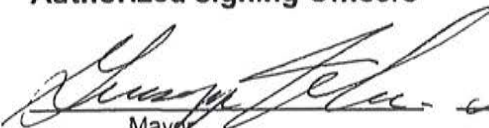
  
Mayor Don Bell

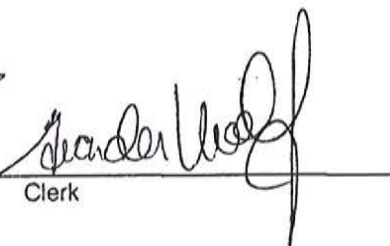
  
Clerk Agnes Hilsen

The Corporate Seal of the Corporation of

City of Port Moody

Authorized signing Officers

  
Mayor

  
Clerk

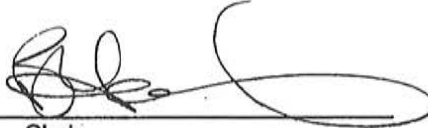
The Corporate Seal of the Corporation of

CITY OF NORTH VANCOUVER

Authorized signing Officers



Mayor  
Barbara A. Sharp - Mayor

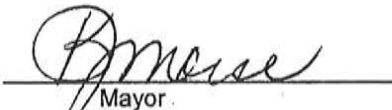


Clerk  
Bruce Hawkshaw - Clerk

The Corporate Seal of the Corporation of

DISTRICT OF MAPLE RIDGE

Authorized signing Officers



Mayor  
KATHLEEN J. MORSE  
MAYOR

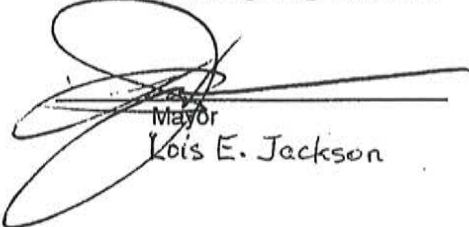


Clerk  
TERENCE E. FRYER  
MUNICIPAL CLERK

The Corporate Seal of the Corporation of

Delta

Authorized signing Officers



Mayor  
Lois E. Jackson




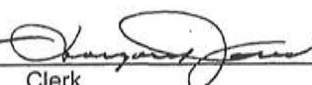
Clerk  
Gil Mervyn



The Corporate Seal of the Corporation of

City of Surrey

**Authorized signing Officers**

        
Mayor                                      Clerk

*June 18, 2004*

The Corporate Seal of the Corporation of

\_\_\_\_\_

**Authorized signing Officers**

\_\_\_\_\_      \_\_\_\_\_  
Mayor                                      Clerk

The Corporate Seal of the Corporation of

\_\_\_\_\_

**Authorized signing Officers**

\_\_\_\_\_      \_\_\_\_\_  
Mayor                                      Clerk



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

141 West 14th Street • North Vancouver, B.C. V7M 1H9 • Phone 985-7761

ADMINISTRATIVE SERVICES

Administrator      City Clerk      Personnel Director  
G. H. Brewer      B. Hawkshaw      R. Shore

January 26, 1988

Mrs. M. Warwick  
Municipal Clerk  
District of North Vancouver  
P.O. Box 86218  
355 West Queens Avenue  
North Vancouver, B.C.  
V7L 4K1

Mr. D. Allan  
Municipal Clerk  
District of West Vancouver  
#750 - 17th Street  
West Vancouver, B.C.  
V7V 3T3

Dear Mrs. Warwick and Mr. Allan,

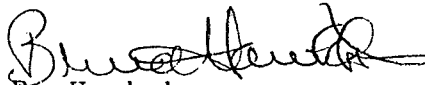
Re: Public Works - Mutual Aid Agreement for Emergencies

Please find enclosed your original of the Public Works - Mutual Aid Agreement for Emergencies that you so kindly executed and sealed. They have been dated for reference January 26, 1988.

It is my understanding that we now await Mr. Jefferd's recommendation regarding the Emergency Plan By-law that all three municipalities should simultaneously adopt.

By copy of this memo, Mr. G.H. Brewer, City Administrator, and Mr. J. Jefferd are provided photocopies of the said agreement.

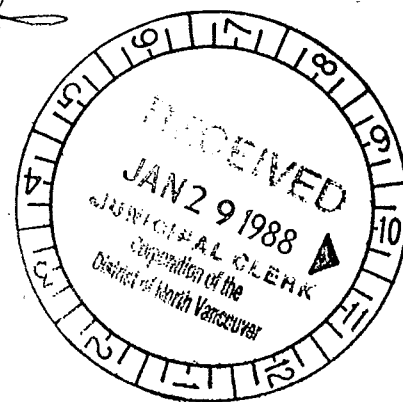
Yours very truly,

  
B. Hawkshaw  
City Clerk

BH/sm

Enclosure

cc: G.H. Brewer, City Administrator  
J. Jefferd, Director, Emergency Measures Program  
E. Rienstra, Deputy City Clerk  
D. Cairns, Fire Chief  
A. Phillips, City Engineer



PUBLIC WORKS - MUTUAL AID AGREEMENT FOR EMERGENCIES

THIS AGREEMENT made this 26 day of January 1988

BETWEEN:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER a  
municipal corporation having its offices at 141 West  
14th Street, North Vancouver, B.C.

AND:

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER a  
municipal corporation having its offices at 355 West  
Queens Road, North Vancouver, B.C.

AND:

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER a  
municipal corporation having its offices at 750 -  
17th Street, West Vancouver, B.C.

WHEREAS for an emergency plan to properly fulfill its co-  
ordinating and control function in an emergency, it must  
incorporate a mechanism whereby the resources of the parties may  
be committed without delays caused by uncertainty over  
jurisdiction or financial responsibility;

THEREFORE BE IT RESOLVED THAT the parties, notwithstanding  
the existing Mutual Aid Fire Protection Agreement, enter into an  
agreement whereby other emergency resources can be deployed to  
assist any party during an emergency or disaster.

2. The procedure to be followed in requesting and rendering aid under this agreement shall be governed by the following principles:

(a) Where a "Co-ordinator" or "Municipal Engineer" determines that an emergency is occurring or is imminent either one of those persons shall in sole and absolute discretion decide whether the emergency requires aid from the other municipalities and if so shall request emergency resources from his counterpart in that municipality.

(b) When a Co-ordinator or Municipal Engineer receives a request for aid from another of the municipalities he shall determine the availability of emergency resources within his municipality. Thereupon such resources shall be dispatched and utilized to control the emergency; but nothing in this agreement shall be construed to require a Co-ordinator or Municipal Engineer to dispatch emergency resources that he does not consider are available or which he believes may imminently be required elsewhere.

(c) The senior official in charge of any emergency resources responding to an aid request shall remain in charge and direct those resources, in co-operation with the requesting Co-ordinator or Municipal Engineer.

6. Any party to this agreement which has requested or accepted emergency resources pursuant to this agreement shall indemnify and hold harmless the party or parties which has or have provided such emergency resources from and against all claims, loss, costs, damages, actions, suits, or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to any action taken or thing done or maintained by the party or parties which has or have provided such emergency resources.

7. Notwithstanding Clause 6, no party to this agreement shall be responsible for or in any way liable with respect to any claims, demands, loss, costs, damages, actions, suits, or other proceedings arising from or through the negligence of any other party to this agreement, its agents, servants or employees.

8. Requests for mutual aid made by either of the parties to this agreement shall be directed to the parties as per contact list attached, referenced Appendix A. The numbers which are listed may be changed from time to time without effect to this agreement.

IN WITNESS WHEREOF the parties hereto have caused to be affixed their seals attested by the signatures of their respective officers duly authorized for such purpose.

## APPENDIX A

### PUBLIC WORKS - MUTUAL AID AGREEMENT FOR EMERGENCIES

Requests for mutual aid as per Clause 2 of this agreement shall be made to the following contacts:

Contact Function	City of North Vancouver Phone Nos.	District of North Vancouver Phone Nos.	District of West Vancouver Phone Nos.
Engineer - Bus. Home	985-7761 922-1858	984-4381 929-3620	922-1211 430-4191
Deputy - Bus. Engineer Home	985-7761 988-6019	984-4381 987-6932	922-1211 266-4794
Emergency No.	988-2212	987-7133	922-9311

#### PLEASE NOTE:

In the event telephone service is interrupted contact may be through the designated public works radio frequencies which may be accessed through the Fire Department.



_____ Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer

Subject: APPOINTMENT TO FEDERATION OF CANADIAN MUNICIPALITIES  
COMMITTEES AND FORUMS

Date: June 21, 2022 File No: 01-0530-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated June 21, 2022, entitled "Appointment to Federation of Canadian Municipalities Committees and Forums":

THAT Councillor McIlroy be appointed as the City of North Vancouver representative to the Federation of Canadian Municipalities Committees and Forums, for the term ending on May 31, 2023;

THAT, on approval of appointment, expenses will be paid in accordance with "Council Expense Bylaw, 2003, No. 7487";

AND THAT funds be allocated in the annual budget for future travel expenditures.

**BACKGROUND**

Council requested that staff provide information for consideration of a Councillor to be appointed to represent the City of North Vancouver at Federation of Canadian Municipalities (FCM) committees and forums.

**DISCUSSION**

FCM's Board of Directors established the following committees and forums to facilitate more detailed debate and provide the board with recommendations on priority policy and program issues, which are comprised of board members and other municipal elected officials:

- Anti Racism and Equity
- Community Safety and Crime Prevention
- Conference Planning Committee
- Environmental Issues and Sustainable Development
- Increasing Women's Participation in Municipal Government
- International Relations
- Municipal Finance and Intergovernmental Arrangements
- Municipal Infrastructure and Transportation Policy
- Network of Francophone Municipalities
- Non-Board Committee Members
- Northern and Remote Forum
- Rural Forum
- Social Economic Development

Historically, one member of Council has been appointed to attend and represent the City on committees or subcommittees of FCM. There is currently no designated representative for the City. Councillor McIlroy has expressed an interest in applying for Environmental Issues and Sustainable Development and Municipal Finance and Intergovernmental Arrangements.

#### **FINANCIAL IMPLICATIONS**

On approval of the appointment, relevant expenses will be paid in accordance with the Council Expense Bylaw. The Chief Financial Officer has confirmed that ample funds are available for Councillor travel expenditures as part of the annual operating budget.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Karla Graham  
Corporate Officer





 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: David Johnson, Development Planner

Subject: REZONING APPLICATION: 124 WEST 20<sup>TH</sup> STREET (124 20<sup>TH</sup> STREET HOLDINGS LTD. INC. NO. BC1081725 / RHA ARCHITECTS)

Date: June 1, 2022 File No: 08-3400-20-0048/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Development Planner, dated June 1, 2022, entitled "Rezoning Application: 124 West 20<sup>th</sup> Street (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RHA Architects)":

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898" (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RHA Architects, 124 West 20<sup>th</sup> Street, CD-746) and "Housing Agreement Bylaw, 2022, No. 8899" (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RHA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing Commitments) be considered and referred to a Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*;

THAT the community benefits listed in the report section "Density Bonus and Community Benefits" be secured through agreements at the applicant's expense and to the satisfaction of staff;

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to the motion.

## ATTACHMENTS

1. Context Map (CityDocs [2114230](#))
2. Project Summary Sheet (CityDocs [2114246](#))
3. Architectural and Landscape Plans, dated February 4, 2022 (CityDocs [2185752](#))
4. Policy Objectives (CityDocs [2173434](#))
5. Public Consultation Summary (CityDocs [#2179617](#))
6. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898" (CityDocs [2114241](#))
7. "Housing Agreement Bylaw, 2022, No. 8899" (CityDocs [2185083](#))

## SUMMARY

The purpose of this report is to present, for Council's consideration, a rezoning application for 124 West 20<sup>th</sup> Avenue to amend the Zoning Bylaw to permit a six-storey rental apartment building with 57 units, including six Mid-Market Rental (MMR) units, over one and one-half levels of underground parking.

The proposal would replace an existing 22-unit rental apartment building that was built in the late 1960s.

## BACKGROUND

*Table 1 – Project Information*

Applicant:	RHA Architects – Mark Pickrell
Architect:	RHA Architects
Official Community Plan Designation:	Residential Level 5 (R5)
Existing Zoning:	Medium Density Residential 1 (RM-1)
Applicable Policies:	<ul style="list-style-type: none"><li>• 2014 Official Community Plan</li><li>• 2018-2022 Council Strategic Plan</li><li>• Zoning Bylaw, 1995, No. 6700</li><li>• Density Bonus and Community Benefits Policy</li><li>• Residential Tenant and Displacement Policy</li><li>• Housing Action Plan</li><li>• Active Design Guidelines</li></ul>

## Site Context and Surrounding Use

The subject property is located in the Central Lonsdale area, along the north side of West 20<sup>th</sup> Street, between Lonsdale Avenue to the east and Chesterfield Avenue to the west (Attachment #1). The neighbouring buildings consist mainly of three-storey residential apartment buildings. The subject site is within a transition area from the higher density buildings along the Lonsdale Avenue corridor to the lower density buildings toward the west.

The property directly to the east is a small one-storey veterinarian clinic on a narrow lot. The applicant has made attempts to acquire the lot to include it with their development plans, but the owner has stated they are not interested in selling the property. In orphan



lot situations such as this, Staff give consideration towards the conditions that could limit a viable form of development, such as setbacks, access, orientation and livability. In this particular assessment, a lane-fronting multi-family building is possible, yet highly constrained should the adjacent properties to the east redevelop in the future. Despite, opportunity exists to explore potential changes to the lane configuration as part of future applications and achieve improved setback conditions for the orphan lot. In light of this, Staff support the subject property configuration as presented.

The buildings and uses immediately surrounding the subject site are described in Table 2 below.

*Table 2. Surrounding Uses*

Direction	Address	Description	Zoning
North (across the lane)	121 and 135 West 21 <sup>st</sup> Street	Two separate 3 storey apartment buildings	RM-1
South (across West 20 <sup>th</sup> Street)	121 and 131 West 20 <sup>th</sup> Street	Two separate 3 storey apartment buildings	RM-1
East	116 West 20 <sup>th</sup> Street	Single storey commercial building	C-2
West	134 West 20 <sup>th</sup> Street	3 storey apartment building	RM-1

The subject site is less than a block away from Lonsdale Avenue, where amenities, services, employment opportunities and public transit routes are easily accessed.

## PROJECT DESCRIPTION

The application proposes a 57-unit, six-storey rental apartment building, including common amenity space with shared workspace area, common gathering area with a small gym and a full bathroom on the ground floor (Attachment #3). An outdoor rooftop amenity provides additional common space for residents. Of the proposed 57 units, six are proposed as mid-market rental (MMR) units to be secured through a Housing Agreement in perpetuity (Attachment #7).

The proposed breakdown of units by type is shown in Table 3 below.

*Table 3. Proposed Unit Breakdown*

Unit Type	Number of Units	Number of Mid-Market Units	Size Range
Studio	5	1	39.6 sq. m (426 sq. ft.)
1-Bedroom	23	2	52.0-54.3 sq. m (560-585 sq. ft.)
2-Bedroom	22	2	69.5-81.8 sq. m (748-881 sq. ft.)
3-Bedroom	7	1	91.9-94.2 sq. m (989-1,014 sq. ft.)

The proposed main access to the building is on West 20<sup>th</sup> Street. Through the main doors and lobby is the common work space amenity room that features individual work offices as well as a small meeting room. A common lounge and gym is located nearby and extends out onto its own patio.

A rooftop deck is proposed with a variety of uses including a children's play area, lounge space, outdoor dining and BBQ area and community garden with storage room for tools. Access to the roof deck is via both stairways and an elevator.

The proposed building sits on top of one and a half levels of underground parking that is accessed off of the rear lane and will provide 47 vehicles and 88 secured bicycle stalls, as well as rooms for mechanical, electrical and a dedicated room for LEC connection and distribution. Six visitor parking stalls are proposed directly off the rear lane with a pathway along the eastern edge of the site, providing a connection to and from the main entrance off of West 20<sup>th</sup> Street.

The applicant is proposing 17 units to meet Level 2 of the City's Adaptable Design Guidelines, exceeding the minimum requirement. The remaining units will achieve Level 1.

The building is contemporary and features a variety of façade materials and colours to help break up the massing. The use of brick at the lower levels helps create a heavy base with the middle floors presenting a lighter Hardie-panel material.

The proposed landscaping plan includes a variety of native and drought-resistant plantings in addition to evergreen and pollinator plants. The plan includes seven street trees to be planted off-site where none currently exist (Attachment #3).

## **PLANNING ANALYSIS**

### **2014 Official Community Plan**

The subject site is designated Residential Level 5 (R5) in the Official Community Plan (OCP). This designation is to provide quality multi-family housing with a mix of unit sizes and a focus on creating attractive and active streets. It supports a maximum density of 2.60 FSR (including 1.0 bonus FSR for purpose built rental housing) in accordance with OCP Schedule A - Land Use map.

The applicant is proposing a density of 2.59 FSR or 4,359.8 sq. m. (46,929 sq. ft.), which is within OCP maximum density, and meeting the height limit of six storeys.

No amendment to the OCP is required.

A full description of OCP compliance as well as a response to other applicable City objectives can be found in Attachment #4.



### Zoning Bylaw 1995, No. 6700

The subject site is zoned "Medium Density Apartment Residential 1 (RM-1)" that would allow a three-storey building on the property at a maximum density of 1.60 FSR. An amendment to the Zoning Bylaw is required to permit the proposal and is reflected in Zoning Amendment Bylaw 8898 (Attachment #6).

Using the RM-1 Zone as a base, the proposal requires the following special provisions be incorporated into the new Comprehensive Development Zone:

- Increase the allowable density from 1.60 to 2.60 FSR by entering into a Housing Agreement with the City to secure rental housing in perpetuity as well as the provision of six MMR units, also in perpetuity;
- Allow a maximum Building Height of six storeys and 19.12 metres (62.7 feet) to the top of the main roof line;
- Vary the Building Width and Length of the building above the third storey;
- Permit vehicle parking directly accessing the rear lane; and
- Allow the proposed building setback from the property lines.

A summary comparing the Zoning requirements to the proposal is shown in Attachment #2.

While the proposed density is in keeping with the OCP, the rationale for considering other key variances to zoning are discussed below.

#### *Density*

The increase in density is permitted in the OCP as long as the rental proposal secures all the residential units as rental as well as supply at least six (10%) of the 57 units as MMR units in perpetuity. The applicant has agreed to this through the Housing Agreement (Attachment #7).

#### *Height*

A variance is required to the current Zone which limits the building Height to three storeys and 13 metres (42.7 feet). The proposed height of six storeys and 19.12 metres (62.7 feet) is to the top of the main roof line and is consistent with recent development approvals and permitted under the OCP. A further variance to permit an elevator lobby and stairways to the rooftop deck would extend the height to no more than 22.2 metres (72.7 feet). This additional height is located away from the building edge.

#### *Building Width and Length*

The Zoning Bylaw limits the width and length of buildings to 30.5 metres (100 feet) above the third floor to help mitigate the massing of the building on the upper levels. The proposed building exceeds the width by 1.5 metres (5 feet) and the variance is considered minor.

#### *Parking Space Access Directly from the Rear Lane*

The parking at the rear is limited to visitor parking and not intended for residents. An accessible pathway along the eastern edge of the property is proposed to allow visitors to access the main entrance along West 20<sup>th</sup> Street.

#### *Building Setbacks*

The proposed setbacks from the property lines are in keeping with setbacks from recent apartment form development approvals.

### **Residential Tenant Displacement Policy**

The applicant has appointed a private company to manage the relocation of existing tenants. They have been in regular communication on the plans for redevelopment and to provide information on the relocation plan and assistance available to each tenant for those who wish for help in finding a new residence.

The applicant has offered all tenants financial assistance as well as relocation services in accordance with the requirements of the Policy. In terms of financial assistance, all tenants are being offered the following relocation expenses:

- \$1,000 for one-bedroom; and
- \$1,250 for two-bedroom.

The following compensation was also offered based on length of tenancy:

- three months' rent to tenants whose tenancy is up to 10 years; and
- four months' rent to tenants whose tenancy is 10 or more years.

These provisions exceed the expectations of the original City's Residential Tenancy Displacement Policy as the application was received prior to the July 2021 update.

The applicant is aware of the revised policy, but had begun making arrangements with existing tenants under the original plan. To maintain consistency for all tenants, the submitted plan based on the original policy has been used.

As of the time of this report, the applicant informed staff that of the existing 22 units, nine of the tenants have been relocated. An update on the status of tenant relocation can be provided should Council refer this to a Public Hearing.

Under the provincial *Residential Tenancy Act*, the earliest the applicant may issue notice to end tenancy is when all permits have been issued for the development. The notice shall be a minimum of four months' notice.

### **Tree Bylaw**

There are currently no on-site trees that require removal with the proposal. The development would add 34 new trees on the property, in addition to the seven street trees as required for the off-site works.



## Density Bonus and Community Benefits

The City's *Density Bonus and Community Benefits Policy*, in conjunction with the Official Community Plan, allows for density bonuses beyond 1.60 FSR in the Residential Level 5 land use designation, up to a maximum of 2.60 FSR.

The policy provides a number of community benefit options for projects seeking additional density and seeks to ensure the City receives value for additional density granted. The value could be in the form of a cash contribution or some form of amenity, such as an all-rental apartment building to be secured in perpetuity plus a form of housing affordability in accordance with the City's Housing Action Plan. In this case, to achieve the desired 1.0 FSR bonus density, the applicant has agreed to secure through the registration of a Housing Agreement, that all proposed 57 units will be secured as rental units in perpetuity, as well as to provide six of these as MMR units at rates below market levels in perpetuity.

As the *Density Bonus and Community Benefits Policy* recognizes rental and affordable rental dwelling units as an acceptable public amenity, any cash contribution for the density bonus that is generally required for a non-rental project is waived.

For example, if the applicant was proposing these units for sale as a strata development project, the *Density Bonus and Community Benefits Policy* would value this density bonus at approximately \$3.45 million dollars, as outlined in Table 4 below.

Table 4. Estimated Value of Community Benefits through Density Bonusing

Density Value Calculation	Value
Density Bonus to 1.60 FSR / OCP Density (@ \$25 / sq. ft.)	N/A
Density Bonus of 1.0 FSR Max Bonus to 2.6 FSR (@ \$190 / sq. ft.)	\$3,449,260
<b>Total Value of Community Benefits</b>	<b>\$3,449,260</b>

Instead of this amount and consistent with the *Density Bonusing and Community Benefits Policy*, the City's total rental housing stock would be receiving 57 rental apartment units, with six of these being MMR units. These will be secured in the Housing Agreement. This building will be privately owned and the tenant selection for the six mid-market units will be at the discretion of the building owner.

In addition to the items above, the following items will be secured as conditions of this development:

- Sanitary sewer line upgrade from Chesterfield to the property;
- 2.0 metre sidewalk with bumpouts at the laneway entrance;
- Pedestrian and street level lighting;
- 7 new trees with supportive soil cells and irrigation;
- Paving to centre line on West 20<sup>th</sup> and the entire width of the lane for the property frontage.

## **ADVISORY BODY INPUT**

### **Advisory Design Panel**

The application was received by the Advisory Design Panel on May 19, 2021, where the Panel reviewed and asked the application to return for a second review. A review was conducted at the May 18, 2022 meeting of the ADP, where the Panel unanimously supported the project with conditions relating to improved safety a sense of territoriality be provided for the eastern pathway connecting the street with the rear lane, improvements to mitigate solar heat along the south and west sides of the building, and changes to the rooftop deck to include urban agriculture and some cover for additional shading.

The applicant has responded to the conditions with a revised drawing to the satisfaction of staff that includes improvements to the east pathway, including a lighting plan, the roof deck has been expanded to provide greater flexibility in the programming of the space, including the provision of urban agriculture.

## **COMMUNITY CONSULTATION**

The applicant held their Developer Information Session on May 4, 2021 and was attended by 13 people (Attachment #5). Three comment forms were received with mixed responses regarding the proposal. Those who supported the proposal liked the design of the building, with others raising concerns with respect to building size, increased number of units, traffic and local parking pressures. Staff have been in touch with those who have expressed concerns stating the proposed building height and the density is in keeping with the OCP, as well as mentioning that the applicant is offering a welcome package to all new tenants that will include a list of transportation options in the area with the intention to help mitigate street parking for residents.

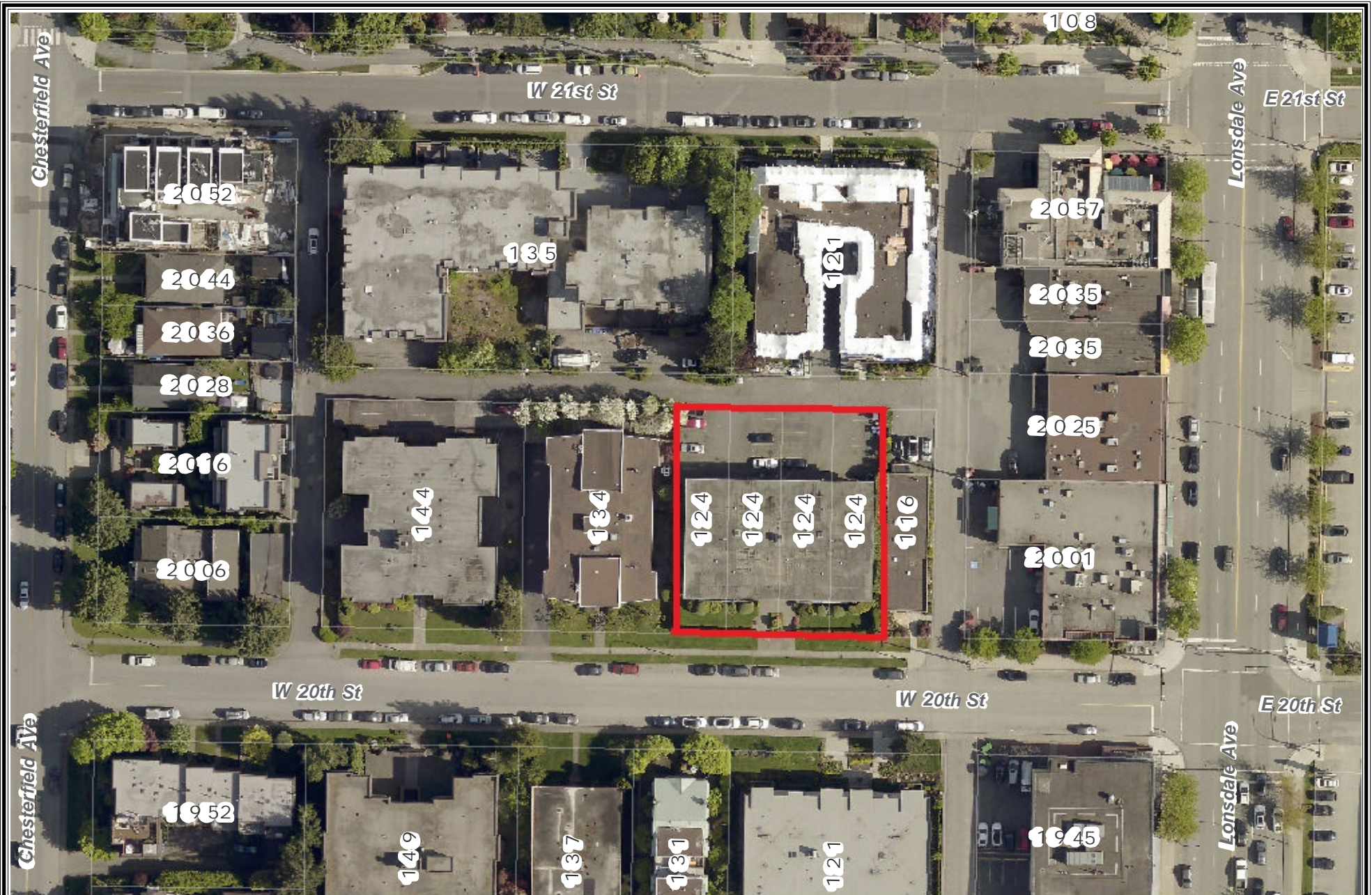
## **CONCLUSION**

This proposal is consistent with the Official Community Plan. The subject site's proximity to existing amenities, commercial areas and public transit and active transportation facilities makes it an appropriate site for the proposed new 57-unit rental apartment building. The application meets the Strategic Plan as a City for People in using an existing site to increase the number of rental and mid-market units to the City.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
David Johnson  
Development Planner







# PROJECT SUMMARY SHEET

DEVELOPMENT APPLICATION

124 West 20th Street



## SITE CHARACTERISTICS

OCP Designation	Residential Level 5 (R5)
Existing Zoning	Medium Density Apartment Residential 1 (RM-1)
Site Area	1,686.6 sq. m (18,154 sq. ft.)

FLOOR AREA AND HEIGHT	Existing Zoning (RM-1)	Official Community Plan	Proposed (CD-746)
Floor Space Ratio	Maximum 1.60 FSR 2,989.8 sq. m (29,046 sq. ft.)	Maximum - 2.60 FSR 4,858.4 sq. m (47,200 sq. ft.)	2.59 FSR 4,365.9 sq. m (46,994 sq. ft.)
Total Lot Coverage	50%	N/A	45%
Principal Building Height (maximum)	Three Storeys and 13.0 m (42.7 ft.)	Six Storeys	Six Storeys and 19.12 m (62.7 ft.)

## SETBACKS

	Existing Zoning (RM-1)	Proposed
Front (West 20th Street)	6.10 m (20.0 ft.)	5.94 m (19.5 ft.)
Interior Side Yard (East)	4.57 m (15.0 ft.)	3.51 m (11.5 ft.)
Interior Side Yard (West)	4.57 m (15.0 ft.)	3.51 m (11.5 ft.)
Rear (North)	6.10 m (20.0 ft.)	6.10 m (20.0 ft.)

## BICYCLE PARKING

	Required	Proposed
Short Term	6	6
Secured	86	88
Total Bicycle Parking (stalls)	92	94

## VEHICLE PARKING

	Required	Proposed
Resident Parking	34	47
Visitor Parking	6	6
Total Vehicle Parking (stalls)	40	53

Numbers based on plans dated May 31, 2022

#2186961





Revisions  
Issued For Rezoning, Development Permit  
January 08, 2021  
Issued For Advisory Design Panel  
May 12, 2021  
Re-Issued For Rezoning, Development Permit  
September 02, 2021  
Re-Issued For Rezoning, Development Permit  
February 04, 2022



Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

# Crystal Apartments Ltd. - Rental Housing

124 W 20th Street, North Vancouver, BC

February 04, 2022

Crystal Apartments Ltd. is applying to develop a 6 storey wood frame residential project with 57 rental units. This new purpose built rental housing project will replace an aging 22 unit building and will provide 35 additional rental units to the much needed rental housing stock in North Vancouver. With a mix of efficiently designed units, we are proposing : 5 Studio units at 426 sf, 23 one bedroom units ranging from 560sf to 585sf, 22 two bedroom units ranging from 748sf to 881sf and 7 three bedroom units ranging from 989sf to 1014sf. 17 of these units (30% ) will be Level 2 Adaptable and 6 units ( 10% ) will be below market housing. We are also proposing the addition of several amenity spaces for the residents that includes a roof top deck. This proposal provides a complete mix of housing opportunities for North Vancouver's diverse community.

Upon completion, 90% of these units will be rented at market rates and will provide an attractive and financially viable option for housing to those who are unable to bear the high cost of condominium ownership in today's real estate market. With the project located close to transit, services, employment opportunities, and civic amenities, the provision of 94 secured bicycle spaces and 6 short term spaces is intended to help reduce the reliance on the automobile for the residents of this building.

With the current shortage of supply of rental opportunities, and the increase in demand, it is important to the City's social and economic sustainability that new rental product is provided that will extend the life of the City's rental stock. This project will help ensure that rental opportunities will remain into the future for new residents instead of the unaffordable alternative of condominium ownership.

We look forward to working with The City of North Vancouver to bring this much needed rental housing to realisation.

## DRAWING LIST:

### ARCHITECTURAL

- A-0.41 Development Summary & Zoning Map
- A-0.42 Context Plan
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### CIVIL

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## Project Team:

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- Contact: Andrew Statham

### ARCHITECTURAL

- RLA Architects
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- Contact: Mark Pickrell

### LANDSCAPE

- Durante Kreuk Landscape Architecture
- 102 - 1637 West 5th Avenue
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- Contact: Peter Kreuk



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February 04, 2022

Project:

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

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Scale: NTS  
February 04, 2022

**A-0.01**

# Crystal Apartments - Residential Rental Development

124 W 20th Street, North Vancouver

Legal Address: Lots 21 to 24 Inclusive, All of Lots 2 and 3, Block 6, District Lot 548, Plan 1241

January 20, 2021  
updated

ZONING: RM1

SETBACKS: Front Yard 5.84 meters  
Rear Yard 6.10 meters  
Side Yard East 3.51 meters  
Side Yard West 3.51 meters

BUILDING HEIGHT: 23.19 meters

ENERGY PERFORMANCE: CBC 2018 STEP CODE LEVEL 3

SITE AREA	0.4165 acres	1,885.3 sqm	18,154 sq
-----------	--------------	-------------	-----------

SITE COVERAGE	18,154 sq	Permitted 95%	Proposed 44.0%
---------------	-----------	---------------	----------------

DEVELOPMENT SUMMARY												
Room Type	Parking	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor	Roof	Total Units	Unit Area	Total Area	Unit Mix
A Studio	n/a	0	1	1	1	1	1	0	6	428 SF	2,532 SF	1%
B 1 Bedroom	Adaptable	1	2	2	2	2	2	0	11	570 SF	6,236 SF	13%
B1 1 Bedroom	n/a	1	1	1	1	1	1	0	6	580 SF	3,510 SF	10%
B2 1 Bedroom	n/a	1	1	1	1	1	1	0	6	592 SF	3,580 SF	11%
C 2 Bedroom	n/a	1	1	1	1	1	1	0	6	881 SF	5,296 SF	15%
C1 2 Bedroom	Adaptable	n/a	1	1	1	1	1	0	6	864 SF	5,184 SF	14%
C2 2 Bedroom	n/a	0	1	1	1	1	1	0	5	879 SF	4,395 SF	14%
C3 2 Bedroom	n/a	0	1	1	1	1	1	0	5	874 SF	3,742 SF	14%
D 3 Bedroom	n/a	1	1	1	1	1	1	0	6	1,014 SF	6,084 SF	17%
D1 3 Bedroom	n/a	1	0	0	0	0	0	0	6	984 SF	5,904 SF	16%
#UNIT / FLOOR		7	6	6	6	6	6	0	57	UNITS		
UNIT AREA/FLOOR		5,468 SF	7,169 SF	7,168 SF	7,169 SF	7,169 SF	7,169 SF	0 SF	57	UNITS	41,814 SF	100%
Common Area		1,250 SF	942 SF	942 SF	942 SF	942 SF	942 SF	380 SF			6,320 SF	
Lobby		343 SF	343 SF	343 SF	343 SF	343 SF	343 SF	154 SF			2,106 SF	
Amenity/ Admin Office		1,078 SF	0 SF	0 SF	0 SF	0 SF	0 SF	0 SF			1,078 SF	
Adaptable Units Est. *		40 SF	80 SF	80 SF	80 SF	80 SF	80 SF	0 SF			320 SF	
Wall Thickness		110 SF	102 SF	91 SF	82 SF	82 SF	82 SF	22 SF			575 SF	
GRASS FLOOR AREA		8,148 SF	8,158 SF	8,142 SF	8,139 SF	8,139 SF	8,139 SF	517 SF			49,392 SF	Grass
* Not included in Grass Floor Area												
NET EFFICIENCY		87.1 %	87.2 %	87.3 %	87.4 %	87.4 %	87.4 %	0.0 %			88.1 %	
FAR CALCULATIONS												
FSR & AREA - PROPOSED EXCLUSIONS												
Lobby 377 SF												
Amenity (3% max) 1,078 SF												
Adaptable Units Est. 343 SF												
Wall Thickness 575 SF												
2,349 SF Total Excluded												
2,349 SF												
FAR - NET BUILDING AREA											49,394 SF	Net
FAR											Target FAR 2.60	2.59 FAR

UNIT MIX	Stair	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor	Roof	Total Units	Unit Area	Total Area	Unit Mix
Stair	0	1	1	1	1	1	0	6	428 SF	2,532 SF	1%
1 Bedroom	Adaptable	0	1	2	2	2	2	11	570 SF	6,236 SF	13%
2 Bedroom	0	1	1	1	1	1	1	6	580 SF	3,510 SF	10%
3 Bedroom	0	1	1	1	1	1	1	6	881 SF	5,296 SF	15%
ADAPTABLE UNIT MIX	Stair	0	1	1	1	1	0	6	428 SF	2,532 SF	1%
1 Bedroom	Adaptable	0	1	2	2	2	2	11	570 SF	6,236 SF	13%
2 Bedroom	0	1	1	1	1	1	1	6	580 SF	3,510 SF	10%
3 Bedroom	0	1	1	1	1	1	1	6	881 SF	5,296 SF	15%

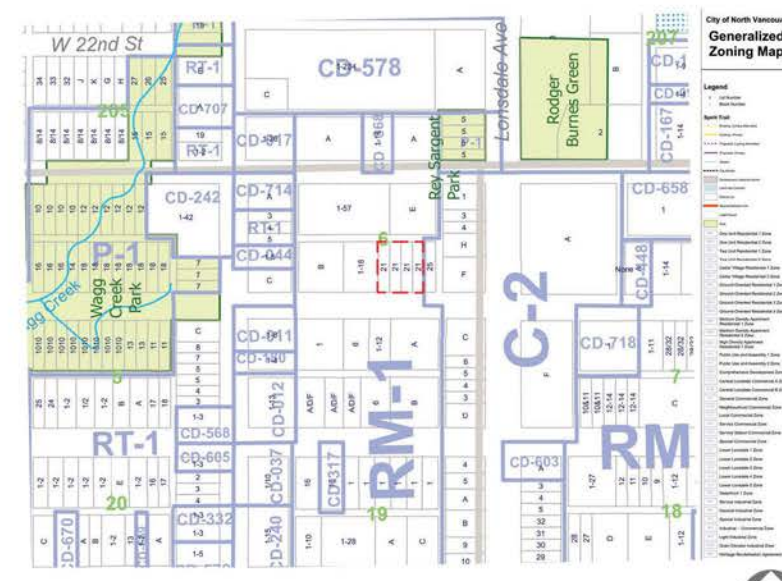
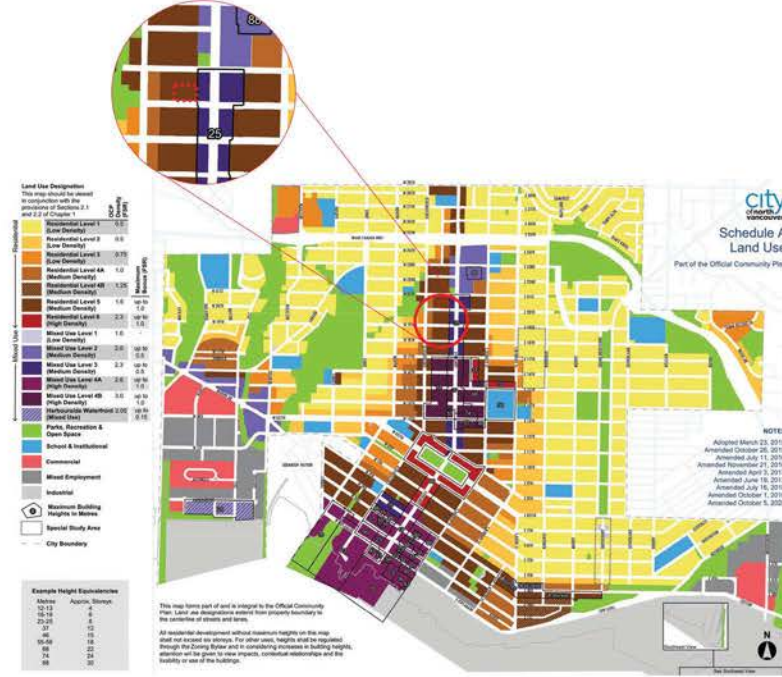
REQUIRED PARKING	Residential Parking	0.60 /Unit	34	units
REQUIRED PARKING	Visitor Parking	0.10 /Unit	6	units
REQUIRED PARKING	Disability Parking	0.038 /Unit	2	units

PROPOSED VEHICLE PARKING	Regular	Small Accessible	Passenger	Car Share	Totals	Resident spaces provided	Visitor spaces provided*	Ratio
Resident Spaces	41	4	2		47	47	6	1.0
Visitor Spaces	5	1			6		6	1.0

REQUIRED BICYCLE STALLS	Secure	1.5	Space per unit	85	Spaces
Secure	Standard 0.6m x 1.8m			85	Secure Standard spaces
Secure	Vertical 0.6m x 1.5m			30	Secure Vertical spaces (35% max)
Short Term	0-15 units: no requirements			6	Spaces
Short Term	20-50 units: 6 spaces				
Short Term	60 or more units: 8 spaces per every 60 units				

PROPOSED BICYCLE PARKING	Secure	Standard	Vert.	Total Stalls	Secure
Secure	60	24	0	84	Secure
Short Term	6	0	0	6	Short Term

GARBAGE/RECYCLING	Required Garbage/Recycling	#/SF per unit	298.1	SF
GARBAGE/RECYCLING	Proposed Garbage/Recycle	6.05 SF per unit	343.8	SF



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Revised March 23, 2015  
Revised October 28, 2016  
Revised July 11, 2016  
Revised November 2, 2016  
Revised April 3, 2017  
Revised June 10, 2017  
Revised July 10, 2018  
Revised October 1, 2018  
Revised October 5, 2020

City of North Vancouver  
Generalized Zoning Map  
Legend  
Apartment  
Residential  
Commercial  
Industrial  
Public Use and Community  
Other

Project:  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Zoning Map Plan  
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Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Context Plan

Scale: NTS  
February 04, 2022

A-0.42



# Legend

## Transit Corridor

- 1 Lonsdale Avenue

## Parks and Amenities

- 2 Wagg Creek Park
- 3 Rey Sargent Park
- 4 Harry Jerome Community Centre
- 5 Centennial Theatre
- 6 Norseman Park
- 7 Memorial Community Recreation Centre

## Businesses

- 8 Lonsdale Veterinary Hospital
- 9 Health & Beauty and Restaurants
- 10 LifeLabs Medical Laboratory Services
- 11 London Drugs
- 12 Grocery Markets / Restaurants / Sports Stores

## Residential

- 13 121 21st Street West (3 Storeys)
- 14 135 21st Street West (3 Storeys)
- 15 134 20th Street West (4 Storeys)
- 16 144 20th Street West (3 Storeys)
- 17 121 20th Street West (3 Storeys)
- 18 131 20th Street West (3 Storeys)
- 19 137 20th Street West (3 Storeys)
- 20 149 20th Street West (3 Storeys)
- 21 Townhome Complex
- 22 2006 Chesterfield Avenue (2 Storeys)
- 23 1940 Chesterfield Avenue (Townhome Complex)
- 24 1953 Chesterfield Avenue (Single Family Homes)



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Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver



Context Plan

Scale: NTS  
February 04, 2022

A-0.43





## DESIGN RATIONALE

### SITE

This proposed rental development is located on a 0.4 acre site in the Central Lonsdale neighborhood on West 21<sup>st</sup> Street between Chesterfield Avenue and Lonsdale Avenue. An aging, 3-story wood frame building comprised of 22 rental suites currently occupies the site. The site slopes consistently 1% down from east to west and has an increasing north to south down slope from approx. 1% to 2% as one travels westward.

The adjacent buildings to the North and West are townhouse/apartment developments of 2 or 3 stories in height. The neighboring eastern building is a 1 story Veterinary Clinic. A lane running north off 21<sup>st</sup> Street bounds its east side and connects to the rear lane running along the northern boundary of the site. The eastern lane also serves the parking lot of the MacDonald's restaurant that fronts the urban centre running along the Lonsdale commercial corridor.

Attempts were made by the Owner to acquire the Veterinary site, however the existing Owners were reluctant to part with their property that had been in their family for approximately 30 years.

### ZONING

The City of North Vancouver's 2014 Official Community Plan permits the densification of this site to Land Use Designation of Residential Level 5 (medium density) with an allowable density of 1.6 FSR. Further, the 2018 Bonus Density and Community Benefits Policy permits an additional 1.0 FSR within the framework of the OCP.

This residential project proposes the replacement of the 22 existing rental units plus development of an additional 35 rental units. This helps meet the much needed regional housing demand and as it is an recognized public benefit, the project is designed to the 2.6 allowable FSR with a Gross Floor Area of approximately 47,000 sq.

### PROPOSED DEVELOPMENT

The intended project is for 57 rental units in a six-story wood frame building over 1 1/2 levels of underground concrete parking garage.

The compact square nature of the site imposed a challenge for the proposed 6 story massing. Care was taken to comply as much as possible with the existing RM1 zoning setbacks. The building is situated within the existing 3 story outline and to approximate 12 foot side yard setbacks are twice those of the existing 3 story building providing ample room for the exit paths with a planted buffer to the patios running along 21<sup>st</sup> Street.

Noting the sloping nature of the site, the building's main floor elevation is set to meet the existing grade along 21<sup>st</sup> Street as close as possible. Access to the underground parking is located at the lowest portion of the rear lane at the NW corner of the site. The Building Entry is placed close to the SE corner on W21<sup>st</sup> Street. Front yard access is provided to the patios for ground floor units facing the new public realm off 21<sup>st</sup> framed within a double row of street trees. The public realm is connected visually, but physically separated from the ground floor units with a 5' wide boulevard and grade transition to the raised patios.

The 6-story massing is articulated by several repetitive design elements to break down the overall scale and harmonize the building form. A simple palette of materials is intended to produce a clean, contemporary building appearance. White composite panels comprise the main building facade, accentuated by two contrasting colour variations strategically placed on the building composition. Dark brick is introduced at the ground level units as 2-story framing elements forming a rhythmic cadence along 21<sup>st</sup> street to provide scale and interest at the pedestrian level. This rhythm is accentuated by the uniform balcony and glazing system of the stacking units overhead. Composite lap siding panels in a natural wood tone are introduced between the brick frames to link the brick and add a continuous warm texture at this level. The ground level privacy fences are also comprised of this durable 'wood' panel to reinforce this warm, tactile feeling.

The repeating brick frames step up to a third level to emphasize the building entrance. A glazed, metal canopy extends out from the 1<sup>st</sup>-storey and over the entry path for further emphasis and to provide critical rain cover.

The 3-storey brick frame is designed to wrap the southeast corner of the building as a feature element and welcoming gesture from the nearby urban commercial street. The upper floors at this corner change to a contrasting, but complementary colour and the natural 'wood' panels are reintroduced to further accentuate this corner building feature. Wood posts and beams of the same natural colour highlight the corner balconies. These are repeated at all corner balconies of the building.

The brick continues along the east elevation to match the scale of the adjacent Veterinary building and is intended to accentuate the eastern indoor amenity space. This elevation is carefully treated with a second colour variation at the northeast corner and reintroduction of wood panels in anticipation of long term visibility to adjacent streets.

The building is capped with a flat roof to minimize the overall height of the building. Generous 4 foot overhangs serve as weather protection and along with their black fascia to contrast with the clean white paneling below and further stop the eye from wandering further upward. The exception occurs at the feature corner, where, following the profile of the 3 story brick frame below, the roof pops up, breaking the overall plane to add variety and further interest.

The existing rental building has only 1 and 2-bedroom typical suites, while the proposed building has a mix of unit types including Studios, 1, 2 and 3-bedroom units, with much consideration given to the context and efficiency of each of the plan layouts. Six (10.5%) of the 57 units are designated as below market units and are provided in a mix of 1, 2 and 3 bedroom types at the ground floor level. Seventeen (30%) units are designed to meet the Adaptable Design Level 2 Guidelines.

1 1/2 levels of underground parking is provided to house all the residential parking, some visitor parking and bicycle secure storage, as well as storage locker rooms for all the suites. Six Visitor spaces are located on-surface at the rear lane. These spaces are well shielded from the rear facing ground units by privacy fencing and a grade change to the lowered patios.

### ACTIVE DESIGN FEATURES

The primary staircase (Stair #2) has been located at a prominent location adjacent the elevator core and across from the entry lobby to encourage its use. This stair also has direct access to one of the two provided indoor amenity spaces. The secondary stair at the west side of the building leads to a pathway that links directly to the public realm along W21<sup>st</sup> Street. Both stairwells will include large signage and fully glazed fire-rated doors for clear visibility and safety. Both stairs exit directly at ground level and connect with the parking garage (garbage & recycling facilities and unit storage/bicycle lockers).

Two indoor amenity rooms are included at the ground level of the building for the common use of all tenants. Both spaces are located adjacent the elevator core and primary stair. Each space is intended as a place for meetings and social gatherings or for use by people who work from home. They also provide the option for having multiple activities to occur at one time should one space already be reserved. Each amenity room is provided with accessible washroom facilities and a small kitchenette.

Due to the compactness of the site and limited outdoor space, a third outdoor amenity is proposed as an outdoor terrace at the roof level. The central elevator shaft and primary stair will extend to the roof level. This outdoor terrace will provide opportunity for fresh air and great views, especially to the north shore mountains. The terrace will be partially covered with a wood trellis to provide rain protection or shade cover on hot sunny days.



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Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

## Design Rationale

Scale: NTS  
February 04, 2022

# A-0.44





View from South East



View from South West



South West - Bird's eye



View of Residential Entrance



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Project

Crystal Apartments Ltd.

124 W 20th Street  
North Vancouver

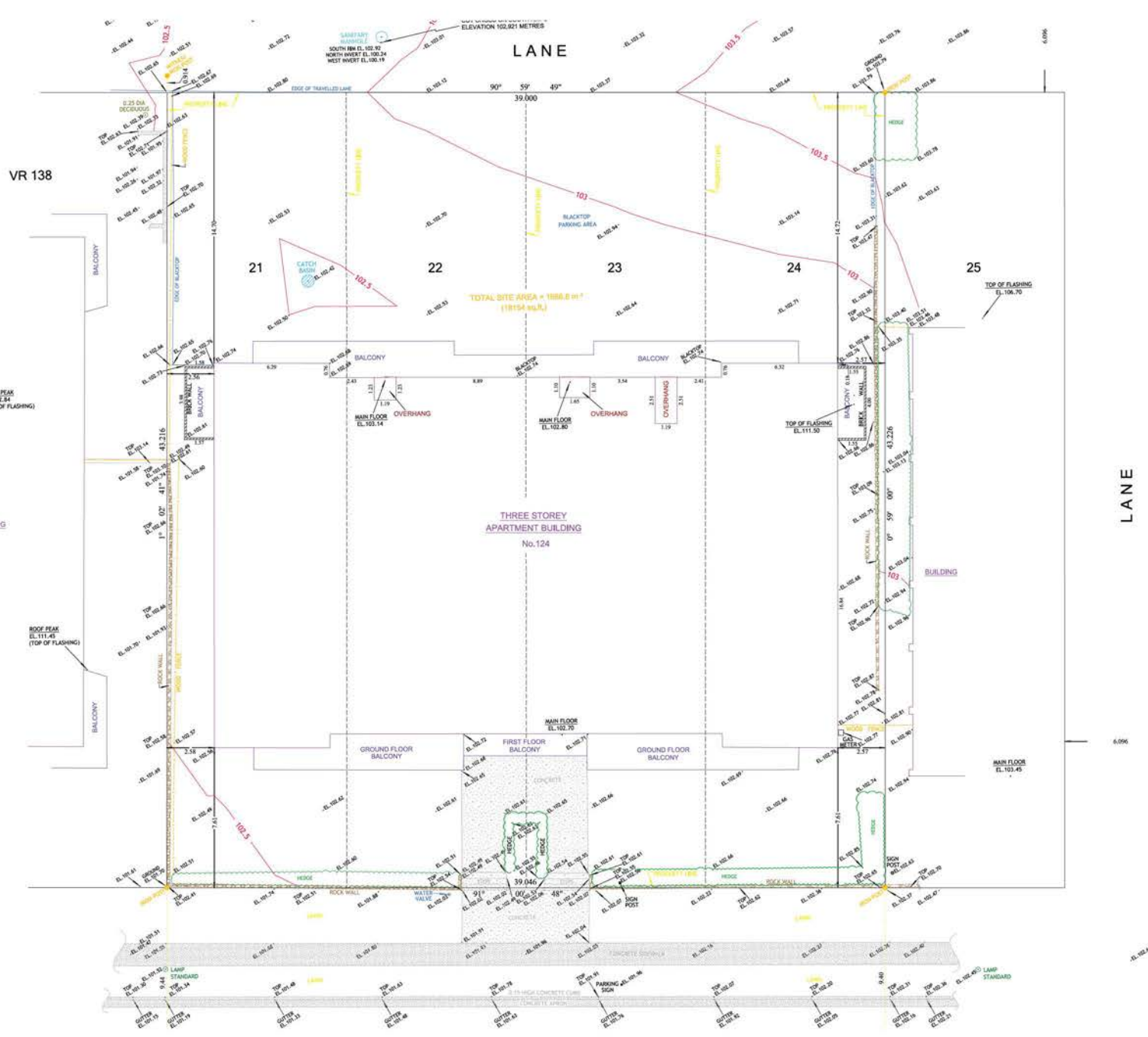
Renderings

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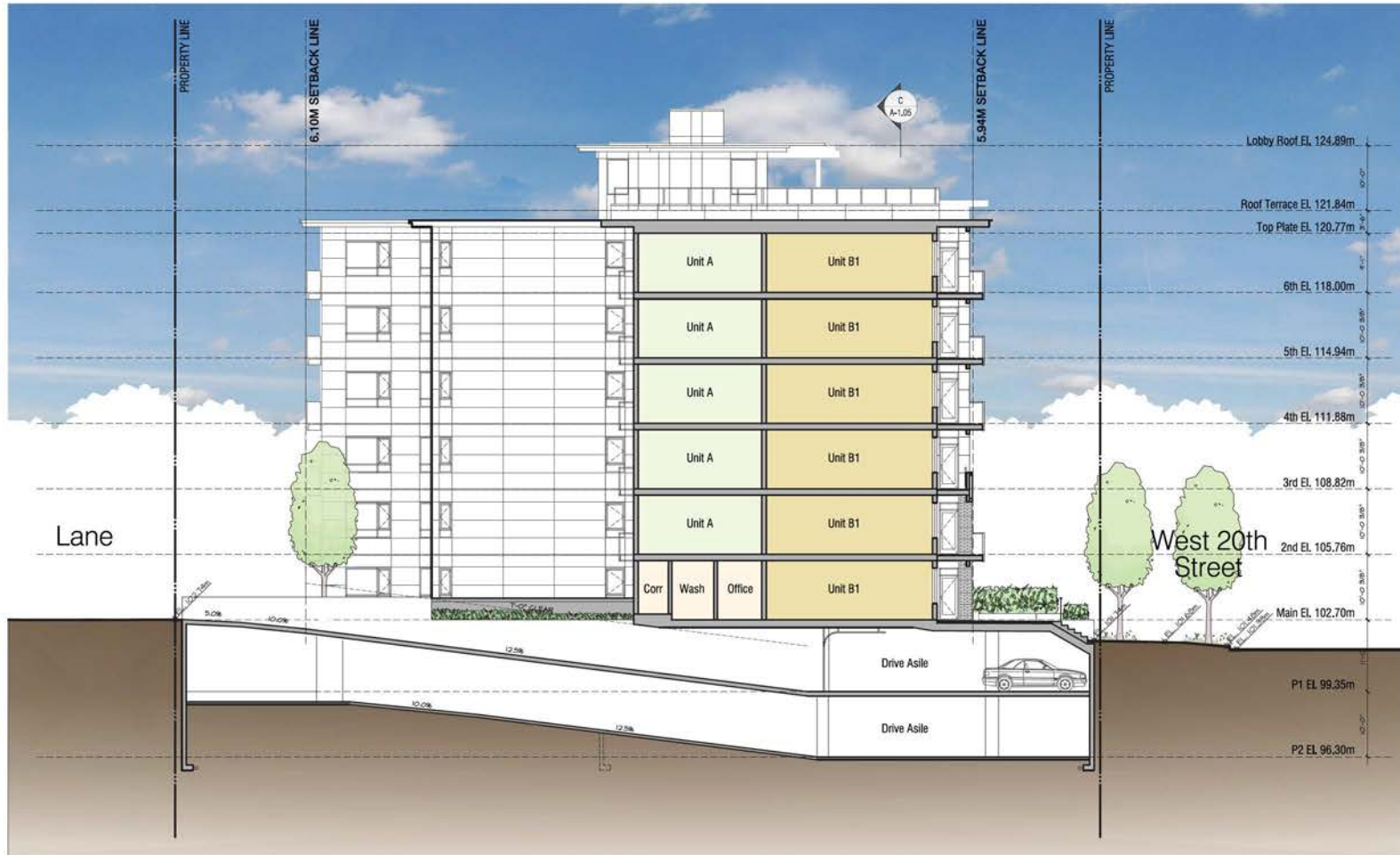
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Apartments Ltd.  
124 W 20th Street  
North Vancouver

Survey Plan

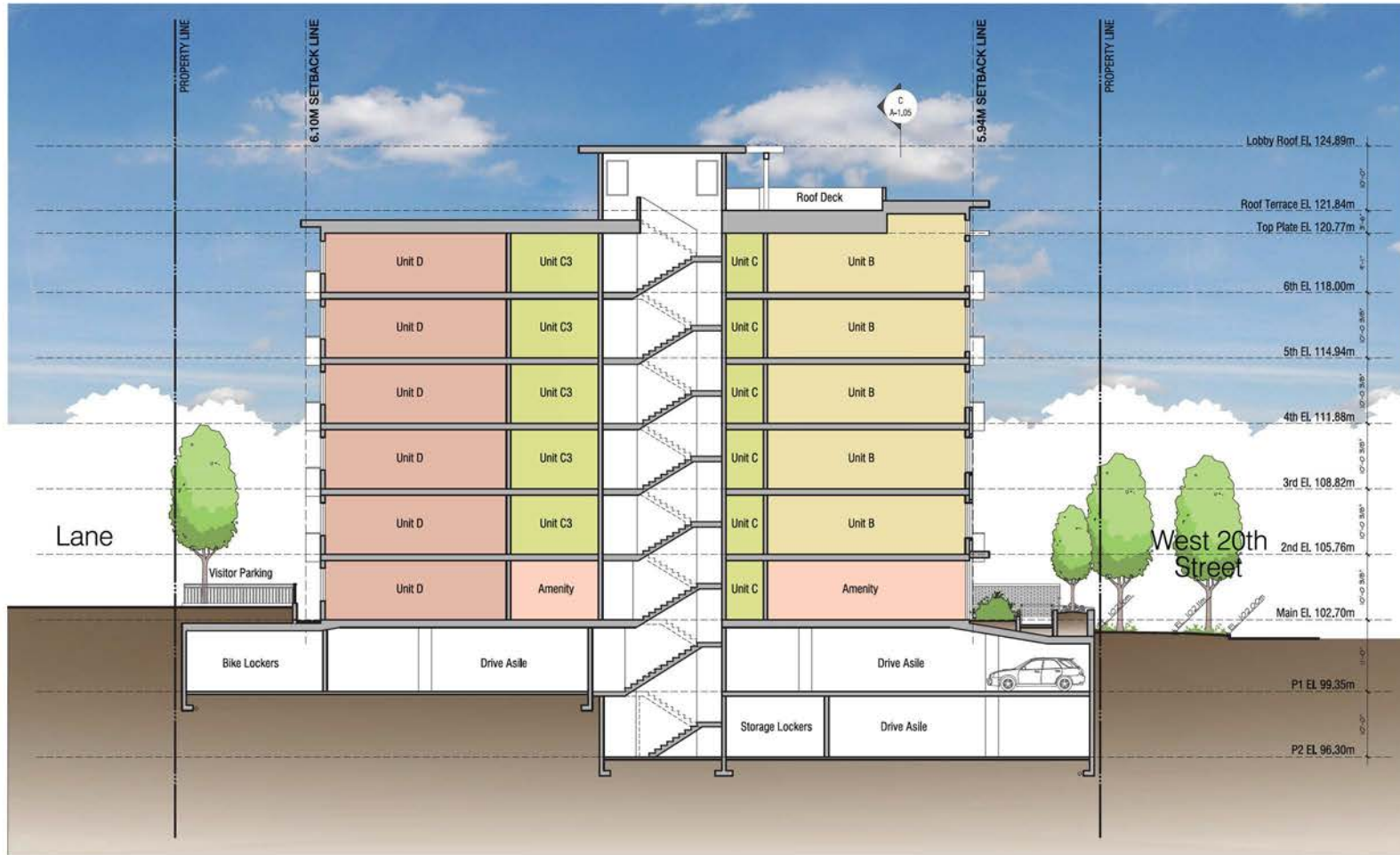
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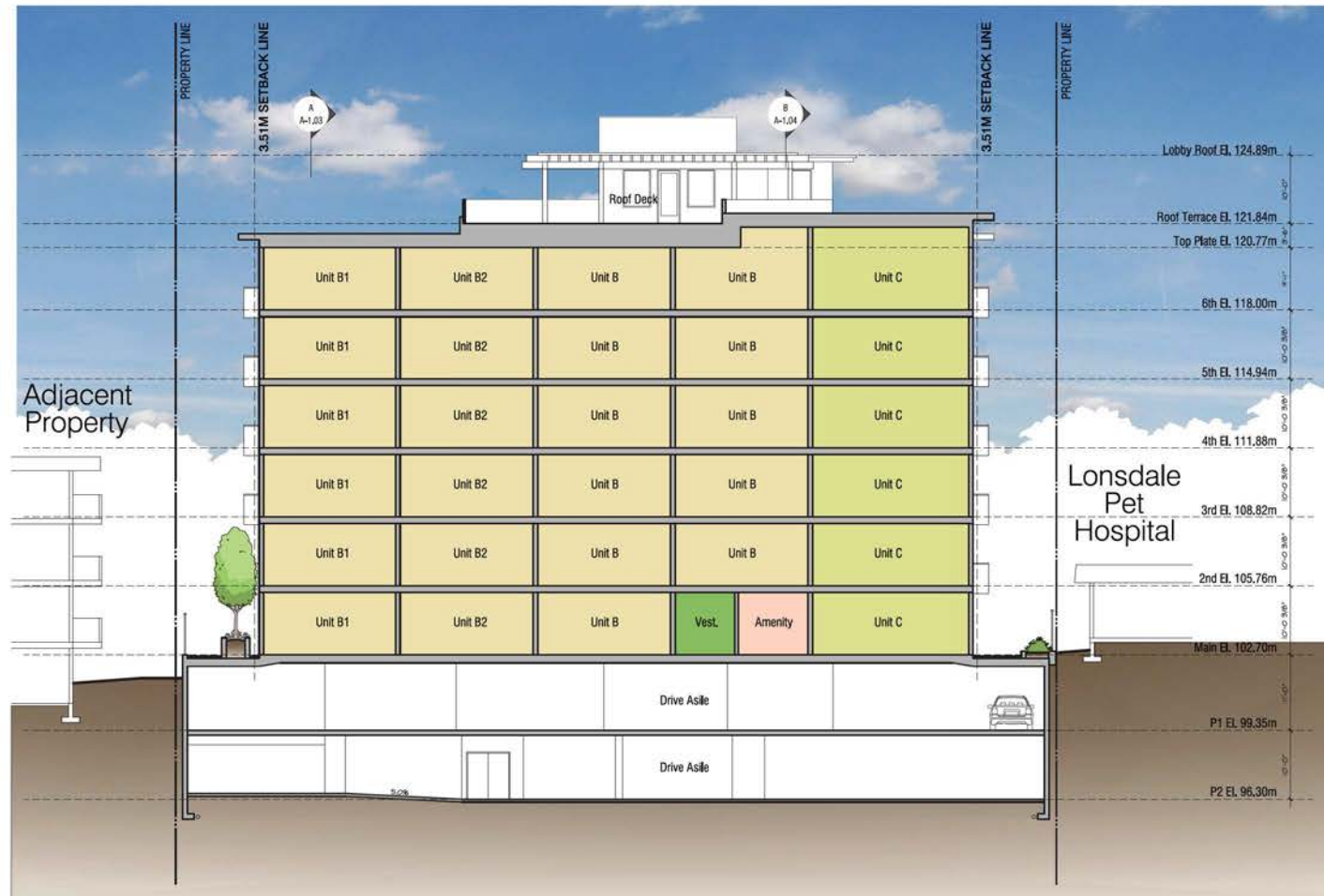
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SECTION A

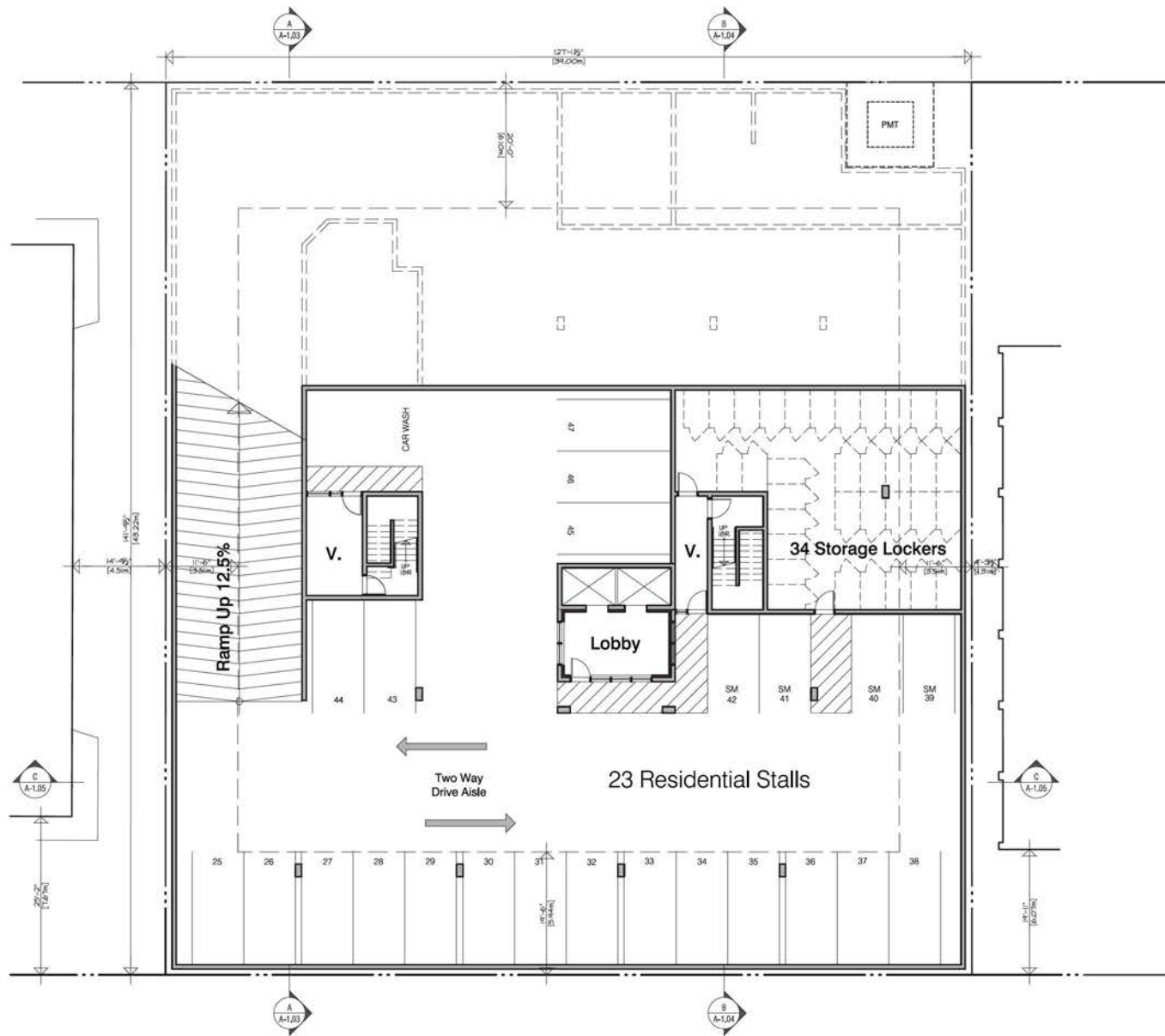


SECTION B



SECTION C





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Project:

Crystal  
Apartments Ltd.

124 W 20th Street  
North Vancouver

Parking  
Level 2

Scale: 1/8" = 1'-0"  
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Project

Crystal

Apartments Ltd.

124 W 20th Street

North Vancouver

Main Floor

Scale: 1/8"=1'-0"

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Project  
Crystal  
Apartments Ltd.  
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Level 3 Plan

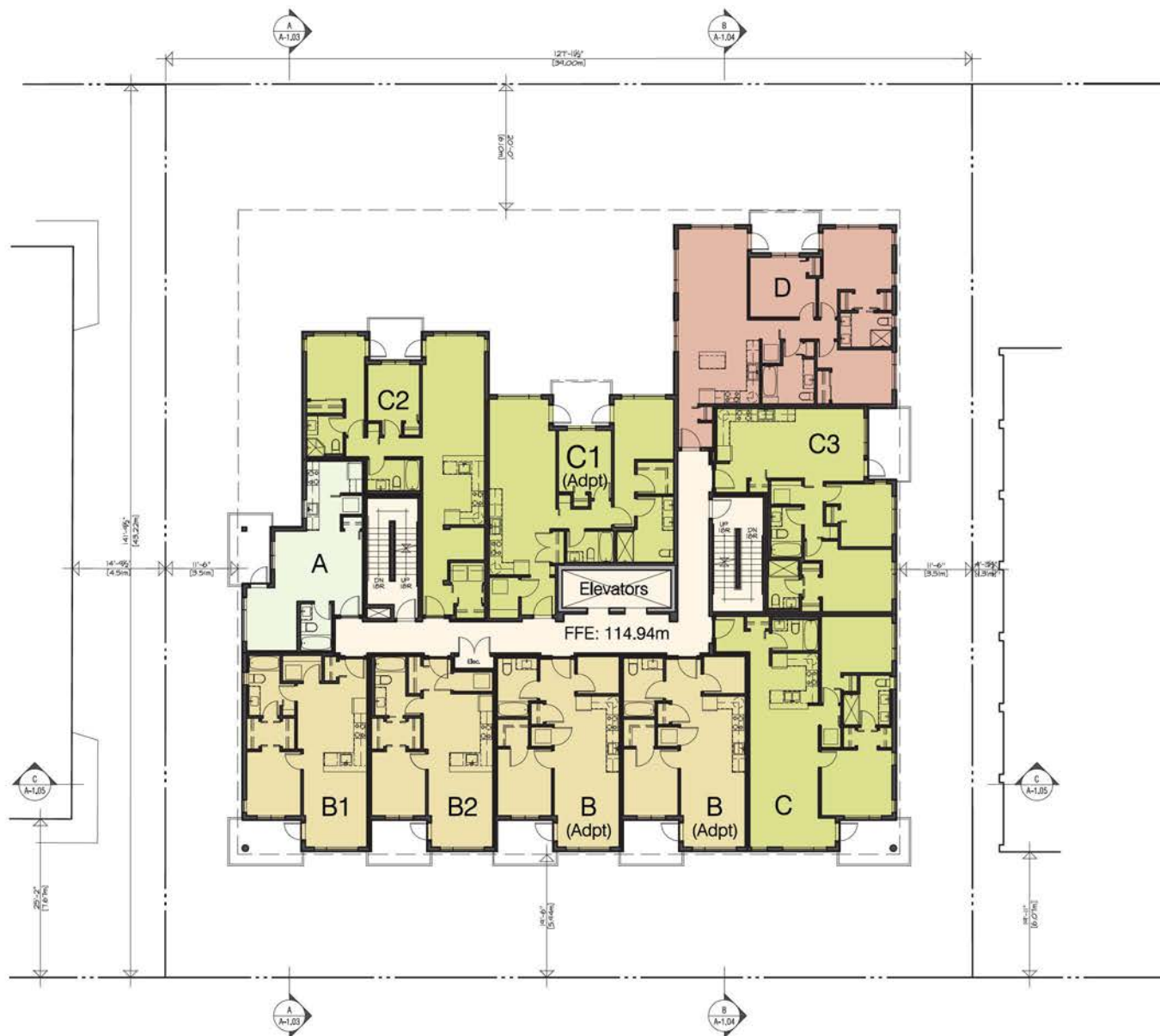
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Project:

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124 W 20th Street

North Vancouver

Level 5 Plan

Scale: 1/8" = 1'-0"

February 04, 2022



A-2.07





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Revisions:

Issued For Rezoning, Development Permit  
January 28, 2021

Issued For Advisory Design Panel  
May 12, 2021

Re-Issued For Rezoning, Development Permit  
September 02, 2021

Re-Issued For Rezoning, Development Permit  
February 04, 2022

Project:

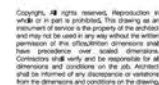
**Crystal  
Apartments Ltd.**  
 124 W 20th Street  
 North Vancouver

**Level 6 Plan**

Scale: 1/8" = 1'-0"  
 February 04, 2022



**A-2.08**



Re-issued For Reasoning, Development Permit  
January 28, 2021

Issued For Advisory Design Panel  
May 12, 2021

Re-issued For Reasoning, Development Permit  
September 02, 2021

Re-issued For Reasoning, Development Permit  
February 04, 2022

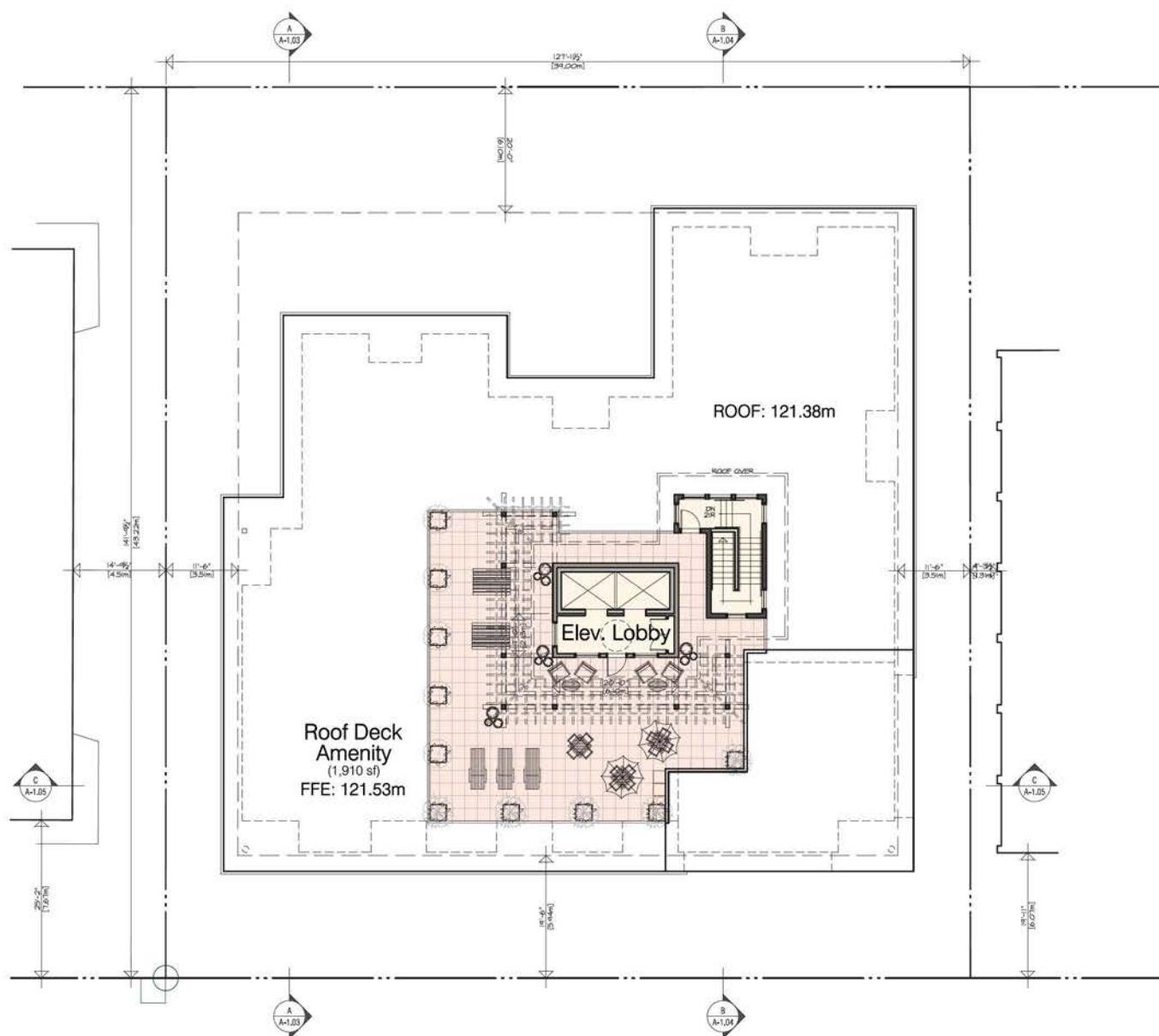
Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

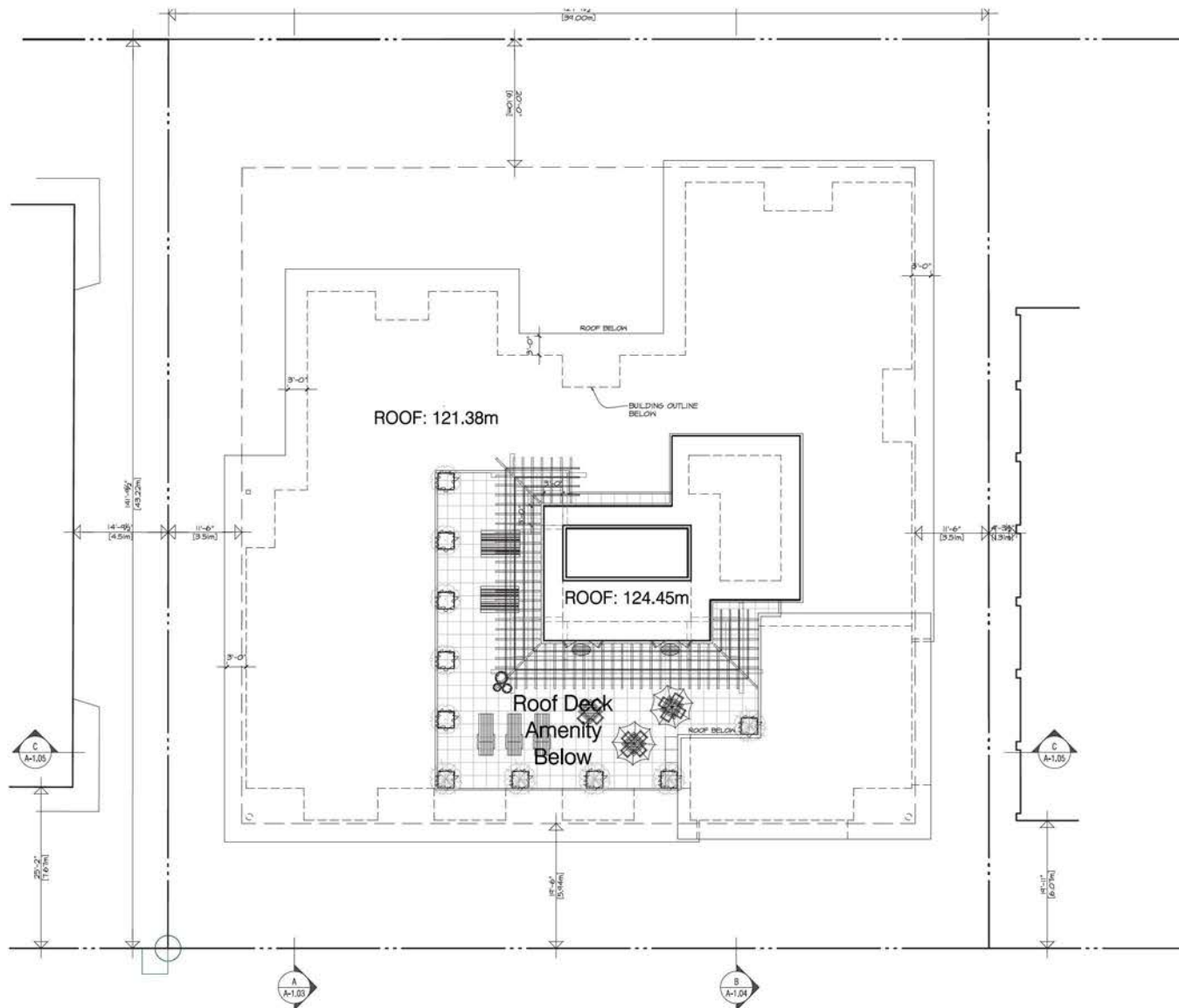
### Roof Plan

Scale: 1/8" = 1'-0"  
February 04, 2022



## A-2.09





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1000

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January 28, 2021

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May 12, 2021

Re-issued For Rezoning, Development Permit  
September 02, 2021

Re-issued For Rezoning, Development Permit  
February 04, 2022

Project

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Elevator and Stair  
Roof Plan

Scale: 1/8" = 1'-0"  
February 04, 2022



## A-2.10



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Revised:

Issued For Rezoning, Development Permit January 28, 2021

Issued For Advisory Design Panel May 12, 2021

Re-issued For Rezoning, Development Permit September 02, 2021

Re-issued For Rezoning, Development Permit February 04, 2022



## SOUTH ELEVATION (W 20TH STREET)

### Exterior Finish Legend

- |                 |  |                          |  |                    |   |
|-----------------|--|--------------------------|--|--------------------|---|
| 1 Roof          | 2-ply SBS Membrane, Light Grey                                       | 7 Concrete Copings       | Caps, Headers, Lintels and Sills Colour to match brick | 14 Balcony Fascia  | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 2 Soffit        | Hardie Panel Benjamin Moore AF-680 Wish                              | 8 Vinyl Window           | Vinyl Frame Black                                      | 15 Columns         | Wood, Colour: Broda Stain, Natural 111                        |
| 3 Roof Fascia   | Fibre Cement Trim Board Benjamin Moore 2132-10 Black                 | 9 Vinyl Window           | Vinyl Frame White                                      | 16 Beams           | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 4 Wall Panel    | Hardie Reveal Panel System, Smooth Benjamin Moore OC-57 White Heron  | 10 Guardrails            | Aluminum Frames, Powder Coated, Makin Metals, Iron Ore | 17 Trellis         | Wood, Colour: Broda Stain, Natural 111                        |
| 5 Wall Panel    | Hardie Reveal Panel System, Smooth Benjamin Moore HC-104 Copley Gray | 11 Guardrail Glazing     | Tempered Glass Panels, Vitrum Glass, Colour: Pewter    | 18 Feature Soffit  | Longboard Soffit, V-groove, 6" Exposure, Colour: Light Cherry |
| 6 Wall Panel    | Hardie Reveal Panel System, Smooth Benjamin Moore HC-87 Ashley Gray  | 12 Curtain Wall          | Smooth, Matt Finish, Black                             | 19 Window Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 7 Wood Cladding | HardiePlank Lap Siding, 6" Exposure, Colour:                         | 13 Curtain Wall Spandrel | Vitrum Glass, Opaci-cost #3-0586 Medium Gray           | 20 Fascia Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 8 Brick Vanner  | Yankee Hill Brick, Smooth Standard Running Bond, Dark Iron Spot      | 14 Metal Canopy          | Powder Coated Steel, Benjamin Moore 2132-10 Black      | 21 Gutter & RWL    | Prefinished Aluminum, Colour: See Supplementary Colour Board  |

### Spatial Calculations

Fire Compartment	Actual				BCBC 2018 - Table 3.2.3.1 a			
	Limiting Distance	Total Façade Area	Area Unprotected Opening	% Unprotected Opening	Limiting Distance (m)	Exposing Building Face Max Area Category	% Unprotected Opening	Construction (non-combustible or combustible)
North Façade	> 9m	N/A	N/A		3.53	> 100	100%	C
East Façade	11.00	7.0	8.8	6,308 986.7	1,804	104.7	26%	C
South Façade	> 9m	N/A	N/A		3	> 100	100%	C
West Façade	11.00	9.0	8.8	6,200 981.1	1,364	104.7	22%	C

\*Per 3.2.3.10 (2) Unlimited unprotected openings allowed

Notes:

- Results based on table 3.2.3.1 a and 3.2.3.7 for Group C buildings. Where the Limiting Distance and Max Area category do not fall on a table value, the results have been interpolated through linear interpolation.
- All limiting distances are measured to property lines (P.L.) or to the centre line of a street.
- Per 3.2.3.14(3), unprotected openings do not apply to fire compartments within the same building that are sprinklered.

Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

South Elevation  
(W 20th Street)

Scale: 1/8" = 1'-0"  
February 04, 2022

# A-3.00





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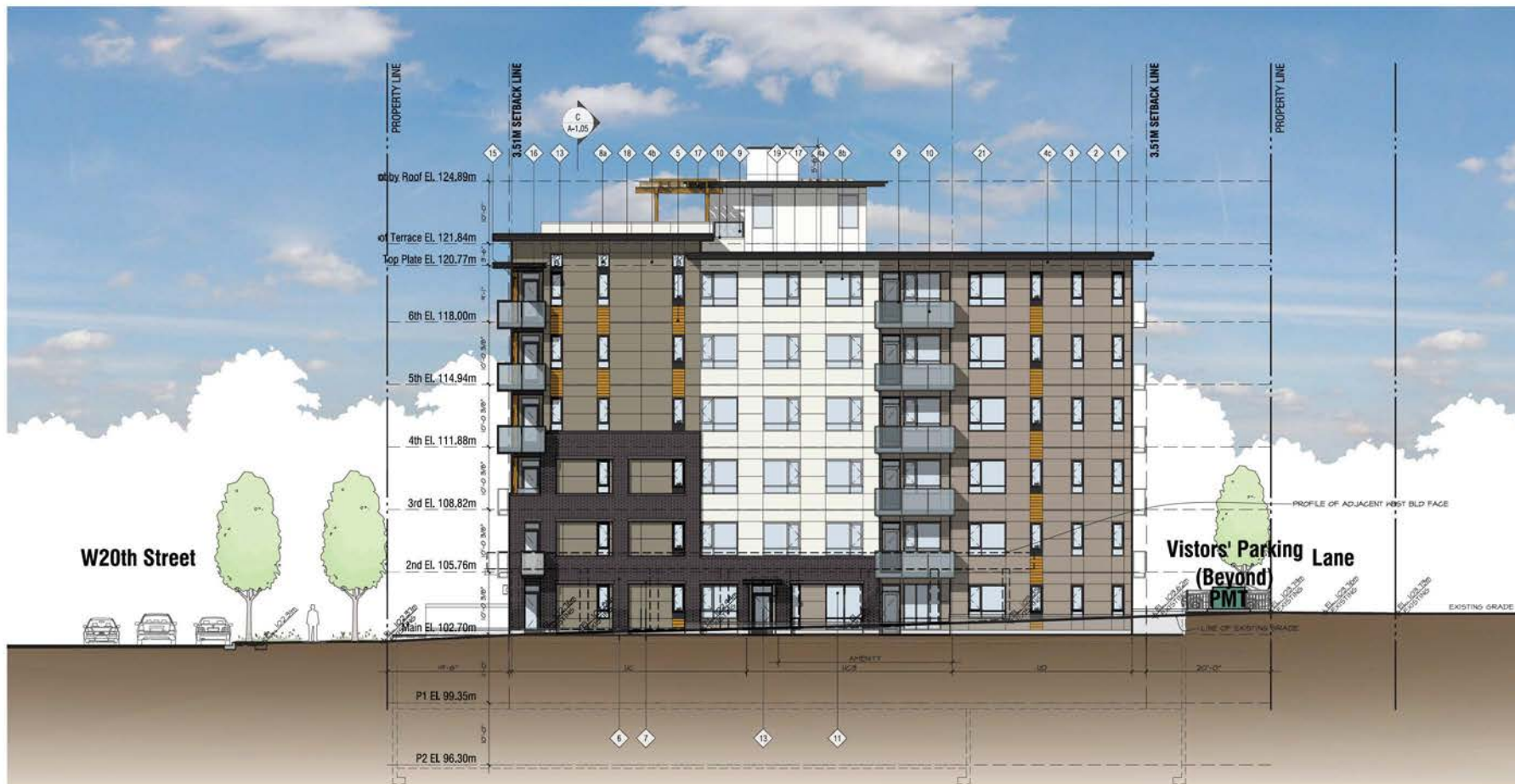
Revised:

Issued For Rezoning, Development Permit January 28, 2021

Issued For Advisory Design Panel May 12, 2021

Re-issued For Rezoning, Development Permit September 02, 2021

Re-issued For Rezoning, Development Permit February 04, 2022



## EAST ELEVATION

### Exterior Finish Legend

- |                 |  |                          |  |                    |   |
|-----------------|--|--------------------------|--|--------------------|---|
| 1 Roof          | 2-ply SBS Membrane, Light Grey                                       | 7 Concrete Copings       | Caps, Headers, Lintels and Sills Colour to match brick | 14 Balcony Fascia  | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 2 Soffit        | Hardie Panel Benjamin Moore AF-680 Wish                              | 8a Vinyl Window          | Vinyl Frame Black                                      | 15 Columns         | Wood, Colour: Broda Stain, Natural 111                        |
| 3 Roof Fascia   | Fibre Cement Trim Board Benjamin Moore 2132-10 Black                 | 8b Vinyl Window          | Vinyl Frame White                                      | 16 Beams           | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 4a Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore OC-57 White Heron  | 9 Guardrails             | Aluminum Frames, Powder Coated, Makin Metals, Iron Ore | 17 Trellis         | Wood, Colour: Broda Stain, Natural 111                        |
| 4b Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore HC-104 Copley Gray | 10 Guardrail Glazing     | Tempered Glass Panels, Vitrum Glass, Colour: Pewter    | 18 Feature Soffit  | Longboard Soffit, V-groove, 6" Exposure, Colour: Light Cherry |
| 4c Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore HC-87 Ashley Gray  | 11 Curtain Wall          | Smooth, Matt Finish, Black                             | 19 Window Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 5 Wood Cladding | HardiePlank Lap Siding, 6" Exposure, Colour:                         | 12 Curtain Wall Spandrel | Vitrum Glass, Opaci-cost #3-0586 Medium Gray           | 20 Fascia Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 6 Brick Venner  | Yankee Hill Brick, Smooth Standard Running Bond, Dark Iron Spot      | 13 Metal Canopy          | Powder Coated Steel, Benjamin Moore 2132-10 Black      | 21 Gutter & RWL    | Prefinished Aluminum, Colour: See Supplementary Colour Board  |

### Spatial Calculations

Fire Compartment	Limiting Distance	Actual				BCO 2018 - Table 3.2.3.1 a					
		Total Facade Area	Area Unprotected Opening	% Unprotected Opening		Limiting Distance (m)	Exposing Building Face Max Area Category	% Unprotected Opening	Min. Req. F.R.R.	Construction (non-combustible or combustible)	Cladding (non-combustible or combustible)
	m	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	%	m	m <sup>2</sup>	%	min.	N/C or C	N/C or C
North Facade	> 9m	N/A	N/A			3.53	> 100	100%		C	C
East Facade	11.00	7.0	8.8	6,388	88.7	1,804	18.7	26%		C	C
South Facade	> 9m	N/A	N/A			3	> 100	100%		C	C
West Facade	11.00	9.0	8.8	6,200	88.1	1,364	16.7	22%		C	C

\*Per 3.2.3.10 (2) Unlimited unprotected openings allowed

Notes:

1. Results based on table 3.2.3.1 a and 3.2.3.7 for Group C buildings. Where the Limiting Distance and Max Area category do not fall on a table value, the results have been interpolated through linear interpolation.

2. All limiting distances are measured to property lines (P.L.) or to the centre line of a street.

3. Per 3.2.3.14(3), unprotected openings do not apply to fire compartments within the same building that are sprinklered

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

East Elevation

Scale: 1/8" = 1'-0"  
February 04, 2022

A-3.01



## NORTH ELEVATION (LANE)

### Exterior Finish Legend

1 Roof	2-ply SBS Membrane, Light Grey	7 Concrete Copings	Caps, Headers, Lintels and Sills Colour to match brick	14 Balcony Fascia	Fibre Cement Trim Board, Benjamin Moore 2132-10 Black
2 Soffit	Hardie Panel Benjamin Moore AF-680 Wish	8a Vinyl Window	Vinyl Frame Black	15 Columns	Wood, Colour: Broda Stain, Natural 111
3 Roof Fascia	Fibre Cement Trim Board Benjamin Moore 2132-10 Black	8b Vinyl Window	Vinyl Frame White	16 Beams	Fibre Cement Trim Board, Benjamin Moore 2132-10 Black
4a Wall Panel	Hardie Reveal Panel System, Smooth Benjamin Moore OC-57 White Heron	9 Guardrails	Aluminum Frames, Powder Coated, Makin Metals, Iron Ore	17 Trellis	Wood, Colour: Broda Stain, Natural 111
4b Wall Panel	Hardie Reveal Panel System, Smooth Benjamin Moore HC-104 Copley Gray	10 Guardrail Glazing	Tempered Glass Panels, Vitrum Glass, Colour: Pewter	18 Feature Soffit	Longboard Soffit, V-groove, 6" Exposure, Colour: Light Cherry
4c Wall Panel	Hardie Reveal Panel System, Smooth Benjamin Moore HC-87 Ashtley Gray	11 Curtain Wall	Smooth, Matt Finish, Black	19 Window Flashing	Prefinished Aluminum Colour: See Supplementary Colour Board
5 Wood Cladding	HardiePlank Lap Siding, 6" Exposure, Colour:	12 Curtain Wall Spandrel	Vitrum Glass, Opaci-coat #3-0586 Medium Gray	20 Fascia Flashing	Prefinished Aluminum Colour: See Supplementary Colour Board
6 Brick Venner	Yankee Hill Brick, Smooth Standard Running Bond, Dark Iron Spot	13 Metal Canopy	Powder Coated Steel, Benjamin Moore 2132-10 Black	21 Gutter & RWL	Prefinished Aluminum, Colour: See Supplementary Colour Board

### Spatial Calculations

Fire Compartment	Actual					MBC 2014 - Table 3.2.3.1 a				
	Limiting Distance (m)	Limiting Distance (ft)	Total Facade Area (m <sup>2</sup> )	Area Unprotected Opening (m <sup>2</sup> )	% Unprotected Opening	Limiting Distance (m)	Exposing Building Face Max Area Category	% Unprotected Opening	Min. Req. F.R.R.	Construction (non-combustible or combustible)
North Facade	> 9m		N/A	N/A		3.53	> 100	100%	C	C
East Facade	11.00	7.0	8.8	6,388	98.7	26.0%			C	C
South Facade	> 9m		N/A	N/A				100%	C	C
West Facade	11.00	9.0	8.8	6,205	98.1	1.06%		22%	C	C

\*Per 3.2.3.10 (2) Unlimited unprotected openings allowed

Notes:

- Results based on table 3.2.3.1 a and 3.2.3.7 for Group C buildings. Where the Limiting Distance and Max Area category do not fall on a table value, the results have been interpolated through linear interpolation.
- All limiting distances are measured to property lines (P.L.) or to the centre line of a street.
- Per 3.2.3.14(3), unprotected openings do not apply to fire compartments within the same building that are sprinklered.



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Issued For Rezoning, Development Permit

January 28, 2021

Issued For Advisory Design Panel

May 12, 2021

Re-Issued For Rezoning, Development Permit

September 02, 2021

Re-Issued For Rezoning, Development Permit

February 04, 2022

Project

Crystal

Apartments Ltd.

124 W 20th Street

North Vancouver

North Elevation

(Lane)

Scale: 1/8" = 1'-0"

February 04, 2022

A-3.02





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January 28, 2021

Issued For Advisory Design Panel

May 12, 2021

Re-Assessed For Rezoning, Development Permit

September 02, 2021

Re-Assessed For Rezoning, Development Permit

February 04, 2022



## WEST ELEVATION

### Exterior Finish Legend

- |                 |  |                          |  |                    |   |
|-----------------|--|--------------------------|--|--------------------|---|
| 1 Roof          | 2-ply SBS Membrane, Light Gray                                       | 7 Concrete Copings       | Caps, Headers, Lintels and Sills Colour to match brick | 14 Balcony Fascia  | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 2 Soffit        | Hardie Panel Benjamin Moore AF-680 Wish                              | 8a Vinyl Window          | Vinyl Frame Black                                      | 15 Columns         | Wood, Colour: Broda Stain, Natural 111                        |
| 3 Roof Fascia   | Fibre Cement Trim Board Benjamin Moore 2132-10 Black                 | 8b Vinyl Window          | Vinyl Frame White                                      | 16 Beams           | Fibre Cement Trim Board, Benjamin Moore 2132-10 Black         |
| 4a Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore OC-57 White Heron  | 9 Guardrails             | Aluminum Frames, Powder Coated, Makin Metals, Iron Ore | 17 Trellis         | Wood, Colour: Broda Stain, Natural 111                        |
| 4b Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore HC-104 Copley Gray | 10 Guardrail Glazing     | Tempered Glass Panels, Vitrum Glass, Colour: Pewter    | 18 Feature Soffit  | Longboard Soffit, V-groove, 6" Exposure, Colour: Light Cherry |
| 4c Wall Panel   | Hardie Reveal Panel System, Smooth Benjamin Moore HC-87 Ashley Gray  | 11 Curtain Wall          | Smooth, Matt Finish, Black                             | 19 Window Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 5 Wood Cladding | HardiePlank Lap Siding, 6" Exposure, Colour:                         | 12 Curtain Wall Spandrel | Vitrum Glass, Opac-coat #3-0586 Medium Gray            | 20 Fascia Flashing | Prefinished Aluminum Colour: See Supplementary Colour Board   |
| 6 Brick Vanner  | Yankee Hill Brick, Smooth Standard Running Bond, Dark Iron Spot      | 13 Metal Canopy          | Powder Coated Steel, Benjamin Moore 2132-10 Black      | 21 Gutter & RWL    | Prefinished Aluminum, Colour: See Supplementary Colour Board  |

### Spatial Calculations

Fire Compartment	Actual				Table 3.2.3.10			
	Limiting Distance	Total Facade Area	Area Unprotected Opening	% Unprotected Opening	Limiting Distance (m)	Exposing Building Face Max Area Category	% Unprotected Opening	Construction (non-combustible or combustible)
North Facade	> 9m	N/A	N/A		3.53	> 100	100%	C
East Facade	11.00	7.0	8.53	6388 888.7	1.804	18.7	26%	C
South Facade	> 9m	N/A	N/A		3	> 100	100%	C
West Facade	11.00	9.0	8.68	6205 881.1	1.804	18.7	22%	C

\*Per 3.2.3.10 (2) Unlimited unprotected openings allowed

Notes:

1. Results based on table 3.2.3.10 and 3.2.3.7 for Group C buildings. Where the Limiting Distance and Max Area category do not fall on a table value, the results have been interpolated through linear interpolation.

2. All limiting distances are measured to property lines (P.L.) or to the centre line of a street.

3. Per 3.2.3.14(i), unprotected openings do not apply to fire compartments within the same building that are sprinklered.

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

West Elevation

Scale: 1/8" = 1'-0"  
February 04, 2022

# A-3.03

- 

1 Typical Roofing  
IKO Cambridge Dual Grey



3 Fascias  
Fibre Cement Trim Board  
Colour: BM 2132-10 Black



2 Soffits  
Hardie Panel System  
Colour: BM AF-680 Wish  
Colour-Matched, Embedded Screws
- 

13 Metal Canopy  
Powder Coated Steel,  
Colour: BM 2132-10 Black



6b Exterior Wall Panel  
Hardie Reveal Panel System  
Colour: BM HC-104  
Cosley Gray  
Colour-Matched, Embedded Screws



4c Exterior Wall Panel  
Hardie Reveal Panel System  
Colour: BM HC-87 Ashley Gray  
Colour-Matched, Embedded Screws
- 

18 Feature Soffit  
Soffit: Longboard V-groove,  
Colour: Light Cherry



4a Exterior Wall Panel  
Hardie Reveal Panel System  
Colour: BM OC-57  
White Heron  
Colour-Matched, Embedded Screws



5 Feature Siding  
Longboard V-groove,  
Colour: Light Cherry
- 

9 Railings  
Colour: Makin Metals - Iron Ore



10 Balcony Glazing  
Vitrum Glass Group  
Colour: Pewter



11 Curtain Wall  
Frames  
Colour: Black
- 

12 Curtain Wall Spandrel  
Vitrum Glass Group  
Colour: Opaci-coat #3-0586  
Medium Gray



6 Brick Veneer  
Yankee Hill  
Colour: Dark Iron Spot Smooth  
Running Bond



8a Vinyl Windows  
Feature: Black  
Standard: White



- 2 Soffit - Typical  
Hardie Panel  
Colour: Benjamin Moore AF-680 Wish

17 Trellis  
Wood, Colour: Broda Stain, Natural 111
- 1 Roofing  
IKO S85 Membrane  
Cap Sheet, Min 2% Slope, Light Grey

3 Roof Fascia  
Fiber Cement Trim Board  
Colour: Benjamin Moore 2132-10 Black
- 18 Soffit - Feature  
Longboard Soffit, V-groove, 6" Exposure  
Colour: Light Cherry

16 Feature Drop Beam  
Fiber Cement Trim Board  
Colour: Benjamin Moore 2132-10 Black
- 8a Feature Vinyl Windows  
Glazed Guardrail  
Aluminum Frames Powder Coated  
Colour: Iron Ore  
Tempered Glass Panels Vitrum Glass  
Colour: Pewter

Feature Balcony Fascia  
Fiber Cement Trim Board  
Colour: Benjamin Moore 2132-10 Black
- 15 Wood Columns  
Colour: Broda Stain, Natural 111

8b Vinyl Windows  
Colour: White
- 4b Wall Panel - Feature  
Fiber Cement Panels, HardiePanel Smooth  
Hardie Reveal Panel System  
Colour: Benjamin Moore HC-104 Cosley

5 Feature Wood Cladding  
Aluminum Horizontal Siding, 6" Exposure  
Longboard Siding, Wood Colour
- 4a Wall Panel - Light  
Fiber Cement Panels, HardiePanel Smooth  
Hardie Reveal Panel System  
Colour: Benjamin Moore OC-57 White Heron

1 Concrete Copings  
Copings, Headers, Linths & Sills  
Colour to Match Brick
- 13 Metal Canopy  
Powder Coated Steel  
Colour: Benjamin Moore 2132-10 Black  
Soffit: Longboard, V-groove, 6" Exposure,  
Colour: Light Cherry

11 Curtain Wall  
Colour: Black  
Anodized, Vitrum Glass
- 12 Curtain Wall - Spandrel  
Vitrum Glass  
Colour: Opaci-coat #3-0586 Medium Gray

6 Brick Veneer  
Yankee Hill Brick  
Standard Modular, Running Bond  
Colour: Dark Iron Spot, Smooth
- 22 Feature Guardrailing  
Perforated Metal Panel  
Colour: Makin Metals, PVDF Weathered Zinc

19 Window Flashing  
Patinized Aluminum  
Colour: Colour-Matched to Window
- 20 Fascia Flashing  
Patinized Aluminum  
Colour: -

21 Gutter & RWL  
Dark Colour



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Revised:  
Issued For Rezoning, Development Permit  
January 28, 2021  
Issued For Advisory Design Panel  
May 12, 2021  
Re-issued For Rezoning, Development Permit  
September 02, 2021  
Re-issued For Rezoning, Development Permit  
February 04, 2022

Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Material  
Board  
Scale: 1/4" = 1'-0"  
February 04, 2022





March 21st, 9:00 A.M.



March 21st, 12:00 P.M.



March 21st, 3:00 P.M.



June 21st, 9:00 A.M.



June 21st, 12:00 P.M.



June 21st, 3:00 P.M.



December 21st, 9:00 A.M.



December 21st, 12:00 P.M.



December 21st, 3:00 P.M.



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Revisions:

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January 28, 2021

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September 02, 2021

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February 04, 2022

Project:

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Shadow Analysis

Scale: NTS  
February 04, 2022

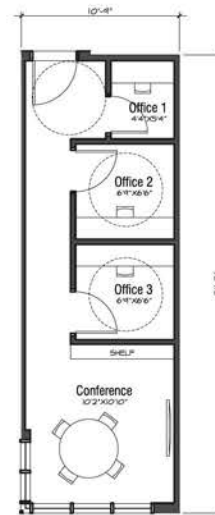


A-3.11



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Re-Assessed For Reasoning, Development Permit  
September 02, 2021  
Re-Assessed For Reasoning, Development Permit  
February 04, 2022



Amenity Space 1  
Area: 336sf

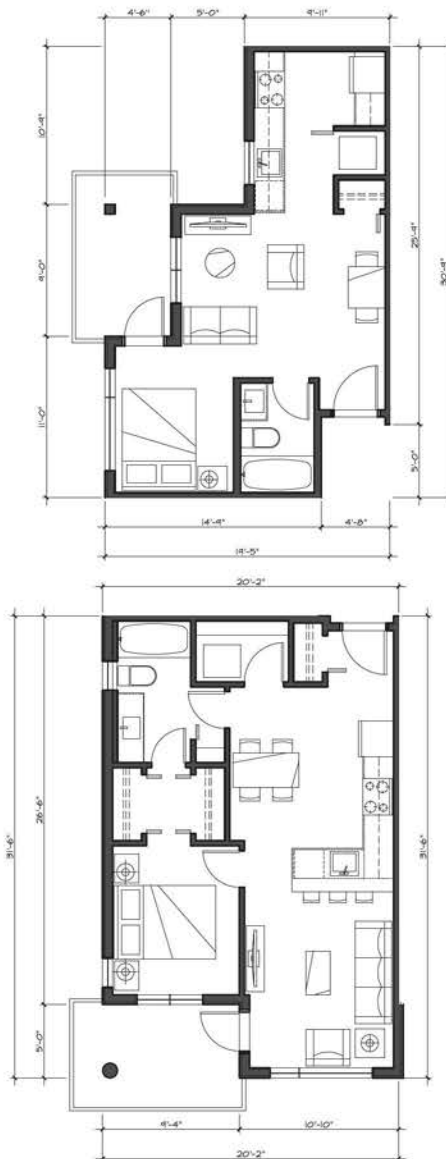


Amenity Space 2  
Area: 579sf

Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

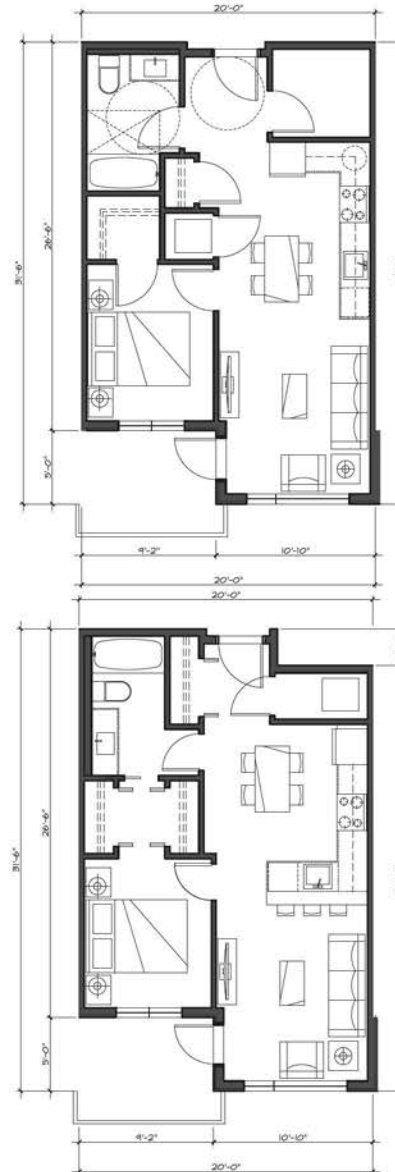
Amenity Plans  
Scale: 1/4" = 1'-0"  
February 04, 2022

A-4.00



**Unit A: Studio**  
Area: 426 sf  
Units: 5 of 57

**Unit B1: 1 Bed**  
Area: 585 sf  
Units: 6 of 57



#### ADAPTABILITY REQUIREMENTS FOR LEVEL 2 UNITS

##### A. SUMMARY OF LEVEL 2 DESIGN ELEMENTS

1. 3/4" SUITE ENTRY DOOR MINIMUM
2. ROUGH-IN WIRING FOR AUTO OPERATOR OF SUITE ENTRY DOOR
3. FLOOR THRESHOLDS 1/2" MAX INCLUDING BALCONY DOOR
4. 3/4" TURNING RADIUS INSIDE & OUTSIDE SUITE ENTRY DOOR
5. 2'-0" CLEAR WALL ADJACENT TO DOOR LATCHES WHERE DOOR SWINGS TOWARD USER
6. 3/4" DOORS FOR ONE BEDROOM, ONE BATHROOM & PATIO DOOR
7. 3'-0" TURNING RADIUS ON BALCONY
8. WINDOW OPENING MECHANISM 40" AFF MAXIMUM
9. 6'-0" WINDOW (MINIMUM) IN LIVING/DINING & 2'-0" SILL (MAXIMUM) IN ONE BEDROOM
10. CONTINUOUS COUNTER BETWEEN SINK & STOVE
11. TOILET LOCATED ADJACENT TO 2'-0" LONG WALL FOR GRABBAR
12. 2'-0" CLEARANCE ALONG THE FULL LENGTH OF BATHTUB
13. FINISHES & FINISHES
14. LEVER HANDLES ON ALL DOORS
15. ADJUSTABLE DOOR CLOSERS ON SUITE ENTRY DOORS (2X MAX FORCE)
16. SUITE ENTRY DOOR HANDLES TO BE 40" AFF & 50" DIRECTLY ABOVE
17. NON-SLIP FLOORING IN KITCHENS & BNL ONE BATHROOM
18. HIGH DENSITY, LOW LEVEL LOOP CARPET & UNDERLAY
19. OUTDOOR LIGHT & RECEPTACLE ON BALCONIES REQUIRED
20. FURTHER ELECTRICAL REQUIREMENTS ON ELEC. DWGS
21. LEVER HANDLE KITCHEN FAUCETS & KITCHEN CABINET HANDLES
22. ADJUSTABLE KITCHEN CABINET SHELVES
23. KITCHEN PULL-OUT WORK SHELF AT 2'-4" AFF
24. SOLID BLOCKING IN BATHROOM WALLS OF TUBSHOWER & TOILET AREAS & BEHIND TOWEL BARS
25. PRESSURE BALANCED TUBSHOWER VALVES
26. FURTHER MECHANICAL REQUIREMENTS ON MECH. DWGS

ALL UNITS NOT OWNED AS ADAPTABLE LEVEL 2 ARE REQUIRED TO BE ADAPTABLE LEVEL 1  
SOLID BLOCKING IN BATHROOM WALLS OF TUBSHOWER & TOILET AREAS & BEHIND TOWEL BARS

**Unit B: 1 Bed Level 2-Adaptable**  
Area: 576 sf  
Units: 11 of 57

**Unit B2: 1 Bed**  
Area: 560 sf  
Units: 6 of 57



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Issued For Rezoning, Development Permit  
January 28, 2021

Issued For Advisory Design Panel  
May 12, 2021

Re-Assessed For Rezoning, Development Permit  
September 02, 2021

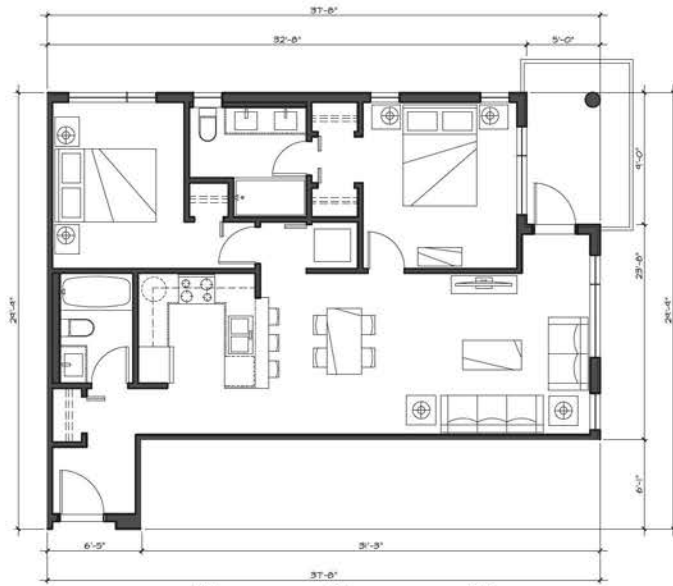
Re-Assessed For Rezoning, Development Permit  
February 04, 2022

Project  
**Crystal Apartments Ltd.**  
124 W 20th Street  
North Vancouver

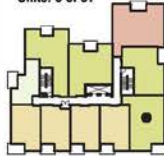
Unit Plans  
Studio & 1 Bedroom

Scale: 1/4" = 1'-0"  
February 04, 2022

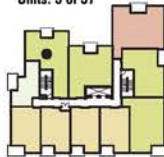
**A-5.00**



**Unit C: 2 Bed**  
Area: 881 sf  
Units: 6 of 57



**Unit C2: 2 Bed**  
Area: 879 sf  
Units: 5 of 57



#### ADAPTABILITY REQUIREMENTS FOR LEVEL 2 UNITS

##### A. SUMMARY OF LEVEL 2 DESIGN ELEMENTS

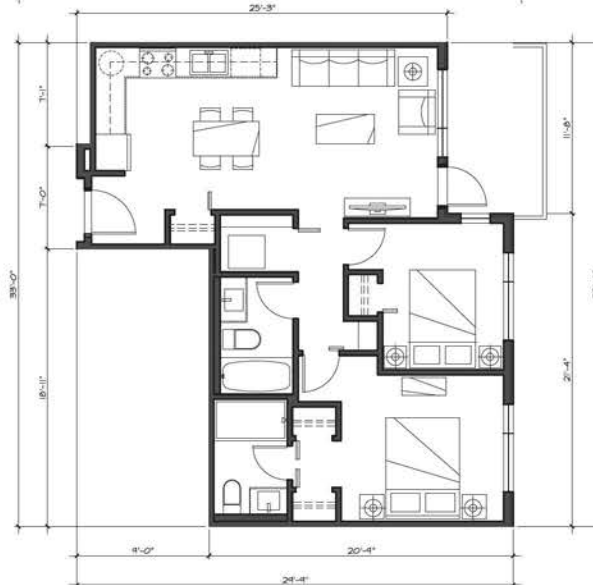
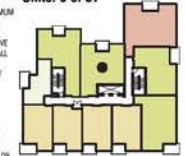
1. 3/4" SUITE ENTRY DOOR MINIMUM.
2. ROUGH-IN WIRING FOR AUTO OPENER OF SUITE ENTRY DOOR.
3. FLUSH THRESHOLDS 1/2" MAX INCLUDING BALCONY DOOR.
4. 0-4" TURNING RADIUS INDEX & OUTSIDE SUITE ENTRY DOOR.
5. 2-4" CLEAN WALL ADJACENT TO DOOR LATCHES WHERE DOOR SWINGS TOWARD USER.
6. 3/4" DOORS FOR ONE BEDROOM, ONE BATHROOM & PATIO DOOR.
7. 3/4" TURNING RADIUS ON BALCONY.
8. WINDOW OPENING MECHANISM 40" AFF MAXIMUM.
9. 0-4" WINDOW (MINIMUM) IN LIVING/DINING & 2-4" SILL (MINIMUM) IN ONE BEDROOM.
10. CONTINUOUS COUNTER BETWEEN SINK & STOVE.
11. TOILET LOCATED ADJACENT TO 2-4" LONG WALL FOR GRABBAR.
12. 2-4" CLEARANCE ALONG THE FULL LENGTH OF BATHTUB.

##### B. FINISHES & FINISHES

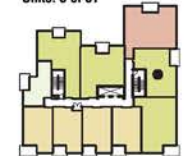
1. LEVER HANDLES ON ALL DOORS.
2. ADJUSTABLE DOOR CLOSERS ON SUITE ENTRY DOORS (22N MAX. FORCE).
3. SUITE ENTRY DOOR HANDLES TO BE 40" AFF & DIRECTLY ABOVE.
4. NON SLIP FLOORING IN KITCHENS & MIN ONE BATHROOM.
5. HIGH DENSITY, LOW LEVEL LOOP CARPET & UNDERLAY.
6. OUTDOOR LIGHT & RECEPTACLE ON BALCONIES REQUIRED.
7. FURTHER ELECTRICAL REQUIREMENTS ON ELEC. DWGS.
8. LEVER HANDLE KITCHEN FAUCETS & KITCHEN CABINET HANDLES.
9. ADJUSTABLE KITCHEN CABINET SHELVES.
10. KITCHEN PULL-OUT WORK SHELF AT 2-4" AFF.
11. SOLID BLOCKING IN BATHROOM WALLS OF TUBSHOWER & TOILET AREAS & SOUND TONNEL BARS.
12. PRESSURE BALANCED TUBSHOWER VALVES.
13. FURTHER MECHANICAL REQUIREMENTS ON MECH DWGS.

ALL UNITS NOT DEFINED AS ADAPTABLE LEVEL 2 ARE REQUIRED TO BE ADAPTABLE LEVEL 1.  
SOLID BLOCKING IN BATHROOM WALLS OF TUBSHOWER & TOILET AREAS & SOUND TONNEL BARS.

**Unit C1: 2 Bed Level 2-Adaptable**  
Area: 864 sf  
Units: 6 of 57



**Unit C3: 2 Bed**  
Area: 748 sf  
Units: 5 of 57



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Issued For Reasoning, Development Permit January 28, 2021

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Re-Assessed For Reasoning, Development Permit September 02, 2021

Re-Assessed For Reasoning, Development Permit February 04, 2022

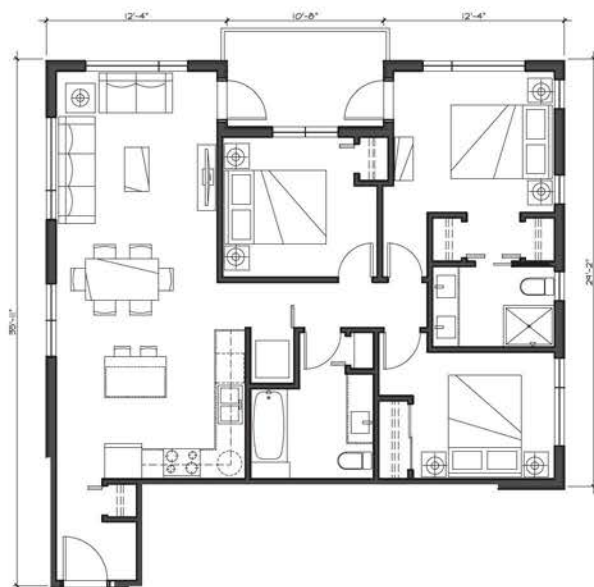
Project  
**Crystal Apartments Ltd.**  
124 W 20th Street  
North Vancouver

Unit Plans  
2 Bedroom

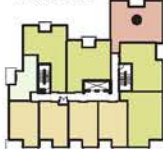
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February 04, 2022

**A-5.01**

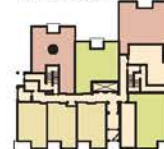




**Unit D: 3 Bed**  
Area: 1,014 sf  
Units: 6 of 57



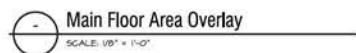
**Unit D1: 3 Bed**  
Area: 989 sf  
Units: 1 of 57



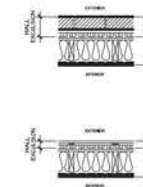
1st Floor Plan (102.70m)

Rooms and Areas:

- Office
- Wash
- Exit
- Stair 1
- D1 (AH)
- C1 (Adpt/AH)
- Elevators
- Stair 2
- Amenity
- Exit
- Mail
- Lobby
- Vest.
- Amenity
- C (AH)
- B (Adpt)
- B2 (AH)
- B1 (AH)



1st floor plan showing rooms A, B1, B2, B (Adpt), C, C1 (Adpt), C2, C3, and D. The plan includes a central corridor system with elevators and stairs. The total floor area is 105.76m.

[illegible]

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September 02, 2021

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February 04, 2022

Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Main & Level 2  
Area Overlay

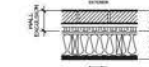
Scale: 1/8" = 1'-0"  
February 04, 2022

**A-9.00**

Level 3		
Gross Bldg Area		8,142 SF
Residential Area		8,142 SF
Amenity Exclusions		- SF
N/A		- SF
Lobby Exclusion		- SF
Wall Exclusion		91 SF
Adaptable Unit Exclusion (20k/unit)		60 SF
PSR Area		7,991 SF

Level 4		
Gross Bldg Area		8,133 SF
Residential Area		8,133 SF
Amenity Exclusions		- SF
N/A		- SF
Lobby Exclusion		- SF
Wall Exclusion		82 SF
Adaptable Unit Exclusion (20k/unit)		60 SF
PSR Area		7,991 SF

Project Area Summary		
Gross Bldg Area		49,362 SF
Residential Units/Condo		48,206 SF
Amenity Exclusion		1,076 SF
Lobby Exclusion		372 SF
Wall Exclusion		575 SF
Adaptable Unit Exclusion (20k/unit)		340 SF
PSR Area		46,994 SF



BRICK EXTERIOR FINISH AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.54  
1/2" GAP  
1/2" BRICK  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON



FIBER CEMENT PANEL GLAZING AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.54  
1/2" GAP  
1/2" FIBER CEMENT PANEL  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON  
1/2" MINERAL WOOL EXTERIOR INSULATION ON  
WOOD FRAMEWORK, 1/2" MINERAL WOOL INSULATION  
ON

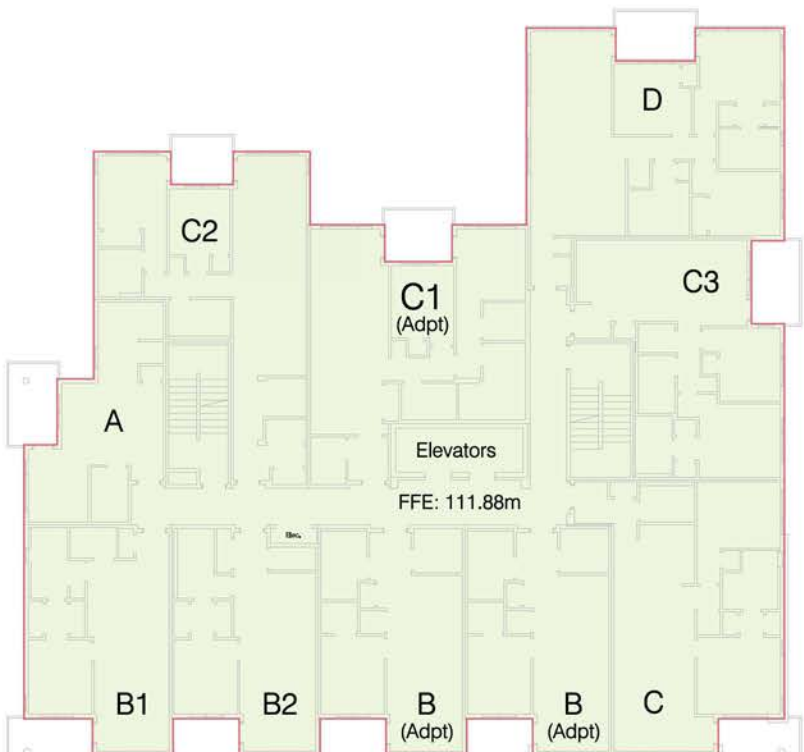
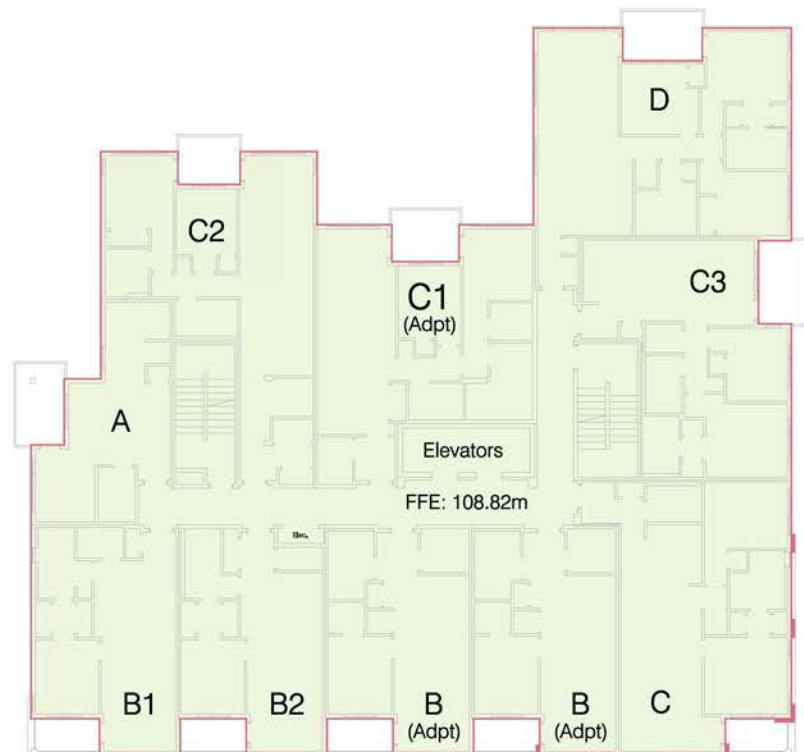


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Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Level 3 & 4  
Area Overlay  
Scale: 1/8" = 1'-0"  
February 04, 2022



Level 3 Area Overlay  
SCALE: 1/8" = 1'-0"

Level 4 Area Overlay  
SCALE: 1/8" = 1'-0"

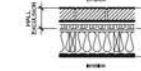


A-9.01

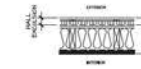
Level 5		
Gross Bldg Area		8,133 SF
Residential Area		8,133 SF
Amenity Exclusion		- SF
Stair		- SF
Lobby Exclusion		- SF
Wall Exclusion		82 SF
Adaptable Unit Exclusion (20% unit)		80 SF
FSR Area		7,993 SF

Level 6		
Gross Bldg Area		8,133 SF
Residential Area		8,133 SF
Amenity Exclusion		- SF
Stair		- SF
Lobby Exclusion		- SF
Wall Exclusion		82 SF
Adaptable Unit Exclusion (20% unit)		80 SF
FSR Area		7,993 SF

Project Area Summary		
Gross Bldg Area		45,362 SF
Residential Units/Corridor		45,362 SF
Amenity Exclusion		3,076 SF
Lobby Exclusion		377 SF
Wall Exclusion		575 SF
Adaptable Unit Exclusion (20% unit)		340 SF
FSR Area		46,994 SF



BRICK EXTERIOR FINISH AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.39  
1/2\"/>



FIBER CEMENT PANEL CLADDING AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.19  
1/2\"/>

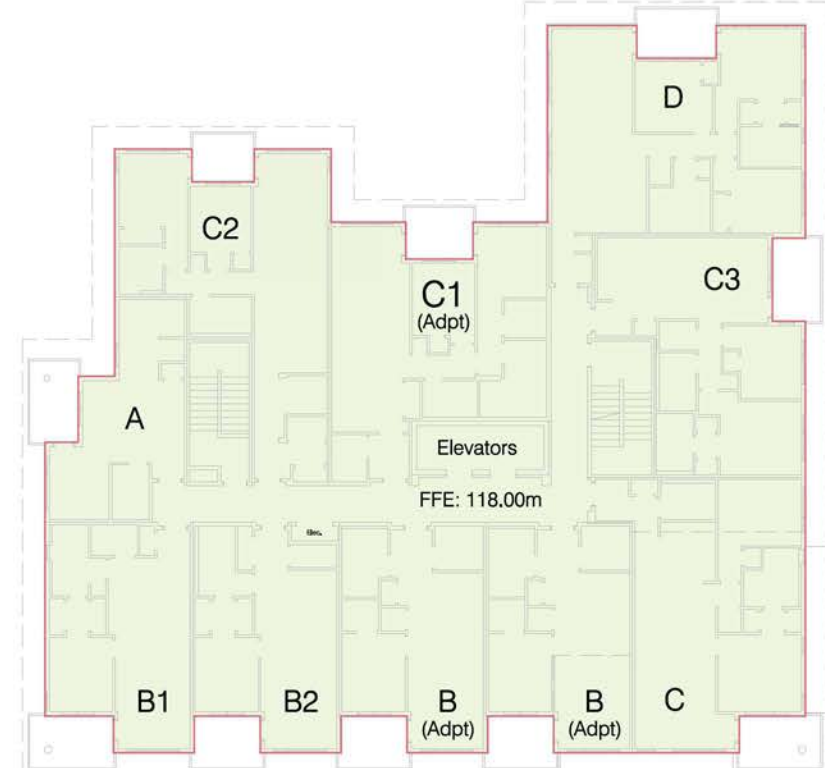
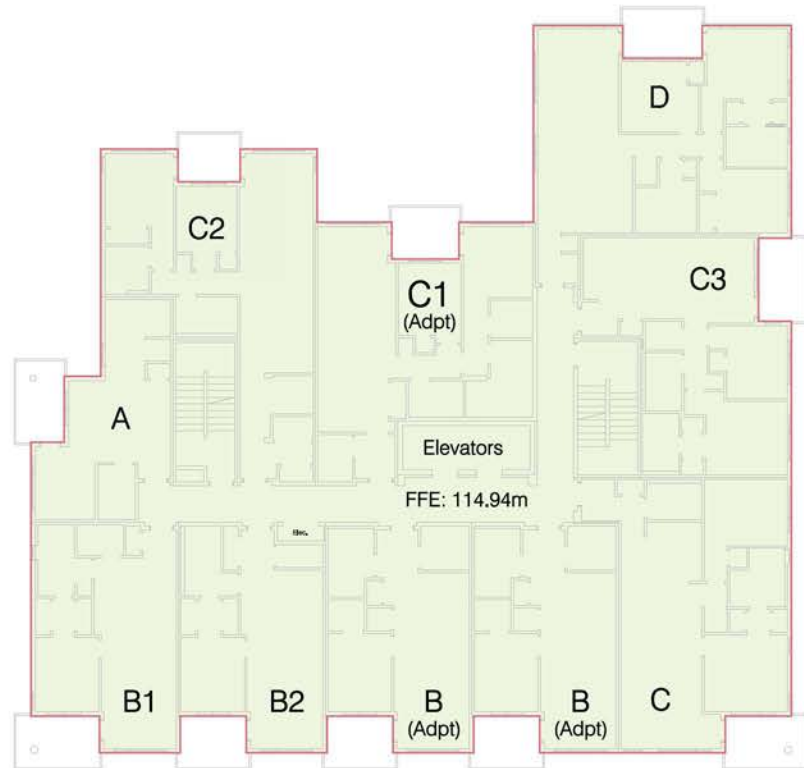
**ARCHITECTS INCORPORATED**  
300 - 710 Foster Street, Vancouver, BC V6B 9P7

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Project  
**Crystal Apartments Ltd.**  
124 W 20th Street  
North Vancouver

Level 5 & 6  
Area Overlay  
Scale: 1/8" = 1'-0"  
February 04, 2022



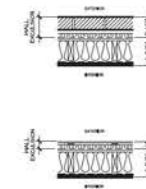
Level 5 Area Overlay  
SCALE: 1/8" = 1'-0"

Level 6 Area Overlay  
SCALE: 1/8" = 1'-0"



Roof	
Gross Bldg Area	517 SF
Residential Area	517 SF
Amenity Exclusion	- SF
Lobby Exclusion	134 SF
Wall Exclusion	23 SF
Adaptable Unit Exclusion (100/m <sup>2</sup> )	54 SF
FSR Area	360 SF

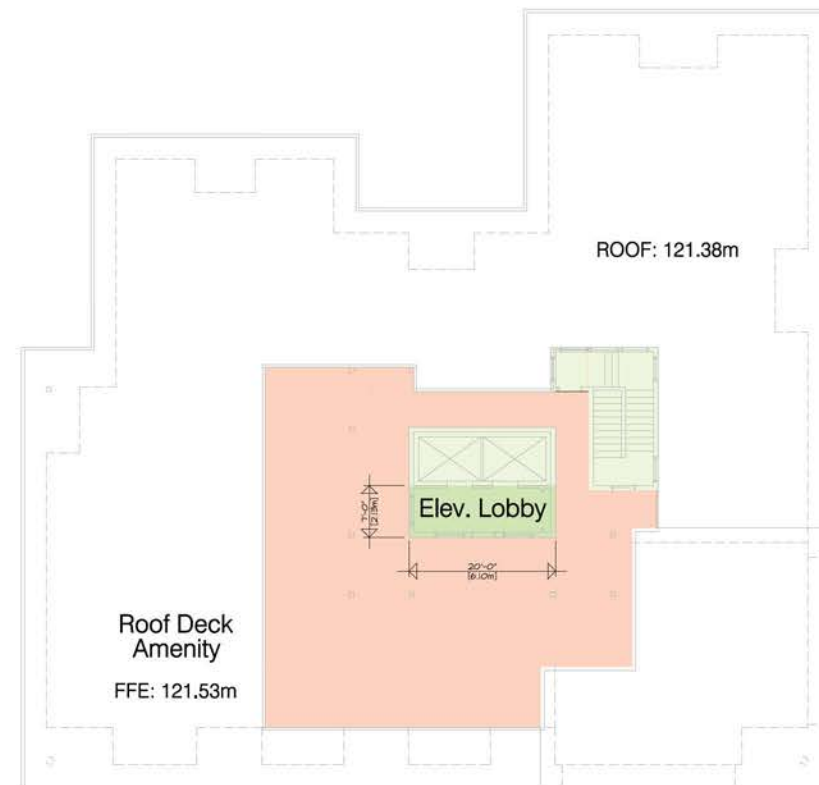
Project Area Summary	
Gross Bldg Area	49,362 SF
Residential Units/Corridor	48,296 SF
Amenity Exclusion	1,076 SF
Lobby Exclusion	277 SF
Wall Exclusion	275 SF
Adaptable Unit Exclusion (204/m <sup>2</sup> )	340 SF
FSR Area	46,994 SF



BRICK EXTERIOR FINISH AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.26  
2\"/>



FERRO CEMENT PANEL GLAZING AT TYPICAL WOOD FRAME  
EFFECTIVE R-VALUE: 22.18  
2\"/>



Roof Area Overlay  
SCALE: 1/8" = 1'-0"



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Revisions:  
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Project  
Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

Roof  
Area Overlay  
Scale: 1/8" = 1'-0"  
February 04, 2022

A-9.03



## MATERIALS KEY

KEY	MATERIAL	KEY	MATERIAL
<b>SURFACING</b>			
	SODDED LAWN		PERMEABLE VEHICULAR PAVERS AQUAPAVE OR APPROVED EQUAL, REFER TO CIVIL FOR BUILD UP DETAILS
	CONCRETE PAVERS HYDRAPRESSED NATURAL GREY, 24"x24"		RIVER ROCK DRAINAGE STRIP
	CIP CONCRETE BROOM FINISHED, 100mm THICK, SAWCUT AS PER PLAN - REFER TO CIVIL FOR OFFSITE INFO		CONCRETE PAVERS HYDRAPRESSED NATURAL GREY, 24"x24"
	CONCRETE ENTRY PAVERS 4"x8" STANDARD CONCRETE PAVERS, CHARCOAL GREY, RUNNING BOND PATTERN		ARTIFICIAL TURF *PAW PRO* SUPPLIED BY PRECISION GREENS, AT DOG-RUN AREA
<b>HARDSCAPE</b>		<b>FURNISHING</b>	
	CIP CONCRETE WALLS/CURBS *REFER TO PLAN FOR TW *REFER TO ARCH FOR DETAILS		ADVANTAGE HI-LO BIKE RACK * 6 STALLS, POWDER COAT BLACK
	CIP CONCRETE STEPS *REFER TO PLAN FOR TOP & BOTTOM OF STEP GRADES		POWDER COATED METAL PLANTER *55" x15" x24" - GROUND LEVEL
	BRICK/STONE FACE ARCHITECTURAL WALL *REFER TO PLAN FOR TW *REFER TO ARCH FOR DETAILS *TO MATCH ARCH MATERIAL PALETTE		*30"x30" x42" - ROOF LEVEL
	METAL FENCING & GATE *BLACK ALUMINUM PICKET		*TAPERED, VARIED HEIGHT/SIZE
	METAL FENCE - SOLID *HEIGHT VARIES - REFER TO PLAN NOTES, SOLID PANELS FOR PRIVACY		SUN LOUNGERS
			PICNIC TABLE *VICTOR STANLEY, PT-2, UMBRELLA OPTION - OR APPROVED EQUAL
<b>LIGHTING</b>			TABLE & CHAIRS *DUO CAFE LINE, BROUGHAM INTERIORS - OR APPROVED EQUAL
	BOLLARD LIGHTING		LOUNGE FURNISHING *KNOT LOUNGE CHAIR, BROUGHAM INTERIORS - OR APPROVED EQUAL
	RECESSED STEP LIGHTING		

## GRADING KEY

FG	FINISHED GRADE
tw	TOP OF WALL
bw	BOTTOM OF WALL
EG	EXISTING GRADE
+26.00	SPOT ELEVATION
4r dwn	STAIR RUN
— — — — —>	SLOPE (DOWN) DIRECTION

## CNV IRRIGATION NOTES

<b>IRRIGATION STANDARDS FOR ON-SITE DEVELOPMENT REQUIREMENTS</b>	
All development applicants are to provide an automatic irrigation system to establish and maintain all off-site vegetation on the City boulevard. Maintenance of this irrigation system and all vegetation will be the responsibility of the Strata - except for maintenance of street trees (pruning, mulching, fertilizing, pest management, etc.). The Strata must maintain a supply of water to all vegetation in the boulevard to ensure that it remains healthy and that the permanent watering point is never reached. This means that during times of drought or intense heat, the system may need to be adjusted by the Strata to compensate. All work must be performed by a Certified Irrigation Technician. The automatic irrigation system is to be designed by a Certified Irrigation Designer. A full set of irrigation plans and details are to be provided as part of a Building Permit submission.	
<b>SCOPE OF WORK</b>	
Provide the following components:	
1. Water Connection to the Strata's on-site irrigation system - Strata must maintain constant volume and pressure	
2. Station & Blow out Point for winterization - to be installed within a meter box	
3. Control System	
- If less than 6 zones are required, use of a battery-operated control box is acceptable	
- If more than 6 zones are required, the Control box must be hard-wired and located in a stand-alone lock	
4. Provide separate zones for each vegetation type	
5. Lawn, trees, planting beds, rain gardens	
6. Irrigation type to match vegetation type	
- Pop-up Heads for Lawn and Rain Gardens	
- Drip for Planting Beds	
- Road watering system for Street Trees (2 per tree)	
7. Placement of all Control & Valve Boxes &/or Kiosks	
- set boxes within lawn area for easy access	
- Confirm proposed location of any lock	
8. Irrigation Enclosure Box	
Please note that CNV requires DFW Heavy Duty Polymer Rectangular Meter Box or approved equal (Product number shown in table on page 2) instead of the valve box specified in IASBC. All valve boxes shall be in new condition.	
9. Refer to IASBC (Irrigation Industry Association of BC) irrigation standards for installation specifications.	

## PLANT LIST

SYM	QTY	BOTANICAL NAME	COMMON NAME	SIZE
<b>TREES</b>				
	1	Acer palmatum 'Bihou'	Bihou Japanese Maple	5cm cal. Min 15G pot
	4	Acer palmatum 'Scolopendrifolium'	Fingerleaf Japanese Maple	5cm cal. Min 15G pot
	11	Fagus sylvatica 'Dawick Gold'	Dawick Gold Beech	6cm cal. B&B
	5	Magnolia grandifolia 'Little Gem' (Container - Roof)	Dwarf Evergreen Magnolia	10-15G Pot
	5	Pinus thunbergii 'Thunderhead' (Container - Roof)	Thunderhead Japanese Black Pine	10-15G Pot
	1	Prunus sargentii 'Kwanzan'	Kwanzan Flowering Cherry	6cm cal. B&B
<b>Street Trees</b>				
	3	Acer x freemanii 'Jeffersred'	Jeffersred Freeman Maple	7cm cal B&B, 2m ht. Std
	1	Pinus nigra	Austrian Pine	3m Ht
	1	Quercus bicolor 'American Dream'	American Dream Oak	7cm cal B&B, 2m ht. Std
	2	Taxodium ascendans 'Caroline Malone'	Green Feather Pond Cypress	2.5m ht std
<b>FERNS &amp; SHRUBS</b>				
AN	8	Athyrium niponicum	Japanese Painted Fern	#2 pot, 18" o.c.
AZ	31	Azalea 'Hino White'	Hino White Azalea	#3 pot, 18" o.c.
AZ	18	Azalea 'Hino Pink'	Hino Pink Azalea	#3 pot, 18" o.c.
Bx	67	Buxus micro 'Green Beauty'	Green Beauty Boxwood	#2 pot, 18" o.c.
Cl	15	Choisya ternata	Mexican Mock Orange	#3 pot, 24" o.c.
Pm	50	Polystichum munitum	Western Sword Fern	#2 pot, 24" o.c.
PAN	5	Picea abies nidiformis	Nest Spruce	#5 pot, 36" o.c.
RN	22	Rosa nutkana	Nootka Rose	#5 pot, 36" o.c.
Sh	62	Sarcococca hookeriana humilis	Dwarf Sweet Box	#2 pot, 18" o.c.
Sj	14	Skimmia japonica 'rubella'	Japanese Skimmia	#3 pot, 18" o.c.
SP	15	Spiraea japonica 'Gold Flame'	Goldflame Spiraea	#3 pot, 24" o.c.
Vd	23	Viburnum davidii	David's Viburnum	#2 pot, 18" o.c.
U	171	Thuja occidentalis 'smaragd'	Cedar Hedge	4.5' ht, 18" o.c.
<b>PERENNIALS &amp; GRASSES</b>				
a	108	Arctostaphylos uva-ursi	Kinnikinnick	#1 pot, 15" o.c.
cv	103	Calluna vulgaris 'Gold Haze'	Gold Haze Erica	#1 pot, 12" o.c.
cm	18	Carex morrowii 'Variegata'	Japanese Sedge	#1 pot, 12" o.c.
f	24	Festuca glauca 'Elijah Blue'	Blue Fescue	#1 pot, 12" o.c.
ha	25	Heuchera 'Amberwaves'	Amberwaves Coral Bells	#1 pot, 12" o.c.
hg	38	Heuchera 'Green Spice'	Green Spice Coral Bells	#1 pot, 12" o.c.
l	67	Liriope muscari 'Big Blue'	Lily Turf	#2 pot, 12" o.c.
Ms	15	Miscanthus sinensis 'Gracilimus'	Japanese Silvergrass	#3 pot, 20" o.c.
pt	184	Pachysandra terminalis	Japanese spurge	#1 pot, 12" o.c.

## GENERAL NOTES

- All work shall meet or exceed the requirements as outlined in the current edition of the Canadian Landscape Standards.
- Plant sizes and selected container classes are specified according to the Canadian Landscape Standards current edition. For container classes K1 and smaller, plant sizes shall be as shown in the plant list and the Standard for all other plants, topplant size and container class shall be as shown in the plant list. Specifically, when the plant list calls for #3 class containers, these shall be as defined in the CNA (AKS) Standard.
- All trees to be staked in accordance with CNA Standards.
- ALL STREET TREES shall be 12" Deep Root Barrier certified on each tree between tree pit and sidewalk (ON BOTH SIDES CURB AND SIDEWALK AND CONNECTIONS).
- For all existing on the services and survey symbols refer to survey drawings.
- All landscaping and treatment of the open portions of the site shall be completed in accordance with the approved drawings within six (6) months of the date of issuance of any required occupancy permit, or any use or occupancy of the proposed development not requiring an occupancy permit, and thereafter permanently maintained in good condition.
- All Soft Landscape Areas are to be irrigated to IASBC Standards with a high-efficiency irrigation system.
- All Patios shall be equipped with hose bibs.
- All irrigation valve covers equipped with quick-couplers.

## DRAWING LIST

L0.0	COVERSHEET
L1.1	GROUND: HARDSCAPE
L1.2	GROUND: PLANTING
L1.3	ROOF: LANDSCAPE PLAN
L2.1	LANDSCAPE SECTIONS
L2.2	LANDSCAPE SECTIONS
L2.3	LANDSCAPE DETAILS
L2.4	LANDSCAPE DETAILS
T1.0	TREE MANAGEMENT PLAN

4 FEB 4-20 RE-ISSUED FOR RESPONSE TO R2  
3 AUG 26-21 ISSUED FOR RESPONSE TO R2  
2 MAY 12-21 ISSUED FOR ADP  
1 JAN 26-21 ISSUED FOR R2/DP  
NO. | DATE | ITEM

Revisions:

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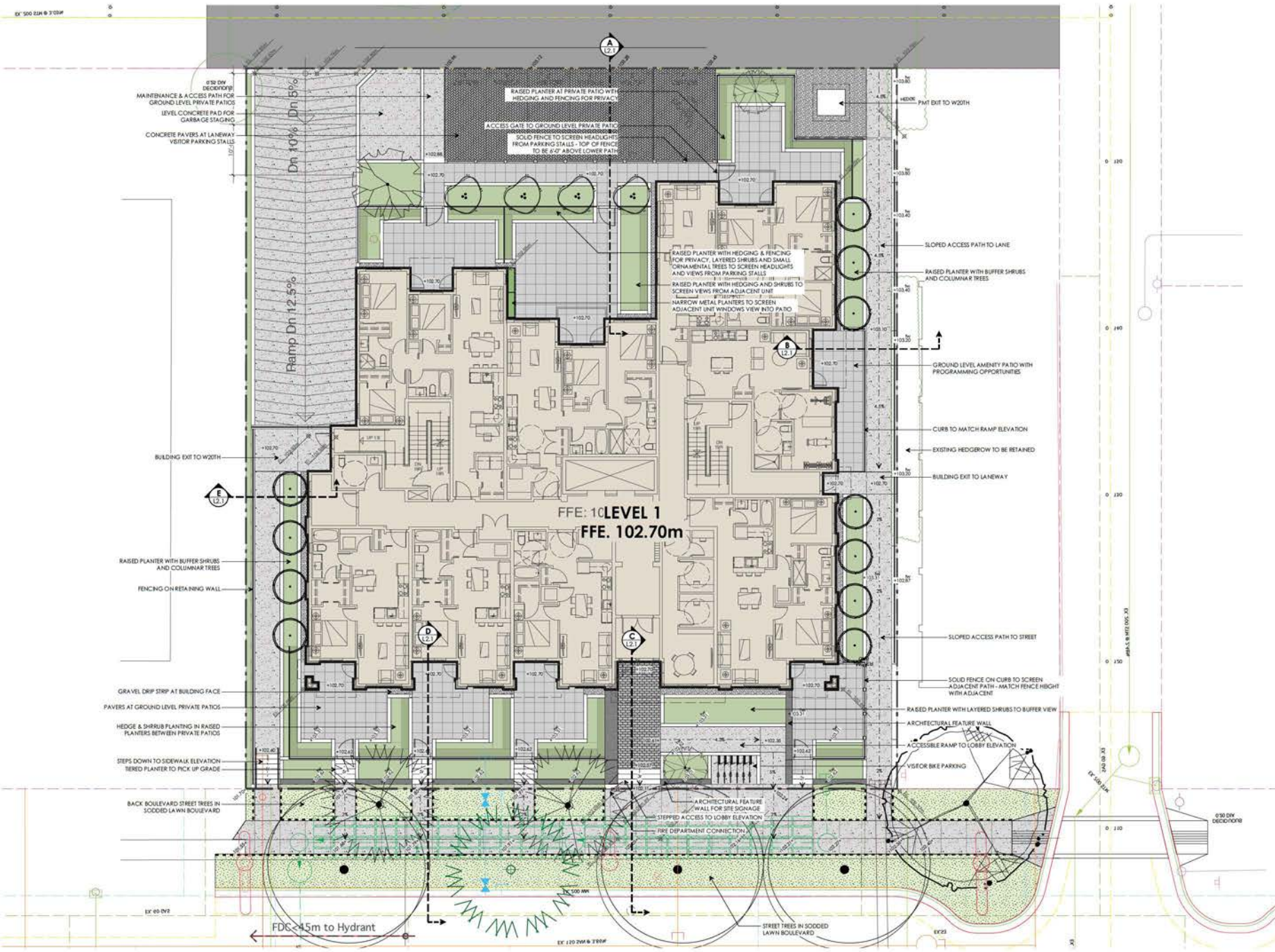
Project:  
**CRYSTAL**  
124 W. 20th  
North Vancouver, BC

Drawn by: AG  
Checked by: AG  
Date: JANUARY 2021  
Scale: 1/8" = 1'-0"  
Drawing Title:  
**COVERSHEET**

Project No.:  
20065  
Sheet No.:

**L0.0**





4	FEB 4-20	RE-ISSUED FOR RESPONSE TO R2
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Project:  
**CRYSTAL**  
**124 W. 20th**  
 North Vancouver, BC

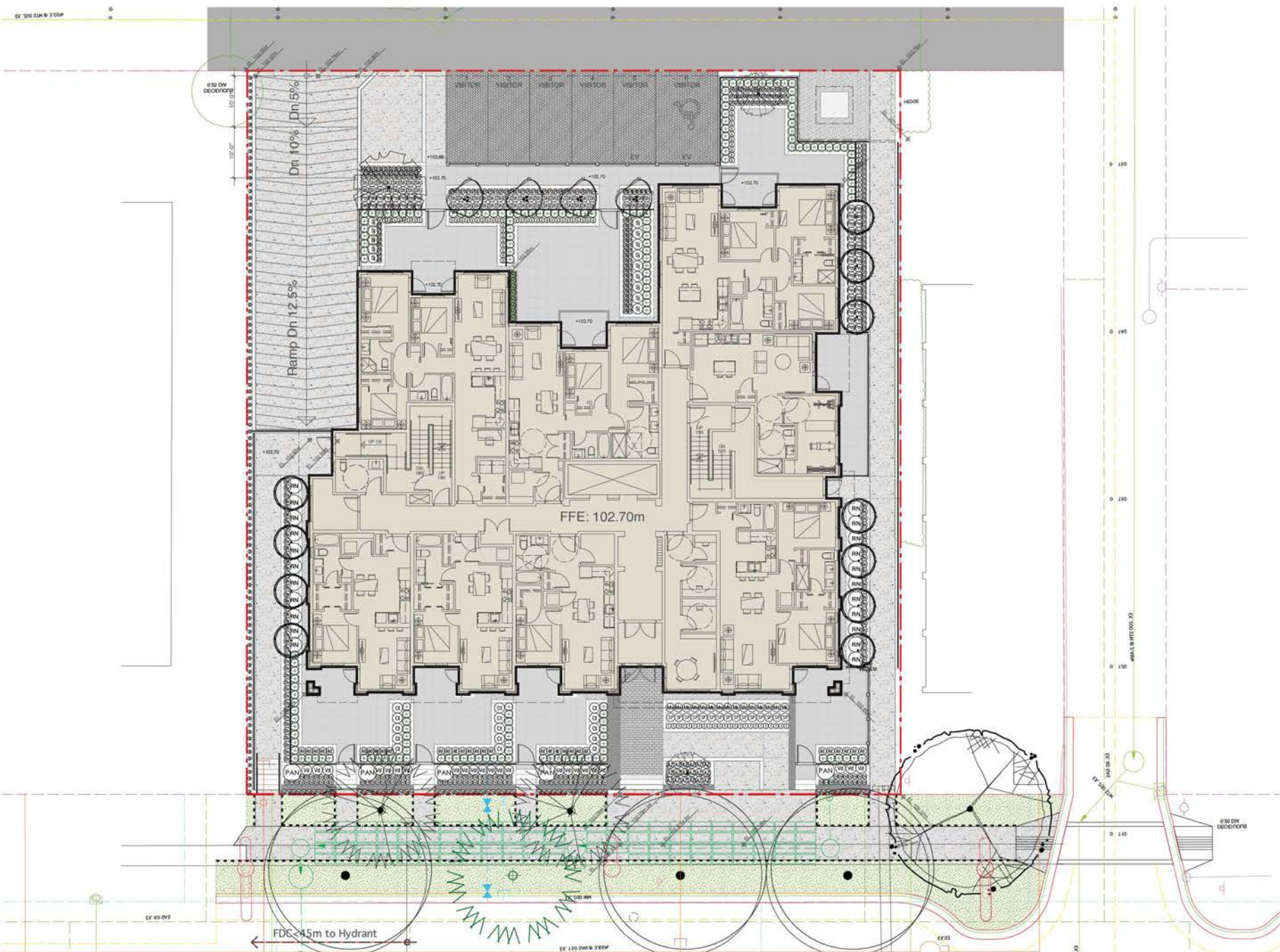
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 Date: JANUARY 2021  
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 MATERIAL & GRADING**

Project No.:  
**20065**  
 Sheet No.:

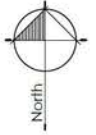
**L1.1**





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## L1.2



4	FEB 4-20	RE-ISSUED FOR RESPONSE TO R2
3	AUG 24-21	ISSUED FOR RESPONSE TO R2
2	MAY 12-21	ISSUED FOR ADP
1	JAN 24-21	ISSUED FOR R2/DP
NO.   DATE		ITEM

Revisions:

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Project:

**CRYSTAL**  
**124 W. 20th**  
North Vancouver, BC

Drawn by: AG

Checked by: AG

Date: JANUARY 2021

Scale: 1/8" = 1'-0"

Drawing Title:

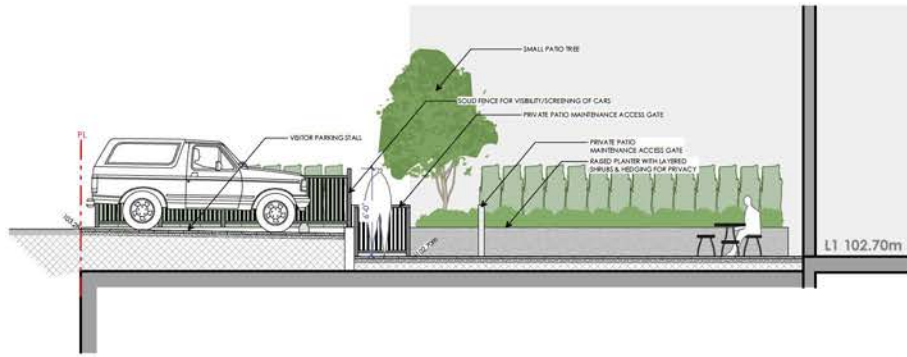
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**LANDSCAPE PLAN**

Project No:  
**20065**

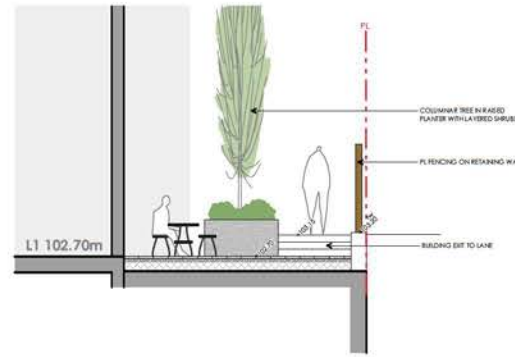
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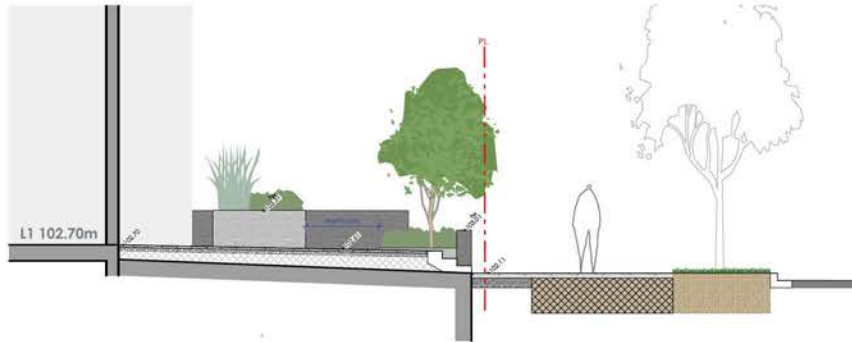




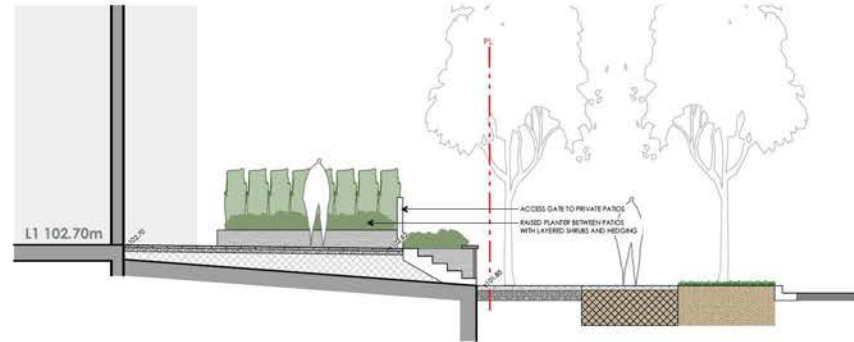
**SECTION A: PRIVATE PATIO @ NORTH PL**  
SCALE 1/4" = 1'-0"



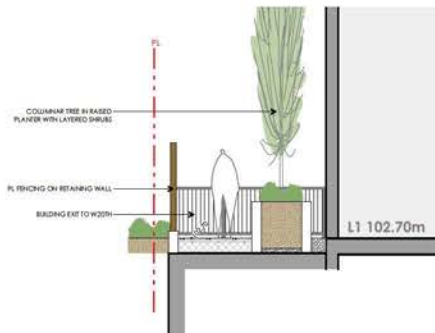
**SECTION B: AMENITY PATIO & BLDG EXIT AT EAST PL**  
SCALE 1/4" = 1'-0"



**SECTION C: LOBBY ENTRY ON W20TH**  
SCALE 1/4" = 1'-0"



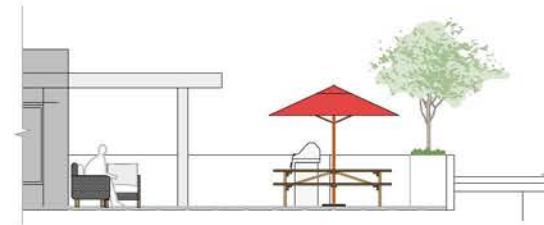
**SECTION D: PRIVATE GROUND LEVEL PATIO AT W20TH**  
SCALE 1/4" = 1'-0"



**SECTION E: AMENITY PATIO & BLDG EXIT AT EAST PL**  
SCALE 1/4" = 1'-0"



**SECTION F: ROOF TOP AMENITY PATIO - WEST**  
SCALE 1/4" = 1'-0"



**SECTION G: ROOF TOP AMENITY PATIO - SOUTH**  
SCALE 1/4" = 1'-0"

4	FEB 4-22	RE-ISSUED FOR RESPONSE TO R2
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NO.   DATE		REVISION

Revisions:



Project:

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124 W. 20th  
North Vancouver, BC

Drawn by: AG

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Date: JANUARY 2021

Scale: AS SHOWN

Drawing Title:

**LANDSCAPE SECTIONS**

Project No.:

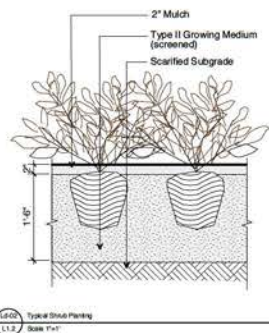
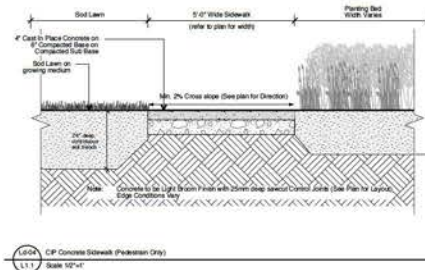
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Sheet No.:

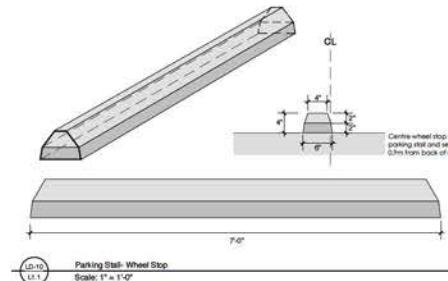
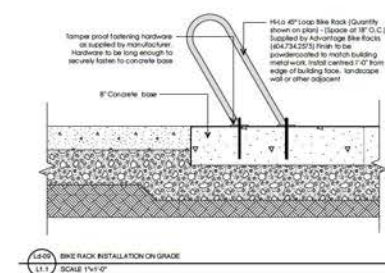
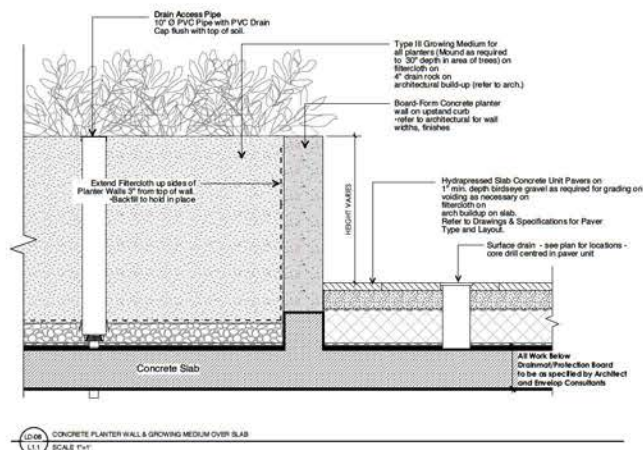
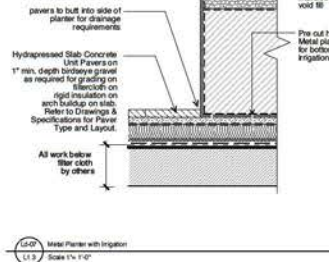
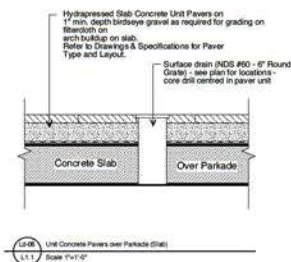
**L2.1**



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- AQUA PAVE PERMEABLE PAVERS**  
Installed with Spacers offset to provide gap. See Mfg.'s Specs.
- Joint Space between pavers for infiltration
- Concrete Curb/Band reinforced with rebar
- Permeable Paving Sub-Build-Up  
15mm Fine Gravel Bedding Bed  
20mm Coarse Gravel Bedding Bed  
20mm Coarse Gravel Bedding Bed  
15mm Coarse Gravel Bedding Bed  
Lightly Compacted Sub-Grade
- 15' 15' 15' 15' 15'
- 15' Rigid Permeable Paving  
15' 15' 15'



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Project:

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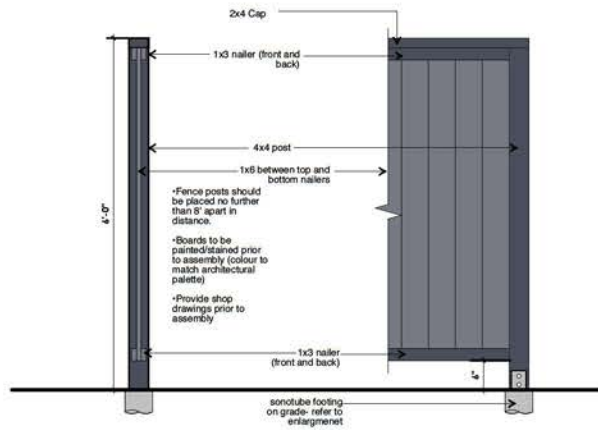
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LANDSCAPE DETAILS

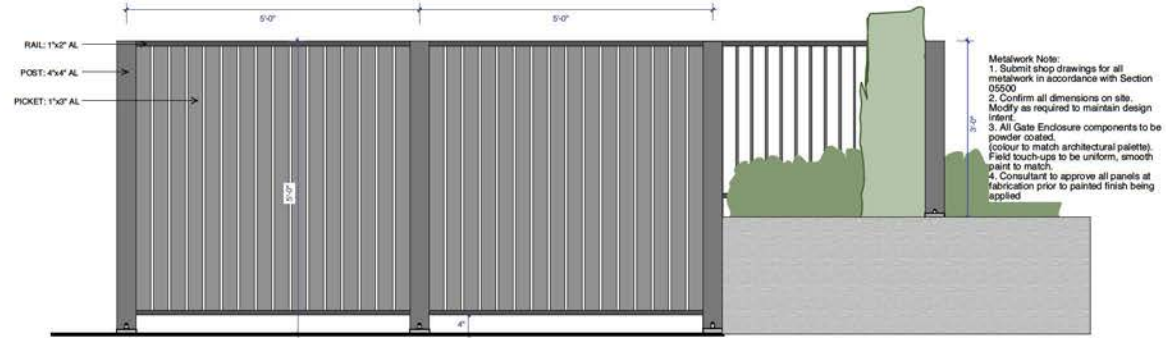
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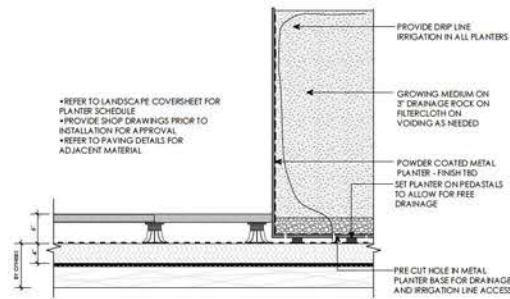
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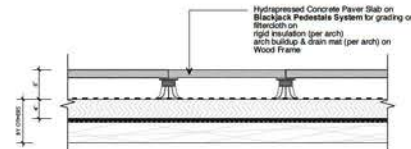
LD-12 GROUND LEVEL PROPERTY LINE - PRIVACY FENCE  
Scale: 1" = 1'-0"



LD-13 METAL PRIVACY SCREEN  
Scale: 1" = 1'-0"



LD-14 UNIT CONCRETE PAVERS ON WOOD FRAME TRANSITION TO METAL PLANTER  
Scale: 1" = 1'-0"



LD-15 UNIT CONCRETE PAVERS ON WOOD FRAME  
Scale: 1" = 1'-0"

4	FEB 4-22	RE-ISSUED FOR RESPONSE TO R2
3	AUG 25-21	ISSUED FOR RESPONSE TO R2
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1	JAN 26-21	ISSUED FOR R2/DP
No.   date		Rev:
Revisions:		



Project:  
**CRYSTAL**  
124 W. 20th  
North Vancouver, BC

Drawn by:	AG
Checked by:	PK
Date:	JANUARY 2021
Scale:	1/8" = 1'-0"
Drawing Title:	

**LANDSCAPE DETAILS**

Project No.:	20065
Sheet No.:	

**L2.3**



## 124 West 20<sup>th</sup> Street proposal

The project is in keeping with the goals and objectives of the following City policies:

<b>Official Community Plan</b>	
<p><b>Policy 1.1.1</b>  <i>Plan for growth in the City's population, dwelling units and employment in keeping with the projections in Metro Vancouver's Regional Growth Strategy.</i></p>	<p>Intensification of the site supports the use of existing amenities, including transit and services along Lonsdale.</p>
<p><b>Policy 1.1.7</b>  <i>Allow for accessory uses, such as home-based businesses and childcare, in residential areas.</i></p>	<p>The proposal would be zoned to allow desk and computer style home-based businesses in this residential area.</p>
<p><b>Policy 1.2.1</b>  <i>Ensure the location, density, design and durability of developments and their infrastructure are informed by the best available science on climate impacts.</i></p>	<p>The proposed development is utilizing an existing site and infrastructure to densify while proposing to achieve an energy level of Step 3 in the BC Building Code.</p>
<p><b>Policy 1.3.1</b>  <i>Ensure that new development is compatible with the established urban form of the City, reflecting primacy of the Lonsdale Regional City Centre and the transition through mid and low-rise buildings to lower-density residential neighbourhoods.</i></p>	<p>The proposal includes high-quality materials and design in a location that is less than one block west of Lonsdale Avenue. The scale of the proposed building provides a good transition from the higher density buildings found along the Lonsdale corridor towards lower density neighbourhoods further west.</p>
<p><b>Policy 1.3.6</b>  <i>Encourage architecture that responds to the unique context of the City in a sensitive, sustainable, and aesthetically compatible manner.</i></p>	<p>Design and materials are consistent with those found in the local context.            Landscaping utilizes native plant species.</p>
<p><b>Policy 1.3.10</b>  <i>Encourage active, healthy lifestyles and the opportunity for more social connections through planning and active design principles that encourage physical activity and contribute to enhanced walkability and active streets, sidewalks and public spaces.</i></p>	<p>The proposal includes indoor amenity rooms and an outdoor rooftop amenity space for residents to encourage social interaction. The subject site has easy access to local bike routes in the Central Lonsdale area that will help make cycling a more appealing mode of transportation for residents. The location is close to many local amenities and services along Lonsdale Avenue to encourage active movement through walking and cycling.</p>
<p><b>Policy 1.4.1</b>  <i>Consider the needs of households with children in the design of multi-family developments.</i></p>	<p>The proposal would provide seven 3-bedroom units and a rooftop outdoor amenity space on the roof allowing for multiple uses and activities, including a children's play area.</p>

<p><b>Policy 1.4.3</b>  <i>Consider recreational, cultural and other community spaces as aspects of informal community living rooms, and essential 'social infrastructure', particularly in high-density neighbourhoods like Central/Lower Lonsdale.</i></p>	<p>The proposed indoor amenity space as well as an outdoor rooftop amenity space provides opportunities for social interaction.</p>
<p><b>Policy 1.5.1</b>  <i>Provide opportunities for a range of housing densities, diversified in type, size and location.</i></p>	<p>The project will provide 57 new rental units with a range of unit types and average sizes, from 426 to 1,014 sq. ft. Seven of these units will be 3-bedroom.</p>
<p><b>Policy 1.5.4</b>  <i>Prioritize the development and revitalization of affordable rental housing and use density bonusing and density transfers to incentivize the retention, renewal and/or replacement of rental units as a public benefit.</i></p>	<p>The proposed 57 rental units, including six mid-market units, will be secured by a Housing Agreement for the life of the building which provides a public benefit.</p>
<p><b>Policy 1.5.6</b>  <i>Ensure a sufficient number of new apartment buildings provide accessible units and that these accessible units are represented across various unit sizes.</i></p>	<p>The proposal exceeds the required number of Adaptable Level 2 units, in accordance with the Zoning Bylaw, and the distribution of which will reflect the overall unit mix and the remaining units will be Adaptable Level 1.</p>
<p><b>Policy 2.1.1</b>  <i>Invest in cycling and pedestrian networks and facilities to make these more attractive, safer, and convenient transportation choices for all ages and abilities with and aim to increase these ways of travelling over single-occupant vehicle use.</i></p>	<p>The proposal includes secured bike parking and the subject site is close to many of the local bike networks such as the Green Necklace located one block north and existing bike routes along Chesterfield Avenue and 23<sup>rd</sup> Street.</p>
<p><b>Policy 2.2.2</b>  <i>Strategically manage off-street transportation facilities to prioritize more sustainable forms of transportation through a variety of measures (e.g. providing bicycle end-of-trip facilities and pedestrian-level lighting, reducing parking requirements in developments in close proximity to transit, on-street pay parking, electric vehicle charging stations, and parking spaces for car-share, carpool and low-emission vehicles.</i></p>	<p>The subject site is located close to many of the City's main public transit routes along Lonsdale Avenue.  The proposal includes all resident parking to provide for electric car plug-ins.</p>
<p><b>Policy 2.2.3</b>  <i>Encourage higher and medium density residential area uses near jobs and services.</i></p>	<p>The subject site is located close to Lonsdale Avenue, near many services and employment opportunities.</p>
<p><b>Strategic Plan</b></p>	
<p><b>City for People</b></p>	<p>The proposal supports the Strategic Plan vision and priority to be a City for People by using an existing site to increase the number of rental units in the Central Lonsdale area, providing employment opportunities and services within close walking distance.</p>

<b>Housing Action Plan</b>	
Action #3: <i>Mid-Market Rental Units</i>	The project will provide six mid-market units, to be secured by a Housing Agreement for the life of the building.
Action #4: <i>Family-Friendly Housing</i>	The project includes seven three-bedroom units to support families to be secured through a Development Covenant.
<b>Sustainable Development Guidelines</b>	
<b>Natural Systems</b> <i>The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.</i>	<p>The proposal includes green space not only on the street front, but also along the rear lane and as part of the rooftop landscaping. The planting plan includes a number of native species.</p>
<b>Physical Structures/Infrastructure</b> <i>The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, stormwater drainage, solid waste management, roads, telecommunications, and energy efficiency and conversion including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.</i>	<p>The project will use high-performance and environmentally friendly building materials and will achieve Step 3 of the Step Code. Energy Star and water-efficient appliances will be installed in the dwelling units. The proposal will be connecting to the LEC network.</p> <p>An on-site stormwater management system will be provided.</p>
<b>Local Economy</b> <i>The ability to maintain and grow a healthy local economy. A strong economy brings employment and a solid tax base to support services without compromising other areas of capacity. A stronger economy has been shown to support healthier lifestyles for community members and greater opportunities for personal fulfillment and overall quality of life.</i>	<p>The proposal will provide a variety of jobs during the construction period and is close to employment opportunities along Lonsdale Avenue.</p>
<b>Human Potential</b> <i>The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food, active transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.</i>	<p>The development provides Market Rental and Mid-Market Rental housing at a range of unit types and sizes.</p> <p>The subject site is close to several public transit routes and the services along Lonsdale Avenue.</p>

<b>Social Connections</b> <i>The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.</i>	<p>The project includes indoor amenity space and an outdoor rooftop amenity area that are well-programed with multiple opportunities for activities.</p>
<b>Cultural Diversity</b> <i>The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings.</i>	<p>The proposed design includes various informal gathering spaces for residents both within the building and in the public realm.</p>
<b>Active Design Guidelines</b>	
<b>Indoor Amenity</b>	<p>The proposed indoor amenity room is located on the main floor, adjacent to the main lobby, and provides programming options to encourage social interaction for residents.</p>
<b>Outdoor Recreation and Gardens</b>	<p>The outdoor rooftop amenity area is designed to allow various activities, with outdoor seating and landscaping.</p>



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Canada V6B2W7  
604 669 3339  
www.rla1.com

**James Bussey**  
architect aibc

**Greg Voûte**  
architect aibc

**Mark Pickrell**  
architect aibc

May 20, 2021

City of North Vancouver  
Planning and Development Department  
141 West 14th Street  
North Vancouver, BC V7M 1H9

Attention: David Johnson, Development Planner

**RE: Virtual Developer Information Session - 124 West 20th Street, 2036716 - PLN2021-00004**

Applicants' contact information:

RLA Architects Inc.  
250 – 970 Homer Street  
Vancouver, BC V6B 2W7  
T: 604.669.3339

and

Crystal Apartments Ltd.  
102-2455 Dollarton Hwy.  
North Vancouver, BC V7H 0A2  
T: 604.980.0067

Date and time: May 4, 2021 6 pm – 8 pm

Format: Virtual DIS via Microsoft Teams

Number of attendees: 13

Issues discussed and how the issues are proposed to be resolved – please refer to the following table of comments:

Comments	Response From	Response
Are you aware of embodied carbon during construction and possibility of low carbon concrete?	RLA	We are aware and will be reviewing it when the project gets to the building permit application stage.
During construction are there options on where the workers are going to park? W 20 <sup>th</sup> is already overrun with people parking for stores on Lonsdale.	RLA  CNV	General contractor to have an action plan approved by the City which will help to address any parking concerns.  At the BP stage each applicant submits traffic and construction management plans for the City's review to minimize an impact on on-street parking.
Please comment on EV charging on site	RLA	It is proposed for the resident parking at 100%
Why 6 storeys when all the neighbouring buildings are 4-	RLA	OCP – this site is located in a zone designated as Residential Level 5 for



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storeys only		increased density, and 6 levels are permitted.
Are you going to use low carbon insulation?	RLA	Insulation will be reviewed per Step 3 BC Energy Code requirements.
Will the building have a Life Cycle Analysis for products used to build it?	RLA	Likely it will be part of Step 3 BCBC requirements.
The building will be twice as high as the building I live in. Have you considered reducing the height?	RLA	Our design intention is to reduce the overall scale using the form and character of the building.
What is OCP?	RLA	Official Community Plan 2014 the City of North Vancouver.
What is the next step after DIS – Public Hearing? What is the possible timeline?	CNV	Currently this application is in the review stage. Anticipated to be before Council – fall 2021
Step Code 3 has to do with energy efficiency, but nothing with the amount of carbon pollution from production of insulation. So I ask again, will you use insulation whose production resulted in less carbon pollution than the norm?	RLA	This will be reviewed during the building permit application stage.
Privacy of the roof tops – what steps are in place to ensure that people are not infringing on each other's privacy, throwing garbage etc.?	DKL Landscape	Roof top amenity located more towards 20 <sup>th</sup> Ave. Central location addresses privacy concerns of the adjacent buildings. Only potential oversight is towards 20 <sup>th</sup> Street which is still quite set back from the exterior face of the building. There will be a guardrail running entire edge of deck.
	RLA	The roof deck is pulled back from the edge of the roof by 9 feet
Step Code 3 makes no statement about lowered carbon emissions – for that we need to consider both embodied and operational carbon – sound like this is for discussions later in your project – when? Possible decision on this prior to Before Council in the Fall timeframe?	RLA	Will be discussed with our Consultant team and selection of materials will be reviewed during the Building Permit Stage.
94 secure bike stalls for 57 units does not sound enough. It is not 2 per unit. Might more secure bike lockers be considered? Is there a bike work room? That is common in new buildings	RLA	We are providing 8 more bike stalls than the zoning requirement. Bike work room or area will be considered. In addition, there are 6 visitor bike parking spaces located on surface by the project entry.
Is parking going to be gated? Security is an ongoing issue with other buildings in the area	RLA	Entire underground parking is for residents and will be gated.





250-970 Homer St  
Vancouver BC  
Canada V6B2W7

604 669 3339  
www.rlai.com

How can I communicate with you when you are getting further into design etc.?	CNV	People can contact CNV anytime regarding this project
Given that your nice roof amenity does not cover much of the roof, will the rest of roof be green?	RLA	Not considered due to complications with wood-frame construction such as structural requirements and building envelope (water ingress).
What extra structure do green roofs require?	RLA  DKL Landscape	Support for the soil requires increased structural requirements for additional load on the roof. For design aesthetic, we also want to maintain a thin roof edge profile. Adding green roof will visually impact that by nature of increased structural requirements.  Significant weight consideration, increased load when wet. In addition, there are serious concerns about waterproofing. Those factors are significant for wood-frame buildings.
Can we get a copy of this presentation?	CNV	Up to the applicant to share the presentation.
I can see green roofs are heavy, etc. Can David tell us what CNV's green roofs rules are for multifamily dwellings?	CNV	The City has no requirements for the green roofs, but it does encourage them.
Lives in the building across. How much glass will be up in the front? Concerned about glare and heat coming into her apartment	RLA	The windows will be non-reflective, low emission glazing units. There is also a fair distance between the buildings.
6-storeys height will take up her entire view	RLA	Suggest noting your concerns in the forwarded comment sheet.
This building will be around for the long time. In future, solar panels (that work very well here) may be wanted on the roof. Will you install conduits for future solar panel wiring? Retrofitting would be very expensive.	RLA	Will be considered and reviewed during the building permit application stage.
The entrance to the underground parking is currently proposed on the west side of the building. Can the entrance be moved to the other side of the building, closer to the vet office and commercial building? There are noise concerns from garage door.	RLA	Design reasons: 1. Challenge with the existing slopes of the site. Our intention is to keep the building as low as possible to existing street grades. 2. The gate is located at the bottom of the ramp which will help mitigate sound concerns.
Timelines of actual below ground and above ground construction.	RLA	Will depend on construction team. Approx. 5-6 months for the underground 8-10 months for the above ground Estimate total 1.5 to 2 years



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Dust/ dirt concerns for balconies facing the construction street.	RLA	This will be part of the construction management plan, to be approved by the City.
What might be the solutions?		Spraying down the construction area and site hoarding.
Quality of life concerns during construction time	RLA	There are significant Bylaws in place to address these types of concerns.

# Public Hearing presentation for 124 West 20<sup>th</sup> Street

Presented June 27, 2022  
Development Planning



## Introduction

- For Council's consideration, a rezoning application for a proposed six-storey, 57 unit residential apartment building.
- Replacing one three-storey residential apartment building containing 22 units.





# Location



## Land Use and Zoning

- OCP
  - Residential Level 5.
  - Six Storeys in height.
  - 1.6 FSR Base.
  - 1.0 FSR density bonus.
- Existing Zoning
  - Medium Density Apartment Residential 1 (RM-1).
  - Three Storeys in Height.
  - 1.6 FSR maximum.



# Proposal

- Proposed 57 residential units.
  - 5 Studio
  - 23 one-bedroom
  - 22 two-bedroom
  - 7 three-bedroom
- 6 units to be secured as mid-market rental in perpetuity.
- 17 adaptable units.
- Amenity space includes two indoor rooms and a rooftop outdoor amenity space.



# Site Design

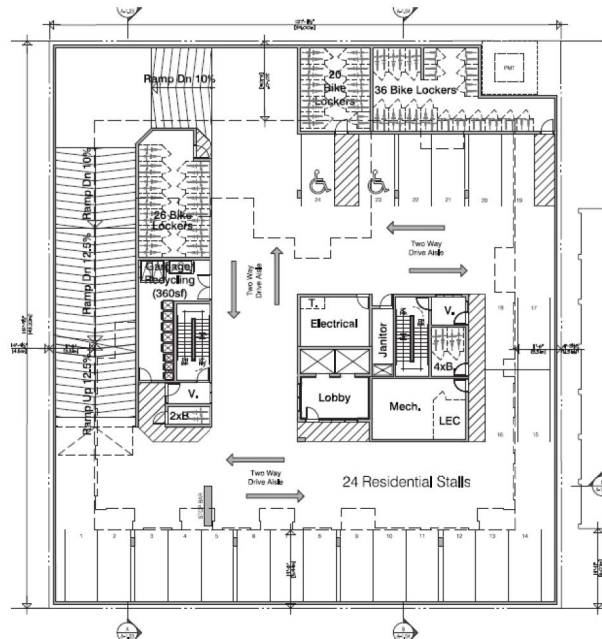
- Main access is off of West 20<sup>th</sup> Street.
  - 6 short-term bike stalls.
  - Ground floor unit street access provided.
- Vehicle access is off the rear lane at the western edge of the property.
  - 6 visitor stalls directly accessed from the lane.
  - Pathway along the eastern edge allowing access to/from the visitor parking at the rear.





# Parking

- Parkade is proposed to accommodate:
  - 47 resident stalls;
  - 88 secured bike parking;
  - Mechanical / Electrical; and
  - Dedicated LEC room.



# Policy Analysis

- The proposal complies with the OCP.
- Meets the strategic plan as a City for People:
  - close to public transit.
  - local services and amenities.
  - increasing the rental and mid-market rental stock in the City.
- Meets the Housing Action Plan in proposing seven 3-bedroom units (12.3%).



# Policy Analysis

- Required Zoning Bylaw amendments include:
  - Increasing the allowable density to 2.60 FSR;
  - Maximum Building height of 19.12 metres (62.7 feet);
  - Vary the width and length of the building above the third storey;
  - Permit vehicle parking directly from the rear lane; and
  - Building setbacks.

# Density Bonus

- 1.0 FSR density bonus supported through:
  - Supply of 100% rental building; and
  - Minimum of 10% (6 units) to be Mid-Market units in perpetuity.
- The City's Density Bonus and Community Benefits Policy recognizes that:
  - An all rental building with an affordable component is a public amenity; and
  - Mentions waiving the financial amenity contribution.

# Tenant Relocation

- Appointed a manager to oversee relocation of existing tenants.
- The application was submitted prior to the current policy. Previous policy used for their plan.
- Information and arrangements with tenants were underway when the current policy was adopted.
- The applicant will provide an update on their progress.

# Tree Bylaw

- The site does not have any existing trees.
- Landscaping plan identifies 34 new trees on the property.
- Seven street trees are proposed.

## Advisory Panels

- Advisory Design Panel May 19<sup>th</sup>, 2021
  - Provided comments with request to return.
- May 18<sup>th</sup>, 2022
  - Supported with comments.
- Staff was satisfied with the response to the Panel's latest comments.

## Community Consultation

- The applicant held their Virtual Developer Information Session on May 4, 2021.
  - attended by 13 people.
- Concerns about building size, increased number of units, parking and traffic.
- Support for the building design.
- Applicant is offering a welcome package to all new tenants listing mobility options and nearby services.



# Conclusion

- The proposal complies with the OCP.
- The application meets the City's Strategic Plan as a City for People as it is using an existing site to increase the number of apartment buildings.
- The site proximity to existing amenities, commercial areas, public transit and active mobility facilities makes it an appropriate location for the proposal.



Thank you.

# Crystal Apartments Ltd. - Public Hearing

124 W 20th Street, North Vancouver, BC

WTS  
May 19, 2022

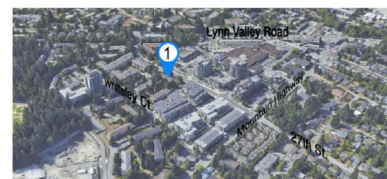
Crystal Apartments Ltd.

- ▶ Family-run business based on the North Shore.
- ▶ Committed to the community and providing good quality rental homes.
- ▶ Experienced Developer.
- ▶ Experienced rental property managers.
- ▶ Investing in the community for the long term.
- ▶ Build to own. Not being developed for re-sale.
- ▶ Intend to hold properties for many generations.

► North Vancouver Properties

- Lynn Valley

1 169 E27th Street | 32 suites ( 2/3 bed)



Issued For Hearing, Development Fund  
January 25, 2021

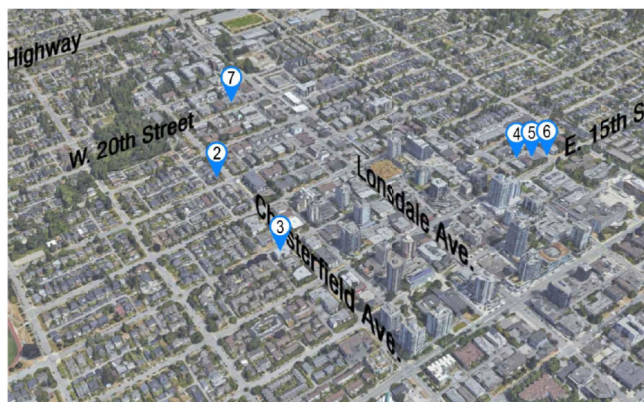
Issued For Advisory Design Fund  
May 12, 2021

Re-Issued For Hearing, Development Fund  
September 12, 2021

Re-Issued For Hearing, Development Fund  
February 24, 2022

Re-Issued For Hearing, Development Fund  
May 19, 2022

Issued For Public Hearing  
June 15, 2022



- Lonsdale

2	1805 Chesterfield Ave	5 townhomes
3	1549 Chesterfield Ave	34 units (1-3 bed)
4	226 E 15th Street	12 units ( 2 bed)
5	228 E 15th Street	11 units (1-2 bed)
6	236 E 15th Street	8 units (1-2 bed)
7	124 W 20th Street	22 units (1-2 bed)
	Crystal Apts =>	57 units proposed (Studio-3 bed)

Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

May 19, 2022



Existing Rental Building



North view from 20th Street



Northwest View from 20th Street



Southwest view from Lanes



Southeast view from Rear Lane

## Why this Project? Why now?

- ▶ The existing building is almost 60 years old and nearing the end of its life cycle.
- ▶ Shortage of purpose built rental in the City of North Vancouver.
  - The CNV's rental vacancy rate is 0.8%; a health vacancy rate is 3-4%.
- ▶ We are proposing to build 57 suites, a net increase of 35 rental homes:
  - Current building: 22 units (12 one bedrooms and 10 two bedrooms);
  - Proposed building: 57 units (5 studios, 23 one bedrooms, 22 two bedrooms & 7 three bedrooms);
  - Our proposal will contribute to the City's family sized purpose built rentals with 29 suites that are 2 bedrooms or larger.
  - Only 1% of primary rental stock in the City is made up of units with three or more bedrooms
    - Increase of 7 three bedroom suites with this proposal
  - 6 suites will be mid market rentals in perpetuity.
    - 1 studio, 2-one bedrooms, 2-two bedrooms & 1-three bedroom.



Revised: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021

Crystal Apartments Ltd.  
 124 W 20th Street  
 North Vancouver

May 10, 2021

## Proposed New Rental Unit Summary

No.	Type	Size/Range	Mix
5	A Studio	425 sf	9%
23	B 1 Bedrooms	565 sf - 665 sf	40%
22	C 2 Bedrooms	750 sf - 880 sf	39%
7	D 3 Bedrooms	990 sf - 1,015 sf	12%
57	Total Rental Units		100%
6	Mid Market Rental Housing		10%
17	Level 2 Adaptable Units		30%

## Parking Summary

47	Resident Parking Stalls	(34 stalls required; 0.60/unit)	0.82/unit
	Including 2 Disability Stalls	(2 stalls required)	
6	Visitor/Passenger Stalls	(6 stalls required; 0.10/unit)	0.10/unit
53	Total Parking Stalls	*EV Charging 100% of Resident Stalls	

## Bicycle Parking Summary

88	Secure Resident Bicycle Stalls	(86 stalls required; 1.50/unit)	1.54/unit
6	Short Term	(6 stalls required; 0.10/unit)	0.60/unit
94	Total Bicycle Parking Stalls		

## Summary Notes

- ▶ The proposed development is consistent with the Official Community Plan.
  - 6 storeys (wood frame)
  - 1 1/2 levels u/g parking
  - 1.6 fsr plus 1.0 bonus density for total 2.6 fsr.
- ▶ 57 rental units
  - 6 Mid-Market Rental (10%)
  - 17 Level 2 Adaptable (30%)
  - 7 Three Bedrooms (12%)
- ▶ 47 resident parking stalls (82.5%)
  - 2 disabled stalls included
  - 6 visitor stalls (on surface off lane)
- ▶ 94 bicycle parking stalls
  - 88 secure resident stalls
  - 6 short term on site by Main Entrance
- ▶ Building will be connected to the Lonsdale Energy Corp. for all mechanical ventilation, heating and domestic hot water.



Crystal Apartments Ltd. - Rental Housing  
 124 W 20th Street, North Vancouver, BC



Revised: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021  
 Prepared For: Housing Development Panel  
 Date: May 10, 2021

Crystal Apartments Ltd.  
 124 W 20th Street  
 North Vancouver

May 10, 2021





Crystal  
Apartments Ltd.  
1214 W 22nd Street  
North Vancouver  
May 15, 2022

## Tenant Relocation Update

- ▶ Tenants have been updated throughout the entire development process.
- ▶ 11 of the 22 units (50%) have now been successfully relocated
- ▶ Offering first right of refusal in some of our other buildings as units become available.
- ▶ Will continue working with the remaining 11 tenants to assist in securing new suitable accommodations.
- ▶ Our goal is to have everyone relocated prior to issuing a notice to end tenancy under the provincial Residential Tenancy Act.

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1214 W 22nd Street  
North Vancouver

May 15, 2022



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May 15, 2022

What we heard and how we responded...

Crystal  
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1214 W 22nd Street  
North Vancouver

May 15, 2022



#### ► Street Parking concerns...

- Visitor parking will be located directly off the rear lane reducing street parking pressure as well as entrance to the resident parkade.
- From our experience visitors prefer parking on the street over designated stalls in the u/g parkade.
- EV charging will also be provided.
- Feature pathway provided at east side of the site for direct access to the Main Entrance.



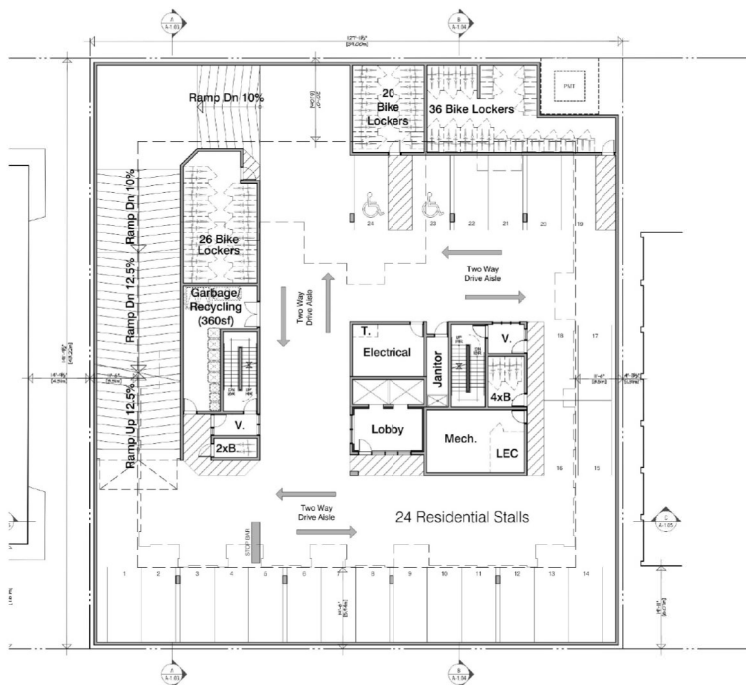
ARCHITECTS INCORPORATED  
1234 W 20th Street  
North Vancouver, BC V8N 2A1  
Tel: 604-261-1234  
Fax: 604-261-1235  
www.haarchitects.com

Crystal  
Apartments Ltd.  
1234 W 20th Street  
North Vancouver

Main Floor  
Scale: 1/8" = 1'-0"  
Rev: 10/2021



**A-2.03**



#### ► Resident Parking concerns...

- Zoning requires 34 resident parking stalls.
- Proposed 47 resident parking stalls
  - Net increase of 13 stalls (38%)
  - 82.5% of the units will have access to at least 1 stall.
- 100% EV charging ready.
- Car wash space on 2nd parking half-level.



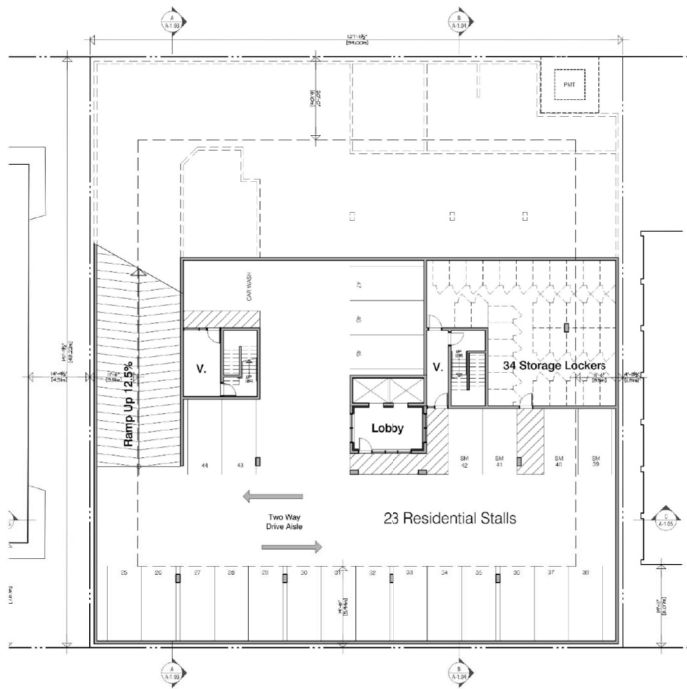
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Fax: 604-261-1235  
www.haarchitects.com

Crystal  
Apartments Ltd.  
1234 W 20th Street  
North Vancouver

Parking  
Level 1  
Scale: 1/8" = 1'-0"  
Rev: 10/2021



**A-2.02**



► Resident Storage concerns...

- Storage lockers are not a requirement of the City of North Vancouver, however, we recognize the need for storage.
- 34 storage lockers are provided in the parkade (60% of units).
- 11 of the 1 bedroom units have a storage room provided in the unit (19% of units).
- 6 of the 2 bedroom units have enlarged laundry rooms intended for further storage (10% of the units).



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Crystal  
Apartments Ltd.  
1234 W 22nd Street  
North Vancouver

Parking  
Level 2  
Scale: 1/8" = 1'-0"  
Rev: 10/2021



A-2.01



► Separate indoor amenity concerns...

- Intentional for different functions:
  - One space for individual or group office work or private study.
  - One space for leisure activities with a Gym and lounge connected to an outdoor terrace.



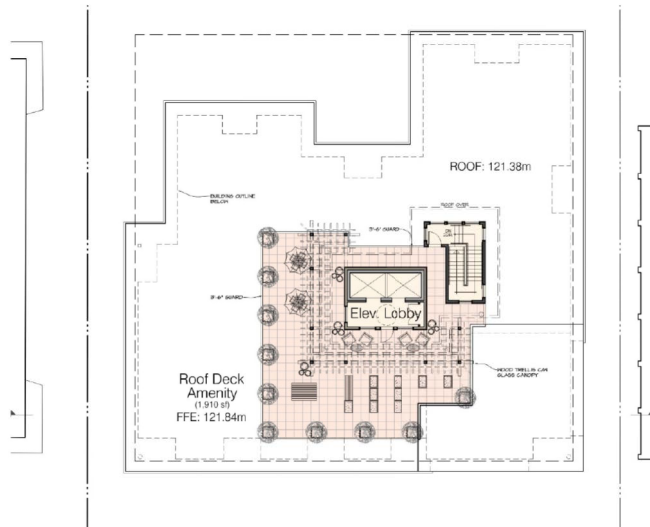
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www.architectsinc.com

Crystal  
Apartments Ltd.  
1234 W 22nd Street  
North Vancouver

Main Floor  
Scale: 1/8" = 1'-0"  
Rev: 10/2021



A-2.03



► Rooftop Deck concerns...

- Deck enlarged by ~800 sf to a total of 1,910 sf.
- Provided covered space by a glazed canopy over the wood trellis.
- Added planter boxes for common urban agriculture.



Architects Incorporated  
1234 W 20th Street  
Vancouver, BC V6M 1A1  
Tel: 604-255-1234  
Fax: 604-255-1235

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234



A-2.09



SOUTH ELEVATION (W 20TH STREET)

► Solar heat gain (heat dome) concerns...

- Energy Consultant engaged.
- Will be selecting a low solar heat gain coefficient and low u-value window which has a similar effect as an exterior shade device and will facilitate compliance with the BC Energy Step Code 3 cooling requirements.
- Increased the number of operable windows and sizing for increased ventilation.
- Interior shades / blinds.



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Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

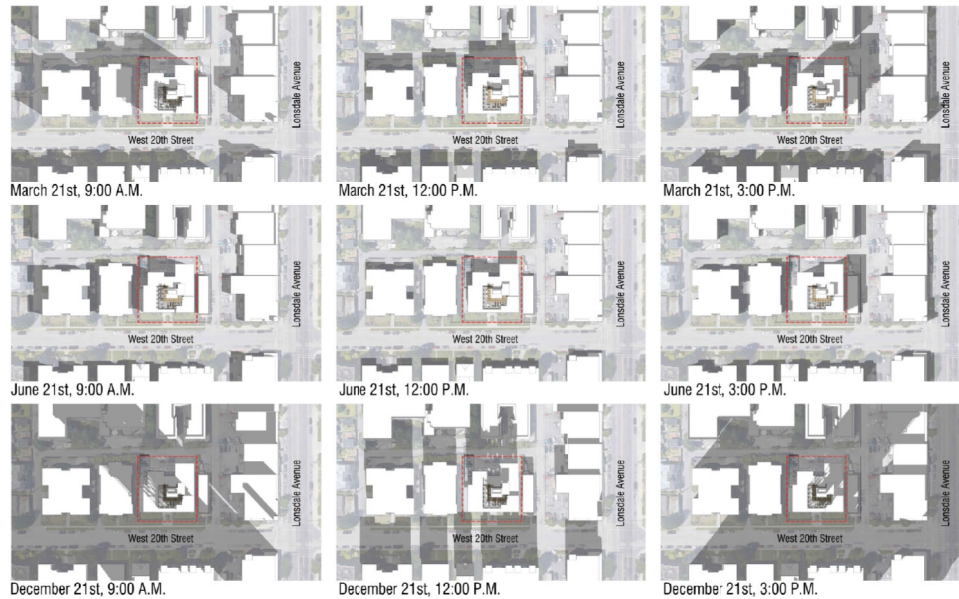
Project: 1234 W 20th Street  
Phase: 1.0  
Date: 12/15/2021

Prepared For: Planning, Development Permit  
Application No. 1234

Prepared By: Planning, Development Permit  
Application No. 1234

A-3.00





hca  
ARCHITECTS INCORPORATED  
1200 West 20th Street, Suite 100  
Vancouver, BC V6M 2K1  
Tel: 604.681.1234  
Fax: 604.681.1235  
www.hcaarchitects.com

Project: 1200 West 20th Street Development  
Prepared For: City of Vancouver  
Prepared By: hca  
Date: May 15, 2021

Reviewed For: Planning, Development Permit  
Reviewed By: hca  
Date: May 15, 2021

Reviewed For: Planning, Development Permit  
Reviewed By: hca  
Date: May 15, 2021

Crystal  
Apartments Ltd.  
1200 West 20th Street  
North Vancouver

### Shadow Analysis Study

- Building located tight to the southern setback to provide as much separation as possible to the northern adjacent buildings.
- Staggered north profile of building provides rear lane setbacks varying from 6.3 m to 15 m.
- Relatively minimum impact by the proposed building's compact massing during the equinox and summer solstice (the days of equal and longest duration for daylight).

Shadow Analysis  
Scale: 1/8" = 1'-0"  
Date: May 15, 2021



**A-3.11**



View from South East



View from South West



South West - Bird's eye



View of Residential Entrance



hca  
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1200 West 20th Street, Suite 100  
Vancouver, BC V6M 2K1  
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Fax: 604.681.1235  
www.hcaarchitects.com

Project: 1200 West 20th Street Development  
Prepared For: City of Vancouver  
Prepared By: hca  
Date: May 15, 2021

Reviewed For: Planning, Development Permit  
Reviewed By: hca  
Date: May 15, 2021

Crystal  
Apartments Ltd.  
1200 West 20th Street  
North Vancouver

Renderings  
Scale: 1/8" = 1'-0"  
Date: May 15, 2021

**A-0.45**



View from South



View from East



View from West



**ARCHITECTS INCORPORATED**  
127-1277 Main Street, Suite 100  
Vancouver, BC V6A 1K1  
Tel: 604-681-1111  
Fax: 604-681-1112  
www.ha-architects.com

Project: 124 W 22nd Street Development  
January 20, 2021  
Prepared For: Crystal Apartments Ltd.  
Prepared By: J. Smith

Revised For: Planning, Development Permit  
Application, 2021

Revised For: Planning, Development Permit  
Application, 2021

Revised For: Planning, Development Permit  
Application, 2021

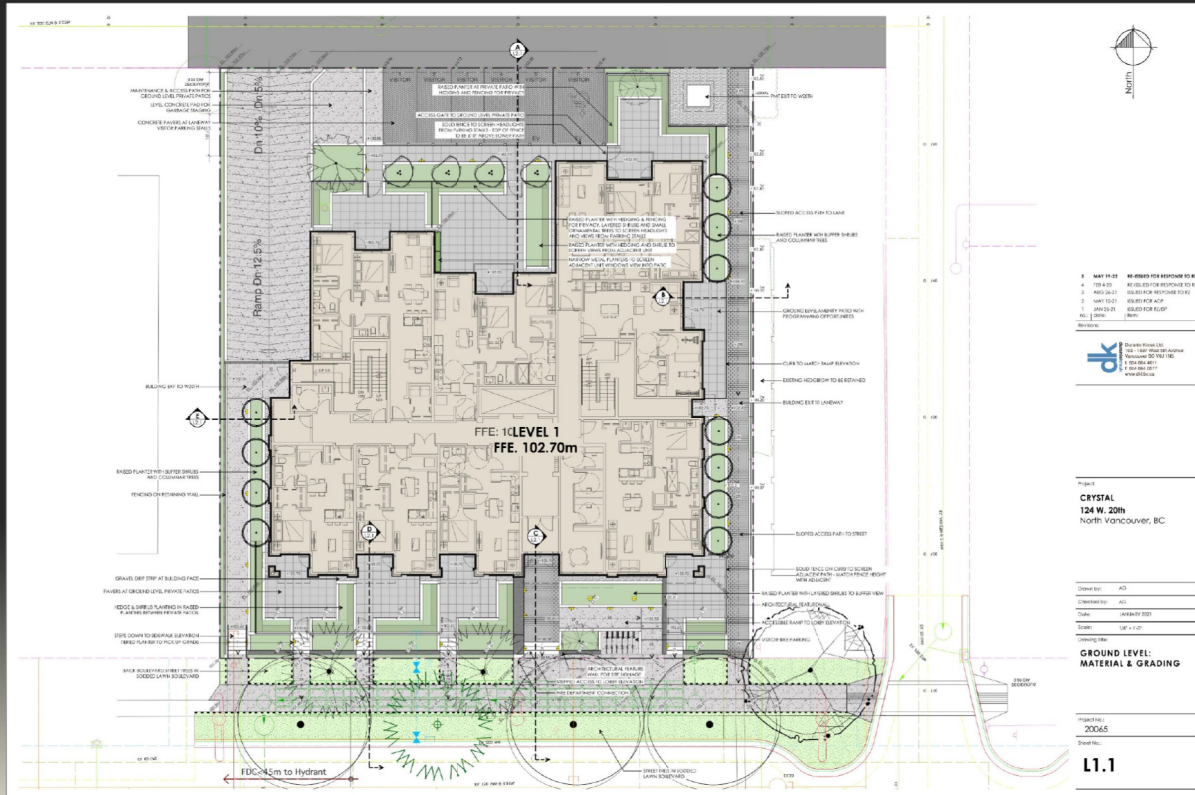
**Crystal  
Apartments Ltd.**  
124 W 22nd Street  
North Vancouver

Renderings

Scale: 1/8" = 1'-0"

Date: 01/20/21

**A-0.46**









Crystal  
Apartments Ltd.  
124 W 20th Street  
North Vancouver

485  
May 18, 2022

**From:** John Western  
**Sent:** June-17-22 1:30 PM  
**To:** Submissions  
**Cc:** David Johnson  
**Subject:** 124 West 20th Street North Vancouver

To whom it may concern.

I resided at this address from October of 2004 to February 2020. Shortly after I moved in, the balconies were refurbished i.e. new decking, but, the railings were not replaced and during the next 15 years of being exposed to the weather had become unsafe. One would not want to lean against the railing.

The building has been sinking for 60 plus years and this has resulted in doors not closing properly. I had to remove the metal part of the hasp so I could lock my entrance door. Essentially, this structure has lived past it's best years.

In January of 2020 I was approached by Andrew Statham, agent for the owners, and was offered a suite in one of their new buildings. This has worked out very well for me as it's in the neighbourhood I want to be in and, at 73 I wanted to get into a building that I would not outlive.

I hope this note is of some help to the recipients.

John Western  
#204 1549 Chesterfield Avenue  
North Vancouver B.C. V7M 2N5

**From:** Ana may Du  
**Sent:** June-18-22 11:36 PM  
**To:** Submissions  
**Cc:** David Johnson  
**Subject:** Redevelopment Proposal for 124 W 20th Street, North Vancouver

To whom it may concern:

Rentals are needed in this area. The current building is old. A new building is way much better for the community. The new proposal has some 3 bedroom units that is great for families. It will help a lot of people looking for a better place and quality of life.

Thank you,

Ana May Du  
1549 Chesterfield Avenue  
North Vancouver

**From:** Jeff Williams  
**Sent:** June-20-22 2:33 PM  
**To:** Submissions  
**Cc:** David Johnson  
**Subject:** 124 W 20th St.

Hi there, I am emailing with respect to a new development in my neighbourhood at 124 W 20<sup>th</sup> St.

I live at 231 17<sup>th</sup> Street West and drive by this location daily. I have seen the growth of our neighbourhood by way of superb new builds and looks and am in support of this new development too.

I think this will help with the growth of the neighbourhood for families young and old. This would replace an old looking building and provide much needed rental spaces.

Feel free to contact me to discuss further, by I can be sure that this development has the support of my wife and I.

Thank you for the time.

Jeff Williams  
231 West 17<sup>th</sup> Street  
North Vancouver



**From:** Colin Hope  
**Sent:** June-22-22 9:14 AM  
**To:** Submissions  
**Cc:** David Johnson  
**Subject:** Rezoning application for 124 W 20 th St. North Vancouver

I am a resident at 208 W 18th Street, just 2 blocks from this new development.

As a business owner in the software industry, with my business located in North Vancouver, it is important to have new, quality rental stock in North Vancouver to help attract young professionals who otherwise look to live in other areas of our city.

Also, as someone having grown up in North Vancouver, I think it's important to provide places for new families, like mine, an attainable means to stay in their hometown.

Thank you,  
Colin Hope  
208 West 18<sup>th</sup> Street  
North Vancouver

--

Co-owner | Operations  
[Hope Media House](#)



**From:** Richie Du  
**Sent:** June-22-22 12:53 PM  
**To:** Submissions  
**Subject:** 124 W 20th North Vancouver

I'm writing this to support new building to be built at 124 west 20 street, North Vancouver.

This building is obviously old and need an upgrade but its better to built a new and bigger building to support rental shortages our community.

Thank you,

Richie Du  
206-1549 Chesterfield Ave  
North Vancouver, BC V7M 2N5

To Whom It May Concern,

I wanted to write a quick note regarding the development proposal for 124 W 20th St. North Vancouver.

I have lived in North Vancouver my entire life and specifically have spent the last 19 years within 3 blocks of Lonsdale; 3 years on 2<sup>nd</sup> and Lonsdale, 2 years at 3<sup>rd</sup> and Lonsdale, and the last 14 years and counting on West 17<sup>th</sup> St.

The existing building that is in question is an eye sore and has very quickly found itself to be out of place in such a quickly developing and flourishing neighborhood.

I know that the construction time and the increased height will be a potential pain point for neighbours. Speaking from experience as one of the last small houses left on our street, we endured multiple years of construction on all sides with the erection of 4000sq ft houses. It was definitely inconvenient at the time, but ultimately once the construction and landscaping were completed, the neighborhood looked and felt significantly improved, and we were all bettered by the overall neighbourhood progress. I strongly believe this to also be the case with the new development at 124 W 20<sup>th</sup>.

It is great for the community that the proposed unit will have family sized 3-bedroom suites. I appreciate that not everyone is in a financial position to own a free-standing home in the City of North Vancouver. Our neighbourhood is missing a family feel, despite being within walking distance to an IB elementary and high school, a water park, and a great new artificial turf field.

Our children no longer have many neighbourhood friends as there simply aren't many options to be in a larger family condominium/multifamily development, especially one that is updated and not falling into disrepair. Children at our school are often driven in because they want to stay with their friends and in the great school catchment area, but their families are having to move further way to find new/updated housing options that will fit their entire family.

I do not know the make-up of the current occupants in the existing structure, but if the new development proposal, with 3-bedroom family targeted units brought in more families to the area, it would be a much-welcomed development. Having two young children myself I cannot say enough good things about this area and how nice it is to raise a family here. How lovely for an almost 60-unit development to bring the opportunity for more families to share in our amazing neighbourhood resources.

I feel strongly that the new 6 story multifamily development will not look or feel out of place. Central Lonsdale is quickly evolving, and it would be great to see a new building go up that could accommodate more people and families. We would welcome it to our thriving area and feel that the proposed development would be beneficial to existing neighbours and commercial interests alike, as well as for lucky potential future residents.

Thank you for your consideration,  
Lindsay Young  
348 17<sup>th</sup> St West  
North Vancouver



# PUBLIC HEARING

Monday, June 27, 2022 at 6:00 pm

Zoning Amendment Bylaw No. 8898 and Housing Agreement Bylaw No. 8899 for **124 West 20<sup>th</sup> Street**

Watch the meeting online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming) or in person at City Hall, 141 West 14<sup>th</sup> Street

**Proposal:** To rezone the subject property from a Medium Density Apartment Residential (RM-1) Zone to a Comprehensive Development 746 (CD-746) Zone to permit the development of a 6-storey, 57-unit, market rental apartment building, over 1.5 levels of underground parking for 47 vehicles and 6 surface parking stalls, accessed from the lane, for visitors. The proposed density is 2.59 times the lot area.

**To provide written input:** All persons who believe their interest in property may be affected by the proposed bylaws will be afforded an opportunity to speak at the Public Hearing and/or by written or email submission. **All submissions must include your name and address** and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, **no later than 12:00 noon on Monday, June 27, 2022**, to ensure their availability to Council at the Public Hearing. No further information or submissions can be considered by Council after the Public Hearing has concluded.



**To speak at the Public Hearing in person OR by Webex/phone:**

**In person at City Hall:** On the day of the Public Hearing, a sign-up sheet will be available in the lobby, outside the Council Chamber, from 5:30pm. Enter City Hall through the doors at the southwest corner of the building (off 13<sup>th</sup> Street) after 5:30pm.

**Via Webex/phone:** Pre-register by completing the online form at [cnv.org/PublicHearings](https://cnv.org/PublicHearings), or by phoning 604-990-4230 to provide contact details, so call-in instructions can be forwarded to you. **All Webex/phone pre-registration must be submitted no later than 12:00 noon on Monday, June 27, 2022.**

**Non-registered speakers:** Speakers who have not pre-registered will also have an opportunity to provide input. Once all registered speakers have spoken, the Mayor will call for a recess to allow time for additional speakers to phone in or speak in person. Call-in details will be displayed on-screen during the livestream at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming).

**To view the documents:** The proposed bylaws, background material and presentations can be viewed online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings).

**Questions?** David Johnson, Development Planner, [djohnson@cnv.org](mailto:djohnson@cnv.org) / 604-990-4219

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9

T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)



# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8898

### A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898**” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of CD-746 (Comprehensive Development 746 Zone):

Lots	Block	D.L.	Plan	
24 of Lots 2 and 3	6	5448	1241	from RM-1

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:

- A. Adding the following section to Section 1100, thereof, after the designation “CD-745 Comprehensive Development 745 Zone”:

“CD-746 Comprehensive Development 746 Zone”

- B. Adding the following to Section 1101, thereof, after the “CD-745 Comprehensive Development 745 Zone”:

“CD-746 Comprehensive Development 746 Zone”

In the CD-746 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RM-1 Zone, except that:

- (1) The permitted Principal Use on the Lot shall be limited to:

- (a) Rental Apartment Residential Use;

- i. Accessory Home Office Use;
- ii. Accessory Off-Street Parking Use;

- (2) Gross Floor Area;

- (a) The Principal Building shall not exceed a Gross Floor Area of 1.0 times the Lot Area, provided that this amount may be increased to a maximum of 1.60 times the Lot Area through the provision of Adaptable Design subject to Section 423;



- (b) Notwithstanding 2(a), the maximum Gross Floor Area may be further increased upon entering into a Housing Agreement with the City, from the “Base Density” to the “Total Density” as follows:

<b>BASE DENSITY</b>			
<b>OCP Schedule ‘A’</b>		<b>1.60 FSR</b>	
<b>ADDITIONAL (BONUS) DENSITY</b>			
<b>ADDITIONAL DENSITY CATEGORY</b>	<b>DESCRIPTION</b>	<b>ADDITIONAL DENSITY (BONUS)</b>	<b>POLICY REFERENCE</b>
100% Rental Housing	Secured rental apartment building, of which 6 units are mid-market	1.0 FSR	OCP Section 2.2
<b>TOTAL DENSITY</b>		<b>2.60 FSR</b>	

- (3) Height:
- (a) The Principal Building shall not exceed a Height of six storeys to the top of the main roof line and no more than 19.12 meters (62.7 feet) as measured from the average building grade along the North property line;
  - (b) Notwithstanding 3(a), the maximum building height may be further increased to permit a rooftop elevator lobby and stairways up to a maximum of 22.2 meters (72.7 feet) from the average building grade along the North property line;
- (4) The minimum required Principal Building setback, measured to each building face, shall be limited to:
- (a) 5.94 meters (19.5 feet) from the Front Property Line (West 20<sup>th</sup> Street);
  - (b) 3.51 meters (11.5 feet) from the Interior Side Lot Lines;
- (5) Section 906(4)(d) Parking Space access directly from Lane shall not apply;

(6) Section 510(3) Building Width and Length shall not apply.

READ a first time on the 13<sup>th</sup> day of June, 2022.

READ a second time on the 13<sup>th</sup> day of June, 2022.

READ a third time on the <> day of <>, 2022.

APPROVED pursuant to section 52(3)(a) of the *Transportation Act* on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8899

**A Bylaw to enter into a Housing Agreement (124 West 20<sup>th</sup> Street)**

**WHEREAS** Section 483 of the *Local Government Act* R.S.B.C. 2015 c.1 permits a local government to enter into a housing agreement for rental housing.

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Housing Agreement Bylaw, 2022, No. 8899**” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing Commitments).
2. The Council hereby authorizes the agreement substantially in the form attached to this bylaw between The Corporation of the City of North Vancouver and 124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 with respect to the lands referenced as 124 West 20<sup>th</sup> Street, “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8898” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746).
3. The Mayor and Corporate Officer are authorized to execute any documents required to give effect to the Housing Agreement.

READ a first time on the 13<sup>th</sup> day of June, 2022.

READ a second time on the 13<sup>th</sup> day of June, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

## PART 2 – TERMS OF INSTRUMENT

### RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT

**THIS AGREEMENT** dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

**124 20<sup>TH</sup> STREET HOLDINGS LTD. INC.NO. BC1081725**

#102 2455 Dollarton Highway  
North Vancouver, British Columbia,  
V7H 0A2

(the “Owner”)

AND:

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER,**  
a municipal corporation pursuant to the *Local Government Act* and  
having its offices at 141 West 14th Street, North Vancouver,  
British Columbia, V7M 1H9

(the “City”)

**WHEREAS:**

- A. The Owner is the registered owner of the Lands.
- B. The City is a municipal corporation incorporated pursuant to the *Community Charter*, SBC 2003, c. 26.
- C. Section 219 of the *Land Title Act*, RSBC 1996, c. 250 permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land, that land is or is not to be built on except in accordance with the covenant and that land is not to be subdivided except in accordance with the covenant;.
- D. Section 483 of the Act permits a local government to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of the housing units identified in the agreement, including respecting the form of tenure of the housing units, the availability of the housing units to classes of persons, the administration and management of the housing units and the rents and lease, sale or share prices that may be charged.
- E. The City has enacted a bylaw authorizing this Agreement.
- F. The Owner and the City wish to enter into this Agreement pursuant to Section 219 of the *Land Title Act* and section 483 of the Act.

**NOW THEREFORE** in consideration of the sum of Ten Dollars (\$10.00) now paid by the City to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the City covenant each with the other as follows:



## 1. DEFINITIONS

- (a) **“Act”** means the *Local Government Act*, RSBC. 2015 c.1 as amended from time to time;
- (b) **“Affordable Rent”** means with respect to each Mid-Market Rental Unit a rent payment amount equal to 10% below the “Private Apartment Average Rents” for the corresponding bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year the tenancy is entered into;
- (c) **“Agreement”** means this agreement as amended from time to time;
- (d) **“Commencement Date”** has the meaning set out in section 2.1 herein;
- (e) **“Council”** means the municipal council for the City of North Vancouver;
- (f) **“CMHC”** means Canada Mortgage and Housing Corporation;
- (g) **“Director of Planning”** means the chief administrator of the Department of Planning of the City and his or her successors in function and their respective nominees;
- (h) **“Dwelling Unit”** means a dwelling unit as defined in the City of North Vancouver’s “Zoning Bylaw 1995, No. 6700” as amended from time to time;
- (i) **“Lands”** means those lands and premises legally described as:  
  
Parcel Identifier: 014-912-261  
Lot 24 of Lots 2 and 3  
Block 6  
District Lot 548  
Plan 1241;
- (j) **“Mid-Market Rental Units”** means the 6 Dwelling Units in the Residential Building to be constructed on the Lands that are rented to tenants for Affordable Rent;
- (k) **“Market Rental Units”** means all Dwelling Units in the Residential Building other than the Mid-Market Rental Units;
- (l) **“Rental Purposes”** means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the *Residential Tenancy Act*, SBC 2002 c. 78 as amended from time to time between the Owner and the tenant;
- (m) **“Rental Units”** means the Market Rental Units and the Mid-Market Rental Units;
- (n) **“Residential Building”** means the six storey building to be constructed on the Lands to be used for Rental Purposes with 57 Dwelling Units, of which 51 Dwelling Units will be Market Rental Units and 6 Dwelling Units will be Mid-Market Rental Units;

- (o) “**RT Act**” means the *Residential Tenancy Act*, SBC 2002 c. 78;
- (p) “**Rezoning Bylaw**” means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8898”; and
- (q) “**Term**” has the meaning set out in section 2.1 herein.

## 2. TERM

- 2.1 This Agreement will commence upon adoption by Council of “Housing Agreement Bylaw, 2022, No. 8899” (124 20<sup>th</sup> Street Holdings Ltd. Inc. No. BC1081725 / RLA Architects, 124 West 20<sup>th</sup> Street, CD-746, Rental Housing Commitments), (the “**Commencement Date**”) and will continue until the date this Agreement is terminated in accordance with sections 2.2 or 8.3(c) (the “**Term**”).
- 2.2 This Agreement will terminate immediately upon the removal or destruction of the Residential Building provided the Residential Building is not repaired or rebuilt following the destruction thereof.
- 2.3 Subject to section 7.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

## 3. SECTION 219 COVENANT

- 3.1 The Owner covenants and agrees with the City as a covenant in favour of the City pursuant to Section 219 of the *Land Title Act*, RSBC 1996, c. 250 that during the Term of this Agreement, it being the intention and agreement of the Owner that the provisions in this Agreement be annexed to, and run with and be a charge upon the Lands, that notwithstanding the Rezoning Bylaw, the Lands shall be used and built on only in strict compliance with the terms and conditions of this Agreement and that:
  - (a) the Lands shall not be subdivided or stratified;
  - (b) the Rental Units in the Residential Building shall be used for Rental Purposes only; and
  - (c) no Rental Unit in the Residential Building shall be occupied for any purpose except for Rental Purposes pursuant to a Tenancy Agreement.
- 3.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Residential Building shall be developed, built, and maintained in accordance with all City bylaws, regulations and guidelines as amended from time to time.
- 3.3 Pursuant to section 219(6) of the *Land Title Act*, RSBC 1996, c. 250 except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible;
- (b) the Owner's default under this Agreement; and
- (c) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.

#### **4. TENANCY RESTRICTIONS**

- 4.1 The unit mix for Rental Units in the Residential Building shall be no fewer than 7 three-bedroom units, 22 two-bedroom units, 23 one-bedroom units and 5 studio units or as otherwise approved in writing by the Director of Planning in his or her discretion.
- 4.2 The six Mid-Market Rental Units shall be provided in the following unit mix: 1 studio unit, 2 one-bedroom units, 2 two-bedroom units, and 1 three-bedroom unit. The Owner may only change this mix with the approval in writing by the Director of Planning with such approval to be granted in his or her discretion. The Owner shall be entitled to determine the locations of the six Mid-Market Rental Units within the Residential Building.
- 4.3 The Owner shall enter into a minimum 1 year tenancy agreement for each of the Mid-Market Rental Units which will convert to a month to month tenancy at the end of the 1 year term. If such a tenancy is ended prior to the end of the Term, the Owner must rent the Mid-Market Rental Unit at Affordable Rent. For greater certainty, at the end of each tenancy, the Mid-Market Rental Unit will continue to be rented as a Mid-Market Rental Unit at Affordable Rent, which obligation will be ongoing at all times during the Term.

#### **5. OWNER'S OBLIGATIONS**

- 5.1 Without limiting section 3.1 of this Agreement:
  - (a) Management and administration: the management, administration, and associated costs with the management and administration of the Rental Units, including the Mid-Market Rental Units, will be borne by the Owner or its designated rental agent, unless otherwise approved by the City in writing;
  - (b) Advertisement: the Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Mid-Market Rental Units;
  - (c) Tenant Selection: the Owner will determine the selection of the tenants of the Mid-Market Rental Units, applying the suggested income qualification of a maximum household income determined by multiplying the low-end of market rents by 12 to yield the households' annual housing costs, and divided by 30% to meet the standard definition of affordability. Tenants from the existing rental building on the Lands should be provided first right of refusal in the Mid-Market Rental Units, regardless of income. In determining financial eligibility, the Owner or its rental agent, so long as it acts honestly and in good faith, is entitled to rely on all information provided by the prospective tenant and the Owner will have no liability if the prospective tenant intentionally or unintentionally provides any incorrect information. The Owner is under no obligation to monitor or update the financial circumstances of the tenant once the lease is signed.

- (d) Rent Amount and Permitted Increases: Affordable Rent for Mid-Market Rental Units is to be determined at the time of tenancy. Rent amounts may be subsequently increased by the permitted annual rent increase then set under the RT Act.
- (e) Compliance with applicable laws: without restricting the foregoing, the Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies;
- (f) Performance: the Owner will perform its obligations under this Agreement diligently and in good faith; and
- (g) Evidence of compliance: provided that the same can be done without breaching the *Personal Information Protection Act* (as amended from time to time) the Owner will, at Business License renewal or upon request by the City, supply to the City copies of any documentation in possession of the Owner necessary to establish compliance with the Owner's obligations under this Agreement.

## 6. DEFAULT AND REMEDIES

- 6.1 The City may, acting reasonably, give to the Owner a written notice (in this section 6.1, the "**Notice**") requiring the Owner to cure a default under this Agreement within 30 days of receipt of the Notice. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.
- 6.2 If the default is not corrected within the time specified, the Owner will pay to the City on demand by the City 200 percent of the difference between current market rent, as determined by a third-party appraiser, and Affordable Rent for each Mid-Market Rental Unit in default for the default year to the end of the Term of the Agreement. The monies collected from default will be deposited to the City's Affordable Housing Reserve Fund.
- 6.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.
- 6.4 The Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm sustained by the City and to the public interest will be irreparable and not susceptible of adequate monetary compensation.
- 6.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.
- 6.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.
- 6.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other

right or remedy. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

## **7. LIABILITY**

7.1 Except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any act or omission by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible; and
- (b) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.

7.2 Except to the extent such advice or direction is given negligently, the Owner hereby releases and forever discharges the City, its elected officials, board members, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction respecting the ownership, operation or management of the Lands for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.

7.3 The covenants of the Owner set out in sections 7.1 and 7.2 of this Agreement will survive the expiration or the earlier termination of this Agreement and will continue to apply to any breach of the Agreement and to any claims arising under this Agreement during the ownership by the Owner of the Lands.

## **8. GENERAL PROVISIONS**

8.1 The Owner agrees to reimburse the City for all legal costs reasonably incurred by the City for the preparation, execution and registration of this Agreement. The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.

8.2 Nothing in this Agreement:

- (a) affects or limits any discretion, rights, powers, duties or obligations of the City under any enactment or at common law, including in relation to the use or subdivision of land;
- (b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or



- (c) relieves the Owner from complying with any enactment, including the City's bylaws in relation to the use of the Lands.
- 8.3 The Owner and the City agree that:
  - (a) this Agreement is entered into only for the benefit of the City;
  - (b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units and the Limited Common Property; and
  - (c) without limiting part 2 of this Agreement, the City may at any time execute a release and discharge of this Agreement in respect of the Lands, without liability to anyone for doing so.
- 8.4 This Agreement burdens and runs with the Lands and any part into which any of them may be subdivided or consolidated, by strata plan or otherwise. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement. Without limiting the generality of the foregoing, the Owner will not be liable for any breach of any covenant, promise or agreement herein in respect of any portion of the Lands sold, assigned, considered or otherwise disposed of, occurring after the Owner has ceased to be the owner of the Lands.
- 8.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 905 of the Act and as such will be binding on the Owner.
- 8.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is registered against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such registration.
- 8.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.
- 8.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.
- 8.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- 8.10 Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.

- 8.11 All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile or e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, British Columbia  
V7M 1H9  
**Attention: Director, Planning and Development**

The Owner: 124 20<sup>th</sup> Street Holdings Ltd.  
#102 2455 Dollarton Highway  
North Vancouver, British Columbia,  
V7H 0A2

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by facsimile or e-mail transmission, on the first business day after the date when the facsimile or e-mail transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

- 8.12 Upon request by the City, the Owner will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.
- 8.13 This Agreement will enure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

## **9. INTERPRETATION**

- 9.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.
- 9.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.
- 9.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.
- 9.4 The words "must" and "will" are to be construed as imperative.

- 9.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.
- 9.6 This is the entire agreement between the City and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except as included in this Agreement. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by City Council of an amending bylaw to "Housing Agreement Bylaw, 2022, No. 8899".
- 9.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.
- 9.8 This Agreement can be signed in counterpart.

IN WITNESS OF THIS AGREEMENT the City and the Owner have executed this Agreement by signing the "Form C – General Instrument – Part 1" or "Form D – Executions Continued" attached hereto.



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Linden Maultsaid-Blair, Planner 1

Subject: REZONING APPLICATION: 646 EAST 4<sup>TH</sup> STREET (MEHRDAD  
RAHBAR / VERNACULAR DEVELOPMENT CORP.)

Date: June 1, 2022 File No: 08-3400-20-0069/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated June 1, 2022, entitled  
"Rezoning Application: 646 East 4<sup>th</sup> Street (Mehrdad Rahbar / Vernacular  
Development Corp.)":

THAT the application submitted by Mehrdad Rahbar / Vernacular Development  
Corp., to rezone the property located at 646 East 4<sup>th</sup> Street from a One-Unit  
Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be  
considered and no Public Hearing be held, in accordance with the *Local  
Government Act*;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the community benefits outlined in the report be secured, through  
agreements at the applicant's expense and to the satisfaction of staff.

**ATTACHMENTS**

1. Context Map (CityDocs [2176397](#))
2. Public Consultation Summary (CityDocs [2175135](#))
3. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934" (Mehrdad  
Rahbar / Vernacular Development Corp., 646 East 4<sup>th</sup> Street, RS-2) (CityDocs [2181076](#))

## SUMMARY

This report presents an application to rezone 646 East 4th Street from One-Unit Residential 1 (RS-1) Zone to One-Unit Residential 2 (RS-2) Zone to allow for future subdivision of the existing single lot into two lots. The intent is to develop a single family dwelling with a secondary suite and detached garage on each subdivided lot.

## BACKGROUND

On February 28, 2022, Council directed staff to continue to process RS-2 rezoning applications on a case-by-case basis. Council also approved the simplified process for these applications, where at rezoning stage there would be a focused review on zoning, subdivision and servicing requirements. No design review would be conducted. This is to set clear expectation with the applicant and the public that under the Local Government Act, the City does not have design control over single family homes (though they remain subject to all of the relevant regulations respecting density, siting, setback, height, building separations, parking, etc.).

## DISCUSSION

### Project Description

#### Site Context and Surrounding Use

The site is located on the north side of East 4th Street between Moody Avenue and Queensbury Avenue. In the Official Community Plan it is designated as Residential Level 1 (R1).

The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North – across the lane	649 East 5th Street	Single detached home	RS-1
South – across the street	649 East 4th Street	Duplex	RT-1
East	652 East 4th Street	Single detached home	RS-1
West	638 East 4th Street	Single detached home	RS-1



## PLANNING ANALYSIS

The proposal for two new lots each with a single family dwelling requires a rezoning from RS-1 (One-Unit Residential 1) to RS-2 (One-Unit Residential 2) to allow for a narrower Minimum Lot Frontage as per Table 2 following.

**Table 2. Requested Changes to the Zoning By-law**

	Current RS-1 Zone	Proposed RS-2 Zone
<b>Buildings</b>	One Principal Building per lot	Same requirements
<b>Use</b>	One-Unit Residential Use	Same requirements
<b>Units</b>	3 Units (one Principal Dwelling Unit, one Accessory Secondary Suite, one Coach House)	2 Units per lot (one Principal Dwelling Unit, one Accessory Secondary Suite)
<b>GFA</b>	Lesser of 0.3 FSR + 93 sq. m (1,000 sq. ft), or 0.5 FSR.  For the subject site, maximum GFA is 0.3 FSR + 93 sq. m (1,000 sq. ft.) = 283.35 sq.m (3050 sq. ft.).	Lesser of 0.3 FSR + 93 sq. m (1,000 sq. ft), or 0.5 FSR.  For the two proposed sites, maximum GFA is 0.5 FSR which is 1708.75 sq. ft., for a combined total between both sites of 317.31 sq. m (3415.5 sq. ft.).
<b>Lot Coverage</b>	30% for Principal Building	Same requirements
<b>Minimum Lot Frontage</b>	10 m (32.81 ft)	7.5 m (24.6 ft)
<b>Principal Building Setbacks</b>	Front Lot Line – 4.6 m (15 ft) Rear Lot Line – 14.4 m (47 ft) Interior Lot Lines – 1.2 m (4 ft)	Same requirements
<b>Minimum on site parking</b>	2 parking stalls	2 parking stalls for each new lot

### *Use and Density*

The proposal represents the same requirements for density in terms of Gross Floor Area (GFA). For both the RS-1 and RS-2 zones the maximum permitted density is the lesser of 0.3 times the lot area plus 1000 square feet or 0.5 times the lot area. The existing lot is allowed a maximum GFA of 3050 square feet. Based on the new lot areas, the two new lots would be allowed a maximum GFA of 1708.75 square feet each, for a combined 3417.5 square feet of buildable area. One additional net unit is permitted through the RS-2 rezoning and subdivision.

The proposed density is consistent with the Official Community Plan and planned character of the neighbourhood. The site is one block away from East 3rd Street, which is identified as part of the Frequent Transit Network and serviced by the Rapid Bus. The proposed parking is one space per principal unit and one space per suite, consistent with the requirements in the Zoning Bylaw. Secure bicycle parking is provided for each new lot.

Proposed landscaping includes new planted areas along the front, side, and rear yards (native species) and the retention of three on-site trees.



## COMMUNITY CONSULTATION

Following neighbourhood notification on February 9, 2022, the City received correspondence from two residents. A Virtual Developer Information Session was held on February 24, 2022, with three attendees. Recently, input was received from one more resident. The main focus of the feedback was concern about the proposed removal of three trees on site. Based on this feedback, and feedback from staff, the proposal was revised and now includes the retention of all three trees on site.

Given the conformity of the proposal with the Official Community Plan and existing character of the area, staff is recommending that no Public Hearing be held. Should Council wish to refer the application to a Public Hearing the first active clause in the resolution should be amended to read:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934"  
(Mehrdad Rahbar / Vernacular Development Corp., 646 East 4<sup>th</sup> Street, RS-2) be  
considered and referred to a Public Hearing;

## COMMUNITY BENEFITS

The standard servicing requirements would apply and a covenant would be registered to secure the retention of three mature trees on the site.

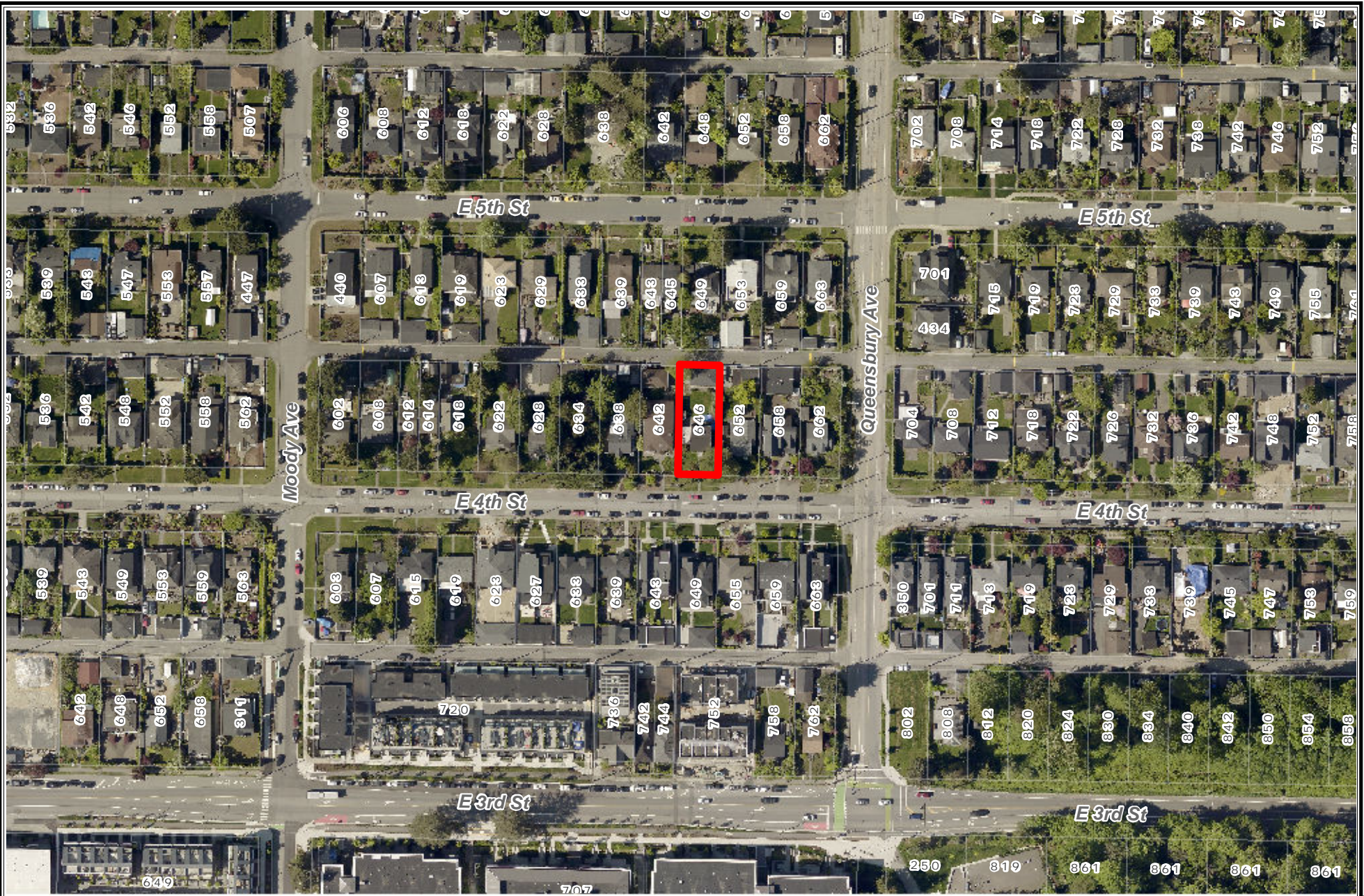
RESPECTFULLY SUBMITTED:



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Linden Maultsaid-Blair  
Planner 1









## SUMMARY REPORT OF VIRTUAL DEVELOPMENT INFORMATION SESSION

April 26, 2022  
Linden Maultsaid-Blair, Planner 1  
City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC, V7M 1H9

**Re: 646 East 4<sup>th</sup> Street, Subdivision and Rezoning**

Location: Virtual Zoom Room  
Host: vernacular group

### **Development Team:**

Marie Del Borrello, Vernacular Studio  
Mehrdad Rahbar, Vernacular Studio  
Tony Rudner, Rudner Construction/Owner

### **CNV Representative**

Linden Maultsaid-Blair, City of North Vancouver

### **Residents attended:**

- 1- [REDACTED]
- 2- [REDACTED]
- 3- [REDACTED]

The meeting was held on the zoom platform hosted by the applicant, Vernacular Group on February 24<sup>th</sup>, 2022 between 6:00 PM. and 8:00 PM.

During virtual meeting 3 residents attended on video and phone line. The undersigned hosted the meeting and Mehrdad Rahbar presented the proposal in detail then answered the residents' questions. In addition, Mr. Maultsaid-Blair of the City of North Vancouver answered to some of the residents' questions relating to City policies and zoning.

During the presentation we encountered one opposition from [REDACTED], regarding the RS 2 zoning. The two other residents were mainly concerned about the tree retention and the sustainability of the proposal. Since the meeting we had several e-mail and telephone communications with [REDACTED] and [REDACTED] re. tree retention and our sustainability strategies.

Regarding Three trees onsite, originally, we proposed to replace them due to their extensive root zones. Tree #1 interferes with the stairs, Patio and SWM system, even though a deeper setback to be proposed. Tree #2, is assessed as "not suitable" by the Arborist in the report (see Table 1 on page 4 and photos on page 10 of the report). Tree #3 is noted suitable for retention but it interferes with the Car pad and garage in the West Lot. (Refer to Arborist Report and Plan)

Marie Del Borrello

### **VERNACULAR GROUP.**

**From:** Patricia McClung  
**Sent:** April-20-22 5:26 PM  
**To:** Submissions  
**Subject:** 646 East 4th Street

Hello thank you for your reply regarding my inquiry about the application for subdivision of the above lot – 646 East 4<sup>th</sup> Street.

I am a neighbour in the 500 block of fourth Street and have lived on the North Shore since 1960 and have lived in this house at 512 E. 4th Street for many years now and raised my daughters here. They, now in their 30's, both work on the North Shore and want to buy a home.

I want to share this property with them and I would love for them to own a home here on the North Shore. It is my hope that I too could subdivide this property I love, to provide an ownership opportunity for both of my daughters, all while enabling me to live privately in a suite and help to raise my grandchildren here!

Most Sincerely

Patricia McClung  
512 East 4th Street  
North Vancouver

**From:** Linden Maultsaid-Blair  
**Sent:** May-18-22 11:52 AM  
**To:** Mary Gamel Michael  
**Cc:** Epp; Clerks  
**Subject:** RE: Tree preservation 646 East 4th Street, North Vancouver

Hello Mary Gamel,

Thank you for your email. My name is Linden and I am the planning lead on the application for 646 East 4th Street. The application is to rezone the property from RS-1 to RS-2 to enable a future subdivision. Each new lot would have a single-family home with an accessory secondary suite and two parking spaces.

City staff are currently reviewing this proposal to ensure it meets all City policy and regulations. The applicant will provide revisions based on feedback from City staff and from the public.

The original design submitted to the City proposed to remove three existing trees. City staff have reviewed this proposal and have recommended to the applicant that all three trees should be retained, if possible. We are currently working with the applicant to find potential solutions. The applicant did provide an arborist's report, which is under review by staff. We hope that soon we will be able to find solutions that retain all three trees, if possible.

Once the proposal meets all City policy and regulation, staff will present a report to Council for their consideration. When a report is brought to Council there will be a public notification. The approval of this application is at the discretion of Mayor and Council.

I appreciate your input on this proposal. You are welcome to reach out to me if you have any questions about this proposal. You also can find more information about this proposal on our website here: [www.cnv.org/currentdevelopments](http://www.cnv.org/currentdevelopments)

Best,

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**Linden Maultsaid-Blair** | Planner 1  
Planning & Development  
T 604 990 4217

**City of North Vancouver**  
141 W 14<sup>th</sup> Street, North Vancouver, BC | V7M 1H9  
[cnv.org](http://cnv.org)



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**From:** Mary Gamel  
**Sent:** May-17-22 11:24 AM  
**To:** Linda Buchanan (Mayor); Angela Girard (Councillor); Jessica McIlroy; Tony Valente (Councillor); Don Bell (Councillor); Tina Hu (Councillor); Holly Back (Councillor); Michael Epp; Jennifer Draper  
**Cc:** [gateway@cnv.org](mailto:gateway@cnv.org); Patricia Lepp; Rainer Fassler; [terry rich](#); [geniatk](#); the glossary; Laurie PARKINSON  
**Subject:** Tree preservation 646 East 4th Street, North Vancouver

Dear Mayor and Council,

I am a member of the Urban Tree Alliance working with other groups on the North Shore, to protect urban trees.

It has been brought to our attention of the planned subdivision at 646 East 4<sup>th</sup> Street, North Vancouver with the possible removal of three mature trees.

Densification certainly has many advantages, including providing much needed housing with a smaller carbon foot print.

However, the disadvantages can be the loss of mature trees. Trees have valuable assets, carbon sequestration, storm water management and shade to name just a few. Landscaping with young trees and shrubs is not a replacement for mature trees and there is significant (20%) die-off among replanted trees.

In 2019, North Vancouver City declared a Climate and Ecological Crisis with the objective of protecting and enhancing the ecosystem health and biodiversity, reducing greenhouse gases and improving resilience to climate change.

The retention of these three mature trees would align with the need to mitigate climate change.

I understand from Alex Jamieson B. Arch, MPIBC (retired) that it would be possible to develop the lot and at the same time save the trees.

I have heard from Laurie Parkinson, a resident living in close proximity to the planned subdivision, that the trees have added character, much needed shade and beauty to the neighbourhood for many years.

Perhaps developers who save trees can be recognized in some way for their contribution to preserving the urban canopy.

Saving existing trees should be a foundational part of the building permit process.

With kind regards,

Mary Gamel





# PUBLIC NOTICE

## Regular Council Meeting

Monday, June 27, 2022 at 6:00pm

Zoning Amendment Bylaw No. 8934 for **646 East 4<sup>th</sup> Street**

**Proposal:** To rezone the subject property from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone to permit the subdivision of the lot and the construction of two homes.

**To provide written input:** All persons who believe their interest in property may be affected by the proposed bylaw will be afforded an opportunity to be heard by written or email submission.

**All submissions must include your name and address** and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, **no later than 12:00 noon on Monday, June 27, 2022**, to ensure their availability to Council at the meeting. No Public Hearing will be held.

**Watch the meeting online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming) or in person at City Hall, 141 West 14<sup>th</sup> Street.** Enter City Hall through the doors at the southwest corner of the building (off 13<sup>th</sup> Street) after 5:30pm.

**To view the documents:** The proposed bylaw and background material can be viewed online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings).

**Questions?** Linden Maultsaid-Blair, Planner, [lmaultsaidblair@cnv.org](mailto:lmaultsaidblair@cnv.org) or 604-990-4217



141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 8934**

**A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8934**” (Mehrdad Rahbar / Vernacular Design Corp., 646 East 4<sup>th</sup> Street, RS-2).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of RS-2 (One-Unit Residential 2 Zone):

<b>Lots</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>	
17	18	273	1063	from RS-1

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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

MAYOR

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CORPORATE OFFICER

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Emma Chow, Planner 2

Subject: ZONING BYLAW AMENDMENT FOR 800 MARINE DRIVE (CASCADIA GREEN DEVELOPMENT)

Date: June 1, 2022 File No: 08-3400-20-0065/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, dated June 1, 2022, entitled "Zoning Bylaw Amendment for 800 Marine Drive (Cascadia Green Development)":

THAT the application submitted by Cascadia Green Development Company / WA Architects Ltd., to rezone the property at 800 Marine Drive from Special Commercial (CS-3) Zone to Comprehensive Development (CD-755) Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the community benefits listed in the report section "Density Bonus and Community Benefits" be secured, through agreements at the applicant's expense and to the satisfaction of staff.

**ATTACHMENTS**

1. Context Map (CityDocs [2174624](#))
2. Architectural Plans, dated May 6, 2022 (CityDocs [2177236](#))
3. Landscape Plans, dated May 6, 2022 (CityDocs [2177234](#))
4. Public Consultation Summary (CityDocs [2170936](#))
5. Sustainability Checklist (CityDocs [2159521](#))
6. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905" (CityDocs [2174968](#))

## SUMMARY

This report presents for Council consideration a rezoning application for 800 Marine Drive to permit a four-storey mixed-use commercial and strata residential development.

## BACKGROUND

Applicant:	Maryam Lotfi, Cascadia Green Development Company
Architect:	Barry Weih, WA Architects Ltd
Official Community Plan Designation:	Mixed Use Level 2 (MU2)
Existing Zoning:	CS-1 (Service Commercial)
Applicable Guidelines:	N/A

## DISCUSSION

### Site Context and Surrounding Use

The subject site is located in the Marine-Hamilton neighbourhood on the northwest corner of the Marine Drive & Fell Avenue intersection. The site is within easy access of nearly all essential destinations (i.e. employment, grocery stores, medical/pharmacy, banks, recreation trails and public transit, etc).

The site is approximately 33 metres (108 feet) wide by 40 metres (133 feet) deep and 1,440 square metres (15,500 square feet) in area. The site currently contains a 1-storey commercial building that accommodates a vehicle servicing and repair business.

The immediate surrounding area mainly contains one-storey commercial buildings and surface parking (Table 1). Beyond this block are some mixed-use buildings, Capilano Mall across Marine Drive to the west, and some residential strata and rental developments.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	1451 Fell Avenue	1-storey commercial (Salvation Army)	Comprehensive Development (CD-110)
East	1420 Fell Avenue	1-storey commercial	Comprehensive Development (CD-164)
West	820-822 Marine Drive	1-storey commercial	Comprehensive Development (CD-725)
South	801 Marine Drive	1-storey commercial	Service Commercial (CS-1)

### Policy Context

The Official Community Plan (OCP) designates the site and surrounding areas to the north and east as Mixed Use Level 2 (MU2), which supports mixed-use development such as mid-rise multi-family and commercial uses contributing to a pedestrian-scale village-feel. Lands to the south and west are designated Commercial.



The MU2 designation of the site allows for a density of up to 2.5 FSR (including 0.5 FSR bonus density) and a maximum height of 6-storeys.

The proposal is situated on the Marine Drive mixed-use commercial corridor, which is considered a key part of the City's economic engine and identified as a Frequent Transit Development Area (FTDA). Development priorities for this FTDA are to encourage a pedestrian-friendly and transit-supportive environment and to ensure sufficient right-of-way for future transit expansion along Marine Drive.

### Project Description

The proposal is for a 4-storey mixed-use building with retail use at ground level, office use above and two upper levels of strata residential. Parking access is provided off the rear lane. The following table provides an overview of the proposed development:

**Table 2: Development Proposal Overview**

Element	Proposal
Density	2.5 FSR
Commercial Space	Total of 2,113 square metres (22,745 square feet) or 1.47 FSR
Unit Mix	19 residential strata units, including: <ul style="list-style-type: none"><li>• 6 studio units;</li><li>• 11 two-bed units; and</li><li>• 2 three-bed units (10.5%).</li></ul>
Adaptable Units	6 Level 2 adaptable units (32%)
Parking	Commercial – 27 vehicle spaces; 20 secure bicycle spaces Residential – 12 vehicle spaces; 32 secure bicycle spaces
Residential Amenity	Outdoor – 66.7 square metres (718.4 square feet)

The proposed residential amenity is an outdoor gathering space with planters and seating, adjacent to an exterior circulation passage.

To facilitate the proposal, the amendment bylaw would vary the CS-1 zone for increased density, building height, lot coverage and parking, as well as reduced setbacks.

**Table 3. Summary of Proposed Zoning Changes**

	BASE CS-1 ZONE	PROPOSED CD-755 ZONE
Permitted Principal Uses	Various Commercial Uses	<ul style="list-style-type: none"><li>• Retail-Service Group 1 Use</li><li>• Accessory Apartment Use</li><li>• Accessory Off-Street Parking Use</li><li>• Accessory Off-Street Loading Use</li></ul>



	BASE CS-1 ZONE	PROPOSED CD-755 ZONE
<b>Density Maximum</b>	0.9 FSR	2.5 FSR
<b>Lot Coverage Maximum</b>	45 percent	91 percent
<b>Height Maximum</b>	10.7 m (35 ft)	17.7 m (58 ft)
<b>Setbacks</b>	6.1 metres (20 feet) from the Front, Rear and Exterior Side Lot Lines	0.11 m (0.35 ft) from Front Lot Line; 0.06 m (0.2 ft) from Rear Lot Line; 1.00 m (3.3 ft) from Exterior Side Lot Line
<b>Parking, Access &amp; Loading</b>	Residential Use: 1.05 spaces/unit Commercial: 1 space/50 sqm GFA  Small car spaces up to 35% of required spaces  Driveway slope 12.5% maximum  Loading spaces: 1 space/1,393.5 sqm	Residential Use: 0.63 spaces/unit Commercial: 1 space/78 sqm GFA  Small car spaces up to 64% of required spaces  Driveway slope 16% maximum  Loading spaces: 1 space/2,105 sqm

## PLANNING ANALYSIS

### *Policy Alignment*

The proposal is consistent with the OCP land use designation and within OCP height and density limits for the site. This mixed-use proposal furthers a number of OCP goals and objectives for economic development, housing and the FTDA.

The proposed mix of unit types meets a key action of the *Housing Action Plan* to help support families by providing a minimum of 10% three-bedroom units. Also, 32% of proposed units meet Level 2 Adaptable Design, exceeding the *Zoning Bylaw* minimum requirement of 25%. The proposal addresses the Active Design Guidelines with thoughtful design of stairways and provision of outdoor circulation and-36 amenity space.

### *Lot Coverage and Building Setbacks*

Compared to the base zone (CS-1), a significant increase in lot coverage is proposed, along with a corresponding reduction in setbacks. Given the commercial nature and existing built forms of the surrounding area, the proposed lot coverage and setbacks are expected to have minimal impacts to neighbours while enabling viable mixed-use redevelopment of the site.

### *Traffic and Parking*

A mini transportation study for the proposal showed that estimated traffic generation is not expected to create any significant traffic impacts on the existing street network. However, the proposal includes parking reductions of about 40% and 36% for residential and commercial uses, respectively. The main reason limiting provision of required parking is relatively high groundwater levels, which significantly increases construction cost of underground levels. Study shows very limited on-street parking in

the proximate area, which will be further impacted by the proposed parking variances. To mitigate these potential impacts, the applicant is proposing a comprehensive Transportation Demand Management (TDM) package to encourage sustainable travel by residents, patrons, employees and visitors to and from site. The package includes:

- Additional and oversize bicycle parking
- Bicycle maintenance room
- 25% transit subsidy for residents for 3 year (\$45,000)
- 25% transit subsidy for commercial employees for 10 years (\$155,000)
- Distribution of a TDM information package for all new residents and employees
- Commercial pay parking on-site
- Unbundle parking costs

In addition, a 2-year post-occupancy study will be provided to the City at the applicant's cost. The study will provide valuable data on the travel behaviour of users of the proposed development.

The current site context is vehicle-oriented but, as an FTDA, future development is expected to transition to a pedestrian-friendly environment that fosters cycling and transit use. This transition is further supported by the Mobility Strategy that calls for updates to parking and curbside policies in the coming years. The proposed TDM package is expected to effectively encourage higher transit and active transportation use by residents and employees, helping to facilitate this transition.

The application includes a Loading Management Plan and letter from a waste control service provider that support safe, functional operation of the proposed loading space and garbage rooms.

#### *Infrastructure and Servicing*

The proposal will require new utility service connections, including a sewage main upgrade and replacement of adjacent traffic signal equipment. The adjacent laneway will need to be reconstructed to meet grade of parkade access. Streetscape improvements will also be required, including relocation and upgrade of existing bus stop, a statutory right-of-way along Fell Avenue and a dedication along Marine Drive to ensure sufficient space for sidewalk widening, street trees and street furniture, as well as potential future transit expansion.

The development will have to meet the City's stormwater management requirements at time of Building Permit application. The City's stormwater management requirements are intended to reduce development impact to the City's storm network and improve the health of the surrounding watershed, including replenishing the natural water table and slowing the release of storm drainage to receiving bodies. This will become more critical as the effects of climate change are expected to be experienced through increased severe rain events in the fall, winter, and spring and longer droughts in the summer. The preferred stormwater management for new development is on-site retention and infiltration with surplus directed to the City's system, attenuated to reduce peak load. If the Owner is unable to construct this on-site, stormwater management may be provided on public property or a fee may be paid where it will enhance the



amenity of the public space through a rain garden or by supporting tree growth. Finally, if the Owner is unable to meet the required stormwater capture, the Sewer and Drainage Utility bylaw allows a fee to be paid that can then be used to provide improvements elsewhere in the system. In this location, due to water table elevations and proximity to Mosquito Creek, payment may be viable option as it would allow us to improve the existing local point of discharge to the creek and also continue to enhance creek hydraulics and habitat. This would improve the natural asset which is a key part of the City's stormwater system.

### **Density Bonus and Community Benefits**

The City's *Density Bonus and Community Benefits Policy*, in conjunction with the Official Community Plan, allows for density bonuses beyond 2.0 FSR in the Mixed Use Level 2 land use designation, up to a maximum of 2.5 FSR.

The proposed project would include community benefits valued at approximately \$400K, as outlined in Table 4 below.

**Table 4. Estimated Value of Community Benefits through Density Bonusing**

Density Value Calculation	Value
Density Bonus to 2.0 FSR / OCP Density (@ \$25 / sqft)	\$399,610
Density Bonus to 2.5 FSR Max Bonus (@ \$0 / sqft for Commercial)	\$0
<b>Total Value of Community Benefits</b>	<b>\$399,610</b>

The policy provides a number of community benefits options for projects seeking additional density and seeks to ensure the City receives value for additional density granted. The specific amenities and benefits included in the proposed project are described in Table 5 below and would be secured as conditions of receiving a density bonus should Council wish to proceed with the proposed project.

**Table 5. Community Benefits Summary**

Community Benefit	Value
<b>A. Cash Contributions</b>	
Contribution to Civic Amenity Reserve Fund (80%)	\$319,688
Contribution to Affordable Housing Reserve Fund (20%)	\$79,922

In addition to the items above, the following items will be secured as conditions of this development:

- public art incorporated into the project with a value of \$100,000;
- security for transit subsidies;
- security for 2-year post-occupancy transportation study;
- requirement for on-site loading manager to implement Loading Management Plan
- Relocation and upgrade of bus stop
- a statutory right-of-way of 1.0 m along Fell Avenue; and
- dedication of 2.0 m along Marine Drive for public realm improvement.

## **Legal Agreements**

Should Council support this rezoning, the following legal agreements should be prepared prior to final adoption:

- Development Covenant
- Servicing Agreement
- Pedestrian Statutory Right-of-Way
- Road Dedication
- Community Good Neighbour Agreement
- Shoring, Crane Swing, and Staging License Agreement
- Flooding Covenant
- Community Energy Agreement

## **ADVISORY BODY INPUT**

### **Advisory Design Panel**

The application was reviewed by the Advisory Design Panel on April 20, 2022. The Panel unanimously endorsed the following resolution:

THAT the Advisory Design Panel has reviewed the Rezoning Application for 800 Marine Drive and recommends approval of the project subject to addressing the following issues to the satisfaction of the Development Planner:

- incorporate passive solar control, especially on the southern exposure of building;
- further design development to enhance relationship between the residential and office as it relates to landscape developments, both hard and soft;
- further design development for office and residential development and access, as it relates to visibility, accessibility and CPTED concerns re: access;
- further design development to address security and CPTED concerns within the laneway;
- further design development / consideration for the roof enclosures;

AND THAT the Panel wishes to thank the applicant for their presentation.

Carried Unanimously

### **Integrated Transportation Committee**

The application was reviewed by the Integrated Transportation Committee on May 25, 2022. The Panel endorsed the following draft resolution:



BE IT RESOLVED THAT the Integrated Transportation Committee, having reviewed the proposed development at 800 Marine Drive and although supportive of the concept, wants it noted that the following has not been adequately resolved:

- Improve the design of on-site bicycle storage for security and maneuverability; and
- Include a security gate between residential and commercial parking;

THAT the Committee commends the applicant for:

- Provision of lockable short term bicycle parking;
- Provision of dedicated cargo bike parking;
- Unbundled parking; and
- Office space on Marine Drive;

AND THAT staff be requested to consider the following:

- Improvements for cycling safety infrastructure in the immediate area, considering increase in demand for on-street parking;
- Improvements for pedestrian and cycling safety at the intersection of Fell Avenue and 16th Street/Larson Road; and
- Establishing one-way access at 15th Street, in consideration of other nearby developments in progress.

Carried, with two opposed

Subsequent design revisions have addressed the above noted concerns.

## **COMMUNITY CONSULTATION**

A virtual Developer Information Session was held on April 13, 2022. One person registered, but none attended the session. No comment forms or other submissions were received. A summary of the public consultation, as prepared by the applicant, is available in Attachment #3.

## **ENVIRONMENTAL SUSTAINABILITY**

The proposal addresses the OCP's Sustainable City Framework through natural systems, physical structure/infrastructure, local economy, human potential, social connections and cultural diversity.

The proposed landscaping will be primarily native species using a water efficient irrigation system. The arborist report found one tree on-site. The tree is in poor condition and identified for removal. The proposal will be providing six new street trees.

## **PROCESS WHEN NO PUBLIC HEARING HELD**

Bill 26 - Municipal Affairs Statutes Amendment Act (No. 2), 2021, enacted in November 2021, included a change to the Local Government Act to provide that a local government is not required to hold a public hearing on a proposed zoning bylaw if the bylaw is consistent with the OCP. This replaced the former provision that allowed local governments to waive a public hearing. Local governments now have to make a positive decision to have a public hearing as opposed to deciding to waive a public hearing.

Given the proposal's consistency with the OCP, and minimal feedback from the public during the consultation period, staff recommend that no public hearing be held for this application.

Should Council wish to refer the application to Public Hearing, the first active clause in the resolution should be amended to read:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905"  
(Cascadia Green Development Company / WA Architects, 800 Marine Drive,  
CD-755) be considered and referred to a Public Hearing;

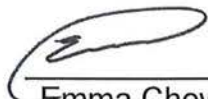
## **FINANCIAL IMPLICATIONS**

As discussed under the Density Bonus and Community Benefits section, this application, if approved, would generate \$399,610 in Community Amenity Contribution (CAC) cash contribution, which is in addition to City requirements such as Development Cost Charges, public art and road dedication.

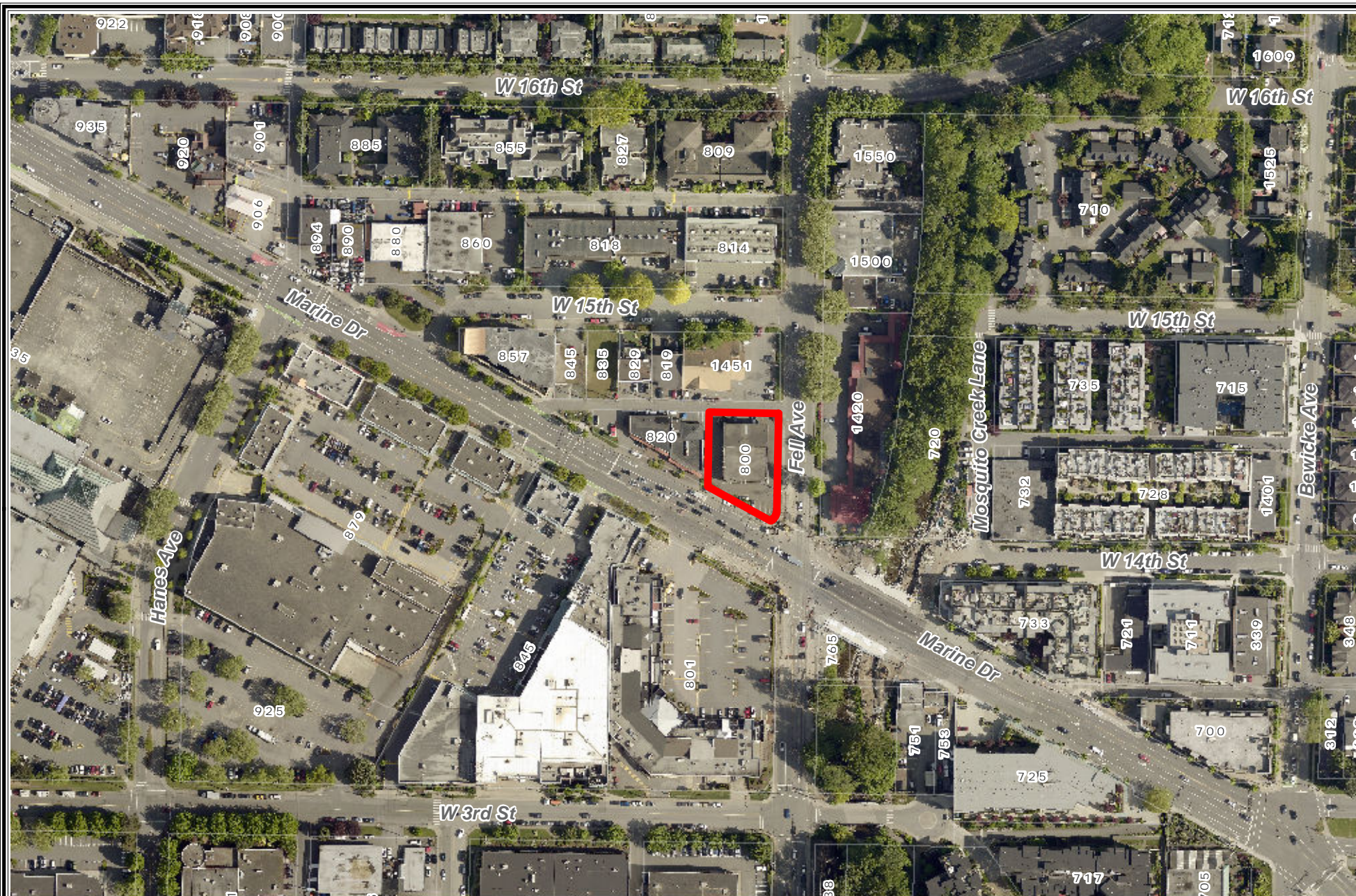
## **CONCLUSION**

This proposal is in alignment with goals and objectives of the OCP and Council Strategic Plan to provide employment generating uses, increase and diversify the residential housing stock, and support frequent transit service along the Marine Drive commercial corridor. The proposal will enhance the public realm with public art and streetscape improvements, and contribute funds to further support community amenities.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Emma Chow  
Planner 2







**LEGAL DESCRIPTION:** LOT F BLOCK D DISTRICT LOT 265 GROUP 1 NWD PLAN 20986

**TRANSPORTATION**  
WATT CONSULTING GROUP  
550 - 888 DUNSMUIR ST  
VANCOUVER, BC, V6C 3K4  
TEL: 778-309-1253

NAME	NUMBER	AREA EXCLUSION
UNIT A1	1 UNIT	20SQFT
UNIT C2	2 UNITS	40SQFT
UNIT C5	2 UNITS	40SQFT
UNIT D1	1 UNIT	20SQFT

**IWA**  
**ARCHITECTS**

1988 301 - 1444 Alberni Street, Vancouver, BC V6W 2Z4 : T: 604.685.5529  
VIC: 104 - 3212 Jacklin Road, Victoria, BC V8B 0J5 : T: 250.381.4833

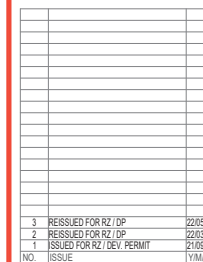
Architecture.  
Made Personal.



OWNER/CLIENT



GENERAL NOTES



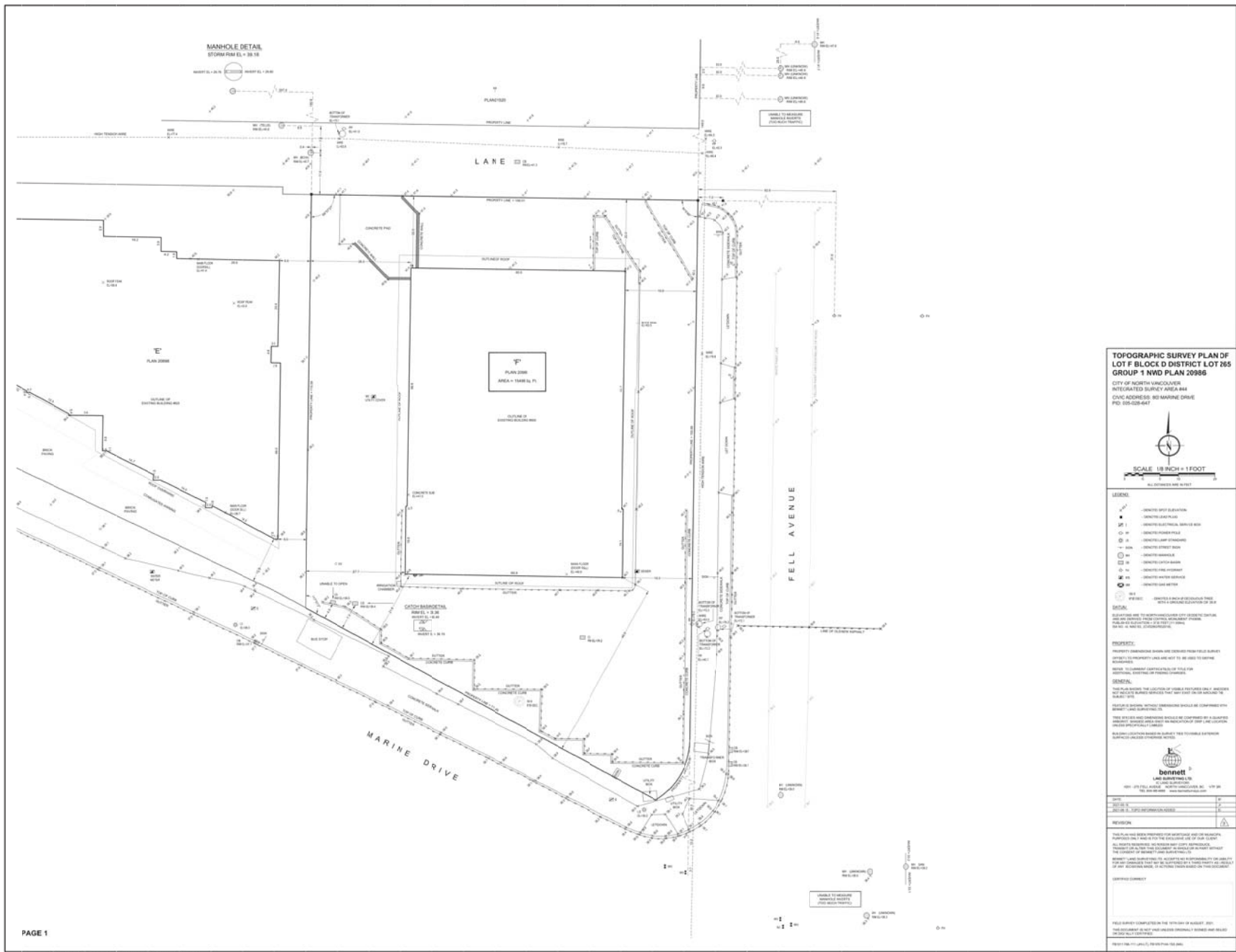
CONSULTANT

PROJECT NAME:  
**800 MARINE DRIVE**

PROJECT ADDRESS:  
800 MARINE DRIVE, NORTH VANCOUVER, BC

DRAWING TITLE:  
**COVER SHEET**

PROJECT NO: 21045      DRAWN BY: AW  
SCALE: NTS      REVIEW BY: BW  
DWG NO: A000



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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	ISSUED FOR RZ / DP	22/03/14
2	ISSUED FOR RZ / DP	22/03/14
1	ISSUED FOR RZ / DEV PERMIT	21/09/13
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

**IWA ARCHITECTS**

VAN 950 - 1500 W Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
604.655.5529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**800 MARINE DRIVE**

PROJECT ADDRESS:  
**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:  
**SURVEY (NTS - FOR INFO ONLY)**

PROJECT NO.: 21045 DRAWN BY: AW  
SCALE: NTS REVIEW BY: BW  
DWG NO.: A001

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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	REVISED FOR RZ (IP)	22/05/05
2	REVISED FOR RZ (IP)	22/09/14
1	ISSUED FOR RZ / DEV PERMIT	21/09/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

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VIC 104 - 3212 Jackson Road Victoria, V8B 6J5  
604-685-3529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**SITE PLAN**

PROJECT NO. 21045

DRAWN BY: AW

SCALE: 3/32"=1'-0"

REVIEW BY: BW

DWG NO.

**A100**

HORIZONTAL BUILDING AREA AND LOT  
COVERAGE EQUATES TO EXTENT OF LEVEL  
2 FLOOR PLAN = 13,862.55SQFT

LANE

FELL AVE

MARINE DRIVE

1 SITE PLAN

A100 3/32"=1'-0"

NORTH ARROW:



**CASCADIA**  
Green Development

GENERAL NOTES:

[illegible]

SEAL:



CONSULTANT:

# LWA ARCHITECTS

**VAN** 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
**VIC** 104 - 3212 Jacklin Road Victoria, V9B 0J5  
 604.685.3529 | office@wa-arch.ca | wa-arch.ca

PROJECT NAME:  
**800 MARINE DRIVE**

PROJECT ADDRESS:  
800 MARINE DRIVE, NORTH VANCOUVER, BC

DRAWING TITLE:  
**FIRE DEPARTMENT  
RESPONSE PLAN**

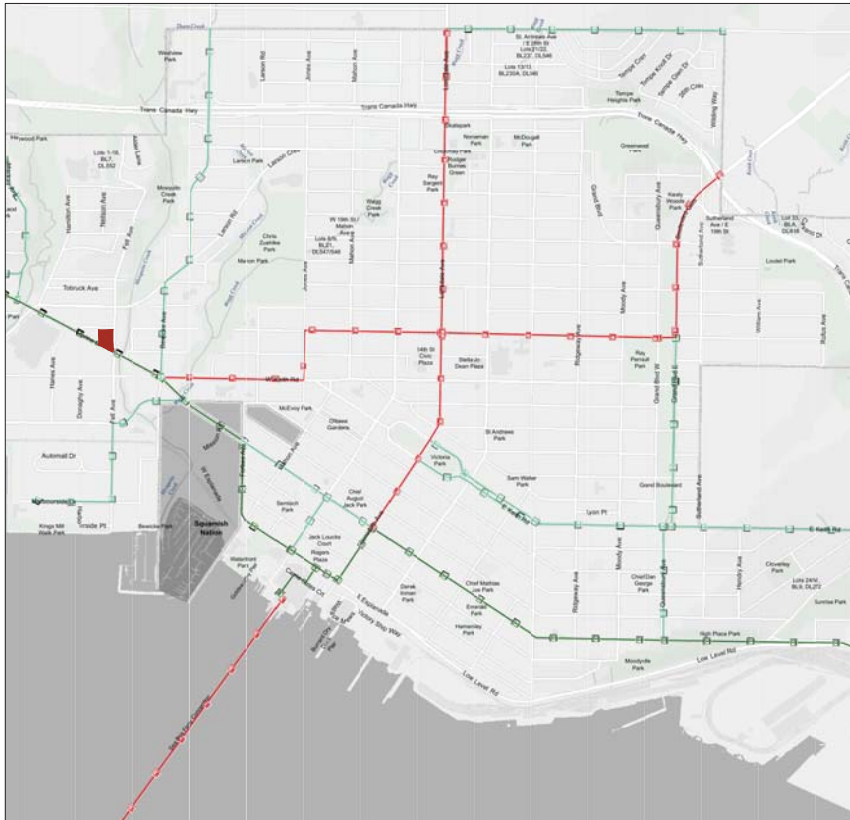
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SCALE: 3/32"=1'-0"      REVIEW BY: BW  
DWG NO: **A110**



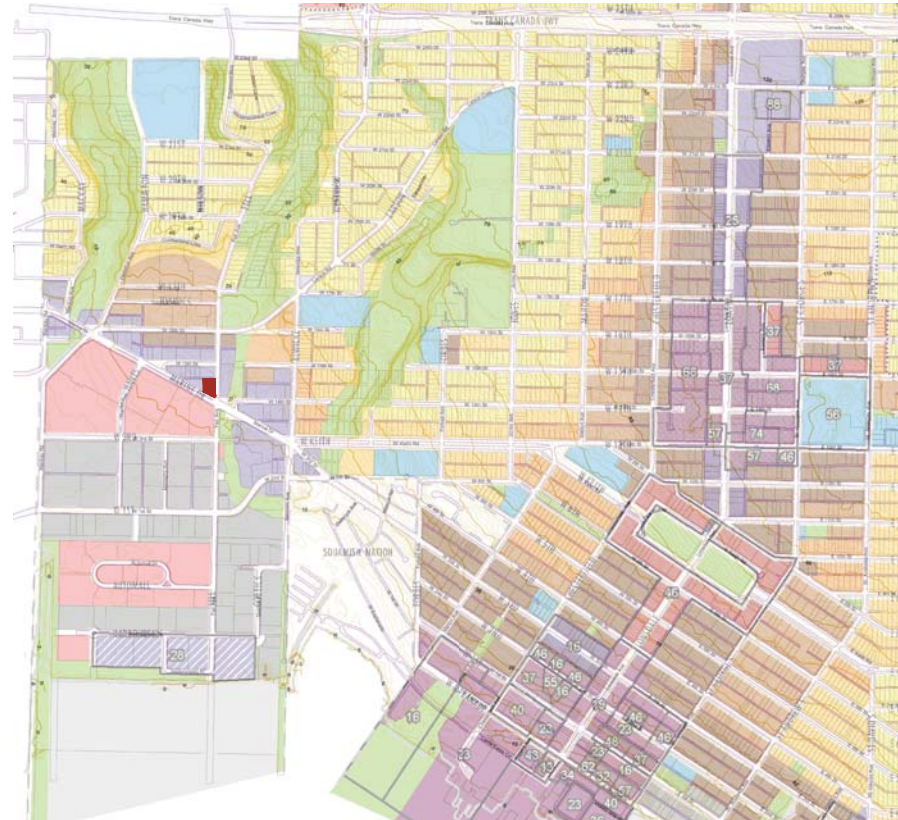








2 TRANSPORTATION MAP  
NTS



1 ZONING AND CONTOUR MAP  
NTS



4 ZONING AND CONTOUR MAP  
NTS



LAND USE LEGEND:

Green	PARKS, RECREATION AND OPEN SPACE
Blue	SCHOOL AND INSTITUTIONAL
Yellow	COMMERCIAL
Grey	MIXED EMPLOYMENT
Light Green	RESIDENTIAL LOW DENSITY
Dark Green	RESIDENTIAL MEDIUM DENSITY
Light Blue	MIXED USE MEDIUM DENSITY
Dark Blue	MIXED USE HIGH DENSITY

3 STREETSCAPE ALONG FELL AVE, MARINE DRIVE AND 15TH ST  
NTS

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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	REVISED FOR RZ/DP	22/05/05
2	REVISED FOR RZ/DP	22/03/14
1	ISSUED FOR RZ/DEV PERMIT	21/09/03
NO	ISSUE	YIMD

SEAL:



CONSULTANT:

**IWA ARCHITECTS**

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VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
604.655.3529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**CONTEXT MAPS AND PHOTOS**

PROJECT NO. 21045

DRAWN BY: AW

SCALE: NTS

REVIEW BY: BW

DWG NO:

**A121**

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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	REVISED FOR RZ TYP	22/05/05
2	REVISED FOR RZ TYP	22/05/14
1	ISSUED FOR RZ DEV PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

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604-685-3529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**LEVEL P1 FLOOR PLAN**

PROJECT NO. 21045

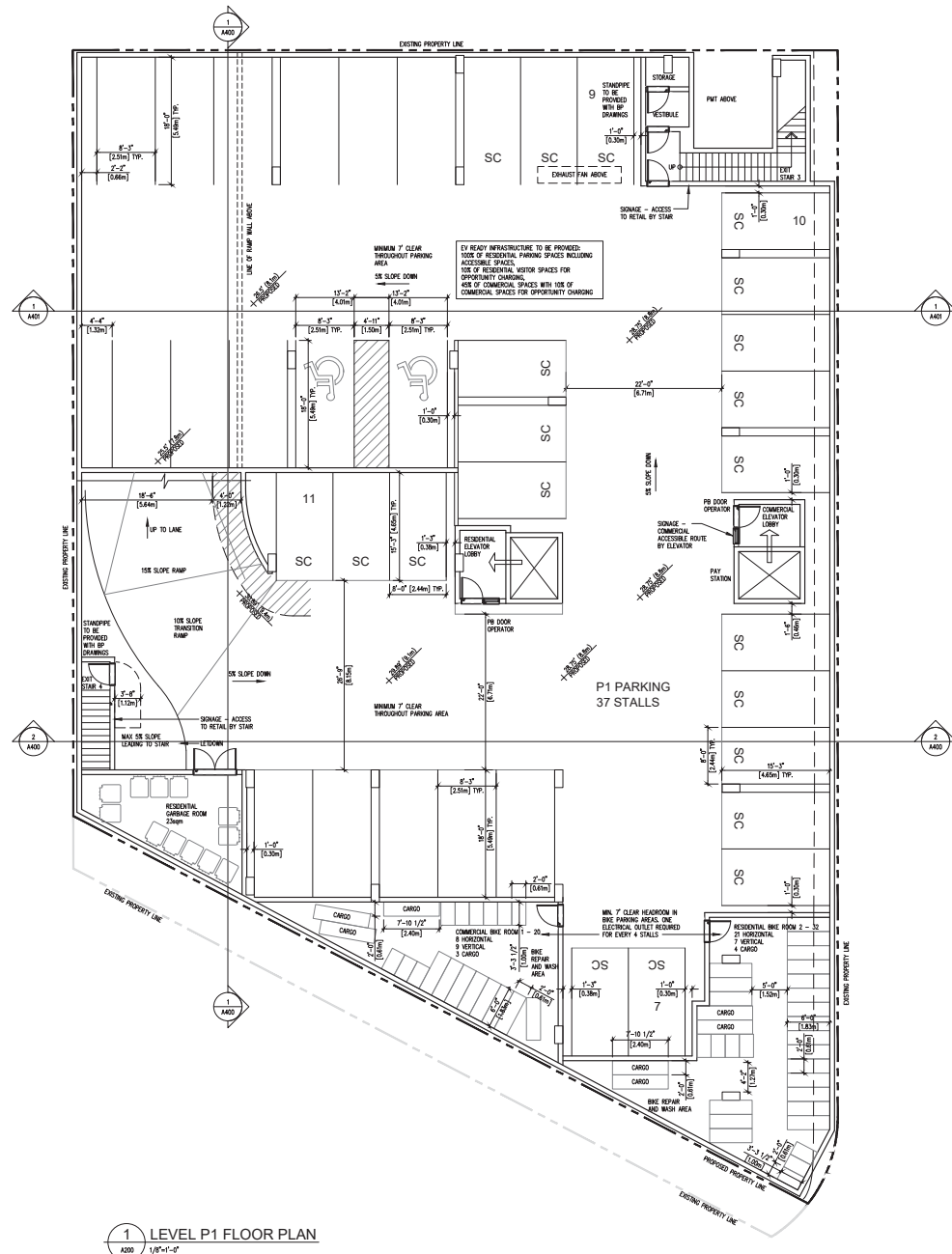
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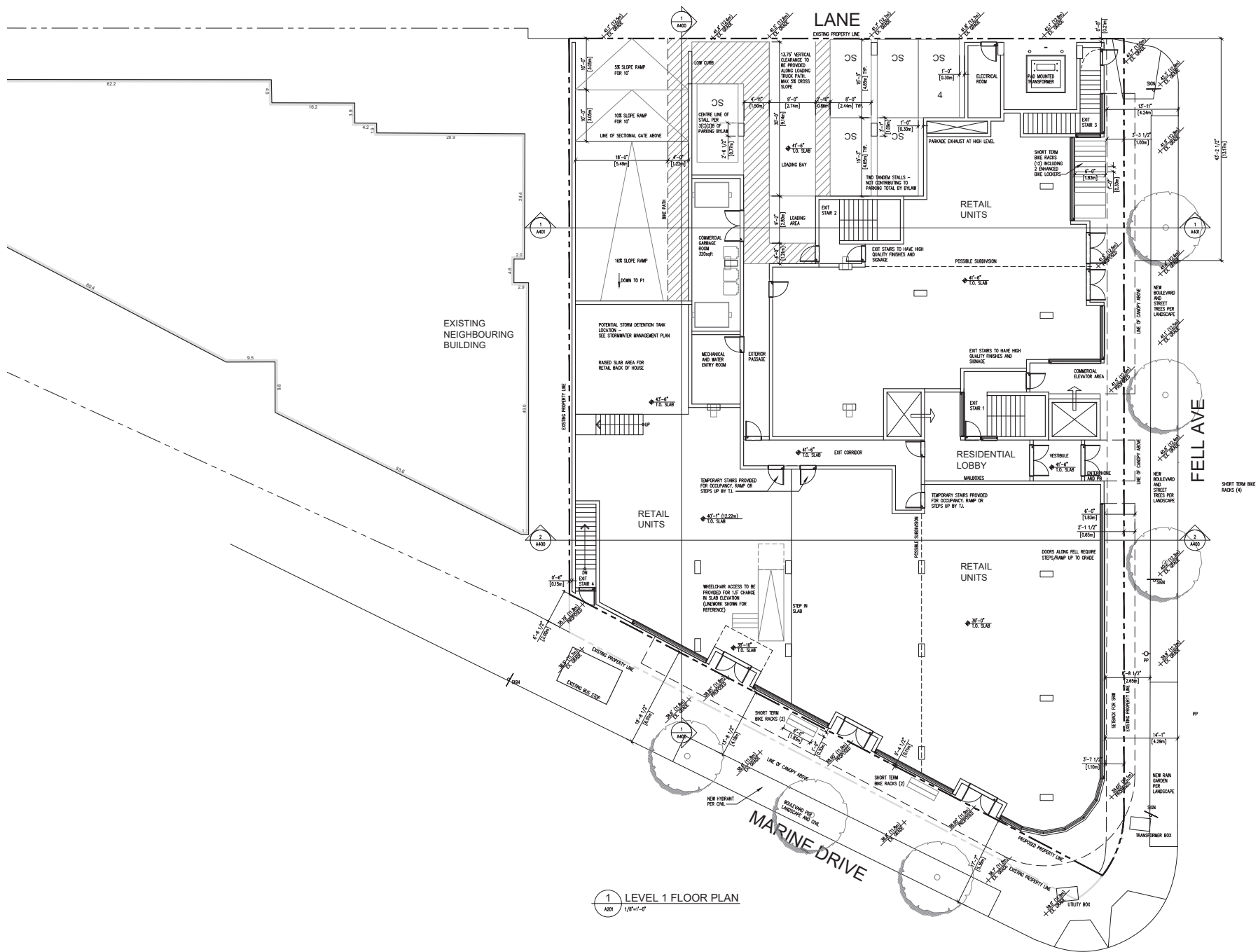
REVIEW BY: BW

DWG NO:

**A200**



**1 LEVEL P1 FLOOR PLAN**  
1/8"=1'-0"



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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	REVISED FOR RZ (IP)	22/05/05
2	REVISED FOR RZ (IP)	22/05/14
1	ISSUED FOR RZ / DEV PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

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VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
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PROJECT NAME:  
**800 MARINE DRIVE**

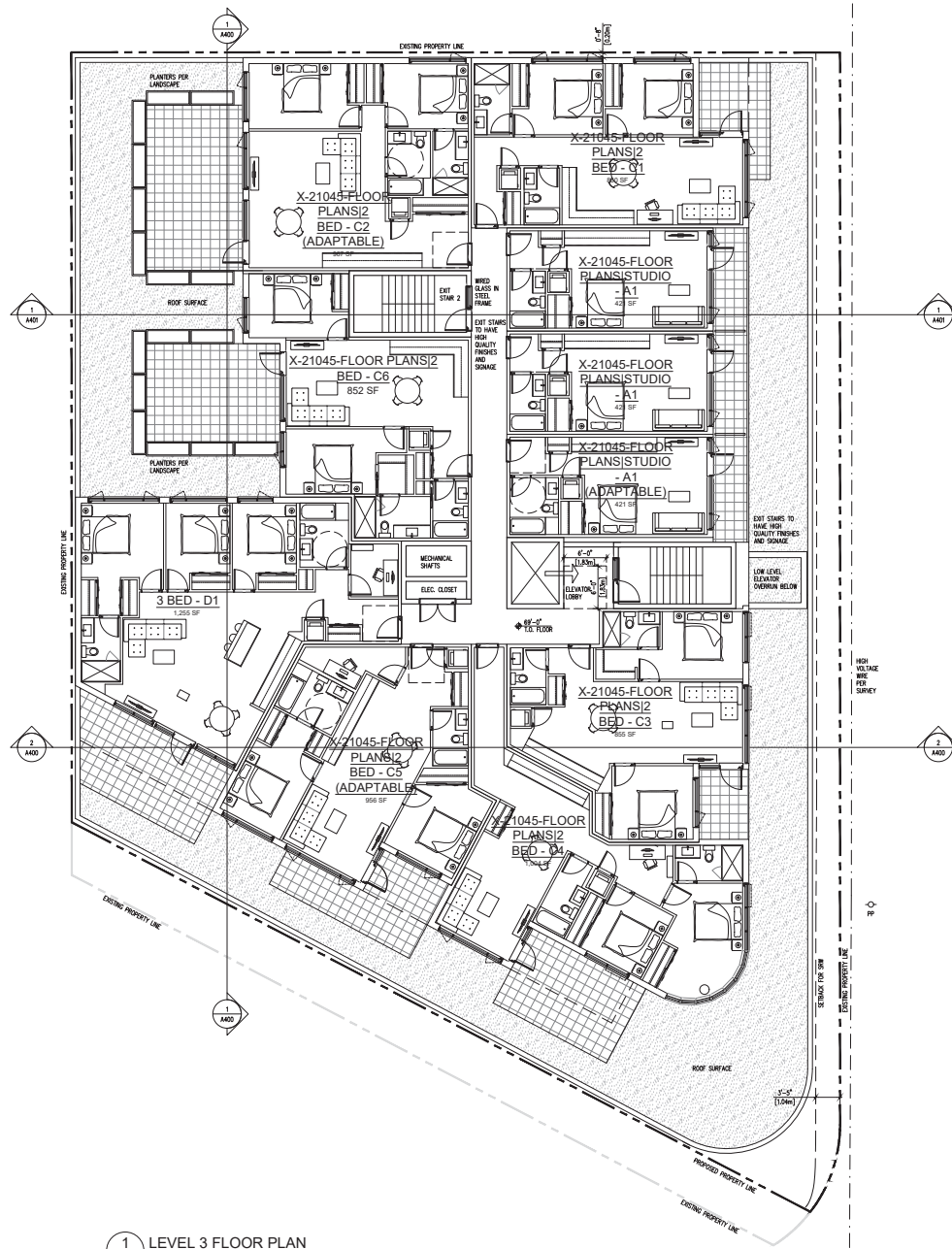
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**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:  
**LEVEL 1 FLOOR PLAN**

PROJECT NO. 21045 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: BW  
DWG NO. A201







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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
 Green Development

GENERAL NOTES:

NOTE:  
 ADAPTABLE UNITS TO MEET  
 LEVEL 2 REQUIREMENTS AT  
 TIME OF BUILDING PERMIT  
 SUBMISSION

3	REVISED FOR RZ/UP	22/05/05
2	REVISED FOR RZ/UP	22/05/14
1	ISSUED FOR RZ/DEV PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

**IWA**  
**ARCHITECTS**

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PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**LEVEL 3 FLOOR PLAN**

PROJECT NO. 21045

DRAWN BY: AW

SCALE: 1/8"=1'-0"

REVIEW BY: BW

DWG NO:

**A203**















NORTH ARROW:

OWNER/CLIENT:



GENERAL NOTES:

[illegible]

SEAI



CONSULTANT:

**IWA ARCHITECTS**

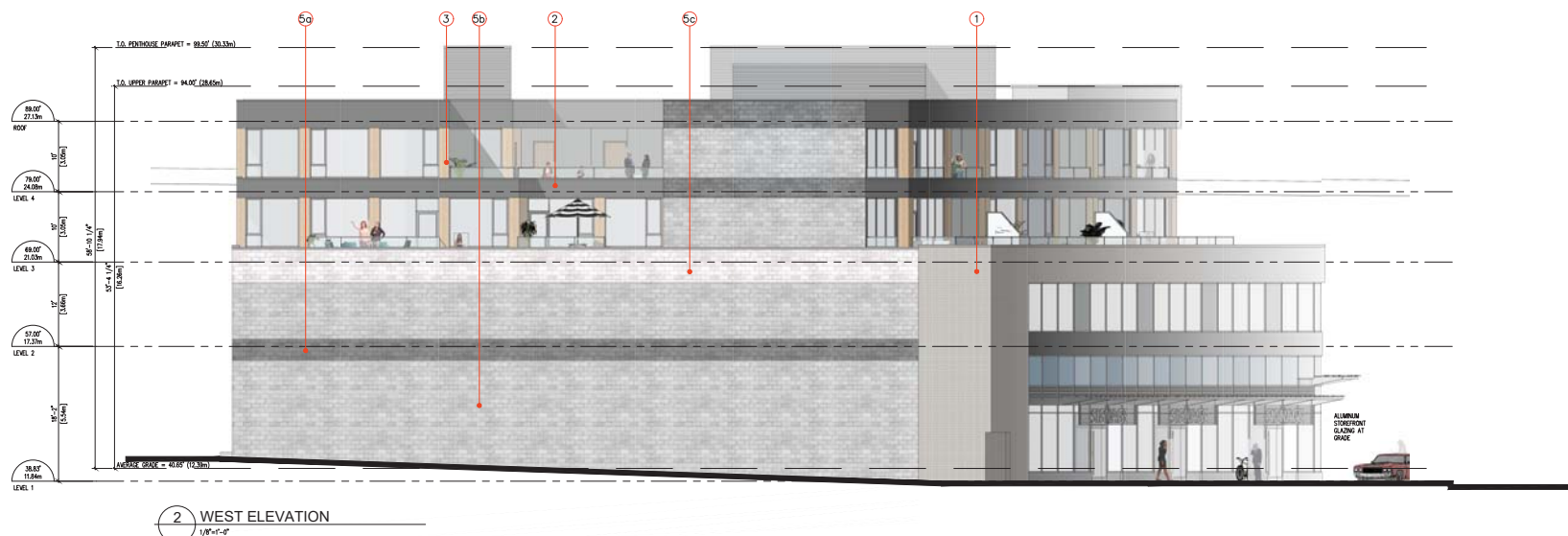
PROJECT NAME:

800 MARINE DRIVE

PROJECT ADDRESS:  
800 MARINE DRIVE, NORTH VANCOUVER, BC

DRAWING TITLE:  
**NORTH & WEST BUILDING  
ELEVATIONS**

PROJECT NO: 21045      DRAWN BY: AW  
SCALE: 1/8"=1'-0"      REVIEW BY: BW  
DWG NO: A301



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NORTH ARROW:

OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

3	REVISED FOR RZ/DP	22/05/05
2	REVISED FOR RZ/DP	22/05/14
1	ISSUED FOR RZ/DEV PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

**IWA ARCHITECTS**

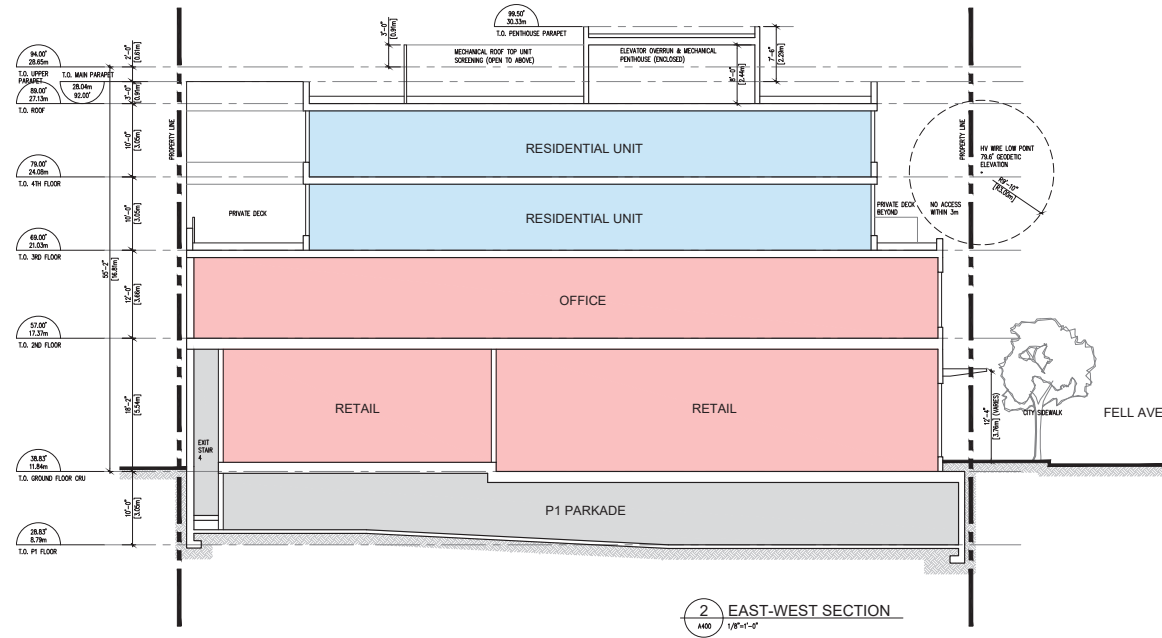
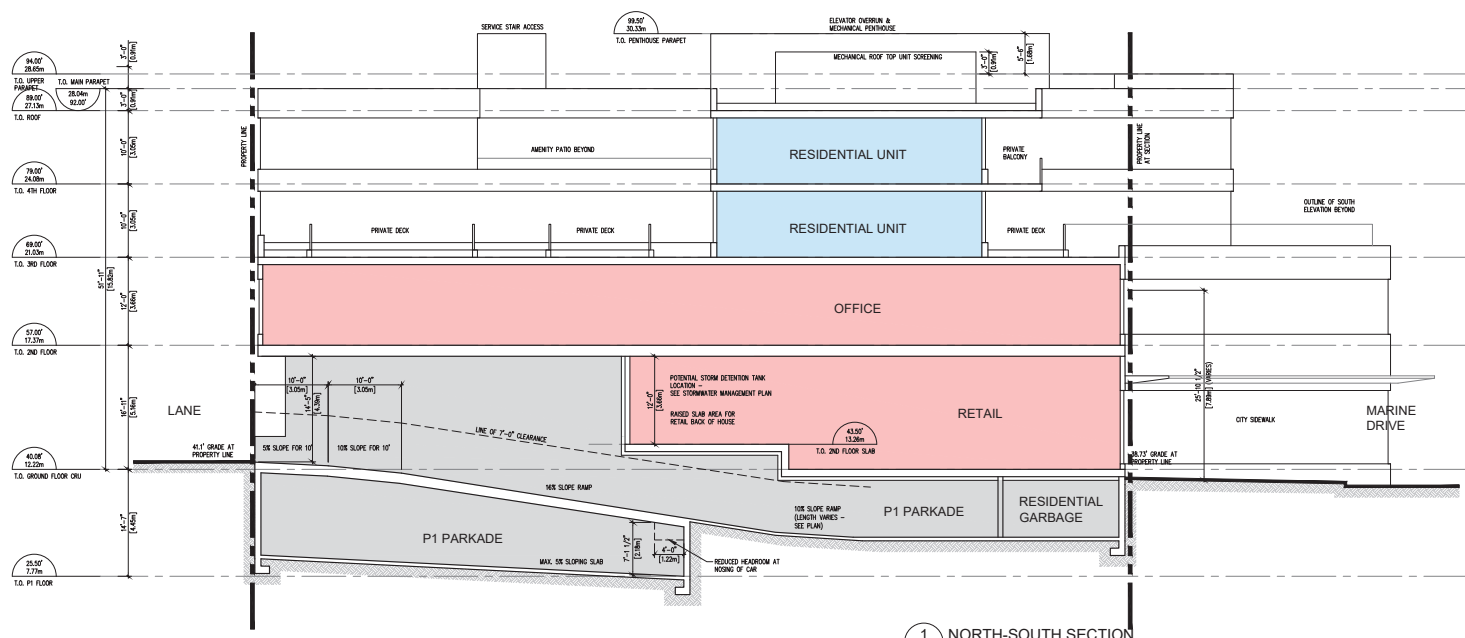
VAN 950 - 1500 W Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
604-685-3529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:  
**800 MARINE DRIVE**

PROJECT ADDRESS:  
**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:  
**BUILDING SECTIONS**

PROJECT NO.: 21045 DRAWN BY: AW  
SCALE: 1/8"=1'-0" REVIEW BY: BW  
DWG NO.: **A400**



NORTH ARROW:

OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

[illegible]

SEAL:



CONSULTANT:

# WA ARCHITECTS

**VAN** 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
**VIC** 104 - 3212 Jacklin Road Victoria, V9B 0J5  
 604.685.3529 | office@wa-arch.ca | wa-arch.ca

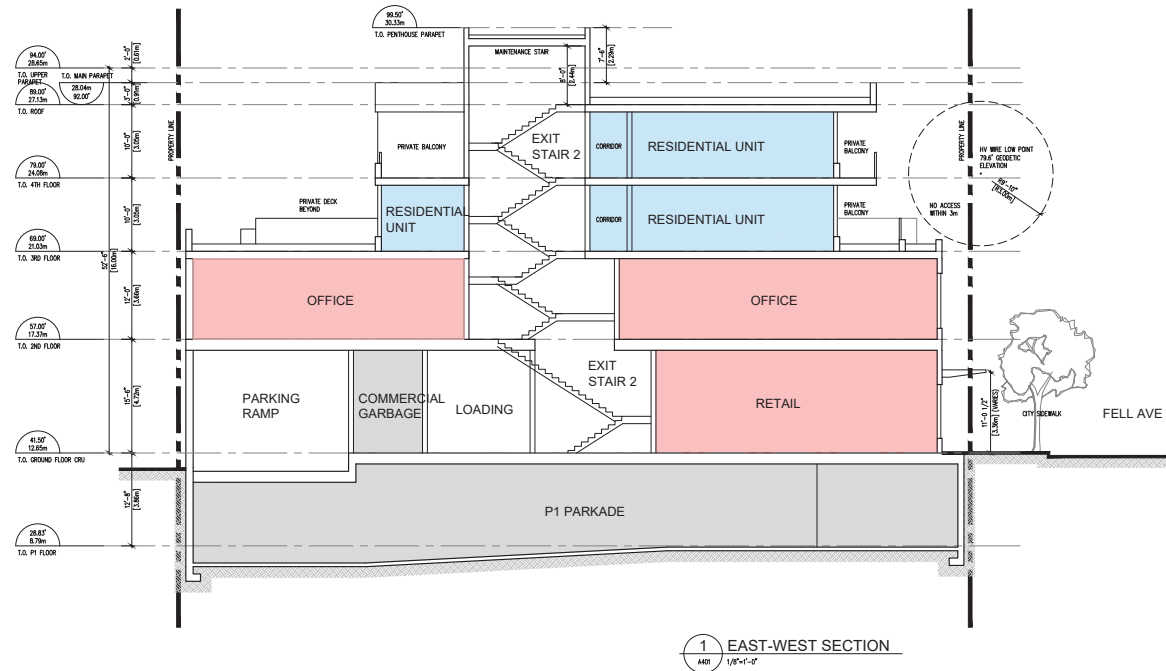
PROJECT NAME:  
**800 MARINE DRIVE**

PROJECT ADDRESS:  
800 MARINE DRIVE, NORTH VANCOUVER, BC

## DRAWING TITLE:

# BUILDING SECTIONS

PROJECT NO: 21045      DRAWN BY: AW  
SCALE: 1/8"=1'-0"      REVIEW BY: BW  
DWG NO: **A401**



PROJECT NO: 21045      DRAWN BY: AW  
SCALE: 1/8"=1'-0"      REVIEW BY: BW  
DWG NO: **A401**



PROJECT NO: 21045      DRAWN BY: AW  
SCALE: NTS      REVIEW BY: BW  
DWG NO: A500





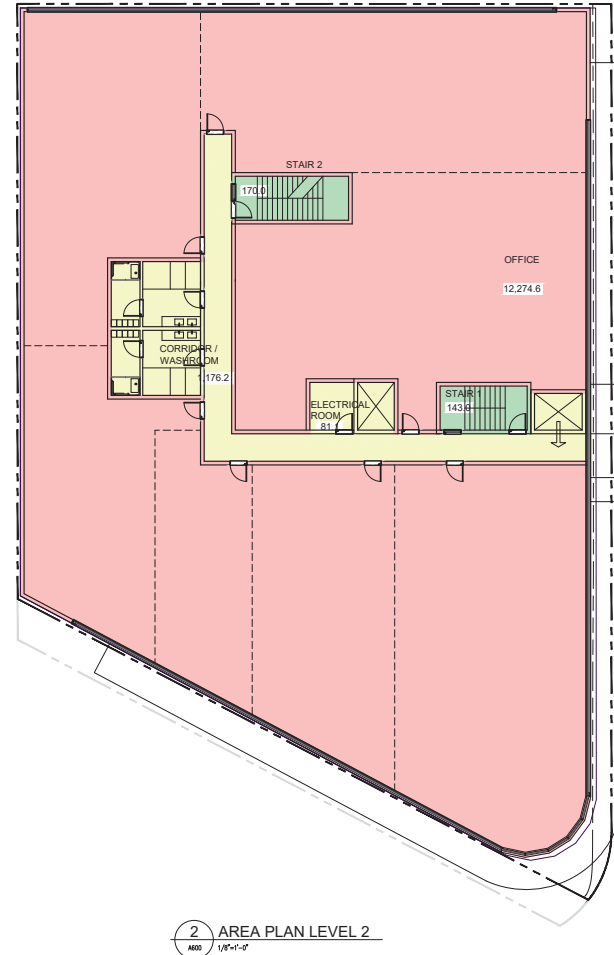
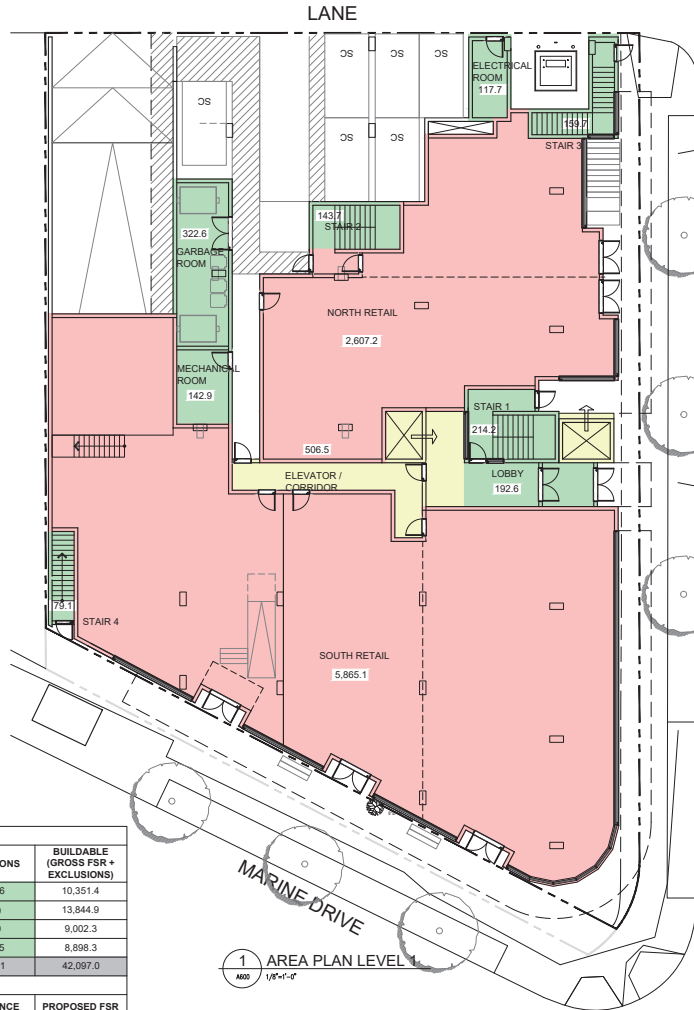


AREA BREAKDOWN TABLE (SQFT)		
LEVEL 1 USE	GROSS FSR	EXCLUSIONS
SOUTH RETAIL	5,865.1	
NORTH RETAIL	2,607.2	
ELEVATOR / CORRIDOR	506.5	
LOBBY		192.6
STAIR 1		214.2
STAIR 2		143.7
STAIR 3		159.7
STAIR 4		79.1
ELEC. ROOM		117.7
MECH. ROOM		142.9
GARBAGE ROOM		322.6
<b>TOTAL</b>	<b>8,978.8</b>	<b>1,372.6</b>
LEVEL 2 USE		
OFFICE	12,274.6	
CORRIDOR / WASHROOM	1,176.2	
STAIR 1		143.0
STAIR 2		170.0
ELEC. ROOM	81.1	
<b>TOTAL</b>	<b>13,531.9</b>	<b>313.0</b>
LEVEL 3 USE		
RESIDENTIAL	8,048.0	
CORRIDOR	563.4	
STAIR 1		177.4
STAIR 2		126.7
ELEC. ROOM / SHAFT	86.9	
ADAPTABLE UNIT EXCLUSION	-60.0	60.0
<b>TOTAL</b>	<b>8,638.3</b>	<b>364.0</b>
LEVEL 4 USE		
RESIDENTIAL	7,192.1	
CORRIDOR	341.1	
EXTERIOR PASSAGE		140.7
STAIR 1		177.3
STAIR 2		237.0
ELEC. ROOM / SHAFT	91.7	
ADAPTABLE UNIT EXCLUSION	-60.0	60.0
EXTERIOR AMENITY		718.4
<b>TOTAL</b>	<b>7,564.9</b>	<b>1,333.5</b>
<b>BUILDING TOTAL</b>	<b>38,713.9</b>	<b>3,383.1</b>

AREA SUMMARY TABLE (SQFT)				
	GROSS FSR	NET	EXCLUSIONS	BUILDABLE (GROSS FSR + EXCLUSIONS)
LEVEL 1	8,978.8	8,472.3	1,372.6	10,351.4
LEVEL 2	13,531.9	12,274.6	313.0	13,844.9
LEVEL 3	8,638.3	8,048.0	364.0	9,002.3
LEVEL 4	7,564.9	7,192.1	1,333.5	8,896.3
<b>TOTAL</b>	<b>38,713.9</b>	<b>35,987.1</b>	<b>3,383.1</b>	<b>42,097.0</b>

	MAX PER BYLAW	PROPOSED	DIFFERENCE	PROPOSED FSR
COMMERCIAL FSR (1.5)	23,229.0	22,510.7	-718.3	1.45
RESIDENTIAL FSR (1.0)	15,486.0	16,203.2	717.2	1.05
<b>TOTAL FSR (2.5)</b>	<b>38,715.0</b>	<b>38,713.9</b>	<b>-1.1</b>	<b>2.50</b>



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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

AREA USE LEGEND
COMMERCIAL
RESIDENTIAL
COMMON
EXCLUDED

3	REVISED FOR RZ / DP	22/05/05
2	REVISED FOR RZ / DP	22/03/14
1	ISSUED FOR RZ / DEV. PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

**IWA ARCHITECTS**

VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
604-685-3529 | office@iwa-arch.ca | iwa-arch.ca

PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**AREA PLAN LEVEL 1 & 2**

PROJECT NO. 21045

DRAWN BY: AW

SCALE: 1/8"=1'-0"

REVIEW BY: BW

DWG NO:

**A600**

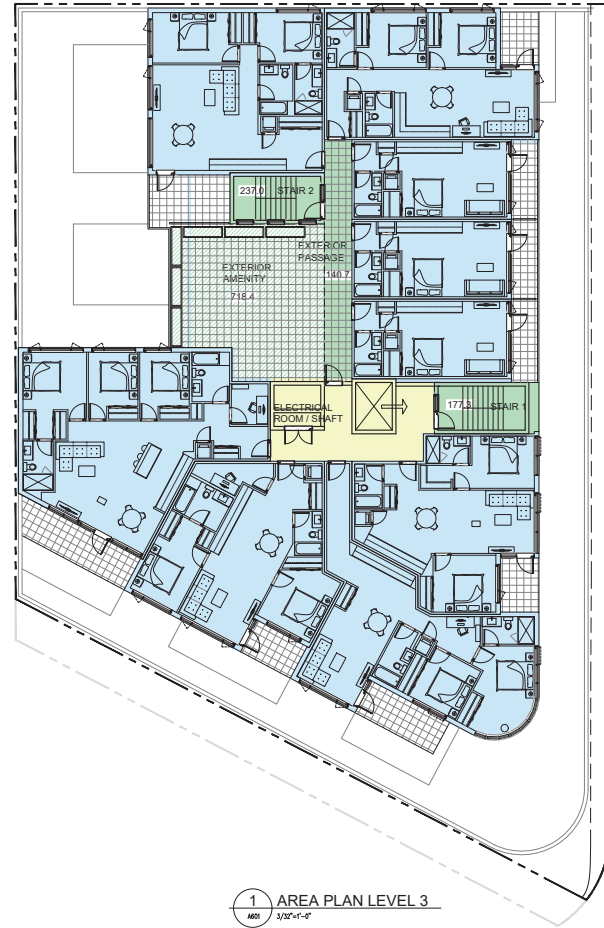
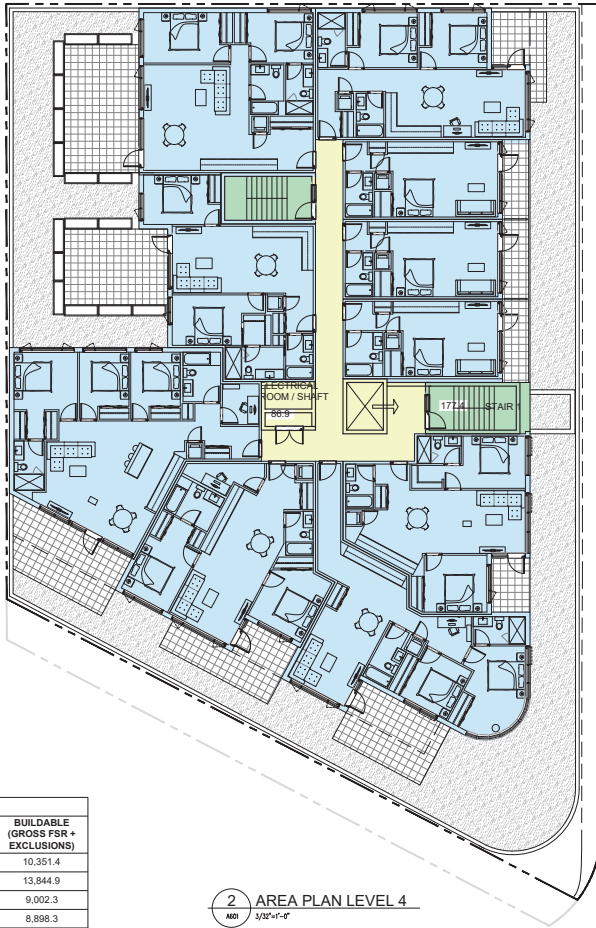


AREA BREAKDOWN TABLE (SQFT)		
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ELEC. ROOM		117.7
MECH. ROOM		142.9
GARBAGE ROOM		322.6
<b>TOTAL</b>	<b>8,978.8</b>	<b>1,372.6</b>
LEVEL 2 USE	GROSS FSR	EXCLUSIONS
OFFICE	12,274.6	
CORRIDOR / WASHROOM	1,176.2	
STAIR 1		143.0
STAIR 2		170.0
ELEC. ROOM	81.1	
<b>TOTAL</b>	<b>13,531.9</b>	<b>313.0</b>
LEVEL 3 USE	GROSS FSR	EXCLUSIONS
RESIDENTIAL	8,048.0	
CORRIDOR	563.4	
STAIR 1		177.4
STAIR 2		126.7
ELEC. ROOM / SHAFT	86.9	
ADAPTABLE UNIT EXCLUSION	-60.0	60.0
<b>TOTAL</b>	<b>8,638.3</b>	<b>364.0</b>
LEVEL 4 USE	GROSS FSR	EXCLUSIONS
RESIDENTIAL	7,192.1	
CORRIDOR	341.1	
EXTERIOR PASSAGE		140.7
STAIR 1		177.3
STAIR 2		237.0
ELEC. ROOM / SHAFT	91.7	
ADAPTABLE UNIT EXCLUSION	-60.0	60.0
EXTERIOR AMENITY		718.4
<b>TOTAL</b>	<b>7,564.9</b>	<b>1,333.5</b>
<b>BUILDING TOTAL</b>	<b>38,713.9</b>	<b>3,383.1</b>

AREA SUMMARY TABLE (SQFT)				
	GROSS FSR	NET	EXCLUSIONS	BUILDABLE (GROSS FSR + EXCLUSIONS)
LEVEL 1	8,978.8	8,472.3	1,372.6	10,351.4
LEVEL 2	13,531.9	12,274.6	313.0	13,844.9
LEVEL 3	8,638.3	8,048.0	364.0	9,002.3
LEVEL 4	7,564.9	7,192.1	1,333.5	8,896.3
<b>TOTAL</b>	<b>38,713.9</b>	<b>35,987.1</b>	<b>3,383.1</b>	<b>42,097.0</b>

	MAX PER BYLAW	PROPOSED	DIFFERENCE	PROPOSED FSR
COMMERCIAL FSR (1.5)	23,229.0	22,510.7	-718.3	1.45
RESIDENTIAL FSR (1.0)	15,486.0	16,203.2	717.2	1.05
<b>TOTAL FSR (2.5)</b>	<b>38,715.0</b>	<b>38,713.9</b>	<b>-1.1</b>	<b>2.50</b>



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NORTH ARROW:



OWNER/CLIENT:

**CASCADIA**  
Green Development

GENERAL NOTES:

AREA USE LEGEND
RESIDENTIAL
COMMON
EXCLUDED

3	REVISED FOR RZ / DP	22/05/05
2	REVISED FOR RZ / DP	22/05/14
1	ISSUED FOR RZ / DEV. PERMIT	21/08/03
NO.	ISSUE	Y/M/D

SEAL:



CONSULTANT:

**IWA ARCHITECTS**

VAN 950 - 1500 W. Georgia Street Vancouver, V6G 2Z6  
VIC 104 - 3212 Jackson Road Victoria, V8B 0J5  
604.685.3529 | office@iwa-arch.ca | www.iwa-arch.ca

PROJECT NAME:

**800 MARINE DRIVE**

PROJECT ADDRESS:

**800 MARINE DRIVE, NORTH VANCOUVER, BC**

DRAWING TITLE:

**AREA PLAN LEVEL 3 & 4**

PROJECT NO. 21045

DRAWN BY: AW

SCALE: 3/32"=1'-0"

REVIEW BY: BW

DWG NO:

**A601**





**KEY LEGEND:**

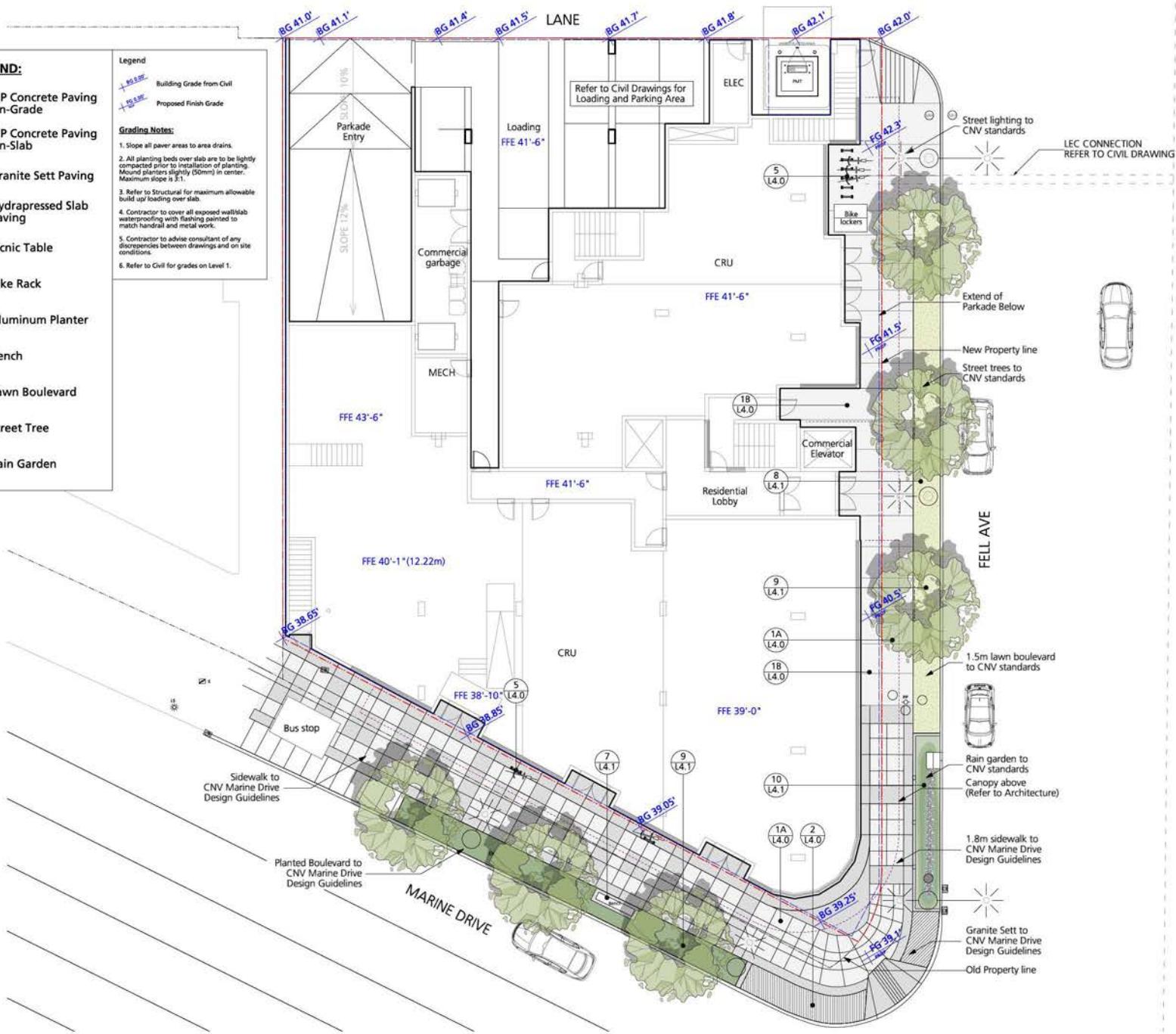
- 1A CIP Concrete Paving On-Grade
- 1B CIP Concrete Paving On-Slab
- 2 Granite Sett Paving
- 3 Hydrapressed Slab Paving
- 4 Picnic Table
- 5 Bike Rack
- 6 Aluminum Planter
- 7 Bench
- 8 Lawn Boulevard
- 9 Street Tree
- 10 Rain Garden

**Legend**

Building Grade from Civil  
Proposed Finish Grade

**Grading Notes:**

- Slope all paver areas to area drains.
- All planting beds over slab are to be lightly compacted prior to installation of planting. Mound planters slightly (50mm) in center. Maximum slope is 3:1.
- Refer to Structural for maximum allowable build up loading over slab.
- Contractor to cover all exposed wall/slab waterproofing with flashing painted to match handrail and metal work.
- Contractor to advise consultant of any discrepancies between drawings and on site conditions.
- Refer to Civil for grades on Level 1.



**P+A**

Perry + Associates  
Landscape Architecture  
Site Planning  
112 East Broadway  
Vancouver, BC V5T 1V9  
T: 604.738.4118  
perryandassociates.ca

**Issues**

No.	Description	Date
1	Issued for Development Permit	2021/09/03
2	Revised for Development Permit	2021/09/09
3	Revised for RZ / DP	2022/04/05

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**CASCADIA**  
Green Development

Client:

800 Marine Drive,  
North Vancouver, BC

Project Title:

**Landscape Plan  
Level 1**

Drawing Title:

**Landscape Plan  
Level 1**

Project North

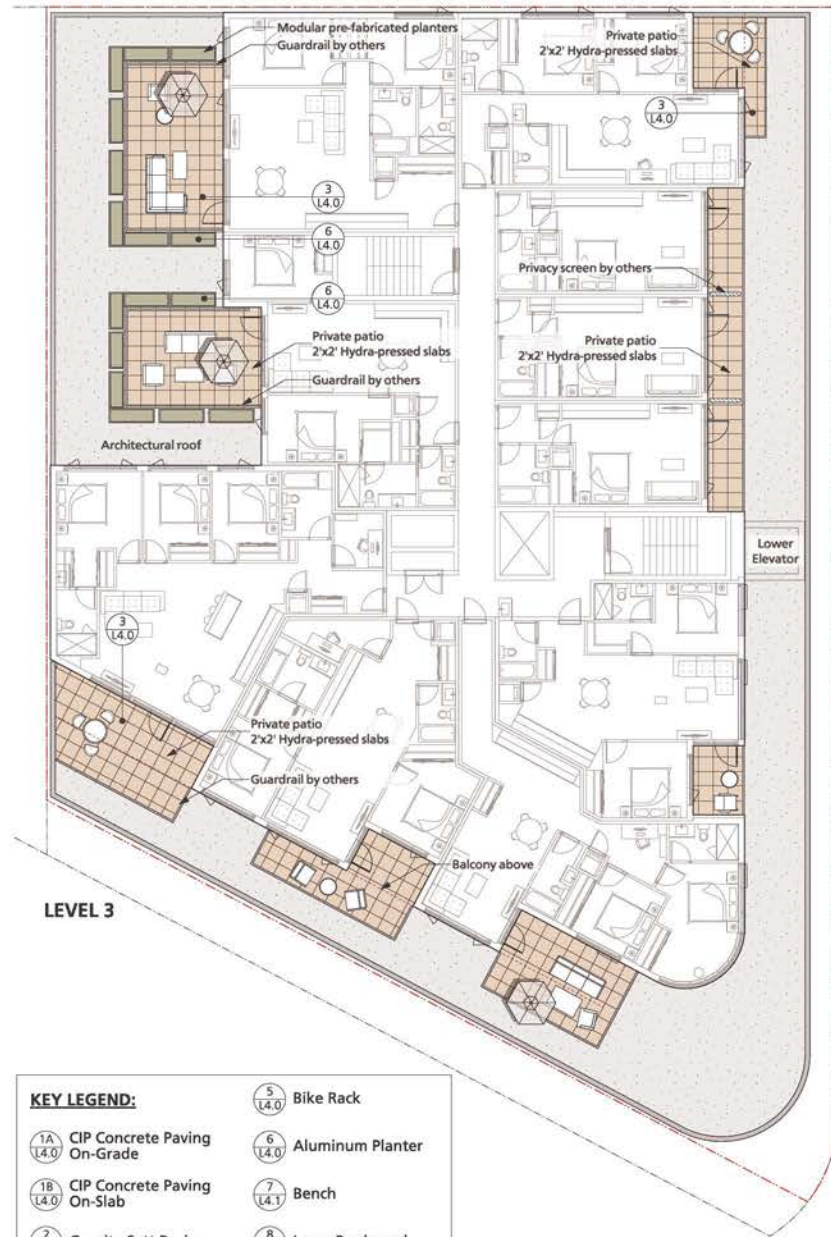
Drawn By: MH

Checked By: JP

Scale: 1/8" = 1' 0"

Job No.: 21-034

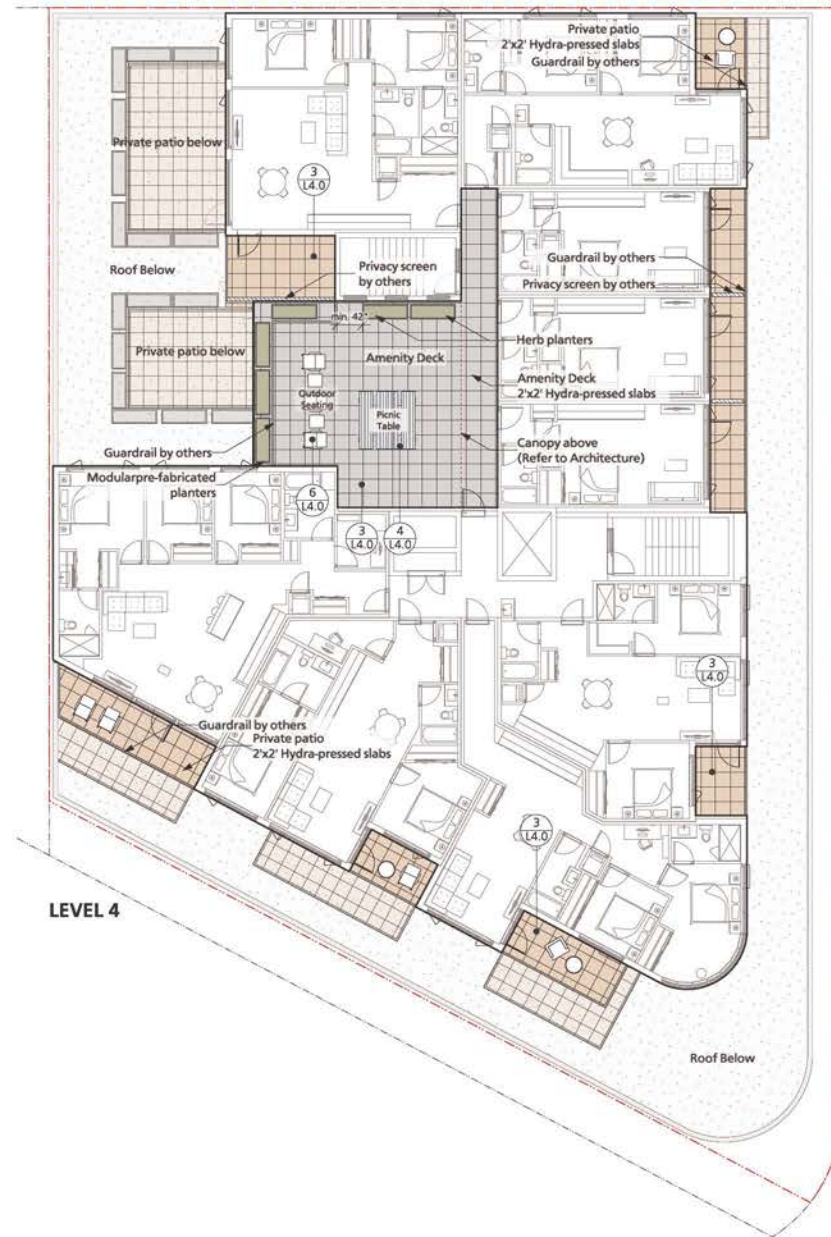
Sheet No.:



LEVEL 3

**KEY LEGEND:**

- |                                       |                       |
|---------------------------------------|-----------------------|
| 1A<br>CIP Concrete Paving<br>On-Grade | 5<br>Bike Rack        |
| 1B<br>CIP Concrete Paving<br>On-Slab  | 6<br>Aluminum Planter |
| 2<br>Granite Sett Paving              | 7<br>Bench            |
| 3<br>Hydrapressed Slab<br>Paving      | 8<br>Lawn Boulevard   |
| 4<br>Picnic Table                     | 9<br>Street Tree      |
|                                       | 10<br>Rain Garden     |



LEVEL 4

Issues	Description	Date
1	Issued for Development Permit	2011/09/03
2	Revised for Development Permit	2012/09/09
3	Revised for 12 / 10P	2012/09/09

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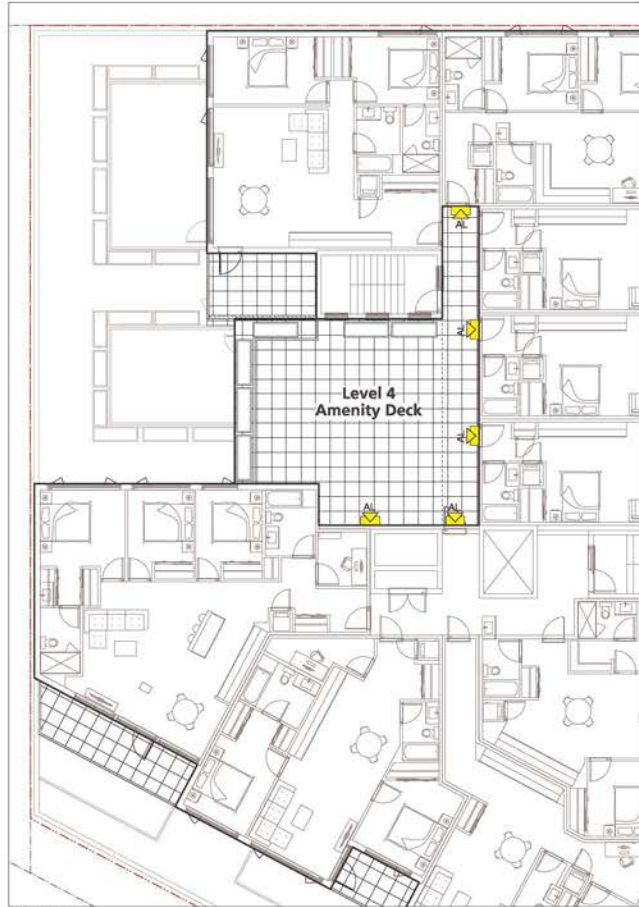
Client:  
**CASCADIA**  
Green Development

Project Title:  
800 Marine Drive,  
North Vancouver, BC

Drawing Title:  
**Landscape Plan  
Level 3 & Level 4**




Project North  
Drawn By: MH  
Checked By: JP  
Scale: 1/8" = 1'0"  
Job No.: 21-034  
Sheet No.:

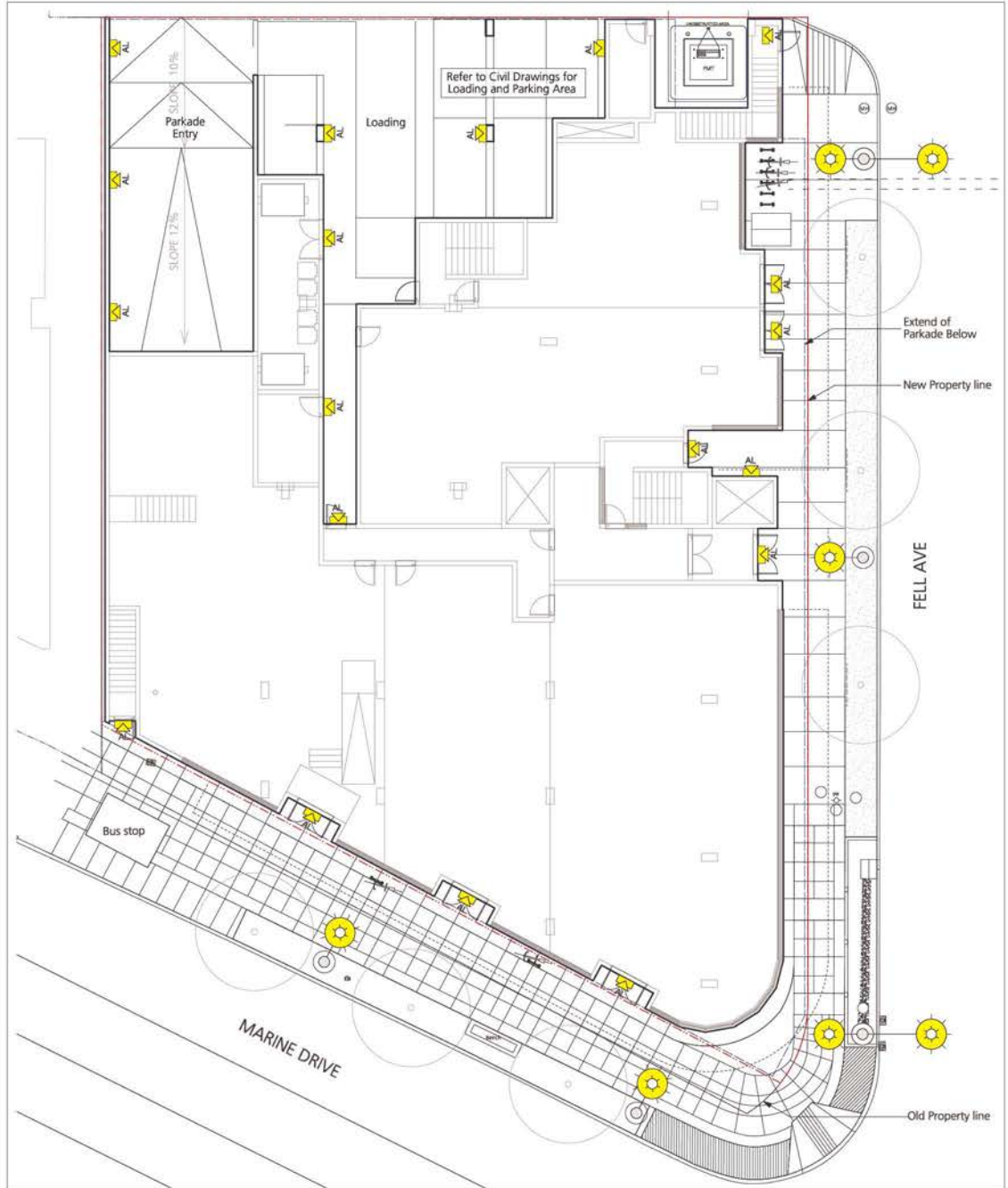




LEVEL 4

#### Lighting Legend

-  — Proposed Decorative Davit Streetlight with Pedestrian Luminaire
-  — Proposed Decorative Pedestrian Luminaire
-  — Proposed Architectural Luminaire mounted on Building



LEVEL 1

Issues	Description	Date
1	Revised for Development Permit	2021/09/03
2	Revised for Development Permit	2022/09/09
3	Revised for 12 / 10	2022/09/09


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Client:

**CASCADIA**  
Green Development

Project Title:  
800 Marine Drive,  
North Vancouver, BC

Drawing Title:  
**Lighting Coordination  
Plan - Level 1 & 4**

Project North:  Drawn By: MH  
Checked By: JP  
Scale: 1/8" = 1'0" Job No.: 21-034  
Sheet No.:



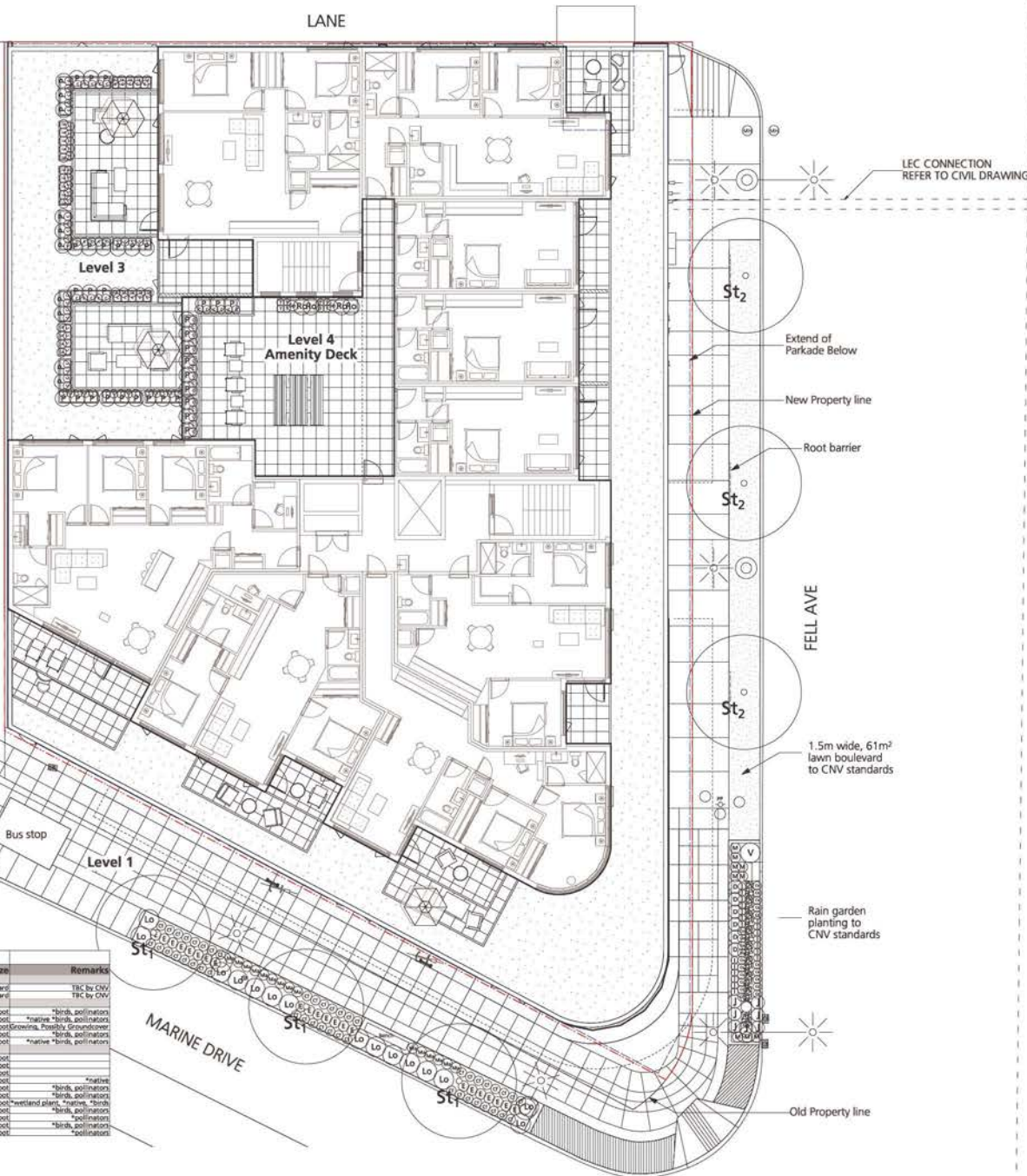
LANE

Adjacent property

Level 3

Level 4  
Amenity Deck

Level 1



**Boulevard Street Tree Notes:**

- Minimum caliper of 75mm.
- All trees must follow BCNITA and BCSLA Standards.
- Sufficient growing medium to be installed to ensure healthy growth of street trees.
- Growing medium and soil cells should be installed as per Marine Drive Design Guideline Appendix (D14 - D16).
- Trees along the street are to be continuous and not more than 10m p.c.
- Final selection and approval of street trees to be done by the City of North Vancouver.
- Street trees are to be uniform in shape and form and of the highest quality.

**Notes:**

- All on-site planting areas to be irrigated with a high efficiency drip irrigation system.

Plant List - All Levels	Qty.	Botanical Name	Common Name	Scheduled Size	Remarks
<b>Trees</b>					
St1	3	Street Tree 1	Street Tree 1	70m cal. - 20m standard	TBC by CNV
St2	3	Street Tree 2	Street Tree 2	70m cal. - 20m standard	TBC by CNV
<b>Shrubs</b>					
Lo	15	Lonicera pileata	Privet Honeysuckle	#3 pot	*birds, pollinators
Ma	3	Mahonia nervosa	Lonicifol Mahonia	#2 pot	*native, *birds, pollinators
Ma	15	Mahonia repens	Crimson Mahonia	#2 pot	*birds, pollinators
P	45	Prunus laurocerasus 'Otto Luyken'	Otto Luyken Laurel	#3 pot	*birds, pollinators
V	1	Vaccinium ovatum	Banquet Honeysuckle	#3 pot	*native, *birds, pollinators
<b>Groundcovers, Vines, Ferns, Perennials and Grasses</b>					
Lo	45	Carex flaccidifolia 'Xen'	Xen Weeping Brown Sedge	#1 pot	
Lo	20	Carex obovata 'Slooth Sedge'	Slooth Sedge	#1 pot	
Lo	90	Carex californica 'Tweedseed'	Tweedseed	#1 pot	
Lo	1	Cheilanthes caerulea 'Sedillo'	Sedillo	#1 pot	*native
Lo	22	Erigeron purpureus	Purple Coneflower	#2 pot	*birds, pollinators
Lo	20	Hebe pinnatifida	Oval-leafed Hebe	#1 pot	*birds, pollinators
Lo	1	Juniperus effusa	Common Juniper	#1 pot	*native, *birds, pollinators
Lo	24	Leucophaea angustifolia 'Munstead'	English Lavender	#2 pot	*birds, pollinators
Lo	4	Rosa multiflora 'officinalis'	Rosehip	#2 pot	*birds, pollinators
Lo	2	Salix officinalis 'Scharf'	Golden Common Sedge	#2 pot	*birds, pollinators
Lo	8	Thymus vulgaris	Thyme	#2 pot	*pollinators

61m², #1 grade, non-netted sodded lawn.

P+A

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112 East Broadway  
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perryandassociates.ca

Issues	Description	Date
1	Revised for Development Permit	2021/09/03
2	Revised for Development Permit	2022/09/09
3	Revised for 12 / 10	2022/09/09


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Client:

**CASCADIA**  
Green Development

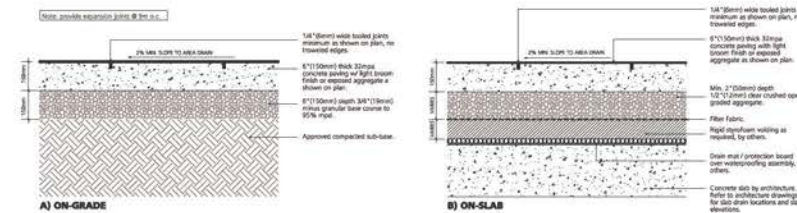
Project Title:  
**800 Marine Drive,  
North Vancouver, BC**

Drawing Title:  
**Planting Plan  
All Levels**

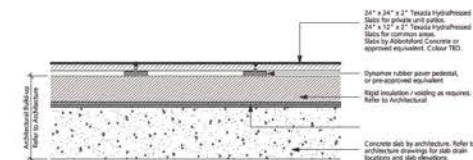
Project North:  Drawn By: MH  
Checked By: JP  
Scale: 1/8" = 1'0" Job No.: 21-034  
Sheet No.:

L3.0

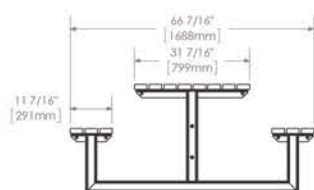
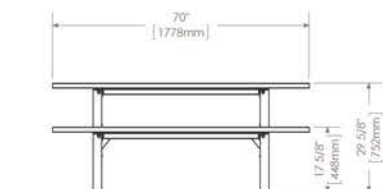




1  
L4.0  
CIP CONCRETE PAVING  
1" = 10"

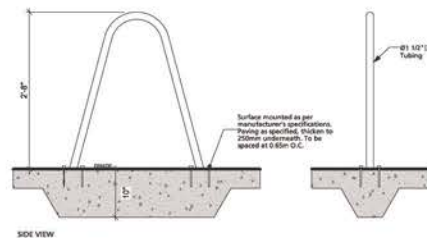
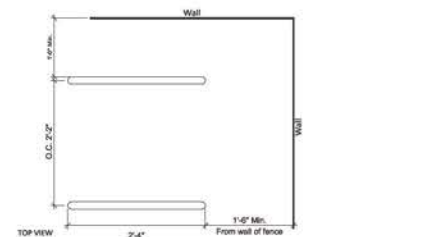


3  
L4.0  
HYDRAPRESSED SLAB PAVING  
1" = 10"



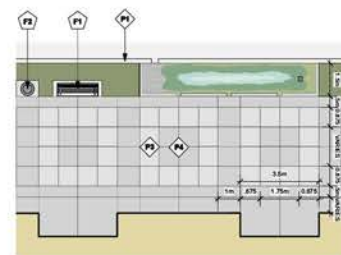
Model: MPT210-S-W or Pre-approved Equivalent  
Manufacturer: Maglin  
Material: PE Wood  
Accessibility: wheelchair friendly  
Contact: www.maglin.com  
Installation: Install as per manufacturer's specifications

4  
L4.0  
PICNIC TABLE  
NTS



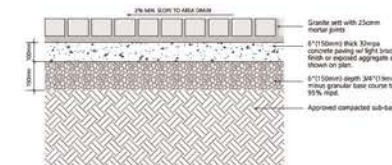
Model: Bolt Bike rack or Pre-approved Equivalent  
Manufacturer: Landscape Forms  
Material: Stainless Steel  
Contact: www.landscapeforms.com  
Installation: Surface mount with tamper proof bolts as per manufacturer's specifications

5  
L4.0  
BIKE RACK  
1" = 10"

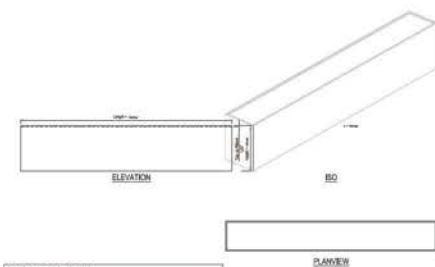


**PAVING**  
P1 CURE - GUTTER - HANCO #501, VOLUME 4, 2000  
P2 CONCRETE SIDEWALK WITH LIGHT BROOM FINISH AND SAW CUT JOINT LINE  
P3 EXPOSED AGGREGATE CONCRETE WITH TROWEL JOINTS  
**FURNISHINGS**  
P4 5'x5'x4" MARINE DRIVE BENCH  
P5 5'x5'x4" MARINE DRIVE BENCH  
P6 5'x5'x4" MARINE DRIVE BENCH  
P7 5'x5'x4" MARINE DRIVE BENCH  
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P96 5'x5'x4" MARINE DRIVE BENCH  
P97 5'x5'x4" MARINE DRIVE BENCH  
P98 5'x5'x4" MARINE DRIVE BENCH  
P99 5'x5'x4" MARINE DRIVE BENCH  
P100 5'x5'x4" MARINE DRIVE BENCH

SIDEWALK PAVING PATTERN FROM MARINE DRIVE DESIGN GUIDELINES



2  
L4.0  
GRANITE SETT PAVING  
1" = 10"



Model: Modular Planters  
Refer to plans for dimensions and quantity.  
Material: Aluminum / Composite / Concrete TBO  
Colour: Charcoal or Pre-approved Equivalent  
Installation: Install as per manufacturer's specifications

6  
L4.0  
PREFABRICATED PLANTER  
NTS

Issues	Description	Date
1	Issued for Development Permit	2021/09/03
2	Re-issued for Development Permit	2022/03/09
3	Re-issued for 12 / 10P	2022/03/09

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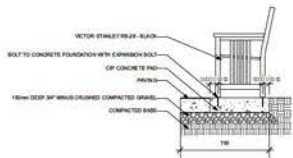
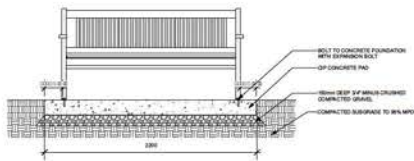
Client:

CASCADIA  
Green Development

Project Title:  
800 Marine Drive,  
North Vancouver, BC

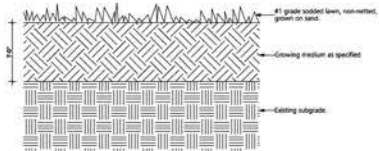
Drawing Title:  
Landscape Details

Project North	Drawn By:	MH
	Checked By:	JP
Scale:	Job No.:	21-034
Sheet No.:		

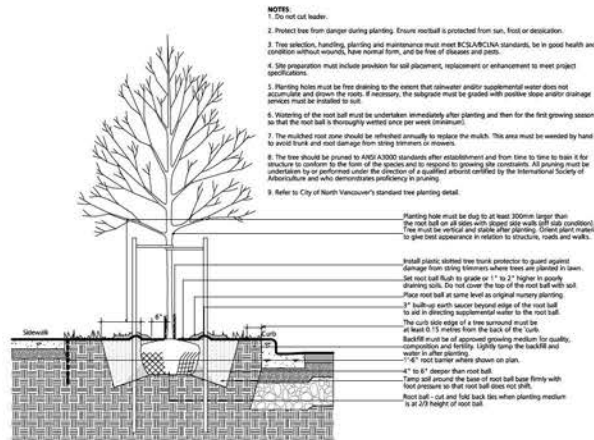


**Model:** NB-38-Surface Mount, 6' Length with (1) Intermediate Armrest  
**Manufacturer:** Victor Stanley  
**Colour:** Powder Coated VS Black  
**Contact:** www.victorstanley.com  
**Installation:** Surface mount with tamper proof bolts as per manufacturer's specifications

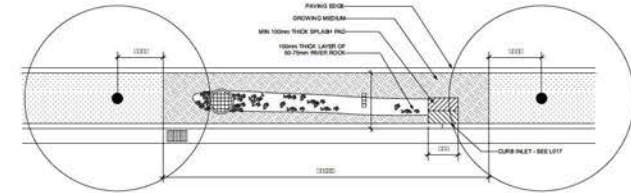
7  
L4.1  
BENCH as per CNV STANDARDS  
NTS



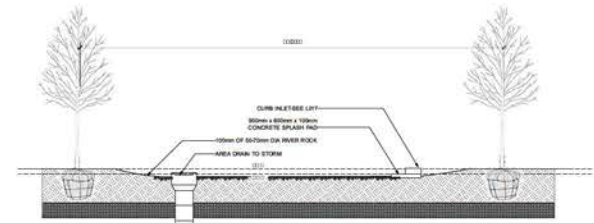
8  
L4.1  
LAWN BOULEVARD  
1" = 10"



9  
L4.1  
TREE PLANTING AT BOULEVARD  
1/2" = 10"



PLAN



SECTION

10  
L4.1  
RAIN GARDEN as per CNV STANDARDS  
NTS



OUTDOOR SEATING



COMMUNAL HERB PLANTER



PAVING PATTERN



BIKE RACKS



PICNIC TABLE

11  
L4.1  
PRECEDENT IMAGES  
NTS

Issues	Description	Date
1	Issued for Development Permit	2021/09/03
2	Revised for Development Permit	2021/09/09
3	Revised for RZ / DP	2022/04/05

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Client:

CASCADIA  
 Green Development

Project Title:  
 800 Marine Drive,  
 North Vancouver, BC

Drawing Title:  
 Landscape Details  
 and Precedent Images

Project North	Drawn By:	MH
	Checked By:	JP
Scale:	Job No.:	21-034
Sheet No.:	As Shown	

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**800 Marine Drive, North Vancouver, B.C.**

## **Development Information Session Summary Report**

**Event Date:** April 13, 2022  
**Time:** 6:00pm – 8:00pm  
**Location:** Virtual – Zoom Webinar  
**Attendance:** No public member attended the meeting  
**Comments:** No comment sheet was sent out

**Meeting Purpose:**

- 1) To present development proposal materials to neighbours
- 2) To provide an opportunity for the public to ask questions about the proposal
- 3) To provide an opportunity for neighbours to comment on the proposal

**Notification:**  
 In accordance with City of North Vancouver policies:

### Invitation Brochures

The City requires invitations to be sent to all households and businesses within 40m of the site. Invitations were distributed among neighbouring properties fully/partially within 60 meters of the development site as well as the project site on Thursday March 31, 2022 and Friday April 01, 2022. Appendix A includes a copy of this invitation and a map of the distribution area.

### Newspaper Ad

A newspaper ad was placed in the North Shore News on Wednesday, March 30, 2022 and Wednesday, April 06, 2022. A copy of the ad is included in Appendix A.

### Notification Signs

Two signs were installed on the property on March 30, 2022 providing two weeks' notice to neighbours of the meeting. One sign was installed on the Marine Drive frontage, and the other was installed on the Fell Avenue frontage close to the back lane. Photographs of the installed signs are provided in Appendix A.

### **Attendance:**

As part of Rezoning process, a Developer Information Session was held on April 13, 2022. Because of the COVID-19 state of emergency this session was held virtually instead of an in-person session. A Zoom Webinar platform was used by Cascadia Green Development to host this session. A Zoom Webinar platform had the option to participate the session via computer and via phone with audio. The selected platform allowed the chat to be moderated.

1 public member requested to participate in this session in advance and a Zoom invitation was sent to him. However, he did not attend the session. Session had no public member attendees.

The following City staff and project team members were in attendance:

- Public Member Attendees: 0

City of North Vancouver:

- Emma Chow, City Planner

Project Team:

- Farzad Mazarei, CEO, Cascadia Green Development
- Shirazeh Dabiri, Executive Manager, Cascadia Green Development
- Maryam Lotfi, Development Planner, Cascadia Green Development
- David Youngson, Facilitator, Cascadia Green Development
- Barry Weih, Project Architect, WA Architects
- Adrain Wong, Project Architect, WA Architects
- Johannes Petzel, Landscape Architect, Perry & Associate
- Victor Ngo, Transportation Planner, WATT Consulting Group
- Ayda Sahaf, Energy Consultant, Muri Consulting Group
- Amir Alavi, Civil Consultant, 3A Hydrotech Solutions

Cascadia's team was prepared to present the development project to the public members however no public members attended the session. That shows us that there is less concern around the proposed development by the public.

# SUSTAINABLE DEVELOPMENT GUIDELINES FOR REZONING & DEVELOPMENT PERMIT APPLICATIONS

## Staff Use

Case Number \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

## I. INTRODUCTION

These Guidelines have been developed to help applicants prepare a successful Development Application submission. All Development Applications must include a response to the Sustainable Development Guidelines, which will be reviewed by Advisory Bodies, staff and, ultimately, City Council who will give serious consideration to the sustainability achievements of a project.

Applicants must demonstrate how their development will contribute to the current and future needs of the community by highlighting sustainability achievements of an application.

The Guidelines challenge applicants to advance the sustainability objectives of the City, as outlined in the 2014 Official Community Plan (OCP), which guides community development in our city with the following Vision:

**In 2031, the City of North Vancouver will be a vibrant, diverse, and highly livable community that is resilient to climate or other changes, and sustainable in its ability to prosper without sacrifice to future generations.**

One of the key ways that the community vision will be realized is through property development. Buildings house us, provide employment centres and frame our streets. They remain with us for many decades with significant ongoing impacts, including generating approximately 50% of our community greenhouse gas emissions. Buildings now need to adapt to the impacts of climate change to help the City become resilient to that new reality. Building forms and densities also have significant effects on housing cost and diversity, transportation choices, and the liveability of our community.



**Sustainability** in the City means balancing the natural, physical (human-made), human, social, cultural and local economic implications of our activities in order to meet the needs of people today without compromising the ability of future generations to meet their own needs.



## II. PREPARING THE SUSTAINABLE DEVELOPMENT GUIDELINES

Applicants are required to submit a response to the Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.

**1. Natural Systems:** The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.



	Y	N	N/A	Please Provide Comments:
<b>LANDSCAPE</b>				
Private Trees Retained or Added in proposal (indicate number of each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Green Roof / Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Majority Native Species Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Habitat Restoration (butterfly, bird-friendly, naturalized areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Gardens*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50% or More Edible Landscaping for Common Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Efficient Irrigation System (drip hose, low-flow nozzles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rainwater Collection (rain barrel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reuse of Wastewater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HARDSCAPE</b>				
Permeable Paving for Hardscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40%+ Open Site Space (see Zoning Bylaw definition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.

**2. Physical Structures/Infrastructure:** The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, stormwater drainage, solid waste management, roads, telecommunications, and energy efficiency and conservation including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.



	Y	N	N/A	Please Provide Comments:
<b>HIGH PERFORMANCE CONSTRUCTION</b>				
Durable Building (modular / deconstructable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Reuse / Recycled Content / Use of Repurposed Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Majority Use of Environmentally Friendly Materials (non-toxic, wood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certified by a Third Party Green Building Rating System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENERGY EFFICIENCY AND HEALTHY BUILDINGS</b>				
<u>Energy Performance (per building type)</u>	Min.	Exceeding	(if so, specify Step)	
Part 3 Commercial (Step 2 min.)	<input type="checkbox"/>	<input type="checkbox"/>		
Part 3 Residential (Step 3 min.)	<input type="checkbox"/>	<input type="checkbox"/>		
Part 9 Commercial (BCBC min.)	<input type="checkbox"/>	<input type="checkbox"/>		
Part 9 Residential (Step 3 min.)	<input type="checkbox"/>	<input type="checkbox"/>		
Part 9 Residential < 1,200 ft <sup>2</sup> (Step 1 min.)	<input type="checkbox"/>	<input type="checkbox"/>		
Superior Insulation (thick wall exclusion in Zoning Bylaw sought for insulation above BC Building Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airtightness (1.5+ blower door test and appropriate ventilation strategy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High-performance Windows e.g. Energy-Star, Passive House Certified (whole project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat Recovery Ventilator (75% or better recovery)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LED Lighting (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy-Star Appliances (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Renewable Energy Fixtures Installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Efficient Fixtures (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Greywater Reuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Y	N	N/A	Please Provide Comments:
<b>TRANSPORTATION</b>				
End of Trip Bicycle Infrastructure (beyond Zoning Bylaw requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Car-Share Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electric Vehicle Readiness:</b> A minimum of <b>20%</b> of all commercial parking spaces include an energized outlet capable of providing Level 2 or higher charging level for an electric vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electric Vehicle Readiness:</b> A minimum of <b>20%</b> of all residential visitor parking spaces include an energized outlet capable of providing Level 2 or higher charging level for an electric vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

**3. Local Economy:** The ability to maintain and grow a healthy local economy. A strong economy brings employment and a solid tax base to support services without compromising other areas of capacity. A stronger economy has been shown to support healthier lifestyles for community members and greater opportunities for personal fulfillment and overall quality of life.



	Y	N	N/A	Please Provide Comments:
Net New Jobs Generated (long term, full time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial floor space (net increase, indicate area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neighbourhood-Scale Commercial (unit frontages ≤6m (20ft))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Market / Lower-End of Market Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial Relocation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

**4. Human Potential:** The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food, active transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.



	Y	N	N/A	Please provide comments:
Market Rental Housing (net increase, indicate number of units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Market / Lower-End of Market Rental Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10%+ Three+ Bedroom Units (in multi-unit residential buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Micro-units ~37.16m <sup>2</sup> (~400 ft <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Childcare Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Space for Food Preparation, Storage and Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Green Building Educational / Interpretive Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary and Secondary Stair Design*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Circulation*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage space for residents in units and storage rooms (multi-unit residential buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.

**5. Social Connections:** The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.



	Y	N	N/A	Please provide comments:
Design Features for People with Disabilities (beyond Zoning Bylaw requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communal Cooking Amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor Amenity*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Recreation*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities for Senior Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crime Prevention Through Environmental Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements</b>				

\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.

**6. Cultural Diversity:** The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings.



	Y	N	N/A	Please provide comments:
Formal and Informal Gathering Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retention of Heritage Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Art Reflecting Local Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Streetscape Improvements (benches, planters, lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

### III. SUMMARY

The Sustainable Development Guidelines are important in both shaping and processing development applications. Applicants are advised to consider these issues at the outset of a project and to contact planning staff for more information on sustainable design strategies.





**From:** Anthony Z  
**Sent:** June-17-22 2:07 PM  
**To:** Submissions  
**Subject:** Zoning Amendment No. 8905 - 800 Marine Drive

Hi there,

I'm totally disappointed by your decision regarding Zoning Amendment No. 8905. You never think how bad your decision is, it's terrible for our business, you have done the horrible bridge beside my store and took about 3 years to finish, and you never think about us, and never think about how badly it affects us? Besides the covid -19 pandemic, we barely survive, and now you come up with a new dumbest idea to develop that place.

I totally DISAGREE.

Now I'm expecting an email from you saying that you understand my frustration and we are sorry to hear that 🙄 however, I assure you that you don't understand us or think of anyone else but yourself.

Best,  
Anthony Z.  
Global Pet Foods  
801 Marine Drive, Unit 200



# PUBLIC NOTICE

Regular Council Meeting

Monday, June 27, 2022 at 6:00pm

Zoning Amendment Bylaw No. 8905 for **800 Marine Drive**

**Proposal:** To rezone the subject property from a Service Commercial (CS-1) Zone to a Comprehensive Development 755 (CD-755) Zone to permit the development of a 4-storey, mixed-use building with retail and office space and 19 residential strata units.

**To provide written input:** All persons who believe their interest in property may be affected by the proposed bylaw will be afforded an opportunity to be heard by written or email submission.

**All submissions must include your name and address** and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, **no later than 12:00 noon on Monday, June 27, 2022**, to ensure their availability to Council at the meeting. No Public Hearing will be held.

**Watch the meeting online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming) or in person at City Hall, 141 West 14<sup>th</sup> Street.** Enter City Hall through the doors at the southwest corner of the building (off 13<sup>th</sup> Street) after 5:30pm.

**To view the documents:** The proposed bylaw and background material can be viewed online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings).

**Questions?** Emma Chow, Planner, [echow@cnv.org](mailto:echow@cnv.org) / 604-982-3919






141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)



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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Emma Chow, Planner 2

Subject: ZONING BYLAW AMENDMENT FOR 800 MARINE DRIVE (CASCADIA GREEN DEVELOPMENT)

Date: June 22, 2022 File No: 08-3400-20-0065/1

---

**PURPOSE**

On June 13, 2022, Council referred the above noted planning application for consideration on June 27<sup>th</sup>. This report provides further information on the proposal as well as responses to questions raised by Council at referral:

- Active transportation plans for the area
- On-street parking impacts
- Unbundled parking costs
- Relocation of bus stop
- Building cooling details

**DISCUSSION**

**Active Transportation Plans**

The subject site is located at the intersection of Marine Drive, a four-lane major arterial, and Fell Avenue, a four-lane minor arterial that transitions to a major arterial south of the intersection. Currently, Marine Drive has sidewalks and shared cycling lanes on both sides of the road. Off-street, multi-use pathways may be accessed next to the site along Mosquito Creek and 300-400 m to both the east and west for protected active transportation connections to the north east and west.

Improvements to the shared cycling lanes along Marine Drive will be in scope for early planning work on the Park Royal to Metrotown bus rapid transit.

Fell Avenue currently has sub-standard sidewalks and no bicycle facilities, although it is designated as a bicycle route. The proposal will be providing a one-metre statutory-



right-of-way to facilitate pedestrian improvements, but there is insufficient road width along the corridor to add bicycle facilities at this time.

Designs have been explored to add protected active transportation facilities along West 16<sup>th</sup> Street between Larson Rd and Fell Avenue. These designs would require removal of on-street parking and will be further explored as part of future phases of the AAA mobility network.

### On-Street Parking

Based on the mini transportation study that was submitted as part of the application, availability of on-street parking in the study area is limited (47 spaces along Fell Avenue and West 15<sup>th</sup> St):

“A review of existing on-street parking occupancy found a peak utilization of 80% at 11:00 a.m. during a weekday morning. Parking spaces that were unrestricted had a higher utilization of 95%, likely associated with commercial employees and visitors from nearby developments.”

“The proposed parking supply is considered acceptable with consideration to the site’s proximity to frequent bus service (four-minute walk to the nearest RapidBus Stop and a local bus stop on the site’s frontage) and the proposed transportation demand management (TDM) plan.”





### **Unbundled Parking Costs**

One of the proposed TDM measures for this proposal is unbundled parking costs, which means the purchase of a parking space for strata owners will be separated from the purchase of the dwelling unit. Research has found a vehicle ownership reduction of 6 to 8% when unbundled parking is implemented.

### **Bus Stop Relocation**

The proposed frontage along Marine Drive will include upgraded streetscaping, but will not provide sufficient sidewalk width at the existing bus stop location to meet current TransLink accessibility standards. The proposal will require upgrade and relocation of the bus stop to the frontage of the west adjacent lot (within about 50 m).

### **Building Cooling**

The proposal includes heat recovery ventilators for the residential units to facilitate more energy efficient heating and cooling.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Emma Chow  
Planner 2

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8905

### A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8905**” (Cascadia Green Development Company / WA Architects, 800 Marine Drive, CD-755).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of CD-755 (Comprehensive Development 755 Zone):

Lots	Block	D.L.	Plan	
F	D	265	20986	from CS-1

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:
  - A. Adding the following section to Section 1100, thereof, after the designation “CD-754 Comprehensive Development 754 Zone”:  
  
“CD-755 Comprehensive Development 755 Zone”
  - B. Adding the following to Section 1101, thereof, after the “CD-754 Comprehensive Development 754 Zone”:  
  
“CD-755 Comprehensive Development 755 Zone”

In the CD-755 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the CS-1 Zone, except that:

- (1) The permitted Principal Uses on the Lot shall be limited to:
  - (a) Retail-Service Group 1 Use;
  - (b) Accessory Apartment Use subject to Section 607(1) of this Bylaw;
    - i. Accessory Home Occupation Use, subject to Section 507(6);
    - ii. Accessory Home Office Use, subject to Section 507(6);
  - (c) Accessory Off-Street Parking Use;
  - (d) Accessory Off-Street Loading Use;

(2) Gross Floor Area:

- (a) Combined and in total, shall not exceed 2.0 times the Lot Area;
- (b) Maximum Gross Floor Area may be further increased to a maximum of 2.5 times the Lot Area, as follows:

BASE DENSITY			
OCP Schedule 'A'		2.0 FSR	
ADDITIONAL (BONUS) DENSITY			
ADDITIONAL DENSITY CATEGORY	DESCRIPTION	ADDITIONAL (BONUS) DENSITY	POLICY REFERENCE
Community Benefit Cash Contribution	Provision of an Amenity Share of \$399,610 for total maximum residential density of 1,485 sq. m. (15,984 sq. ft.)	Maximum 719.4 sq. m (7,743 sq. ft.) / 0.5 FSR	OCP section 2.2
TOTAL DENSITY		2.5 FSR	

- (3) Lot Coverage of Principal Building shall not exceed a maximum of 91 percent;
- (4) Building Height shall not exceed 17.7 metres (58.0 feet) as measured from average Building Grade of north Lot Line;
- (5) Siting:
  - (a) Principal Building shall be sited a minimum:
    - i. 0.11 metres (0.4 feet) from Front (south) Lot Line;
    - ii. 0.06 metres (0.2 feet) from Rear (north) Lot Line;
    - iii. 1.00 metres (3.3 feet) from Exterior Side (east) Lot Line;
    - iv. 0.15 metres (0.5 feet) from Interior Side (west) Lot Line;
- (6) Off-Street Parking, Short-Term and Secure Bicycle Parking, and Accessory Off-Street Loading Spaces shall be provided in conformity with the requirements of Division IV, Parts 9, 10, and 10A, except that:
  - (a) Minimum number of accessory off-street Parking Spaces required for Residential Use is varied to 0.63 per unit;
  - (b) Minimum number of accessory off-street Parking Spaces required for CS-1 Zone Retail-Service Group 1 Use is varied to 1 space per 78 sq. m. (840 sq. ft.) of Gross Floor Area;

- (c) Section 906(3)(a)(ii) is varied to permit a maximum of 64% small car spaces;
- (d) Section 906(4)(i) is varied to permit a maximum driveway slope of 16% beyond the first 6.1 m (20 ft)
- (e) Minimum number of Loading Spaces required for Commercial Use is 1 space per 2,105 sq. m. (22,658 sq. ft.); and
- (f) Section 10A07(1) is varied to permit Accessory End Destination Facilities to be located on the second storey of a building.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

---

CORPORATE OFFICER



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# Living City Award Recipients 2022

Presented June 2022



## Queen Mary Community Elementary School

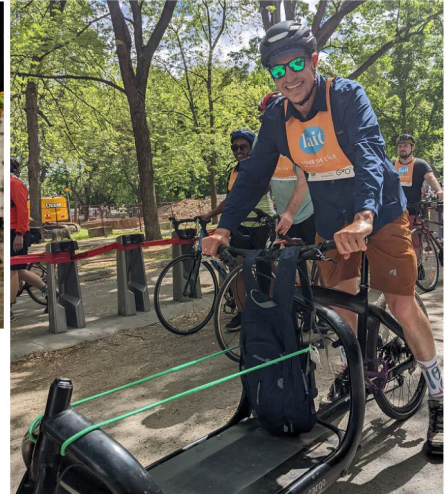
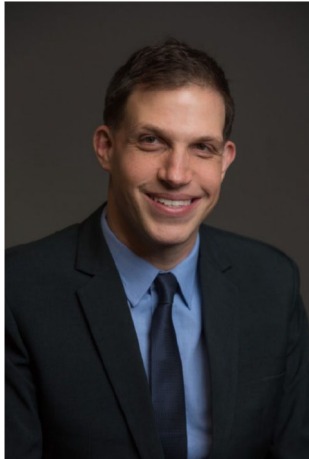
**Urban Agriculture and Education & Awareness**





# Sam Starr

## Sustainable Transportation



# Tom Riessner

## Zero Waste





# Gabe Sentlinger

## Environmental Protection & Enhancement and Water Conservation

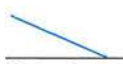




Congratulations!

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Annie Dempster, Planning Assistant

Subject: 2022 LIVING CITY AWARD RECIPIENTS

Date: June 22, 2022 File No: 01-0290-20-0005/2022

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**PURPOSE:**

The purpose of this report is to advise Council of the 2022 Living City Award winners.

**DISCUSSION:**

The Living City Award Program recognizes the efforts of individuals, schools, community groups and businesses demonstrating outstanding leadership in environmental sustainability. The awards are an important part of the City's environmental sustainability program and provide a means of supporting and fostering environmental leadership.

Nominations received for the 2022 Living City Awards were reviewed by members of the Advisory Planning Commission on June 8, 2022. The Commission unanimously recommended that the awards be given to the following recipients:

**Queen Mary Community Elementary School – Urban Agriculture, and Education and Awareness**

Queen Mary Community Elementary School teachers, staff, parents and community partners are integrating sustainable food systems education into their school culture and curriculum. Working collaboratively, the Queen Mary School Community has developed, implemented and shared innovative food systems education through which environmental, health and Indigenous ways of knowing are interwoven to teach local sustainable food systems and environmental stewardship. Through this innovative work, the Queen Mary School Community has demonstrated student and community benefits grow out of integrating outdoors hands-on interactive lessons with traditional place-based knowledge as it cultivates change in the classroom, which in turn has

transformative potential for growing integration, resiliency, and interconnectedness for both human and natural environments within our community.

### **Sam Starr – Sustainable Transportation**

Sam Starr has been nominated for his local and national leadership in sustainable urban freight and cycle logistics. He has worked with local and national companies and organizations to facilitate transitioning last-mile deliveries from large fossil-fuel motorized vehicles to sustainable cycling alternatives. Sam was one of the organizers of the inaugural 2021 North Shore Cargo Bike Festival where over 35 participants, including three elected officials, toured the City on cargo, electric, and traditional bikes pausing at key locations to discuss how cargo bike use could be expanded on the North Shore and beyond. Sam combines his passion for sustainable cities and new mobility solutions with his education and experience in logistics, supply chain, and final mile delivery to advance sustainable urban freight and cycle logistics systems here on the North Shore and across North America.

### **Tom Riessner – Zero Waste**

Tom has been an advocate for waste reduction and a participant in the circular economy for more than twenty years. Beginning in 2002, he managed the ReStore operations for Greater Vancouver Habitat for Humanity, opening three stores. In 2015, Tom founded Urban Repurpose, a non-for-profit social enterprise, to reduce waste through reuse and upcycling while building consumer demand for upcycled and reused products through education, collaboration and empowerment. Tom works tirelessly to reduce the barriers that exist around reuse, collecting materials from hundreds of homes and business each year and giving away much of it to teachers, students, upcyclers, and the public through “free days” at the store. Through his work, Tom strives to change attitudes and perceptions of what waste materials are and their value as a natural resource that can be put to beneficial use within our local community.

### **Gabe Sentlinger – Environmental Protection & Enhancement, and Water Conservation**

Gabe Sentlinger has worked in the field of hydrology for more than fourteen years. In 2015, he founded Fathom Scientific Ltd., an innovative cooperative technology incubator in the City of North Vancouver, bringing professionals with diverse skills together to collaborate to develop better tools for environmental monitoring, as well as to increase public engagement on water conservation. Fathom Scientific has made substantial environmental contributions by developing advanced hardware and software products that measure stream flow to help ensure the health of rivers and streams. In addition to their environmental products being used locally, they have sold their technology to environmental protection agencies around the world where they are used to support environmental compliance and research. Gabe has worked tirelessly over years to carry out his vision of taking tangible steps to improve the physical environment and our awareness of our interrelationships with our environment. Through this work Gabe has quietly made a contribution far beyond his company's size.



The 2022 Living City Award recipients will be recognized at a virtual award presentation during the June 27, 2022 Council meeting. The winners will also be announced on the City's website and on social media to raise awareness of their contributions to the community.

RESPECTFULLY SUBMITTED:



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Annie Dempster  
Planning Assistant – Environmental  
Sustainability

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# Cool It! 2022 Recipients

Presented June 2022



## Cool It! Climate Leadership Program

- Is a partnership between the City and the BC Sustainable Energy Association (BCSEA) that has been delivering educational workshops for grades five and six students in City schools since 2009.



## The 2022 Cool It! Climate Leadership Program top prize for class-wide reductions goes to .....

### Ms. Eldon's Grade 5 Class at Queen Mary Community Elementary School!

- ✓ Took 210 actions
- ✓ Reduced estimated yearly greenhouse gas emissions by 6.5 tonnes!





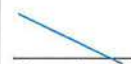


Congratulations!

**city**  
of north  
vancouver

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Annie Dempster, Planning Assistant

Subject: 2022 COOL IT! CHALLENGE WINNERS

Date: June 22, 2022 File No: 11-5280-15-0001/2022

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**PURPOSE**

The purpose of this report is to advise Council of the winners of the Cool It! Climate Leadership Training program delivered at local schools in partnership with the B.C. Sustainable Energy Association (BCSEA) for the 2021/2022 school year.

**DISCUSSION**

The Cool It! Climate Leadership Training program engages City youth and their families on climate change and energy conservation, and empowers them to take action to reduce their household greenhouse gas emissions. The program results directly contribute to the City's community-wide emissions reduction targets.

In response to the pandemic, in 2020 BCSEA adapted the Cool It! Program content so that it could be delivered online while also restructuring their take-home climate challenge to ensure the activities could be completed safely by students and their families. For the 2021/2022 school year, participating schools/teachers were offered the choice to participate in the Cool It! Program either online or in-person.

**The Program**

The BCSEA ([www.bcsea.org](http://www.bcsea.org)) is a non-profit organization committed to promoting the adoption of sustainable energy and energy conservation in British Columbia. The BCSEA's Cool It! Program includes three main activities for students:

- 1) Educational materials and preparatory exercises for teachers to introduce their students to the key ideas;

- 2) A workshop delivered by Environmental Educators with thought-provoking discussion, interactive activities and animated videos to encourage students to connect the choices they make today with the futures they will build; and
- 3) A take-home contest involving the entire family in which they participate in behaviour changing activities that reduce their environmental impact for one month, such as energy and waste reduction and transportation alternatives.

In the 2021/2022 school year, seven workshops were delivered (six virtually and one in-person) to 168 students in grades four through seven at five elementary schools, resulting in over 1,025 actions focused on climate change and sustainability.

### **Greenhouse Gas Savings Achieved**

A major strength of the Cool It! program is that the contest is supported by pre- and post-workshop surveys, which are used to calculate the GHG emissions savings of students and families participating in the program. Overall, the 2021/2022 program resulted in the projected savings of 29.3 tonnes of carbon dioxide emissions, equivalent to taking 7 passenger vehicles off the road for a year. Lasting additional benefits are anticipated as students and their families sustain these behaviour changes.

### **Contest Winner**

All contest participants worked extremely hard to reduce their GHG emissions. The top prize for class-wide reductions went to Ms. Eldon's grade 5 class at Queen Mary Community Elementary School who took 210 actions that reduced their emissions by 6.5 tonnes, equivalent to the annual emissions of taking approximately 1.5 passenger vehicles off the road for a year.

Ms. Eldon's class will be recognized at a virtual award presentation during the June 27, 2022 Council meeting. The winners will also be announced on the City's website to raise awareness of their contributions to the community.

### **CONCLUSION:**

A number of outreach initiatives are currently underway in support of the City's energy and emission reduction goals. The BCSEA's Cool It! Climate Leadership Training program workshops continue to be effective in achieving measurable emissions reductions in the community.

RESPECTFULLY SUBMITTED:



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Annie Dempster  
Planning Assistant – Environmental  
Sustainability





## CNV Council Update

1. NSEM Update
  - NSEM Operations
  - Planning & Public Education
  - Operational Readiness
  - Response
2. North Shore Extreme Weather Strategy

# NSEM Update

## NSEM Operations

### 2021 Activities

- NSEM team dynamics and supportive work structures
- NSEM program assessment of strengths and limitations
- Cultural Safety & Humility Training
- 2022 work plans
- Hybrid work environment and COVID office protocols
- Quarterly & Annual reporting

### 2022 Activities

- Ongoing HR and staff strategies
- Strategic and operational governance
- Extreme Weather Strategy
- Training & Municipal readiness



# NSEM Update

## Planning

### 2021 Activities

- Active Threat/Workplace Safety & Security Planning
- Business Continuity Planning
- Seniors and At-Risk Residents Planning
- Extreme Heat Planning
- Capilano Dam Emergency Response Plan & Public Notifications
- Sea Level Rise Working Group

### 2022 Activities

- North Shore Hazard, Risk & Vulnerability Assessment
- Rollout of Active Threat Planning including Exercises
- Extreme Heat Plan including AAR, Communications Plan, and Working Group
- Recovery: Municipal Plans & Regional Framework
- North Shore Seismic Strategy
- North Shore Resilience Framework



North Shore  
Extreme Heat Response Plan  
May 2022



# NSEM Update

## Public Education & Communications

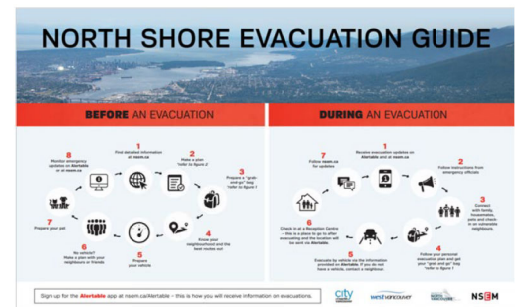
### 2021 Activities

- Establishment of the NS Public Education & Communications Committee
- Developed the tri-fold North Shore Evacuation Guide
- Translation of pub-ed materials into Farsi and Cantonese
- Emergency Preparedness Week celebration (May 1-8) consisting of online and in-person public presentations
- Establishment of EventBrite (self registration) monthly NSEM online preparedness presentations



### 2022 Activities

- Continual promotion of Alertable emergency notification system (35,000 users)
- Municipal employee training for Personal Emergency Preparedness
- Development of Extreme Heat public education resources and communications
- Ongoing development of the NSEM Newsletter – the distribution exceeds 5,000 and includes all municipal staff, fire, RCMP, libraries, community centres, block watch and NSEM volunteers.



# NSEM Update

## Operational Readiness

### 2021 Activities

- Disaster Supply Cache
- Response Support Platforms
  - Launch of Lightship
  - Launch of Alertable
- Municipal Training and Exercising
- Operational ESS & Training MOUs
- EOC & Radio System Technical Upgrades
- Quick Guides for Responders

### 2022 Activities

- Spring/Summer Seasonal Readiness Session
- Metro Vancouver Critical Routes Planning
- Operations Committee for tri-municipal public safety
- NSEM Volunteer Management Audit

North Shore News

### North Shore residents urged to get disaster response app

Jun 12, 2021 12:44 PM By Brent Furner



A North Shore emergency management staffer uses a smoke signal during the Nov. 18, 2015, disaster response simulation Operation Shieldwell. (Alan Rasmussen, North Shore News file)

Now hear this Alert! Achtung!

North Shore Emergency Management is changing the way it warns residents of emergencies such as severe weather, natural disasters and industrial hazards.

The tri-municipal response agency is asking everyone to [download an app called Alertable](#) to be kept up to the minute when every minute may count.

"This is really a powerful tool for the public to stay informed to receive information quickly about emergency situations in their community, and situations where life safety is considered to be a major factor," said Imly Dickies, NSEM director. "It's free. It's simple to use, and... we feel like it's the best way to connect during a disaster."

North Shore News

### Here's what these shipping containers are for on the North Shore

Feb 8, 2021 11:28 AM By Elisa Seidler, Local Journalism Initiative Reporter



The latest of six emergency containers spread out across the North Shore has just been positioned near the West Vancouver Community Centre. (District of West Vancouver)

Shipping containers placed near community centres on the North Shore might seem a little random, but they're actually strategically positioned emergency storage pods — with equipment needed for when a natural disaster strikes.

The latest of six emergency containers spread out across the North Shore has been positioned near the West Vancouver Community Centre.



# NSEM Update

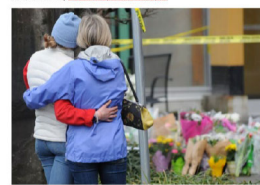
## 2021 Response Activities

- **COVID Response** – coordination calls & logistical support to health
- **DWV Capilano Canyon Landslide** – strategic EOC support
- **Lynn Valley Stabbing** -- Wellness & Resilience Centre
- **Tri-municipal Extreme Heat response**
- **North Shore host community support for Canim Lake First Nation**
- **Wildfire deployments to support provincial response**
- **Esplanade Theatre Structure Collapse** – strategic support for CNV
- **North Shore Warming Centre** at John Braithwaite Community Centre
- **ESS Activities**
  - 9 DNV ESS activations
  - 4 DWV ESS activations
  - 2 CNV activations
  - 2 ESS mutual aid activations

## 2022 Response Activities

- **Silverlynn Apartment Fire** – extended ESS supports
- **ESS Activities**
  - 1 DNV, 1 CNV and 1 mutual aid for Squamish Nation

### Support centre set up for people impacted by Lynn Valley knife attack



The memorial at a public memorial garden in Lynn Valley, north of Vancouver, was set up on Monday after a homicide and several other people were killed in a knife attack.

A wellness and resilience centre has been set up in North Vancouver to offer support to people impacted by the horrific incidents at Lynn Valley Village on the weekend.

Community members have been left shocked and devastated after one woman was killed and a

### Firefighters douse kitchen fire in North Van



Firefighters made a quick work of dousing a kitchen fire that began on Monday afternoon in North Vancouver.

Seven people who were home at the time the fire broke out escaped the house unharmed.

### Here's how North Shore municipalities can help you beat the heat this weekend



A photograph posted here in 2012, with all of the details that are a bit different. It shows the North Shore Heat Wave, which temperatures soaring and only expected to get hotter this weekend, North Shore municipalities are offering advice and support for residents to beat the heat.

It's already been looking in North Vancouver for about 10 days, but temperatures could feel as high as 38°C in the region this weekend, according to Environment Canada.

A heat warning was issued by the weather authority this morning (June 25) that currently in effect for all of North Vancouver and parts of BC, until at least Wednesday.

People are being urged to check in on seniors and vulnerable residents during the heat wave.

# North Shore Extreme Weather Strategy

**North Shore Extreme Heat Strategy** comprehensively addresses extreme heat and cold preparedness and response and consists of the following documents:

1. **North Shore Extreme Weather After Action Review**
  - This AAR consolidates the feedback from NSEM, CNV staff and community partners from the 2021 extreme weather response events.
  - 24 recommendations are brought forward
2. **North Shore Extreme Heat Recommendations & Implementation Work Plan**
  - Takes the 24 recommendations from the AAR and creates short-, medium-, and long-term priorities for action
  - Maximizes funding and grants for innovative approaches to addressing extreme heat
3. **North Shore Extreme Heat Operational Response Plan**
  - Updates reflect recommendations from the NS AAR and regional best practice
4. **North Shore Extreme Heat Communications Strategy**
  - A tri-municipal approach to communications and public education programming that enhances awareness of extreme heat response and protective measures.



## CNV Council Update


Thank you





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<hr/> Department Manager	<hr/> Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**NORTH SHORE EMERGENCY MANAGEMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Emily Dicken, Director, North Shore Emergency Management

Subject: NORTH SHORE EMERGENCY MANAGEMENT ANNUAL REPORT AND  
EXTREME HEAT STRATEGY

Date: June 15, 2022 File No: 14-7130-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Director, North Shore Emergency Management, dated June 15, 2022, entitled North Shore Emergency Management Annual Report and Extreme Heat Strategy:

THAT the report be received for information.

**ATTACHMENTS**

1. NSEM 2021 Annual Report, December 2021 (CityDocs [2190843](#))
2. North Shore Extreme Heat Strategy, June 2022 (CityDocs [2190846](#))
3. North Shore 2021 Extreme Weather After Action Review, May 2022 (CityDocs [2190863](#))
4. Extreme Heat Recommendations and Implementation Work Plan, May 2022 (CityDocs [2190865](#))
5. Extreme Heat Response Plan, May 2022 (CityDocs [2190864](#))
6. Extreme Heat Communications Plan, May 2022 (CityDocs [2190866](#))

**SUMMARY**

NSEM 2021 Annual Report

2021 was an active year for North Shore Emergency Management (NSEM), from the response to COVID, to the heightened readiness for wildfires, this timeframe saw significant strategic and operational engagement across all NSEM program areas. The NSEM 2021 Annual Report highlights these achievements and addresses the program goals for 2022.

### North Shore Extreme Heat Strategy

The North Shore Extreme Heat Strategy evolved as a result of the extreme heat and cold weather events that took place in 2021. This strategy is comprised of four guiding resources that advance the state of readiness across the North Shore regarding extreme heat events. They include:

1. North Shore 2021 Extreme Weather After Action Review
2. NSEM Extreme Heat Work Plan
3. North Shore Extreme Heat Response Plan
4. NSEM Extreme Heat Communications Plan

## **BACKGROUND**

### NSEM 2021 Annual Report

NSEM is the emergency management department for the City of North Vancouver, District of North Vancouver and District of West Vancouver. NSEM provides an extensive range of services to the three North Shore municipalities, including emergency support services, emergency planning, operational readiness, public and agency engagement, and emergency communications. Specific areas of work include:

- Supporting the municipalities and residents to prepare for and respond to hazards and emergencies on the North Shore
- Implementation of annual training, exercising, education, research and plan development are ongoing to meet the extensive needs across the North Shore
- Assess needs of emergencies and oversee Emergency Support Services (ESS) when incidents occur. Our trained staff and volunteers implement the ESS processes
- Provide Business Continuity Management to support across all three municipalities
- Work with partner agencies to effectively coordinate and support emergency response and recovery
- Develop procedures, plans, operational guidelines, cooperative agreements and technical documents to ensure effective coordinated action in emergency management.

### North Shore Extreme Heat Strategy

Prior to the 2021 heat dome event, the extreme heat operational response plan for the North Shore had been last updated in 2019. Due to the extreme weather events that occurred in 2021, it was identified that significant investments needed to be made into the response processes for extreme heat and cold events. As a result, the North Shore Extreme Heat Strategy was developed. This strategy works as a high-level roadmap and through the development of the four resources identified in the summary, it highlights the gaps in the 2021 response, consolidates wise practice, creates mechanisms for actionable change and redefines operational response to meet the increased needs of extreme weather events.

## **DISCUSSION**

### Risk and Liability Associated with the North Shore Extreme Heat Strategy

The impacts of the 2021 extreme weather events exposed considerable risks across the North Shore. Through the After Action Review, various risks were identified and 24 recommendations were made to mitigate future risks associated with extreme heat events. Through subsequent work planning at NSEM, a strategy is in place to support actionable change regarding extreme heat response and readiness.



#### Community Input in the North Shore Extreme Heat Strategy

As part of the North Shore 2021 Extreme Weather After Action Review, the following engagement for public input took place:

- On January 20, 2022 NSEM staff met with representatives from the Homelessness Task Force, North Shore Neighbourhood House and the Lookout to review warming centre operations and extreme weather issues specific to homelessness and under-housed populations.
- On March 9, 2022, NSEM staff met with the Seniors Working Group (coordinated by Loinsview Seniors' Planning Society) to review extreme weather issues specific to seniors.

### **FINANCIAL IMPLICATIONS**

#### NSEM 2021 Annual Report

In 2021 NSEM effectively managed its operating budget (\$1,216,770) and special projects budget (\$211,595).

#### North Shore Extreme Heat Strategy

NSEM is currently managing the financial impacts of the Extreme Heat Strategy within its operating and special projects budget. To support future work, NSEM will be submitting an application for the 2022 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) grant for Extreme Heat Risk Mapping, Assessments and Planning.

### **INTER-DEPARTMENTAL IMPLICATIONS**

#### NSEM 2021 Annual Report

NSEM attends the bi-monthly CNV Directors Team meetings. At this forum, NSEM works to align the strategic and operational priorities to the work across the various CNV business areas and partner agencies. NSEM also attends the CNV Public Safety Working Group which meets on a monthly basis.

#### North Shore Extreme Heat Strategy

As part of the North Shore Extreme Weather After Action Review, exhaustive engagement took place with municipal departments from across the CNV and the other two North Shore municipalities. As an outcome of the Extreme Weather After Action Review, the establishments of the Extreme Weather Planning Group, Extreme Weather Response Team and the Extreme Weather Advisory group have been created to guide all elements of the strategy and help shape emerging work.

### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

#### NSEM 2021 Annual Report

The strategic and operational work priorities at NSEM align with Council's vision and priority to be A City for People: welcome, inclusive, sage, accessible and supports the health and well-being of all.

#### North Shore Extreme Heat Strategy

The North Shore Extreme Heat Strategy aligns with Council's vision and priority to be both A City for People and A Vibrant City.

Additionally, specific to provincial policies on extreme heat, Emergency Management BC has extended financial eligibility under the *Emergency Program Act*. This shift in policy allows extraordinary municipal response that covers staff overtime, the establishment of cooling centres, bottled water and snacks, transportation, emergency services, public messaging, and wellness checks.

RESPECTFULLY SUBMITTED:



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Emily Dicken  
Director, North Shore Emergency Management





# NSEM 2021 ANNUAL REPORT

North Shore Emergency Management

December 2021

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DISTRICT OF NORTH VANCOUVER | CITY OF NORTH VANCOUVER | DISTRICT OF WEST VANCOUVER

## VISION

*A resilient North Shore, through strengthening and building connections across  
municipalities, partners and neighbours*

## ABOUT THIS REPORT

North Shore Emergency Management  
British Columbia, Canada

District of North Vancouver  
City of North Vancouver  
District of West Vancouver

Annual Report for the year ended  
December 31, 2021

Designed and prepared by North Shore  
Emergency Management

This report is printed on 100% post-consumer  
waste recycled paper



## DIRECTOR'S MESSAGE

North Shore Emergency Management (NSEM) is the emergency management department for the City of North Vancouver, District of North Vancouver, and District of West Vancouver. Our office is responsible for planning and preparedness, response and recovery activities, stakeholder engagement, volunteer management and other activities that will increase the municipality's capability to respond and recover from major emergencies and disasters and meet their legislated responsibilities. Citizens also have a personal responsibility to be prepared and NSEM provides training and learning opportunities for our citizens.

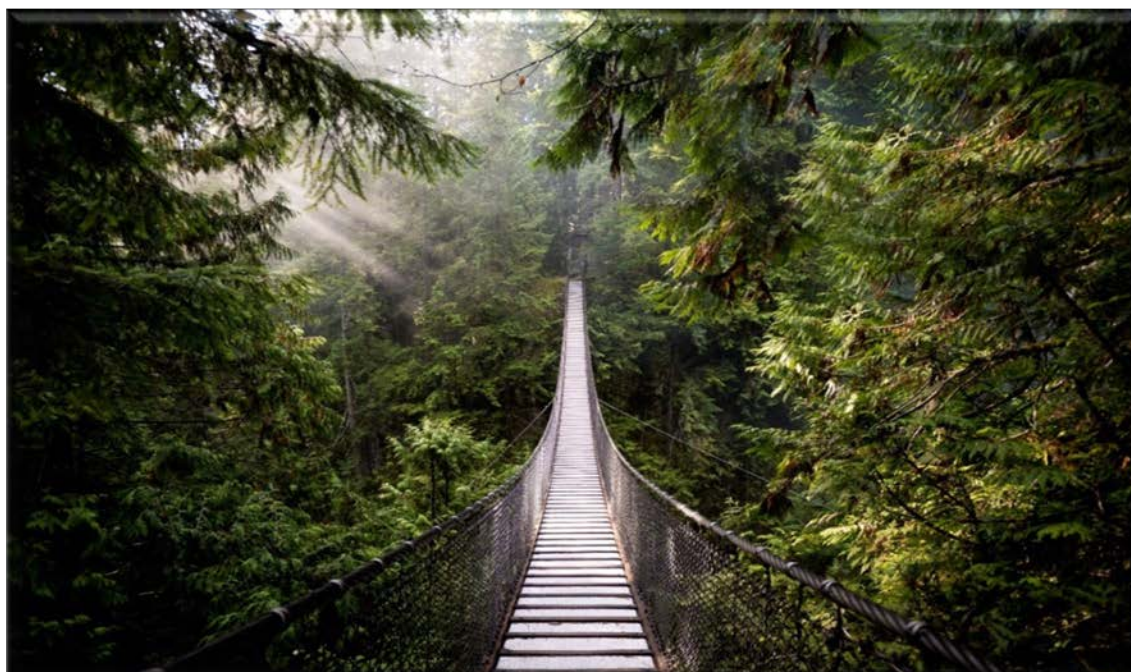
Due to an absence in annual reporting, this report captures activities from both 2020 and 2021. From the response to COVID, to the heightened readiness for wildfires, this timeframe saw significant engagement from NSEM. We saw our staffing stabilized in 2021, which enabled us to focus more on day to day operations and bring greater innovation to the work of emergency management on the North Shore.

Highlights include the following:

- Numerous responses (i.e., house and apartment fires, extreme weather events, etc.) and hazard preparedness activities
- Development of mobile applications for rapid damage assessment (RDA), evacuation and situational awareness; tested RDA app in an exercise
- Training for municipal staff and NSEM volunteers; redevelopment of training materials
- Stakeholder engagement and strengthening partnerships to address community recovery
- Increased volunteer capacity and engagement
- Shifting towards virtual public education and outreach approaches to adhere to public health considerations

This review provides a brief snapshot of our 2020-2021 accomplishments and our goals for 2022





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## INTRODUCTION

North Shore Emergency Management (NSEM) is the emergency management department for City of North Vancouver, District of North Vancouver, and District of West Vancouver. NSEM provides an extensive range of services to the three North Shore municipalities, including emergency support services, emergency planning, operational readiness, public and agency engagement, and emergency communications. The following information is an overview of activities conducted by NSEM in 2020-2021 as well as our goals for 2022.

NSEM overview of responsibilities:

- Support the municipalities and residents to prepare for and respond to hazards and emergencies on the North Shore
- Implementation of annual training, exercises, education, research and plans development are ongoing annually to meet the extensive needs of the North Shore community
- Assess needs of emergencies and oversee Emergency Social Services (ESS) when incidents occur. Our trained staff and volunteers implement the ESS processes
- Provide Business Continuity Management to support across all three municipalities
- Work with partner agencies to effectively coordinate and support emergency response and recovery
- Develop procedures, plans, operational guidelines, cooperative agreements and technical documents to ensure effective coordinated action in an emergency





## PLANNING & RESILIENCE

As the field of practice evolves, it has become clear that emergency planning must be situated within broader collaborative strategies in order to be effective. In furtherance of the work started in recent years, NSEM continues to demonstrate innovative leadership in its planning activities by:

- initiating planning processes that include the people required to achieve planning outcomes such as department leads, staff, community leaders, care givers, and folks with specific needs
- appropriately prioritizing the means by which planning outcomes are maintained, revised, and exercised
- ensuring wise practices gathered from emergency management initiatives started in one municipality are shared across neighbouring municipalities, and collaborating with municipal staff to further common areas of strategic interest

**ACTIVE THREAT STRATEGY:** At the request of the City of North Vancouver, NSEM has developed an Active Threat Plan. This plan includes public messaging that is consistent with existing material being used by law enforcement, a risk assessment tool (HRVA) to help staff teams initiate important conversations, an Active Threat Playbook to help with practical site specific planning, and an Exercise Guide to ensure teams have appropriately prioritized on-going training.

**BUSINESS CONTINUITY STRATEGY:** At the request of the District of West Vancouver, NSEM has been supporting their ongoing cyber security planning while developing a broader Business Continuity Management strategy. A significant amount of work to better understand disaster risk across the North Shore has already been completed and a Business Impact Analysis strategy is underway.





**EXTREME WEATHER PLANNING:** In collaboration with local first responders, North Shore libraries, community centers, and organizations that provide a broad range of services with an intentional focus on those that serve seniors, NSEM is developing a review of this summer's extreme heat events with operational recommendations to follow in the short term and an Extreme Weather Strategy by the summer of 2022.

**PEOPLE WITH SPECIFIC NEEDS:** Planning for emergencies must include those disproportionately impacted by them. To that end, NSEM continues to

participate in a number of Senior's working groups and will remain opportunity seeking with regards to working with those who are typically underrepresented in municipal planning processes.

#### **HEY NEIGHBOUR COLLABORATIVE – FOR STRONGER COMMUNITIES:**

Recent study has linked the importance of social connections to both personal and community-wide resilience. In partnership with the Hey Neighbour Collaborative and the City of North Vancouver Planning Department, NSEM is developing an engagement and implementation strategy using disaster preparedness as a vehicle to connect people and communities.



**NORTH SHORE SUSTAINABILITY/RESILIENCE PLANNING:** Important work has been undertaken to better understand the effects of Sea Level Rise across the North Shore. NSEM will continue to facilitate ongoing information sharing among municipal staff, further recommendations, and look to broaden the discussion to include non-municipal government partners.

**NORTH SHORE EVACUATION GUIDELINES:** Traffic flow, route planning and a functional Evacuation Time Analysis (ETA) tool have recently been developed for the North Shore. These new inputs will allow for an Evacuation Guidelines review and update in 2022.

## RESEARCH ACTIVITIES

**MARINE ENVIRONMENTAL OBSERVATION PREDICTION AND RESPONSE (MEOPAR) NETWORK:** NSEM provided local government input into the MEOPAR, Network of Centres Excellence and Ocean Networks Canada funded University of BC research initiative to “Model of Impact of Dilbit and Oil Spills in the Salish Sea” (MIDOSS). This study aims to improve scientific knowledge and tools to support evidence-based planning for marine oil spill risk, focused in the Salish Sea (Georgia Strait).

**THE NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA (NSERC):** NSEM is working with NSERC and other regional and provincial stakeholders on the “Quantifying the Seismic Resilience of the Transportation Network in the Lower Mainland, BC” initiative. This project will develop a living network analysis model of the multi-modal transportation system and infrastructure that examines the effects of a major regional seismic.

**ABORIGINAL HOUSING MANAGEMENT ASSOCIATION (AHMA):** NSEM is also engaged in the UBC research initiative “A Strategic Plan to Improve Aboriginal Housing in British Columbia: Seismic Resilience for Indigenous Social Housing in BC”. This UBC research is in partnership with the Aboriginal Housing Management Association (AHMA) to collect information necessary to develop a seismic resilience strategy for Indigenous housing in British Columbia (BC).



## VOLUNTEERS

Public Safety Lifeline volunteers are a key component to our emergency preparedness and response activities. Volunteers bring many different skills and see participation on our teams as opportunities to increase their contribution to public safety in the community.

NSEM supports **6** different volunteer teams:

- **EMERGENCY SUPPORT SERVICES (ESS)** provides immediate support to evacuees including food, clothing, shelter, and other services. Financial support to pay for response costs is provided by Emergency Management BC.
- **EMERGENCY EDUCATION TEAM (EET)** present emergency preparedness workshops and seminars, and participate in public displays at community events. In the current climate, the EET are patiently waiting for public gatherings to resume and are using the time to stay engaged and refreshed with current best practices while assisting with online presentations.
- **GENERAL SERVICES UNIT (GSU) & AUXILIARY (AUX)** volunteers help with supporting the Emergency Operations Centre and special projects.
- **EMERGENCY COMMUNICATIONS TEAM (ECT)** are mostly licensed amateur radio volunteers who will assist during emergencies and provide backup communications. Their skills can be used to support response agencies, ESS and EMT in their communications needs. Outside of emergency events, the ECT is responsible for testing and maintaining operational readiness and maintenance testing.
- **NORTH SHORE RESCUE TEAM SOCIETY (NSR)** are highly trained volunteers who assist response agencies in search and rescue in wilderness and urban settings. NSEM provides administrative support to this independent society.
- **EMERGENCY MANAGEMENT TEAM (EMT)** are key volunteers who provide direct support to responses by organizing ESS volunteers, responding to incident sites and helping to set up and support activations of Receptions Centres, Group Lodging facilities, and the Emergency Operations Centre. This team is unique throughout the Province.





## EMERGENCY SUPPLIES

### DISASTER SUPPLY CACHES

In 2021, NSEM completed the installation of seven disaster supply caches (DSC). Through the Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund (CEPF) grant program and the generosity and vision of the North Shore municipalities, NSEM has installed 7 shipping containers fully stocked with response support supplies. Key contents include evacuee support supplies (ESS kits, 100 cots each), mobile and portable radios, damage assessment and evacuation notification kits, tents, generators, light tools and personal protective equipment. These have critical supplies strategically staged across the North Shore and they have already been used in response to several apartment fires.



## PREPAREDNESS EDUCATION & OUTREACH

In spite of the obvious challenges associated with providing a public outreach program during a pandemic, NSEM continued to offer free presentations to the public, while enhancing the preparedness program. This was achieved by redeveloping public presentations for online delivery, strengthening our social media presence, and collaborating with a broad assortment of North Shore agencies for joint program delivery. Examples of partnering agencies included:

- North Vancouver Safety Council
- Impact North Shore
- Lynn Canyon Ecology Centre
- District of North Vancouver Library
- North Shore Seniors Coalition
- Lionsview Seniors Planning Society



A critical activity in 2021 revolved around the launch and promotion of **Alertable** – a public emergency notification system. NSEM is using Alertable to quickly inform and update North Shore residents with information on emergency events. **Alertable** was launched January 1, 2021 and staff actively promoted it throughout the year using all available mediums – social media, a hard copy ‘postcard’ campaign, North Shore News, partnering agencies, and by providing short online presentations at a lengthy list of public meetings.



## STAFF EMERGENCY PREPAREDNESS SESSIONS

As in previous years, NSEM continued to offer the *Emergency Preparedness Basics* course (online) to all new and existing municipal employees to ensure they are personally prepared and able to support the emergency response.

NSEM provided numerous personal preparedness presentations to staff and public during the annual Great BC Shakeout, Emergency Preparedness Week, and Occupational Health and Safety Week, including CNV, DNV and DWV as part of their emergency plan role out, new employee orientation sessions.





## STAKEHOLDER ENGAGEMENT & PARTNERING

- Regional Emergency Planning Committee (Chair)
- BC Association of Emergency Managers (Board Member)
- Regional Emergency Social Services Director Committee
- Coastal Response 2022 (Exercise Steering Committee Member)
- North Shore Sea Level Rise working group (Chair)
- Metro Vancouver Regional Planning Advisory Committee - Social Issues Sub-Committee
- Provincial Public Alerting Sub-Committee
- Shakeout BC Committee (Member)
- Services to Seniors Coalition
- Post-Disaster Building Assessment advisory group
- Provincial Emergency Radio Communications Service
- North Shore Community Resources Society
- Canadian Disaster Animal Response Team
- North Shore Interface Wildfire Working Group
- COVID-19 Coordination Calls
- North Shore Information Officer's Working group
- North Shore Responder Working group and North Shore Hazmat Working Group
- North Shore Climate Adaptation working group
- Provincial Disaster Response Transportation working group
- Provincial Supply Chain Strategy working group
- Saint John Ambulance, Red Cross, Tzu Chi Foundation, Salvation Army, BC Psychosocial Support Team
- Community Advisory Panel in partnership with chemical industry in Maplewood

## TRAINING

We redesigned our Emergency Operations Centre (EOC) training courses using the common operating picture platform “Lightship”.

- Offer EOC training to staff, municipal staff and volunteers twice a year via online methods. The spring EOC online training was attended by 170 municipal staff. The fall offering of training has been deferred to early 2022 as it was intended to precede the provincial Exercise Coastal Response 2022, which has now been postponed due to flooding operations.
- Facilitated EMBC sponsored courses to staff, municipal staff and volunteers
- Supported Emergency Management Certificate achievements

NSEM hosted one of two BC pilot incident command system instructor courses by ICS Canada. The ICS200 Train-the-Trainer course comprised diverse agency representation and provides the North Shore with internal training capacity as an alternative to the fee courses offered by the Justice Institute of BC.

### Courses offered in 2020-2021

Courses Offered in 2020-2021		
Title	#	# Participants
EOC overview	3	53
EOC Basics	2	150
Operations Section	2	36
Planning Section	2	30
Logistics Section	2	42
Finance Section	2	14
Management Team	1	9

### Participation in External Courses

Participation in External Courses	
Title	# Participants
Online Justice Institute of BC courses (various)	5
Radio Station Management	7
ESS Registration and Referrals	7
ESS Director	1
ESS Resource Acquisition	7
2-day Disaster Recovery	5
EOC 730 Emergency Evacuation	15
Managing Volunteer Programs course in Vancouver	2
various other ESS and EM courses	8
BC Housing RDA course, and Coordinator course	50

## EXERCISES

Exercises are the capstone to any successful training and exercise model. On the North Shore, we've approached exercises as more of a capstone of training and applied learning than a test. NSEM has a history of running highly realistic and progressively complex exercises ensuring staff confidence and competence in their roles while including combinations of emergency response and support functions as the series advances. The exercise series is resetting in 2023 as NSEM gets back to basics and incorporates the Lightship common operating picture technical platform into the EOC and other functions.

**COASTAL RESPONSE:** Coastal Response 2022 is a Federal, military, Provincial and Metro Vancouver regional full-scale exercise originally scheduled for January/February 2022 and postponed until April 2023. NSEM sees CR23 as another opportunity to test the North Shore's readiness for a seismic event. The North Shore's play is planned to include a full day of emergency operations centre (EOC) play in initial response (event +2hrs), including integration of NSEM's six containerized Disaster Supply Caches and technical communications. The EOC will also activate in sustained response (event +96 hours) and play elements of damage assessment, mass care and initiation of recovery planning. In between the EOC components, an emergency support services (ESS) exercise will be conducted to play key elements of evacuee support needs based on the CR22 seismic scenario.

**FDOC/MEOP:** NSEM again supported the three North Shore Fire Departments in their bi-annual exercise to test the North Shore Major Emergency Operations Plan (MEO) and hosted one of four Fire Department Operations Centres for the series.

**VOLUNTEER EXERCISES:** Volunteers are key to our response and NSEM supports their participation in exercises. Amateur Radio Field Day occurred in June over a 24 hour period and involved many amateur radio volunteers. NSEM communications volunteers also supported emergency communications for the Handloggers Half-Marathon on Bowen Island in September 2021 and treated the event as a communications message handling exercise in preparation for emergency operations.

ESS volunteers participated in a virtual Reception Centre exercise in February.

**SHAKEOUT BC EARTHQUAKE DRILL:** NSEM heavily promotes the Great BC Shakeout earthquake drill, which takes place annually on the 3<sup>rd</sup> Thurs of October. NSEM worked with the 3 municipalities, providing online reference material and promotional posters, encouraging staff participation in this important annual drill.

**INITIAL ATTACK:** District of North Vancouver Fire & Rescue Services conducted the tactical, multi-agency wildfire exercise "Initial Attack" in September 2021 and NSEM supported the exercise with planning and logistical support.

**EXTERNAL ORGANIZATION EXERCISES:** In 2021, Seaspan and Vancouver Shipyards conducted a multi-agency virtual exercise to simulate a fire at their Pemberton Avenue location which required evacuation. NSEM engaged in this exercise to address issues including local authority and sub-regional site support operations, mass public notification, and declaration of state of local emergency.



## EMERGENCY OPERATIONS CENTRE (EOC)

**TECHNOLOGY UPGRADE:** EOC upgrades included new tables on casters and ceiling mounted cable reels for power, IT and audio visual upgrades intended to support the shift towards greater technical system engagement in emergency operations. The AV upgrades were completed in the first half of 2020.

**LIGHTSHIP:** After 4 years of engaging in research & development with Lightship Works, NSEM has initiated the launch of the common operating picture technical platform. Lightship provides enhanced process efficiency and aggregates technical systems into a single user-interface. Lightship will be incorporated into the EOC training that has been postponed to early 2022 and will be tested operationally during exercise Coastal Response 2022.

**PHONE SYSTEM:** 2021 has seen NSEM engage DNV IT for the scoping and tender for a new telephone system for both the NSEM office and the Integrated North Shore Emergency Operations Centre. This new system is intended to enhance working from home capabilities and to support the new provincial Evacuee Registration Assistance on-line tool and a North Shore emergency call centre.

**MICROSOFT OFFICE 365:** NSEM is working with the District of North Vancouver's IT department and a 3<sup>rd</sup> party contractor to rollout the Microsoft Office 365 platform in the EOC. This work is expected to be complete in early 2022 and will enhance EOC flexibility through the use of video conferencing and document filing systems, etc.

**RADIO SYSTEM:** Throughout 2021, NSEM has been conducting monthly stakeholder tests and upgrading elements of its proprietary commercial VHF radio system and other technical communications tools. This system provides back-up communications for a multitude of agencies.

**CAMERAS:** On request of members of municipal executive, NSEM has been investigating the use of early detection systems and remote sensing using cameras. A proposal has been drafted for consideration.





## RESPONSES

NSEM staff and volunteers responded to a range of events, including house fires, structural fires, mutual aid support, deployments and emergency

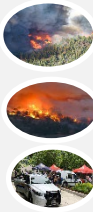


35 Responses

9 Deployments

4 Mutual Aid

2020-2021



TOTAL # OF RESPONSES PER MUNICIPALITY



8 DNV

9 CNV

5 DWV

2020-2021



## COVID-19

NSEM continued its support of the response to COVID-19 by coordinating sub-regional coordination calls, initially functionally and departmentally. NSEM was also instrumental in providing support to Lions Gate Hospital and Vancouver Coastal Health, notably by arranging for the sourcing and set-up of the initial COVID test site.

### CAPILANO CANYON SLIDE:

A landslide occurred on January 6, on the Capilano Pacific Trail in West Vancouver near the Capilano Suspension Bridge, in the Moyne Drive area. West Vancouver staff confirmed no immediate public safety risk and the trail was closed to the public. The District had activated a virtual EOC.



### HEAT DOME:

NSEM staff and volunteers staffed a cooling centre in the lower Lonsdale area, and volunteers helped staff the West Vancouver cooling centre, allowing it to remain open for extended evening hours.

### FALL FLOODING:

Several NSEM staff again deployed to the Southwest Provincial Regional Emergency Operations Centre (PREOC) in support of the catastrophic flooding associated with the series of atmospheric rivers that impacted the province.

### EXTREME COLD:

NSEM staff and volunteers supported municipal resources to provide warming centres and established an overnight overflow protocol in cooperation with the Lookout Society. NSEM staff supported municipal staff in coordination calls with agencies.

## EMERGENCY SUPPORT SERVICES ACTIVATIONS

ESS and EMT volunteers and staff responded to numerous house, townhouse, and apartment fires in 2020-2021. Municipalities are required to provide food, clothing, shelter, and other services to victims of emergencies. The Provincial Government, through Emergency Management BC, provides financial resources to enable this to occur.

Often evacuees leave their homes with little more than the clothes on their back. They also bring their pets and our services must also consider their needs.



Thank you to our many partners for supporting our citizens in a time of need: Salvation Army, St. John Ambulance, Canadian Disaster Animal Response Team, Canadian Red Cross, Coast Mountain Bus, Disaster Psychosocial Support team, and our business community including Denny's, White Spot and the North Shore hotels.

## LYNN VALLEY WELLNESS & RESILIENCY CENTRE

NSEM volunteers and staff supported the Disaster Psychosocial Support (DPS) Team in maintaining a Wellness & Resiliency Centre for those impacted. The centre remained open for a week, allowing those who needed help to seek it in a caring environment. After the resiliency centre closed, the DPS Team maintained a virtual centre for an additional week as demand faded.



## 2021 WILDFIRE:

### Host Community

NSEM helped host evacuees from a number of different communities: Lytton, Logan Lake, Lower Nicola and Canim Lake. Canim Lake First Nation had a major evacuation of their most vulnerable members. Nearly 45 members were accommodated at the North Vancouver Holiday Inn for two weeks before they were able to return. Assistance from Squamish and Tsleil-Waututh Nations and the First Nations Health Authority helped provide these evacuees with appropriate meals and supports.



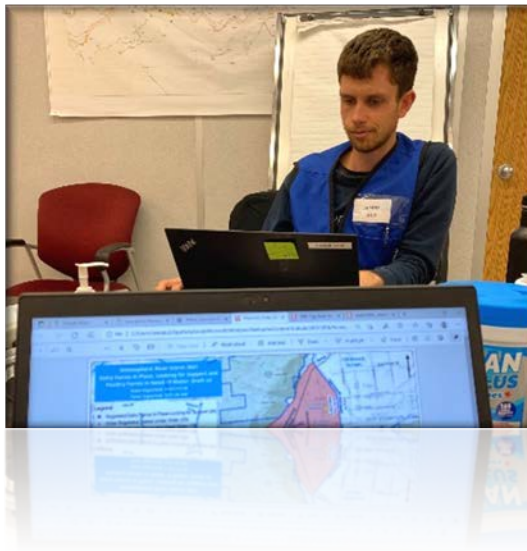


## NSEM DEPLOYMENTS:

The NSEM Deputy Director was deployed to the Northeast Provincial Regional Emergency Operations Centre (PREOC) for 10 days to conduct research, develop plan and agreements to support mass evacuations and the mass care for events displacing up to 10,000 people. Two weeks later, he was requested to continue this work that culminated in a draft provincial strategy for mass evacuations and evacuee support. While on deployment, further assistance was provided to plan for potential evacuations of up to 3000 residents in the Lillooet area, threatened by the McKay Creek fire. This situation was compounded by fire activity in the region which restricted evacuation options to only the Highway 99 Duffy Lake corridor.

The NSEM Evacuee Support Services and Recovery Coordinator deployed to the Southwest PREOC to provide ESS coordination for ESS directors responding to local events

Many North Shore volunteers and staff contributed to the provision of ESS support to evacuees of the province's unprecedented wildfires and the fall flooding events in the Fraser Valley.



## READINESS

2020 and 2021 were challenging times for NSEM as we supported with the COVID-19 pandemic, wildfires and other severe weather responses.

### SITUATIONAL INFORMATION & EOC SET UP:

Provided up-to-date information on response to COVID-19, set up and maintained the Integrated North Shore EOC, initially for COVID response and then in a state of readiness throughout the pandemic impact.

**INTERFACE WILDFIRE THREAT:** NSEM were on standby during the long wildfire season. NSEM facilitated a North Shore seasonal readiness meeting with municipal departments, response agencies, BC Parks, Metro Parks and Watershed groups, mountains, and Wildfire Management Branch to prepare for the extreme heat, drought and wildfire season. An outcome was a tri-municipal public communications strategy, the decision to keep parks open so the public could be ‘eyes and ears’ in the field, no barbeques and other fire sources permitted in public areas. NSEM maintains and all-stakeholder Wildfire Equipment Inventory List which it updates and distributed annually.

**GROUP LODGING:** Worked with Vancouver and Richmond to re-establish a regional Group Lodging team. We also connected with Capilano University to determine if we can store group lodging cots and supplies at their facility.

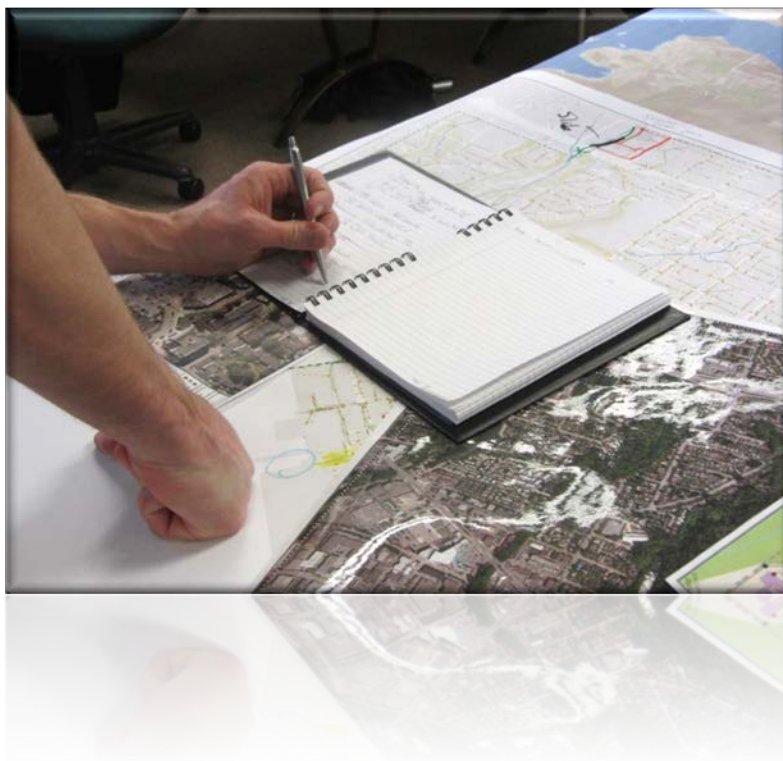
**WEBSITE & SOCIAL MEDIA:** Updated NSEM website and social media to provide information to the community on upcoming significant hazards such as extreme heat, outdoor safety, severe rainfall, high stream flow warnings, air quality issues due to wildfires in Sechelt and Pemberton, and localized flooding.

### NSEM OPERATIONS

Office processes were reviewed and updates initiated in 2020. In addition, some staff turnover and organizational changes occurred.

**STAFFING:** Between 2020 and 2021, NSEM experienced significant staffing changes. In January 2021, NSEM welcomed a new Director and in May 2021 the Emergency Planning Officer role was repositioned and filled as the Manager, Planning and Resilience. Under the leadership of the Director, NSEM has developed a staffing strategy that strategically addresses staffing capacity. Within this strategy, NSEM hired a Manager, Community Partnerships and Recovery on a 9-month secondment and a Planning Coordinator on a 12-month auxiliary term.

**PROFESSIONAL DEVELOPMENT:** NSEM is ensuring professional development opportunities that enhance corporate knowledge, professional excellence within the field of emergency management and greater awareness around cultural safety and humility. Specific training sessions included Freedom of Information and Protection of Privacy, municipal purchasing requirements, workplace violence, ESS and EOC courses and cultural safety training provided by knowledge holders from the Squamish Nation. Staff are encouraged to be members of International Association of Emergency Managers (IAEM), and BC Association of Emergency Managers which enables us to stay current with other emergency management professionals.



## BUDGET COMMENTARY

NSEM is funded on a per capita basis by the municipalities. In addition to municipal funding, a significant amount of time, effort and expertise is contributed by our public safety lifeline volunteer network.

The municipalities continued to provide budget for special projects on an equally shared basis (\$37,667 per municipality; total of \$113,000) and went to the following projects:

- Emergency Support Services strategy\*
- North Shore Emergency Cache Supply Zones\*
- Emergency Operations Centre and Readiness
- Training and Exercises
- Communications
- Public Education (Business and Employer Emergency Preparedness Program)\*



NSEM receives support services from the District of North Vancouver (Human Resources Technology & Accounting), and the City of North Vancouver (building maintenance, and vehicle maintenance) and pays directly for these services from our annual budget.

2021 Budget			
<b>Tri Municipal Support (calculated per capita)</b>			
City of North Vancouver (29.2%)	\$302,007		
District of North Vancouver (47.4%)	\$490,244		
District of West Vancouver (23.4%)	\$242,019		
Total Operating Budget		\$1,034,270	
<b>Special Projects</b>			
Equally shared (\$37,667k/municipality)	\$113,000		
Total Special Project Budget		\$113,000	
TOTAL MUNICIPAL CONTRIBUTIONS			\$1,147,270
<b>External Revenue</b>			
Annual Mass Notification (Alertable) funding provided by Chemtrade Logistics	\$3,000		



## ANNEX 1: 2022 PRIORITIES

The following table provides an outline of NSEM's key goals and objectives for 2022

Goals
<b>PLANS: Development of strategic plans in support of NSEM's mission and values</b> <ul style="list-style-type: none"> <li>➤ Complete organizational strategic planning work in alignment with municipal resilience priorities</li> <li>➤ Update North Shore Risk Analysis with critical missing data points; develop Executive Summary, and a strategy to keep research ongoing</li> <li>➤ Roll out Business Impact Analysis (BIA) beginning with District of West Vancouver</li> <li>➤ Support implementation of Active Threat Plan across North Shore (facilitated HRVA, Playbook, and exercising)</li> <li>➤ Perform fulsome 'Heat Dome' after action review and develop/implement recommendations before summer 2022</li> <li>➤ Conduct tri-municipal by-law review</li> <li>➤ Advance Evacuation, Sea Level Rise, Vulnerable Populations, Convergent Volunteer, and Risk Assessment planning documents</li> <li>➤ Develop methodology for measuring progress in critical areas of programmatic work</li> <li>➤ Develop long term maintenance strategy for North Shore Disaster/Resilience Plan, Evacuation Plans, Municipal Emergency Plans, etc.</li> <li>➤ Develop North Shore strategy around disaster risk data collection, synthesis, and dissemination</li> </ul>
<b>TRAINING - Effectively trained municipal staff &amp; public safety volunteers to support planning, response and recover activities on the North Shore</b> <ul style="list-style-type: none"> <li>➤ NSEM courses: EOC overviews, ICS Overview, EOC Basics, EOC Functions (Planning, Ops, Finance, Logistics)</li> <li>➤ Investigate, with EMBC, NSEM courses equivalency</li> <li>➤ D4H Training Technology</li> <li>➤ Response protocols training</li> <li>➤ Annually deliver &amp;/or support volunteer training: Emergency Social Services, Emergency Management Team, Emergency Communications Team, General Services Unit, Emergency Education Instructors</li> <li>➤ Identify external training opportunities for staff/volunteers</li> </ul>
<b>EXERCISES - Effectively exercised municipal staff and public safety volunteers to support planning, response and recovery activities on the North Shore</b> <ul style="list-style-type: none"> <li>➤ Deliver and/or support volunteer exercises (i.e., Emergency Communications Team exercise, Amateur Radio field day, ESS exercises, etc.)</li> </ul>
<b>EMERGENCY OPERATIONS CENTRE (EOC) - An operationally ready EOC for use by individual or multiple North Shore Municipalities</b> <ul style="list-style-type: none"> <li>➤ Increase EOC functionality: review tri-municipal structure</li> <li>➤ Develop/implement response electronic file structure</li> <li>➤ Test municipal EOC call out process</li> <li>➤ Maintain EOC equipment and technology updates</li> <li>➤ Mass notification system program management</li> <li>➤ Maintain Connect Rocket Call Out System</li> <li>➤ Set up EOC for anticipated events (i.e., severe weather) and activate EOC on a more frequent basis in a pre-planning capacity</li> </ul>

**PUBLIC EDUCATION - An informed North Shore community knowledgeable of their personal emergency management responsibilities**

- Update website content, continue social media strategy
- Municipal Employers Emergency Preparedness courses
- Business outreach
- Emergency Preparedness courses; on demand courses as resources available
- Emergency preparedness for youth and outreach to youth groups
- Encourage participation in the annual BC ShakeOut earthquake drill – third Thursday of October
- Engage outside agencies in helping to promote emergency preparedness

**ENGAGEMENT - Successful engagement of stakeholders to enhance the North Shore emergency management capabilities**

- Volunteer recruitment drive
- Update and implement volunteer program
- Volunteer Recognition event
- Facilitate NS Working Groups and miscellaneous meetings as required. Encourage stakeholder participation in training and exercises
- Participate in external meetings/exercises as staffing resources available (i.e., REPC, IPREM, regional ESSD, EMBC public education, industry exercises, etc.)

**NSEM MANAGEMENT**

- Implement FOIPPA strategy
- Continual update of SOPs
- Manage annual budgets
- Maintain flexibility to respond to municipal needs

**RESPONSE AND RECOVERY**

- The number of emergency responses will have a direct impact on our ability to complete the work plan. The nature of emergency management means that any emergency response immediately changes the work priority for North Shore Emergency staff. Our core business during emergencies is a direct support to the municipalities and community and work plan activities will be put on hold. The severity of the emergency also impacts the recovery time.



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# NORTH SHORE EXTREME HEAT STRATEGY

North Shore Emergency Management

June 2022



## **ABOUT THIS REPORT**

North Shore Emergency Management  
British Columbia, Canada

District of North Vancouver  
City of North Vancouver  
District of West Vancouver

North Shore Extreme Heat Strategy  
June 2022

Designed and prepared by North Shore  
Emergency Management

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## North Shore Extreme Heat Strategy

The weather driven events in 2021 illustrate the inevitable acceleration of global climate change and its future impact on North Shore communities. It must be expected that heat waves, atmospheric rivers, and extreme winter weather events will continue to increase in both frequency and intensity. This change is outpacing our collective ability to adapt and is disproportionately impacting older adults, racialized minorities, those experiencing homelessness, social isolation, and underlying health complexities such as limited mobility, heart disease, uncontrolled diabetes, emphysema, and/or mental health illness.

As a result of the extreme weather events that occurred in 2021, it was identified that significant investments needed to be made into the response processes for extreme heat and cold events. As a result the North Shore Extreme Heat Strategy was developed. This strategy works as a high-level roadmap and through the development of the four resources below, it highlights the gaps in the 2021 response, consolidates wise practice, creates mechanisms for actionable change and redefines operational response to meet the increased needs of extreme weather events. The outcomes of the North Shore Extreme Heat Strategy are addressed in the following 4 resources:

### 1) North Shore Extreme Weather After Action Review

The North Shore Extreme Weather After Action Review is a document that consolidates the after action review (AAR) or debriefing processes following the three heat-specific responses and the one extreme cold response that took place in 2021. This AAR document analyzes the specific contributions of partner agencies, highlights what aspects of coordination and response worked well, and identifies gaps and opportunities for improvement.

The AAR process was conducted in multiple stages. First, NSEM conducted an internal review of current response procedures. Then, NSEM facilitated separate discussions with Community-Based Organizations (CBOs) serving older adults and those experiencing homelessness. As the majority of event response was undertaken within the City of North Vancouver (CNV) and Innomergence Solutions was contracted to facilitate a workshop with CNV staff who had participated in response activities.

NSEM engaged key stakeholders from the District of North Vancouver and District of West Vancouver, along with academic researchers from UBC and SFU, to inform this AAR. NSEM also participated in regional planning and review with partners such as the Integrated Partnership for Emergency Management (IPREM), Emergency Management British Columbia (EMBC), Health Emergency Management British Columbia (HEMBC) and other neighbouring municipalities.

### 2) Extreme Heat Recommendations and Implementation Work Plan

The Extreme Heat Recommendations and Implementation Work Plan identifies the short, medium, and long term actions required to fulfill the 24 recommendations captured by the After Action Review. As with any work plan, it is detailed, includes timelines on deliverables, and is measurable. The Work Plan allows for greater collaboration across portfolios and ensures continuity and accountability. It is assumed that as many of the actions are concluded new ones will reveal themselves. The Work Plan will also act as a ledger, recording previous work and capturing new priorities as they come. As opportunities present themselves, the Extreme Heat Recommendations and Implementation Work Plan will include grant acquisitions and joint project funding for innovative approaches to addressing extreme heat

### **3) North Shore Extreme Heat Response Plan (EHRP)**

Implementing learnings from the After Action Review and broad engagement with partner agencies, the Extreme Heat Response Plan illustrates activation thresholds, roles and responsibilities, and available municipal assets (staff and infrastructure). Unlike previous iterations, the Extreme Heat Response Plan acknowledges the existing roles of community centres and libraries, positions municipal staff as true partners in municipal response activities, and establishes early interventions far in advance of Provincial/Federal alerts and warnings. Importantly, the EHRP focuses on what can be reasonably accomplished in the short term utilizing existing municipal capacity.

The working groups and response protocols established within the EHRP will act as a framework upon which other municipal response plans are built. Into the Fall of 2022, having worked with internal partners like libraries and community centres, and external partners such as Silver Harbour Centre and the Seniors Action Network, NSEM will place the wisdom gained supporting cooling initiatives, into a broader Extreme Weather Strategy that will consider the human impact of extreme cold, wind, and atmospheric river events.

### **4) Extreme Heat Communications Plan**

As is common after emergency events involving interagency and cross jurisdictional coordination, communications was identified as an area requiring considerable investment in advance of a future extreme weather events. Specifically, the need for a tri-municipal extreme heat strategic communications plan led by NSEM was identified. As a result, the NSEM Extreme Heat Communications Plan establishes response objectives, roles and responsibilities, and identifies a number of action items for further consideration including supplementary public education materials, targeted public health messaging, cooling centre posters, resource maps, the prioritization of web content, and the development of a media strategy. Most importantly the NSEM Extreme Heat Communications Plan is a foundational document confirming both the benefit of, and appetite for, tri-municipal collaboration with regards to public messaging during emergencies.

Together the four components of the Extreme Heat Strategy act much like the legs of a table; each component adding strength and reliability to the structure: The Extreme Weather After Action Review provides an opportunity to share knowledge among public safety partners; the Extreme Heat Recommendations and Implementation Work Plan itemizes future actions and promotes transparency and accountability; the Extreme Heat Response Plan articulates municipal response activities; and, the Extreme Heat Communications Plan ensures information is shared in a timely and effective manner.

It is important to note that as comprehensive as this process has been and strong as the strategy may be, it is evergreen. The truest value of the Extreme Heat Strategy is not to be found on the pages it is written on, but rather in the commitment of the people who contributed to the process; the working groups, department leads, and external agencies who have without exception, demonstrated a willingness and commitment to continuous improvement over time. NSEM looks forward to further developing these relationships and supporting these highly skilled and dedicated municipal staff and community service providers.



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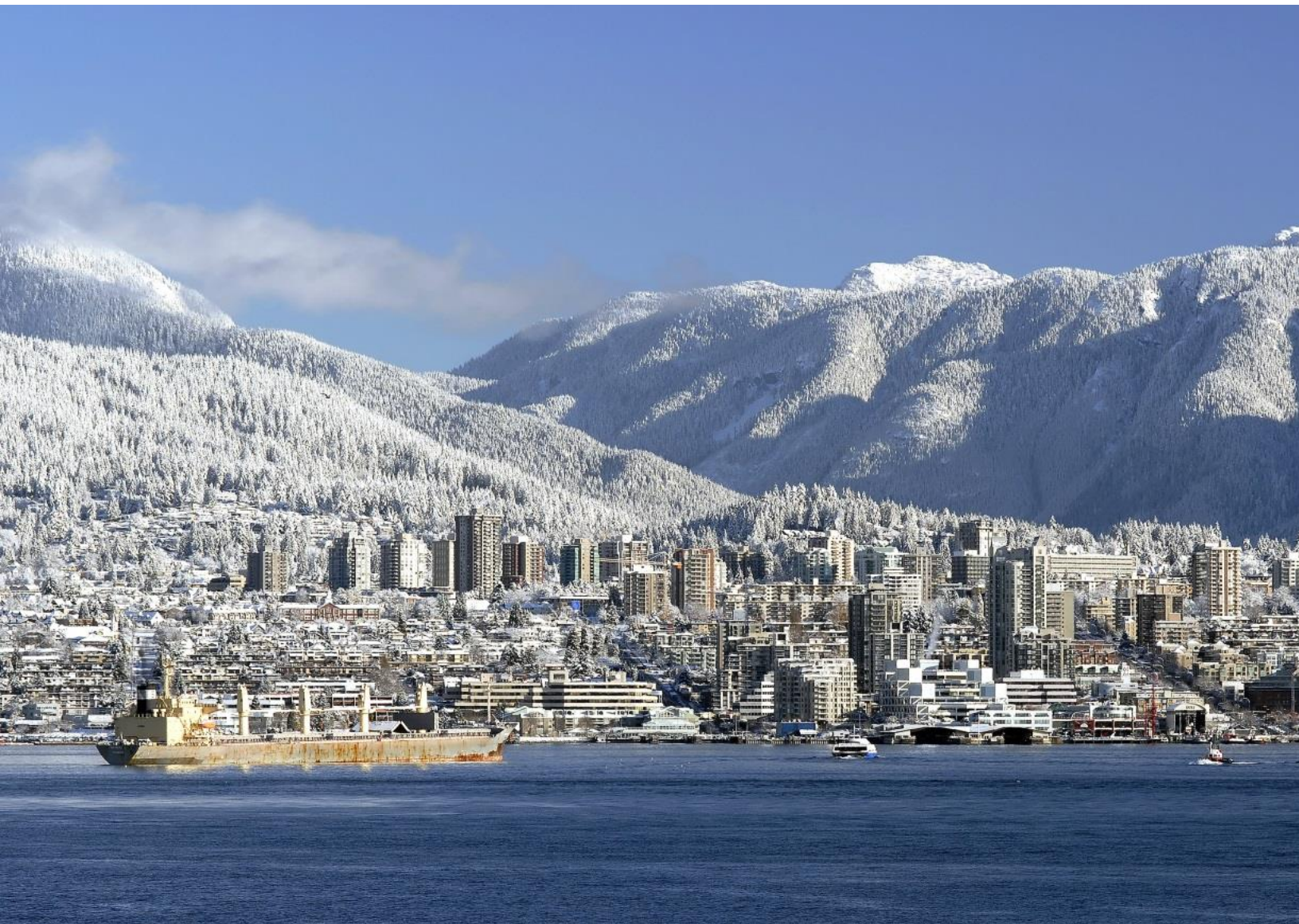




# NORTH SHORE 2021 EXTREME WEATHER AFTER ACTION REVIEW

North Shore Emergency Management

May 2022



## **ABOUT THIS REPORT**

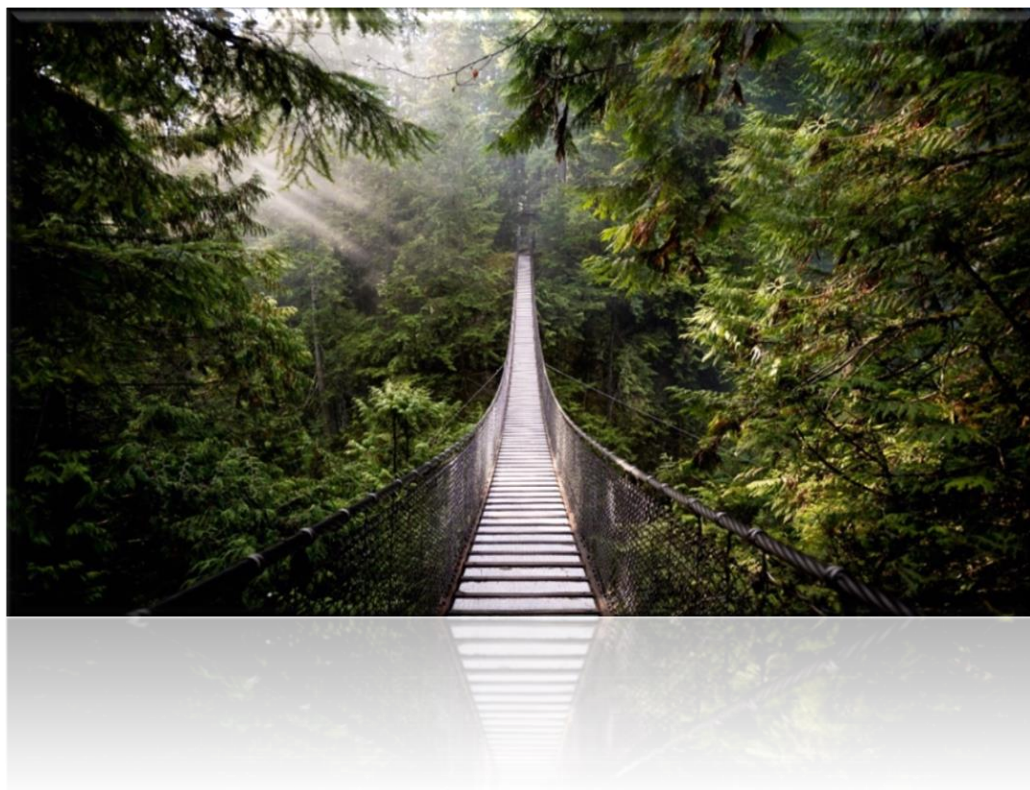
North Shore Emergency Management  
British Columbia, Canada

District of North Vancouver  
City of North Vancouver  
District of West Vancouver

North Shore Extreme Weather After Action  
Review  
May 2022

Designed and prepared by North Shore  
Emergency Management

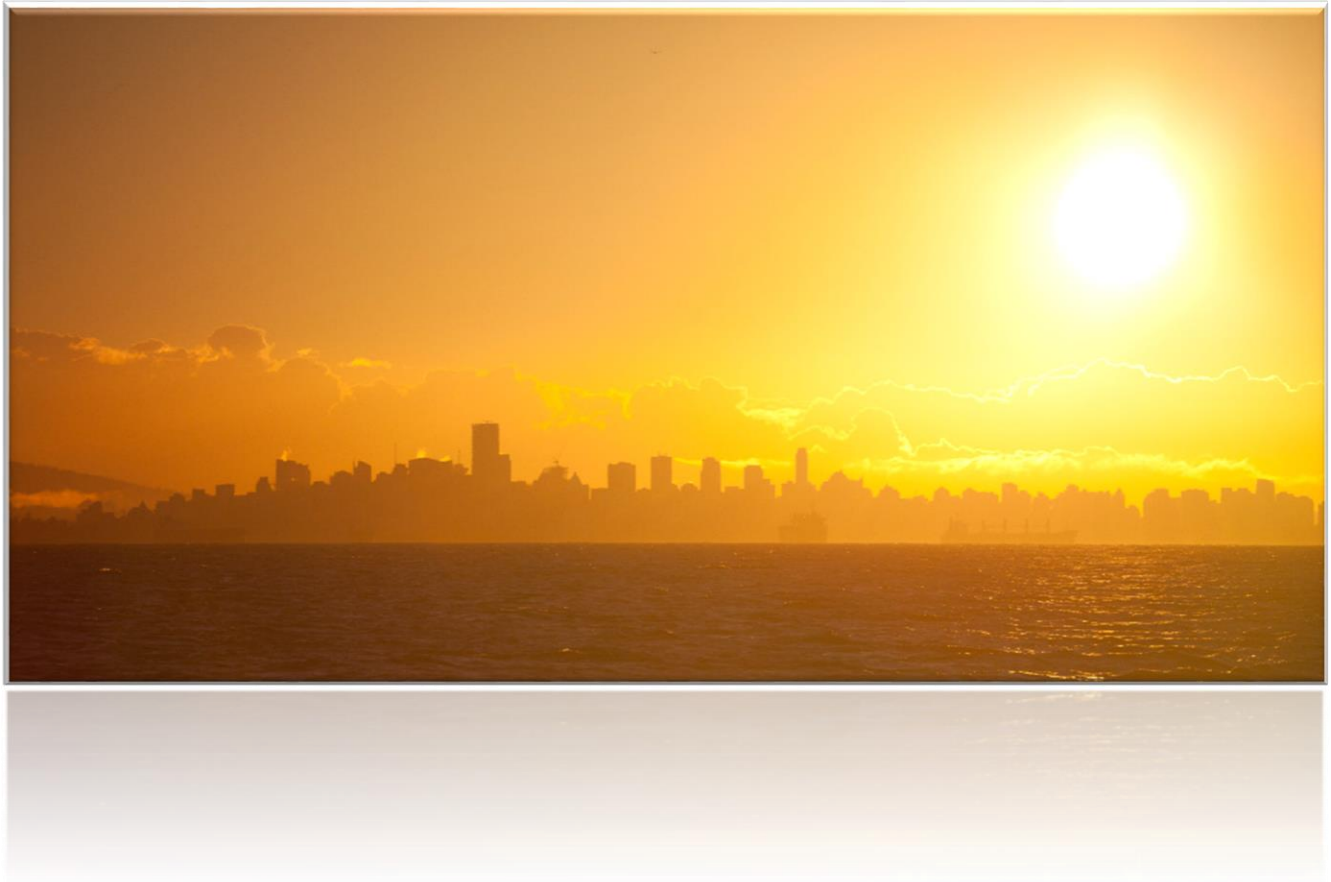
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## INTRODUCTION

In 2021, British Columbians faced an unprecedented range of extreme weather disasters which struck across the province and throughout the year. While their scope - particularly wildfire - did not approach that of years past, the breadth and severity of individual events (e.g. wildfire devastation in Lytton, catastrophic flooding in the Fraser Valley), and context of increasing frequency over recent decades, make extreme weather and climate adaptation a priority focus for municipal readiness and response.

In particular, the North Shore and Lower Mainland were heavily impacted by the late-June Heat Dome event. Compounded by the urban heat island effect, social vulnerabilities and a population accustomed to a temperate climate, this disaster led to over 700 excess mortalities, along with thousands of heat-related illnesses; heavily straining first responder and public health resources which were already struggling with the challenges of COVID-19.

The Heat Dome was followed closely by two more heat events throughout the summer, along with a brief period of intense wildfire air quality issues. While neither those follow-ups nor early winter Atmospheric River flooding dramatically affected North Shore residents, they still brought significant socio-economic and societal consequences. Notwithstanding minimal impacts to the North Shore, these events required sustained activation of North Shore response agencies and municipal teams, along with deployments to provide mutual aid to other impacted regions and First Nations across BC.

To close the year, a prolonged extreme cold snap blanketed southwestern BC, with unseasonal snow fall and temperatures double digits below the norm. Its impact on homeless and underhoused populations required significant response from North Shore Emergency Management (NSEM) and its partners. And while the general population was not significantly affected, notable challenges for our approaches to supporting those groups were highlighted; while a combination of climate-strained infrastructure and the lingering impacts of atmospheric river supply chain issues threatened severe consequences had a compounding disaster or incident occurred (i.e. utility failure).

## OBJECTIVES

It is a best practice in emergency management to conduct an After-Action Review (AAR) - or “hotwash” – as soon as practical following significant events. AARs assess event-related processes and activities in collaboration with partner agencies, and recommend revisions and enhancements to reduce the consequence of future events. This is consistent with industry principles of continuous improvement and collaborative programming; and a standard for NSEM moving forward.

While a heat-specific AAR was originally planned for the Fall of 2021, the continued cycle of climate challenges led to undertaking this AAR as a combined document covering all 2021 extreme weather events.

The specific objectives of this AAR process were to:

- Outline 2021 extreme weather events affecting the North Shore, and their related impacts;
- Examine related activities undertaken by the three North Shore municipalities, NSEM and/or jointly with partners;
- Identify relevant strengths, weaknesses, gaps and opportunities for improvement;
- Enhance linkages, relationships and mutual understanding with partner agencies and their client groups, while giving a voice to their insights and perspectives;
- Demonstrate transparency, accountability and emergency management excellence for North Shore municipalities and citizens;
- Inform the process of updating the North Shore Extreme Weather Response Plan.



## SCOPE

The scope of this AAR includes considerations related to the impact of the 2021 Heat Dome and Extreme Cold events on the North Shore; specifically:

- Activities or approaches proposed and/or undertaken by the three North Shore municipalities, NSEM and/or jointly with partners;
- Assessment of potential hazards, risks and vulnerabilities;
- The current and ideal state of emergency management planning, preparedness, processes, communications, capacity and resources (financial and human);
- Governance aspects of the BC emergency management system, including legislation, regulations, policy and leadership practices; and,
- National and international research and best practices specific to climate risks.

The scope of this AAR does NOT address:

- Activities or decisions undertaken by external agencies (response or otherwise);
- Activities or decisions undertaken by First Nations; and,
- Provincial activities undertaken outside the Lower Mainland.

While there was not a specific focus on wind, rain or flooding events for this AAR, that is due to their limited impacts on the North Shore in 2021. NSEM remains mindful of potential related events and mitigations in the context of all-hazard extreme weather planning, and would apply a similar preparedness and response lens to all climate risks.



## 2021 CLIMATE EVENTS

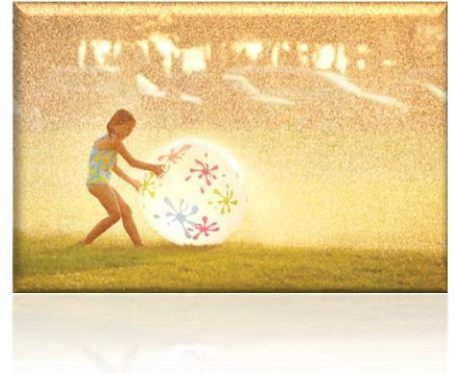
### HEAT EVENTS

The June 25<sup>th</sup> to July 2<sup>nd</sup> Heat Dome event broke the all-time maximum temperatures for June across BC. North Vancouver experienced four straight days of 30°C+, including overnight temperatures of 29°C. The BC Centre for Disease Control (BCCDC) estimated 740 excess deaths tied to this event, with peak mortality occurring on June 29<sup>th</sup>.

Several notable markers of mortality were identified:

- **Location:** significant increase in private dwellings (177%); modest increase for those in acute (24%) or residential (25%) care
- **Age:** peak excess in adults over 50 (>75%);
- **Condition:** heat-related emergency department admissions were primarily heat stroke, acute renal failure; though admissions statistically skewed younger than those who died;
- **Socio-Economic:** risk correlations were high for populations experiencing material deprivation, modest for social deprivation and low greenspace within 100m, extremely high for confluence of all three;
- **Mental Health:** extremely high risk correlation for schizophrenia; modestly high for substance use, depression, mood/anxiety disorders.

Heat Advisories were also issued for the periods of July 28-31 and August 10-14, however only marginal increases in mortality and ER admissions were noted. Nighttime temperatures during these periods were more moderate than in the June 25<sup>th</sup> event, related in part to there being fewer daylight hours that far past the June solstice.



### AIR QUALITY EVENTS

During 2021, there were two days (August 13-14) on which measurements of small particulate matter (known as PM 2.5) exceeded provincial air quality guidelines of 25 µg/m<sup>3</sup>; and six more (June 27-29, August 1, 3, October 31) when PM2.5 exceeded generally accepted international guidelines of 12 µg/m<sup>3</sup>. While this was a “good year” owing to most wildfire smoke occurring further east in BC, it is notable that heat events can also exceed particulate matter guidelines, causing significant impacts to the elderly, children, or those with pre-existing medical conditions.



### EXTREME COLD

From December 25<sup>th</sup> to January 2<sup>nd</sup>, an arctic outflow affected most of Western Canada, with temperatures dropping below -10 on the North Shore, with wind chill factors exceeding -20. While temperatures were significantly lower in BC's North and Interior regions, the relative differential versus seasonal norms was greater in the Lower Mainland. Those experiencing homelessness and the underhoused are at significant risk from extreme cold events, and while no excess mortalities were noted, significant mitigations were required from NSEM and across all three municipalities.



## 2021 EXTREME WEATHER READINESS & RESPONSE ACTIVITIES

The bulk of 2021 heat response activities on the North Shore occurred in relation to the Heat Dome event, and were based on the 2019 North Shore Extreme Heat Initial Response Guide. Once the late-June Heat Advisory was issued by EMBC, based on related warnings from Environment and Climate Change Canada (ECCC), NSEM activated the North Shore response structure to Level 1, and initiated coordination calls to inform and connect response agencies and partners across the North Shore.

While municipal fire services and BC Emergency Health Services (BCEHS) responded to a surge of heat related emergency calls, NSEM activated a Cooling Center for the North Shore; initially established at the North Shore Neighborhood House, and subsequently relocated to the Pipe Shop at Lonsdale Quay.

Municipal staff from departments such as Parks, Recreation and the libraries played a significant role in providing additional supports and services to North Shore residents. The libraries reported higher than normal numbers of visitors during the heat wave, many specifically seeking a climate-controlled space; with the City of North Vancouver Library extending their operating hours to meet this demand.

In December, for the Extreme Cold event, NSEM initiated coordination calls with a broad coalition of local response partners. To address the lack of available daytime shelter during holiday closures and the lack of supplementary shelter bed capacity, NSEM stood up a warming center at John Braithwaite Community Center. The warming center was made available and procedures developed for overnight overflow shelter activation if required, though fortunately it was not. The warming center was staffed with Emergency Support Services volunteers, and closed once the cold advisory was lifted.



## AAR APPROACH & OUTCOMES

### PROCESS

To support AAR development, formal and informal outreach was conducted with key partners to review their specific contributions, identify what aspects of coordination and response worked well, and highlight any gaps and challenges.

This process was conducted in multiple stages. First, NSEM conducted an internal review of current response procedures. Then, NSEM facilitated separate discussions with Community-Based Organizations (CBOs) serving older adults and those experiencing homelessness; groups disproportionately impacted by extreme weather events. Additionally, due to the majority of event response being undertaken within the City of North Vancouver (CNV), Innomergence Solutions was contracted to facilitate a workshop with CNV staff who had participated in response activities.

NSEM also engaged key stakeholders from the District of North Vancouver and District of West Vancouver, along with academic researchers from UBC and SFU. NSEM also participated in regional planning and review with partners such as the Integrated Partnership for Emergency Management (IPREM), Emergency Management British Columbia (EMBC), Health Emergency Management British Columbia (HEMBC) and others.

Based on key findings from each engagement session, recommendations have been divided thematically into:

- **Collaboration:** elements which require collaboration across departments and between agencies;
- **Resources:** physical, human, financial or developmental assets;
- **Communications:** issues and requirements related to internal or external communication of information.

## WHAT WE HEARD: NSEM

*On January 13, 2022, NSEM held an all-staff meeting to review individual and joint involvement and related observations; specifically for the Extreme Cold event, though linkages were made with other 2021 extreme weather events.*

### Collaboration

- Response agency support was mixed, possibly reflecting a lack of clear designation of roles and responsibilities specific to extreme weather response.
- It was unclear how response is navigated when risks to health and wellness are almost exclusively borne by residents with specific needs, e.g. people experiencing homelessness and older adults with complex health needs.
- Decision-making over weekends and especially during the Christmas holidays was a challenge due to closures and staffing availability.
- While NSEM sees itself as a partner, other stakeholders are better equipped to 'own' response aspects.
- While local community based organizations such as faith groups, care providers, building operators, and businesses are in many ways subject matter experts, they lack the experience, capacity, and authority; and thus benefit from municipalities leading the overarching response at the community level.
- More work needs to be done to integrate existing community based organizations into municipal processes *and vice versa* in advance of emergency activations.
- Streamlining is required for NSEM management team coordination and decision making procedures.
- Overall coordinating agency response felt ad hoc, likely due to infrequency of such extreme weather events.
- NSEM response protocols were reconfirmed – when and how to stand up virtual EOC, begin dialogue with EMBC, request a task number, and the importance of On-Duty staff producing situation reports.
- Significant confusion at regional tables; more clarity required for regional coordination of extreme weather response, especially reimbursement eligibility.
- Need for a standing extreme weather working group(s) was widely agreed upon.

### Resources

- ESS reiterated previous concerns that volunteers can supplement work with people experiencing homelessness, but they require additional training and direct support from agency staff to be successful.
- Although site security is an important aspect of any activation, a number of staff and volunteers cast doubt on the efficacy of contracted security guards.
- More work required to effectively utilize funds made available through the Emergency Programs Act.
- NSEM a) deployed more existing supplies such as cots and blankets than were needed; b) needs to consider how to provide board games and other entertainment supplies for evacuees; and c) had some supplies go missing.
- NSEM should continue to work with operators of libraries and other existing municipal infrastructure to determine how best to support residents with specific needs during extreme weather events.

### Communications

- Not having a database or event specific contacts list slowed the coordination process down, resulted in gaps and redundancies with regards to notifications.
- The lack of locally-responsive emergency weather thresholds, and understanding of existing thresholds, added a layer of complexity and delays during early stages of response.
- Thresholds established by ECCC do not equally reflect the risk to human health and safety for residents across the region (Provincial and Federal partners are aware and working to provide a more relevant notification system).

## WHAT WE HEARD: COMMUNITY BASED ORGANIZATIONS

*On January 20, 2022, NSEM staff met with representatives from the Homelessness Task Force, North Shore Neighborhood House and the Lookout to review Warming Center operations and extreme weather issues specific to homeless and underhoused populations.*

### Collaboration

- More clarity required on existing municipal social service supports i.e. Community Access Coordinators.
- An 'Extreme Weather Response Committee' used to exist but now defunct; should be reconvened.
- A protocol was co-developed to 'swap' one staff member from the Lookout Society location with one NSEM staff member from the emergency overflow shelter, if it were to have been activated, ensuring the Lookout Shelter had two 'staff' members on duty throughout the night, while the overflow shelter would have at least one 'staff' who was experienced in working with homeless people.
- Lookout Society has core training they can offer to NSEM and other municipal partners.

### Resources

- North Shore Neighbourhood House is the primary designated Emergency Weather Response (EWR) site; usually operates from January – March providing supplementary overnight shelter capacity to the Lookout Society location, and was running at or near capacity every night during activation; new building pending, with hopes to have a designated space for overflow; currently does not receive any funding for EWR and reports having challenges with consistent funding/staffing.
- Secondary EWR location activated at Lookout Society location reported to be running at of less than 50% capacity during activation.
- CNV library extended hours of operation over Christmas Day to bridge a gap in cold weather respite capacity (with most commercial spaces closed), supplementing existing Open Door Community Hub initiative, open twice weekly as a drop in for unhoused residents.
- Transportation to and between shelters was identified as a significant roadblock, especially for those with mobility challenges and/or who travel with all of their belongings; more clarity required around the role of RCMP in transporting vulnerable people to and between shelters; alternative more culturally safe options should be explored.
- Staff capacity was identified as a significant roadblock to scaling response; NSEM should work with EMBC to better understand how the Emergency Program Act and the financial tools therein can assist municipalities in contracting external partner agency staff to provide security and other support during activations.

### Communications

- Acknowledgement that there was a 'swirl' of notifications at the onset of the event; an operational list of municipal leads was needed to ensure accurate and timely notifications and situational reports.
- Tri-municipal, interoperable communications platforms needed to share information and resources during an event.
- Some client and agency confusion about where to go first for Extreme Weather Response support.
- Contacting people who are underhoused or experiencing homelessness, specifically to inform them of warming center or shelter availability or learn what their specific needs are, is extremely challenging for traditional government resources.

***On March 9, 2022, NSEM staff met with the Seniors Working Group (coordinated by Lionsview Seniors' Planning Society) to review extreme weather issues specific to seniors.***

### Collaboration

- Senior's Working Group started off as a COVID support, but has evolved into an opportunity for North Shore seniors services agencies to share information and collaborate on initiatives.
- With the extreme heat event of this past summer, the working group has been an excellent resource and has resulted in a number of partnerships with NSEM and other municipal staff.
- A better understanding is required as to the degree to which social workers, physicians and other care providers currently do, and potentially could, distribute personal safety messaging during extreme weather events.

### Resources

- Seniors Action Table meets monthly (Zoom or at Silver Harbour), performed check-in phone calls during Heat Dome and Cold events.
- Disability Alliance of BC significant provides advocacy and supports for provincial programs, and ensures the specific needs of seniors with disabilities are being considered.
- Parkgate Community Services shared information and extended hours during the Heat Dome, delivered AC/fans to members needing this support, and initiated a 'Check On Your Neighbour' program.
- Silver Harbour Seniors Activity Centre distributed extreme heat one pager and outreach with meals delivered to isolated seniors, supported VCH Congregate Meal Program at 2 apartment complexes in Norgate, and provided telephone outreach to check-in and share tips on staying cool.
- Squamish Elders network shared safety information out through their newsletter; Emergency Operations Center was activated at band office through which check-ins were coordinated, and fans and water were donated and delivered to elders; many elders have family affected by this year's fire and floods which added to stress of COVID; leadership does their best to support members where they are at by arranging snow removal services, providing fire extinguishers and smoke detectors and supports such as food vouchers for off-reserve members.
- North Shore Community Resources through programs like Better at Home and Seniors One Stop provided transportation for seniors requiring medical support or rides, outreach, phone 'in-reach', check-ins, and fans.
- Family Services of the North Shore was a part of a meal delivery program, volunteers provided phone support, and offers free counselling to family and friends to support members.
- Hollyburn Community Services Society through programs like Seniors at Housing Risk Outreach Program and Supporting Seniors to Remain Housed program, also does outreach in parks and shelters.
- Working group encouraged NSEM to map vulnerable locations and consider outreach to certain buildings.

### Communication

- Older adults do not use web based communications tools at nearly the same rate as younger adults, many communicating with friends and family over the phone or the written letter.
- Margaret Coates has a weekly article in North Shore News called Older and Wiser.
- Municipal methods of communicating with the public exclude large parts of the community, particularly seniors and people living on low incomes.
- North Shore Neighbourhood House noted that the activation of the first cooling center was last minute, resulting in a lack of notifications to clients; second activation was not as rushed, and they were able to use seniors peer support and to post flyers and posters.
- NSEM providing standardized text / flyer / info worked well, if late.
- Direct person to person intervention is required for seniors such as phone trees, outreach, food delivery, etc.
- Public safety information should include a phone number people can call if they need help.
- Recently produced "Keeping Safe" card is a useful resource, listing key organizations for food, shelter and other supports across the North Shore.



## WHAT WE HEARD: CITY OF NORTH VANCOUVER

*On February 15, 2022, a facilitated AAR was conducted with 17 CNV staff to identify best practices and opportunities for improvement.*

### Collaboration

- Multi-jurisdictional coordination poses unique challenges.
- Limitations within the Emergency Program Act continue to incentivize the prioritization of response activities over all other phases of emergencies.
- More work is required to articulate municipal roles and responsibilities during emergencies.
- Many of the municipal departments and support organizations required for effective and equitable extreme weather planning and response do not frequently work together, lack of familiarity and comfort.
- More engagement required amongst partners with roles supporting people with specific needs.
- Stronger integration with public health in relation to community wellness in emergency management.
- Considerable work to be done to engage the local business community.

### Resources

- Limited pre-planning, most support activities were reactive in nature.
- Fire noted that for 2021 heat events, 95% of all calls and all deceased were seniors, most often in walk up apartments with no cooling mechanisms or self-regulation.
- City Library noted that during heat events, there were more visits and that young adults and homeless patrons tended to come in to the library, do their business, and leave; while seniors tended to stay longer.
- Libraries lack specialized services such as community outreach workers, clinicians, and support navigators.
- When schools closed early in the June heat event, it caused staffing and capacity challenges for municipalities.
- NVRC flagged that providing staff with expertise in recreation and culture to support resilience hubs may result in greater uptake during cooling/warming center activations.
- Municipal extreme weather related plans and protocols require updating and revision.
- Using recreation centers to support groups impacted by the extreme weather events is disruptive to existing programs, NVRC requires more structure around this process.
- Holiday closures, staffing availability, and program disruption resulted in challenges utilizing facilities.
- Emergency Support Services (ESS) volunteers felt ill-equipped while staffing the Warming Centre; municipalities generally utilize ESS volunteers as supplementary support rather than primary leads when working with people experiencing homelessness.
- Consensus was reached with regards to deploying ESS volunteers to future warming centers; warming centers are as much about providing outreach as they are warm shelter, ESS volunteers should be deployed as supplementary staffing support only, with primary staffing provided by partners with experience working with people experiencing homelessness.
- NSEM had adequate logistical capacity to support facility (supplies et al).
- Cooling Centers went largely unused by those residents most in need of cooling.
- Although word of mouth resulted in greater attendance over the duration of the event, notifying vulnerable people of the existence of the warming center remains a challenge; need more engagement with business community to have their spaces available to amplify resources (i.e. posterage).

### Communication

- More work required to ensure public health and safety messaging is accessible to residents who speak languages other than English, i.e. engaging with Impact North Shore for translation services.
- Coordination calls helpful.
- Community maps should be produced as a community resource that include parks, fountains, washrooms, etc.
- “Keeping Safe” brochure should have a summer and winter version.
- Desire expressed for emergency communications templates and “canned” pre-messaging.

## RECOMMENDATIONS

Based on the findings of this AAR, the following recommendations will provide the basis for future NSEM extreme weather resilience efforts, and specifically the North Shore Heat Response and Communications Plans.

### A) Collaboration

1. Revise the North Shore Heat Response Plan to ensure that response protocols, roles and responsibilities are clearly defined and broadly shared, creating a framework for effective multi-partner coordination before events occur.
2. Convene working and advisory groups to support ongoing extreme weather planning and preparation.
3. Continue to build a community of support across municipal departments and community based organizations, to better identify and protect vulnerable community members.
4. Strengthen linkages with health authorities to clarify and promote their functions during extreme weather events.
5. Work with IPREM and Lower Mainland partners to promote enhanced regional collaboration.
6. Enhance partnerships with the private sector to leverage their resources and outreach where possible.
7. Work with provincial counterparts to establish guidelines for supplementary and overtime paid work for municipal staff, partner agency staff and surge support staff responding to extreme weather events.
8. Collaborate with academic, health and response partners to enhance related data collection and aggregation.

### B) Resources

1. Establish pre-determined cooling and warming centers and related best practices e.g. activation thresholds, protocols, staffing requirements, cultural safety and accessibility, costing, logistics, hours of operations.
2. Identify “chill zones” – existing public or commercial spaces with climate control or heat-reduction attributes.
3. Develop activation thresholds that incorporate and address the specific needs of North Shore residents.
4. Ensure plans remain evergreen, aligned with current research, reflecting initiatives that seek to address inequities across the social determinants of health, and opportunity-seeking with regards to innovation.
5. Champion municipal climate resiliency and adaptation initiatives and programs (i.e. the ‘Building Resilient Neighborhoods initiative to address social isolation amongst older adults).
6. Create emergency transportation contingency plans for residents with specific limitations.
7. Leverage partner GIS and open source data to better identify vulnerable population locations.
8. Review and enhance current informal system of wellness checks by social service and response agencies.
9. Provide training and awareness resources for front line staff (e.g. libraries, Parks, volunteers, etc.) to recognize and respond to signs and symptoms of heat illness.
10. Update and maintain a comprehensive emergency and community partners contact list.
11. Assess potential for distribution of weather protective equipment (e.g. personal heat resiliency kits, loans of fans or air purifiers) for low-income residents; especially those with limited mobility and/or health conditions.

### D) Communication

1. Create a North Shore Extreme Heat Communications Plan in collaboration with municipal communications teams.
2. Co-construct public health messaging with health system partners in advance of extreme weather events.
3. Produce a diverse range of products to promote North Shore extreme weather support resources to the public.
4. Align and enhance NSEM and municipal websites for more effective public access to informational resources.
5. Build strategies to ensure timely and accurate event information sharing between government agencies, NSEM, response and community partners; and particularly with the general public.
6. Develop public education programs and materials to reinforce health messaging and enhance public awareness.
7. Construct responsive and proactive media approaches with support from municipal communications teams.

## APPENDIX 1 – AAR QUESTIONS

### CNV AAR

1. What were the main weather events that you were involved in from a workplace perspective?
2. What was your role as an individual staff member in providing support to the extreme weather events?
3. What was the role in your work unit (department, program, team etc.)?
4. Did you have the tools you needed to provide the support that you did? If not, what else do you think you need?
5. Who did you observe or think was most affected by the event(s) and required support or assistance?
6. What pre-planning was done for support to vulnerable populations prior to the extreme weather events that you know of?
7. What was done to support them and how do you think that worked out?
8. What could have been done differently to support them? Do you feel that this should be done by the City or should it be provided by some other organization and if so, whom?
9. What do you think the role of your work unit should be in supporting vulnerable populations in an extreme weather event?
10. What do you think the role of the City should be in extreme weather events?
11. What do you think the role of NSEM should be in extreme weather events?
12. Thinking outside the box a bit, what other organizations do you think might have a role to play in support during extreme weather events?
13. What do you think the main components of an extreme weather response plan for the City should be?
14. What was your one biggest takeaway from the extreme weather events this past 12 months?
15. Do you think the City's response to the extreme weather events in the past 12-months was appropriate? If not, what could have been done differently?

### SENIORS' AAR

1. What were the main emergency events affecting seniors on the North Shore this past year?
2. How were you or your organization involved?
3. What planning was done in advance of this/these event(s)?
4. Were there examples of things that worked really well?
5. Where are the opportunities to better support seniors before, during, and after emergency events?

### IPREM AAR

1. Discuss what was done as a region in response to the three heat events in summer 2021.
2. Explore the regional challenges, gaps, and how the region can respond more effectively to future heat events.
3. Understand the background context and impacts of the three heat events.
4. Discuss the regional response, challenges, and gaps identified during the three heat events.
5. Explore potential next steps for regional planning initiatives for future heat events..

## RESOURCES & REFERENCES

[Summary of Mortality During the Catastrophic 2021 Heat Dome](#)

[Community Health and Climate Change – Preliminary Study Results](#)

[Sendai Framework for Disaster Risk Reduction.](#)

[Preliminary Strategic Climate Risk Assessment for BC](#)

[Provincial Climate Preparedness and Adaptation Strategy:](#)

[Managing Climate Change Risks: An Independent Audit](#)



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## Extreme Heat Recommendations and Implementation WORK PLAN

**NSEM Project Lead:** John Hawkes  
**Updated:** May 2022

**PURPOSE:** To further develop and action recommendations from the Extreme Heat After Action Review as well as ongoing community engagement and committee work.

### STATUS REPORT

1. The Extreme Heat After Action Review (ARR) is complete and has been shared with operational leadership for comment before being shared with executive leadership in June. The AAR is a compilation of participant experiences including recommendations from the 2021 heat event on the North Shore.
2. The Extreme Heat Response Plan is complete and will be presented to Council in June. The Extreme Heat Plan articulates notification designations, levels of municipal response, and roles and responsibilities of municipal departments.
3. The Extreme Heat Communication Plan is complete and has been shared with the Communications leads across all three North Shore municipalities. The Communications Plan articulates how information is received, synthesized, and shared across key stakeholder groups during heat events.

### KEY DATES

- NSEM to present Extreme Heat Strategy (AAR, Extreme Heat Response Plan, Extreme Heat Communications Plan) June
- NSEM to convene Extreme Heat Planning Group June
- NSEM/Comms to produce Pub Ed materials July
- NSEM to provide operational support during anticipated municipal response to heat events July/Aug
- NSEM to produce Extreme Weather Strategic Plan Sept/Oct

SHORT TERM (JULY 2022)			
	ACTIONS (LEAD)	DETAILS	STATUS
June	Ensure contacts lists are current and notifications procedures are well understood (NSEM)	<ul style="list-style-type: none"> <li>• Ensure municipal staff with planning, response, and recovery functions for heat events have been identified.</li> <li>• Develop email groups for timely notifications and coordination calls.</li> <li>• Ensure contacts are accurate for the coming summer months and take into consideration vacation availability and function redundancies.</li> </ul>	In progress
June	Convene Extreme Weather Planning Group (NSEM)	<ul style="list-style-type: none"> <li>• Continue to broaden engagement ensuring marginalized people are centred in the work.</li> <li>• Begin the process of identifying neighbourhoods and where possible buildings, with high numbers of low income seniors who live alone.</li> <li>• Further develop North Shore strategy that includes supporting Libraries and Rec Centres as the first level of municipal response to extreme weather.</li> <li>• Better utilize municipal staff to force multiply existing community outreach initiatives such as wellness checks during extreme weather events. Where there are remaining gaps, continue develop strategies to address the needs of vulnerable residents.</li> <li>• Ensure existing protective infrastructure (libraries, parks, water fountains, public seating) are all accessible for people with limited mobility).</li> <li>• Include the business sector as valued partners.</li> <li>• Engage First Nation partners on North Shore to learn wise practices with regards to protecting elders during heat events</li> <li>• Consider the acquisition of forced air fans</li> </ul>	On going

July	Establish libraries and community centres as standing cooling facilities (Libraries/Rec/NSEM)	<ul style="list-style-type: none"> <li>• Develop site specific extreme heat plans</li> <li>• Provide culturally safe public spaces to take shelter from extreme heat.</li> <li>• Recreational programming will wherever possible, to accommodate for the emergency cooling needs of local residents</li> <li>• Individual facilities will work in concert when extending hours of operation as the need demands</li> <li>• Accommodations will be made to support the needs of residents accompanied by household pets</li> <li>• Individual locations will provide daily Situation Reports with NSEM to provide template</li> <li>• Daily Situation Reports from Cooling Facilities will be collated and shared with municipal response partners (Planning Section)</li> <li>• NSEM to provide Cooling Facilities with cold water, snacks and public health safety materials.</li> <li>• Extreme Heat Plans to support extended hours of operation inclusive of holidays and overnight</li> <li>• Develop a strategy to manage the integration of other municipal staff and community volunteers</li> <li>• Determine the necessary logistics support including transportation and other supplementary resources</li> <li>• Community centres are prepared to provide shelter, access to water, washrooms, cool showers, and important public health information.</li> <li>• Wherever possible, recreational facilities plan to provide appropriate activities for patrons seeking refuge from extreme heat.</li> <li>• Supplementary community supports have been identified and are in place for Heat Warning or Extreme Heat Emergency if one were to occur</li> </ul>	In progress
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		<ul style="list-style-type: none"> <li>• Managers understand the circumstances under which overtime hours are eligible under task and on the process for reimbursement</li> <li>• Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>•</li> </ul>	
July	Develop community partnerships to support cooling facilities (NSEM/Health)	<ul style="list-style-type: none"> <li>• Identify appropriate supplementary subject matter expertise (SME) to provide libraries and rec centres necessary wrap-around supports during activations (ie Community Support Workers, Mental Health practitioners, etc)</li> <li>• Include SMEs in development of 'wrap around' framework and service provision</li> </ul>	On going
June	Seasonal Heat messaging as a tri-municipal priority (Comms/NSEM)	<ul style="list-style-type: none"> <li>• NSEM and Comms teams to confirm Comms Strategy</li> <li>• In cooperation with NSEM and local Health partners, Comms leads development of Media strategy that integrates local broadcasters and publishers as public health partners</li> <li>• Lead the branding, graphics, and printing of municipal public safety materials including resource maps, stay safe information, large format cooling centre signage, etc.</li> <li>• Alternatives to web-based communications have been identified and distribution pathways established</li> <li>• Municipal websites and social media platforms prioritize extreme heat information</li> <li>• Develop a communications strategy with landlords, housing operators, and building managers to ensure residents are well-informed and able to take protective measures.</li> <li>• Ensure messaging is consistent across all three municipalities: <ul style="list-style-type: none"> <li>○ <b><i>making the correlation between age and risk,</i></b></li> <li>○ <b><i>recognizing symptoms of heat illnesses,</i></b></li> </ul> </li> </ul>	In progress

		<ul style="list-style-type: none"> <li>○ <i>what actions to take if one experiences symptoms, and</i></li> <li>○ <i>where to find information and support resources</i></li> <li>• Municipal Communications teams with support from NSEM and VCH, will develop messaging in multiple languages, follow accessibility guidelines (large font, illustrations, image descriptions for any images used, etc), and produce resource maps (water fountains, public washrooms, cooling sites, safe harbour businesses, etc).</li> <li>• NSEM will continue to create partnerships across municipal departments, local business operators, and with agencies that serve vulnerable populations to better utilize existing communication pathways.</li> <li>• Develop or enhance existing community resource map (on-line and printed version) including public washrooms, water fountains, libraries, rec centres, shopping malls, resources contact information, etc.</li> <li>•</li> </ul>	
✓	Routinize early municipal preparation (NSEM)	<ul style="list-style-type: none"> <li>• NSEM to convene a standing Extreme Heat Planning Group to navigate the many considerations required to stand up a municipal response to extreme heat</li> <li>• NSEM to establish a Heat Alert protocol. This protocol will prompt a shift in municipal priorities towards extreme heat awareness and preparation</li> <li>•</li> </ul>	Completed
June	Clarify financial guidelines (NSEM/EMBC)	<ul style="list-style-type: none"> <li>• NSEM will continue to work with regional and provincial counterparts to clarify guidelines.</li> <li>• Where eligible NSEM to articulate guidelines for supplementary and overtime paid work for staff, partner agency and surge support staff responding to extreme heat events</li> </ul>	In progress



June	Continue to enhance green space (Parks/NSEM)	<ul style="list-style-type: none"> <li>• Continue to enhance municipal green space with a focus on drought tolerant, shade bearing trees in public spaces near or adjacent to buildings with high numbers of low-income seniors or in locations suffering from the urban heat island effect</li> <li>• Wherever possible, Parks staff will strategically plant shade trees adjacent to existing park benches</li> <li>• The installation of new benches, picnic tables and the like will take into consideration the protective value of shade bearing trees</li> <li>• Trails, parks, and pathways will be enhanced to ensure they are accessible to people with limited mobility.</li> <li>• N</li> <li>• NSEM to engage with Parks to capture existing greenspace plans</li> </ul>	On going
July	Ensure Emergency Operations Center is fully functional (NSEM)	<ul style="list-style-type: none"> <li>• Ensure all Duty Staff are able to convene coordination calls as and when necessary</li> <li>• Ensure Situation Report templates are distributed to library and rec staff and that staff know how to fill them out</li> <li>•</li> </ul>	On going
July	Mobilize frontline municipal staff (Engineering/Parks/NSEM)	<ul style="list-style-type: none"> <li>• Deploy portable water stations and mist tents in strategic locations</li> <li>• Ensure access to washroom facilities by considering adding portable toilets and extending the hours of operation of existing public facilities</li> <li>• Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>• Frontline staff will disseminate important public health materials</li> </ul>	

MEDIUM TERM (1-3 YEARS)			
	ACTIONS (LEAD)	DETAILS	STATUS
Jan 2022	Assess municipal bylaws (Bylaws/NSEM)	<ul style="list-style-type: none"> <li>• Ensure current municipal bylaws support community resilience during extreme heat events (ie hours of operation for municipal parks, water usage restrictions, etc).</li> <li>•</li> </ul>	Not started
Sept 2022	Pilot community project to address social isolation (Planning/NSEM)	<ul style="list-style-type: none"> <li>• NSEM, the City of North Vancouver, and Building Resilient Neighbourhoods Society will launch a pilot program targeting low income seniors and their neighbours. Utilizing emergency planning as a vehicle, the aim of the initiative seeks to address social isolation.</li> </ul>	Pending
May 2022	Develop Extreme Weather Health Kits (NSEM to coordinate)	<ul style="list-style-type: none"> <li>• Create an inventory of Extreme Heat Health Kits. These kits can include any of the following: important health information, heat health information on a fridge magnet, hand held fan, fine mister bottle, freezable eye 'goggles', bottled water, reusable water bottle (preferably metal), sun screen, wide brimmed hats, SPF lip balm, etc. Once items have been collected, Extreme Heat Kits can be put together with specific distribution pathways in mind prioritizing the needs of residents most at risk.</li> </ul>	Pending
April 2022	Expand District of North Vancouver's Urban Tree Canopy Project (Parks, Planning)	<ul style="list-style-type: none"> <li>• Project to be expanded and promote trees that are drought tolerant and produce the maximum shade benefit.</li> </ul>	Status unknown
May 2022	Ensure frontline staff have awareness level training (HR/NSEM)	<ul style="list-style-type: none"> <li>• In cooperation with VCH, develop 'Just in Time' training modules for municipal frontline staff on how to treat Heat Exhaustion and recognize Heat Stroke.</li> <li>• Ensure all frontline staff have the tools required to address Heat Exhaustion as per their training.</li> </ul>	Not started

		<ul style="list-style-type: none"> <li>The initiative may be linked to the greater Extreme Weather Strategy. If this were to occur training for Cold Weather events would take place in the Fall.</li> </ul>	
May 2022	Further develop media strategy (Comms/NSEM)	<ul style="list-style-type: none"> <li>Purchase branded mist tents and slip-n-slides for pop up events or co-location outside of libraries and rec centres to maximize visibility and push the message out to targeted communities.</li> <li>Initiate grassroots campaign for donations of pet carriers and other specific pet supplies for libraries and rec centres.</li> <li>Host a pop-up “Cool Hot Dogs” event to raise awareness of heat waves and their affect on pets.</li> <li>Creating community awareness events that are ‘media friendly’ (run for more than one day, start before 6 o’clock news cut off time, are well-branded, well attended, and fun)</li> <li></li> </ul>	Not started
July 2022 (evaluate)	Improve access to fresh cold water (Enginnering)	<ul style="list-style-type: none"> <li>Additional multi-height, low-barrier water fountains to be acquired and deployed across the North Shore.</li> <li>It is recommended this initiative be combined with the provision of refillable water bottles to those experiencing homelessness.</li> <li>Recommended this initiative be supported by a tri municipal communications plan promoting the public health value of water.</li> </ul>	On going
May 2022	Use existing data (GIS/Fire/NSEM)	<ul style="list-style-type: none"> <li>Map out especially vulnerable buildings and various other sites for targeted messaging and direct outreach</li> <li>Identify gaps in data</li> <li>Consider what it would take to have integrated real time data for operational effectiveness ie Rapid Damage Assessment</li> </ul>	Not started

June 2022 (evaluate)	Develop database of community support workers (NSEM)	<ul style="list-style-type: none"> <li>• Draw resources out of care facilities and into libraries and recreation facilities.</li> </ul>	On going
June (evaluate)	Further enhance engagement strategy (NSEM)	<ul style="list-style-type: none"> <li>• Engage with neighbourhood associations, Translink, seniors facing support services, faith based groups, local business operators such as grocers, drug stores, and food chains to ensure appropriate public safety announcements have maximum penetration across populations for whom municipal social media and other conventional tools are not effective.</li> </ul>	On going

LONG TERM (3-5 YEARS)			
	ACTIONS (LEAD)	DETAILS	STATUS
Sept 2022 (evaluate)	Continue to reduce the Urban Heat Island effect (Parks/Planning)	<ul style="list-style-type: none"> <li>• Greening urban areas, enhancing tree canopy coverage, encouraging larger awnings and covered sidewalks, and improving access to parks and other protective public space.</li> <li>•</li> </ul>	On going
Dec 2022 (evaluate)	Incentivize protective measures (Planning)	<ul style="list-style-type: none"> <li>• Municipalities to ensure new capital investments in public infrastructure take into consideration the future extreme heat needs of the surrounding community.</li> <li>• Municipalities establish incentives for the retrofitting of existing housing to improve cooling and air quality via the addition of heat pumps, air conditioning, ceiling fans and other equipment.</li> <li>• Municipalities to look for opportunities to promote intergenerational housing models and standards for social housing that do not result in the 'warehousing' of vulnerable people.</li> <li>• Review current policies to account for unintended consequences such as the relationship between an</li> </ul>	On going

		<p>increase in A/C usage and surges in electrical power and a higher prevalence of Legionnaires disease.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
Mar 2022 (evaluate)	More research (NSEM/health/academia)	<ul style="list-style-type: none"> <li>• Gaps in research suggest there is further understanding required with regards to the role of social capital on peoples' latent capacity to prepare for, respond to, and recover from emergencies. This is particularly true for communities of racialized minorities, people experiencing homelessness, and those with underlying mental health illnesses.</li> <li>• Although the BC alert system focuses on daily temperature conditions, research shows that the large shift in diurnal pattern in which evening temperatures can reach up to 12°C warmer than their equivalent during cooler periods, is an important factor in heat-related illness that requires additional assessment and more fully developed adaptation measures.</li> <li>• Establish thresholds around maximum <b>indoor</b> temperatures.</li> <li>• Ensure existing municipal priorities/initiatives continue to be informed by climate change adaptation research and Disaster Risk Reduction methodologies.</li> <li>•</li> </ul>	On going
TBD (Linked to UBCM schedule perhaps)	Advocate for amendments to the provincial <i>Residential Tenancy Act</i> , through the Government of British Columbia's Residential Tenancy Branch (municipal leadership)	<ul style="list-style-type: none"> <li>• Tenants must not be threatened with verbal or written warnings or eviction notices for operating fans or air conditioning units or otherwise taking protective measures to cool their rented dwellings during hot weather events.</li> <li>• In buildings, or sections of buildings, where heat is not controlled by tenants, landlords and building managers must ensure that all heating is turned off during periods of hot weather.</li> <li>• Landlords and building managers must be required to post information pertaining to relief measures</li> </ul>	Not started



		<p>distributed by local health authorities in common areas of the property in large print and in multiple languages during extreme hot weather events and other emergencies.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	

# North Shore Extreme Heat Response Plan

May 2022



NORTH SHORE EMERGENCY MANAGEMENT

City of North Vancouver District of North Vancouver District of West Vancouver

## EXTREME HEAT RESPONSE PLAN

Compounded by the urban heat island effect, social vulnerabilities and a population accustomed to a temperate climate, the Heat Dome event in June (2021) led to over 700 excess mortalities across the Province. Locally, First Responders report that emergency calls pertaining to heat related illnesses quickly overwhelmed E-Comm and BCEHS, profoundly impacting access to emergency care for at-risk residents. Simultaneously, official Cooling Centres went largely unused and libraries reported only marginally higher than usual numbers of visitors. To better understand the human health impacts of extreme heat, identify where the vulnerabilities lie, and begin to work with partner agencies to address the specific needs of at-risk residents, NSEM has made (and will continue to make) significant investments in engaging emergency management partners.

### KEY PUBLIC MESSAGING

- The North Shore municipalities are implementing their extreme heat response plan.
- Municipalities have designated Libraries and Community Centres as Cooling Facilities.
- Libraries and Community Centres are culturally safe public spaces to take shelter from extreme heat.
- Older adults may not physiologically compensate for heat stress efficiently, and are therefore less likely to sense and respond to high temperatures.
- Older adults with underlying health concerns such as heart disease, uncontrolled diabetes, emphysema, kidney failure, colitis or mental health illness are especially at risk.
- Residents are encouraged to check in on family members and neighbours.
- More information can be found at [www.cnv.org](http://www.cnv.org), [www.dnv.org](http://www.dnv.org), [www.westvancouver.ca](http://www.westvancouver.ca), [www.nsem.info](http://www.nsem.info), [www.healthlinkbc.ca/healthlinkbc-files/heat-related-illness](http://www.healthlinkbc.ca/healthlinkbc-files/heat-related-illness), [www.ch.ca/heat](http://www.ch.ca/heat), [www.vch.ca/wildfiresmoke](http://www.vch.ca/wildfiresmoke)

#### Media inquiries should be directed to:

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 District of North Vancouver (Carolyn Grafton) 604.990.2416  
 District of West Vancouver (Donna Powers): 604.925.4736; 604.925.7168  
 North Shore Emergency Management (Emily Dicken): 778.338.6305

## 1 OVERVIEW

### 1.1 DESIGNATIONS

Over the last number of months agencies such as Emergency Management British Columbia, the Ministry of Health, BC Center for Disease Control, and Health Emergency Management BC have been working to improve coordination across all levels of government during extreme heat events. One of the outcomes of this work is an updated British Columbia Heat Alert Response System (HARS) which promises to harmonize a two tiered approach to extreme heat notifications and offer local authorities enhanced access to public health subject matter experts. Although the details of HARS are expected to be released late May/early June 2022, the following designations have been shared with local authorities.

### Level 1: Heat Warning:

Environment & Climate Change Canada (ECCC) develops the weather forecast for the Southwest BC Region and will issue a Heat Warning when the criteria for Coastal weather stations is met. This is the time that local authorities across Metro Vancouver will implement their extreme heat plans. When the criteria level is no longer met, HEMBC will issue notification to all parties ending the alert.

#### Heat Warning Criteria for Coastal Southwest BC:

Environment & Climate Change Canada (ECCC) is expecting two or more consecutive days of maximum temperatures to reach 29°C or warmer and nighttime minimum temperatures to fall to 16°C or warmer

### Level 2: Extreme Heat Emergency:

BCCDC monitors daily temperature forecasts and will advise Vancouver Coastal Health when temperatures are expected to reach the Extreme Heat Emergency level. Once the criteria level has been reached, ECCC will issue an Extreme Heat Emergency. When the criteria level is no longer met, HEMBC will issue notification to all parties downgrading the Extreme Heat Emergency to a Heat Warning or ending the alert altogether.

#### Extreme Heat Emergency Criteria for Coastal Southwest BC

Environment and Climate Change Canada (ECCC) is expecting three or more consecutive days of daytime maximum temperatures to reach 32°C or warmer.

## 1.2 CONSIDERATIONS

- The weather driven events of this past year illustrate the inevitable acceleration of global climate change and its future impact on North Shore communities. It must be expected that heat waves, atmospheric rivers, and extreme winter weather events will increase in both frequency and intensity.
- Disaster literature tells us that plans that do not fully acknowledge and account for the specific needs of at-risk citizens invariably fail across social, economic and environmental dimensions. NSEM is committed to centering marginalized citizens such as seniors, racialized minorities, those experiencing housing insecurity and/or homelessness, have limited mobility, or mental health illness, in the work of emergency management.
- In the June 2021, extreme heat related emergency calls overwhelmed the response capacity of BCEHS. As a result, emergency care was significantly reduced for those with already tenuous access to existing services.
- Mitigation strategies must acknowledge and address structural inequity, derive from ongoing community engagement, and be supported by all levels of government. Failing to create policies and procedures that reflect the reality of peoples' lives can and will continue to result in unnecessary loss of life.
- Although there is much work being done within agencies such as Environment Canada, Vancouver Coastal Health, and Emergency Management BC to enhance weather related thresholds and regional notification protocols in support of local authorities, this work has not been completed to date. Currently there is no regional approach to managing extreme weather events with requests for support from municipalities largely managed by EMBC on a case-by-case basis and with very few guidelines.
- Weather forecasts become more accurate the closer to the event, often giving local authorities 2-4 days with which to take action. Although these few days are insufficient to develop coordinated strategies they are more than enough time to convene partners and implement existing Extreme Heat Plans to great effect.
- NSEM has completed a fulsome After Action Review process and convened an Extreme Heat Planning Group from select public safety partner agencies. This group will continue to meet regularly to further develop the Extreme Weather Strategy.

## RESPONSE ACTIVITIES

### 1.3 INITIAL (EXTERNAL) NOTIFICATIONS

A chemical accident, act of terrorism, apartment fire or extreme weather event will all result in a swirl of notifications from agencies with jurisdictional and/or technical authority. NSEM, as the provider of emergency management services for all three North Shore municipalities, is a primary recipient of emergency notifications most often received as Warnings or Alerts.

North Shore Emergency Management provides 24/7 365 municipal standby readiness through the Duty Staff role. Upon receipt of a Warning or Alert, Duty Staff are able to send/receive subsequent notifications, and coordinate any number of municipal supports to local partners. When Duty Staff capacity is exceeded or expected to be exceeded, he/she/they will follow departmental SOPs and activate the Emergency Operations Centre.

Where the municipal response to emergencies requires more time to prepare for than is afforded through conventional external partner notifications, municipalities may choose to develop preparedness thresholds independently. As is illustrated below, NSEM has done just that, by including an interdepartmental and partner agency Heat Advisory. This Heat Advisory designation ensures measures are in place in advance of the 48-72 hours notice an ECCC issued Heat Warning provides. Additionally the Heat Advisory uses what is becoming more widely understood as a maximum allowable indoor temperature (26°C) as a designated threshold.

DESIGNATIONS	THRESHOLDS	ACTIVATION LEVELS
North Shore Emergency Management (NSEM) to initiate interdepartmental and partner agency <b>Heat Advisory</b>	<ul style="list-style-type: none"> <li>When daytime maximum temperatures are expected to reach 26°C or warmer OR;</li> <li>At the discretion of the NSEM Director</li> <li><i>Although there are currently no safe indoor temperature guidelines, the CDCC has referenced the Toronto Public Health's use of 26°C as the valuation signifying maximum allowable indoor temperature.</i></li> </ul>	<b>No EOC activation required</b>
Environment and Climate Change Canada (ECCC) to issue <b>Heat Warning</b>	<ul style="list-style-type: none"> <li>Environment Canada has issued a Heat Warning and is expecting two or more consecutive days of daytime maximum temperatures expected to reach 29°C or warmer and nighttime minimum temperatures expected to fall to 16°C or warmer OR;</li> <li>Vancouver Coastal Health issues a Heat Alert to the public when daily temperature forecasts indicate an average of 29°C at YVR or 34°C at Abbotsford OR;</li> </ul>	<b>EOC Activation Level 1</b> Activation may be virtual or in-person with NSEM standing up sections as required
Environment and Climate Change Canada (ECCC) to issue <b>Extreme Heat Emergency</b>	<ul style="list-style-type: none"> <li>Environment and Climate Change Canada (ECCC) has issued an Extreme Heat Emergency and is expecting three or more consecutive days of daytime maximum temperatures to reach 32°C or warmer OR;</li> </ul>	<b>EOC Activation Level 2</b> In-person EOC with key sections led by a combination of NSEM staff and municipal employees



## 1.4 INTRA-MUNICIPAL NOTIFICATIONS

An important function of NSEM is to ensure public safety partners across the North Shore remain well informed. To that end, upon receipt of external notifications from agencies with jurisdictional or technical authority, NSEM determines the degree to which those notifications require further synthesis and amplification. Some notifications may be for information sharing purposes only, others may include an invitation to convene for further discussion and provide links to regional/provincial coordination calls, and many require amplification into the broader community.

The following section illustrates a three tiered approach to notifications matching designations (Advisory, Warning, and Emergency) with a corresponding group of municipal partners best suited to contribute to the specific phase of the event. Readers will note that as the impact to human health increases so does the depth and breadth of notifications.

DESIGNATIONS	DETAILS	MUNICIPAL PARTNERS
<b>Heat Advisory – No EOC activation</b>	<ul style="list-style-type: none"> <li>○ NSEM to email seasonal Heat Advisory to Extreme Heat Planning Committee</li> <li>○ Advisory will include digital file of Extreme Heat Plan, a reminder to municipal staff to revisit their departmental heat protocols, and a request to confirm primary contacts and designates</li> <li>○ Selected municipal liaisons to external partner agencies are responsible for engaging their respective community contacts and ensuring two way communications has been established</li> </ul>	<b>Extreme Heat Planning Group:</b> <ul style="list-style-type: none"> <li>○ Libraries</li> <li>○ Recreation</li> <li>○ Parks</li> <li>○ Engineering</li> <li>○ HR</li> <li>○ Communications</li> <li>○ Selected municipal liaisons to external partner agencies (ie. Manager of Economic Development, and Homelessness Task Force Coordinator)</li> </ul>
<b>Heat Warning – Level 1 EOC</b>	<ul style="list-style-type: none"> <li>○ NSEM to notify Extreme Heat Response Group that the <i>Extreme Heat Response Plan</i> is being implemented and the EOC is activated at a Level 1</li> <li>○ NSEM to engage municipal leadership and provide a synthesis of ECCC Warning notification and actions underway</li> <li>○ NSEM to send Extreme Heat Response Group an invitation to initial municipal coordination call</li> <li>○ Extreme Heat Response Group will be forwarded invitations to regional coordination calls as they become available</li> <li>○ Municipal Comms teams, NSEM, and North Shore Health partners will convene to synthesize ECCC notifications and ensure common messaging across North Shore</li> <li>○ Municipal Comms teams will send notifications to their respective work forces and department leads will ensure appropriate health and safety protocols are in place</li> <li>○ NSEM to notify EMBC of a Level 1 Activation</li> <li>○ NSEM and Comms teams will amplify Heat Warning to general public as per the Comms Strategy</li> </ul>	<b>Extreme Heat Response Group:</b> <ul style="list-style-type: none"> <li>○ All Extreme Heat Planning Committee members AND;</li> <li>○ Municipal Fire</li> <li>○ Police</li> <li>○ HEMBC</li> <li>○ Vancouver Coastal Health</li> <li>○ CAOs or designates</li> </ul>

<b>Extreme Heat Emergency – Level 2 EOC</b>	<ul style="list-style-type: none"> <li>○ NSEM to notify Extreme Heat Executive Group that the <i>Extreme Heat Response Plan</i> has been implemented and the EOC is activated at a Level 2</li> <li>○ NSEM to provide Extreme Heat Executive Group a synthesis of ECCC Emergency notification and actions currently underway</li> <li>○ NSEM to convene Extreme Heat Executive Group to provide a synthesis of ECCC Emergency notification and actions currently underway and to establish strategic priorities and ensure appropriate linkages into the EOC have been made</li> <li>○ NSEM to utilize Alertable system to convey risk to public health</li> <li>○ Municipal Comms teams will convene to synthesize ECCC notifications and ensure common messaging across North Shore</li> <li>○ Municipal Comms teams will send notifications to their respective work forces</li> <li>○ Department leads will ensure appropriate health and safety protocols are in place including redeploying outside staff (where appropriate) to EOC for tasking</li> <li>○ NSEM to notify EMBC of a Level 2 Activation</li> <li>○ NSEM and Comms teams will amplify Extreme Heat Emergency to general public as per the Comms Strategy</li> </ul>	<b>Extreme Heat Executive Group:</b> <ul style="list-style-type: none"> <li>○ Fire Chiefs</li> <li>○ Superintendent RCMP</li> <li>○ Municipal Engineering Leads</li> <li>○ Municipal Communications Leads</li> <li>○ MHO, Vancouver Coastal Health</li> <li>○ Superintendent of School District</li> <li>○ CAOs</li> </ul>
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## 1.5 COORDINATED RESPONSE ACTIVITIES

An Environment and Climate Change Canada (ECCC) Heat Warning or Extreme Heat Emergency notification signifies an imminent threat to public health and safety that requires a coordinated response throughout all levels of government and across all public safety partners on the North Shore. Within the first operating period it is important that response partners confirm roles and responsibilities, and begin to coordinate their response activities across departments, jurisdictions and agencies. Typically this work is initiated by debriefing leadership, convening a North Shore coordination call, and activating the Emergency Operations Center. The following section illustrates a three tiered coordination approach that aims to leverage existing municipal capacities. Readers will notice that much of the coordination work is ‘front loaded’ in that it occurs well in advance of Environment and Climate Change Canada (ECCC) notifications.

FUNCTION	LEAD	DETAILS
<b>Heat Advisory – No EOC activation</b>	NSEM	<ul style="list-style-type: none"> <li>○ Ensure contacts lists are current and notifications procedures are well understood</li> <li>○ Convene Extreme Weather Planning Group</li> <li>○ Develop seasonal Communications Strategy</li> <li>○ Ensure NSEM, municipal Communications teams, and local Health representatives understand their roles and responsibilities moving into summer months</li> <li>○ Confirm community wrap around supports are available and ready to be deployed to libraries, community centres, and elsewhere as the need arises</li> <li>○ Ensure Extreme Heat Plan is evergreen</li> <li>○ Ensure the Emergency Operations Centre is operationally ready</li> </ul>

		<ul style="list-style-type: none"> <li>○ Continue to engage with external partners to better understand and account for the specific needs of at-risk residents</li> <li>○</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>○ Seasonal Heat messaging becomes a tri-municipal priority</li> <li>○ NSEM and Comms teams convene to confirm Comms Strategy</li> <li>○ In cooperation with NSEM and local Health partners, Comms leads development of Media strategy that integrates local broadcasters and publishers as public health partners</li> <li>○ Lead the branding, graphics, and printing of municipal public safety materials including resource maps, stay safe information, large format cooling centre signage, etc.</li> <li>○ Alternatives to web-based communications have been identified and distribution pathways established</li> <li>○ Municipal websites and social media platforms prioritize extreme heat information</li> </ul>
	Community Centres	<ul style="list-style-type: none"> <li>○ Community Centres have facility specific Extreme Heat Plans and protocols in place inclusive of staffing surge capacity, extended hours of operation, ad hoc programming, building requirements, unintended consequences, etc.</li> <li>○ Community centres are prepared to provide shelter, access to water, cool showers, and important public health information.</li> <li>○ Wherever possible, recreational facilities plan to provide appropriate activities for patrons seeking refuge from extreme heat.</li> <li>○ Supplementary community supports have been identified and are in place for Heat Warning or Extreme Heat Emergency if one were to occur</li> <li>○ Managers understand the circumstances under which overtime hours are eligible under task and on the process for reimbursement</li> <li>○ Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>○ As and when Health Kits are developed, staff will ensure they are complete and ready to deploy</li> </ul>
	Libraries	<ul style="list-style-type: none"> <li>○ Libraries have facility specific Extreme Heat Plans and protocols in place inclusive of staffing surge capacity, extended hours of operation, building requirements, unintended consequences , etc.</li> <li>○ Libraries are prepared to provide shelter, access to water, and important public health information</li> <li>○ Supplementary community supports have been identified and are in place for a Heat Warning or Extreme Heat Emergency if one were to occur</li> <li>○ Managers understand the circumstances under which overtime hours are eligible under task and on the process for reimbursement</li> <li>○ Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>○ As and when Health Kits are developed, staff will ensure they are complete and ready to deploy</li> </ul>
	Engineering	<ul style="list-style-type: none"> <li>○ Ensure Libraries and community centres have what they need to be successful</li> <li>○ Ensure future needs are considered when planning for annual</li> </ul>

		<ul style="list-style-type: none"> <li>○ maintenance and servicing</li> <li>○ Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>○ Frontline staff have public health safety materials on hand</li> </ul>
	Parks	<ul style="list-style-type: none"> <li>○ Continue to enhance municipal green space with a focus on drought tolerant, shade bearing trees in public spaces near or adjacent to buildings with high numbers of low-income seniors or in locations suffering from the urban heat island effect</li> <li>○ Further enhancement of trails, parks, and pathways to ensure accessibility for people with limited mobility</li> </ul>
	Fire	<ul style="list-style-type: none"> <li>○ Awareness level engagement in Extreme Heat Planning Group</li> </ul>
<b>Heat Warning – Level 1 EOC</b>	NSEM	<ul style="list-style-type: none"> <li>○ Notify EMBC that the Emergency Operations Centre has been activated to a to a Level 1</li> <li>○ Convene coordination call and initiate notifications with municipal response partners as outlined in Section 1.4 (above)</li> <li>○ Ensure Libraries and Community Centres are supported while providing Cooling Facility services.</li> <li>○ NSEM to provide Sit Rep template to Cooling Facilities</li> <li>○ Provide Cooling Facilities with cold water, snacks and public health safety materials.</li> <li>○ Coordination of volunteers in support of public education (information tents, direct outreach, door knocking initiatives, etc)</li> <li>○ Daily Situation Reports from Cooling Facilities will be collated and shared with municipal response partners (Planning Section)</li> <li>○ In collaboration with Comms teams, initiate Comms Strategy</li> <li>○ Ensure community partner agencies have accurate and timely information and resources for distribution through existing pathways</li> <li>○ Municipalities to assess capacity to support existing community services organizations with direct outreach ie. EOC may be used as a call centre</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>○ Initiate Media strategy including the identification of media liaison(s)</li> <li>○ Comms team to support Comms Strategy</li> <li>○ Leads will forward Heat Warning notifications to their respective municipal staffs teams</li> <li>○ Municipal frontline staff are encouraged to distribute public health safety materials</li> <li>○ Signage designating libraries and community centres as Cooling Facilities delivered to sites</li> <li>○ Posters distributed to community partners (local businesses, pharmacists, seniors serving agencies, etc)</li> </ul>
	Community Centres	<ul style="list-style-type: none"> <li>○ Established as official Cooling Facility locations</li> <li>○ To provide culturally safe public spaces to take shelter from extreme heat.</li> <li>○ Enhance public access to water fountains, showers, and washrooms.</li> <li>○ Recreational programming will try wherever possible, to accommodate for the emergency cooling needs of local residents</li> <li>○ Individual facilities will work in concert when extending hours of operation as the need demands</li> </ul>

		<ul style="list-style-type: none"> <li>○ Accommodations will be made to support the needs of residents accompanied by household pets</li> <li>○ Individual locations will provide daily Situation Reports with NSEM to provide template</li> </ul>
	Libraries	<ul style="list-style-type: none"> <li>○ Established as official Cooling Facility locations</li> <li>○ Activate site specific Extreme Heat Plans</li> <li>○ To provide culturally safe public spaces to take shelter from extreme heat.</li> <li>○ Provide public access to water fountains and washrooms.</li> <li>○ Supplementary community services are present to provide wrap around supports as required</li> <li>○ Accommodations will be made to support the needs of residents accompanied by household pets</li> <li>○ Individual locations will provide daily Situation Reports with NSEM to provide template</li> </ul>
	Engineering	<ul style="list-style-type: none"> <li>○ Deploy portable water stations and mist tents in strategic locations</li> <li>○ Ensure access to washroom facilities by considering adding portable toilets and extending the hours of operation of existing public facilities</li> <li>○ Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>○ Frontline staff will disseminate important public health materials</li> </ul>
	Parks	<ul style="list-style-type: none"> <li>○ Ensure access to washroom facilities by considering adding portable toilets and extending the hours of operation of existing public facilities</li> <li>○ Frontline staff have awareness level training on how to treat Heat Exhaustion and recognize Heat Stroke</li> <li>○ Frontline staff will call 911 when required to assist people who are exhibiting signs of heat-related illness.</li> <li>○ Frontline staff will disseminate important public health materials</li> </ul>
	Fire	<ul style="list-style-type: none"> <li>○ Participate in coordination calls</li> <li>○ Continue to provide advanced First Aid supports for heat related illnesses</li> <li>○ Provide supplementary support to public wellness checks and public education events</li> </ul>
<b>Extreme Heat Emergency – Level 2 EOC</b>	NSEM	<ul style="list-style-type: none"> <li>○ Engage Extreme Heat Executive Group as outlined in Section 1.4</li> <li>○ Notify EMBC that the Emergency Operations Centre has been activated to a Level 2</li> <li>○ Utilize Alertable to convey risk to public health</li> <li>○ Stand up EOC, filling all sections with a combination of municipal and NSEM staff</li> <li>○ Ensure appropriate liaisons from partners agencies are in the EOC</li> <li>○ Host daily coordination calls with Extreme Heat Response Group as identified in Section 1.4</li> <li>○ Continue to ensure Libraries and Community Centres are supported while providing Cooling Facility services.</li> <li>○ Ensure Site Support staff are deployed to Libraries and Community Centres as required (preferably NSEM or Fire staff familiar with Incident Command System)</li> <li>○ Operations Section to work with community liaisons in identifying opportunities to support direct outreach activities</li> <li>○ Community outreach initiatives including wellness checks</li> </ul>



		coordinated through the EOC ○ Advanced Planning Unit activated to determine overflow Cooling Facilities and associated logistics including transportation ○ Lead management of convergent volunteers ○ Lead redeployment of municipal assets as they become available (ie Parks and/or engineering staff)
	Comms	○ Deploy to EOC as required ○ Continue to lead media strategy ○ Continue to implement comms strategy
	Community Centres	○ Prioritize community centre space and resources to response activities ○ Continue to communicate needs to EOC via daily sit reps ○ Utilize supplementary municipal resources as they become available ○ Provide supplementary support to overflow sites when capacity is exceeded
	Libraries	○ Prioritize library space and resources to response activities ○ Continue to communicate needs to EOC via daily sit reps ○ Utilize supplementary municipal resources as they become available ○ Provide supplementary support to overflow sites when capacity is exceeded
	Engineering	○ Outdoor staff (where appropriate) redeployed to EOC for tasking ○ Frontline staff continue to provide basic first aid and public education supports
	Parks	○ Outdoor staff (where appropriate) redeployed to EOC for tasking ○ Frontline staff continue to provide basic first aid and public education supports
	Fire	○ Provide Liaison to municipal EOC ○ Continue to provide advanced First Aid supports for heat related illnesses ○ Provide supplementary support to public wellness checks and public education events

## 1.6 DE-ACTIVATION

FUNCTION	LEAD	DETAILS
<b>Cessation of Extreme Heat Plan activities</b>	All Departments	○ All departments to review their response activities to the extreme heat event and make changes to their departmental extreme heat plans as required.
<b>Debrief of municipal response</b>	NSEM	○ NSEM to facilitate an After Action Review after all Level 1 and 2 Extreme Heat activations.
<b>Reconcile supplementary response costs</b>	NSEM	○ NSEM to lead municipal effort to reconcile costs and seek reimbursement from EMBC as articulated in the Emergency Program Act

## 2 TOOLKIT

### 2.1 EXTREME HEAT PLANNING GROUP

Agency	Function Lead	Phone	email
<b>City of North Vancouver</b>			
Communications	Pardeep Purewal	604.982.8338	ppurewal@cnv.org
Library	Deb Hutchison Koep		dkoop@cnv.org
Engineering	Karyn Magnusson	604.983.7338	kmagnusson@cnv.org
Fire	Andrew Payne	778.928.4732	apayne@cnv.org
Facilities	Joel Roy	604.983.7305	jroy@cnv.org
Planning	Renee de St. Croix	604.982.3993	rdestcroix@cnv.org
Economic Development	Siobian Smith		ssmith@cnv.org
Community Access	Rebecca Knight		rknight@cnv.ca
<b>District of North Vancouver</b>			
Communications	Carolyn Grafton	604.990.2416	graftonc@dnv.org
Libraries	Jacqueline van Dyk	604.990.3740	jvandyk@nvdpl.ca
Engineering	Steve Ono	604.990.2359	sono@dnv.org
Facilities	Nicola Chevallier	604.990.2333	chevalliern@dnv.org
Planning	Cristina Rucci	604.990.2274	ruccic@dnv.org
Parks			
<b>District of West Vancouver</b>			
Communications	Donna Powers	604.925.7168	dpowers@westvancouver.ca
Libraries	Stephanie Hall	604-925-7424	shall@westvanlibrary.ca
Engineering	Jenn Moller	604-925-7171	jmoller@westvancouver.ca
Parks, Culture and Community Services	Sue Ketler	604.925.7126	sketler@westvancouver.ca
Facilities	John Wong	604.921.3420	jtwong@westvancouver.ca
Community Development	Arleta Beckett	604.921.3404	abeckett@westvancouver.ca
Sr. Community Services	Jill Lawlor	604.921.3467	jlawlor@westvancouver.ca
Children and Families	Alison Getz		agetz@westvancouver.ca
<b>North Shore Emergency Management</b>			
	Emily Dicken	778.338.6305	edicken@nsem.ca
	John Hawkes	604.314.4122	jhawkes@nsem.ca
<b>North Vancouver Recreation &amp; Culture Commission</b>			
	Howard Kiang	604.983.535	howard.kiang@nvrc.ca
	Melissa Mueller	604.983.6304	Melissa.mueller@nvrc.ca
<b>Health</b>			
PHSA	Christine Turenko	604.690.5705	Christine.turenko@phsa.ca
PHSA	Breanna Gregory		Breanna.gregor@phsa.ca
VCH	Emily Peterson		Emily.peterson@vch.ca

### 2.2 EXTREME HEAT RESPONSE GROUP

Agency	Function Lead	Phone	email
<b>City of North Vancouver</b>			
Communications	Pardeep Purewal	604.982.8338	ppurewal@cnv.org
Library	Deb Hutchison Koep	604.990.4226	dkoop@cnv.org
Engineering	Karyn Magnusson	604.983.7338	kmagnusson@cnv.org
Fire	Andrew Payne	778.928.4732	apayne@cnv.org
Facilities	Joel Roy	604.983.7305	jroy@cnv.org
Planning	Renee de St. Croix	604.982.3993	rdestcroix@cnv.org

Economic Development	Siobian Smith		ssmith@cnv.org
Community Access Coord.	Rebecca Knight		rknight@cnv.ca
<b>District of North Vancouver</b>			
Communications	Carolyn Grafton	604.990.2416	graftonc@dnv.org
Libraries	Jacqueline van Dyk	604.990.3740	jvandyk@nvdpl.ca
Engineering	Steve Ono	604.990.2359	sono@dnv.org
Facilities	Nicola Chevallier	604.990.2333	chevalliern@dnv.org
Planning	Cristina Rucci	604.990.2274	ruccic@dnv.org
Parks			
<b>District of West Vancouver</b>			
Communications	Donna Powers	604.925.7168	dpowers@westvancouver.ca
Libraries	Stephanie Hall	604-925-7424	shall@westvanlibrary.ca
Engineering	Jenn Moller	604-925-7171	jmoller@westvancouver.ca
Parks, Culture and Community Services	Sue Ketler	604.925.7126	sketler@westvancouver.ca
Facilities	John Wong	604.921.3420	jtwong@westvancouver.ca
Planning			
West Vancouver Rec			
<b>North Shore Emergency Management</b>			
	Emily Dicken	778.338.6305	edicken@nsem.ca
	John Hawkes	604.314.4122	jhawkes@nsem.ca
<b>North Vancouver Recreation &amp; Culture Commission</b>			
	Howard Kiang	604.983.535	howard.kiang@nvrc.ca
<b>Health</b>			
PHSA	Christine Turenko	604.690.5705	Christine.turenko@phsa.ca
PHSA	Breanna Gregory		Breanna.gregor@phsa.ca
VCH	Emily Peterson		Emily.peterson@vch.ca
<b>Fire Chiefs</b>			
District of North Vancouver	Brian Hutchinson	604.990.3676	hutchinsonb@dnv.org
City of North Vancouver	Greg Schalk	604.340.8870	gschalk@cnv.org
District of West Vancouver	Dave Clark	604.319.0109	dclark@westvancouver.ca
<b>Police</b>			
RCMP			
West Vancouver Police			
	24 hour Duty Officer	1.855.675.2436	n/a

## 2.3 EXTREME HEAT EXECUTIVE GROUP

Agency	Function Lead	Phone	email
<b>CAOs</b>			
District of North Vancouver	Dave Stuart	604.240.2788	StuartD@dnv.org
City of North Vancouver	Leanne McCarthy	778.222.5103	lmccarthy@cnv.org
District of West Vancouver	Robert Bartlett	604.313.6152	rbartlett@westvancouver.ca
<b>Superintendents</b>			
RCMP	William Yee	604.969.7400	william.yee@rcmp-grc.gc.ca
School Board	Pius Ryan		
<b>Fire Chiefs</b>			
District of North Vancouver	Brian Hutchinson	604.990.3676	hutchinsonb@dnv.org
City of North Vancouver	Greg Schalk	604.340.8870	gschalk@cnv.org
District of West Vancouver	Dave Clark	604.319.0109	dclark@westvancouver.ca
<b>North Shore Emergency Management</b>			
Director	Emily Dicken	778.338.6305	edicken@nsem.ca

Health Partner			
MHO w. VCH	Michael Schwandt	604.657.3915	Michael.schwandt@vch.ca

## 2.4 PHYSICAL ASSESTS

### A. Cooling Facilities\*

City of North Vancouver	Location
<i>Community Recreation centres</i>	
Harry Jerome Community Recreation Complex	123 East 23 <sup>rd</sup> street
John Braithwaite Community Centre	145 East 1 <sup>st</sup> Street
<i>Library</i>	
North Vancouver City Library	120 14th Street West
<b>District of North Vancouver</b>	
<i>Community Recreation centres</i>	
Delbrook Community Recreation Centre	851 West Queens Road
North Vancouver Tennis Centre	280 Lloyd Avenue
Karen Magnussen Community Recreation Centre	2300 Kirkstone Road
Parkgate Community Centre	3625 Banff Court
Ron Andrews Community Recreation Centre	931 Lytton Street
<i>Libraries</i>	
Capilano Library	3045 Highland Blvd
Lynn Valley Library	1277 Lynn Valley Road
Parkgate Library	3675 Banff Court
<b>District of West Vancouver</b>	
<i>Community Recreation centres</i>	
West Vancouver Community Centre	2121 Marine Drive
West Vancouver Aquatic Centre	2121 Marine Drive
Gleneagles Community Centre	6262 Marine Drive
West Vancouver Seniors' Activity Centre	695 – 21 <sup>st</sup> Street
West Vancouver Ice Arena	786 – 22 <sup>nd</sup> Street
<i>Library</i>	
West Vancouver Memorial Library	1950 Marine Drive

\*Note: not all municipal locations are included; only those locations having adequate staffing levels to serve the public are listed.

### B. Outside Water Fill Stations/Fountains\*

City of North Vancouver	
Grand Blvd. Park	13 <sup>th</sup> and Grand Blvd.
Mosquito Creek Park	17 <sup>th</sup> and Fell Ave.
Kings Mill Walk Park	Harbourside Pl.
Waterfront Park	200 Blk W. Esplanade
Mahon Park – beside concession stand	1700 Jones Ave.
Norseman Park	23 <sup>rd</sup> St. & Lonsdale Ave.
14th St Civic Plaza	14th and Lonsdale
Stella Jo Dean Plaza	147 East 14 <sup>th</sup> St.
Victoria Park East at Lonsdale	Keith and Lonsdale

100 Blk W 2nd Street – mid block north side	100 Blk W. 2 <sup>nd</sup>
Derek Inman Park – North side	200 E 1 <sup>st</sup> St.
Shipbuilder's Square	Wallace Mews
Confederation Field	2145 Jones Ave.
Harry Jerome Skate Park	2300 Lonsdale Ave.
<i>NOTE: when required, CNV Engineering can make other locations available during extreme situations</i>	
<b>District of North Vancouver</b>	
Grousewoods Park (drinking water station)	Grousewoods Park
Cleveland Park (drinking water station)	Nancy Greene Way
Eldon Park Fieldhouse (washroom, drinking water station)	410 Ruby Ave.
Eldon Park Baseball Diamonds (drinking water station)	410 Ruby Ave.
Murdo Frazer Tennis Courts (water fountains)	3092 Paisley Rd.
Delbrook Field (washroom building)	Delbrook Ave.
William Griffin (drinking water station, washroom building)	West Queens Rd.
Norgate Field (drinking water station, washroom building)	309 19 <sup>th</sup> St.
Princess Park (washroom building)	Princess Ave.
Kirkstone Park (washroom building)	Kirkstone Rd.
Kilmer Field (washroom building, drinking water station)	1700 Dempsey Rd.
Top of Mountain Highway (drinking water station)	Drinking water station
Lynn Canyon Park (washrooms, café, drinking water station)	3690 Park Rd.
Viewlynn Park (washroom building, drinking water station)	2555 Viewlynn Dr.
Bridgeman Park (washroom building, drinking water station)	625 Mountain Hwy.
Inter River Field #1 (washroom at Inter River South)	Inter River Park Rd.
Inter River Field #2, #3 (washroom at Inter River South)	Inter River Park Rd.
Inter River Field #4, #5, #6 (wash trailer with water)	Inter River Park Rd.
Inter River Fields #7, #8 (wash trailer with water)	Inter River Park Rd.
Windsor Field (washroom, drinking water station)	Plymouth Dr.
McCartney Creek Field (washroom, drinking water station)	Larkhall Cres.
Garibaldi Park (drinking fountain)	Garibaldi Dr.
Parkgate Park (washroom building, drinking water station)	1270 Parkgate Ave.
Roche Point Field (drinking water station)	Roche Point Dr.
Cates Park (drinking water station, concession, washrooms)	4141 Dollarton Hwy.
East Cates (washroom building)	4000 Dollarton Hwy.
Myrtle Park Field House/Water Park (washroom, drinking water station)	4383 Cove Cliff Rd.
Deep Cove (washroom building, drinking water station)	Rockcliff Rd.
Panorama Park (washroom building, drinking water station)	Panorama Dr.
<b>District of West Vancouver</b>	
Ambleside Park North •Rutledge Field •Fieldhouse Washroom Exterior •Between D and E fields	1243 Marine Dr.
Ambleside Park South – Ocean side of concession	1200 Argyle
John Lawson Park	Foot of 17 <sup>th</sup> St
Chippendale Roadside Park	Chippendale Road - Between Highgrove Pl. and Highland Pl.



Horseshoe Bay Park – Washroom exterior	6441 Bay St
Capilano View Cemetary	1490 3rd St, West Vancouver, BC V7S 2Y2
Gleneagles Skate Park	6262 Marine Dr.
Normanby Park	Pinecrest Dr.
Dundarave Park – Washroom exterior	Foot of 25th St.

\*These potable water locations are tested and maintained by the engineering departments as per legislative requirements.

C. Spray Parks

<b>City of North Vancouver</b>	
Mahon Park	17 <sup>th</sup> and Jones Avenue
<b>District of North Vancouver</b>	
Eldon Park	Sunset Boulevard and Ruby Crescent
Kilmer Park	Between Dempsey Road and Kilmer Road (1600 Block Dempsey Road)
Myrtle Park	Off 1500 Block Deep Cove Road, 4400 Block Banbury Road
Viewlynn Park	2600 Block of Viewlynn Drive
<b>District of West Vancouver</b>	
Ambleside Park	1200 Argyle
John Lawson Park	Wading Pool, at the foot of 17 <sup>th</sup> street
Dundarave Park	Wading Pool, at the foot of 24 <sup>th</sup> street

D. District of West Vancouver Fire Rescue Rehabilitation Trailer

Used for large scale incidents, training, recruitment, and incidents during adverse weather conditions and used for firefighters' rehabilitation. The trailer is currently stocked with the following items:

- One canopy
- Garbage bags
- Cooler
- 2 flats water and Gatorade
- 2 wheel chocks
- 4 kore cooler chairs with clear arm bags (chairs that effectively reduce body heat quickly by inserting both arms in cold water)

E. Portable Water Wagon

- Metro Vancouver has several portable water wagons which they offer at outdoor events if they are booked in advance.
- City of North Vancouver has its own portable water station used during festivals and can be utilized during an extreme heat event.



# EXTREME HEAT COMMUNICATIONS PLAN

North Shore Emergency Management

May 2022





## **ABOUT THIS REPORT**

North Shore Emergency Management  
British Columbia, Canada

District of North Vancouver  
City of North Vancouver  
District of West Vancouver

Extreme Heat Communications Plan  
May 2022

Designed and prepared by North Shore  
Emergency Management

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## Purpose

North Shore Emergency Management's (NSEM) After Action Review of 2021 extreme weather events identified the need for a coordinated and strategic communications approach to ensure that North Shore residents are effectively informed of, and equipped to respond to, Extreme Weather events.

This effort is part of a broader NSEM strategy to mitigate climate risks and enhance societal resilience, and will initially focus on 2022 summer heat events, providing a framework for associated communications goals, messaging, activities, roles and responsibilities.

## Background

In 2021, British Columbians were subjected to an unprecedented range of extreme weather disasters, with the North Shore particularly impacted by a late-June Heat Dome event. Compounded by the urban heat island effect, social vulnerabilities, and a population and infrastructure adapted to a temperate climate, this disaster led to over 700 excess mortalities and thousands of heat-related illnesses in BC, straining response and health resources already struggling with the challenges of COVID-19.

During the last several months, public health experts have established clear linkages between mortality and specific risk factors during heat events, including: age; material and social deprivation; physical co-morbidities (heart disease, obesity, diabetes, high blood pressure); mental illness (schizophrenia, substance use, depression, mood/anxiety disorders); and access to green space.

NSEM's response to the Heat Dome was based on the 2019 North Shore Extreme Heat Initial Response Plan. When the Heat Advisory was issued by Emergency Management BC (EMBC), NSEM stood up a level 1 Emergency Operations Center and initiated coordination calls to engage response agencies and partners, also activating a Cooling Center (initially at the North Shore Neighborhood House, subsequently relocated to the Pipe Shop at Lonsdale Quay). Municipal Parks, Recreation and library staff played a significant role in providing additional supports and services to North Shore residents, with libraries reporting higher than normal numbers of visitors during the heat wave, many specifically seeking a climate-controlled space; the City of North Vancouver Library extended their operating hours to meet this demand. First responder resources were heavily strained, at times resorting to hospital transport in police and fire vehicles.

It is a best practice in emergency management to conduct an After-Action Review (AAR) as soon as practical following significant events in order to assess event-related processes and activities, and recommend revisions and enhancements to reduce the consequence of future events. This process included internal reviews by NSEM and workshops with partners including the City of North Vancouver (where most 2021 response activities took place), regional Health agencies, and community-based organizations. NSEM also attended regional and provincial after-action sessions, and undertook research on national and international best practices with support from academic experts from Simon Fraser University and the University of British Columbia.

## Key Considerations

ECCC and meteorological sources have a high attribution confidence linking 2021 heat events with irreversible climate change. They also concur that Level 1 “Heat Advisory” events are likely to occur multiple times per year, while Level 2 “Heat Emergency” events like the Heat Dome are anticipated at least every 5-10 years. Wildfire smoke events will also increase accordingly, with 2022 forecasts already seeing early drought conditions in the Interior. Extreme weather events are the new norm.

Those Levels are from Canada’s Heat Alert Response System (HARS), established in 2018 by Environment and Climate Change Canada (ECCC) and Health Canada, with Level 1 events equating to a 5% mortality increase vs norms, and Level 2 at 20%. In 2021, BC used its own system, driven by Health Emergency Management BC (HEMBC), with a single trigger point that varied by region. HARS has recently been updated and will be replaced by a two-tier federal hierarchy, for which ECCC will attempt to confirm triggers 3-5 days out (at least for internal planning purposes). This now uses regional temperature-based trigger points for Advisories (in the Lower Mainland, sustained temperatures of 29 degrees in the daytime, 16 at night), with Emergencies being defined as steadily increasing temperatures significantly above seasonal norms.

While this plan focuses on heat, air quality events owing to wildfire smoke are more likely than a Level 2 heat event. With the exception of encouraging use of outdoors spaces, NSEM and partner activities would be similar to heat events however, with communications approaches adapted similarly; though some advance considerations should be implemented for this risk i.e. pre-prepared templates specific to air quality events.

The 2021 North Shore Extreme Weather After-Action Review identified a range of challenges related to communications:

### Internal (i.e. municipal)

- Advance access to health-informed messaging;
- Consistent flow of information from partners to NSEM and then to municipalities;
- Pre-established event-specific contacts lists and designated leads impeded initial coordination;
- Event triggers were unclear and issued in a manner not ideal for adequate coordination;
- Timely and accurate notifications and situational reports (e.g. templates, pre-messaging);
- Key provincial support partners face demands from dozens of other authorities during such events;

### External

- Event thresholds vary across the Lower Mainland and are not linked with actions;
- Municipal and partner communications were not always consistent, timely or coordinated; with residents and local agencies unclear of which was most authoritative source;
- Outreach and information gathering for homeless and under-housed populations is beyond the capacity of government agencies, while targeting senior adults and those with socio-economic or health challenges is also a significant challenge, with both being audiences underserved by “digital-first” approaches;
- Rapid establishment and relocation of cooling centers posed awareness issues;
- There was a need for mapping resources sharing permanent infrastructure supports (i.e. greenspaces, water sources, washrooms, climate controlled public spaces, etc.).



## Communications Objectives

1. Broadly, the goals of this approach are to maximize public understanding and awareness of heat events and associated risks; fully engage local, regional and provincial agencies to leverage their subject-matter expertise; and to ensure that preparation and response efforts are driven by an equity-seeking lens, whereby no identified group is disadvantaged in its ability to maximize resilience for heat events.
2. NSEM, key response partners and municipal communications teams should coordinate their communications efforts through an audience- and event-centric lens, using the North Shore Public Safety Public Education & Communications Working Group model, whereby a single set of coordination messages and actions are jointly agreed-upon but individually led (dependent on expertise and capacity), disseminated by all partners through their digital and front-line channels, and amplified by community agency stakeholders with bespoke outreach to designated target populations.
3. Broad public messaging should be:
  - Timely (regularly updated);
  - Accurate (informed by trusted sources);
  - Relevant (localized, responsive);
  - Accessible (plain language, translated);
  - Consistent (across municipalities and with provincial/federal partners); and,
  - Provided through diverse channels (not only social media) to reach multiple audiences.
4. Community agency partners should be engaged to help identify populations and locations with specific needs/risks, what their specific challenges are, how the agencies can support or be equipped to help address those challenge. Vulnerable populations generally have fewer connections, working through agencies they know and trust may be the only way to reach some.

## Roles and Responsibilities

Agencies	Roles & Responsibilities
NSEM	<ul style="list-style-type: none"><li>• Partner coordination and liaison</li><li>• Hub for risk and event information (externally via EOC during events, extreme weather working group ongoing)</li><li>• Issues Alertable messaging with input from response partners</li><li>• Creates event specific content and messaging</li></ul>
Municipalities	<ul style="list-style-type: none"><li>• Communications expertise</li><li>• Technical supports (e.g., graphics, GIS, IT)</li><li>• EOC staff (if required)</li><li>• Front line outreach (e.g., parks, recreation, libraries, etc.)</li><li>• Messaging review from municipal leadership</li><li>• Content amplification</li></ul>
Response Partners	<ul style="list-style-type: none"><li>• Advise on public safety messaging</li></ul>

	<ul style="list-style-type: none"> <li>• Confirm impacted audiences and event-related emergency services</li> <li>• Content amplification</li> </ul>
Community-Based Organizations (CBOs)	<ul style="list-style-type: none"> <li>• Advise on targeted audience messaging</li> <li>• Outreach and amplification</li> </ul>
HEMBC & Health Partners	<ul style="list-style-type: none"> <li>• Provide, review and advise on health-specific messaging content</li> <li>• Broker linkages and information sharing with sectoral partners and resources (e.g., HARS)</li> </ul>
EMBC	<ul style="list-style-type: none"> <li>• Coordination of provincial information and resources via regional coordination calls, Emergency Info BC and Prepared BC</li> <li>• Support regional leadership decision making through the Integrated Partnership for Regional Emergency Management (IPREM)</li> <li>• Issue Alert Ready and broadcast-intrusive messaging</li> </ul>

## Target Audiences

- North Shore general public (for broad, standard messaging)
- Designated target populations with specific identified vulnerabilities to heat risk, including:
  - Adults over 50
  - First-generation Canadians
  - Under-housed or experiencing homelessness
  - Physical (heart disease, obesity, diabetes, high blood pressure) or mental health co-morbidities (schizophrenia, dementia, substance use, depression, mood/anxiety disorders)
- Response agencies which include DNV/DWV/CNV FD, WV Police and RCMP, BCEHS, North Shore Rescue and RCMSAR
- Community agencies (support general and targeted population focused dissemination of messaging)
- Multi-unit Property Owners (stemming from their duty of care to their residents)

## Activities (\* denotes AAR Recommendation)

### Internal

- Develop and confirm a strategy guiding timely and accurate public information-sharing between the three municipalities, NSEM, response agencies, partners, and the public [NSEM]
- Utilize standing bodies for consultation through which communications leads can elicit input from partners on target audience communications considerations (e.g. reaching vulnerable populations, conflicts with COVID or smoke messaging, etc.) [NSEM]:
  - **Extreme Heat Planning Group** (EHPG): Municipal reps. responsible for contributing to creation and implementation of heat response activities;
  - **Extreme Heat Response Group** (EHRG): Municipal and agency reps responsible for coordinating direct response immediately prior to and during EW events;
  - **Extreme Weather Advisory Committee** (EWAC, 20-40 members): Select governmental/academic/economic/social agency reps. Responsible for reviewing and providing advice on specific elements of NSEM mitigation and response activities (e.g. communications, outreach, advocacy), providing subject matter expertise from the lens of their respective portfolios. Engagement may be broad-based or sector-specific as required by NSEM. Representation to be confirmed through agency leads by Summer 2022.

- Co-construct common public health messaging with health system partners in advance of events, consistency of content is key - signage, messaging, etc.\* *[Comms WG]*
- Identify and address internal messaging needs for municipal staff & leadership, including early warning of potential events *[CNV/DNV/DWV]*
- Designate media lists, spokesperson contacts and approaches for outreach and liaison *[Comms WG]*
- Engage with emergency management leads from Squamish Nation and Tsleil-Waututh Nation to seek their advice on when and how they wish to be involved with communications and broader coordination processes; also provided with advance copies of materials to encourage tailoring and internal use per needs of their respective Nation. *[Comms WG]*
- Explore the potential, cost and timelines to have key online or print materials translated. Consider consulting partner agencies to direct scarce resources and focus these efforts on products specific to the target group. Explore alternatives (i.e. use a QR code on printed materials to link to foreign language online materials, NSEM or otherwise) *[Comms WG]*
- Continue to explore data-informed extreme weather best practices (e.g. defining at-risk groups; flagging social isolation as a risk factor, that neighbor-to-neighbor supports are critical). *[NSEM]*

## External

- Create pre-built product templates for different audiences, types and stages of events to allow partners to rapidly customize and implement. *[Comms WG]*
- Revise existing NSEM extreme weather web pages to become a trusted source for extreme weather resources for the North Shore, providing local communities and agencies with authoritative and evergreen information and links to resources and best practices.\* *[NSEM]*
- Create a “dark page” for the NSEM website, to be made live in the event of a pending Heat Advisory, and function as a primary local resource hub for event-related information – weather and status updates, community support locations, municipal and partner contacts, etc. *[NSEM]*
- Identify key North Shore extreme weather support locations to reference in comms products. *[NSEM]*
- Branding for all public-facing communications materials should reflect all partners. *[Comms WG]*
- Identify key partner agencies for each designated target audience, and consult with them to optimize format and delivery channels of products and activities as appropriate. *[Comms WG]*
- Prioritize creation and use of infographics, which are easily understood and rapidly processed (even by ESL, youth or the health-compromised) *[Comms WG]*
- Establish designated spokespeople and an approach for media inquiries and proactive engagement (for inclusion in Appendix)\* *[CNV/DNV/DWV]*
- Update Alertable messaging templates for extreme weather-specific events. *[NSEM]*
- Identify and develop public education content suitable for inclusion in NSEM or partner newsletters. *[NSEM]*
- Develop public education awareness and preparedness information materials and sessions for the general public specifically addressing EW events\* (including on-demand, online formats). *[NSEM]*
- Examine potential to establish a North Shore EW hotline, providing information and support to seniors or others without internet access during an event. Publicize and frame this as only being for specific audiences, only active during EW events. *[NSEM]*

Specific communications actions should be designated for different alert levels, eg:

Activation Level	Communications Actions
Heat Advisory	<ul style="list-style-type: none"> <li>• NSEM to email seasonal Heat Advisory to Extreme Heat Planning Group</li> <li>• Advisory will include digital file of Extreme Heat Plan, a reminder to municipal staff to revisit their departmental heat protocols, and a request to confirm primary contacts and designates</li> <li>• Selected municipal liaisons to external partner agencies are responsible for engaging their respective community contacts and ensuring two way communications has been established</li> </ul>
Level 1 Heat Warning	<ul style="list-style-type: none"> <li>• NSEM to notify Extreme Heat Response Group that the <b>Extreme Heat Plan</b> is being implemented and the EOC is activated at a Level 1</li> <li>• NSEM to engage municipal leadership and provide a synthesis of ECCC Warning notification and actions underway</li> <li>• NSEM to send Extreme Heat Response Group an invitation to initial municipal coordination call</li> <li>• Extreme Heat Response Group will be forwarded invitations to regional coordination calls as they become available</li> <li>• Municipal Comms teams, NSEM, and North Shore Health partners will convene to synthesize ECCC notifications and ensure common messaging across North Shore</li> <li>• Municipal Comms teams will send notifications to their respective work forces and department leads will ensure appropriate health and safety protocols are in place</li> <li>• NSEM to notify EMBC of a Level 1 Activation</li> <li>• NSEM and Comms teams will amplify Heat Warning to general public as per the Comms Strategy</li> </ul>
Level 2 Extreme Heat Emergency	<ul style="list-style-type: none"> <li>• NSEM to notify Extreme Heat Response Group that the <b>Extreme Heat Plan</b> has been implemented and the EOC is activated at a Level 2</li> <li>• NSEM to provide Extreme Heat Response Group a synthesis of ECCC Emergency notification and actions currently underway</li> <li>• NSEM to convene Extreme Heat Response Group to provide a synthesis of ECCC Emergency notification and actions currently underway and to establish strategic priorities and ensure appropriate linkages into the EOC have been made</li> <li>• NSEM to utilize Alertable system to convey risk to public health</li> <li>• Municipal Comms teams will convene to synthesize ECCC notifications and ensure common messaging across North Shore</li> <li>• Municipal Comms teams will send notifications to their respective work forces</li> <li>• Department leads will ensure appropriate health and safety protocols are in place including redeploying outside staff (where appropriate) to EOC for tasking</li> <li>• NSEM to notify EMBC of a Level 2 Activation</li> <li>• NSEM and Comms teams will amplify Extreme Heat Emergency to general public as per the Comms Strategy</li> </ul>

## Key Messages

- These messages will be used as primary messaging across all channels, supplemented by products targeted for specific purposes or audiences as required.
- Where possible, 2022 products will leverage existing materials i.e. 2021 North Shore Heat Dome, HEMBC resources (see Appendix 1).
- HEMBC will be the primary source to provide and validate messaging, via their designated Heat PA/Communications lead and population health team; this coordination should be executed pre-summer, as during events their primary focus is provide direct support to the health system.
- In late-May EMBC will provide:
  - BC Extreme Heat Response Framework for Long Term Guidance (late-May, collaboration w/ PHSA)
  - BC Guide for Heat (late-May, collaboration with BCCDC)
  - New HARS guidelines (late-May, collaboration w/ HEMBC and BCCDC)
  - HARS messaging (June, now with Health Authorities for comment)

## General Messaging

- North Shore Emergency Management is working closely with the City of North Vancouver, the Districts of West and North Vancouver, and our response and community partners to ensure that all North Shore residents are well-equipped to beat the heat this summer.
- The North Shore municipalities are implementing their extreme heat plans.
- Municipalities have designated Libraries and Community Centres as Cooling Facilities.
- Libraries and Community Centres are culturally safe public spaces to take shelter from extreme heat.
- Older adults with underlying health concerns such as heart disease, uncontrolled diabetes, emphysema, kidney failure, colitis or mental health illness are especially at risk.
- Residents are encouraged to check in on family members and neighbours.
- Extreme heat events can trigger a variety of heat-related illnesses (e.g. heat stroke), dehydration, and, in extreme situations, can lead to permanent disability or death.
- Signs of heat illness may include: changes in behaviour, dizziness or fainting, nausea or vomiting, headache, fast breathing or heartbeat, extreme thirst and decreased urination. Severe signs of illness requiring emergency medical care include a high body temperature, confusion, hallucinations, lack of coordination, seizures, or a loss of consciousness.
- If others are unwell, move them to a cool shady spot, help them get hydrated and call for medical assistance if appropriate.
- Spending time in a COOL SPACE and drinking plenty of WATER is the best way to prevent heat-related illnesses.
- The Lower Mainland Medical Health Officers for Fraser Health and Vancouver Coastal Health advise that risks from extreme heat exceed risks from COVID-19.
- For more information on the symptoms of heat-related illness, how to prepare for the heat season and stay healthy in the heat, visit [www.healthlinkbc.ca/healthlinkbc-files/heat-related-illness](http://www.healthlinkbc.ca/healthlinkbc-files/heat-related-illness), [www.ch.ca/heat](http://www.ch.ca/heat), [www.vch.ca/wildfiresmoke](http://www.vch.ca/wildfiresmoke)



## Products

Strategy/Action/Product	Notes	Leads	Budget
NSEM Extreme Weather Website	<ul style="list-style-type: none"> <li>Hub for preparedness and general extreme weather information; a new section should be created to include a dark index page providing event updates.</li> </ul>	NSEM	
Social Media Messaging	<ul style="list-style-type: none"> <li>Amplify ongoing key messaging</li> </ul>	NSEM	
Tri-fold Brochure	<ul style="list-style-type: none"> <li>Heat specific preparedness info and mitigation tips (i.e. first aid)</li> <li>physical and online distribution, providing information on local resources, tips for coping with extreme heat and heat illness warning signs/symptoms</li> <li>based on existing CNV 2022 product and revised by partners</li> <li>QR redirects to web site</li> </ul>	NSEM	
Posters	<ul style="list-style-type: none"> <li>At key public, partner and at-risk population sites</li> <li>Common look and feel template</li> <li>Basic info and QR code link to NSEM extreme weather website</li> </ul>	NSEM	
Pocket Info Card	<ul style="list-style-type: none"> <li>With map of “heat-safe” spaces and excerpts from brochure, for distribution to front-line workers to provide to at-risk populations</li> </ul>	NSEM	
Internal Municipal Communications	<ul style="list-style-type: none"> <li>engage staff via internal communications blasts (e.g., The DJ, CityView eNews, facility screens, etc.)</li> </ul>	NSEM w/ comms support	
Public Notifications	<ul style="list-style-type: none"> <li>Alertable (North Shore) or AlertReady (EMBC) public alerting systems</li> </ul>	NSEM	
Newsprint	<ul style="list-style-type: none"> <li>NSEM to develop the subject specific elements of the PSA</li> <li>Municipal communications to fine tune the tone and dissemination to media outlets</li> </ul>	NSEM w/ comms support	
Public Education & Presentations	<ul style="list-style-type: none"> <li>NSEM has one heat specific presentation monthly via a virtual platform and can accommodate community requests.</li> </ul>	NSEM	

## Evaluation

If desired, various options could be considered to evaluate the effectiveness of this Strategy, including:

- 2022 After Action Review
- Ongoing dialogue with response and partner agency reps (especially the EWAC, EWCC)
- Public Opinion Research

## Appendix 1: Resources

Several health-centric resources have been provided by HEMBC for direct use or adaptation into municipal products:

- Extreme Heat (VCH): <http://www.vch.ca/public-health/environmental-health-inspections/healthy-environments/climate-change/extreme-heat> (heat notification information will have to be updated to reflect information being shared May 25)
- Extreme Heat poster (BC-wide): [http://www.vch.ca/Documents/VCH\\_Climate\\_Change\\_Poster\\_Heat.pdf](http://www.vch.ca/Documents/VCH_Climate_Change_Poster_Heat.pdf)
- Long Term Care Facilities and Heat (VCH): <http://www.vch.ca/Documents/CCFL-Factsheet-Long-Term-Care-Heat.pdf>
- Child Care Facilities and Heat (VCH): <http://www.vch.ca/Documents/CCFL-Factsheet-Child-Care-Heat.pdf>
- Staying safe and cool in the heat (VCH): <http://www.vch.ca/public-health/environmental-health-inspections/healthy-environments/climate-change/extreme-heat/heat-resources-2#cool> (resources section has a lot more info from other organization – Health Canada, HealthLink BC, Worksafe BC)
- Wildfire and Smoke (VCH): <http://www.vch.ca/public-health/environmental-health-inspections/healthy-environments/climate-change/wildfire-smoke> (scroll to bottom for a list of hyperlinks and resources)
- Heat Preparedness Guide (EMBC): I am assuming it will be available here: <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/guides-and-resources>
- Emergency Kit (EMBC): <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/build-an-emergency-kit-and-grab-and-go-bag>



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[www.nsem.ca](http://www.nsem.ca)



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Annie Dempster, Planning Assistant

Subject: 2022 LIVING CITY GRANTS

Date: June 15, 2022 File No: 05-1850-20-0008/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planning Assistant, dated June 15, 2022, entitled "2022 Living City Grants":

THAT 2022 Living City grants totaling \$15,000 be awarded as follows:

Name of Applicant	Amount Recommended
North Shore Neighbourhood House and the Edible Garden Project	\$3,500.00
Jump Buddies Fellowship	\$2,500.00
North Shore Streamkeepers	\$1,000.00
Greater Vancouver Orienteering Club	\$1,250.00
Access2Innovate Foundation	\$2,000.00
Urban Repurpose	\$2,500.00
The Craft Pod	\$1,000.00
St. Andrew's United Church	\$1,250.00
<b>TOTAL</b>	<b>\$15,000.00</b>

AND THAT the following organization be notified that their application for a 2022 Living City Grant will not be funded:

Name of Applicant
Force of Nature – North Shore Alliance

## ATTACHMENTS

1. Living City Grant Terms of Reference (CityDocs #2126976)
2. Living City Grant Summary for APC (CityDocs #2174326)

## SUMMARY

The purpose of this report is to present to Council the 2022 Living City Grant recommendations provided by the Advisory Planning Commission (APC).

## BACKGROUND

The Living City Grant Program was established by Council in 2008. A total of \$15,000 is available annually for small-scale, community-based parks and environmental initiatives. The grant's Terms of Reference are attached for reference (Attachment 1).

## DISCUSSION

In 2022, nine Living City Grant applications for funding were received for a total request of \$24,195. On June 8, 2022 the Advisory Planning Commission (APC) met to review and evaluate the applications, and the following resolution was endorsed:

**THAT** the Advisory Planning Commission has reviewed the applications for the 2022 Living City Grants and recommends that the 2022 grant funding be awarded as follows:

Name of Applicant	Amount Recommended
North Shore Neighbourhood House and the Edible Garden Project	\$3,500.00
Jump Buddies Fellowship	\$2,500.00
North Shore Streamkeepers	\$1,000.00
Greater Vancouver Orienteering Club	\$1,250.00
Access2Innovate Foundation	\$2,000.00
Urban Repurpose	\$2,500.00
The Craft Pod	\$1,000.00
St. Andrew's United Church	\$1,250.00
<b>TOTAL</b>	<b>\$15,000.00</b>

**AND THAT** the following organization be notified that their application for a 2022 Living City Grant will not be funded:

Name of Applicant
Force of Nature – North Shore Alliance



In total, nine applications were considered by the Advisory Planning Commission. The commission is grateful for all submissions and appreciates the efforts of the applicants.

Based on the committee's thorough review of the eligibility and evaluation criteria in the Terms of Reference (Attachment 1), the APC recommended that eight projects receive partial funding. The recommended amounts were determined through an evaluation of the strength of the applications and to equitably allocate funding amongst the eight awarded recipients.

The proposal that was not funded overlaps work that the Lonsdale Energy Corporation (LEC) is actively undertaking through their pursuit of low-carbon energy sources, such as sewer heat recovery, ocean source heat pump, geo-exchange and electrical boilers, to meet the City of North Vancouver's GHG emission reduction targets.

The APC recommended that the 2022 Living City Grants be awarded as follows:

- 1) **Organization:** North Shore Neighbourhood House and the Edible Garden Project  
**Project:** Teaching, Growing, and Sharing Food with Grant McNeil  
**Amount Requested:** \$4,000  
**Grant Recommendation:** \$3,500

**Project Description:**

The North Shore Neighbourhood House and the Edible Garden Project have joined to develop an innovative project to empower the residents living at Grant McNeil Place, located on West 1st Street and operated by BC Housing, by giving them the confidence and skills to grow healthy, nutritious and sustainable food for themselves and their families, and to share this knowledge with other residents. The project will also create positive opportunities for connections and socialization, which has been particularly challenging for many residents during COVID. Weekly drop-ins, monthly food literacy workshops, and visits to Loutet Farm will provide residents the knowledge and inspiration to grow organic fruits and vegetables for nourishment, using the existing shared garden beds at Grant McNeil. Residents will be able to spend food coupons and buy fresh produce and other necessities (such as baked goods) at the Saturday Markets during their Loutet Farm tips. A potluck, and other food sharing opportunities, will also be arranged.

- 2) **Organization:** Jump Buddies Fellowship  
**Project:** Loutet Bike Park Equipment and Tool Fund  
**Amount Requested:** \$3,000  
**Grant Recommendation:** \$2,500

**Project Description:**

The Loutet Jump Buddies are a group of dedicated volunteers who began to ride and maintain Loutet Bike Park, located southeast of Loutet Farm, in 2019. Though significant physical labour they have made substantial improvements to the park. These improvements have grown the ridership at the park establishing Loutet Bike Park as a local treasure. The Loutet Jump Buddies' current goal is to



create and maintain a positive learning environment for locals to improve their skills in mountain biking regardless of their skill level, while their long term goal is to develop the Loutet Bike Park as the North Shore's Premier Bike Skills Park.

As a step towards these goals, they are seeking grant funding to purchase equipment (quality wheelbarrows and tarps) for their volunteers to use to make physical improvements to the park's overall design and function. The group has also raised \$1,400 from the community through a go-fund-me which they will use to purchase, customize, and install a tool shed at the park to lock up their tools and if funds allow purchase additional tools and a first aid kit.

- 3) **Organization:** North Shore Streamkeepers  
**Project:** Streamkeeper Neighbourhood Walk  
**Amount Requested:** \$1,600  
**Grant Recommendation:** \$1,000

**Project Description:**

North Shore Streamkeepers is a registered society and volunteer organization that has monitoring salmon populations, completed habitat restoration, and provided education and public outreach in North Vancouver since 2010. The grant is for an outreach pilot project to provide public education in a small-group setting to residents of properties adjacent to Wagg Creek between West 18<sup>th</sup> Street and West 23<sup>rd</sup> Street. The goal is helping streamside residents form a connection to the creek through understanding how individual (human) choices link to the creek. Neighbourhood walks, open to all ages and all abilities, led by local Streamkeepers will highlight the unique opportunity these residents have to help the stream due to proximity, thereby contributing to a healthier neighbourhood environment. Feedback collected through a post-walk survey will be used to evaluate the potential to deliver this type of program in other streamside neighbourhoods.

- 4) **Organization:** Greater Vancouver Orienteering Club  
**Project:** Go-orienteering: permanent orienteering course in City's parks  
**Amount Requested:** \$2,145  
**Grant Recommendation:** \$1,250

**Project Description:**

Over the last year the Greater Vancouver Orienteering Club (GVOC), a registered society, and CNV Parks staff have been discussing developing a permanent orienteering course within a City park to encourage the public at large to engage in active park use. GVOC is seeking grant funding to establish this course. Orienteering is suitable to all age participants, as there is complete flexibility to enhance active park use by using a map (printed or phone) to pass through course checkpoints/controls. Permanent orienteering courses are made out of a series of permanent fixtures (controls) that are laid out on a detailed map that participants have to navigate while walking, rolling, running casually, or racing. As the course's physical infrastructure remains in place people can participate on their own time, at their own pace, with friends, children, or on their



own. Funds requested would be used for producing plates, designing the course, the course maps, the main sign and updating online maps.

- 5) **Organization:** Force of Nature – North Shore Alliance  
**Project:** A Study to Eliminate CO<sub>2</sub> Emissions from CNV Buildings  
**Amount Requested:** \$4,500  
**Grant Recommendation:** \$0.

**Project Description:**

The Force of Nature (FoN) is a registered non-profit; North Shore Alliance (NSA) is a subgroup committed to working with CNV to proactively address the climate crisis. Their 2022 mandate is to support the reduction of fossil fuel use in buildings, by means of retrofits and better new building design, to conserve energy and to reduce Green House Gases by the electrification of buildings.

The grant would fund a study to assess the feasibility of using solar energy to help switch Lonsdale Energy Corporation from natural gas to electric boilers. The study would focus on exploration of the possibility of installing solar photo-voltaic panels on rooftops of the new Harry Jerome recreation centre and the new North Shore Neighbourhood House. The analysis will include ascertaining the amount of electricity that could be generated per year from solar panels on these projects compared to the estimate of total electricity required for heating and air conditioning. The resulting data would be used to determine the payback periods for the investment in solar. The grant funds would be used for salaries/benefits, contract fees and honoraria, office supplies, and promotion and would be supported by in-kind contributions.

- 6) **Organization:** Access2Innovate Foundation  
**Project:** 3D printing filament re-use and education program  
**Amount Requested:** \$2,500  
**Grant Recommendation:** \$2,000

**Project Description:**

Access2Innovate Foundation is a registered society with a mandate to reduce barriers to quality Science, Technology, Engineering, Art and Mathematics (STEAM) education for all whether the barriers are socio-economic, physical or mental health challenges, or gender based. The grant will assist to create and implement local recycling program to divert 3D printing waste plastic from the landfill. 3D printing is growing in popularity and usage in businesses, schools, libraries and in homes, but currently most of the filament is not recyclable locally and the waste ends up in landfill.

Those with 3D printers in North Vancouver will be identified and invited to participate by providing their 3D printing filament waste (drop-off or pick-up options). The waste would be crushed using a DIY crusher, then heated and extruded into new 3D printing filament with a machine called the Protocycler. In addition to the environmental benefits, the program will provide integrated learning experience for participants that are part of Access2Innovate Skills Trip program; a program that has been supported and funded by the BC Ministry of



Poverty Reduction and Social Development to enhance skills and opportunities for those facing persistent employability challenges. A template for how other organizations in local communities can set up a similar program will also be developed and shared.

- 7) **Organization:** Urban Repurpose  
**Project:** ReUse and Upcycle Fair  
**Amount Requested:** \$3,000  
**Grant Recommendation:** \$2,500

**Project Description:**

Urban Repurpose is a not-for-profit social enterprise with the goal of reducing waste through reuse and upcycling while building consumer demand for upcycled and reused products through education, collaboration and empowerment. The grant will fund the inaugural Reuse and Upcycle Fair in the City, an event designed to showcase artists, designers and crafters using waste materials in the pieces they create and bring them together with potential consumers of their products. Think of it as a Sundance Film Festival for waste materials.

In the first year two to three hundred visitors and fifteen to twenty artisans are expected. The festival will begin to change attitudes around what is considered waste. Through education the public will see the potential positive impact reuse and upcycling can have to the environment, this will grow the circular economy, and to inspire the next generation of entrepreneurs to design and create using waste materials. To this aim, the fair will include design and art competitions to be voted on by attendees and a select panel. This will excite and inspire the public and encourage experimentation in the hopes of finding new products and processes that will create new products on an industrial scale. Establishing relationships with potential sponsors of future events is specified.

- 8) **Organization:** The Craft Pod  
**Project:** The Craft Pod: Container Gardens Project  
**Amount Requested:** \$1,500  
**Grant Recommendation:** \$1,000

**Project Description:**

The Craft Pod is a newly established little library providing free crafting and gardening supplies; the community is encouraged to visit and take/leave what they need/can offer. The grant will fund creation and distribution of free container gardening kits to all with a focus on those with small children, the elderly and those who live with limited connection to gardens or green space. Recipients will be able to choose an edible garden kit or a pollinator/native plant. Each kit will include soil, pots, seeds and instructions to grow and save seeds. Kits will come with education (on site at pick up and/or via video) on how small space can be best utilized to grow plants and how soil enhancement allows container gardens annual reuse. Recipients will be encouraged to donate seeds back to the library for the following years. The hope is the kits aid social connections, grows sense of belonging, enhances mental and physical well-being and ecological health,

encourages upcycling and sharing of resources, and green spaces within the City's urban areas.

- 9) **Organization:** St. Andrew's United Church  
**Project:** St. Andrew's Community Gardens  
**Amount Requested:** \$1,950  
**Grant Recommendation:** \$1,250

**Project Description:**

In 2013 St. Andrew's United Church established a community garden, building 11 community garden beds for use by people in the CNV. In 2015, five more garden beds were built (four sharing beds, gardened by church volunteers, providing fresh produce for free community meal programs and one bed used by a church parishioner) for a total of 16. The church has offered many programs for people of all ages in relation to sustainable gardening, healthy cooking, and has operated a successful community kitchen in tandem with the gardens. In 2021 more than 8,000 healthy free meals were served to people in need at weekly meal-to-go program and community dinner-to-go program. A communal herb garden and a Butterfly and Bee Garden, both maintained by CNV gardeners, have also been established along the perimeter of the building at 1046 St. George's. In March 2022, four of the garden beds that were falling apart were replaced by the Church. The remaining 12 garden beds will likely last only until the current garden season ends. Grant funds requested would be used for wood and hardware for the 12 raised garden beds in need of replacement. Other revenue for the project includes in-kind and cash contributions from St. Andrew's United Church.

**FINANCIAL IMPLICATIONS**

The Living City Grant Program is funded through an annual operating budget provision of \$15,000.

**INTER-DEPARTMENTAL IMPLICATIONS**

Coordination and communication with Engineering, Parks & Environment will be required to ensure projects that are conducted in parks do not conflict with City activities taking place on the same day.

**STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The Living City Grant Program supports Council's Strategic plan by contributing to the vision of being a livable city.

RESPECTFULLY SUBMITTED:



Annie Dempster  
Planning Assistant





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## Living City Grant Program

### Terms of Reference

The City of North Vancouver is committed to social, economic, and environmental sustainability. The Living City Grant Program (LCGP) provides funding opportunities for small-scale, community-based parks and environment initiatives managed by not for profit organizations. A total of **\$15,000** in grants is awarded each year.

#### WHO CAN APPLY?

- Registered not-for-profit societies
- Unincorporated local community associations, groups and service clubs

#### WHAT IS NOT ELIGIBLE?

The LCGP does not extend funding for projects which:

- are for-profit commercial ventures
- are organized by a private enterprise
- receive grants from other City sources for the same purpose
- duplicate specific work conducted by the City of North Vancouver
- attract participants exclusively outside the City of North Vancouver

Please note:

- ***Late applications will not be accepted;***
- LCGP funding cannot be awarded retroactively;
- LCGP funding is not intended to provide core funding for ongoing programs; and
- The City reserves the right to request evidence of liability insurance if deemed necessary.

## HOW ARE APPLICATIONS EVALUATED?

All applications will be reviewed and prioritized according to the following criteria:

- Innovative means to contribute to the social and environmental sustainability of the City
- Clear project goals and objectives
- Clear action plan which is realistic and attainable in terms of timing and resources
- Evidence of community support and inclusiveness
- Evidence of an evaluation plan to measure project effectiveness
- Evidence of financial need and fiscal responsibility
- Willingness to work in collaboration with other City-related sustainability initiatives
- Consistent with and supportive of the City's parks and environmental goals as presented in the Official Community Plan

## REPORTING REQUIREMENTS

Funding recipients will be required to submit the following reports, in this order:

- Interim report (submitted 6 months after receiving initial funding) listing any program events and deliverables to date
- Final report (submitted within 12 months of receiving funding)

## APPLICATION PROCEDURES

Application forms and deadline information are available at [www.cnv.org/LivingCityGrant](http://www.cnv.org/LivingCityGrant).

**Applicants are strongly encouraged to contact City staff well in advance of submitting an application package.** Please contact the following member of staff to indicate your interest in the LCGP and to discuss the suitability of your project:

Annie Dempster  
Planning Assistant  
Phone: 604.982.3942  
Email: [adempster@cnv.org](mailto:adempster@cnv.org)

### **Complete application packages must be delivered to:**

Living City Grant Program  
Planning - Environmental Sustainability  
City of North Vancouver  
141 West 14th Street  
North Vancouver, BC V7M 1H9

Email: [livingcitygrant@cnv.org](mailto:livingcitygrant@cnv.org) | Phone: 604.982.3942

All applications will be reviewed and prioritized, based on evaluation criteria, as outlined above, by the Advisory Planning Commission (APC).

A report outlining the recommended projects for LCGP funding will be submitted to City Council for final approval.

Applicants will receive written notification of Council's decision within sixty (60) days of the submission date.

## LIVING CITY GRANT APPLICATIONS

### Summary for APC

May 27, 2022

#### GRANT APPLICATIONS RECEIVED:

Organization		Amount Requested
1)	North Shore Neighbourhood House and the Edible Garden Project	\$4,000
2)	Jump Buddies Fellowship	\$3,000
3)	North Shore Streamkeepers	\$1,600
4)	Greater Vancouver Orienteering Club	\$2,145
5)	Force of Nature – North Shore Alliance	\$4,500
6)	Access2Innovate Foundation	\$2,500
7)	Urban Repurpose	\$3,000
8)	The Craft Pod	\$1,500
9)	St. Andrew's United Church	\$1,950
<b>Total Requested</b>		<b>\$24,195</b>
<b>Total Funds Available</b>		<b>\$15,000</b>

#### SUMMARY:

- 1) **Organization:** North Shore Neighbourhood House and the Edible Garden Project  
**Project:** Teaching, Growing, and Sharing Food with Grant McNeil  
**Amount Requested:** \$4,000

#### Project Description:

North Shore Neighbourhood House and the Edible Garden Project have joined to develop an innovative project to empower the residents living at Grant McNeil Place by giving them the confidence and skills to grow healthy, nutritious and sustainable food for themselves and their families, and to share this knowledge with other residents. The project will also create positive opportunities for connections and socialization, which has been particularly challenging for many residents during COVID, and deepen connections to the natural world.

The project will be overseen by the Education Coordinator, who is part of the Edible Garden Project team, who will be partnering with the residents at Grant McNeil so that they can provide direction around learnings and activities offered.

Grant McNeil Place is operated by BC Housing and is located on West 1<sup>st</sup> Street in the City of North Vancouver. The residents who call Grant McNeil home represent a range household types and ages and include 49 seniors, 116 adults (18+), eight children

between the ages of 0-6, 20 children between the ages of 7-12, and 30 youth between the ages of 13-17.

The majority of residents living at Grant McNeil live either on social assistance, disability payments or CPP. A small number of the tenants have jobs, although these tend to be lower end paying jobs. The Early Development Instrument Tool (developed by the Human Early Learning Partnership at UBC), which measures childhood vulnerabilities, highlights that the Lonsdale core has a vulnerability rate of 36%, which is higher than the Provincial average. The 2021 Child Poverty Report Card also notes that the Lower Lonsdale area experiences a high level of child poverty (about 30%). This data confirms the importance of investment.

As food often falls last on the list of necessities for those on fixed incomes, the purpose of the project is to provide residents the opportunity to learn, grow, and share food.

- Learning – provide weekly drop-ins as well as monthly food literacy workshops for residents in order to provide them the knowledge to grow food for nourishment and which is kind to the environment.
- Grow – using the existing garden beds at Grant McNeil (30 shared beds built in 2014) and by visiting Loutet Farm, residents will be given advice, tips and inspiration to grow fruits and vegetables that are organic and sustainable. The Education Coordinator will attend Grant McNeil one day a week to answer questions, assist with box maintenance, composting, and develop relationships with the residents.
- Share:
  - Two bus visits will be arranged which will bring residents from Grant McNeil to the Saturday Markets at Loutet Farm. Residents will be able to spend their food coupons and buy fresh produce and other necessities (such as baked goods).
  - Two workshops will be offered
    - Veggies 101 – basic information on gardening and pollinators, and
    - Maximizing your harvest
  - A potluck, and other food sharing opportunities will also be arranged during the summer months.

Funds requested would be used for the salary of the Education Coordinator, participant honoraria, and to provide two bus trips to bring residents from Grant McNeil to the Saturday Markets at Loutet Farm, with the remainder of the funds to be used for promotional materials, gardening tools, seedlings, and food for the gatherings throughout the program. NSNH and the Edible Garden Project will provide volunteers to support this program.

- 2)      Organization:** Jump Buddies Fellowship  
**Project:** Loutet Bike Park Equipment and Tool Fund  
**Amount Requested:** \$3,000

**Project Description:**

The Loutet Jump Buddies are a group of dedicated volunteers who began to ride and maintain Loutet Bike Park, located southeast of Loutet Farm, in 2019. When they first began improving the bike park it was in a state of disrepair and there was no evidence



that maintenance had occurred for several years. As a team they have developed, tested and improved on their building techniques developing a consistent approach. Though their significant physical labour they have made substantial improvements to the park. These improvements have grown the ridership at the park establishing Loutet Bike Park as a local treasure. Over this period, the number and goals of Loutet Jump Buddies volunteers has also expanded. The Loutet Jump Buddies' current goal is to create and maintain a positive learning environment for locals to improve their skills in mountain biking regardless of their skill level, while their long term goal is to develop the Loutet Bike Park as the North Shore's Premier Bike Skills Park.

As a step towards these goals, the Loutet Jump Buddies are seeking support through this grant application to purchase equipment for their volunteers to use to make physical improvements to the park's overall design and function. The Loutet Jump Buddies has also raised \$1,400 from the community through a go-fund-me which they will use to purchase, customize, and install a tool shed at Loutet Bike Park to lock up their tools. Any remaining funds from their fundraising will be used to purchase additional tools and a first aid kit that will be stored in the shed.

Grant funds requested would be used to purchase quality wheelbarrows (capable of standing up to the strenuous tasks the volunteers put them to) and quality tarps (which will be used to "close the park" during poor weather, when the jumps are most susceptible to erosion, and to funnel water into the drainage system protecting the improvements that volunteer labour has created). Other revenue for the project includes contributions from the Loutet Jump Buddies fundraising and their in-kind contributions (labour).

- 3)      **Organization:** North Shore Streamkeepers  
         **Project:** Streamkeeper Neighbourhood Walk  
         **Amount Requested:** \$1,600**

**Project Description:**

North Shore Streamkeepers is a registered society and volunteer organization that has operated in North Vancouver since 2010. Activities include monitoring salmon populations, habitat restoration, education, and public outreach.

The proposal is for outreach pilot project designed to provide public education in a small-group setting. It is a pilot in that it will test the potential to deliver this type of program in other streamside neighbourhoods. Wagg Creek, within the City of North Vancouver, was selected for this pilot as it is particularly vulnerable due to urbanization and the prevalence of homes and condominiums built in riparian zones.

The project will provide education by helping streamside residents form a connection to Wagg Creek and understand how individual (human) choices link to the creek. The focus will be the unique opportunity that adjacent residents have to positively impact the stream, contributing to a healthier neighbourhood environment, due to their proximity to the creek. These goals will be achieved by hosting neighbourhood walks where residents can connect with North Shore Streamkeepers, hear a talk, enjoy refreshment,

and take away environmental resources (information, access to the stewardship community).

There will be three (3) walks held, each with 5-7 participants. Walks are open to all ages and all abilities and will be conducted over several weekends in September 2022.

Follow up: An optional post-walk survey will be available (using Google Forms). Those who complete the survey will be gifted a native plant as a thank-you and to encourage interest in native plant gardening.

Funds requested would be used for honoraria for the development and facilitation of the guided walk, printing reference material to be used on the walks, purchasing native potted plants and transporting these plants, refreshments, and the printing of promotional material. Other contributions for the project includes in-kind contributions from the North Shore Streamkeepers.

**4) Organization:** Greater Vancouver Orienteering Club

**Project:** Go-orienteering: permanent orienteering course in City's parks

**Amount Requested:** \$2,145

**Project Description:**

Over the last year the Greater Vancouver Orienteering Club (GVOC) and City of North Vancouver Parks staff have been discussing developing a permanent orienteering course within a City park to encourage the public at large to engage in active park use.

Permanent orienteering courses are made out of a series of permanent fixtures (called controls) that are laid out on a detailed map that participants have to navigate while walking, rolling, running casually, or racing. Multiple decisions about route choice, terrain and map interpretation, pace, etc. have to be made while moving efficiently between controls. Once a set of controls are deployed, several courses can be designed using this pool of checkpoints.

Orienteering is suitable to all age participants, as there is complete flexibility to enhance a walk or a run using a map (printed or phone) to pass through the checkpoints / controls. The course can be designed to include only controls going along paved trails making it suitable for wheelchair access. As the course's physical infrastructure remains in place people can participate on their own time, at their own pace, with friends, children, or on their own. For those that wish, orienteering can be pursued as a sport with the guidance of orienteering clubs at the local, provincial or national level.

Funds requested would be used for producing plates, designing the course, the course maps, the main sign, and updating maps. Other revenue for the project includes in-kind and cash contributions from the Greater Vancouver Orienteering Club.

**5) Organization:** Force of Nature – North Shore Alliance

**Project:** A Study to Eliminate CO<sub>2</sub> Emissions from CNV Buildings

**Amount Requested:** \$4,500

**Project Description:**

The Force of Nature (FoN) is a registered non-profit. The FoN North Shore Alliance is a subgroup committed to working with the City of North Vancouver to proactively address the climate crisis. Their 2022 mandate is to support the reduction of fossil fuel use in buildings, by means of retrofits and better new building design, to conserve energy and to reduce Green House Gases by the electrification of buildings.

The proposal is seeking support to fund a study to assess the feasibility of using solar energy to help switch Lonsdale Energy Corporation (LEC) from natural gas to electric boilers. A focus of the study will be the exploration of the possibility of installing solar photo-voltaic panels on rooftops of the new Harry Jerome recreation centres and the new North Shore Neighbourhood House. The analysis will include ascertaining the amount of electricity that could be generated per year from solar panels on these projects compared to the estimate of total electricity required for heating and air conditioning. The goal of the resulting data is that it be used to determine the payback periods for the investment in solar.

Funds requested would be used for salaries / benefits, contract fees and honoraria, office supplies and promotion. The Force of Nature – North Shore Alliance will provide other in-kind contributions for the project.

- 6)      Organization:** Access2Innovate Foundation  
**Project:** 3D printing filament re-use and education program  
**Amount Requested:** \$2,500

**Project Description:**

Access2Innovate Foundation is a registered society whose mandate is to help reduce the barriers to quality Science, Technology, Engineering, Art and Mathematics (STEAM) education for children, youth and adults, whether the barriers are socio-economic, physical or mental health challenges, or gender based. The people at Access2Innovate believe in "science for good," protecting our environment and doing all that we can to reduce global warming.

The goal of the project would be to divert 3D printing waste plastic from the landfill to instead be re-used through a process of crushing waste 3D printing filament, heating it and running it through an extrusion process to make new 3D printing filament rolls from the waste plastic. 3D printing is growing in popularity and usage in businesses, schools, libraries and in homes but currently most of the filament is not recyclable locally and the waste ends up in landfill.

This project would involve identifying who uses 3D printing in North Vancouver and would offer a program where they could either drop off their waste 3D printing filament or it could be picked up from schools. The waste would be crushed using a DIY crusher, then heated and extruded into new 3D printing filament with a machine called the Protocycler (<https://redetec.com/products/protocycler?variant=39805373743152>).

In addition to the environmental benefits, it would be a work integrated learning experience for participants that are part of Access2Innovate Skills Trip program; a program that has been supported and funded by the BC Ministry of Poverty Reduction and Social Development. Participants in this program are Indigenous, on social assistance, facing physical or mental disabilities, or facing persistent employability challenges.

The project is innovative in that it combines both environmental awareness, protection with social goals of inclusion, and providing job skills for those facing employment challenges from some of our most vulnerable people in the City of North Vancouver. It makes a very measurable and specific contribution by diverting plastic waste from landfill and it is something that we believe can unite schools, students, libraries, businesses and other individuals to showcase how sustainability can be achieved as much as possible by reducing materials (through education on how to better design 3D models that minimize waste) and re-using the waste materials that are inevitable rather than to accept the plastic waste into our landfill. This project will provide an opportunity for our community to come together in a very tangible way to improve the environment, our economy, and social development, pillars of a circular economy.

Funds requested would be used to purchase the protocyler and DIY filament crusher. Other revenue for the project includes in-kind and cash contributions from the Access2Innovate Foundation.

- 7)     **Organization:** Urban Repurpose  
          **Project:** ReUse and Upcycle Fair  
          **Amount Requested:** \$3,000

**Project Description:**

Urban Repurpose is a not-for-profit social enterprise with the goal of reducing waste through reuse and upcycling while building consumer demand for upcycled and reused products through education, collaboration and empowerment.

They are seeking support to hold the inaugural Reuse and Upcycle Fair, an event designed to showcase artists, designers and crafters using waste materials in the pieces they create and bring them together with potential consumers of their products. Think of it as a Sundance Film Festival for waste materials.

The larger goal of the event is to begin to change attitudes around what is considered waste, to educate the public on the impact reuse and upcycling can have to the environment, to grow the circular economy, and to inspire the next generation of entrepreneurs to design and create using waste materials.

The fair will also include design and art competitions to be voted on by attendees and a select panel. The goal here is to not only excite and inspire the public, but to also encourage experimentation in the hopes of finding new products and processes that will create new products on an industrial scale.

Funds requested would be used for salaries / benefits, print and digital promotion, and equipment rentals (tables, tents, etc.). Other revenue for the project includes in-kind and cash contributions from Urban Repurpose.

- 8)      Organization:** The Craft Pod  
**Project:** The Craft Pod: Container Gardens Project  
**Amount Requested:** \$1,500

**Project Description:**

The Craft Pod is a newly established little library that serves North Vancouver by providing free crafting and gardening supplies. Members of the community are encouraged to visit and take / leave what they need / can offer. The project hopes to encourage upcycling, sharing of resources, a community sense of belonging, as well as to create more green spaces within our urban areas.

The proposed project is to make gardening more accessible to all with specific focus on those who do not have a garden. Members of our community will be able to sign up for a free kit that will include the soil, pots, seeds and instructions needed to grow and then save seeds for the following year. People will be able to choose an edible garden kit or a pollinator / native plant kit designed for their container garden. The kits will come with education (on site at pick up and / or via video) on how even a small space such as one's balcony can be utilized to grow plants. Participants will be encouraged to donate seeds back to the library for the following years. The kits will be reused year after year with the only need being new or enriched soil each year.

Advertising the free gardening kits will be done mostly via social media (through local groups such as the Gardeners of the North Shore, North Vancouver Moms Meetups, and the Little Library group), connecting with established community groups (such as the City Library, North Shore Family Services and the Edible Garden Project), through word of mouth, and by using a chalk art sidewalks campaign to encourage engagement.

Funds requested would be used for pots, soil, seeds and seed envelopes. Other revenue for the project includes in-kind and cash contributions from The Craft Pod. The application notes the project is scalable and additional donations can be sought in the event the requested amount is not granted.

- 9)      Organization:** St. Andrew's United Church  
**Project:** St. Andrew's Community Gardens  
**Amount Requested:** \$1950

**Project Description:**

In 2013 St. Andrew's United Church established a community garden, building 11 community garden beds for use by people in the City of North Vancouver, and in 2015, five more garden beds were built for a total of 16. Four of the beds are gardened by volunteers at St. Andrew's United Church to provide fresh produce for our community



meals program. Last year we served more than 8,000 healthy free meals to people in need at our weekly meal-to-go program on Thursdays and our community dinner-to-go program on Fridays.

The church has offered many programs for people of all ages in relation to sustainable gardening, healthy cooking, and has operated a successful community kitchen in tandem with the gardens. We have also established a communal herb garden and planted a Butterfly and Bee Garden along the perimeter of the building at 1046 St. George's, which are both maintained by the community gardeners.

In March 2022 four of the garden beds that were literally falling apart were replaced. The remaining garden beds will likely last only until the current garden season ends. The proposed project is to replace the remaining 12 beds in November 2022.

Funds requested would be used for wood and hardware for the 12 raised garden beds in need of replacement. Other revenue for the project includes in-kind and cash contributions from St. Andrew's United Church.



_____ Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2023 PERMISSIVE TAX EXEMPTIONS

Date: June 15, 2022 File No: 05-1970-07-0001/2022

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*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated June 15, 2022, entitled "2023 Permissive Tax Exemptions":

THAT "Taxation Exemption Bylaw, 2022, No. 8938" be considered.

**ATTACHMENTS**

1. Taxation Exemption Bylaw, 2022, No. 8938 (CityDocs [2185895](#))
2. Excerpt from the Community Charter – Division 7, General Authority for Permissive Exemptions (CityDocs [1321033](#))
3. Permissive Tax Exemptions requested for 2023 Tax Year (CityDocs [2188775](#))
4. Estimated 2023 Municipal Permissive Tax Exemptions by Category (CityDocs [2186773](#))
5. Permissive Tax Exemption (PTE) Policy (CityDocs [1323187](#))

**PURPOSE**

The purpose of this report is to request that Council consider requests for permissive tax exemption ("PTE") for 2023 and consider Taxation Exemption Bylaw, 2022, No. 8938 for a one-year term (**Attachment 1**).

## BACKGROUND

Section 224 of the *Community Charter* (**Attachment 2**) gives Council the authority to exempt certain lands or improvements, or both, of property located in the City of North Vancouver, from municipal taxation. If this exemption is granted, related legislation also exempts the properties from some regional, school, and transit taxes. The municipal tax exemption bylaw must be adopted by October 31<sup>st</sup> of the year prior to the exemption being granted.

Each year when updating its Taxation Exemption Bylaw, City staff request annual declarations from past PTE recipients for the upcoming tax year. The annual declarations confirm that the exempt property continues to be used for the purposes for which the PTE was previously granted.

## DISCUSSION

Annual declarations have been received from all 2022 PTE recipients, with the exception of the Auxiliary to the Lions Gate Hospital (a Thrift Shop) at 128 West 15<sup>th</sup> Street, as the property will be undergoing redevelopment.

The City has also received one new application for a PTE for the 2023 tax year from the North Vancouver Community Arts Council ("NVCAC"). Information on its operations and financial support is provided below:

Operations:	Provides opportunities for artists and the broader community through programs, projects, exhibitions and cultural events throughout the North Shore and advocates for arts and culture on behalf of the community.
Funding Sources:	Includes Federal & Provincial Government, North Vancouver Recreation & Culture Commission, City of North Vancouver Community Facilities Grant, memberships, and donations.

NVCAC has been located at 335 Lonsdale Avenue, a property owned by the City, since August 2001. This property is currently categorized as statutorily exempt from property taxes on the BC Assessment Roll. Council recently approved a new lease for NVCAC that staff expect to be completed in 2022. In this new lease, NVCAC will be responsible for property taxes, but it's specified that the lessee may apply for a PTE.

The North Vancouver Community Arts Council could qualify for a PTE under section 224 (2) (b) of the *Community Charter*, which reads:

- (i) land or improvements that are owned or held by a municipality, regional district or other local authority, and
- (ii) the council considers are used for the a purpose of the local authority;

Consistent with the draft lease approved by Council, staff is recommending the PTE for NVCAC and the proposed Taxation Exemption Bylaw under consideration has been prepared inclusive of the NVCAC PTE.



If the PTE for the site is not granted, NVCAC will face total estimated taxes of \$26,899 (\$14,607 retained by the City, the remainder for other tax agencies) that it has not faced historically.

## FINANCIAL IMPLICATIONS

The following table, which includes the proposed PTE for NVCAC, shows estimated financial impacts for 2023:

Category	Municipal Taxes	Other Tax Levies	Gross Taxes
Actual Value of Permissive Tax Exemptions for 2022	\$ 1,029,782	\$ 938,707	\$ 1,968,489
Add: North Vancouver Community Arts Council (New)	\$ 14,607	\$ 12,292	\$ 26,899
Deduct: The Auxiliary to the Lions Gate Hospital (Thrift Store)	\$ 12,643	\$ 10,640	\$ 23,283
<b>Total Estimated Value of Permissive Tax Exemptions for 2023*</b>	<b>\$ 1,031,746</b>	<b>\$ 940,359</b>	<b>\$ 1,972,106</b>
Total \$ Increase (Decrease)	\$ 1,964	\$ 1,652	\$ 3,616
*the 2023 estimate does not include any potential rate increases and is based on 2022 assessments			

The municipal portion of the PTE's is estimated to increase marginally, by \$1,964 or 0.19%, in 2023.

The complete list of PTE's is shown in **Attachment 3**.

The following table shows the estimated municipal property exemptions by category for 2023 including the new PTE application.

Category	Municipal PTE's*	% of Estimated 2023 Municipal PTE's
Community Care & Assisted Living	\$ 62,471	6.1%
Daycare - Not for Profit	\$ 16,570	1.6%
General Social Services	\$ 127,116	12.3%
Non-Market Housing	\$ 81,543	7.9%
Public Worship (areas surrounding)	\$ 74,096	7.2%
Recreation and Culture	\$ 396,702	38.4%
Service Clubs	\$ 152,466	14.8%
Social Housing	\$ 20,866	2.0%
Tourism and Business	\$ 99,916	9.7%
<b>Total</b>	<b>\$ 1,031,746</b>	<b>100%</b>

**Attachment 4** includes a detailed list of organizations by category.

The table below illustrates that the City's top 5 PTE recipients represent 36% of the total PTE value.

Organization	Use	Municipal PTE	% of Estimated 2023 PTEs
North Vancouver Museum & Archives	Cultural	\$85,315	8%
Presentation House Cultural Society	Cultural	\$80,279	8%
Silver Harbour Centre	Recreational	\$76,497	7%
BC Photography & Media Arts Society	Cultural	\$69,738	7%
North Shore Multicultural Society	General Social Services	\$64,048	6%
<b>Total</b>		<b>\$375,877</b>	<b>36%</b>

\* BC Photography & Media Arts Society does business as the "Polygon Gallery"

The total proposed 2023 municipal property PTE's as a percentage of the 2022 municipal tax levy is approximately 1.43%. The City's PTE's have been on average about 1.5% of the total municipal tax levy in previous years. It is important to note that granting of PTE's does not change the City's total tax requirement and the value of these exemptions is therefore shifted onto all the other properties in the City.

### STRATEGIC PLAN, OCP, OR POLICY IMPLICATIONS

This report is in accordance with the City's PTE Policy (**Attachment 5**) adopted by Council, which considers the services provided by organizations for the betterment of the local community. A review of the City's PTE Policy is planned for 2023 following the completion of the City's new Community Well Being Strategy, expected later in 2022.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8938

### A Bylaw to exempt certain lands and improvements in the City of North Vancouver from taxation for the year 2023

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Taxation Exemption Bylaw, 2022, No. 8938**”.
2. Tax exemptions under section 224 of the *Community Charter*.

The following lands situated, lying and being in the Corporation of the City of North Vancouver, Province of British Columbia, and any and all improvements thereon are hereby exempt from taxation imposed by the Corporation of the City of North Vancouver under section 224 of the *Community Charter* for the year 2023:

A. land or improvements that:

- i. are owned or held by a charitable, philanthropic or other not for profit corporation; and
- ii. the council considers are used for a purpose that is directly related to the purposes of the corporation:
  1. Anavets Senior Citizens' Housing, District Lot 274 Block 142 Lot 1 Plan BCP48496, PID: 028-616-260, 245 East 3rd Street, registered in the name of Anavets Senior Citizens' Housing Society, Roll # 142001.100;
  2. Army, Navy Air Force Veterans in Canada, Unit 45, District Lot 274 Block 141 Lot 11 Plan 878, PID: 015-077-179, 119 East 3rd Street, registered in the name of Army, Navy Air Force Veterans in Canada, Roll # 141011.000;
  3. The Cascadia Society for Social Working, District Lot 547 Block 4 Lot G 3846, PID: 012-111-902, 348 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 004081.000;
  4. The Cascadia Society for Social Working, District Lot 547 Block 21 Lot H Plan 20988, PID: 005-163-064, 325 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 021010.001;
  5. The Cascadia Society for Social Working, District Lot 547 Block 21 Lot F Plan 20141, PID: 003-683-702, 351 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 021004.001;
  6. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 1 Plan BCS2790, PID: 027-428-613, 170 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.001;

7. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 2 Plan BCS2790, PID: 027-428-621, 168 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.002;
8. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 3 Plan BCS2790, PID: 027-428-630, 166 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.003;
9. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 4 Plan BCS2790 PID: 027-428-648, 164 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.004;
10. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 5 Plan BCS2790 PID: 027-428-656, 162 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.005;
11. HYAD Society (Housing for Young Adults with Disabilities), District Lot 545 Block 206 Lot C Plan BCP44933, PID: 028-231-619, 2130 Chesterfield Avenue, registered in the name Provincial Rental Housing Corporation leased to HYAD Society, Roll # 206011.400;
12. Kiwanis Senior Citizens Homes Ltd., District Lot 271 Block 139 Lot D Plan 13604, PID: 008-538-191, 170 West 2nd Street, registered in the name of Kiwanis Senior Citizens Homes Ltd., Roll # 139026.000;
13. Kiwanis Care Homes Ltd., District Lot 550 Block 52 Lot 1 PI BCP23494 PID: 026-683-211, 1480 St. Andrews, registered in the name of Kiwanis Senior Citizens Homes Ltd., Roll # 052100.100;
14. Lighthouse Harbour Ministries, District Lot 274 SL1 Plan VR786, PID: 005-892-244, 1 - 260 East Esplanade, registered in the name of Lighthouse Harbour Ministries, Roll # 980786.001;
15. North Shore Connexions Society, District Lot 547 Block 4 Lot 2 Plan 14515, PID: 007-780-591, 1924 Jones Avenue, registered in the name of North Shore Connexions Society, Roll # 004045.000;
16. North Shore Disability Resource Centre Association, District Lot 616 Block B Lot 218 Plan 20292, PID: 006-672-728, 2412 Wilding Way, registered in the name of North Shore Disability Resource Centre Association, Roll # 950001.218;
17. North Shore Multicultural Society, Portion of District Lot 549 Block 50 Lot B Plan 15169, PID: 007-671-032, 123 East 15th Street, Units 100, 202, 203, 204, 204A, 205, 207, 301, 302, 303, 304, 305 only, registered in the name of Horizon Square Properties Ltd. leased to North Shore Multicultural Society, Roll # 050010.000;
18. North Vancouver Chamber of Commerce, District Lot 274 Block 274 SL2 Plan LMS4443, PID: 025-073-591, 102-124 West 1st Street, registered in the name of North Vancouver Chamber of Commerce, Roll # 994443.002;

19. Royal Canadian Legion Branch 118, District Lot 548 Strata Lot 1 Plan LMS4102, PID: 024-750-638, 123 West 15th Street, registered in the name of Royal Canadian Legion Branch 118, Roll # 994102.001;
20. Royal Canadian Legion Branch 118, District Lot 548 Strata Lot 2 Plan LMS4102, PID: 024-750-646, 121 West 15th Street, registered in the name of Royal Canadian Legion Branch 118, Roll # 994102.002;
21. Silver Harbour Seniors' Activity Centre, District Lot 545 Block 207 Lot C Plan 15014, PID: 007-711-280, 144 East 22nd Street, registered in the name of Silver Harbour Seniors' Activity Centre, Roll # 207050.000;
22. St Leonard's Society of North Vancouver, District Lot 547 Block 67 Lot 26 Plan 750, PID: 015-141-926, 312 Bewicke Avenue, registered in the name of St Leonard's Society of North Vancouver, Roll # 067027.000;
23. Family Services of the North Shore, Portion of District Lot 548/549 Block 86 Lot G Plan LMP29334, PID: 023-499-486, Suite 203 and 206, 1111 Lonsdale Avenue, registered in the name of Djavad Mowafaghian Foundation leased to Family Services of the North Shore, Roll # 086015.100;
24. Canadian Mental Health Association North and West Vancouver Branch, Portion of District Lot 548/549 Lot A Plan EPP22742, excluding 2,223 sq. ft. of the subleased rental office space of the total 3,596 sq. ft. leased space, PID 028-911-237, 300-1835 Lonsdale Avenue, registered in the name of Solitude Investments Ltd. leased to Canadian Mental Health Association, North and West Vancouver Branch Roll #019033.100;
25. The British Columbia Photography and Media Arts Society, Portion of District Lot 271 Lot A Plan EPP30712, and excluding the commercial retail space, PID 029-093-554, 101 Carrie Cates Court, registered in the name of the Corporation of the City of North Vancouver and leased to The British Columbia Photography and Media Arts Society, Roll # 177035.301;
26. Young Women's Christian Association (YWCA), District Lot 549, Block 61, Lot Air Space Parcel 5, Plan EPP68325, PID 030-180-741, 125 East 14<sup>th</sup> Street, Units 203, 204, 401, 402, 403, 404, 405, 406, 407 and 408, registered in the name of Young Women's Christian Association, Roll # 061011.600;
27. Girl Guides of Canada District Lot 271, Lot 220, Plan EPS4482, PID 030-250-218, Unit 107-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.220;
28. Girl Guides of Canada District Lot 271, Lot 221, Plan EPS4482, PID 030-250-226, Unit 108-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.221;
29. Girl Guides of Canada District Lot 271, Lot 222, Plan EPS4482, PID 030-250-234, Unit 109-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.222;

30. Girl Guides of Canada District Lot 271, Lot 229, Plan EPS4482, PID 030-250-307, Unit 207-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.229;
31. Girl Guides of Canada District Lot 271, Lot 230, Plan EPS4482, PID 030-250-315, Unit 208-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.230;
32. Girl Guides of Canada District Lot 271, Lot 231, Plan EPS4482, PID 030-250-323, Unit 209-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.231;
33. Hollyburn Family Services Society, District Lot 548 Lot 4 Plan BCS4407 PID: 028-810-317, 104-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver and leased to Hollyburn Family Services Society, Roll # 994407.004;
34. Hollyburn Family Services Society, District Lot 548 Lot 6 Plan BCS4407, PID: 028-810-333, 106-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.006;
35. Hollyburn Family Services Society, District Lot 548 Lot 7 Plan BCS4407, PID: 028-810-341, 107-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.007;
36. Hollyburn Family Services Society, District Lot 548 Lot 13 Plan BCS4407, PID: 028-810-406, 205-210 West 13th Street, registered in the name the Corporation of the City of North Vancouver leased to of Hollyburn Family Services Society, Roll # 994407.013;
37. Hollyburn Family Services Society, District Lot 548 Lot 14 Plan BCS4407, PID: 028-810-414, 206-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.014;
38. Hollyburn Family Services Society, District Lot 548 Lot 15 Plan BCS4407, PID: 028-810-422, 207-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.015;

B. land or improvements that:

- i. are owned or held by a municipality, regional district or other local authority; and,
  - ii. the council considers are used for a purpose of the local authority:
1. The Pipe Shop, District Lot 274 Block 176 Lot 4 Plan BCP 39824, PID: 027-842-215, 115 Victory Ship Way, registered in the name of 366466 BC LTD, leased to

the Corporation of the City of North Vancouver, operated by Quay Property Management Corp., Roll # 175100.400;

2. The Shipyard Commons, District Lot 274, Block 176, Portion of Lot 5, Plan BCP 39824, PID 027-842-223, 125 Victory Ship Way, registered in the name of the Corporation of the City of North Vancouver leased to Shipyards Development Ltd, includes 1,317 ft<sup>2</sup> Office Space and 6,290 ft<sup>2</sup> Public Support Space and 28,310 ft<sup>2</sup> Public Plaza SRW leased back to the Corporation of the City of North Vancouver, Roll # 175100.500;
  3. North Vancouver Museum and Archives, District Lot 271 Lot 131 Plan ELSP6231, PID: 030-942-667, 115 Esplanade W, registered in the name of the Corporation of the City of North Vancouver, leased by the North Vancouver Museum and Archives Commission, Roll# 996231.131;
- C. land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use:
1. The Lonsdale Creek Daycare Centre Society, operating in Lonsdale Annex Elementary School, Portion of District Lot 545 Block 205 Lot 8/14 Plan 3181, PID: 013-068-831, 230 West 21st Street, registered in the name of North Vancouver School District #44, leased to Lonsdale Creek Daycare Centre Society, Roll # 205008.000;
- D. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a public authority or local authority; and,
  - ii. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:
1. Lookout Emergency Aid Society, NS Shelter, District Lot 265 Lot 2 Plan BCP8797, PID: 025-819-828, 705 West 2nd Street, registered in the name of the Corporation of the City of North Vancouver, leased to Lookout Emergency Aid Society, Roll # 510061.300;
  2. North Shore Neighbourhood House, District Lot 274 Block 154 Lot M Plan 22039, PID: 012-590-975, 225 East 2nd Street, registered in the name of the Corporation of the City of North Vancouver leased to North Shore Neighbourhood House, Roll # 154001.002;
  3. North Shore Neighbourhood House (Community Garden), District Lot 274 Block 154 Lot L Plan 22039, PID: 012-590-924, 207 East 2nd Street, registered in the name of the Corporation of the City of North Vancouver leased to North Shore Neighbourhood House, Roll # 154001.001;



4. North Shore Neighbourhood House, District Lot 274, Lot 63, Plan EPS 1235, PID 029-140-676, 113 East 3rd Street, registered in the name of the Corporation of the City of North Vancouver licenced to use by North Shore Neighbourhood House, Roll # 991235.063;
  5. North Shore Neighbourhood House (Centreview Childcare Centre), District Lot 549, Block 61, Lot Air Space Parcel 4, Plan EPP68325, PID 030-180-732, 143 East 14<sup>th</sup> Street, registered in the name of the City of North Vancouver, leased to North Shore Neighbourhood House, Roll # 061011.500;
  6. Margaret Fulton Adult Day Centre, District Lot 547 Lot A Plan LMP42825, PID: 024-562-874, 1601 Forbes Avenue, registered in the name of the Corporation of the City of North Vancouver leased to Vancouver Coastal Health Authority, subleased to Margaret Fulton Adult Day Centre, Roll # 003002.100;
  7. Navy League of Canada, District Lot 547, Block 27, Lot 27, Plan 12205, PID 008-935-629, 1555 Forbes Avenue, registered in the name of the City of North Vancouver leased to the Navy League of Canada, Roll #003004.000;
  8. Presentation House Cultural Society, District Lot 274 Block 134 Lot 15 &16 Plan 735 and District Lot 247 Block 134 Lots 12 to 21 Plan 735, 333 Chesterfield Avenue, registered in the name of the Corporation of the City of North Vancouver leased to Presentation House Cultural Society, Roll # 134013.000;
  9. North Vancouver Community Arts Council, District Lot 274, Lot 9, Plan LMS3740, PID 024-324-523, 335 Lonsdale Avenue, registered in the name of the City of North Vancouver leased to the North Vancouver Community Arts Council, Roll #993740.009;
- E. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a person who is providing a municipal service under a partnering agreement;
  - ii. an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service;
  - iii. the partnering agreement expressly contemplates that the council may provide an exemption under this provision; and,
  - iv. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:
- NIL
- F. in relation to property that is exempt under section 220 (1) (h) [buildings for public worship]:
- i. an area of land surrounding the exempt building;

- ii. a hall that the council considers is necessary to the exempt building and the land on which the hall stands; and,
- iii. an area of land surrounding a hall that is exempt under subparagraph (ii):
  1. North Shore Bethel Christian Mennonite Brethren Church, District Lot 274 Block 114 Lot 19 Plan 878, PID: 015-069-141, 185 East Keith Road, registered in the name of The B. C. Conference of the Mennonite Brethren Churches, Roll # 114025.000;
  2. Holy Trinity Catholic Church. District Lot 545 Block 239 Lot 3 Plan BCP45481, PID: 028-295-943, 2705 Lonsdale Avenue, registered in the name Roman Catholic Archbishop of Vancouver, Roll # 239066.100;
  3. North Shore Alliance Church, District Lot 545 Block 208 Lot 1 Plan 20958, PID: 005-061-563, 201 East 23rd Street, registered in the name of Christian and Missionary Alliance (Canadian Pacific District), Roll # 208001.001;
  4. North Shore Alliance Church, District Lot 545/546 Block 208 Lot 2 Plan 20958, PID: 005-061-571, 201 East 23rd Street, registered in the name of Christian and Missionary Alliance (Canadian Pacific District), Roll # 208001.002;
  5. King's Temple Missionary Society (N S Christian Centre), District Lot 616 Block 12 Lot C Plan 21170, PID: 006-853-838, 1400 Sutherland Avenue, registered in the name of King's Temple Missionary Society (N S Christian Centre), Roll # 912009.001;
  6. Parish of St. Agnes Anglican Church of Canada, District Lot 550 Block 78 Lot A Plan LMP40523, PID: 024-355-712, 530 East 12th Street, registered in the name of Synod of the Diocese of New Westminster, Roll # 078014.100;
  7. Parish of St. John The Evangelist Anglican Church, District Lot 548 Block 72 Plan 20861, PID: 004-364-970, 209 West 13th Street, registered in the name of Parish of St. John The Evangelist Anglican Church, Roll # 072001.001;
  8. Salvation Army North Vancouver Community Church, District Lot 548/549 Block 86 Lot C Plan 1464, PID: 014-606-950, 105 West 12th Street, registered in the name of The Governing Council of the Salvation Army of Canada, Roll # 086009.001;
  9. St. Andrew's & St. Stephen's Presbyterian Church, District Lot 545 Block 227A Lot A Plan 2836, PID: 013-252-409, 2641 Chesterfield Avenue, registered in the name of Congregation of St. Andrew's & St. Stephen's Presbyterian Church, Roll # 227100.000;
  10. St. Andrew's United Church, District Lot 549 Block 88 Lot B Plan 750 PID: 015-136-931, 1046 St. Georges Avenue, registered in the name of The Trustees of the Congregation of St. Andrew's United Church, Roll # 088003.000;
  11. St. Andrew's United Church, District Lot 549 Block 88 Lot 27/28/29 Plan 4328, PID: 011-642-483, PID:011-642-475, PID:011-642-491, 1044 St. Georges Avenue,

registered in the name of The Trustees of the Congregation of St. Andrew's United Church, Roll # 088038.000;

12. The Way Church, District Lot 550 Block 12 Lot C Plan 9445, PID: 009-653-309, 630 East 19th Street, registered in the name of Sutherland Church, Inc, No. S8825 Roll # 012028.000;

13. St. Edmund's Parish, District Lot 271 Block 71 Lot B Plan 8415, PID: 010-087-460, 613 Mahon Avenue, registered in the name of the Roman Catholic Archbishop of Vancouver-St. Edmund's Parish, Roll # 071009.000;

G. land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied:

NIL

H. in relation to property that is exempt under section 220 (1) (i) [seniors' homes], (j) [hospitals] or (l) [private schools], any area of land surrounding the exempt building:

NIL

I. land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes:

1. North Vancouver Lawn Bowling Club, Portion of District Lot 546 Block 217 Lot B Plan 18193, PID: 007-204-001, 249 East 24th Street, registered in the name of the Corporation of the City of North Vancouver leased to the North Vancouver Lawn Bowling Club, (Includes 60,170 sq. ft. for Licensed Area 1,2,2A and 3 per Schedule A of License Agreement) Roll # 217000.002;

J. land or improvements owned or held by a person or organization and operated as a licensed community care facility and registered assisted living residence under the Community Care and Assisted Living Act:

1. Marineview Housing Society, District Lot 548 Block E.48 Lot A Plan 12729 PID: 008-811-946, excluding land and improvement portions relating to market rental units #202 and #204, 1415 Chesterfield Avenue, registered in the name of Marineview Housing Society, Roll # 048019.000;

2. Marineview Housing Society, District Lot 272 Block 5 Lot 12 Plan 3875 PID: 005-751-390, 1057 Cloverley Street, registered in the name of Marineview Housing Society, Roll # 605012.000;

3. Magnolia House Residential Mental Health Facility, District Lot 616 Block 6 Lot 73 Plan 1763, PID: 004-276-914, 720 East 17th Street, registered of in the name of Provincial Rental Housing Corporation leased to Vancouver Coastal Health Authority, subleased to Magnolia House Residential Mental Health Facility, Roll # 906073.000;

4. Community Living Society, District Lot 274 Block 116 Lot 4 Plan 878, PID: 015-131-548, 317 & 319 East Keith Road, registered in the name of Community Living Society, Roll # 116003.000;
  5. Community Living Society, District Lot 544 SL21 Plan LMS531, PID: 017-957-826, 1003-555 West 28th Street, registered in the name of Community Living Society, Roll # 990531.021;
  6. Marineview Housing Society, District Lot 550, Block 91, Lot 8, Plan 1647, PID 005-751-454, 1053 Grand Boulevard, registered in the name of Marineview Housing Society, Roll #091008.000;
- K. land or improvements for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal:

NIL

3. The effective date of this bylaw is January 1, 2023 to December 31, 2023.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

## EXCERPT FROM THE COMMUNITY CHARTER SBC CHAP. 26-2003

## Division 7 - Permissive Exemptions

## General authority for permissive exemptions

- 224.** (1) A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197(1)(a) [*municipal property taxes*], to the extent, for the period and subject to the conditions provided in the bylaw.
- (2) Tax exemptions may be provided under this section for the following:
- (a) land or improvements that
    - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
    - (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
  - (b) land or improvements that
    - (i) are owned or held by a municipality, regional district or other local authority, and
    - (ii) the council considers are used for a purpose of the local authority;
  - (c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;
  - (d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a public authority or local authority, and
    - (ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,
    - (ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,
    - (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
    - (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (f) in relation to property that is exempt under section 220 (1)(h) [*buildings for public worship*],
    - (i) an area of land surrounding the exempt building,
    - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
    - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
  - (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
  - (h) in relation to property that is exempt under section 220 (1) (i) [*seniors' homes*], (j) [*hospital*], or (1) [*private schools*], any area of land surrounding the exempt building;
  - (h.1) in relation to land or improvements, or both, exempt under section (220) (1) (l) [*independent schools*], any area of surrounding the exempt land or improvements;
  - (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;
  - (j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care Facility Act*;
  - (k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal;
- (3) The authority under subsection (2)(e) and (g) to (j) is not subject to section 25 (1) [*prohibition against assistance to business*].
- (4) Subject to subsection (5), a bylaw under this section
- (a) must establish the term of the exemption, which may not be longer than 10 years,
  - (b) may only be adopted after notice of the proposed bylaw has been given in accordance with section 227 [*notice of permissive tax exemptions*], and
  - (c) does not apply to taxation in a calendar year unless it comes into force on or before October 31 in the preceding year.
- (5) Subsection (4)(a) and (b) does not apply in relation to exemptions under subsection (2)(f) and (h).
- (6) If only a portion of a parcel of land is exempt under this section, the bylaw under this section must include a description of the land that is satisfactory to the British Columbia Assessment Authority.
- (7) A bylaw under this section ceases to apply to property, the use or ownership of which no longer conforms to the conditions necessary to qualify for exemption and, after this, the property is liable to taxation.



**PERMISSIVE TAX EXEMPTIONS - COMMUNITY CHARTER, SECTION 224  
EXEMPTIONS REQUESTED FOR THE 2023 TAX YEAR  
ESTIMATED IMPUTED TAXES ON EXEMPT PROPERTIES**

NO.	ORGANIZATION	CLASS	PROPERTY ADDRESS	ROLL #	LEGAL DESCRIPTION	ASSESSMENT VALUES LAND IMPROVEMENT TOTAL	TOTAL MUNICIPAL	TOTAL OTHER	TOTAL MUN & OTHER
1	Anavets Senior Citizens Housing	1	245 3rd St. East	142001.100	D/L 274 BL 142 LOT 1 PL BCP48496	3,141,000 4,713,000 7,854,000	13,219	9,367	22,587
2	Army, Navy Air Force Veterans in Canada	6/8	119 East 3rd Street	141011.000	D/L 274 BL 141 LOT 11 PL 878	4,833,000 7,100 4,840,100	21,823	21,374	43,197
3	BC Photography and Media Arts Society	6	105 Carrie Cates Court	177035.301	D/L 271 LOT A PLAN EPP30713	4,177,000 8,771,000 12,948,000	69,738	66,434	136,173
4	Canadian Mental Health Association	6	300-1835 Lonsdale Ave	019033.100	D/L 548/549 LOT A PL EPP22742	435,000 338,000 773,000	4,163	3,504	7,667
5	The Cascadia Society for Social Working	1	325 West 19th Street	021010.001	D/L 547 BL 21 LOT H PL 20988	2,626,000 10,000 2,636,000	4,437	3,144	7,581
6	The Cascadia Society for Social Working	1	351 West 19th Street	021004.001	D/L 547 BL 21 LOT F PL 20141	1,619,000 501,000 2,120,000	3,568	2,528	6,097
7	The Cascadia Society for Social Working	1	348 West 19th Street	004081.000	D/L 547 BL 4 LOT G 3846	2,411,000 10,000 2,421,000	4,075	2,887	6,962
8	Community Living Society	1	317 & 319 East Keith Road	116003.000	D/L 274 BL 116 LOT 4 PL 878	2,543,000 112,000 2,655,000	4,469	3,167	7,635
9	Community Living Society	1	1003-555 West 28th Street	990531.021	D/L 544 SL21 PL LMS531	819,000 55,400 874,400	1,472	1,043	2,515
10	CNV (Pipe Shop)	6	115 Victory Ship Way	175100.400	D/L 274 BL 176 LOT 4 PL BCP39824	5,530,000 1,601,000 7,131,000	38,408	36,588	74,996
11	City of North Vancouver - The Shipyard Commons	6/8	125 Victory Ship Way	175100.500	D/L 274 BL 176 LOT 5 PL BCP39824	14,347,000 4,715,000 19,062,000	54,749	57,137	111,886
12	Family Services North Shore	6	1109-1117 Lonsdale Avenue	086015.100	D/L 548/549 BL 86 LOT G PL LMP2933	2,467,000 1,069,000 3,536,000	19,045	16,027	35,072
13	Fraternal Order of Eagles, North West Aerie 2638	6	170 West 3rd Street	992790.001	D/L 274 LOT 1 PL BCS2970	758,000 84,300 842,300	4,537	4,322	8,858
14	Fraternal Order of Eagles, North West Aerie 2638	6	168 West 3rd Street	992790.002	D/L 274 LOT 2 PL BCS2970	879,000 105,000 984,000	5,300	5,049	10,349
15	Fraternal Order of Eagles, North West Aerie 2638	6	166 West 3rd Street	992790.003	D/L 274 LOT 3 PL BCS2970	917,000 103,000 1,020,000	5,494	5,233	10,727
16	Fraternal Order of Eagles, North West Aerie 2638	6	164 West 3rd Street	992790.004	D/L 274 LOT 4 PL BCS2970	879,000 105,000 984,000	5,300	5,049	10,349
17	Fraternal Order of Eagles, North West Aerie 2638	6	162 West 3rd Street	992790.005	D/L 274 LOT 5 PL BCS2970	944,000 114,000 1,058,000	5,698	5,428	11,127
18	Girl Guides of Canada	6	Unit 107- 252 Esplanade W	994482.220	D/L 271 LOT 220 PL EPS4482	1,591,000 284,000 1,875,000	10,099	9,620	19,719
19	Girl Guides of Canada	6	Unit 108- 252 Esplanade W	994482.221	D/L 271 LOT 221 PL EPS4482	1,575,000 281,000 1,856,000	9,996	9,523	19,519
20	Girl Guides of Canada	6	Unit 109- 252 Esplanade W	994482.222	D/L 271 LOT 222 PL EPS4482	2,668,000 513,000 3,181,000	17,133	16,321	33,454
21	Girl Guides of Canada	6	Unit 207- 252 Esplanade W	994482.229	D/L 271 LOT 229 PL EPS4482	1,147,000 264,000 1,411,000	7,600	7,240	14,839
22	Girl Guides of Canada	6	Unit 208- 252 Esplanade W	994482.230	D/L 271 LOT 230 PL EPS4482	1,222,000 282,000 1,504,000	8,101	7,717	15,817
23	Girl Guides of Canada	6	Unit 209- 252 Esplanade W	994482.231	D/L 271 LOT 231 PL EPS4482	2,031,000 475,000 2,506,000	13,497	12,858	26,355
24	Hollyburn Family Services Society	1	104-210 West 13th Street	994407.004	D/L 548 LOT 4 PL BCS4407	426,000 110,000 536,000	902	639	1,541
25	Hollyburn Family Services Society	1	106-210 West 13th Street	994407.006	D/L 548 LOT 6 PL BCS4407	462,000 131,000 593,000	998	707	1,705
26	Hollyburn Family Services Society	1	107-210 West 13th Street	994407.007	D/L 548 LOT 7 PL BCS4407	462,000 131,000 593,000	998	707	1,705
27	Hollyburn Family Services Society	1	205-210 West 13th Street	994407.013	D/L 548 LOT 13 PL BCS4407	513,000 134,000 647,000	1,089	772	1,861
28	Hollyburn Family Services Society	1	206-210 West 13th Street	994407.014	D/L 548 LOT 14 PL BCS4407	500,000 133,000 633,000	1,065	755	1,820
29	Hollyburn Family Services Society	1	207-210 West 13th Street	994407.015	D/L 548 LOT 15 PL BCS4407	499,000 134,000 633,000	1,065	755	1,820
30	Hyad Housing for Young Adults with Disabilities	1	2130 Chesterfield Avenue	206011.400	D/L 545 BL206 Lot545 DISTRICT LOT 5-	570,000 1,031,000 1,601,000	2,695	1,909	4,604
31	Kiwanis North Shore Housing Society	1	170 West 2nd Street	139026.000	D/L 271 BL 139 LOT D PL 13604	20,311,000 11,235,000 31,546,000	53,096	37,624	90,720
32	Kiwanis North Shore Housing Society	1	1480 St. Andrews	052100.100	D/L 550 BL 52 Lot 1 PL BCP23494	694,000 1,308,000 2,002,000	3,370	2,388	5,757
33	Lighthouse Harbour Ministries	6	1 - 260 East Esplanade	980786.001	D/L 274 SL1 PL VR786	972,000 65,200 1,037,200	5,586	4,701	10,288
34	The Lonsdale Creek Daycare Society	1	230 West 21st Street	205008.000	D/L 545 BL 205 LOT 8/14 PL 3181	4,241,000 3,863,000 8,104,000	13,640	9,665	23,305
35	Lookout Emergency Aid Society, NS Shelter	1	705 West 2nd Street	510061.300	D/L 265 LOT 2 PL BCP8797	6,515,000 4,194,000 10,709,000	18,025	12,772	30,797
36	Chesterfield House Society - Marineview Housing	1	1415 Chesterfield Avenue	048019.000	D/L 548 BL E.48 LOT A PL 12729	1,183,000 859,000 2,042,000	3,437	2,435	5,872
37	Marineview Housing Society - Grand Blvd	1	1053 Grand Blvd	091008.000	D/L 550 BL 91 LOT 8 PL 1647	1,717,000 1,078,000 2,795,000	4,704	3,334	8,038
38	Marineview Housing Society - Cloverly House	1	1057 Cloverley Street	605012.000	D/L 272 BL 5 LOT 12 PL 3875	1,612,000 124,000 1,736,000	2,922	2,070	4,992
39	Navy League of Canada	6	1555 Forbes Ave	003004.000	D/L 547 LOT 27 BL 27 PL 12205	3,245,000 199,000 3,444,000	18,550	15,610	34,160
40	North Shore Connexions Society	1	1924 Jones Avenue	004045.000	D/L 547 BL 4 LOT 2 PL 14515	1,569,000 89,300 1,658,300	2,791	1,978	4,769
41	The North Shore Disability Resource Centre Association	1	2412 Wilding Way	950001.218	D/L 616 BL B LOT 218 PL 20292	1,589,000 254,000 1,843,000	3,102	2,198	5,300

**PERMISSIVE TAX EXEMPTIONS - COMMUNITY CHARTER, SECTION 224  
EXEMPTIONS REQUESTED FOR THE 2023 TAX YEAR  
ESTIMATED IMPUTED TAXES ON EXEMPT PROPERTIES**

NO.	ORGANIZATION	CLASS	PROPERTY ADDRESS	ROLL #	LEGAL DESCRIPTION	ASSESSMENT VALUES LAND IMPROVEMENT TOTAL	TOTAL MUNICIPAL	TOTAL OTHER	TOTAL MUN & OTHER
42	North Shore Multicultural Society	6	123 East 15th Street, Units	050010.000	D/L 549 BL 50 LOT B PL 15169	11,820,000 71,400 11,891,400	64,048	53,899	117,946
43	North Shore Neighbourhood House	1/6	225 East 2nd Street	154001.002	D/L 274 BL 154 LOT M PL 22039	5,473,000 1,664,000 7,137,000	33,789	28,154	61,943
44	North Shore Neighbourhood (Centre view childcar	1	143 14th Street East	061011.500	D/L 549 BL 61 LOT ASP4 PL EPP683	581,000 1,160,000 1,741,000	2,930	2,076	5,007
45	N Shore Neighbourhood House (Community Gard	8	207 East 2nd Street	154001.001	D/L 274 BL 154 Lot L PL 22039	2,189,000 - 2,189,000	4,118	4,979	9,097
46	North Shore Neighbourhood House	6	113 3rd St E	991235.06	D/L 274 LOT 63 PL EPS1235	30,000 60,000 90,000	485	462	947
47	North Vancouver Chamber of Commerce	6	102-124 West 1st Street	994443.002	D/L 274 BL274 SL2 PL LMS4443	1,101,000 154,000 1,255,000	6,759	6,439	13,199
48	North Vancouver Lawn Bowling Club	6/8	249 E 24th Street	217000.002	D/L 546 BL 217 LOT B PL 18193	15,302,000 1,275,000 16,577,000	59,754	56,110	115,863
49	North Vancouver Museum and Archives Commissi	6	115 Esplanade W	996231.13	D/L 271 LOT 131 PL ESP6231	13,027,000 2,813,000 15,840,000	85,315	81,273	166,588
50	Presentation House Cultural Society	6	333 Chesterfield Avenue	134013	D/L 271 BL 134 LOT 13 PL 735	14,413,000 492,000 14,905,000	80,279	76,475	156,754
51	North Vancouver Royal Canadian Legion	6	123 West 15th Street	994102.001	D/L 548 SL1 PL LMS4102	2,439,000 800,000 3,239,000	17,445	14,681	32,126
52	North Vancouver Royal Canadian Legion	8	121 West 15th Street	994102.002	D/L 548 SL2 PL LMS4102	838,000 168,000 1,006,000	1,893	2,288	4,181
53	Silver Harbour Centre	6	144 East 22nd Street	207050.000	D/L 545 BL207 Lot C PL 15014	14,176,000 26,900 14,202,900	76,497	64,376	140,873
54	St. Edmund's Parish	6/8	613 Mahon Avenue	071009.000	D/L 271 LOT B PL 8415	3,388,000 3,700 3,391,700	6,394	7,723	14,117
55	St Leonard's Society of North Vancouver	1	312 Bewicke Avenue	067027.000	D/L 547 BL 67 LOT 26 PL 750	1,356,000 332,000 1,688,000	2,841	2,013	4,854
56	Vancouver Coastal Health Authority-Magnolia Hou	1	720 East 17th Street	906073.000	D/L 616 BL 6 LOT 73 PL 1763	1,610,000 331,000 1,941,000	3,267	2,315	5,582
57	Vancouver Coastal Health Authority- Margaret Fult	6	1601 Forbes Avenue	003002.100	D/L 547 LOT A PL LMP42825	3,352,000 1,284,000 4,636,000	24,970	21,013	45,983
58	Young Women's Christian Association	1	125 14th Street East	061011.600	D/L 549 LOT ASP5 PL EPP68325	240,000 1,128,000 1,368,000	2,303	1,632	3,934
<b>SUBTOTAL</b>							<b>943,043</b>	<b>838,488</b>	<b>1,781,531</b>

**PERMISSIVE AREAS SURROUNDING BUILDINGS FOR PUBLIC WORSHIP**

59	North Shore Bethel Christian Mennonite Brethren (	8	185 East Keith Road	114025.000	D/L 274 BL 114 LOT 19 PL 878	1,497,000 - 1,497,000	2,816	3,405	6,221
60	Holy Trinity Catholic Church	8	2705 Lonsdale Avenue	239066.100	D/L 545 BL 239 LOT 3 PL BCP45481	2,062,000 24,800 2,086,800	3,926	4,746	8,672
61	North Shore Alliance Church	8	201 East 23rd Street	208001.001	D/L 545/546 BL 208 LOT 1 PL 20958	3,852,000 - 3,852,000	7,247	8,761	16,008
62	North Shore Alliance Church	8	201 East 23rd Street	208001.002	D/L 545/546 BL 208 LOT 2 PL 20958	7,122,000 - 7,122,000	13,399	16,199	29,598
63	King's Temple Missionary Society (N S Christian C	8	1400 Sutherland Avenue	912009.001	D/L 616 BL 12 LOT C PL 21170	1,133,000 - 1,133,000	2,132	2,577	4,709
64	Parish of St. Agnes Anglican Church	8	530 East 12th Street	078014.100	D/L 5550 BL 78 LOT A PL LMP40523	429,000 - 429,000	807	976	1,783
65	Parish of St. John The Evangelist Anglican Church	8	209 West 13th Street	072001.001	D/L 548 BL 72 PL 20861	10,014,000 - 10,014,000	18,840	22,777	41,616
66	Salvation Army North Vancouver Community Church	8	105 West 12th Street	086009.001	D/L 548/549 BL 86 LOT C PL 1464	6,261,000 - 6,261,000	11,779	14,240	26,019
67	St. Andrew's & St. Stephen's Presbyterian Church	8	2641 Chesterfield Avenue	227100.000	D/L 545 BL 227A LOT A PL 2836	2,758,000 - 2,758,000	5,189	6,273	11,462
68	St. Andrew's United Church	8	1046 St. Georges Avenue	088003.000	D/L 549 BL 88 LOT B PL 4328	590,000 - 590,000	1,110	1,342	2,452
69	St. Andrew's United Church	8	1044 St. Georges Avenue	088038.000	D/L 549 BL 88 LOT 28/29 PL 4328	1,143,000 - 1,143,000	2,150	2,600	4,750
70	The Way Church	8	630 East 19th Street	012028.000	D/L 550 BL 12 LOT C PL 9445	2,499,000 - 2,499,000	4,701	5,684	10,385

<b>TOTAL PTE'S RENEWALS</b>	<b>1,017,139</b>	<b>928,067</b>	<b>1,945,206</b>
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**NEW APPLICATIONS**

71	North Vancouver Community Arts Council	6	335 Lonsdale Ave	993740.009	D/L 274 LOT 9 PL LMS3740	2,361,000 351,000 2,712,000	14,607	12,292	26,899
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<b>TOTAL ESTIMATED 2023 PTE'S</b>	<b>1,031,746</b>	<b>940,360</b>	<b>1,972,106</b>
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### Estimated 2023 Municipal Permissive Tax Exemptions by Category

Organization	Municipal Taxes
<b><u>Community Care and Assisted Living</u></b>	
Community Living Society	5,940
HYAD Housing for Young Adults with Disabilities	2,695
Marineview Housing Society - Cloverly House	2,922
Marineview Housing Society - Grand Blvd	4,704
North Shore Connexions Society	2,791
The Cascadia Society for Social Working	12,080
The North Shore Disability Resource Centre Association	3,102
Vancouver Coastal Health Authority- Margaret Fulton Adult Day Centre	24,970
Vancouver Coastal Health Authority - Magnolia House	3,267
<b>Subtotal - Community Care and Assisted Living</b>	<b>62,471</b>
<b><u>Daycare - Not for Profit</u></b>	
North Shore Neighbourhood House - Centreview Childcare Centre	2,930
The Lonsdale Creek Daycare Society	13,640
<b>Subtotal - Daycare Not for Profit</b>	<b>16,570</b>
<b><u>General Social Services</u></b>	
Canadian Mental Health Association	4,163
Family Services North Shore	19,045
Lighthouse Harbour Ministries	5,586
North Shore Multicultural Society	64,048
North Shore Neighbourhood House (2nd St.)	33,789
North Shore Neighbourhood House (Strata Unit 3rd St.)	485
<b>Subtotal - General Social Services</b>	<b>127,116</b>
<b><u>Non-Market Housing</u></b>	
Anavets Senior Citizens Housing	13,219
Chesterfield House Society - Marineview Housing Society	3,437
Hollyburn Family Services Society	6,118
Kiwanis North Shore Housing Society	56,466
Young Women's Christian Association (YWCA)	2,303
<b>Subtotal - Non-Market Housing</b>	<b>81,543</b>
<b><u>Public Worship (areas surrounding)</u></b>	
Holy Trinity Catholic Church	3,926
King's Temple Missionary Society (North Shore Christian Centre)	2,132
North Shore Alliance Church	20,646
North Shore Bethel Christian Mennonite Brethren Church	2,816
Parish of St. Agnes Anglican Church	807
Parish of St. John The Evangelist Anglican Church	18,840

## Estimated 2023 Municipal Permissive Tax Exemptions by Category

Organization	Municipal Taxes
<b><u>Public Worship (areas surrounding) (Cont'd)</u></b>	
Salvation Army North Vancouver Community Church	11,779
St. Andrew's & St. Stephen's Presbyterian Church	5,189
St. Andrew's United Church	3,260
The Way Church	4,701
<b>Subtotal - Public Worship (areas surrounding)</b>	<b>74,096</b>
<b><u>Recreation and Culture</u></b>	
BC Photography and Media Arts Society	69,738
North Shore Neighbourhood House (Community Garden)	4,118
North Vancouver Community Arts Council <b>*NEW*</b>	14,607
North Vancouver Lawn Bowling Club	59,754
North Vancouver Museum and Archives Commission	85,315
Presentation House Cultural Society	80,279
Silver Harbour Centre	76,497
St. Edmund's Parish	6,394
<b>Subtotal - Recreation and Culture</b>	<b>396,702</b>
<b><u>Service Clubs</u></b>	
Army, Navy, Air Force Veterans in Canada	21,823
Fraternal Order of Eagles - North West Aerie 2638	26,329
Girl Guides of Canada	66,426
Navy League of Canada	18,550
North Vancouver Royal Canadian Legion	19,338
<b>Subtotal - Service Clubs</b>	<b>152,466</b>
<b><u>Social Housing</u></b>	
Lookout Emergency Aid Society (North Shore Shelter)	18,025
St Leonard's Society of North Vancouver	2,841
<b>Subtotal - Social Housing</b>	<b>20,866</b>
<b><u>Tourism and Business</u></b>	
City of North Vancouver - The Shipyard Commons	54,749
City of North Vancouver - Pipe Shop	38,408
North Vancouver Chamber of Commerce	6,759
<b>Subtotal - Tourism and Business</b>	<b>99,916</b>
<b>Total 2022 Municipal PTE's</b>	<b>1,031,746</b>

**City of North Vancouver  
COUNCIL POLICY**

**Policy Name**      **Permissive Tax Exemptions**  
**Policy Number**   **P27**

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**POLICY****General Policy**

The City recognizes permissive tax exemptions (“PTEs”) as a tool to support the City’s goals and guiding principles by supporting organizations in the community which provide services for the general public good. It is the City’s intention that organizations accessing PTEs are offering services for the general public good (as defined by the goals from the Social Plan and OCP Guiding Principles) and that the overall financial effect on the organization and the City are considered.

The policy establishes eligibility and criteria against for evaluating PTEs, and, if Council directs, provides that the total dollar value of exemptions may be limited to a fixed percentage of the total tax levies.

Relevant goals and guiding principles in the City’s Social Plan and Official Community Plan (“OCP”) will be supported through the provision of PTEs. In addition, all applications must be consistent with the City’s policies, plans, bylaws and regulations.

**Eligibility and Assessment Criteria**

PTE applicants will be asked to complete an application form. Applications will be assessed for eligibility and the City’s criteria: statutory and municipal compliance, community benefit, and the applicant’s financial organizational viability and financial position.

*1. Statutory and Municipal Compliance*

All applicants must meet the following eligibility criteria:

- Demonstrate and declare that the principal use of the property qualifies under the Section 224 of the Community Charter;
- Not in arrears with the City; and
- Using the property in a way that is consistent and in compliance with City policies, bylaws and legislation.



## *2. Community Benefit*

Applications will be evaluated on their overall benefit to the community and the public good:

(a) Link between the services provided on the property with City goals and objectives.

- The principal use of property is in alignment with relevant City goals and objectives
- Justify community need for the services offered
- Demonstrate active and regular community oriented use of the property

(b) Provision of services for the general public good and accessibility of services to City residents.

- Services and activities should be available to a significant proportion of City residents, or a broad and attainable membership

## *3. Ownership and Financial Position*

Applications will be evaluated on their financial position and viability:

- Ongoing involvement of community volunteers in the delivery of services
- Seeking funding from multiple sources
- Clear mandate and demonstration of competent management and administration

Recipients of PTEs must publicly acknowledge the exemption.

## **REASON FOR POLICY**

The Official Community Plan (Policy 1.3.7) states that the City will “Assist organizations and individuals that provide community supports through the responsible allocation of City resources.” This policy establishes criteria and procedures for consistent and accountable consideration of PTE applications.

## **Legislation**

Tax exemptions are either statutory or permissive and are both governed by the Community Charter, i.e. a property must qualify under the Community Charter to receive either of these exemptions.

Statutory tax exemptions are allowed under Section 220 of the Community Charter for properties such as provincially or municipally held buildings and land; public libraries; buildings set apart for public worship; public hospitals; and schools. Council does not have any authority over these statutory exemptions. Statutory exemptions are administered by the BC Assessment Authority and the exemption is applied automatically to the tax role without any intervention by Council. Generally, statutory exemptions are for building(s) and the land on which the building(s) stand(s), with some exceptions. For the surrounding lands and improvements to be exempt from taxation, a permissive exemption is required.

To receive consideration for a PTE, properties must qualify for an exemption under Sections 224 (general authority), 225 (special exemptions such as partnering and heritage) and 226 (revitalization exemptions) of the *Community Charter*. Should a property be eligible for an exemption under the *Charter*, the application for the PTE will be assessed according to this PTE Policy. The application form and associated submissions also form an integral part of this PTE Policy. PTEs are at the discretion of Council and are authorized by bylaw, for the period and subject to the conditions provided in the bylaw. PTEs apply to property taxes and other assessment based levies only and not user fees like water, sewer or solid waste. In addition to the exemption from City taxes and levies, related legislation also exempts the properties from some regional, school and transit taxes.

## **AUTHORITY TO ACT**

Administration of this policy is delegated to the Finance Department.

## **PROCEDURE**

The policy sets a four-year term for the exemption, with an intention to provide some multi-year certainty to PTE beneficiaries and ease administrative burden of the application process. Current legislation allows for up to 10 years; however four years was chosen to coincide with Council mandate. Permissive tax exemptions must be passed by bylaw prior to October 31 for the following taxation year.

The following procedure is used to implement this policy and may be amended at the discretion of the Finance Department.

### **Application Process**

Bylaws are in effect for four year terms. At the beginning of a new bylaw term, all organizations applying for PTE's must:

1. Use the prescribed City application form;
2. Declare under what sub-section(s) of the legislation they qualify;
3. Provide a full description of the organization and the programs, services and benefits delivered from the exempted property, including use by City residents;
4. Describe how the services provided link with the goals and objectives of the City as stated in this Policy;
5. Describe any third party use including user group names, fees charged and conditions of use (e.g. rental of space to third party);
6. State the percentage of funding by the provincial and federal governments or agencies;
7. Provide all required and supporting documentation;
8. Provide financial statements;
9. Complete all sections of the application; and,
10. Complete and submit the application within deadlines as published by the City of North Vancouver.

In year two, three and four of the bylaw, new applicants must follow the process above. Existing recipients must provide a copy of their most recent financial statements and complete a statutory declaration annually stating that the property is still being used for the purposes outlined in the full application.

### **PTE Review and Approval Process**

Subsequent to advertising the deadline for PTE application submissions:

1. City staff will notify existing PTE recipients of the application process and deadline.
2. City staff will receive and review all applications / declarations.
3. City staff will compile a list of qualified applicants.
4. City staff will provide notice of permissive tax exemptions as required by Section 227 of the Community Charter.
5. City staff will present a report and proposed tax exemption bylaw (“bylaw”) to Council.
6. Council will approve the bylaw once every four years in the first year of their four year mandate. The bylaw will be in effect for four years and is supported by a thorough review of all applications over the four year term.
7. If there are no new applications in any of year two, three or four of a Council mandate, no Council action is required.
8. New applications received in year two, three or four of a Council mandate will be reviewed and considered as received, and a bylaw amendment presented to Council Public notice of the bylaw amendment will be provided as stated in point 3 above.
9. After the bylaw receives final adoption in Council, City staff will notify successful applicants by letter of the tax exemption received.

The City will present the approved list of PTE’s in its Annual Municipal Report each year.

Approval date:	July 6, 2009	Approved by:	Council
Effective date:	July 6, 2009	Revision date:	September 14, 2015
			July 10, 2019

## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### BYLAW NO. 8938

#### **A Bylaw to exempt certain lands and improvements in the City of North Vancouver from taxation for the year 2023**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Taxation Exemption Bylaw, 2022, No. 8938**”.
2. Tax exemptions under section 224 of the *Community Charter*.

The following lands situated, lying and being in the Corporation of the City of North Vancouver, Province of British Columbia, and any and all improvements thereon are hereby exempt from taxation imposed by the Corporation of the City of North Vancouver under section 224 of the *Community Charter* for the year 2023:

A. land or improvements that:

- i. are owned or held by a charitable, philanthropic or other not for profit corporation; and
- ii. the council considers are used for a purpose that is directly related to the purposes of the corporation:
  1. Anavets Senior Citizens' Housing, District Lot 274 Block 142 Lot 1 Plan BCP48496, PID: 028-616-260, 245 East 3rd Street, registered in the name of Anavets Senior Citizens' Housing Society, Roll # 142001.100;
  2. Army, Navy Air Force Veterans in Canada, Unit 45, District Lot 274 Block 141 Lot 11 Plan 878, PID: 015-077-179, 119 East 3rd Street, registered in the name of Army, Navy Air Force Veterans in Canada, Roll # 141011.000;
  3. The Cascadia Society for Social Working, District Lot 547 Block 4 Lot G 3846, PID: 012-111-902, 348 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 004081.000;
  4. The Cascadia Society for Social Working, District Lot 547 Block 21 Lot H Plan 20988, PID: 005-163-064, 325 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 021010.001;
  5. The Cascadia Society for Social Working, District Lot 547 Block 21 Lot F Plan 20141, PID: 003-683-702, 351 West 19th Street, registered in the name of The Cascadia Society for Social Working, Roll # 021004.001;
  6. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 1 Plan BCS2790, PID: 027-428-613, 170 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.001;

7. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 2 Plan BCS2790, PID: 027-428-621, 168 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.002;
8. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 3 Plan BCS2790, PID: 027-428-630, 166 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.003;
9. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 4 Plan BCS2790 PID: 027-428-648, 164 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.004;
10. Fraternal Order of Eagles, North-West Aerie 2638, District Lot 274 Lot 5 Plan BCS2790 PID: 027-428-656, 162 West 3rd Street, registered in the name of Fraternal Order of Eagles, North-West Aerie 2638, Roll # 992790.005;
11. HYAD Society (Housing for Young Adults with Disabilities), District Lot 545 Block 206 Lot C Plan BCP44933, PID: 028-231-619, 2130 Chesterfield Avenue, registered in the name Provincial Rental Housing Corporation leased to HYAD Society, Roll # 206011.400;
12. Kiwanis Senior Citizens Homes Ltd., District Lot 271 Block 139 Lot D Plan 13604, PID: 008-538-191, 170 West 2nd Street, registered in the name of Kiwanis Senior Citizens Homes Ltd., Roll # 139026.000;
13. Kiwanis Care Homes Ltd., District Lot 550 Block 52 Lot 1 PI BCP23494 PID: 026-683-211, 1480 St. Andrews, registered in the name of Kiwanis Senior Citizens Homes Ltd., Roll # 052100.100;
14. Lighthouse Harbour Ministries, District Lot 274 SL1 Plan VR786, PID: 005-892-244, 1 - 260 East Esplanade, registered in the name of Lighthouse Harbour Ministries, Roll # 980786.001;
15. North Shore Connexions Society, District Lot 547 Block 4 Lot 2 Plan 14515, PID: 007-780-591, 1924 Jones Avenue, registered in the name of North Shore Connexions Society, Roll # 004045.000;
16. North Shore Disability Resource Centre Association, District Lot 616 Block B Lot 218 Plan 20292, PID: 006-672-728, 2412 Wilding Way, registered in the name of North Shore Disability Resource Centre Association, Roll # 950001.218;
17. North Shore Multicultural Society, Portion of District Lot 549 Block 50 Lot B Plan 15169, PID: 007-671-032, 123 East 15th Street, Units 100, 202, 203, 204, 204A, 205, 207, 301, 302, 303, 304, 305 only, registered in the name of Horizon Square Properties Ltd. leased to North Shore Multicultural Society, Roll # 050010.000;
18. North Vancouver Chamber of Commerce, District Lot 274 Block 274 SL2 Plan LMS4443, PID: 025-073-591, 102-124 West 1st Street, registered in the name of North Vancouver Chamber of Commerce, Roll # 994443.002;



19. Royal Canadian Legion Branch 118, District Lot 548 Strata Lot 1 Plan LMS4102, PID: 024-750-638, 123 West 15th Street, registered in the name of Royal Canadian Legion Branch 118, Roll # 994102.001;
20. Royal Canadian Legion Branch 118, District Lot 548 Strata Lot 2 Plan LMS4102, PID: 024-750-646, 121 West 15th Street, registered in the name of Royal Canadian Legion Branch 118, Roll # 994102.002;
21. Silver Harbour Seniors' Activity Centre, District Lot 545 Block 207 Lot C Plan 15014, PID: 007-711-280, 144 East 22nd Street, registered in the name of Silver Harbour Seniors' Activity Centre, Roll # 207050.000;
22. St Leonard's Society of North Vancouver, District Lot 547 Block 67 Lot 26 Plan 750, PID: 015-141-926, 312 Bewicke Avenue, registered in the name of St Leonard's Society of North Vancouver, Roll # 067027.000;
23. Family Services of the North Shore, Portion of District Lot 548/549 Block 86 Lot G Plan LMP29334, PID: 023-499-486, Suite 203 and 206, 1111 Lonsdale Avenue, registered in the name of Djavad Mowafaghian Foundation leased to Family Services of the North Shore, Roll # 086015.100;
24. Canadian Mental Health Association North and West Vancouver Branch, Portion of District Lot 548/549 Lot A Plan EPP22742, excluding 2,223 sq. ft. of the subleased rental office space of the total 3,596 sq. ft. leased space, PID 028-911-237, 300-1835 Lonsdale Avenue, registered in the name of Solitude Investments Ltd. leased to Canadian Mental Health Association, North and West Vancouver Branch Roll #019033.100;
25. The British Columbia Photography and Media Arts Society, Portion of District Lot 271 Lot A Plan EPP30712, and excluding the commercial retail space, PID 029-093-554, 101 Carrie Cates Court, registered in the name of the Corporation of the City of North Vancouver and leased to The British Columbia Photography and Media Arts Society, Roll # 177035.301;
26. Young Women's Christian Association (YWCA), District Lot 549, Block 61, Lot Air Space Parcel 5, Plan EPP68325, PID 030-180-741, 125 East 14<sup>th</sup> Street, Units 203, 204, 401, 402, 403, 404, 405, 406, 407 and 408, registered in the name of Young Women's Christian Association, Roll # 061011.600;
27. Girl Guides of Canada District Lot 271, Lot 220, Plan EPS4482, PID 030-250-218, Unit 107-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.220;
28. Girl Guides of Canada District Lot 271, Lot 221, Plan EPS4482, PID 030-250-226, Unit 108-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.221;
29. Girl Guides of Canada District Lot 271, Lot 222, Plan EPS4482, PID 030-250-234, Unit 109-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.222;

30. Girl Guides of Canada District Lot 271, Lot 229, Plan EPS4482, PID 030-250-307, Unit 207-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.229;
31. Girl Guides of Canada District Lot 271, Lot 230, Plan EPS4482, PID 030-250-315, Unit 208-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.230;
32. Girl Guides of Canada District Lot 271, Lot 231, Plan EPS4482, PID 030-250-323, Unit 209-252 Esplanade W, registered in the name of Girl Guides of Canada, Roll #994482.231;
33. Hollyburn Family Services Society, District Lot 548 Lot 4 Plan BCS4407 PID: 028-810-317, 104-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver and leased to Hollyburn Family Services Society, Roll # 994407.004;
34. Hollyburn Family Services Society, District Lot 548 Lot 6 Plan BCS4407, PID: 028-810-333, 106-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.006;
35. Hollyburn Family Services Society, District Lot 548 Lot 7 Plan BCS4407, PID: 028-810-341, 107-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.007;
36. Hollyburn Family Services Society, District Lot 548 Lot 13 Plan BCS4407, PID: 028-810-406, 205-210 West 13th Street, registered in the name the Corporation of the City of North Vancouver leased to of Hollyburn Family Services Society, Roll # 994407.013;
37. Hollyburn Family Services Society, District Lot 548 Lot 14 Plan BCS4407, PID: 028-810-414, 206-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.014;
38. Hollyburn Family Services Society, District Lot 548 Lot 15 Plan BCS4407, PID: 028-810-422, 207-210 West 13th Street, registered in the name of the Corporation of the City of North Vancouver leased to Hollyburn Family Services Society, Roll # 994407.015;

B. land or improvements that:

- i. are owned or held by a municipality, regional district or other local authority; and,
- ii. the council considers are used for a purpose of the local authority:

1. The Pipe Shop, District Lot 274 Block 176 Lot 4 Plan BCP 39824, PID: 027-842-215, 115 Victory Ship Way, registered in the name of 366466 BC LTD, leased to

the Corporation of the City of North Vancouver, operated by Quay Property Management Corp., Roll # 175100.400;

2. The Shipyard Commons, District Lot 274, Block 176, Portion of Lot 5, Plan BCP 39824, PID 027-842-223, 125 Victory Ship Way, registered in the name of the Corporation of the City of North Vancouver leased to Shipyards Development Ltd, includes 1,317 ft<sup>2</sup> Office Space and 6,290 ft<sup>2</sup> Public Support Space and 28,310 ft<sup>2</sup> Public Plaza SRW leased back to the Corporation of the City of North Vancouver, Roll # 175100.500;
  3. North Vancouver Museum and Archives, District Lot 271 Lot 131 Plan ELSP6231, PID: 030-942-667, 115 Esplanade W, registered in the name of the Corporation of the City of North Vancouver, leased by the North Vancouver Museum and Archives Commission, Roll# 996231.131;
- C. land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use:
1. The Lonsdale Creek Daycare Centre Society, operating in Lonsdale Annex Elementary School, Portion of District Lot 545 Block 205 Lot 8/14 Plan 3181, PID: 013-068-831, 230 West 21st Street, registered in the name of North Vancouver School District #44, leased to Lonsdale Creek Daycare Centre Society, Roll # 205008.000;
- D. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a public authority or local authority; and,
  - ii. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:
1. Lookout Emergency Aid Society, NS Shelter, District Lot 265 Lot 2 Plan BCP8797, PID: 025-819-828, 705 West 2nd Street, registered in the name of the Corporation of the City of North Vancouver, leased to Lookout Emergency Aid Society, Roll # 510061.300;
  2. North Shore Neighbourhood House, District Lot 274 Block 154 Lot M Plan 22039, PID: 012-590-975, 225 East 2nd Street, registered in the name of the Corporation of the City of North Vancouver leased to North Shore Neighbourhood House, Roll # 154001.002;
  3. North Shore Neighbourhood House (Community Garden), District Lot 274 Block 154 Lot L Plan 22039, PID: 012-590-924, 207 East 2nd Street, registered in the name of the Corporation of the City of North Vancouver leased to North Shore Neighbourhood House, Roll # 154001.001;

4. North Shore Neighbourhood House, District Lot 274, Lot 63, Plan EPS 1235, PID 029-140-676, 113 East 3rd Street, registered in the name of the Corporation of the City of North Vancouver licenced to use by North Shore Neighbourhood House, Roll # 991235.063;
  5. North Shore Neighbourhood House (Centreview Childcare Centre), District Lot 549, Block 61, Lot Air Space Parcel 4, Plan EPP68325, PID 030-180-732, 143 East 14<sup>th</sup> Street, registered in the name of the City of North Vancouver, leased to North Shore Neighbourhood House, Roll # 061011.500;
  6. Margaret Fulton Adult Day Centre, District Lot 547 Lot A Plan LMP42825, PID: 024-562-874, 1601 Forbes Avenue, registered in the name of the Corporation of the City of North Vancouver leased to Vancouver Coastal Health Authority, subleased to Margaret Fulton Adult Day Centre, Roll # 003002.100;
  7. Navy League of Canada, District Lot 547, Block 27, Lot 27, Plan 12205, PID 008-935-629, 1555 Forbes Avenue, registered in the name of the City of North Vancouver leased to the Navy League of Canada, Roll #003004.000;
  8. Presentation House Cultural Society, District Lot 274 Block 134 Lot 15 &16 Plan 735 and District Lot 247 Block 134 Lots 12 to 21 Plan 735, 333 Chesterfield Avenue, registered in the name of the Corporation of the City of North Vancouver leased to Presentation House Cultural Society, Roll # 134013.000;
  9. North Vancouver Community Arts Council, District Lot 274, Lot 9, Plan LMS3740, PID 024-324-523, 335 Lonsdale Avenue, registered in the name of the City of North Vancouver leased to the North Vancouver Community Arts Council, Roll #993740.009;
- E. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a person who is providing a municipal service under a partnering agreement;
  - ii. an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service;
  - iii. the partnering agreement expressly contemplates that the council may provide an exemption under this provision; and,
  - iv. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:
- NIL
- F. in relation to property that is exempt under section 220 (1) (h) [buildings for public worship]:
- i. an area of land surrounding the exempt building;

- ii. a hall that the council considers is necessary to the exempt building and the land on which the hall stands; and,
- iii. an area of land surrounding a hall that is exempt under subparagraph (ii):
  1. North Shore Bethel Christian Mennonite Brethren Church, District Lot 274 Block 114 Lot 19 Plan 878, PID: 015-069-141, 185 East Keith Road, registered in the name of The B. C. Conference of the Mennonite Brethren Churches, Roll # 114025.000;
  2. Holy Trinity Catholic Church. District Lot 545 Block 239 Lot 3 Plan BCP45481, PID: 028-295-943, 2705 Lonsdale Avenue, registered in the name Roman Catholic Archbishop of Vancouver, Roll # 239066.100;
  3. North Shore Alliance Church, District Lot 545 Block 208 Lot 1 Plan 20958, PID: 005-061-563, 201 East 23rd Street, registered in the name of Christian and Missionary Alliance (Canadian Pacific District), Roll # 208001.001;
  4. North Shore Alliance Church, District Lot 545/546 Block 208 Lot 2 Plan 20958, PID: 005-061-571, 201 East 23rd Street, registered in the name of Christian and Missionary Alliance (Canadian Pacific District), Roll # 208001.002;
  5. King's Temple Missionary Society (N S Christian Centre), District Lot 616 Block 12 Lot C Plan 21170, PID: 006-853-838, 1400 Sutherland Avenue, registered in the name of King's Temple Missionary Society (N S Christian Centre), Roll # 912009.001;
  6. Parish of St. Agnes Anglican Church of Canada, District Lot 550 Block 78 Lot A Plan LMP40523, PID: 024-355-712, 530 East 12th Street, registered in the name of Synod of the Diocese of New Westminster, Roll # 078014.100;
  7. Parish of St. John The Evangelist Anglican Church, District Lot 548 Block 72 Plan 20861, PID: 004-364-970, 209 West 13th Street, registered in the name of Parish of St. John The Evangelist Anglican Church, Roll # 072001.001;
  8. Salvation Army North Vancouver Community Church, District Lot 548/549 Block 86 Lot C Plan 1464, PID: 014-606-950, 105 West 12th Street, registered in the name of The Governing Council of the Salvation Army of Canada, Roll # 086009.001;
  9. St. Andrew's & St. Stephen's Presbyterian Church, District Lot 545 Block 227A Lot A Plan 2836, PID: 013-252-409, 2641 Chesterfield Avenue, registered in the name of Congregation of St. Andrew's & St. Stephen's Presbyterian Church, Roll # 227100.000;
  10. St. Andrew's United Church, District Lot 549 Block 88 Lot B Plan 750 PID: 015-136-931, 1046 St. Georges Avenue, registered in the name of The Trustees of the Congregation of St. Andrew's United Church, Roll # 088003.000;
  11. St. Andrew's United Church, District Lot 549 Block 88 Lot 27/28/29 Plan 4328, PID: 011-642-483, PID:011-642-475, PID:011-642-491, 1044 St. Georges Avenue,



registered in the name of The Trustees of the Congregation of St. Andrew's United Church, Roll # 088038.000;

12. The Way Church, District Lot 550 Block 12 Lot C Plan 9445, PID: 009-653-309, 630 East 19th Street, registered in the name of Sutherland Church, Inc, No. S8825 Roll # 012028.000;

13. St. Edmund's Parish, District Lot 271 Block 71 Lot B Plan 8415, PID: 010-087-460, 613 Mahon Avenue, registered in the name of the Roman Catholic Archbishop of Vancouver-St. Edmund's Parish, Roll # 071009.000;

G. land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied:

NIL

H. in relation to property that is exempt under section 220 (1) (i) [seniors' homes], (j) [hospitals] or (l) [private schools], any area of land surrounding the exempt building:

NIL

I. land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes:

1. North Vancouver Lawn Bowling Club, Portion of District Lot 546 Block 217 Lot B Plan 18193, PID: 007-204-001, 249 East 24th Street, registered in the name of the Corporation of the City of North Vancouver leased to the North Vancouver Lawn Bowling Club, (Includes 60,170 sq. ft. for Licensed Area 1,2,2A and 3 per Schedule A of License Agreement) Roll # 217000.002;

J. land or improvements owned or held by a person or organization and operated as a licensed community care facility and registered assisted living residence under the Community Care and Assisted Living Act:

1. Marineview Housing Society, District Lot 548 Block E.48 Lot A Plan 12729 PID: 008-811-946, excluding land and improvement portions relating to market rental units #202 and #204, 1415 Chesterfield Avenue, registered in the name of Marineview Housing Society, Roll # 048019.000;

2. Marineview Housing Society, District Lot 272 Block 5 Lot 12 Plan 3875 PID: 005-751-390, 1057 Cloverley Street, registered in the name of Marineview Housing Society, Roll # 605012.000;

3. Magnolia House Residential Mental Health Facility, District Lot 616 Block 6 Lot 73 Plan 1763, PID: 004-276-914, 720 East 17th Street, registered of in the name of Provincial Rental Housing Corporation leased to Vancouver Coastal Health Authority, subleased to Magnolia House Residential Mental Health Facility, Roll # 906073.000;

4. Community Living Society, District Lot 274 Block 116 Lot 4 Plan 878, PID: 015-131-548, 317 & 319 East Keith Road, registered in the name of Community Living Society, Roll # 116003.000;
  5. Community Living Society, District Lot 544 SL21 Plan LMS531, PID: 017-957-826, 1003-555 West 28th Street, registered in the name of Community Living Society, Roll # 990531.021;
  6. Marineview Housing Society, District Lot 550, Block 91, Lot 8, Plan 1647, PID 005-751-454, 1053 Grand Boulevard, registered in the name of Marineview Housing Society, Roll #091008.000;
- K. land or improvements for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal:

NIL

3. The effective date of this bylaw is January 1, 2023 to December 31, 2023.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of<> ,2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Huy Dang, Planner 1

Subject: DEVELOPMENT VARIANCE PERMIT APPLICATIONS: 253 EAST 28<sup>TH</sup> STREET (BILL CURTIS / BILL CURTIS & ASSOCIATES DESIGN LTD.)

Date: June 15, 2022 File No: 08-3060-20-0247/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated June 15, 2022, entitled "Development Variance Permit Applications – 253 East 28<sup>th</sup> Street (Bill Curtis / Bill Curtis & Associates Design Ltd.):

THAT Development Variance Permit Nos. PLN2022-00011 and PLN2022-00017 be considered for issuance under Section 498 of the *Local Government Act* and referred to the same Public Meeting;

THAT notification be circulated in accordance with the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**ATTACHMENTS**

1. Context Map (CityDocs [2185974](#))
2. Architectural Plans for West Lot (Lot 24), dated June 10, 2022 (CityDocs [2189911](#))
3. Architectural Plans for East Lot (Lot 23), dated June 15, 2022 (CityDocs [2191099](#))
4. Public Consultation Summary (CityDocs [2191357](#))
5. Streamside Protection and Enhancement Development Permit Guidelines (CityDocs [750429](#))
6. "Development Variance Permit No. PLN2022-00011 – 253 East 28<sup>th</sup> Street" (West Lot) (CityDocs [2186798](#))
7. "Development Variance Permit No. PLN2022-00017 – 253 East 28<sup>th</sup> Street" (East Lot) (CityDocs [2190815](#))

## SUMMARY

This report seeks Council approval for two Development Variance Permits (DVPs) for the property at 253 East 28<sup>th</sup> Street, which consists of two legal lots. The variances include an increase to the allowable Principal Building heights for the proposed single-family dwellings, and for the east lot in particular, a reduction of the front yard setback and parking requirements from two parking spaces to zero. One DVP will be registered per lot, and the variances will support the retention and rehabilitation of the Streamside Protection and Enhancement Area (SPEA) that encompasses most of the lots.

The DVPs will be processed concurrently alongside the required Streamside Protection & Enhancement Development Permits for each lot to permit the proposed single-family dwellings with suites.

## BACKGROUND

Applicant:	Bill Curtis, Bill Curtis & Associates Ltd.
Official Community Plan Designation:	Residential Level 1
Existing Zoning:	RS-1
Applicable Guidelines:	Streamside Development Permit Area

### Site Context and Surrounding Use

The property is located in the Tempe neighbourhood, and each lot has a frontage of 10.1 m (33.0 ft). There is currently a single-family dwelling that straddles the interior property line separating both lots, which is an existing non-conformance and would be demolished as part of this proposal.

The buildings and uses immediately surrounding the property are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	256 East 28 <sup>th</sup> Street	Single-family dwelling	RS-1
South (across the lane)	254 East 27 <sup>th</sup> Street and 258 East 27 <sup>th</sup> Street	Single-family dwellings	RS-1
East	-	Streamside Area	-
West	251 E 28 <sup>th</sup> St	Single-family dwelling	RS-1

Immediately east of the property is City-owned land containing a protected streamside area with no public access.



## Policy Context

The proposal of individual single-family dwellings and suites for each lot is consistent with the Official Community Plan's Residential Level 1 (R1) designation for the property.

The City's Streamside Protection and Enhancement Development Permit Guidelines (the "Streamside Guidelines") apply to any development within 15 metres from the top of a watercourse bank, otherwise known as the Streamside Protection and Enhancement Area (SPEA). Given the proximity to the adjacent stream, these Streamside Guidelines apply to both lots and thus a Development Permit will be required for each lot (see Attachment #5).

The Streamside Guidelines consist of additional considerations and requirements for streamside developments in addition to standard Zoning Bylaw and City regulations. The Development Permit formalizes the ongoing maintenance requirements and necessary protective measures for developing sensitively alongside riparian areas.

## **PLANNING ANALYSIS**

### Streamside Guideline Requirements

The Streamside Guidelines require that development be sited on portions of the property that are least environmentally sensitive, and generally require that habitat within the SPEA (15 metres from the top of a watercourse bank) be maintained, or if needed, restored with no net loss (refer to Section 9 of Attachment #5). Furthermore, no development within 5 metres of the top of watercourse bank is permitted generally.

Although the majority of the east lot and significant portions of the west lot are sited within the SPEA (refer to Figure 1), staff are supportive of the proposal as an opportunity to introduce an additional primary dwelling unit and suite to the neighbourhood. The proposal seeks to restore and rehabilitate 'lost' habitat space within the SPEA at a no net loss and the proposed Principal Building on the east lot in particular will be sited in a manner that reasonably limits the footprint within the SPEA.

The required Development Permits will ensure that the ongoing maintenance and restoration requirements of the Streamside Guidelines are fulfilled alongside acquiring a security deposit for the required landscaping works. Included in the Development Permit review will be requirements to provide a stormwater management plan and flood hazard report to confirm the City's standard regulations are being met.

### Streamside Protection and Enhancement Area (SPEA)

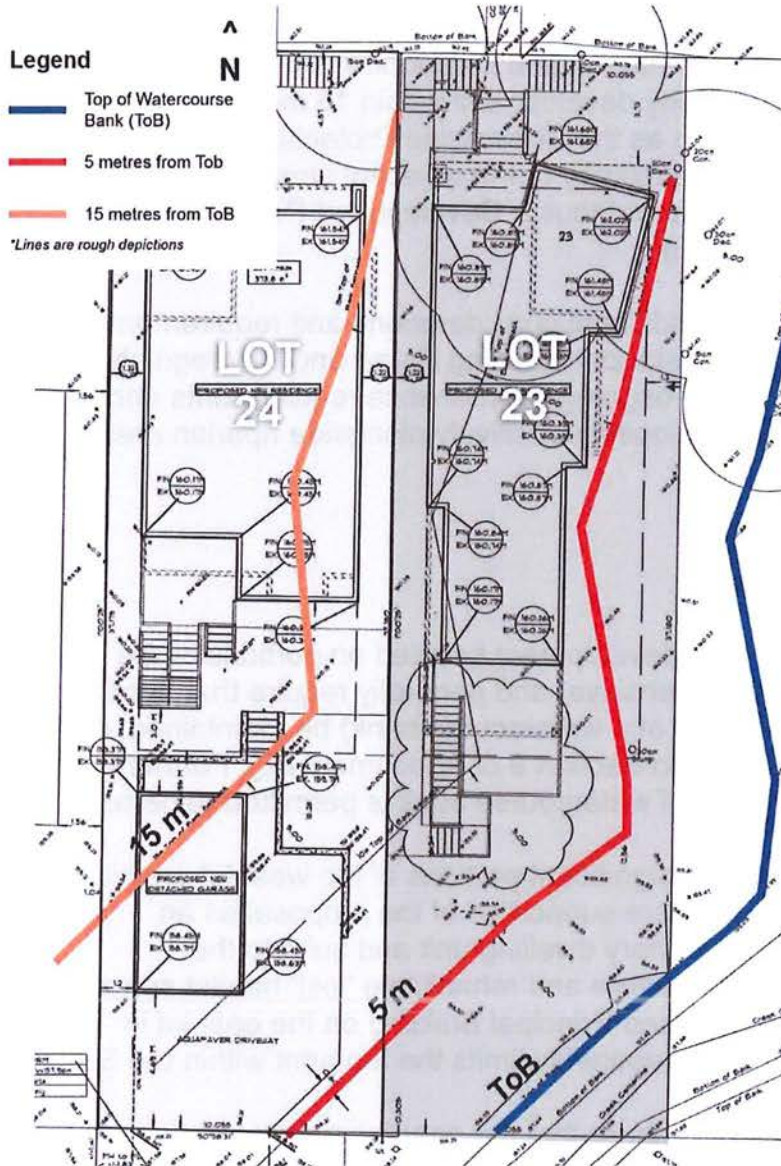
Section 9.2.4 of the Streamside Guidelines indicates that where necessary, zoning variances may be considered to prevent further loss of habitat within the SPEA.

Through the application of the Streamside Guideline requirements, the amount of buildable area within the SPEA is limited for both lots. Variances are proposed in order



to accommodate more functional and livable building designs as a result of the site constraints.

**Figure 1.** 15- and 5-metre distances from the top of watercourse bank



### Parking Variance

Development within 5 metres of the top of watercourse bank is prohibited, which means no buildings, structures, pavement, etc. are permitted along the eastern and southern portions of the east lot. As such, vehicular access off the lane would not be possible, and introducing a front driveway off East 28<sup>th</sup> Street would not be ideal.

With those considerations, the proposal seeks to reduce the parking requirements for the east lot from the minimum requirement of two spaces to zero. Staff are supportive of this proposal given the proximity to public transit one block north along East 29<sup>th</sup> Street, and two blocks west along Lonsdale Ave. There is also available street parking along East 28<sup>th</sup> Street and St. Andrews Avenue.

Parking requirements will be met on the west lot, however a variance to the siting of the garage on the west lot will be required in order to allow for the structure to be sited deeper into the lot. This will allow for the existing driveway to be maintained, and allow for adequate vehicular egress to the other unenclosed parking stall beside the garage.

### Height and Siting Variances

A reduction of the Principal Building setback requirement from the Front Lot Line is proposed for the east lot. This variance will allow for the building to be sited further north



and away from the 5 metre setback from top of watercourse bank, and will help facilitate additional habitat restoration and maintenance in the rear yard.

A variance to the maximum height envelope for both Principal Buildings is also proposed. The immediate proximity to the streamside area results in a higher flood hazard potential, and the determined Flood Construction Level (FCL) requires that the basements for both buildings be lifted almost entirely above grade.

A summary of the variances proposed for both lots are outlined below under Table 2.

**Table 2. Proposed Zoning Variances**

	<b>Current Regulation (RS-1)</b>	<b>Proposed Variance (DVP)</b>
<b>Principal Building Heights (Both Lots)</b>	Principal Building shall not exceed a maximum Building Height of 10.1 m (33.1 ft)	Principal Building Top of Plate height shall not exceed a maximum height of 10.1 m (33.1 ft) for the west lot  Principal Building shall not exceed a maximum Building Height Envelope of 11.2 m (36.8 ft) for the east lot
<b>Accessory Building Siting (West Lot)</b>	Accessory Buildings shall be sited in the rear 25% of the Lot depth	Accessory Buildings shall be sited in the rear 31% of the Lot depth
<b>Principal Building Lot Coverage (East Lot)</b>	Principal Building shall not exceed a Lot Coverage of 30%, and the site shall not exceed a combined total of 40%.	Principal Building and site shall not exceed a combined Lot Coverage of 31%
<b>Principal Building Front Yard Setback (East Lot)</b>	Principal Building shall be sited not less than 4.6 m (15.0 ft) from the Front Lot Line	Principal Building shall be sited not less than 3.7 m (12.2 ft) from the Front Lot Line
<b>Parking (East Lot)</b>	2 parking stalls	0 parking stalls

## COMMUNITY CONSULTATION

A virtual Developer's Information Session (DIS) was held on October 26, 2021, with four attendees. The attendees were in general support of the proposal, however all attendees, including an additional neighbour who reached out separately, expressed concerns with the proposed parking variance. The concerns all cited inadequate street parking in the neighbourhood, which could be further impacted by the on-site parking reduction.

In response to those concerns, staff conducted an internal analysis of the 200 block along East 28<sup>th</sup> Street in September 2021 and determined that there was no shortfall in available off-street parking during the day. Staff also note that the block and immediate surrounding areas are zoned RS-1 (One-Unit Residential 1), which already requires on-site parking minimums.

Additionally, a couple comments were received regarding the City's anticipated plans for the streamside area and adjacent lane portion. Currently no plans have been formalized, however the City has policies in place to assess the connectivity and health of environmentally-sensitive areas, which are prioritized annually through the capital and work plans.

## CONCLUSION

Staff are supportive of the proposed variances as they will help support the addition of two new single-family dwellings with suites for both lots, which will be developed at a no net loss of habitat in a manner that is sensitive to the adjacent streamside area. The proposal will also serve to rectify the existing non-conforming single-family dwelling that is currently sited over top of the bounding property line separating both lots.

RESPECTFULLY SUBMITTED:



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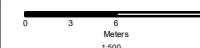
Huy Dang  
Planner 1



City of North Vancouver  
253 East 28th Street

# Legend

- Subject Site
- Major Contours
- Minor Contours
- Streams
- Ponds
- Legal\_Parcels



## DISCLAIMER

This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

GIS Division, Information Technology,  
City of North Vancouver

**city**  
of north  
vancouver





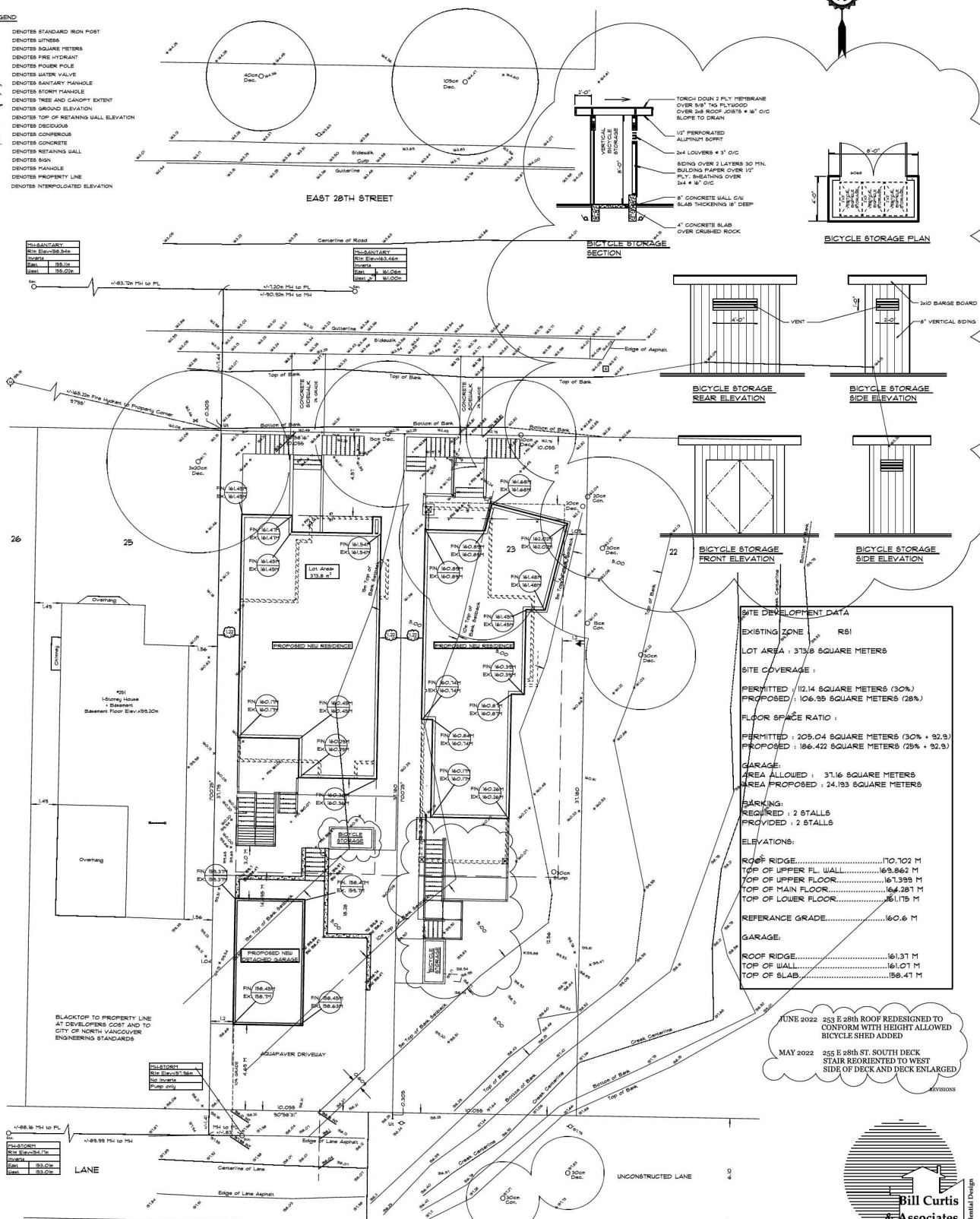
SCALE 1 : 100

ALL DISTANCES ARE IN METRES

The intended plot size of this plan is 560mm in width and 864mm in height (D size) when plotted at a ratio of 1:100

LEGEND

- |       |   |
|-------|---|
| U     | DENOTES STANDARD IRON POST              |
| VA    | DENOTES WINDSHE                         |
| $n^2$ | DENOTES SQUARE METERS                   |
| W     | DENOTES FIRE HYDRANT                    |
| W     | DENOTES POUER FOLE                      |
| M     | DENOTES WATER VALVE                     |
| Q     | DENOTES SANITARY HANGHOLE               |
| Q     | DENOTES STORM HANGHOLE                  |
| $X_n$ | DENOTES TREE AND CANOPY EXTENT          |
| $X_n$ | DENOTES GROUND ELEVATION                |
| (a)   | DENOTES TOP OF RETAINING WALL ELEVATION |
| OS    | DENOTES OSGUARD                         |
| CON   | DENOTES CONSPICUOUS                     |
| CON   | DENOTES CONCRETE                        |
| RL    | DENOTES RETAINING WALL                  |
| RL    | DENOTES SIGN                            |
| PH    | DENOTES HANGHOLE                        |
| PH    | DENOTES PROPORTION LINE                 |
| INT   | DENOTES INTERPOLATED ELEVATION          |



NOTES:  
Lot dimensions are derived from Posting Plan EPP50361.

Elevations are Geodetic (GVD25 GVRD-2005 - IN METERS)  
Derived from Control Monument 88H3813  
located at the intersection of East 29th Street and St. Georges Avenue.

Invert elevations and offsets of services from property lines are derived from municipal records and field survey. Contractor to verify all service locations and inverts prior to construction.

If this plan is used in digital form, Target Land Surveying (NZ) Ltd. will only assume responsibility for information content shown on original unaltered drawing.

Tree diameters are taken at 1.4m above grade and are shown in meters.

This Plan was prepared for architectural design and site servicing purposes, and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration of this document without consent of the signatory.

**NOTE**

THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO COMMENCING ANY WORK AND REPORT ANY DISCREPANCIES TO THE DESIGNER.

THE DESIGNER WILL NOT BE RESPONSIBLE FOR COSTS INCURRED TO THE OWNER OR CONTRACTOR THROUGH ERRORS OR OMISSIONS ON PLANS OR SPECIFICATIONS AFTER THE BUILDING PERMIT HAS BEEN ISSUED. THESE PLANS AND SPECIFICATIONS ARE PROTECTED BY COPYRIGHT AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. THESE PLANS ARE THE PROPERTY OF THE DESIGNER AND NO PLAN OR PART THEREOF SHALL BE COPIED, DISCLOSED TO OTHERS OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. VISUAL CONTACT WITH THESE DRAWINGS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

JUNE 2022	253 E 28th ROOF REDESIGNED TO CONFORM WITH HEIGHT ALLOWED BICYCLE SHED ADDED
MAY 2022	255 E 28th ST. SOUTH DECK STAIR REORIENTED TO WEST SIDE OF DECK AND DECK ENLARGED

EXTENSIONS



Bill Curtis  
& Associates  
Design Ltd.  
(3002)

Phone 604-986-4555  
Fax 604-986-4555  
billcurtisdesign@gmail.com  
Harbourfront Business Centre  
5th Floor, 224 West Esplanade  
North Vancouver, BC V7M 3M6

Drawing SITE PLAN  
Drawn By BC Date FEB, 2019

SCALE: 1:100 METRIC

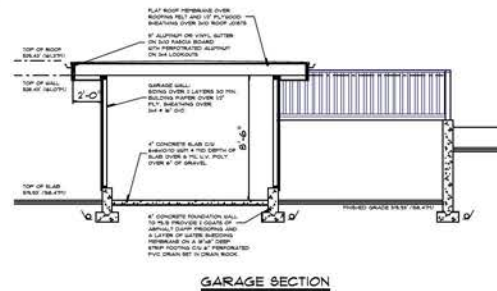
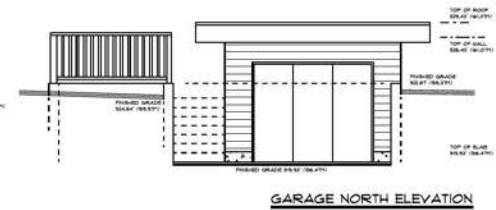
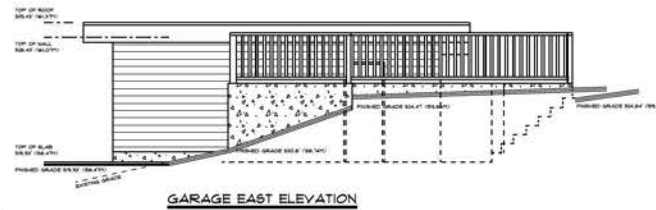
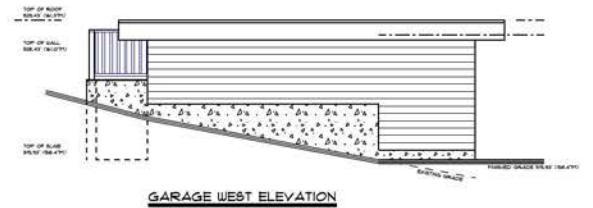
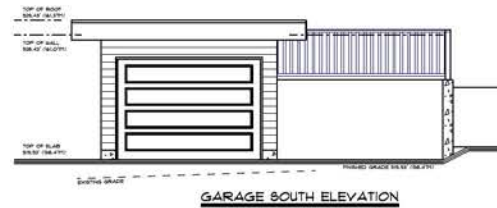
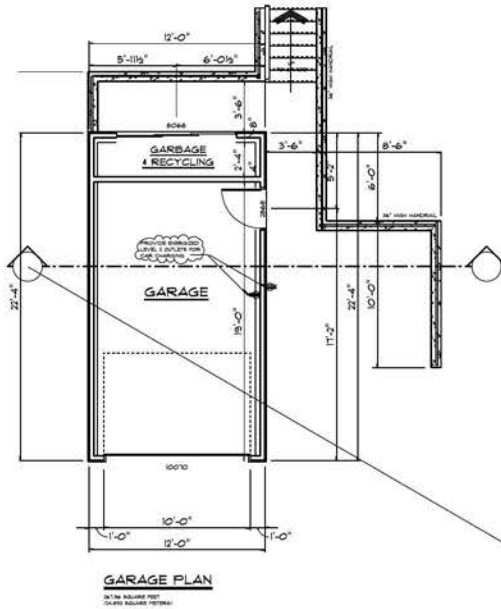
Project \_\_\_\_\_

PHAGOORA RESIDENC  
AT 253 E 28th STREET

NORTH VANCOUVER

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REVISIONS

1. FEBRUARY 1, 2021  
 GARAGE SECTION AND SPATIAL SEPARATION CALCULATIONS ADDED



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 billicurtisdesign@gmail.com

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 5th Floor, 224 West Esplanade  
 North Vancouver, BC V7M 3M6

**GARAGE PLANS**

Drawing  
 Drawn By B.C. Date FEB. 2019  
 Scale  
 Project  
**PHAGOORA RESIDENCE**  
 AT 293 EAST 28th STREET  
 NORTH VANCOUVER

**NOTE**

THE DESIGNER SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO COMMENCING ANY WORK AND REPORT ANY DISCREPANCIES TO THE DESIGNER. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR COSTS INCURRED BY THE OWNER OR CONTRACTOR THROUGH ERRORS OR OMISSIONS ON PLANS OR SPECIFICATIONS AFTER THE BUILDING PERMIT HAS BEEN ISSUED. THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF THE DESIGNER AND SHALL NOT BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. THESE PLANS ARE THE PROPERTY OF THE DESIGNER AND SHALL NOT BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. THESE PLANS ARE THE PROPERTY OF THE DESIGNER AND SHALL NOT BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE DESIGNER.

3 of 5



**NOTE:**

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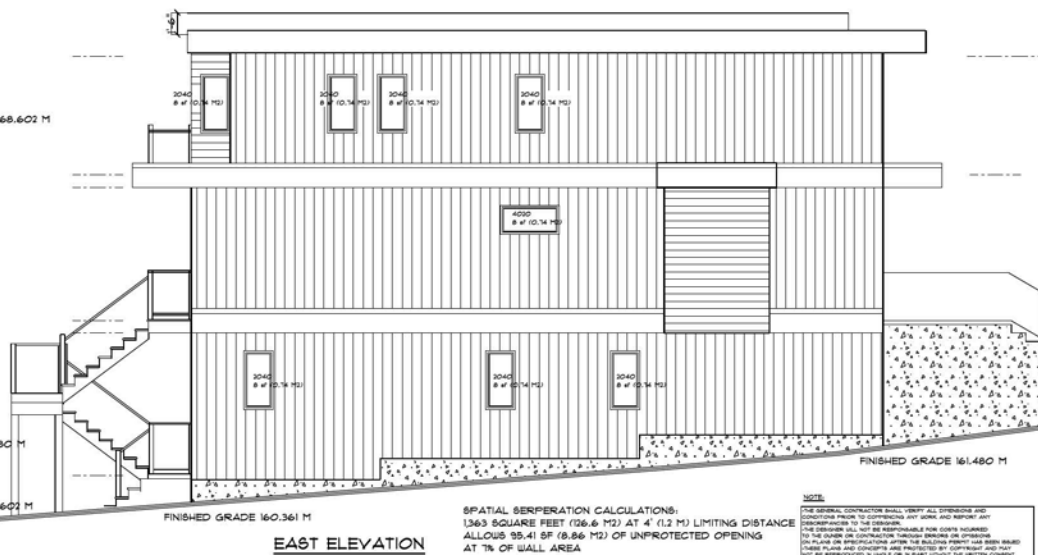
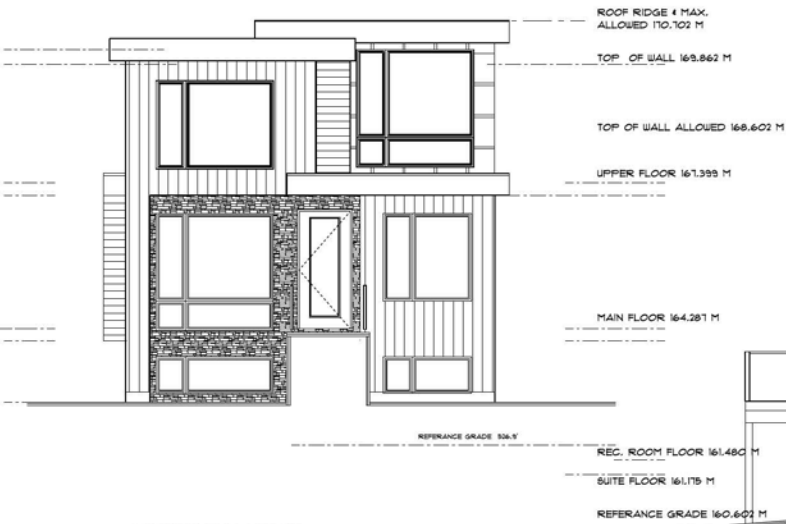
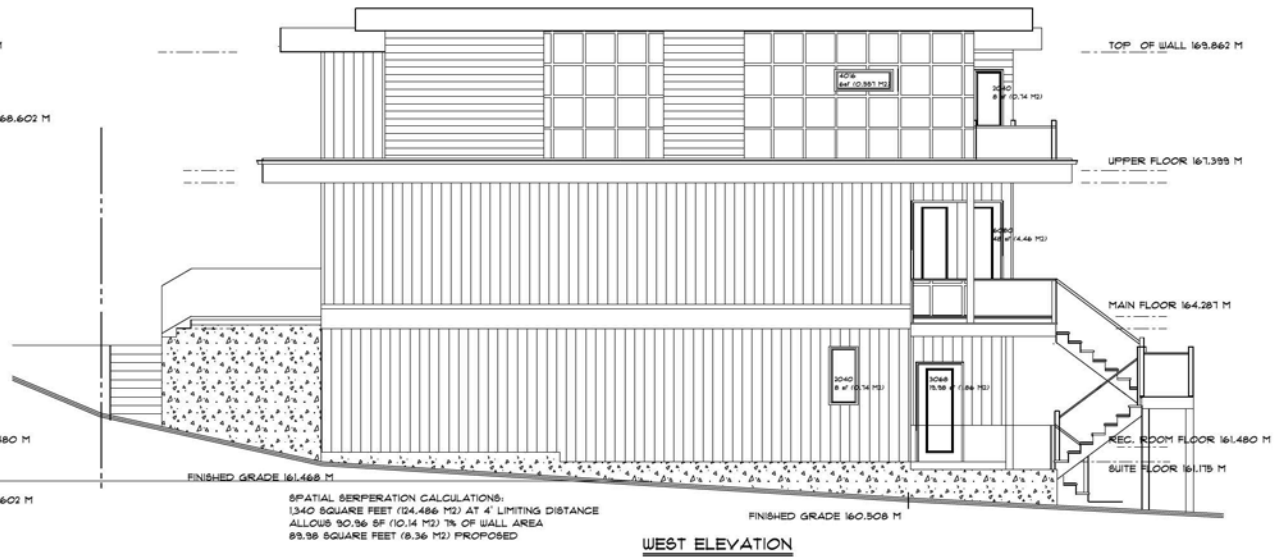


Harbourfront Business Centre  
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### Results

Project  
BLAGORA RESIDENCE

### NORTH VANCOUVER



REVISIONS	DATE	DESCRIPTION
1	JUNE 2012	ROOF REDESIGNED
2	MAY 2012	ENERGIZED LEVEL 2 OUTLETS FOR PARKING NOTED
3	FEBRUARY 1, 2011	GARAGE SECTION AND SPATIAL SERPERATION CALCULATIONS ADDED



Harbourfront Business Centre  
5th Floor, 224 West Esplanade  
North Vancouver, BC V7M 3M6

# ELEVATIONS

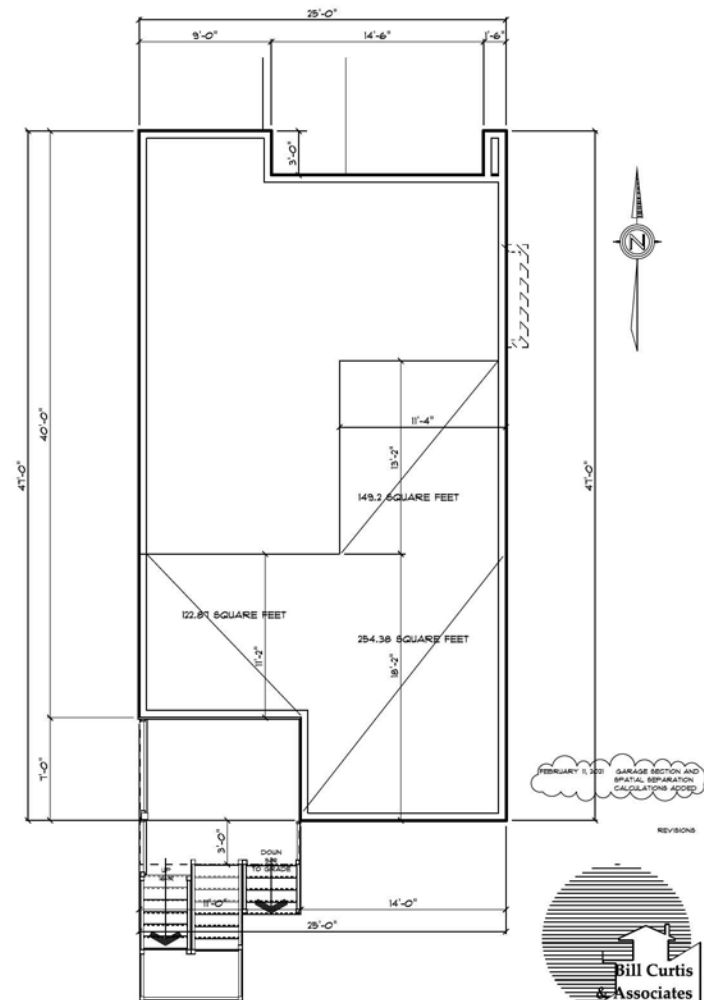
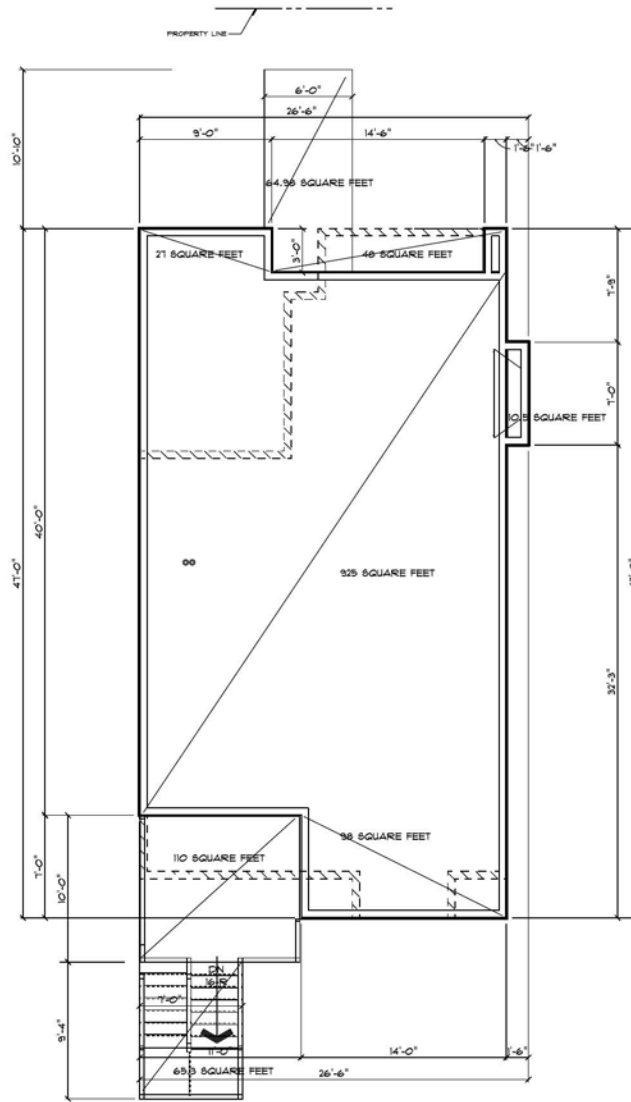
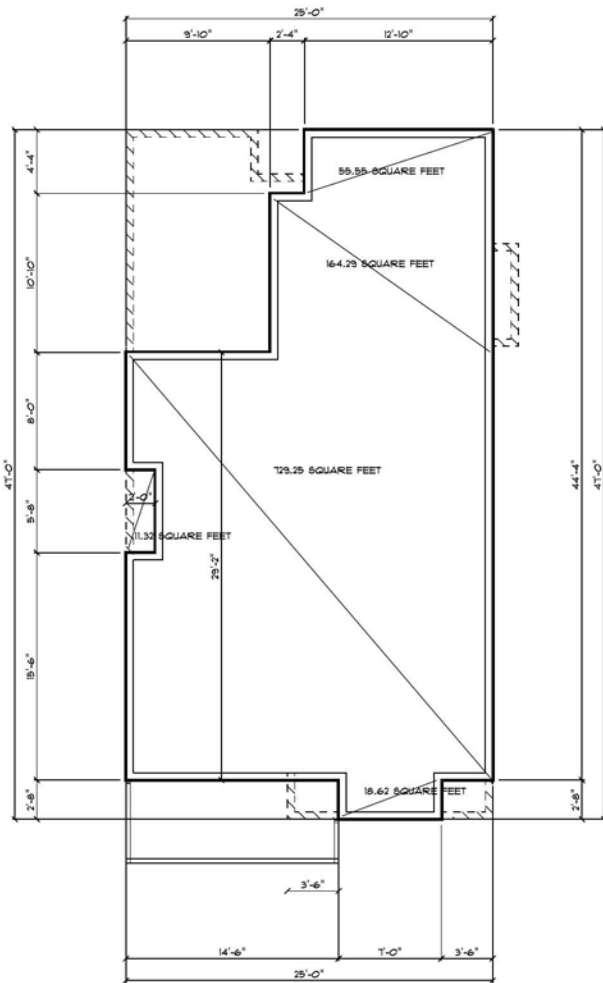
Drawn By B.C. Date FEB. 2015  
Scale 1:50 METRIC

Project  
**PIAGOGORA RESIDENCE**  
AT 253 EAST 28th STREET  
NORTH VANCOUVER

5 of 5

**NOTE:**  
THE GENERAL CONTRACTOR SHALL VERIFY ALL OPENINGS AND CONDITIONS PRIOR TO CONSTRUCTION AND BEFORE ANY CONSTRUCTION OF THE BUILDING. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR COSTS INCURRED BY THE OWNER OR CONSTRUCTION THROUGH DEFECTS OR OMISSIONS IN PLANS OR SPECIFICATIONS AFTER THE BUILDING PERMIT HAS BEEN ISSUED. THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF THE DESIGNER AND NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. NO PART OF ANY OTHER PROJECT SHALL BE USED IN CONNECTION WITH THESE PLANS WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. PLEASE CONSULT WITH THE DESIGNER REGARDING ANY CHANGES OR REVISIONS TO THESE PLANS.





NOTE:  
 THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS PRIOR TO COMMENCING ANY WORK AND REPORT ANY DISCREPANCIES TO THE DESIGNER.  
 THE DESIGNER SHALL NOT BE RESPONSIBLE FOR COSTS INCURRED FOR THE OWNER ON CONSTRUCTION THROUGH ERRORS OR OMISSIONS ON PLANS OR SPECIFICATIONS UNLESS THE BUILDING DEPARTMENT HAS ISSUED PERMITS AND CONSENTS ARE PROVIDED BY CONTRACT AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. THESE PLANS AND THE PROPERTY OF THE DESIGNER AND NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. FOR ANY OTHER PROJECTS, THE WRITTEN CONSENT OF THE DESIGNER SHALL BE OBTAINED PRIOR TO ANY REPRODUCTION OR USE OF THESE PLANS. CONTACT THE DESIGNER FOR ANY QUESTIONS OR CONCERNS.

5a5  
OF

Project  
 PHAGOORA RESIDENCE  
 AT 253 EAST 28th STREET  
 NORTH VANCOUVER

REVISIONS  
 FEBRUARY 1, 2020 GARAGE SECTION AND SPATIAL SEPARATION CALCULATIONS ADDED

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 604-606-4555  
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Harbourfront Business Centre  
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FLOOR AREAS

Drawing  
 Drawn By B.C. Date FEB. 2019

Scale

Project

PHAGOORA RESIDENCE

AT 253 EAST 28th STREET

NORTH VANCOUVER



REVISIONS

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Harbourfront Business Centre  
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FLOOR AREAS

Drawing  
 Drawn By B.C. Date FEB. 2019

Scale

Project

PHAGOORA RESIDENCE

AT 253 EAST 28th STREET

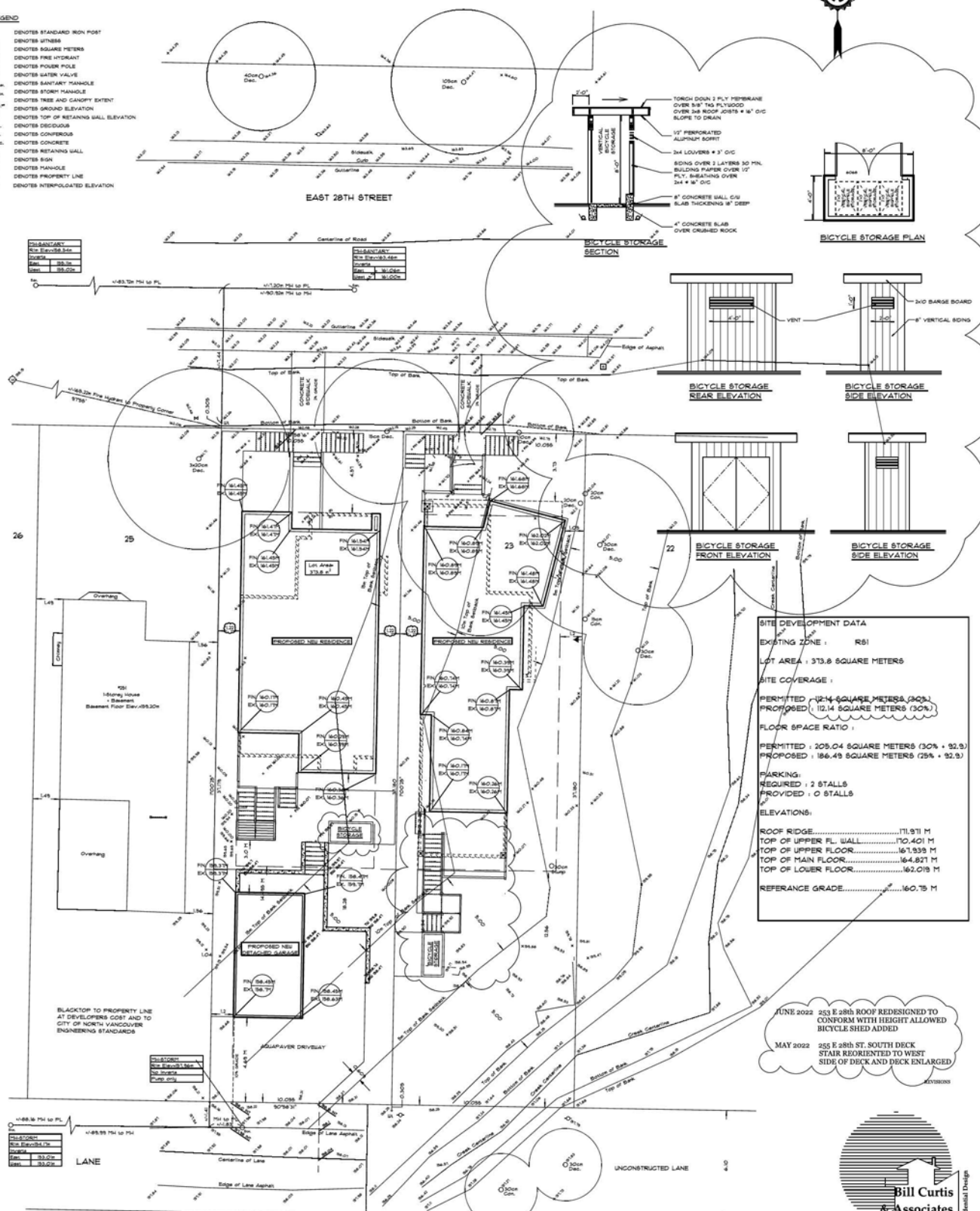
NORTH VANCOUVER

SCALE 1 : 100

The intended plot size of this plan is 840mm in width and 640mm in height (D size) when plotted at a scale of 1:100.

LEGEND

- |          |   |
|----------|---|
| +        | DENSITIES STANDARD IRON PIST              |
| u        | DENSITIES UTENSILS                        |
| $\pi$ 2  | DENSITIES SQUARE PISTERS                  |
| $\pi$ 4  | DENSITIES FIRE HYDRANT                    |
| $\pi$ 6  | DENSITIES POWER POLE                      |
| $\pi$ 8  | DENSITIES WATER VALVE                     |
| $\pi$ 10 | DENSITIES SANTARY HANDLE                  |
| $\pi$ 12 | DENSITIES STORM MANHOLE                   |
| $\pi$ 14 | DENSITIES TREE AND CANOPY EXTENT          |
| $\pi$ 16 | DENSITIES GROUND ELEVATION                |
| $\pi$ 18 | DENSITIES TOP OF RETAINING WALL ELEVATION |
| $\pi$ 20 | DENSITIES DECEGLADE                       |
| $\pi$ 22 | DENSITIES CONCRETE                        |
| $\pi$ 24 | DENSITIES CONCRETE                        |
| $\pi$ 26 | DENSITIES RETAINING WALL                  |
| $\pi$ 28 | DENSITIES SIGN                            |
| $\pi$ 30 | DENSITIES MANHOLE                         |
| $\pi$ 32 | DENSITIES PROPERT LINE                    |
| $\pi$ 34 | DENSITIES INTERPOLATED ELEVATION          |



NOTES:  
Lot dimensions are derived from Plotting Plan SPP56561.

Measurements shown are to the exterior siding of building.

Elevations are Geodetic (GVD08 GVRD-2005 - IN METER)  
Derived from Control Monument: 8843813  
located at the intersection of East 9th Street and St. J.

located at the intersection of East 29th Street and St. G.  
approximately 4.4m east of manhole cover. Elevation = 16

Invert elevations and offsets of services from property line are derived from municipal records and field survey.

Contractor to verify all service locations and invert prior

Spot elevations along curb are taken in gutter.

If this plan is used in digital form, Target Land Surveying (NZ) Ltd. will only assume responsibility for information content.

will only assume responsibility for information content shown on original unaltered drawing.

Tree diameters are taken at 1.4m above grade and are shown in meters.

Tree and stump symbols shown are not to scale.

This Plan was prepared for architectural design and site servicing purposes, and is for the exclusive use of our client. The client accepts all responsibility.

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## NOT

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JUNE 2022 253 E 28th ROOF REDESIGNED TO CONFORM WITH HEIGHT ALLOWED BICYCLE SHED ADDED

MAY 2022 255 E 28th ST. SOUTH DECK

STAIR REORIENTED TO WEST  
SIDE OF DECK AND DECK ENLARGED

REVISIONS


**Bill Curtis**

**& Associates**  
**Design Ltd.**

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(2009)

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Drawing SITE PLAN

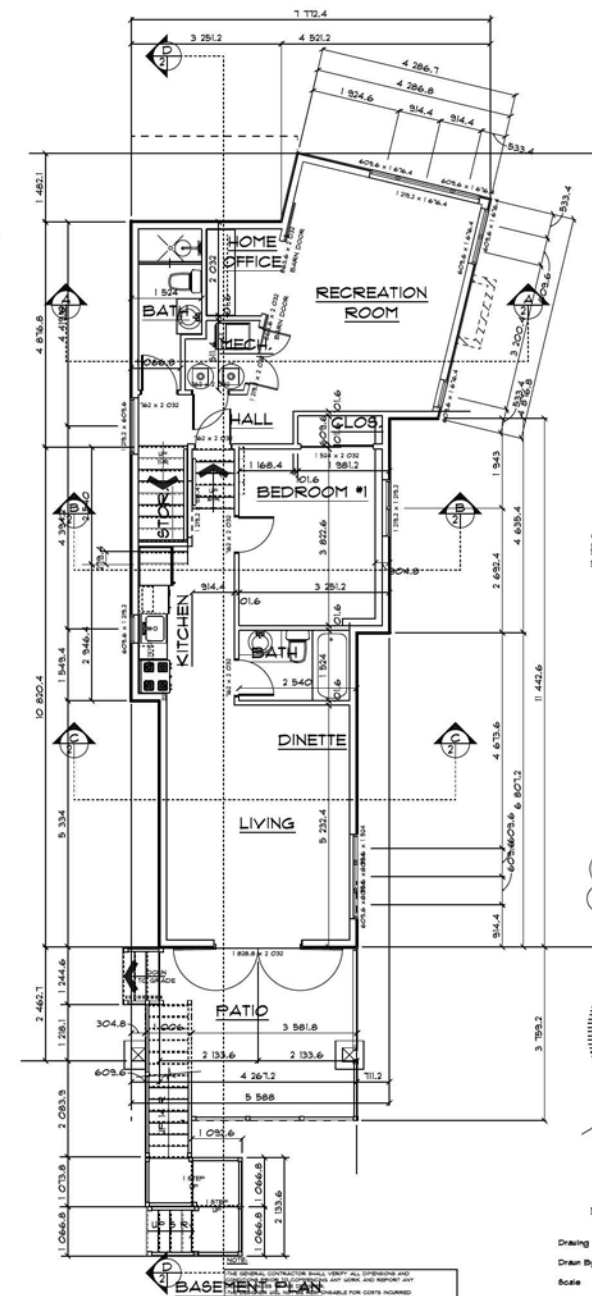
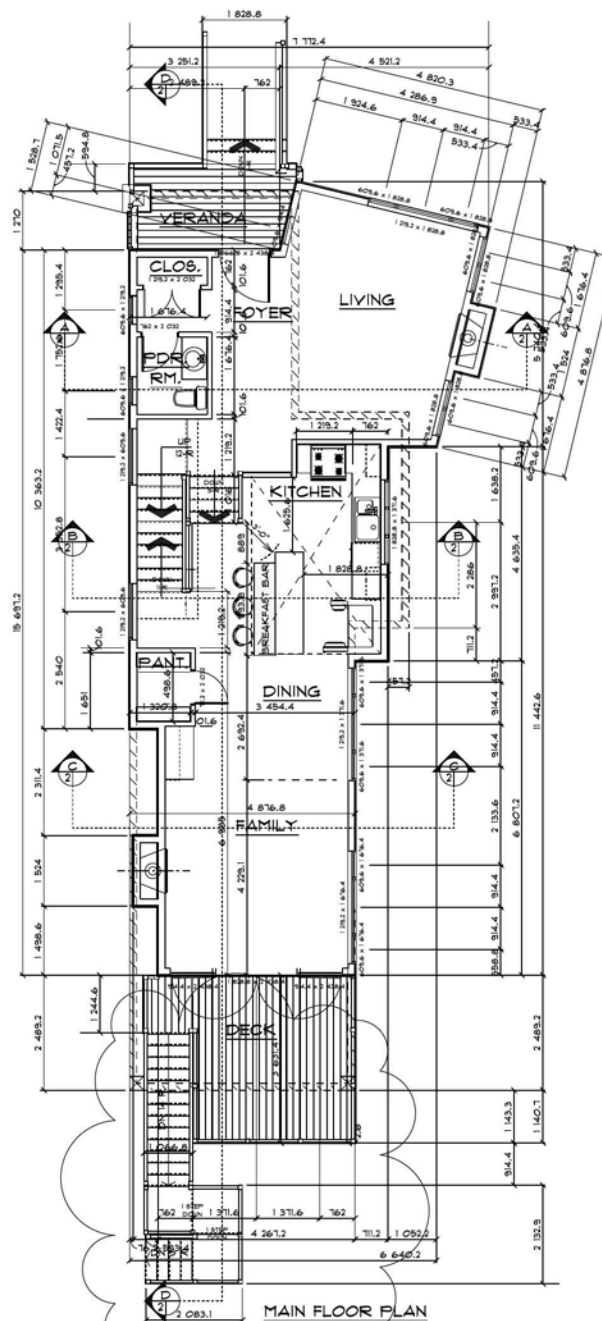
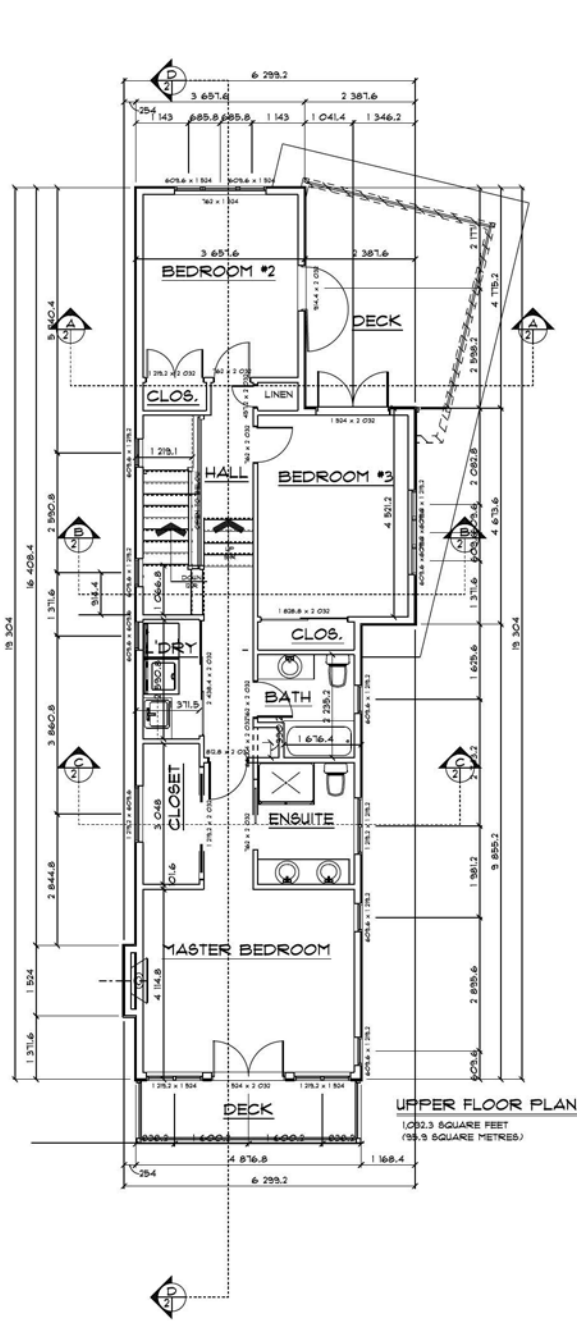
Drawn By: BC Date: FEB. 2019

SCALE: 1:100 METRIC

Project  
PHAGOORA RESIDENCE

(1 of 5) AT 255 E 28th STREET  
NORTH VANCOUVER

NORTH VANCOUVER

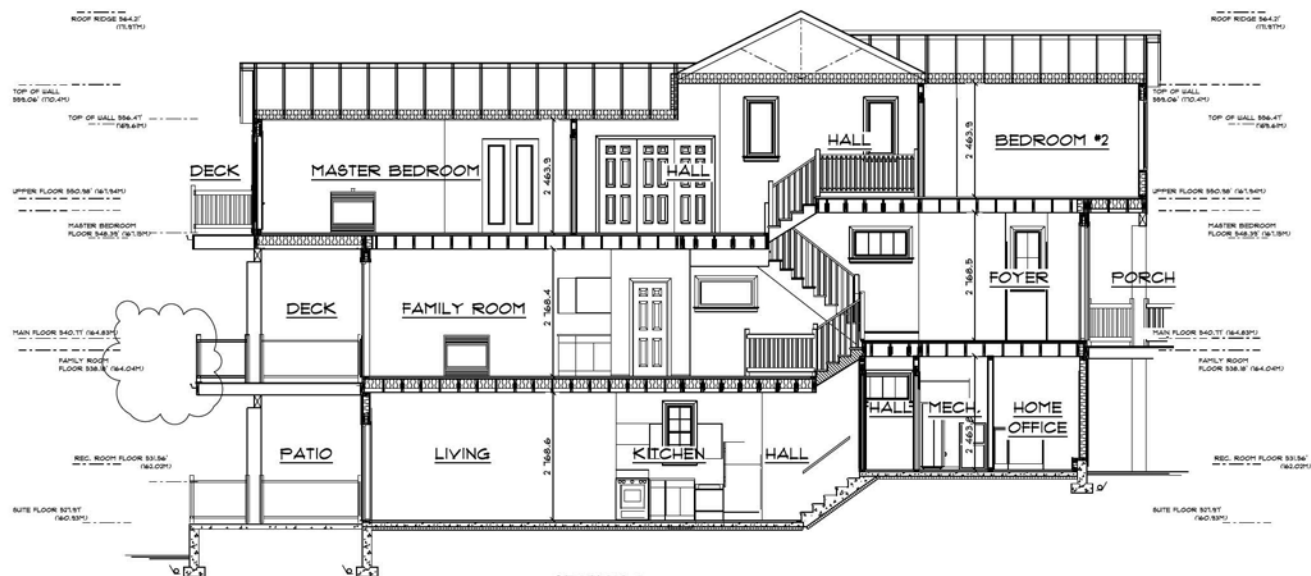
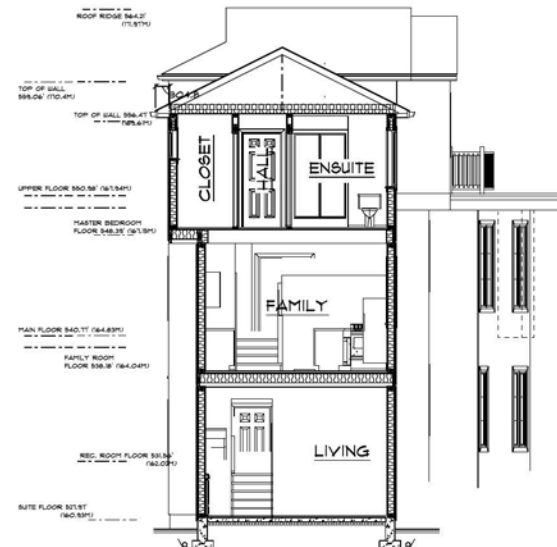
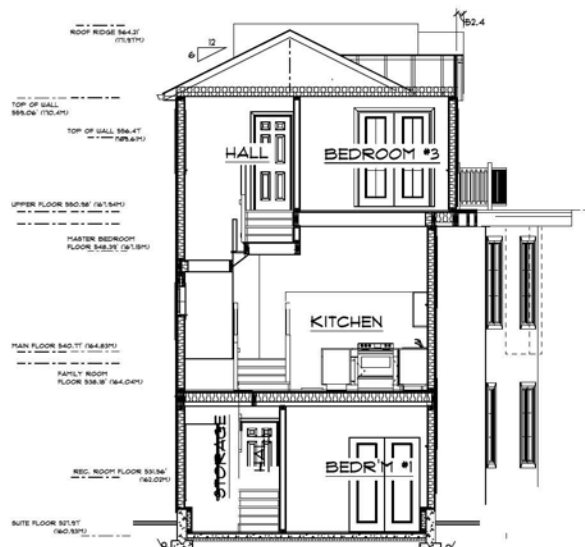
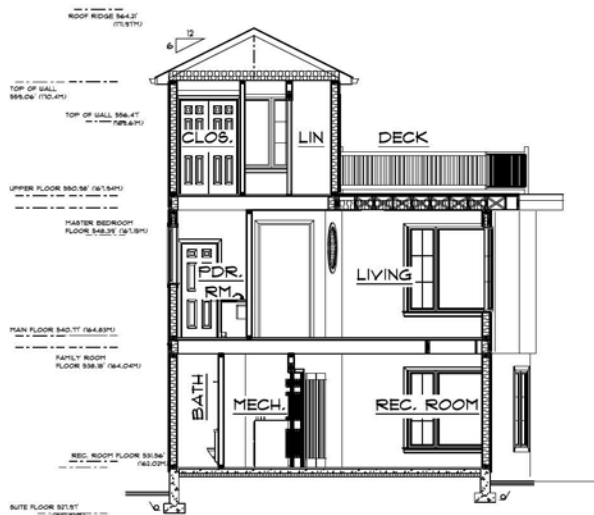


AND 302 LOT COVERAGE  
CONNECTED  
MAY 202 DECK STAIN PROVIDED TO  
LEFT SIDE OF DECK AND  
MAIN FL. DECK ENLARGED  
FEB. 202 SPATIAL SEPARATION  
CALCULATIONS ADDED  
WINDOWS ADJUSTED AND  
CREATED ACCORDINGLY  
REVISIONS



Harbourfront Business Centre  
5th Floor, 224 West Esplanade  
North Vancouver, BC V7M 3M6

**FLOOR PLANS**  
Drawing  
Drawn By B.C. Date FEB. 2019  
Scale  
Project  
PHAGOORA RESIDENCE  
AT 255 EAST 28TH STREET  
NORTH VANCOUVER



APR. 2021 LOT COVERAGE  
 CORRECTED  
 MAY 2022 DECK STAIR MOVED TO  
 WEST SIDE OF DECK AND  
 MAIN FL. DECK ENLARGED  
 FEB. 2023 SPATIAL REPERMUTATION  
 CALCULATIONS ADDED  
 UNDOUBT ADJUSTED AND  
 DELETED ACCORDINGLY  
 REVISIONS

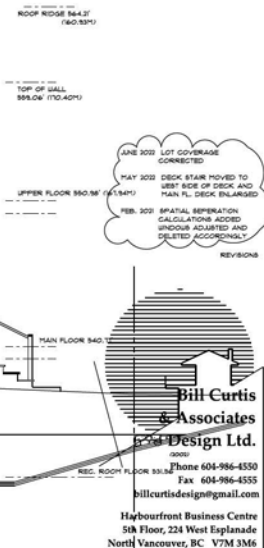
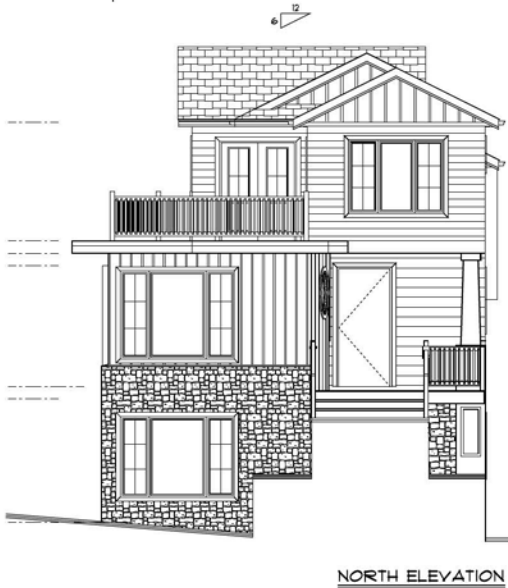
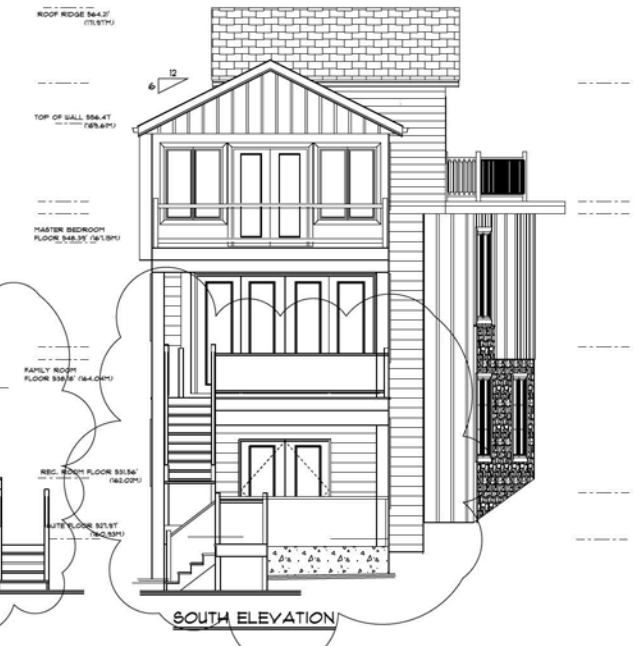
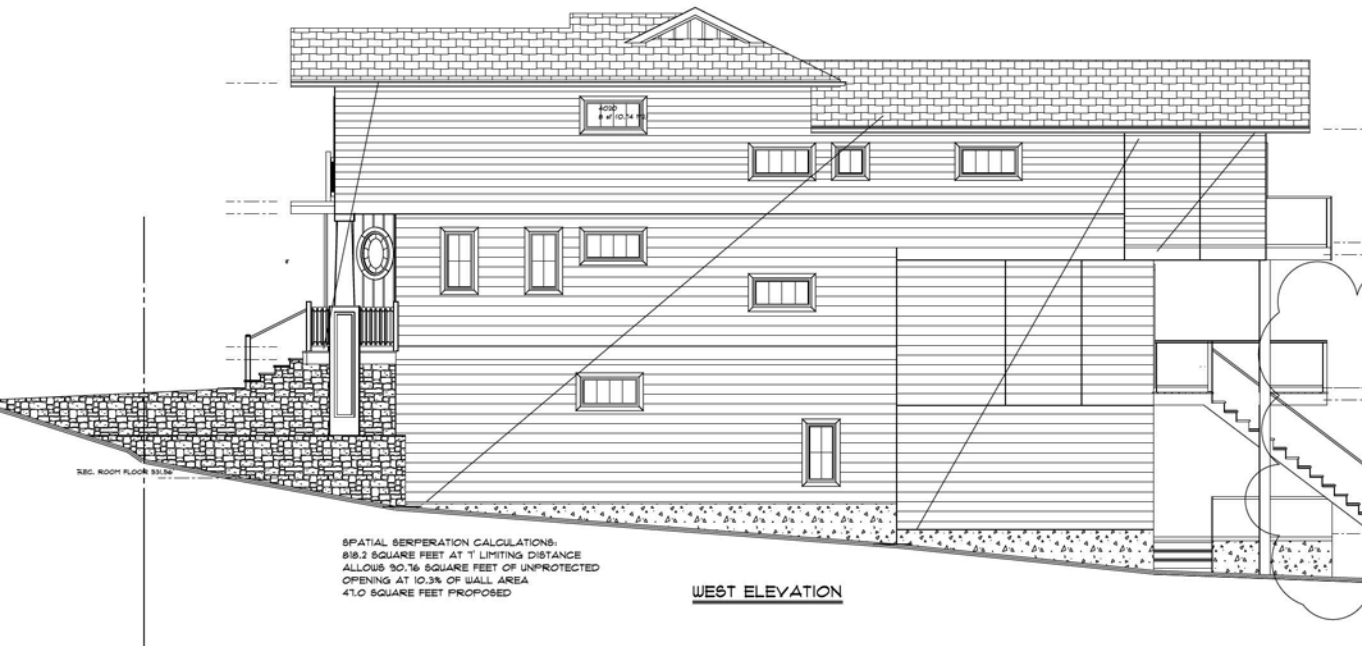
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 North Vancouver, BC V7M 3M6

**SECTIONS**  
 Drawn By B.C. Date FEB. 2019  
 Scale  
 Project  
**PHAGORA RESIDENCE**  
 AT 255 EAST 28th STREET  
 NORTH VANCOUVER

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 TO THE OWNER OR CONTRACTOR. THE DESIGNER SHALL BE RESPONSIBLE  
 FOR ANY DISCREPANCIES PRIOR TO THE COMMENCEMENT OF WORK.  
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 PRIOR TO THE COMMENCEMENT OF WORK.

35  
 of



REVISIONS

1. JUNE 2018 LOT COVERAGE CORRECTED

2. MAY 2018 DECK STAIR MOVED TO WEST SIDE OF DECK AND MAIN FL. DECK ENLARGED

3. FEB. 2018 SPATIAL SEPERATION CALCULATIONS ADDED UNDOOR ADJUSTED AND DELETED ACCORDINGLY

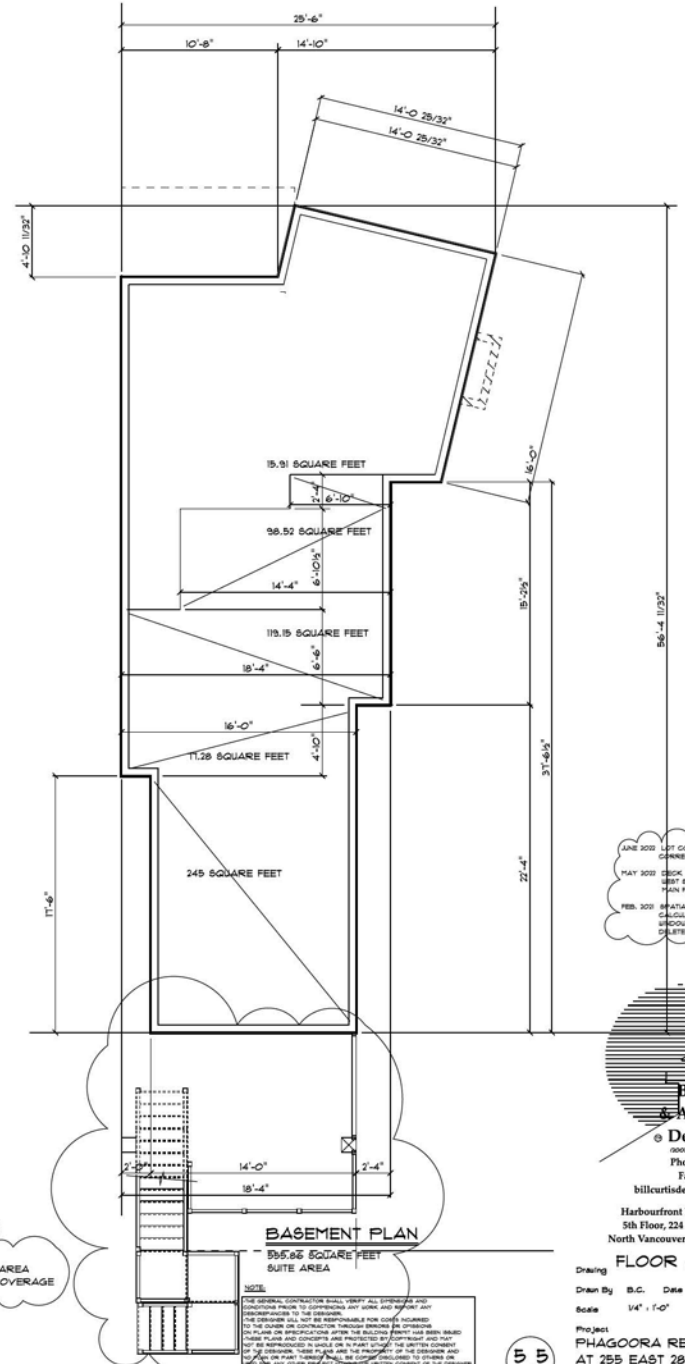
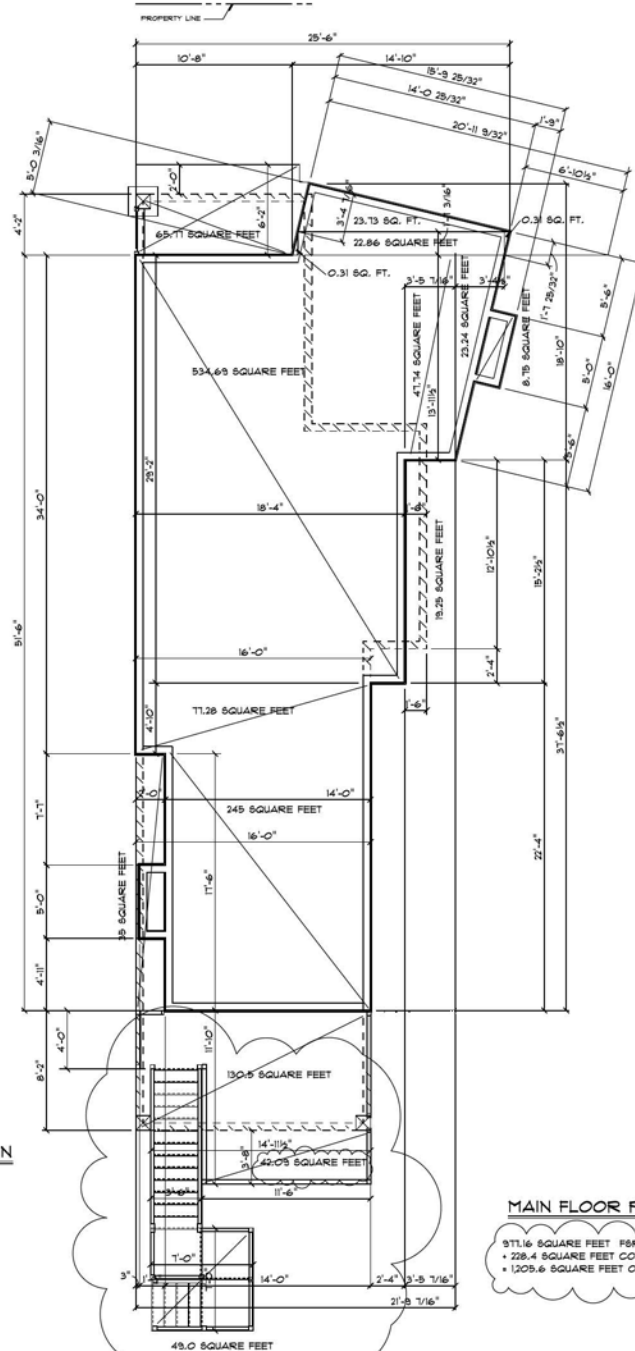
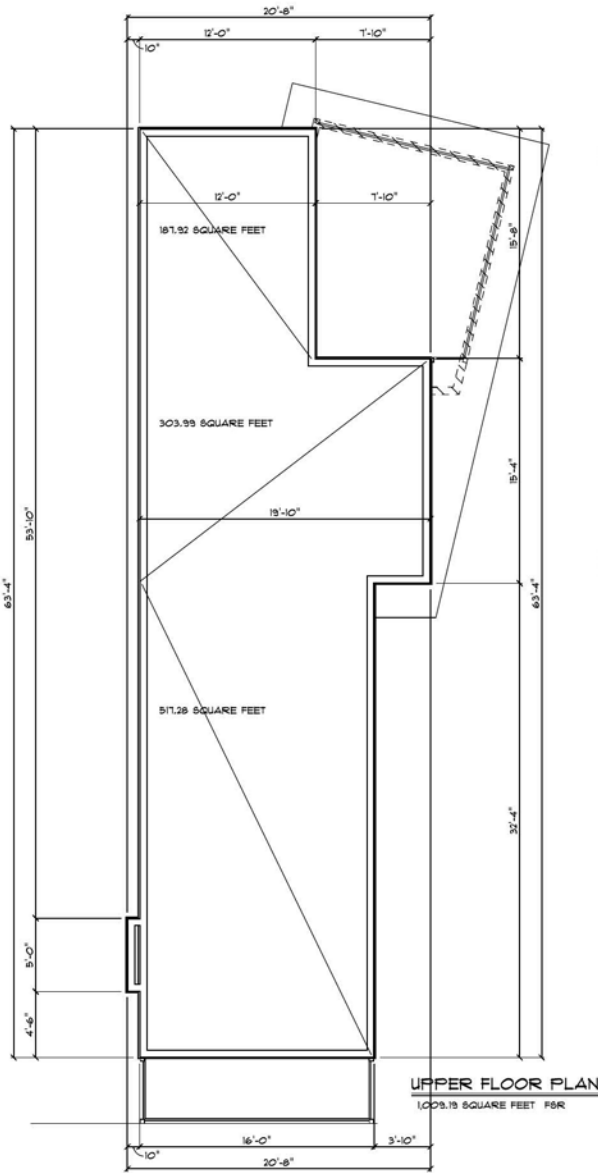
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Fax 604-986-4555  
billcurtisdesign@gmail.com

Harbourfront Business Centre  
5th Floor, 224 West Esplanade  
North Vancouver, BC V7M 3M6

**ELEVATIONS**

Drawing  
Drawn By B.C. Date FEB. 2018  
Scale  
Project  
PHAGORA RESIDENCE  
AT 255 EAST 28th STREET  
NORTH VANCOUVER





JUNE 2022 LOT COVERAGE  
 CORRECTED  
 MAY 2022 DECK STAIR MOVED TO  
 WEST SIDE OF DECK AND  
 MAIN FL DECK ENLARGED  
 FEB. 2022 SPATIAL SEPARATION  
 CALCULATIONS ADDED  
 W/ROOM ACQUIRED AND  
 DELETED ACCORDINGLY  
 REVISIONS



Harbourfront Business Centre  
 5th Floor, 224 West Esplanade  
 North Vancouver, BC V7M 3M6

**FLOOR AREAS**

Drawing  
 Drawn By B.C. Date FEB. 2019  
 Scale 1/4" = 1'-0"  
 Project  
**PHAGOORA RESIDENCE**  
 AT 255 EAST 28th STREET  
 NORTH VANCOUVER

# Bill Curtis & Associates Design Ltd.

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5<sup>th</sup> Floor, 224 West Esplanade  
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www.billcurtishomedesign.com  
e-mail [billcurtisdesign@gmail.com](mailto:billcurtisdesign@gmail.com)

October 27, 2021

City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC  
Planning Department  
Attention Ms. Annie Demster

Regarding 253 East 28<sup>th</sup> Street, October 26, 2021 Virtual DIS

The virtual DIS was held October 26<sup>th</sup>, 2021 from 7:00 to 8:30m PM and was attended by four respondents to the DIS notification.

The first was [REDACTED] who lives at [REDACTED]. Her mail is [REDACTED]. She was happy to see the extent of planting and the restoration of the creek bank. She commented on how children would play in the lane and that the lane served as a community space. And she said she would much rather see more green space than more parking. She mentioned that there was thought of developing a bike lane along 27<sup>th</sup> street, which would make parking even more difficult in the area.

The second was [REDACTED] who lives at [REDACTED]. His email is [REDACTED]. He is not opposed to development but was concerned about the parking. [REDACTED] pointed out that it was only one of the two proposed new home that would be without parking. We also expressed concern about what would happen with the east end of the lane and east side of the creek, would the city upgrade those areas too?

The third were [REDACTED] who live at [REDACTED]. Their email is [REDACTED]. They were interested in learning how much of the creek area would be landscaped and restored to health. They liked the plan but parking was a concern.

[REDACTED] was the fourth party to attend. Hi email is [REDACTED]. [REDACTED] had little to say other than parking was an issue in the neighborhood, but he uses his garage for parking and he felt other people should too.

There were no concerns expressed about any variances requested except parking for the easterly lot.

Thank you for your consideration,

Bill Curtis

# ***Streamside Protection & Enhancement Development Permit Guidelines***

Development Permits for Streamside Protection and Enhancement serve to both streamline and formalize the current process for reviewing development near riparian areas and provide greater protection for natural fish resources.

## **1.0 Purpose**

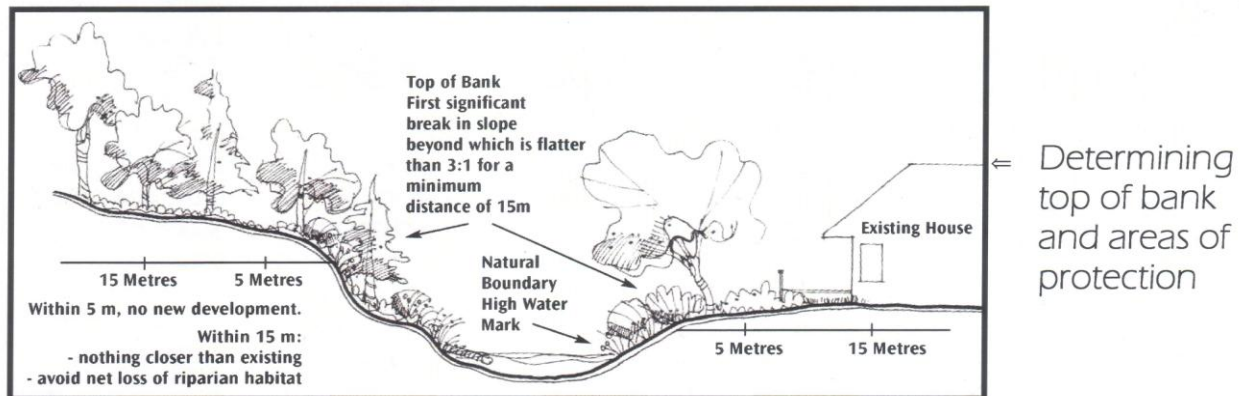
The purpose of these guidelines is twofold:

- To provide the owners of affected property and the development community with an outline of the legal requirements to protect riparian areas on privately owned lands; and,
- To clarify the process for approvals associated with developments near riparian areas in the City.

## **2.0 When is a Development Permit Required?**

A Development Permit for Streamside Protection and Enhancement is required for any work to be done within 15 metres of the top of a watercourse bank (10m from top of ravine bank), including:

- constructing any structure or building;
- constructing an impervious / semi-impervious surface; or
- undertaking landscaping changes, including tree removal.



## **3.0 Exemptions:**

An owner/applicant may be exempt from the requirement for a Development Permit if the work is limited to:

- Interior renovations or exterior renovations / maintenance of existing buildings involving no additions;
- Activities occurring more than 15 metres from the top of watercourse bank or edge of wetland (10 metres from top of ravine bank);
- Maintenance of existing landscape conditions;
- Construction and maintenance activities carried out by, or on behalf of, the City, designed to enhance the coexistence of natural habitats and public trails;
- Emergency works, including tree cutting, necessary to remove an immediate danger or hazard;
- Regular and emergency City maintenance of municipal infrastructure conducted in a manner that is consistent with the objectives of the Development Permit designation;
- The implementation of a fish habitat mitigation or restoration plan authorized by the senior government ministry or agency having jurisdiction; and,
- The alteration or removal of high to extreme risk trees assessed by a Certified Tree Risk Assessor who provides the risk rating, and replanting plan consistent with the current Ministry of Environment Tree Replacement Criteria.

## 4.0 Definitions

For the purposes of this guideline the following definitions apply:

**"active floodplain"** means an area of land within a boundary that is indicated by the visible high water mark or water level of a watercourse that is reached during annual flood events as evidenced by riparian area conditions described in the definition of "riparian area";

**"development"** shall refer to any of the following:

- i. removal, alteration, disruption or destruction of vegetation;
- ii. disturbance of soils;
- iii. construction or erection of buildings and structures;
- iv. creation of non-structural impervious or semi-impervious surfaces;
- v. flood protection works;
- vi. construction of roads, trails, docks, wharves and bridges;
- vii. provision and maintenance of sewer and water services;
- viii. development of drainage systems; and,
- ix. development of utility corridors.

**"fish"** means all life stages of:

- (a) salmonids,
- (b) game fish, and
- (c) regionally significant fish;



**"fish bearing watercourse"** means a watercourse in which fish are present or potentially present if introduced barriers or obstructions are either removed or made passable for fish;

**"non fish bearing watercourse"** means a watercourse that:

- (a) is not inhabited by fish, and
- (b) provides water, food and nutrients to a downstream fish bearing watercourse or other water body;

**"no net loss"** is a working principle by which the City strives to balance unavoidable habitat losses with habitat replacement on a project-by-project basis so that further reductions to fisheries resources due to habitat loss or damage may be prevented.



**"non-permanent watercourse"** means a watercourse that typically contains surface waters or flows for periods less than 6 months in duration;

**"permanent watercourse"** means a watercourse that typically contains continuous surface waters or flows for a period more than 6 months in duration;

**"permanent structure"** means any building or structure that was lawfully constructed, placed or erected on a secure and long lasting foundation on land in accordance with any District or approval condition in effect at the time of construction, placement or erection;



**"potential vegetation"** is considered to exist if there is a reasonable ability for regeneration either with assistance through enhancement or naturally, and is considered to not exist on that part of an area covered by a permanent structure;

**"ravine"** means a narrow, steep sided valley that is commonly eroded by running water and with slope grades greater than 3:1;



**"riparian area"** means the area adjacent to a watercourse that may be subject to temporary, frequent or seasonal inundation, and supports plant species that are typical of an area of inundated or saturated soil conditions, and that are distinct from plant species on freely drained adjacent upland sites because of the presence of water;

**"streamside protection and enhancement area"** means an area adjacent to a watercourse that links aquatic to terrestrial ecosystems and includes both the riparian area vegetation and the adjacent upland vegetation that exerts an influence on the watercourse, the width of which includes the area within 15m of the top of bank of a watercourse or 10m of the top of bank of a ravine;

**"top of the bank"** means:

- (a) the point closest to the boundary of the active floodplain of a watercourse where a break in the slope of the land occurs such that the grade beyond the break is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the break, and
- (b) for a floodplain area not contained in a ravine, the edge of the active floodplain of a

watercourse where the slope of the land beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the edge;

**"top of the ravine bank"** means the first significant break in a ravine slope where the break occurs such that the grade beyond the break is flatter than 3:1 for a minimum distance of 15 metres measured perpendicularly from the break, and the break does not include a bench within the ravine that could be developed;



**"tree"** means a woody perennial plant usually having a single stem which has a diameter of at least 5 centimetres when measured from a height of 15 centimetres above the natural grade of the land.

**"watercourse"** means a creek, pond, lake, river, stream, or brook, whether usually containing water or not and any spring or wetland that is integral to a watercourse;

**"wetland"** means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support and under normal conditions that supports vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, estuaries and similar areas that are not part of the active floodplain of a watercourse.

## 5.0 Basic Information Requirements

- 5.1 Provide the following information to demonstrate existing conditions (baseline information) on the site:
  - a. All plan(s) drawn to scale, preferably 1/8 inch to 1 foot or larger, showing North arrow, and 30cm contour intervals;
  - b. Parcel boundaries and adjacent streets and rights of way;
  - c. Natural features including watercourses, wetlands and top of bank;
  - d. Lines showing 5 and 15 metres from top of watercourse bank OR 5 and 10 metres from the top of ravine bank (streamside protection and enhancement areas);
  - e. Potential Streamside Protection and Enhancement Areas identified in accordance with the Development Permit Guidelines for Streamside Protection and Enhancement;
  - f. Any existing development including locations and dimensions of existing buildings, driveways, motor vehicle parking areas and landscaping; and
  - g. All trees within 15 metres of the top of the watercourse bank or edge of wetland OR within 10 metres of top of ravine bank, highlighting those that will be affected/ removed by proposed development.
- 5.2 Detail the proposed development including:
  - a. Locations and dimensions of proposed buildings, driveways, motor vehicle parking areas and landscaping;
  - b. Conceptual building elevations; and
  - c. Points of vehicular ingress and egress.
- 5.3 Provide an analysis prepared by a Registered Professional Biologist demonstrating that the proposed development is consistent with the applicable Development Permit Guidelines and, where appropriate, identify mitigation measures that are consistent with the Guidelines including measures that may be specified as Development Permit conditions.
- 5.4 Provide a Sediment and Erosion Control Plan, as described in Section 7 of the Stream and Drainage System Protection Bylaw, 2003, No.7541. Sediment and erosion control measures are to be put in place prior to any disturbance of soils during site preparation and must remain in place until project completion.
- 5.5 Provide a written assessment by a Certified Tree Risk Assessor, confirming the condition of any trees proposed for removal, including recommended replacement species and size in compliance with the current Ministry of Environment's Tree Replacement Criteria.
- 5.6 As outlined in Section 6(c) of the Development Procedures Bylaw, 2001, No.7343, additional information, such as a Survey by a BCLS and a Landscape Plan by a BCSLA and other additional information may be required in order to accurately assess the impact of a proposed development on the Streamside Protection and Enhancement Area.

## 6.0 Fees

When submitting a Development Permit Application for Streamside Protection and Enhancement Areas, the following fees are applicable:

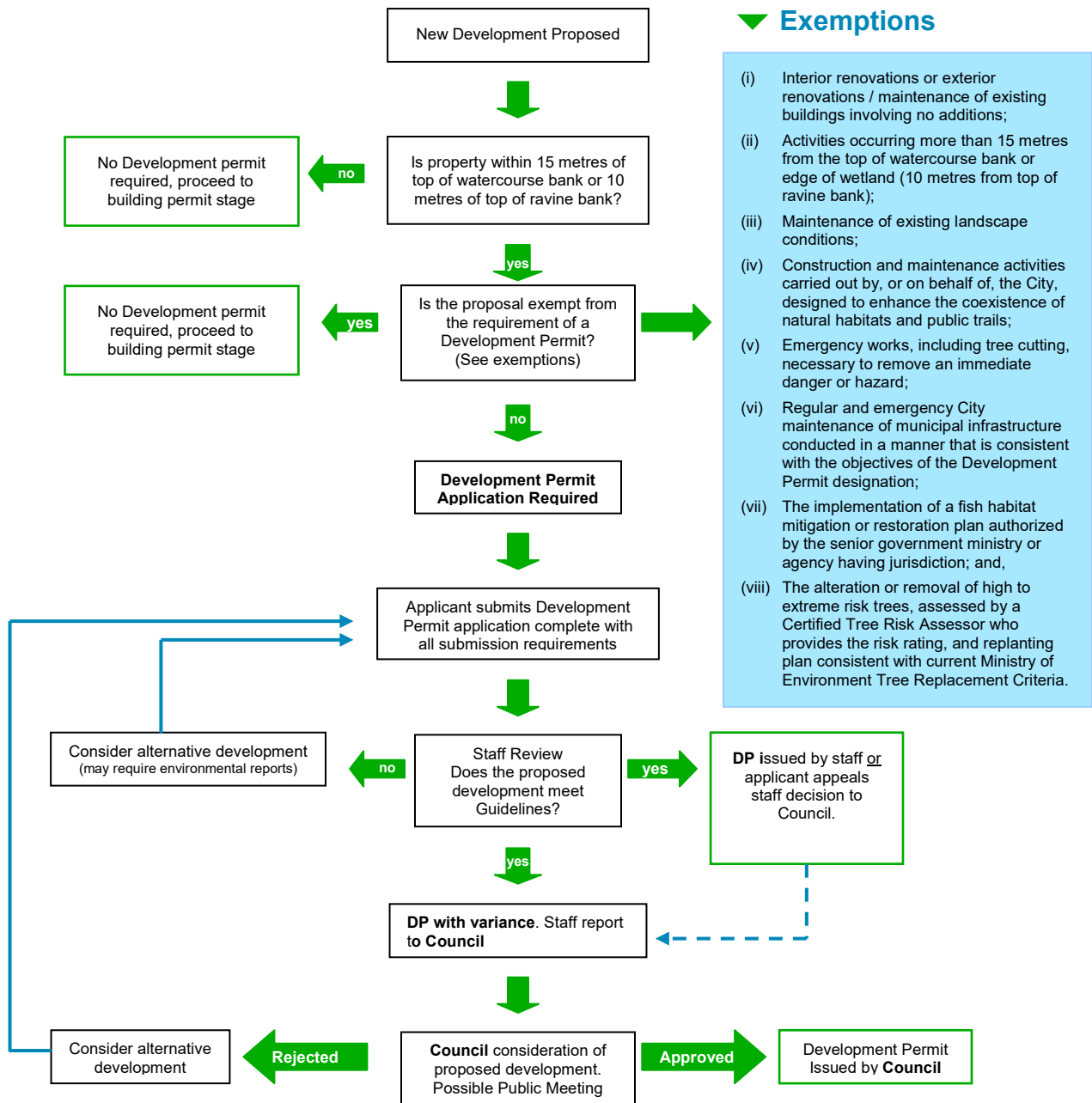
Obtain a Development Permit (DP) for Streamside Protection and Enhancement:

Exemption from DP (alteration or removal of high to extreme risk tree).....	\$25.00
Minor DP (Landscape, Accessory Building or Accessory Structure).....	\$50.00
Full DP (Principal Building in any Zone).....	\$350.00
Full DP with Variance (Variance to Zoning or not meet Guidelines).....	\$1,700.00

## 7.0 Development Permit Process

This chart outlines the Development Permit (DP) process. Throughout the process, staff will be available to work with applicants to ensure an efficient and timely process. If you have any questions regarding the process or whether you require a Development Permit, please do not hesitate to contact staff.

Once a Development Permit is obtained, you may proceed to Building Permit stage.



## 8.0 Obligation to Obtain Permit

- 8.1 Failure to obtain a Development Permit for Streamside Protection and Enhancement before proceeding with any development in the Streamside Protection and Enhancement Area is a ticketable offence. A fine in the amount of \$100.00 per offence will be applied to any such contraventions.

## 9.0 General Guidelines

If, in the opinion of staff or Council, the Development Permit proposal meets the intent of the following guidelines, a Development Permit may be issued. The applicant shall:

- 9.1 Locate development on portions of the site that are least environmentally sensitive.
- 9.2 For permanent watercourses and wetlands:
  - 9.2.1 Avoid the net loss of riparian habitat within 15 metres of the top of the watercourse bank or edge of the wetland or within 10m of the top of a ravine bank.
  - 9.2.2 Within 15 metres of the top of the watercourse bank or edge of wetland (10m for ravines), the applicant shall locate new buildings, structures and impervious / semi-impervious surfaces at least as far from the watercourse, wetland or top of ravine bank as any existing development.
  - 9.2.3 Keep the area within 5 metres of the top of the watercourse bank, edge of wetland or top of ravine bank free of all new buildings, structures and impervious / semi-impervious surfaces.
  - 9.2.4 Where necessary, zoning variances, including reduced building setbacks, may be considered in order to prevent the loss of habitat within 15 metres of the top of the watercourse bank or edge of the wetland or within 10m of the top of the ravine bank.
  - 9.2.5 Where it is not practical to avoid net loss of riparian habitat within 15 metres of the top of the watercourse bank or edge of the wetland (within 10m of top of bank for ravines), provide mitigation as approved by the City of North Vancouver to achieve an overall no net loss of riparian habitat.
- 9.3 Avoid net loss of riparian habitat within 5 metres of the top of the non-permanent watercourse bank.
- 9.4 Enhance, and where feasible, restore watercourses in already developed areas to improve watercourse quality.
- 9.5 Implement recommendations approved by the City of North Vancouver, including mitigation measures that are consistent with these guidelines.
- 9.6 Provide security for works to ensure their completion. This shall be in the form of a letter of credit in the amount of 120% of the estimated value of works.



**For more information or if you are unsure if a Development Permit is required please contact the Community Development Department at 604-983-7357 or visit [www.cnv.org](http://www.cnv.org)**



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### DEVELOPMENT VARIANCE PERMIT

Permit No. PLN2022-00011

File: 08-3400-20-0083/1

Issued to owner(s): **Daljit Kaur Phagoora**

Respecting the lands located at **253 East 28<sup>th</sup> Street**, North Vancouver, BC, legally described as:

**LOT 24 BLOCK 237 DL 546 PLAN 3293 PID: 012-993-905**

(the “**Lands**”)

#### List of Attachments:

Schedule “A”: List of Plans

#### Authority to Issue:

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.

#### Bylaws Supplemented or Varied:

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 509(4)(a) shall be varied such that the Principal Building Top of Plate shall not exceed a maximum height of 10.1 metres (33.1 feet) (maximum geodetic height of 560.1 feet).
  - B. Section 514(4) shall be varied to permit an Accessory Building to be sited within the rear 31% of the Lot depth, measured from the Rear Lot Line.



### **Special Terms and Conditions of Use:**

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder:
    - A. The subsequent Streamside Protection and Enhancement Development Permit (DPA2020-00009) shall be issued alongside the issuance of this permit for this property and lot. Any changes to the attached Schedule A “List of Plans” required to satisfy the conditions of the Development Permit shall be developed in accordance with the variances set out in this permit.
  4. No variances other than those specifically set out in this permit are implied or to be construed.
  5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.
- 

### **General Terms and Conditions:**

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.

8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
  9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
- 

Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

\_\_\_\_\_  
Karla D. Graham, Corporate Officer

Date Signed: \_\_\_\_\_  
Year / Month / Day

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2022-00011.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THIS IS NOT A BUILDING PERMIT

**Schedule A**  
**List of Plans – 253 East 28<sup>th</sup> Street**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Site Plan	1	June 10, 2022	2189911
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Floor Plans	2	June 10, 2022	2189911
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Garage Plans	3	June 10, 2022	2189911
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Sections	4	June 10, 2022	2189911
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Elevations	5	June 10, 2022	2189911
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Floor Areas	5a	June 10, 2022	2189911



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### DEVELOPMENT VARIANCE PERMIT

Permit No. PLN2022-00017

File: 08-3400-20-0089/1

Issued to owner(s): **Daljit Kaur Phagoora**

Respecting the lands located at **253 East 28<sup>th</sup> Street**, North Vancouver, BC, legally described as:

**LOT 23 BLOCK 237 DL 546 PLAN 3293 PID: 012-993-891**

(the “**Lands**”)

#### List of Attachments:

Schedule “A”: List of Plans

#### Authority to Issue:

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.

#### Bylaws Supplemented or Varied:

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 509(3) shall be varied such that the total combined Lot Coverage shall not exceed 31% of which the Principal Building shall not exceed 31%.
  - B. Section 509(4) shall be varied such that the Principal Building shall not exceed a maximum height envelope of 11.2 metres (36.8 feet) (maximum geodetic height of 564.2 feet).
  - C. Section 509(5)(a) shall be varied such that the Principal Building shall be sited not less than 3.7 metres (12.2 feet) from the Front Lot Line.

- D. Section 908(8) shall be varied such that no parking spaces are required for a One-Unit Residential Use and Accessory Secondary Suite Use.

**Special Terms and Conditions of Use:**

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder:
  - A. The subsequent Streamside Protection and Enhancement Development Permit (DPA2020-00010) shall be issued alongside the issuance of this permit for this property and lot. Any changes to the attached Schedule A “List of Plans” required to satisfy the conditions of the Development Permit shall be developed in accordance with the variances set out in this permit.
4. No variances other than those specifically set out in this permit are implied or to be construed.
5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.

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**General Terms and Conditions:**

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.



8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
  9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
- 

Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

\_\_\_\_\_  
Karla D. Graham, Corporate Officer

Date Signed: \_\_\_\_\_  
Year / Month / Day

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2022-00017.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THIS IS NOT A BUILDING PERMIT

**Schedule A**  
**List of Plans – 253 East 28<sup>th</sup> Street**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Site Plan	1	June 15, 2022	2191099
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Floor Plans	2	June 15, 2022	2191099
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Sections	3	June 15, 2022	2191099
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Elevations	4	June 15, 2022	2191099
Bill Curtis & Associates Design Ltd.	Phagoora Residence at 253 E 28 <sup>th</sup> Street	Floor Areas	5	June 15, 2022	2191099



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Bram van der Heijden, Planner I

Subject: REZONING APPLICATION AND HERITAGE DESIGNATION – 245 EAST 10<sup>TH</sup> STREET (JAMES STOBIE / SYNTHESIS DESIGN INC.)

Date: June 15, 2022 File No: 08-3400-20-0068/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated June 15, 2022, entitled "Rezoning Application and Heritage Designation–245 East 10<sup>th</sup> Street (James Stobie / Synthesis Design Inc.):

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936" (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street, CD-757) be considered and referred to a Public Hearing;

THAT "Heritage Designation Bylaw, 2022, No. 8937" (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street) be considered and referred to the same Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*.

AND THAT the community benefits listed in the report section "Density Bonus and Community Benefits" be secured, through agreements at the applicant's expense and to the satisfaction of staff.

**ATTACHMENTS**

1. Architectural & Landscape Drawings, dated May 30, 2022 (CityDocs [2185350](#))
2. Heritage Conservation Plan (CityDocs [2185351](#))
3. Statement of Significance (CityDocs [2108193](#))
4. Developer Information Session Summary (CityDocs [2191025](#))

5. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936" (James Stobie / Synthesis Design, 245 East 10<sup>th</sup> Street, CD-757) (CityDocs [2181153](#))
6. "Heritage Designation Bylaw, 2022, No. 8937" (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street) (CityDocs [2181226](#))

## SUMMARY

This report seeks Council approval for a heritage retention and infill development. The proposal includes a Heritage Designation Bylaw to protect the existing Heritage "A" building on the site in perpetuity.

## BACKGROUND

<b>Applicant:</b>	James Stobie / Synthesis Design Inc.
<b>Official Community Plan Designation:</b>	Residential Level 3 (R3)
<b>Existing Zoning:</b>	RT-1
<b>Applicable Guidelines:</b>	N/A
<b>Heritage Character Area</b>	East 10 <sup>th</sup> St.

## DISCUSSION

### Site Context

This 649.57-square metre (6,992 square feet) site is located on the south side of East 10<sup>th</sup> Street in the middle of the block between St. Georges Ave. and St. Andrews Street in the Central Lonsdale neighbourhood. The site has a frontage of 15.24 metres (50 feet) along East 10<sup>th</sup> Street and slopes down towards the rear of the property.

### Heritage Designation

#### Heritage Value of Building

Located on the site is a heritage building identified on the City's heritage register as the Gowan Residence, and in the statement of significance (Attachment 3) as the Wismer Residence. The building is A-listed and has been recognized as having significant heritage value. See Figure 1.

**Figure 1: Heritage Register entry for Gowan Residence**





### Compatibility of Conservation with Area and Property

The site is located in the East 10<sup>th</sup> Street heritage character area, and there are 10 heritage buildings on the block. Additionally the area is a transition zone between higher and lower-density areas with a mix of detached houses and duplexes to the east and some larger multi-residential development to the west. The buildings and uses immediately surrounding the subject site are described and shown in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	244 E 10th Street	Detached heritage house	RT-1
South	260–262E 9th Street	Duplex	RT-1
East	251–253E 10th Street	Duplex	R1-1
West	239–241E 10th Street	Duplex	RT-1

## **PLANNING ANALYSIS**

### Heritage Conservation — Building Condition and Viability

The applicant's Heritage Conservation Plan (Attachment #2) outlines the proposed conservation strategy to ensure the retention and rehabilitation of the foursquare architectural style Gowan Residence.

It is intended that the existing heritage house be retained as a single-family dwelling.

Apart from the restoration work outlined in the conservation plan and the replacement and reduction of the rear deck, no alterations will be made to the heritage home.

Staff have reviewed and support the minor building work proposed, as it will revitalize the building and result in a built form that is more sensitive to the heritage value of the house by replacing the existing oversized rear deck with a smaller and appropriately designed deck.

As part of this application, the ongoing protection of the house will be secured through a Heritage Designation Bylaw (Attachment #6). Any future alteration to the house will need to be authorized by a Heritage Alteration Permit and done in accordance with the Heritage Conservation Plan (Attachment #2) which will be registered on title through a Heritage Conservation Covenant (Section 219).



### Infill Duplex

To help offset the costs associated with the heritage conservation efforts, including upgrades and securing a Heritage Designation of the property, the proposal includes a new infill duplex building at the rear of the site.

The infill duplex design is a contemporary building inspired by the Arts and Crafts architectural style. A neutral colour palette and modest architectural detailing have been applied to the building to ensure it is subordinate to the heritage home while still being complementary in nature. Furthermore, additional vegetation will be provided between the heritage home and infill building including two trees. The landscaping will provide further visual separation between the two buildings and increased privacy for residence on the site and adjacent neighbouring properties.

The two storey infill building is designed to be compatible with the Gowan Residence heritage house. The Gowan Residence would remain the focal point of the site as the new infill building would have a low profile, be sited close to the rear property line and have a building separation of 6.9 metres, with reduced visibility from the street.

Staff are supportive of the proposed 7% increase in lot coverage above the current RT-1 zoning and several modifications in setbacks are proposed (Table 2) as these are necessary to accommodate the duplex infill.

- The modified setbacks are required to allow for the infill duplex at the rear of the property and ensure adequate building separation to the heritage home.
- The increase in lot coverage necessary to overcome the inherent inefficiency of working with an existing building on site. Moreover, the increase is limited in scope and is still less than what is permitted for a single family home and a coach house in a RS-1 zone or a duplex in an RT-2 zone.

### Parking

A parking variance is proposed in order to support a heritage-sensitive infill development that approaches the density allowed according to the OCP. Due to the proximity of the heritage home to the rear lot line, limited space is available for an infill building at the rear of the property. If additional parking were to be required, it would need to be incorporated within the infill building, significantly increasing the volume of the building. Any increase to the currently proposed building massing would impede on the heritage value of the Gowan Residence and would have a greater impact on neighbouring properties.

Due to the value of the Heritage A building, Staff are supportive of the reduction in parking by one stall to better accommodate an infill building at the rear of the property by reducing the space needed for additional parking.

The overall impact on parking will be limited as it only pertains to one parking stall in an OCP Residential Level 3 area, where parking variances typically are not considered

except for heritage conservation or in specific cases where development is significantly hindered.

To compensate for the reduction of one car parking stall, a total of six bicycle parking stalls will be provided to facilitate the use of active transportation modes. The site is also located within 400 metres of bus service along E Keith Road.

A summary of minor zoning variances are listed below and supported by staff:

**Table 2. Requested Changes to the Zoning Bylaw**

	<b>Current Designation/Regulation (RT-1)</b>	<b>Proposed Designation/Regulation (CD-756)</b>
<b>Principal Use</b>	Two-Unit Residential Use	Three principal dwelling units
<b>Principal Building</b>	One per lot	Two per lot
<b>GFA</b>	Combined and in total shall not exceed 0.35 times the Lot Area plus 92.9 square metres (1,000 square feet)	Combined and in total shall not exceed 0.73 FSR  The basement of the duplex infill shall be excluded from GFA
<b>Lot Coverage</b>	35%	42%
<b>Setbacks Northern Most Building (Heritage Building)</b>	<ol style="list-style-type: none"> <li>1. 8 metres (26.2 feet) or 0.35 times the Lot depth, whichever is greater, from the Rear Lot Line.</li> <li>2. 1.22 metres (4 feet) from the Interior Side Lot Line.</li> </ol>	<ol style="list-style-type: none"> <li>1. 22.1 metres (72.5 feet) from the Rear Lot Line; with a siting exception for a deck maximum of 1.5 metres (5.0 feet) into the Rear yard setback.</li> <li>2. 4.2 metres (13.7 feet) from the east Interior Lot Line.</li> <li>3. 3.5 metres (11.6 feet) from the west Interior Side Lot Line.</li> </ol>
<b>Setbacks Southern Most Building (Infill Dwellings)</b>	<ol style="list-style-type: none"> <li>1. 4.6 metres (15 feet) from the Front Lot Line.</li> <li>2. 8 metres (26.2 feet) or 0.35 times the Lot depth, whichever is greater, from the Rear Lot Line.</li> </ol>	<ol style="list-style-type: none"> <li>1. 27.0 metres (89 feet) from the Front Lot Line.</li> <li>2. 2.0 metres (6.5 feet) from the Rear Lot Line.</li> </ol>
<b>Building Height Northern Most Building (Heritage Building)</b>	A Principal Building shall not exceed a Top of Plate height of 8 metres (26.2 feet) as measured by the Height Envelope.	Maximum geodetic height of 103.1 meters (338 feet).



	Current Designation/Regulation (RT-1)	Proposed Designation/Regulation (CD-756)
<b>Building Height Southern Most Building (Infill Dwellings)</b>	A Principal Building shall not exceed a Top of Plate height of 8 metres (26.2 feet) as measured by the Height Envelope.	Maximum geodetic height of 99 meters (324.8 feet).
<b>Parking</b>	1 stall per dwelling unit	2 stalls
<b>Bicycle parking</b>	-	6 Bicycle parking stalls
<b>Garbage and Recycling</b>	-	Garbage and recycling shall be screened on all sides and shall not be located in required Emergency Access Pathways, driveways, or Parking Spaces.

### Density Bonus and Community Benefits

A density increase of 0.23 FSR is being considered for this site through conservation and protection of the Gowan Residence as per the 2018 Density Bonus and Community Benefits Policy. The bonus is provided in consideration of the formal protection and conservation of the heritage home, secured through:

- Heritage Designation Bylaw;
- Heritage covenant (section 219).

The value of the conservation can be estimated by using the standard cash contribution amount for density increases in the Level 3 land use designation of \$25 per square foot, as outlined in Table 3.

**Table 3. Estimated Value of Community Benefits Through Density Bonusing**

Density Value Calculation	Value
Density Bonus 0.23 FSR (@ \$25/Sq.ft.)	\$39,075.00

### ADVISORY COMMITTEES REVIEW

#### Heritage Advisory Commission

Overall, the Heritage Advisory Commission is supportive of the development application.

At their meeting held on May 10, 2022, the Heritage Advisory Commission unanimously approved the following resolution:

“THAT the Heritage Advisory Commission, having reviewed the presentation from Synthesis Design for a Heritage Designation Bylaw and Heritage Conservation Covenant for the Gowan Residence located at 245 East 10<sup>th</sup> Street, North Vancouver, supports the project, subject to the resolution of the following items to the satisfaction of City staff:

- Preparation of a detailed conservation plan by a registered heritage professional, expanding upon the recommendations / restoration works presented to thoroughly document the heritage resource and provide guidance for maintenance and preservation of the building in the future; and
- Assurance that the alteration to the rear of the property, specifically the rear deck, is sympathetic to the heritage fabric and ensure as much as possible that the alterations are reversible;

AND THAT the Commission thanks the owners and applicant for a thorough presentation and years of upkeep.”

The Heritage Advisory Commission has requested that a more detailed conservation plan prepared by a registered heritage professional should be provided and that the alteration to the rear of the property, specifically the rear deck should be sympathetic to the heritage fabric and should be revisable at a later point in time.

With the current submission, staff are satisfied that the applicant has addressed the above recommendations by providing a detailed conservation plan by a registered heritage professional and by ensuring the proposed deck to replace the current one is considered acceptable according to the Heritage Conservation plan (Attachment #2).

## **COMMUNITY CONSULTATION**

A Developer Information Session was held on May 31, 2022. 10 people attended. A total of 5 letters of support and 3 comment forms were submitted; two in support of the development and one with concerns.

The main reasons for support were:

- the preservation of the heritage home;
- contextual density and form of infill development; and,
- multi-generational living for the family currently living on the property.

The main concerns were:

- the size and density of the infill building;
- potential overlook to neighbouring properties; and,
- the construction impact on the lane.

The applicant has provided correspondence to staff with concerned neighbours, demonstrating how these concerns were addressed by:



- providing information regarding the policy context and the type of development allowed according to the OCP.
- addressing privacy concerns, by changing the east and west elevation windows to clerestory windows to prevent overlook towards the neighbours.
- explaining that the City has regulations to minimize the impact of construction and efforts will be made to coordinate construction with the neighbours.

In addition, some concerns were expressed regarding the overall state of the lane pavement. During the DIS session, Staff clarified that according to City standards a section directly adjacent to the property would be repaved and the comments will be communicated to the City's engineering department.

As the proposal involves a Heritage Designation Bylaw, the proposed development is required to be referred to a Public Hearing under the provisions of the *Local Government Act*. It is also recommended that the Zoning Bylaw amendment also be referred to a Public Hearing.

Staff responses:

The proposed development has been designed with an appropriate density of 0.73 FSR, as anticipated by the OCP, and has a modest site coverage of 42%. With the help of the proposed parking variance of one stall, the proposed infill has been appropriately sited and of a limited size to ensure it will sensitively integrate with the existing heritage building and neighbourhood context.

Mitigating privacy concerns has been an important discussion point between staff and the applicant. The proposed development has been designed to mitigate potential overlook onto adjoining residents to the east and west, through the following design measures:

- providing clerestory windows on the east and west elevation.
- provision of two new trees in the rear yard that will provide additional screening towards the neighbouring buildings.
- a relatively compact building form for the duplex at the rear of the property.

Restoration works are proposed to the Gowan Residence to ensure its continued preservation and modern usage. These upgrades will bring the heritage building up to current building code standards. Ongoing maintenance and alteration to the house will be managed through the Heritage Conservation Covenant.

## LEGAL DOCUMENTS

Should Council approve the proposal, the following legal documents would be required to be completed prior to final adoption of the Bylaw:

- Development Covenant;
- Servicing Agreement;

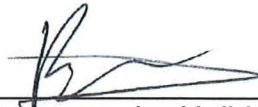


- Good Neighbour Agreement;
- Flooding Covenant; and
- Heritage Conservation Covenant (Section 219).

## CONCLUSION

This application would facilitate the long-term protection of an important heritage asset and allow the increase and diversification of residential housing stock within the city. The proposal has been designed to be compatible with the neighbourhood context.

RESPECTFULLY SUBMITTED:



---

Bram van der Heijden  
Planner 1



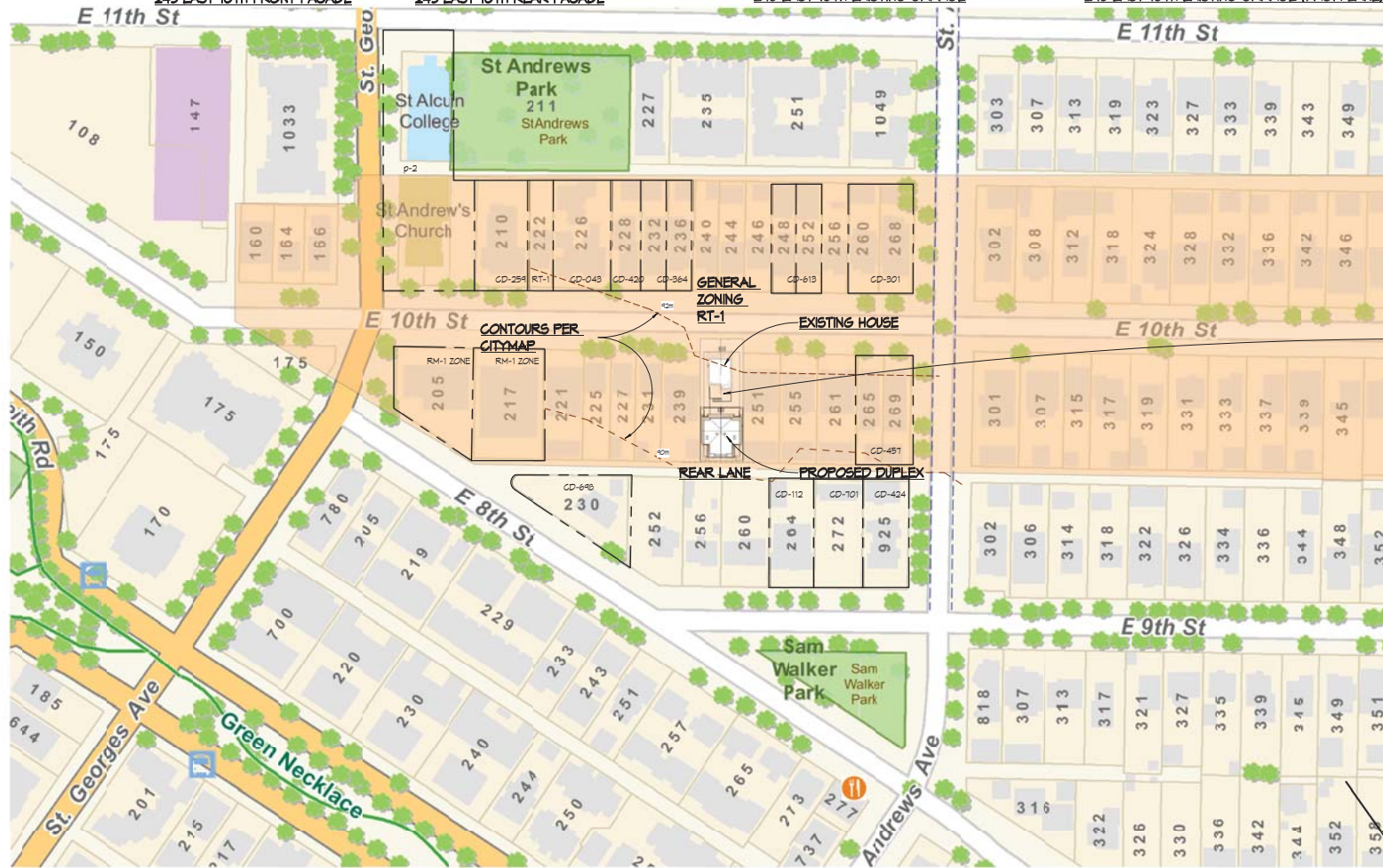
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- DA-3 SITE PLAN
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- DA-14 PRINCIPAL DWELLING FLOOR PLANS
- DA-15 PRINCIPAL DWELLING FLOOR PLANS
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- DA-17 PRELIMINARY STRATA LOT PLAN






## DICKIE DUPLEX INFILL

245 EAST 10TH STREET, North Vancouver, BC

05.30.2022



LANDSCAPE LEGEND

-  HERITAGE AREA  
 PARK AREAS  
 BIKE ROUTE  
 RESTAURANT / CAFE  
 EXISTING BUS STOP

SUBJECT  
PROPERTY

DIRECTION TO  
RIDGWAY ELEMENTARY  
SCHOOL

[illegible]

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245 EAST 10TH STREET,  
North Vancouver, BC

Drawing Title

CONTEXT PLAN

Date	05.30.2022
Scale	As indicated
Drawn	JPAS
Job No.	20082
Sheet	DA-1





245 EAST 10TH STREET  
(SUBJECT PROPERTY)

EXISTING EAST 10TH STREETSCAPE



EXISTING EAST 10TH LANE STREETSCAPE (NORTH SIDE)



PROPOSED EAST 10TH LANE STREETSCAPE (NORTH SIDE)



EXISTING EAST 10TH LANE STREETSCAPE (SOUTH SIDE)

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DICKIE DUPLEX INFILL,  
245 EAST 10TH STREET,  
North Vancouver, BC

Drawing Title:  
EXISTING AND  
PROPOSED  
STREETSCAPES

Date: 05.30.2022

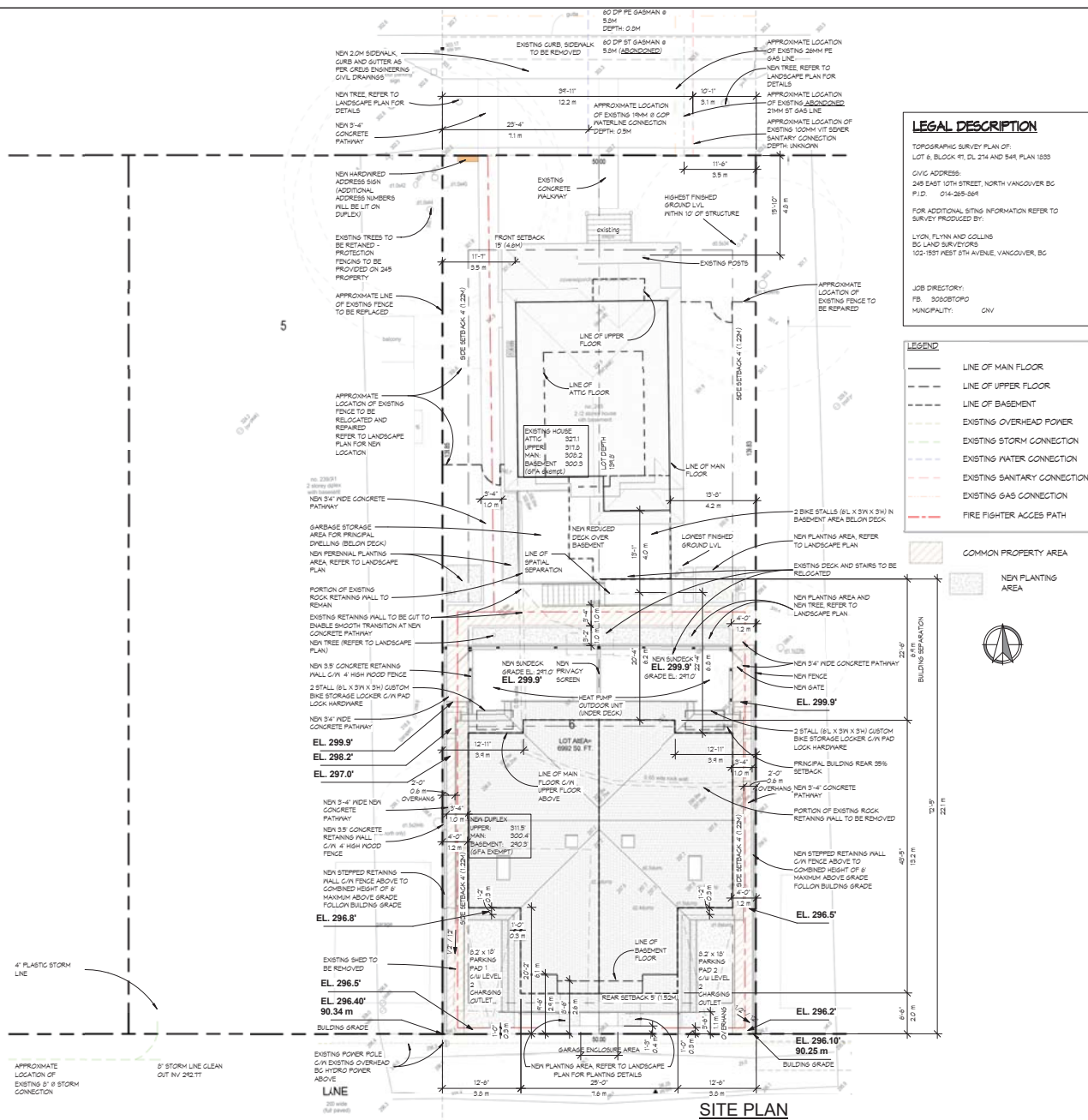
Scale:

Drawn: JPA

Job No: 20082

Sheet: DA-2

Of 17 Sheets



UNITS:  
PERMITTED: 2 PRINCIPAL DWELLINGS + 2 SECONDARY SUITES  
PROPOSED: 1 PRINCIPAL DWELLING + DUPLEX INFILL RESIDENCE

PRINCIPAL DWELLING: 3 BEDROOM UNITS  
DUPLEX INFILL: 3 BEDROOM UNITS  
NOT PART OF ADAPTABLE DESIGN REQUIREMENTS

BICYCLE PARKING  
REQUIRED: 4 STALLS  
PROPOSED: 6 STALLS (2 FOR EACH DUPLEX UNIT)  
2 WITHIN BASEMENT OF PRINCIPAL DWELLING

DESIGN DEVELOPMENT ONLY  
NOT FOR CONSTRUCTION

REZONING REQUIRED

[illegible]



# LEGEND

KEY	REF.	DESCRIPTION
	1 L-02	CONCRETE SLAB • 150mm thick reinforced concrete slab • 40mm loose fill
		PATIO DECK Refer to Architecture
	2 L-02	PERMEABLE PAVERS Manufacturer: Belgard Product: Aqua Rock Color: Dark Charcoal
		SOIL To be installed where landscape is damaged due to construction
	3 L-02	UNIT NUMBER ACCENT LIGHT To be installed at base of post
	3 L-02	PATHWAY LIGHTING

# PLANT SCHEDULE

TREES	BOTANICAL / COMMON NAME	CONT	SIZE	QTY
	<i>Fagus sylvatica</i> / European Beech	B&B	1cm cal.	2
SHRUBS	BOTANICAL / COMMON NAME	CONT		
	<i>Leucothoe cuneata</i> / Salal	#2	0.45m	23
	<i>Juniperus horizontalis</i> / Groundcover Juniper	#3	0.75m	21
FERNS	BOTANICAL / COMMON NAME	CONT		
	<i>Adiantum species</i> / Maidenhair Fern	#1	0.45m	19
GRASSES	BOTANICAL / COMMON NAME	CONT		
	<i>Deschampsia cespitosa</i> / Gold Dew Tufted Hair Grass	#1	0.3m	21
PERENNIALS	BOTANICAL / COMMON NAME	CONT		
	<i>Veronica maritima</i> / Common Thrift	#1	0.3m	21
	<i>Veronica diocaea</i> / Goatbeard	#1	0.45m	8
	<i>Scilla maritima</i> / Pale Purple Cornflower	#1	0.3m	21
	<i>Veronica virginiana</i> / Culver's Root	#2	0.6m	8

No.	By	Description	Date
6	ET	Rev. Issued for Permit	2022-05-27
5	ET	Rev. Issued for Permit	2022-03-23
4	ET	Rev. Issued for Permit	2022-03-09
3	ET	Issued for client review	2021-12-14
2	ET	Issued for client review	2021-12-13
1	ET	Issued for client review	2021-12-09

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# REVISIONS TABLE FOR SHEET

No. By Description Date

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Location: 241 East 10th Street North Vancouver, B.C.

Drawn: ET Stamp:

Checked: MVDZ

Approved: MVDZ Original Sheet Size: 24"x36"

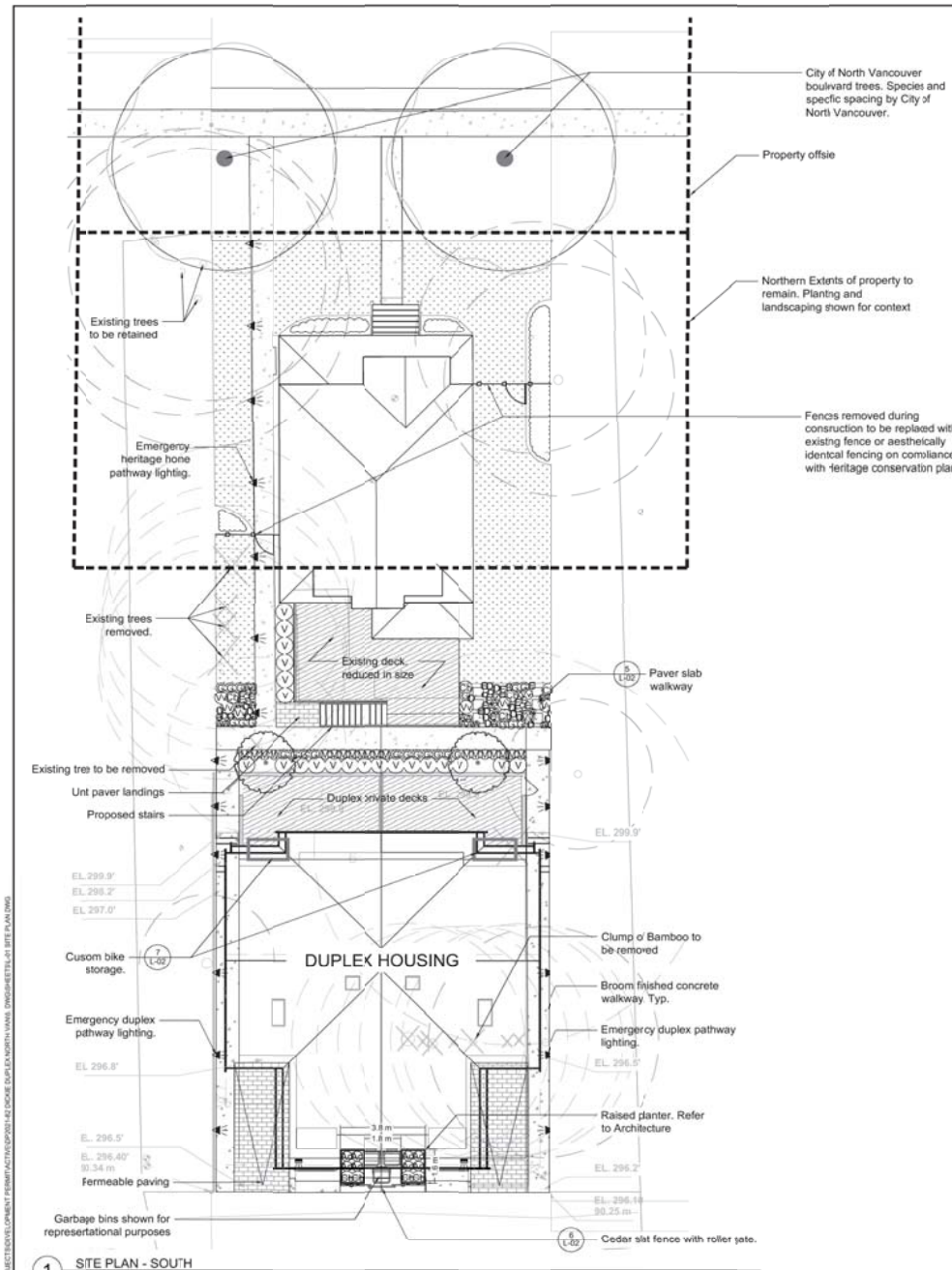
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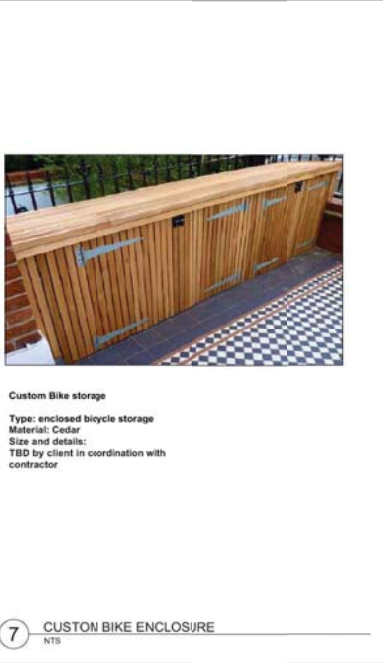
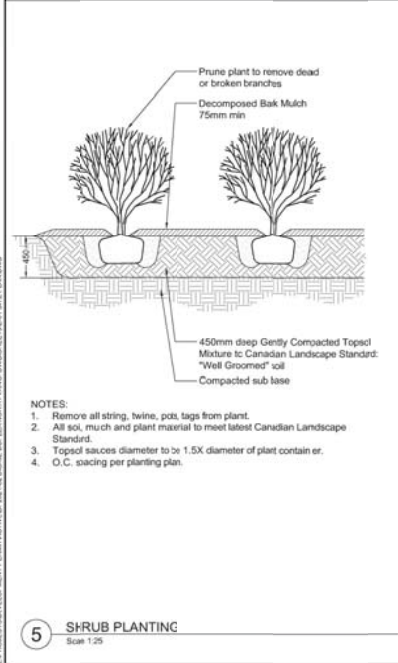
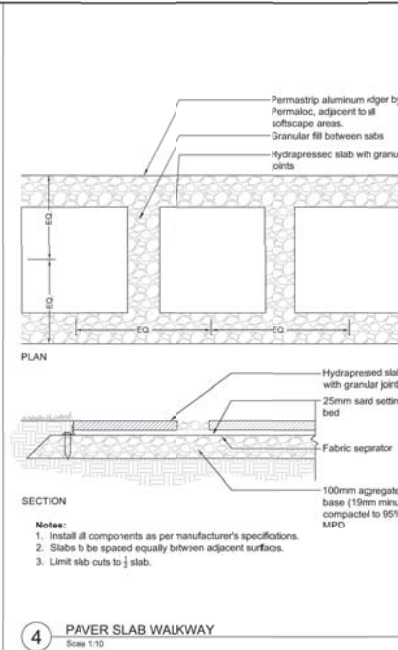
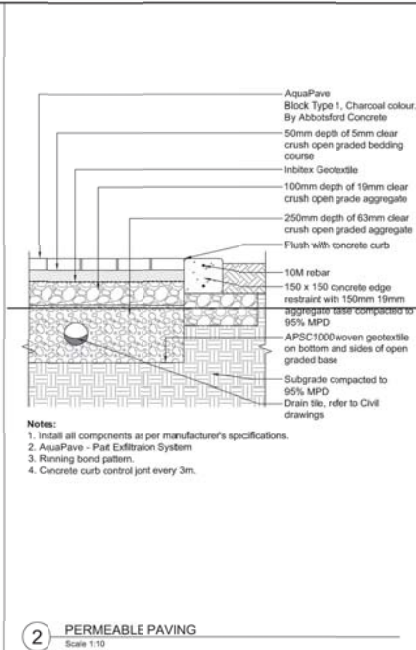
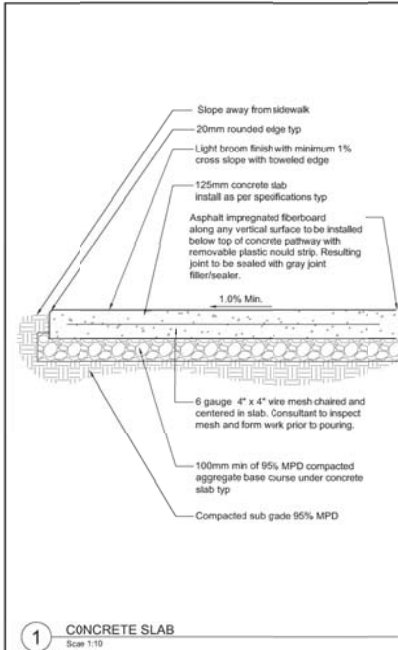
VDZ Project #: DP2021-82

Drawing #: DA-4



1 SITE PLAN - SOUTH  
Scale 1:100





No.	By	Description	Date
6	ET	File issued for Permit	2022-05-27
5	ET	File issued for Permit	2022-03-23
4	ET	File issued for Permit	2022-03-09
3	ET	Issued for Permit	2021-12-14
2	ET	Issued for client review	2021-12-13
1	ET	Issued for client review	2021-12-09

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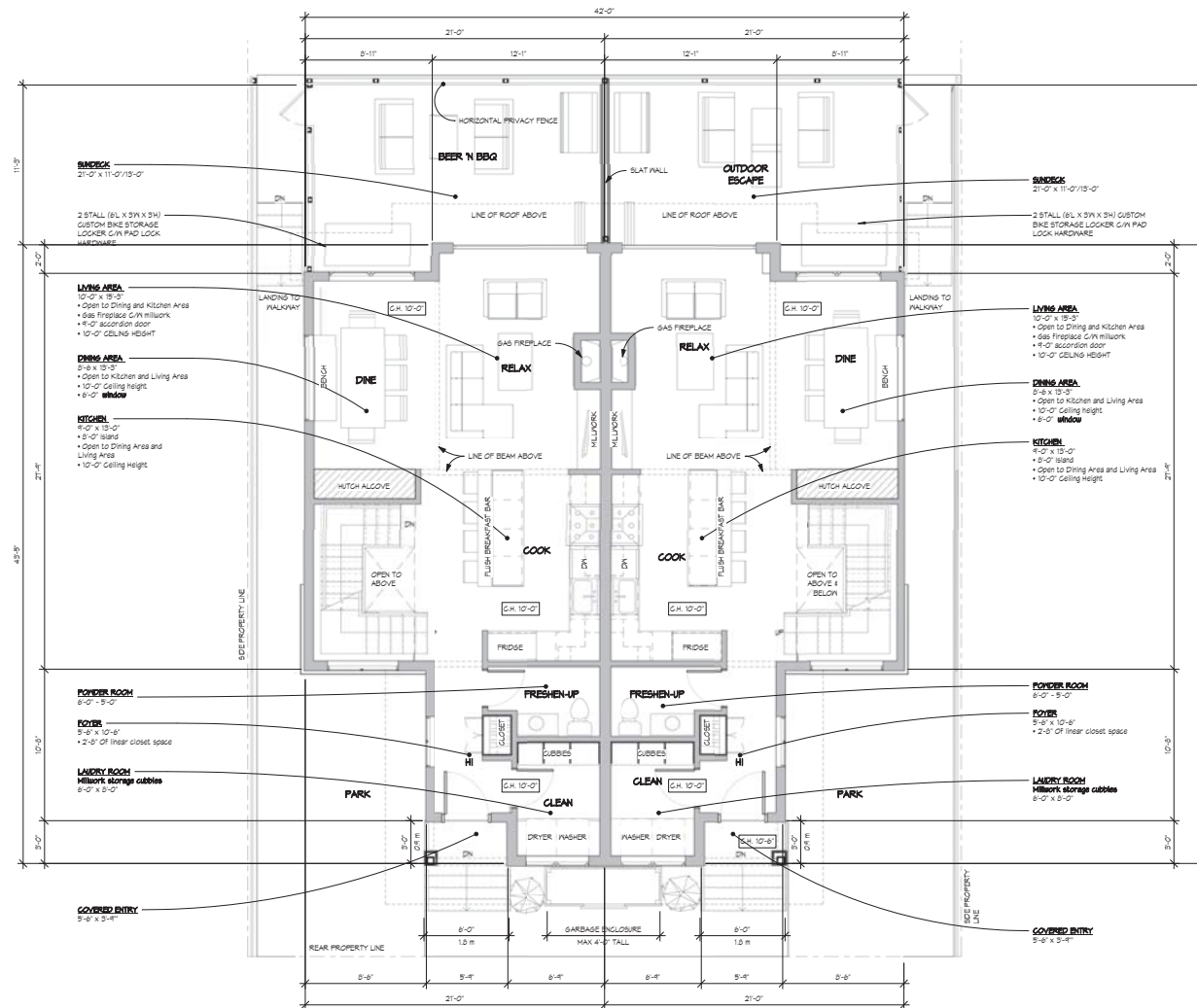
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MAIN FLOOR  
PLANS

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MAIN FLOOR

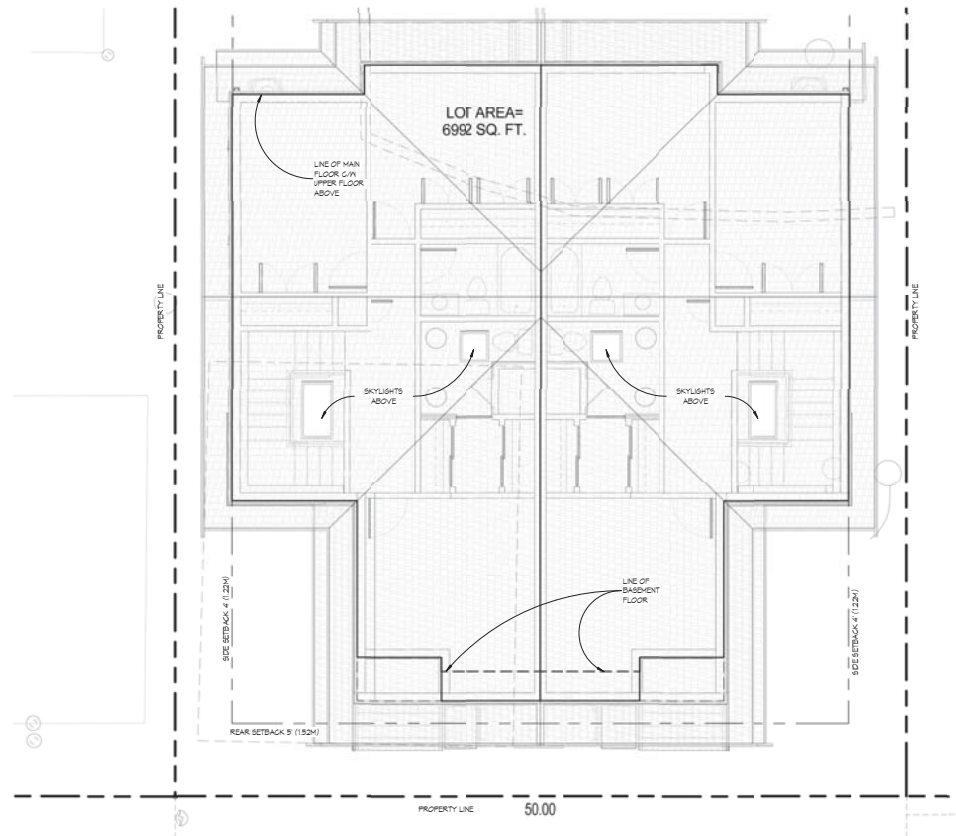
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DECK: 175 SQ.FT X2 = 350 SQ.FT

2022-05-30  
9:42:21 AM









**ROOF PLAN**  
1/4" = 1'-0"

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Drawing Title  
**ROOF PLAN**

Date **05.30.2022**  
Scale **1/4" = 1'-0"**  
Drawn **JPAS**  
Job No. **20082**  
Sheet **DA-9**

**AREA A SPATIAL SEPARATION**

AREA OF FACE  
180 sq.ft. (16.7 m<sup>2</sup>)

LIMITING DISTANCE  
16.5 ft. (5 m)

ALLOWABLE OPENINGS  
10% x 942.4 = 108.1 sq.ft.

AREA OF OPENING  
100 sq.ft.

CONFORMS  
YES

**AREA B SPATIAL SEPARATION**

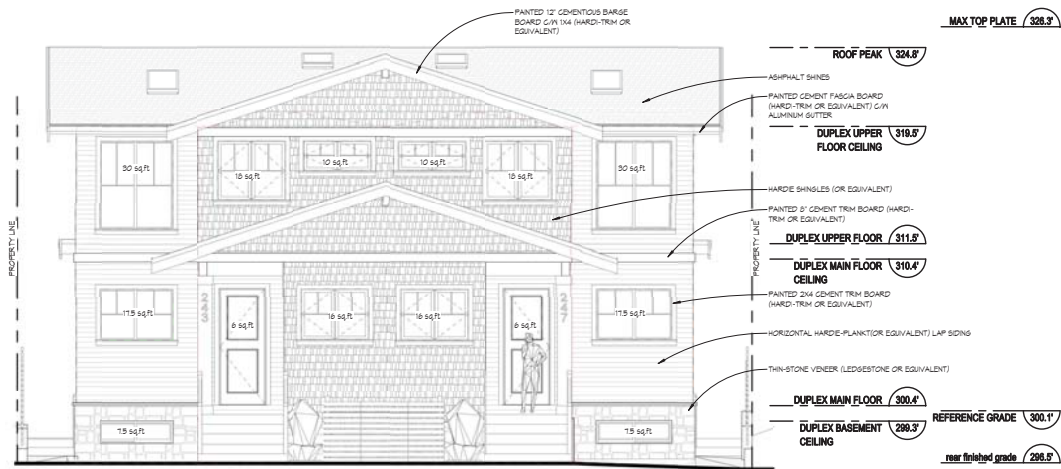
AREA OF FACE  
180 sq.ft. (16.7 m<sup>2</sup>)

LIMITING DISTANCE  
30.1 ft. (9.2 m)

ALLOWABLE OPENINGS  
56% x 30.1 = 218.8 sq.ft.

AREA OF OPENING  
110 sq.ft.

CONFORMS  
YES



**DUPLEX FRONT (LANE) ELEVATION**

1/4" = 1'-0"

**AREA A SPATIAL SEPARATION**

AREA OF FACE  
180 sq.ft. (16.7 m<sup>2</sup>)

LIMITING DISTANCE  
4 ft. (1.2 m)

ALLOWABLE OPENINGS  
76% x 825.5 = 44 sq.ft.

AREA OF OPENING  
44 sq.ft.

CONFORMS  
YES

**AREA B SPATIAL SEPARATION**

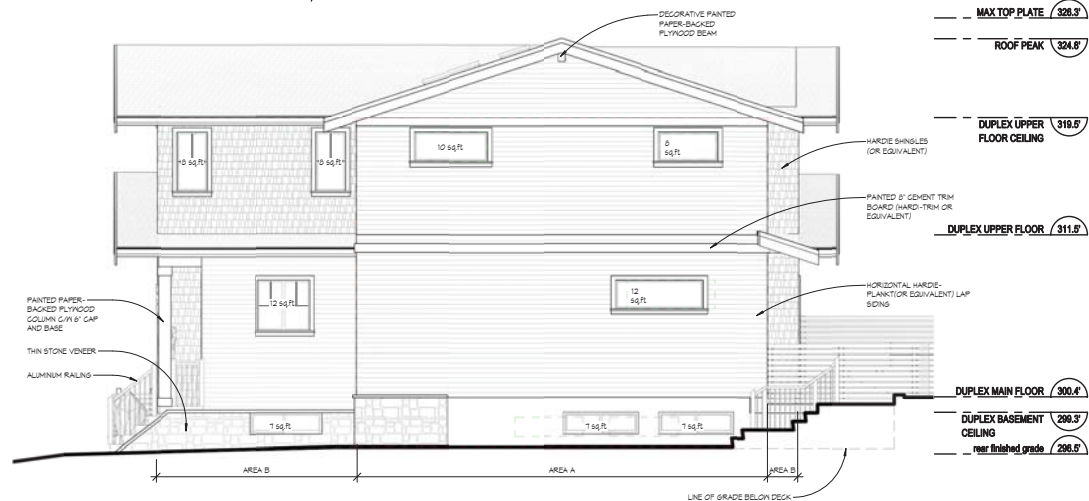
AREA OF FACE  
180 sq.ft. (16.7 m<sup>2</sup>)

LIMITING DISTANCE  
12.5 ft. (3.8 m)

ALLOWABLE OPENINGS  
13.5% x 254.0 = 47.9 sq.ft.

AREA OF OPENING  
35 sq.ft.

CONFORMS  
YES



**DUPLEX RIGHT ELEVATION**

1/4" = 1'-0"

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Drawing Title  
**DUPLEX ELEVATIONS**

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Scale	1/4" = 1'-0"
Drawn	JPAS
Job No.	20082
Sheet	DA-10
Of	17 Sheets

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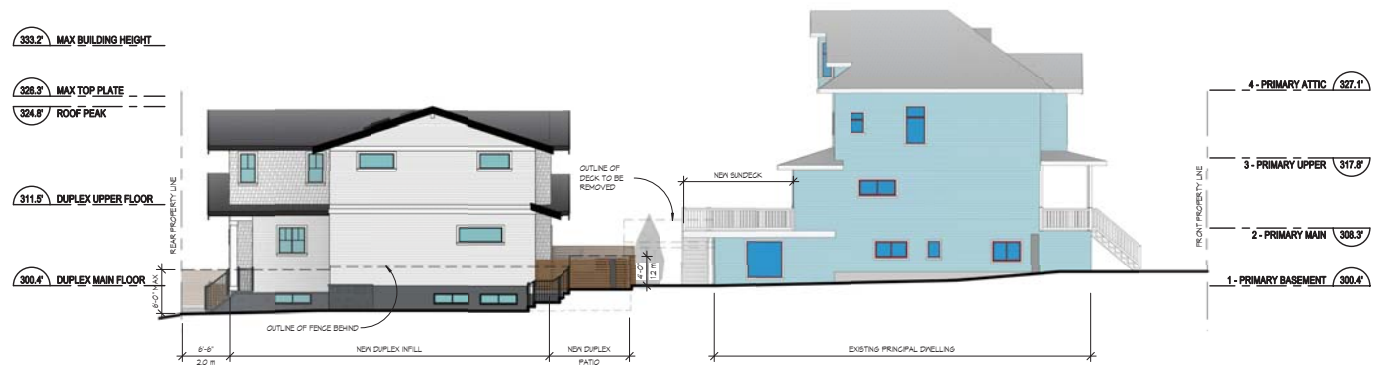
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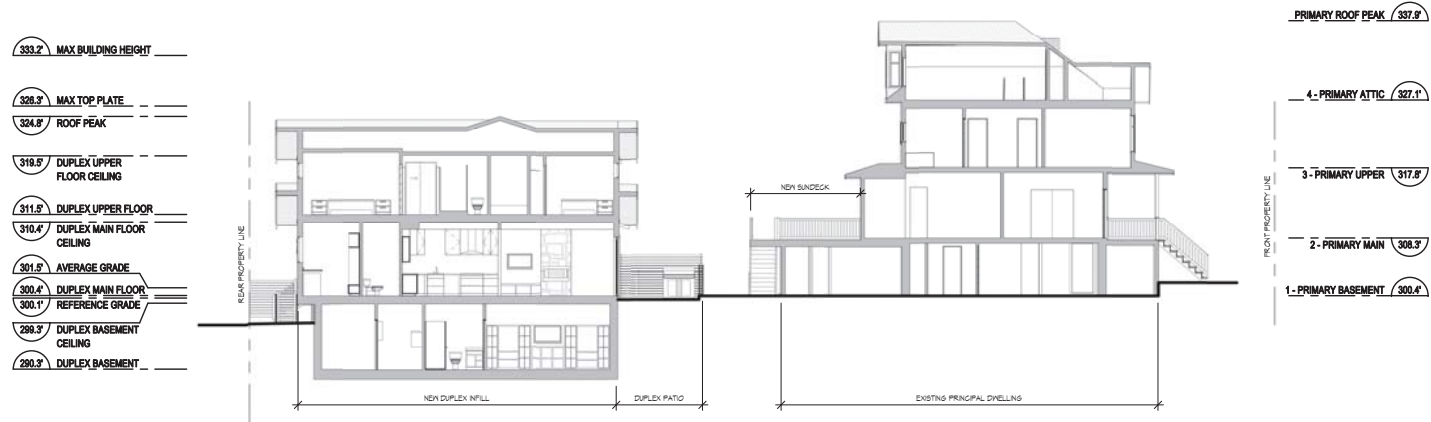
DICKIE DUPLEX INFILL  
245 EAST 10TH STREET,  
North Vancouver, BC

Of 17 Sheets





**FULL SITE ELEVATION**  
1/8" = 1'-0"



**FULL SITE SECTION**  
1/8" = 1'-0"

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Drawing Title  
**FULL SITE  
ELEVATION &  
SECTION**

Date **05.30.2022**

Scale **1/8" = 1'-0"**

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Job No. **20082**

Sheet **DA-12**

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Drawing Title:  
DUPLEX REAR  
RENDERING

Date: 05.30.2022

Scale:

Drawn: JPA

Job No: 20082

Sheet: DA-13

Of 17 Sheets









Of 17 Sheets

**Heritage Conservation Plan  
245 E. 10<sup>th</sup> Street  
City of North Vancouver, BC**



**Compiled May 2022**



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## 1.0 Introduction

The subject building is located at 245 East 10th Street in the City of North Vancouver, British Columbia. The proposal is to restore the exterior of the historic house and construct a new infill duplex behind it.

If supported, the proposal would include formal protection through a Heritage Designation Bylaw and a Section 219 Heritage Restoration Covenant.

## 2.0 Report Scope

The intent of this Heritage Conservation Plan is to provide guidance for the exterior restoration of the heritage house in a way that responds respectfully to the “Standards and Guidelines for the Conservation of Historic Places in Canada”<sup>1</sup> (*Standards and Guidelines*).

A Heritage Conservation Plan also includes a Statement of Significance (SOS), which describes why the building has heritage significance. An SOS is a values-based assessment that considers any aesthetic, cultural, historic, scientific, social and/or spiritual importance of a place. It also identifies the specific elements of the building (called character-defining elements) that should be retained in order for the heritage significance to remain.

This Heritage Conservation Plan is based on the following reports:

- Code Assessment Report March 2022, by Mark Olsthoorn, Olsthoorn Engineering Ltd.
- “A Plan for the Conservation and Maintenance of 245 East 10<sup>th</sup> Street, North Vancouver” March 2022/ updated May 2022, compiled by the owners.
- PowerPoint presentation to the City of North Vancouver Heritage Advisory Commission, May 10, 2022, presented by the applicant team
- “Wismer Residence Statement of Significance” June 2021, by Donald Luxton and Associates Inc.

The information in the above reports has been placed directly into this report. All the information provided by those reports has been reviewed by the author and found to be clear and reasonable.

This Heritage Conservation Plan adequately meets the standards expected for a Heritage Conservation Plan.

Any changes made to this Heritage Conservation Plan without the consent of the author will invalidate it.

---

<sup>1</sup> The *Standards and Guidelines for the Conservation of Historic Places in Canada* is a consistent, pan-Canadian set of conservation principles and guidelines that provides sound, practical guidance to achieve good conservation practice. *The Standards and Guidelines for the Conservation of Historic Places in Canada*, Second Edition, 2010 [www.historicplaces.ca](http://www.historicplaces.ca)

### 3.0 Definitions

The heritage conservation approach to an historic place first requires an understanding of why that place is important. As part of this understanding, there are some key definitions, taken directly from the *Standards and Guidelines*, that are helpful to know.

**Conservation:** all actions or processes that are aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend its physical life. This may involve Preservation, Rehabilitation, Restoration, or a combination of these actions or processes.

**Preservation:** the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place, or of an individual component, while protecting its heritage value.

**Rehabilitation:** the action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.

**Restoration:** the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

**Replication:** the action of copying exactly a particular element or building and replacing the original with it (this action is not defined in the *Standards and Guidelines* but is included here as this action may form part of the work carried out on this building).

**Historic Place:** a structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

**Heritage Conservation Plan:** a document that provides direction in the heritage conservation of a place, with guidance on specific elements of the place - often forms part of the legal documentation for a Heritage Revitalization Agreement.

**Statement of Significance:** a statement that describes the historic place and that identifies the heritage value and character-defining elements of the historic place.

**Character-defining Element:** the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.

**Heritage Value:** the aesthetic, historic, scientific, cultural, social or spiritual<sup>2</sup> importance or significance for past, present and future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

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<sup>2</sup> Specific definitions of each value can be found in Section 12.

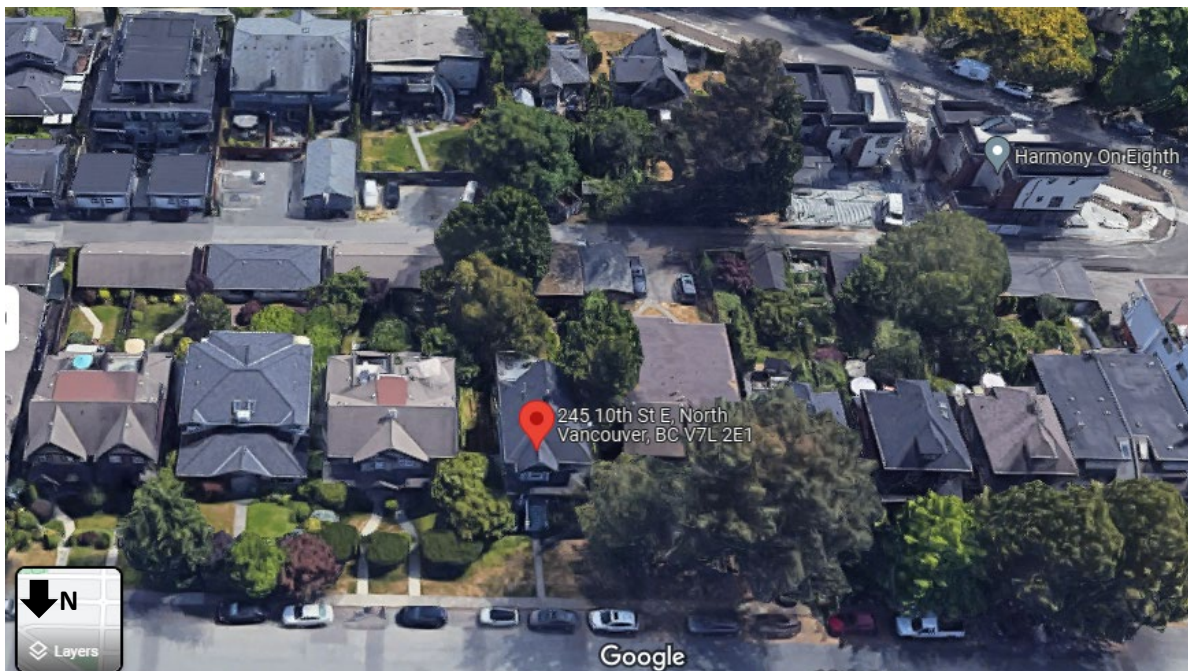
## 4.0 Location and Site Context

The house is located in the Central Lonsdale neighbourhood of the City of North Vancouver, British Columbia. The property is a narrow rectangular-shaped lot in the middle of the block. *See map below with the subject property identified with a red circle.*

The house is situated approximately fifteen feet back from the front property line and is oriented towards East 10<sup>th</sup> Street. There is a small, detached garage in the rear that is accessed from the lane.

The subject house sits in a residential neighbourhood with a mix of housing types. Across the street, the houses appear to be the same general size and historic design as each other. On either side of the subject building, there are large single-family houses, duplexes and multi-family buildings. At the end of the street is a church. Many of the houses on both sides of the street appear to have either large garages or garages with dwellings.

The property is not currently protected with a Heritage Designation or any other heritage Bylaw. It is listed on the City of North Vancouver Heritage Register as an “A” resource, and it is located within a ‘Heritage Character Area’.



*Image courtesy of Google Maps.*

## 5.0 Statement of Significance

A Statement of Significance was provided by Donald Luxton & Associates Inc., dated June 11, 2021, and is copied here. The entire Statement of Significance Report is in Section 9 of this report.

### **Description of Historic Place**

The Wismer Residence is a two-storey, wood-frame Foursquare style house located amongst similar Edwardian-era residences in the City of North Vancouver. Constructed in 1908, the house is characterized by its full-width front porch and steeply pitched hipped roof.

### **Heritage Value of Historic Place**

The Wismer Residence is significant for its association with the Edwardian era development of the City of North Vancouver; for its history of ownership; and for its Foursquare architecture.

The Wismer Residence, constructed in 1908, is valued as a good representation of housing built during North Vancouver's early twentieth century residential development boom. After regular ferry service was established in 1903 and the city was incorporated in 1907, North Vancouver experienced a period of unprecedented growth and prosperity; it was often referred to as 'The Ambitious City'. Lonsdale, the historic commercial core of North Vancouver, grew explosively, as a new streetcar and the PGE railway converged at the foot of Lonsdale Avenue. The Wismer Residence, located in close proximity to Lonsdale Avenue, was constructed early in this wave of residential development in the community, which accelerated until a general financial depression in 1913 and the subsequent outbreak of the First World War curtailed the growth.

The Wismer Residence is valued additionally for its history of ownership, beginning with carpenter Eugene Gowan in 1908. American-born Gowan likely constructed this house as a speculative investment during the Edwardian era construction boom, selling it to the Wismer family in 1910. Wellington Howard David Wismer and his wife Catherine moved into the East 10th Street house in 1910 following their arrival from Ontario. The Wismers were in their fifties and had seven children when they made the cross-country move. The Wismer name remains significant in British Columbia political circles due to their son, Gordon Sylvester Wismer, who became a prominent lawyer and politician. Gordon, who lived in the East 10th Street house when he was attending law school, served in the provincial cabinet as Attorney General from 1937 to 1941 and 1946 to 1952, and as Minister of Labour from 1947 to 1949. The Wismers remained in the East 10th Street house until 1914, when it was rented to BCER employee Matthew Baird. In 1920, the house was purchased by engineer John Bowen; the Bowen family would remain in the residence for over three decades.

The Wismer Residence is additionally significant for its Edwardian-era Foursquare design. Typical of the Edwardian era, Foursquare houses originated as a reaction to the more elaborate and flamboyant Victorian styles, which often included ornate mass-produced elements. The typical Edwardian era house was constructed from quality local materials, most often fir and cedar in British Columbia, and built by quality craftsmen. The interior layout of such houses ensured the maximum amount of interior room space, typically dividing the house into four rooms on both main floors, separated by a central staircase. Large windows, along with open verandahs, provided ample light.



The style was inexpensive and expansive, and proved very popular on city lots, especially as the Lower Mainland was growing exponentially through the early twentieth century. The Wismer Residence is a good example of the Edwardian Foursquare style, as expressed by its steeply pitched hipped roof structure with off-centre projecting gable-on-hip second storey bay, featuring patterned shingles, and its full-width front verandah.

### **Character-Defining Elements**

The elements that define the heritage character of the Wismer Residence are its:

- setting on a mid-block lot along East 10th Street in the City of North Vancouver;
- continuous residential use for more than a century;
- residential form, scale and massing, as expressed by its wood-frame construction, two-storey height, and steeply pitched hipped roof with closed soffits and off-centre projecting gable-on-hip second storey bay;
- wood frame construction as expressed by its narrow lapped wooden siding with wooden corner boards and patterned cedar shingle cladding in the gable-end;
- Edwardian Foursquare architectural details such as: its full-width front verandah with hipped-roof and square columns and open balustrade, accessed by an off-centre flight of steps, with wooden flooring and closed soffit ceiling; wooden corner boards; fascia boards; and the gable-end of the gable-on-hip bay with patterned cedar shingle cladding;
- pattern of fenestration including: wooden frame double-hung 1-over-1 windows, some with leaded glass diamond patterned upper sashes, with moulded lintels and projected sills; fixed wooden frame stained glass window with floral motif;
- wooden exterior doors; and
- two red brick chimneys, one internal one external.

## 6.0 Conservation Plan

### 6.1 Heritage Conservation Standards

The work on the historic house will follow the “Standards and Guidelines for the Conservation of Historic Places in Canada” (*Standards and Guidelines*), developed by Parks Canada as a pan-Canadian approach to heritage conservation. A copy of this document can be found on-line at: [www.historicplaces.ca](http://www.historicplaces.ca).

There are three main approaches to heritage conservation which can be applied to the place as a whole and to its individual elements. These are defined in the *Standards and Guidelines* as follows, and while they have been defined above, are worth repeating:

**Preservation:** the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place, or of an individual component, while protecting its heritage value.

**Restoration:** the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

**Rehabilitation:** the action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.

### 6.2 Restoration Work

The following restoration steps were provided to the author by the applicant team. These steps were reviewed and supported by the City of North Vancouver Heritage Advisory Commission at their May 10, 2022 meeting and are reprinted here.

- **Front Façade Restoration**
  - Repair front porch, railings and stairs
  - Repair front stained glass window
  - Paint façade using period colours
- **West Façade Restoration**
  - Repair damaged and altered siding using period siding (salvaged from neighbours heritage house demolition)
  - Repair basement door on the west side of the house
  - Remove clematis vine on the west side of the house
- **East Façade**
  - Clean, repair, paint façade using period colours

- **Rear Façade**
  - Remove existing decks and replace with new smaller deck sympathetic to the character of the heritage building, as per Architectural Plans
  - Replace glass in cracked wood windows in the rear dormer
  - Clean, repair, paint façade using period colours
- **General**
  - Clean, prep and paint exterior of home using period colour scheme
  - New fencing on west side of property
  - Repair pergola structure
  - New sidewalks throughout entire property
  - Repair windowsill below the rear deck
  - Seal cold joints on the foundation of the home
  - Replace electrical receptacle on the rear sundeck with GFCI protection
  - Replace the 3 inch water heater flue with a 4 inch diameter flue
  - Refinish fir plank flooring on main floor
  - Add rail to interior basement stairs
  - Energy upgrades in accordance with a completed Energy Audit (Attachment D). This will include a new heating system and air sealing throughout the home
    - New gas furnace and a heat pump as recommended after the Energy Audit Report

## 6.3 Further Information

### Windows

The following companies would be suitable for any window repair or restoration work.

Distinctive Woodwork	M.R. Windows Ltd.	Marvin Windows
Brendan Jones	James Tipton	Bob Guimond
706 Copping St	#9 27250 58th Crescent	Territory Manager
North Vancouver, BC	Langley, B.C. V4W 3W7	<a href="mailto:bguimond@marvincanada.com">bguimond@marvincanada.com</a>
V7M 3G6	(604) 626-0551	604.345.2101   1.800.263-6161
604-657-2060	<a href="mailto:james@mrwindowsltd.ca">james@mrwindowsltd.ca</a>	<a href="http://marvincanada.com">marvincanada.com</a>
	<a href="http://www.mrwindowsltd.ca/">http://www.mrwindowsltd.ca/</a>	

### Colour Scheme

#### Description

The colour scheme of an historic building is a character-defining element. If the original colour scheme can be accurately determined, then it is recommended that it be considered as an option. Other reasonable options are colour schemes that were typical for that type and era of building.

The following colours are from the Benjamin Moore Historical Colour and Classic Palettes. When the house needs to be repainted and if the owner prefers, a different high quality paint brand may be used if the colours below are matched or are very similar.

The brand of paint is less important than the quality of the paint. The proper preparation of the surfaces, and the expertise with which the paint is applied, are critical. For example, ensure that any nicks or other damage to the material being painted have been filled and sanded prior to painting. A professional painter with experience painting historic buildings, in particular wood cladding, should ideally be retained. If the painter suggests replacing any material on the building simply because it “would be easier” or “look better”, find another painter.

In terms of the finish of the different colours, follow the suggestion of the painter. For example, an eggshell finish is often used for the body of a house.

Element	Paint Colour
Body Porch floor	Templeton Gray HC 161 Benjamin Moore
Front door and window trims	Classic Burgundy HC 182 Benjamin Moore
Window sashes and sills Porch columns and railings Front porch stair risers Porch ceiling Corner boards Soffits and friezes	Ionic Column 1016 Benjamin Moore
Roof	Asphalt Shingles – dark

In future, a different paint scheme might be preferred. This would be reasonable, provided it is based on the appropriate historic colours for Edwardian houses. For example, the following (based on Benjamin Moore True Colours) would be a suitable alternative:

Element	Paint Colour
Body Porch floor	Edwardian Pewter VC-23 Benjamin Moore
Front door and window trims	Strathcona Red VC-27 Benjamin Moore
Window sashes and sills Porch columns and railings Front porch stair risers Porch ceiling Corner boards Soffits and friezes	Oxford Ivory VC-1 Benjamin Moore
Roof	Asphalt Shingles - dark

## Chimneys

The existence of a chimney is an important visual aspect of an historic house and needs to be retained, but only the section above the roofline is important from the point of view of passersby. If the owner wishes, it is reasonable to remove the interior brick stack and fireplace in order to create more internal space and to allow for a more energy efficient house (by removing the thermal break that chimney stacks often create). If this approach is taken, ensure sufficient structural support is added inside the roof for the new “chimney”.

## General Comments

Every effort should be made to repair rather than replace any character-defining elements that deteriorate over time or that get damaged. If possible, repair in place. If not, then carefully remove the damaged element and use it as a template to create a new element. Replicate the element exactly in terms of design, size, profile and material. Return the element to its original position.

In some circumstances, it is not possible to remove a damaged element in isolation from its location and an entire section of material must be removed and replaced. An example would be one cedar shingle or one lap siding piece. If an entire section of material must be replaced, follow the standard of replacing it exactly in terms of design, size, profile, material and location. Use the existing elements as templates.



## 7.0 Maintenance Plan

At least once per year, a complete inspection of the inside and outside of the building should be carried out and all deficiencies identified. All repair work should be carried out promptly and according to the *Standards and Guidelines*.

A good rule of thumb is to ensure that each approach or method will not harm or remove any of the character-defining elements identified in the Statement of Significance. If damage to any of the building elements is found, be sure to treat the cause as well as the symptom. For example, if some fascia fell off, is it because it was weak from water damage? If so, then determine why the water was able to damage it and take steps to correct it.

Following is a basic, annual maintenance checklist.

Site:

- Keep vegetation, especially plants that are invasive or clingy, away from the face of the building
- Do not plant invasive plant or tree species on the property
- Choose trees that, when mature, will not negatively impact the building
- Ensure that the site is well-drained and/or that run-off is directed away from the building

Foundation:

- Watch for signs of unexpected or significant settlement, deformation, cracking
- Inspect for signs of moisture, efflorescence (white powder on concrete), staining

Wood Shingle and Horizontal Lap Siding Cladding:

- Inspect wood shingles and siding for water damage/ingress, vegetative damage (moss, vines, etc.), insect damage, rot, warping, etc.
- Inspect paint finishes for cracking, peeling, etc.

*See "General Comments" in Section 6.3 above for repair steps.*

Front Porch:

- Check for any signs of creatures
- Look for any signs of damage, including cracks, rot and water damage

*See "General Comments" in Section 6.3 above for repair steps.*

Roof and Gutters:

- Inspect for loose, missing or damaged roofing material
- Inspect shingles for cracks, blisters or curling
- Remove moss and other vegetative growth
- Check flashing for cracks, holes or looseness

- Inspect grouting and re-point chimney as necessary
- Inspect soffits for any openings where creatures could get in
- Inspect and clean gutters, checking for cracks and other damage
- Flush downpipes

#### Windows and Doors:

- Inspect for broken or cracked glass
- Ensure that windows and doors are operating smoothly and properly
- Check the alignment of the doors regularly
- Check all wood casings for dampness, softness and rot
- Inspect weather stripping and replace as necessary

#### Cleaning of Windows:

From: "Rehab It Right! Historic Windows & Doors", p 17 By the Utah Heritage Foundation, 2011  
[www.utahheritagefoundation.com/images/Historic Windows and Doors Property Owners Guide.pdf](http://www.utahheritagefoundation.com/images/Historic%20Windows%20and%20Doors%20Property%20Owners%20Guide.pdf)

#### To clean stained and leaded glass windows:

- Dust them occasionally with a soft dry cloth.
- If that seems to be leaving behind some grime, dampen the cloth with distilled water (soft water.) Individually clean each piece of glass before moving on to the next.
- The cloth should be rinsed often or replaced when dirty as potentially abrasive particles may stick to it.
- Use a cotton swab to clean around the edges of the glass and in the corners.
- After you finish cleaning a piece of glass dry it with another soft cloth.
- If you are still seeing a dirty residue, use a pH neutral cleaning solution mixed with distilled water.
- Never use household detergents, abrasives, scouring powders or steel wool scrubbers.
- Repeat the process on the outside of the window if it is accessible.

Cleaning must be done carefully and correctly. Seek the advice of an expert if you suspect painted areas are unstable. They can give you advice on how to remove surface dirt without harming materials or compromising any decoration.

For more detailed information on the maintenance of and repair of stained and leaded glass, please refer to "The Preservation and Repair of Historic Stained Glass and Leaded Glass". Preservation Brief #33  
<https://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm#protection>.

Gentle cleaning examples include diluted TSP, Simple Green, or D/2 Biological Solution.

## 8.0 General Standards and Guidelines

The following standards are taken directly from the *Standards and Guidelines*, Chapter 3.

1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.
2. Conserve changes to an historic place that, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information. (*Note that the Provincial Archaeology Branch must be notified before any work is undertaken if archaeological resources are discovered.*)
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.
10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

12. Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.

14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

The following guidelines are taken directly from the *Standards and Guidelines*, Chapter 4, Section 3.

1. Understand the exterior form and how it contributes to the heritage value of the historic building.
2. Understand the design principles used by the original designer or builder, and any changes made to the exterior form over time.
3. Document the building's exterior form before undertaking an intervention, including the form and massing, and viewscales, sunlight and natural ventilation patterns.
4. Assess the condition of the building's exterior form early in the planning process so that the scope of work is based on current conditions.
5. Protect and maintain elements of the building's exterior form through cyclical or seasonal maintenance work.
6. Retain the exterior form by maintaining proportions, colour and massing, and the spatial relationships with adjacent buildings.
7. Stabilize deteriorated elements of the exterior form by using structural reinforcement and weather protection, or correcting unsafe conditions, as required, until repair work is undertaken.
8. Protect adjacent character-defining elements from accidental damage or exposure to damaging materials during maintenance or repair work.
9. Document all interventions that affect the exterior form and ensure that the documentation is available to those responsible for future interventions.
10. Reinstall the exterior form by recreating missing or revealing obscured parts to re-establish character-defining proportions and massing.
11. Accommodate new functions and services in non-character defining interior spaces as an alternative to constructing a new addition.
12. Select a new use that suits the existing building form.

13. Select the location for a new addition that ensures that the heritage value of the place is maintained.
14. Design a new addition in a manner that draws a clear distinction between what is historic and what is new.
15. Design an addition that is compatible in terms of materials and massing with the exterior form of the historic building and its setting.
16. Add new features to meet health, safety or security requirements, such as an exterior stairway or a security vestibule in a manner that respects the exterior form and minimizes impact on heritage value.
17. Work with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.
18. Find solutions to meet accessibility requirements that are compatible with the exterior form of the historic building. For example, introducing a gently sloped walkway instead of a constructed ramp with handrails in front of an historic building.
19. Work with accessibility and conservation specialists and users to determine the most appropriate solution to accessibility issues with the least impact on the character-defining elements and overall heritage value of the historic building.
20. Add new features to meet sustainability requirements, such as solar panels or a green roof, in a manner that respects the exterior form and minimizes impact on character-defining elements.
21. Work with sustainability and conservation specialists to determine the most appropriate solution to sustainability requirements with the least impact on the character-defining elements and overall heritage value of the historic building.
22. Comply with energy efficiency objectives in a manner that minimizes impact on the character-defining elements and overall heritage value of the historic building.
23. Accommodate functions requiring a controlled environment, such as artefact storage or exhibits in an addition, while using the historic building for functions that benefit from existing natural ventilation and/or daylight.
24. Reinstall the building's exterior form from the restoration period, based on documentary and physical evidence.
25. Remove a non character-defining feature of the building's exterior form, such as an addition built after the restoration period.
26. Recreate missing features of the exterior form that existed during the restoration period, based on physical or documentary evidence; for example, duplicating a dormer or restoring a carport that was later enclosed.



The following definitions of heritage value are quoted directly from the guide “Canadian Register of Historic Places: Writing Statements of Significance”.<sup>3</sup>

**Aesthetic** value refers to the sensory qualities of a historic place (seeing, hearing, touching, smelling and tasting) in the context of broader categories of design and tradition. A place may have aesthetic significance because it evokes a positive sensory response, or because it epitomizes a defined architectural style or landscape concept. Visual aesthetic value is typically expressed through form, colour, texture or materials. It is possible for historic places to have other aesthetic values as well, such as auditory ones. Historic places with aesthetic significance may reflect a particular style or period of construction or craftsmanship, or represent the work of a well-known architect, planner, engineer or builder.

**Historical and Cultural** values are sometimes combined and refer to the associations that a place has with past events and historical themes, as well as its capacity to evoke a way of life or a memory of the past. Historical or cultural value may lie in the age of a heritage district, its association with important events, activities, people or traditions; its role in the development of a community, region, province, territory or nation; or its patterns of use. Historical or cultural value can lie in natural or ecological features of the place, as well as in built features.

**Scientific** value refers to the capacity of a historic place to provide evidence that can advance our understanding and appreciation of a culture. The evidence is found in the form, materials, design and/or experience of the place. Scientific value can derive from various factors, such as age, quality, completeness, complexity or rarity. Scientific value may also be present when the place itself supplements other types of evidence such as written sources, as in archaeological sites.

**Social** value considers the meanings attached to a place by a community in the present time. It differs from historical or cultural value in that the value may not have an obvious basis in history or tradition and relates almost entirely to the present time. Social value may be ascribed to places that perform a key role within communities, support community activities or traditions, or contribute to the community’s sense of identity. Places with social value include sites that bring the community together and create a sense of shared identity and belonging.

**Spiritual** value is ascribed to places with religious or spiritual meanings for a community or a group of people. Sacred and spiritual places could include places of mythological significance, landscape features associated with myth and legends, burial sites, rock cairns and alignments, fasting/vision quest sites etc., places representing particular belief system(s) or places associated with sacred traditions, ceremonial practices or rituals of a community/group of people.

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<sup>3</sup> Historic Places Program Branch, “Canadian Register of Historic Places: Writing Statements of Significance,” Parks Canada, November 2006, pp. 12-13.

9.0 Statement of Significance Report by Donald Luxton & Associates Inc.



# WISMER RESIDENCE STATEMENT OF SIGNIFICANCE

JUNE 2021

**DONALD LUXTON**  
AND ASSOCIATES INC 

## STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE



**Address:** 245 East 10<sup>th</sup> Street, Vancouver, British Columbia

**Historic Name:** Wismer Residence

**Original Contractor/Owner:** Eugene Gowan

**Date of Construction:** 1908

**Heritage Classification:** North Vancouver Heritage Register Category 'A'

### Description of Historic Place

The Wismer Residence is a two-storey, wood-frame Foursquare style house located amongst similar Edwardian-era residences in the City of North Vancouver. Constructed in 1908, the house is characterized by its full-width front porch and steeply pitched hipped roof.

### Heritage Value of Historic Place

The Wismer Residence is significant for its association with the Edwardian era development of the City of North Vancouver; for its history of ownership; and for its Foursquare architecture.

The Wismer Residence, constructed in 1908, is valued as a good representation of housing built during North Vancouver's early twentieth century residential development boom. After regular ferry service was established in 1903 and the city was incorporated in 1907, North Vancouver experienced a period of unprecedented growth and prosperity; it was often referred to as 'The Ambitious City'. Lonsdale, the historic commercial core of North Vancouver, grew explosively, as a new streetcar and the PGE railway converged at the foot of Lonsdale Avenue. The Wismer Residence, located in close proximity to Lonsdale Avenue, was constructed early in this wave of residential development in the community, which accelerated until a general financial depression in 1913 and the subsequent outbreak of the First World War curtailed the growth.

DONALD LUXTON & ASSOCIATES INC., JUNE 2021

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The Wismer Residence is valued additionally for its history of ownership, beginning with carpenter Eugene Gowan in 1908. American-born Gowan likely constructed this house as a speculative investment during the Edwardian era construction boom, selling it to the Wismer family in 1910. Wellington Howard David Wismer and his wife Catherine moved into the East 10<sup>th</sup> Street house in 1910 following their arrival from Ontario. The Wismers were in their fifties and had seven children when they made the cross-country move. The Wismer name remains significant in British Columbia political circles due to their son, Gordon Sylvester Wismer, who became a prominent lawyer and politician. Gordon, who lived in the East 10<sup>th</sup> Street house when he was attending law school, served in the provincial cabinet as Attorney General from 1937 to 1941 and 1946 to 1952, and as Minister of Labour from 1947 to 1949. The Wismers remained in the East 10<sup>th</sup> Street house until 1914, when it was rented to BCER employee Matthew Baird. In 1920, the house was purchased by engineer John Bowen; the Bowen family would remain in the residence for over three decades.

The Wismer Residence is additionally significant for its Edwardian-era Foursquare design. Typical of the Edwardian era, Foursquare houses originated as a reaction to the more elaborate and flamboyant Victorian styles, which often included ornate mass-produced elements. The typical Edwardian era house was constructed from quality local materials, most often fir and cedar in British Columbia, and built by quality craftsmen. The interior layout of such houses ensured the maximum amount of interior room space, typically dividing the house into four rooms on both main floors, separated by a central staircase. Large windows, along with open verandahs, provided ample light. The style was inexpensive and expansive, and proved very popular on city lots, especially as the Lower Mainland was growing exponentially through the early twentieth century. The Wismer Residence is a good example of the Edwardian Foursquare style, as expressed by its steeply pitched hipped roof structure with off-centre projecting gable-on-hip second storey bay, featuring patterned shingles, and its full-width front verandah.

#### **Character-Defining Elements**

The elements that define the heritage character of the Wismer Residence are its:

- setting on a mid-block lot along East 10<sup>th</sup> Street in the City of North Vancouver;
- continuous residential use for more than a century;
- residential form, scale and massing, as expressed by its wood-frame construction, two-storey height, and steeply pitched hipped roof with closed soffits and off-centre projecting gable-on-hip second storey bay;
- wood frame construction as expressed by its narrow lapped wooden siding with wooden corner boards and patterned cedar shingle cladding in the gable-end;
- Edwardian Foursquare architectural details such as: its full-width front verandah with hipped-roof and square columns and open balustrade, accessed by an off-centre flight of steps, with wooden flooring and closed soffit ceiling; wooden cornerboards; fascia boards; and the gable-end of the gable-on-hip bay with patterned cedar shingle cladding;
- pattern of fenestration including: wooden frame double-hung 1-over-1 windows, some with leaded glass diamond patterned upper sashes, with moulded lintels and projected sills; fixed wooden frame stained glass window with floral motif;
- wooden exterior doors; and
- two red brick chimneys, one internal one external.

## RESEARCH SUMMARY

**Address:** 245 East 10<sup>th</sup> Street, Vancouver, British Columbia

**Historic Name:** Wismer Residence

**Original Contractor/Owner:** Eugene Gowan

**Date of Construction:** 1908

**Heritage Classification:** North Vancouver Heritage Register Category 'A'

**Building Permits:** None located; indicates pre-1911 date.

### Assessments:

Tax Assessment Search				
City of North Vancouver: 245 East 10 <sup>th</sup> Street				
Year	Name of Owner	Address	Value of:	
			Parcel / Land	Improvements / Buildings
1907	Hutton Geo	1330 Howe St.	1729	
1908	Hutton G	1330 Howe St.	300	
1909	Gowan HE	North Vancouver	260	
1910	Wismer WH	North Vancouver	300	
1911	Wismer WH	North Vancouver	580	
1912	Wismer W	North Vancouver	900	
1913	Wismer Wellington H	North Vancouver	1100	
1914	Wismer Wellington H	North Vancouver	1100	
1915	Wismer Wellington H	North Vancouver	1100	2000
1916	Blackmore, Robert (Wismer Wellington Howard crossed out)	Armstrong, BC (North Vancouver crossed out)	950	2000
1917 N/A				
1918 N/A				
1919	Blackmore, Robert	PO Box 515 Kamloops, BC (Armstrong, BC crossed out)	950	2000

### Directories:

Year	Occupant(s)	Occupation
1909	Eugene Gowan	Carpenter
1910 - 1914	Wellington H. Wismer	Not Listed
1915-1919	Matthew H. Baird	Lineman BCER
1921-1950	Bowen (John, Alice, and Frank)	Engineer

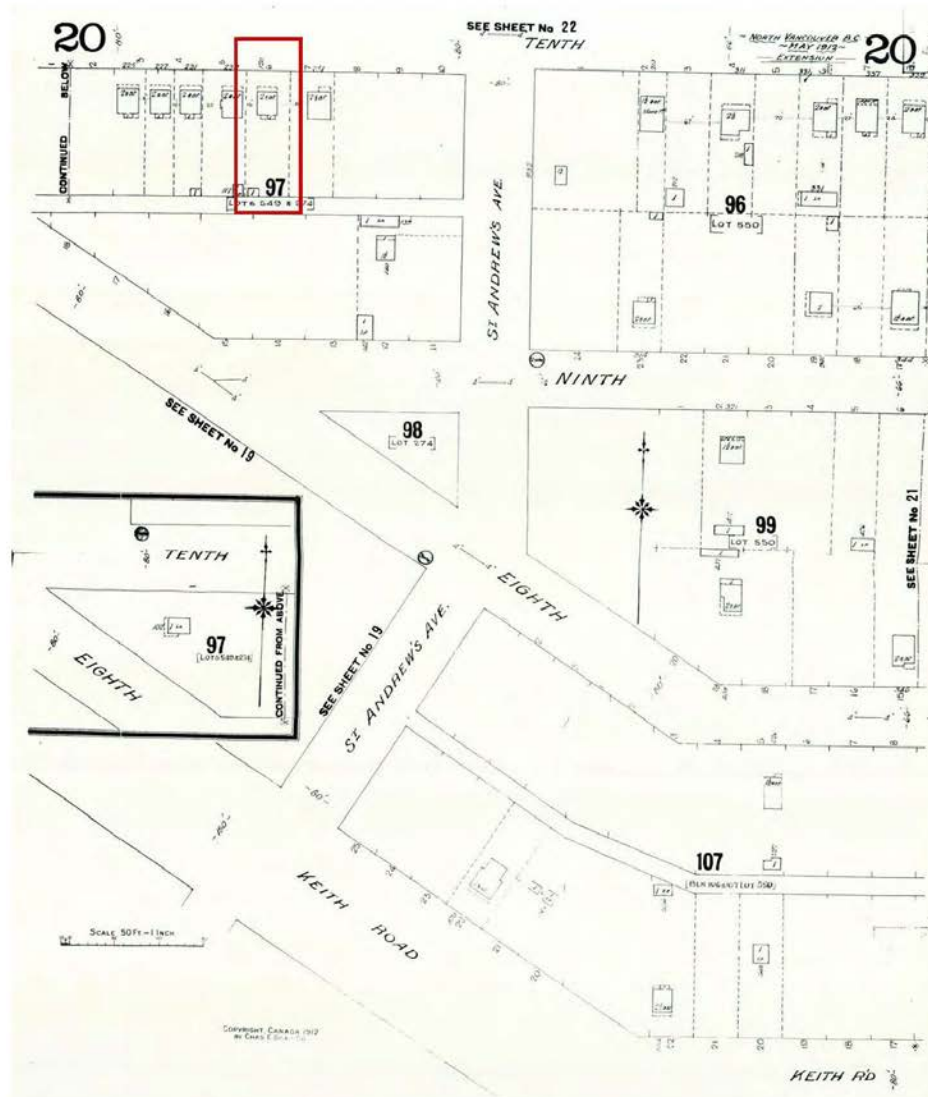
### Vital Events:

- Death Registration: Eugene Gowan; December 11, 1950; Websters Corners; B.C. Archives Reg. #1950-09-012037



STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE, 245 EAST 10<sup>TH</sup> STREET, NORTH VANCOUVER

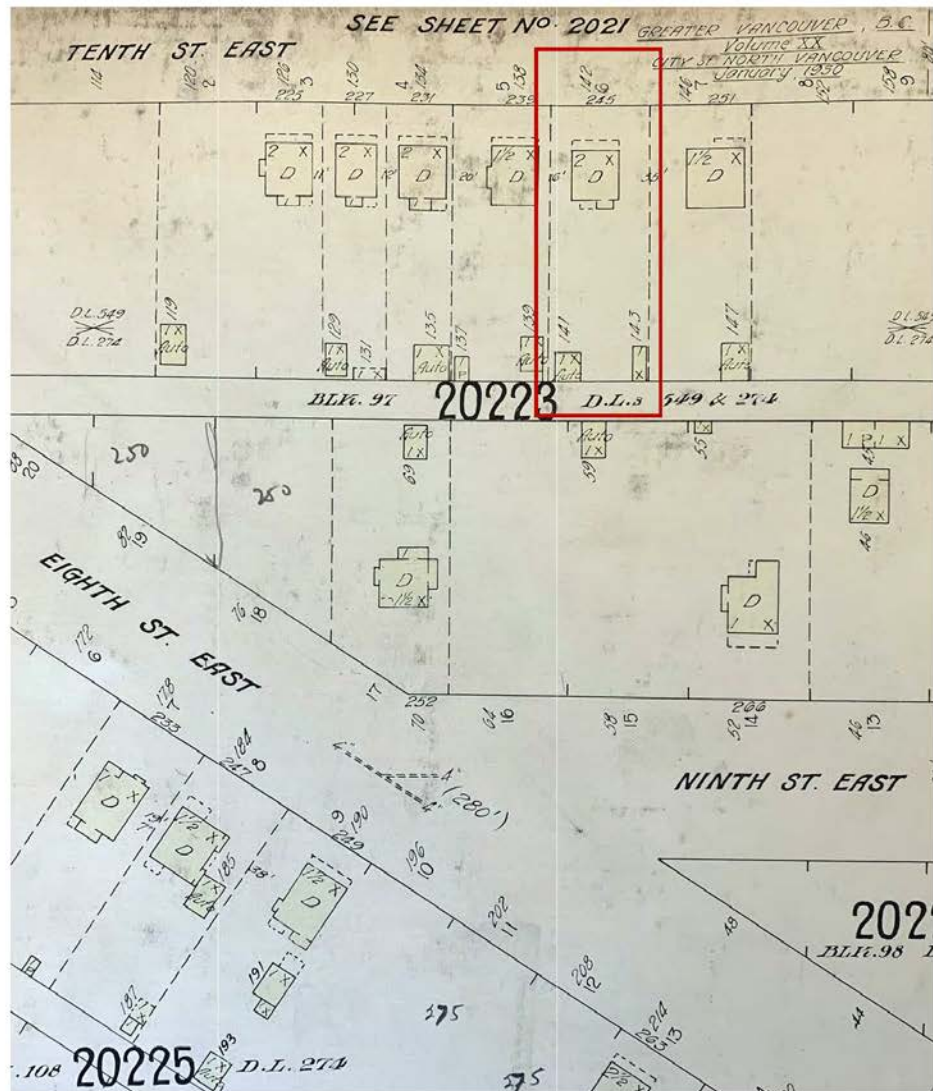
- Death Registration: Marjorie Gowan; November 25, 1957; Vancouver; B.C. Archives Reg. #1957-09-013197
- Marriage Registration: Eugene Gowan & Marjorie Lorimer; October 21, 1925; Unknown; B.C. Archives Reg. #1925-09-290594
- Death Registration: Wellington Howard Wismer; October 7, 1935; Vancouver; B.C. Archives Reg. #1935-09-506217



1912. North Vancouver [Fire Insurance Plan]. Chas. E. Goad, Sheet 20 [NVMA 1987-014]

DONALD LUXTON & ASSOCIATES INC. JUNE 2021

STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE, 245 EAST 10<sup>TH</sup> STREET, NORTH VANCOUVER



1930. Vol. 20 of Fire Insurance Plan (North Vancouver) (B). BC Insurance Underwriters Association, Sheet 2022 [MONOVA Archives]

DONALD LUXTON & ASSOCIATES INC., JUNE 2021

### **Mrs. C. R. Wismer Dead**

Mrs. Catherine Raymer Wismer, 81, wife of W. H. D. Wismer, and mother of Gordon S. Wismer, M.L.A., died at her home, 1041 Comox Street, this morning.

Mrs. Wismer, who was born in Pickering, Ontario, resided in Vancouver for 28 years.

She is survived by her husband, three sons, Hamilton, Victoria, and Gordon and Wilfred of Vancouver; four daughters, Mrs. C. M. Buscombe, Vancouver; Mrs. G. W. Harmwell, La Crosse, Wisconsin; Mrs. Austin Allen, Petrolia, Ont., and Mrs. R. P. Brooke, Vancouver.

Two brothers, Jesse Raymer, Vancouver, and Ray Raymer, Los Angeles, and one sister, Mrs. Sarah Shirk, Toronto, also survive.

Nunn & Thomson has charge of funeral arrangements, which have not yet been completed.

1934-01-29 Vancouver Sun pg.07

### **W. H. D. Wismer, Father Of M.L.A., Dies at 81**

Wellington Howard David Wismer, father of Gordon Wismer, M.L.A., died this morning in Vancouver. He was aged 81.

Born in Markham, Ont., Mr. Wismer came to this city twenty-six years ago. He is survived by three sons: Gordon and W. J. of Vancouver, and Hamilton of Victoria; and four daughters: Mrs. Charles M. Buscombe, Mrs. Reginald Brooks, Mrs. Austin Allan and Mrs. George Harmwell.

Funeral services will be held at 3 p.m. Wednesday in the chapel of Nunn & Thomson Undertaking Co. Canon H. G. King will officiate and burial will take place in family plot, Masonic Cemetery, Burnaby.

1935-10-07 Vancouver Daily Province pg.08



1926 Pacific Airways Ltd. Aerial view up St. Andrews, North Vancouver [MONOVA Archives 5129]

DONALD LUXTON & ASSOCIATES INC. JUNE 2021



STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE, 245 EAST 10<sup>TH</sup> STREET, NORTH VANCOUVER



1981. 245 East 10th Street [MONOVA Archives 5957]

DONALD LUXTON & ASSOCIATES INC. JUNE 2021

STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE, 245 EAST 10<sup>TH</sup> STREET, NORTH VANCOUVER



Front elevation



Roof structure

DONALD LUXTON & ASSOCIATES INC., JUNE 2021



STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE, 245 EAST 10<sup>TH</sup> STREET, NORTH VANCOUVER



Stained glass window on front façade



Rear elevation

DONALD LUXTON & ASSOCIATES INC. JUNE 2021



Front door

DONALD LUXTON & ASSOCIATES INC., JUNE 2021

## 10.0 Other Resource Material

Google Maps

[google.com/maps](https://www.google.com/maps)

Historic Places Program Branch, "Canadian Register of Historic Places: Writing Statements of Significance," Parks Canada, November 2006.

[www.historicplaces.ca/media/5422/sosguideen.pdf](http://www.historicplaces.ca/media/5422/sosguideen.pdf)

"Rehab It Right! Historic Windows & Doors", p 17 By the Utah Heritage Foundation, 2011

[www.utahheritagefoundation.com/images/Historic Windows and Doors Property Owners Guide.pdf](http://www.utahheritagefoundation.com/images/Historic%20Windows%20and%20Doors%20Property%20Owners%20Guide.pdf)

"Standards and Guidelines for the Conservation of Historic Places in Canada", Second Edition, 2010

[www.historicplaces.ca](http://www.historicplaces.ca)

"The Preservation and Repair of Historic Stained Glass and Leaded Glass". Preservation Brief #33

<https://www.nps.gov/tps/how-to-preserve/briefs/33-stained-leaded-glass.htm#protection>





# WISMER RESIDENCE

## STATEMENT OF SIGNIFICANCE

JUNE 2021

**DONALD LUXTON**  
AND ASSOCIATES INC 



## STATEMENT OF SIGNIFICANCE: WISMER RESIDENCE



**Address:** 245 East 10<sup>th</sup> Street, Vancouver, British Columbia

**Historic Name:** Wismer Residence

**Original Contractor/Owner:** Eugene Gowan

**Date of Construction:** 1908

**Heritage Classification:** North Vancouver Heritage Register Category 'A'

### Description of Historic Place

The Wismer Residence is a two-storey, wood-frame Foursquare style house located amongst similar Edwardian-era residences in the City of North Vancouver. Constructed in 1908, the house is characterized by its full-width front porch and steeply pitched hipped roof.

### Heritage Value of Historic Place

The Wismer Residence is significant for its association with the Edwardian era development of the City of North Vancouver; for its history of ownership; and for its Foursquare architecture.

The Wismer Residence, constructed in 1908, is valued as a good representation of housing built during North Vancouver's early twentieth century residential development boom. After regular ferry service was established in 1903 and the city was incorporated in 1907, North Vancouver experienced a period of unprecedented growth and prosperity; it was often referred to as 'The Ambitious City'. Lonsdale, the historic commercial core of North Vancouver, grew explosively, as a new streetcar and the PGE railway converged at the foot of Lonsdale Avenue. The Wismer Residence, located in close proximity to Lonsdale Avenue, was constructed early in this wave of residential development in the community, which accelerated until a general financial depression in 1913 and the subsequent outbreak of the First World War curtailed the growth.



The Wismer Residence is valued additionally for its history of ownership, beginning with carpenter Eugene Gowan in 1908. American-born Gowan likely constructed this house as a speculative investment during the Edwardian era construction boom, selling it to the Wismer family in 1910. Wellington Howard David Wismer and his wife Catherine moved into the East 10<sup>th</sup> Street house in 1910 following their arrival from Ontario. The Wismers were in their fifties and had seven children when they made the cross-country move. The Wismer name remains significant in British Columbia political circles due to their son, Gordon Sylvester Wismer, who became a prominent lawyer and politician. Gordon, who lived in the East 10<sup>th</sup> Street house when he was attending law school, served in the provincial cabinet as Attorney General from 1937 to 1941 and 1946 to 1952, and as Minister of Labour from 1947 to 1949. The Wismers remained in the East 10<sup>th</sup> Street house until 1914, when it was rented to BCER employee Matthew Baird. In 1920, the house was purchased by engineer John Bowen; the Bowen family would remain in the residence for over three decades.

The Wismer Residence is additionally significant for its Edwardian-era Foursquare design. Typical of the Edwardian era, Foursquare houses originated as a reaction to the more elaborate and flamboyant Victorian styles, which often included ornate mass-produced elements. The typical Edwardian era house was constructed from quality local materials, most often fir and cedar in British Columbia, and built by quality craftsmen. The interior layout of such houses ensured the maximum amount of interior room space, typically dividing the house into four rooms on both main floors, separated by a central staircase. Large windows, along with open verandahs, provided ample light. The style was inexpensive and expansive, and proved very popular on city lots, especially as the Lower Mainland was growing exponentially through the early twentieth century. The Wismer Residence is a good example of the Edwardian Foursquare style, as expressed by its steeply pitched hipped roof structure with off-centre projecting gable-on-hip second storey bay, featuring patterned shingles, and its full-width front verandah.

### **Character-Defining Elements**

The elements that define the heritage character of the Wismer Residence are its:

- setting on a mid-block lot along East 10<sup>th</sup> Street in the City of North Vancouver;
- continuous residential use for more than a century;
- residential form, scale and massing, as expressed by its wood-frame construction, two-storey height, and steeply pitched hipped roof with closed soffits and off-centre projecting gable-on-hip second storey bay;
- wood frame construction as expressed by its narrow lapped wooden siding with wooden corner boards and patterned cedar shingle cladding in the gable-end;
- Edwardian Foursquare architectural details such as: its full-width front verandah with hipped-roof and square columns and open balustrade, accessed by an off-centre flight of steps, with wooden flooring and closed soffit ceiling; wooden cornerboards; fascia boards; and the gable-end of the gable-on-hip bay with patterned cedar shingle cladding;
- pattern of fenestration including: wooden frame double-hung 1-over-1 windows, some with leaded glass diamond patterned upper sashes, with moulded lintels and projected sills; fixed wooden frame stained glass window with floral motif;
- wooden exterior doors; and
- two red brick chimneys, one internal one external.

## RESEARCH SUMMARY

**Address:** 245 East 10<sup>th</sup> Street, Vancouver, British Columbia

**Historic Name:** Wismer Residence

**Original Contractor/Owner:** Eugene Gowan

**Date of Construction:** 1908

**Heritage Classification:** North Vancouver Heritage Register Category 'A'

**Building Permits:** None located; indicates pre-1911 date.

### Assessments:

Tax Assessment Search				
City of North Vancouver: 245 East 10 <sup>th</sup> Street				
Year	Name of Owner	Address	Value of:	
			Parcel / Land	Improvements / Buildings
1907	Hutton Geo	1330 Howe St.	1729	
1908	Hutton G	1330 Howe St.	300	
1909	Gowan HE	North Vancouver	260	
1910	Wismer WH	North Vancouver	300	
1911	Wismer WH	North Vancouver	580	
1912	Wismer W	North Vancouver	900	
1913	Wismer Wellington H	North Vancouver	1100	
1914	Wismer Wellington H	North Vancouver	1100	
1915	Wismer Wellington H	North Vancouver	1100	2000
1916	Blackmore, Robert (Wismer Wellington Howard crossed out)	Armstrong, BC (North Vancouver crossed out)	950	2000
1917 N/A				
1918 N/A				
1919	Blackmore, Robert	PO Box 515 Kamloops, BC (Armstrong, BC crossed out)	950	2000

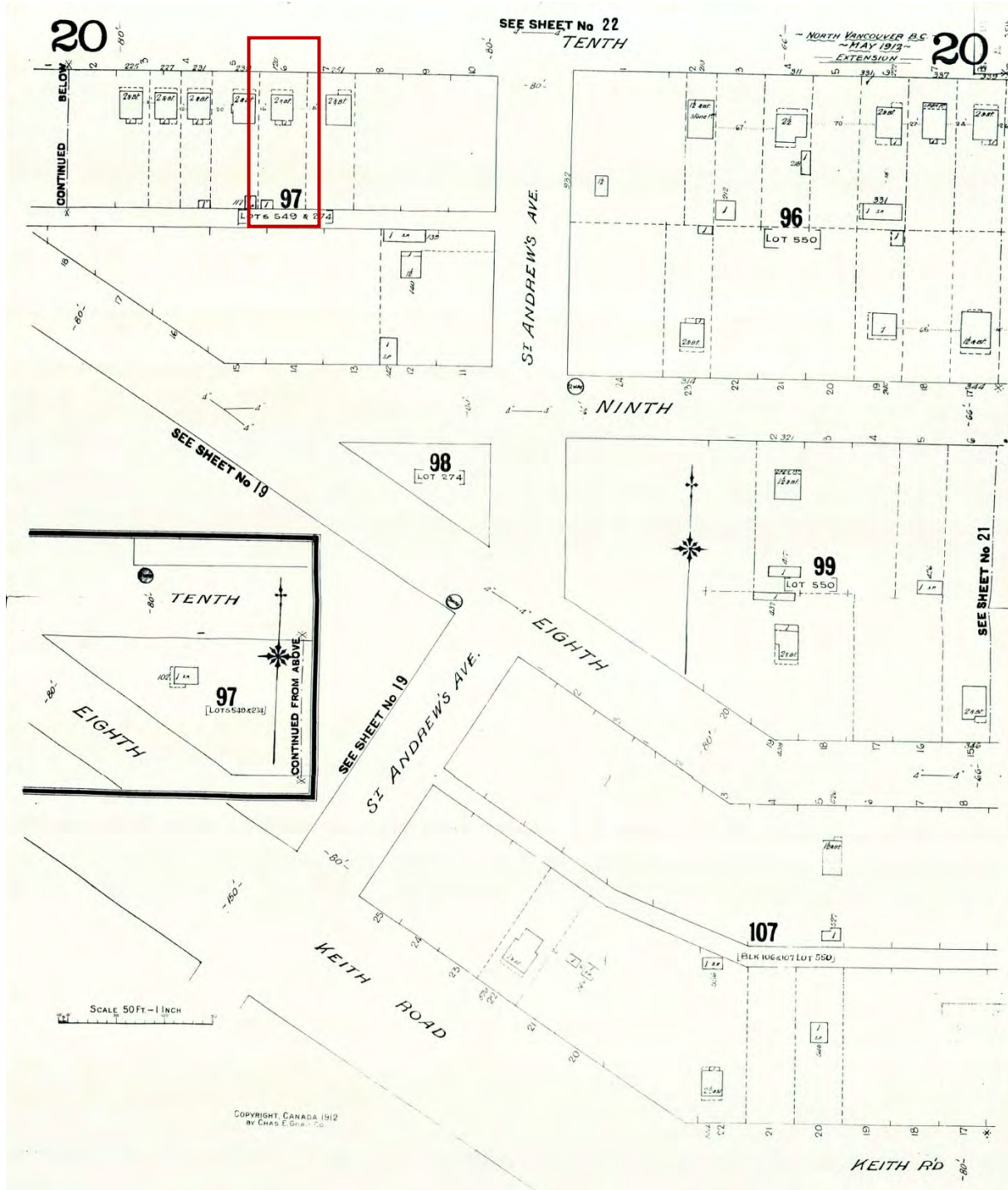
### Directories:

Year	Occupant(s)	Occupation
1909	Eugene Gowan	Carpenter
1910 - 1914	Wellington H. Wismer	Not Listed
1915-1919	Matthew H. Baird	Lineman BCER
1921-1950	Bowen (John, Alice, and Frank)	Engineer

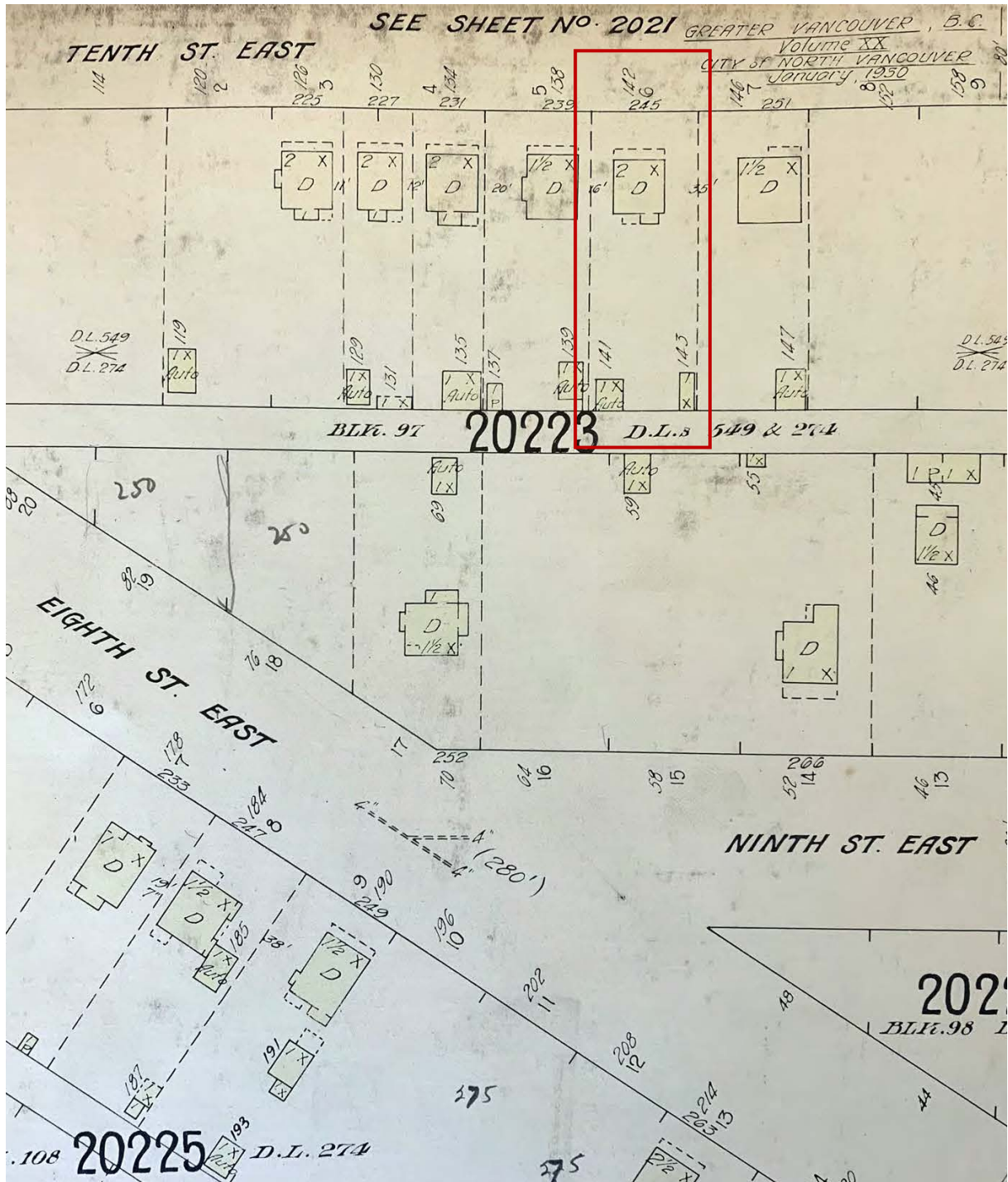
### Vital Events:

- Death Registration: Eugene Gowan; December 11, 1950; Websters Corners; B.C. Archives Reg. #1950-09-012037

- Death Registration: Marjorie Gowan; November 25, 1957; Vancouver; B.C. Archives Reg. #1957-09-013197
- Marriage Registration: Eugene Gowan & Marjorie Lorimer; October 21, 1925; Unknown; B.C. Archives Reg. #1925-09-290594
- Death Registration: Wellington Howard Wismer; October 7, 1935; Vancouver; B.C. Archives Reg. #1935-09-506217



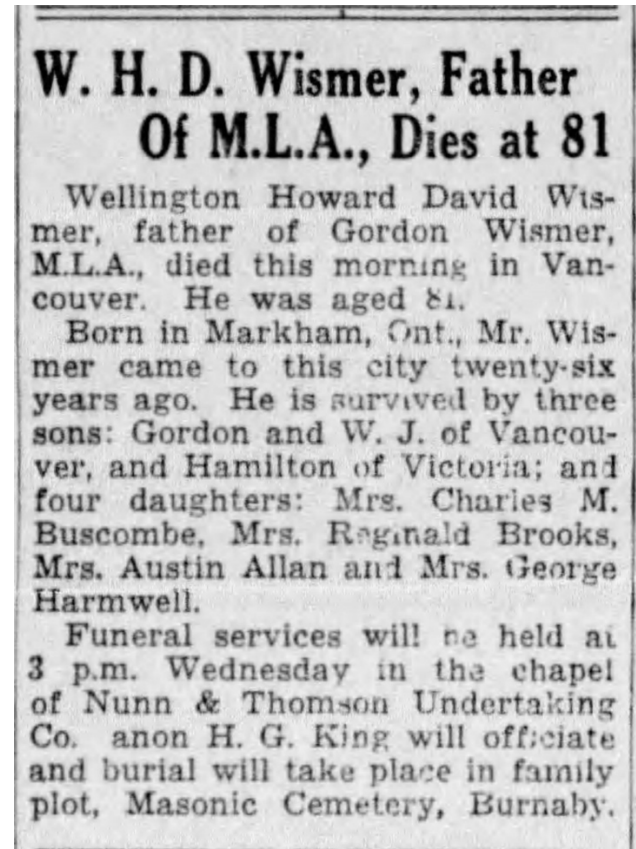
1912. North Vancouver [Fire Insurance Plan]. Chas. E. Goad, Sheet 20 [NVMA 1987-014]







1934-01-29 *Vancouver Sun* pg.07



1935-10-07 *Vancouver Daily Province* pg.08



1926 Pacific Airways Ltd. Aerial view up St. Andrews, North Vancouver [MONOVA Archives 5129]





1981. 245 East 10th Street [MONOVA Archives 5957]





Front elevation



Roof structure





Stained glass window on front façade



Rear elevation



Front door

**DIS Report****PROJECT: 245 East 10<sup>th</sup> Street, North Vancouver**

Public input for this rezoning application has been sought through several means. Prior to applying, the Dickie family contacted the immediate neighbours. Upon the application, immediate neighbours were then provided with a DIS Notice and directed to the website for the proposal information. All neighbours were provided with direct contact information for the applicant.

The formal process included the installation of 1 sign at the front of the property, two ads were placed in the North Shore Newspaper and handouts were distributed to nearby properties in accordance with City requirements. A Developer Information Session (DIS) was held on May 31<sup>st</sup>, 2022.

Prior to the DIS meeting, Sue Dickie made contact and delivered 11x17 copies of the plans to the surrounding neighbours. She received several signatures from surrounding neighbours who are in support of the project. See attached Letter(s) of Support.

The DIS was held virtually via zoom on May 31<sup>st</sup> 2022 from 6:00pm to 8:00 pm. Bram van der Heijden attended from the City of North Vancouver. Curtis Krahn, Elizabeth Cain, and James Stobie attended from Synthesis Design. John, Jess, Natalie, and Sue attended from the Dickie household.

At the event a power-point was provided to the audience c/w a client presentation. This was followed up by a Q&A period.

The DIS was attended by 10 people.

Further comments on the project include 5 support letters for the design / application, 2 phone conversations with neighbours and 3 DIS comment sheets, 2 in support of the project and 1 with concerns.

Contact with neighbours is continuing to confirm their support, comments, or concerns.

The main reasons for support were:

- The retention of the heritage home
- The contextual build form of the infill duplex
- The inter-generational living for the Dickies Family currently living on site.

The main concerns raised were.

- The impact of construction for neighbours along the lane
- Privacy concerns for Neighbouring properties
- The density of the infill duplex

James Stobie and the Dickies family have engaged with the neighbours to address these concerns by.

- providing information regarding the policy context and the type of development allowed according to the OCP.
- Addressing privacy concerns, by changing the east and west elevation windows to clerestory windows to prevent overlook towards the neighbours.
- Explaining that the City has regulations to minimize the impact of construction and efforts will be made to coordinate construction with the neighbours.

Susan Dickie



# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8936

### A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936**” (James Stobie / Synthesis Design, 245 East 10<sup>th</sup> Street, CD-757).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of CD-757 (Comprehensive Development 757 Zone):

Lots	Block	D.L.	Plan	
6	97	274 and 549	1833	from RT-1

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:

- A. Adding the following section to Section 1100, thereof, after the designation “CD-756 Comprehensive Development 756 Zone”:

“CD-757 Comprehensive Development 757 Zone”

- B. Adding the following to Section 1101, thereof, after the “CD-756 Comprehensive Development 756 Zone”:

“CD-757 Comprehensive Development 757 Zone”

In the CD-757 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RT-2 Zone, except that:

- (1) Two Principal Buildings shall be permitted on one Lot;
- (2) The permitted Principal Use on the Lot shall be limited to:
  - (a) One Dwelling Unit in the Northernmost Building (heritage house);
  - (b) Two Dwelling Units in the Southernmost Building (infill dwellings);
- (3) The Principal Buildings shall not exceed a combined Lot Coverage of 42 percent;
- (4) The Principal Buildings shall not exceed a combined Gross Floor Area of 0.73 times the Lot Area. For purposes of CD-757 the following area shall be excluded from Gross Floor Area calculations:

- (a) Basement to a maximum 139.98 sq. m (1,496 sq. ft) of the Southernmost Building;
- (5) Section 507(2) Open Site Space shall be waived;
- (6) The Principal Buildings shall be sited as follows:
  - (a) The Northernmost Building (heritage house) shall be not less than:
    - i. 4.6 metres (15 feet) from the Front Lot Line;
    - ii. 22.1 metres (72.5 feet) from the Rear Lot Line; with a siting exception for a deck maximum of 1.5 metres (5.0 feet) into the Rear yard setback;
    - iii. 4.2 metres ( 13.7 feet) from the east Interior Lot Line;
    - iv. 3.5 metres (11.6 feet) from the west Interior Side Lot Line;
  - (b) The Southernmost Building (infill dwellings) shall be not less than:
    - i. 27.0 metres (89 feet) from the Front Lot Line;
    - ii. 2.0 metres (6.5 feet) from the Rear Lot Line;
    - iii. 1.22 metres (4.00 feet) from the west Interior Side Lot Line;
    - iv. 1.22 metres (4.00 feet) from the east Interior Side Lot Line;
- (7) The Northernmost Building (heritage house) shall not exceed a maximum geodetic height of 103.1 meters (338 ft.);
- (8) The Southernmost Building (infill dwellings) shall not exceed a maximum geodetic height of 99.0 meters (324.8 ft.);
- (9) The minimum number of accessory off-street Parking Spaces provided shall be 2 parking stalls;
- (10) Every unit shall have access to 2 Bicycle Parking Spaces and a total of 6 Bicycle Parking Spaces shall be provided;
- (11) Garbage and Recycling shall be screened on all sides and shall not be located in required Emergency Access Pathways, driveways, or Parking Spaces;

- (12) All exterior finishes, design and landscaping shall be approved by the Heritage Advisory Commission.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8937

**A Bylaw to Designate a Municipal Heritage Site**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Heritage Designation Bylaw, 2022, No. 8937**” (James Stobie / Synthesis Design Inc., 245 East 10<sup>th</sup> Street).
2. Pursuant to the *Local Government Act*, the following lands, buildings and structures are, in their entirety, designated as a Municipal Heritage Site:

**Street Address:** 245 East 10<sup>th</sup> Street

**Common Name / Description:** Gowan Residence

**Legal Description:** Lot 6 Block 97 D.L 274 and 549 Plan 1833

3. Pursuant to the *Local Government Act*, this bylaw requires adherence to the City of North Vancouver’s “Heritage Conservation Procedures Bylaw, 2013, No. 8292”.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

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ADOPTED on the <> day of <>, 2022.

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MAYOR

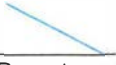
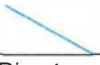

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CORPORATE OFFICER



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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Michael Epp, Director, Planning & Development

Subject: DEVELOPMENT PROCEDURES BYLAW AMENDMENT - STREAMLINING  
OF DEVELOPMENT VARIANCE PERMIT REQUESTS

Date: June 15, 2022 File No: 01-0125-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Director, Planning & Development, dated June 15, 2022, entitled "Development Procedures Bylaw Amendment - Streamlining of Development Variance Permit Requests":

THAT "Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916" (Bill 26 Update for Minor Development Variance Permits) be considered.

**ATTACHMENT**

1. Staff report, "Update to Development Procedures Bylaw to Implement BC Government's Bill 26", March 16, 2022 (Citydocs [#2180285](#))
2. "Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916" (TRACKED CHANGES) (Citydocs [#2191081](#))
3. "Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916" (Citydocs [#2150243](#))

**PURPOSE**

To present a bylaw for Council consideration to amend the Development Procedures Bylaw in response to the adoption of new Provincial legislation (Bill 26). The amendment

will enable delegation of authority to issue Development Variance Permits (DVPs) for minor variances to the Director of Planning & Development.

## BACKGROUND

On November 25, 2021, the Province gave Royal Assent to Bill 26 – Municipal Affairs Statutes Amendment Act (No. 2), (2021) (“Bill 26”). This legislation was a result of the Development Approvals Process Review, which aimed to improve the municipal and provincial approval processes required for land development.

One of the key implications of Bill 26 for development planning was introduction of a new authority enabling Councils to delegate decision-making on DVPs for minor variances.

On April 25, 2022, Council directed staff to bring forward a bylaw to amend the Development Procedures Bylaw to delegate authority for issuance of DVPs for minor variances. This amendment is the subject of this report.

## DISCUSSION

Development in the City currently occurs primarily through site specific, case by case rezoning applications, which result in individual Comprehensive Development Zones tailored to each application received. With this system, DVP requests are relatively uncommon. However, the City, on occasion, receives requests for minor variances to established zoning parameters. These requests can arise as a result of unforeseen conditions on-site where complying with the zoning would present a challenge or a “hardship” for a property owner or where an alternative on-site development configuration allows for a preferred outcome when compared with what is permitted as-of-right on a site.

Bill 26 allows a municipality to consider delegating the authority for issuing DVPs for minor variance requests to staff. This includes variances to the siting, size and dimension of buildings and structures, the regulation of signs, and off-street and loading space requirements. Changes to use and density are not permitted by way of a DVP and can only be conferred through an amendment of the Zoning Bylaw, which is within Council’s sole authority. The legislation requires, should Council wish to delegate the authority to issue minor DVPs that Council establish, by bylaw:

- (a) criteria for determining whether a proposed variance is minor; and,
- (b) guidelines the delegate must consider in deciding whether to issue a DVP.

Delegating authority for issuance of minor DVPs to the Director of Planning & Development would substantially reduce application processing time and cost. Under the new regulations, a delegate considering a minor DVP application would not require statutory notice to be published. Staff therefore recommend that Council consider delegating the issuance of the following types of minor DVPs to the Director of Planning & Development:

1. *Sign Bylaw:*
  - All variance requests regarding size, number and placement of signs.



2. *Parking Variances:*

- Variances of 10% or less of the Zoning Bylaw required minimum number of spaces (vehicles, bicycles),
- Variances of up to 25% where such a request is required for the preservation of mature on-site trees,
- Variances related to loading requirements including number of required loading spaces, design and technical provisions such as dimensions and access,
- Variances of technical and design requirements pertaining to design, location of parking,
- All parking variance requests up to one space in Residential Level 1 and Residential Level 2 designated areas.

3. *Garbage and Recycling Storage Facility:*

- Any variance to the requirements.

4. *Building Siting:*

- Variances of 25% or less of Zoning Bylaw minimum requirements regarding setbacks, building separations, lot coverage, open site space, permeable surfaces and general building siting dimensions.

5. *Patios and Decks:*

- Variances to patios and decks of all configurations and sizes.

6. *Building Envelope:*

- Variances of less than 10% or less than one storey, whichever is the lesser, to building height and variances of less than 10% to other building envelope dimensions such as building width and length, upper storey step-backs and angular planes, as applicable.

In addition, the following guidelines would also be adopted, which would be used to establish consistency and fairness in the evaluation of all minor DVP applications:

1. The request should be consistent with the goals, objectives and policies within the Official Community Plan (OCP) and any other relevant policy documents including, but not limited to, the City's housing policies, Mobility Strategy, Well-Being Strategy, Climate and Environment Strategy and Economic Strategy.
2. The request should be supported by a sound justification based on one or more of the following:
  - a. An inability to reasonably develop a site in an efficient and effective manner while complying with bylaw requirements;
  - b. A benefit to the community or surrounding properties as a result of a preferable form of development or outcome that is enabled through the requested variance.

3. The request should not result in an unacceptable negative impact on neighbouring properties and should fully consider mitigation measures to reduce any identified negative impacts.
4. The request should not impose any costs on the City.
5. The variance should not defeat the explicit or implicit intent of the bylaw requirement being varied.

As with other development matters currently delegated to the Director of Planning & Development, such as Development Permits, staff would exercise professional judgment and retain the ability to rely on input from the City's advisory bodies or to elevate a request to Council. Under the provisions of the Act, should Council opt to delegate issuance of minor DVPs to the Director of Planning & Development, the applicant would still be entitled to have Council reconsider their application.

Should Council proceed with a delegation, staff do not anticipate a significant volume of requests, with the vast majority of land use approvals proceeding through Development Permit (staff-approval) or rezoning (Council approval).

It should be noted that the City's appointed Board of Variance would continue to consider applications based on hardship circumstances.

## **FINANCIAL IMPLICATIONS**

The measures outlined in this report have limited financial implications, though are expected to result in reductions in staff time allocated to processing minor DVP applications and minor reductions in City costs for statutory notices.

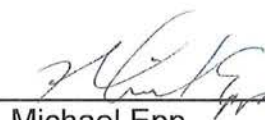
## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The recommendations of this report will help the efficient implementation of the OCP, as well as Council Strategic Plan.

## **CONCLUSION**

The provisions outlined in the report for administering minor DVP applications by staff represent a potential measure to further the City's streamlining initiatives. The measures will significantly reduce processing time for minor DVP applications. Staff's recommendations are guided by the City's corporate values of efficient, high-quality customer services and continued innovation in engaging with our citizens.

RESPECTFULLY SUBMITTED:






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Michael Epp  
Director, Planning & Development





 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Michael Epp, Director, Planning & Development

Subject: STREAMLINING OF DEVELOPMENT VARIANCE PERMIT REQUESTS

Date: April 13, 2022 File No: 01-0125-01-0001/2022

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Director, Planning & Development, dated April 13, 2022, entitled "Streamlining Development Variance Permit Requests":

THAT staff be directed to bring forward a bylaw to amend the Development Procedures Bylaw, with proposed provisions to delegate authority for issuance of Development Variance Permits for minor variances.

**ATTACHMENT**

1. Delegation and Assessment Criteria for Development Variance Permits (Citydocs [#2158234](#))

**PURPOSE**

In response to the adoption of new Provincial legislation (Bill 26) amending the *Community Charter* and *Local Government Act*, the purpose of this report is to outline a draft set of provisions regarding Council delegation to staff for the consideration of some Development Variance Permit (DVP) applications. Should Council approve the DVP provisions outlined in the report, staff will bring forward a bylaw to amend the Development Procedures Bylaw reflecting the changes, for Council consideration.

**BACKGROUND**

In 2018, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR), aimed at identifying improvements to the municipal and provincial

approval processes required for land development. The review issued recommendations in 2019, and on November 25, 2021, the Province gave Royal Assent to Bill 26 – Municipal Affairs Statutes Amendment Act (No. 2), (2021) (“Bill 26”); the first legislative changes arising from the review. Some of the legislative amendments in Bill 26 will come by a future regulation, but some came into force on Royal Assent.

Amongst those changes, the legislation has two key implications to development planning at the local government level:

- it altered the procedures for notification and public hearings with respect to rezoning applications that are compliant with the Official Community Plan (OCP); and
- it introduced a new authority enabling Councils to delegate decision-making on DVPs for minor zoning variances.

This report responds to the second item and discusses the implications for development planning.

In 2021, the City was successful in a grant application for a comprehensive development approval review, which includes exploring opportunities to reduce the complexity of approval processes and other changes to allow the City to effectively manage permit volumes. This review includes both a third party process evaluation, as well as staff’s effort in identifying ongoing process improvement and regulatory streamlining. The recent legislative changes present an opportunity to advance this work and explore further options to enhance our process, which are discussed in this report.

## DISCUSSION

Bill 26 introduced changes to the *Local Government Act* that required the City to change its procedures in respect to development applications and public notifications. These changes were discussed with Council in rezoning reports that were introduced in December 2021 and are discussed in more detail in this report. In addition, the changes also allow consideration of how or whether to apply new authority introduced by the legislation with respect to DVPs for minor variances. These changes, their implications and recommendations are set out below.

### ***Delegation of Minor Development Variance Permits***

Bill 26 allows a municipality to consider delegating the authority for issuing DVPs for *minor* variance requests to staff. This includes variances to the siting, size and dimension of buildings and structures, the regulation of signs, and off-street and loading space requirements. Changes to use and density are not permitted by way of a variance and can only be conferred through the Zoning Bylaw, which is within Council’s sole authority. The legislation requires, should Council wish to delegate minor variance DVPs, that Council establish, by bylaw:

- (a) criteria for determining whether a proposed variance is minor; and,
- (b) guidelines the delegate must consider in deciding whether to issue a DVP.



Development in the City currently occurs primarily through site specific, case by case rezoning applications, which result in individual Comprehensive Development Zones tailored to each application received. With this system, development variance requests are relatively uncommon, as shown in Table 1 below. However, the City, on occasion, receives requests for minor changes to established zoning parameters. These requests can arise as a result of unforeseen conditions on-site where complying with the zoning would present a challenge or a “hardship” for a property owner or where an alternative on-site development configuration allows for a preferred outcome when compared with what is permitted as-of-right on a site. An example would be preserving an on-site tree by repositioning a development away from the tree and into an established zoning bylaw setback. Another example would be a desire to reallocate a required vehicle parking space to better accommodate e-bike parking or storage or the variance of setbacks to allow for the preservation of a heritage building.

**Table 1. Development Variance Permit Requests, 2018 - 2021**

Year	# of Variance Requests	Types
2021	1	Lot coverage
2020	1	Antenna configuration
2019	5	Parking requirement, setbacks, lot coverage, heritage
2018	3	Height, parking

The trade-offs suggested by these requests are currently evaluated through a staff review process, public consultation (through notification and, in some instances, an information session), and, ultimately, a Council decision. This process currently requires between four and seven months to complete. As some variance requests result from unforeseen difficulties in complying with the established zoning, timeliness is very important to applicants for a variance.

Delegating authority for minor variances to staff would substantially reduce the time and cost required to process variance requests. Under the new regulations, a delegated variance does not require a statutory notice to be published. Staff therefore recommend that Council consider delegating the following types of minor variance requests to staff. Details of rationale and assessment criteria are outlined in Attachment 1.

1. *Sign Bylaw:*

- All variance requests regarding size, number and placement of signs.

2. *Parking Variances:*

- Variances of 10% or less of the Zoning Bylaw required minimum number of spaces (vehicles, bicycles),
- Variances of up to 25% where such a request is required for the preservation of mature on-site trees,
- Variances related to loading requirements including number of required loading spaces, design and technical provisions such as dimensions and access,

- Variances of technical and design requirements pertaining to design, location of parking,
  - All parking variance requests up to one space in R1 and R2 designated areas.
3. *Garbage and Recycling Storage Facility:*
    - Any variance to the requirements can be considered by staff.
  4. *Building Siting:*
    - Variances of 25% or less of Zoning Bylaw minimum requirements regarding setbacks, building separations, lot coverage, open site space, permeable surfaces and general building siting dimensions.
  5. *Patios and Decks:*
    - Variances to patios and decks of all configurations and sizes.
  6. *Building Envelope:*
    - Variances of less than 10% or less than one storey, whichever is the lesser, to building height and variances of less than 10% to other building envelope dimensions such as building width and length, upper storey step-backs and angular planes, as applicable.

In addition to specific criteria outlined in the draft provisions, general criteria would also be adopted, which would be used to establish consistent guidance and fairness in the evaluation of all Development Variance requests:

1. The request should be consistent with the goals, objectives and policies within the OCP and any other relevant policy documents including, but not limited to, the City's housing policies, Mobility Strategy, Well-Being Strategy, Climate and Environment Strategy and Economic Strategy.
2. The request should be supported by a sound justification based on one or more of the following:
  - a. An inability to reasonably develop a site in an efficient and effective manner while complying with bylaw requirements;
  - b. A benefit to the community or surrounding properties as a result of a preferable form of development or outcome that is enabled through the requested variance.
3. The request should not result in an unacceptable negative impact on neighbouring properties and should fully consider mitigation measures to reduce any identified negative impacts.
4. The request should not impose any costs on the municipality.
5. The variance should not defeat the explicit or implicit intent of the bylaw requirement being varied.



As with other development matters currently delegated to staff, such as Development Permits, staff would exercise professional judgment and retain the ability to rely on input from the City's advisory bodies or to elevate a request to Council. Under the provisions of the Act, should Council opt to delegate approval of minor variances to staff, the applicant who is subject to a staff decision would remain entitled to have Council reconsider a decision of staff.

Should Council proceed with a delegation, for reasons outlined above, staff do not anticipate a significant volume of requests, with the vast majority of development applications proceeding through Development Permit (staff-approval) or rezoning (Council approval).

It should be noted that the City's appointed Board of Variance would continue to consider applications based on hardship circumstances.

### ***Options for DVP Delegation***

In considering delegation of DVP authorities, the following options are presented for Council consideration:

***Option 1 (Recommended)*** – Endorse the delegation and criteria for minor variances as outlined in Attachment #1 and instruct staff to bring back a bylaw to amend the Development Procedures Bylaw to reflect these provisions. This is the staff recommended option.

***Option 2*** – Approve a revised version of the delegation provisions as outlined in the Attachment #1 and instruct staff to bring back a bylaw to amend the Development Procedures Bylaw to reflect Council directions. In this case, the active clause of the recommendation should read:

“THAT staff be directed to bring back a revised Development Procedures Bylaw, for Council consideration, with draft provisions relating to Development Variance Permits (DVPs), as modified and directed by Council as follows \_\_\_\_\_;”

***Option 3*** – Maintain the current practice of Council reviewing and approving all DVPs (the status quo option). Should Council wish to maintain present practice, no resolution or further action is required.

### ***Alternative Public Input Prototype Update***

Changes to section 464 of the *Local Government Act* (the “Act”) remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the Official Community Plan (OCP). Instead, the Provincial legislation contemplates that approval of zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as was previously required). The Act allows for public hearings to be held as an option, if desired by Council, on a case-by-case basis. At



present, a Council motion to hold or not hold a public hearing is required with each rezoning application.

While the intent of the changes to the Act were to simplify this aspect of the approval process, in practice, the current process requires similar steps to the previous approval process, as outlined below.

**Table 1. Previous and New Zoning Bylaw Consideration and Approval Process**

Previous Process	New Process
1. Staff Report and first and second readings of bylaw, including decision to hold or waive public hearing	1. Staff Report and recommendation of whether a public hearing will be held or no public hearing
2. Publish public hearing notices	2. If referred to public hearing, first and second readings of bylaw at same meeting as introduction and then notice of public hearing published.
3. Public hearing, followed by third reading of bylaw	3. If no public hearing held, then notice of first reading published after introduction
4. Finalize legal agreements	4. Public hearing (if held), followed by third reading of bylaw OR, if no public hearing, first, second and third reading at Regular meeting
5. Final adoption of bylaw	5. Finalize legal agreements
	6. Final adoption of bylaw

As done previously, Council makes a case-by-case determination whether or not to refer a zoning amendment bylaw to a public hearing. Council will either make a motion to hold a public hearing or not hold a public hearing when an application is introduced, and there is no longer a requirement to waive a public hearing.

The City has long placed importance on public engagement in municipal affairs, emphasizing principles of access and equity and has been proactive in exploring alternative means of gathering public input on development applications. In 2019, under the City-initiated Balanced Housing Lab, staff had started to revisit the standard approach to community consultation through rezoning to encourage earlier consultation and include a wider array of participants in the development review process. A pilot project (for a rezoning proposal at 115 East Keith Road) is currently underway, exploring alternative approaches for early community consultation and engagement, and staff will be reporting back to Council with lessons learned and recommendations.

Following the evaluation of this pilot, staff will report back on findings and potential changes to improve the level of representation of the community and responsiveness of the consultation process.

## **FINANCIAL IMPLICATIONS**

The measures outlined in this report have limited financial implications, though are expected to result in reductions in staff time allocated to processing variance requests and minor reductions in City costs for statutory notices.

## **INTER-DEPARTMENTAL IMPLICATIONS**

This report has been reviewed by the Policy and Project Team, the Organizational Policy Review Committee and was prepared in coordination with the Corporate Officer and the City Solicitor.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The recommendations of this report will help the efficient implementation of the OCP, as well as Council Strategic Plan.

## **CONCLUSION**

The provisions outlined in the report for administering minor DVP applications by staff represent a potential measure to further the City's streamlining initiatives. The measures will significantly reduce processing time for minor Development Variance Permit requests. Staff's recommendations are guided by the City's corporate values of efficient, high-quality customer services and continued innovation in engaging with our citizens.

RESPECTFULLY SUBMITTED:



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Michael Epp  
Director, Planning & Development

**DRAFT****DELEGATION AND ASSESSMENT CRITERIA FOR  
DEVELOPMENT VARIANCE PERMITS (DVPs)**

These draft provisions or any modifications of these draft provisions, as directed by Council, will be incorporated into the City's Development Procedures Bylaw.

**PURPOSE**

These provisions set out assessment criteria to be applied in the consideration of requests to vary the provisions of a bylaw through a Development Variance Permit (DVP). The provisions also determine when a request is considered 'minor' and delegated to staff. The intent is to ensure fair and consistent processing of DVP applications, while providing applicants and the public with clarity on the factors that are considered during the evaluation.

Provisions apply to all requests for DVPs to vary requirements of the Zoning Bylaw, Sign Bylaw, Subdivision and Development Control Bylaw or other bylaw provisions for which a Development Variance Permit can be considered, in accordance with the *Local Government Act*.

**Types of Development Variances**

These provisions outline assessment criteria for two types of variance requests:

1. *Standard Variance Requests – Council Authority*

Variances to bylaw provisions that may be considered in conjunction with a rezoning application or outside of a rezoning application through a DVP. DVP requests are evaluated in accordance with the General Assessment Criteria below, with the results of the evaluation presented to Council for consideration.

2. *Minor Variance Requests – Staff Delegated Authority*

Variances to be considered by Council's delegate in accordance with the evaluation framework outlined in this policy. These requests must be within the thresholds to be determined as minor (by these provisions) and are evaluated in accordance with both the *General Assessment Criteria* and *Minor Variances – Assessment by Categories* as outlined below. The results of this evaluation are to be compiled in a decision memorandum, recording the evaluation's findings and decision to authorize or reject the variance request. Applications which do not meet the criteria would be referred to Council for consideration.

DVPs may be in association with a development proposal (ie rezoning) or may be stand-alone DVP applications which do not accompany a development proposal. All DVP requests in association with rezoning would be considered by Council.

## General Assessment Criteria

The following criteria shall be applied to the evaluation of all DVP applications:

1. The request should be consistent with the goals, objectives and policies within the Official Community Plan and any other relevant policy documents including, but not limited to, the City's housing policies, Mobility Strategy, Well-being Strategy, Climate and Environment Strategy, and Economic Strategy.
2. The request should be supported by a sound justification based on one or more of the following:
  - a. an inability to reasonably develop a site in an efficient and effective manner while complying with a bylaw requirements;
  - b. a benefit to the community or surrounding properties as a result of a preferable form of development or outcome that is enabled through the requested variance.
3. The request should not result in an unacceptable negative impact on neighbouring properties and should fully consider mitigation measures to reduce any identified negative impacts.
4. The request should not impose any costs on the municipality.
5. The variance should not defeat the explicit or implicit intent of the bylaw requirement being varied.

## Minor Variances – Assessment by Categories

1. Sign Bylaw: All variance requests respecting size, number and placement of signs.

*Rationale – The City's Sign Bylaw was last comprehensively reviewed in 1992 and does not adequately reflect all signage scenarios or types. Staff routinely negotiate alternative signage configurations through on-site Signage Plans.*

*Staff Assessment Criteria – Director of Planning & Development shall consider:*

- *the variance request respecting size, number and placement of signs does not result in a significant increase in the total number or size of on-site signage and is in keeping with the aesthetic and character of the buildings and surrounding area; and*

- *the effect of the variance does not result in safety concerns or adverse impact to neighbouring properties, such as light pollution.*

2. Parking Variances:

- a. variances of 10% or less of the Zoning Bylaw required minimum number of spaces (vehicles, bicycles);
- b. variances of up to 25% where such a request is required for the preservation of mature on-site trees;
- c. variances related to loading requirements including number of required loading spaces and design and technical provisions such as dimensions and access;
- d. variances of technical and design requirements pertaining to design, location of parking; and
- e. all parking variance requests up to one space, in areas designed 'R1' and 'R2' in the Official Community Plan.

*Rationale – This would allow expedited consideration of requests resulting from unique on-site considerations or where an alternative is demonstrated to result in a preferable outcome.*

*Staff Assessment Criteria – Director of Planning & Development shall consider:*

- *the reduction is not expected to have undue impact on the on-street parking in the area;*
- *if there is a reasonable alternative to the minimum parking standard, particularly taking the intended uses of the building into consideration. These alternatives may include bicycle parking, personalized mobility aids parking, public transit passes or other measures as the Director of Planning & Development may deem appropriate;*
- *in the case of a parking variance for the protection of mature on-site trees, the parking variance is a direct result of the reduction of parking stalls to ensure adequate soil volume for the long term health of said trees; and*
- *any variance to the parking design, location would not result in any safety concerns or operational issues.*

3. Garbage and Recycling Storage Facility: Any variance to the requirements can be considered by the Director of Planning & Development. Consultation with the facility operator, as well as consultation with City Engineer, is required.
4. Building Siting: Variances of 25% or less of Zoning Bylaw minimum requirements regarding setbacks, building separations, lot coverage, open site space, permeable surfaces and general building siting dimensions.



*Rationale - While the majority of development in the City occurs through rezoning, during which a review of setbacks is conducted, unique conditions on as-of-right sites occasionally curtail the ability to proceed with an effective development. Slope, tree preservation, adjacency to a stream or ravine, etc. are examples of site constraints where variances are occasionally warranted.*

*Staff Assessment Criteria – Director of Planning & Development shall consider:*

- *that the variance to building siting requirements does not decrease the liveability of residential units and that there is a demonstration that the variance request does not result in undue impact on access to light and privacy.*

5. Patios and Decks: Variances to patios and decks of all configurations and sizes.

*Rationale – Patios and decks are extensions to buildings that, due to the diverse existing conditions of the buildings, often do not conform to zoning regulations. However, they are important for liveability reasons and are of relatively low impact when it comes to neighbourliness.*

*Staff Assessment Criteria – Director of Planning & Development shall consider:*

- *variance not to create undue privacy impact on adjoining neighbours; and*
- *variance does not result in a significant increase of site coverage or impermeable surface on the lot;*

6. Building Envelope: Variances of less than 10% or less than one storey, whichever is the lesser, to building height and variances of less than 10% to other building envelope dimensions, such as building width and length, upper storey step-backs and angular planes, as applicable.

*Rationale – On occasion, rooftop features, such as access hatches, elevator overruns and architectural elements, are proposed to extend moderately beyond maximum bylaw heights. A desire for greater floor to ceiling height on commercial levels can contribute to the desire for minor height variances as can changing building technologies to support decarbonization.*

*Staff Assessment Criteria – Director of Planning & Development shall consider:*

- *variance to the building envelope or height be accompanied by supporting information clearly illustrating shadow and view impacts in a format acceptable to the Director of Planning & Development;*
- *variance to building envelope and height be assessed for compatibility with adjacent land uses (both existing and as proposed in the OCP);*

- *variance does not result in significant incremental shadow impacts, particularly where such an impact is to a sensitive public site, such as a park or greenspace; and*
- *variance does not result in significant public view impacts as seen from the street or public spaces.*



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**“DEVELOPMENT PROCEDURES BYLAW, 2001, NO. 7343”**

**CONSOLIDATED FOR CONVENIENCE – JANUARY 31, 2022**

Amendment Bylaw, 2006, No. 7760	Development Permit Areas for Streamside Protection and Enhancement
Amendment Bylaw, 2010, No. 8066	Accessory Coach House Development
Amendment Bylaw, 2010, No. 8136	Streamside Protection and Enhancement Development Permit Guidelines
Amendment Bylaw, 2012, No. 8240	Sections 3 and 5
Amendment Bylaw, 2014, No. 8348	Sections 2, 3, 4, 9, 13 and Schedule A
Amendment Bylaw, 2015, No. 8424	Approval of Strata Conversions Less Than Three Dwelling Units
Amendment Bylaw, 2015, No. 8408	Schedule A / Level-B Accessory Coach House
Amendment Bylaw, 2015, No. 8454	Clarification of Public Meeting Requirement
Amendment Bylaw, 2017, No. 8538	Schedule A Fees
Amendment Bylaw, 2017, No. 8485	Schedule A Fees
Amendment Bylaw, 2022, No. 8906	Schedule A Fees (effective March 1, 2022)

## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### BYLAW NO. 7343

#### **A Bylaw to Establish Procedures to Amend the Official Community Plan, the Zoning Bylaw, Adopt a Heritage Revitalization Agreement Bylaw, or to Issue Permits Under Part 26 of the *Local Government Act***

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

#### **1. TITLE**

This bylaw shall be cited as the City of North Vancouver **"Development Procedures Bylaw, 2001, No. 7343."**

#### **2. DEFINITIONS** *[Bylaw 8348, June 9, 2014]*

**"Applicant"** means a person who is an owner of the property which is the subject of an application, or a person acting with the written consent of the owner;

**"City"** means the City of North Vancouver;

**"Minor Development Variance Permit"** means a Development Variance Permit for a variance to the "Zoning Bylaw, 1995, No. 6700" that meets the following criteria:

- a) 10% for minimum parking space provision for vehicles and bicycles, and this reduction may be increased to 25% if the variance is required for the preservation of mature on-site trees;
- b) Any variance related to parking design standards, such as dimensions, siting and access;
- c) Any variance related to loading requirements, including number of required loading spaces and design standards, such as dimensions, siting and access;
- d) One parking space in areas designated 'R1' and 'R2' in the "Official Community Plan Bylaw, 2014, No. 8400";
- e) Any variance related to garbage and recycling storage facilities;
- f) 25% for building setbacks and separations, lot coverage, open site space, and permeable surfaces;
- g) Any variance related to patios and decks;
- h) The lesser of 10% or one storey for building height; and
- i) Less than 10% for building envelope dimensions, such as building width and length, upper storey step-backs and angular planes;

and any variance related to the "Sign Bylaw, 1992, No. 6363".

### 3. SCOPE

This bylaw shall apply to:

- (a) An amendment to:
  - (i) The Official Community Plan
  - (ii) The Zoning Bylaw
  - (iii) A Land Use Contract
- (b) Issuance of:
  - (i) Development Permits;
  - (ii) Development Variance Permits;
  - (iii) Temporary Use Permits.

*[Bylaw 8348, June 9, 2014]*
- (c) The adoption of a Heritage Revitalization Agreement Bylaw.

### 4. APPLICANT, FEES, LEGAL FEES, AND REFUND POLICY

*[Bylaw 8348, June 9, 2014]*

- (a) Applications for bylaw amendments, permits, and permit extensions shall be submitted in writing to the City by the Applicant, and shall be accompanied by all information relevant to the proposed development required by the City to conduct a thorough review and analysis of the proposed development. The Applicant must apply in the form prescribed by the City and must provide the information required by the form.
  - (i) If the ~~Director of Community Development~~Director of Planning and Development is not satisfied that the information is sufficient either in scope, level of detail, accuracy or in any other respect, the ~~Director of Community Development~~Director of Planning and Development may, within 30 business days of receipt of the information submitted by the applicant, require the applicant to provide, at the applicant's expense, further information reasonably required to comply with this section;
  - (ii) Every report or other document provided to the municipality must contain an express grant of permission to the municipality to use and reproduce the information contained in the report or other document for non-commercial purposes.
- (b) All legal fees directly associated with amendments or permits covered by this bylaw shall be borne by the applicant. *[Bylaw 8454, December 9, 2015]*
- (c) Refunds of application fees shall be made on the following basis:



- (i) If the application is rejected by the Council of the Corporation of the City of North Vancouver (Council) prior to any Public Hearing or Public Meeting process being authorized by Council, 50 percent of the application fee shall be refunded to the applicant;
- (ii) If prior to any Public Hearing or Public Meeting process being authorized by Council the applicant withdraws the application within six months of submission, 50 percent of the application fee shall be refunded;
- (iii) If an application is withdrawn prior to any significant work being commenced by the City, an amount up to the full application fee may be refunded to the applicant at the discretion of the ~~Director of Community Development~~Director of Planning and Development;
- (iv) If the applicant fails within one year to respond to requests for further information in support of the application, the application shall be deemed void and in which case no refund of fee will be granted.

## 5. PROCESS

- (a) An application under Section 2 shall be processed by the ~~Director of Community Development~~Director of Planning and Development, or his designate, who shall submit a report to Council for consideration other than applications which may be approved by the ~~Director of Community Development~~Director of Planning and Development.
- (b) The review of applications by the Council or the ~~Director of Community Development~~Director of Planning and Development may include referrals to persons or groups for such reports or advice as is deemed necessary to evaluate the application.
- (c) In the event the ~~Director of Community Development~~Director of Planning and Development rejects a Development Permit, the applicant may apply to the Council for reconsideration of the application. *[Bylaw 8454, December 9, 2015]*

## 6. DELEGATION OF COUNCIL POWERS

- (a) The Council delegates to the ~~Director of Community Development~~Director of Planning and Development the powers of the Council under s. ~~920(2)490~~ of the *Local Government Act* to issue Development Permits in respect of Development Permit Areas established by the Official Community Plan, 2014, No. 8400, provided that they do not involve a variance to the Zoning Bylaw, 1995, No. 6700, including the powers of the Council to require that the applicant provide security for the purposes of s. ~~925-502~~ of the *Local Government Act*, however:

- (i) The ~~Director of Community Development~~Director of Planning and Development reserves the ability to refer the Development Permit Application to Council for consideration.
- (b) The Council delegates to the Director of Planning and Development the powers of the Council, pursuant to s.498.1 of the Local Government Act, to issue a Minor Development Variance Permit, subject to guidelines set out in Schedule "B".
- (c) In imposing security requirements under s.925502 of the Local Government Act, the ~~Director of Community Development~~Director of Planning and Development may require the applicant to provide as security:
  - (i) undertaking works, construction or other activities to satisfy a condition in the permit respecting landscaping; plus
  - (ii) provide a letter of credit in the amount of 1% of the estimated value of all construction occurring within the scope of the permit as calculated by a quantity surveyor, to be cashed if conditions of the permit with respect to development energy usage are not met and certified as such by a recognized professional within a period of 24 months following the issuance of a certificate of occupancy and/or at the discretion of the ~~Director of Community Development~~Director of Planning and Development.
- (de) In imposing the security requirements set out in section 6(d), the ~~Director of Community Development~~Director of Planning and Development may require security to be maintained for so long as there is a reasonable possibility of contravention of a landscaping condition, the creation of an unsafe condition, and the causing of harm to the environment in connection with the development authorized by the permit.
- ~~(d) An owner of land whose Development Permit application is subject to this section may, within 10 business days of being notified in writing of the Director of Community Development's decision on their Development Permit application, request the Council to reconsider the Director of Community Development's decision, by giving notice in writing to the City Clerk setting out the grounds on which the applicant considers the decision is inappropriate and what decision, including what Development Permit conditions and what amounts of security the Council ought to substitute, and paying the applicable amendments thereto.~~
- (e) An owner of land whose Development Permit application or Minor Development Variance Permit application is subject to this section may, at any time following application submission or within~~At any time following the submission of a Development Permit application or up to~~ 10 business days following being notified in writing of the ~~Director of Community Development~~Director of Planning and Development's decision on their

~~Development Permit~~ application, ~~the owner of the land may request Council reconsideration of their Development Permit application by giving notice in writing to the City Clerk setting out the grounds for Council consideration, including what Development Permit conditions and what amounts of security the Council ought to substitute,~~ provided the owner has paid the applicable fee set out in Schedule "A". [Bylaw 8454, December 9, 2015]

- (f) The City Clerk must notify the applicant of the date of the meeting at which the reconsideration will occur.
- (g) The Council may either confirm the decision of the ~~Director of Community Development~~Director of Planning and Development; or substitute its own decision, including the Development Permit or Minor Development Variance Permit conditions and amounts of security.
- (h) The Council delegates to the ~~Director of Community Development~~Director of Planning and Development the powers of the Council under s.242 of the *Strata Property Act* to act as the approving authority for applications to convert previously occupied buildings with fewer than three units to strata title. [Bylaw 8424, June 22, 2015]

## **7. AMENDMENTS TO OFFICIAL COMMUNITY PLAN, ZONING BYLAW OR LAND USE CONTRACTS AND ADOPTION OF HERITAGE REVITALIZATION AGREEMENT BYLAWS**

Council shall, following receipt of a staff report with respect to an application to amend the Official Community Plan, the Zoning Bylaw, or a Land Use Contract, or adopt a Heritage Revitalization Agreement Bylaw: [Bylaw 8454, December 9, 2015]

- (a) Proceed with the consideration of the bylaw or bylaws as set forth in Part 26 or 27 of the *Local Government Act*;
- (b) Withhold consideration of the bylaw or bylaws pending further input from the applicant or City staff;
- (c) Reject the application.

## **8. DEVELOPMENT PERMITS AND DEVELOPMENT VARIANCE PERMITS**

[Bylaw 8454, December 9, 2015]

Following receipt of a staff report with respect to a Development Permit or a Development Variance Permit application, Council may, at its discretion, hold a Public Meeting to provide an enhanced opportunity for public input. In the event that a development application involves a zoning amendment and a Development Permit / Development Variance Permit, the requirement for a Public Meeting shall be waived in lieu of the Public Hearing for the Zoning Amendment Bylaw.

Upon receipt of a staff report with respect to the Development Permit or a Development Variance Permit, Council shall:

- (a) Issue the permit; or
- (b) Withhold the permit pending resolution of issues raised by Council, staff or the public; or
- (c) Reject the permit application.

**9. TEMPORARY USE PERMITS** *[Bylaw 8348 June 9, 2014]*

Council may, following receipt of a staff report with respect to a Temporary Use Permit Application, hold a Public Meeting, and shall: *[Bylaw 8454, December 9, 2015]*

- (a) Upon compliance with the requirements of the *Local Government Act*, issue the permit with or without conditions and undertakings; or
- (b) Withhold the permit pending resolution of issues raised by Council, staff, or the public; or
- (c) Reject the permit application.

**10. POSTING OF A SIGN**

A sign may be required to be posted at the development site for public information prior to a Public Hearing, Public Meeting or public information meeting. Failure to post the sign may result in a delay in the process. *[Bylaw 8454, December 9, 2015]*

**11. REFUSAL**

Where an application under Section 2 has been rejected by Council, the City Clerk shall notify the applicant in writing within fifteen (15) days of the date of Council's rejection.

**12. RE-APPLICATION**

Where an application under Section 2 has been rejected by Council, no re-application for the same amendment shall be considered within one year from the date of Council's rejection.

**13. EFFECT OF THIS BYLAW**

Nothing in this bylaw shall be construed as:

- (a) Preventing Council from initiating an application to amend any plan, bylaw or land use contract or issuing to itself any permit;

- (b) Affecting the referral of any plan, bylaw, amendment or permit to any Council Committee, Commission or Panel; *[Bylaw 8348, June 9, 2014]*
- (c) Preventing the Council from tabling or otherwise dealing with any application in the manner it deems appropriate;
- (d) Compelling the Council to consider an application provided for in this bylaw.

#### **14. SEVERABILITY**

If any portion of this bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

#### **15. REPEAL**

"Development Procedures Bylaw, 1998, No. 7000" is hereby repealed.

READ a first time by the Council on the 23<sup>rd</sup> day of July, 2001.

READ a second time by the Council on the 23<sup>rd</sup> day of July, 2001.

READ a third time and passed by the Council on the 23<sup>rd</sup> day of July, 2001.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 30<sup>th</sup> day of July, 2001.

\_\_\_\_\_  
"Barbara A. Sharp"

MAYOR

\_\_\_\_\_  
"Bruce A. Hawkshaw"

CITY CLERK



## SCHEDULE "A" FEES

### INFORMATION

#### Minor vs. Major Applications

For the purpose of this Bylaw, the following definitions differentiate between the scale of minor and major proposals:

Minor – 1-5 principal residential units, primary child care use, or non-profit applicants (where a minimum of 80% of proposed residential units are secured at a minimum of 10% below market rental rates).

Major – 6 or more principal residential units, mixed-use, commercial, industrial, or institutional uses.

#### Waived Fees

Fees for City-led projects will be waived.

TYPE OF APPLICATION	FEES
<b>1. Official Community Plan (OCP)</b>	
OCP Amendment	\$10,000
<i>The following additional fee applies to any site area exceeding 8,000 m<sup>2</sup> or to policy development within any Special Study Area</i>	
	(\$1 per m <sup>2</sup> site area x FSR)/2
<b>2. Zoning Bylaw Amendment</b>	
Text Amendment or Rezoning to an Existing Zone	\$4,000
Rezoning to a New Comprehensive Development (CD) Zone	\$6,000
<i>The following additional fees apply to major proposals, to a maximum total rezoning fee of \$25,000</i>	
Per proposed principal residential unit	\$50 per unit
Per m <sup>2</sup> of proposed commercial space	\$1 per m <sup>2</sup>
Per m <sup>2</sup> of proposed industrial or institutional space	\$1 per 2m <sup>2</sup>
<b>3. Development Permit</b>	
Amendment to Development Permit	\$1,000
Council Consideration of Development Permit (additional fee)	\$1,500
Coach House Development Permit	\$1,250
Rooftop Antenna Development Permit	\$2,500
Other Form and Character Development Permit	\$4,000
<i>The following additional fees apply to major proposals, to a maximum total development permit fee of \$15,000</i>	
Per principal residential unit	\$75 per unit
Per m <sup>2</sup> of proposed commercial space	\$1 per m <sup>2</sup>

TYPE OF APPLICATION	FEES
<b>4. Development Variance Permit</b>	
Variance with staff consideration or variance concurrent with rezoning	\$1,500
Variance with Council Consideration	\$3,000
<b>5. Temporary Use Permit (TUP)</b>	
Obtain, amend, or renew a TUP	\$2,500
<b>6. Heritage Revitalization Agreement (HRA)</b>	
Minor HRA (including amendment to existing HRA)	\$4,000
Major HRA	\$6,000
ADDITIONAL ITEMS	FEES
<b>1. Pre-Consultation Application (PCA)</b>	
Minor PCA	\$500
Major PCA	\$1,500
Early direction from Council (additional fee)	\$1,500
<b>2. Public Meeting or Public Hearing</b>	
For any application requiring a public meeting or public hearing (to be charged per instance)	\$1,750
<b>3. Environmental Site Disclosure</b>	
For any application requiring a Site Disclosure Statement (otherwise waived)	\$105

[Bylaw 8906, January 31, 2022]

## SCHEDULE "B"

### **MINOR DEVELOPMENT VARIANCE PERMIT CONSIDERATION GUIDELINES**

The following criteria shall be applied to the evaluation of Minor Development Variance Permit applications:

1. The proposed variance should be consistent with the goals, objectives and policies within the Official Community Plan and any other relevant policy documents including, but not limited to, the City's housing policies, Mobility Strategy, Well-being Strategy, Climate and Environment Strategy, and Economic Strategy.
2. The proposed variance should be supported by a sound justification based on one or more of the following:
  - a. an inability to reasonably develop a site in an efficient and effective manner while complying with bylaw requirements;
  - b. a benefit to the community or surrounding properties as a result of a preferable form of development or outcome that is enabled through the proposed variance.
3. The proposed variance should not result in an unacceptable negative impact on neighbouring properties and should fully consider mitigation measures to reduce any identified negative impacts.
4. The proposed variance should not impose any costs on the municipality.
5. The proposed variance should not defeat the explicit or implicit intent of the bylaw requirement being varied.
6. The proposed variance should not result in any safety issues.

### **Assessment by Categories**

In addition to the general criteria above, the Director of Planning and Development shall consider the following specific criteria for each type of variance outlined below:

1. Sign Bylaw Variances
  - the variance request respecting size, number and placement of signs does not result in a significant increase in the total number or size of on-site signage and is in keeping with the aesthetic and character of the buildings and surrounding area; and

- the effect of the variance does not result in safety concerns or adverse impact to neighbouring properties, such as light pollution.

## 2. Parking Variances:

- the reduction is not expected to have undue impact on the on-street parking in the area;
- if there is a reasonable alternative to the minimum parking standard, particularly taking the intended uses of the building into consideration. These alternatives may include bicycle parking, personalized mobility aids parking, public transit passes or other measures as the Director of Planning & Development may deem appropriate;
- in the case of a parking variance for the protection of mature on-site trees, the parking variance is a direct result of the reduction of parking stalls to ensure adequate soil volume for the long term health of said trees; and
- any variance to the parking design, location would not result in any safety concerns or operational issues.

## 3. Garbage and Recycling Storage Facility Variances

- consultation with the facility operator, as well as consultation with City Engineer, is required to ensure changes are operationally feasible;
- noise impacts should be considered and the variance should not result in an increase in disruptive intermittent noise.

## 4. Building Siting Variances

- that the variance to building siting requirements does not decrease the liveability of residential units and that there is a demonstration that the variance request does not result in undue impact on access to light and privacy.

## 5. Patio and Deck Variances

- variance not to create undue privacy impact on adjoining neighbours; and
- variance does not result in a significant increase of site coverage or impermeable surface on the lot;

## 6. Building Envelope Variances.

- variance to the building envelope or height be accompanied by supporting information clearly illustrating shadow and view impacts in a format acceptable to the Director of Planning & Development;
- variance to building envelope and height be assessed for compatibility with adjacent land uses (both existing and as proposed in the OCP);
- variance does not result in significant incremental shadow impacts, particularly where such an impact is to a sensitive public site, such as a park or greenspace; and
- variance does not result in significant public view impacts as seen from the street or public spaces.



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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8916

### A Bylaw to amend “Development Procedures Bylaw, 2001, No. 7343”

The Council of the Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2022, No. 8916**” (Bill 26 Update for Minor Development Variance Permits).
2. “Development Procedures Bylaw, 2001, No. 7343” is amended by:

A. Adding the following definition to Section 2:

“**Minor Development Variance Permit**” means a Development Variance Permit for a variance to the “Zoning Bylaw, 1995, No. 6700” that meets the following criteria:

- (a) 10% for minimum parking space provision for vehicles and bicycles, and this reduction may be increased to 25% if the variance is required for the preservation of mature on-site trees;
- (b) Any variance related to parking design standards, such as dimensions, siting and access;
- (c) Any variance related to loading requirements, including number of required loading spaces and design standards, such as dimensions, siting and access;
- (d) One parking space in areas designated ‘R1’ and ‘R2’ in the “Official Community Plan Bylaw, 2014, No. 8400”;
- (e) Any variance related to garbage and recycling storage facilities;
- (f) 25% for building setbacks and separations, lot coverage, open site space, and permeable surfaces;
- (g) Any variance related to patios and decks;
- (h) The lesser of 10% or one storey for building height; and
- (i) Less than 10% for building envelope dimensions, such as building width and length, upper storey step-backs and angular planes;

and any variance related to the “Sign Bylaw, 1992, No. 6363”.

- B. Replacing all instances of “Director of Community Development” with “Director of Planning and Development”.

- C. Deleting Section 6 in its entirety and replacing it with the following:

**“6. DELEGATION OF COUNCIL POWERS**

- (a) The Council delegates to the Director of Planning and Development the powers of the Council under s.490 of the *Local Government Act* to issue Development Permits in respect of Development Permit Areas established by the Official Community Plan, 2014, No. 8400, provided that they do not involve a variance to the Zoning Bylaw, 1995, No.6700, including the powers of the Council to require that the applicant provide security for the purposes of s.502 of the *Local Government Act*, however:
  - (i) The Director of Planning and Development reserves the ability to refer the Development Permit application to Council for consideration.
- (b) The Council delegates to the Director of Planning and Development the powers of the Council, pursuant to s.498.1 of the *Local Government Act*, to issue a Minor Development Variance Permit, subject to guidelines set out in Schedule “B”.
- (c) In imposing security requirements under s.502 of the *Local Government Act*, the Director of Planning and Development may require the applicant to provide as security:
  - (i) undertaking works, construction or other activities to satisfy a condition in the permit respecting landscaping; plus
  - (ii) provide a letter of credit in the amount of 1% of the estimated value of all construction occurring within the scope of the permit as calculated by a quantity surveyor, to be cashed if conditions of the permit with respect to development energy usage are not met and certified as such by a recognized professional within a period of 24 months following the issuance of a certificate of occupancy and/or at the discretion of the Director of Planning and Development.
- (d) In imposing the security requirements set out in section 6(d), the Director of Planning and Development may require security to be maintained for so long as there is a reasonable possibility of contravention of a landscaping condition, the creation of an unsafe condition, and the causing of harm to the environment in connection with the development authorized by the permit.
- (e) An owner of land whose Development Permit application or Minor Development Variance Permit application is subject to this section may, at any time following application submission or within 10 business days following being notified in writing of the Director of Planning and Development’s decision on their application, request Council reconsideration of their application by giving notice in writing to the Corporate Officer setting out the grounds for Council consideration, provided the owner has paid the applicable fee set out in Schedule “A”.
- (f) The Corporate Officer must notify the applicant of the date of the meeting at which the reconsideration will occur.

- (g) The Council may either confirm the decision of the Director of Planning and Development; or substitute its own decision, including the Development Permit or Minor Development Variance Permit conditions and amounts of security.
  - (h) The Council delegates to the Director of Planning and Development the powers of the Council under s.242 of the *Strata Property Act* to act as the approving authority for applications to convert previously occupied buildings with fewer than three units to strata title."
- D. Adding Schedule "B" as attached to this Bylaw.

READ a first time on the <> day of <>, 2022.

READ a second time on the <> day of <>, 2022.

READ a third time on the <> day of <>, 2022.

ADOPTED on the <> day of <>, 2022.

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MAYOR

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CORPORATE OFFICER

## **SCHEDULE “B”**

### **MINOR DEVELOPMENT VARIANCE PERMIT CONSIDERATION GUIDELINES**

The following guidelines must be considered in the evaluation of Minor Development Variance Permit applications:

1. The proposed variance should be consistent with the goals, objectives and policies within the Official Community Plan and any other relevant policy documents including, but not limited to, the City’s housing policies, Mobility Strategy, Well-being Strategy, Climate and Environment Strategy, and Economic Strategy.
2. The proposed variance should be supported by a sound justification based on one or more of the following:
  - (a) an inability to reasonably develop a site in an efficient and effective manner while complying with bylaw requirements;
  - (b) a benefit to the community or surrounding properties as a result of a preferable form of development or outcome that is enabled through the proposed variance.
3. The proposed variance should not result in an unacceptable negative impact on neighbouring properties and should fully consider mitigation measures to reduce any identified negative impacts.
4. The proposed variance should not impose any costs on the municipality.
5. The proposed variance should not defeat the explicit or implicit intent of the bylaw requirement being varied.
6. The proposed variance should not result in any safety issues.

#### **Assessment by Categories**

In addition to the general guidelines above, the Director of Planning and Development shall consider the following specific guidelines for each type of variance outlined below:

1. Sign Bylaw Variances:
  - the variance request respecting size, number and placement of signs does not result in a significant increase in the total number or size of on-site signage and is in keeping with the aesthetic and character of the buildings and surrounding area; and
  - the effect of the variance does not result in safety concerns or adverse impact to neighbouring properties, such as light pollution.
2. Parking Variances:
  - the reduction is not expected to have undue impact on the on-street parking in the area;



- if there is a reasonable alternative to the minimum parking standard, particularly taking the intended uses of the building into consideration. These alternatives may include bicycle parking, personalized mobility aids parking, public transit passes or other measures as the Director of Planning & Development may deem appropriate;
  - in the case of a parking variance for the protection of mature on-site trees, the parking variance is a direct result of the reduction of parking stalls to ensure adequate soil volume for the long term health of said trees; and
  - any variance to the parking design, location would not result in any safety concerns or operational issues.
3. Garbage and Recycling Storage Facility Variances:
- consultation with the facility operator, as well as consultation with City Engineer, is required to ensure changes are operationally feasible;
  - noise impacts should be considered and the variance should not result in an increase in disruptive intermittent noise.
4. Building Siting Variances:
- that the variance to building siting requirements does not decrease the liveability of residential units and that there is a demonstration that the variance request does not result in undue impact on access to light and privacy.
5. Patio and Deck Variances:
- variance not to create undue privacy impact on adjoining neighbours; and
  - variance does not result in a significant increase of site coverage or impermeable surface on the lot;
6. Building Envelope Variances:
- variance to the building envelope or height be accompanied by supporting information clearly illustrating shadow and view impacts in a format acceptable to the Director of Planning & Development;
  - variance to building envelope and height be assessed for compatibility with adjacent land uses (both existing and as proposed in the OCP);
  - variance does not result in significant incremental shadow impacts, particularly where such an impact is to a sensitive public site, such as a park or greenspace; and
  - variance does not result in significant public view impacts as seen from the street or public spaces.

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## **NOTICE OF MOTION**

28. Homes that Meet Today's Climate Context – File: 08-3400-01-0001/2022

Submitted by Mayor Buchanan

### **RECOMMENDATION:**

WHEREAS the City of North Vancouver Council vision is to be the healthiest small city with five key priorities, including a City for People;

WHEREAS a Liveable City leads the way in climate action and acts as a steward of the environment for future generations;

WHEREAS we all have the right to be safe and healthy in our own home, and extreme heat threatens that right;

WHEREAS climate change is a reality we cannot ignore and more extreme weather events are predicted to impact communities everywhere;

WHEREAS approximately 80% of City residents live in multi-family buildings, many built long before today's climate context;

WHEREAS in June 2022, the BC Coroners Service's Review of Heat-Related Deaths in BC in Summer 2021 report found that 619 lives were lost during the 2021 heat dome and that greater support for at-risk populations is needed during extreme heat emergencies;

THEREFORE BE IT RESOLVED THAT staff be directed to report to Council on the tools available to work with applicants early in the redevelopment process to ensure the homes being delivered will meet today's climate context, including enhanced cooling systems that respond to extreme heat;

BE IT FURTHER RESOLVED THAT staff be directed to report back on paths of advocacy and action to ensure multi-family homes are properly retrofitted to keep cool;

AND BE IT FINALLY RESOLVED THAT Mayor Buchanan, on behalf of Council, write to the federal and provincial Ministers responsible for housing, public safety, and the environment, stressing the threat extreme heat is to our individual health and the need for further investments in retrofitting BC.