



# ALTERNATIVE APPROVAL PROCESS OPPORTUNITY FOR North Shore Neighbourhood House and City Parks

NOTICE is hereby given in accordance with sections 86 and 94 of the *Community Charter* that the Council of The Corporation of the City of North Vancouver intends to consider adoption of "North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006".

Bylaw No. 9006 proposes to authorize the City to borrow \$55.7 million from the Municipal Finance Authority to fund the new North Shore Neighbourhood House, Kings Mill Walk Park and 1600 Eastern Park projects. The North Shore Neighbourhood House (NSNH), currently situated at 225 East 2<sup>nd</sup> Street, offers a wide range of essential community services including childcare, youth and seniors' programs, recreational and wellness programs, and food security programs. Their current building was constructed in 1967 and is nearing end of life. The new NSNH is part of a joint use facility as part of an overall site redevelopment. This proposal would fund the construction of the NSNH, while providing 180 units of non-profit rental housing, which would be funded by a non-profit housing developer.

In addition, the low cost debt financing would allow for the delivery of the Kings Mill Walk Park, a destination waterfront park for City residents, as well as the delivery of a park in Central Lonsdale, an area that has been identified as a priority in the Parks Master Plan.

The bylaw and background material are available for viewing online at [cnv.org/PublicNotices](http://cnv.org/PublicNotices) and [cnv.org/aap](http://cnv.org/aap) from March 13, 2024 to April 22, 2024. Additional information regarding the Alternative Approval Process, as well as Elector Response Forms, can be accessed online at [cnv.org/aap](http://cnv.org/aap).

If you are in favour of adoption of Bylaw No. 9006, no further action is required. If you are opposed to the Bylaw, an Alternative Approval Process Elector Response Form must be completed and submitted. Forms are available at the Front Desk of City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, Monday to Friday between 8:30 am and 5:00 pm, except statutory holidays, and on the City's website at [cnv.org/aap](http://cnv.org/aap), starting on March 13, 2024.

Only resident electors and non-resident property owner electors of the City of North Vancouver are entitled to complete the Alternative Approval Process Elector Response Forms.


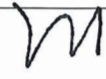
Alternative Approval Process Elector Response Forms will only be accepted if they are in the form established by the City of North Vancouver Council. Accurate copies of the form may be duplicated and used for signing. This Alternative Approval Process applies to the entirety of the City of North Vancouver.

Signed Alternative Approval Process Elector Response Forms must be received by the Corporate Officer at City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9, no later than 5:00 pm on Monday, April 22, 2024. Submissions received after the deadline, including postmarked submissions, will not be accepted.

Council may adopt Bylaw No. 9006 unless, by the deadline, at least 10% of the eligible electors of the City of North Vancouver indicate that they are opposed to this Bylaw proceeding and therefore, Council must obtain the assent of the electors before proceeding. The number of eligible electors in the City is 42,325. The City must receive at least 4,233 valid response forms opposed to the Bylaw to prevent Council from proceeding without the assent of the electors.

For additional information, please contact Peter DeJong, Acting Corporate Officer at [clerks@cnv.org](mailto:clerks@cnv.org) or 604-990-4233.



 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER**  
**LEGISLATIVE & LEGAL SERVICES DIVISION**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Amelia Cifarelli, Corporate Officer

Subject: ALTERNATIVE APPROVAL PROCESS INITIATION FOR THE NORTH SHORE NEIGHBOURHOOD HOUSE AND CITY PARKS LOAN AUTHORIZATION BYLAW

Date: February 28, 2024 File No: 09-4250-20-0008/1

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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 Corporate Officer, dated February 28, 2024 entitled "Alternative Approval Process Initiation for the North Shore Neighbourhood House and City Parks Loan Authorization Bylaw":

THAT an Alternative Approval Process be initiated for the "North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006";

THAT a fair determination of the total number of eligible electors of the City of North Vancouver to which the Alternative Approval Process applies is 42,325 (City-wide) and that the 10% threshold be set at 4,233;

THAT a report be made available to the public respecting the basis on which a fair determination of the total number of electors of the area to which the approval process applies was derived in accordance with Section 86 of the *Community Charter*;

THAT the Alternative Approval Process Response Forms for Resident Electors (Attachment #2) and Non-Resident Electors (Attachment #3) be approved;

THAT Notice of the Alternative Approval Process be published, such that the second publication is at least 30 days before the deadline for receiving elector responses, in accordance with Section 86 of the *Community Charter*,

THAT the deadline for receiving elector responses shall be 5:00 pm on April 22, 2024;

AND THAT the Acting Corporate Officer and Deputy Corporate Officer be authorized to receive, determine and certify electoral response forms on behalf of the Corporate Officer.

## ATTACHMENTS

1. Bylaw Approval from the Inspector of Municipalities (CityDocs [2477747](#))
2. Alternative Approval Process Response Form – Resident Electors (CityDocs [2461181](#))
3. Alternative Approval Process Response Form – Non-Resident Electors (CityDocs [2461679](#))
4. Alternative Approval Process – Frequently Asked Questions (CityDocs [2462349](#))

## SUMMARY

At Council's Regular meeting of February 12, 2024, the "North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006" ("the Bylaw") received third reading. This Bylaw is to authorize the borrowing of \$55,700,000 for the purpose of the design and construction of a new North Shore Neighbourhood House and City-owned Parks, specifically Kings Mill Walk Park and 1600 Eastern Park. Additionally, the Corporate Officer was directed to submit the Bylaw to the Inspector of Municipalities for review and approval.

The Bylaw has now received approval from the Inspector of Municipalities (Attachment #1). In order to proceed with the long-term borrowing, the eligible electors of the City of North Vancouver must be provided an opportunity for an Alternative Approval Process or, alternatively, Assent Voting.

In accordance with Section 86(3) of the *Community Charter*, Council must establish the deadline for receiving elector responses, establish the elector response form and determine the total number of electors in the Alternative Approval Process area.

## BACKGROUND

In order to undertake long-term borrowing over a minimum threshold, a municipality must engage with its residents about the Bylaw, either through Assent Voting or an Alternative Approval Process. Assent Voting, also known as a referendum, allows eligible electors to vote on whether or not a proposal should move forward. Assent of the electors is obtained if the majority of votes counted are in favour of the Bylaw. Assent Voting is very similar to a municipal election process, as there is a general voting day and the financial implications are in line with conducting an election. The process in its entirety usually requires a minimum of 80 days.



An Alternative Approval Process is administered as a petition-like process, allowing resident electors and non-resident property owner electors to express their opposition to the matter, in this case, the Bylaw. Eligible electors can express their opposition by completing the Elector Response Form (Attachment #2 or #3). The process typically takes approximately 32 days. If 10% or more of eligible electors submit valid elector response forms, the Bylaw may not proceed and the City would need to decide whether to proceed to Assent Voting or put the matter on hold. If less than 10% of eligible electors submit valid elector response forms, the Bylaw may proceed.

Therefore, staff recommend initiating the Alternative Approval Process to the resident electors and non-resident property owner electors in the City.

## DISCUSSION

Notice of the Alternative Approval Process, if endorsed, will be posted on the public notice board at City Hall, on the City's website, and advertised in the *North Shore News* on March 13, 2024 and March 20, 2024, in accordance with the *Community Charter*, Sections 86 and 94. In addition, an Alternative Approval Process website (cnv.org/aap) has been created to provide more information about the process as well as to provide downloadable copies of the Elector Response Forms. "An Alternative Approval Process – Frequently Asked Questions" (Attachment #4) document is one example of the resources that are available on the website.

The Alternative Approval Process will begin on March 13, 2024, the date the first public notice is published as well as the date in which Elector Response Forms are available to residents, and conclude at 5:00 pm on April 22, 2024. This meets the legislative requirements of establishing the deadline at least 30 days after the second publication of notice. Completed Alternative Approval Process Response Forms will be accepted by the City Clerk's Office until the deadline. The forms will be retained as required under the *Freedom of Information and Protection of Privacy Act*.

Below is the tentative timeline for the Loan Authorization Bylaw process:

Item	Date/Timeline
Loan Authorization Bylaw received third reading	February 12
Bylaw sent to Inspector of Municipalities	February 13
Approval received from the Inspector of Municipalities	February 27
AAP Initiation Report presented to Council	March 11
AAP Begins – First Notification Published and Elector Response Forms available online and in-person at City Hall	March 13
Second Notification Published	March 20
AAP Concludes	April 22 @ 5:00 pm
Loan Authorization Bylaw presented to Council for adoption	May 6
One Month Quashing Period	May 7 – June 7
Bylaw sent to Inspector of Municipalities for a Certificate of Approval	June 10

A fair determination of the total number of electors for the City of North Vancouver to which this Alternative Approval Process opportunity applies is 42,325, which is based on the number of eligible electors contained in the City of North Vancouver's 2022 BC electoral register, including 1,000 new electors who registered during the 2022 General Local Election. Therefore, staff are recommending proceeding with the total number of eligible electors as 42,325 people and that the 10% threshold be set at 4,233 people. If less than 10% of the eligible electors, or less than 4,233 people, petition against "North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006", the Bylaw will be presented to Council for final adoption. If 10% or more of the eligible electors petition against the Bylaw, Council may choose to proceed to Assent Voting or place the matter on hold.

### **FINANCIAL IMPLICATIONS**

The financial implications of conducting an Alternative Approval Process are minimal, and include the cost of two legal notices in the newspaper, as well as staff time to verify the Alternative Approval Process Elector Response Forms as they are submitted. These costs will be covered under the City Clerk's Office 2024 Operating Budget. These costs compare favourably to the cost of a referendum, which is estimated to be over \$100,000.

### **INTER-DEPARTMENTAL IMPLICATIONS**

The Alternative Approval Process is one portion of the Loan Authorization Bylaw process. The City Clerk's Office, in collaboration with Communications and Engagement, will advertise and initiate the Alternative Approval Process opportunity for the City.

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

The Alternative Approval Process is one component of the Loan Authorization Bylaw process. These processes support Council's 2022-2026 Strategic Plan, specifically "A City for People" and "A Vibrant City".

These processes support the following "A City for People" initiatives: "advance to explore innovative housing policy that includes protection and expansion of rental-housing stock" and "continue to build partnerships with other levels of government and housing providers to deliver more housing diversity and affordability".

The North Shore Neighbourhood House and City Parks Loan Authorization supports "A Vibrant City" initiatives, specifically "activate public spaces – parks, streets, plazas, outdoor areas" and "implement the Kings Mill Walk Park Master Plan".

RESPECTFULLY SUBMITTED:



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Amelia Cifarelli  
Corporate Officer





# ***Statutory Approval***

***Under the provisions of section*** \_\_\_\_\_ **179**

***of the*** \_\_\_\_\_ **Community Charter**

***I hereby approve Bylaw No.*** \_\_\_\_\_ **9006**

***of the*** \_\_\_\_\_ **City of North Vancouver**,

***a copy of which is attached hereto.***

***Dated this*** **21<sup>st</sup>** **day**  
***Of***  
***February*** **, 2024**

\_\_\_\_\_  
**Deputy Inspector of Municipalities**

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

**BYLAW NO. 9006**

**A Bylaw to authorize the borrowing of \$55,700,000 for the purpose of the design and construction of a new North Shore Neighbourhood House and City Parks**

WHEREAS it is deemed desirable to design and construct a new North Shore Neighbourhood House community facility, Kings Mill Walk Park and 1600 Eastern Park;

AND WHEREAS the estimated cost of designing and constructing the new North Shore Neighbourhood House community facility, and the two City-owned Parks: Kings Mill Walk Park and 1600 Eastern Park, including expenses incidental thereto, is the sum of \$66,475,000, of which the sum of \$55,700,000 is the amount of debt intended to be borrowed from the Municipal Financing Authority for these capital projects as authorized by this Bylaw;

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 **“North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006”**.
2. The Council is hereby empowered and authorized to undertake and carry out, or cause to be carried out, the design and construction of a new North Shore Neighbourhood House community facility, and two City-owned Parks: Kings Mill Walk Park and 1600 Eastern Park, generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - A. To borrow on the credit of the City a total amount not exceeding \$55,700,000, with up to \$49,500,000 being allocated to the North Shore Neighbourhood House, up to \$4,300,000 being allocated to Kings Mill Walk Park and up to \$1,900,000 being allocated to 1600 Eastern Park;
  - B. To acquire all such real property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the North Shore Neighbourhood House, Kings Mill Walk Park and 1600 Eastern Park.

3. The maximum term for which debentures may be issued to secure the debt created by this Bylaw is 30 years.

READ a first time on the 22<sup>nd</sup> day of January, 2024.

READ a second time on the 22<sup>nd</sup> day of January, 2024.

READ a third time on the 22<sup>nd</sup> day of January, 2024.

RESCINDED third reading on the 12<sup>th</sup> day of February, 2024.

READ a third time, as amended, on the 12<sup>th</sup> day of February, 2024.

APPROVED by the Inspector of Municipalities on the 21<sup>st</sup> day of February, 2024.

ADOPTED on the <> day of <>, 2024.

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MAYOR

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CORPORATE OFFICER





# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## ALTERNATIVE APPROVAL PROCESS RESPONSE FORM

### RESIDENT ELECTOR

**(Currently living in the City of North Vancouver)**

I am **OPPOSED** to the City of North Vancouver proceeding with the adoption of:

**“North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006”.**

The “North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006” proposes to authorize low cost debt financing in the amount of \$55.7 million from the Municipal Finance Authority to fund the new North Shore Neighbourhood House, Kings Mill Walk Park and 1600 Eastern Park projects. The North Shore Neighbourhood House (NSNH), currently situated at 225 East 2nd Street, offers a wide range of essential community services including childcare, youth and seniors’ programs, recreational and wellness programs, and food security programs. Their current building was constructed in 1967 and is nearing end of life. The new NSNH is part of a joint use facility as part of an overall site redevelopment. This proposal would fund the construction of the NSNH, while providing 180 units of non-profit rental housing, which would be funded by a non-profit housing developer.

In addition, the low cost debt financing would allow for the delivery of the Kings Mill Walk Park, a destination waterfront park for City residents, as well as the delivery of a park in Central Lonsdale, an area that has been identified as a priority in the Parks Master Plan.

I, the undersigned, hereby certify that:

- I am 18 years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least 6 months; and
- I currently reside in the City of North Vancouver; and
- I am not disqualified by the *Local Government Act*, or any other enactment, or otherwise disqualified by law from voting in local government elections; and
- I am entitled to sign this Alternative Approval Process Response Form and have not previously signed an Alternative Approval Process Response Form for the proposed Bylaw No. 9006.

All Alternative Approval Process Elector Response Forms must be received by the Corporate Officer at City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9, on or before **April 22, 2024 at 5:00 pm**.

Submissions may be submitted in-person at City Hall or by mail. Submissions will not be accepted via email.

Elector’s Full Name (print in full)	Residential Address	Signature of Elector

A person must not sign any Alternative Approval Process Elector Response Form more than once and may not withdraw his or her name from the Alternative Approval Process Elector Response Form after the deadline for submission of the petitions has passed. You must meet the requirements above in order to sign this form.

The number of electors of the City of North Vancouver is estimated to be 42,325. If 10% (4,233) or more of the estimated number of electors of the City of North Vancouver sign an Alternative Approval Process Elector Response Form opposing the proposed Bylaw, City Council will not be able to proceed without then receiving the Assent of the Electors by vote.

Accurate copies of this Alternative Approval Process Elector Response Form may be made and used for signing.

Postmarked submissions received after the deadline WILL NOT be accepted.

The personal information collected as part of the Alternative Approval Process is retained in accordance Section 26(a) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, please contact the City Clerk’s Office at 604-982-3953.



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### ALTERNATIVE APPROVAL PROCESS RESPONSE FORM **NON-RESIDENT PROPERTY ELECTOR** **(Currently owns property in the City of North Vancouver, but does not reside in the City)**

I am **OPPOSED** to the City of North Vancouver proceeding with the adoption of:

**“North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006”.**

The “North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006” proposes to authorize low cost debt financing in the amount of \$55.7 million from the Municipal Finance Authority to fund the new North Shore Neighbourhood House, Kings Mill Walk Park and 1600 Eastern Park projects. The North Shore Neighbourhood House (NSNH), currently situated at 225 East 2nd Street, offers a wide range of essential community services including childcare, youth and seniors’ programs, recreational and wellness programs, and food security programs. Their current building was constructed in 1967 and is nearing end of life. The new NSNH is part of a joint use facility as part of an overall site redevelopment. This proposal would fund the construction of the NSNH, while providing 180 units of non-profit rental housing, which would be funded by a non-profit housing developer.

In addition, the low cost debt financing would allow for the delivery of the Kings Mill Walk Park, a destination waterfront park for City residents, as well as the delivery of a park in Central Lonsdale, an area that has been identified as a priority in the Parks Master Plan.

I, the undersigned, hereby certify that:

- I am 18 years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least 6 months; and
- I am a non-resident property elector who lives in another community and have been the registered owner of real property in the City of North Vancouver for at least 30 days; and
- I am the sole registered owner of the real property or I hold it with joint tenants or tenants in common, all of whom are individuals who do not hold the property in trust for a corporation or another trust; and
- I am the only individual claiming non-resident elector status in respect to the real property; and
- If I am the registered owner of the real property with other individuals, I have the written consent of the majority of the other property owners on title to oppose this Bylaw; and
- I am not disqualified by the *Local Government Act*, or any other enactment, or otherwise disqualified by law from voting in local government elections; and
- I am entitled to sign this Alternative Approval Process Response Form and have not previously signed an Alternative Approval Process Response Form for the proposed Bylaw No. 9006.

<b>Elector’s Full Name</b>	
<b>Address of Property Owned in the City of North Vancouver</b>	
<b>Residential Address</b>	
<b>Signature of Elector</b>	

*Continued...*

I, the undersigned, hereby certify that I am the other property owner(s) at the Address of Property Owned in the City of North Vancouver (stated above) and I consent to the owner (signed above) opposing the adoption of "North Shore Neighbourhood House and City Parks Loan Authorization Bylaw, 2024, No. 9006".

<b>Full Name of Other Property Owner</b>	
<b>Signature of Other Owner</b>	

<b>Full Name of Other Property Owner</b>	
<b>Signature of Other Owner</b>	

<b>Full Name of Other Property Owner</b>	
<b>Signature of Other Owner</b>	

<b>Full Name of Other Property Owner</b>	
<b>Signature of Other Owner</b>	

All Alternative Approval Process Elector Response Forms must be received by the Corporate Officer at City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9, on or before **April 22, 2024 at 5:00 pm**. Submissions may be submitted in-person at City Hall or by mail.

Postmarked submissions received after the deadline WILL NOT be accepted.

A person must not sign any Alternative Approval Process Elector Response Form more than once and may not withdraw his or her name from the Alternative Approval Process Elector Response Form after the deadline for submission of the petitions has passed. You must meet the requirements above in order to sign this form.

The number of electors of the City of North Vancouver is estimated to be 42,325. If 10% (4,233) or more of the estimated number of electors of the City of North Vancouver sign an Alternative Approval Process Elector Response Form opposing the noted transaction, City Council will not be able to proceed without then receiving the Assent of the Electors by vote.

Accurate copies of this Alternative Approval Process Elector Response Form may be made and used for signing.

The personal information collected as part of the Alternative Approval Process is retained in accordance with Section 26(a) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, please contact the City Clerk's Office at 604-982-3953.



## Alternative Approval Process – Frequently Asked Questions

### 1. What is an Alternative Approval Process?

In order to secure long-term borrowing from the Municipal Financial Authority, the bylaw associated with the matter requires elector approval. Elector Approval can be obtained through either an Alternative Approval Process (AAP) or through Assent Voting. In accordance with Section 86 of the *Community Charter*, eligible electors are given the opportunity to voice their opposition to the bylaw. If less than 10% of eligible electors oppose the bylaw, then the bylaw can proceed. If 10% or more of eligible electors oppose the bylaw, the bylaw would either need to proceed to Assent Voting or be put on hold.

### 2. Who is eligible to participate in the Alternative Approval Process?

Individuals who currently reside in the City of North Vancouver (Resident Electors) and meet the criteria below as well as individuals who currently own property in the City of North Vancouver and have owned the property for at least 30 days (Non-Resident Electors) and meet the criteria below. Non-Resident Electors will need to obtain written consent for the majority of property owners on title, if there is more than one owner. A property owned partially or solely owned by a corporation is not entitled to participate.

Resident Electors must:

- Be 18 years of age or older; and
- Be a Canadian citizen; and
- Have been residing in British Columbia for the last 6 months; and
- Currently reside in the City of North Vancouver;
- Not be disqualified by the *Local Government Act*, or any other enactment, or otherwise disqualified by law from voting in local government elections; and
- Not have previously signed an Alternative Approval Process Response Form for this Bylaw.

Non-Resident Electors must:

- Be 18 years of age or older; and
- Be a Canadian citizen; and
- Have resided in British Columbia for at least 6 months; and
- Be a non-resident property elector who lives in another community and have been the registered owner of real property in the City of North Vancouver for at least 30 days; and
- Be the sole registered owner of the real property or hold it with joint tenants or tenants in common, all of whom are individuals who do not hold the property in trust for a corporation or another trust; and
- Be the only individual claiming non-resident elector status in respect to the real property; and
- If the registered owner of the real property with other individuals, then have the written consent of the majority of the other property owners on title to oppose this Bylaw; and

- Not be disqualified by the *Local Government Act*, or any other enactment, or otherwise disqualified by law from voting in local government elections; and
- Be entitled to sign this Alternative Approval Process Response Form and not have previously signed an Alternative Approval Process Response Form for the proposed Bylaw No. 9006.

### **3. Where can I obtain a copy of the Alternative Approval Process Form?**

Copies of the Alternative Approval Process Form for Resident Electors and Non-Resident Electors are available at the reception counter at City Hall (141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9) or on the City's AAP website at [cnv.org/aap](http://cnv.org/aap).

Forms will be available from March 13, 2024 at 8:30 am to April 22, 2024 at 5:00 pm, except statutory holidays.

### **4. How do I show my support for the Bylaw?**

If you are in favour of adoption of the bylaw, no action is required.

### **5. How do I show my opposition to this Bylaw?**

If you are an eligible elector, you will need to complete the Alternative Approval Process Form for either Resident Electors or Non-Resident Electors and submit the completed form to the attention of the City Clerk's Office by the deadline.

### **6. How do I submit my Alternative Approval Process Response Form?**

Completed Alternative Approval Response Forms can be submitted in the following ways:

- In-Person to the City Hall Reception Desk, located at 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9
- By Mail to the attention of the Corporate Officer, City Clerk's Office, located at 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9

### **7. When is the deadline for Alternative Approval Process Response Forms?**

Alternative Approval Process Response Forms must be received by the City Clerk's Office by 5:00 pm on April 22, 2024. Postmarked submissions received after the deadline will not be accepted.

### **8. If I change my mind, can I withdraw my Alternative Approval Process Response Form after it has been submitted?**

As long as the deadline has not passed, Alternative Approval Process Response Forms can be withdrawn by contacting the Corporate Officer in the City Clerk's Office. Once the deadline has passed, Alternative Approval Process Response Forms cannot be withdrawn.