



AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON MONDAY, JULY 25, 2022 AT 6:00 PM

“Live” Broadcast via City Website www.cnv.org/LiveStreaming
Complete Agenda Package available at 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, July 25, 2022

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, July 18, 2022

PUBLIC INPUT PERIOD

CONSENT AGENDA

Items *3, *4 and *5 are listed in the Consent Agenda and may be considered separately or in one motion.

BYLAWS – ADOPTION

- *3. Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8894” (Anthem Sunshine Developments Ltd. / McFarlane Biggar Architects, 149 West 3rd Street, CD-744)
- *4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8902” (Larry Podhora / Larry Podhora Architecture Inc., 309 Kennard Avenue, CD-748)
- *5. “Highways Closing and Disposition Bylaw, 2022, No 8927” (Closing and removal of highway dedication and disposition of a portion of highway located east of 1345 Delbruck Avenue)

BYLAW – ADOPTION

6. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8908” (Bill Curtis / Bill Curtis & Associates Design, 341 West 24th Street)

BYLAW – FIRST, SECOND AND THIRD READINGS

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8947”
(Karl Wein / Karl Wein & Associates, 357 East 22nd Street, RS-2)

Application considered by Council on July 11, 2022; notice published on July 13 and July 20, 2022.

No Public Hearing held.

PRESENTATIONS

Transport 2050: 10-Year Priorities – Kevin Quinn, CEO, TransLink

City of North Vancouver COVID-19 Response – Impacts, Innovations and Outcomes – Deputy Chief Administrative Officer and Research and Communications Specialist

Item 8 refers.

REPORTS

8. Impacts, Innovations and Outcomes – The City’s Response to COVID-19

Information Report, July 13, 2022 – “Development Processing Improvements – Summer 2022 Update”

9. Police Support Services 2021 Annual Report

10. Mid-Market Rental Policy and Eligibility Criteria Update

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, July 25, 2022

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, July 18, 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, 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 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 and *5 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. Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8894” (Anthem Sunshine Developments Ltd. / McFarlane Biggar Architects, 149 West 3rd Street, CD-744)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8894” (Anthem Sunshine Developments Ltd. / McFarlane Biggar Architects, 149 West 3rd Street, CD-744) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8902” (Larry Podhora / Larry Podhora Architecture Inc., 309 Kennard Avenue, CD-748)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8902” (Larry Podhora / Larry Podhora Architecture Inc., 309 Kennard Avenue, CD-748) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *5. “Highways Closing and Disposition Bylaw, 2022, No 8927” (Closing and removal of highway dedication and disposition of a portion of highway located east of 1345 Delbruck Avenue)

RECOMMENDATION:

THAT “Highways Closing and Disposition Bylaw, 2022, No 8927” (Closing and removal of highway dedication and disposition of a portion of highway located east of 1345 Delbruck Avenue) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

END OF CONSENT AGENDA

BYLAW – ADOPTION

6. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8908”
(Bill Curtis / Bill Curtis & Associates Design, 341 West 24th Street)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8908” (Bill Curtis / Bill Curtis & Associates Design, 341 West 24th Street) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

BYLAW – FIRST, SECOND AND THIRD READINGS

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8947”
(Karl Wein / Karl Wein & Associates, 357 East 22nd Street, RS-2)

RECOMMENDATION:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8947”
(Karl Wein / Karl Wein & Associates, 357 East 22nd Street, RS-2) be given first, second and third readings.

Application considered by Council on July 11, 2022; notice published on July 13 and July 20, 2022.

No Public Hearing held.

PRESENTATIONS

Transport 2050: 10-Year Priorities – Kevin Quinn, CEO, TransLink

City of North Vancouver COVID-19 Response – Impacts, Innovations and Outcomes – Deputy Chief Administrative Officer and Research and Communications Specialist

Item 8 refers.

REPORTS

8. Impacts, Innovations and Outcomes – The City’s Response to COVID-19
– File: 14-7130-20-0013/1

Report: Research and Communications Specialist, July 14, 2022

RECOMMENDATION:

PURSUANT to the report of the Research and Communications Specialist, dated July 14, 2022, entitled “Impacts, Innovations and Outcomes – The City’s Response to COVID-19”:

THAT the report of the Research and Communications Specialist, dated July 14, 2022, be received for information.

Information Report, July 13, 2022 – “Development Processing Improvements – Summer 2022 Update”

9. Police Support Services 2021 Annual Report – File: 14-7580-01-0001/2022

Report: Manager, Police Support Services, July 12, 2022

RECOMMENDATION:

PURSUANT to the report of the Manager, Police Support Services, dated July 12, 2022, entitled “Police Support Services 2021 Annual Report”:

THAT the report of the Manager, Police Support Services, dated July 12, 2022, be received for information.

10. Mid-Market Rental Policy and Eligibility Criteria Update – File: 10-5040-03-0001/2022

Report: Manager, Long Range and Community Planning, July 13, 2022

RECOMMENDATION:

PURSUANT to the report of the Manager, Long Range and Community Planning, dated July 13, 2022, entitled “Mid-Market Rental Policy and Eligibility Criteria Update”:

THAT the Mid-Market Rental Policy be approved.

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*, Section 90(1)(a) [personal information].

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN

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**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON
MONDAY, JULY 18, 2022**

PRESENT

COUNCIL MEMBERS

Mayor L. Buchanan
Councillor H. Back
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
T. Huckell, Committee Clerk
B. Pearce, Deputy CAO / Director, Strategic and Corporate Services
H. Granger, City Solicitor
L. Sawrenko, Chief Financial Officer
M. Epp, Director, Planning and Development
R. de St. Croix, Manager, Long Range and Community Planning
R. Basi, Manager, Development Planning
H. Dang, Planner
B. van der Heijden, Planner
C. Rucci, Community Planner
K. Magnusson, Director, Engineering, Parks and Environment
M. Hunter, Deputy Director, Engineering, Parks and Environment
J. Hall, Manager, Public Realm Infrastructure
M. Bot, Project Manager, Public Realm Infrastructure
L. Orr, Deputy Director, Community and Partner Engagement

GUESTS

S. Keshvadi, Director, Lonsdale Business Improvement Area Society
B. Peters, Owner, Zazou Hair Salon and Academy
D. Ausman
J. Basi, Principal, CitySpaces Consulting Ltd.

The meeting was called to order at 6:00 pm.

APPROVAL OF AGENDA

Moved by Councillor McIlroy, seconded by Councillor Back

1. Regular Council Meeting Agenda, July 18, 2022

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved by Councillor McIlroy, seconded by Councillor Bell

2. Regular Council Meeting Minutes, July 11, 2022

CARRIED UNANIMOUSLY

PROCLAMATIONS

Special Olympics Global Week of Inclusion – July 18 to 24, 2022 – read by Councillor Bell

Pride Week – July 21 to August 1, 2022 – read by Mayor Buchanan

Ukraine Independence Day – August 24, 2022 – read by Councillor Girard

PUBLIC INPUT PERIOD

- Hesam Deihimi, 2312 William Avenue, North Vancouver, spoke regarding Item 16 – A Dedicated Memorial for the Victims of the PS752 Plane Crash.
- Ramin Joubin, 128 West 21st Street, North Vancouver, spoke regarding Item 16 – A Dedicated Memorial for the Victims of the PS752 Plane Crash.

CONSENT AGENDA

Moved by Councillor McIlroy, seconded by Councillor Back

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

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

REPORTS

*3. Municipal Approving Officer Appointment – File: 08-3320-01-0001/2022

Report: Deputy Director, Engineering, Parks and Environment, July 6, 2022

Moved by Councillor McIlroy, seconded by Councillor Back

PURSUANT to the report of the Deputy Director, Engineering, Parks and Environment, dated July 6, 2022, entitled “Municipal Approving Officer Appointment”:

THAT Mandy Wardell and Karyn Magnusson be appointed as Municipal Approving Officers, in accordance with the *Land Title Act*, until employment with the City ceases.

(CARRIED UNANIMOUSLY)

CONSENT AGENDA – Continued

REPORTS – Continued

- *4. UBCM Community Emergency Preparedness Fund Grant Application – Extreme Heat Risk Mapping, Assessment and Planning – File: 14-7130-01-0001/2022

Report: Director, North Shore Emergency Management, July 6, 2022

Moved by Councillor McIlroy, seconded by Councillor Back

PURSUANT to the report of the Director, North Shore Emergency Management, dated July 6, 2022, entitled “UBCM Community Emergency Preparedness Fund Grant Application – Extreme Heat Risk Mapping, Assessment and Planning”:

THAT the application submitted to the UBCM Community Emergency Preparedness Fund (CEPF) for “North Shore Extreme Heat Vulnerability Reduction: Socio-economic and Cultural Risk Assessment and Mapping” in the amount of \$130,000 be endorsed;

AND THAT the District of North Vancouver, in partnership with North Shore Emergency Management (NSEM), be authorized to manage the project and funds.

(CARRIED UNANIMOUSLY)

BYLAW – ADOPTION

- *5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8911” (Mehrdad Rahbar / Vernacular Studio Inc., 502 East 5th Street, RS-2)

Moved by Councillor McIlroy, seconded by Councillor Back

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8911” (Mehrdad Rahbar / Vernacular Studio Inc., 502 East 5th Street, RS-2) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

(CARRIED UNANIMOUSLY)

END OF CONSENT AGENDA

PUBLIC HEARING – 245 East 10th Street

Moved by Councillor McIlroy, seconded by Councillor Back

THAT the meeting recess to the Public Hearing regarding “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936” (James Stobie / Synthesis Design, 245 East 10th Street, CD-757) and “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design Inc., 245 East 10th Street).

CARRIED UNANIMOUSLY

The meeting recessed to the Public Hearing at 6:12 pm and reconvened at 6:51 pm.

BYLAWS – THIRD READING

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

Moved by Councillor Valente, seconded by Councillor Bell

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8936” (James Stobie / Synthesis Design, 245 East 10th Street, CD-757) be given third reading.

CARRIED UNANIMOUSLY

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

Moved by Councillor Valente, seconded by Councillor Bell

THAT “Heritage Designation Bylaw, 2022, No. 8937” (James Stobie / Synthesis Design Inc., 245 East 10th Street) be given third reading.

CARRIED UNANIMOUSLY

PUBLIC MEETING – 253 East 28th Street

Moved by Councillor Back, seconded by Councillor McIlroy

THAT the meeting recess to the Public Meeting regarding “Development Variance Permit Nos. PLN2022-00011 and PLN2022-00017”.

CARRIED UNANIMOUSLY

The meeting recessed to the Public Meeting at 7:02 pm and reconvened at 7:59 pm.

MOTIONS

8. Development Variance Permit No. PLN2022-00011 (253 East 28th Street)
– File: 08-3400-20-0083/1

Moved by Councillor Valente, seconded by Councillor Girard

THAT Development Variance Permit No. PLN2022-00011 (253 East 28th Street) be issued to Daljit Kaur Phagoora, in accordance with Section 498 of the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign Development Variance Permit No. PLN2022-00011.

CARRIED

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

MOTIONS – Continued

9. Development Variance Permit No. PLN2022-00017 (253 East 28th Street)
– File: 08-3400-20-0089/1

Moved by Councillor Valente, seconded by Councillor Girard

THAT Development Variance Permit No. PLN2022-00017 (253 East 28th Street) be issued to Daljit Kaur Phagoora, in accordance with Section 498 of the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign Development Variance Permit No. PLN2022-00017.

CARRIED

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

Moved by Councillor Valente, seconded by Councillor Back

THAT the following items be brought forward on the agenda:

- Delegation – Lonsdale Business Improvement Area Society; and
- Item 13 – “Request for Funding from the Lonsdale Business Improvement Area Society”.

CARRIED UNANIMOUSLY

DELEGATION

Doug Ausman introduced Shayan Keshvadi, Principal Director, Lonsdale Business Improvement Area Society, and Bruce Peters, Owner, Zazou Hair Salon and Academy.

Re: Request for Funding from the Lonsdale Business Improvement Area Society

Shayan Keshvadi, Bruce Peters and Doug Ausman, representatives of the Lonsdale Business Improvement Area Society, provided a verbal presentation regarding the “Request for Funding from the Lonsdale Business Improvement Area Society” and responded to questions of Council.

REPORT

13. Request for Funding from the Lonsdale Business Improvement Area Society
– File: 13-6750-01-0001/2022

Report: Deputy Director, Community and Partner Engagement, July 6, 2022

Moved by Councillor Back, seconded by Councillor Girard

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated July 6, 2022, entitled “Request for Funding from the Lonsdale Business Improvement Area Society”:

Continued...

REPORT – Continued

13. Request for Funding from the Lonsdale Business Improvement Area Society
– File: 13-6750-01-0001/2022 – Continued

THAT \$30,000 be provided to the Lonsdale Business Improvement Area Society to assist with their efforts toward creating a Lonsdale Business Improvement Area;

AND THAT staff be directed to monitor the use of the funding as per the budget submitted by the Lonsdale Business Improvement Area Society.

CARRIED UNANIMOUSLY

PRESENTATION

North Shore Poverty Reduction Strategy – Jada Basi, Principal, CitySpaces Consulting Ltd.

Jada Basi, Principal, CitySpaces Consulting Ltd., provided a PowerPoint presentation regarding the “North Shore Poverty Reduction Strategy” and responded to questions of Council.

REPORT

10. North Shore Poverty Reduction Strategy – Summary of Engagement Activities and Key Themes – File: 10-5080-20-0005/1

Report: Community Planner, July 6, 2022

Moved by Councillor McIlroy, seconded by Councillor Back

PURSUANT to the report of the Community Planner, dated July 6, 2022, entitled “North Shore Poverty Reduction Strategy – Summary of Engagement Activities and Key Themes”:

THAT the report of the Community Planner, dated July 6, 2022, be received for information.

CARRIED UNANIMOUSLY

PRESENTATION

Upper Levels Greenway – Project Update and Phase 2 Engagement Summary
– Project Manager, Public Realm Infrastructure

The Project Manager, Public Realm Infrastructure, provided a PowerPoint presentation regarding the “Upper Levels Greenway – Project Update and Phase 2 Engagement Summary” and responded to questions of Council.

BYLAWS – ADOPTION

11. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8819” (Brad Lamoureux / Lamoureux Architect Incorporated, 63 Mahon Avenue, CD-684 Text Amendment)

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8819” (Brad Lamoureux / Lamoureux Architect Incorporated, 63 Mahon Avenue, CD-684 Text Amendment) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

CARRIED

Councillor Back is recorded as voting contrary to the motion.

12. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8900” (Affinity Cannabis / Ruby Sandher, 1825 Lonsdale Avenue, CD-747)

Moved by Councillor Valente, seconded by Councillor Back

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8900” (Affinity Cannabis / Ruby Sandher, 1825 Lonsdale Avenue, CD-747) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

CARRIED

Councillor Bell is recorded as voting contrary to the motion.

NOTICES OF MOTION

14. Climate Resiliency – File: 11-5280-14-0001/2022

Submitted by Councillor McIlroy

Moved by Councillor McIlroy, seconded by Councillor Valente

WHEREAS in 2019, the City of North Vancouver committed to a target of reducing corporate and community greenhouse gas emissions to net zero by 2050, and the new Climate and Environment Strategy outlining actions to meet that target, and also protect ecosystem and community health, will soon be adopted by Council;

WHEREAS the actions in the Climate and Environment Strategy will require investment in City capital and projects, as well as programs that support the necessary behaviour and material changes required by residents;

WHEREAS the impacts of climate change currently represent the greatest threat to the City’s infrastructure, that the systems and structures that served the community in the past will not meet the challenges and events of the future, and that there is no accurately developed vulnerability or climate risk assessment to understand the investments and/or insurance required to address this;

Continued...

NOTICES OF MOTION – Continued

14. Climate Resiliency – File: 11-5280-14-0001/2022 – Continued

AND WHEREAS the City of North Vancouver requires the human resources and financial tools to aggressively act to mitigate climate change, prepare for and respond to climate related events and systemic changes over time, and ensure the long-term resiliency of the City’s social, green, and grey infrastructure to provide the quality of life deserved by all;

THEREFORE BE IT RESOLVED that staff be directed to investigate the possible financial tools required to ensure the City is able to fund actions within the Climate and Environment Strategy, and to prepare for, minimize the risk of, and recover from climate-related events and long-term impacts by analyzing and investing in the appropriate infrastructure and financial mechanisms.

CARRIED UNANIMOUSLY

15. Further Request for Response by Seaspan to City Council’s Expressed Concerns Regarding Seaspan Proposed Drydock Expansion – File: 01-0510-20-0003/2022

Submitted by Councillor Valente and Councillor Bell

Moved by Councillor Valente, seconded by Councillor Bell

WHEREAS in 2021 Seaspan announced plans to expand their North Vancouver Waterfront Drydock westward from its present location in proximity to the North Vancouver Shipyards Commons public recreation, business, residential and general public gathering place for visitors, local families and children;

WHEREAS, at Council’s direction, the CAO sent a letter detailing Council’s specific concerns regarding the potential negative impacts of westward expansion of industrial shipyard construction activities, including social, traffic, environmental and economic impacts, and requested a response to eight issues identified;

WHEREAS a subsequent letter from the City of North Vancouver Fire Department asked for responses from Seaspan and the Vancouver Fraser Port Authority regarding six emergency risk factors associated with the proposed water lot expansion;

WHEREAS only one of the 8 City requests and none of the 6 City Fire Department requests were responded to;

WHEREAS Mayor Buchanan wrote to Seaspan on June 28, 2021, also detailing Council’s concerns;

WHEREAS a recent additional public consultation meeting focused on possible mitigation measures of the proposed westward expansion, but not the request of Council and many members of the public that any expansion be to the east of the existing drydocks; and

AND WHEREAS Council considers this matter to be of very high importance;

Continued...

NOTICES OF MOTION – Continued

15. Further Request for Response by Seaspan to City Council’s Expressed Concerns Regarding Seaspan Proposed Drydock Expansion – File: 01-0510-20-0003/2022 – Continued

THEREFORE BE IT RESOLVED that Council request Seaspan and the Vancouver Fraser Port Authority give serious consideration to the concerns raised by Council and the City Fire Department, and provide responses in writing, as previously requested; and

BE IT FURTHER RESOLVED that the Mayor write on behalf of Council to Seaspan and the Vancouver Fraser Port Authority again repeating Council’s request and concerns, with a copy to North Vancouver MP, Honourable Jonathan Wilkinson.

CARRIED UNANIMOUSLY

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT the meeting continue past 10:30 pm.

CARRIED UNANIMOUSLY

16. A Dedicated Memorial for the Victims of the PS752 Plane Crash – File: 15-7750-01-0001/2022

Submitted by Mayor Buchanan

Moved by Mayor Buchanan, seconded by Councillor McIlroy

WHEREAS the City of North Vancouver is committed to being a people-oriented community;

WHEREAS the City of North Vancouver is a diverse community and home to many Iranian-Canadians who are valued members of the community that contribute greatly to our social, cultural and economic fabric;

WHEREAS in the wake of tragedies, such as PS752, public art can help people process their trauma and heal as a community;

AND WHEREAS there are agencies within the City who support the telling of our community history and who program our public spaces with community-oriented art;

THEREFORE BE IT RESOLVED THAT staff be directed to work with agencies, community groups and the community at-large on the creation of a permanent public art memorial dedicated to those who lost their lives in the downing of flight PS752;

AND BE IT FURTHER RESOLVED THAT staff be directed to explore the possibility of financial contributions from the Government of British Columbia and the Government of Canada in the creation of such a memorial.

CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION PERIOD

Nil.

COUNCIL INQUIRIES / REPORTS

17. Seaspan Air Permit – File: 01-0220-01-0001/2021

Inquiry by Councillor Valente

Councillor Valente inquired of Mayor Buchanan an update from staff regarding Seaspan's request to Metro Vancouver for an Air Quality Permit. Mayor Buchanan advised that staff will report back on this matter.

NEW ITEMS OF BUSINESS

Nil.

NOTICES OF MOTION

Nil.

RECESS TO CLOSED SESSION

Moved by Councillor Valente, seconded by Councillor Back

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(d) [security of City property] and 90(1)(k) [contract negotiations].

CARRIED UNANIMOUSLY

The meeting recessed to the Committee of the Whole, Closed Session, at 10:44 pm and reconvened at 11:21 pm.

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

18. HJCRC and Silver Harbour Seniors' Centre Authority to Award Contract
– File: 02-0800-30-0028/1

Report: Senior Project Manager, June 29, 2022

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Sr. Project Manager, dated June 21, 2022, entitled "HJCRC and Silver Harbour – Authority to Award Contract":

THAT staff be directed to return to Council with an updated financial plan that addresses inflationary increases to the Harry Jerome Community Recreation Centre/Silver Harbour Seniors' Centre budget;

AND THAT the remaining wording of the recommendation and the report of the Senior Project Manager, dated June 29, 2022, entitled "HJCRC and Silver Harbour – Authority to Award Contract", remain in the Closed session.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:22 pm.

“Certified Correct by the Corporate Officer”

CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8894

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. 8894” (Anthem Sunshine Developments Ltd. / McFarlane Biggar Architects, 149 West 3rd Street, CD-744).**
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-744 (Comprehensive Development 745 Zone):

Lots	Block	D.L.	Plan	
B	13	274	879	from CS-3

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-743 Comprehensive Development 743 Zone”:
“CD-744 Comprehensive Development 744 Zone”
 - B. Adding the following to Section 1101, thereof, after the “CD-743 Comprehensive Development 743 Zone”:
“CD-744 Comprehensive Development 744 Zone”

In the CD-744 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 C-2 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 2.3 times the Lot Area;
 - (b) Maximum Gross Floor Area may be further increased to a maximum of 2.8 times the Lot Area, as follows:

BASE DENSITY			
OCP Schedule 'A'		2.3 FSR	
ADDITIONAL (BONUS) DENSITY			
ADDITIONAL DENSITY CATEGORY	DESCRIPTION	ADDITIONAL (BONUS) DENSITY	POLICY REFERENCE
Community Benefit Cash Contribution	Provision of an Amenity Share of \$2,464,386 for density increase	Maximum 974.3 sq.m. (10,487 sq.ft.) / 0.5 FSR	OCP section 2.2
TOTAL DENSITY		2.8 FSR	

- (3) Lot Coverage of Principal Building shall not exceed a maximum of 74 percent;
- (4) Height:
 - (a) Building Height shall not exceed 16 metres (52.5 feet) as measured from average Building Grade of north Lot Line;
 - (b) The following Height exceptions shall be permitted:
 - i. Mechanical rooms, ventilating machines, elevator over-runs, mechanical screening, architectural appurtenances, rooftop shared amenity spaces to a maximum of 37.3 square metres (402 square feet) and access to communal outdoor rooftop areas may be up to 5.5 metres (18.0 feet) in additional Height;
- (5) Principal Building shall be sited a minimum of 3.48 metres (11.4 feet) from Rear Lot Lines;
- (6) Section 607(1)(b) be varied to permit Accessory Apartment Use above the first Storey, and Accessory Apartment Use shall be permitted on the first Storey if dwelling units do not face the Front Lot Line;

(7) Section 611(6) "Building Width and Length" be waived.

READ a first time on the 28th day of March,
2022.

READ a second time on the 28th day of March,
2022.

READ a third time on the 28th day of March,
2022.

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

MAYOR

CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8902

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. 8902” (Larry Podhora / Larry Podhora Architecture Inc., 309 Kennard Avenue, CD-748)**.
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-748 (Comprehensive Development 748 Zone):

Lots	Block	D.L.	Plan	
D	26	272	11817	from M-3

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-747 Comprehensive Development 747 Zone”:

“CD-748 Comprehensive Development 748 Zone”
 - B. Adding the following to Section 1101, thereof, after the “CD-747 Comprehensive Development 747 Zone”:

“CD-748 Comprehensive Development 748 Zone”

In the CD-748 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 M-3 Zone, except that:

- (1) In addition to Uses permitted in the M-3 Zone, Industrial Area Commercial Use shall be permitted on the main floor of a Building (the main floor shall mean the floor closest in elevation to the fronting Street);
- (2) Height shall not exceed 25 metres (82 feet) as measured from Flood Construction Level;
- (3) Siting shall be as in the M-3 Zone, except that Buildings shall be sited not be less than:
 - (a) 0.4 metres (1.2 feet) from the front (east) lot line;
 - (b) 0.5 metres (1.7 feet) from the exterior side (south) lot line;
 - (c) 0.4 metres (1.4 feet) from the rear (west) lot line;

- (4) The minimum required number of vehicle parking spaces shall be not less than:
 - (a) 0.14 spaces per 95 sq.m (1023 sq.ft.) of Industrial Use floor area;
 - (b) 1 space per 50 sq.m (539 sq.ft.) of Industrial Area Commercial Use floor area;

- (5) The minimum number of required loading spaces shall be:
 - (a) 1 space per 5000 sq.m (53,820 sq.ft.).

READ a first time on the 24th day of January, 2022.

READ a second time on the 24th day of January, 2022.

READ a third time on the 24th day of January, 2022.

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

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8927

**A Bylaw to stop up and close and dispose of a portion of Delbruck Avenue
subject to consolidation with 1345 Delbruck Avenue**

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 **“Highways Closing and Disposition Bylaw, 2022, No 8927” (Closing and removal of highway dedication and disposition of a portion of highway located east of 1345 Delbruck Avenue).**
2. All that portion of City road established by the deposit of Plan 750, which portion contains 880.5 square feet, shown as Closed Road on the preliminary version of Reference Plan EPP121053 prepared by Hobbs, Winter and MacDonald B.C. Land surveyors, and dated the 19th day of May, 2022, a print of which is attached as Schedule A hereto, is hereby stopped up and closed to traffic.
3. The highway dedication on the Closed Road described in section 2, is hereby removed.
4. The Closed Road described in section 2 will not be made available to the public for acquisition and will be disposed of by the Corporation of the City of North Vancouver to Michael Dutson and Dalit Holzman, the owners of the lands immediately adjacent to the closed road, (“Adjacent Land”) in order to allow subdivision of the adjacent land. The closed road will be consolidated with the adjacent land and all survey, advertising and registration costs to close the road and consolidate the parcel will be borne by Michael Dutson and Dalit Holzman, The Corporation of the City of North Vancouver will receive consideration from Michael Dutson and Dalit Holzman in the amount of \$120,000 plus GST.
5. The Mayor and Corporate Officer are hereby authorized to sign and seal with the Corporate Seal, the said Reference Plans and such other instruments as may be required in order to carry into effect the highway closure, removal of highway dedication, and disposition of the Closed Roads described in this Bylaw.

6. Notice of the highway closure, removal of highway dedication and disposition of the Closed Road shall be given in accordance with the *Community Charter*.

READ a first time on the 11th day of July, 2022.

READ a second time on the 11th day of July, 2022.

READ a third time on the 11th day of July, 2022.

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

MAYOR

CORPORATE OFFICER

SCHEDULE A

REFERENCE PLAN TO ACCOMPANY

BYLAW No.8927 (CITY OF NORTH VANCOUVER)

TO CLOSE PART OF ROAD DEDICATED ON PLAN 750, DISTRICT LOT 271

GROUP ONE, NEW WESTMINSTER DISTRICT

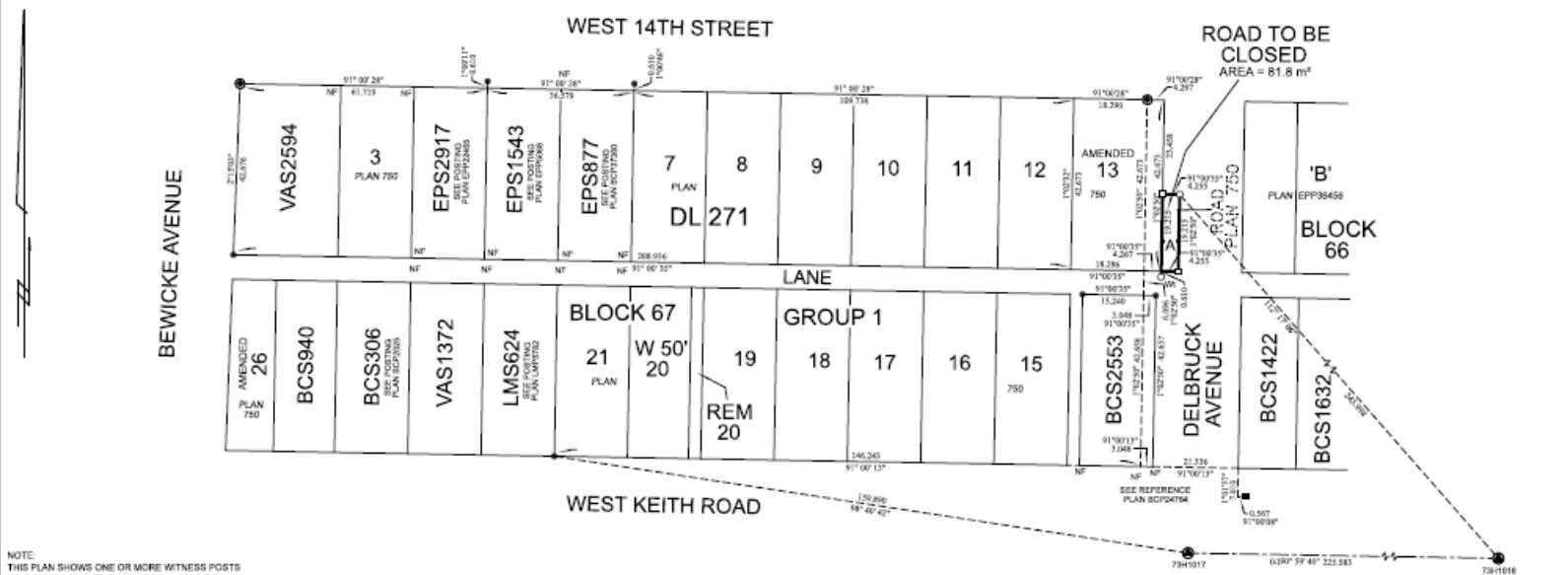
PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND SECTION 40 OF THE COMMUNITY CHARTER

BCGS 92G035

PLAN EPP121053



THE INTENDED PLOT SIZE OF THIS PLAN IS 432 mm IN HEIGHT BY 560 mm IN WIDTH (C SIZE) WHEN PLOTTED AT A SCALE OF 1:750



NOTE:
THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S).

THIS PLAN LIES WITHIN INTEGRATED SURVEY AREA No.44 CITY OF NORTH VANCOUVER, NAD83 (CSRS) 4.0.0.BC.1 MVRD

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC CONTROL MONUMENTS 73H1017 AND 73H1018 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED

TO COMPUTE GRID DISTANCES, MULTIPLY GROUND LEVEL DISTANCES BY THE AVERAGE CORRECTION FACTOR OF 5.694982. THE AVERAGE FACTOR HAS BEEN DETERMINED BASED ON GEODETIC CONTROL MONUMENTS 73H1017 AND 73H1018

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED HAVE BEEN DERIVED FROM THE MASCO PUBLISHED COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL MONUMENTS 73H1017 AND 73H1018

THIS PLAN LIES WITHIN THE METRO VANCOUVER REGIONAL DISTRICT

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 18TH DAY OF MAY, 2022. ADAM LESLIE AROUINI, BCLS 920

- LEGEND**
- DENOTES CONTROL MONUMENT FOUND
 - DENOTES STANDARD IRON POST FOUND
 - DENOTES STANDARD IRON POST PLACED
 - DENOTES LEAD PLUS FOUND
 - DENOTES LEAD PLUS PLACED
 - DENOTES NON-STANDARD POST (IRON PIPE) FOUND
 - NF DENOTES NOTHING FOUND
 - W DENOTES WITNESS

UTM COORDINATES			
DATUM: NAD83(CSRS) 4.0.0.BC.1 MVRD, UTM ZONE 10			
MARKER	NORTHING	EASTING	ABSOLUTE ACCURACY (ESTIMATED)
73H1017	5463040.938	493609.463	0.02 METRES
73H1018	5463037.024	493634.921	0.02 METRES

HOBBS, WINTER & MacDONALD
B.C. LAND SURVEYORS
113-828 HARBOURSIDE DRIVE,
NORTH VANCOUVER, B.C. V7P 3R8
TEL: 604-985-1371 FAX: 604-985-5254
EMAIL: admin@hwsurvey.com

015-141-829
No. 1246 DELBRUCK AVENUE
P.O. 2756, V.52 - 73 M4W1S-3Z WVC

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8908

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. 8908**” (Bill Curtis / Bill Curtis & Associates Design, 341 West 24th Street).
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):

Lots	Block	D.L.	Plan	
34	213	544	2837	from RS-1

READ a first time on the 7th day of March, 2022.

READ a second time on the 7th day of March, 2022.

READ a third time on the 4th day of April, 2022.

APPROVED pursuant to section 52(3)(a) of the Transportation Act on the 20th day of April, 2022.

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

MAYOR

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: Bram van der Heijden, Planner 1

Subject: REZONING APPLICATION: 357 EAST 22ND STREET (KARL WEIN /
KARL WEIN & ASSOCIATES)

Date: June 29, 2022 File No: 08-3400-20-0081/1

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 29, 2022, entitled
“Rezoning Application: 357 East 22nd Street (Karl Wein / Karl Wein &
Associates)”:

THAT the application submitted by Karl Wein / Karl Wein & Associates, to rezone
the property located at 357 East 22nd 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*;

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

ATTACHMENTS

1. Context Map (CityDocs [#2192434](#))
2. Public Consultation Summary (CityDocs [#2195701](#))
3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8947” (Karl Wein /
Karl Wein & Associates, 357 East 22nd Street, RS-2) (CityDocs [#2192372](#))

SUMMARY

This report presents an application to rezone 357 East 22nd 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 one lot into two lots. The intent is to develop a single family

dwelling with a secondary suite and detached garage on each subdivided lot. Depending on the eventual subdivision of the 18 metre (59 foot) lot, one lot may have a coach house if the front lot line of the lot is greater than 10 metres (32.8 feet).

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 a 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 a clear expectation with the applicant and the public that the City does not have design control over single family homes.

DISCUSSION

Site Context

The site is located on the south side of East 22nd Street between St. Andrews Avenue and Ridgeway Avenue in the Grand Boulevard neighbourhood. It is designated Residential Level-1 in the Official Community Plan (OCP).

The surrounding area consists of single detached homes on lots ranging in width from 10 metres (33 feet) to 20 metres (66 feet). The buildings immediately surrounding the subject site are described in Table 1 below.

Table 1. Surrounding uses

Direction	Address	Description	Zoning
North—across the street	350 East 22 nd Street	Single detached home	RS-1
South—across the lane	350 East 21 th Street	Single detached home	RS-1
East	361 East 22 nd Street	Single detached home	RS-1
West	347 East 22 nd Street	Single detached home	RS-1

Zoning 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
Buildings	One Principal Building per lot	One Principal Building per lot
Use	One-Unit Residential Use	One-Unit Residential Use
Units	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)* * Depending on how property is subdivided, there could be 3 units on one of the proposed lots (for an accessory coach house) if a lot has a front lot line greater than 10 m (32.8 ft)
GFA	Lesser of 0.3 FSR + 93 sq. m. (1,000 sq. ft.), or 0.5 FSR. For subject site, maximum GFA is 0.3 FSR + 93 sq. m. (1,000 sq. ft.) = 315 sq. m. (3,390 sq. ft.)	Lesser of 0.3 FSR + 93 sq. m. (1,000 sq. ft.), or 0.5 FSR. For both proposed sites, combined maximum GFA 0.5 FSR <ul style="list-style-type: none"> • Each lot will be between 411 sq. m. (4,426 sq. ft.) and 329 sq. m. (3,541 sq. ft.) in size. • allowing for a 206 sq. m (2,213 sq. ft.) to 164 sq. m. (1,771 sq. ft.) floor area on each lot • A total GFA (both lots) of 370 sq. m. (3,984 sq. ft.)
Lot Coverage	30% per Principal Building	30% per Principal Building
Minimum Lot Frontage	10 m (32.8 ft)	7.5 m (24.6 ft)
Principal Building Setbacks	Front Lot Line – 4.6 m (15 ft) Rear Lot Line – 14.4 m (47 ft) Interior Lot Lines – 1.2 m (4 ft)	Front Lot Line – 4.6 m (15 ft) Rear Lot Line – 14.4 m (47 ft) Interior Lot Lines – 1.2 m (4 ft)
Minimum on site parking	2 parking stalls	2 parking stalls

Density and Form

The policy framework supports the proposed single-family and potential suite uses, and the two developments remain within the OCP-maximum density permitted for the existing lot. Up to two additional net units are permitted through the RS-2 rezoning and subdivision, depending on how the existing lot is subdivided. One lot could have a front lot line greater than 10 metres (32.8 feet), which allows for a primary dwelling, secondary suite and coach house. The other lot could have a front lot line between 7.5 metres (24.6 feet) and 8 metres (26.2 feet) allowing for a primary dwelling and secondary suite. If the lot is subdivided and residual parcels are less than 10 metres (32.8 feet) in width,

only one additional unit would be permitted as this would eliminate the possibility for a coach house.

Overall, the development aligns with the character and scale of the surrounding neighbourhood.

The proposed new lots can each accommodate 2 parking spaces, meeting the minimum parking requirements according to the Zoning Bylaw regardless of how the lots are subdivided.

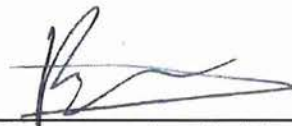
COMMUNITY CONSULTATION

A Developer Information Session (DIS) was held on June 16th. There were no participants at the DIS and no comments have been provided to the city or applicant before or after the meeting.

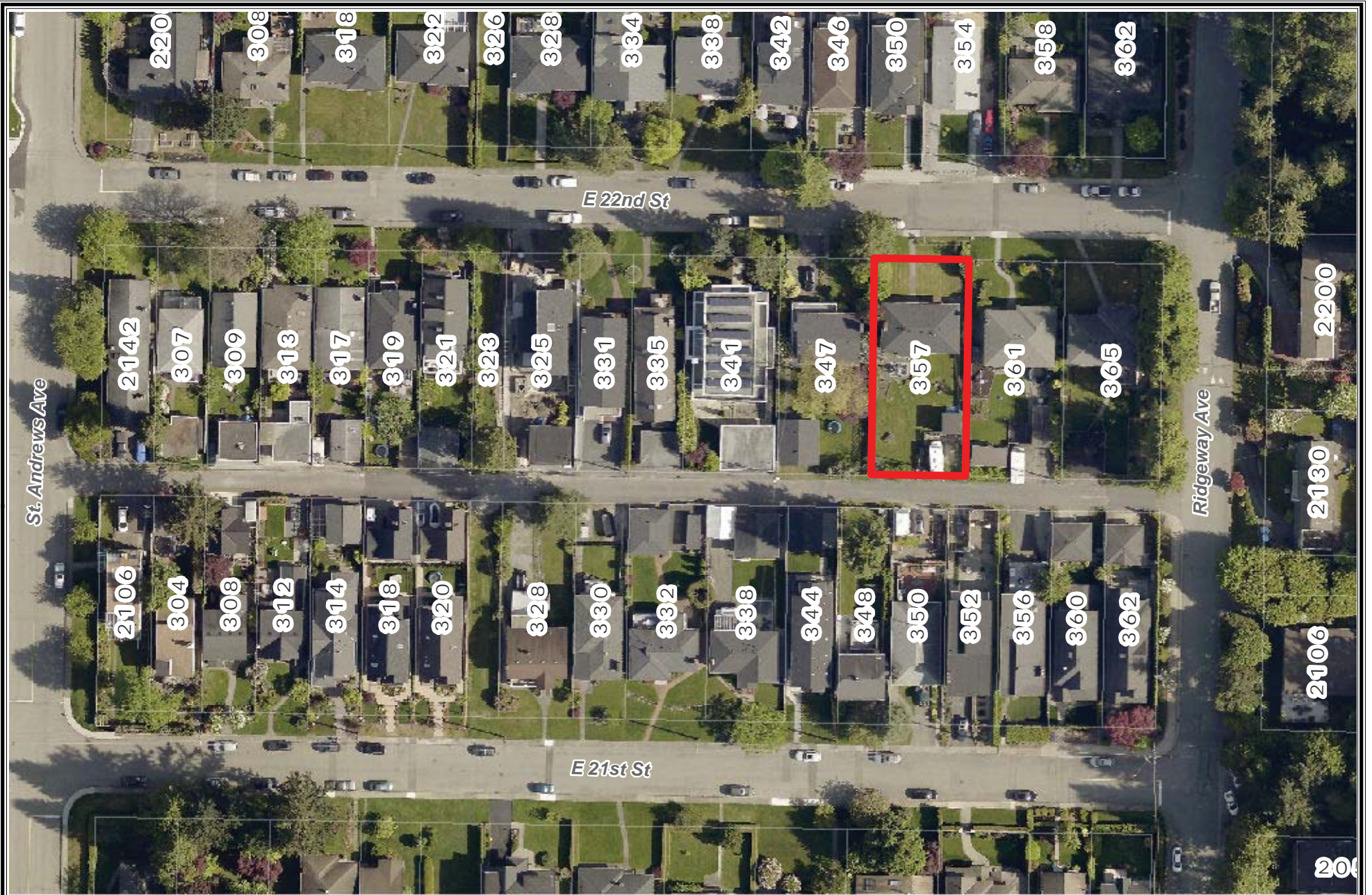
Given the conformity of the proposal with the OCP and existing character of the area, staff is not recommending that a Public Hearing be held. Notice would be published prior to first reading of the bylaw. Should Council wish to refer the application to a Public Hearing, and consider the bylaw for first and second readings at this time, the first active clause in the resolution should be amended to read:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2022, No. 8947" (Karl Wein / Karl Wein & Associates, 357 East 22nd Street) be considered and referred to a Public Hearing;

RESPECTFULLY SUBMITTED:



Bram van der Heijden
Planner 1





June 28, 2022

Hi Bram,

As you requested, I am sending you the DIS Summary Report :

Karl Wein and Associates
135/2 - 1451 Marine Drive
West Vancouver, BC
V7T 1B8
604 727 3764

The DIS session was held June 16th 2022 at 6:00 PM - 8:00 PM
Virtual at karl@kwadesigngroup.com
No Attendees
As there were no attendees there were no issues to be discussed

DIS Summary Report

On June 16th 2022 between 6&8 PM we held a DIS session via Zoom.
Previously we had installed a sign at the subject site #357 East 22nd Street N.Vancouver, placed two newspaper ads,
posted information on our website for the proposed subdivision.
There were no public attendees other than the applicant and the City planner.

Enclosed are :

- 1) Notice of Development Proposal
- 2) 2 Newspaper Ads
- 3) Picture of sign at the site

Thank you,



Karl Wein, MRAIC

KARL WEIN
DIPL.ENG., M.R.A.I.C

135/2 - 1451 MARINE DR.
WEST VANCOUVER, BC
CANADA V7T 1B8
karl_wein@shaw.ca

C 604 727 3764
T 778 280 3670
F 778 280 3672

From: Moninder Sharma
Sent: July-14-22 1:48 PM
To: Submissions
Subject: 357 EAST22nd Street, Zoning amendment

To Corporate Office

Just Received Rezoning notice from RS1 to RS2

We are the Owners of 361 & 365 E 22nd St , All in the favor for Rezone to RS 2

Moninder Sharma
Raj Sharma
Rishi Sharma
Sonia Sharma
868 East 12th Street
North Vancouver



PUBLIC NOTICE

Regular Council Meeting

Monday, July 25, 2022 at 6:00pm

Zoning Amendment Bylaw No. 8947
for **357 East 22nd 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 development of 2 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, or by mail or delivered to City Hall, **no later than 12:00 noon on Monday, July 25, 2022**, to ensure their availability to Council at the meeting. No Public Hearing will be held.

Watch the meeting online at cnv.org/LiveStreaming or in person at City Hall, 141 West 14th Street. Enter City Hall through the doors at the southwest corner of the building (off 13th Street) after 5:30pm.

To view the documents: The proposed bylaw and background material can be viewed online at cnv.org/PublicHearings.

Questions? Bram van der Heijden, Planner
bheijden@cnv.org / 604-982-3995



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. 8947

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. 8947**” (Karl Wein / Karl Wein & Associates, 357 East 22nd 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):

Lots	Block	D.L.	Plan	
F	209	546	9912	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.

APPROVED pursuant to section 52(3)(a) of the *Transportation Act* on the <> day of <>, 2022.

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

MAYOR

CORPORATE OFFICER

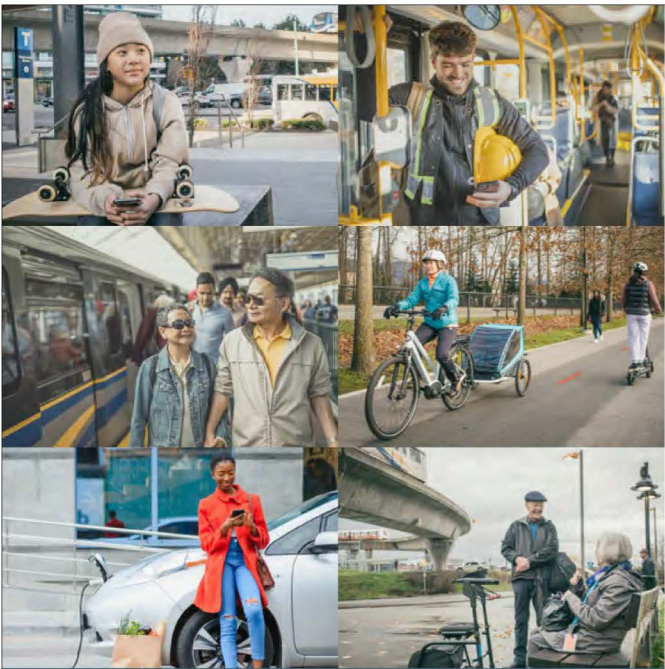
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Transport 2050: 10-Year Priorities
Transportation investments coming to the North Shore



Kevin Quinn, CEO
TransLink



Transport 2050 is Metro Vancouver's new 30-year Regional Transportation Strategy.

-  **Convenient**
-  **Reliable**
-  **Affordable**
-  **Safe and Comfortable**
-  **Carbon-Free**

Regional Transportation Strategy

For the purposes of the South Coast British Columbia Transportation Authority Act, this document constitutes the long term strategy for the regional transportation system in Metro Vancouver, adopted January 2022.





Transport 2050: 10-Year Priorities



10-Year Priorities outlines which of the investments in **Transport 2050** that TransLink will focus on delivering over the first decade.

**Convenient,
Reliable, Safe
& Comfortable
Transit**

**People-First Streets & Walking,
Biking, and Rolling**

**Reliable & Fast
Transit Network**



Convenient, Reliable, Safe & Comfortable Transit

- Takes a “bus-first” approach with an historic investment to double local bus service over the next ten years.
- Increase HandyDART service to meet future ridership demand and improve convenience by increasing to 24-hour service.
- Improvements to SeaBus, SkyTrain, and West Coast Express.
- Significant improvements to passenger safety and comfort at transit stops, stations and exchanges.

T Together all the way



People-First Streets & Walking, Biking, and Rolling

A transformation to more **people-first streets** where active transport is the most convenient choice for short trips

Walking, Biking, & Rolling Infrastructure

- Complete up to 75% (450 km) of the 2050 Major Bikeway Network, and bikeway networks in all Urban Centres
- Complete up to 66% of the 2050 walkway network
- Install new bike lockers, bike parkades, and counters
- Upgrade the BC Parkway

T Together all the way





Reliable and Fast Transit Network

Over the next 10 years, we propose to build 170 km of rapid transit in our region, including:

- Up to 9 Bus Rapid Transit corridors
- Burnaby Mountain Gondola
- Millennium Line UBC Extension

We'll also study additional rapid transit corridors for future investment including connection to Port Coquitlam Centre, upgrades to Expo Line and Canada Line, and 41st/49th Ave corridor.

T Together all the way



Introducing
Bus Rapid Transit



Nantes, France



Cleveland, Ohio



Vaughan, Ontario



Guangzhou, China

What is BRT?

Dedicated lanes & transit signal priority for quick & reliable travel



Modern stations: real-time information, pre-payment at fare gates, & level boarding



Specialized vehicles: zero-emission, sleek, spacious, comfortable



BRT around the world



Bogotá, Colombia



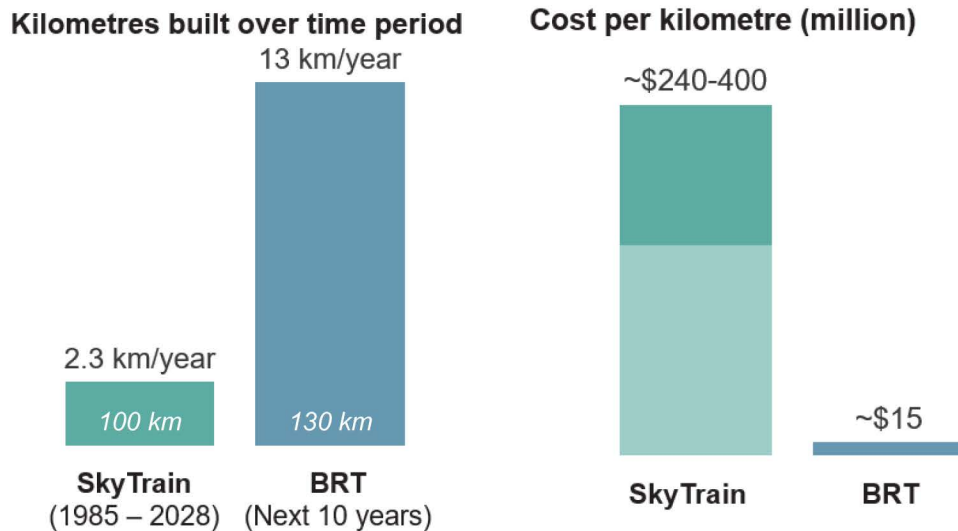
San Francisco, California



Brisbane, Australia

Why BRT?

Deployment Speed + Cost Effectiveness



Transport 2050: 10-Year Priorities

Rapid Transit from Metrotown to Park Royal

- Recognizing that this is a highly complex and constrained corridor, we will immediately begin the required planning work to advance a BRT option so that construction of rapid transit can begin within years 0-5.
- In parallel, we will advance business case development to confirm whether the ultimate technology will be BRT, LRT, or SkyTrain (or a combination), and to confirm the associated alignment, terminus locations, and degree of grade separation including options for a dedicated transit crossing of Burrard Inlet.
- In the meantime, the region commits to increased bus service and transit priority measures, as feasible, between Park Royal and Metrotown to improve bus travel times, operating costs, and grow ridership in advance of more permanent rapid transit investment.



Transport 2050: 10-Year Priorities

North Shore Investments

RapidBus

- Lynn Valley to Downtown/Lonsdale (in years 0-5) to prepare for BRT
- Ambleside to Downtown (via Lions Gate) (in years 6-10)

Bus Rapid Transit

- Lynn Valley – Downtown/Lonsdale (Lions Gate)

New Service Areas

- Park Royal-Edgemont-Lynn Valley
- Harbourside

SeaBus service:

- Increase off-peak frequencies
- Increase service start and end times to match those of the Expo Line SkyTrain
- Replace SeaBus with zero emissions vessel

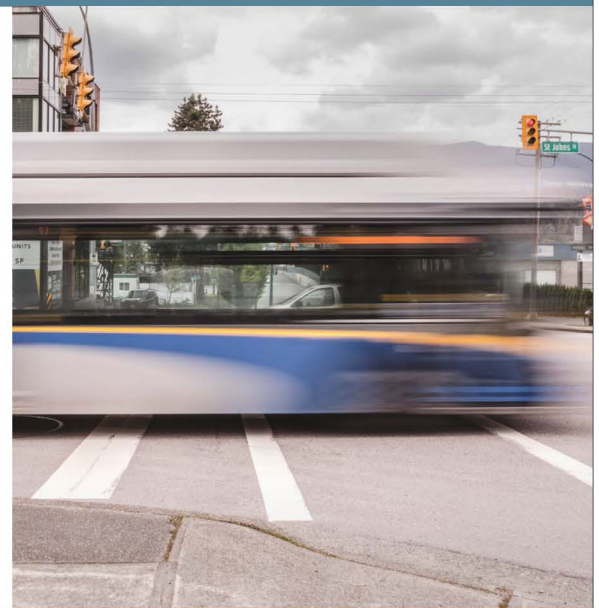
Regional and Interregional Express Service

- Reliable and fast service with fewer stops and transit priority to compete with driving, especially for long trips
- Further study Horseshoe Bay to Downtown (via Lions Gate)
- Work with partners to plan and deliver connections along Sea-to-Sky corridor

Transport 2050: 10-Year Priorities

Next Steps

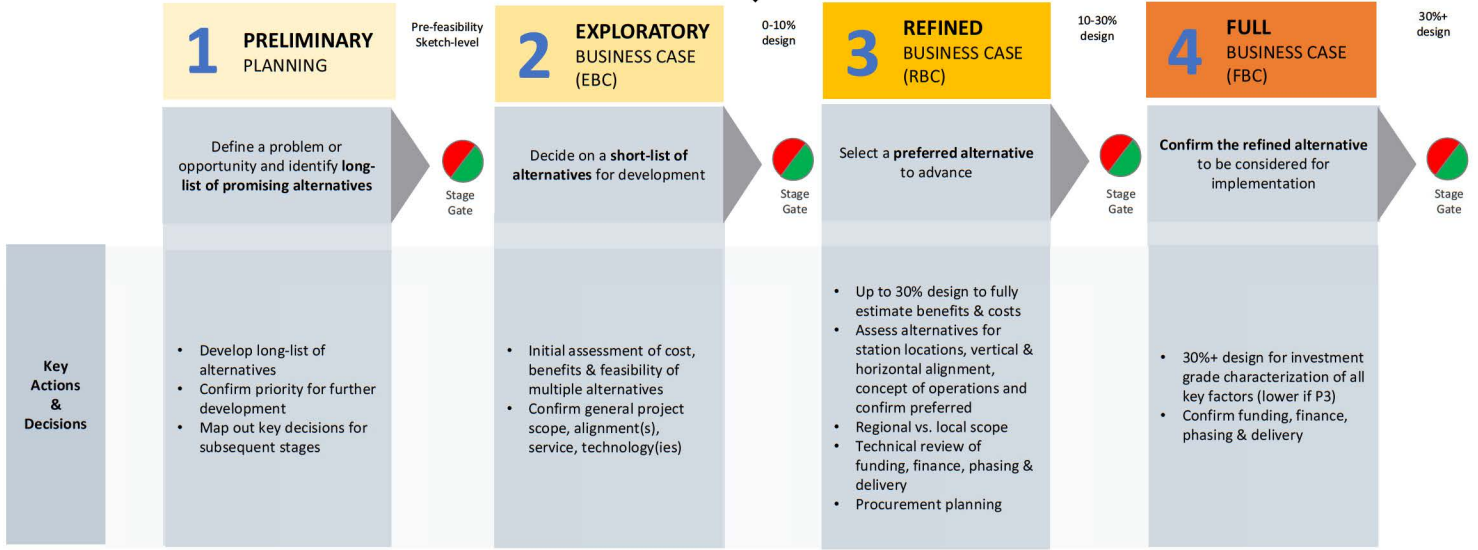
- This is a **\$21 billion** plan, which will require a new approach in how we fund transit and transportation projects.
- The 2022 Investment Plan includes funding for planning and design of key transit corridors identified in 10-Year Priorities.
- TransLink is developing scopes of work and will be working closely with stakeholders to develop the business case and maintain momentum to inform the next investment plan.
- The next investment plan will look to fund implementation of key expansion projects to enable the 10-Year Priorities to become a reality.



Primer on Business Casing Framework

Four business casing steps to rapid transit project approval

★ We are here.



T

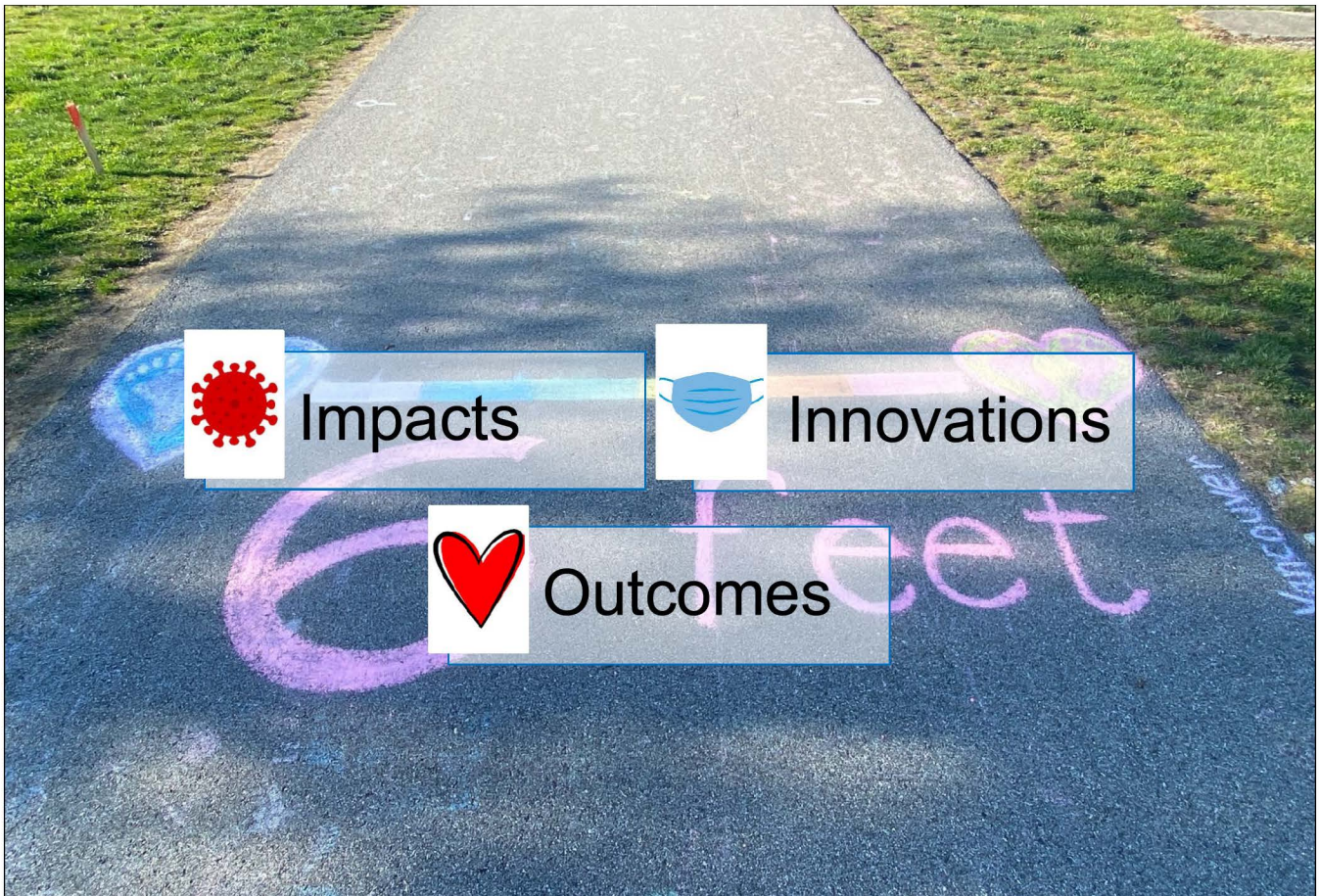
We can only realize these priorities by working together.



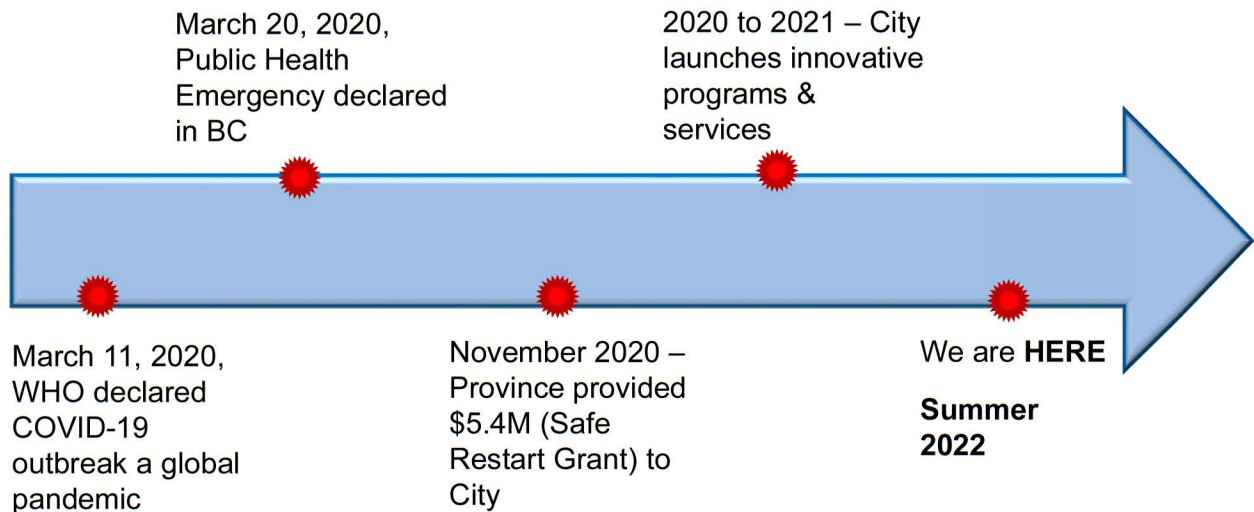
“Shimmer Time” by Aliya Orr, Lonsdale Quay Exchange

CNV COVID-19 Response Impacts, Innovations & Outcomes

Presented July 25, 2022
Strategic and Corporate Services



Background



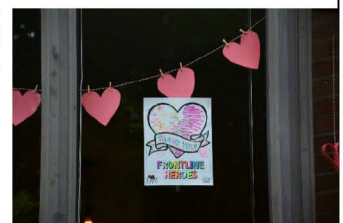
Impacts

The City experienced a range of impacts as a result of the COVID-19 pandemic:

Organizational
Impacts

Economic
Impacts

Community
Impacts





Innovations

Developed community initiatives and projects

- Focused on recovery efforts for residents/businesses
- Initiated programs supporting community resiliency

Adjusted business and service processes

- Invested in new technology and equipment
- Focused on enhancing client service



Outcomes

- Strengthened partnerships and relationships
- Business transformation and improvement
- Placemaking, outdoor programming
- Community resiliency



Current Initiatives

Projects supporting community resiliency:

Climate & Environment Strategy

Community Wellbeing Strategy

Childcare Action Plan

Mobility Strategy




Economic Strategy

Dog Friendly Cities



Thank you.



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
STRATEGIC & CORPORATE SERVICES DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Melanie Cove, Research and Communications Specialist

Subject: IMPACTS, INNOVATIONS & OUTCOMES – THE CITY’S RESPONSE TO COVID-19

Date: July 14, 2022 File No: 14-7130-20-0013/1

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

RECOMMENDATION

PURSUANT to the report of the Research and Communications Specialist, dated July 14, 2022, entitled “Impacts, Innovations & Outcomes – The City’s Response to COVID-19”:

THAT Council receive this report for information.

ATTACHMENTS

1. Safe Restart Grant – Descriptions and 2022 Update (Doc 2194010)

SUMMARY

The purpose of this report is to provide Council with an overview of the City’s response to the COVID-19 pandemic. This report summarizes the impacts and innovations as a result of the pandemic, and what outcomes were achieved at the City.

BACKGROUND

On March 11, 2020 the World Health Organization declared the COVID-19 outbreak a global pandemic. By the middle of March 2020, a Public Health Emergency was declared in British Columbia. From then on and throughout the pandemic, the Province of BC and the Office of the Provincial Health Officer (PHO) provided British Columbians with up-to-

date public health guidance to navigate the pandemic safely. The City developed plans in response to public health guidance with an emphasis on:

- Supporting business and operational continuity;
- Protecting the health and safety of the City's workforce and community; and,
- Providing outstanding service to the community.

COVID-19 prompted the City to respond to threats and impacts in a short time period, requiring innovations in the way we do business. New programs were introduced and various services were evaluated and adapted based on public health guidance.

IMPACTS

The COVID-19 pandemic has impacted people, organizations, and communities in the City and across the globe. A range of impacts were experienced as a result of the pandemic, including organizational impacts, economic impacts, and community impacts.

Organizational Impacts

How we worked

At the beginning of the pandemic the health and safety of employees and the public was of paramount importance to the City, which led to some operational changes. Due to the nature of the City's public facing services, a large percentage of City employees continued to work onsite with new safety measures in place such as enhanced cleaning in vehicles, capacity restrictions in buildings, social distancing, staggered start times, and mask wearing. The employees who were feasibly able to work remotely adapted to new technology that enabled virtual meetings and electronic business processes. Many employees across the organization took on new responsibilities in support of the City's pandemic response.

Financial uncertainty

The financial uncertainty at the start of the pandemic prompted a number of actions. There were several financial impacts due to delays in collecting rent and declines in revenue sources such as parking, ticketing, fines, permits, licenses and penalties. Pro-active measures such as hiring freezes, re-deployment, program reductions and workforce adjustments were implemented in early 2020 to offset some of the anticipated financial burden. Some projects were also temporarily paused at the beginning of the pandemic until financial capacity returned.

Service and work plan impacts

In early 2020, the City experienced changes to business processes and a reduced capacity to provide the same degree of support to clients. As the organization adapted to remote work and experienced workforce adjustments, work plans were adjusted and some projects were temporarily deferred. A number of services transitioned to an online

platform, reducing the need for in-person service. By 2021, the City was successful in adapting to a ‘new normal’, being better equipped to deliver services to the community.

Economic Impacts

The City observed considerable economic impacts. On an aggregate level, job sector contractions –most notably in the accommodation and service industry – led to diminished household income and changes in consumer spending patterns. With job losses and layoffs in several industries and a shift in spending habits, some businesses in the City, especially local businesses, were forced to close temporarily. The tourism industry also endured challenges for the majority of 2020 and 2021 due to federal and provincial travel restrictions. Notably, local restaurants in the City closed temporarily, or were only able to serve take-out food for a period of time. This greatly impacted restaurant owners’ ability to hire and retain servers and cooks, stay open for business, and make a profit.

Community Impacts

Community level impacts were also felt by residents across the City. For instance, a brief reduction in employment opportunities in 2020 disrupted many residents’ financial situation. Social distancing, remote work, and fewer opportunities to gather with neighbours led to social isolation and feelings of loneliness. Travel lessened and transit ridership fell greatly in 2020 until in-office work returned in mid-2021. Some childcare facilities closed and schools operated virtually at various times throughout the pandemic, limiting interaction among peer groups. Further to this, recreation, arts and culture facilities experienced closures at the beginning of the pandemic, impacting many residents’ physical and mental wellbeing. Finally, COVID-19 further displaced and negatively impacted individuals without shelter, as the pandemic led to a reduction in the capacity of facilities and the ability to access resources and services.

INNOVATIONS

In responding to these impacts, the City developed a number of innovations within a relatively short time frame. The City pivoted to allocate resources accordingly and made workforce and business adjustments where necessary. The following paragraphs describe the service, business and community innovations resulting from the pandemic.

Community Innovations

The pandemic illuminated potential areas of improvement within the community, which led to the development of several community initiatives and projects, such as Open Streets in the City, the North Shore Homelessness Action Initiative, multiple outdoor programs and passive activations at the Shipyards, and more.

The City was able to leverage its outdoor public realm assets to support the community and provide opportunities to gather. For instance, to ease the burden of social distancing, the City initiated its Open Streets action plan in May 2020, which led to the creation of several City parklets. When it first launched, Open Streets prioritized flexible public spaces for everyone to ease the burden of isolation. It has since evolved into an initiative that improves space usability, supports the economic recovery of local

businesses through outdoor dining permits, and creates spaces for community connection. The pandemic reinforced the importance of outdoor service provision, resulting in innovative outdoor programs. One example is Studio in the City, which empowers youth with opportunities to apprentice in the arts on various canvases and landscapes throughout the City. Throughout the pandemic the Shipyards became an important gathering place, offering free outdoor events, the outdoor splash park and skating rink, and more.

The North Vancouver City Library (NVCL) also innovated to provide virtual programming and electronic services. In 2020, the Library invested in technology to be able to provide online, at-home services such as English language learning circles, online workshops, and book clubs. The Library expanded their digital media technology by investing in ‘take home technology’ such as eBooks, audiobooks and other digital content on their website. By July 2020, the NVCL re-opened to the public and launched innovative services such as the Fresh Air Library and Spokes ‘n’ Words book bike program.

COVID-19 further exacerbated issues faced by some community groups, including seniors and unsheltered individuals. To better support seniors, the City has partnered with Hey Neighbour Collective and North Shore Emergency Management to create a project that would increase community connection among seniors and assist in emergency preparedness. To lessen the negative implications of COVID-19 on the unsheltered homeless population, the City, along with the Districts of North Vancouver and West Vancouver as well as Squamish and Tsleil-Waututh Nations, received \$1.9 million in grant funding from UBCM. In March 2021, the City launched a cross-jurisdictional committee called The North Shore Homelessness Action Initiative (NSHAI) to enhance coordination across the North Shore with the goal of preventing and alleviating homelessness in our communities.

Service and Business Innovations

The pandemic catalyzed several service innovations at the City. To start, the City invested in technology and equipment to allow for several technological advancements in support of hybrid meetings and remote work capability. Council meetings shifted to an electronic format at the beginning of the pandemic, as did Public Hearings and Committee meetings. To support this shift, the City upgraded technology and equipment, deployed WebEx, and initiated telephone and electronic public participation. By fall 2021, Council meetings shifted to a hybrid environment to allow for both electronic and in-person participation. Meeting room technology and equipment at City Hall was also upgraded to allow for hybrid interviews and meetings.

Another innovation that has accelerated the provision of service has been the transition from in-person to online permit submissions, reducing the need for face-to-face interaction at City Hall. For instance, the City has fully transitioned to electronic application intake, enabling applicants to submit applications from anywhere and at any time. Also, the City invested in an electronic plan review table enabling concurrent review and markup, which will improve an expedite employee workflow. The city has also recently introduced an online system for parking permits, resulting in additional business efficiencies and reduced in-person interaction.

An important innovation that has both strengthened client service and mobilized electronic service delivery is Gateway. In July 2021, the City launched Gateway to allow for in-person public and visitor access to City Hall through the 14th Street Plaza Entrance. The launch of Gateway required collaboration between several departments, the creation of new signage, and hiring and training employees in forward-facing roles. These efforts have taken time, but also encouraged innovation in the way we deliver service. Gateway was first developed as a ‘one-stop-shop’ for business and development inquiries as a way to streamline business license and permit application processes. Gateway later evolved as a unified client service counter, and currently represents an array of public service areas in the Hall.

OUTCOMES

In 2020, the City was provided with \$5.4M in funding from a provincial grant called the Safe Restart Grant to manage increased operating costs and lower revenues due to the pandemic. With this injection of funding, the City was able to invest in crucial services, projects and programs. For a list of descriptions of projects and programs being funded by the Restart Grant, please see Attachment 1.

The Safe Restart Grant provided the City with an opportunity to launch business transformation projects to evolve and improve the ways we operate. For instance, the pandemic and subsequent Restart Grant allowed the City to focus on supporting businesses through the streamlining of permit processes, thereby creating business efficiencies and improving client service. More detailed information about development processing improvements can be found in the Information Report dated July 13, 2022, entitled “Development Processing Improvements – Summer 2022 Update”. Another outcome of the pandemic is the hybrid model of Council meetings, which has proved to be an accessible platform for public participation.

Although the pandemic introduced stress and uncertainty, it has also been the catalyst for many important community programs, services, and relationships. At a deeper level than ever before, the City has learned how to partner with various stakeholders and has built strong, lasting relationships with diverse groups of people in the community. An example of this is the cross-jurisdictional committee North Shore Homelessness Action Initiative (NSHAI) to combat homelessness on the North Shore. Another example is the partnership created with North Shore Neighbourhood House (NSNH), where the City used the Safe Restart Grant funding to bring children via the NSNH bus to John Braithwaite Community Centre for afterschool care.

In response to the pandemic, the Mayor convened the Mayor’s Healthiest Small City Social Resiliency Collective, which brought together a wide range of community leaders from all sectors to find new ways to build a healthy, resilient community. Some of the projects delivered through the Collective include:

- *North Van City Mosaic*: individual storytelling through images, organized into a community public art mosaic that explores our COVID-19 experiences.

- *CityAlive*: reimagines artistic performances as random acts of 'pop-up' community art by animating outdoor public spaces and encouraging neighbourhood connections while maintaining physical distance
- *NorthVanStories*: captures and shares digital stories to foster deeper, more meaningful connections between individuals and communities across the city
- *Hello Neighbour*: a postcard campaign to encourage City of North Vancouver residents to connect with one another as well as to 'say hello' to people on a regular basis fostering a sense of community within neighbourhoods.
- *Expanding Technology Access*: strengthens connection and reduces isolation by improving access for those with limited access to internet hardware and WIFI.

The City has also launched successful programs in an effort to help the community adapt to a new normal. One example of this is the Alcohol in Public Spaces pilot launched in October 2020. Another example is the renewed effort on placemaking around the City. For instance, the City has seen a number of pandemic-friendly events and activations such as Studio in the City, Buckets of Hope, Living Lane Alley and outdoor yoga at the Shipyards. The pandemic has also demonstrated an opportunity to create a City-wide, comprehensive dog strategy. Between 2019 and 2021, the City saw a 9.3% increase in the number of licensed dogs, and employees have started on actions to make the City more dog friendly.

Multiple initiatives supporting community resiliency and recovery have been prioritized as a result of the pandemic. Some of these initiatives include the Community Wellbeing Strategy, Childcare Action Plan, Mobility Strategy, Economic Strategy, and the Climate and Environment Strategy. These initiatives create more resilient communities, and are examples of some of the outcomes from the pandemic that continue to this day.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS:

Even in the midst of a pandemic, the City was able to deliver on several plans, projects and initiatives in an effort to advance Council's Strategic plan, helping us to become the *Healthiest Small City in the World*. Managing pandemics into the future by following the advice and guidance of the government and public health community will ensure normal business operations for the City and will help employees deliver on priorities within the Strategic Plan and Corporate Business Plan.

RESPECTFULLY SUBMITTED:



Melanie Cove
Research and Communications
Specialist

COVID Safe Restart Grant Allocations

Descriptions and Update (Spring 2022)

Placemaking, Parklets, and Open Streets

Funding has helped create vibrant commercial areas through public realm improvements, placemaking and activations. Parklets create more spaces for people to safely connect during COVID-19, and additional seating capacity will support economic recovery efforts. Intended to improve local quality of life for the community.

Economic Development

Funding supports the delivery of the City's COVID-19 economic recovery response, the Economic Investment Strategy, continued COVID-19 scenario planning, and a vision for the City's economy.

Business Transformation

Funding supports the improvement of critical business processes such as public service, permits and licensing, Eservices and development services. It also supports a comprehensive, multi-department process improvement project that will help the City address service challenges that have arisen during City Hall shut down and evolve processes to a more on line customer focused streamlined experience and faster review times. This includes a series of quick actions to improve service, reduce backlog, improve access to information and provide predictable outcomes. Funding also supports Gateway's temporary public service counter at City Hall. The service counter has been providing in-person, email and telephone service to enhance and streamline client service. The funding also goes towards staffing the temporary counter thereby sustaining business operations.

Supporting Services and Safety Measures for Employees & Buildings

Funding supports continued efforts related to maintain and enhance safety measures to address COVID-19 prevention in civic buildings. Specific deliverables include provision of in-person temporary service counter and PPE for City Hall, Police Administration, Fire Hall and the City Library. It supports hardware and software to enable remote work. Improvements in technology has enabled the provision of city services in virtual form, such as Gateway. Lastly, funding has been supporting employee wellness initiatives.

COVID Coordination

This funding provides internal capacity through the hiring of a new employee to support COVID-19 response including tracking and reporting of impacts and costs.

Actions to Support our Community

This funding supports community resiliency and recovery, with special attention being focused on social service provision. Funding supports childcare and food security projects, wellbeing and resilience initiatives, a social collective initiative, and Equity, Diversity and Inclusion actions at the City. Funding will also go towards NVRC and NVLC programming & operations including upgrades to technology, as well as program assistance at the Shipyards. It will also be allocated towards strengthening our community's economic recovery by assessing local businesses priorities as the City moves towards a post-pandemic world.

Operational Support

Funding is allocated towards remote working equipment. Specifically, it provides appropriate and secure technology (e.g., laptop, dock, etc.) to be able to work remotely. Funding is allocated towards improving communications and engagement services. Funding is also to hire a 1 year TFT and upgrading tools to better support all City departments with community outreach and public engagement in a digital environment.

NVRC Operations (City Share)

Funding supports NVRC with operating in the context of COVID-19 safety guidelines as the world moves towards a post-pandemic normal. The funding was allocated for: additional rescue mannequins to support distanced lifeguard training; fitness class PPE and other expenses; summer camp individual supply kits; web cams for remote work; Centennial Theatre tents for outdoor events; hardware for vaccination scanning; security for vaccination checking; and, web development costs;

Emergency Reserve

This funding went towards purchasing WebEx licenses at the beginning of the pandemic to support employees' remote work capabilities and funded an external consultant to develop scenarios for different levels of economic risk. Due to the emergent nature of the pandemic, the funding was approved as soon as possible.



 Department Manager	 Director	 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
PLANNING & DEVELOPMENT DEPARTMENT
ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT

INFORMATION REPORT

To: Mayor Linda Buchanan and Members of Council

From: Michael Epp, Director, Planning and Development
Karyn Magnusson, Acting Director, Engineering, Parks and Environment

Subject: DEVELOPMENT PROCESSING IMPROVEMENTS – SUMMER 2022
UPDATE

Date: July 13, 2022 File No: 13-6630-0001/2022

ATTACHMENTS

1. Council Report -- Development Process Improvements and Proposed Amendments, March 1st, 2021 ([#2107346](#))

PURPOSE

This report provides an update on cross-departmental initiatives to expedite and improve permit and planning application processing.

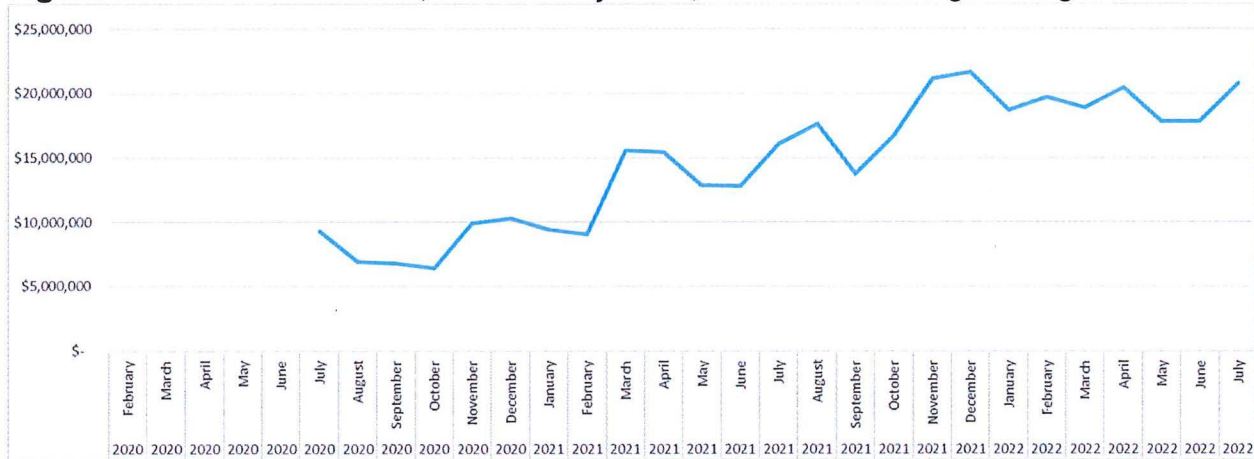
BACKGROUND

The City has experienced increased development and construction activity, with the volume of property transactions, development enquiries and planning and construction projects over the past several years substantially exceeding historic levels. These trends have seen the monthly total value of construction for issued Building Permits increase steadily, roughly doubling in the past 18 months. The number of new applications for building permit and planning approvals both reached historic peak levels in mid-2021, causing significant strain on the capacity of the system.

At the same time, increasing process complexity, the number of large projects, and resourcing constraints have presented overlapping challenges for the City which have impacted the ability to deliver the desired and historic levels of customer service through the development approval process. Timelines for all subtypes of building and planning applications have increased as a result, creating a ripple effect on the delivery of new housing units and jobs. However, in the past months staff have made significant

progress on the backlog—reducing the total building permit backlog by 35%, and have improved average building permit processing times by 10% over the 2021 peak average. With resources and processes in place, further improvements in both backlog and processing times are anticipated.

Figure 1. Construction Value, 2020 to July 2022, Six Month Moving Average



The City has been working collaboratively across departments to address this situation and improve service delivery and is committed to reporting periodically to Council on progress.

A separate, accompanying report (“In-stream and Approved Projects Update”) provides additional information on in-process and completed planning approvals, including the number of residential units approved and in-stream applications.

DISCUSSION

This report provides an update on progress to date and planned initiatives across the four priority areas for service improvements which were previously identified:

1. Support businesses;
2. Improve customer experience;
3. Remove regulatory barriers; and
4. Sustainable resourcing strategies.

Several foundational improvements were implemented previously as “quick start” actions—current initiatives build on this work and a full list of previously implemented process improvements is outlined in Attachment 1.

Supporting Businesses

The City is continuing its efforts to support businesses through the streamlining of municipal approvals and permitting often required prior to a business opening, an expansion or relocation. Ongoing initiatives are outlined below.

Recent Actions:

- Hiring and training for a dedicated Complex Permit Coordinator within Building completed—processing times and outcomes for complex Permit applications (large developments, tenant improvements, etc.) are expected to reduce.

Forthcoming:

- Implementing fully online services for Business License applications.

Improved Customer Experience

A significant and concerted effort has been devoted to improve communication and clarity in the permitting process, with the overall objectives of increasing *process transparency, equity and predictability and reducing staff time required for individual reviews.*

Several initiatives have been completed or are currently underway as outlined below.

Recent Actions:

- The City's unified service centre, "Gateway," is now well established as a first point of contact for inquiries to City Hall and has been expanded to handle inquiries, payments, and other customer interactions relating to Building, Development Services, Planning and Business Licensing, ETC. Gateway provides improved response times to standard inquiries, and enhanced digital services, and, as a result increases staff time available for permit processing. From inception to date Gateway has tracked, responded to or assigned approximately 6869 unique enquiries in 2021 (service launched in June 2021) and 7663 unique enquiries in 2022 (year to date). Gateway has been able to handle an increasing number of inquiries without referring to business areas, and is currently handling approximately 45% of all inquiries. Customer feedback on the level of service has been positive. Key achievements since prior update:
 - Hired a Supervisor of Client Services to continue development and enhancement of Gateway; detailed reporting prepared;
 - Multiple emails used by the public consolidated into a single email;
 - Multiple phone numbers used by the public consolidated into a single email for development related inquiries;
 - Multiple front counters used by the public consolidated into the Gateway front counter;
 - Multiple interdepartmental administration functions consolidated into a single team
 - Sourced and launched a tracking system for Gateway enquiries, to provide business analytics and management of active cases, response times and most frequently requested information;
 - Ongoing staff training to handle an increasing a greater breadth of inquiries.
- Completed hiring for and launch of the "Low Density Housing Review Centre",

consolidating two portions of the Building Permit application review process into a single work group. This simplifies communications with clients and allows for a streamlined review process for smaller applications (single family homes, coach houses, etc.).

- Developed a streamlined process for conducting field inspections of new public infrastructure delivered through the development process or City capital projects.
- Completed Phase 1 of a third party, end-to-end review of all components of the development approval and construction permitting process. A findings report is being prepared, with priority recommendations for process modifications.
- Advancements for a number of e-service enhancement initiatives including:
 - o Implemented e-service for parking permit renewals and applications, replacing telephone and mail-drop off system in place previously (new service launched July 11th). New online service includes automatic renewal notifications, replacing mail-outs and significantly improving customer service and reducing staff time required to administer.
 - o Electronic Permit Administration and Electronic Plan Review:
 - o Electronic plan review solution was scoped, options reviewed, and solution selected;
 - o Initial testing is underway for some types of work with planned expansions;
 - o An electronic plan review table was implemented;
 - o Every application is now submitted electronically;
 - o BC Assessment plan submission portal is used eliminating the need for mailing of hard copies of plan sets.

Forthcoming:

- Phase 2 of the end-to-end process review, following Phase 1 recommendations from the consultant review, will include implementing new processes and tools to reduce staff time and effort required to complete reviews. This work will begin in the later half of 2022 and will be a significant component supported by the UBCM grant;
- Continue the expansion of electronic plan review, electronic permit issuance, and enabling a greater number of permit types and services online;
- Setting a formal service standard for processing times for each permit type as a Key Performance Indicator and tracking results;
- Ongoing improvements to regular communications received by applicants and to information on the City's website to ensure frequently asked questions can be found online.
- Publication of standard streetscape and utility design guidelines to improve application content and reduce iterative reviews.

Regulation Review

As the City works to process a significant volume of complex applications, developments are experiencing extended timeframes at all stages of the approval process. These types of developments are currently processed by the City in a 'transactional' or 'one-off' manner, with project parameters and requirements determined on a case-by-case basis and a dependency on significant and often complex negotiations. Focusing on the most typical application types, the City is seeking to develop consistent zoning and design standards that apply to new applications, reducing the need for determining such standards individually and resulting in improved overall design outcomes.

Similarly, existing requirements for smaller application types are often felt to be onerous and strategies to reduce applicable regulations while maintaining design quality are being explored.

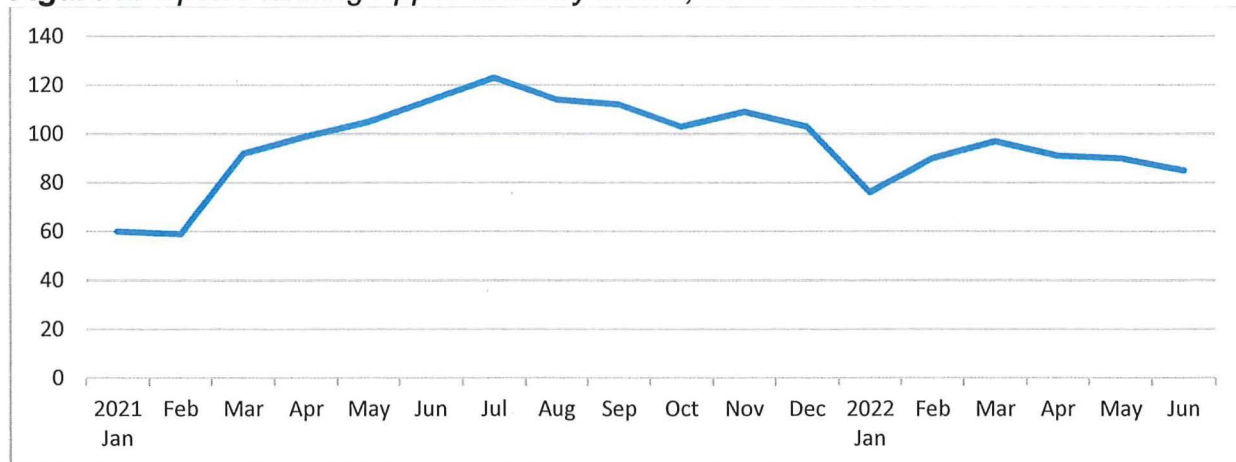
Recent Actions:

- Simplified RS-2 (small lot) rezoning requirements, significantly reducing approval timelines;
- Enacted a streamlined process for handing of minor Development Variance Permits at the staff level;
- Owing to earlier simplifications of processes for frequent applications types, staff have succeeded in improving the rate at which applications are completed, and reduced, as a result, the total number of open planning applications (currently 85 as of June 2022, down from a peak of 123 active applications in July 2021, see Figure 2).

Forthcoming:

- Scoping and developing a detailed project plan for zoning bylaw regulatory review, which will include creating new base zones for all typical forms of development in the City and seek to simplify regulatory requirements. Staff will report to Council with anticipated project timelines and parameters.

Figure 2. Open Planning Applications by Month, 2021 and 2022



Sustainable Resourcing Strategies

Resourcing constraints owing to COVID-19 and to the Province-wide skilled labour shortages in construction and development industries resulted in slow recruitment processes and reduced staff capacity in 2020 and 2021, which coincided with significant permit volume and increased the overall backlog of active applications. Several strategies have been put in place to better match resources to work volumes and maintain consistent service levels for clients and recruitment for a number of supporting positions has now completed, this increased staff capacity is anticipated to further enhanced service outcomes and timelines in the latter half of 2022.

Recent Actions:

- Stabilized staffing in core areas of planning, development servicing and building with recent appointments, expanding available and trained auxiliary staffing and filling vacancies. Overall vacancies have been reduced from June 2021 levels, and staff in place dedicated to permit processing and approvals have increased by four over the same time frame. Most or all vacancies are anticipated to be filled in the next quarter.
- Hiring of new managers of Development Planning and Development Services;
- Completed a fee review to help ensure revenues collected support the level of resource required to maintain desired service levels;
- Established a collaborative internal group with the intent of completing reviews for most active planning applications and achieving referral to Council in the first half of 2020. This coordinated effort resulted in 22 planning applications referred to Council year to date, many with better than average processing times.
- Hired and trained two new IT staff focused on business transformation and implementation of digital systems to improve permit processing.

These activities have already contributed to a reduction in the permit backlog. Staff are now processing the existing queue of building permit applications at a faster rate than new applications are being submitted, and have reduced the overall Building Permit application backlog from 108 in June 2021 to 70 in June 2022, a 35 percent improvement (Figure 3 below).

Figure 3. Building Permit Application Processing Queue



Similarly, staff are now closing planning applications at a slightly faster rate than new applications are being received, reducing the overall backlog of active planning applications. Recent reductions in vacancies should result in further improvements.

Forthcoming:

- Cross training of staff between work areas to increase flexibility to manage changing work loads.
- There are a number of TFT positions in Development Services that are critical to ensuring the timely processing of development applications. Given the sustained volume and increasing complexity of the applications being received, it is anticipated that these positions will be required for the foreseeable future. Staff will be seeking to regularize these positions through the annual budget process.

FINANCIAL IMPLICATIONS

An allocation of \$600,000 from the COVID-19 safe restart grant money has been allocated previously by Council to advance these efforts with short term staffing and consultant support to reduce back log of work and deliver process changes as described above. This significant City contribution is being augmented by a grant of \$470,000 for Development Process Improvements from UBCM.

INTER-DEPARTMENTAL IMPLICATIONS

The cross departmental team made up of staff from Engineering, Parks and Environment, Planning and Development, Strategic Initiatives and Community and Partner Engagement have worked collaboratively to develop this work plan.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

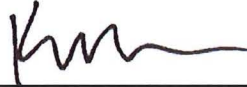
The 2018-2022 Council Strategic Plan identifies a vision to create the Healthiest Small City in the World, through five key priorities. Provision of a timely and predictable development review process supports the ongoing investment in our community and the

creation of cost effective housing and public amenities. This project supports all five priorities of Council Strategic Plan.

RESPECTFULLY SUBMITTED:



Michael Epp
Director, Planning and Development



Karyn Magnusson
Deputy Director, Engineering, Parks and
Environment



— Department Manager	<i>KM</i> Director	— Department Manager	<i>ne</i> Director	<i>M</i> CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**

PLANNING & DEVELOPMENT DEPARTMENT
ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Michael Epp, Director, Planning and Development
Karyn Magnusson, Deputy Director, Engineering, Parks and Environment

Subject: DEVELOPMENT PROCESS IMPROVEMENTS AND PROPOSED
AMENDMENTS

Date: March 1, 2021 File No: 13-6630-01-0001/2021

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

RECOMMENDATION

PURSUANT to the report of the Director, Planning and Development, and the Deputy Director, Engineering Parks and Environment, dated March 1, 2020 entitled "Development Services Process Amendments":

THAT staff be directed to advance the development process improvement initiatives to improve service and access to information, reduce backlog and provide predictable outcomes and for staff to report back on progress and measured improvements;

AND THAT staff be further directed to bring forward amendments to the "Subdivision and Developments Control Bylaw, 2010, No. 8014" including updates to Part 7 – Servicing Requirements and to Schedule A – Required Levels of Service.

PURPOSE

The purpose of this report is to update Council on the now underway initiative to improve and streamline the City's development review process, including a series of quick actions to improve service, reduce backlog, improve access to information and provide predictable outcomes. Council direction is sought to continue to advance this work, to introduce regulatory changes and report back on measured improvements and in order to support Council's strategic plan and the City's first corporate plan.

The report provides an overview of the comprehensive, multi-department process improvement project that will utilize COVID restart funds to help the City address the service challenges that have arisen during City Hall shut down and allow us to pivot our processes to a more online customer focused streamlined experience.

BACKGROUND

The City of North Vancouver has a reputation for being a nimble and dynamic city that delivers exceptional public spaces yet with respect to development approvals, processing complexity and consistently high volumes have made it increasingly difficult to deliver the desired level of customer service to those wishing to improve their property or their business.

In June 2020, as part of a set of municipal actions and strategies to address and mitigate anticipated economic impacts from the COVID-19 pandemic, staff were directed to explore process improvements to streamline permit approvals to reduce development application, permit and license processing times. Further in December 2020, the Mayor's Business Advisory Working Group's Business Round Tables Report and associated recommendations were endorsed by Council, which included direction to:

"Streamline business licensing, development applications and permit processes to reduce processing times and costs for business-related services. Continue to perfect the online CityServe permit application."

Given this context, process predictability and timing is particularly important to our customers seeking permits, and these processes have been strained as a result of resource constraints and required modifications owing to the COVID-19 pandemic.

DISCUSSION

An inter-departmental working group comprised of staff from Engineering, Parks and Environment, Planning and Development and Community and Partner Engagement has been struck and tasked with identifying and implementing business process improvements across several staff divisions most directly engaged with processing permit applications (including Building Permits, Rezoning Applications, Subdivision Applications, Business Licenses, etc.).

The process review covers end to end development process, from development enquiry all the way to building occupancy. The process review also covers other permit types that have cross-departmental implications, such as business licenses, outdoor dining permits, event based permits, etc.

This group has focused on three primary areas of investigation:

1. Modifications to existing *processes and administrative practices* to improve service delivery;
2. *Regulatory changes* which would reduce the time required to process applications and allow for staff time to be refocused on high priority tasks; and
3. *Resourcing strategies* to better align staffing with permit volumes to maintain baseline service levels and responsiveness.

So far, it is evident that there exists innovation and improvement opportunities in each of three areas. This report will outline some of the early actions and describe the process to undertake a more fulsome review.

Principles and priorities to guide our work

Undertaking process review while managing a full workload can lead to challenges where both tasks are done poorly so staff first created a series of principles to guide the work, to ensure alignment with corporate priorities and to help implement some quick actions that will address the backlog and improve outcomes. These principles include:

1. Support economic recovery, including supporting small businesses;
2. Improve customer experience;
3. Remove regulatory barriers; and
4. Sustainable resourcing strategies.

Under these guiding principles, staff have begun the process of scoping, identifying and sequencing improvement initiatives over the course of the next two years (medium term), with some quick start actions already underway (short term). Further, several improvements have already been implemented as they were either straightforward to achieve within the scope of existing operations or proved to be critical to adapting to the modified work environment brought about due to the pandemic

Discussed below are the initiatives under each principle.

1. Support Economic Recovery and Long Term Business Vitality

Quick Start Actions:

Staff have been working on streamlining selected Business License types, including home based businesses. For example, with the implementation of a form of declaration of compliance, simple business license applications will no longer require Planning approval. This process modification alone would result in reduction in staff time required to process many new business license requests. The anticipated roll-out date of the simplified process is Spring 2021.

Staff will bring forward regulatory changes to streamline reviews for business tenant improvements so that when there is a new business moving into an existing space without a change of use or an existing business wants to refresh their space, the review would be limited to a building code review and not trigger the currently required servicing review. This will lead to dramatically reduced review times and total costs which helps our business community recover from COVID and supports investment and renewal going forward.

Next Steps:

Continue to work through recommendations of the Mayor's Business roundtable and engage the business and development community for input and guidance on priority areas.

2. Enhance Customer Experience

Quick Start Actions:

In January 2021, staff successfully implemented the online Building Permit inspection request process (CityServe). This process modification builds on the success of early COVID adaption of virtual inspection and further simplifies booking of inspections.

Hiring has been ongoing to bring resource levels back to pre-pandemic levels and some staff overtime is being utilized to help reduce the back log of review work. Some short term staff resources have been identified through the COVID restart grant money allocations to further assist with backlog and process reform.

Staff are currently collating existing instructional documentation into a central online location to help applicants provide complete applications and navigate the process more easily. This should help applicants by reducing the volume of application resubmissions and modifications currently experienced, reducing the overall review period.

Staff are also advancing a Customer Service Centre approach that would establish a single point of contact for applicants seeking permits or licenses in the City. This would also include an improved ability to manage the increased volume of electronic communications while the City is unable to provide in-person services. This approach will result in more convenient access to City services for applicants beyond the pandemic. Through this approach, standardized levels of service and tracking of response times will be possible.

Operations staff are currently shifting to focus on providing development connections for sanitary, water, and storm systems and constructing development required sidewalks, and away from larger capital works that can be handled through contracted services. This allows City staff to ensure our critical systems are functioning properly and can be more nimble and responsive to the current demand. Should development demand slow in the future City forces can always be redirected to capital renewal work which ensures cost effective use of City resources.

Next Steps:

An ongoing but longer term effort will be directed to improving and optimizing the City's software systems to help improve client self service and to manage the complete work flow of development review for greatly improved review processing and transparent review times.

3. Remove Regulatory Barriers

Over time, the regulations, guidelines and bylaws governing development have become more complex with increased specialized knowledge required to interpret and apply. In addition declared value thresholds that trigger the breadth of review and improvement required for off-site works is in need of a refresh as it has not been updated since 2010.

Quick Start Actions:

Staff are currently preparing amendments to the Subdivision and Development Control Bylaw for Council's consideration to update the construction values that trigger required off-site improvements. Currently, even minor construction projects may be required to undertake significant streetscape enhancements. The proposed update would increase triggering thresholds to reflect current construction values and ensure required off site improvements are commensurate with the scope and scale of the redevelopment and provide more predictability for applicants. These changes to Part 7 and Schedule A would reduce or eliminate the requirement for municipal servicing review and upgrades with smaller Building Permit

applications and commercial tenant improvements which will help to reduce processing times and reduce overall development cost for smaller developments. Street Use permits are often still required to enable construction access from City property and staff will continue to support applicants to achieve these permits quickly.

Next Steps:

A range of other amendments to City bylaws and regulations have been identified that could reduce processing times by simplifying requirements and created more predictable outcomes from review. Potential changes to the Zoning Bylaw and other regulations will be brought forward to Council periodically as this work progresses.

4. Sustainable Resourcing Strategies

Staff endeavour to ensure that our processes are as streamlined as possible, that technology use is optimized to provide customer self serve where possible, and that our regulations keep current with our city's outcome objectives. However we recognize that permits volumes are not static we are focussed on right sizing the staff levels so that we can provide defined and predictable service levels cost effectively.

Quick Start Actions:

Work is currently underway to better define the cost of service delivery for permit applications and to improve the method of accounting for revenues from the function. This work is being conducted by an internal staff team with support from an external consultant. Maintaining revenues from permit processing within a defined function will improve the City's ability to appropriately scale the function as permit volumes change over time and to apply revenues to service improvements.

Next Steps:

Further roll out of Infor Public Sector, our new permits and licencing software, will allow more application types to be submitted and processed electronically. By completing all reviews in the system and implementing regular reporting of development review metrics, it will be possible to establish service levels for predictable review times and a chess clock approach will help track actual review times.

Quick actions are just the first step of a comprehensive review

The staff team have mapped out many medium and longer term improvement objectives and some of those will require additional support from consultants or short-term staff appointments to ensure that changes can be made without delays to current applicants.

Keeping Council informed of the changes will be the goal of quarterly report-outs and over time as our software systems are optimized formal reporting on key metrics will be producible and provide publically.

Consulting with our clients is an ongoing effort

Staff have engaged representatives from the development community representing large and small scale developments through UDI and HAVAN. These conversations and workshops have been helpful to highlight the most desired changes that would reduce frustration and costs associated with drawn out review times.

Ongoing conversations with these groups as well as with business representative and individual property owners will help staff continue to focus on process pain points.

FINANCIAL IMPLICATIONS

Currently this work is being undertaken with existing resources. An allocation of \$600,000 from the COVID-19 safe restart grant money would advance these efforts with short term staffing and consultant support to reduce back log of work and deliver process changes as described above.

INTER-DEPARTMENTAL IMPLICATIONS

The cross departmental team made up of staff from Engineering, Parks and Environment, Planning and Development and Community and Partner Engagement have worked collaboratively to develop this work plan. The City's Leadership Team has provided high level direction to proceed with first phase priority work.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The 2018-2022 Council Strategic Plan identifies a vision to create the Healthiest Small City in the World, through five key priorities. Provision of a timely and predictable development review process supports the ongoing investment in our community and the creation of cost effective housing and public amenities. This project supports all five priorities of Council Strategic Plan.

RESPECTFULLY SUBMITTED:



Michael Epp
Director, Planning and Development



Karyn Magnusson
Deputy Director, Engineering, Parks and
Environment



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

REPORT

To: Mayor Linda Buchanan and Members of Council
From: Kathryn Hennigar, Manager, Police Support Services
Subject: POLICE SUPPORT SERVICES 2021 ANNUAL REPORT
Date: July 12, 2022 File No: 14-7580-01-0001/2022

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

RECOMMENDATION

PURSUANT to the report of the Manager, Police Support Services, dated July 12, 2022, entitled "Police Support Services 2021 Annual Report":

THAT the report of the Manager, Police Support Services, dated July 12, 2022, be received for information.

SUMMARY

This report provides Council with an overview of Police Support Services in 2021.

BACKGROUND

Director of Public Safety Message

This 2021 Annual Report represents municipal staff who work at the City's Police Support Services Department.

2021 saw the City of North Vancouver commit to a more structured and coordinated approach to public safety. The Police Support Services Department plays a key role in the 24/7 operational support to the policing needs of the community. The roles and functions of this group are diverse and complex. Their areas of work include behind the scenes support, as well as work that is public facing and involves regular community engagement. In both cases, this work is critically important to ensuring that those that live, work and play in the North Vancouver communities are well cared for by the RCMP.



Supporting the RCMP and policing needs of the community is essential and dynamic work and the team at the Gerry Brewer Building are a dedicated and highly skilled group of professionals committed to their role as public safety advocates. Police Support Services and the RCMP receive support from Council and the residents of the City of North Vancouver, which instills trust and confidence in staff on a daily basis.

DISCUSSION

Police Support Services – Who We Are

City employees are dedicated to supporting front line and administrative police officers. They are an engaged team of professionals who each offer a broad and varied set of skills and abilities, and are responsible for the “behind the scenes” work in 16 different sections at the North Vancouver RCMP Detachment.

The past couple of years have brought challenges to maintaining a department with many City employees deemed as essential service workers. While some employees were able to participate in remote work arrangements, there were many who could not due to operational requirements.

In the fall of 2021, the RCMP announced that remote work, which involved the use of Police IT equipment and access to the secure network, would no longer be supported, which resulted in Police Support Services employees returning to work on site.



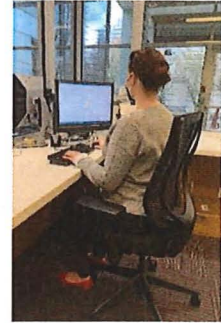
This group of employees have consistently demonstrated their willingness and ability to respond to the challenges that have arisen due to the pandemic and the teams have been observed to be collaborative and supportive. Throughout the pandemic, the RCMP’s front doors remained open to the public. Employees showed great initiative and adaptability with a focus on keeping business practices stable with the “new normal” that was so fluid.

The municipal staff team at the RCMP is comprised of 84 Regular employees and 60 Auxiliary employees.

Our People and the Work They Do

Three City managers lead the team of Police Support Services employees – the Manager, Police Support Services, and two Managers, RCMP Civilian Operations. These staff members work closely with RCMP senior leadership and the City’s Human Resources Department, and have oversight for all staff, the budget and the administrative and functional duties and responsibilities of the Police Support Services teams.

In addition, one Executive Assistant provides administrative support to the RCMP Officer in Charge and one Administrative Clerk provides administrative support to the City managers.



Administration and Financial Services Section

One Supervisor, two full-time and one part-time employees are responsible for administrative duties, such as payroll, monitoring budgets, purchasing and billing, inventory control and tracking.

The budget analyst liaises with the E-Division HQ RCMP Finance Section, the RCMP Detachment Senior Management, the City and District Finance Departments and the City Manager – Police Support Services to review information for accuracy and assist in the forecasting of the Financial Plan, in keeping with the Municipal Police Contract and the North Vancouver RCMP Shared Funding Agreement.

The City Police Support Services Managers oversee the City RCMP Budget, review shared CNV and DNV revenues and expenditures, and monitor a number of program specific budgets in collaboration with the RCMP.



Crisis Intervention Unit

Staff provide 24/7 on-scene crisis support, follow up, court information and updates, court accompaniment, as well as provide resources and referrals to other support agencies and organizations.



The team has one full-time supervisor, two full-time Crisis Intervention Workers and a pool of auxiliary employees.

In 2021, the Crisis Intervention Unit:

- provided support to 894 new clients;
- attended 51 call outs to provide on-scene crisis support;
- call out for on-scene support continued with appropriate COVID-19 safety measures.

Police Clerks – Front Counter/Operational Support

The Front Counter at the RCMP Detachment is operational to serve the public seven days a week and delivers client services, such as Fingerprinting, Police Information Checks, Police Certificates, inquiries and non-emergency police reports. The employees in this section also provide administrative support to the General Duty and Traffic sections.

In 2021, Front Counter staff served 14,474 clients, processed 3,543 Police Information Checks, conducted 858 fingerprints and completed 111 police certificates. Fingerprinting was the only service impacted due to COVID restrictions. This team has one Supervisor, six Police Clerks and eight Auxiliary employees.

IT

The Computer Services Section consists of two IT employees who provide support to 300 employees in the North Vancouver Detachment, including Regular Members, Auxiliary Members and City Police Support Services employees. They also provide IT support to the Lower Lonsdale Community Policing Office and the District Hall Community Policing Office and are responsible for budgeting, procurement, software and network support.

Stakeholders include the City of North Vancouver, E Division Headquarters, ECOMM and PRIME BC. Many projects are generated from our External Partners.

Computer Services has completed the following projects in 2021:

1. All PC/Laptops upgraded to Windows 10
2. Windows 10 upgrade on all the Mobile Workstations (MDT)
3. Front Counter iScreen Evergreening (Digital Civil Fingerprints)
4. Microsoft Teams Rollout
5. Microsoft Outlook migration
6. City PCs Replacement and Windows 10 upgrade
7. MWS upgrade to Windows 10
8. CAD 7.5 upgrade for OCC
9. Cells Livescan Evergreening (Cell fingerprinting machine)



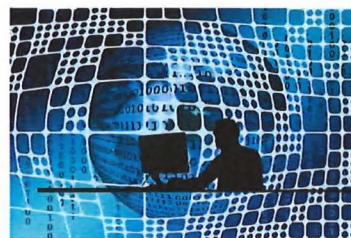
In 2022, we look forward to:

1. Replacing all the Mobile Workstations with new Panasonic Toughpads and upgrading all the current Police Car docks to new docks
2. Standard Evergreening of 100 PCs and Laptops to arrive later this year
3. Next Generation 911 Transition
4. Donating 100 PCs and laptops to Computers for Schools.

Crime Analyst Unit

Crime Analysts provide support with criminal investigations, data collection, statistical analysis, and monitor/identify crime trends and patterns. Reports and data compiled by our Crime Analyst team has regularly supported RCMP members in formulating crime reduction strategies and tactical priorities.

One full-time Crime Analyst, three auxiliary Crime Analysts, and one full-time Crime Analyst Assistant make Up this dynamic team.



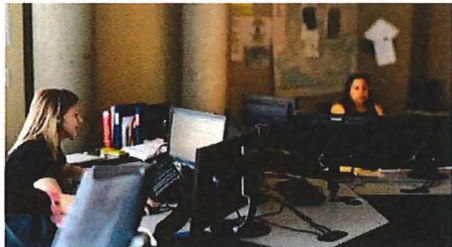
OCC

Telecommunications Operators are responsible for the efficient response to emergency and non-emergency calls in the North Vancouver RCMP's Operational Communications Centre (NV OCC). As the first point of contact for the public, they are required to accurately evaluate and prioritize calls while creating reports and providing time-sensitive information to police. The NV OCC provides services to both the City of North Vancouver and District of North Vancouver.



Telecommunications Operators work shift work, including statutory holidays, weekends and overnight shifts. Shifts are 12 hours in length and follow a 4-day rotation (2 day shifts, 2 night shifts, and 4 days off).

Call Statistics at a glance:	2021	2020
CAD Calls for Service	36,881	35,487
911 CALLS Received	21,301	18,938
Average Speed 911 Answered	5.0 seconds	4.8 seconds
Report Calls to Non Emerg via SB	39,268	37,948
Non Emerg - Average Delay Before Answer	34 seconds	26 seconds



2022 Planned Initiatives

- NG911 – Testing and Readiness – Implementation 2023 Q2
- SOFTPHONES – Implementation 2022 Q3

Quality Assurance Section

There are two full-time employees in this section, referred to as Readers, who monitor and review police files for accuracy and compliance in line with RCMP evidentiary and investigative policies.

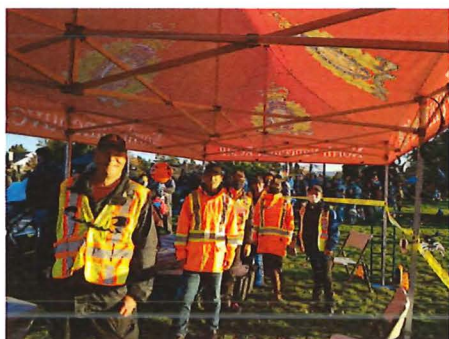
Readers ensure various aspects of police files, such as exhibits, court disposition, ViCLAS (Violent Incident Crime Linkage Analysis System), fingerprints, etc. are complete.



Community Police Services (CPS)

CPS focuses on building and enhancing relationships between the Police and the Citizens of North Vancouver, and work collaboratively to prevent crime. CPS offers various crime prevention programs and volunteer opportunities, such as Block Watch, Road Safety, Citizens Crime Watch, Auxiliary program, Business Link, Fraud Aware, Crime Prevention through Environmental Design, public education and awareness, etc.

In this section, there is one Supervisor, two CPS Office Coordinators, one Block Watch Coordinator, and one auxiliary employee. Staff work at the Detachment and at two Community Policing Offices.



CPS has 42 keen and devoted volunteers; however, due to COVID-19, only 14 volunteers were active during 2021.

In 2021, CPS volunteers contributed 241 hours to the Road Safety program and 63 hours for community events despite the impact of COVID restrictions.

Block Watch

Block Watch, a neighbourhood crime prevention program, aims to reduce crime and the fear of crime in North Vancouver through community participation. North Vancouver Block Watch is the second largest program in British Columbia, with over 900 volunteers and 11,000 households participating. Most in-person meetings were put on hold due to COVID; however, six virtual meetings were held with the Officer in Charge and the Block Watch volunteers to discuss crime trends and neighbourhood issues. North Vancouver's Block Watch program has been in operation since 1988, and boasts three volunteers who have been with the program since its inception more than 33 years ago.



Business Link

The Business Link program focuses on building strong relationships between local businesses and the police. Approximately 1,032 businesses across North Vancouver participate in the Business Link program and regularly receive alerts and crime prevention tips from the Community Policing team.

Fraud Aware



The Fraud Aware program is a proactive fraud prevention program intended to reduce crypto currency and gift card fraud occurring in North Vancouver. The CPS team engaged in prevention talks, visited businesses to educate staff about current frauds and scams and shared prevention tips. In the fall of 2021, the first fraud aware social media campaign was launched that proved successful and was well received by the public.

Forensic Video Technology

The Forensic Video Technician supports the Forensic Identification section at the North Vancouver detachment and employs technical skills to carry out video analyses for investigation and court purposes. In 2021, there were approximately 300 files requiring this service.

Member Support

A new position in 2021, the Member Support Supervisor, oversees the Cell Block, Fleet and Exhibits.

Cell Block

In this section, four full-time guards and a pool of auxiliary guards are employed.



Custodial Guards are responsible for ensuring the well-being and safety of clients in the custody of the RCMP retained at North Vancouver RCMP detachment Cells. Prisoner monitoring is through visual physical checks and CCTV. The Cell Block is a 24/7 facility and a guard is on duty at all times.

The Fleet section has one full-time Fleet Coordinator who ensures RCMP and City Fleet vehicles are serviced, maintained and equipped with the appropriate safety apparatus and equipment.



Ensuring the vehicles are road-ready for police officers is an integral part of police operations.

Exhibits



One full-time exhibit custodian receives, checks, controls, maintains and facilitates the secure storage and movement of a large volume of evidentiary items related to police investigations. Some police files may involve only one exhibit, while more complex files may contain exhibits that number in the hundreds of items.

Records

The Records section includes very detail-oriented employees who work in three related areas. Staff in this section include one full-time Supervisor, ten Police Records Information Management Environment (PRIME) Reviewers, two CPIC clerks, two Disclosure Clerks and one Records Specialist, as well as a pool of auxiliary employees.

These employees perform clerical work that involves reviewing, verifying and scoring the information in PRIME for statistical purposes, producing various reports and correspondence and other related administrative tasks. They have a strong working knowledge of the Criminal Code of Canada and other applicable Federal and Provincial statutes enforced by the RCMP.



Communications Strategist

One full-time employee works closely with RCMP Senior Leadership and the Media Relations Officer for routine and more complex strategic communication plans representative of the RCMP and the work they do. They also monitor and maintain various social media platforms, write and edit a variety of reports and presentation speaking notes. This employee works closely with community groups, other levels of government and the public to actively promote programs, events and projects.

Court Documentation



This section has one full-time Supervisor, four full-time employees and a pool of auxiliary clerks, who are responsible for processing Subpoenas and Summonses, Notice of Hearing dates, transcribing police statements, vetting information, maintaining Detachment lists and processing false alarm data for the City and District of North Vancouver.

The employees in this department were able to quickly transition to a remote and in-office hybrid schedule in response to the pandemic and transcribed more statements in 2020 and 2021 than in the previous four years. In 2021, employees completed 30,626 minutes of transcription and processed 456 subpoenas.

Court Liaison Officer (CLO) Unit

Three employees in this section ensure accuracy and completeness of RTCC (Report to Crown Counsel) by reviewing the details, evidentiary compliance and statements to make sure cases are not dismissed for technical error or lack of evidence. They liaise with Federal and Provincial Crown Counsels, the Court Registry, other court related agencies and detachment staff to facilitate the criminal case management process.



The most notable impact CLOs noticed in the pandemic is the diminished contact with the external partners, i.e. courthouse staff. The CLOs spent much less time at the court house due to court house staff working remotely in large numbers and, for a period of several months in 2020, the full closure of the court house and the change to Information Swearing via telecommunication rather than in person. Despite these circumstances, CLOs have made an effort to maintain regular contact and, more recently, making sure to connect with court staff in person when possible.

INTER-DEPARTMENTAL IMPLICATIONS

Police Support Services staff work in collaboration with all of the City's internal departments and external agencies, utilizing a measured approach in addressing any issues that arise. The partnerships include, but are not limited to:

- The leading team of Police Support Services work closely with RCMP senior leadership and the City of North Vancouver Human Resources Department to oversee staff, budget, administrative and functional duties and responsibilities of all of our teams;
- Budget Analyst liaises with the E-Division HQ RCMP Finance Section, the RCMP Detachment Senior Management, the City and District Finance Departments and the City Manager – Police Support Services to assist in the forecasting of the Multiyear Financial Planning;
- IT support the Lower Lonsdale Community Policing Office and the District Hall Community Policing Office;
- Stakeholders include the City of North Vancouver, E Division Headquarters, ECOMM and PRIME BC. Many projects come from our External Partners;
- Community Police Services Volunteers who contributed 241 hours for Road Safety program and 63 hours for community events;
- The Business Link program focuses on building strong relationships between local businesses and the police;
- The Communications Strategist works closely with community groups, other levels of government and the public to actively promote programs, events and projects;
- The Court Liaison Officer Unit liaise with Federal and Provincial Crown Counsels, the Court Registry, other court related agencies, and detachment staff to facilitate the criminal case management process.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

Looking Ahead

2021 brought challenges, including the pandemic and staffing changes in senior leadership for the RCMP and the City Managers. The focus for 2022 is to instill a high level of confidence for employees in their new leadership team and to create and maintain stability and consistency by working closely with the City HR team to fill vacant positions, provide opportunities for professional development and proactively promote a working environment wherein the mental health and well-being of employees is paramount.

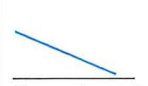


As pandemic restrictions are reduced, the Community Policing team is back to planning their community events and safety initiatives in public spaces for 2022. Some of the team have recently been attending the Public Safety Committee meetings and we look forward to engaging with external City partners to collaboratively address public safety and community well-being matters.



RESPECTFULLY SUBMITTED: _____

Greg Schalk, Public Safety Director and Fire Chief
for: Kathryn Hennigar
Manager, Police Support Services



 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: Renee de St. Croix, Manager Long Range and Community Planning
Subject: MID-MARKET RENTAL POLICY AND ELIGIBILITY CRITERIA UPDATE
Date: July 13, 2022 File No: 10-5040-03-0001/2022

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

RECOMMENDATION

PURSUANT to the report of the Manager, Long Range and Community Planning, dated July 13, 2022, entitled "Mid-Market Rental Policy and Eligibility Criteria Update":

THAT the Mid-Market Rental Policy be approved.

ATTACHMENTS

1. Minute Clip and Council Report from the Regular Meeting of Council held December 6, 2021 re: Proposed Mid-Market Rental Eligibility Criteria (CityDocs [#2199177](#))
2. Mid-Market Rental Policy (CityDocs [#2193540](#))

SUMMARY

The purpose of this report is to seek Council approval of the Mid-Market Rental Policy (Attachment 2). The attached policy document outlines the expectations of the Mid-Market Rental Policy and includes updates to the eligibility criteria for tenant selection.

BACKGROUND

Market housing is increasingly beyond the reach of working households in Metro Vancouver. In the City, homeownership is increasingly unattainable while rental vacancy rates remain low and the cost of renting continues to rise.

To facilitate affordability in new secured market rental developments, the 2016 Housing Action Plan introduced a requirement for Mid-Market Rental (MMR) units in all new secured market rental development seeking a density bonus. MMR units are targeted at low to moderate income renters and the requirement was added to the City's Density Bonus and Community Benefits Policy. The policy requires that 10% of units in new market rental projects are rented at 10% below average rents in the City, as calculated by Canada Mortgage and Housing Corporation (CMHC).

In 2019, the Policy was updated to secure MMR units in perpetuity; MMR units secured prior to this were secured for a period of 10 years, with rents able to increase to market rates for any new tenancies after that period.

MMR units are secured by Housing Agreement and administered by the rental building owner or management agent. In addition to rent restrictions and household income limits, the Housing Agreement stipulates that tenants displaced by redevelopment on that site have first right of refusal to rent an MMR unit in the new building. Otherwise, tenant selection is at the discretion of the rental building owner.

Table 1 provides the total number of MMR units approved and completed since 2016.

Table 1: Approved and completed Mid-Market Rental Units, 2016 - 2022

Year	MMR Units Approved	MMR Units Completed
2016	15	-
2017	11	-
2018	51	-
2019	16	8
2020	7	10
2021	47	42
2022*	10	-
Total	157	60

**Figures for 2022 are to July 12, 2022.*

Given the affordability challenges in the City, staff undertook a review of the current eligibility criteria and Housing Agreement requirements relating to MMR units to determine if additional measures should be introduced to refine the approach to selecting tenants and to ensure these units are meeting the intended need.

On December 6, 2021, Council received a staff report with new directions for the administration and allocation of mid-market rental units. At this meeting, Council directed staff to consult on the draft policy components, to look at establishing an online City 'register of interest' for mid-market rental properties, to explore options for non-profit third party administration of mid-market rental properties, and to bring forward eligibility criteria policy for Council consideration.

While the MMR policy has been included within the City's Density Bonus and Community Benefits Policy, no further policy documentation currently exists. To this

end, staff determined that a complete MMR Policy document would better support the administration and could include the proposed new eligibility criteria. Therefore, this report presents a new full policy, including the new eligibility criteria, for Council's consideration.

DISCUSSION

The following sections respond to Council's directions from the meeting of December 6, 2021 (Attachment 1).

Consultation on the Proposed Eligibility Criteria

A targeted consultation with rental developers, housing advocates, and other relevant stakeholders on the proposed eligibility criteria was undertaken between February 17 and March 11, 2022. Three responses to the consultation were received (North Shore Community Housing Action Committee-CHAC, Urban Development Institute-UDI, LandlordBC). CHAC and UDI were generally supportive of the policy direction, while LandlordBC expressed concern that introducing additional criteria may discourage the construction of new purpose-built rental housing. Using the feedback received, staff have adjusted the language in the Policy to ensure its implementation and viability.

City Online 'Register of Interest'

Should Council approve the Policy, staff will work to implement an online 'register of interest' to ensure that interested individuals receive direct notification when MMR units become available. This City-administered, online 'register of interest' will enable individuals to register for information on availability of MMR units. Housing providers would email details of available units to the City and the City would send to all individuals who have registered their interest. Then the individual could apply directly to the housing provider for the available units. The housing provider would screen their application based the requirements of the Mid-Market Rental Policy, which, if approved, will include the new eligibility criteria.

Individuals would not need to be on the City's 'register of interest' to apply for an MMR unit, and the City would not be involved in the screening or the selection of tenants. The intent of the register is limited to providing a landing page on the City's website where any interested individual can learn more about how MMR units are allocated and sign-up to be notified when MMR units become available.

Non-Profit Third Party Administration

Staff have explored opportunities for non-profit third party involvement in tenant selection. At this time, there has been limited capacity to take on the administration of tenant selection for MMR units. Two challenges were raised: first, was how the non-profit would be compensated and how the funding would be organized; and, second was how this could work in a private building. Staff are continuing to explore this concept to see if a model can be determined and agreed to that would work for all parties and will bring forward recommendations or proposals in future reports to Council.

It is important to note, that the proposed eligibility criteria would apply regardless of who was undertaking tenant selection. The purpose is to better define the eligibility criteria for MMR units to ensure that secured units are meeting the intended need.

Mid-Market Rental Policy and Proposed Eligibility Criteria

The proposed Mid-Market Rental Policy (Attachment 2) seeks to set an approach for the administration and allocation of Mid-Market Rental (MMR) housing throughout the City of North Vancouver. The policy includes the proposed eligibility criteria for MMR units for Council’s consideration.

The intent of the eligibility criteria is to provide a balanced, fair, and transparent process to tenant selection for MMR units along with certainty and clarity for rental building owners regarding the advertisement and prioritization process for renting MMR units. All of the requirements would be secured via a revised standard form Housing Agreement.

Table 2 provides an outline comparison of the existing policy components and the proposed new components:

Table 2: Comparison of Existing and New Components of the MMR Policy

EXISTING MMR POLICY		NEW MMR POLICY
Purpose	To set the approach for the administration of Mid-Market Rental (MMR) housing in the City	To set the approach for the administration and allocation of Mid-Market Rental (MMR) housing in the City
MMR Unit Definition	As per the City’s Density Bonus and Community Benefits Policy	No Change
Securing MMR Units and Unit Management	<ul style="list-style-type: none"> Secured by Housing Agreement Managed by building owner or management agent All obligations on the owner under the Housing Agreement are subject to compliance with the Residential Tenancy Act 	No Change
Rent Setting	<ul style="list-style-type: none"> Mid-Market Rent Levels are set at 10% below average market rents in the City for a given unit size, with average market rents defined by CMHC Starting rents are updated annually and posted to the City’s website Rental rates are set at the time of occupancy MMR units are secured in perpetuity Rents at re-let would be at the levels published by the City for the calendar year in which the re-let takes place 	No Change

Tenancy Terms	<ul style="list-style-type: none"> • Tenant must meet Household Income Limits • Household income limits at re-let are at the levels published by the City for the calendar year in which the re-let takes place 	Upon re-let, MMR units are subject to the Tenant Eligibility Criteria, prioritization approach, and advertising requirements
Rent Increase	Subject to the requirements of the Residential Tenancy Act	No Change
Typical Unit Size	<ul style="list-style-type: none"> • At least 10% of all MMR units delivered must be family-friendly units with 3 or more bedrooms • MMR units must be generally comparable to market units in terms of size, layout, and location within a building and floorplate 	No Change
Tenant Eligibility Criteria	Tenants must meet the household income limits	Tenants must: <ul style="list-style-type: none"> • Have a gross annual income below the Household Income Limit for the corresponding unit size for the year of occupancy; • Have no ownership or interest in a property where the household could otherwise occupy; and, • Either be: <ul style="list-style-type: none"> ○ A City of North Vancouver resident; and/or, ○ A person who has worked in the City of North Vancouver for the last six months or more.
Prioritization Tenant Selection	Tenants displaced by redevelopment have first right of refusal to rent an MMR unit in the new building	Priority Matrix applies at first let, and at any subsequent re-let: <ul style="list-style-type: none"> • First priority, tenants displaced from former building due to redevelopment – household income limits apply; • Second priority, tenants displaced from other buildings in the City due to redevelopment – household income limits apply; • Third priority, City residents or non City residents who have worked in the City for the preceding six months – household income limits apply; • Families that meet the Tenant Eligibility Criteria have priority for 2 bedroom and larger units.
Advertisement	None	Prior to first let: <ul style="list-style-type: none"> • The MMR unit must be advertised for a minimum of one month on at least two common rental property search platforms • The platforms must not require fees or registration; and,

		<ul style="list-style-type: none"> The advertisement must include full details of the available MMR units. <p>At re-let:</p> <ul style="list-style-type: none"> The required advertisement period is one week. <p>The online 'register of interest' will enable individuals to register their interest in receiving notifications about the availability of MMR units:</p> <ul style="list-style-type: none"> Housing providers will be required to provide relevant information to the 'register' about when MMR units will be coming available for rent.
Compliance	The City can request evidence of compliance with the terms of the Housing Agreement in relation to MMR units once in a calendar year.	Required to submit annual information that demonstrates compliance via standardized form and coordinated with Business License Renewal.

The new additions to the MMR eligibility criteria and prioritization approach for tenant selection prioritizes City residents over non-City residents in recognition of the City's objective to see the social mix of the City maintained, and non-City residents who have worked in the City for the last six months over those who haven't, in recognition of the contribution that workers from outside the City make to the City. Additionally, these proposed changes work toward ensuring that the MMR units are meeting the intended need.

Next Steps

If approved, the Policy document and new eligibility requirements will take effect. To provide a transparent and consistent process for instream applications, staff will negotiate changes to draft Housing Agreements as per the following parameters:

Table 3: Approach to Instream Applications

Application Stage	Approach	Additional Negotiated Housing Agreement Clauses
Application that has passed Public Hearing	No changes to Housing Agreement	None
Application that has had First and Second Reading of Housing Agreement, but not yet been to Public Hearing	Negotiated changes to Housing Agreement that reflect the Policy	<ul style="list-style-type: none"> Priority to applicants who live or work in the City of North Vancouver Where more than two applicants, families have priority for units with two or more bedrooms When units first become available, minimum advertisement period for one month on at least two common rental property search platforms
Application that has not yet gone to Council, and is anticipated to come forward after adoption of new MMR Eligibility Criteria	Housing Agreement in full compliance with adopted Policy.	As per adopted Policy.

It is worth noting that a number of in-stream developments have already begun providing additional elements in line with draft eligibility criteria presented to Council in December 2021.

Staff are conducting a broader review of the City's inclusionary housing program and will report back to Council in late 2022 or early 2023 with policy options relating to the number and affordability of units secured through development.

FINANCIAL IMPLICATIONS

Staff will use the \$5,000 appropriated in December 2021 from the Affordable Housing Reserve Fund to support the establishment of an online City 'Register of Interest' for Mid-Market Rental Units.

INTER-DEPARTMENTAL IMPLICATIONS

This report has been prepared with input from the City's Legal team and the proposals have been shared with other departments, the City's Policy and Projects Team, and the Organizational Policy Team.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS




The proposed MMR Policy, including the proposed eligibility criteria, is intended to support and build on the key housing related objectives and policies in the City's *Official Community Plan* (2014), with particularly emphasis on the guiding principle of "Community Supporting Community". It also supports the vision of the 2018-2022 *Council Strategic Plan* and the priority of a "City for People", and the vision of the *Housing Action Plan* (2016) to ensure there are diverse and appropriate housing options for current and future residents of all ages, incomes, and abilities.

RESPECTFULLY SUBMITTED:



Renee de St. Croix
Manager Long Range and Community
Planning



 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: Karen Montgomerie, Planner 2

Subject: PROPOSED MID-MARKET RENTAL ELIGIBILITY CRITERIA

Date: November 24, 2021 File No: 10-5040-08-0001/2021

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

RECOMMENDATION

PURSUANT to the report of the Planner 2, dated November 24, 2021, entitled "Proposed Mid-Market Rental Eligibility":

THAT staff be directed to bring forward a Mid-Market Rental Eligibility Policy that includes the criteria outlined in this report;

THAT consultation with the development industry on the draft policy be conducted, as outlined in the "Next Steps" section of this report;

THAT an amount of \$5000 be appropriated from the Affordable Housing Reserve Fund support the establishment of an online City Register of Interest in Mid-Market Rental properties;

THAT should any of the amount remain unexpended as at December 31, 2024, the unexpended balance shall be returned to the credit of the Affordable Housing Reserve Fund;

AND THAT staff be directed to continue to explore options for non-profit third party administration of Mid-Market Rental properties and report back.

ATTACHMENTS

1. Information Report Secured Rental Housing Update (CityDocs [#2077823](#))

2. Minute Clip from Regular Council Meeting held on Monday, October 18, 2021 re:
Rezoning Application: 115 East Keith Road (CityDocs [#2119357](#))

SUMMARY

The purpose of this report is to seek Council direction to bring forward a Policy to establish additional criteria regarding tenant selection for mid-market rental (MMR) units. This report also seeks Council support to appropriate resources from the Affordable Housing Reserve Fund develop an online City portal to enable individuals to register their interest in receiving notifications about available MMR properties.

BACKGROUND

To facilitate affordability in new secured market rental developments, the 2016 Housing Action Plan introduced a requirement for mid-market rental (MMR) units in all new secured market rental development seeking a density bonus. MMR units are targeted at low to moderate income renters. These are secured through the Density Bonus and Community Benefits Policy, with the first units secured in 2016. In 2019, the Policy was updated to secure MMR units in perpetuity; MMR units secured prior to this were secured for a period of 10 years, with rents able to increase to market rates for any new tenancies after that period.

MMR units are rented at rents that are 10% below the average rent in the City for a given unit size, with average rents based on Canada Mortgage & Housing Corporation (CMHC) data. As of June 2021, a total of 142 MMR units had been secured from 16 approved developments, with 38 of these units completed and occupied (Attachment 1). MMR units rented in 2021 are subject to the following rent levels and household income limits:

Unit Size	2020 CMHC Average Market Rent*	Mid-Market Rent Amount	Household Income Limit
Studio	\$1,233	\$1,110	\$44,388
1 bedroom	\$1,436	\$1,292	\$51,696
2 bedroom	\$1,751	\$1,576	\$63,036
3+ bedroom	\$3,030	\$2,727	\$109,068

* CMHC average market rents are compiled from all units in the primary (secured) rental stock. Because new build properties tend to have rents at the upper end of the market, the discounted rent an MMR unit will be more than 10% lower than for a similar sized market rental in that particular building.

MMR units are secured by Housing Agreement and administered by the rental building owner. In addition to rent restrictions and household income limits, the Housing Agreement stipulates that tenants displaced by redevelopment have first right of refusal to rent an MMR unit in the new building. Otherwise, tenant selection is at the discretion of the rental building owner. All obligations on the owner under the Housing Agreement are subject to compliance with the *Residential Tenancy Act*.

In considering a recent rezoning application for 115 East Keith Road (Attachment 2), Council included a condition that the Housing Agreement also include provisions to require that a non-profit third party be engaged to screen applicants for MMR units.

DISCUSSION

While rental vacancy rates have increased during the COVID-19 pandemic, vacancy rates remain low and the cost of renting continues to increase. This makes it increasingly challenging for low to moderate income renters to find suitable and affordable accommodation in the City.

In this context, staff have undertaken a review of the current eligibility criteria and Housing Agreement requirements relating to MMR units to determine if additional measures should be introduced to refine the approach to selecting tenants for MMR units and ensure these units are meeting the intended need.

The following sections outline the proposed updates to MMR eligibility criteria. They seek to provide a balanced, fair and transparent process to tenant selection for MMR units along with certainty and clarity for rental building owners regarding the advertisement and prioritization process for renting MMR units. All of the proposed updates would be secured via a revised standard form Housing Agreement.

In addition, staff are exploring opportunities for non-profit third party involvement in tenant selection. The proposed eligibility criteria set out below would apply regardless of who was undertaking tenant selection, whether this was the rental building owner or a third party. The purpose of the proposals below are to better define the eligibility criteria for MMR units to ensure that secured units are meeting the intended need.

Proposed Baseline Eligibility Criteria

Currently, eligibility for MMR units is based solely on household income. To better target low to moderate income renters, including people who work in the City, it is recommended that additional eligibility criteria be introduced that requires tenants to be either:

- City of North Vancouver residents; and / or,
- People who have worked in the City of North Vancouver for six months or more.

To ensure that MMR units are benefiting renters, it should also be stipulated that tenants should not own or have an interest in a property which the household could otherwise occupy.

Proposed Prioritization Approach

Currently, where there is more than one eligible applicant for a given MMR units, it is at the discretion of the building owner to select the tenant. To provide a more transparent process, it is recommended that priority is afforded to tenants based on the following criteria:

- Displaced tenants who meet the baseline eligibility criteria should have first priority for an appropriately sized unit in the development that resulted in their displacement;
- Families that meet the baseline eligibility criteria should have priority for 2 bed and larger units (a family is defined as a household with a minimum of two people, one of whom is a dependent).

Proposed Register of Interest and Advertisement Requirements

Currently, there are no advertising requirements relating to MMR units. Providers of MMR units should advertise their MMR properties on common property search platforms and be subject to a minimum advertisement period after which they would prioritize eligible applicants based on the above baseline eligibility and prioritization approach.

In addition, to ensure that interested households receive direct notification when units become available, it is proposed that the City create a centralized, City-administered, online 'register of interest' that enables individuals to register their interest in renting MMR units. Housing providers would then email details of available units directly to all individuals who have registered their interest. Then the individual could apply directly to the housing provider for the available units. The housing provider would screen their application based on the above Criteria.

Individuals would not need to be on the City's 'register of interest' to apply for an MMR unit, and the City would not be involved in the screening or the selection of tenants. The intent of the register is limited to providing a landing page on the City's website where any interested individual can learn more about how MMR units are allocated and sign-up to be notified when MMR properties are becoming available.

The one-off costs of establishing a registration system is proposed to be funded through an appropriation of funds from the Affordable Housing Reserve Fund.

Rent Setting, Tenancy Terms & Rent Increase

MMR units are subject to the requirements of the *Residential Tenancy Act*, which sets out allowable increases during a tenancy. It is recommended that on re-let, MMR units be subject to the baseline criteria, prioritization approach and advertising requirements set out above. Rents and household income limits for MMR units at re-let would be at the levels published by the City for the calendar year in which the re-let takes places.

Monitoring and Compliance

Currently, the Housing Agreement stipulates that the City can request evidence of compliance with the terms of the agreement in relation to MMR units once in a calendar year. To improve the monitoring process, it is recommended that annual submission of information to the City regarding the MMR units become a standard requirement. To streamline monitoring requirements, this would be linked to business license renewal.

NEXT STEPS

Should Council approve this report, staff will undertake targeted consultation with rental developers, housing advocates, and other relevant stakeholders on the above proposals. Staff will then report back with the results of the consultation and the revised policy for Council consideration.

FINANCIAL IMPLICATIONS

Staff are seeking \$5000 to be appropriated from the Affordable Housing Reserve Fund. These funds would be used to support the establishment of an online City Register of Interest in Mid-Market Rental Properties.

INTER-DEPARTMENTAL IMPLICATIONS

The scope of the proposals was presented and discussed at the November 10, 2021 Advisory Planning Committee meeting. This report has been prepared with input from the City's Legal team and the proposals have been presented to other departments, the City's Policy and Projects Team, and the Organizational Policy Team.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The proposed updates to the MMR eligibility criteria and online 'register of interest' are intended to support and build on the key housing related objectives and policies in the City's *Official Community Plan* (2014), with particularly emphasis on the guiding principle of "Community Supporting Community". It also supports the vision of the 2018-2022 *Council Strategic Plan* and the priority of a "City for People", and the vision of the *Housing Action Plan* (2016) to ensure there are diverse and appropriate housing options for current and future residents of all ages, incomes, and abilities.

RESPECTFULLY SUBMITTED:



Karen Montgomerie
Planner 2

COUNCIL POLICY

Planning and Development



Policy Name	Mid-Market Rental (MMR) Policy
Policy Number	## ###
Effective Date	Month DD, YYYY
Approved By	Council

PURPOSE

The purpose of this policy is to set out an approach for the administration and allocation of Mid-Market Rental (MMR) housing throughout the City of North Vancouver.

The Density Bonus and Community Benefits Policy requires MMR units in all new developments with a residential rental component when seeking a density bonus. This Policy contributes to meeting the objective of the 2014 Official Community Plan to provide affordable and appropriate housing that matches the diverse needs of local residents and reduces commuting times.

POLICY

To facilitate affordability for low to moderate income renters, in new secured market rental developments that are seeking a density bonus, 10% of units should be rented at 10% below average rents in the City, as calculated by Canada Mortgage and Housing Corporation (CMHC), in perpetuity.

Definition of MMR Unit

Mid-Market Rental (MMR) units are dwelling units:

- that are occupied by households that are low and moderate income renters, including the City's workforce;
- that are set at 10% below Canada Mortgage and Housing Corporation (CMHC) *average market rents** for the City, based on unit type, and secured in perpetuity; and,
- Where the registered owner or ground lessee of the freehold or leasehold title to the land on which the housing is situated has granted to the City a Section 219 covenant, housing agreement, or other security for the housing commitments required by the City, registered against the freehold or leasehold title, with such priority of registration as the City may require.

Securing MMR Units and Unit Management

MMR units are secured by Housing Agreement and may be managed and administered by the rental building owner or a management agent appointed on their behalf. Management agents may be for-profit or non-profit organizations. All MMR units in a development must be managed and operated by one agent. All obligations on the owner under the Housing Agreement are subject to compliance with the Residential Tenancy Act.

**Average market rents* are defined in CMHC's Rental Market Survey and updated annually for the calendar year.

Rent Setting, Tenancy Terms and Rent Increase

Mid-Market Rent Levels are set at 10% below average market rents in the City for a given unit size, with average market rents defined by CMHC's annual Rental Market Survey. The starting rents for MMR units will be updated annually based on the CMHC data for the calendar year and posted on the City's website. The rental rate for MMR units will be set at the time of occupancy of the building and secured in perpetuity.

Household Income Limits are determined by multiplying the Mid-Market Rent Level by 12 to yield the households' annual housing costs, and dividing by 30% to meet the standard level of affordability. Household Income Limits are used as part of the eligibility criteria for an MMR unit. There is no requirement to monitor household income after a tenancy agreement has been signed.

Table 1 provides an example of the MMR rent levels calculation and household income limits for units occupied in 2022. (As noted above, this table will be updated annually based on the CMHC data for the calendar year and posted on the City's website – Table 1 is ONLY an example.)

Table 1: Example - 2022 MMR Unit Rent Levels and Household Income Limits

Unit Size	2021 CMHC Average Market Rent for CNV	2022 Mid-Market Rent Level	Household Income Limit
Studio	\$1,232	\$1,109	\$44,360
1 bedroom	\$1,466	\$1,319	\$52,750
2 bedroom	\$1,838	\$1,654	\$66,160
3+ bedroom	\$3,050	\$2,745	\$109,800

MMR units are subject to the requirements of the Residential Tenancy Act, which sets out allowable increases during a tenancy. Upon re-let, MMR units are subject to the baseline criteria, prioritization approach, and advertising requirements set out below. Rents and household income limits for MMR units at re-let would be at the levels published by the City for the calendar year in which the re-let takes place.

Typical Unit Size

At least 10% of all MMR units delivered must be family-friendly units with 3 or more bedrooms. MMR units must be generally comparable to market units in terms of size, layout, and location within a building and floorplate.

Tenant Eligibility Criteria

The following eligibility criteria provides a balanced, fair, and transparent process to tenant selection for MMR units along with certainty and clarity for rental building owners regarding the advertisement and prioritization process for renting MMR units.

To be eligible for an MMR unit, a tenant must meet the following criteria:

- Have a gross annual income below the Household Income Limit for the corresponding unit size for the year of occupancy;
- Have no ownership or interest in a property where the household could otherwise occupy; and,
- Either be:
 - A City of North Vancouver resident; and/or,
 - A person who has worked in the City of North Vancouver for the last six months or more.

Priority Matrix for MMR Tenant Selection

MMR units must be let to tenants selected in accordance with the Priority Matrix set out in Table 2. The Priority Matrix applies at first let, and at any subsequent re-let. This approach prioritizes City residents over non-City residents in recognition of the City’s objective to see the social mix of the City maintained, and non-City residents who have worked in the City for the last six months over those who haven’t, in recognition of the contribution that workers from outside the City make to the City.

Where the MMR units are part of a new development that resulted in the displacement of rental tenants from an existing building on that site, displaced tenants whose household income is below the household income limit have first priority for an MMR unit of an appropriate size. Tenants who have been displaced by redevelopment elsewhere in the City and whose household income is below the household income limit will have second priority for an MMR unit of an appropriate size. For the purposes of tenant selection, a family is defined as a household with a minimum of two people, one of whom is a dependent.

Where the housing provider has complied with the advertisement requirements set out in this policy and there are no applicants who are displaced tenants or who live/work in the City, the housing provider may select a tenant who does not live/work in the City provided the household income limits and decision making process regarding 2 bedroom and larger units are followed.

Table 2: Priority Matrix for MMR Tenant Selection

Priority	Status	Decision Making →		
First	Tenants displaced from former building due to redevelopment	Household income limits apply	If two or more applicants, families have priority for 2 bedroom and larger units	If still the same, first to apply will have priority
Second	Tenants displaced from other buildings in the City due to redevelopment	Household income limits apply	If two or more applicants, families have priority for 2 bedroom and larger units	If still the same, first to apply will have priority
Third	City residents or non-City residents who have worked in the City for the preceding six months	Household income limits apply	If two or more applicants, families have priority for 2 bedroom and larger units	If still the same, first to apply will have priority

Advertisement

Prior to undertaking tenant selection for the first let of an MMR unit, the MMR unit must be advertised for a minimum of one month on at least two common rental property search platforms. The platforms selected must allow tenants to view available properties for rent in North Vancouver without payment of a fee or requirement for registration. The advertisement must include full details of the available MMR units, including the tenure restrictions set out in this policy and the closing date for applications after which tenant selection will take place. When an MMR unit becomes available for re-let, the required advertisement period is one week.

The City will establish an online 'register of interest' for MMR units that enables individuals to register their interest in receiving notifications about the availability of MMR units. Housing providers will be required to provide relevant information to the 'register' about when MMR units will be coming available for rent. Individuals would not need to be on the 'register of interest' to apply for an MMR unit and individuals would apply directly to the housing provider for available units. The 'register of interest' is a notification system for those who would like to know when units become available.

Annual Submission of Compliance Information

The owner of the building (or the appointed management agent) is required to submit annual information to the City that demonstrates compliance with the provision of this policy. The annual submission is to be via standardized form and coordinated with Business License Renewal.

AUTHORITY

Local Government Act, RSBC, 2015

REFERENCES

Density Bonus and Community Benefits Policy (Doc [#2198816](#))

DOCUMENT HISTORY

Date	Action	By
Month DD, YYYY	Approved	