



**AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, OCTOBER 16, 2023 AT 6:00 PM**

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*The City of North Vancouver respectfully acknowledges that this Council meeting is held on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlílwətał (Tsleil-Waututh) Nations.*

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, October 16, 2023

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, September 25, 2023
3. Special Regular Council Meeting Minutes, October 10, 2023

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

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

**CORRESPONDENCE**

- \*4. Board in Brief – Metro Vancouver Regional District, September 29, 2023

**REPORT**

- \*5. Municipal Approving Officer Appointment

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

6. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8988” (Mehrddad Rahbar / Vernacular Design Inc., 442 East 16<sup>th</sup> Street, RS-2)
7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8989” (Mehrddad Rahbar / Vernacular Design Inc., 412 East 11<sup>th</sup> Street, RS-2)

**PRESENTATION**

North Shore E-Bike Share Pilot Program – Manager, Transportation Planning,  
and North Shore Mobility Options Coordinator

**REPORTS**

8. North Shore E-Bike Share Pilot Program – End of Pilot Evaluation
9. 2023 Appropriations #3

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

10. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992”  
(2023 Capital Plan Funding)

**REPORTS**

11. Respectful Communication Policy
12. Amendment to Officers and Officials Bylaw

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

13. “Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023,  
No. 8987” (Regular Full-Time and Regular Part-Time Complement)

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES / REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICE 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, October 16, 2023

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, September 25, 2023
3. Special Regular Council Meeting Minutes, October 10, 2023

## **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 may only speak on the same matter once in a 3-month period.

Speakers during the Public Input Period are permitted to join the meeting in person in the Council Chamber or electronically via Webex. There are 2 ways to sign up to speak during the Public Input Period.

- 1) **IN PERSON:** Speakers who choose to participate in person must sign the speaker list located outside the Council Chamber between 5:30 and 5:55pm on the day of the Council meeting.
- 2) **ELECTRONICALLY VIA WEBEX:** Speakers who choose to participate electronically must pre-register by 12:00 noon on the day of the Council meeting by completing the online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4230. These pre-registrants will receive instructions by email or phone on the afternoon before the Council meeting.

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

The Public Input Period provides an opportunity for comment only and places the speaker’s concern on record, without the expectation of a response from Council. 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 as listed in section 12.25(2).

Speakers are requested not to address matters that refer to items from a concluded Public Hearing/Public Meeting or to Public Hearings, Public Meetings and Committee meetings when those matters are scheduled on the same evening’s agenda, as an opportunity for public input is provided when the particular item comes forward for discussion.

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

## **CONSENT AGENDA**

Items \*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**

### **CORRESPONDENCE**

- \*4. Board in Brief, Metro Vancouver Regional District, September 29, 2023  
– File: 01-0400-60-0006/2023

Re: Metro Vancouver – Board in Brief

### **RECOMMENDATION:**

THAT the correspondence from Metro Vancouver, dated September 29, 2023, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

## **REPORT**

- \*5. Municipal Approving Officer Appointment – File: 13-6410-01-0001/2023

Report: Director, Planning and Development, October 4, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Director, Planning and Development, dated October 4, 2023, entitled “Municipal Approving Officer Appointment”:

THAT Matthew Holm be removed as a Municipal Approving Officer;

AND THAT Tim Ryce be appointed as a Municipal Approving Officer, in accordance with the *Land Title Act*, until employment with the City ceases.

## **END OF CONSENT AGENDA**

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

6. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8988”  
(Mehrdad Rahbar / Vernacular Design Inc., 442 East 16<sup>th</sup> Street, RS-2)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8988”  
(Mehrdad Rahbar / Vernacular Design Inc., 442 East 16<sup>th</sup> Street, RS-2) be given  
first, second and third readings.

*Application considered by Council on September 25, 2023; notice published on  
October 4 and October 11, 2023.*

*No Public Hearing held.*

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8989”  
(Mehrdad Rahbar / Vernacular Design Inc., 412 East 11<sup>th</sup> Street, RS-2)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8989”  
(Mehrdad Rahbar / Vernacular Design Inc., 412 East 11<sup>th</sup> Street, RS-2) be given  
first, second and third readings.

*Application considered by Council on September 25, 2023; notice published on  
October 4 and October 11, 2023.*

*No Public Hearing held.*

**PRESENTATION**

North Shore E-Bike Share Pilot Program – Manager, Transportation Planning,  
and North Shore Mobility Options Coordinator

*Item 8 refers.*

## **REPORTS**

8. North Shore E-Bike Share Pilot Program – End of Pilot Evaluation  
– File: 16-8350-20-0045/1

Report: Manager, Transportation Planning, and North Shore Mobility Options  
Coordinator, October 10, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Manager, Transportation Planning, and the North Shore Mobility Options Coordinator, dated October 10, 2023, entitled “North Shore E-Bike Share Pilot Program – End of Pilot Evaluation”:

THAT staff be directed to conclude the pilot program and formalize the City’s commitment to Shared Micro-mobility by transitioning to a more permanent E-Bike Share operation with the North Shore Partners;

AND THAT a permit extension with the current operator, Lime, be approved for up to 12 months.

9. 2023 Appropriations #3 – File: 05-1705-30-0019/2023

Report: Chief Financial Officer, October 4, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated October 4, 2023, entitled “2023 Appropriations #3”:

THAT (Funding Appropriation #2328) an amount of \$2,082,928 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2329) an amount of \$1,570,500 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2330) an amount of \$43,534 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992” (2023 Project Plan Funding), a Bylaw to appropriate an amount of \$60,638 from DCC (Parks) Reserve Fund to fund the 2023-2027 Capital Plan, be considered;

AND THAT should any of the amounts remain unexpended as at December 31, 2026, the unexpended balances shall be returned to the credit of the respective reserve.

*Item 10 refers.*

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

10. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992” (2023 Capital Plan Funding)

**RECOMMENDATION:**

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992” (2023 Capital Plan Funding) be given first, second and third readings.

**REPORTS**

11. Respectful Communication Policy – File: 01-0340-01-0001/2023

Report: Director, People and Culture, and City Solicitor, September 5, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Director, People and Culture, and the City Solicitor, dated September 5, 2023, entitled “Respectful Communication Policy”:

THAT the Respectful Communication Policy be approved.

12. Amendment to Officers and Officials Bylaw – File: 09-3900-01-0001/2023

Report: Corporate Officer, October 10, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Corporate Officer, dated October 10, 2023, entitled “Amendments to Officers and Officials Bylaw”:

THAT “Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987” (Regular Full-Time and Regular Part-Time Complement) be considered.

*Item 13 refers.*

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

13. “Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987” (Regular Full-Time and Regular Part-Time Complement)

**RECOMMENDATION:**

THAT “Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987” (Regular Full-Time and Regular Part-Time Complement) be given first, second and third readings.

**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**

**NOTICE 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)(c) [labour relations].

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

**ADJOURN**





**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, SEPTEMBER 25, 2023**

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back  
Councillor D. Bell\*  
Councillor A. Girard  
Councillor J. McIlroy  
Councillor S. Shahriari  
Councillor T. Valente

*\*participated electronically*

**STAFF MEMBERS**

L. McCarthy, CAO  
B. Pearce, Deputy CAO  
K. Graham, Corporate Officer  
A. Cifarelli, Corporate Officer  
J. Peters, Acting Deputy Corporate Officer  
L. Sawrenko, Chief Financial Officer  
D. Van Heerden, Manager, Financial Planning  
B. Johnson, Revenue Accountant  
H. Granger, City Solicitor  
K. Magnusson, Director, Engineering, Parks and Environment  
D. Priestly, Section Manager, Parks Operations  
J. Hall, Manager, Public Realm Infrastructure  
J. Roy, Manager, Civic Facilities  
S. Galloway, Director, Planning and Development  
R. Basi, Manager, Development Planning  
T. Ryce, Chief Building Official  
S. Rasooli, Planning Assistant  
J. Robertson, Sr. Manager, Communications and Engagement  
S. Smith, Manager, Economic Development  
R. Skene, Deputy Director, Strategic Initiatives  
C. Stevens, Manager, Strategic Initiatives  
G. Schalk, Public Safety Director and Fire Chief  
H. Turner, Director, Recreation and Culture, NVRC  
M. Hunter, Deputy Director, Recreation and Culture, NVRC  
D. Koep, Chief Librarian, NVCL  
T. Huckell, Administrative Assistant  
S. Tandon, Committee Clerk

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

**RECESS TO CLOSED SESSION**

Moved by Councillor Back, seconded by Councillor Girard

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(c) [labour relations], 90(1)(e) [land matter] and 90(1)(k) [proposed services].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 6:01 pm and reconvened at 7:00 pm.

## **APPROVAL OF AGENDA**

Moved by Councillor Back, seconded by Councillor McIlroy

1. Regular Council Meeting Agenda, September 25, 2023

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

Moved by Councillor McIlroy, seconded by Councillor Valente

2. Regular Council Meeting Minutes, July 24, 2023

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Valente

3. Special Regular Council Meeting Minutes, August 25, 2023

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Valente

4. Special Regular Council Meeting Minutes, September 20, 2023

**CARRIED UNANIMOUSLY**

## **PROCLAMATIONS**

Mayor Buchanan declared the following proclamations:

Truth and Reconciliation Week and Day – September 25 to 29 and  
September 30, 2023

Canadian Library Month – October 2023 – read by Councillor Valente

## **PUBLIC INPUT PERIOD**

- Sebastian Kindsvater, 200 East 18<sup>th</sup> Street, North Vancouver, spoke regarding the crosswalk at 18<sup>th</sup> Street and St. Georges Avenue.
- Geoff Fawkes, 2043 Casano Drive, North Vancouver, spoke regarding the taxation exemption request for Hollyburn Services located at 439 East 17<sup>th</sup> Street.

## **CONSENT AGENDA**

Moved by Councillor Valente, seconded by Councillor Back

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

- \*5. Board in Brief, Metro Vancouver Regional District, July 28, 2023  
– File: 01-0400-60-0006/2023

Re: Metro Vancouver – Board in Brief

Moved by Councillor Valente, seconded by Councillor Back

THAT the correspondence from Metro Vancouver, dated July 28, 2023, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**

### **PRESENTATIONS**

North Vancouver City Library – 2024 Priorities – Library Board Chair and Chief Librarian, North Vancouver City Library

The Library Board Chair and Chief Librarian, North Vancouver City Library, provided a PowerPoint presentation regarding the “North Vancouver City Library – 2024 Priorities” and responded to questions of Council.

North Vancouver Recreation and Culture Update – A Healthy City for All – Director and Deputy Director, North Vancouver Recreation and Culture

The Director and Deputy Director, North Vancouver Recreation and Culture, provided a PowerPoint presentation regarding the “North Vancouver Recreation and Culture Update – A Healthy City for All” and responded to questions of Council.

Councillor Back left the meeting at 8:34 pm and returned at 8:36 pm.

Councillor Girard left the meeting at 8:41 pm and returned at 8:43 pm.

### **REPORT**

6. Council Strategic Plan – 2022-2026 – File: 01-0620-02-0005/1

Report: Manager, Strategic Initiatives, September 13, 2023

Moved by Councillor Shahriari, seconded by Councillor Valente

PURSUANT to the report of the Manager, Strategic Initiatives, dated September 13, 2023, entitled “Council Strategic Plan – 2022-2026”:

THAT the 2022-2026 Council Strategic Plan be adopted, with the addition of the following wording under “How We’ll Get There” on page 14, bullet 2:

*Continued...*

## **REPORT – Continued**

### 6. Council Strategic Plan – 2022-2026 – File: 01-0620-02-0005/1 – Continued

“Deliver housing that aligns with the actions and needs established in the City’s Housing Action Plan and update the City’s Housing Plan to include policies, strategies and actions to deliver Workforce housing (to address needs for those who are employed in essential industries in the City, such as healthcare, emergency services and education).”;

AND THAT staff be directed to use the 2022-2026 Council Strategic Plan to incorporate into the Corporate Business Plan and Financial Plan.

**CARRIED UNANIMOUSLY**

## **PRESENTATION**

### 2024-2028 Financial Plan Update – Chief Financial Officer

The Chief Financial Officer and Manager, Financial Planning, provided a PowerPoint presentation regarding the “2024-2028 Financial Plan Update” and responded to questions of Council.

## **REPORT**

### 7. 2023-2027 Revised Financial Plan – File: 05-1715-20-0020/2023

Report: Chief Financial Officer, September 13, 2023

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Chief Financial Officer, dated September 13, 2023, entitled “2023-2027 Revised Financial Plan”:

THAT the amendments to the 2023-2027 Financial Plan for new projects identified, to be funded by the Growing Communities Fund, be endorsed;

THAT the amendments to the 2023-2027 Financial Plan for emerging priority projects, to be funded by the General Reserve Fund, be endorsed;

THAT (Funding Appropriation #2331) an amount of \$1,750,000 be appropriated from the Growing Communities Fund for the purpose of funding the 2023-2027 Revised Financial Plan;

THAT (Funding Appropriation #2332) an amount of \$1,320,000 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Revised Financial Plan;

*Continued...*

## **REPORT – Continued**

7. 2023-2027 Revised Financial Plan – File: 05-1715-20-0020/2023 – Continued

THAT the transfer of \$33,500 from “St. Andrews Park Improvements” (Project 50158) to new project “Outdoor Sports and Recreation Fees and Charges Framework Study” (Project 47225) be approved;

THAT an amount of \$2,428,720 be returned to the Tax Sale Land Principal Reserve from the Civic Amenity Reserve;

THAT should any of the amounts remain unexpended as at December 31, 2026, the unexpended balances shall be returned to the credit of the respective fund;

AND THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978” (Revised Financial Plan) be considered.

**CARRIED UNANIMOUSLY**

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

8. “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978” (Revised Financial Plan)

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978” (Revised Financial Plan) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978” (Revised Financial Plan) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORT**

9. 2024 Permissive Tax Exemptions – File: 05-1970-07-0001/2023

Report: Chief Financial Officer, September 13, 2023

Moved by Councillor Girard, seconded by Councillor Valente

PURSUANT to the report of the Chief Financial Officer, dated September 13, 2023, entitled “2024 Permissive Tax Exemptions”:

THAT “Taxation Exemption Bylaw, 2023, No. 8990” be considered.

**CARRIED UNANIMOUSLY**

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

10. “Taxation Exemption Bylaw, 2023, No. 8990”

Moved by Councillor Girard, seconded by Councillor Valente

THAT “Taxation Exemption Bylaw, 2023, No. 8990” be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Girard, seconded by Councillor Valente

THAT “Taxation Exemption Bylaw, 2023, No. 8990” be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORTS**

11. Rezoning Application: 442 East 16<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.) – File: 08-3400-20-0099/1

Report: Planning Assistant, September 13, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Planning Assistant, dated September 13, 2023, entitled “Rezoning Application: 442 East 16<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.)”:

THAT the application submitted by Mehrdad Rahbar / Vernacular Studio Inc., to rezone the property located at 442 East 16<sup>th</sup> Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*,

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

**CARRIED UNANIMOUSLY**

12. Rezoning Application: 412 East 11<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.) – File: 08-3400-20-0105/1

Report: Planning Assistant, September 13, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Planning Assistant, dated September 13, 2023, entitled “Rezoning Application: 412 East 11<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.)”:

*Continued...*

## **REPORTS – Continued**

12. Rezoning Application: 412 East 11<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.) – File: 08-3400-20-0105/1 – Continued

THAT the application submitted by Mehrdad Rahbar / Vernacular Studio Inc., to rezone the property located at 412 East 11<sup>th</sup> Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*;

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

**CARRIED UNANIMOUSLY**

13. Re-Dedication of Portions of Derek Inman Park – File: 06-2240-01-0001/2023  
Report: City Solicitor, September 18, 2023

Moved by Councillor Girard, seconded by Councillor McIlroy

PURSUANT to the report of the City Solicitor, dated September 18, 2023, entitled “Re-Dedication of Portions of Derek Inman Park”:

THAT “Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment) be considered.

**CARRIED UNANIMOUSLY**

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

14. “Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment)

Moved by Councillor Girard, seconded by Councillor McIlroy

“Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Girard, seconded by Councillor McIlroy

“Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment) be given third reading.

**CARRIED UNANIMOUSLY**

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES / REPORTS**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICE OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor Back, seconded by Councillor Shahriari

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

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 10:02 pm and reconvened at 11:07 pm.

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

15. 2022-2024 Collective Agreement – City of North Vancouver and CUPE Local 389  
– File: 01-0560-20-0001/2023

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Manager, Human Resources, dated September 13, 2023, entitled “2022-2024 Collective Agreement – City of North Vancouver and CUPE Local 389”:

THAT the terms of the Memorandum of Agreement (dated September 11, 2023) and the terms of the Addendum to the Memorandum and Agreement (dated September 12, 2023), covering the terms of the 2022-2024 Collective Agreement between the Corporation of the City of North Vancouver and the Canadian Union of Public Employees, Local 389, be approved, subject to the approval of CUPE Local 389;

THAT the Mayor and Corporate Officer be authorized to execute the necessary documentation;

AND THAT the report of the Manager, Human Resources, dated September 13, 2023, entitled “2022-2024 Collective Agreement – City of North Vancouver and CUPE Local 389”, remain in the Closed session.

**CARRIED UNANIMOUSLY**



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

16. Labour Relations Matter – File: 01-0560-20-0001/2023

Report: Manager, Human Resources, September 14, 2023

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Manager, Human Resources, dated September 14, 2023, regarding a labour relations matter:

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

AND THAT the wording of the recommendation and the report of the Manager, Human Resources, dated September 14, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

17. Land Matter / Proposed Services – File: 02-0800-30-0022/1

Report: Deputy Chief Administrative Officer, September 13, 2023

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Deputy Chief Administrative Officer, dated September 13, 2023, regarding a land matter and proposed services:

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

AND THAT the wording of the recommendation and the report of the Deputy Chief Administrative Officer, dated September 13, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by Councillor Back, seconded by Councillor Valente

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 11:08 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER

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**MINUTES OF THE SPECIAL REGULAR MEETING OF COUNCIL HELD ELECTRONICALLY FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON TUESDAY, OCTOBER 10, 2023**

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back  
Councillor D. Bell  
Councillor A. Girard  
Councillor J. McIlroy  
Councillor S. Shahriari  
Councillor T. Valente

**STAFF MEMBERS**

L. McCarthy, CAO  
K. Graham, Corporate Officer  
A. Cifarelli, Corporate Officer  
L. Sawrenko, Chief Financial Officer  
S. Galloway, Director, Planning and Development  
K. Magnusson, Director, Engineering, Parks and Environment

The meeting was called to order at 5:00 pm.

**APPROVAL OF AGENDA**

Moved by Councillor Bell, seconded by Councillor Back

1. Special Regular Council Meeting Agenda, October 10, 2023

**CARRIED UNANIMOUSLY**

**CONSENT AGENDA**

Moved by Councillor Back, seconded by Councillor Shahriari

THAT the recommendations listed within the "Consent Agenda" be approved.

**CARRIED UNANIMOUSLY**

**START OF CONSENT AGENDA**

**BYLAWS – ADOPTION**

- \*2. "Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978" (Revised Financial Plan)

Moved by Councillor Back, seconded by Councillor Shahriari

THAT "Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962, Amendment Bylaw, 2023, No. 8978" (Revised Financial Plan) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **CONSENT AGENDA – Continued**

### **BYLAWS – ADOPTION – Continued**

- \*3. “Taxation Exemption Bylaw, 2023, No. 8990”

Moved by Councillor Back, seconded by Councillor Shahriari

THAT “Taxation Exemption Bylaw, 2023, No. 8990” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

- \*4. “Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment)

Moved by Councillor Back, seconded by Councillor Shahriari

THAT “Parks Dedication Bylaw, 1972, No. 4392, Amendment Bylaw, 2023, No. 8993” (Derek Inman Parklands Adjustment) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**

### **RECESS TO CLOSED SESSION**

Moved by Councillor Valente, seconded by Councillor Girard

THAT Council recess to the Special Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(c) [labour relations] and 90(2)(b) [intergovernmental relations].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Special Committee of the Whole, Closed Session, at 5:01 pm and reconvened at 5:36 pm.

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

5. Request for Municipal Resolutions in Support of Bus Rapid Transit  
– File: 16-8500-01-0001/2023

Report: Manager, Transportation Planning, October 4, 2023

Moved by Councillor Valente, seconded by Councillor Shahriari

PURSUANT to the report of the Manager, Transportation Planning, dated October 4, 2023, entitled “Request for Municipal Resolutions in Support of Bus Rapid Transit”:

THAT the City of North Vancouver support a Bus Rapid Transit (BRT) line featuring dedicated bus lanes, transit signal priority, enhanced customer amenities at stations and specialized vehicles to support fast, reliable, high-quality rapid transit connecting Park Royal and Metrotown;

*Continued...*

**REPORT OF THE SPECIAL COMMITTEE OF THE WHOLE (CLOSED SESSION) – Continued**

5. Request for Municipal Resolutions in Support of Bus Rapid Transit  
– File: 16-850001-0001/2023 – Continued

THAT support for this project will include:

- Working with TransLink to finalize and sign a *Bus Rapid Transit Action Plan Commitment Framework* to partner with TransLink to expeditiously achieve a high quality BRT corridor;
- A commitment to deliver a BRT with near continuous exclusive transit lane along the length of the corridor, achieved primarily through reallocation of existing road space;
- Support for prioritizing transit, including willingness to reallocate space from parking, changes to property access, turn restrictions and transit signal priority;
- Willingness to allocate resources and in-kind support;
- Appointing a BRT “Council champion”, a BRT internal staff lead and a dedicated staff team to support the project through all phases;
- Willingness to expedite processes, permits and approvals, and to co-lead and support public engagement;
- Aligning local plans and policies to support Transit Oriented Communities and implement supportive infrastructure including walking and cycling networks;

THAT Councillor Shahriari be appointed as the BRT Council champion;

THAT staff be directed to work expeditiously with TransLink and coordinate with adjacent municipalities towards the planning, design and implementation of BRT within the municipality;

THAT the Mayors’ Council be asked to prioritize the Park Royal to Metrotown corridor as a priority BRT project, based on the municipality’s readiness to support the project;

AND THAT the report of the Manager, Transportation Planning, dated October 4, 2023, entitled “Request for Municipal Resolutions in Support of Bus Rapid Transit”, remain in the Closed session.

**CARRIED UNANIMOUSLY**

**REPORT OF THE SPECIAL COMMITTEE OF THE WHOLE (CLOSED SESSION) – Continued**

6. Labour Relations – File: 09-4560-20-0003/2023

Report: Chief Administrative Officer, September 25, 2023

Moved by Councillor Valente, seconded by Councillor Shahriari

PURSUANT to the report of the Chief Administrative Officer, dated September 25, 2023, regarding labour relations:

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

AND THAT the wording of the recommendation and the report of the Chief Administrative Officer, dated September 25, 2023, 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 5:37 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER

**For Metro Vancouver meetings on Friday, September 29, 2023**

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: [media@metrovancouver.org](mailto:media@metrovancouver.org).

**Metro Vancouver Regional District**

**E1.1 Code of Conduct for Elected Officials Policy**

**REFERRED**

On April 28, 2023, the Board directed staff to bring forward a code of conduct based on the *Model Code of Conduct* produced by the Working Group on Responsible Conduct (WGRC). The WGRC is a joint initiative of the Union of BC Municipalities, the Ministry of Community Sport and Cultural Development, and the Local Government Management Association. The establishment of a Code of Conduct is a requirement introduced in the *Community Charter* in June 2022.

The Board referred the Code of Conduct for Elected Officials Policy back to staff for further revisions, including the addition of clauses that address confidentiality, conflict of interest, and accepting gifts, and directed staff to develop a companion procedure document setting out: how complaints will be handled, investigation process, resolution, enforcement, and whistleblower protections.

**E2.1 Appointment of Enforcement Officers**

**APPROVED**


Recent changes in staffing have resulted in a need to update staff appointments as Board-designated officers under the *Air Quality Management Bylaw 1082, 2008*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *Air Quality Management Bylaw* and the *Environmental Management Act*:

- rescinded the appointment of Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers

Furthermore, pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Air Quality Management Bylaw*, the Board:

- rescinded the appointment of Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

<p>Reviewed by:</p> 
<p>CAO</p>

**E2.2 Metro Vancouver’s Climate 2050 Agriculture Roadmap**

**APPROVED**

The *Climate 2050 Agriculture Roadmap* is one in a series of 10 *Climate 2050* roadmaps that present a pathway to achieving a carbon-neutral and resilient region by the year 2050. Agriculture in Metro Vancouver contributes approximately four per cent of the region’s total GHG emissions from using fertilizer, farm equipment, and fossil natural gas to heat greenhouses. The *Agriculture Roadmap* establishes a target of reducing GHG emissions by 35 per cent, relative to 2010 levels, by 2030. This will be achieved by maximizing carbon sequestration and by implementing the best management practices and technologies available to support powering agricultural operations, equipment, and machinery with clean, renewable energy. The long-term resilience of the region is the biggest climate challenge facing the sector and, therefore, increasing the resilience of local agriculture is a significant focus.

The Board endorsed the *Climate 2050 Agriculture Roadmap* as presented as the initial roadmap to achieve the *Climate 2050* vision, goals, and targets for a net-zero and resilient agricultural sector; directed staff to continue working with member jurisdictions and other partners to implement the actions of said roadmap, and directed staff to update the roadmap, as needed, in response to new information.

**E2.3 Metro Vancouver Climate 2050 Annual Report 2022/2023**

**RECEIVED**

The Board received for information a report regarding progress toward Metro Vancouver’s climate targets, the status of *Climate 2050* roadmap development and implementation of their actions, and project highlights addressing both regional and corporate climate action. The actions in the *Climate 2050* roadmaps are expected to achieve over 80 per cent clean, renewable energy by 2050, but accelerated, scaled-up and coordinated action is needed by Metro Vancouver and others to meet the 2030 and 2050 emissions reduction targets. This annual report highlights projects that have the potential to significantly reduce regional and corporate emissions and improve resilience to climate impacts. Among these, proposed requirements for existing large buildings, the *Driving Down Emissions* initiative for transportation, and various corporate emissions reduction initiatives are critical for meeting Metro Vancouver’s climate commitments.

**E2.4 Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings**

**RECEIVED**

The Board received a report that provides an update on work to date to develop requirements to reduce greenhouse gas (GHG) emissions from existing large buildings (over 2,322 square metres or 25,000 square feet). Buildings comprise a quarter of the region’s GHG emissions, and large buildings make up approximately 35 per cent of this amount, while representing less than two per cent of the region’s building stock. Reducing this source of emissions is a priority climate action, and referred to as a “big move” in Metro Vancouver’s *Clean Air Plan* and *Climate 2050 Buildings Roadmap*. This action would have the largest impact on reducing GHG emissions from the building sector and address a gap in GHG emission reduction policy for existing buildings across the region.



From June through November 2022, staff engaged with audiences connected to the building sector, focusing on those most likely to comment on, be impacted by, or have a role in reducing emissions from large buildings. Engagement was supported by a discussion paper, which described a proposed approach to develop reporting requirements and GHG emission limits for buildings. There was broad general support for the proposal, but there were also concerns identified. Concerns were related to implementation, financial and affordability implications, and jurisdictional alignment. Staff are developing a regulatory intentions paper with more details that will reflect input heard to date. Later in 2023, staff will seek direction from the Board to use the intentions paper as the basis for a second phase of engagement.

**E2.5 Metro Vancouver’s Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro’s 2021 Integrated Resource Plan** **RECEIVED**

In December 2021, BC Hydro submitted its *2021 Integrated Resource Plan* to the BC Utilities Commission (BCUC). On July 25, 2023, the BCUC re-scoped this proceeding to focus on BC Hydro’s load forecast scenarios and their near-term acquisition of 3,700 gigawatt hours of clean power, and opened the process to late intervener registration. BC Hydro’s demand forecast and energy acquisitions could potentially impact the ability of Metro Vancouver to achieve its greenhouse gas reduction and air quality improvement targets, as it directly relates to the ability of BC Hydro to supply sufficient clean electricity to the region.

Metro Vancouver has applied as a late intervener in the BCUC proceeding, and is coordinating with member jurisdictions that are also interveners, to evaluate the potential impacts of BC Hydro’s plan on Metro Vancouver’s and member jurisdictions’ interests. Staff will report back to the Board, through the Climate Action Committee, with an evaluation of BC Hydro’s plan for alignment with *Climate 2050*, and seek direction on Metro Vancouver’s position.

The Board received the report for information.

**E3.1 Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction** **APPROVED**

There is a significant and urgent need for rental housing in the Metro Vancouver region, and the province as a whole. In recent years, housing delivery (particularly affordable rental housing) has been challenged by unprecedented construction cost escalation, a result of multiple factors including rising interest rates and labour shortages. Exploring new technologies and methods for delivering rental housing such as off-site construction has the potential to drive housing supply, affordability, climate action, and construction sector innovation in the region. The Province, in anticipation of the launch of BC Builds, is seeking municipal partners to advance these efforts in the Metro Vancouver region.

The Board received the report for information and directed staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.

**E3.2 Sensitive Ecosystem Inventory 2020 Update - Change Summary**

**RECEIVED**

The Board received for information a report that summarizes the results of the *2020 Sensitive Ecosystem Inventory* (SEI) update, which identifies and maps ecologically important areas in Metro Vancouver as part of *Metro 2050* performance monitoring. Between 2014 and 2020, approximately 900 hectares of sensitive and modified ecosystems were lost due to human activity in the region, with over 600 ha (67 per cent) of that loss occurring within the regional core (the majority of which was “modified” ecosystems). The region experienced significant population growth, economic activity, and development during this period, and although ecosystem loss was not unexpected in areas planned for development, the speed and scale of the loss observed is concerning, given the associated loss of the critical ecosystem services (e.g., carbon storage and sequestration, cooling, floodwater absorption, pollination, recreation, human health benefits) that support community resilience, and the loss of habitat connectivity. The 2020 SEI update supports the urgent need to take collective action toward the *Metro 2050* target to “increase the area of lands protected for nature from 40 to 50 per cent of the region’s land base by the year 2050,” and implement the associated policy actions that seek to protect, enhance, restore, and connect ecosystems.

**E3.3 Regional Coordination on Provincial Housing Initiatives and Targets**

**RECEIVED**

To address housing supply and affordability challenges, the Province of BC has introduced a number of new measures to proactively encourage housing supply and accelerate housing approvals, including legislation that enables the Province to set housing targets for specified municipalities. Metro Vancouver recognizes the potential for regional coordination and collaboration to ensure the most effective implementation of new housing initiatives. This report outlines various options for a regional role given recent and forthcoming provincial policy and regulatory changes, and summarizes input received from the Regional Planning Advisory Committee regarding how Metro Vancouver can best support its members to successfully respond to provincial housing initiatives and targets going forward.

The Board received the report for information.

**E3.4 Metro Vancouver 2040: Shaping our Future – 2022 Annual Performance Monitoring Report**

**RECEIVED**

The *Local Government Act* and *Metro 2040* require the preparation of an annual report on progress towards the *Regional Growth Strategy’s* goals and actions. The 2022 Annual Performance Monitoring Report provides a summary update on the performance measures with relevant annual change and available data. Within the spectrum of 29 performance measures, 25 indicators are either on track or under observation, including directing housing growth to Urban Centres and Frequent Transit Development Areas. However, indicators concerning employment growth in Urban Centres, loss of sensitive ecosystems or modified ecosystems, and reducing regional greenhouse gas emissions require close monitoring. This will be the last report on the performance measure of *Metro 2040* given that it was replaced with the adoption of *Metro 2050* in February 2023.

The Board received the report for information and directed staff to forward a copy to the Province of BC’s Ministry of Municipal Affairs, Local Government Division.

**E4.1 Tree Management on Metro Vancouver Lands – Revised Board Policy**

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directed Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

The revised policy aims to continuously improve Metro Vancouver’s tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure-based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

**E5.1 2024 Schedule of Board Meetings**

**RECEIVED**

The Board receive for information the schedule of Board meetings, as follows:

Regular Meeting Dates

- Friday, January 26, 2024
- Friday, February 23, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024
- Friday, May 31, 2024
- Friday, June 28, 2024
- Friday, July 26, 2024
- Friday, September 27, 2024
- Friday, October 25, 2024
- Friday, November 29, 2024
- Friday, December 13, 2024

Special Meeting Dates

- Wednesday, April 17, 2024
- Wednesday, October 16, 2024

All regular meetings are scheduled for 9:00 am, unless otherwise specified on the meeting notice. All regular meetings will take place in the Metro Vancouver Boardroom on the 28th Floor, 4515 Central Boulevard, Burnaby, BC, and may include the simultaneous use of electronic facilities.

**E5.2 2022 General Local Election for Electoral Area A – Notice of Elector Organization Deregistration and Candidate Disqualification** **RECEIVED**

The *Local Elections Campaign Financing Act* requires all elector organizations and candidates in a general local election to file documents by a compliance deadline. During the 2022 General Local Election, Progress Vancouver (elector organization) registered Jonah Gonzales as a candidate for the position of Director, Electoral Area A, Metro Vancouver Regional District. Elections BC notified Metro Vancouver that Progress Vancouver failed to file a supplementary report to address reporting deficiencies by May 29, 2023 as required under the Act, with the result that effective July 4, 2023, Progress Vancouver is deregistered, and candidate Jonah Gonzales is disqualified from being nominated for, elected to, or holding office on a local authority until after the 2026 General Local Elections. Elections BC has opened an investigation of Progress Vancouver’s finances and will notify Metro Vancouver of the outcome of the investigation once concluded.

The Board received the report for information.

**G1.1 Board Procedure Bylaw** **APPROVED**

On April 28, 2023, the Board directed staff to bring forward a new *Procedure Bylaw*. This report presents a new Procedure Bylaw, and includes updates that 1) provide greater procedural clarity, 2) reduce redundancies, 3) facilitate interpretation through the use of plain language, and 4) allow for differentiation between electronic meetings and electronic participation which enables greater flexibility in determining the appropriate format for each meeting.

The Board gave first, second, and third readings to *Procedure Bylaw No. 1368, 2023*, then adopted said bylaw.

**G2.1 Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737 Fraser Highway, Township of Langley** **APPROVED**

In June 2023, the Board initiated a Type 2 Amendment to *Metro 2050*, the regional growth strategy, and gave first, second, and third readings to *Regional Growth Strategy Amendment Bylaw No. 1365*. The amending bylaw would re-designate the subject properties from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Eight responses were received from affected local governments and agencies; five expressing no objection, two expressing some concern, but no objection, and one expressing opposition.

The Board received for information the comments from the affected local governments and agencies, then adopted *Regional Growth Strategy Amendment Bylaw No. 1365, 2023*; and accepted the Township of Langley’s amended and corresponding Regional Context Statement showing, for the lands located at 23699 and 23737 Fraser Highway, regional land use designation amended from Rural to Industrial.

**E2.2 Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights) APPROVED**

In June 2023, the Board initiated a Type 3 Amendment to *Metro 2050*, and gave first, second, and third readings to *Regional Growth Strategy Amendment Bylaw No. 1366*. The amending bylaw would re-designate 11420 –157A Street from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the 10.2-hectare subject site.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Responses were received from five affected local governments and agencies, all of which expressed either support or no objection. The City of Surrey expects to submit an amended regional context statement that reflects this application and several other previously approved ones for consideration of acceptance in the near future.

The Board received for information the comments from the affected local governments and agencies, and adopted *Regional Growth Strategy Amendment Bylaw No. 1366, 2023*.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

**Regional Planning Committee – September 8, 2023**

Delegation Summaries:

**3.1 Alex Boston**

Subject: Metro Vancouver Innovation to Market Transformation on Housing Supply & Affordability

Information Items:

**5.6 Invasive Species Best Management Practices – Butterfly Bush and Orange Hawkweed**

Adding to the existing library of technical guidance for priority invasive species, Metro Vancouver has been working with the Invasive Species Council of Metro Vancouver, the City of Burnaby, other member jurisdictions and local experts to continue to produce best management practice guides. The latest set of guides are for Orange Hawkweed and Butterfly Bush. These documents provide information for practitioners about how to identify, track, report, dispose, prevent further spread, and effectively control these species, as well as regulatory requirements, monitoring and restoration tips, references and additional resources. Each guide also describes how these species may adapt as our climate changes, increasing the urgency to proactively control and prevent the spread of these invasive plants. An accompanying one-page fact sheet for each invasive species has been created to raise public awareness.

### 5.7 Regional Food System Strategy Update – Scope of Work

A sustainable food system that meets the needs of the region is one that supports ongoing profitability in the food sector, addresses inequities in food access, and is resilient and capable of recovering from unforeseen setbacks and short-term crises. A healthy food system also improves the well-being of individuals and reduces the stress on the health care system through better local food choices and eating habits.

Food systems are complex and dynamic and represent an inter-dependent range of industries that regularly evolve in the face of changing economic forces, environmental constraints, and community priorities. During the preparation of the *Climate 2050 Agriculture Roadmap*, several issues of concern were identified that are better addressed under a food system model (e.g. food insecurity increases during the global pandemic; the direct connection between climate change and food security; Indigenous food sovereignty; and supporting a circular food waste system). *Metro Vancouver's Regional Food System Strategy* was completed in 2011, and therefore an update is needed to address these and other emerging issues of concern related to food security for the region.

### 5.8 2023 Inventory of Licensed Child Care Spaces and Policies in Metro Vancouver – Scope of Work

Every four years Metro Vancouver prepares an inventory of licensed child care spaces and policies to track changes and trends in the provision of child care in Metro Vancouver. Since the 2019 inventory was completed, significant progress has been made with the launch of the ChildCareBC program in 2018, which has resulted in enhancing the number of child care spaces, reducing the cost of child care for families, and supporting the early childhood educator work force. The 2023 update to the *Inventory of Licensed Child Care Spaces and Policies* in Metro Vancouver will capture the changes in the provision of child care since 2019 and is intended to support member jurisdictions in planning for child care and help build more complete communities.

### Finance Committee – September 14, 2023

Information Items:

#### 5.2 Treasury Report – April 1, 2023 to June 30, 2023

The *Corporate Investment Policy* requires that the committee receive an investment update at least three times per year. To align with industry practices, Finance changed the reporting cycle to quarterly in 2022. This report provides the investment results for the second quarter ending June 30, 2023.

The annualized investment returns for Metro Vancouver at June 30, 2023 were 4.88 per cent for short-term, 3.02 per cent for long-term, and 3.28 per cent for the cultural reserve fund. Due to timing of long-term maturities, investment performance slightly lags below benchmarks. Total long-term borrowing for Metro Vancouver Districts for 2023 will be \$100 million (\$65M for GVS&DD and \$35M for GVWD). This is considerably less than the previous forecast due to delays in spending on capital projects.

Inflation has been trending downward for several months with June CPI at 2.8 per cent, compared to its peak at 8.1 per cent in June 2022. The current rate is at the high end of the Bank of Canada's target inflation rate between one and three per cent. To tackle inflation, over the past 18 months, the Bank of Canada increased the overnight lending rate from 0.25 per cent to 4.75 per cent as of June 30, 2023. As inflation rates decrease, there is sentiment that the bank will pause on any further rate increases.

**Greater Vancouver Water District**

**E1.1 Tree Management on Metro Vancouver Lands – Revised Board Policy**

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directed Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

A revised policy aims to continuously improve Metro Vancouver’s tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

**E2.1 Water Supply Update – Stage 2 Restrictions**

**RECEIVED**

The Board received a report on the state of the regional water supply, water use trends in the high-demand season and the effects of the activation of Stage 2 water restrictions of the *Drinking Water Conservation Plan* on August 4. Regional water consumption data shows that the average day water demand increased steadily from 1.23 billion litres per day (BLD) in May to 1.35 BLD in June and to 1.46 BLD in July. Since the activation of Stage 2 watering restrictions, the average day water demand has slightly reduced to 1.32 BLD in August. During Stage 2 watering restrictions (August 4 to August 31) there were no days with regional water demands over 1.5 BLD compared to 11 days during Stage 1 (May 1 to August 3). However, daily water use patterns in the high season indicated peak water use occurring during early Saturday and Sunday mornings that did not reduce as significantly as expected since the implementation of Stage 2, indicating that lawn watering may still be occurring. Currently, a move to Stage 3 restrictions is not anticipated, but Metro Vancouver staff continue to monitor both supply and demand trends carefully. With increased and sustained enforcement of the lawn watering ban in Stage 2, there is opportunity to reduce water consumption beyond what was seen in August. Stage 3 introduces restrictions which significantly affect local businesses.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

**Water Committee – September 13, 2023**

Information Items:

**5.1 In-System Reservoir Upgrades Update**

Metro Vancouver Water Services staff clean, maintain, upgrade, and expand Metro Vancouver’s in-system reservoirs to ensure the delivery of high-quality drinking water. This work is key in meeting the goals identified in the *Board Strategic Plan 2022 to 2026* for the Water Services function. The work is successfully completed through close collaboration with internal departments, member jurisdictions, and external partners.

**5.2 GVWD Capital Program Expenditure Update to June 30, 2023**

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures. This report includes both the overall capital program for the water utility with a multi-year view of capital projects, and the actual capital spending for the 2023 fiscal year to June 30, 2023 in comparison to the prorated annual capital cash flow. In 2023, the annual capital expenditures for the GVWD are \$93.5 million to date compared to a prorated annual capital cash flow of \$200M. Forecasted expenditures for the current water utility capital program remain within the approved budgets through to completion.

**5.3 Water Supply Update – Stage 2 Restrictions**

Regional water consumption data shows that the average day water demand increased steadily from 1.23 billion litres per day (BLD) in May to 1.35 BLD in June and to 1.46 BLD in July. Since the activation of Stage 2 watering restrictions, the average day water demand has slightly reduced to 1.32 BLD in August. During Stage 2 watering restrictions (August 4 to August 31) there were no days with regional water demands over 1.5 BLD compared to 11 days during Stage 1 (May 1 to August 3). However, daily water use patterns in the high season indicated peak water use occurring during early Saturday and Sunday mornings that did not reduce as significantly as expected since the implementation of Stage 2, indicating that lawn watering may still be occurring. Currently, a move to Stage 3 restrictions is not anticipated, but Metro Vancouver staff continue to monitor both supply and demand trends carefully. With increased and sustained enforcement of the lawn watering ban in Stage 2, there is opportunity to reduce water consumption beyond what was seen in August. Stage 3 introduces restrictions which significantly affect local businesses.



**Greater Vancouver Sewage and Drainage District**

**E1.1 Interim Reclaimed Water Policy**

**APPROVED**

Metro Vancouver has the opportunity to encourage regional use of water that is reclaimed after wastewater treatment. Doing so will reduce the use of valuable, scarce drinking water, and will support commitments to use waste as a resource. Reclaimed water filling facilities have been included in the designs of the new wastewater treatment plants. These facilities will make reclaimed water available to users outside of the plants. An *Interim Reclaimed Water Policy* is proposed to enable the use of reclaimed water from Metro Vancouver’s wastewater treatment plants. The policy is labeled as interim as it’s expected there will be amendments based on knowledge gained through initial pilot work.

The Board approved the *Interim Reclaimed Water Policy* as presented.

**E1.2 Appointment of Enforcement Officers**

**APPROVED**

Recent changes in staff at Metro Vancouver and the City of Vancouver have resulted in a need to update staff appointments as Board-designated officers and deputy sewage control manager under the *District Sewer Use Bylaw 299, 2007*, the *Environmental Management Act* and the *Offence Act*.

The Board, pursuant to the *Sewer Use Bylaw 299, 2007* and the *Environmental Management Act*:

- rescinded the appointment of Metro Vancouver employee Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers
- rescinded the appointment of former City of Vancouver employee Nicole Montgomery as a deputy sewage control manager

Pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Sewer Use Bylaw*, the Board:

- rescinded the appointment of Metro Vancouver employee Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

**E2.1 Tree Management on Metro Vancouver Lands – Revised Board Policy**

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directs Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

A revised policy aims to continuously improve Metro Vancouver’s tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

**E3.1 Appointment of Enforcement Officers**

**APPROVED**

Recent changes in staff have resulted in a need to update staff appointments as Board-designated officers under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996* and the *Environmental Management Act*:

- rescinded the appointment of Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees, Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft as officers

And then, pursuant to Section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, the Board:

- rescinded the appointment of Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

**G1.1 Greater Vancouver Sewerage and Drainage District Food Sector Grease Interceptor Bylaw No. 365, 2023**

**APPROVED**

Proposed bylaw changes incorporate feedback from food sector establishments and provides more clarity and flexibility to encourage compliance, while updating bylaw requirements to minimize grease contributions to the system. Fee increases related to bylaw contraventions are included to better reflect current costs of re-inspections and sampling (fees have only been charged 25 times in the last 10 years).

The Board gave first, second, and third readings to *Food Sector Grease Interceptor Bylaw No. 365, 2023*, then passed and finally adopted said bylaw.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

**Liquid Waste Committee – September 13, 2023**

Information Items:

**5.2 2022 GVS&DD Environmental Management & Quality Control Annual Report**

Annual reporting of GVS&DD Environmental Management & Quality Control is a regulatory requirement under the *Integrated Liquid Waste and Resource Management Plan*. This report summarizes the performance, process control, and regional environmental quality information gathered through various monitoring programs and other environmental management initiatives. In 2022, Metro Vancouver wastewater treatment plants met performance expectations with respect to reduction of contaminant loadings to the receiving environment. Regional liquid waste discharges were effectively managed in a manner that protects human health and aquatic life.

**5.3 2023 Unflushables Campaign Results**

The 2023 Unflushables campaign ran from April 1 to May 28. The campaign aims to reduce the disposal of seven key problem items into the wastewater system. The media strategy targeted adults aged 25 to 54 and included social media, television, radio, Google Search, and placements in elevators and on bus sides. The campaign produced solid results, generating 20 million impressions, 1.6 million video views, and 4,957 engagements. De-ragging incidents have generally dropped since 2017, but have increased the last two years, likely due in part to improved measurement. A post-campaign survey showed that most residents are aware of what can't be flushed, though there was a slight increase in willingness to flush campaign items. Metro Vancouver continues to work with the Health Products Stewardship Association to leverage joint opportunities to promote the medications take-back program. The campaign will run again in 2024.

**5.5 Liquid Waste Services Capital Program Expenditure Update as at June 30, 2023**

The capital expenditure reporting process as approved by the GVS&DD Board provides for regular status reports on capital expenditures. This is the second report for 2023 which includes the overall capital program for Liquid Waste Services with a multi-year view of capital projects, and the actual capital spending for the 2023 fiscal year to June 30, 2023 in comparison to the annual capital cash flow. As of June 30, 2023, the capital expenditures for Liquid Waste Services are \$134.8 million, compared to a prorated annual capital cash flow of \$340.9 million. This shortfall is primarily due to invoicing and project delays and the timing of some construction work for the latter portions of the year. Forecasted expenditures for the current Liquid Waste Services capital program generally remain within the annual capital cash flow planned for 2023.

**Zero Waste Committee – September 14, 2023**

Information Items:

**5.1 Summary of Municipal Waste Collection Service Models**

Metro Vancouver member jurisdictions typically provide or coordinate solid waste collection services for single family properties in the region. Currently, 84 per cent of the single-family properties in Metro Vancouver receive every-other-week garbage collection and 95 per cent receive weekly green bin collection. The majority of single-family residences in the region receive weekly multi-stream recycling collection using bags and bins, with the remainder receiving every-other-week single-stream recycling collection using wheeled carts. Members fund single-family garbage and green bin programs through utility fees, property taxes, or a combination of both. Residential recycling of packaging and paper is funded through Recycle BC with the service provided by the municipalities under contract with Recycle BC or directly by Recycle BC. Most municipalities have a standard set of material collected as determined by Recycle BC. Any deviation from the standard requires specific approval by Recycle BC.

**5.2 Waste-to-Energy Facility Environmental Monitoring and Reporting 2022 Update**

All air-emission-related parameters monitored during 2022 were similar to 2021, and well below regulatory limits in the Waste-to-Energy Facility Provincial Operational Certificate. The Waste-to-Energy Facility's contributions of nitrogen dioxide, fine particulates, and anthropogenic greenhouse gases are less than one per cent of regional emissions. In the fall of 2020 Metro Vancouver began monitoring ambient air parameter concentrations at a temporary air monitoring station immediately adjacent to the Waste-to-Energy Facility, and installed additional monitoring equipment at an existing monitoring station near the facility. Sulphur dioxide and hydrogen chloride ambient levels at less than 10 per cent of ambient air objectives at both stations. Ninety-eight per cent of the time, ambient sulfur dioxide and hydrogen chloride concentrations were less than three per cent of ambient objectives. Ambient nitrogen dioxide levels are within ambient air quality objectives and lower than many other monitoring stations within the region. Analysis suggests that other regional sources are the primary drivers of ambient concentrations of these pollutants at both ambient air monitoring stations. Metro Vancouver is working on a request to the Province of British Columbia to amend the Waste-to-Energy Operational Certificate to reflect the low ambient concentrations of sulfur dioxide and hydrogen.

**5.3 Solid Waste Services Capital Program Expenditure Update as of June 30, 2023**

The capital expenditure reporting process, as approved by the Board, provides for regular status reports on capital expenditures four times per year. In previous years, these reports were provided three times per year. This is the second report for 2023 which includes both the overall capital program for the solid waste utility with a multi-year view of capital projects, and the actual capital spending for the 2023 fiscal year to June 30, 2023 compared to the annual Capital Cash Flow. As of June 30, 2023, the capital expenditures for Solid Waste Services are \$2.1 million compared to a prorated annual Capital Cash Flow of \$21.4 million. The underspend is primarily due to the timing of the pre-construction phases of Waste-to-Energy Facility projects and recycling and waste centre projects. Projects underway are expected to be completed within approved budgets.

## Metro Vancouver Housing Corporation

### E1.1 Tree Management on Metro Vancouver Lands – Revised Board Policy

APPROVED

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directs Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.




A revised policy aims to continuously improve Metro Vancouver's tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

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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: Sean Galloway, Director, Planning and Development  
Subject: MUNICIPAL APPROVING OFFICER APPOINTMENT  
Date: October 4, 2023 File No: 13-6410-01-0001/2023

*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, dated October 4, 2023, entitled “Municipal Approving Officer Appointment”:

THAT Matthew Holm be removed as a Municipal Approving Officer; and

THAT Tim Ryce be appointed as a Municipal Approving Officer, in accordance with the *Land Title Act*, until employment with the City ceases.

**BACKGROUND**

The Approving Officer adjudicates subdivision applications and related matters under the authority of the BC *Land Title Act*. The Act grants the authority to appoint Municipal Approving Officers to Council.

**DISCUSSION**

The City has historically appointed two or three Municipal Approving Officers concurrently, in order to ensure capacity building and adequate coverage are in place.

Current City Municipal Approving Officers are as follows:

- Mandy Wardell – Manager, Development Services
- Karyn Magnussen – City Engineer
- Matthew Holm – Manager, Engineering Design (previously Manager, Development Services)

As Mr. Holm is no longer the City's primary Approving Officer, staff recommend removing him from the list of authorized Approving Officers.

In order to ensure sufficient coverage at a time when the volume and complexity of development applications are increasing, staff recommend the appointment of Tim Ryce, Chief Building Official, as Municipal Approving Officer.

#### **FINANCIAL IMPLICATIONS**

None.

#### **INTER-DEPARTMENTAL IMPLICATIONS**

Business processes should be strengthened with added capacity and capability in this function.

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

None.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Sean Galloway,  
Director, Planning and Development





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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Sara Rasooli, Planning Assistant

Subject: REZONING APPLICATION: 442 EAST 16<sup>TH</sup> STREET (MEHRDAD RAHBAR / VERNACULAR STUDIO INC.)

Date: September 13, 2023 File No: 08-3400-20-0099/1

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

## RECOMMENDATION

PURSUANT to the report of the Planning Assistant, dated September 13, 2023, entitled "Rezoning Application: 442 East 16<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.):

THAT the application submitted by Mehrdad Rahbar / Vernacular Studio Inc., to rezone the property located at 442 East 16<sup>th</sup> Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*;

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

## ATTACHMENTS

1. Context Map (City Docs [#2370807](#))
2. Public Consultation Summary (CityDocs [#2338359](#))
3. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8988" (CityDocs [#2397290](#))

## SUMMARY

This report presents an application to rezone the property located at 442 East 16<sup>th</sup> Street from One-Unit Residential 1 (RS-1) Zone to One-Unit Residential 2 (RS-2) Zone to allow for future subdivision of the subject site from one lot into two lots. The intent of the subdivision is to develop a single family dwelling with a detached garage and a secondary suite on each lot.

## BACKGROUND

On February 28, 2022, Council directed staff to continue processing RS-2 rezoning applications on a case-by-case basis. Council also approved the simplified process for these applications, where at the rezoning stage there would be a focused review on zoning, subdivision and servicing requirements. No design review would be conducted on any proposed building. This is to a set clear expectation with the applicant and the public that under the *Local Government Act*, the City does not have design control over single family homes.

## DISCUSSION

### Site Context

The site is located in the Central Lonsdale neighborhood and is sited mid-block on the north side of East 16<sup>th</sup> Street, between Moody Avenue to the east and Ridgeway Avenue to the west (Attachment #1). The area mainly consists of one and two level single family homes with varying lot widths. The adjoining lot to the west was recently rezoned to the RS-2 Zone (416-418 E 16<sup>th</sup> Street).

The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	443 East 17 <sup>th</sup> Street (across the lane)	Single Detached Dwelling	RS-1
South	445 East 16 <sup>th</sup> Street (across the street)	Single Detached Dwellings	RS-1
East	446 East 16 <sup>th</sup> Street	Single Detached Dwelling	RS-1
West	438 East 16 <sup>th</sup> Street	Single Detached Dwelling	RS-1

## PLANNING ANALYSIS

### Official Community Plan

The Official Community Plan (OCP) designates the subject site as Residential Level 1 (R1), which provides for ground-orientated housing with non-strata accessory uses with a maximum density of 0.5 FSR. Secondary Suites and Coach Houses may not be stratified per the *Condominium Act*.

The proposal represents a minimal increase in the number of units to the land area with one additional net unit being permitted through the RS-2 rezoning and subdivision. The proposed density is consistent with the OCP and planned character of the neighbourhood.

### Zoning Bylaw

The proposal to allow for one lot to be subdivided into 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 described in Table 2 below.

**Table 2. Requested Changes to the Zoning Bylaw**

	Current RS-1 Zone	Proposed RS-2 Zone
<b>Buildings</b>	One Principal Building per lot	One Principal Building per lot
<b>Use</b>	One-Unit Residential Use	One-Unit Residential Use
<b>Units</b>	Three units per lot: <ul style="list-style-type: none"> <li>• One Principal Dwelling Unit;</li> <li>• One Accessory Secondary Suite;</li> <li>• One Accessory Coach House</li> </ul>	Two units per lot (total four): <ul style="list-style-type: none"> <li>• One Principal Dwelling Unit;</li> <li>• One Accessory Secondary Suite</li> </ul>
<b>GFA</b>	Lesser of 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.), or 0.5 FSR.  For the subject site, the maximum GFA is 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.) = 297.67 sq.m. (3204.09 sq.ft.)	Lesser of 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.), or 0.5 FSR.  For both proposed sites, combined maximum GFA is, 0.5 FSR - Lot A (West lot) = 170.03 sq.m. (1830.20 sq.ft.); - Lot B (East lot) = 170.63 sq.m. (1836.60 sq.ft.)
<b>Lot Coverage</b>	30% for Principal Building	Same as per the RS-1 Zone
<b>Minimum Lot Frontage</b>	10 m (50 ft.)	7.5 m (24.6 ft.)
<b>Principal Building Setbacks</b>	Front Lot Line – 4.6 m (15 ft.) Rear Lot Line – 15.0 m (49.33 ft.) Interior Lot Lines – 1.2 m (4 ft.)	Same as per the RS-1 Zone
<b>Minimum off-street parking</b>	1 parking stall for Principal Dwelling unit; 1 parking stall for Accessory units	Same as per the RS-1 Zone

## LANDSCAPING & TREE RETENTION

The site is not subject to the City's Tree Bylaw. There is an existing cherry tree at the front of the property that the applicant is proposing to remove. Staff support the removal of the tree because a storm water management tank needs to be constructed in the front yard in order to meet the City's storm water management guidelines. Additionally, retaining the tree is not feasible due to its potential impact on future constructability.

## COMMUNITY CONSULTATION

The applicant hosted a Virtual Development Information Session (VDIS) on February 14, 2023 to introduce the application to the community, as well as receive input from the comment sheets that were distributed. Following the VDIS, the City received correspondence from one resident, who raised the following concerns:

- The proposed design of the buildings made them look like more like apartment buildings versus single-detached homes and that the designs were identical.
- The character of the neighborhood would be negatively impacted with these kind of developments.

## PROCESS WHEN NO PUBLIC HEARING IS HELD

Given the conformity of the proposal with the OCP and existing character of the area, staff are recommending that no Public Hearing be held. Should Council wish to refer the application to a Public Hearing the first active clause in the resolution should be amended to read:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8988"  
(Mehrdad Rahbar / Vernacular Design Inc., 442 East 16<sup>th</sup> Street, RS-2) be  
considered and referred to a Public Hearing;

RESPECTFULLY SUBMITTED:



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Sara Rasooli  
Planning Assistant





## SUMMARY REPORT OF VIRTUAL DEVELOPMENT INFORMATION SESSION

March 3, 2023  
 Linden Maultsaid-Blair, Planner  
 City of North Vancouver  
 141 West 14<sup>th</sup> Street  
 North Vancouver, BC, V7M 1H9

**Re: 442 East 16th Street, Subdivision and Rezoning**

Location: Virtual Zoom Room  
 Host: Vernacular Group

**Development Team:**

Marie F. Del Borrello, Vernacular Group  
 Mehrdad Rahbar, Vernacular Group

**CNV Representative**

Linden Maultsaid-Blair & Sara Rasooli

**Residents attended**

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

The meeting was held on the zoom platform hosted by the applicant, Vernacular Group on February 14<sup>th</sup>, 2023, between 6:00 PM. and 8:00 PM.

During virtual meeting 7 residents attended on video. The undersigned hosted the meeting and Mehrdad Rahbar presented the proposal in detail then answered the residents questions. In addition, Linden Maultsaid-Blair of the City of North Vancouver answered to some of the residents questions relating to City policies and Zoning.

The two opponents of the proposal were against RS2 Zoning. They were also concerned about street parking and traffic on the street and prefer duplexes. We only received one comment form (see attached).

Mehrdad explained about the cost and market value of large Single-family houses in North Vancouver. He further alluded a large Single-family house having a larger secondary Suite and a Coach House, there would be perhaps even more vehicles on the property.

There were also 4 residents who were in support of the proposal but did not speak. However, we received two comment forms (see attached). One resident feels like he doesn't know enough about the proposal to support or oppose.

One resident asked us for the addresses of some of our projects, which we provided her later via e-mail.

Marie F. Del Borrello

**Vernacular Studio Inc.**  
 120 Lonsdale Ave. | North Vancouver | BC | V7M 2E8  
 604-990 6662 | [mrahbar@vernaculardev.com](mailto:mrahbar@vernaculardev.com) | [vernaculardev.com](http://vernaculardev.com)

**From:** Erinne Cowan  
**Sent:** October-04-23 4:12 PM  
**To:** Submissions  
**Subject:** 442 East 16th Street Bylaw Amendment

I have to say what is the point of having a Bylaw if you keep allowing changes.

Years ago we asked if there would ever be subdivisions or duplexes allowed on our 400 block of East 17th and we were told no as the City wanted to preserve the Heritage nature of the area at least 2 blocks of Grand Boulevard.

That being said, the house on the lot in question is far from a heritage home. However there are many others building or restoring Heritage homes in this area. We bought in this area because of its quiet, uniqueness of heritage homes and parks. More development like this is pushing us out.

East 16th street has a parking issue already, people with suites in their homes I don't think have sufficient parking for themselves or their tenants.

We have endured construction ongoing for many years now and the biggest issue is the lane continually blocked by construction vehicles or residents who can't find parking on 16th.

The noise pollution from the building in the area is especially dump trucks travelling down East 17th continually for the high rises and then construction behind us in the lane, means we are constantly impacted by noise and impeded driving. It's become a place I don't really want to live for those reasons. Our quiet neighbourhoods and roads are so busy now. I understand this will happen in a City, but can we limit the amount of construction noise and inconvenience that residents have to endure within a 2 block radius maybe or even 1?

Please look at the parking situation on East 16th, make sure construction vehicles aren't parking in laneways impeding us driving through to our driveway. Control noise and building times. I would prefer no construction after 5 and on weekends so we can enjoy our lives.

Safety in the lanes is of huge concern, we have kids riding bikes in lanes freely and worry about their safety. More traffic means less safe and kids will need to change their outdoor use of the lane.

People have to provide ample onsite parking for themselves and their tenants. We just got a similar build on that street with the tenants soon to move it which will already impact the terrible parking situation on that street.

I do think the Heritage area should be kept in tact, what considerations have you given this? There are plenty of single family homes in designated areas on 100-300 block that can still be developed to subdivisions. I would prefer they keep it there for now where it has been designated and not creep closer to Grand Boulevard.

Sincerely,

Erinne Cowan  
433 East 17<sup>th</sup> Street  
Owner over 25 years

**From:** Victoria Nunuk  
**Sent:** October-04-23 8:32 PM  
**To:** Submissions  
**Subject:** Zoning Amendment Bylaw No. 8988 - 442 East 16th Street

Thank you for the opportunity to provide input on the rezoning proposal for 442 East 16th Street. As 18-year residents of this block, we would like to bring two concerns to your attention.

### **1) Parking in the 400 block of East 16th**

As you may already be aware, parking for residents on the block is severely constrained. The combination of trucks owned by construction workers and contractors currently servicing multiple construction projects on the block, combined with the utilization of any available parking on the street by employees of Lions Gate Hospital creates a situation of pressure on the limited spaces available for parking. Residents, often have to park a block from home and carry children, heavy groceries, recycling and other items a long distance all the while putting increased pressure on parking on nearby streets.

At very least, please stagger and limit the maximum number of construction projects on the block to no more than two at a time. We have multiple projects underway presently, all contributing to noise, parking pressures, litter, and dust in the air. We are aware of the demand for housing, and understand it will take many years to resolve. With this in mind, we believe the City has a duty to balance livability concerns with a more sustainable approach that is reasonable for residents for the long-term. As it is, the block vibrates with noise, dirt and construction six days a week, with no end in sight.

Further, please consider expanding the required size of the garages to come at 442 East 16th Street to ensure room for an average size car. The current subdivision project underway on our block has already built garages too small for the average car. As a result, it's expected these will most likely be utilized as storage units, with the potential to push even more cars onto the street.

### **2. Heritage values**

The proposed design of the two structures is not complementary to the heritage character of many of the homes on the street. Modern amenities and heritage-style building are not incompatible, and can be integrated with a more community-centred approach to the design. Please ask for reconsideration of the design, to be inspired by, and better harmonize with, heritage.

In closing, we thank you for your consideration of the aforementioned concerns. We trust the process to be an authentic one, and that revisions to the current proposal are possible and can be achieved in the interest of the neighborhood and quality of life for present and future residents.

Respectfully,

Victoria Miles and David Nunuk  
430 East 16<sup>th</sup> Street  
North Vancouver, BC V7L 2T5



# City of north vancouver PUBLIC NOTICE

Regular Council Meeting  
Monday, October 16, 2023 at 6:00pm

First Readings of:  
"Zoning Amendment Bylaw No. 8988"  
**442 East 16<sup>th</sup> Street**  
and  
"Zoning Amendment Bylaw No. 8989"  
**412 East 11<sup>th</sup> Street**



**Proposal for both sites:** To rezone the subject properties from a One-Unit Residential (RS-1) Zone to a One-Unit Residential (RS-2) Zone to allow for subdivision of the properties into 2 lots and the development of a single-family dwelling with a secondary suite on each lot.

**Provide written input:** All persons who believe their interest in property may be affected by the proposed bylaws will be afforded an opportunity to be heard by written or email submission. *All submissions must include your name and address* and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, *no later than noon on Monday, October 16, 2023*, to ensure their availability to Council at the meeting.

**No Public Hearing will be held.**

**Watch the meeting** online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming) or in person at City Hall, 141 West 14<sup>th</sup> Street. Enter City Hall from 13<sup>th</sup> Street after 5:30pm.

**View the documents** online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings)

**Questions?** Sara Rasooli, Planning Assistant  
[srasooli@cnv.org](mailto:srasooli@cnv.org) / 604-982-8352

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9

T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)   

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

**BYLAW NO. 8988**

**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, 2023, No. 8988**” (Mehrdad Rahbar / Vernacular Design Inc., 442 East 16<sup>th</sup> Street, RS-2).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 442 East 16<sup>th</sup> Street, legally described below as henceforth being transferred, added to and forming part of RS-2 (One-Unit Residential 2 Zone):

PID: 007-405-677	Lot 18, Except the North 10 Feet, Now Lane, Block 34 District Lot 550 Plan 1698
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from zone RS-1.

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

\_\_\_\_\_  
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**

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To: Mayor Linda Buchanan and Members of Council

From: Sara Rasooli, Planning Assistant

Subject: REZONING APPLICATION: 412 EAST 11<sup>TH</sup> STREET (MEHRDAD RAHBAR / VERNACULAR STUDIO INC.)

Date: September 13, 2023 File No: 08-3400-20-0105/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planning Assistant, dated September 13, 2023, entitled "Rezoning Application: 412 East 11<sup>th</sup> Street (Mehrdad Rahbar / Vernacular Studio Inc.):

THAT the application submitted by Mehrdad Rahbar / Vernacular Studio Inc., to rezone the property located at 412 East 11<sup>th</sup> Street from a One-Unit Residential 1 (RS-1) Zone to a One-Unit Residential 2 (RS-2) Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*;

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

**ATTACHMENTS**

1. Context Map (City Docs [#2370953](#))
2. Public Consultation Summary (City Docs [#2398398](#))
3. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8989" (City Docs [#2397334](#))

## SUMMARY

This report presents an application to rezone the property located at 412 East 11<sup>th</sup> Street from One-Unit Residential 1 (RS-1) Zone to One-Unit Residential 2 (RS-2) Zone to allow for the future subdivision of the subject site from one lot into two lots. The intent of the subdivision is to develop a single family dwelling with a detached garage and a secondary suite on each lot.

## BACKGROUND

On February 28, 2022, Council directed staff to continue to process RS-2 rezoning applications on a case-by-case basis. Council also approved the simplified process for these applications, where at the rezoning stage there would be a focused review on zoning, subdivision and servicing requirements. No design review would be conducted on any proposed building. This is to set a clear expectation with the applicant and the public that under the *Local Government Act*, the City does not have design control over single family homes.

## DISCUSSION

### Site Context

The site is located in the Grand Boulevard neighborhood and is sited on the north side of East 11<sup>th</sup> Street, between Moody Avenue to the east and Ridgeway Avenue to the west (Attachment #1). The area mainly consists of one and two level single family homes with varying lot widths.

The siting of the primary building on the adjacent lot towards the east (416 East 11<sup>th</sup> Street) is non-conforming and sited closer to the shared lot line than what is permitted in the RS-1 zone. Staff have communicated to the applicant that siting and fire safety is to be coordinated during the Building Permit stage for any new buildings to be constructed on the proposed lots.

The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	413 East 12 <sup>th</sup> Street (across the lane)	Single Detached Dwelling	RS-1
South	415 East 11 <sup>th</sup> Street (across the street)	Single Detached Dwellings	RS-1
East	416 East 11 <sup>th</sup> Street	Single Detached Dwelling	RS-1
West	408 East 16 <sup>th</sup> Street	Single Detached Dwelling	RS-1

## PLANNING ANALYSIS

### Official Community Plan

The Official Community Plan (OCP) designates the subject site as Residential Level 1 (R1), which provides for ground-orientated housing with non-strata accessory uses with a maximum density of 0.5 FSR. Secondary Suites and Coach Houses are not able to be stratified per the *Condominium Act*.

The proposal represents a minimal increase in the number of units to the land area with one additional net unit being permitted through the RS-2 rezoning and subdivision. The proposed density is consistent with the OCP and planned character of the neighbourhood.

### Zoning Bylaw

The proposal to allow for one lot to be subdivided into 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 described in Table 2 below.

**Table 2. Requested Changes to the Zoning Bylaw**

	Current RS-1 Zone	Proposed RS-2 Zone
<b>Buildings</b>	One Principal Building per lot	One Principal Building per lot
<b>Use</b>	One-Unit Residential Use	One-Unit Residential Use
<b>Units</b>	Three units per lot: <ul style="list-style-type: none"> <li>• One Principal Dwelling Unit;</li> <li>• One Accessory Secondary Suite;</li> <li>• One Accessory Coach House</li> </ul>	Two units per lot (total four): <ul style="list-style-type: none"> <li>• One Principal Dwelling Unit;</li> <li>• One Accessory Secondary Suite</li> </ul>
<b>GFA</b>	Lesser of 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.), or 0.5 FSR  For the subject site, the maximum GFA is 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.) = 297.72 sq.m. (3204.7 sq.ft.)	Lesser of 0.3 FSR + 92.9 sq.m. (1,000 sq.ft.), or 0.5 FSR  For both proposed sites, combined maximum GFA is, 0.5 FSR - Lot A (West lot) = 170.40 sq.m. (1834.20 sq.ft.); - Lot B (East lot) = 170.40 sq.m. (1834.20 sq.ft.)
<b>Lot Coverage</b>	30% for Principal Building	Same as per the RS-1 Zone
<b>Minimum Lot Frontage</b>	10 m (50 ft.)	7.5 m (24.6 ft.)
<b>Principal Building Setbacks</b>	Front Lot Line – 4.6 m (15 ft.) Rear Lot Line – 15.0 m (49.33 ft.) Interior Lot Lines – 1.2 m (4 ft.)	Same as per the RS-1 Zone
<b>Minimum off-street parking</b>	1 parking stall for Principal Dwelling unit 1 parking stall for Accessory units	Same as per the RS-1 Zone

## LANDSCAPING & TREE RETENTION

The site is not subject to the City's Tree Bylaw. Staff support the removal of the trees on site. Due to the proposed building footprint and necessary grading changes, none of the existing trees on the site can be retained without risking their structural stability.

## COMMUNITY CONSULTATION

The applicant hosted a Virtual Development Information Session (VDIS) on March 14, 2023 to introduce the application to the community, as well as to receive input from the comment sheets that were distributed.

As outlined in the attached DIS Summary report (attachment #2), a VDIS was attended by six individuals. Among them, three people expressed opposition to the rezoning. Additionally, three households submitted feedback forms. Out of those who submitted forms, two were opposed to the rezoning.

The concerns raised by residents are listed below:

- Street parking issues;
- Retention of existing trees;
- Environmental sustainability;
- The proximity to the non-conforming building on the neighboring lot towards the east;
- Built forms of small lot developments which does not fit with the neighborhood context;
- The increase of small lot developments in the neighborhood.

## PROCESS WHEN NO PUBLIC HEARING IS HELD

Given the conformity of the proposal with the OCP and existing character of the area, staff is recommending that no Public Hearing be held. Should Council wish to refer the application to a Public Hearing the first active clause in the resolution should be amended to read:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8989"  
(Mehrddad Rahbar / Vernacular Design Inc., 412 East 11<sup>th</sup> Street, RS-2) be  
considered and referred to a Public Hearing;

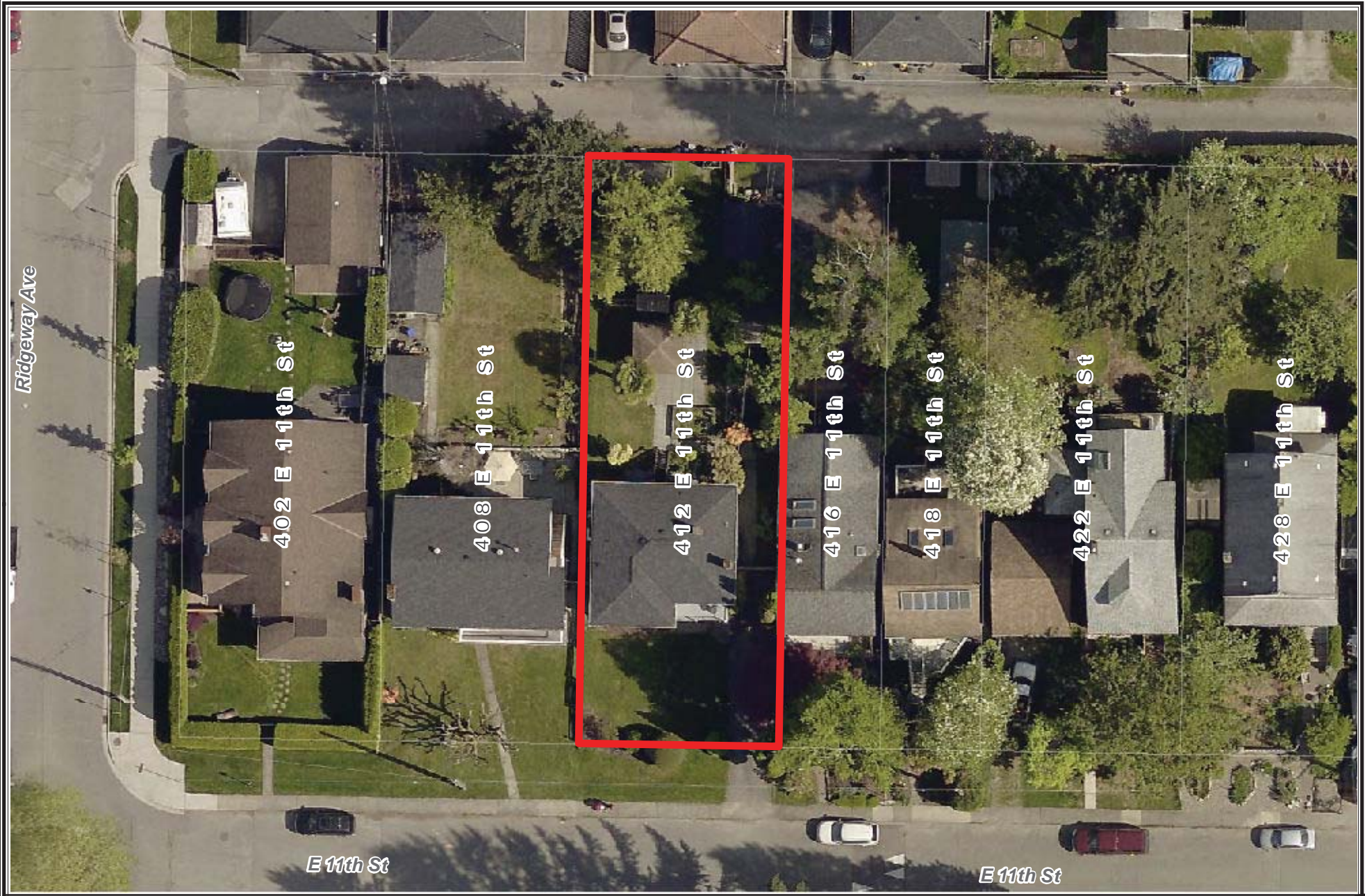
RESPECTFULLY SUBMITTED:





---

Sara Rasooli  
Planning Assistant





Context Map: 412 East 11<sup>th</sup> Street

-  Subject Site
-  Legal\_Parcels





## SUMMARY REPORT OF VIRTUAL DEVELOPMENT INFORMATION SESSION

April 10, 2023

Huy Dang, Planner  
City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC, V7M 1H9

**Re: 412 East 11th Street, Rezoning**

Location: Virtual Zoom Room  
Host: Vernacular Group

**Development Team:**

Marie F. Del Borrello, Vernacular Group  
Mehrdad Rahbar, Vernacular Group

**CNV Representative**

Huy Dang

**Residents attended:**

Six (6)

The meeting was held on the zoom platform hosted by the applicant, Vernacular Group, March 14<sup>th</sup>, 2023, between 6:00 PM. and 8:00 PM.

Six residents attended the virtual meeting. The undersigned hosted the meeting and Mehrdad Rahbar presented the proposal in detail then answered the residents' questions. In addition, Mr. Huy Dang of the City of North Vancouver answered some of the residents' questions relating to City policies and Zoning.

Three opponents of the proposal who lived in the neighbourhood were mainly against RS2 Zoning. The other concerns included, street parking, density, housing typology, roof decks, retention of two willows and two palm trees in the rear yard, and environmental sustainability. A resident suggested to design a green roof instead of roof decks, build **two coach houses** and keep the existing house. Then, he suggested to **build a duplex instead** of two single-family houses and his fourth suggestion was about climate concerns, which was to **keep the existing house and only build a Coach House infill in the back**. The same neighbour was also concerned about the number of rezoning applications the City has been receiving lately. The neighbour at 416 East 11<sup>th</sup>, was concerned about the side setback between subject property and theirs.

Mehrdad explained the cost and market value of large Single-family houses in North Vancouver is becoming more and more unaffordable for younger families. He further alluded a large Single-family house having a larger secondary Suite and a coach house perhaps would have even more vehicles on the property due to the number of occupants. Regarding, building only an in-fill unit, "it's not going to be considered by the owner" Mehrdad replied. Mehrdad also confirmed that all the setbacks, building heights and F.S.R. of the proposed new houses are in full compliance with RS2 zoning.

**Vernacular Studio Inc.**

120 Lonsdale Ave. | North Vancouver | BC | V7M 2E8  
604-990 6662 | [marie@vernaculardev.com](mailto:marie@vernaculardev.com) | [vernaculardev.com](http://vernaculardev.com)



Regarding the retention of four trees, Mehrdad explained that palm trees are not native species to this climate, and they look a bit out of place in this context. However, we are proposing to replace them with two fruit trees. Regarding willow trees in the rear, the one close to the eastern property line will be retained but the second one is going to be removed due to its conflict with the garage structures. As for the roof deck, Mehrdad explained that they are 100% in compliance with RS2 zoning, nonetheless, he reassured the residents to take their comments to the owner.

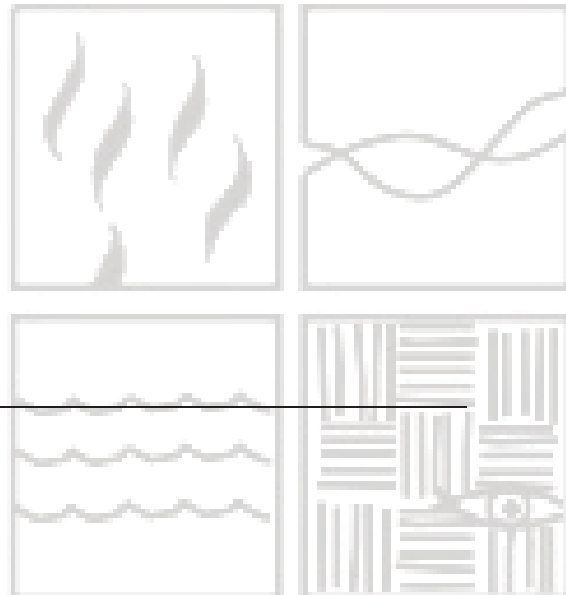
About the suggestion on having two coach houses, or Duplexes, Mr. Dang explained that each property can have only one coach house and current RS zoning does not allow for duplex development on this street block.

At the end, city staff reassured them to pass on their message to Council regarding the concerns about the number of RS2 applications CNV has been receiving lately.

Please see attached appendices 1 & 2.

## **VERNACULAR GROUP**

Marie F. Del Borrello



**From:** Karen Kristensen  
**Sent:** April-08-23 7:52 PM  
**To:** Submissions  
**Subject:** Regarding Application at 412 East 11th Street

Hello,

Please take this email as my official objection to this application Application at 412 East 11th Street to subdivide and change the character and quality of the single family zoned area in this residential area. The scale, density and architectural style of this application does not merit the exception to the existing zoning and the proposal would detract from the quality of this neighbourhood. I do not wish to see a precedent such as this take hold in the 400 block here or where I live just two blocks to the south.

Yours truly,

Karen Kristensen  
428 East 9<sup>th</sup> Street  
North Vancouver

# City of north vancouver PUBLIC NOTICE

Regular Council Meeting  
Monday, October 16, 2023 at 6:00pm

First Readings of:  
"Zoning Amendment Bylaw No. 8988"  
**442 East 16<sup>th</sup> Street**  
and  
"Zoning Amendment Bylaw No. 8989"  
**412 East 11<sup>th</sup> Street**



**Proposal for both sites:** To rezone the subject properties from a One-Unit Residential (RS-1) Zone to a One-Unit Residential (RS-2) Zone to allow for subdivision of the properties into 2 lots and the development of a single-family dwelling with a secondary suite on each lot.

**Provide written input:** All persons who believe their interest in property may be affected by the proposed bylaws will be afforded an opportunity to be heard by written or email submission. *All submissions must include your name and address* and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, *no later than noon on Monday, October 16, 2023*, to ensure their availability to Council at the meeting.

**No Public Hearing will be held.**

**Watch the meeting** online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming) or in person at City Hall, 141 West 14<sup>th</sup> Street. Enter City Hall from 13<sup>th</sup> Street after 5:30pm.

**View the documents** online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings)

**Questions?** Sara Rasooli, Planning Assistant  
[srasooli@cnv.org](mailto:srasooli@cnv.org) / 604-982-8352

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9

T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)   

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

**BYLAW NO. 8989**

**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, 2023, No. 8989**” (Mehrdad Rahbar / Vernacular Design Inc., 412 East 11<sup>th</sup> Street, RS-2).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 412 East 11<sup>th</sup> Street, legally described below as henceforth being transferred, added to and forming part of RS-2 (One-Unit Residential 2 Zone):

PID: 005-608-694	Lot 24 Except the North 10 Feet Now Lane, Block 82, District Lot 550, Plan 1450
------------------	---

from zone RS-1.

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

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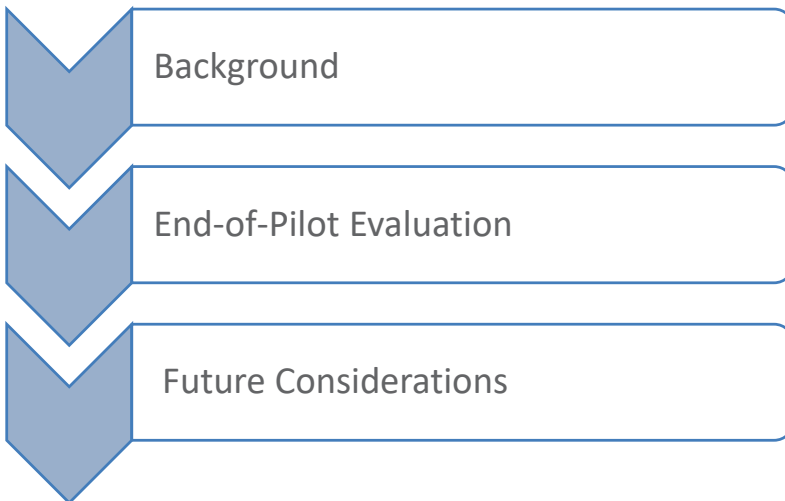
# North Shore E-Bike Share Pilot Program

Elicia Elliott,  
Manager, Transportation Planning  
Michelle Lam,  
North Shore Mobility Options Coordinator

Presentation to  
City of North Vancouver Council  
2023-10-16



## Today's Goals



# Policy Context

## PROVINCE OF BRITISH COLUMBIA

- *Clean Transportation Action Plan (CTAP) - Emission Reduction Strategies*
- *B.C.'s Active Transportation Strategy - Move Commute Connect*

## METRO VANCOUVER REGION

- *TransLink Transport 2050*

## NORTH SHORE

- *Integrated North Shore Transportation Planning Project (INSTPP)*

## CITY OF NORTH VANCOUVER (CNV)

- *Official Community Plan (2014)*
- *2022-2026 Council Strategic Plan priorities*
- *Mobility Strategy (2022)*

## DISTRICT OF NORTH VANCOUVER (DNV)

- *Official Community Plan (2021)*
- *Transportation Plan (2012)*
- *Community Energy and Emissions Plan (2019)*

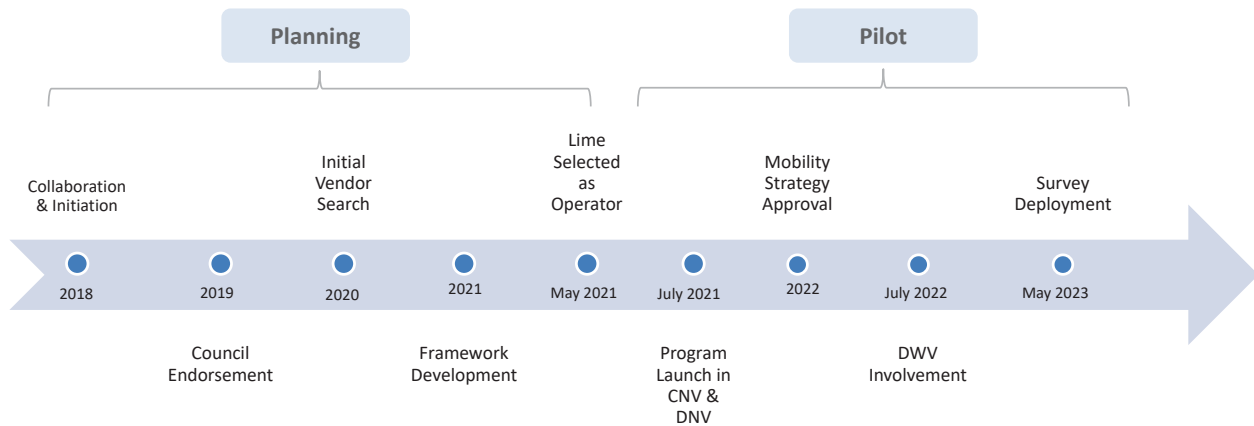
## DISTRICT OF WEST VANCOUVER (DWV)

- *Official Community Plan (2018)*
- *Council's Strategic Objectives*

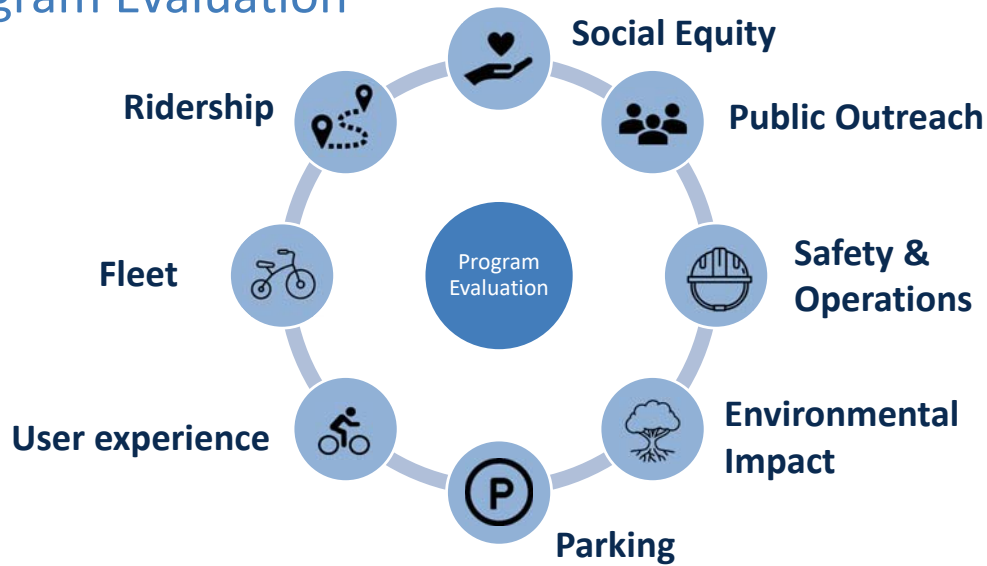


# Program Timeline

*2 Years of Strategic Planning, 2.5 Years of Successful Pilot Execution, and Looking Ahead*



# Program Evaluation



## Ridership

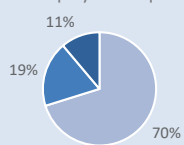
### North Shore Ridership

becoming a widely accepted mode of transportation on the North Shore

**156,000+**

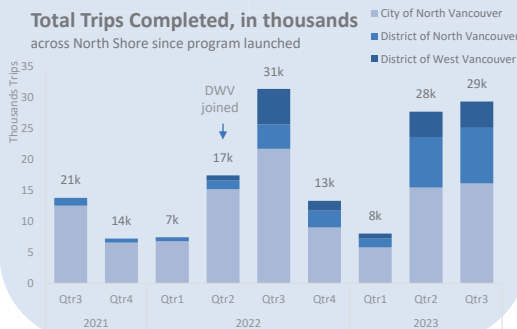
Trip Completed

Ridership by Municipalities



Total Trips Completed, in thousands

across North Shore since program launched



**319,000 km**

E-bike Travelled



✓ E-bike Share is attractive for **short-distance** trips.

**2 km per trip**

Median Trip Distance

**12 mins per trip**

Median Trip Duration

✓ About **1/3** of trips occur on **weekends** and **2/3** of the trips occur on **weekdays**.

Ridership

- Fleet
- User Exp
- Parking
- Env Impact
- Safety
- Public Outreach
- Social Equity

## E-bike Share User

11% of frequent user accounts for 60% of trips

**35,000+**

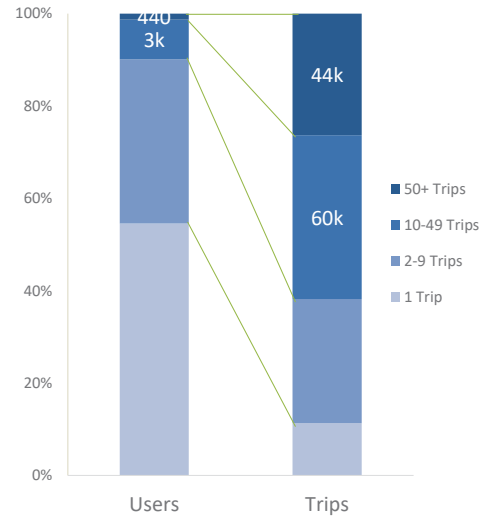
Total Unique User

**3,400 +**

Frequent User (10 Trips+)

- **High-Frequency Users (50+ Trips)**  
1% loyal user base
- **Frequent Users (10-49 Trips):**  
10% strong local riding population
- **Regular Users (2-9 Trips):**  
34% casual or occasional riders.
- **Single-Trip Users:**  
55% visitors or tourists

### Trips Frequency by Unique Users



Ridership

Fleet

- User Exp
- Parking
- Env Impact
- Safety
- Public Outreach
- Social Equity

## Fleet Size

Consistent growth in average E-Bike availability.

- 2021 : Launch faced issues in fleet size due to COVID-19's impact on supply chain.
- 2022 : Operator met summer and winter minimums.
- 2023 : Not only met, but exceeded requirements; peak deployment in August, with **435 E-bikes**.

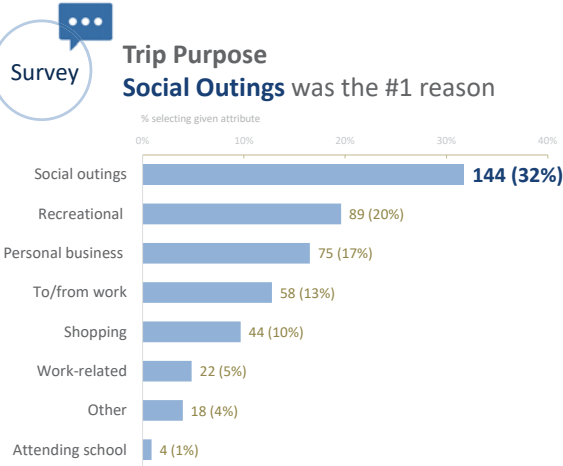
### Monthly Average of Daily Operational E-bikes across North Shore since launched



Summer months min. 200 E-bikes  
Winter months min. 120 E-bikes

# User Experience

73% of surveyed users expressed that they were **satisfied** with the E-bike Share program.



### Top reasons to use E-bike Share

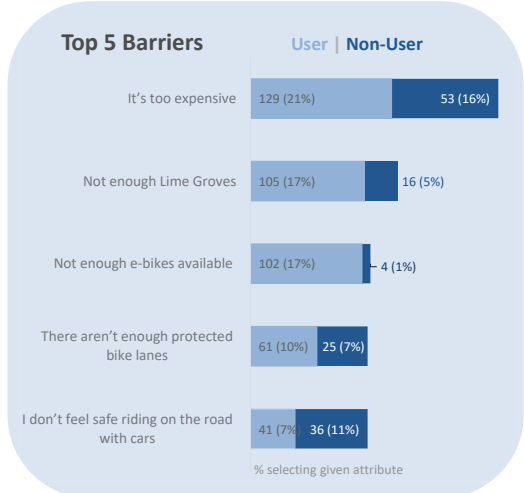
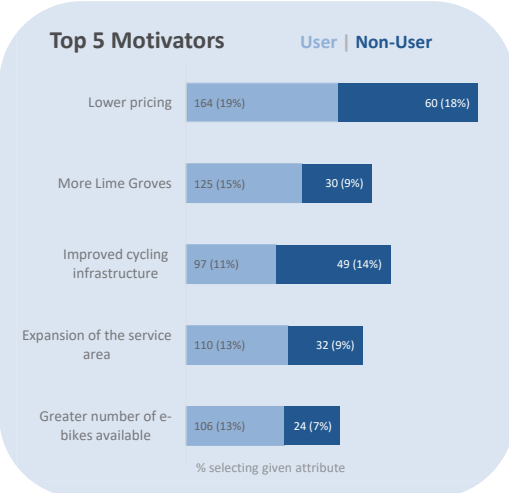
- ✓ Efficiency and direct connections (26%)
- ✓ Enjoyment (16%)
- ✓ Avoid Traffic congestion (12%)
- ✓ Parking concerns (12%)

### The most appreciated features among E-bike Share users are...

- ✓ User-friendly app (24%)
- ✓ Environmental benefits (23%)
- ✓ Program convenience (23%)

# Motivators and Barriers to use E-bike Share

Common Themes: Pricing, Parking Availability, Cycling infrastructures



Ridership

Fleet

User Exp

**P** Parking

Env Impact

Safety

Public Outreach

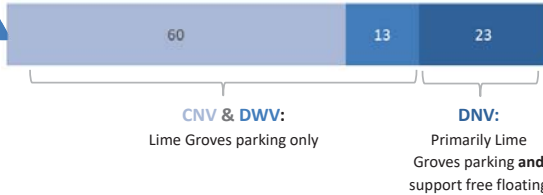
Social Equity

# Lime Groves

Designated parking for E-bike share

Total of **96** Lime Groves across North Shore

■ City of North Vancouver ■ District of West Vancouver ■ District of North Vancouver



**CNV & DWV:**  
Lime Groves parking only

**DNV:**  
Primarily Lime Groves parking and support free floating



*In 2023, parking violations per total trips have remained **below 5%**, with a decreasing trend.*

- End-Trip Photo
- Parking Fines
- Regular In-app, email communications

Ridership

Fleet

User Exp

**P** Parking

Env Impact

Safety

Public Outreach

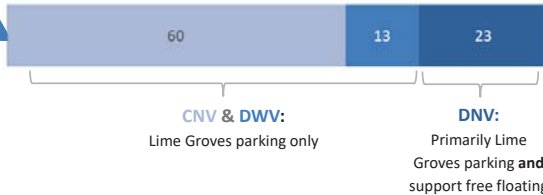
Social Equity

# Lime Groves

Designated parking for E-bike share

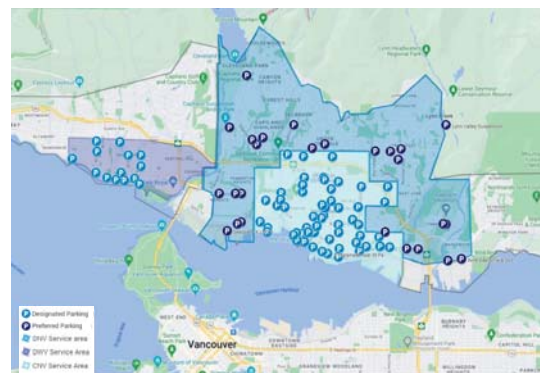
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■ City of North Vancouver ■ District of West Vancouver ■ District of North Vancouver



**CNV & DWV:**  
Lime Groves parking only

**DNV:**  
Primarily Lime Groves parking and support free floating



Current Lime Grove Location Map

*In 2023, parking violations per total trips have remained **below 5%**, with a decreasing trend.*

- End-Trip Photo
- Parking Fines
- Regular In-app, email communications

Ridership

Fleet

User Exp

**P** Parking

Env Impact

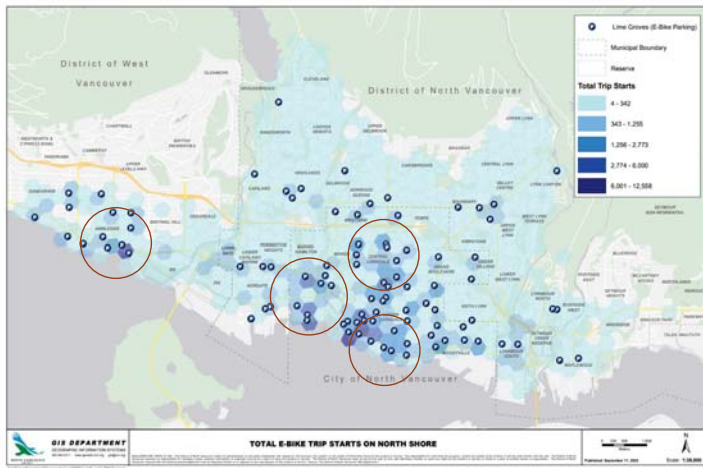
Safety

Public Outreach

Social Equity

# Most Popular Lime Groves

Key destinations for E-bike share users



## Top 5 Lime Groves

1. Lonsdale Quay-Chadwick Court -CNV
2. Lonsdale - Carrie Cates Court – CNV
3. Lonsdale Avenue & E 13th St – CNV
4. Marine Drive & Hanes Avenue – CNV
5. Spirit Trail & Argyle Avenue – DWV

## Most Popular Areas

- The Shipyards Common – CNV
- Lower Lonsdale – CNV
- Central Lonsdale – CNV
- Ambleside – DWV
- Marine-Hamilton – DNV
- Moodyville – CNV

Ridership

Fleet

User Exp

Parking

**Env. Impact**

Safety

Public Outreach

Social Equity

# Mode Shift

Reducing vehicle usage and support public transit use, contributing to GHG reduction targets



**1 in 3**

E-Bike share trips replace a car trip.



**3%** of trips are

new trips that wouldn't have been taken otherwise.



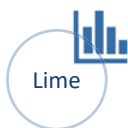
**63%** of survey

respondents use the E-bike Share program to connect to transit.



**72%** of survey

respondents are more likely to use public transit when E-bike Share is available.



**25** Metric Tons

CO<sub>2</sub> Avoided

**36,973**

Car Trips Replaced

**9,727** Liters

Fuel Consumption Avoided

- Ridership
- Fleet
- User Exp
- Parking
- Env Impact

## Pilot Operations



- Ridership
- Fleet
- User Exp
- Parking
- Env Impact

## Helmet Usage

Initial compliance was low, but the Operator took proactive steps to enhance it









### Effort to Helmet Compliance:

- ✓ **Helmet Giveaway:** Provided over 2,000 helmets
- ✓ **Helmet Brackets:** Installed on over 60% of E-bike fleet.
- ✓ **Helmet Lock:** To prevent theft or loss.
- ✓ **In-App Prompts:** Reminding riders of helmet requirements
- ✓ **Helmet Selfie Incentive:** Incentivizing riders with discounts for showcasing helmet usage.





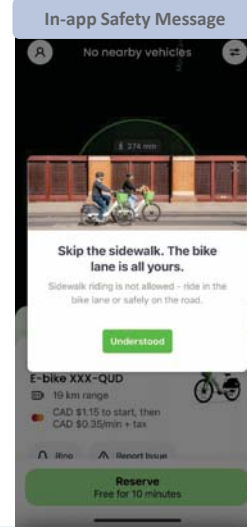
-  Ridership
-  Fleet
-  User Exp
-  Parking
-  Env Impact
-  Safety







**Public Outreach**

-  Social Equity

## Rider Education & Awareness

Through community events, in-app modules, social media, email campaigns



-  Ridership
-  Fleet
-  User Exp
-  Parking
-  Env Impact
-  Safety

**Public Outreach**

-  Social Equity

## Equity Programs

### LIME ASSIST-ADAPTIVE VEHICLES

- Company wide program from Lime but not yet implemented on the North Shore
- Enhance the accessibility of shared electric vehicles for persons with varying abilities
- Available to the community on demand at no cost.

### LIME ACCESS – DISCOUNTED PROGRAM

- Company wide program from Lime but not yet implemented on the North Shore
- Offers discounts to eligible applicants who are identified through community group partners



4-Wheel Mobility Scooter

## Future Considerations



## Recommendations

- Conclude the pilot program, reflecting on learnings
- Formalize the City's commitment to Shared Micromobility by transitioning to a more permanent E-bike Share operation with North Shore partners
- License & Permit extensions with Lime for up to 12 months beginning Jan 1, 2024

## Next Steps

- Refine vendor evaluation criteria and undertake market sounding
- Consider additional/alternative vendors
- Continue to reflect on findings from other shared micromobility programs in the region
- Explore partnership opportunities with North Shore First Nations

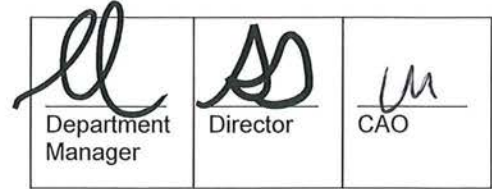




Questions?



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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Elicia Elliott, Manager, Transportation Planning  
Michelle Lam, North Shore Mobility Options Coordinator

Subject: NORTH SHORE E-BIKE SHARE PILOT PROGRAM – END OF PILOT  
EVALUATION

Date: October 10, 2023 File No: 16-8350-20-0045/1

---

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

**RECOMMENDATION**

PURSUANT to the report of the Manager, Transportation Planning, and the North Shore Mobility Options Coordinator, dated October 10, 2023, entitled “North Shore E-Bike Share Pilot Program – End of Pilot Evaluation”:

THAT staff be directed to conclude the pilot program and formalize the City’s commitment to Shared Micro-mobility by transitioning to a more permanent E-Bike Share operation with the North Shore Partners;

AND THAT a permit extension with the current operator, Lime, be approved for up to 12 months.

**PURPOSE**

The purpose of this report is to provide Council with a comprehensive end-of-pilot evaluation of the North Shore E-Bike Share Pilot Program. This report summarizes pilot program operations, insights from qualitative and quantitative data, potential improvements and overall performance evaluation of the program against its initial objectives.

**SUMMARY**

The North Shore E-Bike Share Pilot Program is approaching its conclusion. Through a survey, North Shore staff (City and Districts of North Vancouver and West Vancouver)

have collected data from program operators and gathered community feedback and user experience. This pilot program has demonstrated a growing ridership and user base, increasing fleet size, environmental benefits, and efforts on safety and rider educations. By all accounts, the E-bike Share pilot program has been a resounding success, enriching mobility options on the North Shore and firmly placing North Shore municipalities as micro-mobility leaders in the region.

The insights from this report will play an important role in shaping recommendations for the E-Bike Share program's future on the North Shore.

## **BACKGROUND**

The success of the North Shore E-Bike Share program is a result of the collaborative approach between the three North Shore municipalities. The planning phase of this project took more than two years to complete. Following implementation, the program has operated successfully for a further two years, with the current operational permit ending December 31, 2023.

### **Program Implementation**

In the fall of 2019, staff from the City, District of North Vancouver (DNV) and District of West Vancouver (DWV) collaborated to create a permitting and licensing framework aimed at establishing a joint North Shore E-Bike Share Pilot Program. The framework allowed staff to engage in negotiations with operators during the application phase of the program and establish operational permit conditions. This regulatory approach was previously used in numerous Canadian jurisdictions, such as Kelowna, Calgary and Montréal.

### **Program Operations**

In May 2021, Lime (the operator) was selected as the single operator for the E-Bike Share pilot. The operator was then granted a Street Use Permit (SUP) and a business licence to operate e-bike share services in the City. Lime first launched the program in the CNV and DNV in July 2021, followed by the involvement of DWV in July 2022.

Since the program launch, the operator has been responsible for all operations and program administration related to the E-Bike Share service, based on the operating permit and direction from staff. This includes fleet deployment and maintenance, user membership management, establishing parking zones, offering customer service, and advocating rider safety through education and promotional events.

### **Staff Involvement**

North Shore municipalities co-created and co-funded a position to support the advancement of micro-mobility on the North Shore, including the management of the E-Bike Share pilot. This shared coordinator model is highly regarded across the region, spurring liaison with other governments, and garnering attention at local and international shared mobility conferences.

Throughout the pilot period, staff played a crucial role in several key areas. They actively collaborated with the operator to streamline operational processes and provide continuous guidance and support to facilitate the development of the program, contributing to its overall success. Public engagement was a top priority, with staff gathering valuable feedback through surveys and other engagement methods, helping to shape the program based on community input.

Lastly, through rigorous monitoring of service performance, staff tracked the program's progress and made informed adjustments as needed. This multi-faceted approach underscored the commitment to ensuring the program's effectiveness and responsiveness to both operational and community needs.

### Reporting and Analysis

**Quantitative Data:** In August 2022, the "Ride Report" tool was adopted for monitoring and assessment of the E-bike Share pilot program. It provides comprehensive ridership metrics including real-time data and heat maps, and is integral to this report's source data. As well, the operator's dashboard "Lime Insight," facilitates key metric monitoring.

**Qualitative Data:** A digital and analog survey, launched by North Shore staff in spring 2023, garnered 380 responses. This survey provides an overview of the level of interest in the pilot. Community feedback was captured via Lime's platforms and shared municipal email inboxes that were documented by staff. Furthermore, the operator has provided data on various aspects of the E-bike Share service, from incidents to sustainability and equity considerations; offering a deep dive into the program's broader benefits to the community.

### DISCUSSION

#### Pilot Success Highlights as of August 2023:

Trips Completed	Distance Travelled	Lime Groves
156,000	391,000 km	96
E-Bikes Deployed	Unique Users	Frequent Users (10 + Trips)
435	35,000	3,400

#### Key Insights

- **Ridership:** The E-Bike Share pilot program has continued to experience year-over-year growth in ridership and user base.
  - Since the program launched, 156,000 trips have been completed. Ridership across the North Shore is highest in the City, boasting 70% of the total trips. (Figure 1)
  - A relatively small subset of frequent users, consisting of 11% of the user base, has contributed to 60% of the total trips, demonstrating strong support from local and loyal users.

- E-Bike Share is attractive for short-distance trips, with a median distance of 2 km/12 minutes, affirming that E-Bike share is being used for first-and-last-mile trips connecting to transit and key destinations.

Reported Serious Injuries or Crashes	CO <sub>2</sub> Avoided	Vehicle Trips Replaced
0	25 m tons	36,000

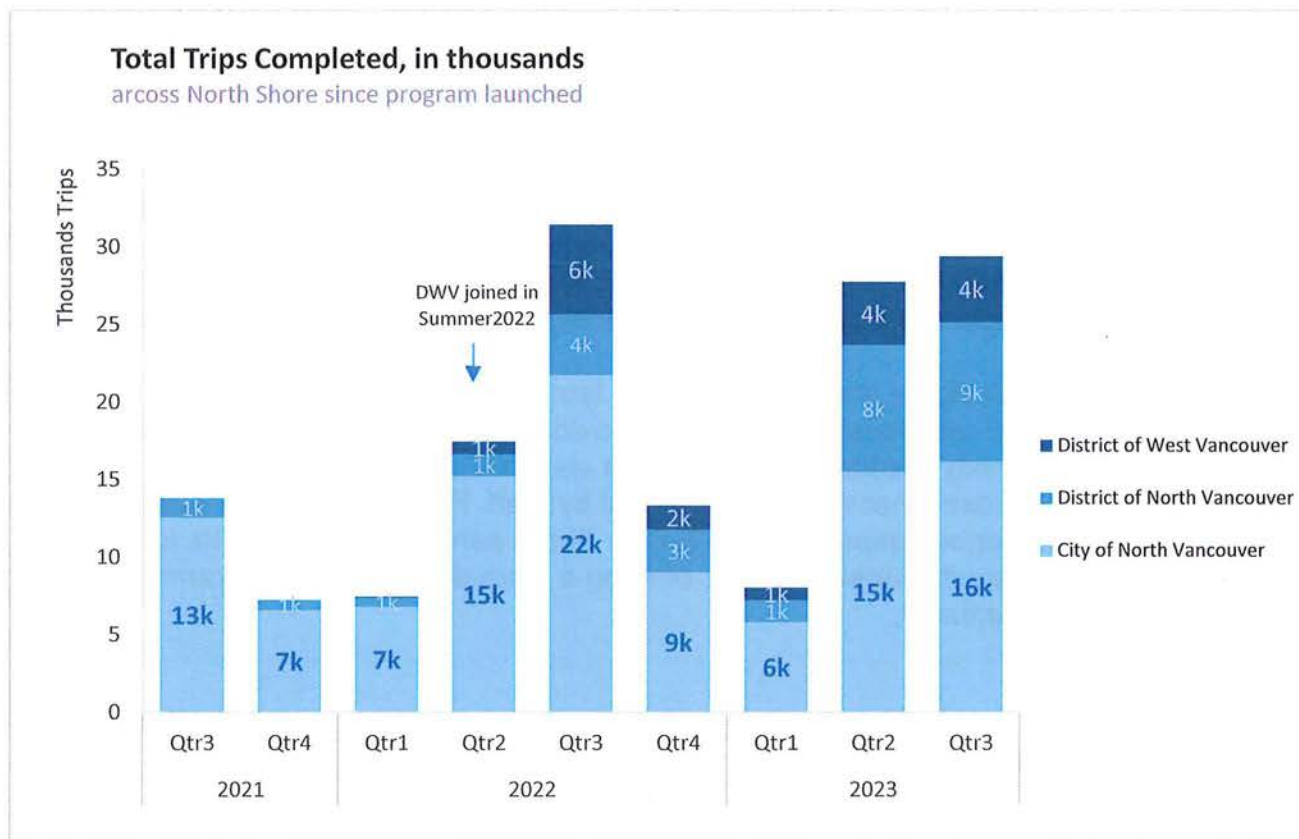


Figure 1 Total Trips Completed across North Shore

**Fleet Size and Availability:** The fleet size and ridership have steadily grown and has consistently met minimum requirements outlined in the operational permit.

- The peak fleet size has doubled each year and reached its peak in August 2023 to over 400 E-Bikes.
- Most (92%) of the users can always or sometimes find a bike when they needed.
- **User Experience:** E-Bike Share is becoming a widely accepted mode of transportation on the North Shore.
  - A significant majority (73%) of the surveyed users indicated they are satisfied with the pilot program.
  - Social outings were the top reason for utilizing the E-Bike Share service.
  - Users found the E-Bike Share to be a more enjoyable mode of travel (16%), valuing its efficiency and direct connections (26%), and the ability to avoid traffic congestion and parking issues (24%).



- Features most appreciated by users include the user-friendly app (24%), environmental benefits (23%), and overall program convenience (23%).

For both users and non-users, suggestions for future improvements revolved around reduced pricing, increased parking availability, and improved cycling infrastructure.

- **Parking and Compliance:**

- Across the North Shore, there are different policies in managing parking:
  - Within CNV and DWV jurisdictions, users are required to park their bikes at the Lime Groves, or are subject to fines. In-app prompts require photo documentation of proper parking before a trip (and associated payment) can be completed.
  - Within the DNV, a free-floating model allows users to have the flexibility to park at Lime Groves or any location that does not obstruct the path of travel for other road users or pedestrians.
- The allocation of designated parking spots called “Lime Groves” has expanded to 96 across the North Shore. (Figure 2)
- Parking violations per total trips have remained below 5% in 2023.
- To ensure parking compliance, the operator mandates end-trip photos, imposes fines for repeated improper parking, and regularly communicates safety and parking guidelines via in-app messaging and email.
- Figure 2 showcases the most popular groves and high traffic areas across the North Shore.

Top Five Lime Groves
1. Lonsdale Quay / Chadwick Court – CNV
2. Lonsdale / Carrie Cates Court – CNV
3. Lonsdale Avenue and East 13 <sup>th</sup> Street – CNV
4. Marine Drive and Hanes Avenue – CNV
5. Spirit Trail and Argyle Avenue – DWV

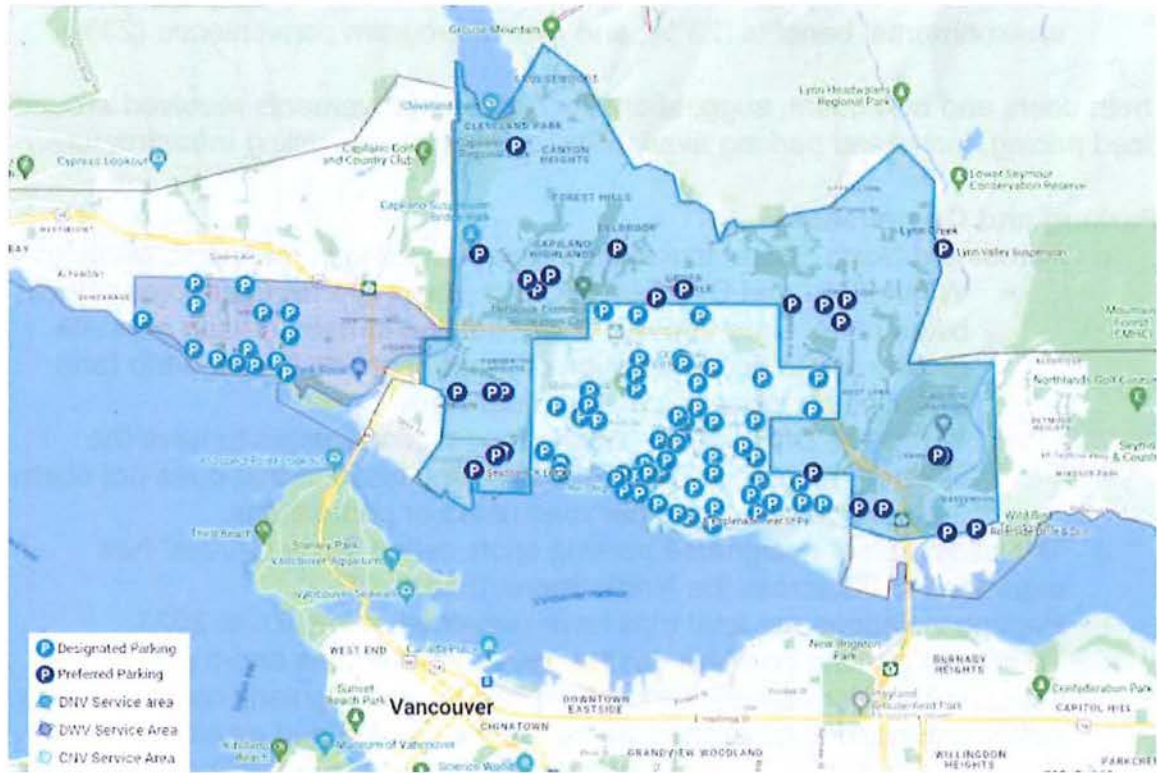


Figure-2-Lime Groves Location-Map

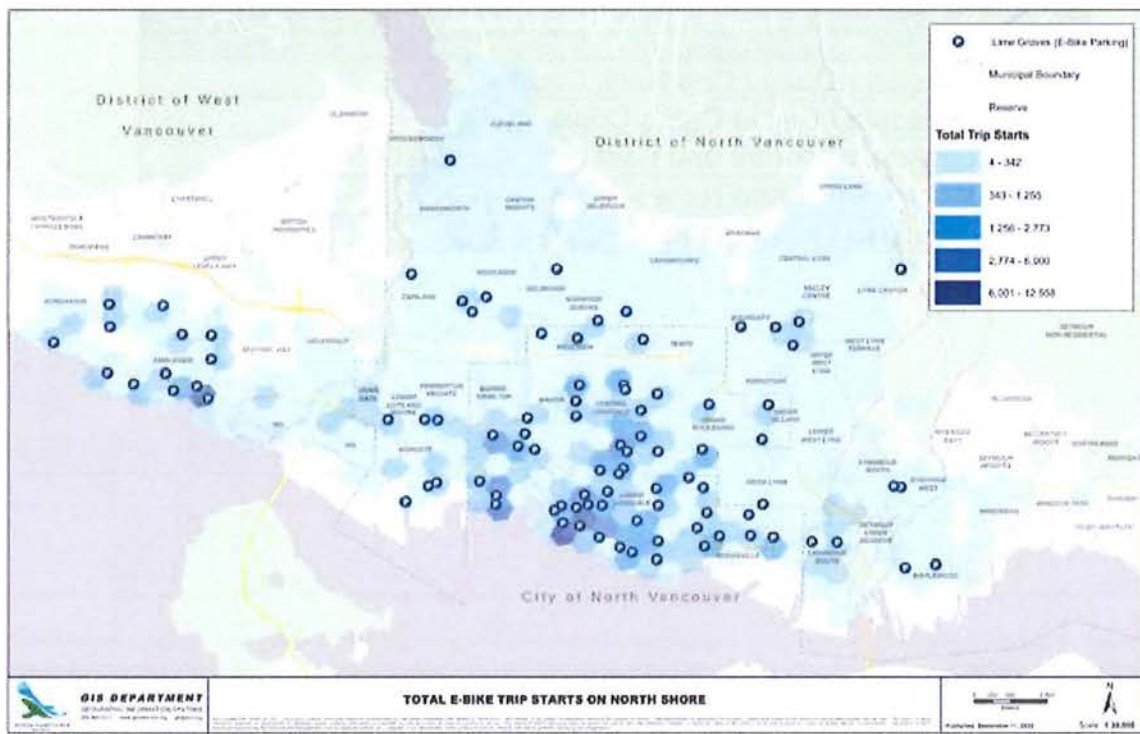


Figure-3-Total E-bike Trip Starts on North Shore

Most Popular Areas Accessed by E-Bikes
• Shipyards Common – CNV
• Lower Lonsdale - CNV
• Central Lonsdale – CNV
• Ambleside – DWV
• Marine / Hamilton – DNV
• Moodyville - CNV

- **Environmental Impact:** The E-Bike Share pilot initiative contributed to GHG reduction targets, reducing vehicle usage, and supporting public transit use and first- and- last-mile trips.
  - Most users (72%) are more likely to use public transit when E-Bike Share is available.
  - Majority of users (63%) have used the E-Bike Share to connect to transit.
  - Over 36,000 car trips were replaced.
  - 25 metric tons of CO<sub>2</sub> were avoided.
- **Operations and Safety:** The pilot program operates safely in accordance with municipal and provincial laws and regulations, and per industry best practice.
  - No major injuries have been reported to the operator or North Shore municipal staff.
  - The operator has installed helmet brackets and helmet locks on over 60% on the fleet to provide shared helmets.
- **Public Outreach:** Public outreach and education efforts have promoted the pilot program across demographics to enhance rider education and build awareness on safe travel behaviour, proper parking and helmet compliance by attending Go by Bike Week, Shipyards Festivals, Let’s Talk Expo and other community events.
- **Social Equity and Accessibility:** The operator offers adaptive vehicles and discounted programs to enhance the accessibility of shared mobility vehicles. Usage data was not sufficient to provide insight during the pilot phase. A more permanent program could offer targeted partnerships, education and awareness, and removal of barriers to ensure equitable access to E-Bike Share.
- **Financial Considerations:** The current permit and licensing framework ensures the E-Bike Share pilot program is self-sustaining. The operator absorbs all program costs, including equipment, operating, and promotional costs.
  - North Shore municipalities have received \$28,000 collectively in permit fees since summer 2021.
  - The permit fee offsets the program cost and staff time.

### Future Considerations

In consideration of these insights, staff recommend transitioning from pilot operations to more permanent operations of the E-Bike Share program and extending the permit with the current operator, Lime, for up to 12 months.

This extension will allow staff to:

- Gather insights from other shared micro-mobility programs in the region.
- Deepen partnerships with local and regional stakeholders, businesses, employers, TransLink, BC MoTI, and neighbouring First Nations governments to further explore shared mobility opportunities.
- Refine the vendor evaluation criteria and consider the potential inclusion of additional or alternative vendors.

Concurrently, staff will continue efforts to streamline operations in close collaboration with the operator, which include:

### **Service Area Expansion**

- Investigate potential expansion zones considering user demand and existing bike infrastructure on the North Shore.
- Engage with other municipalities and investigate potential opportunities and challenges associated with cross-border riding and/or satellite parking.

### **Boost Fleet Availability and Reliability**

- **Fleet Size and Distribution:** Given the growing demand, an increase in fleet size is recommended to ensure service reliability.
- **Minimum Deployment:** Maintain a baseline number of E-Bikes at key destinations like town centres and transit stations.
- **Fleet Rebalancing:** Ensure a regular redistribution of bikes in line with demand and user behavior to increase bike availability.

### **Strengthen Parking Management**

To improve optimal user experience and community harmony. This may include exploring benefits and trade-offs of docked systems.

- **Parking Expansion:** increase the number of designated Lime Groves at key destinations.
- **Wayfinding:** Boost the visibility of parking zones with clear upright signage, especially in popular parking areas.
- **Review Penalties:** Re-evaluate penalties by considering escalated fines or offering incentives for proper parking.

### **Enhance Social Equity and Accessibility**

- The operator has control over the E-Bike share pricing system based on the type of devices they deploy and their competitiveness in the market.
- The City will further amplify efforts to promote social equity, liaising with local organizations to reduce mobility barriers for marginalized and underserved communities.
- **Discounted Program:** Continue to support the discounted program to provide affordable transportation options to marginalized groups.
- **Adaptive vehicles:** Advocate the availability and benefits of adaptive vehicles to the community.

## **Continued Emphasis on Rider Education and Awareness**

- **Enhance Communication:** Regularly update users on parking protocols through in-app messages and emails.
- **Awareness Campaigns:** Organize targeted events in areas with high traffic area to raise safety awareness and promote compliance.

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

The E-Bike Share program supports key goals and objectives in the City's Official Community Plan, including prioritizing the use of non-automobile modes of travel (Objective 2.1), encouraging technological innovation to overcome transportation barriers (Objective 2.3.7), encourage low-emission transportation options (Objective 2.3.8), and collaborating with neighbouring municipalities to improve the connectivity of the transportation system (Objective 2.3.10).

Enabling an E-Bike Share system is in alignment with the 2022-2026 Council Strategic Plan priorities, including exploring innovative solutions to transportation challenges, and continuing to integrate land use and transportation planning to support connectivity across the region. Likewise, the continuation of the pilot through 2023 aligns with the Plan's priorities of fostering A City for People, A Resilient City, and A Connected City.

The E-Bike Share program also aligns with the Mobility Strategy by making walking and rolling the easiest choice for more of our shorter distance trips. (Strategy 1), encouraging people to make sustainable travel choices (Strategy 4), and supporting sustainable mobility (Strategy 8).

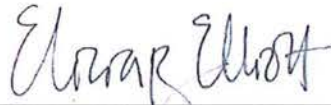
Finally, the pilot demonstrates strategic alignment with goals and objectives of North Shore Connects' mandate (formerly INSTPP), through which this pilot was initiated.

## **CONCLUSION**

The North Shore E-Bike Share pilot program, in collaboration with Lime and the three North Shore Municipalities, has demonstrated E-Bike sharing has strong potential as an efficient and sustainable mode of travel in the region. Staff recommend concluding the pilot and formalizing the City's commitment to shared micro-mobility by transitioning to a more permanent E-Bike Share operation with the North Shore partners.

Staff further recommend a permit extension with the current operator, Lime, for up to 12 months. This extension will allow staff to finalize selection criteria, garner further data points, and allow for the preparation in transitioning to a permanent operator over time, as well as report back to Council on the program prior to selecting the future program supplier. By harnessing the insights gained and maintaining a commitment to sustainability, equity and community, the E-Bike Share program stands well-positioned to continue to elevate shared micro-mobility on the North Shore.

RESPECTFULLY SUBMITTED:



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Elicia Elliott  
Manager, Transportation Planning



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Michelle Lam  
North Shore Mobility Options Coordinator



		
Department Manager	Director	CAO

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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2023 APPROPRIATIONS #3

Date: October 4, 2023

File No: 05-1705-30-0019/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated October 4, 2023, entitled "2023 Appropriations #3":

THAT (Funding Appropriation #2328) an amount of \$2,082,928 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2329) an amount of \$1,570,500 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2330) an amount of \$43,534 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT "Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992" (2023 Project Plan Funding) a Bylaw to appropriate an amount of \$60,638 from DCC (Parks) Reserve Fund to fund 2023-2027 Capital Plan, be considered;

AND THAT should any of the above amounts remain unexpended as at December 31, 2026, the unexpended balances shall be returned to the credit of the respective reserve.

## ATTACHMENTS

1. Project Descriptions and Funding Allocations (CityDoc [2408805](#))
2. Information Report by the Section Manager – Traffic Engineering, re: Funding Appropriation – New Traffic Signals (CityDoc [2379597](#))
3. Information Report by the Manager (Acting) - Parks & Environment re: Funding Appropriation – Kings Mill Walk Master Plan – Implementation (CityDoc [2379645](#))
4. Information Report by the Manager, Civic Facilities re: Funding Appropriation – Fire Hall Dormitory Construction (CityDoc [2403055](#))
5. Information Report by the Section Manager – Traffic Engineering, re: Funding Appropriation – Mobility Data Collection And Monitoring (CityDoc [2379626](#))
6. Unappropriated Projects (CityDoc [2418357](#))
7. Draft DCC (Parks) Reserve Fund Bylaw, 2023, No. 8992 (CityDoc [2408539](#))

## SUMMARY

This report follows the 2023-2027 Financial Plan adopted by Council on April 24<sup>th</sup> and provides details of projects where appropriations are recommended.

## BACKGROUND

Sections 173(1) and 173(2) of the Community charter specifies that a municipality must not make an expenditure unless it is included in its Financial Plan for that year. Appropriation is the final step in the funding of the projects included in CNV's Financial Plan and, if approved, will allow funds to be expended.

The 2023-2027 Financial Plan included a 2023 Capital Plan of \$71.2M. Appropriation #3 is the last scheduled opportunity to appropriate 2023 funding.

## DISCUSSION

This report recommends that funds be appropriated so work can begin on some and/or to continue on other projects included in the Council approved Financial Plan. The projects included in Appropriation #3 are ready to proceed to tendering or require funding to respond to immediate needs. **Attachments 1-5** provide additional information regarding each project.

Each year, it is possible that projects included in the Financial Plan may not need to be appropriated in the year as circumstances change. \$11.1M of the CNV funded component of the 2023 Capital Plan is not being recommended for appropriation in 2023. Projects originally expected to be funded by these appropriations are primarily provisions for unknown expenditures where opportunities did not materialize. Other reasons for projects not being recommended for appropriation at this time include:

- Projects relied on external partners or were to follow other CNV led projects, but these partners or projects ended up being delayed.
- Department was able to achieve project objectives within existing funding.



A listing of all the projects included in the 2023-2027 Financial Plan that are not recommended for appropriation in 2023, as well as an update on each project's circumstances, is included in **Attachment 6**.

## **FINANCIAL IMPLICATIONS**

Sufficient funding is available in the specified reserves for the recommended appropriations. Where funding comes from CNV's Park's DCC reserve, approval of a Council approved Bylaw is also needed and a draft proposed Bylaw is included as **Attachment 7**.

Where projects are no longer recommended for appropriation in 2023, the funding originally raised to advance these projects will remain in CNV's reserves and will be available to help fund the initiatives identified by Council in its 2022-2026 Strategic Plan with less reliance on future taxation, and can be allocated by Council through its consideration of the 2024-2028 Financial Plan.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The Financial Plan is a reflection of CNV's policies and the work plans of all CNV departments. Finance staff relied on their close working relationships with all departments in the development of this Report and its recommendations.

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

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

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 3	Remaining Balance	Description
<b>Appropriation 2328 - General Capital Reserve</b>								
02 - 04	Maintenance, Repair & Replacement - City Owned / Non-City Used Buildings	Engineering: Facilities	Joel Roy	86,000		86,000	-	Funding for essential maintenance, repair and replacement of equipment and building component for Non-City Used properties (i.e. rental properties, Presentation House Theatre, holding properties, etc...).
02 - 06	Maintenance, Repair & Replacement - Operations Centre	Engineering: Facilities	Joel Roy	70,000		70,000	-	Funding for essential maintenance, repair and replacement of equipment and building components of the Operations Centre.
02 - 07	Maintenance, Repair & Replacement - Civic Library	Engineering: Facilities	Joel Roy	76,000		76,000	-	Funding for essential maintenance, repair and replacement of equipment and building components at the City Library
02 - 18	Fire Hall Dormitory construction	Engineering: Facilities	Joel Roy	1,070,000		1,070,000	-	Current Fire Hall dormitory does not meet basic privacy and health and safety requirements for a facility that is operational 24/7 or comply with current guidelines. Improvements would include private rooms, new ventilation systems, updated electrical and safety systems.
03 - 10	Mobility Data Collection and Monitoring	Engineering: Traffic	Kliment Kuzmanovski/ Blair Underhill	130,000		130,000	-	This project will fund procurement, development and application of various transportation data collection, analysis and communication tools, including: automated volume and speed counters, intercept surveys, open data platforms, and third-party data licensing.
04 - 22	Moodyville Park Natural Area Enhancements	Engineering: Parks & Environment	Derek Priestley	63,000		63,000	-	The project will improve our local ecosystems and residents quality of life, reduce pollution, enhance biodiversity and habitats, and build resilience to climate change by expanding our urban forests, street trees, wetlands, living dykes, bioswales, and naturalized coastal restoration.
04 - 25	Play Equipment Replacement	Engineering: Parks & Environment	Derek Priestley	100,000		100,000	-	The ongoing play equipment renewal and replacement program in 19 CNV parks. For 2024, the primary focus will be Heywood Park.
06 - 03	Bylaw Services Vehicle Replacement	Public Safety: Bylaws	Paul Duffy	65,000	-	65,000	-	Replacement of a Bylaw Services Enforcement Vehicle with a newer more fuel efficient or electric model. Vehicle being replaced is at end of useful life.
06 - 14	Library Furniture Renewal	Library	Monique Liddle	51,000	31,000	20,000	-	Replace or refurbish end-of-life library furniture, including public seating, desks and tables. The library facility contains over 300 seats and receives over 1,400 visitors daily. After years of daily use, furniture is showing wear and tear and needs to be repaired, refurbished or replaced
06 - 15	Automated Materials Handling & RFID System Replacements	Library	Kat Lucas	56,750	15,000	41,750	-	Replace end-of-life automated materials handling and radio frequency identification (RFID) system components including the automated sorting machine, sort bins, RFID security gates, RFID antennae and self-service checkouts.
11 - 03	Library shelving replacement	Library	Monique Liddle	33,350	-	33,350	-	Replacement of end-of-life library shelving
11 - 06	Public Realm Accessibility Improvements	Engineering: Streets	Justin Hall	10,000		10,000	-	Retrofit existing infrastructure throughout the City to continue to provide access to all. Works may include, but not be limited to the application of tactile walking surface indicators, braille signage and ramps.
11 - 07	Public Realm Improvements	Engineering: Streets	Christel Lindgren	115,000	50,000	65,000	-	Provides streetscape elements to enhance the experience of the public realm. Elements may include, but are not limited to benches, shelters, signage, water fountains, garbage cans, bike racks and holiday lighting.
11 - 09	Chris Zuehlke Fence Height Extension	Engineering: Parks & Environment	Derek Priestley	11,362		11,362	-	Fence height extension at Chris Zuelke field in order to improve safety and allow older age youth players to use the facility
11 - 11	Traffic Circle Renovations	Engineering: Parks & Environment	Derek Priestley	25,000		25,000	-	The CNV's existing volunteer traffic circle adoption program has experienced declining enrollment from community members resulting in a number of unmanaged overgrown and unsightly circles. This project will enable a proactive approach to renovating existing traffic circles to address sightline hazards caused by overgrowth and reduce the long-term maintenance cost.
11 - 12	Wooden Bridge and Stair Replacement	Engineering: Parks & Environment	Derek Priestley	25,000		25,000	-	This project consists of the replacement of aging wooden structures, such as stairs, bridges and boardwalks, throughout the CNV's park system.
11 - 13	Park & Greenways Trail Resurfacing	Engineering: Parks & Environment	Derek Priestley	10,000		10,000	-	Annual repairs to paved trails and greenways. Includes wayfinding, trail markings, and resurfacing.

PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 3	Remaining Balance	Description
11 - 27	Placemaking in the City - Activation and Maintenance	Engineering: Parks & Environment	Leah Herman	275,000	100,000	95,000	80,000	This project is a comprehensive package to cover all placemaking initiatives in the CNV to include costs associated with the activation and upkeep of short and long-term public space projects. Areas of scope include: laneways, plazas, streets and parks, parklets, street seats, murals and events and programming under Play CNV.
11 - 33	Biodiversity and Natural Areas Strategy Implementation	Planning & Development	Mike Friesen	50,000		50,000	-	Natural Resources Canada grant opportunity which would enable us to further improve our local ecosystems and residents quality of life, reduce pollution, enhance biodiversity and habitats, and build resilience to climate change by expanding our urban forests, street trees, wetlands, living dykes, bioswales, and naturalized coastal restoration. Our focus for this grant funding would be various smaller scale natural area enhancement projects. Funding is 100% covered by Natural Resources Canada, up to \$150k
11 - 35	NS Connects Implementation	Planning & Development	Sean Galloway	6,466		6,466	-	In support of the Council endorsed NS Connects (previously integrated North Shore Transportation Planning Project) transportation planning priorities. In 2023 the staff working group will advance the following elements: North Shore Transportation Panel Survey, refined business case level planning, staffing and studies for bus rapid transit, supporting studies and applications for improved E-W network connectivity and rollout of communication and engagement related to INSTPP (Now NS Connects) implementation activity.
11 - 36	Micromobility Services Planning and Coordination	Planning & Development	Elicia Elliott	30,000		30,000	-	This project will support dedicated staff resources and supplementary consultant services to develop and deliver guidelines, regulations and pilots for new and emerging personal, shared, or commercial mobility services and devices (e.g., e-scooters, e-bikes, ridehailing, micro cargo delivery vehicles, driverless vehicles) in the City in coordination with the Districts of West Vancouver and North Vancouver.
<b>Total Appropriation 2328 - General Capital Reserve</b>				<b>\$ 2,358,928</b>	<b>\$ 196,000</b>	<b>\$ 2,082,928</b>	<b>\$ 80,000</b>	

Appropriation 2329 - Civic Amenity Reserve

02 - 25	Mahon Park Childcare and Public Washrooms	Strategic & Corporate Services	Dianna Foldi	250,000	-	250,000	-	Funding required to proceed with tender and construction of a new childcare and public washroom facility located within Mahon Park.
03 - 12	New Traffic Signals	Engineering: Traffic	Kliment Kuzmanovski	420,000		420,000	-	Existing pedestrian and vehicular traffic volume warrants installation of a full traffic signal at these intersections. The requested funds are needed for design and construction of new traffic signals. The Signals are as follows: Brooksbank & E 3rd Street - New Signal Design and Construction, East Grand Blvd at E 13th St New Signal - Design, East Grand Blvd at E 15th St New Signal - Design, Turning Movement Count Data Collection.
04 - 01	Semisch Park / 1st Street Accessibility Improvements	Engineering: Parks & Environment	Derek Priestley	350,000		350,000	-	Provide accessible ramp connection from 2nd Street south to 1st Street through Semisch Park.
04 - 02	Kings Mill Walk Master Plan - Implementation	Engineering: Parks & Environment	Dave Hutch	500,000		500,000	-	Continued Implementation of the approved plan, including off-leash area, playground, washroom building, celebration of Squamish Nation cultural history, habitat enhancement, and improved Spirit Trail.
04 - 21	Bewicke and Mosquito Creek Trail Public Realm Safety Improvements	Engineering: Parks & Environment	Derek Priestley	50,500		50,500	-	Improve safety overall and comfortable passage through this multi-use pedestrian trail corridor that connects Bewicke Avenue to the West 2nd Street underpass trail. Adding lighting and re-designing the lane layout will create a more welcoming space for all along this busy pedestrian corridor, that is also part of the Trans Canada Trail network.
<b>Total Appropriation 2329 - Civic Amenity Reserve</b>				<b>\$ 1,570,500</b>	<b>\$ -</b>	<b>\$ 1,570,500</b>	<b>\$ -</b>	

Appropriation 2330 - Sustainable Transportation Reserve

11 - 35	NS Connects Implementation	Planning & Development	Sean Galoway	93,534	50,000	43,534	-	In support of the Council endorsed NS Connects (previously integrated North Shore Transportation Planning Project) transportation planning priorities. In 2023 the staff working group will advance the following elements: North Shore Transportation Panel Survey, refined business case level planning, staffing and studies for bus rapid transit, supporting studies and applications for improved E-W network connectivity and rollout of communication and engagement related to INSTPP (Now NS Connects) implementation activity.
<b>Total Appropriation 2330 - Sustainable Transportation Reserve</b>				<b>\$ 93,534</b>	<b>\$ 50,000</b>	<b>\$ 43,534</b>	<b>\$ -</b>	

**PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS**

ATTACHMENT 1

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 3	Remaining Balance	Description
<b>Parks DCC Bylaw 8992</b>								
04 - 21	Bewicke and Mosquito Creek Trail Public Realm Safety Improvements	Engineering: Parks & Environment	Derek Priestley	49,500		49,500	-	Improve safety overall and comfortable passage through this multi-use pedestrian trail corridor that connects Bewicke Avenue to the West 2nd Street underpass trail. Adding lighting and re-designing the lane layout will create a more welcoming space for all along this busy pedestrian corridor, that is also part of the Trans Canada Trail network.
11 - 09	Chris Zuehlke Fence Height Extension	Engineering: Parks & Environment	Derek Priestley	11,138		11,138	-	Fence height extension at Chris Zuelke field in order to improve safety and allow older age youth players to use the facility.
<b>Total Parks DCC Bylaw 8992</b>				\$ 60,638	\$ -	\$ 60,638	\$ -	
<b>Grand Total</b>				\$ 4,083,600	\$ 246,000	\$ 3,757,600	\$ 80,000	



 Deputy Director	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Kliment Kuzmanovski, Section Manager – Traffic Engineering

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: NEW TRAFFIC SIGNALS – FUNDING APPROPRIATION (PROJECT 3-12)

Date: September 13, 2023 File No: 05-1705-30-0019/2023

	2023	2024	2025	2026	2027	Total
City Including DCC	\$420,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,420,000
External Contrib.	-	-	-	-	-	-
<b>Total</b>	<b>\$420,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$4,420,000</b>

**PURPOSE**

The purpose of this report is to present the rationale for funding the design and construction of new traffic signals proposed for the period from 2023 to 2027.

**DISCUSSION**

Roadway safety is a primary goal of the City’s traffic projects and programs. Intersections are the locations where the highest number of motor vehicle collisions and collisions involving vulnerable road users (pedestrian and cyclists) occur. The installation of new traffic signals at intersections where warranted is necessary to enhance safe pedestrian and cyclist movement through these intersections. A lack of signals makes crossing at main streets very difficult for pedestrians and cyclists.

The scope of the project includes all civil and electrical design and construction related to the new traffic signals. The funds requested in 2023 appropriations will be used for engaging consultants and contractors to prepare design for the new traffic signals on East Grand Boulevard at East 13<sup>th</sup> Street, East Grand Boulevard at East 15<sup>th</sup> Street, turning movement data collection, and design and construction of a new traffic signal on Brooksbank Avenue at East 3<sup>rd</sup> Street.

## FINANCIAL IMPLICATIONS

A total of \$420,000 in 2023 is being requested in the Capital Plan to fund implementation of new traffic signals. Future budget requests will be the subject of future reports and will be refined through future budget processes.

Insurance Corporation of British Columbia (ICBC) and TransLink support this approach to improving safety and may contribute funding, however the amount and probability of a contribution is unknown at this time.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This project supports a “Connected City,” that provides active and sustainable ways for people to move to, from and within the City safely and efficiently, and results in safe accessibility, improved walking and an active transportation mode split.

The collision reductions align with the City’s safety and livability goals.

This project is consistent with the City’s Official Community Plan goals:

1.3.10: Encourage active, healthy lifestyles and the opportunity for more social connections through planning and active design principles that encourage physical activity and contribute to enhanced walkability and active streets, sidewalks and public spaces;

2.1.3 Invest in public realm improvements and locate public art in public places, trails and greenways to enhance the character of the walking environment.

RESPECTFULLY SUBMITTED:



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Kliment Kuzmanovski  
Section Manager - Traffic Engineering



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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Derek Priestley, Manager (Acting), Parks & Environment

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: KINGS MILL WALK MASTER PLAN – IMPLEMENTATION – FUNDING APPROPRIATION (PROJECT 04-02)

Date: September 07, 2023 File No: 05-1705-30-0019/2023

	2023	2024	2025	2026	2027	Total
City Funding	500,000	500,000				1,000,000
External Contrib.	5,299,000					5,299,000
<b>Total</b>	<b>5,799,000</b>	<b>500,000</b>				<b>6,299,000</b>

**PURPOSE**

The purpose of this report is to present the rationale for funding to support the design and construction of Kings Mill Walk Park as part of the Kings Mill Walk Park Master Plan.

**DISCUSSION**

Kings Mill Walk Park was created in 2000 as part of the initial commercial development at Harbourside. In 2013 the upland properties were rezoned for mixed use which included the reimagining of Kings Mill Walk Park.

The City initiated a Master Plan process to rethink the park to serve the broader community. The final Master Plan describes a series of park zones with distinct programming and character. The park gradually transitions from Fell Avenue as a more urban experience to a natural character where the park meets Mackay Creek. The main park zones include Fell Avenue Plaza, All Ages Play, Off-Leash Area, Open Park, and Shoreline Habitat. Active and accessible circulation is prioritized through a hierarchy of pathway types and connections for pedestrians and cyclists.

In March 2022, Council endorsed the Kings Mill Walk Master Plan following consultation with the community.

## FINANCIAL IMPLICATIONS


A total of \$500,000 in 2023 is being requested in the Capital Plan to fund the Kings Mill Walk Master Plan implementation project. Future budget requests will be the subject of future reports and will be refined through future budget processes.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The redevelopment and enhancement of park spaces contributes to Council's Strategic Plan goal of creating a "City for People" and supports the health and well-being of all. The Kings Mill Walk Park Master Plan also supports the Council priority to create a "Vibrant City", where dynamic public spaces provide opportunities for connection and enable residents to engage with their community.

The project also supports the City's Official Community Plan goal to enhance well-being and quality of life for all community members (Goal 3.1). Additionally, this plan supports the enhanced infrastructure, habitat and programming goals in the City's Parks Master Plan.

RESPECTFULLY SUBMITTED:



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Derek Priestly  
Manager (Acting), Parks & Environment





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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Joel Roy, Manager, Civic Facilities

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: FIRE HALL  
DORMITORY CONSTRUCTION– FUNDING APPROPRIATION  
(PROJECT 02-18)

Date: September 13, 2023

File No: 05-1705-30-0019/2023

	2023	2024	2025	2026	2027	Total
City Funding	\$1,070,000	\$0	\$0	\$0	\$0	\$1,070,000
External Contrib.	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,070,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,070,000</b>

## PURPOSE

The purpose of this report is to provide rationale for the appropriation of funds indicated for the year 2023, in the amount of \$1,070,000 and to allow staff to proceed with the tendering and award of contracts within the approved Financial Plan, in order to fund the Fire Hall Dormitory project, as per the 2023-2027 Financial Plan.

## DISCUSSION

The City of North Vancouver Fire Hall was built in 1971 and has received several interior renovations and structural upgrades throughout its history. The existing Fire Hall dormitory is based upon design principals of the original 1970 Fire Hall design. The new design would update the existing dormitory from its out of date open concept to enclosed, individual dormitory rooms which is in line with current workplace standards for fire suppression and emergency response shift based crews.

The renovation would include 12 enclosed dormitory rooms, separate storage space and storage lockers, a study and computer station area, a lounge and entertainment area, and associated circulation space with proper access to exits. The individual dormitory rooms will provide each firefighter with a private, well ventilated space that is durable to support the 4 shifts of 12 staff that will rotate through the space.

The existing air handler unit, which services the area, is nearing its end of life and will require replacement as part of this project.

Associated works will include: additional electrical outlets and data ports to enable technology that NVCFD uses to support their work, lighting upgrades with dimmable functionality, upgrades to provide appropriate venting/heating/cooling for this workplace, improvement to building fire sprinkler systems for the new dormitory rooms, renewed flooring, and additional built-in millwork for efficient storage.

### **FINANCIAL IMPLICATONS**

To date, an amount of \$250,000 has been appropriated for Architectural design, Class A and B Estimates, as well as tender specifications and construction drawings.

The \$1,070,000 appropriation enables staff to proceed with the tendering of the necessary project management and construction contracts for the Fire Hall Dormitory project.

RESPECTFULLY SUBMITTED:



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Joel Roy  
Manager, Civic Facilities



 Deputy Director	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Kliment Kuzmanovski, Section Manager – Traffic Engineering

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: MOBILITY DATA COLLECTION AND MONITORING – FUNDING APPROPRIATION (PROJECT 3-10)

Date: September 13, 2023 File No: 05-1705-30-0019/2023

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	2023	2024	2025	2026	2027	Total
City Including DCC	\$130,000	\$130,000	\$90,000	\$90,000	\$90,000	\$530,000
External Contrib.	-	-	-	-	-	-
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$530,000</b>

**PURPOSE**

The purpose of this report is to present the rationale for funding the mobility data collection and monitoring program proposed for the period from 2023 to 2027.

**DISCUSSION**

The scope of the project includes procurement, development and application of various transportation data collection, analysis and communication tools, including automated volume and speed counters, intercept surveys, open data platforms, and third-party data licensing. Funds are also allocated for a dedicated staff resource for 2 years to support data management, analysis and customer service.

Project funding will be directly used to improve the City's access to up-to-date, reliable, and comprehensive data about travel patterns and conditions on the City's transportation system to support more proactive issue identification and needs assessment, evidence-based decision-making, trend monitoring, and investment prioritization.

**FINANCIAL IMPLICATIONS**

A total of \$130,000 in 2023 is being requested in the Capital Plan to fund implementation of mobility data collection and monitoring. Future budget requests will be the subject of future reports and will be refined through future budget processes.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This project supports a “Connected City,” that provides active and sustainable ways for people to move to, from and within the City safely and efficiently, and results in safe accessibility, improved walking and an active transportation mode split through exploring data driven innovative solutions to transportation challenges.

RESPECTFULLY SUBMITTED:



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Kliment Kuzmanovski  
Section Manager - Traffic Engineering

Ref #	Project Name	Department	2023 Total	Previous Appropriations	Balance	Project Status
<b>Provisions:</b>						
1-2	Provision for Park Acquisition	Finance	3,900,000	-	3,900,000	Provision for unknown expenditure where opportunity did not materialize.
1-1	Strategic Land Acquisition	Finance	3,500,000	-	3,500,000	Provision for unknown expenditure where opportunity did not materialize.
1-3	Provision for Affordable Housing	Planning & Development	2,000,000	-	2,000,000	Provision for unknown expenditure where opportunity did not materialize.
3-38	Provision for Local Area Services - City Share	Engineering: Streets	500,000	-	500,000	Provision for unknown expenditure where opportunity did not materialize.
10-52	Future Child Care Facilities	Planning & Development	250,000	-	250,000	Provision for unknown expenditure where opportunity did not materialize. CNV has announced a \$3.5M contribution towards Cloverly School Childcare, but appropriation of funding not needed until 2024.
11-04	Heritage Reserve Provision	Planning & Development	92,053	-	92,053	Provision for unknown expenditure where opportunity did not materialize.
			10,242,053	-	<b>10,242,053</b>	
<b>Projects:</b>						
4-17	Cloverley Park Design & Construction	Engineering: Parks & Environment	250,000	-	250,000	Construction of Cloverley elementary school expected to begin fall 2024, so appropriation of funding for adjacent park can be deferred to 2024 as well
4-6	Public School Playground Funding	Engineering: Parks & Environment	150,000	-	150,000	Projects are led by the Province of BC, who did not approach CNV for funding contributions in 2023
2-8	Critical Maintenance and Repairs - Harry Jerome Community Recreation Centre	NVR&CC	200,000	30,000	170,000	Needed maintenance less than anticipated. Adequate funding has already been appropriated
11-05	Traffic Signal Pre-emption for Fire Emergency Vehicles	Engineering: Traffic	80,000	-	80,000	Existing appropriated funding is sufficient to continue to advance this important work through 2023.
11-27	Placemaking in the City - Activation and Maintenance	Engineering: Parks & Environment	275,000	195,000	80,000	Achieved some saving in maintenance costs, and some maintenance costs were able to be deferred until Lonsdale Great Street project direction is decided
2-10	Maintenance, Repair & Replacement - John Braithwaite Community Centre	NVR&CC	150,000	100,000	50,000	Needed maintenance less than anticipated. Adequate funding has already been appropriated
10-15	Block Funding - NVRC	NVR&CC	50,000	30,000	20,000	Small expenditures less than anticipated, and adequate funding available within existing appropriations
11-21	Property Tax Strategy Update	Finance	50,000	-	50,000	Project scheduled to follow Council approval of Economic Investment Strategy, now anticipated for Q4 2023. Funding for Property Tax Strategy Update now not needed until 2024
			1,205,000	355,000	<b>850,000</b>	
<b>Total</b>			11,447,053	355,000	<b>11,092,053</b>	

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8992

**A Bylaw to authorize the expenditure of monies from the  
Development Cost Charge (Parks) Reserve Fund  
for the 2023 Capital Plan Appropriations.**

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

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

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

1. This Bylaw shall be known and cited for all purposes as “**Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8992**” (2023 Capital Plan Funding).
2. The following amount is hereby appropriated from the Development Cost Charge (Parks) Reserve Fund for the purpose of funding:
  - A. \$49,500 for the “Bewicke and Mosquito Creek Trail Public Realm Safety Improvements” project.
  - B. \$11,138 for the “Chris Zuehlke Fence Height Extension” project.

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

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MAYOR

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CORPORATE OFFICER

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 Department Manager	 Director	 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PEOPLE AND CULTURE**  
**OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Edwina Doran, Director, People and Culture  
Heidi Granger, City Solicitor

Subject: RESPECTFUL COMMUNICATION POLICY

Date: September 5, 2023 File No: 01-0340-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Director, People and Culture, and the City Solicitor, dated September 5, 2023, entitled "Respectful Communication Policy":

THAT the proposed Respectful Communication Policy be approved.

**ATTACHMENTS**

1. Proposed Respectful Communication Policy (CityDocs [2395430](#))
2. Resolution approved by Council at its Regular meeting of April 17, 2023 (CityDocs [2353074](#))

**SUMMARY**

The purpose of this report is to present a draft Respectful Communication Policy for Council's consideration and approval.

## BACKGROUND

At its Regular meeting of April 17, 2023, Council unanimously resolved to direct staff to bring forward recommendations for a bylaw or policy for Council's consideration regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services. Council further resolved that the bylaw or policy include definitions of appropriate and inappropriate behaviour and communication and provide a clear process with assigned roles and authorities for City staff and Council members to address inappropriate communication when it occurs.

Council also stated its intent to lead by example and promote a safe, healthy, respectful and positive environment for all staff, members of the public and volunteers at its facilities and provide a workplace free of violence, bullying and harassment. Council therefore directed staff to prepare a bylaw or policy that would establish principles for respectful behaviour and communications with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services.

In response to this direction, staff researched and reviewed similar bylaws and policies considered or adopted by other municipalities and reviewed its internal Policy 203 in the Human Resources Policy Manual regarding Workplace Bullying, Harassment and Discrimination. The City Solicitor also retained external legal assistance with expertise in the area of labour, employment, human rights and ethics. The draft Respectful Communication Policy (Attachment #1) was prepared based on this advice and review, noting that there are only a few similar municipal policies in BC at this time.

Civil discourse is essential to a free and functioning democracy and this policy must be administered so that it aligns with protected rights of freedom of expression and existing federal and provincial laws. The purpose of this policy is not to limit or prevent public comment and engagement or expressions of opinion or belief, but to ensure that all persons, including members of the public, behave and communicate with City staff and Council members in a respectful manner in person, or by electronic, telephonic, written or any other form of communication.

The policy, if approved, will apply to all persons, including members of the public, when they are communicating with City staff and Council members in "City Spaces", which are broadly defined to include any location from which City staff are engaged in a work-related activity, like City-owned and operated facilities, work locations in the field and electronic meetings, among others. City staff also have an obligation to behave respectfully when engaging with the public and any observance or experience of a breach of that requirement by the public will continue to be dealt with under the City's Complaint Handling Policy. This policy does not apply to communications among City staff, which is covered under the Respectful Workplace Policy (previously known as the Workplace Bullying, Harassment and Discrimination Policy). This policy does not supersede the Council Procedure Bylaw and is intended to complement provisions in that bylaw that govern conduct at Council meetings.

At its Regular meeting of April 17, 2023, and in alignment with new requirements in the *Community Charter*, Council also passed a motion to direct staff to bring forward a draft Council Code of Conduct. This work is still underway and staff expect to report back to Council with a draft code in Q4 of 2023. The Respectful Communication Policy will therefore not apply to conduct or communications among Council members, as this will be covered under the current *Council Procedure Bylaw* and the future Council Code of Conduct.

## DISCUSSION

The draft policy sets out key definitions for inappropriate behaviour, states a prohibition on such behaviour when using or accessing City Spaces, and sets out a process for dealing with incidents where inappropriate behaviour is experienced or observed. Inappropriate behavior is broadly defined to mean comment or conduct, whether made in-person or by electronic, telephonic, written or any other form of communication that a person would know or reasonably ought to have known:

- to be offensive,
- would cause the subject of the communication or conduct, the person receiving the communication or conduct, or both to feel harassed, bullied, humiliated or intimidated;
- is discriminatory, threatening, violent, or defamatory; or
- is part of a pattern of communications or conduct that is frivolous, vexatious, or made with malicious intent;

There is guidance in the policy for determining what constitutes inappropriate behaviour, which must be more than trivial or inconsequential and would include conduct or comment made in-person or by electronic, telephonic, written or any other form of communication. Examples of inappropriate behaviour range from emails to City staff or Council members that include insulting, intimidating, derogatory, discriminatory or abusive comments, shouting at City staff while they are carrying out work for the City and comments or conduct of a sexual nature. The intent is to broadly define what constitutes inappropriate behaviour to encompass an array of comment or conduct that may arise in various modes or media.

There are separate processes for inappropriate behaviour that is observed or experienced by City staff and that observed or experienced by the Mayor or a Council member. Incidents observed or experienced by City staff (including volunteers and persons appointed to City committees, commissions and boards) would first be reported to a department manager who, in consultation with the Director, People and Culture, would determine whether there was an "Incident", meaning an occurrence involving one or more individuals engaging in inappropriate behaviour. If there was an Incident, this is referred to a committee comprised of up to three staff members appointed by the CAO from time to time for investigation and action, with an avenue for appeals to the CAO. Incidents observed or experienced by a Council member, including the Mayor, may be

referred to Council for investigation and action, and Council may direct the CAO or Corporate Officer to implement certain actions.

Staff intend to implement the policy upon adoption with training provided by the People and Culture Department. Should the policy need refinement, staff will return to Council for guidance and decision.

### **FINANCIAL IMPLICATIONS**

This policy will not result in any direct financial implications for the City.

### **INTER-DEPARTMENTAL IMPLICATIONS**

The implementation of the Respectful Communication Policy will require coordination among managers in all departments, the Director, People and Culture and the CAO. Training on this policy is anticipated, particularly for department managers in identifying whether an incident has occurred, and this will be provided by the People and Culture department.

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

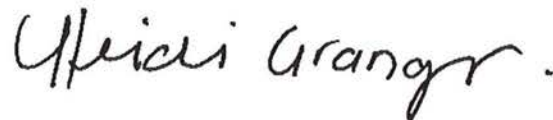
The Respectful Communication Policy aligns with Council's Strategic Plan as "A City for People" and "A Vibrant City" to promote inclusive, safe and respectful communication.

RESPECTFULLY SUBMITTED:



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Edwina Doran  
Director, People and Culture



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Heidi Granger  
City Solicitor

# COUNCIL POLICY




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<b>Policy Name</b>	Respectful Communication Policy
<b>Policy Number</b>	## ###
<b>Effective Date</b>	Month DD, YYYY
<b>Approved By</b>	Council

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## 1. POLICY

The City of North Vancouver is committed to promoting a safe, healthy, respectful, and positive environment for members of the public, employees, Council Members and volunteers, and has an obligation to provide a workplace free of bullying, discrimination, harassment and sexual harassment.

## 2. PURPOSE

- 2.1 The purpose of this policy is to ensure that all persons, including members of the public, behave and communicate with City Staff and Council Members in a respectful manner in person, or by electronic, telephonic, written or any other form of communication.
- 2.2 This policy identifies communications from the public that may constitute bullying, harassment and sexual harassment, or may otherwise be threatening, discriminatory, or defamatory, and provides a process for responding to such communication to City Staff, which includes employees, Council Members, persons appointed to City committees, commissions and boards and other volunteers, in association with any service, program, or event provided by the City.

## 3. APPLICATION AND SCOPE

- 3.1 This policy applies to all persons, including members of the public, when they are communicating with City Staff and Council Members in City Spaces, all as defined in this policy, and applies to communications between City Staff and members of the public.
- 3.2 This policy does not apply to conduct or communications among Council Members, which would be covered under the Council Procedure Bylaw and future Council Code of Conduct. This policy also does not apply to communications among City Staff, which is covered under the Respectful Workplace Policy. Communications and conduct by staff to members of the public, which are required to be respectful, will continue to be covered under the City's Complaint Handling Policy.
- 3.3 This policy does not replace, supersede, or impact the City's Human Resources Policy Manual, including the City's Respectful Workplace Policy, and is intended to be read in conjunction with the Human Resources Policy Manual. This policy also does not replace, supersede, amend or impact the City's Council Procedure Bylaw and is intended to complement the provisions in that bylaw governing behaviour in Council meetings.
- 3.4 Nothing in this policy limits the City's right to pursue other remedies available by law, including injunctions.

3.5 A reference to the CAO, a Manager or the Director, People and Culture, includes a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.

3.6 This policy will be administered in accordance with applicable legislation, including the *Canadian Charter of Rights and Freedoms*, the *British Columbia Workers Compensation Act* and the *British Columbia Human Rights Code*.

#### 4. DEFINITIONS

4.1 The following terms have the following defined meanings in this policy:

- (a) “**CAO**” means the municipal officer appointed by Council to serve as the Chief Administrative Officer of the City pursuant to Section 147 of the *Community Charter*;
- (b) “**City**” means The Corporation of the City of North Vancouver;
- (c) “**City Space**” means any location from which City Staff is engaged in a work-related activity, including but not limited to: work sites owned, operated, or controlled by the City (such as City Hall, operations centres, fire halls, parks locations and buildings, construction or maintenance sites, business-related social functions); work locations away from the foregoing venues, including information sessions, public consultation venues and construction sites being inspected by City Staff; work-related conferences and training sessions; work-related travel, telephone conversations, voicemail or electronic messaging, electronic meetings, and video conferencing and social media sites operated by the City or by Council Members. For the purposes of this policy, City Space also includes any location at which a Council Member for the City is carrying out their powers, duties, or functions for the City;
- (d) “**City Staff**” means a person employed or retained by the City to do business of the City, and includes volunteers authorized to act on behalf of the City and persons appointed to City committees, commissions and boards;
- (e) “**Community Charter**” means the *Community Charter*, S.B.C. 23, c. 26, as many be amended;
- (f) “**Corporate Officer**” means the municipal officer appointed by Council to serve as the Corporate Officer for the City pursuant to Section 148 of the *Community Charter*;
- (g) “**Council**” means the duly elected officials of the City, those being the Mayor and Councillors;
- (h) “**Council Member**” means the Mayor or a Councillor;
- (i) “**Director, People and Culture**” means the municipal officer appointed by the CAO to serve as the Director, People and Culture for the City, or any successor in function in that role;
- (j) “**Discriminatory**” means comment or conduct related to a person’s race, colour, ancestry, place of origin, Indigenous identity, political belief, religion, marital status, family status, physical or mental disability, gender identity or expression, sex, sexual orientation, or age that a person knew or reasonably ought to have known would be

offensive or would cause another person to be humiliated or intimidated or exposed to hate or contempt;

- (k) **“Inappropriate Behaviour”** means comment or conduct, whether made in-person or by electronic, telephonic, written or any other form of communication, that a person would know or reasonably ought to have known:
  - (i) to be offensive;
  - (ii) would cause the subject of the communication or conduct, the person receiving the communication or conduct, or both, to feel harassed, bullied, humiliated or intimidated;
  - (iii) is Discriminatory, threatening, violent, or defamatory; or
  - (iv) is part of a pattern of communications or conduct that is frivolous, vexatious, or made with malicious intent;
- (l) **“Incident”** means any occurrence involving one or more individuals engaging in Inappropriate Behaviour at or in a City Space;
- (m) **“Incident Report”** means a written record, created by City Staff, containing relevant details of an alleged Incident, in a form to be created and administered by the People and Culture Department and found on CityBizz;
- (n) **“Manager”** means a person employed by the City as a Manager of the relevant department of the involved division or department of the City;
- (o) **“Policy Committee”** means a committee comprised of between one and three members of City Staff appointed by the CAO from time to time to carry out the functions set out in Section 7.1(vi) to (viii).

## 5. INTERPRETATION

### 5.1 Determining What Constitutes Inappropriate Behaviour

- (a) In evaluating whether conduct or comments fall under the definition of Inappropriate Behaviour under this policy, the conduct or comment must be more than trivial or inconsequential and will typically be a pattern of repeated behaviour although, a single incident, if sufficiently serious or egregious, can constitute Inappropriate Behaviour.
- (b) For guidance, examples of Inappropriate Behaviour include, without limitation, the following, which may be made in-person or by electronic, telephonic, written or any other form of communication:
  - (i) insulting, derogatory, abusive or Discriminatory comments, jokes or gestures;
  - (ii) shouting, yelling, glaring or staring;
  - (iii) outbursts or displays of anger directed at others;
  - (iv) threats or attempts to intimidate, including physically aggressive or threatening behaviour;

- (v) any unwanted physical contact;
- (vi) throwing objects in a deliberate or aggressive manner;
- (vii) attempts to goad or incite violence;
- (viii) targeting an individual through persistent, unwarranted criticism;
- (ix) persistent rudeness, taunting, belittling and patronizing;
- (x) repeated requests for a decision or action where City Staff have previously responded to the same request in full and there has been no change in the inputs into the decision or action or the decision has already been dealt with under the Complaint Handling Policy;
- (xi) refusal to follow reasonable direction or requests to leave a City Space when asked; and
- (xii) conduct or comment of a sexual nature such as sexually suggestive, obscene or degrading comments or gestures, unwelcome sexual advances or propositions or unwelcome comments about a person's sex life, gender, appearance or sexual orientation.

## **6. RESPECTFUL BEHAVIOUR**

### **6.1 Requirement to Behave Respectfully**

- (a) All persons have a duty to behave respectfully and not to engage in Inappropriate Behaviour when using or accessing a City Space and must:
  - (i) treat others with respect, courtesy, fairness and equality and not engage in Inappropriate Behaviour towards others;
  - (ii) use City Spaces and equipment in a safe and respectful manner and not engage in theft of property, possession of weapons or vandalism; and
  - (iii) comply with all posted policies and rules, including Codes of Conduct, regarding the use of City Spaces including, without limitation, City electronic communication systems and social media accounts.

## **7. INCIDENT PROCEDURES**

### **7.1 Inappropriate Behaviour Directed at or Observed by City Staff**

- (a) When City Staff observe or experience an Incident or receive a report that an Incident has occurred, City Staff will, subject to Section 7.1(b), carry out the following procedures:
  - (i) where possible, City Staff will attempt to explain to the person or persons engaging in the Inappropriate Behaviour that it is unacceptable and ask that the behaviour cease. If at any time City Staff feels that the safety of any person is at risk, they will request security assistance;



- (ii) prepare an Incident Report, and, if the Inappropriate Behaviour was carried out by written or electronic communication, attach a copy of all such communication;
- (iii) submit the Incident Report to the Manager of the department in which the City Space is situated, copying the Director, People & Culture and for persons appointed to City committees, commissions and boards, submit the Incident Report to the Corporate Officer;
- (iv) if the Manager or Corporate Officer, in consultation with the Director, People and Culture, believes the Incident did not violate this policy, they will notify the City Staff member who submitted the Incident Report, and provide reasons to explain their decision;
- (v) if, upon receipt and review of an Incident Report, the Manager or Corporate Officer, in consultation with the Director, People and Culture, believes the Incident may have violated this policy, they will notify the CAO and provide the Policy Committee with the Incident Report;
- (vi) when the Policy Committee receives an Incident Report, they will take appropriate steps to determine whether the alleged Inappropriate Behaviour is substantiated or not. This includes providing the responding party with information about the allegations and providing them with a fair opportunity to respond which the Policy Committee may require to be made solely in writing;
- (vii) if the Policy Committee determines that Inappropriate Behaviour has occurred, they will take such action as they consider appropriate in the circumstances, considering the following guidelines:
  - (A) whether the Inappropriate Behaviour concerned a matter for which the author of the communication had a statutory right to be heard;
  - (B) the role of the individual to whom the Inappropriate Behaviour was directed;
  - (C) whether the Inappropriate Behaviour relates to comments and feedback regarding a program, service, or initiative of the City;
  - (D) whether the Inappropriate Behaviour is violent, threatening, defamatory of an individual, in breach of existing laws or Discriminatory;
  - (E) whether the Inappropriate Behaviour was a single or repeated act;
  - (F) whether the person has acknowledged wrongdoing or apologized for the Inappropriate Behaviour;
  - (G) whether the person had received previous warnings or actions from the City regarding Inappropriate Behaviour; and
  - (H) any other relevant consideration.

- (viii) having consideration of the foregoing guidelines, after reviewing and considering the Incident Report, the Policy Committee may:
  - (A) determine that the Incident did not constitute a violation of this policy and take no further action, and communicate this to the Director, People & Culture who will advise the City Staff member who created the Incident Report;
  - (B) determine that the Incident constituted a violation of this policy but decide that no further action is required in the circumstances and communicate this to the Director, People & Culture who will advise the City Staff member who created the Incident Report;
  - (C) determine that the Incident constituted a violation of this policy and take one or more of the following steps:
    - (1) issue a written warning letter to the person who engaged in Inappropriate Behaviour;
    - (2) request that the person who engaged in Inappropriate Behaviour meet with a specified City Staff member to discuss the Incident;
    - (3) impose limits on the way a person may communicate with City Staff, including prohibiting the person from accessing or communicating in any City Spaces or limiting the person to communicating in a particular manner, at a particular time, for a particular duration of time and with a particular person;
    - (4) instruct City Staff not to acknowledge, respond to, and/or publish future communications from the person engaging in Inappropriate Behaviour; and
    - (5) take any other action the Policy Committee considers appropriate and reasonable in the circumstances.
- (b) If an Incident is also being investigated as a formal complaint pursuant to Policy 203 – Respectful Workplace policy sent out in the City’s Human Resources Policy Manual, then any determination made under this section 7.1 must not be issued until such investigation has concluded and results have been finalized.
- (c) A person may appeal a decision made by the Policy Committee under Section 7.1(a)(vii)(C) by sending a request for review of the decision to the CAO within ten business days of receiving the Policy Committee’s decision. Upon receipt of a review request, the CAO will:
  - (i) review the Incident Report and all of the materials considered by the Policy Committee;
  - (ii) consider the guidelines in 7.1(a)(vii);
  - (iii) at their discretion, schedule a discussion with the requestor; and

- (iv) within ten business days, render a decision or either uphold or rescind the decision of the Policy Committee or vary the decision and take any of the actions set out in Section 7.1(a)(vii)(C).
- (d) All decisions of the CAO with regard to a review are final.

## 7.2 Inappropriate Behaviour Directed at or Observed by a Council Member

- (a) If a Council Member observes or experiences an Incident, they may, at their discretion, bring the Incident to the attention of Council.
- (b) If the Inappropriate Behaviour received or observed by a Council Member is also sent to and/or received by City Staff, then Council may refer the Incident to the CAO and direct that the procedures set out in Section 7 will apply;
- (c) When Council receives notice of Inappropriate Behaviour towards a Council Member, a Council Member may place discussion of the matter on the agenda of Council and in discussing the matter, Council will have regard to the following guidelines:
  - (i) whether the Inappropriate Behaviour concerned a matter for which the author of the communication had a statutory right to be heard;
  - (ii) whether the Inappropriate Behaviour relates to comments and feedback regarding a program, service, or initiative of the City;
  - (iii) whether the Inappropriate Behaviour is violent, threatening, defamatory of an individual, in breach of existing laws or Discriminatory;
  - (iv) whether the Inappropriate Behaviour was a single or repeated act;
  - (v) whether the person has acknowledged wrongdoing or apologized for the Inappropriate Behaviour;
  - (vi) whether the person had received previous warnings or actions from the City regarding Inappropriate Behaviour;
  - (vii) any other relevant consideration.
- (d) Council will take appropriate steps to determine whether the alleged Inappropriate Behaviour is substantiated or not. This includes providing the responding party with information about the allegations and providing them with a fair opportunity to respond, which Council may require to be made solely in writing;
- (e) Having consideration of the foregoing guidelines and any submissions of the responding party, after reviewing and considering the matter, Council may, by resolution passed by a majority of Council Members:
  - (i) determine that the Incident did not constitute a violation of this policy and take no further action;
  - (ii) determine that the Incident constituted a violation of this policy but decide that no further action is required in the circumstances;

- (iii) determine that the Incident constituted a violation of this policy and instruct the Corporate Officer or the CAO take one or more of the following steps:
  - (A) issue a written warning letter to the person who engaged in Inappropriate Behaviour;
  - (B) request that the person who engaged in Inappropriate Behaviour meet with a specified City Staff member to discuss the Incident;
  - (C) impose limits on the way a person may communicate with Council, including prohibiting the person from accessing or communicating in any City Spaces or limiting the person to communicating in a particular manner, at a particular time, for a particular duration of time and with a particular person;
  - (D) instruct City Staff not to acknowledge, respond to, and/or publish future communications from the person engaging in Inappropriate Behaviour; and
  - (E) take any other action Council considers appropriate and reasonable in the circumstances.

(f) All decisions of Council pursuant to Section 7.2(e) are final.

**DOCUMENT HISTORY**

<b>Date</b>	<b>Action</b>	<b>By</b>
Month DD, YYYY	Approved	
Month DD, YYYY	Amended	

**Policy numbers are assigned by the Clerk’s Office once approved or endorsed by the CAO or Council.**

**For questions regarding the policy template or process, please contact the Deputy Corporate Officer.**

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON **MONDAY, APRIL 17, 2023****

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**NOTICE OF MOTION**

15. Council Code of Conduct and City of North Vancouver Respectful Communication Policy – File: 01-0530-01-0001/2023

Submitted by Council of the Whole

Moved by Councillor Bell, seconded by Councillor Girard

WHEREAS the City of North Vancouver has a priority to be a City for People that is welcoming, inclusive, safe, accessible and supports the health and well-being of all;

WHEREAS a Code of Conduct is a written document that sets shared expectations for conduct or behaviour;

WHEREAS responsible conduct that is grounded in agreed upon principles furthers a local government's ability to provide good governance to their community;

WHEREAS Council of the City of North Vancouver, as a group, wishes to lead through example that it sets for the City and the community;

WHEREAS the City of North Vancouver wishes to promote a safe, healthy, respectful and positive environment for all staff, members of the public and volunteers at its facilities, and has an obligation to provide a workplace free of violence, bullying and harassment;

AND WHEREAS civil discourse is essential to a free and functioning democracy now;

THEREFORE BE IT RESOLVED that staff be directed to bring forward for Council's consideration a Code of Conduct for the City of North Vancouver Council regarding respectful behaviour and communication between members of Council;

THAT staff be further directed to bring forward recommendations for a bylaw or policy for Council's consideration regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services;

AND THAT the bylaw or policy include definitions of appropriate and inappropriate behaviour and communication and provide a clear process with assigned roles and authorities for City staff and Council members to address inappropriate communication when it occurs.

**CARRIED UNANIMOUSLY**

## **NOTICE OF MOTION**

15. Council Code of Conduct and City of North Vancouver Respectful Communication Policy – File: 01-0530-01-0001/2023

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### **RECOMMENDATION:**

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*Background Information, April 11, 2023*

**References:**

Province of British Columbia:

[Responsible Conduct of Locally Elected Officials](#)

UBCM:

[Resources for Developing and Improving Codes of Conduct](#)

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer

Subject: AMENDMENT TO OFFICERS AND OFFICIALS BYLAW

Date: October 10, 2023 File No: 09-3900-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated October 10, 2023, entitled "Amendments to Officers and Officials Bylaw":

THAT "Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987" (Regular Full-Time and Regular Part-Time Complement) be considered.

**ATTACHMENT**

1. Proposed "Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987" (Regular Full-Time and Regular Part-Time Complement) (CityDocs [2396264](#))

**SUMMARY**

A housekeeping amendment to the current Officers and Officials Bylaw is proposed to allow for greater efficiency in managing a regular full-time/part-time staffing complement that aligns with the annual financial plan.

**FINANCIAL IMPLICATIONS**

Internal controls are in place that ensure Council approved funding, as approved in the City's 5-year Financial Plan, to support all new hires, whether full-time or part-time. Where new positions are considered by the CAO under an amended bylaw, the existing internal controls will be leveraged to ensure future long-term positions have the skills that can support the City's anticipated work programs and projects over the long term.

No financial implications are anticipated as a result of this report.


**INTER-DEPARTMENTAL IMPLICATIONS**

City departments will work with the People and Culture Department and Finance Department regarding staff planning and resource allocation, as authorized by the CAO.

**STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The proposed bylaw amendment supports strategic staff planning and retention.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Karla Graham,  
Corporate Officer

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8987

A Bylaw to amend “Officers and Officials Bylaw, 2013, No. 8322”

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 “**Officers and Officials Bylaw, 2013, No. 8322, Amendment Bylaw, 2023, No. 8987**” (Regular Full-Time and Regular Part-Time Complement).
2. “Officers and Officials Bylaw, 2013, No. 8322” is amended as follows:
  - A. By deleting subsection (h) in Part 5 and replacing it with the following:
    - (h) make changes in regular full-time and regular part-time complement to maintain a full-time complement in alignment with the annual budget;

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

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MAYOR

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CORPORATE OFFICER